

Big Bend Community College



Board of Trustees

Regular Board Meeting

**Tuesday, October 19, 2010
1:30 p.m.**

**ATEC
Hardin Community Room**

Community College District No. 18

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

Fall 2010 Campus Events

| October | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| November | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
| | | | | | | |

| October | 26 | CB Allied Arts; Hooray for Bollywood; Wallenstien Theater; 7:30 p.m. |
|-----------------|-----------|--|
| | 27 | Volleyball vs. Wenatchee Valley College; DeVries Activity Center; 6:00 p.m. |
| | 28 | ASB: Halloween Dance; Masto Conf. Center; 9-Midnight |
| | | |
| November | 3 | ASB: Singles Pool Tournament; Game Room; 2:15 p.m. |
| | 5 | Volleyball vs. Walla Walla CC; DeVries Activity Center; 6:00 p.m. |
| | 9 | ASB: Pre-Thanksgiving Lunchfest; Masto Conf. Center; 10:30 a.m. – 1:00 p.m. |
| | 11 | Veterans Day – Campus Closed |
| | 15-18 | Winter Quarter Registration |
| | 18 | ASB: Free Bowling; Lake Bowl; 10-Midnight |
| | 18-20 | CB Allied Arts; The Adventures of Tom Sawyer; Wallenstien Theater; Various Times |
| | 24-26 | Thanksgiving Holiday – Campus Closed |
| | 27 | Women's Basketball vs. Alumni; DeVries Activity Center; 7:00 p.m. |
| | 30 | ASB: Blood Drive; Bldg. 1400 Lobby; All Day |
| | 30 | BBCC Board of Trustees Meeting; Hardin Room; TBD |



BBCC Float Plane



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, October 19, 2010, 1:30 pm
ATEC- Hardin Community Room

| | Action | | Tab |
|------------------------------------|--------|---|-----|
| | A | 1. Call to Order/Roll Call | |
| | I | 2. Introductions | |
| <i>Governing Board Members:</i> | I/A | 3. Consent Agenda | 3 |
| <i>Katherine Kenison, Chair</i> | | a. Approval of Retreat Mtg Minutes 8/25/10 (A) | |
| | | Approval of Regular Mtg Minutes 9/7/10 (A) | |
| <i>Vice Chair, Angela Pixton</i> | | Approval of Study Session Mtg Minutes 9/7/10 (A) | |
| | | b. President's Update (I) | |
| <i>Mike Blakely</i> | | c. Student Success (I) | |
| | | Achieving the Dream | |
| <i>Felix Ramon</i> | | Student Achievement Initiative | |
| | | Academic Master Plan | |
| <i>Mike Wren</i> | | d. Accreditation (I) | |
| | | e. Assessment Update (I) | |
| <i>Dr. Bill Bonaudi, President</i> | | f. Capital Project Report (I) | |
| | | g. Human Resources Report (I) | |
| | | h. Enrollment Report (I) | |
| | | i. Donations (A) | |
| | | j. Advisory Board Committee Members (A) | |
| | | k. Probationary/Tenure Review (A) | |
| | 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) | |
| | | a. ASB Representative – John Buhler, 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 – Bob Mohrbacher | |
| | | f. VP Human Resources & Labor – Holly Moos | |
| | I | 5. Exceptional Faculty Awards- VP Bob Mohrbacher | 5 |
| | | Julia Berry, Dick Wynder | |
| | I | 6. Basin Tech Prep – Director Mary Shannon | 6 |
| | | -----BREAK----- | |
| | | Executive Session | |
| | A | 7. Policy Governance 1000 Revisions- Trustees | 7 |
| | A | 8. Assessment of Board Activity- Board | 8 |
| | A | 9. Next Regularly Scheduled Board Meeting– Board | 9 |
| | I | 10. Miscellaneous | 10 |
| | A | 11. Adjournment | 11 |

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

NEXT MEETING REMINDER – Regular Meeting November 30, 2010, 1:30 p.m.

If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 793-2001 (or TDD 762-6335) as soon as possible to allow sufficient time to make arrangements.

BIG BEND COMMUNITY COLLEGE

Date: 10/19/10

ITEM #3: CONSENT AGENDA (for action)

- a. Board/Administrative Retreat Minutes August 25, 2010
Board Study Session Minutes September 7, 2010
Regular Board Meeting Minutes September 7, 2010

BACKGROUND:

Minutes of the Board/Administrative Retreat August 25, 2010, Board Study Session September 7, 2010, and Regular Board Meeting September 7, 2010, are included for review.

Prepared by the President's Office.

RECOMMENDATIONS:

President Bonaudi recommends the Board of Trustees approve the minutes.

**Board/Administrative Retreat Minutes
Wild Horse Wind and Solar Facility
Wednesday, August 25, 2010, 9:15 a.m.**

Trustees Present: Katherine Kenison
Angela Pixton
Mike Blakely

Administrators present: President Bonaudi, VP Gail Hamburg, VP Holly Moos, VP Bob Mohrbacher, Associate VP Candy Lacher, Dean Valerie Kirkwood, Data Analyst Starr Bernhardt, PIO Autumn Dietrich, Exec Asst Melinda Dourte

President Bonaudi welcomed all to the Board/Administrative Retreat. He stated this is a chance to meet away from interruptions to work on the direction of the Board and college. BCC's Mission and guidance comes from the Board's Ends Statements. Today, the Board will review their policy governance scheme and Ends Statements, which are the basis of the Academic Master Plan (AMP) and Physical Plant Master Plan (PPMP). The 2009-14 AMP includes an emphasis on aspects of the AtD grant. Fundamental aspects include: student enrollment, persistence, and success.

The AMP Programs report was presented at a Board meeting this spring and it provided details of four program audits. Program audits are intended to provide in-depth view of instructional and service programs much like a self-study. However, we are behind in the number of program audits completed. Additional program audits will be the chief direction for this upcoming academic year. Staff and faculty use data collected throughout the year to evaluate their successes and weaknesses, resulting in a plan for the future.

President Bonaudi explained that the AMP is a 5-year plan that is reviewed annually. Every two years there is an opportunity to revise the direction and/or specifics of the AMP. President Bonaudi stated we have not done too well presenting our case at the state level for physical plant expansion. We recently submitted a request for a 38,000 sq ft P-Tech facility to house the following programs: CDL, IST (formerly IET, MMT) Welding, Auto and when it's developed, a Diesel program. This would vacate existing former Air Force buildings, which are difficult to bring up to safety standards. Currently our first opportunity to be on the design list is the 2017-19 biennium. However, due to changes of view at WACTC and at SBCTC, \$90 million may be free for 2013-15 biennium, which would give us opportunity to be competitive for a \$30 million allocation for P-Tech. VP Hamburg and President Bonaudi recently visited Columbia Basin College and walked through their 80,000 sq ft, \$24 million state-of-the-art P-Tech building. BCC could be one of the three allocations that SBCTC has limited to 10 colleges that are not on the current capital list for design. The AMP and PPMP need an umbrella statement to bridge them into the strategic plan.

An overarching set of guidelines toward a strategic plan will enhance our position competing for the PTech funding.

President Bonaudi advised the Trustees that the process for evaluation of the AMP data is similar to the 2009 process. The difference is the data has been reviewed and evaluated by two campus groups: AMP committee, which includes faculty, and Cabinet. He described the posters on the walls as a result of those two groups evaluations and comments. Dr. Bonaudi also noted that Trustee Felix Ramon's comments have been noted on the posters. Trustee Ramon provided his homework in advance due to his anticipated absence today. Dr. Bonaudi asked the Trustees to be complete and expressive in their comments. After the Trustees have noted their comments on the posters Dean Kirkwood will facilitate discussion of the information. This process will lead to the final student success report, "Outcomes."

Trustee Mike Blakely asked about assurances that BBCC will be considered for capital outlay. President Bonaudi stated he and the Trustees have had good conversations with the SBCTC and other trustees individually and collectively. He said there are a number of factors that add new weight to our request; BBCC has the lowest cumulative total of capital appropriations in the system at \$11 million. For the system to work together the colleges need to be together as a system. VP Hamburg will work with Columbia Basin College staff when planning our PTech request.

Trustee Blakely commented BBCC performed exceedingly well under budget limitations. He said the Faculty, Administration and Board has worked hard to keep BBCC in this successful position. He asked that Cabinet, Faculty and support staff be complimented on doing a good job.

Trustee Angela Pixton asked how to support the PTech request? President Bonaudi stated the evaluation process begins in the WACTC, (Presidents' group) and then the requests move on to SBCTC. He said emphasized the importance of interacting with SBCTC Board members, SBCTC and legislators from other districts. It's important to be equally supportive of projects for other districts too. Investment in capital is a good investment in restoring the economy of the state. If we build PTech, the benefits ripple through our college district and are felt by the entire community of the state. Trustee Blakely stated BBCC's high needs population will benefit significantly by attend classes and upgrading their skill levels in order to earn family wages. Our rural isolated location has an effect on our ability to grow and do more. BBCC needs to offer more classes with more options and flexibility. It's important to be present at the right events and deliver a consistent message. VP Bob Mohrbacher stated a strong PPMP will help in the capital request scoring. The PPMP can be developed through showing BBCC is meeting need with partnerships and connecting to the AMP. PTech is a good proposal and it fits into BBCC's overall planning goals.

VP Hamburg stated the last capital project request was not tied to the strategic plan and that is an improvement that will be implemented.

Trustees began recording their comments on the Outcome posters 9:45 a.m.

Dean Kirkwood led the discussion of the Outcome posters beginning at 10:15.

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

Staff rated this outcome 17. Trustees rated this outcome 18.

Dean Kirkwood stated the Board's rating of the outcome last year helped staff with their 2010 rating. Data cited included Appendices A, B, C, D, E, F, J, L, M, P, Q, S, U, V, W, Y, Z

Additional data needed indicated by the Trustees:

- Public's knowledge of financial aid availability and opportunities/resources
- Comparison of BBCC costs with other institutions.

Goals for 2010-11 indicated by the Trustees:

- ASB, student leadership class
- Continue current efforts.

Plans to help achieve goals indicated by the Trustees:

- Improve marketing and education on financial aid resources available to students.
- Market the cost comparison of attending 2 years at BBCC vs. cost of earning the same credits at a 4 year institution and the amortized costs of loans over the lifetime of the loan.
- Utilize BBCC counselors more.

Dean Kirkwood stated faculty involvement in this outcome evaluation resulted in much more information. They were more critical of the process and they want more information regarding lab usage and community visits. We will be providing a tracking log on line to capture this information. President Bonaudi stating he is seeing slow but steady growth in faculty acceptance of outcomes and measuring data. They're making suggestions that require capturing their own data. Faculty also asked for data regarding the effectiveness of high-touch programs.

Trustee Blakely stated he supports the student ambassador program, peer support is effective. Associate VP Candy Lacher reported many programs including aviation use current students to recruit.

Ms. Lacher also stated there are financial aid brochures available. A financial aid advisor is available on campus to help students and parents complete financial aid paperwork. Financial aid staff also visit high schools during December and January to assist students and present financial aid information sessions. Trustee Kenison asked about offering financial aid sessions at area high schools during the day to assist students who may not be available to come back to the evening sessions. Evening sessions can be accommodated.

Director of Public Information Autumn Dietrich commented the goal of the newly developed, yet to be published, view book is to respond to inquiries with

customized information including “Financial Aid 101” inside the consistent message of the view book.

“College Bowl Sunday” is a great statewide financial aid event. Students can come on campus to receive one-on-one assistance completing the FASFA on a Sunday afternoon. This event has grown each year.

With the new financial aid system, a new financial aid director, and the increased number of applicants doubling, the financial aid office has been overwhelmed. Trustee Angela Pixton said successful marketing requires identifying needs at the emotional level and stating how BBCC can meet those needs. Instead of inundating potential students with all the BBCC information, it’s important to determine what is really important to each potential student. Dean Kirkwood stated the spring enrollment survey noted financial aid service has been very highly rated. Faculty members discussed publicizing the degree audit program. New Student Orientation (NSO) attendance is way up this year and faculty want all students to go through NSO.

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

Staff rated this outcome 19.1. Trustees rated this outcome 20.3.

Data cited included Appendices: A, B, C, D, E, F, H, I, J, K, L, M, N, P, S, T, W, Z
There was no additional data needed indicated by the Trustees.

Goals for 2010-11 indicated by the Trustees:

- Continue current efforts.
- More coordination/training with high school counselors and teachers.
- More direct education/marketing to potential students and parents.

Plans to help achieve goals indicated by the Trustees:

- Maintain efforts to provide counseling and tutoring services.
- Provide service district high schools with data to help them incorporate education planning in high school work (e.g. Senior Projects).
- Continue and increase personal contacts.

Dean Kirkwood reported faculty members said they want to actively recruit. VP Mohrbacher said the website message needs to be consistent identifying counseling and advising; the words are currently used interchangeably.

President Bonaudi said first generation students are consistently 71% of our population. It’s important to deliver our message appropriately. Trustee Mike Blakely stated many first generation college student must overcome parental objections to their college attendance. VP Mohrbacher stated we need to focus on Hispanic men because they will not ask for help. We need to meet their emotional needs.

Trustee Kenison said it is important to maximize the use of data collected i.e. Azorus. Associate VP Lacher stated there is room for improvement using this program. There have been issues with staffing and identifying roles. VP Mohrbacher stated it is essential to make plans to capture and use the Azorus data. Dean Kirkwood commented faculty members want their student contacts collected too. They would also like to recruit more high school graduates.

President Bonaudi said he initially thought the AtD-funded Azorus program could do a lot more than it can. The names have to be entered manually unless the potential student enters Azorus through the website. Azorus won't capture foundation or retention data but it will be used for recruitment. Reports and data sets that Azorus can generate are information rich. Trustee Pixton commented faculty members are internal marketers. Associate VP Lacher said she is resurrecting the recruiting team, which includes faculty. Trustee Mike Blakely described his grandson's experience going through the running start orientation and Custodio Valencia's follow up phone call the next morning. Trustee Pixton noted the importance of following up within 24 hours.

Trustee Kenison asked about faculty attracting more freshman. President Bonaudi stated high school graduate numbers will be decreasing, yet still we need to establish relationships between BBCC faculty and high school faculty members. He said faculty usually work four ten-hour days and they are also indicating willingness to assume some recruiting responsibilities. Trustee Kenison complimented the faculty on their investment and said public credibility and image are major components to the success of BBCC.

Dean Kirkwood reported Mary Shannon, Director, Career Advising & Outreach and Tech Prep works with prof/tech programs and counselors in the high schools. President Bonaudi said BBCC has opened a knowledge center in Lind. BBCC staff attended the Lind School District In-Service and interacted with the teachers. This is a good working model of interaction. They are also planning to attend Wahluke School District In-Service. Dean Kirkwood emphasized the influence faculty members have. In the past the majority of our transfer students went to EWU; they now prefer CWU and WSU and the transfer numbers reflect that preference, in part due to closer contact with CWU and WSU personnel.

Outcome A.3 Increase in student/client revenues and state-funded FTEs.

Staff rated this outcome 20.9. Trustees rated this outcome 18.8.

Data cited included Appendices: C, D, F, H, M, N, O, P, R, S, T, V, W

Additional data requested by the Trustees:

Dean Kirkwood indicated additional revenue information will be included next year. Additional data on training and seminars held on campus by outside business and advisory committee activities will also be included.

Goals for 2010-11 indicated by the Trustees:

- Monitor Azorus data and follow-up on all contacts
- Continue current efforts

Plans to help achieve goals indicated by the Trustees:

- Engage high school counselors.

Staff goals include engaging Foundation for corporate revenue, and using business contacts to establish partnerships i.e. the MIST program. This same model could be used in computer science, due to limited state dollars. President Bonaudi indicated the computer science program has been shut down and a consultant redesigned the program but now we don't have the state funding. It's time to engage businesses that would hire from these programs and ask if they will underwrite program. Also, companies like REC have potential retirees that could be part-time staff.

Outcome B.1 Students complete courses or workshops with a grade of passing or 2.0 grade point or better

Staff rated this outcome 14.8. Trustees rated this outcome 15.

Data cited included Appendices: G, H, I, L, M, N, O, P, U

Additional data requested by the Trustees:

- Feedback from student re: not using tutoring and counseling services.
- Better understand perceived student barriers, focus group information

Goals for 2010-11 indicated by the Trustees:

- Continue current efforts.

Plans to help achieve goals indicated by the Trustees:

- Continue and increase high-touch efforts.
- Work closely with high school math teachers to improve college math preparation.
- Increase use of tutoring and counseling.
- Increase participation in college Survival Skills classes.

Dean Kirkwood stated that currently 0.7 is considered passing in some classes. However, for the definition of successfully passing a class 2.0 is used. Data shows that successful progression through classes requires a 2.0 in previous classes. Instructional Council will be discussing this issue and recommending a standardized definition for the P/F class grade.

President Bonaudi nationally C is the passing benchmark through AtD and internal research. Want to count anything a C or above as success. We are currently including P (Pass/Fail classes) grades as success and yet some of our classes only require a 0.7 to pass.

Dean Kirkwood explained that one of the staff goals includes increasing study skills of prof/tech students. This summer the math faculty modularized some developmental math. This will allow students to succeed in a smaller chunk of math and then progress through the modules. Faculty also would like to pursue block scheduling.

Trustee Kenison asked about incorporating study skills in College Success Skills (CSS) or encouraging the high schools to adopt CSS in the high school in an electronic format. Five years ago CSS100 was offered in the Royal City and Mattawa High Schools by Title V and Gear Up. High school faculty were hired to teach and the courses worked well. No follow up data was obtained.

Outcome B.2 Students establish educational plans

Staff rated this outcome 13.3. Trustees rated this outcome 13.3.

Data cited included Appendices: C, E, J, K, M, P, Q, U

Additional data requested by the Trustees:

- Better monitor who actually has educational plans.
- Feedback from high school counselors, teachers, parents, and students as to why this is not done more/better in high schools.
- What are the barriers to establishing educational plans?

Goals for 2010-11 indicated by the Trustees:

- Continue and increase current efforts.
- Increase efforts in high schools.

Plans to help achieve goals indicated by the Trustees:

- Help service district high schools include educational planning in students' senior projects.
- Increase contact with BBCC counselors.
- Provide a CSS class in the high schools, involve BBCC faculty/staff (College in the High School); include educational planning and financial planning as well.

Dean Kirkwood reported that prof/tech students are advised by their instructors but in academic programs that is not always the case. BBCC will focus on identifying students without educational plans and make a campus-wide effort to advise all students.

Trustee Blakely offered that whoever contacts the high schools regarding the senior projects should ask for the teacher who is involved, not an administrator.

President Bonaudi stated the AMP Committee advocated closer monitoring for advising activity even though this requires additional work on their part. Completion of an educational plan is, in our view, an indirect indication of effective advising. The Degree audit results will show how many students are self-advising. Most faculty are assuming heavy advising loads. We can measure the loads prof/tech programs. Need more information on the number of advisees and effectiveness. Faculty is helping develop worksheets to capture data. The worksheets will result in a richer data set.

Outcome B.3 Students continue to complete goals according to their educational plan

Staff rated this outcome 14.6. Trustees rated this outcome 18.

Data cited included Appendices: C, D, G, H, I, J, L, M, N, O, P, Q, R

No additional data needed was indicated by the Trustees.

Goals for 2010-11 indicated by the Trustees:

- Continue current efforts.

