

Big Bend Community College



Board of Trustees

Regular Board Meeting

**Tuesday, January 12, 2010
1:30 p.m.**

**ATEC
Hardin Community Room**

Community College District No. 18

**7662 Chanute Street NE
Moses Lake WA 98837**

Winter 2010 Campus Events

Winter 2010 Campus Events		
January	13	ASB Event: Singles Pool Tourney, 1400 Game Room, 3:00 p.m.
	16	Women's Basketball vs. Wenatchee Valley College, DeVries Activity Center, 2:00 p.m.
	16	Men's Basketball vs. Wenatchee Valley College, DeVries Activity Center, 4:00 p.m.
	16	Columbia Basin Allied Arts, Mud Bay Jugglers, Wallenstien Theater, 7 p.m.
	18	Campus Closed – Martin Luther King Jr. Day
	27	Women's Basketball vs. Columbia Basin College, DeVries Activity Center, 6:00 p.m.
	27	Men's Basketball vs. Columbia Basin College, DeVries Activity Center, 8:00 p.m.
	28	ASB Event: Ice Skating & Batting Cages, Larson Recreation Center, 10:00 p.m. – Midnight
	29	ASB Event: Wenatchee Wild Hockey Game – “BBCC Night” \$10 Discounted Tickets for Staff & Students
	30	BBCC Foundation Winter Serenade – Masto Conference Center 5:30 p.m.
February		
February	6	Women's Basketball vs. Yakima Valley College, DeVries Activity Center, 2:00 p.m.
	6	Men's Basketball vs. Yakima Valley College, DeVries Activity Center, 4:00 p.m.
	9	ASB Event: Appetizer Fest, Masto Conference Center, 10:30 a.m.
	11	Winter Quarter Graduation Applications Due
	12	Women's Basketball vs. Treasure Valley CC, DeVries Activity Center, 6:00 p.m.
	12	Men's Basketball vs. Treasure Valley CC, DeVries Activity Center, 8:00 p.m.
	13	Women's Basketball vs. Blue Mountain CC, DeVries Activity Center, 2:00 p.m.
	13	Men's Basketball vs. Blue Mountain CC, DeVries Activity Center, 4:00 p.m.
	13	Columbia Basin Allied Arts, Snow White & the Seven Dwarfs, Wallenstien Theater, 7 p.m.
	18	ASB Event: Dance, Masto Conference Center, 9:00 p.m. – Midnight
	20	Women's Basketball vs. Walla Walla CC, DeVries Activity Center, 2:00 p.m.
	20	Men's Basketball vs. Walla Walla CC, DeVries Activity Center, 4:00 p.m.
	22	ASB Event: Eric Davis, Black History Month Speaker, Masto Conf. Room, 12:00 – 1:00 p.m.
	23-25	Spring Quarter Registration
March		
March	2	BBCC Board Meeting, Hardin Room, 1:30 p.m.



BBCC Orchestra Holiday Concert
December 13, 2009



Big Bend
Community College

COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE

7662 Chanute Street
Moses Lake, Washington 98837
Regular Board Meeting Agenda
Tuesday, January 12, 2010, 1:30 pm
ATEC- Hardin Community Room

	Action		Tab #
	A	1. Call to Order/Roll Call	1
	I	2. Introductions	2
<i>Governing Board Members:</i>	I	3. State Auditor Report	3
	I/A	4. Consent Agenda	4
<i>Felix Ramon, Chair</i>		a. Approval of Board Minutes 10/20/09 (A)	
		b. Student Success (I)	
		Achieving the Dream	
		Student Achievement Initiative	
<i>Katherine Kenison, Vice Chair</i>		Academic Master Plan	
		c. Accreditation (I)	
<i>Mike Blakely</i>		d. Assessment Update (I)	
		e. Capital Project Report (I)	
<i>Angela Pixton</i>		f. Human Resources Report (I)	
		g. Enrollment Report (I)	
<i>Mike Wren</i>		h. Donation (A)	
		i. Advisory Committee Lists (A)	
<i>Dr. Bill Bonaudi, President</i>	I	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)	5
		a. ASB Representative – Rhoan Ashby, President	
		b. Classified Staff Representative – Kathy Aldrich	
		c. Faculty Representative – Mike O’Konek, Faculty Assn. President	
		d. VP Financial & Administrative Services – Gail Hamburg	
		e. VP Instruction/Student Services – Dr. Mike Lang	
		f. VP Human Resources & Labor – Holly Moos	
	I/A	6. Student Trustees	6
		Executive Session	
		-----BREAK-----	
	I	7. Azorus Presentation	7
	A	8. Assessment of Board Activity- Board	8
	A	9. Next Regularly Scheduled Board Meeting – Board	9
	I	10. Miscellaneous	10
	A	11. Adjournment	11

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 REMINDER – Regular Meeting March 2, 2010, 1:30 p.m.

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 762-6335) as soon as possible to allow sufficient time to make arrangements.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/10

ITEM #4: CONSENT AGENDA (for action)

- a. Regular Meeting Minutes November 17, 2009

BACKGROUND:

The Regular Meeting Minutes November 17, 2009, are included for review.

Prepared by the President's Office.

RECOMMENDATIONS:

President Bonaudi recommends the Board of Trustees approve the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting on Tuesday, November 17, 2009, at 7:00 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Chair Felix Ramon called the meeting to order at 7:00 p.m.

Present: Mike Blakely
Angela Pixton
Felix Ramon
Mike Wren

Absent: Katherine Kenison

2. Introductions

There were no introductions

3. Consent Agenda

a) Approval of Regular Meeting Minutes for October 20, 2009 (A); b) Student Success Update (I); c) Accreditation (I); d) Assessment Update (I); e) Capital Project Report (I); f) Human Resources Report (I); g) Enrollment Report (I); h) Donation (A).

MOTION 09-44 Trustee Mike Wren moved to approve the Consent Agenda. Trustee Angela Pixton seconded the motion, and the motion carried.

4. Remarks

- a. ASB President Rhoan Ashby reported ASB has been busy this quarter. November 9, ASB sponsored a Gang Awareness Informational meeting with more than 65 people in attendance, some from the community. November 10, 212 people enjoyed the ASB Breakfast fest. November 12, ASB co-sponsored an event with CWU honoring Veterans and 18 people attended, with a few participants from the community. That night ASB held a Free Bowling Night and had a great turnout of 175 students participating until midnight.

This week ASB is holding a Food Drive throughout the week, with donations going to the Moses Lake Food Bank. ASB also held a blood drive several weeks ago and 14 people donated blood.

November 18 is the ASB doubles pool tournament and then on Thursday ASB is holding a 3 on 3 basketball tournament. ASB is conducting a survey regarding students' usage of the Grant County Transit Authority.

Two weeks ago the ASB programming director, President Ashby and ASB advisor Kim Jackson, attended a regional National Association of Campus Activities Conference in Portland. They spent several days attending education sessions and watching a lot of entertainers. As a result they have scheduled great lunchfest entertainment through next November.

The Couch Potato fundraiser during home basketball games is beginning with the first home game. For \$40 spectators can sit on a very comfy sofa at midcourt, enjoy pizza and pop and a great view of the games. Please contact Kim Jackson with reservations and/or donations. This is one of two annual ASB fundraisers.

President Ashby also gave the club updates. The Nursing Club students will be selling krispy kreme donuts and wrapping gifts over the next month as a fund raising activity.

Phi Theta Kappa inducted 24 new members into Phi Theta Kappa on November 5. They will hold a Silent Auction Wednesday, November 18 in the ATEC lobby from 8:00-4:00. The club will also sell concessions at the Columbia Basin Allied Arts event December 3-5. The book buy-back bake sale will also be a good fundraiser for the club.

The Students Supporting Students Soccer Club plan to volunteer once again at the Moses Lake Food Bank throughout the month of November.

- b. Classified Staff Representative Kathy Aldrich reported the Classified Staff activities. David Bomstad, Gene Hanover, James Meyers, Tom Munyan, Susan Nichols, Petr Radchishin, Todd Sauer, Rick Tincani, and Linda White attended First Aid/CPR/AED/Bloodborne Pathogens on October 5 at BBCC. T.C. Bergen, Brad Beuckman, Sergio Cervantes, Randy Fish, Dave Frueh, Garry Helvy, Valerie Mestdagh, Jeff Robnett, Robert "Joe" Russell, Nancy Theis, Jim Tincher, and Angel Uresti attended First Aid/CPR/AED on October 6 at BBCC.

Kamela Bishop continued to attend a University of Phoenix online class called DBM/500 Database Concepts through October 2009. Angie Albert attended a DATA training class at the State Board Office in Bellevue on October 6. Robin Arriaga attended Health Care Authority Rules Update thru an Illuminate Meeting on October 6 at BBCC.

Keli Sanford, Danelle Happer, and Michele Williamson attended contract training by Kim Helvy on October 6 at BBCC. Maribell Aguilar attended Promoting First Relationships/ ECE October 7 – 9 in Seattle.

Michele Williamson attended Job Training with Clyde Rasmussen and Holly Moos October 8 and 14, at BBCC. Michele Williamson also attended contract training on October 8 at BBCC.

Dina Moskvich attended Devereux Early Childhood Assessment training in Spokane October 8 -9. Karen Olson, Heidi Weisler, Debbie Simpson, Danelle Happer, and Michele Williamson attended a Travel Workshop on October 8 at BBCC.

Susan Nichols attended a Campus Safety meeting on October 15, at BBCC. Angela Weber attended an Early Learning Conference AEYC (Assoc. for the Education of Young Children) Training in Bellevue October 15–17.

Barbara Collins attended training for the State Enrollment and Reporting System for the Basin Tech Prep program throughout the month of October. This is an online registration system that will allow students to register for Tech Prep classes and earn college credits.

Nathan Holes completed “compass repair and servicing” training and testing. This was “In house” training on October 21 at BBCC. Michele Williamson attended contract training with Char Rios, Barb Riegel & Kathy Starr on October 21. Brad Beuckman and Jeff Robnett attended ABB Drive Training by Platt Electric on October 21 in Moses Lake.

Ana Ellsworth attended Work First Regional Colleges’ Meeting on October 22 at Columbia Basin Community College in Pasco, WA.

Robin Arriaga attended PEBB (Public Employees Benefits Board) Open Enrollment Seminar-Go-to-Meeting via web on October 22 at BBCC.

Danelle Happer attended CASAS CADRE Training on October 22 at Columbia Basin College in Pasco, WA.

Hope Strnad, Jonie Walker, Karen Olson, Ruth Coffin, Jessica Aloysius, Dale Casebolt, Cheryl Brischle, Michelle Williamson, Barb Riegel, Rita Delgado, Debbie Simpson, Kathy Aldrich and Darci Alamos viewed the Customer Service Video “Getting Ahead by Getting Along” on October 23 at BBCC. There was an in-house featured “Spotlight on the Financial Aid Office” that provided information regarding specific employee’s jobs to assist with referring students, phone calls and visitors to within the Financial Aid Office.

Robin Arriaga attended contract training with Kim Helvy on October 27 at BBCC. Jessica Aloysius attended Title III/V Grant Management Workshop with Ramona Munsell and Associates Consulting, Inc. in Arkansas on

October 27. Michele Williamson attended contract training with Kim Helvy
October 28.

Ms. Aldrich reminded everyone that the BBT (Big Bend Technology) staff who were introduced during the last Board meeting were all classified staff. She highlighted their roles at BBCC beginning with Research Analyst Starr Bernhardt. Ms. Bernhardt works in the Institutional Research department and she collaborates with other BBCC departments to provide usable data to help them make decisions. One of her current projects is the dashboard information that is being launched on the website. Part of her job is to create how the dashboards look to the end user and decide which drill down options will be useful. The dashboard provides current statistical information in the form of a chart. Prior to the dashboards it often took four to six weeks after the end of each quarter to access that quarter's data. More dashboards are being planned based on user needs from around the campus.

