

Big Bend Community College



Board of Trustees

Regular Board Meeting

**Tuesday, October 23, 2007
7:00 p.m.**

**HARDIN COMMUNITY ROOM
ATEC 1837**

Community College District No. 18

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

Fall & Winter Quarter 2007 Events

October	23	BBCC Board of Trustees Study Session, 4 p.m., Regular Meeting 7 p.m., ATEC
	26	Placement Testing, 8 a.m., Building 1200
	31	Viking Volleyball vs. WWCC, 6 p.m., Gymnasium
November	1	ASB Bowling Night, Lake Bowl, 9:30 p.m. – midnight, BBCC students only, FREE
	2	Placement Testing, 8 a.m., Building 1200
	8	ASB Blood Drive, 10:30 a.m. – 1:30 p.m., Building 1400
	9	Placement Testing, 8 a.m., Building 1200
	12	Veteran's Day Holiday, no classes, campus closed
	13	ASB Stir Fry Fest, 11:15 a.m. – 1:30 p.m., ATEC, \$2
	13-16	Registration for Winter Quarter begins
	15	ASB Pool Tournament (singles), 2:30 p.m., Building 1400 Activities Center, \$3
	16	Lady Vikings Basketball vs. Bellevue CC, 6 p.m., gymnasium
		Placement Testing, 8 a.m., Building 1200
	21-23	Thanksgiving Holiday, no classes, campus closed
	28	Viking Basketball vs. Salish Kootenai, men 6 p.m., women 8 p.m., gymnasium
	29	Lady Vikings Basketball vs. Seattle CC, 8 p.m., gymnasium
	30	Placement Testing, 8 a.m., Building 1200
December	6	Instruction ends
	7	Placement Testing, 8 a.m., Building 1200
	7-8	Big Bend Classic Basketball Tournament, gymnasium
	10-12	Final Exams
	10	ASB Free Massages and Pool, Building 1400
	10	Library Campout, 8 p.m.
	14	Placement Testing, 8 a.m., Building 1200
	14-16	Viking Men at NWAACC Crossover Basketball Tournament
	15	Columbia Basin Allied Arts "Babes in Toyland," 7 p.m., Wallenstien Theater
	24-25	Christmas Holiday, campus closed
January	7	Winter Quarter classes begin

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18

**7662 Chanute Street
Moses Lake, Washington 98837
BBCC Trustee Study Session**

**Tuesday, October 23, 2007
4:00 – 5:30 p.m.**

Hardin Community Room – ATEC Room 1837

BOARD STUDY SESSION AGENDA

- 1. 2007-08 Amended Operating Budget**
- 2. 2007-08 Proprietary Budget Review**



Big Bend
Community College

**COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE**

7662 Chanute Street
Moses Lake, Washington 98837
Regular Board Meeting Agenda
Tuesday, October 23, 2007, 7:00 pm
Hardin Community Room – ATEC Room 1837

	Action		Tab #	
Governing Board Members: Katherine Kenison, <i>Chair</i> Mike Blakely, <i>Vice Chair</i> Bob Holloway Cecilia DeLuna-Gaeta Felix Ramon Dr. Bill Bonaudi, <i>President</i>	A	1. Call to Order/Roll Call		
	I	2. Introductions		
	A	3. Consent Agenda	3	
		a.	Approval of Retreat Mtg Minutes – 8/28,29,30/07	
			Approval of Regular Mtg Minutes – 9/11/07	
			Approval of Study Session Minutes – 9/11/07 (A)	
		b.	Achieving the Dream Update (I)	
		c.	Assessment Update (I)	
		d.	Accreditation Report (I)	
		e.	Capital Project Report (I)	
		f.	Enrollment Report (I)	
		g.	Childcare Update (I)	
	h.	Personnel (I)		
	i.	Donations (A)		
	j.	Crime Statistics (I)		
	k.	Advisory Committee List (I)		
	l.	Quarterly Budget Update (I)		
I	4.	Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board)	4	
	a.	ASB Representative – Matt Boyce, President		
	b.	Classified Staff Representative – Kathy Aldrich		
	c.	Faculty Representative – Mike O’Konek, Faculty Assn. President		
	d.	VP Administrative Services – Ken Turner		
	e.	VP Instruction/Student Services – Dr. Mike Lang		
	f.	Reappointment – President Bonaudi		
I	5.	Exceptional Faculty Award- Zach Tanko	5	
A	6.	2007-08 Operating Budget Amended- President Bonaudi	6	
A	7.	2007-08 Proprietary Budget- Ken Turner	7	
I/A	8.	E-5 Climate Ends Statement Monitoring Report President Bonaudi & Valerie Kirkwood	8	
		-----BREAK-----		
		Possible Executive Session		
I/A	9.	Assessment of Board Activity Report - Board	9	
I	10.	Next Regularly Scheduled Board Meeting - Board	10	
I	11.	Misc.	11	
A	12.	Adjournment	12	

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 27, 2007

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

BIG BEND COMMUNITY COLLEGE

Date: 10/23/07

ITEM #3: CONSENT AGENDA (for action)

- a. Retreat Meeting Minutes August 28, 29, 30, 2007
Regular Board Meeting Minutes September 11, 2007
Study Session Meeting Minutes September 11, 2007

BACKGROUND:

Minutes of the Retreat held on August 28, 29, 30, 2007 at Sleeping Lady, and the Regular Board Meeting and Study Session held on September 11, 2007, at Big Bend Community College are attached for review.

RECOMMENDATIONS:

President Bonaudi recommends the Board of Trustees approve the minutes.

Board Administrative Retreat
Sleeping Lady
August 28-30, 2007

Present: President Bonaudi, Ken Turner, Mike Lang, Rachel Anderson, Kara Garrett, Candy Lacher, Clyde Rasmussen, Tim Fuhrman, Holly Moos, Gail Hamburg, Valerie Kirkwood

President Bonaudi welcomed all to the Administrative portion of the retreat. He explained that the theme for the coming year is increased enrollment and retention.

Economics of Enrollment

President Bonaudi emphasized the importance of planning the courses each year rather than just rolling over the past year's schedule. Enrollment targets are set by the state, when we meet the target we receive additional funding. During the 2006-07 academic year, BBCC missed the target by a fraction and as a result we will not receive an additional \$200,000 in our 2007-08 Operating Budget. Failing to reach our target and receive the funding makes it more difficult to build our FTEs. Funding in the past was determined by a complex formula by the SBCTC, which took into account more rural community colleges. Those formulas have now been frozen and for several years we have had enrollment targets each year. This year the allocations have been more programs specific.

VP Ken Turner explained that Gail Hamburg and Candy Lacher have gathered information to assist the group to determine the average cost per FTE in each of the three departments:

- Academic
- Professional Technical
- Development Education

There are two skims off of tuition. The bond debt and the student activity fee total 20%. VP Mike Lang and VP Ken Turner recently met with SkillSource and switched over their contract so the SkillSource students will be counted FTEs. President Bonaudi encouraged the other administrators to think creatively (and legally) about increasing FTEs.

Kara Garrett said building ABE enrollment will be difficult. However, they are working on increasing the intensity and duration of classes. One hundred hours per quarter is a level gain if persisting over two quarters.

VP Turner stated we have become a friendlier BBCC as a result of Title V, the Opportunity Grant and Foundation Scholarship money. Students don't like the BBCC placement test because it is not standardized and won't transfer and we don't accept placement tests from other community colleges, per the student focus groups. The Mattawa school counselors stated many of their students go to YVCC or CBC to take placement tests. This is a good topic for discussion for the Superintendents in our

Service District. Development of a crosswalk between our tests and standardized tests was suggested. It was also suggested that a comparison between the tests be studied through AtD.

Our placement tests are unique and non-transferable, what if our credits didn't transfer? We say we are an open door institution however we require students to take our "homegrown" tests. What message does this send?

It is important to maximize enrollment in current programs and also to develop new programs that will generate FTEs. VP Turner reported Dean Clyde Rasmussen has new program ideas and there are possibilities with Job Corps. Dean Kara Garrett reported sending out surveys in January will mean feasibility studies can be written in the spring. The Medical Asst program is a good example of a quick process.

President Bonaudi stated College in the High School is more advantageous for BBCC than Running Start. We can count FTEs for College in the High school students. President Bonaudi also said we can't rely on high school graduates, we need to focus on older students. Dean Clyde Rasmussen stated he is thinking about how to make the contracted ARFF students count as FTEs. President Bonaudi also suggested trying to convert some of the CBIS classes into FTE bearing classes.

VP Turner suggested we offer summer classes for 30-50 year old professionals rather than offering the same classes summer after summer. President Bonaudi stated there is a need for developmental math in the fall that we have not met. VP Turner suggested allocating more money to Dean Anderson so she can hire an additional instructor for more classes. It was also suggested to increase the cap in the developmental math classes and then hire a teaching assistant (supplemental instruction) with the AtD budget. Perhaps Salah Abed could take another class or Lew Mason could be hired.

VP Turner stated the Moses Lake elementary class numbers are increasing. In Adams County we are having success with Hispanic students. Of all our ITV classes, the Mattawa class has the highest enrollment. The Early Childcare Education program is very popular in Mattawa. President Bonaudi suggested building in a fail safe with an aid at the ITV sites. The ITV aid could provide mentoring and tutoring as well as technical assistance, which may increase enrollment and retention.