Plans to help achieve goals indicated by the Trustees:

- Engage industry and employers to show correlation between degree completion and earnings.
- Increase training with high school counselors, teachers, parents.
- Maximize and use available data.
- Look at local industry to identify needs for Prof/tech programs.
- Understand how school districts incorporate educational planning as students begin to develop their school projects early in high school.

VP Bob Mohrbacher reported he is reviewing transcripts to identify trends in students stopping out prior to reaching their goals. He is also interested to determine why male enrollment is up but male students are not as successful as the female students. The Student Achievement Initiative data shows overall BBCC student success has increased however, the gap between the Hispanic and white students remained steady at 10 points.

Trustee Blakely encouraged data collection on students who don't complete and their reasons for not completing. Why do they drop out and then come back later? What is the return rate? President Bonaudi stated there are national longitudinal studies we could use as a template to gather this data. He also said gathering the transfer student data is challenging and that we don't get much information from the 4-year universities. We only receive useful reports from Evergreen and CWU. VP Mohrbacher said it would be helpful to capture data on the students who transfer without a degree.

Dean Kirkwood thanked the Trustees for their valuable evaluations and comments.

She said she and Starr Bernhardt will summarize all the comments on one final report card. The Outcomes Report to be presented at the September 7 Board meeting will wrap up this annual AMP cycle.

President Bonaudi shared information regarding a letter he received from Senator Randi Becker regarding the retire/rehire policy. He also shared information regarding Initiative 1098.

At 12:11 the group stopped for lunch.

Dean Valerie Kirkwood and Data Analyst Starr Bernhardt departed the meeting.

The meeting reconvened at 1:04 to begin the afternoon session regarding Policy Governance evaluation, President's evaluation and the Board's 2010-11 goals.

President Bonaudi introduced Cindy Hough to facilitate the afternoon session. Ms. Hough is the WELA Administrator and former TACTC Administrator. Ms. Hough complimented President Bonaudi and his staff on the organization of the Redbook information. She asked the board members after their successful morning, what they would like to accomplish during the afternoon session? Trustee Angela Pixton said she would like to learn more about being a valuable Trustee. Trustee Mike Blakely said he agrees with Trustee Pixton and he would like to learn how to improve and be supportive of each other and the people we serve. How do we promote our institution so we get the capacity to grow, while BBCC is financially strapped? Trustee Katherine Kenison said she would like to pursue a focused discussion regarding the Trustees' role in the presidential evaluation and presidential search. She explained that the current President and Board work cohesively. The President's evaluations are informal because it's been an easy job. She would like the Board to have better grasp of how it could be different with a different make up of the Board and a new President. Ms. Hough stated the best time to evaluate how to evaluate is when things are going right. It's a good time to talk about the President's evaluation process when there is no specific problem that needs to be fixed.

Each Trustee commented on their highest reward being a Trustee. Trustee Kenison reported she has been on the Board for several years and it is rewarding to be reaching some of the goals that seemed unattainable when she was initially appointed. She stated she would like to pursue additional funding sources and improved relationships with K-12.

Trustee Blakely reported his highest reward as a Trustee is knowing he is making a difference. He enjoys reaching specific goals and working with his fellow Trustees.

He stated the Trustees are supportive and trusting of each and each Trustee brings a different perspective which stimulates good discussions and decisions. Trustee Blakely complimented the "tremendous" staff, faculty and President of BBCC.

Trustee Pixton reported her highest reward as a Trustee is bringing something of value to the college with her diverse background. She enjoyed her role in introducing a potential center pivot program to the college. She said the college is responsive and gives back to the community. She also expressed frustration with her personal time constraints.

President's Evaluation Process

Ms. Hough stated there are three goals for the afternoon; the first goal is to discuss the President's evaluation tool and evaluation. The Trustees decided to individually complete their evaluation of the President and then provide their comments to the Board Chair Kenison. Trustee Kenison will summarize the evaluation and the group will discuss it during the September 7, 2010 regular Board meeting in executive session. Ms. Hough stated per BBCC's policy

governance the President's evaluation is directly related to how the college is doing. Were the goals and Ends Statements met? President Bonaudi stated he is comfortable with the goals the Board has set for him, they directly relate to policy governance and the AMP. He commented he feels they are appropriate goals but his off campus activities were not addressed. He said he would like to produce an umbrella statement to bridge the AMP and PPMP. The AMP needs to support the PPMP.

Trustee Kenison stated she has been involved with many Boards in her career outside the college and this Board has enjoyed the luxury of having a good President and a cohesive Board and this has resulted in an informal evaluation process. She said the process needs more structure and vigor. She stated the Board is limited under policy governance to base the President's performance evaluation on the Mission and Ends Statements measured against goals. The Board is more reactive, as opposed to proactive in this area.

Ms. Hough inquired how the five Board members work together to set the goals? Trustee Kenison stated in the past, the evaluations were independent of each other. She would like to see more organized goal setting and evaluation process. The current template, in the Redbook has been used for the past three years. It is a compilation of pieces of evaluations from other colleges. Ms. Hough stated there are additional Presidential and Board evaluation tools on the TACTC website.

Trustee Kenison said she is satisfied with the template; it is comprehensive and covers an array of topics. Her concern is with the process, and information sources.

President Bonaudi asked about the difference between the Board's goals for him and the Board's goals for the college and the Board's goals for themselves. Ms. Hough suggested that the college goals were the President's goals and any goal using college resources are college goals. Individual goals for the Board wouldn't need college resources. A clear delineation of the Board and college goals is important. College goals need to be broader and more meaningful. The President's off campus activities and AMP and PPMP would not be a part of the Board's goals.

Trustee Blakely stated the Board measures the President's performance based on the college performance in accomplishing the Ends Statements. The President is sometimes criticized for being off campus and it's important for the Trustees to clearly state off campus activities are expectations they have for the President.

Ms. Hough asked how the President's off campus activities are measured. Trustee Kenison responded she gathers information from phone calls and personal contacts. Trustee Pixton stated she uses e-mails, newsletters, Board meeting information and campus events to gather feedback.

Ms. Hough stated she does not agree with 360° evaluations because information is provided by people who don't know the President's goals and job description. Trustee Kenison stated her sources are people she encounters everyday. She would like a less haphazard and more organized approach.

President Bonaudi stated Board agenda items relate to issues at WACTC, TACTC and events. The SBCTC newlinks and joint meetings at conferences, legislative office visits are also an opportunity to observe the President. He offered more discussion of off campus events at Board meetings.

Trustee Kenison asked her fellow Board members to think about the evaluation process if Dr. Bonaudi was not the President. President Bonaudi suggested tying activities to specific goals, and inquiring with city councils, school district superintendents, legislators, and SBCTC staff as well as meeting minutes, and accreditation reports with the NWCCU.

Regarding a standardized process Ms. Hough said it would be appropriate for the Board Chair to take the lead and delegate evaluation duties to fellow trustees. She also said it is important during the Presidential search process to discuss expectations.

President Bonaudi stated executive limitations allow flexibility in accomplishing goals. Off campus activities fluctuate depending on the budget, events, and election cycle. He suggested he could present a more formal report at Board meetings. Trustee Pixton asked about an online travel log the Trustees could access.

President Bonaudi commented he traveled to Hermiston, OR Monday and discussed the MIST program with two other presidents. He stated the Vice-Presidents also have external roles in the service district communities. Good things happen when we go off campus. The President's 2009-10 activity log begins on page 2-50 of the Redbook.

Should the President's job description, AP3500 be included in the Policy Governance?

Ms. Hough stated the most effective evaluations occur when Board members receive the same information, identify the college/President's goals and report the information sources. This will help bring structure.

The Trustees stated there are three major areas on which they would like to focus for the President's evaluation:

- #1 Progress toward Ends Statements monitored by AMP reports
- #2 Limitations: Audits, Accreditation, Budget, Board reports,
- #3 Special focus: AMP and PPMP

President concurred this is a good approach for a new President as well.

Board Goals

Ms. Hough referred the Board to their current goals listed on page 2-31 of the Redbook.

Ms. Hough asked if the goals helped the trustees help the college?

Trustee Kenison discussed the value of the cultural diversity goal; does the community understand this goal? President Bonaudi stated this goal ties in with the E-6 Cultural Enrichment Ends Statement. Trustee Kenison stated with dwindling funds and scrutinizing the investment of college resources, is there a return on our investment regarding cultural diversity? Is this something the community needs/wants or is it an extra? Trustee Pixton stated we have a high Hispanic population and diversity events often focus on the Hispanic, what about the other diverse populations? President Bonaudi stated preparation for education attainment involves investments in basic skills population that just happens to be strongly Hispanic in our area. Fortunately, Title V services apply to all students.

Trustee Mike Blakely stated the ASB activities cover many cultures not just Hispanic, with experiences around food, dancing, and costumes. He suggested sponsoring some of our Hispanic employees to attend leadership training in order to move them up the ladder to higher administrative positions.

VP Bob Mohrbacher stated multiculturalism is the ability to see someone else's point of view; this is a skill that can be taught. What activities do we bring in to help develop that skill? It doesn't matter which minority group is being discussed; it's how you meet someone new and find out about them.

The Board decided to consider deleting the Board goal regarding cultural diversity and rewrite the E-6 Cultural Enrichment Ends Statement at the next meeting. President Bonaudi stated the Ends Statements are very powerful in driving the college direction. This Ends Statement is challenging and the way it is stated is difficult. VP Mohrbacher will provide some wording regarding multiculturalism for the Board to consider.

The Board agreed that the Innovation, Access, Student Achievement, Business & Industry Partnerships and College Climate goals are appropriate Ends .

The Access goal is huge and high-touch programs and high school contacts are helping reach communities. The Foundation is awarding intervention scholarships and discussing marketing more financial resources.

Trustee Blakely suggested advocating for earmarked funding i.e., funding mandated for community colleges just like K-12 guaranteed funding. A new Board Goal will be added: Resources- the Board will establish and maintain policies that pursue funding for, programs, capital improvements personnel and equipment.

President Bonaudi reported a local radio program is available for BBCC promotion; a Trustee is welcome to be on the radio too.

The Board decided to consider revising the last activity: Outreach to the community regarding Board policies outcomes. They will also consider adding an activity regarding succession plan for board trustees.

The Board members described their individual goals for 2010-11. Trustee Pixton stated she would like to advocate more college preparation in high school.

Trustee Blakely said he would like to work toward organizing community groups to support and understand BBCC i.e., port districts and fire districts. He would also like to promote telling the BBCC story.

Trustee Kenison would like to continue to work on the capital budget and K-12 issue.

President Bonaudi thanked Ms. Hough for facilitating the afternoon session. He said it is very helpful to have her critique and to add to the discussion.

He said he was pleased with how involved the Trustees are and regrets the other two trustees couldn't be with us today. Ms. Hough stated the Board is focusing in the right areas per the policy governance.

The meeting adjourned at 3:57 p.m.

**BIG BEND COMMUNITY COLLEGE
BOARD OF TRUSTEES
STUDY SESSION PROPRIETARY BUDGET**

September 7, 2010

Present:

Mike Blakely
Katherine Kenison
Felix Ramon
Mike Wren

Absent: Angela Pixton

President Bonaudi began the meeting reminding the group that the meeting is being captured live on MediaSite. He said the State Operating Budget was presented to the Board in June and the financial statements included in this presentation will present the rest of the story. The State Operating Budget is half of the BBCC Budget; the additional funding comes from proprietary funds and grants. BBCC can not be maintained from only the State Operating Budget. The state budget situation continues to be unstable as it has for the past three years. The Board will work through the Proprietary budget this morning and consider approval this afternoon during the regular Board meeting. The next revenue forecast from Olympia will be issued next week. President Bonaudi stated additional budget cuts from the Governor could be expected in two weeks.

VP Gail Hamburg began describing the budget status on page 2. The total budget for FY 2009-10 was \$15,901,833 of which \$13,874,138 was spent leaving a savings of 12.75% or \$2,027,695. The adjustments to allocations equaled \$757,603. VP Hamburg notes allocations 12 (Revolving fund charges) and 13 (CIS distribution) were "in and out" allocations which paid for services like archives, attorney general fees, etc. We were given these allocations and then made an accounting entry to remove the charges from the State Board and put them on the college books.

The \$2,027,695 savings remained, due in part to a freeze on travel/equipment. The savings also includes the Board mandated 2.5% reserves. Half of the 2.5% reserve fund (\$185,000) is held in the 010 Instruction goods and services account and the other half is held in the 080 Administration goods and services account. Dr. Bonaudi noted this is a remarkable amount of savings. VP Hamburg attributed the savings in 090 M&O to the equipment freeze, not purchasing fertilizer, watering the grounds less, etc.

The reserve balances as of June 30, 2010, were highlighted on page 3. The top box shows that the total reserve funds grew from \$3,774,677 to \$3,889,884, this is the unobligated fund balance.

The middle box on page 3 shows the European funds of which \$100,000 is dedicated to the COP annually. VP Hamburg noted that this year the interest payment did not counter balance the COP payment and the fund decreased by \$76,070.

The bottom box on page 3 details the dedicated local funds and VP Hamburg stated the carryover from the 2009-10 budget sits here. Running Start increased by \$18,524, interest earnings increased by \$9,430 and excess enrollment of 173 FTEs which adds up to \$638,494 (\$3,691 FTE).

President Bonaudi commented the tuition balance increased due to enrollment and the 7% tuition increases. Predicting where the balance will be at this time next year is tricky. Another 7% increase in tuition will go into effect and this may cause a drop in enrollment.

The details of the Proprietary budgets began on page 4 starting with the BBCC Bookstore. VP Hamburg introduced the Director of Business Services Char Rios. Director Rios explained the Bookstore fund balanced increased due to increased enrollment. The gross profit on new books in FY 09-10 was \$97,000 or a 17% increase from last year, and the gross profit on used books in FY 09-10 was \$178,000 or a 19% increase from last year. The interest income is the biggest drop in the bookstore budget. Director Rios introduced the Bookstore Director, Caren Courtright.

Director Courtright stated the used book sales are up over \$100,000 due to faculty working hard to continue to use the same books. She said book buybacks are also up for the same reason. She has researched additional resources to purchase used books. Director Courtright commented book rentals are rising in popularity. Director Courtright brought plain M&M's and pretzel M&M's to illustrate the sales tax changes, which result in the candy with flour remaining untaxed while the other candy has tax added as of June 1, 2010. Director Rios stated per page 5 the next cash register and server purchases for the Bookstore will be in FY 2013-14. VP Hamburg added that the bookstore supports an annual \$30,000 COP payment.

Director Rios reviewed the athletic budget on page 6. She reported that Athletic Director Preston Wilks stated the athletic budgets were in the black for the second consecutive year and he thanked the Board for continued funding. Director Rios reported the big changes this year include the basketball camp being moved to the Moses Lake High School. Also, the baseball players did not travel to Arizona this year but they plan to fundraise to take their Arizona trip next year.

The \$15,000 NWAAC tournament fee was moved from below the cash balance to a line item. Athletic budgets are from Student & Activities (S&A) fees (9.7% of

tuition) and Athletic Director Preston Wilks allocates the money to the programs/teams. The BBCC camps are offered to a variety of age groups mostly younger children.

Director Rios reviewed the ASB budget on pages 7 and 8. Representatives from each club present their request to the ASB budget committee. Their club funding is based on that request.

ASB helped purchase items for the dorms and they designed and paid for student handbook/daily planners. They also invested in hand sanitizers for the students as well as supporting the BBCC Nursing program offering flu shots. ASB purchased Cold & Flu informational sliding cards as well as Kleenex and hand sanitizers for the welcome bags for dorm students.

ASB provided hand held fans for graduation attendees to help with the heat issues in the gym.

The TV in the game room was replaced with a large flat screen, which the students are enjoying. There was a 16% increase in game room revenues this past year. This money pays for game room operations, the new TV and the pool tables being recovered.

ASB honored local veterans with CWU – showing a film about women on the front line and providing refreshments. ASB also sponsored the first BBCC hockey night at a Wenatchee Wild game and provided transportation to the game. ASB held two large barbeques – back to school & spring fling with combined attendance that exceeded 588.

During home volleyball and basketball half-times the ASB coordinated activities. Donations for prizes for these competitions came from Lake Bowl, Dog & Car Wash, Fairchild Cinema, Domino's Pizza and Weinstein Beverage. Papa Johns also donated two large pizzas at every home basketball game for the Couch Potato Fundraiser. Between that and the graduation water sales, ASB earned around \$750.

ASB's service projects consisted of two blood drives, a canned food drive, as well as donating the proceeds from two dances to BBCC's Relay for Life.

ASB brought speakers to campus covering the topics of Gang Violence in Moses Lake and Black History month. The Human Race Machine, which takes the measurements of your face and shows pictures of what you would look like as a different nationality, was also featured this year.

BBCC's monthly lunchfests are still proving to be a hit among the students. ASB has averaged around 200 attending these events. Total attendance for 2009-10 ASB sponsored events was over 4,060 people, which is greater than 2008-09.

The Housing and Food budget on Page 9 was discussed by Director Rios. She stated housing had another great year. The dorm rooms cost \$990 for singles, and \$840 for doubles. The \$24,586 funding for the Residence Hall Club, which has dissolved, went to the purchase of carpeting for the dorms. The \$25,000 moved from the Housing account to the Foundation is to cover the roofing expense. President Bonaudi explained that the Foundation holds the math/science building remodel money on deposit and that was the funding source for the dorms' roofs. That money is being paid back to the account. It is not mandatory that this money be replenished but it is good business practice.

VP Hamburg described her discussions with the Fairchild Air Force Base staff regarding leasing dorm rooms for the 2011 calendar year. There will be approximately 130 Air Force staff on campus and approximately 70 Air Force staff will stay on the Job Corps campus. VP Hamburg said the BBCC lease is close to completion. If this goes through, Viking Hall will be filled with Air Force personnel from January through December 2011. Phillips Hall will house only BBCC students, and all rooms will be double occupancy. Maintenance and improvements are being performed: painting, new blinds, A/C in each room and remodelling bathrooms. President Bonaudi stated this is an opportunity to make substantial improvements. It will be a challenge to provide housing for the JATP students. An increase in JATP enrollment is anticipated and staff are working on solutions for their eight weeks on campus.

Fairchild Air Force personnel will also impact food services. A midnight meal will be served on the Tarmac and other meals will be served in shifts in the dining hall. The Air Force will bring their own security staff. There may be armed Air Force personnel on campus. VPs Mohrbacher and Hamburg are working on offering short-term intensive education opportunities to the Air Force personnel while they are on campus.

Director Rios stated the Food account is still showing a decrease. There will be an increase in retail fees and catering for the 2010-2011 year.

VP Hamburg explained that Page 10 summarizes the \$15,108,733 or 50% of the budget funded by grants, contracts, proprietary and internal funds that are not part of the operating budget. She referred to the pie chart hand out that details the funding sources: grants and contracts 31%, local internal service 1%, proprietary funds 13%, dedicated local 12%, and financial aid of 43%. The amounts total equal 50% of the total institutional funding.

The overall institutional funds equal \$30,240,932. The operating budget is 50%, grant and contracts 16%, proprietary funds 7%, dedicated local 6%, and financial aid is 21%.

President Bonaudi stated the pie charts highlight the large piece that financial aid represents. Financial aid is distributed directly to students. When increasing tuition is discussed need based financial aid should be part of the conversation. Approximately 70% of BBCC students receive financial aid including scholarships which are not shown.

