

Big Bend Community College

Board of Trustees Regular Board Meeting



**Wednesday October 19, 2011
1:30 p.m.**

ATEC
Hardin Community Room

**Community College District No. 18
7662 Chanute Street NE
Moses Lake WA 98837**



Big Bend
Community College

COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE

7662 Chanute Street
Moses Lake, Washington 98837
Regular Board Meeting Agenda
Wednesday, October 19, 2011, 1:30 p.m.
ATEC- Hardin Community Room

	Action			
<p><i>Governing Board Members:</i></p> <p><i>Angela Pixton Chair</i></p> <p><i>Mike Wren Vice Chair</i></p> <p><i>Mike Blakely</i></p> <p><i>Katherine Kenison</i></p> <p><i>Jon Lane</i></p> <p><i>Dr. Bill Bonaudi, President</i></p>	A	1.	Call to Order/Roll Call Pledge of Allegiance	
	I	2.	Introductions	
	I/A	3.	Consent Agenda	
		a.	Regular Meeting Minutes August 9, 2011	(A)
		b.	President's Activity Update	(I)
		c.	Student Success	(I)
			Student Achievement Initiative	
			Academic Master Plan	
		d.	Accreditation	(I)
		e.	Assessment Update	(I)
		f.	Capital Project Report	(I)
		g.	Security Update	(I)
		h.	Quarterly Budget Update	(I)
		i.	Human Resources Report	(I)
	j.	Enrollment Report	(I)	
	k.	Advisory Board Committee Members	(I)	
	l.	Crime Report	(I)	
	A	5.	Declaration of Financial Emergency	
	I	6.	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 – Kim Jackson, Advisor	
		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/A	7.	2009-14 AMP Outcomes Report- Dean Valerie Kirkwood	
			-----BREAK-----	
	I	8.	Grants- President Bonaudi	
	I/A	9.	Board Policy 3011 Executive Session	
	A	10.	2011-12 Board Goals	
	A	11.	Assessment of Board Activity- Board	
	A	12.	Regularly Scheduled Board Meeting– Board	
	I	13.	Miscellaneous- President Bonaudi	
	A	14.	Adjournment	

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, 2011, 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.

Fall 2011 Campus Events

October						
S	M	T	W	T	F	S
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	19	Board of Trustees Meeting; Hardin Room; 1:30 p.m.
	19	Women's Volleyball vs. Treasure Valley Community College 6:00 p.m.
	20	3 on 3 Basketball Tournament 7:00 p.m.; DeVries Activity Ctr
	21	Women's Volleyball vs. Wenatchee Valley College 6:00 p.m.
	21	Phi Theta Kappa Honors in Action Education Forum, Masto C & D; 10:00 a.m.
	25	Star Night 6:00 p.m.; Masto Conference Center
	27	Halloween Dance 9:00 p.m.; Masto Conference Center
November	2	Pool Tournament 2:15 p.m.; ASB area
	2	Women's Volleyball vs Yakima Valley CC 6:00 p.m.; DeVries Activity Ctr
	4	Women's Volleyball vs. Walla Walla CC 6:00 p.m.; DeVries Activity Ctr
	8	Thanksgiving Lunchfest 10:30 a.m.; Masto Conference Ctr
	14	TACTC Legislative Retreat; Highline Community College
	17	Phi Theta Kappa Rho Zeta Silent Auction 8-4:00; Peterson Gallery
	17	Bowling Night @ Lakebowl 10:00 p.m.
	26	Women's Basketball vs. Alumni 6:00 p.m.; DeVries Activity Ctr
	30	Board of Trustees Meeting; Hardin Room; 1:30 p.m.

1st Big Bend Community College Foundation Dollar Da\$h



Judy Oakes, Race Director
 Sherri Keeler Hull, Grand Marshall



Big Benders!

Missing from the staff photo were Sandy and Patches Cheek, Clint Hansen, Doug Sly and Wilson Kirkwood.

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #3: CONSENT AGENDA (for action)

- a. Regular Board Meeting Minutes September 6, 2011
Board Administrative Retreat Minutes September 14, 2011

BACKGROUND:

The minutes of the Regular Board Meeting Minutes September 6, 2011, and the Board Administrative Retreat September 14, 2011, are included for review.

Prepared by the President's Office.

RECOMMENDATIONS:

President Bonaudi recommends the Board of Trustees approve the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Wednesday, September 7, 2011, 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

Present: Mike Blakely
 Katherine Kenison
 Jon Lane
 Angela Pixton
 Mike Wren

2. Introductions

BBCC Volleyball Coach Mike DeHoog asked his team to introduce themselves. Waileia Kaneali'i from Hawaii is working toward communications, Markie Fancher from Moses Lake is working toward nursing, Lindsey Wakelam from Nampa ID is working toward business, Mindy Robins from Moses Lake is working toward business, Kaydren Dunkin from Moses Lake is working toward teaching, Katie Demarest from Leavenworth is working toward early child ed, Michelle Niehenke is working toward nursing, Kayla Curtsinger from Yakima is working toward business, Kendra Bailey from Rupert ID is working toward speech, Susanna Sacht from Boise ID is working toward nursing, Katelyn Riste from Redmond OR is working toward neonatal nursing, and Emily Vaartstra from Nampa ID is working toward broadcast journalism. Coach DeHoog stated this is his tenth year coaching and this is a great group of young ladies.

Dean Kara Garrett introduced newly hired Transfer Services Coordinator Jenny Ratigan. Ms. Ratigan will lead the planning, analysis, design, development, piloting and evaluation processes for the services offered in the Student Success Center located in the 1400 Building. She will work with BBCC staff and Heritage University staff to develop coordinated services for students in the Student Success Center as well as students taking classes at a distance.

Ms. Ratigan has a Master of Education Major in Counseling from Heritage University and a Bachelor of Science in Business Education from Central Washington University. Her experience includes being a Career Center Coordinator at Ephrata High School, Secondary Teacher at Quincy High School, School Counselor at Frontier Middle School-Moses Lake and Counselor/Treatment Supervisor at Grant County Juvenile Court-Ephrata. She has extensive experience in providing counseling services to youth and families, working with at-risk-youth, program management and knowledge and development of partnerships with community based agencies and services.

Dean Garrett also introduced Kelsey Bendtsen as the ECEAP program coordinator and family advocate. Ms. Bendtsen is responsible for the design, implementation, student tracking and outcome reporting of the ECEAP Program and providing social and emotional support to families through on-campus and home visits. The ECEAP Program is located in the 1300a Building. She will be a liaison with local and state social service agencies, community-based organizations and local school districts.

Ms. Bendtsen has a Master of Social Work and a Bachelor of Arts in Social Work from Eastern Washington University. Her experience includes being a Primary Counselor Intern and then an Intake Counselor at Daybreak Youth Services-Spokane and a School Social Work Intern for Contract Based Education, West Valley School District-Spokane. She has experience in working with at-risk-youth, young adults and families and advocating for youth resources, education and support.

Dean Garrett commented it's great to have the opportunity to hire these grant funded positions.

3. Proprietary Budget

VP Gail Hamburg introduced the Director of Business Services Charlene Rios. They presented the Proprietary Budget together. Director Rios stated the bookstore gross profit has ranged from 30% to 28% since 2008-09. She said this range is acceptable. An equipment upgrade was purchased this past year and it increased the bookstore's ability to make online sales and textbook rentals. The net income from operations for the bookstore was \$23,902. After the annual COP payment and a loss of \$38,140 as a result of the old inventory liquidation, the bookstore had a net loss of \$37,238 for fiscal year 2011.

Caren Courtright the Director of the Bookstore shared information about the textbook rental program. MPC 95 & 99 textbooks books were the first offered for rental. There were 697 and 411 rentals respectively over eight quarters. Once a book is rented three times the cost is recovered. The new Sherpa software program allows improved tracking of sales and rentals. Nine titles are being offered for rental. The MPC 90 textbook will be a good rental, it sells for \$143 and rents for \$48. Last year, 268 CSS100 books were rented at \$25 each and 237 sold at \$68 each. Criminal Justice, and Business 101 and 201 will also be available for rent. President Bonaudi commented this is a nice break for students.

The athletic budget was noted on page 4. Director Rios stated Athletic Director Preston Wilks thanked the Board for their support. He also asked Director Rios to invite the Trustees to the Viking Booster Club Golf Tournament October 15 to participate or sponsor an athlete. The budget increased along with the expenditures due to some of the salaries being funded by this budget rather than the Operating Budget.

The athletic budget also took an additional \$15,000 cut from salaries being moved from state funds to athletics. The Baseball budget is higher because they raise funds for a trip to Arizona. The Basketball camp is no longer managed at BBCC due to coaching changes so their numbers are down.

The ASB budget was detailed on pages 5-6. This past year, some of ASB's expenses have included Student Handbooks/Planners, chairs for the Student Success Center, money towards Job & Career Fair, 11 Graduation Caps & Gowns for students who couldn't afford them, New Student Orientation (motivational speaker and BBQ), and a lit entrance sign to the college by Wallenstein Theater that coincides with an Eagle Scout beautification project. The Boy Scout wanted to have this sign as a memorial for Ryan Floch, a former student and basketball player. ASB also purchased four aluminum picnic tables, which are now located in the 1400 courtyard.

This year ASB wants to promote the different athletic programs to the community and they paid for posters to be printed. The posters will be distributed to the local businesses and schools by the team members. Director Rios shared the Volleyball poster.

ASB is also sponsoring the Human Race Machine the first week in October as well as many other student activities. They also put together welcome bags for the dorm students again this year as well as another Student Handbook/Planner.

S & A (Services and Activities) fee revenue is trending upward due to increased enrollment. The S & A fee represents 9.7% of tuition. The S & A fees encompass both ASB and Athletics. The ASB's S & A fee in 2010-11 was up \$27,000 over the 2009-10 balance. Director Rios highlighted the American Welding Society (AWS). Their account went from \$255 to \$5,305 as a result of fundraising for a conference in Chicago. Director Rios expressed kudos to Welding Instructor and AWS advisor Shawn McDaniel for the increase in fundraising activities. Additional expenses were incurred to cover the \$5,000 for New Student Orientation that was previously funded by Achieving the Dream (AtD).

The Housing & Food budget was detailed on page 7. The contract with Fairchild Air Force Base has greatly impacted this budget. The Food budget fund balance increased from -\$29,423 to \$464,594. The Housing budget fund balance increased \$293,000. The Housing increase was not as dramatic due to additional expenses of carpets, beds, a/c, window coverings and other improvements to the dorms. The Air Force contract ends November 26, 2011, and VP Hamburg indicated it could be extended. Trustee Wren asked about the \$1 million projected food revenue in 2011. VP Hamburg responded that is the balance of the Air Force contract.

Director Rios reported there are 95 students in the dorms for 2011-12. The rates remain the same at \$990 for a single room and \$840 for a double room.

VP Hamburg stated some of the reserves accumulating from the Air Force contract are funding improvements to the dorms. Improvements such as new carpeting, fixtures and plumbing will be made in Phillips Hall after Fairchild Air Force moves out. New TV's will be installed as well. Viking hall will be available for JATP students in March 2012. Upward Bound students will also reside in Viking Hall and BBCC students will be moved from Phillips Hall into Viking Hall to allow for upgrades to Phillips Hall during the summer. These additions and improvements could not be provided without the funding generated by the Air Force contract. Some of these reserves are earmarked for part time faculty if necessary. Some of the military who were being housed downtown have moved into Job Corps dorms. Recently, due to scheduled Air Force maneuvers there was a surge of about 300 additional Air Force staff on campus. VP Hamburg agreed to negotiate the contract differently per meal for the surge if two conditions were met: accurate projection of meals to Chef Dale Yates and copies of the sign in sheets to BBCC right away. The meals were staggered and the surge went smoothly. A surge is scheduled in October that is anticipated to double the number of this recent surge.

VP Hamburg referred the Trustees to Page 8, which summarizes all of the funds that were not reported in the State Operating Budget. This same sheet was shared during the Operating Budget presentation and since that meeting it has been fine tuned resulting in a net income of \$39,000 more than during the Operating Budget presentation.

The pie chart on page 9 remains the same. The 2011-12 Operating Budget is 44% and the Grants & Contracts and Proprietary Budgets are 56% of the total budget. The 2010-11 Operating Budget was 50% and the Grants & Contracts and Proprietary Budgets were 50%. The Air Force contract made the difference in raising the Grants & Contracts and Proprietary Budget from 50% to 56%.

President Bonaudi relayed that Senator Holmquist-Newbry was on campus yesterday. He shared this pie chart with her and it helped her understand the community college budget crisis. Trustee Mike Blakely commented he would like to share this graphic at Rotary and the Quincy Leadership meeting.

VP Hamburg stated pages 10-13 detail grant activities for last year. She highlighted the financial aid grants from page 12: PELL, SEOG, State Need Grant, and State Work Study. These financial aid grants make up 62% of all of the grants. Financial Aid Advisor Rita Ramirez provided a financial aid update and distributed a yellow information sheet. Financial aid applications have increased 62% from 2007-08. The amount of financial aid received has increased 43% since 2007-08. Loan awards have increased 50% since 2007-08. To date this academic year, 2,868 financial aid applications have been received. Currently the office is processing loan applications. BBCC is projected to award almost \$2 million.

President Bonaudi commented the bottom chart shows a 50% increase in loans awarded since 2007-08 and that's comparing three quarters to four quarters. Increasing debt for students is very concerning. Director Rios reported Pell grants are an endless source, there is no limit if the students are eligible. Trustee Blakely reported Pell grants are under fire in the House of Representatives. President Bonaudi stated there is a report that shows Pell recipients are not graduating in overwhelming numbers within 2-4 years even though they do make progress. Often times they step out for a short time and then come back to school.

Page 14 details grants that are also included in the Operating Budget: ABE, ESL, Opportunity Grant, WFT Development, Workforce Development Projects, and Worker Retraining. President Bonaudi stated the total of these grants are significant. These monies do not start programs or hire faculty, but they do pay tuition.

The financial statement on pages 15 and 16 is a consolidated balance sheet of all funds. This reports the college's assets, liabilities and fund balances. The \$17 million pooled cash account includes all cash into one pooled fund to ease the investment management. The \$17.7 million includes: cash \$4.9 million, investment in local government investment pool \$4.7 million, and investments of \$8 million.

Long term assets have changed a little because the Student Success Center was added and some restrooms were updated and depreciation taken.

VP Hamburg commented that all interest rates on investments have decreased dismally. The local government investment pool gross earnings rate has steadily reduced from .57% in 8/2009, to .3364% on 6/30/10 to .27% in 8/2010, and then to .1583% on 6/30/11. The bond interest rates have also decreased.

The current COP payment of \$245,000 due this year is noted in installments payable short term. Long term liabilities include \$3.7 million for the COP. The total COP debt is \$3.9 million with a 4.107% interest rate and a 20-year term with the last payment due 12/1/23.

VP Hamburg reviewed page 17, the AR aging report. The majority of accounts are current with no delinquencies. The long term column includes student accounts with financial aid.

The cash balances are detailed by month on page 18. There was a cash balance of \$17.7 million on 6/30/11. This page illustrates the pooled cash account. When interest is earned it is prorated to the appropriate fund within the pooled cash. The cash reserves are also listed on this sheet totaling \$3,998,240 as of 6/30/11.

VP Hamburg reviewed the balance sheet by fund on pages 19 and 20. She highlighted the Bookstore inventory amount of \$278,170. This is \$35,000 less due to the inventory liquidation.