Next, Ms. Aldrich highlighted Network Administrator Zachary Geesaman. He manages 18 physical servers and 50 virtual servers, including server storage, networking, backup and email systems. Mr. Geesaman is a BBCC graduate and next to Director Russ Beard he is Big Bend Technology's most senior employee after beginning part-time in April 2001. Many employees seek out Mr. Geesaman for his ability to solve software and hardware issues.

Information Technology Specialist III Eric Gruber was featured by Ms. Aldrich next. Mr. Gruber is a computer programmer data base administrator. He works with Dean Kirkwood's IR department, assisting Ms. Bernhardt to develop the dashboards for the website. He also administers the campus alert program. Mr. Gruber is a BBCC graduate and he appreciates the teamwork of the BBT staff.

Scott Carsey, Information Technology Specialist III, provides desktop support of hardware, software, phones and printers. He is also in charge of Media Site, video conferencing and provides some website design. and he assigns the BBT work orders. Mr. Carsey is a BBCC graduate, he also earned an AA degree in web design from South Seattle Community College and he holds a Bachelor degree in Psychology.

Information Technology Specialist I, Mark Rogerson's duties include general hardware/software support, phone support; he helps with projectors and he helps employees and students unlock their passwords. He also images computers. He commented to Ms. Aldrich that the people and work environment drew him to BBCC.

Ms. Sara Hankins is an Information Technology Technician I. She is our website tour guide and assists with instructional technology and Media Site recordings. She also installs computers, printers and phones along with some repairs. Along with this she provides portal workshops and assists with new student orientation. Also a BBCC graduate, Ms. Hankins appreciates the other BBT staff members.

The BBT program assistant is Ms. Julia Gamboa. She develops the budget for the BBT department. She also helps employees and students with their passwords and directs inquiries to the correct BBT staff. Ms. Gamboa is Director Russ Beard's "right arm" and she assisted with the development of the RUS grant and she monitors the technology hardware inventory for the campus. Ms. Gamboa also serves on the Classified Staff committee.

The Web Services Coordinator is Kamela Mattson Bishop. Her primary duties include web development and support of online education. She is also responsible for quarterly technical workshops for students. During fall quarter, Ms. Bishop and Ms. Hankins together supported over 800 students during the orientation workshops. Ms. Bishop will complete her Masters of Information Systems spring 2010.

Terry Stenzel is the Media Technician Lead. He and his team support all activities and events in the ATEC Building. He keeps a plethora of audio/video technology operational and services and assists faculty members with technology. He also records many special events and converts them to appropriate media formats.

Ms. Aldrich commented that after talking with each member of the BBT staff it was apparent that they work as a team. The skills they each possess complement one another. She said the BBT department works as a skeleton crew compared with other colleges. When one person is out of the office it really impacts the department.

Lastly, Ms. Aldrich invited the Board members to attend the annual Christmas Potluck at noon, Friday, December 11 in the Masto Conference Center. She stated this is BBCC's chance to give back to the community with gift donations for less fortunate children during the holiday season.

- c. Faculty Association President Mike O'Konek reported faculty activities. He stated Allison Post, Stephen Lane, Barbara Jacobs, Loveta Boyce, April Mayer and Valerie Howie completed Angel training.

OIT Instructors Pat Teitzel and Daneen Berry Guerin have been working to update the Office Information Technology program. They plan to revise the program to Office Technology and start a new program named

Administrative Professional Services (APS). The APS program will be geared toward customer service and hospitality. The APS program came about as a result of researching job opportunities and reviewing other Washington state community college programs.

Music Instructor Pat Patterson reported that the Big Bend Music Department is presenting a seasonal concert on Sunday, December 13 at 7:00 p.m. in the Wallenstein Theater. The performance will feature Handel's oratorio Messiah and a community sing a long. Admission is free and a donation to the Moses Lake Food Bank is requested.

Phi Theta Kappa advisor, Barbara Whitney reported the Phi Theta Kappa Silent Auction will be held Wednesday, November 18 from 8:00 – 4:00 pm in the ATEC Peterson Gallery.

Political Science Instructor Chris Riley reported that his International Relations class has started their annual student global issues conference. The topics for this year are human rights and war crimes. He invited the Trustees to visit the class anytime. They meet Monday through Thursday from 10:30 – 11:35 a.m.

Instructor O'Konek reported he attended a statewide WEA (WA Education Association) meeting and a Faculty of the Future joint conference with AFT (American Federation of Teachers) October 23-24. He also attended a WEA leaders conference November 6-8. The state FFA Potato Judging competition was held on November 6 and 100-150 students from around the state attended. The automotive students attended the Seattle Auto Show November 12. The High School Skills USA program held their senior citizens day November 14. They changed the oil and checked vehicles for senior citizens in the community.

- d. VP Gail Hamburg explained that several of the vendors who placed bids to complete the auditorium remodel have had difficulties with their bonds. The fourth lowest bidder, Halme Builders Incorporated from Davenport, has been awarded the job. They have worked on campus in the past. Their total bid including contingencies was \$301,000, which is \$107,000 over the lowest bidder. VP Hamburg stated they hope to begin working on the auditorium in mid-December.
- e. VP Mike Lang introduced Dean Clyde Rasmussen to discuss the Center Pivot Training information. Dean Rasmussen reported he is putting together the Master Course Outline (MCO). He is using input from Reinke Irrigation and other irrigation industry representatives. The MCO will go to Instructional Council for approval in December. Dean Rasmussen stated 10 credits of the program will be center pivot instruction and it will be part of the IET program. This will develop into an AA degree with the addition

of computer science and customer services courses. Dean Rasmussen said he is working with the IR department to administer a needs survey of agriculture industry leaders through an on-line survey called Survey Monkey.

Trustee Mike Wren asked about the details of what the student will learn in the Center Pivot program. Dean Rasmussen responded that they will work on cables, gear boxes, center switches and the entire system. He is working with Reinke regarding equipment donations.

Dean Rasmussen also reported on the CSC (Computer Science) program. Ms. Maureen Marjory is updating the CSC curriculum. She plans to have a draft MCO completed by mid-December. VP Mike Lang and Dean Rasmussen worked together to form a committee to discuss the articulation agreement with Central Washington University. They will be discussing catalog and internship information and plan to offer the updated CSC program fall 2010.

Dean Rasmussen has been participating in the Washington Executive Leadership Academy (WELA). He thanked President Bonaudi and the Board for the opportunity to be a part of the 12-member WELA cohort. Ms. Cindy Hough is the WELA administrator. She arranges for leaders in the Washington state community college system and industry leaders to present information to the cohort. Recently, Mr. Jim Bricker, SBCTC Board Chair, spent a day with the group discussing becoming more effective with data and communication.

President Bonaudi stated WELA is a popular program with limited space. The program helps participants gain a better understanding of the entire community college system.

- f. VP Moos reported that negotiations with the Faculty Association are ongoing. The aviation department has two positions open. One position is fulltime for BBCC and the other position will be shared with CWU. She met with the flight committee and they have a total 17 applicants to review for the two positions. They are hoping to hire both positions in January.

VP Moos also stated the VP of Instruction Committee is developing a brochure for the position that will be vacated due to VP Mike Lang's retirement June 2010. The committee hopes to arrange interviews in February and for the successful applicant to begin no later than July 1, 2010.

5. **Assessment of Board Activity**

Trustee Mike Wren reported that he attended Star Night. He said he enjoyed the opportunity to share in the encouraging of students and scholarship donors.

Trustee Mike Blakely stated he felt BBCC needs to share more success stories. He and his wife accompanied a Quincy student recipient to Star Night. He also attended the American Welding Society presentation at the Welding Open House recently held at BBCC. He said there were approximately 80 attendees. Trustee Blakely reported he has been talking with the Quincy High School principal regarding one of the Quincy basketball players attending BBCC next year. Lastly, Trustee Blakely reported he called on Biology Instructor Kathleen Duvall to identify a salamander. She came to the rescue and discovered the salamander is a Tiger Salamander and it is hibernating happily now.

Trustee Angela Pixton reported that she has accepted a new position and she has been very busy. She continues to promote the college with community members. She also encourages potential nursing program students and has talked with the agriculture advisory committee members.

Trustee Ramon reported he attended Star Night and enjoyed talking with other attendees including his grandson. The recipients he talked with seemed to really appreciate the support from the Foundation. He also talked with community members promoting BBCC and asked about any classes they were attending. They remarked that BBCC is great and the tutoring service was a good resource.

6. **Next Regularly Scheduled Board Meeting**

The next Board meeting is scheduled on Tuesday, January 12, 2010, 1:30 p.m.

MOTION 09-45 Trustee Mike Blakely moved to schedule the next meeting Tuesday, January 12, 2010, 1:30 p.m. Trustee Mike Wren seconded the motion, and the motion carried.

7. **Miscellaneous**

President Bonaudi announced that the TACTC Legislative Action Committee meeting will be held via ITV Friday, November 20 at 9:30 a.m. in the President's Conference room and all Trustees are welcome.

President Bonaudi reported that he attended an AACC (American Association of Community Colleges) Commission meeting the week prior. He reported the enrollment surge and economic conditions was reported similarly by other AACC participants. Many of them reported that their scholarships, grants and aids were being exhausted. They are underfunded for the number of people seeking education. There is some ARRA (American Recovery and Reinvestment Act) stimulus money from the Department of Labor through the Workforce Councils. Nationally there is frustration about the slow trickle of this money. Our North Central Workforce Development Council is working well with us and the Wenatchee Valley College. We have received \$200,000 with another \$100,000 anticipated. The programs this supports are IET, CDL and Medical Assistant services. These programs generate credits.

The JATP closing ceremony for group 2008 will be held Friday, December 4 in Seattle. President Bonaudi announced that the Trustees were invited and asked them to notify Melinda if they would like to attend.

President Bonaudi reported the Port of Quincy Rural Economic Development Summit will be held Thursday, December 10 at Cave B. It will be well attended and President Bonaudi will be giving a BBCC presentation. He said Rogers Weed the Washington State Department of Commerce Director and State Representative Judy Warnick will also be presenting information.

The annual BBCC Christmas Potluck for all staff will be held Friday, December 11 at noon. The Trustees are invited to attend. A toy drive for Toys for Tots and a fun activity are included in the celebration.

VP Mike Lang announced the IBEST CDL Completion Ceremony on December 18 at 5:30 p.m. in the Masto Conference Center. All are welcome to attend.

Trustee Blakely asked about the status of stimulus funds to support a PTECH (Professional/Technical) building. President Bonaudi stated he is in contact with Senator Murray and Senator Cantwell. The ARRA money discussed earlier is stimulus money.

The meeting was adjourned at 8:20 p.m.

Felix Ramon, Chair

ATTEST:

William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE

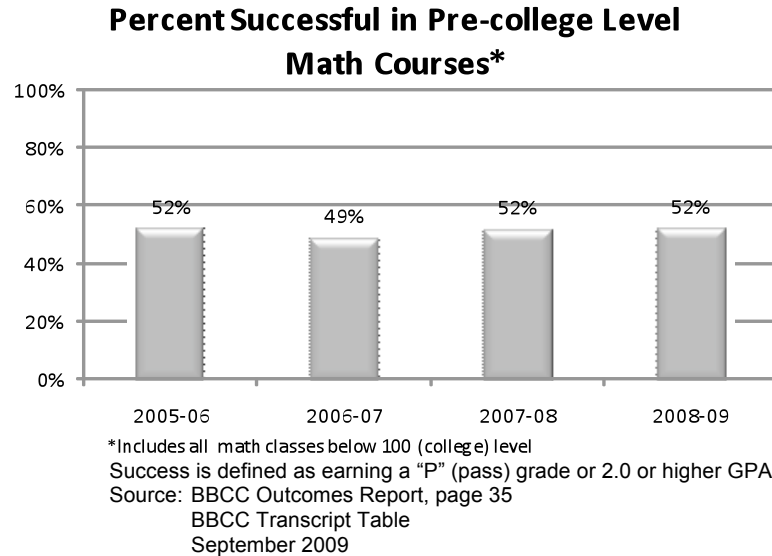
Date: 1/12/10

ITEM #4: CONSENT AGENDA (for information)

- b. Student Success Initiatives Update
 - 1. Achieving the Dream
 - 2. Student Achievement Initiative
 - 3. Academic Master Plan

BACKGROUND:
Achieving the Dream

Priority Area: 1. Increase successful completion in developmental math courses



The data collected to date do not demonstrate any significant improvement in pre-college level math courses. However, we continue with the following efforts.

