**THE OFFICIAL MINUTES**

The Big Bend Community College Board of Trustees held its regular Board meeting on Tuesday, October 20, 2009, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

**1. Call to Order**

 Chair Felix Ramon called the meeting to order at 1:30 p.m.

Present: Mike Blakely

 Katherine Kenison

 Felix Ramon

 Mike Wren

Absent: Angela Pixton

**2. Introductions**

VP Gail Hamburg introduced Ms. Angie Albert. Ms. Albert was hired August 10 to fill the vacancy left by Ms. Kim Helvy. Ms. Albert brings 20+ years of accounting and payroll experience to BBCC.

M & O Director Todd Davis introduced Mr. Joe Russell who brings 30+ years of automotive mechanic experience. He is filling the restructured position vacated by the retirement of Mr. Lupe Hernandez. Director Davis also introduced Mr. Jeff Robnett, BBCC’s new HVAC technician. He graduated from Spokane Community College and has 18+ years experience with HVAC.

**3. Consent Agenda**

a) Approval of Board/Admin Retreat Minutes for August 26, 2009, Study Session Meeting Minutes for September 8, 2009, and Regular Meeting Minutes for September 8, 2009 (A); b) Student Success Update (I); c) Accreditation (I); d) Assessment Update (I); e) Capital Project Report (I); f) Human Resources Report (I); g) Enrollment Report (I); h) Advisory Committees List (I).

MOTION 09-41 Trustee Mike Wren moved to approve the Consent Agenda. Trustee Katherine Kenison seconded the motion, and the motion carried.

**4. Remarks**

a. ASB President Rhoan Ashby reported the Back to School BBQ brought in close to 300 people. Everyone seemed to have a good time with the western theme.

ASB recently held a lunchfest with over 85 people in attendance. The Human Race Machine was also in the library again and many students used it.

The students lost to the staff at the semi-annual softball tourney a few weeks ago. Attendance increases at each game. Over 60 people either participated or cheered for the teams.

There have been a record number of students in the game room playing pool as a result the revenue in the game room is increasing. ASB was asked by students to hold the quarterly pool tournaments more frequently. They will be held monthly in the future.

ASB has been busy with decorations for Star Night. The ASB Halloween dance will be held next Friday night in the Masto Conference Center with a $5 donation. All are invited, and there will be a costume contest. The money received from attendance will go to Big Bend’s Relay for Life Team.

The Phi Theta Kappa, Rho Zeta Chapter hosted the Greater Northwest Region Phi Theta Kappa conference with 65 guests attending. Phi Theta Kappa members performed community service at the Moses Lake Japanese Peace Garden. They built new trails, sifted sand for the Zen garden, pulled weeds, trimmed overgrown vegetation, and secured existing trails. Some members stayed on campus and created no-sew fleece baby blankets. Phi Theta Kappa members also held a car wash, gleaned potato fields, and hosted a Cancer Awareness table recently. The group will assist with Star Night tonight.

The Phi Theta Kappa regional meeting will be held in Omak and the Rho Zeta members are planning to attend. They are preparing for their fall induction ceremony on November 5. Lastly, the Phi Theta Kappa annual Silent Auction will be held November 18.

The MEChA Club set up an information table last week to honor Hispanic Heritage Month.

The Soccer Club has held two games at Lion’s Field this quarter.

Trustee Ramon complimented Mr. Ashby on the activities of the ASB report.

b. Classified Staff Representative Kathy Aldrich reported eight staff members attended ten training sessions. Cynthia de Victoria and Maribell Aguilar attended USDA Training in Yakima. Dina Moskvich attended Developmentally Appropriate Practice training at Family Services of Grant County in Moses Lake.  Cynthia de Victoria attended an Interagency Coordinating Council Meeting on “Birth to Three” in Moses Lake. Kamela Bishop attended Project Management online through the University of Phoenix. Nathan Holes watched a Barfield Training DVD at BBCC. Susan Nichol attended a Campus Safety Meeting at BBCC. Cynthia de Victoria and Maribell Aguilar attended an ECE/Home Visitor training conference at Richland. Benny De Leon attended *Quality Assessments and Observations and* The Power of Play Based Learning *in Richland*. Danelle Happer attended CASAS CADRE Training at Renton Technical College.