The consolidated source and application of funds is detailed on Page 21. This is as close as the college gets to an income statement. Interesting to note the interest revenue totaled \$93,953. Last year (2010) interest revenue was \$175,718, the year before (2009) it was \$201,000 and the year before that (2008) it was \$671,000. VP Hamburg stated in the past when the interest revenue was larger and more dependable it was budgeted revenue. The sales revenue is from the bookstore for a total of \$977,000. Total revenue is \$35 million. In the expenses portion, the cost of goods sold is from the bookstore at \$743,234, with total expenses of \$34 million. This result is a \$1,173,055 net increase in the fund balance. The total fund balance as June 30, 2011, was \$42,811,808

VP Hamburg explained that only 77.3% of tuition goes into the operating budget. S & A fees (ASB and Athletics) take 9.7%, 3.5 % goes into a financial aid fund, and 9.5% goes back to the state for the building fund.

Trustee Mike Blakely asked about the building fund. It is a statewide building fund for all community colleges. VP Hamburg said she is working with architects on a facilities master plan that will be a great resource when we apply for funds. When the Facility Master Plan is completed she will invite the architect to present the information to the Board.

Trustee Mike Blakely commended VP Hamburg and her staff for the presentation.

Motion 11-31 Trustee Mike Blakely moved to approve the 2011-12 Grants, Contracts & Proprietary Budget. Trustee Kenison seconded the motion and the motion carried.

President Bonaudi referred all to the chart on page 9 of the 2011-12 Grants, Contracts & Proprietary Budget as a moving target.

4. Consent Agenda

a) Approval of Regular Board Meeting Minutes August 9, 2011 (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Capital Project Report (I); g) Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I); j) Donations (A);

Motion 11-32 Trustee Mike Wren moved to approve the August 9, 2011, meeting minutes as presented. Trustee Jon Lane seconded the motion. The motion carried.

Motion 11-33

Trustee Mike Blakely moved to approve the balance of consent agenda items. Trustee Katherine Kenison seconded the motion and the motion carried.

5. Remarks

- a. Associate VP of Student Services Candy Lacher provided the ASB report. She promoted the volleyball game tonight against Spokane. ASB officers finished assembling 115 welcome bags for the incoming Dorm Students. These bags include snacks, free bowling pass from Lakebowl, coupons from Sodexo and the Bookstore, flu & cold symptom information, ASB goodies, including a keychain whistle/flashlight, hand sanitizer, event calendars for both ASB and Allied Arts.

Trustees are invited to attend the NSO BBQ sponsored by the ASB at noon on Thursday, September 15. All staff and faculty are encouraged to wear Big Bend apparel on that day to help students identify employees. Employees are encouraged to reach out and meet a few new students at the BBQ. The new student handbooks/planners will be handed out to the new students during orientation.

The patriotic themed Back to School BBQ for students and their families is scheduled for Thursday, September 22 from 4-7 p.m. \$5 per person includes all you can eat at the BBQ as well as cotton candy and sno cones. There will be an Inflatable obstacle course and bungee activity as well as a bouncy activity for the young children. We will also be having a photo key chain with the Big Green Chair – climb on and get your picture taken. We will also have a Henna Tattoo artist and a Caricature Artist. The band will be our local Foolish Fortune.

The new picnic tables that ASB helped purchase are now located in the 1400 courtyard.

Wellness Coordinator Char Rios added that a flu shot clinic will be held on October 3, 12:30-3:30 p.m. by getaflushot.com they will bill insurance \$30 each.

- b. Classified Staff Representative Kathy Aldrich reported the Classified Staff activities. T.C. Bergen, Brad Beuckman, Sergio Cervantes, Randy Fish, Garry Helvy, Jeff Robnett, Robert Russell, and Angel Uresti attended Fall Protection Safety Training (basic fall protection rules, personal fall arrest harnesses, anchor systems, and guardrails) on August 9, 2011 at Big Bend Community College.

Darci Alamos, Barbara Collins, Barbi Schachtschneider, and Kathy Aldrich attended the STTACC Conference (organization for professional training and development for community and technical colleges of Washington State) on August 11 & 12, 2011 at Green River Community College.

- c. Faculty Association President Mike O’Konek reported faculty activities.

History/Political Science Instructor Chris Riley reported he traveled to Chicago in August to attend a National Endowment for the Humanities workshop at the Newberry Library. After spending a week examining the Pullman Strike of 1894 and how the Pullman porters union helped forge the modern civil rights movement he has decided to rewrite parts of his HIST& 137 class to incorporate materials he researched in Chicago.

Instructor O'Konek reported he has been busy with negotiations and is finalizing a proposal to present to faculty for a vote on Monday at the Faculty Association meeting.

- d. VP Gail Hamburg-provided a security update. She expects to receive Dept of Homeland Security Center of Excellence Mike Campbell's draft security report any day. It will detail recommendations for campus security improvements. The Title V grant has funded thin client computers for the Wilson Creek Knowledge Center, and MediaSite equipment for room 1601 and the MediaSite Studio in the Student Success Center (SSC). Two new projectors will also be purchased for upgrading the math and science classrooms along with six multi-touch star boards. A Cisco unified computing system to house virtualization was also purchased and image deployment software. This equipment increases efficiency and saves time. BBT is excited about the new Cisco switches for each building. This will allow more effective diagnosing for issues. These upgrades will build our network backbone at a total cost of \$475,000 funded by Title V.
- e. VP Bob Mohrbacher reported he is preparing for the Faculty In-service on Monday. Trustees are invited to attend the breakfast beginning at 7:30. The Grant County Sheriff will present safety information and faculty members will meet throughout the day. Tuesday VP Mohrbacher will accompany a group of BBCC staff to Seattle for the JATP closing ceremony. BBCC enrollment for fall is close to last year; however, there are fewer students taking more credits. Tuition deadline is tomorrow and we will have accurate numbers next week. The summer enrollment was smaller due to budget and fewer class offerings.

VP Mohrbacher reported the accreditation standard 1 report will be mailed to the Northwest Commission on Colleges and Universities (NWCCU) next week. This report details BBCC's mission, goals and strategic planning with core themes based on the Board's Ends Statements. A three-person group appointed by the commission will provide feedback.

- f. VP Holly Moos reported the Negotiated Agreement is almost ready for presentation to the faculty. She hopes they will agree to a two year contract. VP Moos thanked both teams for their dedication and time to the process. She remarked the negotiations were very positive. Lastly, VP Moos said even though the state budget is very limited the new employees introduced by Dean Garrett are funded by non-state funding.

6. **Exceptional Faculty Award**

Chemistry Instructor John Peterson who is in his tenth year teaching here at BCC was awarded an Exceptional Faculty Award during the May 31, 2011 Board meeting.

Instructor Peterson reported he attended the 50th Northwest Regional Chemical meeting of which he has been a member for 28 years. As the sole chemistry instructor on campus he said it was nice to network with other chemistry instructors. He attended an organic chemistry workshop, and used a handheld data acquisition unit gas chromatography system. Instructor Peterson also attended a Green Chemistry in the College Lab workshop as a student. He said green chemistry is becoming a discipline rather than just a catch word regarding atom economy with minimal waste stream using gold nano particles and drawing conclusions from toxicity levels.

The criminal investigation lab lecture Instructor Peterson attended was very interesting. It included activities to determine if documents have been altered, and drug analysis. He heard about chemistry classes partnering with the EPA. The chemistry class is collecting data for a project returning a stream to its original streambed. This inspired Instructor Peterson to consider partnering with the Moses Lake Irrigation District on a project.. He also reported that he talked to several vendors including an online chemistry lab vendor.

At 3:04 p.m. Chair Angela Pixton announced a ten minute break. The Board reconvened 3:14 p.m.

7. **2011-12 Board Meeting Dates**

The Board discussed moving the Board meetings from Tuesday mornings to Wednesday afternoons during the August 9, 2011, meeting. The revised 2011 Board meeting dates and the proposed 2012 Regular Board meeting dates were presented to the Board. President Bonaudi remarked the revised schedule is exactly a six-week schedule. Historically BCC has not held a Board meeting in December, it's noted on the calendar but could be revised at a later date.

Motion 11-34 Trustee Jon Lane moved to approve the 2011 revised meeting schedule and the 2012 proposed meeting schedule. Trustee Mike Blakely seconded the motion and the motion carried.

President Bonaudi indicated if the faculty ratify the proposed Negotiated Agreement it could be presented to the Board during the Board Retreat. The Board Retreat will be held within Grant County which allows for action to be taken by the Board. If the Negotiated Agreement is not ready or not approved prior to the Board Retreat A Special Meeting may be called for Board action.

Chair Pixton announced the Miscellaneous item would be next to accommodate an Executive Session later.

10. Miscellaneous

President Bonaudi invited the Trustees to attend the Welcome Back Breakfast September 12. The Foundation Dollar Da\$h will be held Saturday, October 8. The next Foundation dinner will be held October 13 and coincides with the Joint Advisory Committees meeting, Trustees are welcome to attend. The October 18 TACTC Conference will be held in the Renton/SeaTac area. Please rsvp with Melinda.

Star Night will be held October 25 and Dr. Bonaudi announced there may be two bronze presentations unveiled. The TACTC Spring Conference June 25-26, 2012, will be held on the BBCC campus. The SBCTC Board will hold their May 9-10, 2012 meeting here at BBCC also.

President Bonaudi said staff are honoring BBCC's 50th anniversary by including the theme in all regular activities. President Bonaudi received commemorative 50th anniversary coins and he provided one for each Trustee. Additional coins can be provided to Trustees to share if needed.

Lastly, President Bonaudi encouraged the Trustees to complete the answer sheets in their Redbooks prior to the Retreat. Staff are available to assist if necessary.

Dean Clyde Rasmussen shared an offsite instruction opportunity. The Aircraft Reuse and Fire Fighting (ARFF) program may have the opportunity to offer training in North Bend. SeaTac currently runs the North Bend ARFF training and they would like BBCC to take over the program at WSP facility. Most international airport staff attend the North Bend training and smaller airport staff attend training here at BBCC.

President Bonaudi stated there is distress regarding potential additional budget cuts they may occur in October or December. He recently visited with Senator Holmquist-Newbry on campus. Heritage University President John Bassett also visited and he is intent on maintaining a presence and partnership on campus.

Chair Angela Pixton announced an Executive Session at to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; and (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation. The Executive Session will last 20 minutes. The Executive Session was extended three times for ten minutes each. The meeting reconvened at 3:31 p.m. with no action taken.

8. **Assess Board Activities**

Trustee Mike Blakely reported he attending the luncheon with Whitworth University staff. He also attended the Grant County Fair and the North Central Washington Fair. Trustee Blakely attended the memorial service for Bill Bonaudi Sr. and visited High Tech High. He also met with a BCC graduate at UW to help her connect with a mentor.

Trustee Kenison attended the lunch with Whitworth University staff and she also contacted legislators.

Trustee Lane attended the Moses Lake Gang workshop. He also attended the SGL BMW grand opening and Governor Gregoire was very complimentary about Moses Lake and BCC job training. He attended the Grant County Fair. Trustee Lane also participated in the Honorary Commander Program Air Force refueling mission and survival school day along with the Community Colleges of Spokane Chancellor Christine Johnson. The Job Corps National Commencement Day was celebrated and he delivered a speech encouraging attendees seek higher ed. Lastly, Trustee Lane attended a community group meeting regarding Boeing's selection and he talked to former Governor Mike Lowry.

Trustee Mike Wren met with the Northwest Regional Director of HUD. They discussed, among other things, the significant impacts of IBEST, PET, ABE and ESL programs.

Trustee Angela Pixton attended the Whitworth University staff luncheon. She also attended the memorial service for Bill Bonaudi Sr. Trustee Pixton attended a Job Corps luncheon for work based learning community relations. She reported that Foundation Director Doug Sly presented scholarship information to the Washington State Potato Commission. They have sponsored scholarships in the past and they shared with Director Sly what they would like to see as growers for the commission to continue with the scholarship program.

9. **Next Regularly Scheduled Board Meeting Date**

The Board/Administrative Retreat is scheduled for Wednesday, September 14 from 9:00 to 4:00 at Cave B Inn. The next Regular Board meeting is scheduled on October 19, 2011 at 1:30 p.m.

Motion 11-35

Trustee Jon Lane moved to approve the Board/Administrative Retreat on September 14 and the regular meeting on October 19. Trustee Mike Wren seconded the motion and the carried.

The meeting adjourned at 11:53 p.m.

Angela Pixton Chair

ATTEST:

William C. Bonaudi, Secretary

**Board/Administrative Retreat
Cave B at Sagecliffe
Wednesday, September 14, 2011**

Trustees Present: Angela Pixton
Katherine Kenison
Jon Lane
Mike Blakely

Present: President Bonaudi, Holly Moos, Gail Hamburg, Bob Mohrbacher, Valerie Kirkwood, Starr Bernhardt, Melinda Dourte

The meeting convened at 9:14 a.m.

President Bonaudi reported that Trustee Mike Wren submitted his study sheets and his information has been added to the posters around the room. The Faculty Association ratified the Negotiated Agreement for your consideration. The Board consideration of the proposed 2011-13 Negotiated Agreement is scheduled at 1:15 pm today. Faculty Association President Mike O'Konek will join us for lunch and the 1:15 vote. President Bonaudi stated he recommends acceptance of the two-year contract. ATG Charnelle Bjelkengren will be available by phone at 1:15 if there are questions.

The SBCTC Board Retreat is being held today. They may vote on a declaration of financial emergency for the system. Two years ago the SBCTC Board enacted a declaration of financial emergency for one year. Only Bates Technical College used the declaration to take action. The SBCTC considered this declaration in June and tabled it until their retreat today. The Presidents are urging the SBCTC to enact the declaration of financial emergency. If they enact the declaration there will be no immediate actions taken at BBCC. There will be a more thorough discussion after the SBCTC action. This afternoon will review the Board information.

VP Holly Moos reported several negotiation meetings were held from April through August. This agreement includes significant changes. The minimum class size was increased, and faculty will work one less contracted day (173). The decreased day is a not a teaching day but a professional day, so it won't affect the students directly. There are also changes in computing overloads, and nursing travel stipends. VP Bob Mohrbacher commented there was a difference in the tenor of negotiations compared to his previous experience. The teams worked through issues together. VP Moos stated this is a multi-year contract. Faculty Association President Mike O'Konek will continue as chief negotiator for one more year. President Bonaudi stated there are built in provisions for reopening specific portions of the contract. A multi-year contract is significant as it alleviates continuous bargaining, which is a drain on people, considering we are serving the institution with 25 less staff. Doug Sly's role has changed significantly.

With Autumn Dietrich's resignation Doug is now the acting Public Information Officer along with his position as Executive Director of the BBCC Foundation.

During the Academic Master Plan (AMP) Outcomes portion of the retreat the Trustees will be asked to share their observations and wisdom. This will help evaluate how well BBCC is progressing toward the AMP Student Success outcomes. We are in the third year of the five-year AMP. The AMP may be modified depending on the result of input from other Division Chairs, Cabinet and the Trustees. President Bonaudi emphasized the importance of the AMP remaining focused on the changing environment. This annual exercise provides irrefutable evidence regarding Trustee involvement and effective policies. Trustees' Policy statements carry tremendous weight. Once the Trustees' comments are captured on the posters around the room, each outcome poster will be reviewed. The afternoon will be used for Board evaluation and the VPs will travel back to campus. The only Board action today will be consideration of the 2011-13 Negotiated Agreement. The Trustees' input will be blended with Division Chairs' and Cabinet members' input. The summary and recommendation will be presented at the October 19 Board meeting for acceptance by the Board.

Dean Valerie Kirkwood walked through completion of the example summary poster of B.2.

Outcome B.3 Students persist to attain completions, certificates or degrees or workshops and are retained quarter-to-quarter and year-to-year to achieve their goals.

Dean Kirkwood reviewed the comments noted on outcome B.3. Overall ratings ranged from 15-22.5 for an average of 18.9. Five Trustees noted the current graduation rate of 30% is not adequate. Trustees noted target graduation rates between 35-100%. The Division Chairs noted a target graduation rate of 33%, 10% above the current rate. Cabinet noted a target graduation rate of 30-45%.

