

Big Bend Community College



Board of Trustees

Regular Board Meeting

Tuesday, January 13, 2009

1:30 p.m.

ATEC

Hardin Community Room

Community College District No. 18

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

**BOARD OF TRUSTEES
BIG BEND COMMUNITY COLLEGE
DISTRICT NO. 18**

7662 Chanute Street
Moses Lake, Washington 98837

Tuesday, January 13, 2009, 10:00 a.m.

**HARDIN COMMUNITY ROOM
GRANT COUNTY ATEC BUILDING 1800**

BOARD STUDY SESSION AGENDA

- 1. 2009-2014 AMP Review**
- 2. Budget Review**

The Board of Trustees of Community College District 18 have scheduled a Study Session on Tuesday, January 13, 2009, 10:00 a.m. in the Hardin Community Room, Grant County ATEC Building 1800.

Purpose: **2009-2014 AMP Review
Budget Review**

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.

Information: If you have any questions please contact Autumn Weis (793-2003), Director of Public Information, Big Bend Community College.



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 13, 2009, 1:30 pm
ATEC- Hardin Community Room

	Action		Tab #
<p><i>Governing Board Members:</i></p> <p><i>Mike Blakely, Chair</i></p> <p><i>Felix Ramon, Vice Chair</i></p> <p><i>Katherine Kenison</i></p> <p><i>Angela Pixton</i></p> <p><i>Mike Wren</i></p> <p><i>Dr. Bill Bonaudi, President</i></p>	A	1. Call to Order/Roll Call	3
	I	2. Introductions	
	A	3. Consent Agenda	
		a. Approval of Regular Mtg Minutes 11/18/08 (A)	
		b. Student Success (I)	
		Achieving the Dream	
		Student Achievement Initiative	
		c. Assessment Update (I)	
		d. Accreditation Report (I)	
		e. Capital Project Report (I)	
		f. Human Resources Report (I)	
		g. Enrollment Report (I)	
		h. Donations Report (I/A)	
		i. BBCC Campus Alert System (I)	
		j. Textbook Rental Update (I)	
	I	4. 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)	4
		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	5. Exceptional Faculty Awards- VP Gail Hamburg	5
	A	6. 2009-2014 AMP- President Bonaudi, Dean Kirkwood, VP Lang	6
	A	7. Welcome Booklet/Public Comment documents- President Bonaudi	7
		-----BREAK-----	
		Possible Executive Session	
	I	8. Aviation Sciences Overview- Dean Clyde Rasmussen	8
	I	9. College Bound Student Success–	9
		Director of College Bound Anita DeLeon, Student Andres Mendoza	
	A	10. Assessment of Board Activity- Board	10
	A	11. Next Regularly Scheduled Board Meeting – Board	11
	I	12. Misc.	12
	A	13. Adjournment	13

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NEXT MEETING REMINDER – Regular Meeting February 24, 2009, 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: 1/13/09

ITEM #3: CONSENT AGENDA (for action)

- a. Regular Board Meeting Minutes November 18, 2008

BACKGROUND:

Minutes of the Regular Board Meeting held November 18, 2008, are included for review.

RECOMMENDATIONS:

President Bonaudi recommends the Board of Trustees approve the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a regular Board meeting on Tuesday, November 18, 2008, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

1. **Call to Order**

Chair Mike Blakely called the meeting to order at 1:30 p.m.

Present: Mike Blakely
 Katherine Kenison
 Angela Pixton
 Felix Ramon
 Mike Wren

2. **Introduction**

None

President Bonaudi reminded all that the meeting was being streamed live on the Internet and recorded on MediaSite.

3. **Consent Agenda**

a) Approval of Minutes for the October 21, 2008, Regular Board Meeting and Study Session (A); b) Student Success Update (I); c) Assessment Update (I); d) Accreditation Report (I); e) Capital Project Report (I); f) Human Resources Report (I); g) Enrollment Report (I).

MOTION 08-42 Trustee Katherine Kenison moved to approve the Consent Agenda. Trustee Felix Ramon seconded the motion, and the motion carried.

4. **Remarks**

Trustee Mike Blakely asked Faculty Association President Mike O'Konek to share his comments so he could return to his class right away. Physics Instructor Jim Hamm was a speaker at a meeting of astronomy instructors and several of his astronomy students are building "budget telescopes" out of PVC pipes and lenses. Dr. Ryann Leonard and Sociology Instructor Scott Richeson reported they accompanied 18 students to visit the Washington State Penitentiary in Walla Walla. She indicated this visit sparked the students' interest in corrections employment. Instructor John Heflin reported that the Skills USA students (high school auto students) will hold a Senior Citizens' day on November 22. They will top off fluids and change tires for senior citizens free of charge as a community service. Counselor Max Heinzmann spent November 7 on the EWU campus learning more about their programs in order to provide appropriate transfer counseling to BBCC students. Instructor O'Konek reported that he, Art

Instructor Rie Palkovic and Physics Instructor Jim Hamm attended WEA training. He also stated he took his students on a field trip to the Seattle Auto Show. He was surprised that there weren't too many new vehicles focused on fuel economy. Lastly, Instructor O'Konek stated the collective bargaining team participated in Interest Based Bargaining along with the administrative team on November 14. He announced there are only nine instruction days remaining in this quarter.

Public Comments- none

7. NIMS Update

Trustee Mike Blakely asked VP Gail Hamburg to present the NIMS update next to accommodate Dr. Ryann Leonard's schedule. VP Hamburg introduced Dr. Ryann Leonard as the Chair (Consultant) of the Safety Committee. She teaches Psychology and Criminal Justice and she is leading the National Incident Management System (NIMS) federal compliance effort on campus. Our compliance with NIMS ensures our eligibility for federal funding beginning April 2009. To meet the criteria BBCC has held trainings, safety drills, and created procedure manuals. Local emergency coordinator Kyle Foreman is facilitating training as a part of his duties; there is no charge to BBCC. Command staff are working toward completion of the level 300 training. Reports to the SBCTC, Washington State Patrol, state and federal government have been submitted.

The ICS organization chart and building coordinators organization chart were distributed to the Trustees. Dr. Leonard indicated annual campus wide drills are new to the college, with the first one occurring earlier last October. A small drill involving the campus alert system will be held this winter and a larger drill will be held in the spring. She also reported that there are campus safety boards designated by green borders in the buildings around campus to increase the visibility of safety information. Emergency operations procedures will be revised annually. Dr. Leonard received copies of good information Trustee Mike Blakely obtained at the ACCT Congress in New York regarding campus safety and preparedness. She happily reported BBCC has completed more than half of the activities on the safety and preparedness checklist. Dr. Leonard complimented the BBCC safety committee, and BBCC staff who report safety concerns timely.

Trustee Mike Wren asked about the campus alert system? Dr. Leonard responded that we do have an automatic text/email alerts system set up. Trustee Angela Pixton asked if extended family members of students could receive alerts too? Students and all interested parties can sign up for the alerts at: <https://web.bigbend.edu/campusalertquest>. President

Bonaudi informed the Board that CWU and Heritage students also receive alerts if they sign up for them.

Trustee Mike Blakely stated he is pleased that BBCC has accomplished most of the items on the checklist he received in the ACCT session. He reported that most of the session participants were surprised by items on the list and indicated that their campuses had not made much progress in that area. One of the highlights of the session was a 'blue light station' on one campus. Dr. Leonard stated our local emergency personnel are very supportive and forward thinking. VP Hamburg stated the NIMS report was submitted and we are eligible for federal funding and she and Dr. Leonard are reviewing grants for which BBCC may apply.

President Bonaudi stated there is more national interest in the topic of campus safety and preparedness. There are more ways to deal with a spread out campus. Our emergency services are responsive. Thus far we haven't had to expend large sums of money for security but that may be changing. Lights for the parking lots near the dorms are needed to make it more welcoming.

ASB President Rhoan Ashby reported the ASB and club activities. ASB held a successful Halloween dance, with over 70 in attendance, raising over \$150 for victims of Hurricane Ike. They also held a blood drive and 14 people donated blood. The Inland Northwest Blood Center stated this amount would be used to help 42 patients and their families. The ASB bowling night had a great turnout of over 150 students. Breakfast Fest was held last Wednesday, there was a good turnout of 160 students and staff. There was great food and entertainment at the event.

President Ashby and another officer attended the National Association of Campus Activities regional conference along with their advisor, Kim Jackson. They participated in numerous educational sessions as well as watching close to 60 performers within three days. This was a great opportunity to meet student leaders from other states as well as our own.

Currently, ASB is involved in decorating and helping with Star Night. On Monday, December 1, free massages will be offered in the Auditorium. The Library Campout will be held Monday and Tuesday evening, December 8 & 9, offering pizza and soda the first night and cookies and soda the second night for students who are studying in the library for finals.

The Aviation Club just finished a "tractor wash" fundraiser that is going to bring in a reported \$2,000. The club members are participating in the Grant County Tower tours, which include a tour of the tower cab and the "dark room" which is the terminal radar approach control facility. These

free tours of the tower are invaluable for our students. The club met on November 12 and Aviation Mechanic Instructor Nathan Holes was the guest speaker. The presentation was both educational and entertaining. The club also had a BBQ a couple of weeks ago with the AMT department. The Aviation Club is combining efforts with AMT for some of their fieldtrips. The club has a good group of motivated officers this year with numerous fundraiser activities and field trips planned.

The Nursing Club members are selling Krispy Kreme donuts as a fundraiser. The students are extremely proactive this year and currently they have over 30 students participating in the club. This is the largest group since Nursing Instructor/Club Advisor Jennifer Brooks has been involved with the program.

The Phi Theta Kappa officers and advisers attended the Phi Theta Kappa Greater Northwest regional meeting at Clover Park Technical College in Tacoma in October. They also planted memorial trees dedicated to past officers: Stephanie Pierre, Joann Mahaney and Kathleen O'Neil. They had a guest speaker, BBCC faculty member Kathleen Duvall, who spoke about "Environmental Affluence." There were 26 new members inducted into their organization last week. The group assisted with Star Night and they held a Silent Auction November 20 in the 1400 building Auditorium. A bake sale will be held December 8 & 9 in the 1400 Building as a fundraiser. December 16 Phi Theta Kappa members will be serving as ushers and providing concessions at Allied Arts on December 16.

The MEChA Club is currently holding a 3-day food drive, with the donations going to the food bank in Quincy. They will be holding a fundraiser next week, selling Mexican Hot Chocolate and pastries in the 1400 building. The club put up a display in the library, celebrating the "Day of the Dead," which is a Mexican tradition.

Trustee Mike Blakely complimented President Ashby on his excellent report. He thanked the ASB and clubs for their contributions to the community stating it is invaluable to the climate of the college.

Classified Staff Representative Kathy Aldrich invited the Trustees to the annual Christmas Potluck and toy drive on December 5 in ATEC. BBCC employees donate toys to the Toys for Tots program and many local area children benefit greatly from this effort.