Grant activity for 2009-10 totaled \$11,337,094. VP Hamburg introduced Jerry Workman Director of Student Support Services (SSS) to share about his federally grant funded program. Director Workman stated SSS has been on campus 24 years, to serve first generation and low income (\$33,000) students or those with a documented disability working toward a direct transfer degree. He said two thirds of the SSS enrollment or 125 students must be first generation and low income. SSS arranges field trips, career exploration, book loans, laptop loans, Trio Viking seminars and scholarship application assistance. He said SSS exceeded every record providing services this year including 1,500 hours in tutoring. Forty-eight percent of the SSS students had a gpa of 3.0 or better and the SSS program boasts a fall to fall retention rate of 89%. He said laptop loans are lifelines to students and SSS checked out laptops and books to many students saving them precious dollars. Supplemental financial aid was provided by SSS in the amount of \$22,000.

Director Workman shared about a cultural activity which included a student trip to a Mariners game. Eighty percent of the students who attended had never been to Seattle. He said 450 students attended Viking seminars on campus. SSS does a lot of fund raising including car washes and silent auctions. He thanked the 65+ local businesses who donate to the auction and the BBCC employee who makes the most donations, VP Holly Moos.

This year the BBCC SSS grant was originally reported as unfunded. Director Workman described the challenge of competing with other programs for the \$1.4 million funding for the next five years. Finally after continuous checking, the funding for the BBCC program was announced. Director Workman thanked former VP, Dr. Mike Lang, for sending him to a grant writing workshop last year and Dean of Institutional Research Valerie Kirkwood for providing data for the application. He said he spent many of hours completing the grant application.

Trustee Ramon thanked Director Workman and his staff for their important, hard work. He also suggested extra information be included in the ASB student handbook/planner such as: educational goal templates, goal setting ideas and "who's my counselor?" information. Director Workman has experience and could work with ASB planner folks. Trustee Mike Blakely stated each school district has an advisory period when students review resource information. It is important to give this information to advisory teachers and counselors. President Bonaudi stated some of the AtD and AMP strategies come from the Trio program. If we could expand the program to accommodate all 5,000 students we would have a very "people intensive operation" to insure student success.

VP Hamburg introduced the Director of WorkFirst Services, Heidi Baldwin to share about the WorkFirst program. Director Baldwin explained that “building upon the mission of WorkFirst, the program at BCC strives to educate WorkFirst partners, in conjunction with community partners, by empowering them to enhance marketable skills and unlock potential for a better future for their family.” WorkFirst is a block grant targeting helping people to get and keep jobs, improve jobs and protect vulnerable residents by providing childcare and stopgap funding for emergency situations. During the 2009-10 academic year they served 634 students. There were 33 GED graduates and 32 enrolled in college-level courses. Five students completed the IBEST CDL course. Program offerings included: GED, ESL, LifeSkills, Computer Training, CAN and vocational education.

Director Baldwin said the WorkFirst partners are the Dept of Social and Health Services, Employment Security and SL Start, Dept of Commerce Contractor. She also said she felt some of their success was due to regular partnership meetings.

WorkFirst success stories were shared by Director Baldwin. The stories focused on additional education leading to better employment for each student. She said support, encouragement and accountability that students learn in the program were essential. The students completed “pay it forward projects” including forming gang awareness groups, and helping at the local foodbank. Director Baldwin concluded her message relaying that the 2010-11 WorkFirst grant was accepted as a model plan and they are excited to continue their efforts next year.

Dean Kara Garrett highlighted the Opportunity Grant. This \$304,000 grant is state funded to assist students starting and persisting to reach goals of attaining a certificate or degree. The Director of the Opportunity Grant is Elizabeth Mendoza. Last year there were 159 students whose tuition, up to 45 credits, and books, childcare, and transportation were paid by the Opportunity Grant. The goal of enrolling 77 annualized FTEs was exceeded by 8 FTEs. The students also work closely with SSS Director Workman. They receive higher touch services, goal planning, advising, tutoring, Viking seminars, and mid-quarter contact. This program is focused on professional technical programs i.e., Aviation, Allied Health, Industrial Systems Technology (IST), Business Information Management (BIM), Welding, CDL and Early Childhood Education (ECE).

The Adult Basic Education grant was also highlighted by Dean Garrett. This grant serves the service district communities with GED, ESL, civics, and Migrant Even Start programs. Last year there were 1,080 students and 56% of the students made a level gain with 710 momentum points; 174 students identified post secondary education as a goal and achieved it. ABE partners included Lamb Weston, Ochoa Foods, Washington State Migrant Council, SkillSource,

OIC, and WalMart. The theme from the grants is about access and student achievement, we are very pleased to fund these efforts with grants.

President Bonaudi stated these programs cut across the Ends Statements and AMP. This is where the direction given by the Trustees manifests itself for the students.

VP Hamburg began reviewing the June 30, 2010 Financial Statements. She started with the Consolidated Balance Sheet on pages 16 and 17. Which is a snapshot of the assets and liabilities as of June 30, 2010. VP Hamburg noted the slight increase in the Local Government Investment Pool (LGIP). The LGIP interest rate as of June 30, 2010, was .3364%, down from June 30, 2009 when it was .7746%. This rate as of July 2010 was .28%. This rate has steadily declined.

The interest rate on the bonds are higher than the LGIP but they are still low rates. Director Rios is busy keeping the funds invested.

VP Hamburg described total current assets at \$34,550,998 and long term assets are \$24,476,610. Total assets equal \$64,194,047. Liabilities and fund balance include the COP. The short term COP portion is \$235,000 and the long term COP portion is \$3,955,000. The total COP balance is \$4,190,000. This note had a 20 year term and the interest rate is 4.107%. There are 13 years left on this contract and the balance is down \$1,100,000. Total liabilities are \$22,555,294 and the total fund balance is \$41,638,753.

An aging of the accounts receivables is on page 18. VP Hamburg said the \$15,346 or .56% are over 90 days and the \$33,379 or 1.2% outstanding receivables are within acceptable amounts.

Page 19 shows the cash balances month by month and by fund. Trustee Wren asked about the drop in account 570 from \$1,025,934 on 5/31/10 to \$619,771 on 6/30/10. VP Hamburg reported an airplane had been purchased. On pages 20-21 is the consolidated statement is detailed by fund.

VP Hamburg explained that the Source of Application of Funds consolidated statement on page 22 is as close as we come to an income statement. Interest total this year was \$175,718, last year this total was \$201,000 and the year before that it was \$671,000. There has been a significant decrease in interest income. Sales from our only retail operation, BBCC Bookstore, totaled \$1,048,976. Student fees equaled \$5,256,472 and other income and revenue was \$27,229,661, for a total revenue of \$33,710,827.

Expenses totaled \$32,634,082 and this includes expenditures of \$31,905,347 and cost of goods sold of \$728,735. The fund balance as of June 30, 2010 was

\$41,638,753. The consolidated Source and Application of Funds statement is detailed by Fund on pages 23-24.

VP Hamburg explained that this presentation has reviewed BBCC's budget status, reserves, balance sheet, source and application of funds and the 2010-11 proprietary budgets.

Trustee Mike Blakely thanked VP Hamburg for the detailed report. He asked about illuminating success stories and providing data to the general population. BBCC has interesting facts that the public should know and appreciate. VP Hamburg stated she could work with the Public Information Officer (PIO) and Directors of the programs to craft a message. President Bonaudi stated staff and faculty address different audiences with the information. VP Mohrbacher and PIO Autumn Dietrich were on the radio earlier today sharing student success information. It's important to deliver success stories and sound bites to share where tax money is being invested. The marketing plan relies on student success and providing information about why folks should come to BBCC.

Trustee Ramon stated he is amazed at all of the details and work that go into preparing the budget information. He thanked the group. Trustee Ramon agreed with Trustee Blakely regarding the need to make more people aware of what takes place on campus. "Education changes lives" is a good message and BBCC staff and faculty do good work.

Katherine Kenison, Chair

ATTEST:

William C. Bonaudi, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Tuesday, September 7, 2010, 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 Katherine Kenison called the meeting to order at 1:30 p.m.

Present: Mike Blakely
Katherine Kenison
Felix Ramon
Mike Wren

Absent: Angela Pixton

President Bonaudi reminded all that the meeting was streaming live via MediaSite.

2. Introductions

Volleyball Coach Mike DeHoog reported this is his tenth season with BBCC. The team is a great group of young women and the assistant coach is Rachel Roylance. The team members introduced themselves; Amy Teuscher from Pocatello, ID; Becky Moudree from Townsend, MT; Chelsea Treischel from Cusick; Lindsey Wakelam from Nampa, ID; Rylie Borstelman from Pocatello, ID; Megan Daniels from Albany, OR; Kristina Reitsma from Jerome, ID; Koni Larimer from Ellensburg; Kendra Bailey from Rupert, ID; Ksenja Fredere from Wilson Creek; and Erika Hanson from Pullman. Coach DeHoog reported the team recently played Multnomah University and won and they also competed in a tournament with the top ten WA community college teams from last year.

3. Consent Agenda

a) Approval of Regular Meeting Minutes for June 29, 2010 and Study Session Meeting Minutes for June 29, 2010 (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Capital Project Report (I); g) Human Resources Report (I); h) Enrollment Report (I); i) Donation (A)

MOTION 10-33 Trustee Felix Ramon moved to approve the Consent Agenda. Trustee Mike Wren seconded the motion, and the motion carried.

5. Remarks

- b. Classified Staff Representative Kathy Aldrich reported 10 classified staff participated in eight training opportunities. Kamela Mattson attended C sharp Programming Language all of June online through ED2Go. Dina Moskvich attended Head Start Early Childhood Education Assistance Program Summer Institute Training in Ellensburg, WA. Ruth Coffin attended Website editing and updating through our Big Bend Technology Department. Danelle Happer attended Excel creating chart training online and Excel flow chart training. Tana Richins participated in a conference call training entitled Checkpoint EAS regarding the Bookstore security system. Cynthia DeVictoria attended 2010 US Department of Education Reading Institute conference. Darci Alamos, Rita Jordan, and Ruth Coffin attended the Washington Association of Collegiate Registrars & Admissions Officers conference in Ellensburg. Howard Temple attended Avidyne Entegra System Line Maintenance & Support Training online. Dina Moskvich attended an eDECA Webinar on Monday, August 30, 2010
- c. Faculty Association President Mike O’Konek reported faculty activities. Automotive Technology Instructor Dick Wynder attended a 3-day training at Shoreline Community College. He learned about how alignment angles effect vehicle steering, stability, and tire wear using the newest Hunter system currently used on campus. He will return to Shoreline Community College for additional advanced training later this month. The training is funded by Hunter as part of the equipment purchase and Instructor Wynder’s travel costs were funded by an Exceptional Faculty Award.

Instructors Jennifer Deleon and Jennifer Ram have completed “How to Teach Online Class” training. Instructor Gene Donat completed the Introduction to ANGEL online class during the summer and is planning to take another WAOL class beginning September 13. Instructors Amanda Anderson and Kathy Erwin also passed the Introduction to ANGEL class during the summer.

Instructor O’Konek reported that he completed a weeklong training at Peninsula College. The hybrid vehicle training was hands on and they worked on a Prius, Honda Civic and Chevy Tahoe. He said it was an amazing training and featured one of the original developers of the EV1 vehicle. The training emphasized the safety issues associated with the electricity in the vehicles. They transition from gas powered to electrical powered and there are many transition components.

- d. VP Gail Hamburg shared progress regarding the 1400 building remodel. The building permit is secured and work will begin today. President Bonaudi commented that the remodel for the transfer center or student success center is being discussed by groups across campus. He

reflected that Director of SSS Jerry Workman referred to it during the Study Session held earlier this morning.

- e. VP Bob Mohrbacher reported he has been active in the community. He recently met with Ephrata High School Principal Dan Martell, and plans to meet with the Superintendent of the Warden School District soon. He also met EWU staff last week and he accompanied President Bonaudi to a meeting with CWU Provost Quirk. VP Mohrbacher has met with REC Silicon, and SGL BWM regarding training needs. It's clear to him that partnering with local school districts, four-year institutions and our communities is a focus here at BBCC.

The Student Achievement Initiative tracks the momentum or progress our students are making. The consent agenda item c noted BBCC students are not making gains in attaining general transfer degrees. However, there are several areas where we are making good progress, basic skills programs and AA degrees. A review of transcripts has revealed that developmental math is one barrier to students earning general transfer degrees. The math department is working on that. VP Mohrbacher is also working to strengthen education plans. He said he liked Trustee Ramon's idea to add an education plan template to the handbook/planners and he would also like to have it available electronically along with a portfolio of the work. He would like to broaden education plans to include research and tracking opportunities for the students to determine what they need to reach their chosen career fields.

- f. VP Holly Moos stated the Office Assistant 3 for Workfirst has been offered to Darci Alamos who currently works in registration. Administrative Exempt staff reported their professional development. Five staff members have participated in training including the NWAACC In-Service, ESL training.

There is currently a hiring freeze for any positions not directly tied to students. VP Moos reported she has received an exemption to replace vacated lead night custodian. The aircraft mechanic position recently vacated by Nathan Holes is in the recruitment phase.

5. **Exceptional Faculty Award**

VP Bob Mohrbacher introduced the instructors present to provide their Exceptional Faculty Award reports. Math and Science Instructor, Dr. Jim Hamm attended a 5-day meeting of the American Association of Physics Teachers in Portland. He stayed in a dorm and learned about world and national energy use and he plans to work that into his physics class. While networking with other instructors he also learned about an online homework service for engineering physics. The system provides the ability to compare students across the nation and Instructor Hamm reported that would be a great assessment tool.

Instructor Hamm also attended the Astronomical Society of the Pacific meeting called "Cosmos in the Classroom. They teach about presenting effectively for introductory astronomy. He said they have great resources available online, including solar flare snapshots that are almost live. NASA set up a network of six-inch telescopes in New Mexico. Pictures can be requested one day and the next morning it will be in e-mail. Instructor Hamm indicated he hopes to take his own pictures of the stars on his return trip however the weather did not cooperate.

Trustee Kenison asked Instructor Hamm about the online homework tools. He indicated he plans to use the resources in his labs, and now he will have new fresh pictures taken recently. The online homework is a commercial product and free with a textbook.

Welding Instructor Shawn McDaniel attended ultrasonic welding inspection training. Ultrasonic welding inspections allow him to see inside solid metal for defects and voids. Instructor McDaniel typically cuts a weld in order to see if there are defects and evaluate strength, this ultrasonic inspection is non-destructive. He said local employers, Katana and REC, use ultrasonic inspections and it is important for his students to understand different inspecting methods.

Ultrasonic weld inspections use sound waves above what humans can hear. The instructor at the training recently worked on the Brooklyn Bay Bridge replacement he's an expert in the field. BBCC currently have an ultrasonic unit but it does not have the capability of current industry standards. Employers in the area are using this new equipment and spending money to train their own people.

Trustee Mike Wren stated non-destructive testing is important and can also be used in the aviation field. President Bonaudi stated this is an opportunity for another business industry partnership.

Sociology Instructor Scott Richeson completed the two-week community college teaching certificate program at CWU. He explained there were four sessions in the program: instructional technology, diversity, assessment, and what community colleges look for in faculty candidates. He said the combined workshops increased his efficiency in teaching. Through lots of exploration he learned how to use the ANGEL learning system more effectively. He also interacted with other community colleges instructors. Instructor Richeson said he learned about assessment and how to communicate expectations to students. He also learned about improving his syllabi by including an ADA statement to encourage students to visit disability services for assistance. This may help with retention. The group discussed giving students feedback in a

way they can understand, conferencing, and communicating clearly. He said it was a very valuable workshop.

Industrial Electrical Technology Instructor Jerry Wright reported that he attended the same workshop at CWU that Instructor Richeson attended. He said he shared time with Scott and learned a lot. Instructor Wright came to BBCC from industry, he had taught seminars. He said teaching students through a two-year program is very different. After attending the workshops he has a better handle on what a college instructor needs to do, his instructing skills have been strengthened. Instructor Wright reported he learned a lot about technology in the classroom: PowerPoint, web, record video, Utube, and ANGEL. He also learned about formative and summative assessment, grading, and techniques to assess if students are learning.

Trustee Ramon asked if Instructor Wright will incorporate his learning in his classroom. Instructor Wright responded that he is not ready to use ANGEL yet but he plans to use what he learned about diversity in his classroom.

Trustee Blakely commented the networking experiences during conferences are important. The instructors' enthusiasm following their conferences and trainings confirms this is money well spent.

6. 2009-14 AMP Outcomes Report

Dean Valerie Kirkwood reported each Board member received the data for this report during the Board Retreat August 25. Prior to the retreat the AMP Committee and Cabinet evaluated outcomes. The AMP Committee included eight faculty division chairs. Their input provided a richer conversation and more information. Dean Kirkwood said the report reflects the collaboration and work that faculty members are performing. Their participation on education plans helped with ideas to gather the information. During the retreat the Trustees evaluated and provided feedback on the outcomes. Many aspects of access and improved outreach were discussed. There are plans to gather lab usage data by incorporating card access for labs and tutoring. VP Mohrbacher worked with Dean Kirkwood and he will share his upcoming plans.

VP Mohrbacher said he is pleased to be joining the ongoing process. He said it is more about assessing how we're doing with lots of data to interpret. It's easy to determine how many students are earning a GPA of 2.0 or better. He will be discussing equality of 2.0 grades with faculty. The 2.0 GPA benchmark is clearly connected to skills successful students need. He is working with high school counselors to bolster students' study skills. VP Mohrbacher reported he received an e-mail today about a grant in rural school districts to ensure high school guidance counselors have

the info they need regarding community colleges. Lastly he said he is looking at the accreditation cycle and self-exam benchmarks to determine their meaningfulness.

Trustee Kenison stated the Outcomes Report was the subject of extensive discussion at the Board Retreat. Trustee Ramon commented he received the report and spent hours reviewing it. He said it is a good report with a lot of good information. It represents work not just by Dean Kirkwood but a collaborative effort to compile the information. College-wide involvement and knowledge is being shared.

MOTION 10-34 Trustee Mike Blakely moved to approve the 2009-14 Outcomes Report. Trustee Felix Ramon seconded the motion, and the motion carried.

7. Board Policy 1000.3 Naming of Facilities

President Bonaudi informed the Board that Baseball Coach Don Lindgren is looking for fundraising opportunities. Coach Lindgren would like to auction annual naming rights for the baseball field. President Bonaudi said he understands Coach Lindgren's enthusiasm and this is an unusual request. Naming rights have been handled more formally in the past. VP Hamburg said a dinner auction will be held September 25 and Coach Lindgren would like for this to be the main auction item. He really wants a new facility and knows there is no capital money for the project.

Trustee Kenison asked about the other college facilities that would be amenable to this kind of temporary sponsorship? Are there suitable alternatives such as signage in the outfield or a designated prime spot? How would the annual sponsorship be advertised? Trustee Mike Wren shared concerns of lessening the honor of permanent naming rights. Trustee Blakely concurred saying naming a facility is a prestigious project with strict scrutiny. Could the baseball field be dedicated a year at a time without naming it to achieve the same purpose? Trustee Blakely commended Coach Lindgren for his ingenuity. Trustee Ramon stated he felt the permanent naming of facilities should be reserved for the board. He said he was ok with delegating temporary naming opportunities to the President. He said it would be very important to be careful about licensing and designating how it would be publicized. Trustee Kenison suggested designating a 2010-11 sponsor and auctioning the prime advertising location. Trustee Wren stated he would support annual field sponsorship in a prominent location on the field and in the program. Trustee Blakely asked who would determine if a commercial sponsor was appropriate and in line with the BBCC vision.