Groups of students falling behind listed by Trustees included: males, white males, Hispanics, and math students

President Bonaudi explained that B.3 defines the purpose of the college and the AMP and what we're trying to accomplish: student completions. Staff and faculty view this as a real target to hit so they're more conservative in setting the goal. At a policy level what should the target be? President Bonaudi asked the Trustees to provide guidance and determine increments for this goal. VP Mohrbacher stated the faculty look at year-to-year improvement. They initially stated a higher goal and then considered IPEDs data determined a 10% increase each year could be accomplished. Trustee Kenison stated as a parent investing in education, an institution that loses 65% of its potential graduates does not provide a convincing investment argument. She said the goal needs to be high from the bottom up. Trustee Blakely said a 10% increase per year is a realistic goal, but it could be set higher. There has been definite improvement in this area far above our cohort. Trustee Jon Lane suggested a target of 35%.

What changes need to be implemented to accomplish goal? He stated it is important to maintain standards while shooting for a higher goal, 65% loss rate is unacceptable. VP Mohrbacher clarified that a 35% graduation rate does not translate to a 65% failure rate. The students transferring without a degree are not considered failures and they are not in the 35%. Trustee Mike Blakely said some of the professional technical students don't receive a degree or complete but if they leave for a better employment opportunity they should be considered a success. Trustee Angela Pixton commented that the freshman drop out rate at UW is very high. She said the universities don't seem to be as concerned about this as we are. A higher graduation rate is a good identifiable goal.

President Bonaudi stated staff have struggled with setting benchmarks and measurable goals. As a Board where do you want to be? There is no punishment if we fail to reach a goal. What' is the institutional expectation? The AMP could be revised to include benchmarks and expectations.

Trustee Mike Blakely stated BBCC is losing Running Start students to WVC because they aren't getting into the classes they want. When he started as a Trustee 71% of faculty were full time tenured, now down that group is down to 50%. Trustee Lane said a 35% graduation rate goal is attainable. Dean Kirkwood commented that we work toward an FTE goal, could we do the same for graduates? VP Mohrbacher stated the squeeze for classes helps completion rates. Our FTEs are up and our headcount is down. There are more full time students and fulltime are more likely to complete. President Bonaudi noted when formal action is taken by the Board a target can be added to this AMP outcome.

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

Dean Kirkwood reviewed the comments regarding the B.1 outcome. Our current rate on this outcome is 77%. The Trustees rated this outcome ranging from 20-24 resulting in an average of 21.2. Three Trustees rated the overall success rate as adequate, one Trustee indicated it was adequate in most areas and one Trustee noted it was not adequate. The overall success rate target suggested ranged between 80-100%. Trustees noted the groups falling behind in this area: math challenged, development, aviation, business, math, science, social science.

President Bonaudi stated this data doesn't account for students who transfer. Trustee Kenison asked for the transfer student data to be included next time, rather than lumping them into the non-completion group. VP Mohrbacher explained that appendix T on page 121 contains the transfer student data. Completers plus transfers for Fall of 2006 totaled 41%. Dean Kirkwood stated we receive some employment data from the state but it's difficult to include that data for professional/technical students. Trustee Mike Blakely suggested the professional/technical instructors could be good resources for that information.

B.2 Students establish educational plans.

Dean Kirkwood reviewed the Trustee feedback regarding outcome B.2. This was rated between 10-25 for an average of 19.3. Three Trustees noted the overall advising efforts were adequate and two noted it was not adequate. Students falling behind in this area were listed: part time, Hispanic males, students without clear intent and males. Dean Kirkwood stated students taking initiative to get advising helps retention and success. Trustees suggested a few improvement ideas: finding tools that work to help students decide on their direction earlier in the process; working in K-12 system with groups (such as males) to help them with college readiness, expand advising to faculty and staff, and provide a self-discovery program early in the process.

Advising was discussed in detail with Division Chairs. VP Mohrbacher reported their consensus is that more advising is happening than we can capture data on. Students often visit with their instructors after class and receive quality informal advising. The degree audit program is impacting students' decisions but it is not captured yet. Associate VP Candy Lacher is working with BBT Manager Scott Carsey to learn more about reports available through the degree audit system. Doug Sly added that grant programs and the Student Success Center are helpful but difficult to measure. President Bonaudi suggested we may need different wording to measure support services. The more conversations students have about their ambitions with staff the more likely they'll complete. How do we gauge the effectiveness of advising?

Trustee Angela Pixton suggested young students learn about financial responsibility to propel them forward. There are many books about career path selection, she suggested *48 Days to the Work you Love* by Dan Miller. Trustee Kenison stated there is a continuing trend in K-12 toward more seat time and less activity. This is difficult for boys. Many of them decide they'll fail before they reach our level. She suggested we somehow tie in goals and educational plans earlier for those students so they understand college is a viable option for them.

VP Mohrbacher suggested there's a cultural element, men don't ask for help. It might help to make more resource activities mandatory and part of a class. Our AmeriCorps representative Angel Ledezma is starting a men's mentoring group and Financial Aid Director Andre' Guzman is starting a success mentoring group. Trustee Jon Lane stated that elementary schools are feminized and literature based, rather than math and science. Trustee Kenison stated she rated this outcome a 10; she clarified that the efforts are adequate but the results are not. President Bonaudi stated a high percentage of first generation student are advised by their peers who are not always aware of all of the resources. There are unique stand-alone programs with great success, but they are difficult to expand to a larger scale. Male athletic teams are effective as cohorts. The bulk of male students are not in the athletic programs. Trustee Mike Blakely said we have great counselors. High school counselors need to do a better job.

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

Dean Kirkwood discussed the comments on the A.1 outcome poster. The Trustees rated this outcome between 20 and 25 resulting in a 23.5 average. All five Trustees noted there is an adequate use of state resources. The areas indicated they would like to see increased usage: NSO, tutoring, labs, leadership, math-financial life skills, online resources, college survival skills and career development planning. President asked about the effectiveness of labs, are students who use the labs more successful? We collect lab usage with card swipe machines. The AMP could evolve to define the most effective resources. The online tutoring vendor changed from tutor.com to etutoring.org due to budget considerations. There may be fewer resources but we can bolster those that are effective. Dean Kirkwood referred the group to the lab data on page 47. The data indicates that success in English correlates with English lab usage, this does not hold true for math. VP Mohrbacher explained one of the benefits from this process, was that the English lab noticed the usage was lower than anticipated. They are now more stringently requiring students to use the card swipe.

Trustee Kenison stated she was pleased to see the number of visitors to ATEC; it has become part of the local lexicon. It's the go to place for meetings and brings good contacts on campus and increases credibility in the community. Trustee Blakely said he'd like to see a hotel complex near campus and offer hotel management/hospitality program. President Bonaudi shared that the Grant County Sheriff Tom Jones and Moses Lake Police Chief Dean Mitchell both presented information at the Faculty In-Service September 12 and the Grant County PUD Energy Summit will be held there. VP Mohrbacher reported a free financial tutorial was recently added to BBCC resources. Trustee Pixton said WorkSource offers a 12-week financial responsibility course that is excellent.

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

Dean Kirkwood reviewed the comments on outcome A.2. Trustees' ratings ranged from 15-25 resulting in a 21.3 average. There were four responses that enrollment numbers are adequate and two that they are not adequate. To clarify, one Trustee marked both responses stating for the budget situation the state is currently facing, the enrollment is adequate.

Areas in which the Trustees would like to see increased enrollment include: science, agriculture research and technologies, more students from outside the Moses Lake and Ephrata areas, more agriculture program offerings in the winter. Questions were raised about the cost/benefit ratio of e-learning vs. on campus classes.

Trustee Blakely reported that recently a Quincy school club chose to save money by visiting the BBCC Aviation program instead of the Flight Museum in Tukwila. They enjoyed their visit so much that they voted to take the same trip next year. President Bonaudi reported that school districts are embracing college prep classes. VP Mohrbacher is working with Ephrata School District staff. The district has the AVID college prep program.

Trustee Pixton reported Dave Ramsey from WorkSource has a good resource comparing two and four-year colleges. Trustee Kenison said she would like to see more aggressiveness with K12 to encourage them to share the resource two-year colleges represent. VP Moos suggested BBCC advisors attend school district teacher in services.

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

Dean Kirkwood reviewed the feedback regarding A.3. An average of 16.9 resulted from ratings between 8 and 24.5. Comments were noted regarding the impact the budget cuts have had on revenue and FTEs: given current budget situation holding the line, we are doing as much as we can with what we have, can't continue to do more with less. The Trustees stated it is a priority to seek additional funding. President Bonaudi commented that there is discussion about the Governor setting a Special Session in response to the revenue forecasts. Trustee Pixton shared that student receiving financial aid should be spending the aid money on school expenses not extras. VP Mohrbacher stated financial aid has federal controls and some of the funding is specified for living expenses.

C.1 Matriculation and enrollment

Dean Kirkwood reported the ratings average for the C.1 outcome was 19.1 with individual ratings from 15 to 21.5. Trustees were split regarding if the data showed acceptable levels of enrollment with three responding yes and two responding no.

Trustee Mike Blakely said data showed acceptable levels of enrollment for the current conditions but not for our potential. He indicated we should enroll 50% more with appropriate funding. Trustee Kenison stated the data showed that we are deficient with enrollment of males and non-first gen students. We are missing the segment with financial ability to attend. VP Mohrbacher said appropriate messaging with tuition comparison can be developed. Trustee Kenison commented that she heard about a private study that revealed employers look for a degree and not necessarily that an applicant attending a high image four-year university. Students do well in our classrooms and the market doesn't discount their degree if BBCC is a part of it.

Trustees made comments regarding which students we should focus on: "Love the first generation numbers! Due to our current constraints I don't see how we can work to increase one group of students without contracting another." Hispanic and transfer, winter agriculture classes, soil sciences, males, non-first generation students.

Trustee Kenison stated a male mentoring group is excellent but we need to engage males earlier. Trustee Lane suggested working toward STEM activities such as science fairs. VP Mohrbacher added that the economic environment will probably increase the number of second-generation students attending BBCC. Trustee Kenison said we need to work on the bias against community colleges; it's an image issue. Trustee Blakely suggested more programs designed more for men like a lineman or firefighter program. Trustee Kenison also noted the delivery method needs to be deliberate with the message that BBCC is not a repeat of high school.

President Bonaudi commented even though offerings are down there is no intent to ease up on recruitment and outreach. We still need to help communities understand our resources. He would like to look at the demographics of our current enrollment to assess the enrollment trends for males. Trustee Pixton stated there is USDA Farm Agency funding for first generation farmers. EPA folks from WA DC talk about chemical use and water. Agriculture is a science and instruction on soil science is essential.

Trustee Kenison noted the importance of keeping a policy perspective in light of the economy. We are committed to serving outlying and placebound students. She expressed concern about distance learning student enrollments. It's important to remember the goal to maintain healthy enrollment across the district. Are online classes more efficient or attractive? President Bonaudi reported we have pursued grants to fund knowledge centers in our communities. We discovered the importance of having a community member involved to take care of machines. The Title V grants provide more opportunity for that. We need a better system in place before Title V goes away for communities to take ownership.

C.2 Retention

Trustees rated the C.2 outcome between 15 and 25 resulting in an average of 21.2. They were divided on whether the fall-to-fall retention was adequate with three Trustees noting adequate and two Trustees noting not adequate.

Trustees stated they would like to see graphs on retention for academic and professional technical students. The target retention goal for academic students was unanimously 80% and professional technical between 75-80%.

VP Mohrbacher stated there needs to be consistency with completion and retention rates. The retention benchmark should be the same as the completion benchmark.

Dean Kirkwood clarified that the statistics in this area are not available until one year later; this fall we'll have the data on last year's students. The Trustees noted the following groups are falling behind: males, Latino males, single working moms, and low-income students.

C.3 Achievement

The C.3 outcome was rated between 15 and 24 resulting in an average of 20.6 by Trustees. Trustee Kenison stated she would like to see us compared to other similar colleges rather than the entire statewide system

Trustees asked about a baseline for placement testing. VP Mohrbacher stated there is a statewide placement test work group. Currently, we have a different math placement test. Dean Kirkwood said there is no statewide database that can be queried for data. President Bonaudi stated it would be helpful to compare retention and progression through precollege classes. The system wide achievement rate in math is dismal however, the achievement rate in English is pretty good.

GISS

Trustee Jon Lane commented on his participation in the GISS TACTC Spring Conference June 26-28. The topic of the conference was data usage.

Trustee Lane stated BBCC Trustees are leaders in the state in this area. The conference also focused on making policy that impacts instruction without micromanaging. Trustee Mike Blakely commented that BBCC is doing 90% of the data analyzing work being recommended by the GISS staff. He went on to say he is proud of the Board, staff and administrators. Trustee Lane said the AMP outcomes discussion earlier today reinforced the information shared by GISS. BBCC is headed in the right direction and there are good processes in place with Institutional Research and staff looking critically at the data.

President Bonaudi stated the GISS conference helped acquaint Trustees with data and how to request the data they want. This retreat is similar to a data seminar with extensive homework and staff are already looking at improvement ideas. Dr. Bonaudi asked for feedback on the evaluation process related to the monitoring report. He said we're trying to find a better way to engage the data and verify outcomes in a public way with Trustees providing the leadership.

Trustee Kenison responded that BBCC is hosting the Spring TACTC Conference. We could provide a training with our redbook.

Trustee Mike Blakely suggested staff evaluate the Board. He said the Trustees are committed to BBCC and want to help connect the service district communities. The diverse personalities and perspectives serve the Board well. Trustee Blakely said BBCC has performed well in this environment of decreasing budgets.

President Bonaudi reported the welcome back Faculty In-Service was remarkable. He shared the budget news. Staff and faculty have come to accept that everyone is picking up additional work to cover positions that have not been filled. Attendees really appreciated the commemorative coins. President Bonaudi said maintaining good morale, given the budget situation is gratifying. Staff and Faculty believe in this institution and the Big Bend family. Adding the 50th anniversary theme to campus events is good.

The group broke for lunch at noon and Faculty Association President Mike O'Konek joined the group.

At 1:05 Dean Kirkwood and Data Analyst Starr Bernhardt left the meeting.

2011-13 Negotiated Agreement

The Trustees were provided a copy of the proposed 2011-13 Negotiated Agreement and a copy of the letter from the Faculty Association noting their acceptance of the 2011-13 Negotiation Agreement. President Bonaudi invited Faculty Association President Mike O'Konek to comment. Mr. O'Konek remarked that BBCC negotiates differently than other schools. The teams don't always agree but they cooperate for the betterment of the institution. The last contract was easier for faculty to accept. There are significant changes to this contract which were difficult for faculty due to the budget situation.

President Bonaudi expressed appreciation for the teamwork on behalf of the Board and Negotiating Team. President Bonaudi and VP Holly Moos recommended acceptance. Trustee Blakely asked VP Holly Moos and Mr. O’Konek if the contract was negotiated in good faith and fair to both sides. They both responded affirmatively.

Motion 11-36

Trustee Mike Blakely moved to accept the 2011-13 Negotiated Agreement. Trustee Katherine Kenison seconded the motion. The motion carried.

Trustee Blakely stated he appreciates the professionalism of VP Moos and Faculty Association President Mike O’Konek. He said Mr. Mike O’Konek is a valuable asset to BBCC and the faculty.

Trustee Lane asked Mr. O’Konek how the faculty feel about the AMP. Mr. O’Konek reported Division Chairs and Cabinet members have reviewed the AMP annually for the past two years. He said it worked well to use the posters from the Boards Ends Statements. Faculty ranked the outcomes a little higher than the Trustees in the past and some of the Board’s rankings seem low. The AMP has taken a new direction, it’s much more interactive and the process of writing analyzing the data and the noting feedback on the posters is very productive. Mr. O’Konek said it’s interesting to see the three perspectives and how they differ.

VP Moos thanked the board for approving the contract.