Ms. Aldrich also reported the Classified Staff training activities. Kamie Bishop participated in online instruction administrator level for Elluminate Software Training during October 2008 for a total of 5 hours. Nancy Theis attended Intermediate ICS for Expanding Incidents on October 10 and October 31, 2008. Karen Okerlund attended a COHE Employer Seminar:

Labor & Industries Resources: Right in Your Own Backyard on October 17 at Samaritan Hospital, Moses Lake. Taisa Timofeyev attended ESL Assessment Training at Columbia Basin College on October 17, 2008. Dina Moskvich attended a DAP conference here on the campus on October 18. Susan Nichols attended a Safety Meeting on October 23 at BBCC. Lyubov Konovalchuk and Dina Moskvich attended a WAEYC conference October 23 – 25 in Tacoma. Hope Candanoza attended a Report Writing and Proof Reading Conference on October 24 in Spokane. Geralyn Topalanchik, Darci Alamos, Rita Jordan, Hope Strnad, and Donia Peterson attended a Look and Learn Tour of the new Fine Arts Building and Wallenstien Building on October 29. Connie Rodriguez attended the Workforce Education Support Staff Conference on October 29 and 30, on the Spokane Community College campus. Lupe Hernandez attended a State Board for Community and Technical Colleges Faculty & Staff of Color Conference on October 29, 30, 31 in Bellingham, WA.

VP of Finance and Administrative Services Gail Hamburg reported that we do have water rights on the soil conservation district property with the requirement that we water once every five years. The appraisal we received was incomplete and VP Hamburg will request that the appraisal be amended. Trustee Kenison asked if an amendment would mean an additional expense? VP Hamburg replied that we may have to pay more depending on the wording of our initial request. The north door of Building 1400 will be replaced to meet ADA requirements within six weeks at the cost of \$8,800. Monday, November 24 the east entrance of the bookstore will be opened with a ribbon cutting ceremony. VP Hamburg commented the new lighted readerboard sign is great. Campus events are noticed on the sign. Trustee Ramon inquired if the associated student body advertises on the sign? ASB President Rhonan Ashby replied they do advertise on the sign.

VP of Instruction and Student Services Dr. Mike Lang introduced Director of CBIS Allan Peterson. Director Peterson described the award he received in recognition of BBCC's role in sponsoring the Central Washington Business Conference on October 23. The Small Business Development Center also sponsored this business training. This was the first time it was offered on the east side of the state. There were 12 workshops from which to choose. Director Peterson stated significant relationships were established and strengthened and many business leaders experienced the conferencing services available on campus. The lunch speaker was Amy Ball, Senior Manager from Intuit, maker of QuickBooks and Turbo Tax. Washington Trust Bank, LeMaster Daniels, and KBSN also sponsored the event. The SBDC network will meet in January and work with WSU to offer a two-day Profit Mastery class at WSU and six distance-learning centers. The Financial Analysis Workshop will be delivered from the WSU conference center. CTED was involved

with the business conference and as a result they contacted Director Peterson to use ATEC in May to host an Export Workshop with CTED and the SBDC of Washington. The author of a global certified professional certificate program will deliver this two-day workshop. Director Peterson thanked the Board for the opportunity to share this information. Trustee Blakely congratulated Director Peterson for the success of the business conference. President Bonaudi commented that ATEC was designed to bring new partners into the area.

VP Lang announced that the AtD coaches, Frank Renz & Mark Figueroa will be on campus later this week to discuss our grant proposal and progress in achieving student success. He recently received our 2007-08 Opportunity Grant retention information. BBCC ranks in the middle of the Washington State Community and Technical Colleges at #17 with a retention rate of 84.3%. Opportunity Grant Director Elizabeth Mendoza was recently hired.

President Bonaudi reported that BBCC was invited to participate in the Washington State Gleaning Project. BBCC's Phi Theta Kappa group stepped forward and gleaned 1,127 pounds of potatoes in two hours. Governor Gregoire's Office recognized the college for their participation with a certificate. President Bonaudi presented the certificate to Phi Theta Kappa Advisor Barbara Whitney.

The November 10 edition of USA Today highlighted Big Bend Community College in an article about how two and four-year colleges work together. President Bonaudi held up the article that featured a photo of a CWU student and a BBCC airplane.

VP of Human Resources and Labor Holly Moos reported that Beth Schindler a supervisor from the Federal Mediation and Conciliation Services in Seattle gave the Administrative and Faculty negotiating teams an overview of Interest Based Bargaining. They will return for a free two-day training if both teams agree to use their format. Both teams have indicated that they would like to have the training. VP Moos will schedule the training after the faculty team provides their availability schedule.

VP Moos reminded all that campus will be closed Thursday and Friday, November 27 and 28 for Thanksgiving. Each year BBCC employees vote on which day around Christmas they want to take as a holiday in lieu of Presidents' Day. Staff have the option to take Presidents' Day off with vacation time. BBCC will be closed on Christmas day and the day after. VP Moos and Classified Staff Rep Kathy Aldrich discussed the December 5 holiday lunch for sharing good food and friendship. This is also the time that BBCC employees donate toys or money to the Toys for Tots

campaign in this area. Our contribution is very important in this area and we always have a great turnout and contribution from staff.

6. Health Sciences Overview

Dean Kara Garret introduced Director of Health Education Programs, Katherine Christian and Medical Assistant Coordinator/Instructor Mandy Mann. Director Christian thanked the Board for the opportunity to share about the Health Education Programs. She described how students can access the Health Education Program ladder. Students can step on and off the ladder as their responsibilities and availability fluctuate. Students progress through certificates and may change tracks between nursing and medical assistant. The first rung of the ladder is Nursing Assistant Certified (NAC), which takes one quarter. A variety of people take this class. Just this week Director Christian advised two laid off Genie employees about this class. This is an ideal starting place, and it is required for the nursing program. Many long-term care and hospital employees take this class, which includes lots of patient contact. Another first rung is the Medical Assistant program.

Instructor Mandy Mann described the relatively new Medical Assistant program. The third group of students is currently enrolled. They get started and then move on to nursing or NAC. There is a one-year certificate option or the two-year Associates in Applied Science (ADN) can be obtained in seven quarters. Students can start the Medical Assistant program during any quarter, it is very open and flexible. Graduates are eligible for Healthcare Assistant licensure. This program exceeds the Washington State Healthcare Assistant licensure requirements. BBCC establishes and modifies programs to meet the community needs based on advisory committee input.

The courses are offered evenings, weekends, and through the BBCC portal and MediaSite to provide flexibility for students. Many students are working full time while taking classes. MediaSite allows students to replay lectures. This program is IBEST approved. The IBEST component provides extra support for students who don't learn in the traditional way. Instructor Mann described it as a "big, fun learning-fest." Student ages range from 18-56, and the male population is rising in this field, of mostly Hispanic ethnicity. There is great demand for bi-lingual graduates, 25% of the students are bilingual in Spanish or Russian.

Instructor Mann highlighted the externships in place in our service district communities: Grand Coulee, Wilson Creek, Odessa, Ritzville, Lind, Moses Lake, Washtucna, Warden, Othello, Mattawa, Royal City, George, Quincy, Ephrata, Soap Lake, and Coulee City. This program touches and meets the needs of many communities. The medical service professionals in the

rural areas are excited about this program and they send their employees to attend classes.

National Accreditation is being considered by the department at this time. It is currently approved by the Washington State Department of Health. The National Accreditation requires additional time and expense. The Advisory Committee has advised the program not to set this as a goal at this time as it is not a priority for local employers.

Director Christian talked more about the nursing program. The LPN program is the next step and it takes four quarters to complete after the prerequisites have been met. Graduates are eligible for licensure after they pass the NCLEX-LPN exam. Students are encouraged to take an optional quarter of classes. Only one student did not take summer quarter this year. The LPN pass rates charts Director Christian shared illustrate how well the BBCC graduates perform. They currently have a 100% pass rate. The state pass rate is 96% and the national pass rate is 87%. The Associate RN program is six quarters after the prerequisites and 24-26 students graduate each year. About 25% of these graduates move on to pursue their BSN.

A previous student has returned to BBCC to work in the skills lab on her Preceptorship working toward her BSN. First time NCLEX-RN pass rate is a crucial indicator of success. This is a very difficult test, students struggle with it, we had 100% pass rate, 24 of 24 graduates passed. The national mean is 88%. In 2007 we had inexperienced faculty and the NCLEX-RN pass rate was lower. Samaritan Hospital is our primary hospital partner. We also have good working relationship with the Othello Community Hospital and Central Washington Hospital in Wenatchee. We have many other community partners: Moses Lake School District, Moses Lake Clinic, Sunbridge Healthcare, Odessa Memorial Hospital, Grand Coulee Community Hospital, Columbia Basin Hospital, McKay Memorial, East Adams Rural Hospital, Quincy Valley Medical Center, and Columbia Basin Health Associates.

Director Christian shared the diversity data with the Board: 12%-16% of the nursing students are males, the average age is 28.9 years with a range of 20-50 years, and the minority ethnicity students are 10%-16%. There have been Cambodian, Ethiopian, Thai and, Phillipino students. Language is a major issue, the information is fast paced and intense, this can be difficult for ESL students. Nursing 101, nursing survival skills, has helped many students.

Technology is a great strength in the nursing program thanks to the BBCC Foundation. The simulation lab and electronic resources provide situations that can't be experienced otherwise. They also have a great

computer lab, online resources, and great faculty with a variety of backgrounds and strengths. They share one instructor with Samaritan Hospital. Students are a strength, the new admission criteria has proven to be an effective way to choose successful students.

Challenges include the two-year accreditation process through the NLNAC. Finding qualified faculty is challenging and in short supply. The program is currently down by one faculty member. Director Christian stated their strategy is to try to grow their own instructors. They use part-time instructors and encourage them to pursue their Masters degree. The last challenge she expressed is students. The pool is getting smaller and less qualified. She endeavors to make sure the pipeline is good and there are no bottlenecks in the prerequisite requirements and training.

Director Christian would like to administer a needs survey regarding Hospital Unit Coordinator (HUC) training as well as a dental assistant program and physical therapy assistant program in this area. She is beginning this process. During Destination Healthcare interest was expressed in a Laboratory Technician program. There is also interest in community courses such as, phlebotomy skills, and EKG/Advanced Cardiac Care Courses. The hospitals have reported that our graduates are very well prepared in cardiac care skills.

Trustee Angela Pixton asked about students receiving the fundamentals of NAC requirements but not the certificates. She asked why the employer has to go through the modified care training with the student after they receive it as part of their training? Director Christian stated the graduate can apply for certification with the state. Trustee Pixton also mentioned Assisted Living facilities may be a good resource for training partners. Director Christian stated those facilities don't provide enough clinical experience to benefit the student in a short period of time. The students do receive experience writing, and following orders.

Trustee Blakely commented that the staff and faculty demonstrate our success. This is a strength for our recruiting efforts. He also stated he thought a dental assistant program would be good for Quincy. Trustee Kenison requested worker retraining success stories to share during the Winter TACTC Conference. Director Katherine Christian stated she would provide some success stories.

5. Draft Review of 2009-2014 AMP

President Bonaudi recalled that the Board evaluation process was on the October 21 Board agenda. The AMP and Policy Governance documents are components of the Board evaluation process. Because the AMP is still in draft phase the approval of the Board evaluation process was postponed. President Bonaudi apologized that the draft AMP in the Board

packet listed the Ends Statements incorrectly. A revised draft AMP was distributed to the Board. President Bonaudi reminded the Board that the AMP is the 5-year strategic plan for the college. It states where we are currently and the direction we are moving for the next five years. Due to our funding structure this is a valuable tool for determining allocations of resources and strengths of programs. We are at the end of the 2003-08 AMP.