President Bonaudi stated this was a great conversation. The three instructional deans have a huge responsibility for FTEs. They can not increase enrollment and retention on their own. It's important to plan based on data and cite the reasons for development or termination of a program. AtD will be helpful and the growing Hispanic population will also help BBCC. The Library is being used by many people not just students. Data also needs to be converted to Spanish and Russian. The number of books in the Library in Spanish or focused on the Hispanic culture has doubled.

More human-interest stories will be written to publicize our faculty and board.

Dean Candy Lacher has a plan to follow up on students. The registration office is sending postcards to 400 potential students who applied to BCC but did not register, they will also follow up with phone calls. The financial aid office also plans to follow up with potential students who have initiated but not completed the financial aid application process. Also, the financial aid office will remain open until 6:00 p.m. the first three evenings of classes.

Assessment Report

The assessment report identifies information resources, outcomes, tools, instruments, results, who discussed the results and the use of the results. Each monitoring report is incorporated into this report. All academic master plan directives are also included in this report. The group reviewed the report and their comments are listed below.

- President Bonaudi suggested providing math placement test results to the Superintendents. More communication with the Superintendents is beneficial.
- Professional/Technical students report more positive comments than the transfer students.
- We need to set benchmarks based on similar colleges' results and set goals based on the comparison.
- More developmental information should be added from the grants staff.
- The automotive program doesn't have a sequence pathway.
- Business Medical Services students could be identified to registration by instructors. BMS needs to be involved in assessment meetings.
- The Deans need to assist Valerie to get data and results from faculty.

Corrections to the assessment report are very important. The report needs to be consistently accurate to improve credibility of the department. The missing pieces of information are glaring and need to be completed.

President Bonaudi stated it is critical to make the FTE target and use funds appropriately, we need to be more purposeful. We need to expand capabilities to provide more classes and maintain contract classes. It's important to work with faculty to understand the pressures being careful about using and hiring full time tenure track positions.

Dean Rachel Anderson reported that she took the best FTEs counts from previous years and compared them to the 2006-07 year. She found journalism, math, and history class numbers are down. Valerie and Rachel will review this information together. Were the caps higher in the past? Valerie indicated there are data X reports that will provide this information. More classes should be front loaded early rather than waiting. President Bonaudi stated the prerequisite classes can be cumbersome roadblocks for students. Are the prerequisites appropriate? The conversations between the Deans are very important and they yield good information.

Operations Assessment

President Bonaudi asked the group to explore creative possibilities regarding reorganization/remodel of the administration building. During the meeting on August 14,

Dean Kara Garrett gave an in depth presentation regarding the one stop student center. Kara reported that she talked with English Lab Supervisor Kate Shuttleworth and Math Lab Coordinator Donna Brown regarding their math/English Lab usage information. Students sign in but no other records are kept. Student Support Services and the Opportunity Grant staff track their lab usages better but they are limited to the number of students they can serve. President Bonaudi asked how the math and English labs' effectiveness are measured. The new identification cards can be used to track lab usage accurately. A report should be completed by faculty indicating how the labs are being used by their students. Kara suggested the faculty members increase their office time in the labs. Once student success stories come out of this process, more faculty members should want to hold their office hours in the lab. President Bonaudi stated there are literature citations on supplemental instruction research projects stating faculty contact with students outside of class in a tutor setting is beneficial.

Student persistence funding is \$50,000. Student Support Services and the Opportunity Grant have a good infrastructure. Student relationships assist with student success. We need to encourage a few faculty members to spend their office hours in the current labs. Kara also stated we should move to using the College Reading and Learning Association (CRLA) tutor training. Someone could be hired to lead the tutors and then additional tutors could be hired. The tutor training courses could be FTE generating. It would be more consistent to have one cohesive tutor model across campus rather than different ones. Co-locating Opportunity Grant staff near SSS would be helpful. President Bonaudi said the lab needs to be more convenient for all students. Kara stated the lab could be open from 8:00 a.m. to 8:00 p.m. It would be good to gather staff from the Opportunity Grant, SSS, and developmental education together to discuss the one stop student center concept.

VP Mike Lang reported that during his last Monday morning meeting the grant staff joined the meeting. They discussed the importance of hiring the right tutors for a generic tutor lab. He anticipates the math and English lab folks will resist the one stop student center concept. President Bonaudi observed that the Opportunity Grant staff could be moved to the Foundation office space so they can work more closely with SSS and be more easily available to students. It was suggested a testing center with one person in charge would be helpful to make Ms. Shuttleworth and Ms. Brown available for tutoring. President Bonaudi requested that the math and English labs be studied through a student focus group, and information gathered on the numbers of students served and peak usage hours.

VP Mike Lang will work with Dean Anderson and the lab staff. President Bonaudi directed that others be involved in the concept to have faculty in the labs during their office hours prior to winter quarter.

Human resources could move into the College Bound area. Assistant to the President for Human Resources and Labor Holly Moos presented her potential office layout, which moves HR into the College Bound area. This area would provide improved confidentiality for staff. The payroll office could be adjoined to HR, which would enable

a merge of the payroll and personnel files to avoid duplication. Holly also suggested the unused doors be covered to create a cleaner more professional setting.

President Bonaudi observed that the Foundation and WorkFirst offices now located in the Administration building could be relocated.

If HR moves into the College Bound area then the Institutional Research department could move into what was the HR section. Assistant to the President for Research, Planning and Government Affairs Valerie Kirkwood presented her potential office layout. Such a move would bring our research function closer to the Vice Presidents and President.

Vice President Duties

VP Mike Lang is currently performing the duties of the VP of Student Services and the VP of Instruction with a huge workload. It may be time to separate the duties and fill the vacant VP of Instruction position. As an alternative short-term solution to this the Deans suggested that they could assume some of Dr. Lang's duties to reduce his workload. President Bonaudi suggested VP Lang and the Deans discuss the duties that the Deans could take for VP Lang. Dean Candy Lacher volunteered to head the marketing committee. A few more duties were discussed that could be reassigned- Academic Council, AtD, AMP and organization of the Faculty In-service. President Bonaudi said any changes would need to be implemented thoughtfully. He also indicated VP Lang and the Deans could continue this conversation and make the final determination of division of duties.

VP Ken Turner will be retiring next June. Most VP's of Administrative Services have their own assistants. It was suggested that an assistant be hired for VP Turner soon in order for the assistant to learn about the job and be capable of assisting through the transition following VP Turner's retirement.

Accreditation

Assist to the President for Research, Planning and Government Affairs Valerie Kirkwood asked everyone to review the draft 5th year interim accreditation report with a critical eye and report any needed changes to her.

There were three recommendations from the last accreditation visit. The first recommendation was regarding related instruction for all professional and technical programs to ensure that programs of 45 quarter credit hours contain the required components and are taught by qualified faculty. There were inconsistencies in the catalog which have been addressed. Faculty need to know what the catalog says when the accreditation visitors talk with them.

The second recommendation involved the Academic Master Plan including the planning and evaluation of the college's progress in fulfilling the mission and goals. It's important that our monitoring statements link back to the AMP.

The final recommendation addressed the lack of consistency in educational program planning and effectiveness. The assessment committee works together to meet this challenge. Per Article XXIX of the Negotiated Agreement they coach, support and encourage faculty to come up with outcomes and gather data. The annual faculty meeting should document any changes.

Valerie said the Education Program Assessment needs to be reviewed by the instructional deans and they need to provide the information to faculty during their first week back.

The accreditation visitors will visit several departments around the campus to talk with faculty and staff. They will probably want to visit with Trustees and then they will hold an exit interview.

Administration Focus Group

The Board members joined the retreat. ACCT Consultant Vaughn Sherman recommended a community focus group be part of the President's evaluation. The focus group provided good information and a few of the questions used with the community groups were compiled for this administration focus group. Following lunch, Ms. Kirkwood conducted a focus group with the administrators and the Board members observed.

1. How accessible are the services and programs of the college?

Trustee Felix Ramon stated we need to highlight our Professional/Technical evening and weekend classes.

Dean Clyde Rasmussen stated we have offered evening and weekend Professional/Technical classes to the food processing industry.

Dean Rachel Anderson stated she checked the 2005-06 enrollment numbers and the evening and weekend transfer classes did not fill.

Dean Clyde Rasmussen stated a needs assessment should be done. We could add new classes after surveying the community.

Dean Candy Lacher stated we should offer more on-line classes. Recently, the registration office has received numerous transcript requests from the University of Phoenix.

Dean Rachel Anderson said we need more package degrees like OIT and MA.

Dean Kara Garrett stated we need to think about how we support and advise students who attend from the outer edges of the service district.

Dean Rachel Anderson stated we are committed to supporting on-line students, and she is committed to doing that.

Dean Clyde Rasmussen commented that classes can be offered in any high school lab or even in industry setting.

Trustee Felix Ramon stated more businesses may sponsor their employees if they could attend classes at their work sites.

Dean Kara Garrett suggested other programs could be broken into credit modules the way ECE classes are.

Valerie Kirkwood asked about financial aid services.

Director of Business Services Gail Hamburg stated we are offering the Student Tuition Easy Payment (STEP) plan. Since this was first offered the numbers have steadily climbed from 13 in the 2006 fall quarter to 35 last quarter.