Mr. O’Konek and the Vice Presidents departed the meeting.

Board Goals

President Bonaudi stated the Board members would go through the same exercise as earlier and note their assessment comments of the 2010-11 Board goals on posters. He said it’s a challenge to what can be accomplished as collectively as a board. It’s important to rate the Board goals for the whole Board rather than individually. He asked the Trustees to note any improvements to current goals or new goals to be initiated.

At 1:26 President Bonaudi announced that he had just received news that the SBCTC Board had enacted the declaration of financial emergency unanimously. He said each community college can now enact a similar declaration. This may come before the Board during the October meeting. President Bonaudi explained that BBCC was on the verge of doing this last year and the budget crisis is even more serious.

Trustee Pixton asked about the impact declaring a financial emergency would have on BBCC. President Bonaudi explained that it would communicate the seriousness of the budget issues at BBCC. It also allows the use of an expedited process for laying off faculty and classified staff. This would allow the hearings for multiple faculty or classified staff members to be held together. Without the expediting it’s a very long process and that cuts the savings. The Negotiated Agreement is still in place.

This will also be the subject of conversations with legislators to solidify their support higher education.

Aviation has been put on program review. They need to respond to several questions. This is the most expensive program and enrollment is down. Encouraging them to look at more efficient ways to teach. Current costs are \$10,000 per FTE. The optimal outcome of the program review would be to change the program structure. The declaration would allow probationary faculty members to be reduced without closing the program.

President Bonaudi stated the message to legislators is to work hard to establish a floor of funding for higher education; maybe local authority on a levy or bond election or a capital bond once every ten years. He said there isn't enough public pressure on legislators to stand up and protect higher education.

2010-11 Board Goals

INNOVATION- *The board will establish and foster business, industry and community connections to the college, which will lead to innovation and new or expanded programs arising from those connections.*

ACCESS- *The board will establish and maintain policies to insure open access and opportunity for all students, employees, employers, and communities, communicating those policies to the district. The Board will endeavor to hold more off campus meetings with school districts within its service area in order to communicate the college's policies and programs district-wide. Promote increased contact on campus and throughout the district.*

STUDENT ACHIEVEMENT – *The board will recognize and promote student success. The Board will implement a practice of sending written acknowledgement to students and staff who have achieved notable successes.*

BUSINESS AND INDUSTRY PARTNERSHIPS - *The Board will establish and maintain policies that encourage and promote business, industry, and college interaction to enhance the economic health of the district, communicating those policies to the district. The Board will implement a practice of sending written thank-you's to businesses and industries which make notable contributions or donations.*

COLLEGE CLIMATE – *The Board will establish and maintain policies that promote a safe, welcoming environment for students, employees, and citizens for college activities throughout the district. The Board will encourage events and activities on campus to recognize staff achievement and bring more people to our campus for exposure to the college.*

RESOURCES – *The Board will establish and maintain policies that pursue funding for programs, capital improvement, personnel and equipment.*

President Bonaudi reviewed the feedback the Trustees listed on the Board Goal posters.

Innovation

The Trustees rated this goal between 15-24 resulting in an average of 19. The feedback indicated this goal is being reached more than not. Dr. Bonaudi stated a good example of an activity in this goal was Trustee Pixton's contact and referral to Reinke Irrigation regarding the center pivot program. She gave President Bonaudi the information and BBCC followed through on it. Trustee Kenison stated most of our business industry contacts are in Moses Lake, what are we doing as a board to find out about surrounding areas' businesses and needs. President Bonaudi stated he consistently tells the Governor's office that we need broad representation from the district on the Board of Trustees.

This goal is similar to the Business and Industry Partnerships goal. Trustee Blakely suggested we use the information from the lavender budget cut sheets in publicity. Trustee Pixton commented that she takes opportunities that arise to promote BBCC but it is difficult to carve out dedicated time. Trustee Lane said he tries to promote BBCC all of the time and he has the benefit of also attending functions for the City of Moses Lake. President Bonaudi asked each Trustee to consider, "How visible are you as a Trustee?" Making community members aware that you are a Trustee may provide networking opportunities. President Bonaudi relayed an opportunity to set up a community learning center in Lind that began with a conversation at the Adams County Development Committee meeting in Othello

President Bonaudi shared that Trustee Mike Wren informed him that he will not seek reappointment and if there are other Trustee candidates available he could resign. There could be a significant turnover in the Board soon.

Trustee Blakely asked for more tools to be a better salesman for BBCC. He suggested it would be helpful for a BBCC person to accompany him to meetings or appointments regarding the college.

President Bonaudi said there are several messages for Trustees to share: financial needs, resources BBCC represents, and interest in new relationships like providing training for companies. Trustee Lane asked about the Joint Advisory groups. President Bonaudi said it would be great for the Trustees to attend the next Advisory Committee dinner, which will be held October 13. Trustees carry great presence in our communities due to their appointment by the Governor. Trustee Blakely suggested broadening the Advisory Committee by recruiting members outside of Moses Lake. We need contacts in other communities and Trustees can recommend potential members.

Access

The Trustees rated this goal between 10-25 resulting in an average of 18. President Bonaudi explained the importance of serving the entire district. Local school Boards do not seem excited about meeting with us.

Trustee Kenison said the goal could be modified to include other contact opportunities. There is great value in the Trustees meeting with community leadership groups. Relationships with high school principals are very important. Trustee Kenison suggested adding contacts with parents of potential students and business and industry leaders, and, service clubs to the goal. Perhaps Trustees could accompany administrators when presenting information to service clubs. With a little advance notice administrators could be available to visit business or community leaders. Trustee Pixton asked about having collateral when talking with community members, i.e. cost effectiveness of two-year school, and transfer credits back up material. President Bonaudi talked about the fold up quick facts document. This goal could be broadened to identify other groups for contact i.e. political entities, city councils, commissions, and boards. These groups could be invited to take field trips to campus. Trustee Lane would like to have information regarding how many students attend BBCC from each community. Our 50th Anniversary is a good opportunity to celebrate students from our communities. Trustee Blakely suggested everyone compile a list of groups to visit with.

Student Achievement

The Trustees rated this goal between 17-22 resulting in an average of 20. The community college completion initiative is a good example of an activity supporting this goal. It's important to recognize achievement as success not just graduation. Trustee Blakely suggested highlighting programs and successful students. Local student stories could be provided to the newspapers as well as notices of transfers to universities and employment. BBCC is a partner with several four-year colleges. This gives us great credibility. Highlighting successful transfer programs and dual matriculation is also a good message. New transfers to Whitworth will be a big press release splash.

Recruiting 17-24 year old students requires targeting parents by visiting service clubs, etc. Recruiting students over 24 years old requires targeting the student directly. Trustee Pixton suggested promoting a *48 Days to the Job You Love* seminar as a recruitment tool.

Trustee Lane commented that Star Night and Commencement are good public relations opportunities and a BBCC Hall of Fame would be good recognition. President Bonaudi confirmed that Star Night is very important for scholarship donors and recipients. Bob Holloway's bronze recognition will be presented at Star Night.

Partnerships

The Trustees rated this goal between 15-21 resulting in an average of 19. During an EDC luncheon SGL Manager Steve Swanson shared about his company's new hires as a result of the PET program, which is a partnership with several industries. There are benefit in gathering groups of similar people (data managers, port districts, industrial managers) to share information. The Council of Governments was mentioned as a potential group and City Administrator Wes Crago is the contact.

The Innovation and Partnership goals could be condensed into the same goal. They're both related to communication, and creating public awareness.

Trustee Kenison expressed her reluctance to combine them because innovation has different intent. We need good signage at corn field (Soil Conservation Property).

Climate

The Trustees rated this goal between 20-25 resulting in an average of 23. Trustee Kenison suggested, in light of the 7/25/11 incident the AAG may need to review the word "safe" in policy governance and the Board goals. Improved lighting should reduce the number of vehicle break ins. Staff are investigating installing blue call boxes around the campus as well as daytime security, and video monitoring.

Resources

The Trustees rated this goal between 10-19 resulting in an average of 14.5. Trustee Kenison reported she has been involved with SBCTC to pursue stable funding sources, as we are exhausting private resources. President Bonaudi said there will be one representative from community colleges on the new council for the state Dept of Education, the HECB will be disbanded. The state need grant will go through a different oversight group. Trustees can make phone calls, write letters, and make contacts with legislators to promote community college support. President Bonaudi anticipated that capital project funding probably won't come from the state budget. Trustee Blakely reported he has been in contact Senator Murray's office. President Bonaudi commented that the GISS conference was good and it showed the level of knowledge our Trustees possess regarding data based decision making. He also shared about the upcoming House Higher Education Chautauqua being held at CWU September 21.

New goals were discussed. The Trustees indicated they would like to keep all of the current goals. One Trustee indicated needing to increase retention and student achievement, partnerships, private funding/donations, enrollment of males and first generation students, efficiency and presence in our outlying areas, partnerships with K-12 to reach students earlier, and pursue stable funding from legislators as a system. Another Trustee commented the need to explore area industry needs, possible opportunities for certificate programs and when the timing of the program meets the needs. Additional comments included: How visible are the Trustees? Provide a framework for presentation message re: cost. Goal of more off campus visits. Trustee Blakely suggested Trustees with the help of President Bonaudi compose letters to the editor.

Trustee Blakely indicated he had talked with SSS Academic Advisor Custodio Valencia regarding a BBCC soccer field similar to WSU practice fields. President Bonaudi agreed that a BBCC soccer program would be good. It is important to adhere to Title IX requirements. Currently there are no funds to support soccer without canceling another sport. This effort needs to get more organized and two years of funding need to be raised for new sports programs up front. Scholarship funding also needs to be provided. Trustee Blakely reported he knows a student who turned down a BBCC scholarship to attend WVC and play soccer. More information on funding requirements is needed.

Trustee Kenison said students need to access the resources. She asked which resources are mandatory and suggested additional publicity regarding campus resources. She also suggested more multicultural club opportunities for non-traditional and males who are not athletes.

Naming of Facilities GP-7

President Bonaudi said he is very supportive of the recent revision to Governance Policy 7- Naming of Facilities. The group discussed the names of potential honorees.

Draft BP 3011 Revision

The draft BP 3011 was provided to the Board. The Trustees stated the revisions are accurate. The draft BP3011 will be presented to the Board for approval at the October meeting. Once approved the revisions will be incorporated into Dr. Bonaudi's contract.

Adjourned 3:35 pm

Angela Pixton Chair

ATTEST:

William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Bonaudi's activities from August 30, through October 7, 2011.

Prepared by President Bonaudi.

RECOMMENDATION:

None

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
9/01/11	SGL Grand Opening	Community Celebration	Moses Lake	
9/06/11	Aerospace Conference Call	Aerospace Community Support Program Support	BBCC	
	North Central WorkForce Lunch	Program Support	Moses Lake	
	Senator Janea' Holmquist Newbry	Legislative Support	BBCC	
	Heritage President John Bassett	College Collaboration	BBCC	
9/07/11	BBCC Board of Trustees Meeting	College Guidance	BBCC	
9/12/11	Welcome Back Breakfast In-Service	Employee Collaboration Training	BBCC	
9/13/11	Port of Moses Lake Mtg	Partner Collaboration	Port of Moses Lake	
9/14/11	Board/Administrative Retreat	College Assessment & Guidance	Cave B Quincy	
9/15/11	Ritzville Journal Publisher and Editor Stephen McFadden	Community Collaboration	BBCC	
9/16/11	WACTC Conference Call	Discuss Declaration of Financial Emergency	Conference Call	
9/17/11	CWU President Gaudino and Gov Relations Ann Anderson	Higher Education Chautauqua	BBCC	
9/17/11	Host Dutch Oven Dinner Cellarbration Auction Item	BBCC Support	Moses Lake	
9/19/11	Aerospace Conference Call	Community Support Program Support	BBCC	
9/20/11	Project Pegasus	Community Collaboration	Port of Moses Lake	
9/21/11	Higher Education Chautauqua	Moderator/Panelist	CWU-Ellensburg	
9/22/11	PEMCO Board Meeting	PEMCO Guidance	Seattle	Professional Development
9/26/11	Wes Crago	BBCC Support	Moses Lake	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
9/26/11	Little Big Horn College President David Yarlott	Accreditation Visit	Conference Call	Higher Education Support Professional Development
9/27/11	BBCC Foundation Chair Howard Skaug	College Support	Moses Lake	
9/28-30	WACTC Meetings	Community College System Support	Grays Harbor College Aberdeen	
10/03/11	Aerospace Conference Call	Aerospace Community Support Program Support	BBCC	
	Budget Review Task Force	BBCC Collaboration	BBCC	
10/04-06	Little Big Horn College Accreditation Visit	Accreditation evaluation	Crow Agency, MT	Higher Education Support Professional Development

Big Bend Community College

Date: 10/19/11

ITEM #3: CONSENT AGENDA (for information)

- c. Student Success Initiatives Update
 1. Student Achievement Initiative
 2. Academic Master Plan

Student Achievement Initiative

Student Success Center: In the first three weeks of the fall quarter (Sept. 19-Oct. 10, 2011), the Student Success Center has served 296 students. The goal is to increase retention and success by connecting students to the resources they need. The Center provided the following services for students:

✓ Computer usage	157 students
✓ Supplemental Instruction Sessions	49 students
✓ Book checkouts	92 students
✓ Laptop checkouts	19 students
✓ Netbook checkouts	7 students
✓ Other questions & referrals	27 students

Academic Early Warning: the new AEW system is up and running. Faculty can report students who are struggling with course work, not attending class, or experiencing other difficulties. These reports are distributed to cohort leaders in the Student Success Center, Opportunity Grant, Disability Services, and TRiO Student Support Services. In the first three weeks of fall quarter, we have seen 140 reports from faculty.

- Week 1: 41 reports
- Week 2: 30 reports
- Week 3: 69 reports

We are still experiencing some technical difficulties with the system, as well as addressing an ongoing learning curve for staff and faculty, but the system is working and usage is building.

Academic Master Plan

The Academic Master Plan Committee will meet on September 24. At that time, they will review recommendations arising from the Outcomes Monitoring Report, including possible revisions to AMP outcomes, alignment with other committees on campus such as the Assessment Committee and Instructional Council, and review the charge of the AMP committee.

Prepared by VP Bob Mohrbacher; Dean Valerie Kirkwood; Diana Villafana, Student Success Center; Jenn DeLeon, Online Student Services.

RECOMMENDATION: None

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #3 CONSENT AGENDA (for information)

d. Accreditation

BACKGROUND:

Big Bend Community College submitted the Year One Accreditation Report to the Northwest Commission on Colleges and Universities on September 15, 2011. Big Bend will receive a draft of the evaluation in the next two months before BBCC's final evaluation is submitted to the Commission in January.

During 2011, Bill Bonaudi, Bob Mohrbacher, Gail Hamburg, and Valerie Kirkwood will serve as NWCCU Peer Evaluators.

Prepared by VP Bob Mohrbacher and the Dean of Institutional Research and Planning Valerie Kirkwood.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #3: CONSENT AGENDA (for information)

e. Assessment Update

BACKGROUND:

The Assessment Committee met on September 28, 2011. The committee discussed discipline/program assessment plans.

Samples of Professional-Technical Assessment Plans were provided to the committee. This fall all Professional-Technical Programs will be asked to post their program outcomes on the BBCC web site.

Committee representatives have been tasked to work with their Divisions on improving or adding a component of Gen Ed assessment in their annual Assessment plans (for Academic departments) or updating and posting Program Outcomes (for Professional/Technical programs).

A multi-cultural subcommittee comprised of MariAnne Zavala-Lopez, Kara Garrett, David Hammond, and Steve Close will develop a multi-cultural general education outcome.