c. Faculty Association President Mike O’Konek reported faculty activities as they were reported to him. John Peterson, Chemistry Instructor, attended the Washington College Chemistry Teachers’ Association (WCCTA) 17th Annual Conference in Leavenworth. He visited with approximately 200 other college chemistry instructors. The host college rotates and faculty from Big Bend Community College, Wenatchee Valley College and Yakima Valley College will be organizing this event in 2011.

Philosophy Instructor Dennis Knepp reported that *Twilight and Philosophy* is now in the BBCC Library and includes a chapter that he wrote.

Criminal Justice and Psychology Instructor Ryann Leonard reported that she is working with a team, OIT Instructor Daneen Berry-Guerin, Kamela Bishop, and Sarah Hawkins, to update the online tutorials for students. They are also promoting the free tutorials to raise student awareness.

Ms. Leonard attended Homeland Security training in September. She learned more about planning drills and exercises for safety on campus.

December 13 is the date of Big Bend Community College Chorus and Orchestra Fall Concert in the Wallenstien Theater. Music Instructor Pat Patterson reported the program will include portions of Handel’s Messiah as well as other seasonal favorites.

Astronomy Instructor Jim Hamm will accompany his students to make telescopes available to students at Discover Elementary October 26 or 27. The students and their parents will be able to view the Moon and Jupiter.

Mr. O’Konek also stated faculty members are attending probationary faculty and tenured faculty committee meetings.

e. VP Mike Lang reported two volleyball student athletes, Paula Robinson and Kelsey Garner, were accepted into the Northwest Athletic Association of Community Colleges All Academic Team.

VP Lang introduced Dean Kara Garrett to report on preparations for the National League for Nursing Accrediting Commission (NLNAC) visit. She reported that this is the five-year visit by the NLNAC. Director Katherine Christian and her staff are busy revising curriculum and the self-study. The NLNAC visitors will be here February 8-10, 2010. Dean Garrett commented that the NLNAC visitors will want to meet with the Trustees to discuss the value of the program. Members from the community will also be invited to come to campus and visit with the staff from the NLNAC and they will also visit some of BBCC’s clinical sites. This will be a very thorough visit and Dean Garrett stated Director Christian is doing an outstanding job preparing for it.

VP Lang introduced Dean Clyde Rasmussen to discuss the accepted proposal for restructuring the CSC program. Dean Rasmussen said Maureen Marjory from CIS Center for Excellence performed an audit of the computer science program last fall. She is excited to accept the challenge of restructuring the program. She plans for the program to be ready Winter quarter. Her contract expires February 28, 2010. Because she performed the CSC audit she is aware of the revisions needed.

VP Lang introduced BBT Director Russ Beard to report on the Rural Utility Service (RUS) grant. This grant is from a branch of the USDA for distance learning and telemedicine. BBCC was awarded $140,000, which is 100% of the request. This grant requires a full match. Director Beard indicated that we have already met $100,000 of the match. The grant money will fund developing online community knowledge centers or thin client labs in Othello, Mattawa, Ritzville, Washtucna, and Lind. He acknowledged the valuable assistance of his assistant Julie Gamboa and Data Analyst Starr Bernhardt with this successful effort.

d. VP Gail Hamburg provided the capital report update. She stated the auditorium project was awarded to the lowest bidder. The contractor had until Friday, October 16 to submit the bond. He did not meet the required timeline. Dave Lorengo, project manager, then awarded the bid to the second lowest bidder, which was $75,000 higher. The contractor who was initially awarded the project is protesting with General Administration. VP Hamburg stated the project may not move forward right away due to this situation. Trustee Ramon asked if VP Hamburg knew what the timeline would be. VP Hamburg responded that Mr. Lorengo will notify her of the timeline and she will pass on the information.