Administrative staff and the Board worked on the new AMP during the retreat this summer. There are also several opportunities for faculty and student input. Institutions that use Policy Governance are unique in that the Board Ends Statements are key drivers of the Institution. The Ends Statements must integrate into what we do. In the past, monitoring reports for each Ends Statements were presented to the Board. President Bonaudi went on to explain that the AMP is evolving and we are trying to start using the AMP differently. Rather than delivering six separate reports, we are going to integrate the reports into three. He stated he hopes to present the final AMP during the January 13 Board meeting.

Dean Kirkwood reviewed the six monitoring reports: Access, Partnerships, Student Achievement, Climate and Cultural Enrichment. She referred to page three in the draft AMP which provides the AMP Outcome and an overview. She highlighted the action plans and their outcomes. The first comprehensive report, Access, is detailed on page four of the draft AMP and will include information regarding access, climate, cultural enrichment, and student achievement.

The second comprehensive report, Programs, detailed on page nine of the draft AMP, will highlight programs and student achievement and retention. It will answer questions like, "Are students receiving advising to determine appropriate classes?" Student input will be included.

The third comprehensive report, Outcomes, will be presented during the summer. The details are included on page 13 of the draft AMP. This report will include enrollments, completions and credentials data and analyses and appraisals. This will give us the information to focus on what really matters to students here.

President Bonaudi stated Trustees of other community colleges who see our monitoring reports often contact the college to ask for information about how the reports are prepared. He went on to say that the new monitoring report structure will result in even more comprehensive reports. They will more clearly illustrate the connection between the AMP and the Ends Statements and they will demonstrate how the Ends Statements drive the college efforts. He suggested that a Study Session be scheduled to review the final AMP prior to the next Board meeting.

President Bonaudi plans for this AMP to take effect in January. He indicated the first report may not be as extensive as it is just the beginning of the AMP cycle. Trustee Mike Blakely stated the Board will study this draft AMP and plan to take action at the January 13 Board meeting following a Study Session the same date. He stated the synergy is evident, we divide the Ends Statements and the AMP structure clearly shows how they're interrelated. He complimented the group on their hard work to develop the draft 2009-2014 AMP.

Trustee Kenison asked if a Study Session would be helpful to the new trustees. Trustee Mike Wren indicated it would be helpful to understand the background. President Bonaudi will plan the study session prior to the January 13 Board meeting.

At 3:00 p.m. Trustee Blakely announced there would be a 15-minute break. The meeting reconvened at 3:15 p.m.

8. Foundation Board Liaison

Trustee Felix Ramon explained that two Trustees from the Board are appointed as liaisons to the BBCC Foundation Board. Trustees Ramon and DeLuna-Gaeta held these positions in the recent past. He strongly recommended one of the new trustees volunteer to fill the vacant liaison position. He stated it is critical to understand the importance of the BBCC Foundation to BBCC. The Foundation generates community contacts as well as assisting the college and students financially. The Foundation sponsors the Cellarbration! wine dinner and auction fundraiser in May. The new liaison may want to participate on the Cellarbration! committee.

Trustee Blakely stated he will attend some of the BBCC Foundation meetings but not as the liaison. Trustee Ramon went on to say the liaison are ex officio members of the Foundation, they have a voice in the meetings but they do not vote. It's important for the liaisons to share ideas with the Foundation and to report Foundation news at the Board meetings. The Foundation does offer some training. They recently shared information about philanthropic families and how their family values are passed on from one generation to the next.

President Bonaudi elaborated on the relationship between Trustees and the Foundation Board. The Foundation Board members are laypeople who feel affiliation with BBCC often due to family members or employers who are students and/or graduates, etc. Some BBCC staff also work to support the Foundation events. The Foundation Board has recently adopted the practice of bringing college staff into meetings to discuss their roles on campus. A Trustee liaison to the Foundation fills an official capacity on the Foundation and helps communicate information about the college. The liaison gains insight and helps the Foundation grow and see that there are many ways to help the college. For example the Paul

Lauzier Foundation money pledged to ATEC goes to the BBCC Foundation. The fiscal components to the Foundation provide a way to learn more about how the college operates. The Foundation Board meets quarterly and committee work requires additional time. Trustee Ramon is on the Cellarbration! and Trusteeship committees. The liaison will have a choice in committee assignment. Trustee Ramon agreed to stay in one of the liaison positions to guide the new liaison. Trustee Mike Wren volunteered to fill the vacant liaison position.

MOTION 08-43 Trustee Katherine Kenison moved to appoint Trustee Mike Wren as a Foundation Board liaison. Trustee Felix Ramon seconded the motion, and the motion carried.

9. Board Chair Matrix

Trustee Blakely explained that the Board does not have to take action on the item but may choose to do so. This Board Chair Matrix has traditionally been used to rotate Trustees through the Chair and Vice Chair positions.

MOTION 08-44 Trustee Mike Wren moved to accept the Board Chair Matrix as presented. Trustee Katherine Kenison seconded the motion and the motion carried.

Trustee Angela Pixton clarified she may not serve as Board Chair as her term expires in 2010 and she is scheduled per the matrix to be the Chair in 2011. If she is reappointed she will serve as Chair in 2011, if she is not, the matrix will be adjusted.

10. Assessment of Board Activity

Trustee Blakely stated this exercise is meaningful as it demonstrates that the Trustees are active in their communities and on campus.

Trustee Ramon reported that he attended the TACTC Legislative Steering Committee Conference via ITV. They had a good discussion including budget prospects, and talking points. They focused on the fact that community colleges are part of the solution during economic downturns. We can train people who are temporarily laid off. In addition, he talked to community members and college employees and urged all to keep doing the best we can. He encouraged the other Board members to continue talking with legislators about the budget challenges.

Trustee Mike Wren reported that he talked with a new industry considering developing in Ephrata. They were impressed with the mindset of BBCC and the level of interest and availability with workforce development. He

assured them that BBCC is an integral part of the economic development in this area and we can contribute to training their workforce.

Trustee Kenison stated she attended the TACTC Legislative Steering Committee Conference via ITV with Trustee Ramon. The SBCTC has contracted for an EMSI study and should receive results in December. A consultant is working to quantify the return on the dollar by community colleges during the last down turn. They discussed talking to legislators about “no line item tinkering.” The main selling point of our system is that we are flexible to meeting local needs. WACTC adopted system principles and two topics were administrative staff and presidential compensation and the adequacy there is to retain and recruit staff. They also discussed revising the structure so that Running Start students would count toward our FTEs. The SBCTC System Study Task Force is concerned about tuition increases and we need to urge legislators not to introduce tuition increases. The HEC board is looking at high demand programs and the role of community colleges and increasing our BA offerings. We are doing a good job of making the most of what we have. It was noted that capital budget projects are an economic stimulus. OFM has discussed a 20% reduction for the system for the 2009 biennium. The message to legislators this session is that our role is part of the solution, local stories capture that information. They need to know what we are doing for their constituents. It is important to collect student success stories.

President Bonaudi clarified that 5% of our \$12 million state operating budget is \$430,000. Reducing the budget by 20% is a substantial cut. Copies of the talking points will be shared to keep the message focused. Trustee Pixton commented that health care workers are mandated to take training and there is great need for in home health care. Offering this extended training to the community could be very helpful.

Trustee Pixton reported that she attended the BBCC Adult Literacy Week Recognition event for Ochoa Ag and Lamb Weston on October 30 in Warden. Ochoa Ag developed a program in their facility to utilize the Washington Farmworker Program to promote BBCC training. ESL students are learning English and better business skills. She was excited to learn that Ochoa Ag had developed this for the community and their staff. Employees are working their way up the ladder in their facility. She stated this is important for the sustainable agriculture program as required by those buying produce to show the ag industry leaders are doing right by our employees, etc. It ties in to the bigger picture.

Trustee Mike Blakely reported that he attended the ACCT Congress in NY. Dr. Bonaudi and he both attended and they participated in different sessions. Trustee Blakely stated he visited with the keynote speaker

Hillary Pennington, Director of Special Initiatives at Microsoft. He pointed out to her that Microsoft is in Quincy and within BBCC's service district. President Bonaudi and Trustee Blakely both followed up with a letter inviting Mrs. Pennington to campus. The Gates Foundation is reportedly going to start investing in community colleges. Trustee Blakely brought home information from a crisis preparedness session he attended. He was pleased to learn how well BBCC is performing in this area. He also attended the ACCT senate, a discussion on student poverty and a new trustee round table.

Trustee Blakely also coordinated a support letter for the George Fire Dept. They are looking at distance learning capabilities. He attended the Quincy Community Round table with the health district, fire department, law enforcement, and school board and talked about BBCC being part of the Quincy community. He submitted an editorial letter and spoke with a reporter who wrote the feature story on ESL/ABE classes in Quincy. He also visited the ESL/ABE class the next night and commended them for attending school. Many of them learn English and then go to GED program.

President Bonaudi explained that the Gates Foundation is supporting achievement of certificates and degrees. This is exactly what the momentum points effort is concerning. The Gates Foundation will reveal more about community college support at the School of the Future Summit in Seattle the first week in December. Trustee Blakely made a good connection with Mrs. Pennington. Community colleges are determining the tipping points associated with student success and employment. At BBCC we have found that our greatest success is in programs with a high touch environment. Having enough qualified staff to diagnose, coach and encourage the students is challenging. Mrs. Pennington's message was about how sustaining the intensive high touch environment pays dividends.

Trustee Blakely reported that TACTC Administrator Cindy Hough from the SBCTC presented at the ACCT Conference. He suggested asking her to provide her presentation at Big Bend and inviting TACTC members from eastern Washington to participate. Administrator Hough reported that the Washington delegation was strong and well received.

11. Next Regularly Scheduled Board Meeting

The next regularly scheduled Board meeting is schedule on January 13 at 1:30 p.m. A Study Session prior to the meeting was discussed.

MOTION 08-45

Trustee Katherine Kenison moved to schedule a Study Session preceding the January 13 Board

meeting. Trustee Angela Pixton seconded the motion and the motion carried.

12. Miscellaneous

The Fine Arts Building ribbon cutting will begin today at 4:30 p.m. President Bonaudi stated we will celebrate the building, Pamp Maiers' donation of the entrance paving, and the Foundation's lighted readerboard.

Star Night will follow at 6:30 p.m. in the ATEC conference center. This is a great opportunity to watch donors and recipients interact.

The TACTC Winter Conference will be held at the Red Lion in Olympia in January. The new trustee orientation will be held at the SBCTC office the Sunday before, January 25. Trustees Pixton and Wren and President Bonaudi may travel to Olympia Saturday, January 24 and stay through Tuesday, January 27.

Winter Serenade, gourmet dining, wine tasting and dancing to a live band will be held January 31.

President Bonaudi announced we will follow up on any naming opportunities when they become official.

The meeting adjourned at 3:56 p.m.