Trustee Mike Blakely observed this is a tremendous opportunity to train people. He said we are accessible but we need to market more and get into our communities and schools. VP Mike Lang stated we have improved our outreach activities. Financial Aid staff visit our communities to share information and attend special events.

Trustee Mike Blakely suggested we use student ambassadors.

Dean of Information Services Tim Fuhrman stated he highlights new electronic services when he visits with potential students. The services are available to all students, this is good support for distance education classes. The library has a list of resource passwords that will be posted to the portal.

Dean Candy Lacher said it is difficult to extend office hours without hiring more staff. She is working to make admissions, financial aid and tutoring services available on-line. Trustee Mike Blakely stated the Vocational Directors' regional meeting is currently held at WVC. He is encouraging these decision makers to relocate their meeting to BBCC.

Dean Kara Garrett stated marketing to Hispanic parents is important. The Educaté Fair was a good event for recruiting potential Hispanic students. She also said the Weinstein Beverage intervention scholarships are helpful to students.

Trustee Felix Ramon stated the trustees work with the Foundation to establish scholarships. The BBCC Foundation is becoming more flexible.

President Bonaudi asked the group to discuss current outreach initiatives.

Dean Candy Lacher stated revising the duties of the Disabled Services Coordinator to include outreach activities will help. The Educaté Fair was a good outreach activity.

Director of Tech Prep and Outreach Mary Shannon recently visited area high schools, Counselor MariAnne Zavala-Lopez visited Mattawa and Director of Title V Terry Kinzel and Dean Rachel Anderson also visit Mattawa.

Dean Kara Garrett said Mattawa activities provide a good model and the Family Education Day went well.

Dean Rachel Anderson stated she wants to replicate what is working well in Mattawa. Mattawa has filled three morning Running Start classes with a total of 24 students.

They're also starting a library to assist outlying students share textbooks. She is creating a "to do" list to meet with labs to create a pathway.

Dean Candy Lacher said Outreach Advisor Jose Esparza is working on a checklist for a student portal. She would like to see us accept SAT or ACT scores.

VP Mike Lang said there is frustration with the placement tests. The math and English placement tests are homegrown and there is resistance to accepting other test results, this is a stumbling block for students. Taking placements tests out to our communities could be accomplished with AtD funding. The WASL test is much easier than the placement test.

President Bonaudi suggested giving high school juniors and seniors the placement test to raise their awareness and allow time for preparation before they are expected to register for college level classes.

Dean Kara Garrett stated that the AtD information says when a student passes the developmental education classes they are more likely to persist in college.

Dean Candy Lacher said the new website is designed to increase access and the class schedules will be posted on it.

Dean Clyde Rasmussen stated a quality website provides a good impression. He has noticed other websites that are interactive and send alerts when specific items are clicked. He said he would provide Melinda with the three websites he has viewed that have good ideas we could share.

Valerie Kirkwood said some of the students in the focus group mentioned the Gonzaga site as a good resource.

The group agreed that it is important for all information to be presented in Spanish too. Dean Kara Garrett stated they are expanding the IBEST program into welding and the medical assistant program.

Dean Clyde Rasmussen said that CBIS Director Allan Peterson reported the food processing companies are requesting Spanish/English in the workplace classes.

Dean Candy Lacher stated we should begin to see the efforts of the Gear Up programs soon. Andre Guzman will be visiting the ABE/ESL classes this year to encourage students to continue on into additional classes.

President Bonaudi said this information is valuable and he is encouraged about the outreach efforts. There is more being done to increase enrollment numbers outside of the Moses Lake zip code.

Board Self-Evaluation

The Administrators departed from the retreat. The Board members, President Bonaudi, Valerie Kirkwood, and Melinda Dourte continued the board portion of the retreat. The Board members reported they really enjoyed the administrators' focus group. They would like to have more of these as study sessions throughout the year on campus. Trustee Cecilia DeLuna-Gaeta stated the administrators' enthusiasm and passion for the college was apparent during the focus group.

President Bonaudi described the remainder of the agenda. Tomorrow morning Succession planning will be the topic. Trustee Emeritus, Mrs. Patricia Schrom, will present information at the next regular Board meeting on this topic. Following Succession planning, Fail Safe planning will be discussed. VP Ken Turner and Gail Hamburg have compiled a list of monitoring tools.

President Bonaudi highlighted an article from the Moses Lake Herald which listed the Columbia Basin school districts needing improvement per the OSPI. There are several schools in our service district listed as needing improvement. Over half of Adams County is Spanish speaking and 39% of Grant County is Spanish speaking. He reiterated that we came within .5% of meeting our enrollment target and it cost BBCC \$200,000 in additional funding. The administrators discussed the FTE situation and shared creative ideas for recruiting and retaining students.

Trustee Mike Blakely reported the Quincy School District recently had a speaker, Felix Vierra, who started as a migrant, passed his GED and progressed through the community college system. He now has two Masters degrees and is working on his Ph.D. He may be a good resource for BBCC.

President Bonaudi anticipates more joint meetings with school districts this academic year. He also reported that the Board has really stepped forward with scholarships and raising the visibility of the college.

The Board discussed the self evaluation after reviewing the self rating tool “Assessing Your Board’s Health” from the ACCT Conference in Reno. Trustee Mike Blakely stated the Board works well as a group and he rated them at 55.

Trustee Katherine Kenison reviewed the self rating tool and rated the board at 46. She stated she feels the board is weak in the area of supporting the foundation and fundraising for the college. She said she sees the area as untapped. The Board is diverse and they need to make a plan to strategically approach specific donors. Trustee Ramon participates in Foundation activities and the rest of the Board needs to assist in this area. Trustee Cecilia DeLuna-Gaeta stated she also attends the Foundation meetings and they’re very informational.

President Bonaudi stated that John Carver is not a proponent of committees within boards. The Foundation has great success when board members are committed to fundraising activities. The Board of Trustees could provide some leadership to the Foundation. Foundation Board Chair Dave Bailey would like to talk about college needs outside of raising scholarships. President Bonaudi also stated developing a strategic approach to seek donations from some of the larger corporation coming into the area is important.

Trustee Katherine Kenison stated the Board members advocate for the college on a local level and she would like to a more coordinated strategy for advocating at a higher level. Trustee Felix Ramon agreed and said it would be good to organize an event once a year to invite our legislators to the BBCC campus. One local legislator uses ATEC to hold his District days. The trip to the ACCT Congress in Washington D.C. was good, especially visits with our members of Congress.

President Bonaudi suggested the group visit the legislators’ offices during the Spring TACTC Conference in January rather than hosting a dinner. He also said they we rely on Senator Parlette, Representative Armstrong, Representative Condotta, Representative Buri, Representative Steve Haley and Senator Schoessler too.

Trustee Felix Ramon stated he has concerns about the Board’s self evaluation and discussion of strengths and weaknesses. He would like to see this happen twice a year. President Bonaudi said this is a maturation process and Board goals are important even when the Board self-evaluations are positive. He went on to say the Board is moving past the hesitancy to be self critical.

Trustee Katherine Kenison stated the Board needs to meet with groups to seek input on policies. She felt the focus group was a good start. She stated in depth discussion with other groups will invigorate the Board.

President Bonaudi stated one of the goals is for the district to understand the Board better. We haven't addressed the impact the Board has on the community. We need to talk about tools and opportunities to make a strong impact.

Trustee Bob Holloway stated that the Board members may have individual weaknesses but the diversity of the Trustees is a strength.

President Bonaudi stated it is good to keep the discussion at the policy level and help with collaboration rather than going into great detail and splitting the group. He went on to state that this board is policy oriented.

Trustee Bob Holloway said he would like to see the Board spend more time addressing the future direction of the college. Trustee Mike Blakely agreed.

President Bonaudi stated the future direction of the college is connected to the Mission and the AMP. This could be the topic of a study session for the Board. He suggested thinking about "sitting in a café in Grand Coulee, what sort of thing would you like to hear people saying about BBCC?" Trustee Bob Holloway said BBCC is looking forward to the jobs for our kids tomorrow not yesterday. President Bonaudi stated when a program expands a tenure track instructor must be hired and those programs can not be easily shut down. He went on to say the group is talking about more active participation in the mission and vision of the college. How can the college be more responsive? One of the issues is funding, it's important to squeeze down programs that are not full.

Trustee Mike Blakely asked if it was possible to get military contracts for pilot instruction. President Bonaudi responded that he's pushing hard for international flight programs and keeping the fleet fresh. BBCC is looking for a King Air to update the fleet with a high performance engine.

Trustee Cecilia DeLuna stated she scored the Board high in all areas. She agreed with Trustee Holloway that the Board as a whole has many strengths.

Trustee Katherine Kenison stated joint meetings with area school boards are very effective. She suggested the Board do something for students who achieve notable success. She would like to see the Board attend celebrations in a more coordinated way. She wants to receive a better list of the honor rolls. A thank you from the Board to business and industry partnerships and foundation donors was also suggested by Trustee Kenison. She listed the following goals:

- Board to attend donation training.
- Focused effort for Board to develop a strategy to engage legislators.
- Gathering more detailed feedback on Board policy from outside groups.
- Discuss tenure track requirements with legislators.
- Increase number of joint meetings (two in fall and two in spring).