**5. Dashboard Presentation**

President Bonaudi stated many presidents have wanted a program that would allow easy access to real-time data. Currently the institutional research department spends hours gathering data and then converting it to a format that can be easily understood. BBCC is the first community college to have something like this working. The current presentation is regarding enrollment data. Many other groups of information regarding outcomes and our AMP can be manipulated and then made available in this same process.

Dean Valerie Kirkwood introduced BBT Director Russ Beard and Data Analyst Starr Bernhardt as the key people with this project. She reported the purpose behind the dashboard is to provide users on campus with up-to-date information. The dashboard allows staff to push a button to gather data. AtD indicators, and AMP data can also be gathered in this way. This project is in the first developmental phase. Dean Candy Lacher helps with accurately reporting initial FTE data. This really takes a combined effort. Eventually financial data could be reviewed this way too. Director Beard and Ms. Bernhardt will deliver this same presentation to SBCTC Wednesday, October 21.

Ms. Bernhardt discussed the process. She said the current method is the “clunker method” and archaic. It is cumbersome, allows many opportunities for human error and the information is often outdated by the time it is received. IR loads the data into a spreadsheet format, which can be difficult for end users. The data is moved between software programs and then manipulated. This time consuming process is an inefficient use of IR staff time. If different variables are requested after the report is finalized, the data manipulation begins from the first step again. Building these reports can take days.

The new improved “hot rod method” is automated and allows drilldown capabilities for historical information. The dashboards are screen shots that illustrate the data in easy to read and use formats. The dashboards populate automatically which results in more consistent and accurate information accessible from the website. Anyone with a Big Bend e-mail account can access the information. The most commonly used data sets will slowly be added to the IR dashboard web page. Providing the common data set information via the automated dashboards on the website will allow for IR staff to have time to research the trends and learn and update new methodologies.

Director Beard stated the systems BBCC currently uses were implemented in 1978 and they inhibit our abilities to gather and convert the data into a user-friendly form. It has taken a lot of effort from BBT and IR staff to generate the dashboard reports.

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The group viewed the FTE dashboards online. Director Beard said BBCC is “ahead of the pack” with this information. The dashboard updates nightly and is available to everyone on campus. He commented that making real time accurate data available to staff sparks good conversation. He anticipates the culture will begin to change and more time will be spent discussing the data and trends rather than where the data came from and how it was developed.

Director Beard said he is working on a statewide collaboration effort with mountains of data. The state is making another attempt to get off of the old servers, onto a new modern “lift and shift.” He is working with the team to be sure that all of the behind the scenes connections with the dashboards will continue to work with lift and shift. Director Beard is also working with several groups to develop a plan to make the dashboard process available to each college.

Director Beard gave directions to access the dashboard: BBCC home page, choose Thor in the top right corner to go to the portal, choose the report center tab, the dashboards are listed on the left, currently only FTE. Director Beard reported the next dashboards being developed regarding retention data. He anticipated they would be functional by October 31. The BBCC Data Experts group is working with the AtD data team and they have created a wish list of dashboards to be developed.

Trustee Mike Blakely asked about proprietary rights to the dashboards. Director Beard stated the dashboards are built on vended products and can easily be shared with other colleges. Trustee Blakely said he heard the state is looking around Quincy to develop a data center. He asked Director Beard if we would have an advantage with being geographically close to a state data center. Director Beard responded that technically there would be no advantage. He also commented however, that Grant County is more stable with less risk of volcanic or earthquake activity.

Director Beard introduced his IT staff: Julia Gamboa, Eric Gruber, Zachary Geesaman, Mark Rogerson, Kamela Bishop, Sarah Hawkins, and Scott Carsey. He stated he has the best IT staff in the community college system.

**6. Exceptional Faculty Award**

Full time art instructor Rie Palkovic received a $1,500 Exceptional Faculty Award during the May 19, 2009, Board meeting. Ms. Palkovic attended a portrait drawing workshop at the Gage Academy Art School in Seattle by renowned figure artist Costa Vavagiakis. She explained the classical five-day workshop including drawing from a model from 9-5 daily and individual instruction by Costa.