Bob Mohrbacher provided the committee with Big Bend's response to the two previous recommendations from the Northwest Commission on Colleges and Universities 2007 Regular Interim Report, which was included in the NWCCU Year One Accreditation Report.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #3: CONSENT AGENDA (for information)

f. Capital Project Update

BACKGROUND:

Facilities Master Planning: RGU Architecture & Planning has been finalizing the Facility Master Plan. The architects will be on campus October 7 to participate in the Facility Condition Review by Andre Pack along with Director of Facilities Todd Davis. RGU Architecture & Planning will be presenting the completed Facility Master Plan at an upcoming Board Meeting.

Old Developments/Background:

9/7/11 RGU Architecture & Planning has been reviewing each building to make certain the information on the state system is accurately reporting room use. They have been gathering data on how each facility is currently functioning and what needs to be done to meet challenges of the future. They will be on campus on September 1 to gather more information on the infrastructure and to review a draft of the Facility Master Plan.

8/9/11 RGU Architecture & Planning is looking at total square footage for classrooms and lab spaces in relation to Big Bend's instructional needs. We are planning a meeting with professional technical faculty to discuss PTEC. They have been discussing education/training needs in our service district with Grant County Economic Development Council.

6/21/11 RGU Architecture & Planning is helping with the new Facility Master Plan. They are working on campus maps and a brochure. Robert Uhrich, principal with RGU, is preparing for focus groups with K-12 group and community and industry representatives.

5/31/11 The Facilities Master Planning Committee met and reviewed survey results.

They also identified five goals:

Goal #1 – Offer state of the art teaching and learning opportunities.

Goal #2 – Provide a safe, accessible and sustainable campus.

Goal #3 – Create a sense of campus identity.

Goal #4 – Expand and enhance partnerships and collaborations.

Goal #5 – Increase community engagement with the college.

Objectives were identified for each of the goals. A set of planning principles is being utilized to develop the Campus Master Plan. These guides give careful consideration to the context and history of the campus and its surroundings. These design principles include:

- Sustainability
- Connections with the community
- Flexible, adaptable, multi-use spaces
- Safety and accessibility
- Adaptability to future technologies

- Informal & formal learning spaces

The committee is planning forums with a K-12 group and community and industry representatives.

4/12/11 The Facilities Master Planning Committee has been formed and started the process of creating a Facilities Master Plan. The committee met on January 28 and discussed each member's vision of where they see their program or department in 20 years. A Facility Assessment Survey was distributed to campus on February 14. Input from this survey will help us better understand the needs and future needs of all programs. A similar survey was distributed to students on March 15. The committee will meet again on April 8th to review results of the surveys. There are focus groups for community members and tours of facilities on other campuses planned.

3/15/11 VP Hamburg is in the planning stages for updating the Facilities Master Plan.

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #3: CONSENT AGENDA (for information)

g. Security Update

BACKGROUND:

Security Update: We have received the final report from Mike Campbell, Director of Homeland Security Center of Excellence at Pierce College. He detailed the following recommendations:

1. Enhancing the current campus safety and personal security awareness education program.
2. The completion of an outside light survey.
3. The purchase of a clearly marked "professional" looking security vehicle.
4. The hiring of a day time security presence.
5. Making upgrade changes to the current timely warning notification system.

We will be considering these recommendations as we work through the anticipated supplemental budget cut.

Old Developments/Background:

9/7/11 Mike Campbell, Director of Homeland Security Center of Excellence at Pierce College, was on campus August 16 to review several security surveys with us. We discussed security measures currently in place and brainstormed ideas for improvements. Mike did a walk-about campus and reviewed information in the mapping system. He is gathering more information and will prepare a report with recommendations.

8/9/11 The Safety Committee meets monthly and reviews all incident/accident reports. If the incident requires repairs or other follow up by Maintenance & Operations, the committee prepares the work orders. They also do building inspections and update the Safety Manual. The committee discusses safety training and makes recommendations to administration for new training. The committee recently designed an information sheet for campus. This notice will be placed on all exterior doors for all buildings. It has the contact numbers for Security and seven common reasons for calling them as follows:

SECURITY

509.750.8529* or 509.793.2286

Reasons to Contact Security:

1. Any emergency situation.
2. To report a crime (Theft, Vehicle Damage, etc.)
3. You would like an escort to your vehicle or building in the evening.
4. You or someone is injured.
5. You are locked out of a building/room.
6. Someone is following you.
7. You see suspicious activity.

In light of the July 25 abduction of one of our students from a parking lot on campus, we are reviewing current security measures with Mike Campbell, Director of Homeland Security Center of Excellence at Pierce College. We are completing a Re-Look Security Survey to use as a base for this review. Mike will help provide a cost vs. risk analysis, do a walk-about campus, review the information in our mapping system, and write up an action plan with recommendations.

We have taken some immediate steps in response to this incident:

- we asked the Sheriff's Office to increase patrols on campus
- we assigned security/M & O personnel to make frequent sweeps through the parking lots and across campus
- we asked staff to keep an eye out for any suspicious activity and report anything they notice
- we encouraged staff and students to use the "buddy system"

In addition, we are continuing our training regarding emergency planning to build on our preparedness to handle most emergencies. We are continually working towards making the campus a safe place to learn and work.

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #3: CONSENT AGENDA (for information)

h. Quarterly Budget Report

BACKGROUND:

The quarterly budget report as of September 30, 2011 is attached.

RECOMMENDATION:

None

**BIG BEND COMMUNITY COLLEGE
BUDGET STATUS SUMMARY
AS OF SEPT 30, 2011**

PROGRAM	CATEGORY	BUDGET	ADJUSTMENT	BUDGET	SPENT	BALANCE	% REMAINING
		As of 7/1/11		As of 9/30/11	Includes Enc		
010 INSTRUCTION	SALARIES	4,396,176	0	4,396,176	496,678	3,899,498	88.70%
	BENEFITS	1,429,499	0	1,429,499	249,276	1,180,223	82.56%
	GOODS&SVC	392,670	0	392,670	60,134	332,536	84.69%
	TRAVEL	46,145	0	46,145	1,821	44,324	96.05%
	EQUIP	95,695	0	95,695	28,536	67,159	70.18%
	TOTAL		6,360,185	0	6,360,185	836,445	5,523,740
040 PRIMARY SUPPORT TO INSTRUCTION	SALARIES	313,985	0	313,985	77,803	236,182	75.22%
	BENEFITS	113,555	0	113,555	27,135	86,420	76.10%
	GOODS&SVC	9,358	0	9,358	1,340	8,018	85.68%
	TRAVEL	4,750	0	4,750	0	4,750	100.00%
	EQUIP	0	0	0	0	0	0.00%
	TOTAL		441,648	0	441,648	106,279	335,369
050 LIBRARY	SALARIES	295,374	0	295,374	56,514	238,860	80.87%
	BENEFITS	111,353	0	111,353	24,169	87,185	78.30%
	GOODS&SVC	63,656	0	63,656	43,489	20,167	31.68%
	TRAVEL	1,750	0	1,750	26	1,724	98.51%
	EQUIP	10,162	0	10,162	3,945	6,217	61.18%
	TOTAL		482,295	0	482,295	128,143	354,152
060 STUDENT SERVICES	SALARIES	957,201	0	957,201	172,930	784,271	81.93%
	BENEFITS	325,875	0	325,875	70,504	255,371	78.36%
	GOODS&SVC	42,230	0	42,230	11,587	30,643	72.56%
	TRAVEL	10,989	0	10,989	107	10,882	99.03%
	EQUIP	0	0	0	86	(86)	0.00%
	GRANTS	446,102	0	446,102	0	446,102	100.00%
	MATCH	15,004	0	15,004	4,294	10,710	71.38%
	TOTAL		1,797,401	0	1,797,401	259,508	1,537,893
080 ADMIN.	SALARIES	1,377,138	0	1,377,138	321,268	1,055,870	76.67%
	BENEFITS	477,156	0	477,156	113,318	363,838	76.25%
	GOODS&SVC	679,916	0	679,916	103,225	576,691	84.82%
	TRAVEL	22,875	0	22,875	935	21,940	95.91%
	EQUIP	16,250	0	16,250	8,181	8,069	49.66%
	TOTAL		2,573,335	0	2,573,335	546,926	2,026,409
090 M&O	SALARIES	942,358	0	942,358	222,640	719,718	76.37%
	BENEFITS	379,362	0	379,362	93,008	286,354	75.48%
	GOODS&SVC	996,750	0	996,750	178,386	818,364	82.10%
	TRAVEL	3,275	0	3,275	0	3,275	100.00%
	EQUIPMENT	116,337	0	116,337	7,663	108,674	93.41%
	DEBT SERV.	0	0	0	0	0	0.00%
	TOTAL		2,438,082	0	2,438,082	501,697	1,936,385
TOTAL BUDGET		14,092,946	0	14,092,946	2,378,999	11,713,947	83.12%

ALLOCATION # 3
ALLOCATION # 4
ALLOCATION # 6
ALLOCATION # 6
ALLOCATION #11
ALLOCATION #12
ALLOCATION #13
TOTAL ADJUSTMENTS TO ALLOCATION

0

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #3: CONSENT AGENDA (for information)

- i. Human Resources Report

BACKGROUND:

We are excited to have a new multi-year (2011-2013) *Negotiated Agreement* with the faculty. Mike O'Konek and VP Moos reviewed the new agreement with the two new faculty members, David Holliway (Psych/Soc) and Jan Elliston (Nursing). Training has been held with Deans, their assistants and other staff members involved with administering the agreement.

Reported Administrative/Exempt Training since last Board Meeting:

Tom Willingham-Quality Matters™: QM and the Rubric-BBCC Reviewer Training on July 11-17 online.

LeAnne Parton-Program Directors Training Part 1: Program Setup and Timesheets/Webinar on August 30 online.

Jennifer de Leon-Building Innovative and Collaborative Organizations with Mobile, Virtual and Social Learning on August 16 online and eRecruitment Web Forum on August 18 online.

Caren Courtright-Course Materials Summit on August 10 at CWU.

Andrea Elliott-Learning to Achieve: A research-Based Training on Serving Adults with Learning Disabilities on September 10 at BBCC and CASAS Implementation Training on September 28-30 online.

Katya Kozlov-Washington Council for High School/College Relations Fall Counselors Meeting on September 21 at CBC.

Nancy Tracy-Managing the Foundation Website Training on September 7 at BBCC.

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

RECOMMENDATIONS:

None.

PERSONNEL REPORT JUNE 18, 2011 - SEPTEMBER 30, 2011

EMPLOYEE SEPARATIONS 6/18/11 - 9/30/11			
SEPARATION DATE	NAME	POSITION	SEPARATION REASON
6/30/2011	Malorie Clark	Early Childhood Education Assistance Program (ECEAP) Coordinator & Family Advocate	Resigned-accepted new job out of town
6/30/2011	Allan Peterson	Director Center for Business and Industry Services	Contract not renewed due to budget deficit
NEW HIRES/PROMOTIONS/TRANSFERS 6/18/11 - 9/30/11			
START DATE	NAME	POSITION	REPLACING
8/25/2011	Jennifer Ratigan	Transfer Services Coordinator	Enedelia Nicholson
9/6/2011	Kelsy Walker Bendtsen	Early Childhood Education Assistance Program (ECEAP) Coordinator & Family Advocate	Malorie Clark
9/12/2011	Janet Elliston	Nursing Instructor	New position-funded for two years by donations
9/12/2011	Dr. David Holliday	Psychology/Sociology Instructor	Julia Berry/Scott Richeson
9/21/2011	Tony Lidbetter	Information Technology Specialist 1	New position-non-state funding
SEARCHES IN PROCESS			
POSITION		STATUS	REPLACING
None			
SUMMER PART-TIME FACULTY: 72			
SUMMER PART-TIME HOURLY: 88			
9/21/2011			

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #3: CONSENT AGENDA (for information)

j. Enrollment Report

BACKGROUND:

The tuition amount budgeted for 2011-2012 is \$3,608,514. As of August 31, 2011 we have collected \$1,002,302 or 27.8% of the budgeted amount. As of August 31, 2010 we had collected \$858,021 or 25.9%.

The 10th day enrollment numbers are provided for your information. There was again an increase in the percentage of students attending full-time. Headcount is down 13% and state-funded FTE is down 10%. This decline was anticipated as we did not expand our class offerings due to the uncertain budget situation at the time the schedule was developed. Industrial systems, pre-college math, philosophy and sociology have the largest decline in enrollment compared to fall 2010. A smaller number of class sections were offered in these areas.

TUITION COLLECTION REPORT

As of August 31, 2011 and August 31, 2010

	<u>2011-12</u>	<u>2010-11</u>
Annual Budget	\$ 3,608,514	\$ 3,308,514
Total Collections as of July 31, 2011	\$ 1,002,302	\$ 858,021
As a % of annual budget	27.8%	25.9%
Left to collect to meet budget target	\$ 2,606,212	\$ 2,450,493

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

F.T.E. REPORT

8/30/2011

	ANNUALIZED <u>FTEs</u>
1st year (10-11)	
SUMMER	135.6
FALL	604.5
WINTER	597.3
SPRING	<u>543.2</u>
<i>Total</i>	1880.6
2nd year (11-12)	
SUMMER	110.7
FALL	580.1
WINTER	
SPRING	
<i>Total</i>	690.8
TOTAL	<u>2571.4</u>
1st year Target	1708
2nd year Target	<u>1694</u>
<i>Two-year Target Total</i>	3402
SBCTC 2-year rolling enrollment count	
Past year + current year actual FTE	2571.4
Past year + current year allocation	3402.0
% of allocation target attained to date	75.6%
Add'l FTEs to meet minimum 96%	694.5
Add'l FTEs to meet target 100%	830.6
FTEs over target - 1st year	172.6
FTEs over target - 2nd year	-1003.2

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #3: CONSENT AGENDA (for information)

k. Advisory Committee List

BACKGROUND:

The 2011-12 Advisory Committee Lists for the Professional Technical programs at Big Bend Community College is attached for the Board.

RECOMMENDATION:

None.