Please find attached the November report for the tutor.com series provided to students to give them 24 hour access, seven days a week to online tutoring. Students continue to use this online tutoring services primarily for math and English from both on campus and remote sites.

Achieving the Dream Coach, Frank Renz and Achieving the Dream Data Facilitator, Mark Figueroa visited the BBCC campus on November 23-24. They met with faculty and staff to observe our progress in accomplishing our student success and retention initiatives and provide suggestions for improvement. Their agenda was as follows:

Monday, November 23

10:15am-11:30am: Title V (Terry, Enedelia, Candy and/or Dr. Bonaudi)
11:45am-12:45pm: Lunch and focus group with Pre-College math students
1:15pm- 2:15pm: Services Program Analysis (Mike, Candy, Valerie)
2:15pm- 3:15pm: Developmental Faculty (Math and English)
3:15pm- 4:15pm: Core/Data Teams
5:30pm Dinner with Dr. Bonaudi Mike Lang Valerie Kirkwood and Candy Lacher

Tuesday, November 24

8:15am- 9:15am: Student Services Directors
9:30am-11:00am: Institutional Research – Dashboard and Interventions, etc. (Valerie, Starr, Russ, Dr. Bonaudi, Candy)
11:00am – Wrap up with Dr. Bonaudi

One of the more positive activities that Frank and Mark accomplished during their visit was to conduct a focus group activity with Pre-College math students. The data they retrieved is being summarized by the BBCC Institutional Research Department and will be incorporated into a report to the Board at a later meeting.

Student Achievement/Persistence

These efforts and results are accomplished by using the existing Student Support Services structure expanded and supplemented with Student Persistence funds.

Trio-Student Support Services and Student Persistence
Fall Quarter Update

Enrollment:

Trio-SSS	180 (target number for the SSS Grant for 09-10 is 186)
Student Persistence	<u>167</u> (state target is 50 students)
Total	347 students

Comparison of BBCC combined TRIO/Persistence students contacts with other state TRIO programs:

Eastern Washington University	290 students
University of Washington	300 students
Washington State University	350 students
Central Washington University	225 students
Seattle Central Community College	350 students (largest in WA state)

Book Loans:

Trio-SSS	122
Persistence	86
Total Book Loans	208

Lap-Top Loans:

Trio-SSS	26 students
Persistence	<u>48</u> students
Total	72 students

Tutoring:

Trio-SSS	15 students
Persistence	<u>12</u> students
Total	27 students

Misc. equipment checkouts:

Voice recorders	4
Calculators	6

Other activities:

Campus Visit to WSU: 20 students (15 Trio and 5 Persistence students)
Community Service: 14 students (Food Bank Moses Lake)
To date, over 135 students were advised and helped with winter quarter registration.
Total of 123 New Intakes/Program Plans from September-November

Vikings Seminars Scheduled for Winter Quarter

Cash for College - Andre Guzman
Mysteries of Transfer - Max Heinzmann
Applying for Scholarships Part I - Rita Delgado/Jerry Workman
Applying for Scholarships Part II – Jerry Workman

Student Support Services Grant Submitted in December

The TRIO-Student Support Services Grant proposal was submitted to the Department of Education on December 4. Due to a nominal increase in funding provided for FY 2010-2015 it is estimated that 118 programs will be cut which places an increased pressure on the upcoming Student Support Services' competition -- one of the largest and most competitive competitions in TRIO.

Big Bend Community College - November, 2009

Total Students Served				
154				
Usage	All	Student Center	College Center	Career Center
Tutoring Sessions Served	148	66	82	(
Skills Center Sessions Served	6	4	2	(
Tutoring Sessions Served	All	Student Center	College Center	Career Center
Total Minutes	3290	1472	1818	(
Average Session Length	22.24	22.31	22.17	(
Tutoring Sessions by Subject	All	Student Center	College Center	Career Center
English - Grammar	13	8	5	(
English - Literature	2	0	2	(
English - Writing Center	34	14	20	(
Math - Algebra	43	20	23	(
Math - Algebra II	8	8	0	(
Math - Basic Math	5	0	5	(
Math - Geometry	1	0	1	(
Math - Middle Grades	2	2	0	(
Math - Trigonometry	3	3	0	(
Proof Point	8	2	6	(
Science - Biology	6	6	0	(
Science - Chemistry	21	1	20	(
Science - Physics	1	1	0	(
Social Studies	1	1	0	(
Tutoring Sessions by Grade Level	All			
7th	4			
9th	1			
10th	8			
11th	6			
12th	47			
College - Intro	82			
Skill Center Usage By Subject	All	Student Center	College Center	Career Center
Adult Services - Resumes and Cover Letters	1	0	1	(
English - Writing	1	0	1	(
Math - Algebra	1	1	0	(
Math - Geometry	2	2	0	(
Math - Statistics	1	1	0	(

Tutoring Sessions Feedback: Yes Responses to Yes/No Questions	All	Student Center	College Center	Career Center
Are you glad your organization offers this service?	100%	100%	100%	
Would you recommend this service to a friend?	100%	100%	100%	
Is this service helping you complete your homework assignments?	94%	100%	90%	
Is this service helping you improve your grades?	98%	100%	96%	
Is this service helping you be more confident about your school work?	98%	95%	100%	

Total Students Served by Location

BBCC	17
BBCC - Remote Access	137

Usage by Location

	All	Student Center	College Center	Career Center
BBCC: Tutoring Sessions Served	15	5	10	(
BBCC - Remote Access: Tutoring Sessions Served	133	61	72	(
BBCC: Skills Center Sessions Served	2	2	0	(
BBCC - Remote Access: Skills Center Sessions Served	4	2	2	(

Tutoring Sessions Served by Location

	All	Student Center	College Center	Career Center
BBCC: Total Minutes	309	144	165	(
BBCC - Remote Access: Total Minutes	2981	1328	1653	(
BBCC: Average Session Length	20.61	28.83	16.50	(
BBCC - Remote Access: Average Session Length	22.42	21.78	22.96	(

Tutoring Sessions by Subject by Location

	All	Student Center	College Center	Career Center
BBCC: Math - Algebra	1	0	1	(
BBCC: Math - Algebra II	1	1	0	(
BBCC: Math - Middle Grades	2	2	0	(
BBCC: Science - Chemistry	9	0	9	(
BBCC: Science - Physics	1	1	0	(
BBCC: Social Studies	1	1	0	(
BBCC - Remote Access: English - Grammar	13	8	5	(
BBCC - Remote Access: English - Literature	2	0	2	(
BBCC - Remote Access: English - Writing Center	34	14	20	(
BBCC - Remote Access: Math - Algebra	42	20	22	(
BBCC - Remote Access: Math - Algebra II	7	7	0	(
BBCC - Remote Access: Math - Basic Math	5	0	5	(
BBCC - Remote Access: Math - Geometry	1	0	1	(
BBCC - Remote Access: Math - Trigonometry	3	3	0	(
BBCC - Remote Access: Proof Point	8	2	6	(
BBCC - Remote Access: Science - Biology	6	6	0	(
BBCC - Remote Access: Science - Chemistry	12	1	11	(

Tutoring Sessions by Grade Level by Location	All
BBCC: 7th	4
BBCC: 12th	1
BBCC: College - Intro	10
BBCC - Remote Access: 9th	1
BBCC - Remote Access: 10th	8
BBCC - Remote Access: 11th	6
BBCC - Remote Access: 12th	46
BBCC - Remote Access: College - Intro	72

Skill Center Usage By Subject by Location	All	Student Center	College Center	Career Center
BBCC: Math - Algebra	1	1	0	(
BBCC: Math - Geometry	1	1	0	(
BBCC - Remote Access: Adult Services - Resumes and Cover Letters	1	0	1	(
BBCC - Remote Access: English - Writing	1	0	1	(
BBCC - Remote Access: Math - Geometry	1	1	0	(
BBCC - Remote Access: Math - Statistics	1	1	0	(

Tutoring Sessions Feedback by Location : Yes Responses to Yes/No Questions	All	Student Center	College Center	Career Center
BBCC: Are you glad your organization offers this service?	100%	100%	100%	
BBCC: Would you recommend this service to a friend?	100%	100%	100%	
BBCC: Is this service helping you complete your homework assignments?	100%	100%	100%	
BBCC: Is this service helping you improve your grades?	100%	100%	100%	
BBCC: Is this service helping you be more confident about your school work?	100%	100%	100%	
BBCC - Remote Access: Are you glad your organization offers this service?	100%	100%	100%	
BBCC - Remote Access: Would you recommend this service to a friend?	100%	100%	100%	
BBCC - Remote Access: Is this service helping you complete your homework assignments?	93%	100%	89%	
BBCC - Remote Access: Is this service helping you improve your grades?	97%	100%	96%	
BBCC - Remote Access: Is this service helping you be more confident about your school work?	97%	95%	100%	

Student Comments by Location	Location	Grade
That helped so much :)	BBCC - Remote Access	12th

Academic Master Plan

The first AMP report is titled **ACCESS**. It will be presented to the Board of Trustees during the March 2 Board of Trustees Meeting. "Access" reports and analyzes all college activities focused on informing our community of our resources, and engaging residents/clients in a manner that results in "signing up" (enrolling) for a workshop or class. This second "Access" report will compare results against data collected last year for the first report.

A. ACCESS - ENROLLMENT

Outcome A.1. An increase in the use of college resources.

Outcome A.2. An increase in the total number of students/clients enrolled throughout the college district for educational planning and/or instructional activities.

Outcome A.3. An increase student/client revenues and state-funded FTEs.

Ends Statements: E-2 Access, E-3 Partnerships, E-4 Student Achievement, E-5 Climate

BIG BEND COMMUNITY COLLEGE

Date: 1/12/10

ITEM #4 CONSENT AGENDA (for information)

c. Accreditation

BACKGROUND:

Accreditation

The BBCC Nursing Program is currently accredited through the National League for Nursing Accrediting Commission (NLNAC) through Spring 2010. The NLNAC will be on campus February 9-11, 2010, to evaluate the program for reaccreditation. Upon successful completion of the reaccreditation, the BBCC Nursing Program will be accredited through Spring 2018. The evaluators will visit with the Board, administrators, faculty, students and stakeholders as part of their two-day evaluation. The evaluators are listed below and their schedule is on the following pages.

Team Chairperson

Carol Eckert, MSN, RN
Director
Nursing Education
Southwestern Illinois College
2500 Carlyle Avenue
Belleville, IL 62221-5899
Telephone: (618)222-5268
Fax: (618)235-2052
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Team Member

Mary Moss, EdD, MSN, RN
Associate Dean
Service and Health Programs -
Nursing Department
Mid-State Technical College
500 - 32nd Street North
Wisconsin Rapids, WI 54494
Telephone: (715)422-5510
Fax: (715)422-5313
E-mail:
Mary.Moss@mstc.edu

Prepared by President Bonaudi, Ms. Valerie Kirkwood, Dean of Research & Planning, and Director of Health Education Katherine Christian.

RECOMMENDATION:

None.