The Trustees concurred that they do not want to revise the Board policy. Coach Lindgren can look at alternatives and pursue sponsorships without

obligating the college to be responsible for signage. Trustee Kenison said current sponsorships are not policed and there have not been appropriateness issues to date. Where are limits lawfully to reject or vet the sponsorships that are proposed or purchased?

8. **Budget**

VP Hamburg asked if there were any questions regarding the Proprietary Funds Budget and Financial Statements that were shared during the Study Session this morning. Trustee Wren stated it was a good plan and Trustee Ramon commented it is a living document. Trustee Kenison stated at the Board retreat the tremendous efforts made over the past year to be frugal and conserve resources was discussed. She said she continues to be impressed by staff/ faculty and their efforts show in balance the sheet. She thanked everyone at BBCC for their investment in the college.

MOTION 10-35 Trustee Mike Blakely moved to approve the 2010-11 Proprietary Funds Budget and Financial Statements. Trustee Felix Ramon seconded the motion, and the motion carried.

9. **President's Evaluation**

Trustee Ramon said he read through the draft Board Retreat minutes. He read the summary discussion about changing the president's evaluation process to gather more input from other people. He said in order to accomplish this Trustees would need to gather the information throughout the year. He said the current evaluation should be based on what has been done in the past. The president's evaluation is really an evaluation of how the college is functioning and following the Board's direction.

Trustee Kenison announced an Executive Session would be held for 15 minutes beginning at 3:00 p.m. The purpose of the Executive Session is provided in RCW 42.30.110 (1) (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The meeting reconvened at 3:15 and no action was taken.

MOTION 10-36 Trustee Felix Ramon moved to continue President Bonaudi's employment. Trustee Mike Blakely seconded the motion, and the motion carried.

Trustee Blakely stated the Board justified high ratings for President Bonaudi based on the over all condition of BBCC as an institution which suffered and survived severe financial cutbacks. Based upon the Ends

Statements and Board objectives for 2009-10, President Bonaudi's performance has surpassed reasonable expectations considering the conditions imposed upon BBCC due to financial constraints. He said, while we always strive for perfection and there are always improvements that can be made, under existing circumstances, Dr. Bonaudi, his administrative staff, the faculty and support personnel have performed at an exemplary level.

10. Board Administrative Retreat

Trustee Kenison stated the Board Administrative Retreat was held August 25 at the Wild Horse Wind & Solar Facility. This is a nice facility provided at no cost and it is close to campus yet off campus to allow for uninterrupted discussions. She thanked faculty for their input. Their feedback along with the Board and staff comments was invaluable and brought an entirely different perspective and a good reality check to the process. Faculty Association President Mike O'Konek reported he is on the Cabinet and has been involved in this process in the past. It was nice to see other faculty members involved this year and the discussion was very good. Trustee Kenison stated she appreciated faculty members being invested in the process.

Trustee Kenison reported that former TACTC Administrator and current WELA Administrator Cindy Hough facilitated the Board self-evaluation component of the retreat. Trustee Kenison stated the Trustees reviewed the current board goals and considered modifications. She said the Board could take action on their self-evaluation today and amend the board goals. She proposed deleting the cultural enrichment board goal in favor of a multi-culturalism Ends Statement that will be more translatable to measure success.

President Bonaudi stated the paragraphs written by VP Mohrbacher and included in the Board packet provided the right context to fashion a new Ends Statement. He suggested this could be discussed further at the next Board meeting.

MOTION 10-37 Trustee Mike Blakely moved to discuss development of a multi-culturalism Ends Statement at the next Board meeting. Trustee Felix Ramon seconded the motion, and the motion carried.

Trustee Kenison stated she has not received requests to modify the current presidential evaluation. Trustee Ramon stated he is satisfied with the current presidential evaluation process. Administrative Policy 3500 is the president's job description, Trustee Ramon suggested referencing AP3500 in Policy Governance.

Regarding the Board self-evaluation, Trustee Ramon reported the Board has accomplished what it intended to do during the year. The Board worked toward meeting the 2009-10 Board goals and worked with college staff. The Board members' activities reported at each Board meeting reflect participation with TACTC, legislators, community members and education partners. Trustee Kenison said the Board's evaluation and accomplishment of the 2009-10 goals was discussed at the retreat.

President Bonaudi stated the activity reports show a high level of Board involvement i.e. attendance at college events; representing the college with community members and business leaders; and active participation at the state level with TACTC and the SBCTC. He said the Board adheres to Policy Governance guidelines and they do not micromanage campus affairs. Comparison of the goals and the outcomes report shows continual progress in access and using data to develop programs and student success due to the Trustees involvement in the community. President Bonaudi commented the members' external comments to the community are very valuable. The Board's input and guidance shows competence and appropriate preparation. This is not a passive Board, the Trustees are always active and contributing to BBCC.

Trustee Kenison stated the Board has conducted an evaluation of current goals and determined that the Board has accomplished the goals as a body. Throughout the year the board activities are reported and they are a direct measurement of goal attainment.

MOTION 10-38 Trustee Felix Ramon moved that the Board has reviewed their 2009-10 goals and determined that the goals were met. The Board will continue to review and amend the goals as needed. The Board has functioned at the policy level and the Board members are satisfied with their performance. Trustee Mike Blakely seconded the motion, and the motion carried.

13. Next Regularly Schedule Board Meeting

President Bonaudi stated the next meeting is scheduled on October 19 and has historically been moved to an evening meeting. This year Star Night is scheduled for that same evening at 6:00 p.m. He suggested the Board hold their meeting at 1:30 p.m.

MOTION 10-39 Trustee Mike Blakely moved that the October 19, 2010, Board meeting be held at 1:30 p.m. Trustee Felix Ramon seconded the motion, and the motion carried.

12. 2011 Regular Board Meeting

The proposed 2011 meeting schedule was reviewed.

MOTION 10-40

Trustee Felix Ramon moved that the Board adopt the 2011 meeting schedule as approved. Trustee Mike Blakely seconded the motion, and the motion carried.

14. Miscellaneous

President Bonaudi introduced the BBCC Foundation Executive Director Doug Sly. Director Sly reported that Weinstein Beverage has been honored as a result of their establishment of the intervention scholarship. Pat and Susan Weinstein began this scholarship. They just received their second nomination for "bottler of the year." This is the first time the same bottler has been nominated two successive years. Being nominated provides the opportunity for Weinstein Beverage to produce a video showcasing student success stories as a result of the Intervention Scholarships. This video was filmed in Mattawa this year.

President Bonaudi stated he met with Foundation Board members this summer for an orientation and development of a work plan to identify college needs and match potential partners to those needs. They are working on developing a message to the legislators. Foundation member Lon Topaz scheduled a meeting with between REC Silicon directors and BBCC Vice Presidents. REC discussed their training needs in welding and chemical operations. They would like to follow the nursing program model of "growing your own." Long term and short term training opportunities were also discussed.

Director Sly also reported that the BBCC Foundation office moved into the Paul Lauzier University Center to make room for the Title V Transfer Center. He emphasized the importance of continuing the good work on Cellarbration!

The Central Washington University Board of Trustees requested an opportunity to meet with the BBCC Board. The CWU Board and President Gaudino will be on campus for a reception September 30. They will conduct their Board meeting in the Hardin Community Room October 1. President Bonaudi stated CWU is establishing a strong connection with BBCC. CWU is also facing severe budget cuts.

President Bonaudi reported that he attended the Legislative Action Committee meeting and the TACTC Conference and an Aerospace Council meeting. The theme of the meetings continues to be additional budget cuts. He stated by September 17 we should know more about anticipated reductions between 5-7%. The SBCTC has asked each college to look at how a 10% reduction would impact them. There are

three more opportunities for budget reductions between now and next May.

The Foundation meeting President Bonaudi held recently was important. He met with some of the newer members to discuss the college needs and to begin to establish a base level of funding with the state. BBCC can't continue to exist on crumbs after constitutionally mandated commitments are made. Need to be consistent in that message.

Board Chair Katherine Kenison presented a plaque to outgoing Board Chair Felix Ramon. Trustee Ramon thanked the group for the plaque.

11. Assessment of Board Activities

Trustee Kenison reported she attended the Board retreat. She also attended the Legislative Action Committee meeting and TACTC conference. Lastly, she reported she has been sharing information with potential Trustees to fill Trustee Ramon's position.

Trustee Blakely reported he attending the Skill Source graduation. He also introduced the QHS counselor, Chris Trevino to the BBCC counseling staff and took him on a tour of the ATEC building. He coordinated a Quincy Library Foundation Board meeting to be held September 20 in ATEC. Trustee Blakely corresponded with the Legislative Action Committee and he attended the TACTC meeting. He also made contact with the Lab Director at REC Silicon and discussed establishing a collaborative internship with the BBCC chemistry department. He also visited the MIST circle at South campus.

MOTION 10-41 Trustee Felix Ramon moved that the meeting be adjourned. Trustee Mike Blakely seconded the motion, and the motion carried.

Katherine Kenison, Chair

ATTEST:

William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 10/19/10

ITEM #3 CONSENT AGENDA (for information)

b. President's Update

BACKGROUND:

Highlights of President Bonaudi's activity log from August 28, 2010, through October 8, 2010 are following.

Prepared by President Bonaudi.

RECOMMENDATION:

None

President's Activity Log Highlights

| Date | Activity | Purpose of meeting | Location | Comments |
|-----------|---|---------------------------------------|--------------------------------------|----------|
| 8/31/10 | Legislative Action Committee | WA College system guidance | Seattle | |
| 9/1/10 | TACTC Fall Conference | WA College system guidance | Seattle | |
| 9/2/10 | Aerospace Council Meeting | BBCC promotion | Everett Boeing Dreamliner Gallery | |
| 9/7/10 | Board of Trustees | College guidance | BBCC | |
| 9/13/10 | Faculty In-Service | College leadership | BBCC | |
| 9/14/10 | Energy Summit Prep | BBCC community support | Ephrata | |
| 9/14/10 | Adjunct Faculty In-Service | College leadership | BBCC | |
| 9/15/10 | New Adjunct Faculty In-Service | College leadership | BBCC | |
| 9/16/10 | New Student Orientation | BBCC welcome | BBCC | |
| 9/17/10 | Legislative Visits Rep Fagan Rep Schmick | College support | Pullman | |
| 9/20/10 | Energy Summit | BBCC community support | BBCC | |
| 9/22/10 | Foundation "Needs of the College Meeting" | BBCC financial support | BBCC | |
| 9/28/10 | Larry Godden/Million Air Meeting | BBCC financial support solicitation | BBCC | |
| 9/30/10 | CWU Reception | Higher Education partnerships/support | BBCC | |
| 10/1/10 | CWU Board Meeting Welcome | Higher Education partnerships/support | BBCC | |
| 10/1/10 | Budget Review Task Force | BBCC planning | BBCC | |
| 10/5/10 | Dr. Bill Thurston Ritzville School Dist Supt | BBCC community support | BBCC | |
| 10/6/10 | Dr. John Bassett President Heritage University | Higher Education Partnerships/support | BBCC | |
| 10/7-8/10 | WACTC Meeting | WA College System | Clark College | |

BIG BEND COMMUNITY COLLEGE

Date: 10/19/10

ITEM #3: CONSENT AGENDA (for information)

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

BACKGROUND:

Achieving the Dream

NEW STUDENT ORIENTATION

New Student Orientation sessions were held the evening of September 15th and September 16th during the day. Attendance at the evening session was 115, a small decrease from fall 2009. Day orientation numbers increased from 233 in 2009 to 262 this fall. Last year 56% of new admitted students attended an orientation session, this year that number increased to 64%. Strategies used to improve attendance include sending reminder postcards, sending an email to all new students a couple of days before the sessions, enrolling new students in new student orientation at the time of registration which prints the "class" on their schedule, and posting the information to the Big Bend facebook page.

MAPA

There are currently 9 staff members serving as MAPA mentors. Highlights from their September 29th meeting include:

- Review of student success during 2009-10 school year:
27 MAPA students
4 graduated
19 returned fall quarter
1 has contracted to complete degree at university
3 are not enrolled
- It was suggested that we review the list of services that students identified as important for their success at BBCC, at the beginning of last year, and incorporate those remaining items in our focus this year.
- It was suggested that we provide students with information regarding services on campus that can assist students who are experiencing financial hardship (i.e. emergency scholarship, employment opportunities, volunteer opportunities, book loan, laptop computer loan, childcare assistance program etc.).
- Yolanda Valdez, AmeriCorps, shared information regarding the BBCC Peer Mentoring Program (M&M - *Mentor and Mentee*). This is a great opportunity for second year MAPA students to mentor other students.

- Certificates of Participation were printed and mailed to all students who participated in MAPA last year – including a WELCOME BACK note for all returning students.
- A postcard will be sent to all full-time Latino & Latina students informing them of the Fall Information Session - week of October 18th.

Tutor.com Report

See following pages.

Academic Master Plan

The Academic Master Plan Committee will meet October 15 to begin planning for our upcoming accreditation cycle. Using the AMP committee to steer our accreditation cycle will allow us to integrate our ongoing student success process with our external report to Northwest Commission on Colleges and Universities (NWCCU). The new standards that have recently been adopted by NWCCU require each institution to identify “core themes” that unify all mission areas and form a basis for assessment of the institution. While those core themes have not been fully identified yet, the intention is to tie them as closely as possible to the current Board Goals, so that our accreditation report will paint the most accurate picture of our institutional effectiveness.

BCC - September, 2010

| Contract Usage to Date | Skill Center Usage | Tutoring Sessions | Average Session Length | Recommend Rate |
|-------------------------------------|---------------------------|--------------------------|-------------------------------|--|
| Feb 2010 | 11 | 393 | 23.72 | 98% |
| Mar 2010 | 8 | 318 | 23.95 | 99% |
| Apr 2010 | 12 | 342 | 24.16 | 100% |
| May 2010 | 3 | 281 | 21.78 | 100% |
| Jun 2010 | 2 | 178 | 26.31 | 97% |
| Jul 2010 | 2 | 142 | 31.59 | 96% |
| Aug 2010 | 0 | 16 | 27.97 | 100% |
| Sep 2010 | 6 | 142 | 20.56 | 100% |
| Total Students Served | | | | |
| 148 | | | | |
| Usage | All | | College Center | Adult Education and Career Center |
| Tutoring Sessions Served | 142 | | 142 | 0 |
| Skills Center Sessions Served | 6 | | 5 | 1 |
| Tutoring Sessions Served | All | | College Center | Adult Education and Career Center |
| Total Minutes | 2919 | | 2919 | 0 |
| Average Session Length | 20.56 | | 20.56 | 0 |
| Tutoring Sessions by Subject | All | | College Center | Adult Education and Career Center |
| English - Grammar | 13 | | 13 | 0 |
| English - Literature | 1 | | 1 | 0 |
| English - Vocabulary | 1 | | 1 | 0 |
| English - Writing Center | 26 | | 26 | 0 |
| Math - Algebra | 38 | | 38 | 0 |
| Math - Algebra II | 17 | | 17 | 0 |
| Tutoring Sessions by Subject | All | | College Center | Adult Education and Career Center |
| Math - Basic Math | 20 | | 20 | 0 |

| | | | | |
|---|------------|--|-----------------------|--|
| Math - Statistics | 10 | | 10 | 0 |
| Tutoring Sessions by Subject | All | | College Center | Adult Education and Career Center |
| Proof Point | 6 | | 6 | 0 |
| Science - Basic Science | 1 | | 1 | 0 |
| Science - Biology | 2 | | 2 | 0 |
| Science - Chemistry | 5 | | 5 | 0 |
| Social Studies | 2 | | 2 | 0 |
| Tutoring Sessions by Grade Level | All | | | |
| College - Intro | 142 | | | |
| Skill Center Usage By Subject | All | | College Center | Adult Education and Career Center |
| Adult Services - Helping Children with Homework | 1 | | 0 | 1 |
| English - Elementary | 1 | | 1 | 0 |
| English - Writing | 1 | | 1 | 0 |
| Math - Algebra | 2 | | 2 | 0 |
| Math - Elementary | 1 | | 1 | 0 |
| Math - Middle Grades | 3 | | 3 | 0 |
| Science - Elementary | 1 | | 1 | 0 |
| Tutoring Sessions Feedback: Yes Responses to Yes/No Questions | All | | College Center | Adult Education and Career Center |
| Are you glad your organization offers this service? | 100% | | 100% | |
| Would you recommend this service to a friend? | 100% | | 100% | |
| Is this service helping you complete your homework assignments? | 100% | | 100% | |
| Is this service helping you improve your grades? | 100% | | 100% | |
| Is this service helping you be more confident about your school work? | 100% | | 100% | |
| Total Students Served by Location | | | | |
| BBCC | 6 | | | |
| BBCC - Remote Access | 142 | | | |
| Usage by Location | All | | College Center | Adult Education and Career Center |
| BBCC: Tutoring Sessions Served | 5 | | 5 | 0 |

| | | | | |
|---|------------|--|-----------------------|--|
| BBCC - Remote Access: Tutoring Sessions Served | 137 | | 137 | 0 |
| Usage by Location | All | | College Center | Adult Education and Career Center |
| BBCC - Remote Access: Skills Center Sessions Served | 5 | | 4 | 1 |
| BBCC: Skills Center Sessions Served | 1 | | 1 | 0 |
| Tutoring Sessions Served by Location | All | | College Center | Adult Education and Career Center |
| BBCC: Total Minutes | 71 | | 71 | 0 |
| BBCC - Remote Access: Total Minutes | 2847 | | 2847 | 0 |
| BBCC: Average Session Length | 14.40 | | 14.40 | 0 |
| BBCC - Remote Access: Average Session Length | 20.78 | | 20.78 | 0 |
| Tutoring Sessions by Subject by Location | All | | College Center | Adult Education and Career Center |
| BBCC: Math - Algebra | 2 | | 2 | 0 |
| BBCC: Math - Algebra II | 1 | | 1 | 0 |
| BBCC: Math - Basic Math | 1 | | 1 | 0 |
| BBCC: Science - Chemistry | 1 | | 1 | 0 |
| BBCC - Remote Access: English - Grammar | 13 | | 13 | 0 |
| BBCC - Remote Access: English - Literature | 1 | | 1 | 0 |
| BBCC - Remote Access: English - Vocabulary | 1 | | 1 | 0 |
| BBCC - Remote Access: English - Writing Center | 26 | | 26 | 0 |
| BBCC - Remote Access: Math - Algebra | 36 | | 36 | 0 |
| BBCC - Remote Access: Math - Algebra II | 16 | | 16 | 0 |
| BBCC - Remote Access: Math - Basic Math | 19 | | 19 | 0 |
| BBCC - Remote Access: Math - Statistics | 10 | | 10 | 0 |
| BBCC - Remote Access: Proof Point | 6 | | 6 | 0 |
| BBCC - Remote Access: Science - Basic Science | 1 | | 1 | 0 |
| BBCC - Remote Access: Science - Biology | 2 | | 2 | 0 |
| BBCC - Remote Access: Science - Chemistry | 4 | | 4 | 0 |
| BBCC - Remote Access: Social Studies | 2 | | 2 | 0 |
| Tutoring Sessions by Grade Level by Location | All | | | |
| BBCC: College - Intro | 5 | | | |
| BBCC - Remote Access: College – Intro | 137 | | | |