Trustee Cecilia DeLuna-Gaeta stated she would like a better picture of cultural diversity on campus. President Bonaudi stated diversity training is mandatory for administrative staff. Director Kinzel and Ms. Zavala-Lopez have developed a diversity-training program similar to harassment prevention training.

Trustee Gaeta stated when they met with the WVC Trustees she was impressed by their “sense of belonging” and she would like to know how BBCC could develop that. She stated we need to be more visual toward the targeted populations with Hispanic and Russian artwork. She stated she is happy that Jose and Andre are working closely with students.

Trustee Kenison stated she will send the draft self evaluation and Board goals to the Board members and there are no suggested changes to Board policy.

President Bonaudi stated staff are updating the Physical Plant Master Plan. This is a planning document for the campus. BBCC is considering expanding the Math/Science Building, replacing one of the dorms, and merging the two childcare centers. The Fine Arts building contractor is on campus. More improvement ideas include redesigning the Administration building, constructing a PTEC building, and remodeling the hangar into a high bay facility. A few non-state funding ideas include a Bend Dome soccer complex and a swimming pool.

Succession Planning

President Bonaudi clarified that he is not planning to retire soon. This topic is timely due to the longevity of the administrative workforce in Washington state community colleges. A Presidential search can be a lengthy process. During the past Presidential search the Board conducted the search with the assistance of the interim President, Dr. Schermer. Interim Presidents can be hired from a very large pool of retired Presidents. ACCT can provide this assistance as can the SBCTC.

The Board received information regarding hiring search firms for Presidential searches. There were a few examples of poor matches by search firms discussed. The cost for a search firm starts at \$50,000 and sometimes they restrict access to the raw applications.

Trustee Felix Ramon stated he was on the Board during the last search which resulted in hiring Dr. Bonaudi. He described the process. A committee including representatives from campus constituencies was formed. The Board committed a lot of time and energy to the process. Mrs. Schrom, the Board Chair, and Trustee Ramon, the Vice Chair at the time, worked diligently to screen applicants and check references. The entire Board visited Dr. Bonaudi on his home campus in Elko, Nevada. Trustee Ramon stated if he is no longer on the Board when it’s time for the next Presidential search he would still be available to assist the Board if needed.

Ms. Moos has an extensive file on the last search and she continues to gather information regarding other community colleges’ searches for reference.

President Bonaudi stated it's important when negotiating the salary not to go to the top salary. It's also important to think ahead about the expectations of the President's spouse.

Fail Safe

President Bonaudi reported that the most vulnerable point for fraudulent activity is cash transactions. Two staff members are always present during cash activity. Our activities and accounts are closely monitored. Monitoring includes auditors, SBCTC, Federal grant reports and every check requires two signatures. Corporate business credit cards are available for lodging and transportation. The Foundation provides the President with a host account, which also requires two signatures. The account pays for legislative dinners, flowers, the welcome back breakfast, some faculty travel, and other college events.

The Fine Arts building construction project is monitored by General Administration. Every grant has compliance checks that are monitored. BBCC is one of ten pilot colleges for the Opportunity Grant. This has been very helpful for students. Accreditation is also an effective monitoring tool. There are specific standards, which address all areas of the college. The Ends Statements provide direction to the institution, they are verified annually in monitoring reports. The monitoring reports provide a historical record of adherence to policy and assessment.

There was discussion around the importance of accreditation. This is an area many legislators do not fully understand. Trustee Mike Blakely suggested the Trustees educate legislators about the importance of accreditation. Maintaining our accreditation status requires continuous monitoring by the Northwest Commission on Colleges and Universities (NWCCU) in the form of accreditation visits and submission of accreditation reports. The last accreditation was in 2002, accreditation visitors will be on campus on October 16 & 17 for our regular 5th year interim visit. The current report includes new programs and changes that have occurred since 2002. It also addresses three recommendations made by NWCCU following their last visit. The recommendations were regarding related instruction, the AMP outcomes related to Ends Statements and educational program planning and outcomes.

The Accreditation visitors will want to meet with faculty, staff, administration and the Trustees. The Simplot room will be organized with resources and information for the visitors.

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

September 11, 2007, 9:30 a.m.

PRESENT: Katherine Kenison
Felix Ramon
Mike Blakely
Bob Holloway

ABSENT: Cecilia DeLuna-Gaeta

1. 2007-08 Operating Budget Review

President Bonaudi opened the meeting noting this is a very conservative budget. This is a critical year to generate revenue and control expenditures. The entire balance of the carryover will be used in this budget. During this study session the administrative team will answer questions about the budget. VP Turner and Director of Business Services Gail Hamburg will present the budget.

The 3% tuition increase includes a 1% increase from the general fund and a 2% increase for credits 11 through 18. This is a moving target as it is difficult to anticipate how many students will take more than 10 credits and how many credits above 10 those students will take, commented President Bonaudi. VP Turner stated there are “hefty” equipment replacement needs. Building maintenance dollars are required to be used on our best buildings to keep them in top condition.

Director Hamburg began by stating the budget process has not changed as detailed on page 1. BBCC receives the initial allocation from SBCTC calculated on the General Fund State base budget with new operating funds, one-time and variable funding and earmarked programs added and cost reductions taken out. Tuition and local revenues are added to the General Fund State (GFS) budget based on revenue forecasts.

The total 2008 State funded Operating budget of \$14,412,378 includes the 2008 Initial GFS Operating Allocation of \$10,286,083 combined with tuition, carryover, indirect cost recovery, running start funds, and ABE/ELS grants.

Director Hamburg went on to discuss funding adjustments used to build the 2007 Initial GFS Operating allocation. She highlighted the salary increases. A 3.2% COLA increase was approved by the legislature for classified staff and administrative/exempt employees. An additional step for classified staff was implemented allowing employees who were at the top step a 2.5% raise. There was a 1/6 reduction in this expense as the increases took effect September 1 rather than July 1, 2007. A 3.7% increase was approved for faculty, effective July 1.

Director Hamburg also highlighted the \$51,471 student persistence money. BBCC will receive these dollars this year and next year. Trustee Mike Blakely asked if this money can only be used on enrolled students. VP Mike Lang stated this fund can be used to assist students registering from one quarter to the next. It can also be used for childcare, tutors and transportation. President Bonaudi stated there are many efforts to assist students entering and staying in college. Disabled Students Coordinator/Outreach Advisor Andre Guzman is working to support students with “high touch” support. Dr. Bonaudi went on to state that community colleges are funded based on the Junior college model, which does not adequately recognize our professional/technical program, costs. Funding needs to be more formula driven and the “high touch” concept of support to students may result in increased retention.

VP Ken Turner commented that the SBCTC has developed a fund for strategic investments, which skims \$16,000 from our budget. The purpose of the strategic investment fund is to enhance apprenticeship service levels and rates, student achievement, capacity for low funded colleges, system technology needs, communications, listening task force, salary study and CIS funding. Director of Information and Communication Services Russ Beard explained that CIS is moving toward purchases and implementation statewide rather than individually by college.

VP Mike Lang expanded on the Opportunity Grant allocation. This is the second allocation of three BBCC will receive. This year the money is reduced to \$3,800 per student with more restrictions. A stipend of \$1,500 per FTE in wrap around support is also included, which will make the “high touch” support possible. BBCC now has two populations of Opportunity Grant students with different rules.

VP Ken Turner explained that this budget is a living document. BBCC can receive up to 15 allocations throughout the year. Allocations can provide additional funding or reductions. This document reflects all information received through the third allocation.

VP Mike Lang explained that we have been allocated an additional seven IBEST FTEs. BBCC currently has Welding and CDL IBEST courses and the medical assistant and OIT courses have been identified as possible IBEST classes. President Bonaudi elaborated that even though we did not qualify for growth money we have received some additional funding.

Director Hamburg stated the board mandated operating reserves are held in two accounts - \$182,000 is saved in the Instructional Goods & Services and \$169,521 is in the Administrative Goods & Services. President Bonaudi stated this 2.5% contingency reserve cannot be spent inadvertently as it must have his approval. Director. Hamburg also stated the 2006-07 budget was under spent by \$619,082 or 4.4%. We also have a reserve account of \$80,000 with CIS that is set aside for equipment.

VP Turner explained the reserve balances on page 8. He stated the true reserves are located in the top box and include \$1,050,888 in the international student fund, \$1,052,392 in the administration fee fund and \$1,208,008 in the interest earnings fund.

Big Bend will only use the interest portion of the international student and administration fee funds. A portion of the European funds (\$100,000) will be used to pay the Certificate of Participation (COP).

The dedicated local fund balances include dollars from excess enrollment from past years. BBCC has had three years of stagnant enrollment and next year only the earnings from these funds will be available, this will be closely monitored. One example of savings being considered is the use of the CWU aviation instructor rather than filling the position vacated when Lew Mason retired.

VP Ken Turner reviewed the "Story of the FTE" and discussed what it takes to keep a program solvent. BBCC did not meet the enrollment targets in 2006-07 and will not receive the \$200,000 growth money. The tuition from the growth would have been approximately \$50,000.

President Bonaudi stated we do not receive FTEs for Running Start students attending classes at BBCC. The high school districts also lose 93% of their FTE allocation for each student who attends Running Start classes, but are allowed to count the FTE.