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	Larson Allen	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	Moses Lake School District	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 School District	Mike	Friedbauer	9541 Stone Rd	Moses Lake WA 98837
Automotive Technology	Scotty's Repair	Scott & 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

Assigned Program	Business	F Name	L Name	Address	City/State/Zip
Aviation Commercial Pilot	Grant County Tower (FAA)	Tom	Karstetter	335 Karl Rd 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	Grant County Tower (Manager)		Beck		Moses Lake WA 98837
Aviation Commercial Pilot	Millionaire	Larry	Godden		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	Alaska Airlines Pilot	Bobby	Schwab		
Aviation Commercial Pilot	Washington State Patrol Office	John	Montemayor	101 Laguna Dr	Moses Lake WA 98837
Aviation Maintenance Technology	Big Bend Community College	Dan	Moore	7662 Chanute St	Moses Lake WA 98837
Aviation Maintenance Technology	Big Bend Community College	Erik	Borg	7662 Chanute St. NE	Moses Lake WA 98837
Aviation Maintenance Technology		Bill	Musselman	219 Nunn Rd.	Prosser WA 99350
Aviation Maintenance Technology	Royal Flying Service	Kevin	Vogel	804 S. Michael Ave	Moses Lake WA 98837
Aviation Maintenance Technology	Sonico	Thom	Barnett	PO Box 782	Ephrata WA 98823
Aviation Maintenance Technology	The Boeing Company	Mark	Kempton	6001 186th Ave	Bonney Lake W 98391
BBCC Foundation Board		Darrell	Amundson	501 Port Industrial Pkwy	Quincy WA 98848
BBCC Foundation Board		Marilyn	Bertram	4478 Rd M NE	Moses Lake WA 98837
BBCC Foundation Board		Mike	Blakely	14524 Road 11 NW	Quincy WA 98848
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		Cecilia	Deluna-Gaeta	1620 S Pioneer Way #A	Moses Lake WA 98837
BBCC Foundation Board		Calvin	Greene	2701 Road N NE	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		Felix	Ramon	9843 Rd H.4	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

Assigned Program	Business	F Name	L Name	Address	City/State/Zip
BBCC Foundation Board		Katherine	Swinger	PO Box 160	Lind WA 99341
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
Commercial Driving	Big Bend Community College	Randy	Miller	7662 Chanute St	Moses Lake WA 98837
Commercial Driving	Big Bend Community College	Guillermo	Garza	7662 Chanute St. NE	Moses Lake WA 98837
Commercial Driving	LTI Inc	Vance	Jansen	120 S Wiser Lane	Moses Lake WA 98837
Commercial Driving	WPI Western Peterbilt, 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		April	Stewart	11302 Bobwhite Dr.	Moses Lake WA 98837
Commercial Driving	WPI Western Peterbilt, Inc	Dennis	Swensen	12976 N. Frontage Rd E.	Moses Lake WA 98837
Commercial Driving	Swift Transportation Co	Bill	Hartley	1616 6th Ave N	Lewiston ID 83501
Computer Science	Microsoft Inc.	Darrell	Amundson		
Computer Science	EKA Chemicals, Inc.	Jim	Burnside		
Computer Science	McCain	Trevis	Clouse		
Computer Science	REC Group	Jeremy	Davis		
Computer Science	Intuit Data Center	Bruce	Eisele		
Computer Science	Columbia Basin Job Corps	Noe	Guzman		
Computer Science	Grant Co. PUD	Jill	Hensley		
Computer Science	Genie Industries	Matt	Johnson		
Computer Science	Grant Co. PUD	Sam	Lamb		
Computer Science	Siemens	Gigi	Lowry		
Computer Science	JR Simplot, Moses Lake	Willie	Quasne		
Computer Science	Big Bend CC	Clyde	Rasmussen		
Computer Science	Yahoo Inc.	Josh	Schuyleman		
Computer Science	ConAgra Foods-Lamb Weston	Aaron	Scott		
Computer Science	Big Bend CC	Mary	Shannon		
Computer Science	Microsoft Inc.	Sean	Washburn		

Assigned Program	Business	F Name	L Name	Address	City/State/Zip
Early Childhood Education	WSMC-ML	Lupe	Agbisit	1109 Juniper Dr.	Moses Lake WA 98837
Early Childhood Education	WSMC-Warden	Helen	Alvarado	118 W. 2nd St.	Warden WA 98857
Early Childhood Education	BBCC ECEAP	Kelsy	Bendsten	7662 Chanute St	Moses Lake WA 98837
Early Childhood Education	FSGC (Head Start)	Sheila	Bradley	1402 E. Craig St	Moses Lake WA 98837
Early Childhood Education	DEL	Judy	Bunkelman	805 Mission St.	Wenatchee WA 98801
Early Childhood Education	MLSD B-3	Jamie	Camp	920 W. Ivy St.	Moses Lake WA 98837
Early Childhood Education	CCR&R	Kimberly	Ferguson		Wenatchee WA 98801
Early Childhood Education	BBCC	Kara	Garrett	7662 Chanute St. NE	Moses Lake WA 98837
Early Childhood Education	BBCC	Tennille	Kimball	7662 Chanute St. NE	Moses Lake WA 98837
Early Childhood Education	BBCC	Terry	Kinzel	7662 Chanute St. NE	Moses Lake WA 98837
Early Childhood Education	MLSD B-3	Sharon	Lange	920 W. Ivy St.	Moses Lake WA 98837
Early Childhood Education	WSMC-Royal City	Olivia	Ledezma		Royal City WA
Early Childhood Education	ECEAP Program	Jenny	Nighswonger	7662 Chanute St	Moses Lake WA 98837
Early Childhood Education	FSGC (Head Start)	Vernell	Whitney	1402 E Craig St	Moses Lake WA 98837
Early Childhood Education	BBCC Learning Center	Angela	Weber	7662 Chanute St	Moses Lake WA 98837
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	McCain Foods USA, Inc	Daniel	Gallagher	100 Lee Street	Othello, WA 99344
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	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

Assigned Program	Business	F Name	L Name	Address	City/State/Zip
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
Medical Assistant	Columbia Basin Hospital	Luis	Navarro	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	Paul	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 Office and Professional Employees International Union	Daniel	Guzman	606 Coolidge Suite 101	Moses Lake WA 98837
Medical Assistant		Allan	Jacobson	3602 N Proctor St Ste 203	Tacoma WA 98407-5250
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	Moses Lake Clinic	Charee	Wagner	840 E. Hill	Moses Lake WA 98837
Medical Assistant	SkillSource	Emily	Anderson	309 East Fifth Avenue	Moses Lake WA 98837
Nursing	SkillSource	Emily	Anderson	309 E. 5th Ave	Moses Lake WA 98837
Nursing	Central Basin Home Health & Hospice	Debbi	Hill	311 W. 3rd Ave	Moses Lake WA 98837
Nursing	Central Washington Hospital	Marilyn	Brincat	1201 S Miller	Wenatchee WA 98801
Nursing	Quincy Valley Medical Center	Colleen	Canfield	908 Tenth Avenue SW	Quincy WA 98848
Nursing	Columbia Crest Care & Rehabilitation	Amanda (Mandy)	Cicelski	1100 E Nelson Rd	Moses Lake WA 98837
Nursing	Columbia Basin Hospital	Heidi	Cline	200 Nat Washington Way	Ephrata WA 98823
Nursing	Quincy Valley Medical Center	Sarina	Fahrner	908 Tenth Avenue SW	Quincy WA 98848
Nursing	Moses Lake Community Health Office and Professional Employees International Union	Daniel	Guzman	606 Coolidge, Suite 101	Moses Lake WA 98837
Nursing		Allan	Jacobson	2602 N Proctor St Ste 203	Tacoma WA 98407-5250
Nursing	Moses Lake Clinic	Julie	Larson	840 E Hill	Moses Lake WA 98837
Nursing	Grant County Health District	Shawta	Sackett		
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	Joyce	Spencer	840 E Hill	Moses Lake WA 98837
Nursing	Samaritan Healthcare	Kathryn	Trumbull	801 E Wheeler Rd	Moses Lake WA 98837

Assigned Program	Business	F Name	L Name	Address	City/State/Zip
Nursing	Othello Community Hospital	Jody	Ulrich	315 N 14th	Othello WA 99344
Nursing	Samaritan Healthcare	Emily	Webster	801 E. Wheeler 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	Rodriguez	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
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
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	Pacific Northwest Ironworkers	Andrew	Phillipson	16610 E Euclid	Spokane WA
Welding Technology	Laserfab	Tom	Neil	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	Koeppel	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 P.E.T.	Chemi-Con	Joe	Akers		Moses Lake WA 98837
Worker Retraining P.E.T.	Genie Industries	Chris	Anderson		Moses Lake WA 98837
Worker Retraining P.E.T.	SVZ-USA, Inc	Jeni	Billups		Moses Lake WA 98837
Worker Retraining P.E.T.	BAF	Julie	Bittick		Moses Lake WA 98837
Worker Retraining P.E.T.	Quincy Foods	Susan	Derting		Quincy WA
Worker Retraining P.E.T.	SGL-ACF	Annette	Herup		Moses Lake WA 98837

Assigned Program	Business	F Name	L Name	Address	City/State/Zip
Worker Retraining P.E.T.	Chemi-Con	Stela	Heuschkel		Moses Lake WA 98837
Worker Retraining P.E.T.	McCain Foods	Tad	Hildebrand		Othello WA
Worker Retraining P.E.T.	McCain Foods	Selina	Hoflund		Othello WA
Worker Retraining P.E.T.	Simplot-Othello	Joann	Hundtoft		Othello WA
Worker Retraining P.E.T.	JR Simplot	Gary	McLemore		Moses Lake WA 98837
Worker Retraining P.E.T.	Laserfab, Inc.	Tom	Neil		Moses Lake WA 98837
Worker Retraining P.E.T.	Columbia Colstor	Scott	Neilsen		Moses Lake WA 98837
Worker Retraining P.E.T.	LambWeston/BSW	Pete	Ortega		
Worker Retraining P.E.T.	JR Simplot-Othello	Shelly	Ottem		Othello WA
Worker Retraining P.E.T.	SkillSource	Dave	Petersen	PO Box 1517	Moses Lake WA 98837
Worker Retraining P.E.T.	SkillSource	Yolanda	Rios	PO Box 1517	Moses Lake WA 98837
Worker Retraining P.E.T.	Genie Industries	Glenn	Gere		Moses Lake WA 98837
Worker Retraining P.E.T.	Grant County EDC	Jonathan	Smith		Moses Lake WA 98837
Worker Retraining P.E.T.	Simplot-Moses Lake	Rachelle	Stutsman		Moses Lake WA 98837
Worker Retraining P.E.T.	SGL-ACF	Steve	Swanson		Moses Lake WA 98837
Worker Retraining P.E.T.	Quincy Foods	Chris	Vogel		
Worker Retraining P.E.T.	WorkSource	Gary	Warren	309 E 5th Ave	Moses Lake WA 98837
Worker Retraining P.E.T.	SVZ-USA, Inc	Dan	Wilson		
Worker Retraining P.E.T.	LambWeston/BSW	Patricia	Wold		

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #3: CONSENT AGENDA (for information)

I. Crime Statistics Report

BACKGROUND:

A comprehensive review of the Crime Statistics Report is attached.

Prepared by the President's Office

RECOMMENDATION:

None.

OFFENSES	YEAR	ON CAMPUS	*RESIDENTIAL FACILITIES	NON-CAMPUS	PUBLIC PROPERTY	TOTAL
MURDER, NON-NEGLIGENT MANSLAUGHTER / NEGLIGENT MANSLAUGHTER	2008	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2009	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2010	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
SEX OFFENSES: FORCIBLE / NON-FORCIBLE	2008	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2009	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2010	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
ROBBERY	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
AGGRAVATED ASSAULT / SIMPLE ASSAULT	2008	0 / 1	0 / 0	0 / 0	0 / 0	0 / 1
	2009	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2010	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
BURGLARY - FORCIBLE ENTRY / UNLAWFUL ENTRY - NO FORCE	2008	0 / 2	0 / 0	0 / 0	0 / 0	0 / 2
	2009	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2010	0 / 1	0 / 1	0 / 0	0 / 0	0 / 1
MOTOR VEHICLE THEFT	2008	0	0	0	0	0
	2009	1	0	0	0	1
	2010	0	0	0	0	0
ARSON	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
LIQUOR LAW Citations or Arrests / LIQUOR LAW Violations Referred for Disciplinary Action.	2008	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2009	1 / 0	1 / 0	0 / 0	0 / 0	1 / 0
	2010	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
DRUG LAW Citations or Arrests / DRUG LAW Violations Referred for Disciplinary Action.	2008	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2009	1 / 0	1 / 0	0 / 0	0 / 0	1 / 0
	2010	8 / 0	7 / 0	0 / 0	0 / 0	8 / 0
ILLEGAL WEAPONS POSSESSION Arrests / Violations Referred for Disciplinary Action.	2008	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2009	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2010	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
HATE CRIMES	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
THEFT / B&E VEHICULAR & THEFT INTERNAL POSSESSIONS	2008	5 / 5	1 / 5	0 / 0	0 / 0	5 / 5
	2009	2 / 6	0 / 3	0 / 0	0 / 0	2 / 6
	2010	8 / 2	0 / 0	0 / 0	0 / 0	8 / 2
VANDALISM	2008	2	0	0	0	2
	2009	2	1	0	0	2
	2010	1	1	0	0	1
DISORDERLY CONDUCT / CONTRIBUTING FACTOR ALCOHOL & - OR DRUGS	2008	0 / 1	0 / 1	0 / 0	0 / 0	0 / 1
	2009	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2010	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0

CRIME REPORT DATES ARE FROM JANUARY 1, to DECEMBER 31 .

*CRIMES IN THE RESIDENTIAL FACILITIES COLUMN ARE PART OF THE "ON CAMPUS" COLUMN. (DOES NOT ADD TO TOTAL).

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #5: Declaration of Financial Emergency (for action)

BACKGROUND:

Recall that the SBCTC adopted a Declaration of Financial Emergency June 11, 2009, for the Washington Community and Technical College System effective June 11, 2009, through June 30, 2011, under the authority granted in RCW 28B.50.873. This conveyed each community and technical college the authority to declare a financial emergency on their own campus. This information was shared with the BBCC Board of Trustees during the July 7, 2009, Board meeting. Big Bend Community College did not declare a financial emergency during the 2009-11 budget cycle.

During the September 14, 2011, SBCTC meeting the State Board again adopted a Declaration of Financial Emergency throughout the Washington Community and Technical College System under the authority granted in RCW 28B.50.873. This declaration is effective September 14, 2011, through June 30, 2013. SBCTC Resolution 11-6-39 is attached.

Prepared by the President's office.

RECOMMENDATION:

President Bonaudi and Vice Presidents Morhbacher, Hamburg, and Moos recommend adoption of a declaration of financial emergency effective this date through June 30, 2013.

DATE: October 19, 2011

TO: BBCC Board of Trustees

FROM: President Bonaudi

RE: Declaration of Financial Emergency

This is a topic that has been before our system during this last biennium after the SBCTC formally declared that a financial emergency existed in the system. I believe that only one of our sister institutions chose to use that action last year as the basis for an institutional declaration of emergency. Collectively the WACTC presidents have been hesitant to utilize the SBCTC authorization because of the perception among our staff that major action on reduction in force is imminent. That is certainly my reason for not engaging you in this direction to this date.

However as we await the November 28 Special Session of the Legislature, we have seen the range of additional operating budget cuts that will be imposed on us this current academic year. While we have tried to spare positions currently occupied, the cuts for the rest of this year and the rest of the biennium for that matter, will take us to a much lower level of service to our communities. In my opinion if we hope to enlist popular support for some base level of funding for all of higher education in Washington State, we can no longer gloss over our extraordinary efforts of all staff to keep the open door from closing.

This action would affect all employee groups, i.e., faculty, classified, and administrative/exempt. What follows is a history of State Board action and detail of how the proposed action could affect each employee group.

SBCTC

Exempt Employee RIF

This summary is intended to provide college district employers a list of considerations as they contemplate terminating employees exempt from civil service and/or collective bargaining. As the majority of these employees are non-represented, employment conditions, rights and institution responsibilities are driven by local policies. Further, this document does not address actions that college employers may take to mitigate the impact of budget cuts on staff, such as voluntary separations, retirements, buyouts or participation in the State Voluntary Separation and Downshifting Incentive Program.

Expedited Process for Lay-off of Tenured/Probationary Faculty

What is it?

RCW 28B.50.873 provides an expedited layoff process applicable to tenure track faculty for use during a financial emergency. The State Board has authority to declare a financial emergency if there is:

- A reduction of allotments by the Governor;
- A reduction of appropriated funds by action of the legislature
 - Within a biennium (adjusted for inflation); or
 - from one biennium to the next.

The expedited process provides for limited appeal, consolidated hearings (if requested) and 60 day timeline from notice to hearing conclusion.

If a financial emergency is declared, what happens next?

Local Boards may assess their financial situation and response options.

Collective bargaining agreements (CBA) may require union notification and consideration of alternatives prior to determining the need to layoff tenured or probationary faculty. CBA provisions may also describe how notice is provided to affected employees. Statute provides local boards the authority to determine the need for a RIF of tenured or probationary faculty members. If there is a conflict between the statute and contract language, the statute governs.

However, the local CBA may provide additional details and/or processes that are not inconsistent with statute and should be considered and applied. Colleges should:

- Check Trustee delegation of authority to President and role in determining the need for a RIF;
- Check the local collective bargaining agreement (CBA) provisions that may address the requirement to consider alternatives, notification requirements (i.e., union notification, use of certified mail, language citing reason, etc.)

How does the accelerated process work?

Prior to taking any action, College staff should review local policies and CBA provisions.