| Skill Center Usage By Subject by Location | All | | College Center | Adult Education and Career Center |
|---|------------|----------------------|-----------------------|--|
| BBCC: Science - Elementary | 1 | | 1 | 0 |
| BBCC - Remote Access: Adult Services - Helping Children with Homework | 1 | | 0 | 1 |
| BBCC - Remote Access: English - Elementary | 1 | | 1 | 0 |
| BBCC - Remote Access: English - Writing | 1 | | 1 | 0 |
| BBCC - Remote Access: Math - Algebra | 2 | | 2 | 0 |
| BBCC - Remote Access: Math - Elementary | 1 | | 1 | 0 |
| BBCC - Remote Access: Math - Middle Grades | 3 | | 3 | 0 |
| Tutoring Sessions Feedback by Location : Yes Responses to Yes/No Questions | All | | College Center | Adult Education and Career Center |
| BBCC: Are you glad your organization offers this service? | 100% | | 100% | |
| BBCC: Would you recommend this service to a friend? | 100% | | 100% | |
| BBCC: Is this service helping you complete your homework assignments? | 100% | | 100% | |
| BBCC: Is this service helping you improve your grades? | 100% | | 100% | |
| BBCC: Is this service helping you be more confident about your school work? | 100% | | 100% | |
| BBCC - Remote Access: Are you glad your organization offers this service? | 100% | | 100% | |
| BBCC - Remote Access: Would you recommend this service to a friend? | 100% | | 100% | |
| BBCC - Remote Access: Is this service helping you complete your homework assignments? | 100% | | 100% | |
| BBCC - Remote Access: Is this service helping you improve your grades? | 100% | | 100% | |
| BBCC - Remote Access: Is this service helping you be more confident about your school work? | 100% | | 100% | |
| Student Comments by Location | | Location | Grade | |
| Thanks! | | BBCC | College - Intro | |
| Awesome tutor. My tutor had a great personality and she helped me improve my weak spots, thanks alot. | | BBCC - Remote Access | College - Intro | |
| Great I really need help. Thanks for offering this service! | | BBCC - Remote | College - Intro | |

| | | Access | | |
|--|--|----------------------|-----------------|--|
| Student Comments by Location | | Location | Grade | |
| great tutors really take the time to explain it to you | | BBCC - Remote Access | College - Intro | |
| great! | | BBCC - Remote Access | College - Intro | |
| he was clear with his meaning and let me solve the problem at my pace. he also told me WHY my mistake was incorrect. | | BBCC - Remote Access | College - Intro | |
| I love having this online option. | | BBCC - Remote Access | College - Intro | |
| I really appreciate the work of my tutor, she helped me understand my mistakes in a really helpful way. Thanks alot for her help i now feel more confident about my work:D | | BBCC - Remote Access | College - Intro | |
| i was not aware of this service until my sister shared the information with me last night...i think more advertising for it should be available through the college | | BBCC - Remote Access | College - Intro | |
| My tutor was AWESOME she totally help me improve my paper in all the ways i eanted to impove. She did more of what i spected in a good way that i like. Thanks alot | | BBCC - Remote Access | College - Intro | |
| She was extremely helpful and made sure that I knew what step I was on. She was well organized and made everything very clear. Best tutor so far | | BBCC - Remote Access | College - Intro | |
| she went above and beyond to make sure i understood. very helpfull | | BBCC - Remote Access | College - Intro | |
| Sweet!!! | | BBCC - Remote Access | College - Intro | |
| thanks a lot to my tutor i have done my work and i coprehended really well:D | | BBCC - Remote Access | College - Intro | |
| Thanks for being Free & fast | | BBCC - Remote Access | College - Intro | |
| Thanks to my tutor i had the oppurtunity to learn how to do my work:D I like the way he showed me and took his time too. | | BBCC - Remote Access | College - Intro | |
| the totur was even pacient for me and my bothersom room mate | | BBCC - Remote Access | College - Intro | |

| | | | | |
|--|--|----------------------|-----------------|--|
| This is a very helpful service. Thank you very much!! | | BBCC Remote | College - Intro | |
| Student Comments by Location | | Location | Grade | |
| this is the most affective tutor session ive ever tried, even better than face to face being as there is no chatter from the environment. Definitely going to show my classmates | | BBCC - Remote Access | College - Intro | |
| this was alot of help to me | | BBCC - Remote Access | College - Intro | |
| Very glad to have this option! | | BBCC - Remote Access | College - Intro | |

BIG BEND COMMUNITY COLLEGE

Date: 10/19/10

ITEM #3 CONSENT AGENDA (for information)

d. Accreditation

BACKGROUND:

The College is prepared to address the new accreditation standards through the use of an existing college committee, the Academic Master Plan (AMP) committee. To be effective and meet the spirit of all-inclusive input to accreditation documents, the committee will incorporate input from students and classified staff in addition to that from the current membership of faculty and administrative/exempt employees. Discussion will also include mechanisms for consideration of community input as well.

The first meeting of this committee is October 15, 2010 and hopefully it will be recorded on Mediasite. Minutes from this committee will be incorporated into this consent agenda item as we produce reports for the Northwest Association of Colleges and Universities, our regional accrediting agency.

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/19/10

ITEM #3 CONSENT AGENDA (for information)

e. Assessment Update

BACKGROUND:

This fall, BBCC is administering the Survey of Entering Student Engagement (SENSE). SENSE is part of the Community College Survey of Student Engagement (CCSSE) and the Community College Leadership Program at the University of Texas at Austin. It examines student engagement, learning, and retention issues in the earliest weeks of the fall term. Data are used to help college faculty and administrators learn more about the entering student experience and make necessary changes to services in order to increase student retention and success. This is the second year BBCC has participated in the SENSE survey, the first time was in 2008. Giving the survey the second time allows BBCC to compare results from 2010 to 2008.

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

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 10/19/10

ITEM #3: CONSENT AGENDA (for information)

f. Capital Project Update

BACKGROUND:

Transfer Center and Bathroom Remodel – Building 1400: Demolition began on September 7, 2010. HVAC work is currently being done in both the Transfer Center and Bathroom Remodel. The metal stud framing for the walls has been done the Transfer Center. A cement floor was poured on October 8th in the bathrooms; now interior work can begin. The project is on schedule to be completed at the end of fall quarter.

Old Developments/Background:

9/7/10 The bid advertisement was released on July 2, 2010. There was a pre-bid walk-through on July 15, 2010. Attendance at the walk-through was encouraged, but not mandatory. The bids were opened at 11:00 A.M. on July 28, 2010; there were nine bids. The contract was awarded to TW Clark Construction of Spokane. The bid amount was \$312,000.00, plus sales tax of \$24,648.00 and a contingency amount of \$33,664.80 for a total of \$370,312.80. The contract was awarded on August 2, 2010. The Notice to Proceed was issued on August 26, 2010. We had a pre-construction meeting on August 26, 2010. We are waiting for approval of the building permit. Construction is scheduled to begin on September 7, 2010 and should be completed at the end of fall quarter. A Correctional Industries crew was here for two weeks doing asbestos and lead abatement.

6/29/10 Bernardo Wills expects to have the bid documents prepared by June 30. The bid will be advertised for 3 weeks. Hopefully, we will have a contract awarded by the end of July and construction could begin in August.

5/25/10 Bernardo Wills has been selected as the architect for this project. The design phase should be completed by June 30, 2010.

4/13/10 Construction funding from a Title V Grant is provided to remodel the north hallway and offices of building 1400 to accommodate a Transfer Center. RMI funding will be used to expand and remodel the existing bathrooms in building 1400 to allow for the increased occupancy due to the Transfer Center. The Public Works Request has been completed and General Administration is in the process of architect selection.

BIG BEND COMMUNITY COLLEGE

Date: 10/19/10

ITEM #3: CONSENT AGENDA (for information)

g. Human Resources Report

BACKGROUND:

It's been a difficult time trying to help with the process of figuring out how to save more money when many areas on campus are already so lean. This is a tough time for everyone on campus.

H.R. is currently recruiting for an Early Childhood Education Instructional Designer, a position funded by the current Title V grant. Since this position is grant funded, it was exempt from the hiring freeze.

A graduate of Big Bend's AMT program, Tina Bessett, was hired to replace one of our aircraft mechanics, Nathan Holes. Tina starts October 11. Because this position is directly tied to instruction, it was also exempt from the hiring freeze.

Training activities for Administrative/Exempt staff since the September 7 Board meeting are following: Kathy Arita attended Public Records Management and Electronic Records Management meeting, Whitman County Public Services Building, Colfax. Jenny Nighswonger attended home visiting training at Head Start. Annemarie Cadle and Gail Hamburg attended NIMS Mapping Training. Loralyn Allen attended Understanding Blindness for Successful Employment Outcomes at the WorkSource office in Moses Lake. Sue Workman attended the Washington Council 2010 Fall Counselor Workshops on the WSU, Richland campus.

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

RECOMMENDATIONS:

None

PERSONNEL REPORT July 2, 2010 - October 15, 2010

10/12/10

| EMPLOYEE SEPARATIONS 7/2/10 - 10/15/10 | | | |
|---|----------------------|---|--|
| SEPARATION DATE | NAME | POSITION | SEPARATION REASON |
| 6/14/10 | Kendra O'Neill | Office Assistant 3-WorkFirst grant | Did not pass probationary period |
| 7/29/10 | Susan Nichols | Custodian 3-Lead Custodian | Retired |
| 8/9/10 | Jose Nungaray | Family Literacy Specialist/Royal City Site Manager-MEES grant | Royal City site closed |
| 8/18/10 | Lilly Park | Mattawa Site Manager-MEES grant | Resigned-accepted position at Wapato School District |
| 9/10/10 | Nathan Holes | Aircraft Mechanic/Inspector | Resigned-accepted teaching position at Spokane Community College |
| 10/15/10 | Sergey Shelyagovich | Maintenance Custodian | Resigned-moving to Hawaii |
| 10/15/10 | Michele Williamson | Secretary Senior-Instruction | Resigned-getting married and moving to Zillah |
| NEW HIRES/PROMOTIONS/TRANSFERS 7/2/10 - 10/15/10 | | | |
| START DATE | NAME | POSITION | REPLACING |
| 9/13/10 | Benny De Leon | Early Childhood Program Specialist 2 | Transfer from Royal City site to BBCC Childcare |
| 9/27/10 | Darci Alamos | Office Assistant 3-WorkFirst grant | Kendra O'Neill (this is a promotion for Darci) |
| 10/1/10 | Valerie Mestdagh | Custodian 3-Lead Custodian | Susan Nichols (this is a promotion for Valerie) |
| 10/11/10 | Tina Bessett | Aircraft Mechanic/Inspector | Nathan Holes |
| SEARCHES IN PROCESS | | | |
| POSITION | STATUS | REPLACING | |
| Early Childhood Education Instructional Designer | First review 10/8/10 | Grant position under current Title V | |
| SUMMER PART-TIME FACULTY: 84 | | | |
| SUMMER PART-TIME HOURLY: 78 | | | |

BIG BEND COMMUNITY COLLEGE

Date: 10/19/10

ITEM #3: CONSENT AGENDA (for information)

h. Enrollment Report

BACKGROUND:

The 10th day enrollment numbers are provided for your information. Full time & part time enrollment headcounts have been added to the report. Our enrollment has changed from 60% full time in 2006 to 69.7% full time in 2010. Headcount is only 25 above what it was last year at this time (about 1%); however, the state-funded FTE is 6% over last year.

Information not included in the spreadsheet that is of interest:
Average # of credits enrolled in: 2006 = 11.15 credits; 2010 = 12.02 credits.

The tuition amount budgeted for 2010-2011 is \$3,308,514. As of September 30, 2010 we have collected \$1,448,719 or 43.7% of the budgeted amount. As of September 30, 2009 we had collected \$1,174,380 or 37.8%.

TUITION COLLECTION REPORT

As of September 30, 2010 and September 30, 2009

| | <u>2010-11</u> | <u>2009-10</u> |
|---------------------------------------|----------------|----------------|
| Annual Budget | \$3,308,514 | \$3,108,514 |
| Total Collections as of September 30 | \$1,448,719 | \$1,174,380 |
| As a % of annual budget | 43.7% | 37.8% |
| Left to collect to meet budget target | \$1,859,795 | \$1,934,134 |

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

| FALL 10TH DAY ENROLLMENT REPORT | | | | | |
|---------------------------------|----------------|---------------|---------------|----------------|---------------|
| HEADCOUNTS | | | | | |
| | <u>2010</u> | <u>2009</u> | <u>2008</u> | <u>2007</u> | <u>2006</u> |
| <u>ETHNIC ORIGIN</u> | | | | | |
| Amer. Indian/Alaska Ntv | 17 | 38 | 39 | 35 | 36 |
| Asian/Pacific Islander | 31 | 39 | 27 | 38 | 35 |
| Black | 39 | 46 | 23 | 29 | 22 |
| Hispanic | 746 | 664 | 522 | 535 | 430 |
| White | 1,358 | 1,367 | 1,195 | 1,241 | 1,260 |
| Other/Unknown | 166 | 178 | 205 | 161 | 165 |
| <u>SEX</u> | | | | | |
| Female | 1,349 | 1,324 | 1,108 | 1,164 | 1,139 |
| Male | 1,007 | 936 | 824 | 803 | 768 |
| Not Coded | 1 | 72 | 79 | 72 | 41 |
| <u>STUDENT STATUS</u> | | | | | |
| Full time (12 or more crs) | 1,644 | 1,479 | 1,282 | 1,270 | 1,174 |
| Part time (less than 12 crs) | 713 | 853 | 729 | 769 | 774 |
| Continuing | 1,357 | 1,222 | 1,061 | 1,092 | 1,030 |
| Former | 414 | 473 | 359 | 395 | 384 |
| New | 479 | 514 | 518 | 469 | 463 |
| Transfer | 107 | 123 | 73 | 83 | 71 |
| TOTAL HEADCOUNT | 2,357 | 2,332 | 2,011 | 2,039 | 1,948 |
| Running Start | 151 | 145 | 158 | 159 | 137 |
| International | 5 | 3 | 4 | 3 | 0 |
| STATE FUNDED FTES | | | | | |
| ABE/ESL | 84.2 | 89.2 | 60.0 | 43.2 | 44.5 |
| Academic | 1,035.2 | 967.2 | 779.1 | 757.5 | 776.9 |
| Professional/Technical | 621.9 | 586.5 | 549.6 | 598.3 | 510.8 |
| TOTAL STATE FTES | 1,741.3 | 1642.9 | 1388.7 | 1,399.0 | 1332.2 |

| F.T.E. REPORT | | |
|--|--|---------------------------------|
| 10/4/2010 | | |
| | | |
| | | ANNUALI ZED FTEs |
| 1st year (09-10) | | |
| SUMMER | | 115.8 |
| FALL | | 589.4 |
| WINTER | | 600.2 |
| SPRING | | <u>553.7</u> |
| <i>Total</i> | | <i>1859.1</i> |
| 2nd year (10-11) | | |
| SUMMER | | 135.6 |
| FALL | | 580.4 |
| WINTER | | 0.0 |
| SPRING | | <u>0.0</u> |
| <i>Total</i> | | <i>716.0</i> |
| TOTAL | | <u>2575.1</u> |
| 1st year Target (includes 53 Workforce) | | 1676 |
| 2nd year Target (includes 86 Workforce) | | <u>1708</u> |
| Two-year Target Total | | 3384 |
| SBCTC 2-year rolling enrollment count | | |
| Past year + current year actual FTE | | 2575.1 |
| Past year + current year allocation | | 3384.0 |
| % of allocation target attained to date | | 76.1% |
| Add'l FTEs to meet minimum 96% | | 673.5 |
| Add'l FTEs to meet target 100% | | 808.9 |
| FTEs over target - 1st year | | 183.1 |
| FTEs over target - 2nd year | | |

BIG BEND COMMUNITY COLLEGE

Date: 10/19/10

ITEM #3: CONSENT AGENDA (for action)

i. Donations

BACKGROUND:

Charles & Janice Fogerson recently passed away and it was their wish to make a donation to BBCC. The BBCC Nursing Department received a birthing simulator valued at \$7,700. This generous donation will be a great benefit to Big Bend Community College's Music and Nursing Departments.

The North Central Washington Skills Center in Wenatchee would like to donate to vehicles to the BBCC Automotive Department. These two vehicles have technology that will benefit the automotive department students.

Prepared by the President's Office.

RECOMMENDATION:

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

RECEIVED

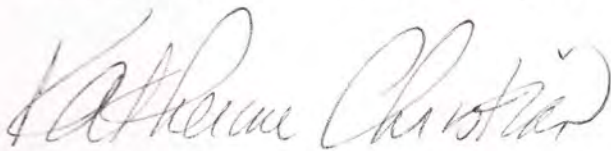
SEP 29 2010

PRESIDENT'S OFFICE

Sept. 30, 2010

I respectfully request permission to accept this donation of the Birthing Simulator for the Nursing Program. This simulator will strengthen our nursing curriculum by providing students the opportunity to experience both normal and complicated obstetric scenarios in an environment that poses no risks to patient safety or privacy.

In addition, our advisory committee has expressed an interest in utilizing our skills laboratory to support staff education; this simulator would be a great asset to such a program development.

A handwritten signature in cursive script that reads "Katherine Christian".

Katherine Christian RN, MSN/Ed., CNE
Director, Health Education Programs
Big Bend Community College

September 30, 2010

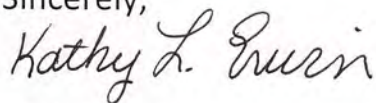
Kathy L. Erwin
P.O. Box 43
Soap Lake, WA 98851

To: Big Bend Community College

To this day both of my parents have passed. It was their wish to help the education of students in our small communities. My family feels with the purchase of the Prompt Birthing Simulator we have fulfilled this wish.

Please accept this gift from Charles R. and Janice V. Fogerson. The total value of this unit is \$7,666.64. If you have any questions feel free to call me at 509-237-1001.

Sincerely,

A handwritten signature in cursive script that reads "Kathy L. Erwin".