The average BBCC cost per FTE is \$7,886 and the average BBCC revenue is \$7,389. This revenue amount includes state funding and tuition but it does not include local funding. Trustee Katherine Kenison asked if it is typical for schools to depend on local funding for assistance. President Bonaudi responded that it depends on the size of the community college. Some classes are more efficient (cost less to provide) than others. VP Ken Turner stated BBCC is one of highest state funded schools, based on the small school formula. VP Turner also stated the dip in enrollment is closely related to the low unemployment rate.

President Bonaudi reported that the future enrollment target population will likely be 25-30 year olds. He would like to see us work with the high schools to raise the awareness of the value of taking classes for better employment opportunities.

Director Hamburg stated the expenditures by program (\$7,456,170 Instruction, \$359,728 Academic Admin, \$497,318 Library, \$1,632,897 Student Services, \$2,517,136 Admin, \$1,949,129 M & O) are consistent with system averages reported by the State Board.

The program allocation worksheet shows consistent use of funding dollars for the past four years.

VP Mike Lang stated there is increased interest in MMT, IET, and online instruction. There were extra students waiting to get into math classes. VP Lang reported that after talking with instructors he authorized raising the class caps to accommodate the students.

VP Ken Turner announced that the Proprietary Budget (grants & contracts) will be presented to the Board at the next meeting.

Trustee Katherine Kenison stated the budget format is very efficient and she appreciated the presentation. President Bonaudi said VP Turner and Director Hamburg work hard to present this information in a living document that is easily understood. He stated he appreciates their efforts and many staff and faculty are working to increase enrollment.

Trustee Mike Blakely stated the money is allocated appropriately and he would like to see additional funding available for marketing.

President Bonaudi stated there are many pamphlets and brochures printed and that the Columbia Basin Herald contract saved the college money this year.

Trustee Felix Ramon stated historically, there have been concerns regarding declining enrollment. He said it's disconcerting to see the enrollment decline however he sees there in an emphasis on campus to remediate this challenge. He also said he knows the Deans hear the enrollment information and asked if the faculty are provided the same information. Trustee Ramon urged the other board members to talk with our legislators regarding the lack of funding to meet the costs of Running Start, etc. President Bonaudi responded that it is important to be public with our needs and that the Trustees are citizens who can impact the decisions that legislators make regarding community colleges.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a regular Board meeting on Tuesday, September 11, 2007, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Chair Katherine Kenison called the meeting to order at 1:30 p.m.

Present: Bob Holloway
 Felix Ramon
 Katherine Kenison
 Mike Blakely

Absent: Cecilia DeLuna-Gaeta

2. Introduction

There were no introductions.

3. Consent Agenda

a) Approval of Minutes for the regular Board meeting on June 26, 2007 and Special Board Meeting July 25, 2007 (A); b) Achieving the Dream Update (I); c) Assessment Update (I); d) Accreditation Report (I); e) Capital Project Report (I); f) Enrollment Report (I); g) Childcare Update (I); h) Personnel Report (I); i) Donations Report (A).

MOTION 07-30: Trustee Felix Ramon moved to approve the Consent Agenda as presented. Trustee Bob Holloway seconded the motion, and the motion carried.

4. Remarks

Public Comment – None

ASB President Matt Boyce attended the ASB Leadership Conference last week and he was unable to attend the meeting today. ASB Advisor Kim Jackson presented the Board with the ASB activities. The ASB officers attended a Leadership Retreat. They learned a great deal when they attended a Leadership Conference with approximately 300 student government leaders from Washington State Community & Technical Colleges provided by the Council of Unions and Student Programs.

The ASB has scheduled a few activities for the fall. The Back to School BBQ will be held October 4, 2007, at 4:00 p.m. An all you can eat buffet will be enjoyed while listening to a local band, Foolish Fortune. Other activities to enjoy during the BBQ include a balloon artist, an airbrush tattoo artist and a caricature artist. October 9, 2007, ASB will sponsor their annual Potato Bar Lunchfest. Later in October the ASB has arranged the “Human Race Machine” to be located

in the Library. This photo machine allows the exploration of cultural diversity. There are also classroom materials, which will accompany the “Human Race Machine.”

Welcome back bags have been assembled for the dorm students and they have agreed to purchase two DVD players for the dorms this fall.

Classified Staff Representative Kathy Aldrich shared news from the Classified Staff. Custodio Valencia, Tutor Coordinator for Student Support Services, has been accepted into WSU’s Masters Program for Counseling.

The training Classified Staff participated in the months of June, July and August is listed below:

Heidi Weisler, Anne Carter, Janet Schafer, Kathy Aldrich, GERALYN Topalanchik, and Traci Bartleson attended a Working with Long Documents Class offered by CBIS on campus.

Custodian Valencia attended LCSC/NASP TRIO Training for Student Support Services, Budget Management & Legislative and Regulators on-line. He received a certificate in his personnel file for Program Authorities, Program Accountability, Budget Management and Participant Eligibility for Trio Programs through the NW Association of Special Programs. Kudos to Custodio!

Gale Haley attended People Based Safety Training.

Michele Williamson, Hope Strnad, Barbara Riegel, Kara Chandler, Heidi Weisler, Barbara Collins and Traci Bartleson attended: “Compliance: Travel Regulations.”

Kara Chandler completed ENG 101 and CHM 110 classes here at BBCC.

Taisa Timofeyev attended Immigration training at Head Start, Moses Lake

Taisa Timofeyev attended on June 25th Work First training at BBCC

Maribell Aguilar and Angela Weber attended – “USDA Training: Serving Child and Adult Care Food Program and Infant Meals in the Child Care Centers” in Ellensburg.

Rita Jordan attended the WAVES Conference for VA training in Spokane.

Zachary Geesaman attended “VMware Infrastructure 3: Deploy, Secure and Analyze” in Kirkland.

Nancy Leach, Darci Alamos, Kathy Aldrich, Ana Ellsworth, Ruth Coffin and Lupe Hernandez attended the STTACC Conference at Pierce College on August 8 & 9th, 2007. It included budgeting, goal setting, archiving, records retention, and prioritizing.

Maribell Aguilar attended an in-service staff training with Terry Kinzel- Migrant Even Start/Even Start in the ATEC Building at BBCC.

Taisa Timofeyev attended Refugee and Immigrant Assistance LEP Pathway in Spokane.

Faculty Association President Mike O’Konek reported faculty is not back on campus yet and he had no information to report. He will provide an update at the next meeting

Vice President Ken Turner stated T.W. Clark is the General Contractor for the Fine Arts Building and they are on campus working. During the August 29th pre-construction meeting they indicated they plan to finish ahead of schedule. VP Turner reported that he meets with TW Clark every other Thursday at 10:00 a.m. either at the worksite or at M&O.

Vice President Mike Lang thanked Dean of Enrollment Services Candy Lacher and her staff for developing the new student orientation session and working with instruction to add classes. Orientation was revised based on best practice literature and other college information. English and Math class sections are filling and additional classes are in place. The Faculty In-Service will be held on September 17th with breakfast at 7:30 a.m. Dean Lacher stated new student orientation will be held on September 20th and the back to School BBQ is scheduled for October 4th, 11:30 am-1:00 pm. VP Lang explained that these activities are aimed at connecting faculty and students to increase retention.

President Bonaudi described the comprehensive approach to meet the challenge of increasing retention. He reiterated that the orientation activities are designed to create a “high touch” environment in which students develop a sense of belonging and connection. The Foundation recently awarded Weinstein Scholarship intervention funds to assist students with testing fees, etc.

5. Exceptional Faculty Award

Bill Autry, Instructor of Maintenance Mechanics Technology, was awarded an Exceptional Faculty Award to attend a two-day Journeyman Rigger course in Woodland, WA. Mr. Autry thanked the Board for approving his Exceptional Faculty Award request. He defined rigging as the ability to move fixtures and objects safely. He stated he intends to incorporate more rigging in his Maintenance Mechanics classes to emphasize safety and planning. Calculating the center of gravity and the weights of objects is key to proper rigging.

He also learned “rigging” language to communicate with a crane operator. Communication between the rigger and the crane operator is essential. He will be incorporating the new techniques he practiced into his curriculum.

Trustee Katherine Kenison thanked Mr. Autry for availing himself to the training opportunity and President Bonaudi presented him with a check for \$1,500.

Dr. Jim Hamm, Physics/Engineering Instructor, was awarded a \$2,000 Exceptional Faculty Award to attend an Astronomical Society of the Pacific Conference during the May 29, 2007, Regular Board meeting. He reported that the conference yielded many strategies to engage non-science students in science programs and many contacts with colleagues. As a direct result of his participation at the conference he is a member of a listserve to share with science instructors from all over the continent. Dr. Hamm described a “Star Party” in which attendees gathered along with Michael Brown, astronomer who discovered an object larger than Pluto, and other staff from NASA. The “behind the scenes tour” of the historical Mount Wilson Observatory tour, which is where Edwin Hubble discovered the expanding universe, was a highlight of his trip. He also traveled to the Palomar Mountain Observatory, which features a deck that rotates around a telescope.

Dr. Hamm announced the Exceptional Faculty Award Fundraising, Fall Fest BBQ. It is scheduled for Saturday, September 22nd at 4:30 p.m. in the ATEC Plaza. He is a member of the band Avocet that will play during the event. Trustee Katherine Kenison thank Dr. Hamm for his report and President Bonaudi presented him with a check for \$2,000.