Ms. Palkovic noted that usually a model poses for 20 minutes at a time. This model sat in the same pose all week with very few breaks. Costa is a very accomplished artist, and he chooses interesting looking people to draw. It is important to him to see the inherent beauty in each person.

Ms. Palkovic shared photos from the workshop, which showed the studio and artwork in various stages of completion. She also displayed her finished portrait drawings. She said drawing a portrait is very different from still life or landscape. It was very hard work and a great luxury to attend. She really pushed herself outside of her comfort zone.

**7. Textbook Rental Program**

President Bonaudi stated he was very proud of how the bookstore has stepped up to help the students. He introduced the Director of the Bookstore Caren Courtright to describe the textbook rental program.

Director Courtright discussed the criteria textbooks must meet to be included in the textbook rental program. The textbook must be a new edition and the department must commit to using the textbook for two years and the class must be taught 3-4 quarters per year.

The Elementary and Intermediate Algebra textbooks were newly published for the Summer 08 quarter and they cost $142 new. They’ve been rented to students for 1/3 the cost of new. The used MPC textbook cost is $106.50. Students can sell textbooks back to the bookstore for approximately half of their cost if the same edition will be used again. Director Courtright explained that buying a used book is a little less expensive than renting overall however, the initial investment of cash is higher.

Director Courtright stated 583 textbooks were rented in 2008-09. Students saved between $20,000-$57,000. The textbooks currently in the rental program include Elementary and Intermediate Algebra and Intro to Criminal Justice. An instructor is working on adding another textbook to the rental program.

Trustee Mike Wren asked what drives the new editions? Director Courtright responded that the publishers decide to issue new editions to the book market. Publishers don’t make money when used textbooks are sold. She explained that sometimes the new editions are extensively reorganized. Sometimes the changes are minimal and two different editions can be used in the same class. Trustee Ramon stated he has heard reports that our books are less expensive than some other community colleges. Director Courtright stated she is working hard to offer more used books and textbooks sales are up due to high enrollment.

Trustee Ramon announced an Executive Session would be held for 15 minutes beginning at 2:41 p.m. The purpose of the Executive Session is provided in RCW 42.30.110 (1) (c) to consider the minimum price at which real estate will be offered for sale or lease; and (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation. President Bonaudi asked VP Mike Lang to stay for a portion of the Executive session.

The meeting reconvened at 2:56 p.m. Trustee Felix Ramon announced that no action was taken during Executive session. He also announced a five-minute break. The meeting reconvened at 3:03 p.m.

**8. Board Evaluation**

Trustee Ramon asked the other Board members if they had comments regarding the draft Board evaluation statement he had written.

2008-09 Board Evaluation

Upon completion of a review of board goals, policy governance, president’s evaluation and the evaluation process, and all reports to the board with regard to Ends Statements and the Academic Master Plan, the board notes substantial accomplishment of all of its objectives.  The board has determined that it acted within the policies it has set for its organization and operation, and policies relating to institutional quality, effectiveness, integrity, financial stability and viability.  The board has acted consistently as a committee of the whole and been engaged throughout the college district delivering and receiving information regarding college operations and effectiveness.  Board members’ individual activities are complementary and focused on the 2008-2009 goals.

MOTION 09-42 Trustee Katherine Kenison moved to adopt the draft Board evaluation prepared by Trustee Ramon as the 2009-09 Board evaluation. Trustee Mike Wren seconded the motion, and the motion carried.

**9. Assessment of Board Activities**

Trustee Mike Wren reported he attended the Board/Admin Retreat. He also attended the Masto Conference Center dedication and enjoyed learning the history of the Masto family’s legacy. Trustee Wren participated in three meetings with President Bonaudi, Grant County EDC Executive Director Terry Brewer and Representative Judy Warnick regarding the impact of training to retain the aviation technology workforce in the state. Trustee Wren also attended the Advisory Committee dinner and the Foundation Board meeting on October 8.