Mike Blakely, Chair

ATTEST:

William C. Bonaudi, Secretary

ITEM #3: CONSENT AGENDA (for information)

- b. Student Success Initiatives Update
 - 1. Achieving the Dream
 - 2. Student Achievement Initiative

Related Board Ends Statements and Academic Master Plan (AMP) Outcomes, E-2 Access, AMP E2.1, E2.2, E2.3, E-3 Partnerships, E-4 Student Achievement, AMP E4.1, E4.2, E4.3, E4.4, E4.5

BACKGROUND:

Achieving the Dream

On November 19-20, 2008 Big Bend hosted the Achieving the Dream Coach, Frank Renz, and Data Facilitator, Mark Figueroa. Dr. Lang asked that they prepare a report for the Core Team Members, Administrators and Board of Trustees. The following is a report from AtD Coach, Frank Renz.

Impressions of Progress of BBCC in the Achieving the Dream (AtD) Initiative

As BBCC's AtD coach, I am pleased to provide feedback on my impressions of the progress of BBCC in the AtD Initiative at the request of the Administration.

BBCC has completed a planning year under the Initiative and is in the second year of a 4-year implementation process. Mark Figueroa, Data Coach, and I have made eight visits to date from the start of the Initiative and have participated in additional conversations/reviews with the BBCC AtD teams and administration about the college's AtD progress as well. My comments are structured around the four primary AtD principles as established by the Initiative as key areas around which progress is measured.

Committed Leadership:

President Bonaudi, his administrative team and key faculty and staff leadership have successfully established a vision and priority for student success at the college. Primarily through the teams established to address the Initiative, there has been a mobilization of effort around student success particularly around the strategic interventions being addressed. This is about where the college is expected to be at this stage of the Initiative. In the remainder of the Initiative, it is hoped that the support for student success gets broader and permeates the thinking and actions of the college community more generally.

I am also aware that the President and staff regularly provides student success reports to the Board of Trustees so that they are aware, informed and supportive of the college's efforts around AtD and other Initiatives at the college that support student success. Board support of the college's efforts around student success is considered a critical element of committed leadership.

Use of Evidence to Improve Programs/Services:

The AtD Initiative is data and outcomes driven. Regularly producing data about student success, having discussions about what it means, and allocating resources and organizing instruction and student services based on what works for student success is considered key.

BBCC has allocated more resources to the institutional research function and is now producing data and reports that are useful for having conversations and decision making about what works best for student success. The institutional research office also now has data on some of the strategic interventions instituted that demonstrate that new interventions are working in improving student outcomes. This can lead, and has in some cases already led, the college to have faith in expanding the interventions being studied. What will bring the college to the next level of being a data-driven institution is to move from a primary reporting function about data to an information sharing mode with college research staff having conversations with a broader constituency about what data says works (or even does not work) related to student success.

Broad Engagement:

Improving student success and how the college can best support it is a complex and time-intensive process especially if a college, as most community colleges have, has been traditionally structured to primarily support student access. In order to accomplish this shift in focus, in addition to the two key principles already mentioned, broad engagement of the campus community is required. The campus community should include students and asking them about their experiences in college and getting input from the communities served.

BBCC has begun this engagement process with primarily faculty/staff and students impacted by the strategic interventions being tested. While surveys are a good source of information and used extensively by the college, focus groups are encouraged as these tend to get more qualitative information about how programs and services are working. We are also recommending more community conversations about how BBCC is doing and having these conversations when and where possible within the communities being served by BBCC.

Systemic Institutional Improvement is Goal:

The AtD Initiative seeks change beyond programmatic improvement to affecting the very culture and strategic operation of the college. This will occur when data about student success drives decision-making, program evaluation and resource allocation. BBCC by committing to these principles and by focusing more on student success is beginning to make improvements that are systemic in nature. Institutional resources have gone to areas of need, such as developmental math, and policy changes around advising and a successful implementation and expansion of a student success course are positive steps toward lasting institutional improvement. **More regular campus-wide program reviews are recommended.**

Overall, BBCC in my assessment, especially given limited human and financial resources, is making positive progress in becoming a more student-centered institution. The Board should continue its monitoring of how well the college is implementing a student success focus both within the AtD Initiative and more broadly. Some questions to regularly consider are: How well does the college understand entering students and what they experience as they come through the doors; who, what group(s), is (are) falling through the cracks; and how might the college rethink/redesign its institutional practices/policies to help more students persist and succeed.

Keeping this focus during and beyond the AtD Initiative should pay positive dividends for the college.

Thanks for the opportunity to share my perspectives and I would welcome the opportunity to update/ have a conversation with the Board in person if the opportunity ever presents itself.

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

One of the strategies to help students succeed in developmental math courses is to hire a Supplemental Instruction Leader (a student who had previously been successful in the targeted math courses) to attend developmental math course(s) and hold scheduled class discussion sessions where students review lectures, homework assignments, tests, etc and in general review what they were being taught in class.

One Supplemental Instructional Leader (SI) was hired to pilot the program this fall. Six students attended the supplemental sessions. Of those six students, five students earned a least a 2.1 grade and one student chose to audit the class. For Supplemental Instruction winter quarter we are hoping to include two MPC 095 sections and one MPC 092 section and add at least one more SI leader. With this expansion more instructional session times can be offered and students will be more aggressively recruited to participate.

Strategy 1.5: Purchase online math tutorial software or tutorial services

Big Bend Community College - November, 2008

STUDENTS SERVED	AVERAGE SESSION LENGTH IN MINUTES
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46	30.05
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GRADE LEVEL	CONNECTED SESSIONS
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Adult Learner	2
12th	7
College - Intro	37

SUBJECT	CONNECTED SESSIONS
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English - Essay Writing	10
Math - Algebra	5
Math - Algebra II	23
Math - Calculus	6
Math - Trigonometry	1
Science - Earth Science	1

QUESTION	PERCENTAGE OF YES RESPONSES
-----------------	------------------------------------

Are you glad your organization offers this service?	100.00%
Would you recommend this service to a friend?	100.00%
Is Live Homework Help helping you complete your homework assignments?	100.00%
Is Live Homework Help helping you improve your grades?	95.65%
Is Live Homework Help helping you be more confident about your school work?	100.00%

BRANCH	STUDENTS SERVED	AVERAGE SESSION LENGTH IN MINUTES
BBCC	6	37.28
BBCC - Remote Access	40	28.96

BRANCH	GRADE LEVEL	CONNECTED SESSIONS
BBCC	College - Intro	6
BBCC - Remote Access	Adult Learner	2
BBCC - Remote Access	12th	7
BBCC - Remote Access	College - Intro	31

BRANCH	SUBJECT	CONNECTED SESSIONS
Big Bend Community College	Math - Algebra	1
Big Bend Community College	Math - Algebra II	5
Big Bend Community College - Remote Access	English - Essay Writing	10

Big Bend Community College - Remote Access	Math - Algebra	4
Big Bend Community College - Remote Access	Math - Algebra II	18
Big Bend Community College - Remote Access	Math - Calculus	6
Big Bend Community College - Remote Access	Math - Trigonometry	1
Big Bend Community College - Remote Access	Science - Earth Science	1

BRANCH	QUESTION	PERCENTAGE OF YES RESPONSES
Big Bend Community College	Are you glad your organization offers this service?	100.00%
Big Bend Community College	Would you recommend this service to a friend?	100.00%
Big Bend Community College	Is Live Homework Help helping you complete your homework assignments?	100.00%
Big Bend Community College	Is Live Homework Help helping you improve your grades?	100.00%
Big Bend Community College	Is Live Homework Help helping you be more confident about your school work?	100.00%
Big Bend Community College - Remote Access	Are you glad your organization offers this service?	100.00%
Big Bend Community College - Remote Access	Would you recommend this service to a friend?	100.00%
Big Bend Community College - Remote Access	Is Live Homework Help helping you complete your homework assignments?	100.00%
Big Bend Community College - Remote Access	Is Live Homework Help helping you improve your grades?	94.12%
Big Bend Community College - Remote Access	Is Live Homework Help helping you be more confident about your school work?	100.00%

BRANCH	GRADE LEVEL	STUDENT COMMENTS
Big Bend Community College	College - Intro	I really love this site it is fast and super easy. the tutors are great!
Big Bend Community College	College - Intro	Oh my goodness.. with your sites help homework is becoming faster done and more understood.. thank you.
Big Bend Community College	College - Intro	thanks to this site my homework has improved
Big Bend Community College	College - Intro	That tutors are genius and they take pride in their work even if the stay extra and help you out. I love this site it helps me out so much.
Big Bend Community College	College - Intro	yea
Big Bend Community College - Remote Access	12th	Very good! Set up very efficiently.
Big Bend Community College - Remote Access	College - Intro	Great help with logs thank you !!
Big Bend Community College - Remote Access	College - Intro	I love the times the tutors are here! thank you for the time you are giving to us students in need! excellent site
Big Bend Community College - Remote Access	College - Intro	I really do appreciate this service I have told a lot of other students to come here it is great and the tutors are AWESOME Thank you
Big Bend Community College - Remote Access	College - Intro	thank you for the help the hours are a great way to help college students get their work done outside of their own work and other activities :)
Big Bend Community College - Remote Access	College - Intro	Thank you, a busy site though the wait was a little long, perhaps more tutors :) but i love it
Big Bend Community College - Remote Access	College - Intro	Thank you, I like the tutors helped with definitions and equations. Time well spent.
Big Bend Community College - Remote Access	College - Intro	WOW this is a fantastic place to go if you happen to get stuck like I did I will recommend this to more students. Thank you so very much I appreciate it and now I can finish my homework!!!!

Priority Area: 2. Increase retention by improving first year student experiences

Strategy 2.1: Revise the new student orientation process

On December 30, Instruction and Student Services Staff hosted the New Student Orientation session for winter quarter. Staff members continue to revise and improve student's orientation experience to provide needed information for the success and retention of students. This orientation included a Million Dollar game show developed by Disabled Student Services Advisor, Loralyn Allen and BBCC Instructor, Ryann Leonard. Ryann hosted this ice breaker while wearing her Viking hat with pig tails and asked the students questions that provided the students with information about services, policies, and study habits. Approximately 50 students attended the session and had the opportunity to pick workshops from the following: Allied Health Careers, Financial Aid, College Success Strategies, How to transfer to a University, Taking Online Classes, Technical Training at BBCC, Your BBCC Student Network Account, and What If I'm Undecided (Choosing a Career Pathway).