6. Board Policy 7700.3

Vice-President Ken Turner asked the Board of Trustees to approve Board Policy 7700.3. This policy is a result of VP Turner and Safety Officer Robin Conner’s recent attendance at a Federal Emergency Management Agency (FEMA) sponsored National Incident Management System (NIMS) training. The training facilitated dialogue between Higher Education and FEMA regarding a 34-point safety checklist. VP Turner discovered that Big Bend Community College is progressing through the checklist. Adoption of the Board Policy will demonstrate and provide evidence that Big Bend Community College is adopting NIMS. VP Turner stated one of the highlights of NIMS is the use of common language rather than agency acronyms.

President Bonaudi stated BBCC is currently planning a campus wide evacuation drill. He will coordinate development of an Administrative Process (AP) to implement the Board Policy (BP).

Trustee Mike Blakely inquired about the expense of meeting the NIMS requirements if the Board Policy is adopted.

VP Turner stated there is no expense involved, the Board Policy will formalize Big Bend Community College's response. The NIMS Incident Command System includes a hierarchy for interaction with other agencies. President Bonaudi stated that by coming into compliance the college may become eligible for federal assistance in the case of an emergency.

MOTION 07-31: Trustee Mike Blakely moved to approve Board Policy 7700.3 "Big Bend Community College will adopt, develop and implement a campus-specific Emergency Response Plan which is based on and conforms to the Incident Command System (ICS) and the National Incident Management System (NIMS)" as presented. Trustee Bob Holloway seconded the motion, and the motion carried.

7. Operating Budget

President Bonaudi requested the Board approve the 2007-08 Operating Budget as presented during the Study Session earlier today. VP Turner stated the budget is living document as additional allocations may be provided by the SBCTC, we have noted the receipt of allocation #3 on this budget.

MOTION 07-32: Trustee Bob Holloway moved to approve the 2007-08 Operating Budget. Trustee Mike Blakely seconded the motion, and the motion carried.

Trustee Mike Blakely stated the Operating Budget presented this morning during the Study Session was a good document and that it was presented well. Trustee Katherine Kenison complimented the college departments for their conservative spending and reiterated it was an excellent presentation on the Operating Budget.

8. Board/Administrative Retreat

Trustee Katherine Kenison stated the Board/Administrative Retreat held August 28, 29 and 30 was very productive. President Bonaudi described the interaction between the Board and Administrators during the focus group session as the highlight. Trustee Felix Ramon stated it was nice to have discussion with the Administrators. Trustee Mike Blakely explained that he was impressed by the Administrators and he enjoyed the informal format of the focus group. He thanked the group for the focus group opportunity and asked that more time be committed to the focus group at the next retreat. Trustee Katherine Kenison thanked the staffed who compiled the Red Book for the Retreat.

Trustee Katherine Kenison presented a written statement regarding the Board self-evaluation developed at the Retreat:

The Board/Administrative Retreat held on August 28, 29, 30 focused on Board self-evaluation and included a review of Board policy and governance. The Board evaluated its progress and set goals for the upcoming year.

After thoughtful consideration and discussion, the Board concluded that the Board met the goals it set last year at its September 12, 2006 meeting. This conclusion was supported by the Board's discussion, the monitoring reports, Ends Statements, and Trustee activity records.

The Board will continue to work to achieve its goals and will continue to monitor its progress and conduct self-evaluations.

MOTION 07-33: Trustee Mike Blakely moved to accept the Board self-evaluation as presented. Trustee Bob Holloway seconded the motion, and the motion carried.

Trustee Katherine Kenison presented a written statement regarding the 2007-08 Board Goals developed at the Retreat:

***ACCESS** - The Board will establish and maintain policies to insure open access and opportunity for all students and employees, 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.*

***STUDENT ACHIEVEMENT** – The board will participate in the celebration and recognition of 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-yous 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 designed to bring more people to our campus for exposure to the college.*

***CULTURAL ENRICHMENT** - The Board will establish and maintain policies that encourage and support growth for diversity of students and staff. The Board will encourage the display of multi-cultural artwork on campus.*

*Annually, the board will utilize trustee activity records and **ENDS STATEMENTS MONITORING REPORTS** to measure their achievement, as a body, of each of the above goals.*

Sample board activities to demonstrate support for the above goals:

Attendance and participation in college ceremonies and activities.

Board endorsement and participation in membership activities of the state system and national higher education organizations.

Board endorsement and participation in community, regional, and national presentations related to higher education.

Board endorsement and participation in stakeholder meetings including school district directors and other community organizations.

More on-site Trustee training opportunities.

More frequent review of our Mission Statement.

Organized and coordinated contacts with legislators regarding college issues.

Acquire a better working knowledge and understanding of the Foundation and its fundraising activities.

Internal monitoring reports.

Outreach to the community regarding Board policies.

MOTION 07-34: Trustee Felix Ramon moved to accept the 2007-08 Board goals with sample activities as presented. Trustee Mike Blakely seconded the motion, and the motion carried.

MOTION 07-35: Trustee Felix Ramon moved to continue the existing Board Policies subject to review of the Academic Master Plan. Trustee Mike Blakely seconded the motion, and the motion carried.

9. President's Benefits Package

This item was deferred to the next meeting awaiting additional information.

10. Succession Planning

President Bonaudi introduced Trustee Emeritus, Mrs. Patricia Schrom. President Bonaudi initiated discussion of options regarding Presidential searches during the recent retreat and the Board was presented with information regarding the option of hiring Presidential search firms.

He hastened to add that he is not planning to retire soon however this conversation is timely due to the many Washington State Community College Presidents who are approaching retirement in the next few years.

Ms. Holly Moos, Assistant to the President for Human Resources and Labor, and Mrs. Schrom presented information from the last Presidential search conducted by Big Bend Community College in 1994. Trustees accomplished the task of hiring a President with the help of BBCC staff and community members. It was very helpful that the interim President at that time, Dr. Schermer, was very involved in the search process. When he was hired as the interim President it was made clear that the interim President would not be a candidate for the position. Mrs. Schrom stated it would be ideal for President Bonaudi to inform the Board of his intent to retire at least one year in advance and for him to be actively involved in the Presidential search.

Ms. Moos distributed information detailing the members of the advisory hiring committee and the timeline. Staff from each campus group and representatives from community stakeholder groups were part of the advisory committee. The Trustees were very clear that the group was advisory and that the Trustees would control the process and the communication as well as make the final decision. Two staff input sessions were held to develop a list of desirable qualifications for the President.

Mrs. Schrom discussed the importance of the personal touch and commitment to the process. She stated it was a lot of work and with each final candidate the Trustees emphasized the “community” of the district. Ms. Moos also explained that while the candidates are being interviewed they are also evaluating the college.

Trustee Felix Ramon was on the Board with Mrs. Schrom during the last Presidential search. He commented that the search firm fees ranged from \$20,000 to \$150,000. Trustee Ramon underscored the importance of managing committee meeting with members from all college constituencies and a commitment to attend all meetings. Trustee Ramon reflected that he used twenty days of vacation to attend to the Presidential search details. The Board members flew to Elko, Nevada to interview Dr. Bonaudi and some of the staff and faculty with whom he worked. President Bonaudi responded that the staff and faculty who were contacted in Nevada were impressed with the Trustees and the thorough search process. Ms. Moos and Mrs. Schrom impressed upon the group the value of pursuing a cultural fit for the new President.

Mrs. Schrom stated she would be happy to help with the next Presidential search if is needed. VP Ken Turner stated Mrs. Schrom’s efforts have been greatly appreciated. Trustee Mike Blakely stated he reviewed the decision making process and it showed a lot of native intelligence on the part of the committee.

Trustee Felix Ramon reiterated the importance of including the whole Board in the process and communicating clearly that the Board will make the final decision. Mrs. Schrom was the Chair and Trustee Ramon was the Vice-Chair.

Trustee Ramon stated he is happy to assist the college with the next Presidential search even if he is no longer a member of the Board of Trustee. Mrs. Schrom thanked the Board for including her in the presentation.

A five-minute break was called at 3:08 p.m. The meeting reconvened at 3:13 p.m.

11. **Assessment of Board Activity**

Trustee Mike Blakely reported his activities. He attended the JATP reception and wrote a presidential evaluation letter. He visited with the BBCC representatives during the Grant County Fair. He also attended the ACCT Leadership Conference in Reno, Nevada. Trustee Blakely visited with students from the Quincy High Tech High. He attended the Board/Administrative Retreat and invited a Yahoo! representative to the Foundation Board Meeting dinner. He also contacted Representative Warnick's office.

Trustee Bob Holloway reported that he attended the Japanese Trainees' reception. He met with Foundation Executive Director, Doug Sly, at Hydrogen Tec in Vancouver, B.C. He accompanied Mr. Sly and Terry Brix to a meeting with Tree Free Corporation at the University of Washington. He attended two PUD meetings. He also attended the ACCT Leadership Conference in Reno, Nevada. He attended the July 25th Special Board meeting and worked at booths during the Grant County Fair. Trustee Holloway met on the BBCC campus with representatives from the Grant County PUD, WSU, UW, and HTEC from Canada and IPCI on alternative energy. He also attended the Board/Administrative Retreat and met with Ms. Bullit and was interviewed on her radio station.