Kathy L. Erwin
Fintail44@yahoo.com



Laerdal™
helping save lives

167 Myers Corners Road
Wappingers Falls, NY 12590-8840
Customer Service: 800-431-1055
Fax: 800-227-1143
e-mail: customerservice@laerdal.com

INVOICE

Invoice: 2150981 Page: 1
Invoice Date: 09/23/10
Due Date: 09/24/10

Bill To: 02261033

Ship To: 02261034

Attn: KATHY
KATHY ERWIN
P.O. BOX 43
SOAP LAKE, WA 98851

BIG BEND COMMUNITY COLLEGE
7662 CHANUTE STREET
MOSES LAKE, WA 98837

Sales Order: 1786538
Order Date: 09/21/10
Credit Terms: CHECK IN ADVANCE
Remarks: KATHY
Tax ID # :

Ship Date: 09/23/10
Purchase Order: 0-2110
Ship Via: FDE GND

| Item Number | Description | Shipped | B/O | List Price | Disc % | Net Price | Amount |
|-------------|---------------------------------|---------|-----|------------|--------|-----------|----------|
| 376-00550 | PROMPT Birthing Simulator Force | 1 | 0 | 7,125.00 | 1.40% | 7,025.00 | 7,025.00 |
| 376-02950 | Lubricant 250ml | 5 | 0 | 11.00 | 0.00% | 11.00 | 55.00 |

REMIT TO

LAERDAL MEDICAL CORPORATION
P.O. BOX 8500-53168
PHILADELPHIA, PA 19178-3168

Invoice#: 2150981

*Paid
Thank you*

Line Total 7,080.00
Discount 0.00
Shipping & Handling 25.32
Discount on Shipping 0.00
Minimum Order Charge 0.00
Total Tax 561.32
Total (USD) 7,666.64



Big Bend Community College

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

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

October 6, 2010

Clyde Rasmussen and Gail Hamburg,

North Central Washington Skills Center in Wenatchee would like to donate two vehicles to our automotive program. The skills center has changed the way their training program works and will no longer need these cars. Both of these cars look good, run well and can be driven. One of the vehicles to be donated is a 1989 Cadillac Sedan DeVille. This vehicle is a little older than we usually want to accept, however it does offer some valuable resources that we currently do not have for our program. It has the Cadillac self-diagnosis system and automatic temperature control. Both of these features would help us teach our curriculum better. The second vehicle is a 1996 Cadillac Eldorado. This vehicle also has Automatic temperature control and the Cadillac NorthStar engine that has been their flagship engine for quite some time and is still in vehicles produced today.

The technology on both of these vehicles is very similar if not identical to many of the systems on current production vehicles.

We would like to accept both of these vehicles for our program.

Thank you,

Mike O'Konek

Dick Wynder

BIG BEND COMMUNITY COLLEGE

Date: 10/19/10

ITEM #3: CONSENT AGENDA (for action)

j. Advisory Committee List

BACKGROUND:

The 2010-11 Advisory Committee Lists for the Professional Technical programs at Big Bend Community College is attached for Board approval.

RECOMMENDATION:

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

2010-11 Joint Advisory Board Committee List

| Assigned Program | Business | F Name | L Name | Address | City/State/Zip |
|---------------------------|--------------------------------------|--------------|------------|--------------------------|-----------------------|
| Accounting Technology | Big Bend Community College | Les | Michie | 7662 Chanute St | Moses Lake WA 98837 |
| Accounting Technology | Big Bend Community College | Preston | Wilks | 7662 Chanute St | Moses Lake WA 98837 |
| Accounting Technology | Central Washington Concrete | Vicki | Heaps | 427 Sharon Ave | Moses Lake WA 98837 |
| Accounting Technology | Ephrata High School | Maggie | Killinger | 333 4th Ave NW | Ephrata WA 98823 |
| Accounting Technology | Inflation Systems | Betty | Matthews | 16329 Rd 3 SE | Moses Lake WA 98837 |
| Accounting Technology | Lakeside Optical | Cheryl | Aguilar | 1020 W Ivy St | Moses Lake WA 98837 |
| Accounting Technology | LeMaster & Daniels | Donna | Goude | 1350 S Pioneer Way | Moses Lake WA 98837 |
| Accounting Technology | Moses Lake High School | Linda | Dennis | 803 E Sharon Ave | Moses Lake WA 98837 |
| Agriculture Technology | BBCC Instructor | Andrew | Williams | 1408 N Longmeier Rd | Ritzville WA 99169 |
| Agriculture Technology | NW Farm Credit Services | George | Bagwell | 1501 E Yonezawa Blvd NE | Moses Lake WA 98837 |
| Agriculture Technology | Sackmann Farms | Jamie | Sackmann | 3987 Road R.5 SE | Warden WA 98857 |
| Agriculture Technology | Stephen Syre Agricultural Consultant | Steve | Syre | 202 W 5th Ave | Moses Lake WA 98837 |
| Agriculture Technology | CHS/Sun Basin Operations | Huc | Dilling | 13184 Wheeler Rd. Ste. 2 | Moses Lake WA 98837 |
| Agriculture Technology | Wilson Creek School Dist | Scott | Mortimer | PO Box 46 | Wilson Creek WA 98860 |
| Agriculture Technology | | Phil | Anderson | 15679 Rd 9 NW | Quincy WA 98848 |
| Agriculture Technology | | Robert | Andrews | 81 Loen Dr | Mesa WA 99343 |
| Automotive Technology | Big Bend Community College | Clyde | Rasmussen | 7662 Chanute St NE | Moses Lake WA 98837 |
| Automotive Technology | Cascade Diesel | Gus | Smith | 3234 Rd L NE | Moses Lake WA 98837 |
| Automotive Technology | Central Machinery Sales | Wayne | Chandler | 1201 E. Yonzawa Blvd. | Moses Lake WA 98837 |
| Automotive Technology | Discovery Ford/Honda | Dave | Hopkins | 1200 S Pioneer Way | Moses Lake WA 98837 |
| Automotive Technology | Bud Clary Chev/Toyota | Richard | Archer | 12056 N Frontage Rd | Moses Lake WA 98837 |
| Automotive Technology | Lake Auto Parts | Art | Schimke | 4297 Sun Drive | Moses Lake WA 98837 |
| Automotive Technology | Moses Lake High School | Christine | Armstrong | 803 E Sharon Ave | Moses Lake WA 98837 |
| Automotive Technology | Moses Lake High School | John | Heflin | c/o BBCC 7662 Chanute NE | Moses Lake WA 98837 |
| Automotive Technology | Moses Lake High School | Mark | Yosting | 2514 Elgin Rd | Moses Lake WA 98837 |
| Automotive Technology | Moses Lake School District | Mike Scott & | Friedbauer | 9541 Stone Rd | Moses Lake WA 98837 |
| Automotive Technology | Scotty's Repair | Jeanette | Myers | 1625 Wheeler Rd | Moses Lake WA 98837 |
| Aviation Commercial Pilot | Big Bend Community College | Joe | MacDougall | 7662 Chanute St | Moses Lake WA 98837 |
| Aviation Commercial Pilot | Big Bend Community College | John | Swedburg | 7662 Chanute St | Moses Lake WA 98837 |
| Aviation Commercial Pilot | Executive Flight | Bob | Clarke | One Campbell Parkway | Wenatchee WA 98802 |
| Aviation Commercial Pilot | Executive Flight | Dale | Devereaux | 237 23rd ST NW | E Wenatchee WA 98802 |
| Aviation Commercial Pilot | Grant County Tower (FAA) | Greg | Kardong | 5468 Ridge View Loop | Moses Lake WA 98837 |
| Aviation Commercial Pilot | Grant County Tower (FAA) | Tom | Karstetter | 335 Karl Rd NE | Moses Lake WA 98837 |
| Aviation Commercial Pilot | Grant County Tower (FAA) | Michelle | Skomars | 7820 Andrews St NE | Moses Lake WA 98837 |
| Aviation Commercial Pilot | Port of Moses Lake | Craig | Baldwin | 7810 Andrews Street NE | Moses Lake WA 98837 |
| Aviation Commercial Pilot | Retired Pilot | Gordon | Ebbert | 1609 Lakeside Drive | Moses Lake WA 98837 |
| Aviation Commercial Pilot | The Crop Duster | Fred | Meise | 11905 Rd 4 NE Bldg #2 | Moses Lake WA 98837 |
| Aviation Commercial Pilot | Washington State Patrol Office | John | Montemayor | 101 Laguna Dr | Moses Lake WA 98837 |

2010-11 Joint Advisory Board Committee List

| Assigned Program | Business | F Name | L Name | Address | City/State/Zip |
|------------------------------------|---------------------------------|-----------|----------------|------------------------------------|---------------------|
| Aviation Maintenance Technology | Big Bend Community College | Dan | Moore | 7662 Chanute St | Moses Lake WA 98837 |
| Aviation Maintenance Technology | Royal Flying Service | Justin | Camp | 23 G St SE | Ephrata WA 98823 |
| Aviation Maintenance Technology | Royal Flying Service | Jock | Warren | 4928 Hwy 26 | Royal City WA 99357 |
| Aviation Maintenance Technology | Sonico | Thom | Barnett | PO Box 782 | Ephrata WA 98823 |
| Aviation Maintenance Technology | Fair Weather Flyers Restoration | Bill | Musselman | 221 W Nunn Rd | Prosser WA 99350 |
| Aviation Maintenance Technology | The Boeing Company | Mark | Kempton | 6001 186th Ave | Bonney Lake W 98391 |
| Basin Tech Prep Steering Committee | Basic American Foods, Inc | Julie | Bittick | 538 Potato Frontage Rd | Moses Lake WA 98837 |
| Basin Tech Prep Steering Committee | Big Bend Community College | Clyde | Rasmussen | 7663 Chanute St | Moses Lake WA 98838 |
| Basin Tech Prep Steering Committee | Big Bend Community College | Mary | Shannon | 7662 Chanute St | Moses Lake WA 98837 |
| Basin Tech Prep Steering Committee | Columbia Basin Job Corps | Susan | Mann | 6739 24 th St Bldg 2402 | Moses Lake WA 98837 |
| Basin Tech Prep Steering Committee | Grant County PUD | Darla | Shannon | PO Box 878 | Ephrata WA 98823 |
| Basin Tech Prep Steering Committee | K&N Electric | Alan | Cope | 9933 Kinder Rd NE | Moses Lake WA 98837 |
| Basin Tech Prep Steering Committee | Moses Lake Chamber of Commerce | Debbie | Doran-Martinez | 324 Pioneer Way | Moses Lake WA 98837 |
| Basin Tech Prep Steering Committee | Moses Lake High School | Christine | Armstrong | 803 E Sharon Ave | Moses Lake WA 98837 |
| Basin Tech Prep Steering Committee | Samaritan Healthcare | Chandra | Rodriguez | 801 E Wheeler Rd | Moses Lake WA 98837 |
| Basin Tech Prep Steering Committee | Simplot | Mark | Blazer | 14124 Wheeler Rd NE | Moses Lake WA 98837 |
| Basin Tech Prep Steering Committee | SkillSource | Yolanda | Rios | PO Box 1517 | Moses Lake WA 98837 |
| Basin Tech Prep Steering Committee | Teamsters | Armando | Lopez | 514 W Third | Moses Lake WA 98837 |
| Basin Tech Prep Steering Committee | Washington State Labor Council | Kairie | Pierce | 906 Columbia Street SW #330 | Olympia WA 98501 |
| Basin Tech Prep Steering Committee | WorkSource Central Basin | Gary | Warren | 309 East Fifth Avenue | Moses Lake WA 98837 |
| BBCC Foundation Board | | David | Bailey | 87 Pelican Dr | Moses Lake WA 98837 |
| BBCC Foundation Board | | Marilyn | Bertram | 4478 Rd M NE | Moses Lake WA 98837 |
| BBCC Foundation Board | | William | Bonaudi | 721 Schooner Ct | Moses Lake WA 98837 |
| BBCC Foundation Board | | Gary | Chandler | 4488 Dunn St. N.E. | Moses Lake WA 98837 |
| BBCC Foundation Board | | Wes | Crago | 222 R Street SE | Ephrata WA 98823 |
| BBCC Foundation Board | | Cecilia | Deluna-Gaeta | 1620 S Pioneer Way #A | Moses Lake WA 98837 |
| BBCC Foundation Board | | Erika | Hennings | 57 N Marcellus Rd | Ritzville WA 99169 |
| BBCC Foundation Board | | Paul | Hirai | 1406 W Marina DR | Moses Lake WA 98837 |
| BBCC Foundation Board | | Sherry | Keeler-Hull | 209 E. Inglewood Dr | Moses Lake WA 98837 |
| BBCC Foundation Board | | Vickey | Melcher | 251 E Tokio Road | Odessa WA 99159 |
| BBCC Foundation Board | | Judith | Oakes | 110 S Bristlecone Court | Moses Lake WA 98837 |
| BBCC Foundation Board | | Clyde | Owen | 1016 Laguna Dr | Moses Lake WA 98837 |
| BBCC Foundation Board | | David | Plate | 4535 W. Peninsula Dr. | Moses Lake WA 98837 |
| BBCC Foundation Board | | Felix | Ramon | 9843 Rd H.4 | Moses Lake WA 98837 |
| BBCC Foundation Board | | LeRae | Redal | 2741 Wild Goose Rd. NE | Moses Lake WA 98837 |
| BBCC Foundation Board | | Mary Ann | Simmons | 4304 Lakeshore Dr | Moses Lake WA 98837 |
| BBCC Foundation Board | | Howard | Skaug | 944 W 3rd Ave | Moses Lake WA 98837 |
| BBCC Foundation Board | | Katherine | Swinger | PO Box 160 | Lind WA 99341 |

2010-11 Joint Advisory Board Committee List

| Assigned Program | Business | F Name | L Name | Address | City/State/Zip |
|-------------------------------|--|----------|-------------|-------------------------------|-----------------------|
| BBCC Foundation Board | | Lon | Topaz | 1211 D. Street SW | Ephrata WA 98823 |
| BBCC Foundation Board | | John | Townsend | 8306 Rd 3.2 NE | Moses Lake WA 98837 |
| BBCC Foundation Board | | Mike | Wren | 16432 Rd B.5 NE | Soap Lake WA 98851 |
| Child & Family Education | BBCC Learning Center | Angela | Weber | 7662 Chanute St | Moses Lake WA 98837 |
| Child & Family Education | Catholic Family & Child Service Child Care Resource & Referral Valley Intervention Program | Cindy | Morris | 640 S Mission | Wentachee WA 98802 |
| Child & Family Education | Department of Social & Health Services | Haydee | Muzik | 415 N McBeth | Othello WA 99344 |
| Child & Family Education | ECEAP Program | Jenny | Nighswonger | 7662 Chanute St | Moses Lake WA 98837 |
| Child & Family Education | Family Services of Grant County | Vacant | | 1402 E Craig St | Moses Lake WA 98837 |
| Child & Family Education | Moses Lake High School | Vickie | Cadby | 803 E Sharon | Moses Lake WA 98837 |
| Child & Family Education | Moses Lake High School | Suzie | Moberg | 803 E Sharon Ave | Moses Lake WA 98837 |
| Child & Family Education | Washington Migrant Council | Theodora | Martinez | PO Box 453 | Othello WA 99344 |
| Commercial Driving | Big Bend Community College | Randy | Miller | 7662 Chanute St | Moses Lake WA 98837 |
| Commercial Driving | LTI Inc | Vance | Jansen | 120 S Wisner Lane | Moses Lake WA 98837 |
| Commercial Driving | WPI Wester Perterbilt, Inc | David | Lund | 12976 N Frontage Rd E | Moses Lake WA 98837 |
| Commercial Driving | SkillSource | Mary | Mayo | 309 E 5th Ave | Moses Lake WA 98837 |
| Commercial Driving | Swift Transportation Co | Bill | Hartley | 1616 6th Ave N | Lewiston ID 83501 |
| Industrial Systems Technology | Lamb-Weston | Rod | Arbuckle | PO Box 368 | Quincy WA 98848 |
| Industrial Systems Technology | Lee Technologies | James | Ayers | 501 Port Industrial Pkwy | Quincy WA 98848 |
| Industrial Systems Technology | JR Simplot | Mark | Blazer | 4112 Dunn St | Moses Lake WA 98837 |
| Industrial Systems Technology | Basic American Foods | Carl | Burton | 538 Potato Frontage Rd SE | Moses Lake WA 98837 |
| Industrial Systems Technology | International Paper | Jerry | Close | 13594 Wheeler Rd NE | Moses Lake WA 98837 |
| Industrial Systems Technology | MLCH | Jim | Craighead | 605 Coolidge Street | Moses Lake WA 98837 |
| Industrial Systems Technology | Lamb-Weston | Ralph | Craig | PO Box 368 | Quincy WA 98848 |
| Industrial Systems Technology | REC | Matthew | Goude | | Moses Lake WA 98837 |
| Industrial Systems Technology | | Bob | Kerns | 6794 Eagle Dr (Home) | Moses Lake WA 98837 |
| Industrial Systems Technology | Basic American Foods | Vern | Miner | 538 Potato Frontage Rd SE | Moses Lake WA 98837 |
| Industrial Systems Technology | IBEW LU 191 | Sean | Osborne | 27 N Chelan | Wenatchee WA 98801 |
| Industrial Systems Technology | Electrical Contractor | Dave | Ristrom | PO Box 603 | Grand Coulee WA 99133 |
| Industrial Systems Technology | MLHS | Rick | Rosenow | 803 E Sharon Ave | Moses Lake WA 98837 |
| Industrial Systems Technology | D&L Foundry | Mark | Ross | 12907 Rd 3 NE | Moses Lake WA 98837 |
| Industrial Systems Technology | Columbia Electric | Dwight | Summers | 2114 West Broadway | Moses Lake WA 98837 |
| Medical Assistant | Association of Samaritan Physicians | Melodie | Rodeback | 1550 S Pioneer Way STE 115 | Moses Lake WA 98837 |
| Medical Assistant | Association of Samaritan Physicians | Barb | Greenwalt | 1550 S Pioneer Way STE 115 | Moses Lake WA 98837 |
| Medical Assistant | Association of Samaritan Physicians | Jody | Williams | 1550 S Pioneer Way STE 115 | Moses Lake WA 98837 |
| Medical Assistant | Columbia Basin Health Association | Dulcye | Field | PO Box 546 | Othello WA 99344 |