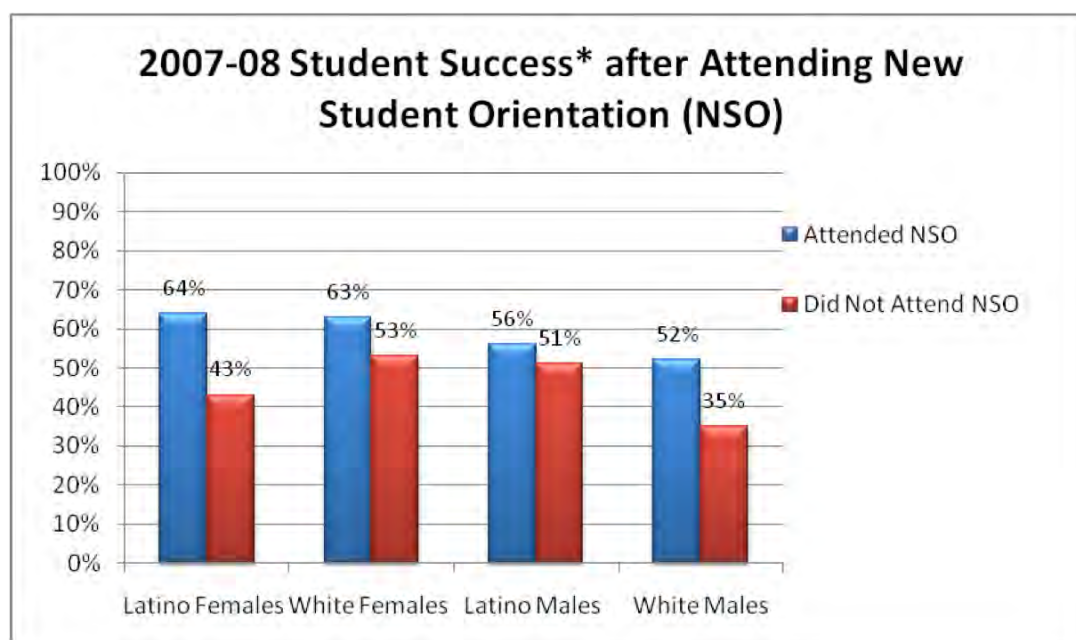
Strategy 2.1: Revise the new student orientation process to replicate best practice (year one). Implementation of new process (year two).

Fall 2007 students "success" (i.e. completing in 2007-08 or persisting to winter 2008 or fall 2008) following New Student Orientation (NSO).

NSO serves to transition new students to Big Bend Community College. Students in BBCC focus groups (February 2007) reported that they needed clearer information/orientation about the college. BBCC orientation staff studied practices at community colleges that have improved retention rates and revised the new student orientation process to replicate these best practices. Data on completions and reenrollment rates ("student success") was collected for students who started in fall 2007 and participated in NSO compared to success of those who started in fall 2007 and did *not* participate in NSO.

Overall:

- Success rates for students attending NSO were approximately 13% higher than students not attending NSO (58% versus 45%, respectively). There was no clear difference between Latino and White students.
- Latino Females appeared to be the most positively affected by attending NSO. Latina success increased 21% following NSO (versus a 10% increase for White Females).



*Student success is defined as the student completing or continuing in the following fall (2008).

The data was further broken down to compare students who did not return after being on Financial Aid suspension. Initial findings included:

- Of the 23 students who attended NSO and were on financial aid suspension, four returned in fall 2008, (17%).
- Of the 39 students that did **not** attend NSO and were on financial aid suspension, four returned in fall 2008, (10%).

Strategy 2.4 Revise the curriculum for the freshman experience classes and offer additional sections

2007-08 new students “success” (i.e. completing in 2007-08 or persisting to fall 2008) following successful completion of a CSS course.

Research has shown that student success courses help community college students stay in college, transfer to a baccalaureate institution, or graduate. BBCC Faculty focus group data indicated that many students did not understand the expectations required for college level courses, nor were they prepared with the study skills that they needed to be successful in college.

BBCC Achieving the Dream, Priority 2 is to increase retention of first-quarter students by improving first-year student experience. In 2007-08, BBCC offered more sections of College Success Skills (CSS) courses, allowing students to understand resources available to them and to develop study skills necessary for student success.

Data on persistence of students who started in 2007-08 and either completed in that same year or continued in fall 2008 clearly show that student success courses help students and appear to increase success rates approximately 20%.

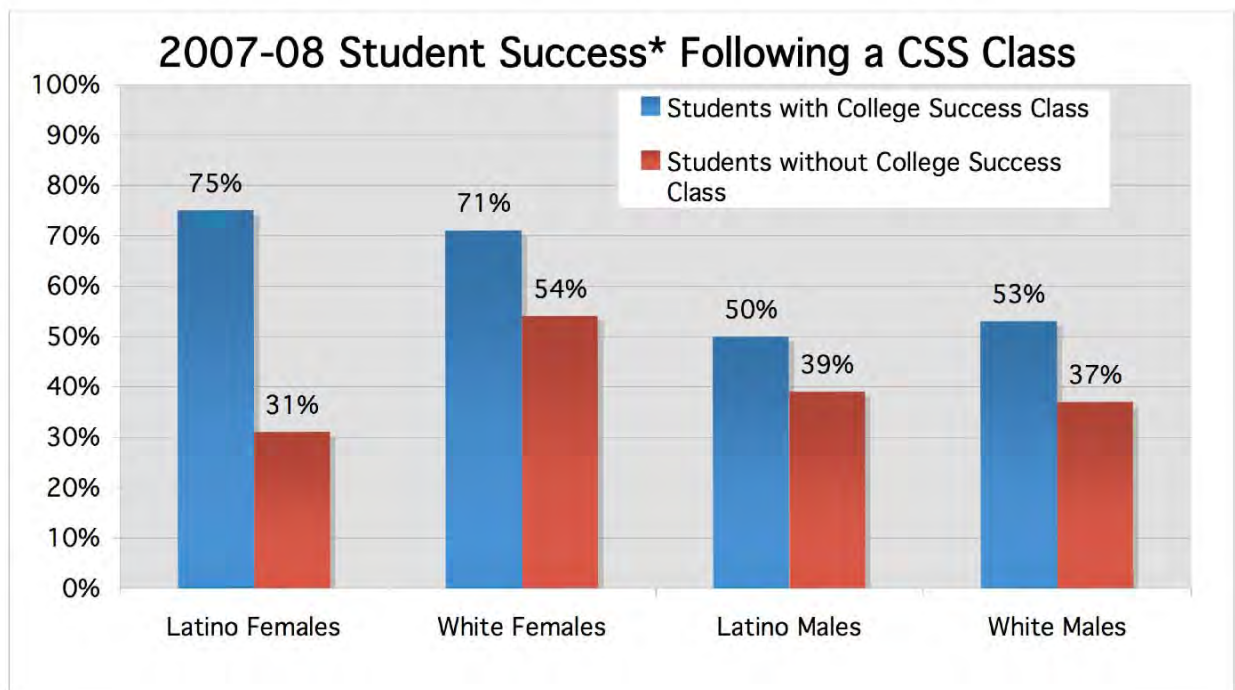
- 61% of all new students who took a student success course during 2007-08 either completed in that year or enrolled in fall 2008, compared to 41% of all new students who did **not** take a student success course.

Breaking the data down further, we find the following:

- Latino students *benefit more* from the CSS class than do White students. Although Latinos persisted at similar rates as Whites following the CSS class in 2007-08 (65% and 64%, respectively), only 35% of Latino students who did **not** take the CSS class succeeded versus 46% of White students who did not take the class. Latino students’ success increased 30% following a student success class (versus an 18% increase for Whites).

The following chart shows success rates for each racial/ethnic group, broken down by sex/gender. The blue columns indicate success rates (i.e. completions or enrollment in fall 2008) for students who took the student success class and the red columns represent the success rates of those who did **not** take the student success class.

- Latino Females appeared to be the most strongly affected by taking a CSS class. Latina success increased 44% following successful completion of a student success class (compared to 17% increase for White Females).



Student Achievement/Persistence Initiative

In keeping with the intent of the Student Achievement Initiative to provide Trio-like services to at risk students (and in alignment with the student success strategies of the Achieving the Dream Grant), BBCC staff continued to provide the following services fall quarter 2008:

- Ninety-four (94) students completed intake advising and developed a program plan. Seventy-five (75) percent of those students checked in with advisors two or more times during fall quarter
- Twenty-two (22) students from last year's persistence cohort returned for advising services and updated their program plans
- Fifty-six (56) students received books from the Student Achievement Text Book Loan Library for fall quarter. As of 12-30-08 thirty-one (31) students have checked out books for winter quarter
- The six laptops were continually checked out for student use during fall quarter
- Three persistence students accompanied College Bound students on their campus visit to EWU
- Twelve (12) students received tutoring services during fall quarter
- Thirty-one(31) students have already checked out text books from the Book Loan Library
- As of 12-30-08, thirty-two(32) students have received schedule advising for winter quarter

Eight of the 97 students who were supported by the Student Achievement Initiative during 07-08 have graduated or received a program certificate

Six (6) Viking Seminars are scheduled for winter quarter. The seminars will include Cash for College, Time Management & Study Strategies, Stress Management, Identifying your Learning

Style & Career Interest Area, Mysteries of Transfer, Workforce-Finding a Job and How to Develop a Work Resume and possibly a workshop on How to Use the Online Tutoring Service.

BIG BEND COMMUNITY COLLEGE

Date: 1/13/09

ITEM #3: CONSENT AGENDA (for information)

c. Assessment Update

Related Board Ends Statements and Academic Master Plan (AMP) Outcomes
E-4 Student Achievement,
AMP E4.1, E4.2, E4.3, E4.4, E4.5, E4.5.2

BACKGROUND:

A Community Focus Group was held in December to ask community members about their perception of educational access to Big Bend Community College, what they believe helps students succeed, and get their advice on what BBCC can do to improve student access and success.

The Achieving the Dream Core team has discussed having the winter and spring focus groups in specific service district communities to understand how BBCC can provide better access to their community and how to help their students reach their educational goals.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 1/13/09

ITEM #3: CONSENT AGENDA (for information)

d. Accreditation Report

Related Board Ends Statements and Academic Master Plan (AMP) Outcomes
E-4 Student Achievement,
AMP E4.1, E4.2, E4.5, E-4.7

BACKGROUND:

The Northwest Commission on Colleges and Universities will hold its Annual Meeting in February '09, in Seattle. The meeting will begin with updates on the recent Reauthorization of the Higher Education Act and the implications for regional accreditation and higher education institutions. This year's Annual Meeting will be devoted primarily to discussions on the revision to the NWCCU accreditation standards and oversight process.

It is anticipated that the Commission's new standards for accreditation will be adopted in January 2010. In the intervening time, the Commission will work closely with institutions to ensure a smooth and productive transition. This means that Big Bend's next accreditation visit, projected to be in 2012 will be guided by the revised standards.

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/13/09

ITEM #3: CONSENT AGENDA (for information)

e. Capital Project Update

BACKGROUND:

Window/Skylight/ADA Door Replacement – Buildings 1400 & 1600: The windows in Building 1400 are complete. The installation of the ADA door at the north entrance of Building 1400 has been delayed. The contractor has received the door, glass and the automatic door opener. The weather has caused some delays. The tentative date to begin the demo and installation is mid-January.

Old Developments/Background:

11-18-08 The skylights in Building 1600 are complete. The windows in Building 1400 are currently being installed. The upstairs windows are complete and the windows in the auditorium should be finished by November 20. The installation of the ADA door at the north entrance of Building 1400 should begin by December 1.

10-21-08 There was a delay in the fabrication of the skylights for Building 1600. The small skylights are scheduled to begin on October 20 and should take one week for installation. The big skylight will be replaced on October 25 and 26, if weather permits. There was also a delay in the production of the windows for Building 1400. The windows are scheduled to begin on October 20th, with the auditorium windows being replaced first. Burton Construction will also be installing an ADA door at the north entrance of Building 1400. This installation is tentatively scheduled to begin in 4 to 6 weeks.