Trustee Katherine Kenison reported that she attended the September 8 Study Session and Board meeting. She also attended the Masto Conference Center dedication.

Trustee Mike Blakely reported he attended the September 8 Study session and Board meeting. He met with Dr. Bonaudi to coordinate the Quincy Roundtable on the BBCC campus and he met with Mayor Hemberry from Quincy to review the agenda. Trustee Blakely also attended the Foundation meeting and met with representatives from the irrigation industry. Trustee Blakely stated he thanked Governor Gregoire and her appointment secretary Kim Tanaka for his reappointment. He also submitted a letter to the editor as an individual regarding I-1033. He attended the Masto Conference Center dedication.

Trustee Blakely attended the Quincy Roundtable and stated he thinks it was a good investment of BBCC staff time. The Quincy Roundtable attendees thanked Dr. Bonaudi for BBCC’s hospitality. President Bonaudi stated BBCC is available and would like to host similar organizations from communities in the BBCC service district. Trustee Mike Blakely stated Ephrata is developing a similar group. Trustee Wren said he will mention BBCC as a host during the next meeting of the Ephrata group. President Bonaudi said he would like to host the Ephrata group and the Adams County Development Council too. He said BBCC is the only Board in the state that streams their Board meetings live on the Internet. This service is also available to other organizations that meet on the BBCC campus.

Trustee Ramon reported that he attended the Quincy Roundtable meeting and the Foundation Board Meeting. He also attended the September 8, 2009 Study Session and Board meeting. Trustee Ramon discussed the NWCCU Accreditation Standards revisions with President Bonaudi and drafted a response letter from the Board supporting the revisions. He spoke with BBCC staff and the public promoting BBCC and the BBCC Foundation. He said he could not make a public statement regarding a proposed initiative as a member of the board. He did say that anything that reduced the BBCC budget would have the possibility of reducing BBCC’s ability to provide classes.

**10. Next Regularly Scheduled Meeting**

President Bonaudi announced that the next regularly scheduled Board meeting is Tuesday, November 17 at 1:30 p.m. He stated the Board has not held an evening meeting this fall. Holding evening meetings is not in the bylaws however the Board has chosen to have one evening meeting each spring and fall in the past.

MOTION 09-43 Trustee Katherine Kenison moved to hold the next regularly scheduled Board meeting Tuesday, November 17, 2009 at 7:00 p.m. Trustee Mike Wren seconded the motion, and the motion carried.

**11. Miscellaneous**

President Bonaudi stated he was appointed to serve on the AACC Academic, Student and Community development Commission. He will meet with the committee in Washington, D.C. in November. The AACC is holding their spring conference in Seattle in 2010. The funding for his meeting in Washington, D.C. will come from non-state dollars. He said he is working with staff about the realities of the budget and trying to restrict travel as much as possible whether funded by state or non-state dollars. He is asking staff to consider the impact of the their attendance at meetings off site and if attendance via ITV is an option. The campus wide travel budget is $164,000.

Ms. Susan Fagan and Ms. Pat Hailey are the candidates for the 9th district legislative seat. President Bonaudi has hosted both candidates on campus and discussed the importance of the state not reducing its higher education subsidy. They also discussed the importance that expanding capital funding has on communities and funding expensive equipment from capital money rather than operating dollars.

President Bonaudi reported that the Foundation is scheduling a Trust writing meeting by Mr. Gerry Rein from Lukins & Annis, P.S. Additional information will be provided when the training is set.

The RUS grant will give us the opportunity to go out to five communities, Lind, Washtucna, Mattawa, Othello and Ritzville, to determine how to manage the equipment throughout the district. The Lind and Washtucna sites can be held in school district buildings. We are not sure about the other facilities yet. The RUS grant is great news for the Ritzville community, as they’ve been trying to get broadband access for their community.

The meeting was adjourned at 3:20 p.m.

Felix Ramon, Chair

ATTEST:

William C. Bonaudi, Secretary