2010-11 Joint Advisory Board Committee List

| Assigned Program | Business | F Name | L Name | Address | City/State/Zip |
|---------------------------------|---|----------|-----------|-----------------------------|----------------------------|
| Medical Assistant | Columbia Basin Health Association | Vicky | Sullivan | PO Box 546 | Othello WA 99344 |
| Medical Assistant | Columbia Basin Hospital | Luis | Navarro | 220 Nat Washington Way | Ephrata WA 98823 |
| Medical Assistant | Columbia Basin Hospital | Lisa | Corsie | 220 Nat Washington Way | Ephrata WA 98823 |
| Medical Assistant | Coulee Community Hospital | Nita | Haag | 411 Fortuyn Road | Grand Coulee WA 99133-8718 |
| Medical Assistant | Mattawa Community Medical Clinic | Dana | Fox | PO Box 1581 | Mattawa WA 99349 |
| Medical Assistant | Moses Lake Clinic | Paula | Avila | 840 E Hill | Moses Lake WA 98837 |
| Medical Assistant | Moses Lake Clinic | Kimberly | Molendyk | 840 E Hill | Moses Lake WA 98837 |
| Medical Assistant | Moses Lake Community Health Center | Daniel | Guzman | 606 Coolidge Suite 101 | Moses Lake WA 98837 |
| Medical Assistant | Office and Professional Employees International Union | Allan | Jackson | 3602 N Proctor St Ste 203 | Tacoma WA 98407-5250 |
| Medical Assistant | Parkview Pediatrics | Brandi | Craycraft | 615 S Division St | Moses Lake WA 98837 |
| Medical Assistant | Parkview Pediatrics | Dr Jill | Bross | 615 S Division St | Moses Lake WA 98837 |
| Medical Assistant | Quincy Valley Medical Center | Colleen | Canfield | 908 Tenth Avenue SW | Quincy WA 98848 |
| Medical Assistant | SkillSource | Emily | Anderson | 309 East Fifth Avenue | Moses Lake WA 98837 |
| Nursing | BBCC | Student | Student | 7662 Chanute St N. E | Moses Lake WA 98837 |
| Nursing | Samaritan Healthcare | Kathryn | Trumbull | 801 E Wheeler Rd | Moses Lake WA 98837 |
| Nursing | Central Basin Home Health & Hospice | Pat | Brannon | 311 W. 3rd Ave | Moses Lake WA 98837 |
| Nursing | Central Washington Hospital | Marilyn | Brincat | 1201 S Miller | Wenatchee WA 98801 |
| Nursing | Columbia Basin Health Association | Vicki | Sullivan | 140 E. Main | Othello WA 99344 |
| Nursing | Columbia Basin Hospital | Heidi | Cline | 200 Nat Washington Way | Ephrata WA 98823 |
| Nursing | Columbia Crest Care &Rehabilitation | Tawny | Caldwell | 1100 E. Nelson Rd. | Moses Lake WA 98837 |
| Nursing | Columbia Crest Care &Rehabilitation | Travis | Scothern | 1100 E Nelson Rd | Moses Lake WA 98837 |
| Nursing | Grant County Health District | Carol | Schimke | PO Box 37 | Ephrata WA 98823 |
| Nursing | Moses Lake Clinic | Julie | Larson | 840 E Hill | Moses Lake WA 98837 |
| Nursing | Moses Lake Clinic | Joyce | Spencer | 840 E Hill | Moses Lake WA 98837 |
| Nursing | Moses Lake Community Health | Daniel | Guzman | 606 Coolidge, Suite 101 | Moses Lake WA 98837 |
| Nursing | Othello Community Hospital | Jody | Ulrich | 315 N 14th | Othello WA 99344 |
| Nursing | Office and Professional Employees International Union | Allan | Jacobson | 2602 N Proctor St Ste 203 | Tacoma WA 98407-5250 |
| Nursing | Quincy Valley Medical Center | Colleen | Canfield | 908 Tenth Avenue SW | Quincy WA 98848 |
| Nursing | Quincy Valley Medical Center | Sarina | Fahrner | 908 Tenth Avenue SW | Quincy WA 98848 |
| Nursing | SkillSource | Mary | Mayo | 309 E 5th Ave | Moses Lake WA 98837 |
| Nursing | Columbia Crest Care &Rehabilitation | Tawny | Caldwell | 1100 E. Nelson Rd. | Moses Lake WA 98837 |
| Business Information Management | Horizon Credit Union | Juanita | Richards | 1704 S Clover | Moses Lake WA 98837 |
| Business Information Management | Housing Authority of Grant County | Gloria | Delgado | 1139 Larson Blvd. | Moses Lake WA 98837 |
| Business Information Management | Samaritan Healthcare | Chandra | Rogriguez | 801 E Wheeler Rd | Moses Lake WA 98837 |
| Business Information Management | SkillSource | Emily | Anderson | PO Box 1517 | Moses Lake WA 98837 |
| Business Information Management | Former BBCC Student | Venus | Stoner | 549 S. 2 nd Ave. | Othello WA 99344 |
| Business Information Management | GC Housing Authority | Gloria | Delgado | 1139 Larson Blvd. | Moses Lake WA 98837 |
| Welding Technology | JR Simplot | Bob | Hunter | 14124 Wheeler Rd NE | Moses Lake WA 98837 |
| Welding Technology | Basic American Foods | Jim | Craghead | 538 Potato Frontage Rd SE | Moses Lake WA 98837 |

2010-11 Joint Advisory Board Committee List

| Assigned Program | Business | F Name | L Name | Address | City/State/Zip |
|--------------------|--|----------|------------|-----------------------|---------------------|
| Welding Technology | Big Bend Community College | Shawn | McDaniel | 7662 Chanute St | Moses Lake WA 98837 |
| Welding Technology | Columbia Basin Job Corps | Gina | Cutts | 6739 24th St Bld 2402 | Moses Lake WA 98837 |
| Welding Technology | Genie Industries | Rick | Volk | 8987 Graham Rd NE | Moses Lake WA 98837 |
| Welding Technology | Genie Industries | Jay | Zabo | 8987 Graham Rd NE | Moses Lake WA 98837 |
| Welding Technology | Katana Summit LLC | Joel | McIntyre | 1980 Fairchild Rd | Ephrata WA 98823 |
| Welding Technology | Katana Summit LLC | Tyler | McIntyre | 1980 Fairchild Rd | Ephrata WA 98823 |
| Welding Technology | Pacific Norhtwest Ironworkers | Andrew | Phillipson | 16610 E Euclid | Spokane WA |
| Welding Technology | Laserfab | Tom | Nei | 2000 E Wheeler Rd | Moses Lake WA 98837 |
| Welding Technology | Moses Lake High School | Chad | Utter | 803 E Sharon | Moses Lake WA 98837 |
| Welding Technology | Energy Solutions | Jim | Berkey | 4375 Norris | Richland WA 99352 |
| Welding Technology | Energy Northwest | John | Sisk | | Richland |
| Welding Technology | JR Simplot | Mark | Blazer | 14124 Wheeler Rd NE | Moses Lake WA 98837 |
| Welding Technology | A-L Compressed Gasses | Ryan | Porter | 323 E 3rd Ave | Moses Lake WA 98837 |
| Welding Technology | Oxarc | Don | Haskins | 1500 E Wheeler | Moses Lake WA 98837 |
| Welding Technology | REC Silicon | Gary | Koepfel | 3322 Road N NE | Moses Lake WA 98837 |
| Welding Technology | Norco, Inc | Bob | Kenner | 820 E Broadway | Moses Lake WA 98837 |
| Welding Technology | WA Assoc. of Plumbers & Steam Fitters - Local 598 | Marty | Gregg | 1328 Rd 28 | Pasco WA 99301 |
| Welding Technology | WA Assoc. of Plumbers & Steam Fitters - Local 598 | Pete | Nacalio | 1328 Rd 28 | Moses Lake WA 98837 |
| Worker Retraining | Aging & Adult Care | Bruce | Buckles | 50 Simon Street | Wenatchee WA 98802 |
| Worker Retraining | Columbia Colstor | Mike | Bolander | 2908 W Broadway | Moses Lake WA 98837 |
| Worker Retraining | Genie Industries | Alonzo | Gallegos | 8987 Graham Rd NE | Moses Lake WA 98837 |
| Worker Retraining | IBEW #191 | Sean | Osborne | 27 N Chelan Ave | Wenatchee WA 99801 |
| Worker Retraining | McCain Foods USA, Inc | Theresa | Whitcomb | 100 Lee Street | Othello WA 99344 |
| Worker Retraining | SkillSource | Georgene | Ford | PO Box 1517 | Moses Lake WA 98837 |
| Worker Retraining | SkillSource | David | Peterson | PO Box 1517 | Moses Lake WA 98837 |
| Worker Retraining | WorkSource | Gary | Warren | 309 E 5th Ave | Moses Lake WA 98837 |

BIG BEND COMMUNITY COLLEGE

Date: 10/19/10

ITEM #3: CONSENT AGENDA (for information)

k. Probationary/Tenure Review

BACKGROUND:

For your review in anticipation of the November 30, 2010, Board meeting. The probationary tenure binder for the following faculty member will be available for your review October 19. Please contact Melinda to make arrangements for reviewing the information.

The Board will consider probationary faculty contract renewal for the following faculty.

| <u>Faculty Member</u> | <u>Position</u> | <u>Current Status</u> |
|------------------------------|------------------------|-----------------------------------|
| Dani Alvarado | Nursing Instructor | 1 st probationary year |

Prepared Vice President of Student Services and Instruction Bob Mohrbacher.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 10/19/10

ITEM #5: Exceptional Faculty Award Report (for information)

Julia Berry (Psychology/Business Law Instructor)

Dick Wynder (Automotive Maintenance Technology Instructor)

BACKGROUND:

During the March 2, 2010, Board meeting, Psychology Instructor Julia Berry was awarded a \$2,000 Exceptional Faculty Award to attend two conferences. She reported on her attendance at the annual Society for Industrial and Organizational Psychology Conference in Atlanta, Georgia during the May 25, 2010 meeting. She will report on her attendance at the American Psychological Association Conference in California.

During the May 25, 2010, Board meeting, Dick Wynder was awarded Exceptional Faculty funding to attend two wheel alignment training courses at Shoreline Community College. He will provide his oral report to the Board.

Prepared by the President's office.

RECOMMENDATION:

None

Exceptional Faculty Award Report
Psychology Instructor Julia Berry

Not only did the Exceptional Faculty Award provide me with the wonderful opportunity to present my thesis to the SIOP (Society for Industrial/Organizational Psychology) conference in April, but I was also able to present my thesis at the annual American Psychology Association (APA) conference in San Diego on August 12 - 15. This time around, I did a poster presentation on “The Work-Family Conflict and Job Performance Relationship” and it went very well.

Because this was the same presentation I gave in Atlanta, I will be brief. During the presentation, I was able to demonstrate actual reasons that employers should be concerned about work-family conflict. The strain of family demands are leading to low concentration levels and fatigue on the job, which is essentially sabotaging job performance (and costing organizations huge amounts of money). Thus, implementing family-friendly programs into the workplace have the opportunity to benefit both individual and organizational performance.

As a member of the APA Psychology Teachers at Community Colleges Committee (PT@CC), I was able to attend various “teaching of psychology” sessions including such topics as the teaching of writing, teaching creatively, teaching psychological science in the 21st century, APA resources for teachers, teaching study skills in the introduction psychology course, and innovations in teaching at the community college. As the session titles exhibit, these kinds of experiences can only make me a better teacher, which will essentially provide our students with the necessary resources to reach their personal goals. I want to make each hour Monday through Thursday worthwhile for my students, and because of this conference, I feel even more confident that I can carry out my goal. And lastly (and proudly), I had the opportunity to represent Big Bend, to network, and to put our name out there. Thank you again, so very much for this experience.

Exceptional Faculty Award Report
to
BBCC Board of Trustees
19 October 2010
Dick Wynder

The Exceptional Faculty Award provided me with the opportunity to receive factory Hunter Engineering fundamental and intermediate wheel alignment training.

Although I have a great deal of experience in wheel alignment, that experience is based upon the capabilities and limitations of Hunter analog and John Bean infrared alignment systems. All alignments systems provide information on tire location based on the horizontal, vertical, and rotational planes. All can provide information for accurate adjustments of camber, caster, and toe. Most can provide comparative readings between the front and rear wheels for reasonable thrust alignment. Some can provide enhanced "live" data. The Hunter "Hawkeye" camera/reflective target system that the BBCC auto program acquired in 2009 can do all of that and much more. Its software allows it to be programmed so that one key can be used to continue step-by-step until completion of work. This feature can prevent students or experienced technicians from skipping a step or making a mistake.

One would think that with all of this capability that the machine would be very intuitive. That is why I sought the training. The software allows for many different configurations of customer information, vehicle information, inspection, step-by-step, hard keys, soft keys; the list goes on. My wish was to learn to use this capability effectively. As the instructor said, "Most techs drive this machine like a Hyundai rather than the Ferrari that it is".

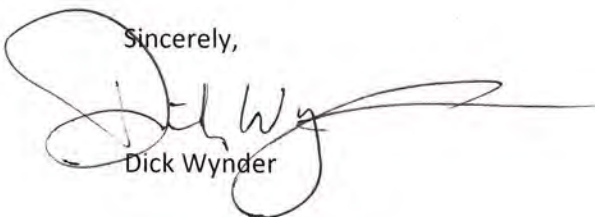
The course consisted of three days (24 hours) of fundamental instruction in the use of the system and alignments in general. Approximately half of the instruction time was spent in the lab on live vehicles. This portion was held July 12-14 at Shoreline Community College.

Additionally, an intermediate course of two days (16 hours) was held which focused on some of the patented programs included in the software including more than 100 languages, videos, animations, databases for technician preferred angles, modified vehicles, and adjustments how-to's. The time was spent mostly in the lab. This course was also held at Shoreline Community College on September 23-24.

Armed with the knowledge gained at these two classes and some additional time at the controls of our machine, I feel like I will be able to "drive the machine like a Ferrari" and make the student's hands-on learning experience more meaningful.

I would like to thank those involved in determining the award and the opportunity it afforded me.

Sincerely,



Dick Wynder

BIG BEND COMMUNITY COLLEGE

Date: 10/19/10

ITEM #6 Basin Tech Prep (for information)

BACKGROUND:

Big Bend Community College has received federal Tech Prep grant funds for 17 years, from 1994 – 2011. Mary Shannon, Basin Tech Prep Director, will report on the current status of Tech Prep in Washington State and locally. The report will include an explanation of funding sources, Tech Prep's required elements, challenges, and successes. An update on the proposed Grant County Skills Center will be presented by Christine Armstrong, Career and Technical Education Director, Moses Lake School District.

Prepared by Mary Shannon Director, Career Advising & Outreach and Tech Prep.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 10/19/10

- ITEM #7:** Board Policy 1000 Policy Governance Revision (for action)
- **EL1** (page 3 of 16), **BSL 1** (page 13 of 16) Add President's Position Description Reference
 - **E6** (page 2 of 16) Revise Cultural Enrichment End Statement to Multiculturalism End Statement
 - **BSL4 3 D** (page 15 of 16) Revise Annual Internal Reports
 - **GP8 D** (page 11 of 15) Revise Parliamentary Procedure

BACKGROUND:

EL1 (page 3 of 16, yellow highlight) BSL 1 (page 13 of 16, yellow highlight) Add President's Position Description Reference

During the September 7, 2010 Board of Trustees meeting, the Board suggested that Administrative Policy 3500 Position Description: President be referenced in Board Policy 1000 Policy Governance. The revised Board Policy 1000 is attached for consideration. AP3500 is referenced on pages 3 and 13 in yellow in the attached PG1000.

E6 (page 2 of 16, blue highlight) Revise Cultural Enrichment End Statement to Multiculturalism End Statement

You may recall the challenge we have faced each year in our monitoring reports to fully engage the concepts inherent in your Ends Statement on "Cultural Enrichment." The challenge has been to visualize and articulate a set of behaviors that demonstrate to observers that the concept has been integrated into the college culture and the results, however robust they may or may not be, are critically observed.

This challenge with the "Cultural Enrichment" Ends Statement has been discussed at every board retreat since your adoption of Policy Governance, especially at the most recent one on August 25, 2010, at the Wildhorse Wind Farm. We came away from that discussion with a new focus on the intent of the Ends Statement that both provided behaviors to be observed and strategies to accomplish those behaviors.

The TAB for this agenda item proposes a revision of your Ends Statement on Cultural Enrichment. Its title is proposed to become "Multiculturalism." We invite your discussion of this change and possible adoption to replace "Cultural Enrichment." Suggested revision is in blue on page 2 in the attached PG1000

BSL4 3 D (page 15 of 16, green highlight) Revise Annual Internal Reports

With the 2009-14 Academic Master Plan a revised reporting structure folding six monitoring reports into three AMP reports (#1 Access, #2 Programs, #3 Outcomes) was

developed. Reference to this new report structure needs to be incorporated in Policy Governance. Suggested revisions are noted in green on page 15 in the attached PG1000.

GP8 D (page 11 of 15, gray highlight) Revise Parliamentary Procedure

Advice received from ACCT suggested updating the governance document language to the current version of Robert's Rules of Order, rather than the old original version.

Prepared by the President's Office.

RECOMMENDATION:

President Bonaudi recommends revising BP1000 as indicated.

Suggested revisions are italicized, highlighted and underlined.

BP1000 POLICY GOVERNANCE

BP1000

1000.1 ENDS

E-1 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

BBCC Goals

The College provides learning opportunities that include;

- Critical thinking and problem solving
- Computation
- Communication
- Workplace skills and values
- Awareness and sensitivity to cultural diversity
- Arts enrichment and cultural activities

BBCC Characteristics

Big Bend Community College maintains a working and learning environment with the following:

- A discrimination-free environment which promotes diversity and staff and student success
- A service-oriented environment which provides access and support services to all students, including those who are physically and mentally challenged yet have the ability to benefit
- A climate which encourages safety, individual wellness, and human dignity
- Facilities and equipment to support student learning
- Continual assessment of student outcomes

(Reports – annually based on performance indicators, % of institutional effort, budget allocations, Academic Master Plan, etc.)

E-2 Access

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

This is manifested through resource sharing with most of the communities of community college district #18, and inclusion of representative numbers of ethnic and economic groups receiving college services and continued support of Basic Skills programs.

(Reports – annually based on student/staff profiles, special inclusion efforts, grant activity, diversity reports, evening and off campus schedules and activities, etc.)

E-3 Partnerships

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

This is seen through active participation by the BBCC Board, staff and students at the local, state, and national and international levels, in planning and implementation of both policy and service.

(Reports – annually based on advisory committee appointments and minutes, contract training activity, grant applications (with partners), Foundation activity, etc.)

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.

Accordingly, the college develops and utilizes a comprehensive range of assessment tools and practices, consistent with the college mission.

(Reports – annually the college assessment plan and each Board meeting with a discussion of current assessment activity.)

E-5 Climate

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

This means the college will establish, maintain, and review standards of service, safety, and ethical conduct for students and staff.

(Reports – annually on training, assessment information, complaints, crime statistics, etc.)

E-6 Cultural Enrichment Multiculturalism

- *The Board will promote a climate of cultural understanding to be reflected in an approach for both students and college employees that results in an attitude of inquiry and openness. In the workplace and community, this approach sets a standard for customer service and civility in all interactions. In the classroom it leads to understanding of our world and the people in it.*

(Reports – annually assessment outcomes, student satisfaction surveys, portfolio of activities, etc.)

1000.2 EXECUTIVE LIMITATIONS

EL – 1 General Executive Constraint

The President shall not allow in or by the operating organization of BBCC, any practice, activity, or decision, which is either unlawful, or in violation of commonly accepted professional ethics, or is contrary to the provisions set forth in the Governance Process Policies. The duties and responsibilities of the President are outlined in AP3500.

EL – 2 Respect For Students

Students should be treated with respect at all times. The President shall not cause or allow conditions, procedures, or decisions which are unsafe, lacking in respect, unnecessarily intrusive, or which fail to provide appropriate confidentiality and privacy.

The President may not:

1. Use methods of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the information elicited.
2. Fail to provide a grievance process, including access to the Board, to those students who believe that they have not been accorded a reasonable interpretation of rights established pursuant to this policy.
3. Operate without written procedures which clarify the rules for students.

EL – 3 Respect For Community Members

BBCC recognizes that our community members are our stakeholders and that all visitors to our facilities should be treated with respect. The President shall not cause or allow conditions, procedures, or decisions which are unsafe, lacking in respect or unnecessarily intrusive.

The President may not operate without written procedures which describe rules for visitors.

EL – 4 Respect For Employees

Paid and volunteer staff should be treated with respect at all times, and in compliance with established policies, process, and contracts. The President may not cause or allow conditions which are unsafe, lacking in respect, unnecessarily intrusive or are knowingly in violation of college policies, process, and contracts.

The President may not:

1. Operate without written personnel procedures which clarify personnel rules for staff, and provide for effective handling of grievances.
2. Discriminate against any staff member for expressing an ethical dissent within the framework of existing policy, process, and contracts.

3. Restrict the exercise of academic freedom.
4. Prevent non-academic employees (*) from the exercise of all rights provided to classified and exempt employees in AP4200 Communications/Grievance Procedure for Classified & Exempt Staff including an appeal to the Board.