1. Local Board/President determines a RIF is necessary due to financial emergency.
2. Affected faculty members are identified, consistent with applicable college policies and/or CBA provisions, and are notified by the president. The notice shall state that the separation is not due to job performance, is without prejudice, and cite the reason(s) for the action as specified by the State Board.
3. Affected faculty may request a formal hearing prior to separation. The basis of such appeal is limited to whether or not the individual faculty member is the proper one to be separated under the district's policies and CBA (i.e., least senior within affected layoff unit). The following applies:
 - The request for a hearing must be filed within 10 days of the notice. The hearing must be held within 60 days of original notice.
 - Failure to make a timely request for a hearing, results in separation on the effective date included in the notice.

- If there is more than one member of the faculty being laid off, the hearings shall be consolidated into one hearing and concluded within the time frame described above.
 - While the trustees appoint the hearing officers, affected faculty may elect to participate in that selection. Costs are shared between the college and the affected faculty requesting the hearing.
 - The district's tenure review committee may observe the formal hearing and offer its recommendation for consideration by the hearing officer.
 - Faculty requesting a hearing must be given 10 days notice of the hearing date and the hearing officer has 10 days to render a decision.
 - The hearing officer decision is not subject to further review by the district's tenure review committee and is forwarded to the trustees for final action.
4. Separation is effective upon final action of the trustees.
 5. It is not the legislature's intent, in adopting this statute, to affect CBA provisions related to lay-off units, seniority or recall rights.

**Timeline for Expedited Reduction in Force Procedure under RCW
28B.50.873
(after SBCTC and local BOT declare a financial emergency).**

Day 1: Written notice to affected faculty member(s). Must indicate (1) separation not due to job performance and (2) basis under the statute for the reduction in force (either reduction in allotments by the governor or reduction of appropriated funds by the legislature).

Day 10: Last day for faculty member(s) to request a formal hearing and request participation in choosing a hearing officer in the manner provided under RCW 28A.405.310(4).¹

Day 25: Last day for parties to appoint nominees to appoint hearing officer under RCW 28A.405 process.

Day 60: Hearing must be concluded. The only issue shall be whether the particular faculty member or members are the proper ones to be terminated under applicable polices and CBA.

Day 70: Last day for hearing officer to prepare findings and conclusions and forward to BOT. Separation becomes effective upon final action by the BOT.

Classified Staff Layoff and Recall SBCTC

Provision	Civil Service WAC (non-represented)
Seniority Posting	Higher Education applies the "Employment Retention Rating" which may include performance considerations if the employer has received a performance management confirmation. Otherwise, seniority is the employee's most recent date of hire into state service as adjusted for any period of leave without pay which exceeds 15 consecutive calendar days. <p style="text-align: right;">WAC 357-46-050, -055</p>
Layoff defined	An employer initiated action resulting in separation, employment in a class with a lower salary range max, reduction in work year or work hours. <p style="text-align: right;">WAC 357-46-005</p>
Procedure	Employer must have procedures which includes: <ul style="list-style-type: none"> a. Layoff unit definitions; b. Provisions that minimize layoff impact such as transfers, voluntary demotions, voluntary reduction in work hours, voluntary leave without pay; c. Written employee notice; d. Lists options; e. Address timeframe; f. Defines comparability criteria applied by employer; g. Identifies legitimate business requirements if considered by employer in determining options; h. Describes employment retention rating calculation; i. How ties will be broken. <p style="text-align: right;">WAC 357-46-020</p>
Determination	Employer initiated. <p style="text-align: right;">WAC 357-46-005</p>
Basis for Layoff	Included but not limited to: <ul style="list-style-type: none"> a. Lack of funds; b. Lack of work; c. Organizational change; d. Position reallocation; e. Term of project; f. Fewer positions than employees. <p style="text-align: right;">WAC 357-46-010</p>
Voluntary Layoff, Leave of Absence or Reduction in Hours	If provided in employer's procedure. <p style="text-align: right;">WAC 357-46-020</p>
Probationary Employees	A permanent employee may bump a prob. employee if he/she meets competencies. <p style="text-align: right;">WAC 357-46-035</p>
Order of Layoff	By competencies, comparability and the lowest employment retention rating – primarily seniority, unless employer has performance management conformation. <p style="text-align: right;">WAC 357-46-035</p>

Provision	Civil Service WAC (non-represented) continued
Skills and Abilities	Comparability is defined in employer's procedure and may include geographic location, number of work hours, shift time and other factors. WAC 357-46-040
Options Within Layoff Unit	Employees are offered: <ul style="list-style-type: none"> a. Position in the same class or, if none are available, classes at the same salary range in which the employee previously held perm status; b. Position in lower salary range in class series which the employee has held perm status (need not have held perm status in the specific class); c. Position is comparable as defined in procedure; d. Employee has competencies; e. Position is funded and vacant or occupied by employee with lowest employment retention rating. If no option a or b, employer determines if there's a position within the layoff unit that is: <ul style="list-style-type: none"> a. The same or lower salary range; b. Vacant and less than comparable or held by a probationary employee, and c. The employee meets the competencies. WAC 357-46-035
Employee Notice Number of Days Includes	Probationary employees – 1 day Permanent employees – 15 calendar days unless the employer and employee agree to waive. Notice includes: <ul style="list-style-type: none"> a. Basis; b. Options, including need to serve Transition Review Period; c. Specific layoff list; d. Date deadline for option selection; e. Right to appeal. WAC 357-46-030
Salary Setting When Option is Selected If appointed from list	<ul style="list-style-type: none"> a. Employee accepts position with same salary range keeps same salary; b. Employee accepts demotion keeps the same salary unless it exceeds the new range, than gets set at range max; c. Appointed from a list to a class with the same salary range – same salary; d. Appointed from a list to a lower salary range, salary is determined by employer's salary determination policy WAC 357-28-135
Transition Review Period Duration Separation	Employer may require a 6 month review period when an employee is appointed to a position as an option. It is not allowed if position is comparable and has same duties Employer may separate or employee may voluntarily separate. Name is restated on any layoff list from which it was removed. Time served does not extend eligibility list period. Separation is not subject to appeal. WAC 357-46-125

Provision	Civil Service WAC (non-represented) continued
Layoff lists Placement Duration	Within the 2 year eligibility period, a. Perm. Employees who are scheduled to be laid off - Internal list for classes held perm status at the same or lower salary range and lower classes in the same class series; b. Employees who voluntarily demote – classes held perm status at the same and lower salary range and lower classes in the same series c. Employees who accepted less than comparable positions – internal list of classes held perm status at the same or lower salary range and lower classes in same series Name may be removed from list after 3 refusals, upon retirement/resignation, at employee’s request. <div style="text-align: right;">WAC 357-46-070, -135</div>
Recall Consideration	Employer considers all names on internal layoff list. Internal promotional candidates may also be certified <div style="text-align: right;">WAC 357-16-130</div>
Project Employment	May have separate layoff unit. <div style="text-align: right;">WAC 357-46-020</div>

STATE OF WASHINGTON
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES
RESOLUTION 11-6-39

A resolution relating to the declaration of a financial emergency throughout the community and technical college system.

WHEREAS, the State of Washington must operate with a balanced budget, with expenditures not exceeding revenues for the biennium; and

WHEREAS, the economic recession has resulted in a substantial reductions in state funding for the 2011-13 biennium; and

WHEREAS, the legislature passed Second Engrossed Substitute House Bill 1087 on May 25, 2011, reducing the Community and Technical College system's biennial state appropriation from one biennium to the next as described in Attachment B; and

WHEREAS, the Board has expressed its intent to provide the policy tools needed by colleges to address budget reductions while minimizing impact to students; and

WHEREAS, colleges have engaged in collaborative processes to address the impact of budget cuts on staff and faculty and are encouraged to continue those efforts,

THEREFORE BE IT RESOLVED that the State Board for Community and Technical Colleges under the authority granted in RCW 28B.50.873 declares that a financial emergency exists for the community and technical college system for the 2011-13 biennium beginning July 1, 2011 and ending June 30, 2013;

BE IT FURTHER RESOLVED colleges that terminate tenured or probationary faculty due to a reduction in force based on this declaration of financial emergency shall report to the State Board the results of actions taken;

BE IT FURTHER RESOLVED that the State Board may take additional actions during the biennium to amend, restate, or remove this declaration subject to actions taken by the legislature or Governor between now and June 30, 2013.

APPROVED AND ADOPTED on September 14, 2011.


Sharon Fairchild, Chair

ATTEST:


Charles N. Earl, Secretary

RCW 28B.50.873

Reduction in force of tenured or probationary faculty members due to financial emergency — Conditions — Procedure — Rights.

The college board may declare a financial emergency under the following conditions: (1) Reduction of allotments by the governor pursuant to *RCW 43.88.110(2), or (2) reduction by the legislature from one biennium to the next or within a biennium of appropriated funds based on constant dollars using the implicit price deflator. When a district board of trustees determines that a reduction in force of tenured or probationary faculty members may be necessary due to financial emergency as declared by the state board, written notice of the reduction in force and separation from employment shall be given the faculty members so affected by the president or district president as the case may be. Said notice shall clearly indicate that separation is not due to the job performance of the employee and hence is without prejudice to such employee and need only state in addition the basis for the reduction in force as one or more of the reasons enumerated in subsections (1) and (2) of this section.

Said tenured or probationary faculty members will have a right to request a formal hearing when being dismissed pursuant to subsections (1) and (2) of this section. The only issue to be determined shall be whether under the applicable policies, rules or collective bargaining agreement the particular faculty member or members advised of severance are the proper ones to be terminated. Said hearing shall be initiated by filing a written request therefor with the president or district president, as the case may be, within ten days after issuance of such notice. At such formal hearing the tenure review committee provided for in RCW 28B.50.863 may observe the formal hearing procedure and after the conclusion of such hearing offer its recommended decision for consideration by the hearing officer. Failure to timely request such a hearing shall cause separation from service of such faculty members so notified on the effective date as stated in the notice, regardless of the duration of any individual employment contract.

The hearing required by this section shall be an adjudicative proceeding pursuant to chapter 34.05 RCW, the Administrative Procedure Act, conducted by a hearing officer appointed by the board of trustees and shall be concluded by the hearing officer within sixty days after written notice of the reduction in force has been issued. Ten days written notice of the formal hearing will be given to faculty members who have requested such a hearing by the president or district president as the case may be. The hearing officer within ten days after conclusion of such formal hearing shall prepare findings, conclusions of law and a recommended decision which shall be forwarded to the board of trustees for its final action thereon. Any such determination by the hearing officer under this section shall not be subject to further tenure review committee action as otherwise provided in this chapter.

Notwithstanding any other provision of this section, at the time of a faculty member or members request for formal hearing said faculty member or members may ask for participation in the choosing of the hearing officer in the manner provided in RCW 28A.405.310(4), said employee therein being a faculty member for the purposes hereof and said board of directors therein being the board of trustees for the purposes hereof: PROVIDED, That where there is more than one faculty member affected by the board of trustees' reduction in force such faculty members requesting hearing must act collectively in making such request: PROVIDED FURTHER, That costs incurred for the services and expenses of such hearing officer shall be shared equally by the community or technical college and the faculty member or faculty members requesting hearing.

When more than one faculty member is notified of termination because of a reduction in force as provided in this section, hearings for all such faculty members requesting formal hearing shall be consolidated and only one such hearing for the affected faculty members shall be held, and such consolidated hearing shall be concluded within the time frame set forth herein.

Separation from service without prejudice after formal hearing under the provisions of this section shall become effective upon final action by the board of trustees.

It is the intent of the legislature by enactment of this section and in accordance with RCW 28B.52.035, to modify any collective bargaining agreements in effect, or any conflicting board policies or rules, so that any reductions in force which take place after December 21, 1981, whether in progress or to be initiated, will comply solely with the provisions of this section: PROVIDED, That any applicable policies, rules, or provisions contained in a collective bargaining agreement related to lay-off units, seniority and re-employment rights shall not be affected by the provisions of this paragraph.

Nothing in this section shall be construed to affect the right of the board of trustees or its designated appointing authority not to renew a probationary faculty appointment pursuant to RCW 28B.50.857.

Notes:

*Reviser's note: RCW 43.88.110 was amended by 1991 c 358 § 2 changing subsection (2) to subsection (3).

Purpose -- Statutory references -- Severability -- 1990 c 33: See RCW 28A.900.100 through 28A.900.102.

Effective date -- 1989 c 175: See note following RCW 34.05.010.

Severability -- 1981 2nd ex.s. c 13: "If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected." [1981 2nd ex.s. c 13 § 3.]

**Washington State Community and Technical Colleges
Calculations for Financial Emergency for the 2011-13 Biennium**

1	2009-11 Final Appropriations ¹	\$1,366,444,000	
2	2011-13 IPD Inflation ²	3.96%	
3	Financial emergency can be declared if 2009-11 funding is less than:	\$1,420,548,943	}
4	2011-13 Final Appropriations ³	\$1,162,760,000	
5	Add back M&O appropriation shifted to Capital Budget	\$22,800,000	
6	Take out funding for capital construction appropriated in operating budget	(\$8,037,000)	
7	Final Operating Appropriations	\$1,177,523,000	}
8	% Change from the 2009-11 inflation adjusted biennium	-17.1%	
9	\$ Change from the 2009-11 inflation adjusted biennium	(\$243,025,943)	←

Notes

1. 2009-11 Final Appropriations From 2ESHB 1087 Sec. 1501.
2. 2011-13 Biennium IPD Inflation (from the March 2011 Forecast. Source: LEAP website)
3. 2011-13 Final Appropriations (2ESHB 1087, Sec. 605)

STATE OF WASHINGTON
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 09-06-10
(REVISED)

A resolution relating to the declaration of a financial emergency throughout the community and technical college system.

WHEREAS, the State of Washington must operate with a balanced budget, with expenditures not exceeding revenues for the biennium; and

WHEREAS, a depressed state of the Washington economy has resulted in a substantial reduction in state resources for the 2009-11 fiscal period; and

WHEREAS, the Governor signed Engrossed Substitute House Bill 1244 on May 19, 2009, reducing the Community and Technical College system's biennial state appropriation from one biennium to the next as described in Attachment B; and

WHEREAS, the Board has expressed its intent to provide the policy tools needed by colleges to address budget reductions while minimizing impact to students; and

WHEREAS, colleges have engaged in collaborative processes to address the impact of budget cuts on staff and faculty and are encouraged to continue those efforts,

THEREFORE BE IT RESOLVED that the State Board for Community and Technical Colleges under the authority granted in RCW 28B.50.873 declares that a financial emergency exists for the community and technical college system for the 2009-11 biennium beginning July 1, 2009 and ending June 30, 2011;

BE IT FURTHER RESOLVED colleges that terminate tenured or probationary faculty due to a reduction in force based on this declaration of financial emergency shall report to the State Board the results of actions taken;

BE IT FURTHER RESOLVED that the State Board may take additional actions during the biennium to amend, restate, or remove this declaration subject to actions taken by the legislature or Governor between now and June 30, 2011.

APPROVED AND ADOPTED on June 11, 2009.


Erin Munding, Chair

ATTEST:


Charles N. Earl, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #7: 2009-14 AMP Outcomes Report (for action)

BACKGROUND:

The third comprehensive report of the 2009-2014 Academic Master Plan (AMP) is titled OUTCOMES. This report is a compilation of the previous reports 1 ACCESS and 2 PROGRAMS, and comments and feedback from the AMP Committee, President's Cabinet and the Board of Trustees. This report summarizes our third year efforts at achieving the outcomes of the AMP, cites data which supports our efforts at achieving the major outcomes, and identifies yet to be completed plans and strategies for year 4 (2011-12).

Prepared President Bonaudi and Dean Valerie Kirkwood.

RECOMMENDATION:

President Bonaudi and Dean Valerie Kirkwood recommend acceptance of the AMP Outcomes Report.