NLNAC Accreditation Visit Agenda

Tuesday, February 9, 2010

- 8:00 – 8:30**
1700 Bldg
Rm 1714
Meeting with Director of Health Education Programs,
Katherine Christian, RN, MSN/ED, CNE
- 8:30-9:00**
1700 Bldg
Tour Nursing Building
Nursing Building 1700
- 9:00 – 9:45**
1700 Bldg
Skills Lab
Observe Level I Students in NUR 136: Nursing Skills Laboratory
Nursing Instructors: **Marsha Asay**, BSN, **Donna Warner**, BSN
- 9:45-11:00**
Samaritan
Healthcare
Visit Clinical Rotation Level II Students,
NUR 221: Advanced Nursing Practicum II
Nursing Instructor: **Mercedes Gonzales-Aller**, MSN, ARNP
Samaritan Healthcare, 801 E Wheeler Road
(509) 765-5606 (15 minute drive from BBCC)
- 11:15-11:45**
1400 Bldg
Rm 1464
Meeting with Big Bend Community College President
Dr. William Bonaudi
- 11:45-12:00**
ATEC (1800)
Exec Dining Rm
Rm 1871
Break/Read Documents – Executive Dining Room
- 12:00–1:00**
ATEC (1800)
Hardin Rm
Rm 1837
Meeting with the Board of Trustees and President (lunch provided)
Dr. William Bonaudi, Ed.D., President
Big Bend Community College
Board Chair Felix Ramon, B.A., Appointed February 1994,
reappointed 1996, 2002. Retired Grant County Sheriff, former
community corrections officer.
Trustee Mr. Mike Blakely, B.S., Appointed January 2005,
reappointed 2009. Retired Vocational Agriculture and Diversified
Occupations Teacher.
Trustee Ms. Katherine Kenison, J.D., Appointed January 1999.
reappointed 2003 and 2008. Attorney and partner with Lemargie,
Kenison, Wyman and Whitaker Law Firm.
Trustee Ms. Angela Pixton, B.S.Nursing, Appointed October
2008, farms potatoes, grain corn, wheat, beans and hay. Executive
Director of Hearthstone Retirement Home.

Tuesday, February 9, 2010 (continued)

ATEC (1800)
Rm 1837
Continued

Trustee Mr. Mike Wren, B.S., Appointed October 2008, Port Manager, Ephrata Port District, Chair Grant County Economic Development Council.
Ms. Melinda Dourte, Executive Secretary to the President of BBCC

1:00–1:30
1800 Bldg
Exec Dining
Rm 1871

Break/Read Documents in Executive Dining Room

1:30-2:30
ATEC (1800)
Hardin Rm
Rm 1837

Meeting with Student Services/Counseling staff

Mr. Max Heinzmann, Counselor
Ms. Candy Lacher, Assistant Vice President of Student Services
Mr. Andre Guzman, Interim Director of Financial Aid
Ms. Marsha Nelson, Counselor
Ms. Marianne Zavala-Lopez, Counselor

2:30 – 3:30
ATEC (1800)
Hardin Rm
Rm 1837

Meeting with Library/Learning Resources staff/tour Library

Mr. Tim Fuhrman, Dean of Information Technology
Mr. Russ Beard, Director of Information Services

3:30-3:45
1800 Bldg
Exec Dining
Rm 1871

Break/Read Materials in Document Room

3:45-4:45
1400 Bldg
Rm 1461

Meeting with Vice President of Human Resources and Labor,
Ms. Holly Moos (to review faculty files)

4:45-

Meeting with Director of Health Education Programs,
Ms. Katherine Christian, RN, MSN/ED, CNE

Wednesday, February 10, 2010

8:00 – 9:00
ATEC (1800)
Hardin Rm
Rm 1837

Meeting with BBCC Administrators:

Dr. Mike Lang, Vice President of Instruction/Student Services
Ms. Gail Hamburg, Vice President of Administrative Services
Ms. Kara Garrett, Dean of Education, Health, and Language

Dr. Clyde Rasmussen, Dean of Professional and Technological Programs
Ms. Valerie Kirkwood, Institutional Research and Planning

Wednesday, February 10, 2010 (continued)

- 9:00-10:00** Observe Nursing Theory
1700 Bldg
Rm 1718
- Observe NUR 120: Beginning Nursing Concepts I
Lecture Level I – **Ms. Danielle Alvarado** RN, MSN, Nursing Instructor
- Rm 1722 Observe NUR 220: Advanced Nursing Concepts II
Lecture Level II – Instructor **Ms. Jennifer Brooks**, RN Nursing Instructor
- 10:15-11:15** Meeting with Level 1 and level II students
Rm 1718
Rm 1722
- 11:15-1:00** Meeting with Nursing faculty (lunch provided)
ATEC (1800)
Hardin Rm
Rm 1837
- Ms. Marsha Asay**, RN, BSN
Ms. Mercedes Gonzalez-Aller, RN, MSN, ARNP
Ms. Danielle Alvarado, RN, MSN/ED*
Ms. Jennifer Brooks, RN, BSN (MSN in progress)*
Ms. Margarite Meirs-Toftness, RN, BSN (MSN in progress)
Ms. Donna Warner, RN, BSN
- *Lecturing instructors will need to leave at 1215 and return to class
- 1:30 – 2:30** Meeting with Nursing Administrators, Nurse Managers, Healthcare professionals, program graduates,
ATEC (1800)
Hardin Rm
Rm 1837
- Mr. Jim Thorn**, RN, Samaritan Healthcare
- Mr. Daniel Guzman**, RN Community Health
Mr. Ted Jolley, RN, Othello Community Hospital
Ms. Jody Ulrich, RN, CNO, Othello Community Hospital
Ms. Marilyn Brincat, RN, Student Liaison, Central WA. Hospital
Ms. Marissa Villela, RN, Quincy Valley Medical Center
Serina Fahrner, RN, CNO, Quincy Valley Medical Center
Jenny Folan, RN, CNO, Columbia Basin Hospital
Traci Kasnic, RN, CNO, Central WA Hospital
Kathryn Trumbull, RN, CNO, Samaritan Healthcare
Charee Wagner, RN, Nursing & Clinical Services Area Manager - Wenatchee Valley Medical Center / Moses Lake Clinic
Martha Wong, RN, MN, Nurse Educator, Samaritan Hospital
- 2:30-3:15** Meeting with Public
ATEC (1800)
Hardin Rm
Rm 1837

Wednesday, February 10, 2010 (continued)

3:15-4:00 Meeting with General Education faculty
ATEC (1800) Biology Dept-**Ms. Kathleen Duvall, Ms. Barb Jacobs, Ms. Gale Haley**

Hardin Rm Psychology Dept. **Dr. Ryann Leonard, Ms. Julia Berry,**
Rm 1837 Math Dept- **Ms. Barbara Whitney,** English/Speech Dept.
Mr. Steve Close,

4:15 – Meeting with Director of Health Education Programs,
1700 Building **Ms. Katherine Christian, RN, MSN/ED, CNE**
Rm 1714

Thursday, February 11, 2010

8:00 – Exit Interview
1700 Bldg Director of Health Education Programs,
1714 **Ms. Katherine Christian, RN, MSN/ED, CNE**

ATEC (1800) Public Exit Interview
Hardin Rm **Dr. William Bonaudi, President**
Rm 1837 Big Bend Community College

Dr. Mike Lang, Vice President of Instruction/Student Services
Ms. Gail Hamburg, Vice President for Financial and Administrative Services
Ms. Holly Moos, Vice President of Human Resources and Labor
Ms. Candy Lacher, Associate Vice President of Student Services
Ms. Kara Garrett, Dean of Education, Health, and Language
Dr. Clyde Rasmussen, Dean of Professional and Technical Education
Mr. Tim Fuhrman, Dean of Information Resources
Ms. Valerie Kirkwood, Dean of Research and Planning and
Special Assistant to the President
BBCC Administrators, Faculty, Staff and Nursing Program faculty

BIG BEND COMMUNITY COLLEGE

Date: 1/12/10

ITEM #4 CONSENT AGENDA (for information)

d. Assessment Update

BACKGROUND:

The Academic Master Plan (2.4, 2.5, 2.6, and 2.7) states that Program audits of Service and Instructional Programs will be completed before the next full-scale accreditation visit in 2012. GED testing and Disabled Student Services piloted the program audit in fall. Audits on the remaining programs will begin this year.

Prepared by President Bonaudi and Ms. Valerie Kirkwood, Dean of Research & Planning.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 1/12/10

ITEM #4: CONSENT AGENDA (for information)

e. Capital Project Update

BACKGROUND:

Auditorium Remodel – Building 1400: Gobi Construction LLC, the second lowest bidder, withdrew its bid. The third lowest bidder said they could not get the required bond amount at this time. They had taken on other projects since the original award. The fourth lowest bidder is Halme Builders, Inc. of Davenport. The bid amount was \$254,000, plus sales tax of \$20,066 and a contingency amount of \$27,406.60 for a total of \$301,472.60. A contract was awarded to Halme Builders, Inc. on November 13, 2009, followed by the Notice to Proceed on December 3, 2009. A crew came in on December 3, 2009 and started the asbestos abatement. The project timeline shows a completion date of February 24, 2010.

Old Developments/Background:

11/17/09 The low bidder, Straightline Construction & Remodeling, LLC, was not able to get its bonding and insurance requirements in place within 15 days as required by our contract. Our project manager let them know that the project was being awarded to the second low bidder. Straightline Construction & Remodeling LLC responded by filing an appeal with General Administration (GA). GA extended the time to get the necessary documentation submitted by 2 days. The next day the low bidder officially withdrew their bid for the auditorium remodel. A contract was awarded to Gobi Construction LLC of Bellevue on October 21, 2009. The bid amount was \$227,000, plus sales tax of \$17,933 and a contingency amount of \$24,493.30 for a total of \$269,426.30. We do not have the date for the Notice to Proceed yet, but we are hoping it will be by mid November.

10/20/09 The bid advertisement was released on August 24, 2009. There was a pre-bid walk-through on September 9, 2009. Attendance at the walk-through was encouraged, but not mandatory. The bids were opened at 11:00 A.M. on September 23, 2009; there were eight bids. The contract was awarded to Straightline Construction & Remodeling, LLC of Woodinville. The bid amount was \$164,000.00, plus sales tax of \$12,956.00 and a contingency amount of \$17,695.60 for a total of \$194,651.60. The contract was awarded on October 1, 2009. We do not have the date for the Notice to Proceed yet, but we are hoping it will be by mid October.

9-8-09 Department of Corrections will not be able to do the asbestos abatement and demolition work after all. Our architect, Bernardo Wills, is adjusting the bid packet to include this work. Construction is expected to start in October.

8-4-09 The drawings for the remodel are complete and Grant Counts has approved the permit. A Department of Corrections crew is tentatively scheduled to arrive on August 24 for asbestos abatement and demolition work. Our architect, Bernardo Wills, is preparing the bid packet. Construction is expected to start in September and be completed in December.

7-7-09 We are continuing to work with our architect, Bernardo Wills, on the drawings which should be finished by June 30. The project will then be advertised for bids. Construction is expected to start in August and be completed in December.

5-19-09 Our architect, Bernardo Wills, is completing drawings which should be finished by June 15th. The project will then be advertised for bids. Construction is expected to start in August and be completed in December.

4-14-09 Funding from facility repairs is provided to replace the damaged plaster ceiling and lighting in the auditorium. Additional minor improvement funding will be used to convert the space to a Business Office and other offices for tutoring and advising in an effort to provide better access for our students. Our architect, Bernardo Wills, is completing drawings which should be finished by June 15th. The project will then be advertised for bids. Construction is expected to start in August and be completed in December.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/10

ITEM #4: CONSENT AGENDA (for information)

f. Human Resources Report

BACKGROUND:

The recruitment is in full swing for Vice President of Instruction/Student Services. The committee hopes to review applications in early February.

Interviews are being scheduled for commercial pilot flight instructors. One position is a shared position with Central Washington University. The interviews will take place in mid-January.

Payroll and H.R. staff are working on calendar year-end reports. Payroll is balancing reports and will be issuing W-2s in January. H.R. will issue notices of the annual sick-leave buy-out program to eligible employees by January 10. The time available for the annual sick leave buyout equals total time earned in 2009, less time used in 2009, but cannot reduce an employee's sick leave balance below 60 days. Eligible employees will have until the end of January to notify if they want to participate in this program that allows them to be paid for $\frac{1}{4}$ of their unused sick leave earned in 2009. The program allows for them to buy-back $\frac{1}{4}$ of their remaining balance earned in 2009, but the entire balance will be deducted from their leave records. The most anyone can be paid for is 3 days ($\frac{1}{4}$ of their sick leave earned at 1 day per month).