(*) Academic employees (faculty) have a separate defined grievance process defined in the Negotiated Agreement (Article XXV).

5. Hinder employees from becoming acquainted with their rights under this policy.

EL – 5 Ethical Conduct

The President must establish and maintain high levels of professional and institutional integrity, adhering to the ethical standards of the State of Washington and of Big Bend Community College.

The President may not:

1. Change his or her own compensation and benefits.
2. Allow a conflict of interest or the appearance of a conflict of interest to exist in the approval of any college contract.
3. Promise or imply permanent or guaranteed employment in disregard of college hiring policies, procedures, and practice.

EL – 6 Asset Protection

The President may not allow assets to be unprotected, inadequately maintained nor unnecessarily risked nor allow any action that is contrary to the provisions set forth in the Governance Process Policies.

The President may not:

1. Unnecessarily expose the college, its Board or staff, to claims of liability.
2. Fail to protect intellectual property, information and files from loss or significant damage.
3. Receive, process or disburse funds under controls, which are insufficient to meet the State Auditor's standards.
4. Fail to provide adequate protection against theft and casualty.
5. Fail to establish disaster/emergency management plans.

EL – 7 Financial Planning

Financial planning shall not deviate materially from Board Ends priorities.

The President shall not fail to demonstrate concurrence between Board Ends priorities and the annual budget.

EL – 8 Financial Condition And Activity

The initial and ongoing receipt and expenditure of funds shall be maintained within the approved budgetary expectations. Extraordinary changes in receipts or expenditures shall not cause or allow the development of fiscal jeopardy.

The President may not:

1. Expend more funds than have been received in the fiscal year
2. Allow an annual budget to be submitted for approval with dedicated contingencies of less than 2.5% of the total General Operating Budget and Operating Tuition Fund.
3. Fail to settle payroll and debts in a timely manner.
4. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
5. Acquire, encumber, or dispose of real property.

EL – 9 Communication And Support To The Board

The President must keep the Board informed regarding monitoring data, relevant trends, media coverage, and Board compliance with its own policies, while acting as counsel to the Board.

The President may not:

1. Neglect to submit monitoring data required by the Board in a timely, accurate and understandable fashion, directly addressing provisions of the Board Policies being monitored.
2. Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Board Policy has previously been established.
3. Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Linkage, particularly in the case of Board behavior, which is detrimental to the work relationship between the Board and the President.
4. Fail to provide a mechanism for official Board communications.
5. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

EL – 10 Emergency Executive Succession

In order to protect the Board from the sudden loss of chief executive services, the President may not have fewer than two other executives familiar with Board and President issues and processes.

1000.3 GOVERNANCE PROCESS

GP – 1 Governance Commitment

The purpose of governance is that the Board, on behalf of the constituents of community college district # 18, ensures accountability of Big Bend Community College by assuring that it (a) achieves appropriate results for the appropriate recipients at an appropriate cost and (b) avoids unacceptable activities, conditions and decisions.

GP – 2 Governing Style

The board will govern with an emphasis on outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of board and chief executive roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity.

The board will:

1. Deliberate in many voices, but govern in one.
2. Be responsible for excellence in governing and an initiator of policy.
3. Direct, control and inspire the organization through the careful establishment of broad written policies reflecting the board's values and perspectives. The board's major policy focus will be on the intended long-term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.
4. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy making principles, respect for roles, and ensuring the continuity of governance capability.
5. Monitor and discuss the board's process and performance periodically. Self-monitoring will include comparison of board activity and discipline to policies in the Governance Process and Board-Staff Linkage categories.
6. Continual board development will include, but not be limited to, orientation of new members in the board's governance process and periodic board discussion of process improvement.
7. Seek input from staff, students, alumni, employers and other community members on Board Policies.

GP – 3 Board Job Descriptions

The job of the board is to represent the constituents of community college district #18 in determining and demanding appropriate organizational performance. To distinguish the board's own unique job from the jobs of its staff, the board will concentrate its efforts on the following job "products" or outputs:

1. The link between the organization and the constituents of community college district #18
2. Written governing policies which, at the broadest levels, address:
 - A. *Ends*: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which needs, at what cost).
 - B. *Executive Limitations*: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - C. *Governance Process*: Specification of how the board conceives, carries out and monitors its own task.
 - D. *Board-Staff Linkage*: How power is delegated and its proper use monitored, the President's role, authority and accountability.
3. The assurance of the President's performance (against polices in 2A and 2B).
4. A link between the Board and the College Foundation Board for maintaining communication and providing coordination between the two boards.

GP – 4 Chairperson's Role

The Chairperson assures the integrity of the board's process and, secondarily, occasionally represents the board to outside parties. The Chairperson is the only board member authorized to speak for the board (beyond simply reporting board decisions), other than in rare and specifically authorized instances.

1. The job result of the Chairperson is that the board behaves consistent with its own rules and those legitimately imposed upon it from outside the organization.
 - A. Meeting content will focus on those issues which, according to board policy, clearly belong to the board to decide or examine, not the President.
 - B. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and kept to the point.
2. The authority of the Chairperson consists of making decisions that fall within the topics covered by board policies on Governance Process and Board-Staff

Linkage, except where the board specifically delegates portions of this authority to others.

- A. The Chairperson is empowered to chair board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing, agenda-setting).
 - B. The Chairperson has no authority to make decisions about policies created by the board within Ends and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the President.
 - C. The Chairperson may represent the board to outside parties in announcing board-stated positions and in stating Chair decisions and interpretations within the area delegated to him or her.
 - D. The Chairperson may delegate this authority, but remains accountable for its use.
3. In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chairperson.
 4. In the absence of both the Chair and the Vice Chair, the President shall serve as Chair without privilege of vote in any official meeting of the board.

GP – 5 Board Members Code Of Ethics

The board commits itself and its members to ethical, businesslike, and lawful conduct. This includes proper use of authority and appropriate decorum when acting as board members.

1. Members must represent unconflicted loyalty to the interests of the community. This accountability supercedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staff. It also supercedes the personal interest of any board member acting as a consumer of the organization's services.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - A. There must be no self-dealing or any conduct of private business or personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
 - B. When the board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote, but also from the deliberation.

- C. Board members must not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a member desire employment, he or she must first resign.
 - D. Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.
3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.
- A. Members' interaction with the President or with staff must recognize the lack of authority vested in individuals except when explicitly board-authorized.
 - B. Members' interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board.
 - C. Members will give no consequence or voice to individual judgments of President or staff performance.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.

GP – 6 Cost Of Governance

Because poor governance costs more than learning to govern well, the board will invest in its governance capacity. Accordingly,

- 1. Board skills, methods, and supports will be sufficient to assure governing with excellence.
 - A. Training and retraining will be used liberally to orient new members and candidates for membership, as well as to maintain and increase existing member skills and understandings.
 - B. Outside monitoring assistance will be arranged so that the board can exercise confident control over organizational performance. This includes, but is not limited to, fiscal audit.
 - C. Outreach mechanisms will be used as needed to ensure the board's ability to listen to the viewpoints and values of the constituents of community college district #18.
- 2. Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

GP – 7 Naming Of Facilities

The Board retains its right to name and rename college buildings and facilities as an appropriate honor to individuals and organizations for friendship, service and support of the college.

1. The Board will also approve the naming of buildings and facilities according to the wishes of a donor who has met the schedule of financial support for the various capital projects of the college. The schedule of naming opportunities will be set in Administrative Process AP1020 .

GP – 8 By Laws Of Community College District #18

INTRODUCTION

The Big Bend Community College Board of Trustees, under law, is charged with the responsibility of Community College District No. 18. The authority is vested in the board, not in its individual board members. To assist the board in carrying out its responsibilities, it shall employ a president of Big Bend Community College and delegate to him/her the responsibility for administering the district under policies approved by the board. (RCW 28B.50.100) [see Board Resolution 2003.1 and BP1004]

Policies of the Board of Trustees are found in the records of board action and in the Board Policy Manual of which this document is a part. The bylaws which follow contain all of the rules adopted by the board which are in force and which relate to the organization and powers of the board and its method of conducting business.

OFFICES OF THE BOARD OF TRUSTEES

The Board of Trustees shall maintain an office at Big Bend Community College, Moses Lake, Washington, where all regular meetings shall be held, unless otherwise announced, and all records, minutes, and the official college seal shall be kept. This office shall be open during all normal business hours to any resident taxpayer of the State of Washington.

Correspondence or other business for the board shall be sent to the Secretary of the Board, who is located in this office at 7662 Chanute Street, Moses Lake, Washington 98837.

MEETINGS OF THE BOARD OF TRUSTEES

The Board of Trustees shall hold at least one meeting each quarter and such other regular or special meetings as may be requested by the Chairman of the board or by a majority of the members of the board. Regular meeting dates and times are set by an annual schedule approved by the board and published by the Office of the President. All regular meetings of the board will be held within Community College District boundaries at locations published prior to the meeting.

- A. Information for Board Members. Information and materials pertinent to the agenda of all regular meeting of the board shall be sent to trustees prior to each

meeting. Any matters of business or correspondence must be received by the Secretary of the Board by 12:00 noon the Monday of the week preceding the meeting in order to be included on the agenda. The chairman or secretary may, however, present a matter of urgent business received too late for inclusion on the agenda if in his/her judgment the matter is of an urgent nature.

- B. Executive Sessions. The Board of Trustees may convene in executive session during a regular or special meeting to consider matters affecting national security; the selection of a site or the acquisition of real estate by lease or purchase of real estate, when publicity regarding such consideration would cause a likelihood of increased price; to consider the disposition of real estate by lease or sale, when publicity regarding such consideration would cause a likelihood of decreased price; the appointment, employment or dismissal of a public officer or employee; or to hear complaints or charges brought against such officer or employee; or to hear complaints or charges brought against such officer or employee by another public officer, person, or employee unless such officer or employee requests a public hearing. The Board of Trustees also may exclude from any such public meeting or executive session, during the examination of a witness on any such matter, any or all other witnesses in the matter being investigated by the Board of Trustees.
- C. Records of Board Action. All business transacted in official board meetings shall be recorded in minutes and filed for reference.
- D. Parliamentary Procedure. Three members of the Board of Trustees shall constitute a quorum and no action shall be taken by less than a majority of the board members.

Normally, voting shall be viva voce. However, a roll call vote may be requested by any member of the board for purposes of the record.

In questions of parliamentary procedure, the actions of the board shall be conducted according to the rules contained in the current edition of Robert's Rules of Order Newly Revised, ~~Robert's Rules of Order~~ unless specified otherwise by state law or regulation of the State Board for Community and Technical Colleges.

- E. The chairman shall announce at the beginning of each meeting that interested citizens or groups may make oral or written presentations to the board regarding any item on the agenda at the time of its presentation to the board. If a written presentation is to be made, a notice of such written presentation must be submitted to the Secretary of the Board of Trustees at least 24 hours prior to the scheduled meeting. The chairman shall have the right to limit the length of time used by a speaker for the discussion of a subject.

OFFICERS OF THE BOARD

At the first regular meeting of the board each fiscal year the board shall elect, from its membership, a chairman and vice-chairman to serve for the ensuing year. In addition the President of Big Bend Community College shall serve as secretary to the Board of

Trustees as specified by state law. The secretary may, at his/her discretion, appoint the president's secretary or other appropriate college staff member to act as recording secretary for all regular and special meetings of the Board of Trustees.

The chairman, in addition to any duties imposed by rules and regulations of the State Board for Community and Technical Colleges, shall preside at each regular or special meeting of the board, sign all legal and official documents recording actions of the board, and review the agenda prepared for each meeting of the board. The chairman shall, while presiding at official meetings, have full right of discussion and vote.

The vice-chairman, in addition to any duties imposed by rules and regulations of the State Board for Community and Technical Colleges, shall act as chairman of the board in the absence of the chairman.

The secretary of the board shall be the President of Big Bend Community College and shall serve as chairman, without privilege of vote, in any official meeting of the board conducted in the absence of the chairman and vice-chairman. In addition to any duties imposed by rules and regulations of the State Board for Community and Technical Colleges, he/she shall keep the official seal of the board, maintain all records of meetings and other official actions of the board.

The secretary shall also be responsible for board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.

The secretary, or his/her designate, must attend all regular and special meetings of the board, and official minutes must be kept of all such meetings.

RESTRICTIONS OF INDIVIDUAL AUTHORITY

Legal authority is vested in the Board of Trustees and may be exercised only by formal action of the board, taken in regular and special meetings. No individual member of the board may act on behalf of the board unless specifically instructed by action of the board. Every member of the board shall be under obligation to support the decision or policy of the majority and shall not publicly oppose such a decision or policy after it has been adopted by the majority.

FISCAL YEAR OF THE BOARD OF TRUSTEES

The fiscal year of the board shall conform to the fiscal year of the State of Washington and shall be from July 1 to June 30 inclusive.

SEAL AND NAME OF THE COLLEGE DISTRICT

The Board of Trustees shall maintain an official seal for the use upon any or all official documents of the board. The seal shall have inscribed upon it the name of the college which shall be:

BIG BEND COMMUNITY COLLEGE
DISTRICT NO. 18
STATE OF WASHINGTON

CHANGES TO BYLAWS OF THE BOARD OF TRUSTEES

Bylaws of the board may be revised by majority vote of the board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be revised by unanimous vote of the board at the same meeting at which the revision is originally proposed.

DELEGATION OF RESPONSIBILITY

It shall be the responsibility of the Big Bend Community College Board of Trustees to establish policy and to evaluate the success of the college operation. The Board of Trustees shall employ a President for Big Bend Community College and hold such president responsible for the interpretation of board policy into administrative action and for the administration of the college in general.

Specific policies and their administrative interpretation shall be described in detail in the several sections of the Board Policy Manual. [see Board Resolution 2003-1 and BP1004]

1000.4 BOARD-STAFF LINKAGE

BSL - 1 Chief Executive Role

The President, as chief executive officer, is accountable to the board acting as a body. The board will instruct the President through written policies, delegating to him or her interpretation and implementation of those policies, as per Board Resolution 2003-1 and BP1004. The duties and responsibilities of the President are outlined in AP3500.

BSL - 2 Delegation To The President

All board authority delegated to the operating organization is delegated through the President, so that all authority and accountability of the operating delegation – as far as the board is concerned – is considered to be the authority and accountability of the President.

1. The board will direct the President to achieve specified results, for specific recipients, at a specified worth through the establishment of *Ends* polices. The board will limit the latitude the President may exercise in practices, methods, conduct and other “means” to the ends through establishment of *Executive Limitations* policies.
2. As long as the President uses any *reasonable interpretation* of the board’s *Ends* and *Executive Limitations* policies, the President is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.
3. The board may change its *Ends* and *Executive Limitations* policies, thereby shifting the boundary between board and President domains. By so doing, the

board changes the latitude of choice given to the President. But so long as any particular delegation is in place, the board and its members will respect and support the President's choices.

4. Only decisions of the board acting as a body are binding upon the President.
 - A. Decisions or instructions of individual board members are not binding on the President except in rare instances when the board has specifically given prior authorization for such exercise of authority.
 - B. In the case of board members requesting information or assistance without board authorization, the President can refuse such requests that require – in his/her judgment – a material amount of staff time or funds or is disruptive.

BSL – 3 President's Job Description

As the board's single official link to the operating organization, the President's performance will be considered to be synonymous with organizational performance as a total.

Consequently, the President's job contributions can be stated as performance in only two areas:

1. Organizational accomplishment of the provisions of board policies on *Ends*.
2. Organization operation within the boundaries of prudence and ethics established in board policies on *Executive Limitations*.

BSL – 4 Monitoring Presidential Performance

Monitoring executive performance is synonymous with monitoring organizational performance against board policies on *Ends* and *Executive Limitations*.

1. The purpose of monitoring is simply to determine the degree to which board policies are being fulfilled. Information which does not do this will not be considered to be monitoring. Monitoring will be as automatic as possible, using a minimum of board time so that meetings can be used to create the future rather than to review the past.
2. A given policy may be monitored in one or more of three ways:
 - A. Internal report: Disclosure of compliance information to the board from the President, or his/her designee.
 - B. External report: Discovery of compliance information by a disinterested, external auditor, inspector or judge who is selected by and reports directly to the board. Such reports must assess executive performance only against policies of the board, not those of the external party unless the board has previously indicated that party's opinion to be the standard.

- C. Direct board inspection: Discovery of compliance information by a board member or the board as a whole. This is a board inspection of documents, activities or circumstances directed by the board which allows a “prudent person” test of policy compliance.
3. Upon the choice of the board any policy can be monitored by any method at any time. For regular monitoring, however, each *Ends* and *Executive Limitations* policy will be classified by the board according to frequency and method.
- A. Annual Internal Reports for policies on:
 EL-2 Respect for Students
 EL-3 Respect for Community Members
 EL-4 Respect for Employees
 EL-7 Financial Planning
 EL-9 Communication and Support to the Board
 EL-10 Emergency Executive Succession
- B. Annual External Reports or direct Board inspection for policies on:
 EL-1 General Executive Constraint
 EL-6 Asset Protection
 EL-8 Financial Condition and Activity
- C. Quarterly Internal Reports on Actual Budget
- D. Annual Internal Reports for all *Ends* policies contained in:
Academic Master Plan Reports
 E-2 Access #1 Access
 E-3 Partnerships #2 Programs
 E-4 Student Achievement #3 Outcomes
 E-5 Climate
4. Each June the board will conduct a formal evaluation of the President. This evaluation will focus on the monitoring data on *Ends* and *Executive Limitations* policies provided during the intervening year. However, the board’s evaluation may also include pre-determined criteria based on the board’s expectations of the President’s performance so long as such criteria have been specified one year in advance of the evaluation.
- A. A tool to be used in the evaluation of the president is a focus group of community leaders from across the college district, to discuss college accomplishment of board End’s statements. Prior to the conduct of the focus group the board will discuss and select any specific questions they wish introduced to the focus group dialogue directly related to the president’s job description and/or Executive Limitations in addition to those based on the End’s statements.
- B. The board will discuss the monitoring Academic Master Plan report results, Executive Limitations information and focus group conversations with the president in executive session.

- C. The results of the evaluation will be reported in open meeting with any necessary action to occur at that open meeting.

BIG BEND COMMUNITY COLLEGE

Date: 10/19/10

ITEM #8 Assessment of Board Activity (for action)

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

This agenda item provides an opportunity for the individual Trustees to report on community contacts they 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: 10/19/10

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

BACKGROUND:

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

Prepared by the President's Office.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 10/19/10

ITEM #10: Miscellaneous (for information)

BACKGROUND:

In-Service activities were held for new and returning faculty members the week of September 13.

September 20, the first day of fall quarter brought many returning students and new students to campus. There were a variety of workshops and welcoming activities for all.

The CWU President, Dr. Jim Gaudino, and the CWU Trustees and staff enjoyed the partnership reception held on campus September 30. They complimented the facilities and staff following their Board meeting held October 1 in the Hardin Community Room.

New Heritage University President, Dr. John Bassett, was on campus October 6.

President Bonaudi, VP Mohrbacher, VP Hamburg and Foundation Executive Director Doug Sly attended the REC Grand Opening October 11, 2010. Celebrating the success of one of BBCC's community partners along with legislators was a good networking opportunity.

BBCC officially took over leadership of the Pre Employment Training (PET) program.

EWU President, Dr. Rodolfo Arévalo, and some of his staff will be on campus November 8.

RECOMMENDATION:

None.