9-9-08 The windows and skylights are in the fabrication stage. The site work should begin around August 18 and the installation will take about two weeks.

6-17-08 This is a new repair project funded at the beginning of the 2006 – 2008 biennium. Burton Construction of Spokane holds the current State contract for Job Order Contracting (a Public Works Tool for completing small projects under \$500,000 total for the fiscal year) and was asked to develop cost estimates and sub-contractor quotes on these projects. The remaining 50 year old, metal framed, single glazed, windows in Building 1400 and the 7 leaking skylights in Building 1600 need to be replaced. The sub-contractor quotes are for \$181,774.31 which is within the budget issued for these repair projects.

BIG BEND COMMUNITY COLLEGE

Date: 1/13/09

ITEM #3: CONSENT AGENDA (for information)

f. Human Resources Report

BACKGROUND:

We work with wonderful, generous people here at Big Bend. Recently many staff members donated leave to two employees who were ill and unable to work and had run out of leave. Enough leave was donated to these employees to maintain their scheduled paychecks. Also, our employee pledges to the Washington State Combined Fund Drive (the State's version of United Way) were way up this year -- \$4,638. Last year our employees pledged \$3,484. This is over a 33% increase!

Three new grant funded employees were recently hired:

- Roger Chamberlain, Title V Instructional Design & Retention Specialist
- Jose Nungaray, Family Literacy Specialist/Royal City Site Manager
- Custodio Valencia, Student Support Services Academic Advisor/Learning Strategist

We just received notification that our workman's comp rates through Labor & industries are increasing January 1, 2009 to \$26.77 per month per full time employee; up from the current \$25.44 per month. Rates for part-time employees will increase a pro-rata amount. This will impact our benefits budget for the remainder of this fiscal year as this was an unanticipated increase.

We had a scare with our December 25th paychecks (due to go out on December 24th) almost not making it to campus due to bad weather. They are flown over from the Westside and then delivered by courier. We are looking into the possibility of everyone going to electronic deposit. At the current time 92% of our full time staff have their paychecks electronically deposited.

Prepared by VP of Human Resources Holly Moos.

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 1/13/09

ITEM #3: CONSENT AGENDA (for information)

g. Enrollment Report

Related Board Ends Statements and Academic Master Plan (AMP) Outcomes

E-1 Mission

E-4 Student Achievement

AMP E-4.6

BACKGROUND:

The final fall 2008 enrollment report is included for your information. Overall we had a good fall and we're continuing to see an increase in state FTE numbers. The FTE numbers were down 11.6% in professional/technical areas as compared to fall 2007, the largest decreases were in business (-29%) and office information technology (-38%). The office information technology drop in numbers happened because some classes that formerly were office technology are now in the health education area. Also, many students who took OFF 101 during their first quarter in past years are now taking a college success skills class.

We continue to use state funding to run our ABE/ESL classes to aid in our efforts to meet our state funded FTE level. ABE/ESL state funded enrollment was up 15.1% over fall 2007.

Academic enrollment was up 5.5% compared to fall 2007. Most of this increase (32 quarter FTEs) is attributed to the additional sections of college success skills that were offered fall 2008.

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

TUITION COLLECTION REPORT As of Nov 30, 2008 and Nov 30, 2007

	<u>2008-2009</u>	<u>2007-2008</u>
Annual Budget	\$2,876,000	\$2,820,000
Total Collections as of Nov 30	\$1,177,346	\$1,138,189
As a % of Annual Budget	40.9%	40.3%
Left to Collect to Meet Budget Target	\$1,698,654	\$1,681,811

FALL FINAL ENROLLMENT REPORT

HEADCOUNTS

	<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>FALL 2002</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	50	43	49	31	47	41	43
Asian/Pacific Islander	33	52	47	43	25	38	42
Black	29	32	25	30	31	24	17
Hispanic	961	957	902	801	745	831	710
White	1,351	1,400	1,487	1,485	1,653	1,861	1,819
Other/Unknown	229	255	187	132	165	215	192
<u>SEX</u>							
Female	1,514	1,577	1,615	1,473	1,520	1,664	1,561
Male	1,065	1,057	1,077	1,017	1,105	1,324	1,222
Not Coded	74	105	5	32	41	22	40
<u>STUDENT STATUS</u>							
Continuing	1,226	1,233	1,215	1,227	1,283	1,416	1,291
Former	558	625	617	577	590	668	642
New	796	800	788	617	672	788	762
Transfer	73	81	77	101	121	138	128
<u>BY FUNDING SOURCE</u>							
State	2,434	2,487	2,462	2,308	2,283	2,511	2,360
Shared Funding		0	0	0		0	20
Grant/Contract	78	70	78	82	215	289	206
Community Service	141	182	157	132	168	210	237
<u>BY TIME/LOCATION</u>							
On-Campus Day	1,803	1,779	1,742	1,693	1,783	2,032	1,921
On-Campus Evening	222	330	322	266	242	324	371
Off-Campus Day	230	294	255	223	275	251	205
Off-Campus Evening	398	336	378	340	366	403	326
TOTAL HEADCOUNT	2,653	2,739	2,697	2,522	2,666	3,010	2,823
Running Start	159	159	136	136	116	139	186
International	4	3	0	2	3	6	10

FTES

	<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>FALL 2002</u>
<u>STATE FUNDED</u>							
ABE/ESL	252.9	214.7	222.3	182.1	123.0	168.6	130.5
Academic	806.7	762.4	779.3	811.0	830.9	846.0	817.0
Occupational	539.3	602.8	534.7	505.5	553.6	604.4	569.5
TOTAL STATE FTES	1598.9	1,579.9	1,536.3	1,498.6	1,507.5	1,619.0	1,517.0
<u>OTHER FTES</u>							
Community Service	9.0	10.6	8.6	5.9	17.4	6.8	12.6
International Students	0	0.0	0.0	2.2	3.1	6.0	9.3
Contract Funded	38.5	22.6	26.4	33.1	96.5	148.3	163.6
Running Start	131.0	128.2	93.4	106.2	84.9	113.0	143.9
Other (Employ., Sr. Cit.)	11.5	29.2	20.0	20.7	20.3	21.0	21.7
GRAND TOTAL FTES	1788.9	1,770.5	1,684.7	1,666.7	1,729.7	1914.1	1868.1

BIG BEND COMMUNITY COLLEGE

Date: 1/13/09

ITEM #3: CONSENT AGENDA (for action)

h. Donations

Related Board Ends Statements and Academic Master Plan (AMP) Outcomes

BACKGROUND:

Samaritan Healthcare donated two vials of PPD for tuberculin testing of the Big Bend Community College Learning Center Childcare employees. TB testing is mandatory for employees, many of whom are students and do not have health insurance that would cover the costs of the testing. Katherine Christian, RN, MSN, administered the PPD to approximately 20 employees and read the tests. The donation of the PPD by Samaritan Healthcare and Katherine Christian's efforts to administer and read the test results are very much appreciated.

The Moses Lake Clinic has donated six boxes of supplies to the Big Bend Community College Healthcare Education Programs during the past two months valued at \$750.

Mr. Steve Skaw would like to donate his 1990 Chevrolet Lumina to the Automotive Technology Program.

The donations by these community partners are of great benefit to our students. We are very grateful for their generosity.

RECOMMENDATION:

President Bonaudi and Vice President Hamburg recommend approval of the abovementioned donations.

Memorandum

To: Gail Hamburg
From: Chuck Cox & Mike O'Konek
Date: November 13, 2008
Re: Vehicle donation to the Automotive Technology Program

Steve Skaw has offered to donate his 1990 Chevrolet Lumina to the Automotive Technology Program. The car would be very useful for training purposes and would be used in the engine performance class, brakes class, chassis and suspension class and air conditioning repair.

The Automotive Department would request that this vehicle donation be accepted. The only cost to the college will be to transfer the title (I'm guessing about \$20.00) which we will pay for from our budget.

Enclosed, you will find the signed title and donation letter.

Thank you for your consideration of this matter.

11-3-2008

Dear Sir:

We would like to donate our car to the school. It is a 1990 Chevy Lumina.

4 Door

3.1 Liter engine

Vin # 2G1WN54T 7195319

10 Disc CD Player

Drivers side window does not operate.

gas gaage does not work.

Trip meter does not work.

It does run!

Steve Skaw

765-4432

STEVE SKAW

4922 Rd F NE

MOSES Lake, wa

December 29, 2008

TO: Kara Garrett, Dean
Education, Health and Language Skills

FROM: Mandy Mann, CMA, *mm*
Medical Assistant Coordinator/Instructor

Moses Lake Clinic has donated a total of six full boxes of supplies to Big Bend Community College Healthcare Education Programs in the past two months. These supplies are meant for the use of our Medical Assistant and Nursing students in the skills lab which has saved us approximately \$750. All the supplies are brand new and are exactly what the clinic uses. The Health Education students here at Big Bend will definitely put all those supplies to great use. The donation and efforts from Moses Lake Clinic are very much appreciated.

*this donation is very much appreciated -
Kara Garrett, Dean*

BIG BEND COMMUNITY COLLEGE

Date: 1/13/09

ITEM #3: CONSENT AGENDA (for information)

- i. BBCC Campus Alert System Update

BACKGROUND:

The following information was shared campus wide regarding the alert system.

To stay informed of any Big Bend Community College Emergency's or if your class is canceled for the day sign up today for the Campus Alert System!

It's easy, just go to <http://web.bigbend.edu/campusalert> and sign up! You can use any email address along with your cell phone number to receive messages.

!!!IMPORTANT!! You will receive a message in your inbox and/or your cell phone after you first sign up. You must confirm all of these messages before your subscription becomes active. Once you have confirmed the subscription on all methods you have chosen you are done. After signing up you can go back anytime and check the status of alerts or unsubscribe yourself. You can test your subscription at any time by clicking the "send self test message" button. Please remember that all standard text messaging rates will apply based on your cell phone carrier agreement.

If your parents or friends want to stay informed they can subscribe even without a BBCC network account. They can find the guest system at <http://web.bigbend.edu/campusalertquest> the subscription process is the same.

For assistance with this and all technology provided by Big Bend please call us at 509-793-2206.

BIG BEND COMMUNITY COLLEGE

Date: 1/13/09

ITEM #3: CONSENT AGENDA (for information)

j. Textbook Rental Update

BACKGROUND:

Fall 2008 Textbook Rental Program:

Rented 2 titles:

Elementary Algebra (MPC095)

Intermediate Algebra (MPC099)

Class	#Rented	Rental Price	Rented Total	#Sold	Purchase Price	Purchased Total	Our Cost
MPC095	137	\$47.50	\$ 6,507.50	37	\$ 142.00	\$5,254.00	\$18,531.00
MPC099	44	\$47.50	\$ 2,090.00	19	\$ 142.00	\$2,698.00	\$ 6,709.50
Total	181		\$ 8,597.50	56		\$7,952.00	\$ 25,240.50

If sold, the 181 books would have totaled \$25,702.00. The students who rented the textbooks saved \$ 94.50 each for a total savings for students of \$17,104.50.