The Board will need to review the reports and recommendations of the Probationary Development Committees for Tenure at the March 2, 2010 regular Board meeting. We expect all 11 reports to be available for Trustees' review by February 10.

Prepared by Vice President of Human Resources & Labor Holly Moos.

RECOMMENDATIONS:

None

PERSONNEL REPORT October 9, 2009 - December 31, 2009

EMPLOYEE SEPARATIONS 10/9/09 - 12/31/09			
SEPARATION DATE	NAME	POSITION	SEPARATION REASON
None			
NEW HIRES/PROMOTIONS/TRANSFERS 10/9/09 - 12/31/09			
START DATE	NAME	POSITION	REPLACING
None			
SEARCHES IN PROCESS			
POSITION	STATUS		REPLACING
Commercial Pilot Flight Instructor-shared position with CWU	Screening started		New position
Commercial Pilot Flight Instructor-Re-posted	Screening started		Pete Hammer
Vice President for Instruction/Student Services	First screening February 1		Mike Lang
FALL PART-TIME FACULTY: 119			
FALL PART-TIME HOURLY: 121			

BIG BEND COMMUNITY COLLEGE

Date: 1/12/10

ITEM #4: CONSENT AGENDA (for information)

g. Enrollment Report

BACKGROUND:

The tuition amount budgeted for 2009-2010 is \$3,108,514. As of November 30, 2009 we have collected \$1,323,392 or 42.6% of the budgeted amount. As of November 30, 2008 we had collected \$1,177,346 or 40.9%. With increased enrollment, fall quarter netted us an additional amount of \$40,932 in excess tuition dollars.

TUITION COLLECTION REPORT

As of Nov 30, 2009 and Nov 30, 2008

	<u>2009-10</u>	<u>2008-09</u>
Annual Budget	\$3,108,514	\$2,876,000
Total Collections as of 11/30/09	\$1,323,392	\$1,177,346
As a % of annual budget	42.6%	40.9%
Left to collect to meet budget target	\$1,785,122	\$1,698,654

Prepared by Associate Vice President of Student Services Candy Lacher and
Director of Business Services Charlene Rios.

The final fall 2009 enrollment report is included for your information. For the first time our fall total FTE is over 2,000. While the state-funded FTE numbers are down 14% in ABE/ESL compared to fall 2008, the total ABE/ESL FTE enrollment is up 16%. Many of our ABE/ESL classes were run as contract funded this fall. Professional technical state-funded FTE enrollment is 10% higher than fall 2008 and academic state-funded FTE enrollment is 18.5% higher than last year.

The areas with an increase of 10 or more FTE are: aviation maintenance, biology, business, communications, college success, early childhood, English, pre-college math, office information, and welding.

F.T.E. REPORT

12/28/2009

	ANNUALIZED <u>FTEs</u>
1st year (08-09)	
SUMMER	115.2
FALL	533.0
WINTER	560.6
SPRING	<u>489.9</u>
<i>Total</i>	<i>1698.7</i>
 2nd year (09-10)	
SUMMER	115.8
FALL	589.4
WINTER	527.1
SPRING	
<i>Total</i>	<i>1232.3</i>
 TOTAL	 <u>2931.0</u>
 1st year Target (includes 53 Workforce)	 1676
2nd year Target (includes 53 Workforce)	<u>1686</u>
<i>Two-year Target Total</i>	<i>3362</i>
 SBCTC 2-year rolling enrollment count	
Past year + current year actual FTE	2931.0
Past year + current year allocation	3362.0
% of allocation target attained to date	87.2%
 Add'l FTEs to meet minimum 96%	 296.5
Add'l FTEs to meet target 100%	431.0
 FTEs over target - 1st year	 22.7

FALL FINAL ENROLLMENT REPORT

HEADCOUNTS

	<u>FALL 2009</u>	<u>FALL 2008</u>	<u>FALL 2007</u>	<u>FALL 2006</u>	<u>FALL 2005</u>	<u>FALL 2004</u>	<u>FALL 2003</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	50	50	43	49	31	47	41
Asian/Pacific Islander	42	33	52	47	43	25	38
Black	47	29	32	25	30	31	24
Hispanic	953	961	957	902	801	745	831
White	1,505	1,351	1,400	1,487	1,485	1,653	1,861
Other/Unknown	234	229	255	187	132	165	215

SEX

Female	1,626	1,514	1,577	1,615	1,473	1,520	1,664
Male	1,118	1,065	1,057	1,077	1,017	1,105	1,324
Not Coded	87	74	105	5	32	41	22

STUDENT STATUS

Continuing	1,385	1,226	1,233	1,215	1,227	1,283	1,416
Former	640	558	625	617	577	590	668
New	683	796	800	788	617	672	788
Transfer	123	73	81	77	101	121	138

BY FUNDING SOURCE

State	2,509	2,434	2,487	2,462	2,308	2,283	2,511
Shared Funding			0	0	0		0
Grant/Contract	147	78	70	78	82	215	289
Community Service	175	141	182	157	132	168	210

BY TIME/LOCATION

On-Campus Day	2,095	1,803	1,779	1,742	1,693	1,783	2,032
On-Campus Evening	203	222	330	322	266	242	324
Off-Campus Day	251	230	294	255	223	275	251
Off-Campus Evening	282	398	336	378	340	366	403
TOTAL HEADCOUNT	2,831	2,653	2,739	2,697	2,522	2,666	3,010

Running Start	146	159	159	136	136	116	139
International	3	4	3	0	2	3	6

FTES

	<u>FALL 2009</u>	<u>FALL 2008</u>	<u>FALL 2007</u>	<u>FALL 2006</u>	<u>FALL 2005</u>	<u>FALL 2004</u>	<u>FALL 2003</u>
<u>STATE FUNDED</u>							
ABE/ESL	218.1	252.9	214.7	222.3	182.1	123.0	168.6
Academic	956.6	806.7	762.4	779.3	811.0	830.9	846.0
Occupational	593.5	539.3	602.8	534.7	505.5	553.6	604.4

TOTAL STATE FTES	1768.2	1598.9	1,579.9	1,536.3	1,498.6	1,507.5	1,619.0
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OTHER FTES

Community Service	8.0	9.0	10.6	8.6	5.9	17.4	6.8
International Students	0	0	0.0	0.0	2.2	3.1	6.0
Contract Funded	121.9	38.5	22.6	26.4	33.1	96.5	148.3
Running Start	125.5	131.0	128.2	93.4	106.2	84.9	113.0
Other (Employ., Sr. Cit.)	13.8	11.5	29.2	20.0	20.7	20.3	21.0

GRAND TOTAL FTES	2037.4	1788.9	1,770.5	1,684.7	1,666.7	1,729.7	1914.1
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BIG BEND COMMUNITY COLLEGE

Date: 1/12/10

ITEM #4: CONSENT AGENDA (for action)

h. Donations

BACKGROUND:

Mr. Scott Stoutmayer would like to donate a Quickie wheelchair to BBCC Disability Services. The wheelchair will be used to assist students and visitors on the BBCC campus.

Enid and Dennis Clay would like to donate a 1992 Pontiac Sunbird to the BBCC Automotive Program. The vehicle will provide the automotive students with a better selection of cars to perform maintenance and repairs on at no cost to the college.

Ms. Susan Riley would like to donate a 1993 Ford Tempo to the BBCC Automotive Program. This vehicle will be used to enhance instruction in the program.

The North Columbia Community Action Council has generously offered to donate a 2000 Chevrolet Lumina to the BBCC Automotive Program.

Prepared by the President's Office.

RECOMMENDATION:

President Bonaudi and Vice President Hamburg recommend acceptance of the above-mentioned donations.

MEMORANDUM

TO: Gail Hamburg

From: LoraLyn Allen

Date: 11/30/09

Subject: Donation of wheelchair

A generous donation of a Quickie wheelchair has been offered to the Disability Services office at BBCC by a current student, Scott Stoutamyer. He wishes to donate the wheelchair, that has an approximate value of \$900, at no cost.

I recommend that the college accept this offer. There have been several times, especially on tours, when a wheelchair has been requested to assist students and visitors in getting around campus. At this time, we do not have a means to fulfill these requests.

Thank You,



LoraLyn Allen
Interim Disability Services Coordinator



login | 0 items | \$0.00

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Quickie Lx Lightweight Wheelchair

The Quickie LX is a lightweight folding manual wheelchair which offers many features and options to accommodate a wide range of needs. Offers flip-back armrests, adjustable back height and awesome black components. Complete range of hanger, footplate, armrest and caster options with a lifetime warranty on the frame.



— wheel chair is similar to this

[View Product Images](#)

Product Features

- Flip back Armrests allow armrest to be easily removed out of the way to make for easy and convenient transfers
- The quickie LX design allows chair to meet high strength lightweight classifications at an affordable price
- Adjustable backrest height allows user to customize chair to a variety of heights to meet their needs.

By: Quickie
 Item Number: EILX
 Unit of Measure: Ea
FREE Shipping

Retail Price: ~~\$1,695.00~~
 Total Savings: (47%) \$725.00
Your Price: \$900.00 Ea

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Transit System

Transit Option (add \$315.00)

Frame Width

- Select Width
- 12" (add \$95.00)
- 13" (add \$95.00)
- 14"
- 15" (add \$95.00)
- 16"
- 17" (add \$95.00)
- 18"
- 19" (add \$140.00)
- 20" (add \$425.00)

Seat Depth

- Select Sling Depth
- 12" (add \$75.00)
- 13" (add \$75.00)
- 14"
- 15" (add \$75.00)
- 16"
- 17" (add \$115.00)
- 18" (add \$115.00)
- 19" (add \$115.00)
- 20" (add \$425.00)

Front Seat Height

- Select Height
- 15"
- 15.5"
- 16"
- 16.5"
- 17"
- 17.5"
- 18"
- 18.5"
- 19"
- 19.5"
- 20"
- 20.5"

Caster Wheels [more info](#)

- Select Caster Type
- 4" Low Profile Polyurethane
- 4" Micro Lighted (add \$70.00)
- 4" x 1" Aluminum Polyurethane (add \$80.00)
- 4" x 1.25" Semi Pneumatic (add \$55.00)
- 4" x 1.5" Aluminum Soft Roll (add \$135.00)
- 5" Low Profile Polyurethane
- 5" Micro Lighted (add \$55.00)
- 5" x 1" Aluminum Polyurethane (add \$100.00)
- 5" x 1.5" Semi-Pneumatic (add \$85.00)
- 5" Soft Roll Semi-Pneumatic (add \$85.00)
- 6" Polyurethane
- 6" Pneumatic (add \$75.00)
- 6" x 1" Aluminum Polyurethane (add \$120.00)
- 6" x 1.5" Semi-Pneumatic (add \$85.00)
- 6" x 1.5" Aluminum Soft Roll (add \$160.00)
- 7" Polyurethane
- 8" Polyurethane
- 8" Pneumatic (add \$85.00)
- 8" x 1.5" Semi-Pneumatic (add \$85.00)
- 8" x 2" Pneumatic (add \$145.00)
- 8" x 2" Pneumatic w/Airless Insert (add \$225.00)

RECEIVED

NOV 24 2009

VP ADMIN SVC



Big Bend Community College

7662 Chanute Street N.E.
Moses Lake, WA 98837-3299
<http://www.bigbend.edu>

(509) 793-2222
TDD (509) 762-6335
FAX (509) 762-6329

October, 30 2009

Clyde and Gail,

The BBCC automotive program would like to accept the donation of this 1992 Pontiac Sunbird from Enid and Dennis Clay. This vehicle will be used to enhance instruction in our program.

I have attached the donation letter from the Clays as well as other state documentation.

Please let me know if you require any further information.