Trustee Felix Ramon stated he attended the JATP farewell. He also attended the Special Board meeting on July 25th and the Board/Administrative Retreat. He attended the ACCT Leadership Conference in Reno, Nevada and the TACTC Conference in Tukwila regarding "system direction."

Trustee Katherine Kenison reported she attended the Special Board meeting July 25 and the Board/Administrative Retreat. She also attended the Student Achievement Task Force and their recommendations will be announced shortly. She spoke with the Othello football coaches and teams regarding Running Start and ITV classes. She also reported the Ephrata High School Librarian is interested in visiting the BBCC Library to learn about on-line resources. Lastly, she is planning a trail ride with Ms. Bullit.

12. **Next Regularly Scheduled Board Meeting**

President Bonaudi reminded the Board that their next meeting is scheduled on October 23 at 1:30 pm. The October meeting is often revised to an evening meeting.

MOTION 07-36: Trustee Mike Blakely moved to change the time of the October 23 meeting to 7:00 p.m. Trustee Bob Holloway seconded the motion, and the motion carried.

13. Miscellaneous

President Bonaudi discussed the regular Interim Accreditation visit from Northwest Commission for Colleges and Universities (NWCCU) scheduled October 16 & 17, 2007. Two visitors will be on campus and President Bonaudi will pass on additional information when he receives it. The visitors will probably want to meet with the Trustees. Ms. Kirkwood will be sending the final report tomorrow. The final draft of the report has been sent to faculty and staff. The visitors will visit with faculty and staff on campus regarding the three recommendations for the last visit. Those three recommendations include: a review of related instruction for professional/technical programs, including additional planning and evaluation in the Academic Master Plan and addressing the lack of consistency in educational program planning and effectiveness and the use of assessment.

This Regular Interim Report is also an opportunity to highlight changes on campus since the last visit in 2002. Some of those changes include degree offerings, student services, new positions, implementation of the SIM in the Negotiated Agreement, and faculty evaluations. There are also many changes regarding the Library, technology, physical plant and ATEC. The final report will be mailed to the Board.

President Bonaudi announced that a campus wide evacuation is being coordinated for this fall. It will provide the staff and faculty with an opportunity to review the effectiveness of the plan.

The new Big Bend Community College website is online today. President Bonaudi encouraged the Board to check it out.

President Bonaudi announced that Fall Fest is scheduled September 22 at 4:30 p.m. This is an Exceptional Faculty Award fundraising BBQ. The BBCC Foundation recently donated \$10,000 to this fund which was matched by the SBCTC. By law, only the interest may be used.

Trustee Mike Blakely thanked the BBCC volunteers who represented the college at the Grant County Fair: Kim Nielson, Karen Olsen, Allison Post, Mike Ovregard, Jeremy Iverson, Robin & James Arriaga, Clyde Rasmussen, Robin & Stewart Rasmussen, Shawn McDaniel, Julia Gamboa, Catherine Holestine, Hope Strnad, Benny DeLeon, Kara Garrett, Candy Lacher, Maryanne Allard, Karen Okerlund, Steve Matern, Michele Williamson, Nancy Leach, Ruby Taylor, Cheryl Brischle, Gail Hamburg, Kathy Arita, Bill Autry. A thank you letter on behalf of the Board will be sent to each volunteer.

The Board adjourned 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; (i) to discuss with legal counsel representing the agency matters relating to

agency enforcement actions or litigation or potential litigation and to consider a quasi judicial matter provided for in RCW 42.30.140 (2) at 3:40 p.m.

The meeting reconvened at 4:50 p.m.

The meeting adjourned at 4:55 p.m.

Katherine Kenison, Chair

ATTEST:

William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 10/23/07

ITEM #3: CONSENT AGENDA (for information)

b. Achieving the Dream (AtD) Update

BACKGROUND:

The Achieving the Dream Core Team and Data Team met September 19th and October 2nd to discuss proposal strategies already in progress, identify priority and strategy leads, and begin implementing work plan activities. Achieving the Dream coaches, Dr. Frank Renz and Mark Figureroa visited the campus on October 4-5 to review BBCC's proposed first year goals and action plans, and to provide consultation. Attached are first year proposal timelines, strategies and assignments.

Prepared by VP Mike Lang.

RECOMMENDATIONS:

None

**Achieving the Dream Proposal Timelines, Action Plans, and Assignments
For
First Year Goals 2007-2008**

Priority Area 1: Increase Successful Completion of Developmental Math Courses

Leads: Dean Rachel Anderson and Math Instructor Barbara Whitney

- 1.1 Administer the BBCC math placement test at area high schools.
- 1.2 Increase collaboration between college math faculty and high school math instructors.
 - Dean Rachel Anderson and math instructor Salah Abed will initiate these strategies. Rachel has contacted seven school districts to initiate these strategies and to date, four of the schools have replied. Test dates and school districts to be confirmed by November.
- 1.3 Develop a summer math jam course
 - Lead is Math instructor Barbara Whitney. Barbara will work with Brinn Harberts Donna Brown, Leah Erickson and other math faculty to develop course curriculum and establish dates for the course(s). The curriculum is to be developed and dates for classes to be identified by the end of spring quarter.
- 1.5 Research and purchase online math tutorial software or tutorial services
 - Russ Beard, Director of Information and Communication Services is the lead staff person for this activity. Others to be involved include Brinn Harberts, Jerry Workman and the math faculty for review and consensus. Software will be purchased and made available to students by winter quarter.
- 1.6 Collect developmental math success rate data from other AtD institutions.
- 1.7 Collect and interpret data on student success in developmental math.
 - Lead is Starr Bernhardt. Starr has been doing some research and has identified Six-round one AtD institutions and two round two AtD colleges. Data and Best Practices from these institutions will be available by winter quarter.

Priority Area 2: Increase retention by improving first year student experience

Leads for priority 2 are Dean Candy Lacher and Counselor MariAnne Zavala-Lopez

- 2.1 BBCC staff will revise the new student orientation process to replicate best practice
 - Leads for this activity are Candy Lacher and MariAnne Zavala-Lopez. Changes have been made and implemented this fall. Staff is evaluating the process from student and staff evaluations and will make improvements for winter quarter. Seventy-seven students attended a new evening orientation and 207 attended the day orientation. Two-hundred-thirty-three (233) attended portal training during the first week of instruction.

2.2 Increase student advising by making advising mandatory for students enrolled in developmental classes.

- Leads are Counselor MariAnne Zavala-Lopez and Developmental Math, Advisor Jose Esparza, and English Instructor, Gail Erickson. Candy Lacher has sent out a request on the ACC list serve for examples of advising manuals. More discussion is needed concerning the possibility of mandatory advising for students.

2.3 Provide advisor training for faculty and advising staff, including grant personnel.

- Terry Kinzel, Title VI Director, will be the lead. Team members will include counselors, Jose Esparza, and Andre Guzman.

2.4 Revise the curriculum for the freshman experience classes.

- Leads are instructors Gail Erickson and Dave Hammond. Others to be involved include Jose Esparza, Andre Guzman, Kara Garrett, Jerry Workman, and Jackie Johnston. New curriculum will be ready for submission to the Instructional Council at the beginning of spring quarter and will be listed in the fall 2008 class schedule.

2.5 Use appropriate survey instruments to improve advising and identify possible barriers to student success and retention.

- Lead is Terry Kinzel. Others to be involved include Jerry Workman, Dave Hammond, Andre Guzman, and Jackie Johnston.

2.6 Improve support for Hispanic Students by implementing a mentoring program.

- Lead is Jose Esparza. Team members are to include Custodio Valencia, MariAnne Zavala-Lopez, Andre Guzman, and Dulce Ortiz.

2.7 Collect and interpret data on reenrollment.

- Leads are Valarie Kirkwood and Starr Bernhard. Team members include Ken Turner and Gail Hamburg.

BIG BEND COMMUNITY COLLEGE

Date: 10/23/07

ITEM #3: CONSENT AGENDA (for information)

c. Assessment Update

BACKGROUND:

At the Faculty Fall Inservice, Steve Close, Assessment Faculty Chair, provided faculty with an Assessment Framework that was to aid in the summary of individual assessment plans. Faculty are completing their 2006-07 assessment plans by listing their assessment results and indicating how they using their assessment results if necessary to increase student learning. These results are then compiled and will be part of the 2007-08 Annual Assessment Report.

Prepared by Ms. Valerie Kirkwood, Assistant to the President for Research, Planning, and Government Affairs.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/23/07

ITEM #3: CONSENT AGENDA (for information)

d. Accreditation Report

BACKGROUND:

Faculty and staff have been reviewing BBCC actions and activities that have satisfied the three recommendations the BBCC received following the 2002 Full-scale Accreditation visit.

General Recommendation 1:

“The committee recommends that related instruction be reviewed for all professional and technical programs to ensure that programs of 45 quarter credit hours of (sic) 30 semester hours or more in length contain the required components and are taught by qualified faculty. (Policy 2.1 – General Education/Related Instruction)”.

General Recommendation 2:

“BBCC is engaged in planning activities and is using the Academic Master Plan for identifying campus-wide strategic initiatives. The committee recommends that the Academic Master Plan clearly includes planning and evaluation of the college’s progress in fulfilling its mission and goals and demonstrates that the results of that evaluation are used for continuous improvement (Standard 1.B – Planning and Effectiveness).”