There were issues with 20 of the 181 textbooks rented:

- 1 student purchased her book because it was water damaged
- 1 student purchased his book because he lost it
- 18 books were not returned by the deadline:
 - 2 students arranged to keep their book until they retake the test on 1/2/09, they will not pay late fees if returned on 1/2/09.
 - 4 students have returned their books and paid late fees (\$5.00 per week)
 - 12 books are still not returned and those students had their records put on hold.

We have had a very good response from students and at the request of an instructor are offering a third title for rental for Winter 09 (CJ&101).

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 1/13/09

ITEM #5: Exceptional Faculty Award Recommendation (information/action)

BACKGROUND:

The Exceptional Faculty Awards Committee is pleased to recommend Dan Moore, Aviation Maintenance Technology Instructor, for a \$2,000 award to attend the Aviation Technician Education Council Conference in Orlando, Florida.

RECOMMENDATION:

President Bonaudi and VP Lang recommend approval of the Exceptional Faculty Awards.



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

November 14, 2008

Dear President Bonaudi,

The Exceptional Faculty Awards Committee is pleased to inform you, we have an application submitted this quarter for your consideration. The committee reviewed an application from Dan Moore. We are satisfied that his application is in order and worthy of submission for approval.

Mr. Moore is asking for an award to attend the ATEC 2009 (Aviation Technician Education Council) conference in Orlando Florida. We believe that this conference dovetails nicely with Mr. Moore's professional discipline and will allow him to network with others in his field, examine new ideas and methodology. Mr. Moore believes in staying abreast with the latest developments in his field and we the committee support his pursuit of excellence.

We have included a copy of the application for your convenience. We look forward to your recommendations and, ultimately, the Board's consideration. We wish to thank, You and the Board of Trustees for your continued support of our faculty and ultimately for making these awards possible. Thank you...

Sincerely,

Matthew Sullivan

Gail Hamburg

Bill Autry

Dennis Knepp

John Gillespie

Charlene Rios

APPLICATION FORM BBCC EXCEPTIONAL FACULTY AWARD

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

NAME: Dan Moore

DATE: November 6, 2008

DIVISION: AMT T&I

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

Aviation Maintenance Technology

2. Amount requested: \$2000.00

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

attend ATEC (Aviation Technician Education Council) conference. see attached

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

Estimate of all fees:

Conference: \$250

Hotel: \$450.00

Car Rental: \$300.00

Airfare: \$750.00

Meals: \$256.00

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

Clyde and hopefully Perkins funds

6. When was your last sabbatical? Never

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

None

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

This is the annual meeting of all the AMT schools in the country. Meeting with my peers and attending the sessions is a great means of staying in touch with changing trends in the aviation industry.

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

I have worked with every committee that I have been assigned to and have been involved in many recruiting and institutional activities over my many years here at BBCC.

ATEC 2009
Holiday Inn International Drive Resort
April 19-21, 2009
Orlando, Florida

PRELIMINARY AGENDA

Sunday, April 19

10:00-12:00 NOON

1:00-3:00 PM

3:00-5:00 PM

5:30-7:00 PM

ATEC Board Meeting

Workshop I: "New Instructional Technology in the Classroom"

Workshop II: "3D Technologies and Rotor Wing in the Classroom"

Icebreaker Reception – Exhibit Area

Monday, April 20

7:30-8:30 AM

8:30-8:45 AM

8:45-9:30 AM

9:30-10:15 AM

10:15-10:45 AM

10:45-11:30 AM

11:30-1:15 PM

1:15-1:45 PM

1:45-4:30 PM

1:45-3:15 PM

3:15-3:45 PM

3:45-4:30 PM

4:30-5:30 PM

Continental Breakfast – Exhibit Area

Welcome-Laurie Johns, President ATEC

(Board Floor Nominations)

Keynote – "Airbus Maintenance Technologies"
"Advanced Engines Technology in Light Sport Aircraft"

Break in Exhibit Area

"Latest Trends in Distance Education"

Lunch (Awards and Scholarships Banquet)

"NCATT Update"

Board candidate speeches – 3 minutes each

Voting (Registration Area)

"Technical Paper Presentations"

Break in Exhibit Area

"Maintenance Trends in Unmanned Aerial Systems"

"Networking Reception in Exhibit Area"

Tuesday, April 21

7:30-8:15 AM

8:15-9:00 AM

9:00-10:15 AM

10:15-11:00 AM

11:00-12:00 NOON

12:00 NOON

12:30 PM

Continental Breakfast – Exhibit Area

Annual Business Meeting

"147 ARAC Overview of Proposed Recommendations and FAA Update"

Break in Exhibit Area (Door Prize Drawing)

"Legal Issues for AMTs"

Adjourn (box lunches to go)

Bus Tour to Local Aviation Facility (Optional)

BIG BEND COMMUNITY COLLEGE

Date: 1/13/09

ITEM #6: Review of 2009-2014 AMP (for action)

BACKGROUND:

The proposed 2009-2014 Academic Master Plan (AMP) was reviewed during the Study Session prior to the Board Meeting. Dean Kirkwood, and VP Lang will answer any questions the Board may have.

Prepared by the President's Office.

RECOMMENDATION:

President Bonaudi, VP Lang and Dean Kirkwood recommend approval of the 2009-2014 Academic Master Plan as presented, including the modification of the Mission Statement regarding student services.

BIG BEND COMMUNITY COLLEGE

Date: 1/13/09

ITEM #7: Welcome Booklet/Public Comment Documents (for action)

BACKGROUND:

Trustee Mike Blakely suggested developing a welcome booklet and public comments sign in process. The following documents are drafts based on his suggestion.

RECOMMENDATION:

President Bonaudi recommends adoption of the booklet with revisions as appropriate and needed added by the President's Office.

Board of Trustees
Big Bend Community College
District 18
Moses Lake, WA

Public Testimony Sign in Sheet
Time Limited to Five Minutes Testimony
Meeting Date:_____

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. Trustees may ask questions of the speaker for clarification but generally will not discuss items that are not on the agenda. If appropriate, they may refer the subject to college staff for research or request an item be placed on a subsequent agenda.

Name_____ *☐ Public *☐ Student *☐ Faculty *☐ Staff *E-mail Address_____

*Phone _____ Topic or Agenda Item/date _____

*Optional

Name_____ *☐ Public *☐ Student *☐ Faculty *☐ Staff *E-mail Address_____

*Phone _____ Topic or Agenda Item/date _____

*Optional

Name_____ *☐ Public *☐ Student *☐ Faculty *☐ Staff *E-mail Address_____

*Phone _____ Topic or Agenda Item/date _____

*Optional

Name_____ *☐ Public *☐ Student *☐ Faculty *☐ Staff *E-mail Address_____

*Phone _____ Topic or Agenda Item/date _____

*Optional

Thank you for your interest in
Big Bend Community College.

Our Board meetings are held approximately
every six weeks.

For more information regarding our meeting
schedule, agenda, and meeting minutes
please see our website at
[www.bigbend.edu/aboutbigbend/admin/
boardoftrustees/Pages/default.aspx](http://www.bigbend.edu/aboutbigbend/admin/boardoftrustees/Pages/default.aspx)

or contact our Director of Public Information
Autumn Weis, at autumnw@bigbend.edu or 793-2003



Big Bend Community College



Board of Trustees

Community College District No. 18
7662 Chanute Street NE
Moses Lake WA 98837
(509) 793-2001

BBCC Mission Statement

The mission of Big Bend Community College is to serve the educational needs of a diverse population throughout its service district. As a comprehensive two-year community college, the institution works with its partners to provide a variety of educational opportunities, including:

- Courses and training for university and college transfer
- Occupational and technical programs
- Basic skills and developmental education
- Community and continuing education
- Pre-employment and customized training for local business and industry
- Support services for students

Ends Statements

E-1 MISSION

BBCC is dedicated to our mission as noted above.

E-2 ACCESS

BBCC provides quality resources and affordable access to the diverse population of its entire district.

E-3 PARTNERSHIPS

BBCC works with organizations and agencies to enhance access and service for our district population.

E-4 STUDENT ACHIEVEMENT

BBCC students and clients develop and achieve their goals supported by the staff and resources of the college and its partners.

E-5 CLIMATE

BBCC provides and maintains a climate of purpose, respect, and safety for students, staff, and partners.

E-6 CULTURAL ENRICHMENT

BBCC will encourage the development of culturally rich programs for the college and community, and offer the lifelong learning opportunities for the residents of community college district #18.

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.

If you would like to present public comment please sign in on the Public Testimony Sheet.



Big Bend Community College

Board of Trustees

Mike Blakely
Katherine Kenison
Angela Pixton
Felix Ramon
Mike Wren

Dr. Bill Bonaudi, President

BIG BEND COMMUNITY COLLEGE

Date: 1/13/09

ITEM #8: Aviation Sciences (for information)

BACKGROUND:

Aviation

BBCC offers a program to train students to become FAA certified commercial pilots. During the two year program, successful students become commercial pilots and complete their Associates in Arts and Science (transfer) degree. The flight program is divided into seven stages of training. Each flight stage is usually associated with an accompanying ground school class. All students begin during the Fall quarter and progress at their individual rates throughout the program. In stage one the student learns initial skills in how to operate the aircraft and “solos” (flies the aircraft by themselves) usually during November. The second stage teaches cross-country flying and stage three completes their Private Pilot Certificate by the end of the first year. The second year is spent developing commercial level skills, including instrument flying which entails flying by reference to the instruments inside the aircraft. This skill is used when flying in clouds or low visibility. Students may elect to stay for part of the third year, to learn additional skills such as multi-engine aircraft flying, seaplane or become FAA certified flight instructors.

The flight program has worked hard the past several years to develop partnerships with other colleges. One such alliance is with Central Washington University’s aviation program. They now offer all four of their Bachelor of Science Degrees in Flight Technology in Moses Lake. CWU has a faculty member with an office in the BBCC Flight Training Center. He teaches the required upper division classroom courses on our campus, allowing a flight student to receive a Bachelor’s degree. We also have an agreement with Green River Community College. GRCC aviation students may transfer to BBCC with completed ground school and academic courses and enter the BBCC flight program while completing their four year degree with CWU. Another agreement allows a BBCC flight student to transfer to GRCC to become an FAA certified airline dispatcher or an FAA Air Traffic Controller. We also maintain a matriculation agreement with Embry-Riddle Aeronautical University.

FAST FACTS:

The flight program currently has 90 students. We have the capacity for 110-115 students.

The flight program has 25 aircraft in its fleet. Two mechanics keep this fleet in the air.

The flight program has 5 full time “senior” flight instructors, and 3 to 9 “junior” flight instructors. We also have 1 office assistant and 1 flight dispatcher.

Every major airline and most of the commuter airlines in the USA have or have had a Big Bend flight student flying for them. Our program is known throughout the aviation industry.

We have former students flying for several corporations worldwide, including Nordstrom's, Simplot, Oakley Sunglasses, and Yum Brands. Each branch of the military is represented as well as Boeing, the FAA, Washington State Patrol, and the Montana Governor's office. Three BBCC trained pilots currently fly for a prince in Saudi Arabia.

To view a list of where our former students are flying, go to your web site at www.bigbendaviation.com and click on "ALUMNI".