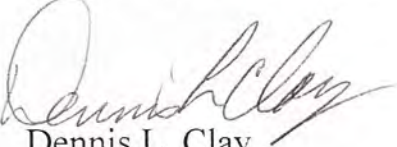
Thank you,

Mike O'Konek
Automotive Instructor

Dennis L. Clay
9029 McConnell
Moses Lake, WA 98837

September 18, 2009

My mother, Enid Clay, would like to donate her 92 Pontiac Sunbird to the Big Bend Community College Automotive program. She wishes the vehicle is able to assist in the education of several BBCC students.


Dennis L. Clay



Big Bend Community College

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Moses Lake, WA 98837-3299
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FAX (509) 762-6329

December 9, 2009

Clyde and Gail,

The BBCC automotive program would like to accept the donation of this 1993 Ford Tempo from Susan Riley. This vehicle will be used to enhance instruction in our automotive program.

I have attached a letter from Susan Riley that states her wishes to donate the vehicle to the BBCC Automotive program.

Please let me know if you require any further information.

Thank you,

Mike O'Konek
Automotive Instructor

Mr Mike O'Konek
Big Bend Community College
7662 Chanute Street
Moses Lake, WA 98837

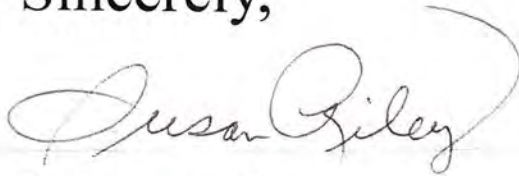
Dec 3, 2009

Dear Sir,

I wish to donate a 1993 Ford Tempo 2 DR
4 cyl 5 speed manual transmission to the
college. The car has new steel belted radial
tires and drives well.

Upon your acceptance I will deliver the
vehicle and title to the college.

Sincerely,

A handwritten signature in cursive script that reads "Susan Riley". The signature is written in dark ink and is positioned above the typed name.

Susan Riley
POB 1285
Soap Lake, WA 98851
PH 509-246-0946



Big Bend Community College

7662 Chanute Street N.E.
Moses Lake, WA 98837-3299
<http://www.bigbend.edu>

(509) 793-2222
TDD (509) 762-6335
FAX (509) 762-6329

December 29, 2009

Clyde and Gail,

The BBCC automotive program would like to accept the donation of this 2000 Chevrolet Lumina from the North Columbia Community Action Council. This vehicle will be used during instruction in our automotive program.

I have attached a letter from Thomas Bonnington, the Community Services Director of the North Columbia Community Action Council that states their wishes to donate the vehicle to the BBCC Automotive program.

Please let me know if you require any further information.

Thank you,

Mike O'Konek
Automotive Instructor



North Columbia Community Action Council

903 W 3rd Ave ▪ Moses Lake, WA 98837 ▪ Telephone: (509) 765-9206 ▪ Fax: (509) 765-9619

Adams County

Grant County

Lincoln County

Mike O'Konek
Big Bend Community College
7662 Chanute St
Moses Lake, WA 98837

December 11, 2009

Re: Vehicle Donation

Mike,

Per our conversation on December 10th 2009 I have met with our Board of Directors and they have authorized NCCAC to donate our 2000 Chevy Lumina 4dr sedan to BBCC for uses as they see fit. This vehicle has approximately 120,000 miles and had a new transmission put in at 95,000 miles. It appears to have a blown head gasket (possibly intake?) so we thought it may be a good project for the automotive technology courses BBCC offers. Once you have authorization to receive the vehicle contact me directly and we will arrange a time to hand over the title and keys.

Sincerely

A handwritten signature in blue ink, appearing to read 'T. Bonnington', is written over a horizontal line.

Thomas Bonnington
Community Services Director

BIG BEND COMMUNITY COLLEGE

Date: 1/12/10

ITEM #4: CONSENT AGENDA (for action)

- i. Advisory Committee List

BACKGROUND:

The 2009-10 Advisory Committee Lists for the Professional Technical programs at Big Bend Community College were approved by the Board during the October 20, 2009 Board of Trustees meeting. The committees have been updated.

RECOMMENDATION:

President Bonaudi and VP Lang recommend the Board approve the updated Advisory Committee List as presented.

Assigned Program	Business	Name		Address	City/State/Zip
Accounting Technology	Big Bend Community College	Les	Michie	7662 Chanute St	Moses Lake WA
	Big Bend Community College	Preston	Wilks	7662 Chanute St	Moses Lake WA
	Canfield & Associates	Tia	Stoddard	451 Diamond Dr	Ephrata WA
	Ephrata High School	Maggie	Killinger	333 4th Ave NW	Ephrata WA
	Inflation Systems	Betty	Matthews	16329 Rd 3 SE	Moses Lake WA
	Lakeside Optical	Cheryl	Aguilar	1020 W Ivy St	Moses Lake WA
	LeMaster & Daniels	Donna	Goude	1350 S Pioneer Way	Moses Lake WA
	Moses Lake High School	Linda	Dennis	803 E Sharon Ave	Moses Lake WA
Agriculture Technology	BBCC Instructor	Thayne L	Rich	7662 Chanute St	Moses Lake WA
	NW Farm Credit Services	George	Bagwell	1501 E Yonezawa Blvd NE	Moses Lake WA
	Sackmann Farms	Jamie	Sackmann	3987 Road R.5 SE	Warden WA
	Stephen Syre Agricultural Consultant	Steve	Syre	202 W 5th Ave	Moses Lake WA
	CHS/Sun Basin Operations	Huc	Dilling	13184 Wheeler Rd. Ste. 2	Moses Lake WA
	Wilson Creek School Dist	Scott	Mortimer	PO Box 46	Wilson Creek WA
		Phil	Anderson	15679 Rd 9 NW	Quincy WA
	Robert	Andrews	81 Loen Dr	Mesa WA	
Automotive Technology	Big Bend Community College	Clyde	Rasmussen	7662 Chanute St NE	Moses Lake WA
	Cascade Diesel	Gus	Smith	3234 Rd L NE	Moses Lake WA
	Central Machinery Sales	Wayne	Chandler	1201 E. Yonzawa Blvd.	Moses Lake WA
	Discovery Ford/Honda	Dave	Hopkins	1200 S Pioneer Way	Moses Lake WA
	Bud Clary Chev/Toyota	Richard	Archer	12056 N Frontage Rd	Moses Lake WA
	Lake Auto Parts	Art	Schimke	4297 Sun Drive	Moses Lake WA
	Moses Lake High School	Christine	Armstrong	803 E Sharon Ave	Moses Lake WA
	Moses Lake High School	John	Heflin	c/o BBCC 7662 Chanute NE	Moses Lake WA
	Moses Lake High School	Mark	Yosting	2514 Elgin Rd	Moses Lake WA
	Moses Lake School District	Mike	Friedbauer	9541 Stone Rd	Moses Lake WA
Scotty's Repair	Scott & Jeanette	Myers	1625 Wheeler Rd	Moses Lake WA	

Assigned Program	Business	Name		Address	City/State/Zip
Aviation Commercial Pilot	Big Bend Community College	Joe	MacDougall	7662 Chanute St	Moses Lake WA
	Big Bend Community College	John	Swedburg	7662 Chanute St	Moses Lake WA
	Executive Flight	Bob	Clarke	One Campbell Parkway	Wenatchee WA
	Executive Flight	Dale	Devereaux	237 23rd ST NW	E Wenatchee WA
	Grant County Tower (FAA)	Greg	Kardong	5468 Ridge View Loop	Moses Lake WA
	Grant County Tower (FAA)	Tom	Karstetter	335 Karl Rd NE	Moses Lake WA
	Grant County Tower (FAA)	Michelle	Skomars	7820 Andrews St NE	Moses Lake WA
	Port of Moses Lake	Craig	Baldwin	7810 Andrews Street NE	Moses Lake WA
	Retired Pilot	Gordon	Ebbert	1609 Lakeside Drive	Moses Lake WA
	The Crop Duster	Fred	Meise	11905 Rd 4 NE Bldg #2	Moses Lake WA
	United Commercial Pilot	Kyle	Besaw	1117 West Simpson	Montesano WA
	Washington State Patrol Office	John	Montemayor	101 Laguna Dr	Moses Lake WA
Aviation Maintenance Technology	Big Bend Community College	Dan	Moore	7662 Chanute St	Moses Lake WA
	Family Farmer	Justin	Camp	462 Greenspot Rd.	La Crosse WA
	Royal Flying Service	Scott	Strehle	1204 Ashley Way	Moses Lake WA
	Royal Flying Service	Guy (Jock)	Warren	4928 Hwy 26	Royal City WA
	Sonico	Scott	Griffith	1432 Hamilton St	Moses Lake WA
	Wings of Wenatchee	Tina	Bessett	2399 Basin St. SW	Ephrata WA
Basin Tech Prep Steering Committee	Basic American Foods, Inc	Cindy	Alporque	538 Potato Frontage Rd	Moses Lake WA
	Big Bend Community College	Barbara	Collins	7663 Chanute St	Moses Lake WA
	Big Bend Community College	Mary	Shannon	7662 Chanute St	Moses Lake WA
	Columbia Basin Job Corps	Susan	Mann	6739 24 th St Bldg 2402	Moses Lake WA
	Columbia Colstor	Mike	Bolander	2730 W Marina Dr	Moses Lake WA
	Genie Industries	Melissa	Pryor	8987 Grahm Rd NE	Moses Lake WA
	Grant County PUD	Darla	Shannon	6605 Hwy 28 E	Soap Lake WA
	K&N Electric	Alan	Cope	9933 Kinder Rd NE	Moses Lake WA
	Moses Lake Chamber of Commerce	Debbie	Doran-Martinez	324 Pioneer Way	Moses Lake WA
	Moses Lake High School	Christine	Armstrong	803 E Sharon Ave	Moses Lake WA
	Samaritan Healthcare	Vacant		801 E Wheeler Rd	Moses Lake WA
	Simplot	Mark	Blazer	4112 Dunn St	Moses Lake WA
	SkillSource	Yolanda	Rios	309 E 5th Ave	Moses Lake WA
	Teamsters	Armando	Lopez	514 W Third	Moses Lake WA
	Washington WorkSource	Gary	Warren	309 E Fifth Avenue	Moses Lake WA

Assigned Program	Business	Name	Address	City/State/Zip	
BBCC Foundation Board		David	Bailey	87 Pelican Dr	Moses Lake WA
		Marilyn	Bertram	4478 Rd M NE	Moses Lake WA
		William	Bonaudi	721 Schooner Ct	Moses Lake WA
		Gary	Chandler	4488 Dunn St. N.E.	Moses Lake WA
		Nancy	Cook	1201 Malaga Ave	Moses Lake WA
		Cecilia	Deluna-Gaeta	700 Ridgeview Loop	Othello WA
		Erika	Hennings	57 N Marcellus Rd	Ritzville WA
		Paul	Hirai	1406 W Marina DR	Moses Lake WA
		Sherry	Keeler-Hull	209 E. Inglewood Dr	Moses Lake WA
		Paul	Koethke	PO Box 1398	Moses Lake WA
		Stroud	Kunkle	PO Box 490	Moses Lake WA
		Joyce	Mulliken	1654 Jennifer Lane	Moses Lake WA
		Clyde	Owen	1016 Laguna Dr	Moses Lake WA
		David	Plate	4535 W. Peninsula Dr.	Moses Lake WA
		Felix	Ramon	9843 Rd H.4	Moses Lake WA
		LeRae	Redal	2741 Wild Goose Rd. NE	Moses Lake WA
		Mary Ann	Simmons	4304 Lakeshore Dr	Moses Lake WA
		Howard	Skaug	944 W 3rd Ave	Moses Lake WA
		Doug	Sly	239 W Northshore Dr	Moses Lake WA
		Katherine	Swinger	PO Box 160	Lind WA
	Lon	Topaz	1211 D. Street SW	Ephrata WA	
	John	Townsend	8306 Rd 3.2 NE	Moses Lake WA	
	Mike	Wren	16432 Rd B.5 NE	Soap Lake WA	
Child & Family Education	BBCC Cooperative Pre-School	Judy	Kent	6345 Ferguson Rd	Moses Lake WA
	Department of Social & Health Services	Haydee	Muzik	415 N McBeth	Othello WA
	Family Services of Grant County	Louis	Logan	1402 E Craig St	Moses Lake WA
	Moses Lake Community Health	Lynn	Slouber	499 Statter Rd	Ephrata WA
	Moses Lake High School	Vickie	Cadby	803 E Sharon	Moses Lake WA
	Moses Lake High School	Suzie	Moberg	803 E Sharon Ave	Moses Lake WA
	Moses Lake High School	Cathy	McPherson	803 E Sharon Ave	Moses Lake WA
	Washington Migrant Council	Theodora	Martinez	PO Box 453	Othello WA