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #8: Grants (for information)

BACKGROUND:

BBC has been the recipient of two significant grants recently; Dept of Labor/Air WA and Title V STEM. Detailed press releases are attached. Dean Clyde Rasmussen and Director Terry Kinzel are present to answer any questions about the grants.

Prepared by President Bonaudi.

RECOMMENDATION:

None.

For Immediate Release
September 28, 2011
Contact: Clyde Rasmussen clyder@bigbend.edu
Dean of Professional/Technical Education

BGCC Gets Share of Aerospace Grant

The Air Washington consortium of 14 colleges, two aerospace companies and an apprenticeship committee will receive a \$20 million grant from the U.S. Department of Labor, it was announced Monday.

Big Bend Community College will receive a \$1.8 million share of the grant over the next three years for education programs, training initiatives and services to support the aerospace industry, officials said.

BGCC operates one of five airframe and powerplant schools in Washington. The grant will be used to deliver training and certification benefiting the 600 aerospace companies in the state.

Training initiatives will focus on degrees or certificates in programs such as avionics, computer assisted drafting and design, CNC machinist, computer software engineering, electronics, hydraulic and pneumatic automation and welding.

BGCC's aviation maintenance technology program prepares students for FAA airframe and powerplant maintenance certification. The program has provided students with a pathway to aviation maintenance careers for more than 40 years.

Spokane Community College is the lead agency in the grant proposal, and will receive \$5.8 million of the grant. The grant is the first installment in a \$2 billion, four-year federal investment in jobs programs.

"This is fantastic news for workers and aerospace companies across Washington State," said Sen. Patty Murray in a news release.

The funds can be used only for education that supports the aerospace program.

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For Immediate Release
September 23, 2011
Contact: Doug Sly
509.793.2004
dougs@bigbend.edu

BBCC receives \$4.4 million STEM grant

A \$4.4 million federal grant focusing on science, technology, engineering, and math (STEM) was awarded to Big Bend Community College on Sept. 20.

The grant provides \$900,000 per year for five years toward STEM curriculum, facilities, equipment, career advising and professional development.

“It will be exciting to see how the resulting collaboration with employers and baccalaureate institutions will impact our students and our communities,” said BBCC President Bill Bonaudi.

Jobs in STEM fields are plentiful in the college’s rural service district due to a growing and diversified industrial sector, Bonaudi said. Corporations such as REC Silicon, Microsoft, SGL/BMW, Genie, Takata, Yahoo, Dell, and Intuit have created demand for STEM professionals.

BBCC Title V Director Terry Kinzel said most BBCC students have little knowledge of opportunities available in STEM fields.

“Those jobs represent opportunities to improve their standard of living,” Kinzel said.

The goal is to get more students to complete an associate degree in pre-engineering or other STEM field and transfer to a university.” Bonaudi said. Collaboration with STEM faculty at Central Washington University and Eastern Washington University is part of the project.

Just 14 percent of adults in Grant and Adams counties (the college’s service district) have a college degree, compared with 27 percent nationally.

The biggest barrier to BBCC students completing STEM degrees is their inability to cross the “math barrier,” Kinzel said. More than 90 percent of BBCC students require remedial math.

The grant will focus on electrical and mechanical engineering pathways. Funding is included for facilities, instrumentation, and technologies related to STEM degrees. The project includes funding to remodel the college’s Math/Science Building to include dedicated STEM labs and learning areas.

-30-

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #9: Board Policy 3011 (for action)

BACKGROUND:

The draft revised BP 3011 is following. Revisions are noted in bold. The Board reviewed the draft BP 3011 during the Board Administrative Retreat.

Prepared by President Bonaudi.

RECOMMENDATION:

None.

DRAFT REVISION

BP3011 Administrative and Exempt Staff Employment and Benefits Schedule BP3011

3011.1 Administrative and exempt staff positions are those positions specifically exempted from civil service or those which are not subject to civil service.

3011.2 Administrative and exempt staff are assigned a specified number of contracted months per year, inclusive of holidays and vacation.

3011.3 The President's employment and benefits schedule is assigned a specified number of contracted months per year, inclusive of holidays and vacation and is distinct from those provisions in BP3011.2.

A. Vacation Leave: The Big Bend Community College President will earn vacation hours based upon years of experience as a college president. The President is encouraged to utilize the vacation leave during the contract year. Upon separation, retirement or death, a maximum of 40 days of accrued annual leave may be compensated for in cash. This section shall not result in any increase in a retirement allowance under any public retirement system in the state.

B. Presidential leave shall be earned according to the following years of experience:
0-5 years- 16 hours for each full month of service
6-10 years- 20 hours for each full month of service
11 or more years- 20 hours for each full month of service. In the Board's discretion, the President may earn up to an additional 40 days of vacation, to be earned once, in a five year time period. The Board, in its discretion, may frontload vacation leave in the President's contract.

C. Sick Leave: The Big Bend Community College President is entitled to sick leave. For each full month of service eight (8) hours will be accrued to a maximum of 96 hours per calendar year.

D. Bereavement Leave: The Big Bend Community College President shall be granted up to three (3) days, with pay, per occurrence because of a death in the family, which shall mean, for the purposes of this section, spouse, siblings, parents, grandparents, children, grand children, aunts, uncles, nieces, nephews, or those of the employee's spouse, dependents of the employee or persons living in the same household as the employee. Additional days of bereavement leave shall be approved by the appointing authority.

E. Personal Leave: The Big Bend Community College President shall be granted ~~six days~~ of personal leave per calendar year **based on years in present position:**

0-10 years- 3 days or 24 hours

11-15 years- 6 days or 48 hours

16+ years- 9 days or 72 hours

The President is expected to utilize the personal ~~holidays~~ leave during the calendar year; unused personal leave balance shall be non-accumulative and non-compensable.

F. Pursuant to the Family and Medical Leave Act of 1993, if eligible the Big Bend Community College President shall be entitled to a total of twelve (12) work weeks of leave during any twelve (12) month period for one or more of the following

1. To care for the President's child after birth, or placement for adoption or foster care;
2. To care for the President's spouse, son or daughter, or parent, who has a serious health condition; or,
3. For a serious health condition that makes the President unable to perform the President's job. A combination of paid and unpaid leave may be used for the President to exercise his/her right under this act.

RCW 43.01.040 - 044

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #10: 2011-12 Board Goals (for action)

BACKGROUND:

The Trustees reviewed their Board Goals during the Board Administrative Retreat. Draft revisions based on the discussion during the Board Administrative Retreat are following.

Prepared by the President's Office.

RECOMMENDATION:

None.

2011-2012 Trustee Goals

1. **Current - INNOVATION** – The Board will establish and foster business, industry and community connections to the college, which will lead to innovation and new or expanded programs arising from those connections.

Option 1 – INNOVATION – Add...Board members will take advantage of opportunities to communicate with business and industry representatives to exchange information about college needs, capabilities, and opportunities and employer needs, and satisfaction with college services.

Amended INNOVATION/PARTNERSHIPS - *The Board will establish and foster business, industry, and community connections to the college, which will lead to innovation and new or expanded programs arising from those connections. The Board will establish and maintain policies that promote regular college interaction with business and industry to enhance the economic health of the district. The Board will continue its practice of formal recognition of business/industry support of college students and programs, coordinating that recognition where appropriate.*

2. **Current – ACCESS** - The Board will establish and maintain policies to insure open access and opportunity for all students, employees, employers, and communities, communicating those policies to the district. The Board will endeavor to hold more off campus meetings with school districts within its service area in order to communicate the college's policies and programs district-wide. Promote increased contact on campus and throughout the district.

Option 1 – ACCESS – "...to the district..." The Board will endeavor to hold meetings, both on campus and off campus with stakeholder groups throughout the college district such as school boards, county commissioners, city officials, economic development organizations, etc. The purpose of the meetings is to allow Trustees to participate in information exchange and problem solving.

Amended ACCESS- *The Board will establish and maintain policies to insure open access and opportunity for all students, employees, employers, and communities, communicating those policies to the district. The Board will endeavor to hold meetings, both on campus and off campus with stakeholder groups throughout the college district such as school district boards, county commissioners, city officials, economic development organizations, etc. The purpose*

of the meetings is to allow Trustees to participate in information exchange and problem solving.

3. **Current – STUDENT ACHIEVEMENT** – The Board will recognize and promote student success. The Board will implement a practice of sending written acknowledgement to students and staff who have achieved notable successes.

Option 1 – STUDENT ACHIEVEMENT - Add.....In addition to Commencement, Board members will endeavor to attend other ceremonies and meetings to recognize and celebrate student success.

Amended STUDENT ACHIEVEMENT- *The Board will recognize and promote student success, continuing the practice of sending written acknowledgement to students to recognize their achievement. In addition to Commencement, Trustees will endeavor to attend other ceremonies and meetings to recognize and celebrate student success.*

4. **Current – BUSINESS AND INDUSTRY PARTNERSHIPS** – The Board will establish and maintain policies that encourage and promote business, industry, and college interaction to enhance the economic health of the district, communicating those policies to the district. The Board will implement a practice of sending written thank-you’s to businesses and industries which make notable contributions or donations.

Option 1 – BUSINESS AND INDUSTRY PARTNERSHIPS – Combine this statement with Innovation so it reads **INNOVATION/BUSINESS AND INDUSTRY PARTNERSHIPS** - Change the last sentence of #4 to read: Change the last sentence to read“...The Board will continue its practice of formal recognition of business and industry support of college students and programs, coordinating that recognition with the BBCC Foundation where appropriate....”

Amended BUSINESS/INDUSTRY PARTNERSHIPS - See Amended Innovation/Partnerships

5. **Current – COLLEGE CLIMATE** - The Board will establish and maintain policies that promote a safe, welcoming environment for students, employees, and citizens for college activities throughout the district. The Board will encourage events and activities on campus to recognize staff achievement and bring more people to our campus for exposure to the college.

Option 1 – COLLEGE CLIMATE - **None...**

6. **Current – RESOURCES** - The Board will establish and maintain policies that pursue funding for programs, capital improvement, personnel and equipment.

Option 1 – **RESOURCES** – add....Board members will be involved at local, regional, state, national and international levels to identify opportunities to secure additional resources for the college.

*Amended **RESOURCES** - The Board will establish and maintain policies that pursue funding for programs, capital improvement, personnel and equipment. Board members will be involved at the local, regional, state, national and international levels to identify opportunities to secure additional resources for the college.*

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #11 Assessment of Board Activity (for information)

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.

Trustees Jon Lane and Mike Blakely attended the TACTC Conference October 18. They may provide highlights from the conference.

The Board may discuss their Board evaluation. They reviewed their 2010-2011 Board Goals during the Board Administrative Retreat. The ratings (range 0-25) indicated during the Board Retreat are noted below.

Innovation – ratings between 15-24 resulting in an average of 19.

Access - ratings between 10-25 resulting in an average of 18.

Student Achievement - ratings between 17-22 resulting in an average of 20.

Partnerships - ratings between 15-21 resulting in an average of 19.

Climate - ratings between 20-25 resulting in an average of 23.

Resources - ratings between 10-19 resulting in an average of 14.5.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #12: Regularly Scheduled Board Meeting Date (for action)

BACKGROUND:

The next Regular Scheduled Board meeting is Wednesday, November 30, 2011, at 1:30 p.m.

Prepared by the President's Office.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 10/19/11

ITEM #13 Miscellaneous (for information)

BACKGROUND:

The BBCC Foundation 5K Dollar Dash was held October 8. There were 54 participants and approximately \$2,100 was raised for BBCC student scholarships.

Star Night is scheduled on Tuesday, October 25, at 6:00 p.m. with light refreshments. This is a great networking and student support event featuring opportunity for scholarship donors and their recipients to visit. A bronze plaque recognizing a \$100,000 plus donation will be presented during the event.

The Legislative Action Committee Retreat will be held November 14 at Highline Community College in Des Moines, WA. The draft agenda is attached, additional details will be shared as they become available.

Governor Gregoire has appointed three SBCTC State Board members. The appointments of Ms. Anne Fennessy, Mr. Wayne Martin and Mr. Larry Brown will fill the SBCTC vacancies. Bios on each new member are attached.

Prepared by the President's office.

RECOMMENDATION:

None.

Anne Fennessy, Seattle

Vice President and Partner, Cocker Fennessy, 1995-present. BS, Sociology and Social Work, Iowa State University; Graduate Studies, University of Washington Graduate School of Social Work. Current: Secretary, The Bullitt Foundation Board of Trustees (2004-present); Executive Committee member, Greater Seattle Chamber of Commerce (2004-present); Trustee, Downtown Seattle Association Board (2008-present); Director, One Reel Productions Board (2008-present); Trustee, Teatro Zizanni Board (2008-present); Councilor, Pioneer Square Residents' Council (2009-present). Former member of the Pike Place Market Foundation Board of Directors, member of Seattle Culinary Academy Capital Campaign at Seattle Central Community College, former adjunct instructor at Cascade Center of the Daniel J. Evans School of Public Affairs at the University of Washington (1994 – 2005) Served as Communications Director for Governor Mike Lowry (1993 – 1995) and Corporate Communications and Marketing Director for Port of Seattle (1990 – 1993) and previously Press Secretary to Seattle Mayor Charles Royer (1987-1989).

Wayne Martin, Richland

Dr. Wayne J. Martin is an environmental scientist at Pacific Northwest National Laboratory (PNNL), which is operated by Battelle for the U.S. Department of Energy. PNNL is located at the Hanford Site in southeastern Washington State, which has the largest quantity of radioactive waste in the world. Dr. Martin is a graduate of Washington State University with a Ph.D. in Environmental and Natural Resource Sciences. Wayne served as a Trustee at Columbia Basin College from 2000 -2010. As a Trustee he participated in the Student Achievement Initiative task force among other system work.

Larry Brown, Auburn

Larry Brown is the Legislative and Political Director for the Aerospace Machinists Union District Lodge 751. Larry has served his union as a steward, local lodge officer, district council delegate, staff assistant and union representative. He has worked in aerospace industry for 33 years and the union for 12 years. The Machinists Union represents over 28 thousand hourly employees at the Boeing Company. Larry serves on Washington's Council on Aerospace and for 13 years as a member of the Board of Trustees for Green River Community College, he is a former TACTC President, 2005-06; and was the TACTC Legislative Steering Committee Chair, 2001-03. He has served on many significant public policy committees over the years.

**Legislative Action Committee Retreat
Highline Community College - Student Union Building
November 14, 2011**

Agenda

- 8:30 a.m. Continental Breakfast
- 9:00 a.m. Welcome & introductions – overview of purpose/goals for the retreat – ***Tom Malone***
- 9:10 a.m. Approval of minutes from LAC retreat – ***Dan Altmeyer / Carol Landa-McVicker***
- 9:15 a.m. Legislative Overview – ***Charlie Earl / Deb Merle***
- Revenue and budget update
 - Chautauqua Report
- 10:30 a.m. Trustee discussion – report out local legislative visits – ***Dan Altmeyer / Carol Landa-McVicker***
- 11:00 a.m. Legislative Reports and Task Force Updates – ***Charlie Earl / Deb Merle***
- Governor’s Higher Education Steering Committee
 - Efficiency Study
 - CTCLink (ERP)
- 12:00 noon Working Lunch – Table discussions
- 1:00 p.m. Legislative 101 “What really happens in Olympia?” – ***Deb Merle***
- 2:00 p.m. Coordination of System Messages
- Alignment with WACTC – ***Gerald Pumphrey, WACTC President***
 - Roles and responsibilities of TACTC / Local trustees in legislative process – ***Dan Altmeyer / Carol Landa-McVicker***
- 3:00 p.m. Communication and Legislative Outreach Strategy – ***Dan Altmeyer / Carol Landa-McVicker***
- LAC meetings and communication plan
 - Assignments and take-away’s
- 4:00 p.m. Adjourn