The flight program has a very organized system of recruiting which includes visits to high school career fairs all over the state, especially in the Puget Sound region. We also conduct annually 60-75 personal one-on-one tours for those who visit our campus. Our annual aviation calendar outreach has become a great success. We work closely with the Aviation High School in Seattle including, for three years, providing a week long aviation camp for their students.

Our students come from all over the state of Washington with the Puget Sound region providing the greatest numbers. States that border Washington are usually represented each year, as is Montana. We have drawn students from states as far away as Minnesota, Florida, and California. International students come usually from Japan, China, and Korea, as well as several European countries and Canada. Recently, Central and South America have been represented.

Aviation Maintenance Overview

The BBCC Aviation Maintenance Technology Program (AMT) has been a vital part of Big Bend Community College since 1965. We are certified and monitored by the Federal Aviation Administration (FAA). The AMT program is a two-year program for full time students. The AMT program also offers a self-paced competency based program so that we can offer training to students who are working part time or have other commitments. We are the only program in the state to offer this unique training opportunity for students.

Upon completion of the AMT program course of study, the student will have earned a minimum 400 hours of classroom and laboratory training in the AMT general section, 750 hours in airframe and 750 hours in powerplant. The general section includes subjects such as math, physics, basic electricity, federal regulations, and aircraft hardware. Included in airframe are subjects such as aircraft structures, sheet metal, composite construction, advanced aircraft electrical, hydraulics and pneumatics, landing gear, navigation and communication systems and heating and cooling systems. Powerplant includes reciprocating and turbine engines, ignition systems, fuel metering systems, starting and electrical systems, propellers and exhaust.

The FAA sets the required amount of hours each student must complete as well as the competency level for each subject area of instruction. After completion of these requirements the student is now eligible for FAA Aviation Maintenance Technician Certification. An FAA written, oral, and practical examination for each subject area completes the certification process. All exams may be taken here at the college by FAA certified examiners. With the successful completion of all FAA requirements the newly certified Airframe and Powerplant Aircraft Maintenance Technician is able to work on aircraft all over the world.

Big Bend's AMT instructors Dan Moore and Erik Borg have extensive backgrounds in the aviation field. Contained in their résumés of experience are: FAA mechanic examiner, FAA inspection authorization, shop foreman, general aviation maintenance, regional airline maintenance and commercial airline maintenance. Both Dan and Erik are also rated pilots with Private, Commercial and Instrument ratings. All instruction is provided in a large remodeled hangar. The program's inventory contains several aircraft including a Boeing 727 and many other single and twin engine aircraft. A large variety of training aids are also available such as antiskid system, electrical system, ice and rain system trainers, and a variety of engine types including small and large piston engines and jet (turbine) engines.

After successful completion of the Aviation Maintenance Technology program at Big Bend Community College, students may choose to obtain a Bachelor of Science with Aviation Maintenance Management Specialization. This is one of five technical specializations leading to a Bachelor of Science degree in Flight Technology currently offered by Central Washington University here at BBCC.

BIG BEND COMMUNITY COLLEGE

Date: 1/13/09

ITEM #9: College Bound Student Success (for information)

BACKGROUND:

College Bound Director Anita DeLeon will introduce Andres Mendoza. Mr. Mendoza is a Moses Lake High School student who received the Pearl Hill scholarship. This is an honor recognizing an Upward Bound student; he was one of two recipients in the northwest. In the past nine years, five of these honors have been provided to BBCC College Bound students. Only one of these honors is awarded annually until this year. The Trio support program is very good here at BBCC.

RECOMMENDATION:

None.



To the Pearl M. Hill Memorial Scholarship Committee:

It is my pleasure to nominate Andres Mendoza for the Pearl M. Hill Memorial Scholarship. He is a senior at Moses Lake High School and has been an academic achiever and leader in our program since his freshman year.

I would like to begin this letter by saying, I have never met a more ambitious, hard working, and dedicated student in my entire time with TRiO. One might read about his outstanding accomplishments such as his 4.0 cumulative GPA and his impressive resume and wonder why he ever needed the guidance of Upward Bound. As a 9th grader, he showed initiative by seeking out our assistance as he knew that going to college was his only way out of living in poverty, the only problem was figuring out how to get there.

He is one of eight children and was raised in a single parent household with a mother who only speaks Spanish. Throughout his young life, he experienced his father walking out on the family and never hearing from him since. Andres has witnessed his sister's teen pregnancy and his older brother's mental illness with schizophrenia. His family is extremely poor, living without the things we consider as bare essentials such as television and cell phones. I admire Andres for being so positive despite these many hardships and choosing not to run away from them. He has used all of these barriers as motivation to succeed academically.

Andres possesses the qualities of a role model student. He is full of passion and his work ethic is out of this world. Although he has many talents, he has to work extremely hard to fully understand academic concepts and has been able to achieve at a superior level by working day and night at perfecting his study habits. He attended our residential summer school program during his 9th and 11th grades and during this time I helped him learn how to balance an academic load with social and recreation time. He would have rather spent his free time in his room studying than having fun with his peers. Andres will stay up until 4 am to learn and understand a concept if that's what it takes to be successful.

Leaders are inspirational and always go the extra mile to get a job done. Andres fits this role perfectly. He has a strong character and fully appreciates and values all of the opportunities available to him. He never complains, always listens, and is the first one to help others in need. For the past two years, he assisted the community in building a park in a low-income neighborhood with gang problems. He spent countless hours on this project and was a valuable key player in every planning and building stage of the project. Through this process, he learned lessons regarding commitment and the importance of community involvement. Andres also holds positions such as President, Treasurer, Elected Commissioner, Public Relations officer, and one of the most prestigious roles as Lieutenant Governor of Key Club. He has served in this position for two years and is responsible for representing numerous Key Club divisions in the district. Andres has been successful in this role while gaining experience in publishing newsletters, creating board reports and organizing service projects.

Some of his Upward Bound accomplishments include earning the Student of the Year Award, Top Student in Geometry and Pre-Calculus awards, Highest Academic honors, UB Math/Science scholarship recipient, and after-school math/science volunteer tutor. He has enrolled in the most rigorous courses offered in his school such as Advanced Placement (AP) Calculus, English, Statistics, Government, and Biology.

Overall, Andres is a determined and hard working student who does not get discouraged easily. I have no doubt Andres will accomplish his educational goals of earning a degree in Biochemistry and later becoming a physician as evidenced by his academic record and ability to persevere through challenging situations. He will be the first person in his family to attend college and will need financial assistance in making his dream a reality. If you have further questions, please don't hesitate to call me at (509) 793-2014.

Sincerely,

Anita De Leon, MSW
Director

Today I am pleased to say that I Andres Mendoza, am a privileged recipient of this year's Pearl M. Hill Memorial Scholarship. Thanks to Upward Bound program at Big Bend Community College I can proudly say that.



Thinking back on when I first entered high school, I don't think I could have come this far without the many opportunities that Upward Bound presented to me. People look at me, and they see an average, outgoing teenager who will go off to college, and be set for life. People don't know that I grew up in a broken family without a father and with ongoing family problems. My family problems hindered me and made getting an educational difficult. I didn't have much support at home, but I did find it when I joined the Upward Bound program at Big Bend Community College. The students and staff have become my family. At first I knew very little about Upward Bound, but learned very quickly that it is an amazing program that really does help students in

all aspects of life by providing them with the necessary resources to clear road blocks that used to exist before. I am very thankful for being in such a helpful program. Upward Bound has helped me develop into a mature and intelligent adult who plans to follow his goals and ultimately succeed in life.

Upward Bound has been my most life changing experience so far and continues to provide the necessary materials to succeed. I had the privilege of attending summer school during my freshman year and junior year at Big Bend Community College. It was here where I truly learned better study and time management skills, and how to push myself when times get difficult. Also, I realized that I love studying and learning, which has helped me succeed in all of my classes since. Before Upward Bound summer school I was very unsocial, quiet, and kept everything to myself. Afterward, I opened up and became a fun loving individual who offers aid to those in need of it. I also had the rare opportunity to participate in other summer programs outside Big Bend Community College such as the Math/Science Upward Bound program in Alaska where I studied pre-med with a medical doctor who taught me the secrets of medicine and tropical diseases.

Upward Bound has given me the motivation I need to set and reach high goals, one being to attend the University of Washington in the fall and major in Biochemistry. My long-term goal is to attend medical school and become a General Practitioner. What I really want from a medical knowledge is to be able to use it for Public Health in 3rd world countries. I want to be able to help people,

animals, and the environment, and in turn, make a difference in the world.

Most importantly, I would like to thank the staff in the Upward Bound program at Big Bend Community College for guiding and supporting me through the difficulties I went through while I was in high school. If it was not for your support and encouragement I and numerous other students would not be as successful as we are today. Your hard work has helped make the dreams of many students into realities. These amazing individuals are Anita Deleon, Sue Wallace, and Nancy Leach. I cannot thank you enough for all of the time and effort you have given up for the other students and me. Your hard work is truly making a difference and will continue to do so in the future.

I would also, like to thank my family for nurturing me through my development. My mom and dad immigrated to the states in hopes of providing my siblings and I with a better life than they had. Thank you for ingraining in me the importance of an education and for inspiring me to work hard and stay focused. I also want to thank my 7 siblings Ibon, Isaac, Dora, Eleazar, Guillermo, Tony, and Dalia for teaching me how to live a great life and for cheering me up when I was feeling overwhelmed.

Another special thanks goes out to the Pearl M. Hill Memorial Scholarship Committee and Friends of NASP for your contribution to my success. The scholarships you award do motivate students to continue working hard and show that if they do they will be rewarded. I am very thankful for the scholarship that I have been awarded and I know it will provide me with more resources to continue my race towards success.

Confucius once said "Our greatest glory is not in never falling but in rising every time we fall." I fell many times, but whenever I fell really hard and could not find the strength to rise, Upward Bound lent a hand and helped me to stand on my two feet. I can proudly say that I am a success story of the impact Upward Bound programs have on students who have the desire to succeed, but don't have the necessary resources to do so. Thank you once again for recognizing my academic and personal success with this scholarship.

BIG BEND COMMUNITY COLLEGE

Date: 1/13/09

ITEM #10: Assessment of Board Activity/Retreat (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: 1/13/09

ITEM #11: Next Regularly Scheduled Board Meeting (for action)

BACKGROUND:

The next regularly scheduled Board meeting is February 24, at 1:30 p.m.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/13/09

ITEM #12: Misc. (for information)

BACKGROUND:

The TACTC Winter Conference will be held Monday, January 26, 2009, at the State Board Office in Olympia. The New Trustee Orientation will be held Sunday, January 25, 2009, also at the State Board Office in Olympia.

Winter Serenade, our wine tasting, fine dinner and dancing fundraising event will be held Saturday, January 31, 2009.

The 2009 ACCT Governance Leadership Institute will be held in Biloxi, Mississippi, April 26-28, 2009. The Board may choose to send one or more Trustees to this conference. The registration deadline is March 27, 2009.

The 2009 ACCT Governance Leadership Institute for New Trustees will be held in Washington, D.C. June 12-14, 2009.

The 2009 ACCT Leadership Congress will be held in San Francisco, California, October 7-10, 2009.

RECOMMENDATION:

None.