Assigned Program	Business	Name		Address	City/State/Zip
Commercial Driving	Big Bend Community College	Randy	Miller	7662 Chanute St	Moses Lake WA
	C&C Trucking	Janene	Cobb	1514 Rd 5 NW	Ephrata WA
	Milky Way	Jim	Rustman	10231 Baseline Rd	Moses Lake WA
	National Foods	Karen	Wagner	290 S Damon Rd	Lind WA
	SkillSource	Mary	Mayo	309 E 5th Ave	Moses Lake WA
	Swift Transportation Co	Bill	Hartley	1616 6th Ave N	Lewiston ID
			Shelley	Rawlston	PO Box 159
Industrial Electrical/Maintenance Mechanic Technology	ConAgra Foods	Rod	Arbuckle	241 Ivy NE	Ephrata WA
	Lee Technologies	James	Ayers	501 Port Industrial Pkwy	Quincy WA
	JR Simplot	Mark	Blazer	4112 Dunn St	Moses Lake WA
	Basic American Foods	Carl	Burton	538 Potato Frontage Rd SE	Moses Lake WA
	International Paper	Jerry	Close	13594 Wheeler Rd NE	Moses Lake WA
	Lee Technologies	Ken	Cooper	501 Port Industrial Pkwy	Quincy WA
	McCain Foods	Jim	Craghead	1620 Rd Q SE	Moses Lake WA
	ConAgra Foods	Ralph	Craig	PO Box 368	Quincy WA
	Specialty Chemical	Bob	Kerns	PO Box A	Moses Lake WA
	Basic American Foods	Vern	Miner	538 Potato Frontage Rd	Moses Lake WA
Medical Assistant	Association of Samaritan Physicians	Melodie	Rodeback	1550 S Pioneer Way STE 115	Moses Lake WA
	Columbia Basin Health Association	Dulcye	Field	PO Box 546	Othello WA
	Mattawa Community Medical Clinic	Debra	Howey	PO Box 1581	Mattawa WA
	Moses Lake Clinic	Charee	Wagner	840 E Hill	Moses Lake WA

Assigned Program	Business	Name		Address	City/State/Zip
Nursing	BBCC	Student	Student	7662 Chanute St N. E	Moses Lake WA
	Samaritan Healthcare	Kathryn	Trumbull	801 E Wheeler Rd	Moses Lake WA
	Central Basin Home Health	Pat	Brannon	311 W. 3rd Ave	Moses Lake WA
	Columbia Basin Health Association	Vicki	Sullivan	140 E. Main	Othello WA
	Columbia Basin Hospital	Ginnie	Folan	200 Nat Washington Way	Ephrata WA
	Grant County Health District	Peggy	Grigg	PO Box 37	Ephrata WA
	McKay Healthcare & Rehab	Lynn	Cowlshaw	127 2nd Ave. SW	Soap Lake WA
	Moses Lake Clinic	Julie	Larson	840 E Hill	Moses Lake WA
	Moses Lake Clinic	Joyce	Spencer	840 E Hill	Moses Lake WA
	Moses Lake Community Health	Daniel	Guzman	606 Coolidge	Moses Lake WA
	Othello Community Hospital	Jody	Ulrich	315 N 14th	Othello WA
	Samaritan Healthcare	Andrew	Bair	801 E Wheeler Rd	Moses Lake WA
	Samaritan Healthcare	Emily	Webster	801 E Wheeler Rd	Moses Lake WA
	Samaritan Healthcare	Martha	Wong	801 E Wheeler Rd	Moses Lake WA
	Sunbridge Care and Rehab	Tawny	Caldwell	1100 E. Nelson Rd.	Moses Lake WA

Assigned Program	Business	Name		Address	City/State/Zip
Office Information Technology	Basic American Food	Cindy	Alporque	538 Potato Frontage Rd	Moses Lake WA
	BBCC OIT	Tom	Willingham	7662 Chanute St NE	Moses Lake WA
	Big Bend Community College	Pat	Teitzel	7662 Chanute St	Moses Lake WA
	Big Bend Community College	Daneen	Berry-Guerin	7662 Chanute St NE	Moses Lake WA
	Former BBCC Student	Venus	Stoner	549 S. 2 nd Ave.	Othello WA
	GC Housing Authority	Gloria	Delgado	1139 Larson Blvd.	Moses Lake WA
	Horizon Credit Union	Juanita	Richards	1704 S. Clover Drive	Moses Lake WA
	SkillSource	Emily	Anderson	309 E 5 th Ave	Moses Lake WA
	Warden High School	Patty	Kisler	101 Beckway	Warden WA
Welding Technology	Basic American Foods	Jim	Craghead	538 Potato Frontage Rd SE	Moses Lake WA
	Big Bend Community College	Shawn	McDaniel	7662 Chanute St	Moses Lake WA
	Columbia Basin Job Corps	Gina	Cutts	6739 24th St Bld 2402	Moses Lake WA
	Genie Industries	Rick	Volk	8987 Graham Rd NE	Moses Lake WA
	Genie Industries	Jay	Zabo	8987 Graham Rd NE	Moses Lake WA
	Katana	Joel	McIntyre		
	Katana	Tyler	McIntyre		
	Pacific Northwest Ironworkers	Andrew	Phillipson	16610 E Euclid	
	WA Assoc. of Plumbers & Steam Fitters	Pete	Nacalio	1328 Rd 28	Moses Lake WA
Worker Retraining	Aging & Adult Care	Bruce	Buckles	1336 S Pioneer Way	Moses Lake WA
	Big Bend Community College	Kara	Garrett	7662 Chanute St	Moses Lake WA
	Big Bend Community College	Clyde	Rasmussen	7662 Chanute St	Moses Lake WA
	Columbia Colstor	Mike	Bolander	2730 W Marina Dr	Moses Lake WA
	Genie Industries	Melissa	Pryor	8987 Graham Rd NE	Moses Lake WA
	SkillSource	Georgene	Ford	309 E 5th Ave	Moses Lake WA
	SkillSource	David	Peterson	233 North Chelan Ave	Wenatchee WA

BIG BEND COMMUNITY COLLEGE

Date: 1/12/10

ITEM #6: Student Trustees (for information/action)

BACKGROUND:

We anticipate the introduction of a bill similar to HB 1949 will be introduced this session. It concerns adding a student trustee to the State Board and to each community/technical college board. TACTC has solicited your opinion on these types of bills. Information from TACTC has been included and shared with ASB. Your discussion of this item may be enhanced with student/audience participation.

RECOMMENDATION:

You have been asked by TACTC if you support the concept or some variation of it. You can take action to express an opinion on the proposed legislation or you can choose to take no position or express no opinion on the issue.

Good afternoon, Leg Action Committee members –

Sorry to inundate you with more information today, but...your LAC representative at Shoreline recommended the following list on how to frame the student trustee matter for their discussion purposes. He was kind enough to share, and I thought it might be helpful to you as you have discussions with your boards.

Rather than having to take a “yes” or “no” position outright...the following options are laid out in scale of “participation level.” Feel free to send me your feedback based on the “1 – 5” scale if it is helpful to you.

1. Support the student trustee option with full voting rights to include participation in executive session conversations.
2. Support the student trustee option with voting rights on all issues except ones related to personnel matters. Thus, executive session exclusion would only occur if a personnel matter is being discussed or decided on.
3. Support the student trustee option without voting rights and no participation in executive session.
4. Support a student representative option that allows for the students to give a report to the board at every regular board meeting.
5. No student trustee option and no student representative option.

Thank you, Roger for sharing with the group!



TACTC Position on the proposal to appoint students to the Boards of Trustees

The TACTC Legislative Action Committee members were asked to discuss the proposal with their local boards, answer the following questions and return feedback to the TACTC administrator:

1. Is there consensus from your board to support any of the following options regarding student participation on the board:

- a. Support the student trustee option with full voting rights to include participation in executive session conversations.*
- b. Support the student trustee option with voting rights on all issues except ones related to personnel matters. Thus, executive session exclusion would only occur if a personnel matter is being discussed or decided on.*
- c. Support the student trustee option without voting rights and no participation in executive session.*
- d. Support a student representative option that allows for the students to give a report to the board at every regular board meeting.*
- e. No student trustee option and no student representative option.*

2. What are the key concerns board members have about the issue?

3. What is the current practice regarding student involvement with the board? (i.e. Does your ASG president have a standing report? Do you solicit feedback on major decisions? Does your ASG president participate with the board in other activities?)

Trustees received a copy of an article from the CA League of Community Colleges providing perspectives about the role of student board members, as well as a copy of the proposal from the students by Marcus Sweetser from Bellevue College. Bill language was not available at the time of the committee meeting. Trustees responded to the questions above based on the letter provided by the student.

Summary of Responses:

As of December 7, 2009, twenty-five (25) college boards responded. Two boards chose to support two options for a total of 27 responses.

Six (6) boards responded in favor of Option C - *Support the student trustee option without voting rights and no participation in executive session.*

Nineteen (19) boards responded in favor of Option D - *Support a student representative option that allows for the students to give a report to the board at every regular board meeting.*

Two (2) boards responded in favor of Option E - *No student trustee option and no student representative option.*

With the exception of the five boards that did not respond, **the majority of responses favored the current practice of a student representative providing feedback to the board in the form of a monthly formal report to the board.**

Summary of Concerns:

Limited time to learn the role of board member (one-year term)

Due to the limited time a student attends a community college, frequent turnover of representation and the natural learning curve required to serve fully as a trustee suggests that the assignment of a student trustee is a than less practical solution to full student involvement and representation. Students have the primary responsibility of being successful students, which may prevent them from being able to fully participate as a trustee.

Shared governance model vs. policy governance model

Students as constituent-based representatives may lead to dilution of the “representation of the community needs/desires” approach to trustee representation and may have the unintended consequence of setting precedence for other stakeholder groups to seek a similar named appointment.

Appointment process

Boards shared concern about the appointment process, and would prefer appointment at the local level, rather than from the Governor’s office. In addition, how would a student in a multiple-college district be selected? There would need to be a strong assurance that the representative reflects the community college's diverse student population.

Policy vs. administrative issues

Most of the concerns addressed by the students were administrative (below the green line) and not policy. There was concern about student participation in personnel decisions and executive sessions, etc.

Summary of Support:

One of the strengths of having a student trustee would be in providing two avenues for official student input into college and district governance. It reinforces the advocacy power of the student trustee as a representative of the clientele of the institution. It reflects the difference between how the student trustee becomes a member of the governing board and how other members are appointed.

Summary of Current Practices:

Note: This is a collective summary of best practices across the two-year college system and is not to be construed as a list of current practices at every college.

Student Representative provides monthly reports to the board on student activities

The majority of boards reported the associated student government (ASG) president has a standing report to the board on student activities and concerns at every regular meeting.

Students are invited to all public forums regarding policies and employee interviews

Students have the opportunity to address the Board of Trustees in the public comment portion of every board meeting.

The executive cabinet meets with the leadership of the associated student body quarterly to discuss issues and concerns

In addition to joint meetings with the associated student body leadership, some colleges report they have a student government leader assigned a counterpart on executive cabinet who serves as a mentor and advisor/consultant.

ASG president – participation on board education

ASG president has attended ACCT National Legislative Summit with their trustees and college president. ASG presidents are invited to attend TACTC conferences with their trustees and college president.

Student participation on various campus and district committees, councils and groups:

- Tenure track hiring committees
- College Council
- Strategic Planning Task Force
- Design task force for new facilities
- District Policy and Governance cabinet at the college where they have input into policy development and issues facing the district
- Accreditation steering Committee (one student on each of the nine Standard subcommittees)
- Assessment and Research Council
- Bookstore Advisory Committee
- College Council
- Instructional Council
- Legislative Contact Committee
- Safety and Health Committee
- Student Judicial Board
- Student Publications Board
- Environmental Sustainability Committee
- Diversity and Equity Advisory Committee
- International Education Steering Committee
- Probationary Review Committees

Next steps:

The majority of boards reported they will continue to find ways to connect with students to receive their input on various issues.

College	Position	Concerns	Current practice
Bates			Students participate in Board Meetings and student government has a standing spot of the board agenda. The ASG President will report to the board the student activities and concerns monthly. Students are invited to all public forums regarding policies and employee interviews. Student's sit on college councils and help draft policies as needed.
Bellevue	3) Board supports the student trustee option without voting rights and no participation in executive session.		
Bellingham			
Big Bend	Report back after next board meeting.		
Cascadia	4) Our board is not in favor of the student trustee.	They would not be on the board long enough to get up to full speed.	Currently the ASG President provides us with a monthly report. We actively seek student opinion on any issues we feel we need their input on.
Centralia	Report back after next board meeting.		
Clark	4) Board supports a student representative option that allows for the students to give a report to the board at every regular board meeting.	Unfortunately, due to the limited time a student attends a community college, frequent turnover of representation and the natural learning curve required to serve fully as a trustee suggests that the assignment of a student trustee is a than less practical solution to full student involvement and representation. Further, movement in this direction may lead to dilution of the "representation of the community needs/desires" approach to trustee representation and may have the unintended consequence of setting precedence for other stakeholder groups to seek a similar named appointment.	Students currently have several opportunities for direct input to the Board of Trustees and the Executive Cabinet. 1) The ASCC President provides a monthly board report and is a scheduled presenter at each board meeting. 2) Students can address the Board of Trustees in the public comment portion of every board meeting. 3) The executive cabinet meets with the leadership of ASCC quarterly to discuss issues and concerns. 4) Each ASCC leader is assigned a counterpart on executive cabinet who will be a mentor and advisor/consultant with the ASCC leader. 5) Students participate on all tenure track hiring committees. 6) Students participate on College Council. 7) Students serve on all key (program and operational advisory) committees on campus. 8) Students serve on the college Strategic Planning Task Force. 9) Students serve on the design task force for new facilities. 44

College	Position	Concerns	Current practice
Clover Park	3) Board supports the student trustee option without voting rights and no participation in executive session		
Columbia Basin	4) Board is not in favor of having a student trustee. Board supports a student representative option that allows for the student to give a report to the board at every regular board meeting.		We have the ASB president report to the Board each month.
Edmonds	Our trustees have not talked about this as a board, however Individually, we have 2 against, 1 in favor and 2 neutral at this time. <i>(Jeannette - I'm the one very in favor of the issue; however, not at this time. There are many other issues that take priority.)</i>		Our student board took it off their list of issues for the next year. At this time our student board has good participation time with the trustees.
Everett	5) Board supports no student trustee option and no student representative option.		
Grays Harbor	3) Support the student trustee option without voting rights and no participation in executive session.	All of the members who expressed an opinion were concerned about the appointment process, and would prefer appointment at the local level, rather than from the Governor's office.	We do have student body representative at all of our meetings and include a report on our agendas. We have also invited the student to participate fully in board discussions.
Green River	4) Support a student representative option that allows for the students to give a report to the board at every regular board meeting.	One of the major challenges would be the time constraint.	At GRCC the voice of the student is very important and the student perspective on a variety of issues are presented to the board monthly. There is great value in hearing from all our college constituencies, (students, faculty, staff, administration and community) and we take all that into account when the board considers policy making decisions.
Highline			
Lake Washington	4) Board supports a student representative option that allows for the student to give a report to the board at every regular board meeting.		

College	Position	Concerns	Current practice
Lower Columbia	4) Board supports a student representative option that allows for the student to give a report to the board at every regular board meeting.		We are currently doing that and have on the agenda for each meeting a spot for the ASB president or their representative to report out to the Board.
Olympic	4) Board supports a student representative option that allows for the student to give a report to the board at every regular board meeting.		We receive a verbal and written report from the student body President each month as the first item on the agenda.
Peninsula	5) No student trustee option and no student representative option. In addition, look to WACTC for the presidents' position.		
Pierce	4) Board supports a student representative option that allows for the students to give a report to the board at every regular board meeting.	Concern that a student leader with a short, one-year tenure will have the ability to act from a knowledgeable position in regards to board policies. Doesn't fit our model of the community college, as much of what is addressed in the Bellevue CC proposal is entirely administrative. What other constituent groups would we next have to make a trustee?	Students are involved in much of every issue on this campus from regular monthly meetings, tenure, etc. Both student body presidents provide a written as well as an oral report to our board each month. They are able to speak with Board members at each monthly meeting. They also are members of the District Policy and Governance cabinet at the college where they have input into policy development and issues facing the district.
Renton	3) Board supports the student trustee option without voting rights and no participation in executive session; and 4) Board supports a student representative option that allows for the students to give a report to the board at every regular board meeting.		
Seattle	4) Board supports a student representative option that allows for the students to give a report to the board at every regular board meeting.		Our 3 student presidents report orally and in writing, and are encouraged to fully participate in our monthly meetings, but do not vote.

College	Position	Concerns	Current practice
Shoreline	4) Board supports a student representative option that allows for the students to give a report to the board at every regular board meeting.	Concerns around tie votes, participation in executive sessions, and levels of experience.	The student president sits at the table at our board meetings, to listen and participate in board deliberations, and at each meeting he/she is responsible for a report to those gathered on matters of student interest and concern.
Skagit Valley	4) Board supports a student representative option that allows for the students to give a report to the board at every regular board meeting.		The Board of Trustees Monthly Meeting Agenda includes time for various organizations and administrative departments to regularly present and discuss items of interest. First and foremost on this list is our Student Government, generally represented by the President of the SVC Student Government for all four campuses. Others include Faculty, unionized employees, Dean of Instruction, etc.
South Puget Sound	4) Support a student representative option that allows for the students to give a report to the board at every regular board meeting.		<p>Our board is satisfied with the amount of student involvement and input in matters affecting the college. In addition to appointed student representatives who present to the board at every regular board meeting, students at South Puget Sound Community College are asked to participate in the following ways in various college councils and committees:</p> <ol style="list-style-type: none"> 1) Accreditation steering Committee (one student on each of the nine Standard subcommittees) 2) Assessment and Research Council (one student) 3) Bookstore Advisory Committee (two students) 4) College Council (three students) 5) Instructional Council (one student) 6) Legislative Contact Committee (two students) 7) Safety and Health Committee (one student) 8) Student Judicial Board (three students) 9) Student Publications Board (three students) 10) Environmental Sustainability Committee (minimum of four students, seven at present) 11) Diversity and Equity Advisory Committee (two students) 12) International Education Steering Committee (one student) 13) Probationary Review Committees (one student for each committee)

College	Position	Concerns	Current practice
Spokane	4) Board supports a student representative option that allows for the students to give a report to the board at every regular board meeting.	<p>Most of the students concerns are administrative (below the green line) not policy.</p> <p>The appointment process can take a long time and learning the role of a trustee takes a couple of years - our students are not with us long enough.</p> <p>As a district, we have three distinct institutions, who would the representative be and who would they represent?</p> <p>To be a trustee takes a lot of time commitment, many of our students are working in addition to going to school and some raising families - Not sure they have the time it takes to be effective.</p>	Our student leaders are present at our board meetings, they give monthly reports in addition to their annual budget requests. As trustees we attend student events and are very open to input from student leadership.
Tacoma	4) Board supports a student representative option that allows for the students to give a report to the board at every regular board meeting.		The student body president provides monthly reports at Board meetings. In addition, student representatives are recruited as full members of faculty tenure committees, student input is sought and included in committees working on the college's strategic initiatives/strategic plan, and student representatives are welcomed and included in college governing groups including the College Council (composed of all employee groups and students.) Our trustees and administration work hard to have active involvement and open communication and input from students.
Walla Walla	<p>3) Board supports the student trustee option without voting rights and no participation in executive session; and</p> <p>4) Board also supports a student representative option that allows for the students to give a report to the board at every regular board meeting.</p>		

College	Position	Concerns	Current practice
Wenatchee Valley	As far as a student on the board, we do not think that this is a good idea, either.	Although students in general are very good learners, we know how difficult it is to capture the “bigger picture” from all aspects of the college to be able to make good solid decisions in 2 years of meetings.	We currently try to involve our students as much as possible with the board and appreciate their participation with us, however to sit on the board discussing everything from budget to curriculum and capital projects, we do not feel is appropriate.
Whatcom	There is general consensus that we would support/not oppose students serving on cc boards, with the need for further information.	Key concerns: who selects the student (better to have the board and administration choose, rather than be handed a choice), exclusion of students voting on issues such as personnel and executive sessions, the amount of time it takes a citizen trustee to get up to speed on the system and the college, with the student serving a short term that doesn't allow for such education.	Current practice with students in college governance: at Whatcom our ASWCC President reports to the board each month and attends our board meetings. The ASWCC Executive team meets quarterly with the President's Cabinet on joint issues. Student reps, appointed by the ASCC, are voting members on the following college governance committees: 21 individual Probationary Faculty Tenure review committees Budget Review Committee Campus Planning Committee College Council Library Advocacy and Student Support Committee Faculty Dismissal Review committee Safety Committee Student Success and Achievement Committee Sustainability Committee.
Yakima Valley	4) Board supports a student representative option that allows for the students to give a report to the board at every regular board meeting.	There would need to be a strong assurance that the representative reflects the community college's diverse student population. Other groups such as faculty, the administration etc are not represented with voting rights on the board....where would it end if students were to have a voting seat?	We have monthly face to face reports from the ASB presidents of both of our campuses. We have had good working relationships with the student officers and trust that they are representing their student bodies effectively.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/10

ITEM #7: Azorus (for information)

BACKGROUND:

October 19, 2009 Big Bend Community went live with a new proactive approach to developing stronger relationships with a growing prospective student audience. The launching of the Azorus Customer Relationship Management (CRM) system will assist in maintaining communication and relationships with future students from initial point of contact and through the enrollment process.

In the two months that BBCC has been using Azorus 83 prospective student inquiries have been gathered in the recruitment database system. There has been an average of 10 new contacts per week—the Admissions/Registration office receives 10 phone inquiries in an entire month. In November, 47 student accounts were created.

Azorus will not only lead to an increase in our recruitment yield but it also gives us the opportunity to develop new creative opportunities. We are now able to develop innovative communication plans that can deliver various messages to diverse audiences. The system also provides several features that will allow us to increase our data collection efforts.

Prepared by the Coordinator of Student Recruitment & Outreach José Esparza.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/10

ITEM #8 Assessment of Board Activity (for action)

Northwest Association of Colleges and Universities Standard 6.B Governing Board

BACKGROUND:

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

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/10

ITEM #9 Next Regularly Scheduled Board Meeting (for action)

BACKGROUND:

The next regularly scheduled Board meeting is Tuesday, March 2, 2010, at 1:30 p.m.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/10

ITEM #10: Miscellaneous (for information)

BACKGROUND:

President Bonaudi and Dean Valerie Kirkwood attended the Seattle City Club Legislative Preview Luncheon January 8. Senator Lisa Brown, Representative Frank Chopp, Senator Mike Hewitt and Representative Richard DeBolt were scheduled to present during the luncheon.

The TACTC Winter Conference will be held January 24-25, 2010 at the Olympia Red Lion Inn. Please confirm your attendance with Melinda.

RECOMMENDATION:

None.