General Recommendation 3:

“The committee recommends that BBCC address the lack of consistency in educational program planning and effectiveness across the curriculum by reviewing all programs to ensure that all academic programs are continuously assessed and that the results of this assessment are used for improvement (Standard 2.B-Educational Program Planning and Assessment; Policy 2.2-Educational Assessment).”

The 5-Year Interim Visit is scheduled for October 16th and 17th when two evaluators for the Northwest Commission on Colleges and Universities will meet with faculty and staff to determine if BBCC has successfully met each recommendation. Following the visit, the evaluators may provide commendations for areas where they feel our performance is exemplary (not just good), and express concerns in areas in which they feel we need to improve. Their report will be shared with us, but their recommendations to the Commission regarding our accreditation status are confidential. The Commission will receive those recommendations at their winter meeting and inform us of our status in late winter or early spring.

Prepared by Ms. Valerie Kirkwood, Assistant to the President for Research, Planning, and Government Affairs.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10-23-07

CONSENT AGENDA (for information)

e. Capital Project Update

BACKGROUND:

Math/Science HVAC Upgrade: Installation of the new air handling unit is complete.

Old Developments/Background:

9-11-07 The installation of the new air handling unit was completed by the contractor the second week of August 2007. The BBCC M&O crew is completing the plumbing, ducting and wall reconstruction. The estimated time of project completion remains August 31, 2007.

6-14-07 A Request for Quote (RFQ) was issued on May 21, 2007 for the installation of a new air handling unit in the old section of the Math/Science building (Building #1200). A mandatory site inspection was conducted May 30, 2007 and five (5) contractors responded. Quotes were due June 11, 2007, the job must start by August 6, 2007 and the job must be completed by August 31, 2007. However; Instructional Services moved all summer classes out the old side of Building 1200, including the Math Lab which will conduct business in room 1252, allowing M&O to work on duct work beginning the week of June 10, 2007. This project should complete well before August 31, 2007

Roofs Assessment: The roof assessment report has been received and estimated costs are being assigned to the suggested roof repair projects by Pack and Associates for inclusion in the Facilities Condition Report.

Old Developments/Background:

9-11-07 The roof assessment is completed and we are waiting for the recommendation from Andre Pack and Associates as to the scope and estimated cost for roof repairs to be funded in 2009 – 2011.

6-14-07 A Public Works Requisition (PWR) was issued to conduct an assessment of all campus roofs. This PWR was recommended by the SBCTC Architect, Andre Pack and Associates, during the semi-annual Facility Condition Survey. The purpose of the PWR is to support BBCC's request for roof repair funding in a comprehensive way. All the nagging leaks that seem to defy the best efforts of every contractor will be addressed by a roofing expert who has a proven success rate with Washington State Community and Technical Colleges.

Childcare: Still waiting for the final results of the tests ordered by the insurance company.

Old Developments/Background:

9-11-07 A request to move forward with mediation of the dispute between BBCC and Design Space Modular Buildings was made by our AAG in June and followed up on in July. A response requested .time to receive the latest test results from Kent Engineering (their investigator).

6-14-07 Our AAG and GA continue to request settlement of this insurance claim

5-14-07 The insurance company called for more inspections and sent Randy Kent of Kent Engineering to go through the building once again; therefore, the claim has not been settled and next steps are under consideration

3-20-07 Our Assistant Attorney General has requested that the insurance company wrap up their investigation by March 30, 2007 and pay for damages caused by the defective y strainer by April 30, 2007.

2-12-07 Our Assistant Attorney General (AAG) is assisting the General Administration's (GA) in the pursuit of favorably settling this claim. Our project manager, Jim Steffens, is also involved in the process.

1-9-07 The Attorney General's office continues to work with Design Space Modular Building's (DSM) attorney to resolve this claim.

11-28-06 A letter was received from the attorneys representing Design Space Modular Buildings that appears to acknowledge our loss. The Attorney General's office has followed up with another letter requesting resolution of this matter.

10-31-06 A letter from the Assistant Attorney General representing the Washington State Department of General Administration and Big Bend Community College was mailed to the attorneys representing Design Space Modular Buildings (DSM) on September 14, 2006. The letter states that because there is an Express Warranty of the project from DSM through which, "DSM assumed all responsibility to compensate Big Bend for the damage caused by the defective y strainer." As of October 3, 2006, no reply has been received from the attorneys representing DSM.

9-12-06 A letter was received on August 12, 2006 from North American Specialty Insurance claiming their investigation indicated no liability for Design Space Modular Buildings (DSM) because DSM did not have any causative role in the failure of the cooler.

The claim has been referred to General Administration's (GA) Assistant Attorney General who is preparing a response letter scheduled for mailing next week (the week of 9-3-06).

7-11-06 The final investigative step by the insurance adjustor is scheduled for July 5, 2006 With a final determination on BBCC's claim in mid July. A check is expected by the end of July.

\$75,000 is the estimated loss to flood damage that occurred on the night of August 25, 2005. The insurance company requested more detail on our claim; that detail was provided and the insurance company is appraising all the detailed documents provided by BBCC.

Art Building: The Art Building project is approximately 15% complete. Footings and concrete foundations have been poured and the contractor has scheduled the concrete slab pour to begin on 10-18-07. The project is off to a good start and, weather permitting, the building will be ready for occupancy 6-1-07. At this early point in the construction, T W Clark's projected schedule puts the project 8 months ahead of the project completion date reported 10-31-06 (below).

Old Developments/Background:

9-11-07 Bid proposals were opened July 26, 2007 and T.W. Clark Construction of Spokane, Washington was the successful bidder. The bid was within budget for the Base Bid and Bid Alternate #2 (interior ceilings). Bid Alternate # 1 (paving) and Bid Alternate#3 (floor finishes) were not selected because of budget constraints. The pre-construction meeting is set for August 29, 2007 and the contractor is planning to be on the construction site on or before August 30, 2007.

6-14-07 Grant County Building Department, Moses Lake City Water/Sewer Department and all remaining agencies have signed off on our building plans. BWA will issue the project for bid.

5-14-07 The Environmental Checklist required under the State Environmental Policy Act (SEPA) was completed May 10, 2007. Completion of the Environmental Checklist has held up the permitting process with Grant County Planning Department and delayed our issuance of the Bid Advertisement by 30 days.

3-20-07 The preliminary schedule for bidding the Art Building Project is as follows:

- March 29th – receive final documents from consultants and print sets.
- April 4th - Advertise for Bid
- April 11th - job site walkthrough
- April 25th - open bids

May 16th - Notice to Proceed delivered to the General Contractor

2-12-07 Construction begins. Trenching for infrastructure installation, such as Public Utility District (PUD) conduit, a new water mainline and fiber optic conduit, is scheduled to begin the week of February 12, 2007. The campus has been notified that access from Randolph road to 28th avenue will be stopped and the access barricaded for the duration of the Art Building project. Correctional Industries (CI) will do this phase of the excavation plan. Our latest cost analysis, conducted in collaboration with General Administration, BWA and BBCC, projects the completion of this building to occupancy level but landscaping, paving and furniture will not be funded. The final determination as to how far the budget will stretch will be made when contractors bid on the project.

1-9-07 A design review was conducted on December 19, 2005 at BBCC. The goal is to have the bid package ready within two months; however, Bernardo/Wills Architect was instructed to craft the bid package in a manner that reduces the Base Bid and increases the alternate bid packages that are tied to the Base Bid package. Inflation continues to rise and is now at an estimated 20% when compared to last year's construction costs. With the current bidding climate, the funding may only be adequate to shell the building and complete critical infrastructure.

11-28-06 Design development continues

10-31-06 New conceptual drawings were received at the last construction meeting on 9-13-06. A site survey has been completed and the rubble from the demolition of Building 4400 (old base service station). Estimated project costs are under review due to the 13% inflation (3% inflation was budgeted) in materials and labor experienced by other recently bid community college projects. Plans are in progress to bid the three classrooms as "framed only" if the budget requires project downsizing. Design is not yet complete and the project schedule is set back as follows:

Design completed 12-1-06

Contractor hired 2-1-07

Project completed 1-1-08

9-12-06 The next construction meeting is scheduled for 9-13-06 at which time the architect and the GA Project Manager intend to discuss updated cost projections and their potential impact on this project.

7-11-06 The schedule remains as reported at the last Board meeting below:

The following initial project schedule was developed at the last construction meeting on 2-8-06:

Design completed 9-1-06

Contractor hired 12-22-06

Project completed 11-5-07

BIG BEND COMMUNITY COLLEGE

Date: 10/23/07

ITEM #3: CONSENT AGENDA (for information)

f. Enrollment Report

The Fall Quarter 10th Day Enrollment Report is included for your review. Good news to report: headcount is up 4.7% and state-funded FTE is up 5.0%. Professional/technical course FTE is up 17.1%. The increase in professional/technical FTE includes earlier enrollment in CDL, I-Best welding, prerequisites for professional/technical programs such as nutrition and microbiology, and our new medical assistant program. Though not included in state FTE numbers, our Running Start headcount is 16% higher than Fall Quarter 2006. We have the largest number of Hispanic students ever enrolled on the 10th day of a fall term at 535, a 24.4% increase over last year!

The highest specific increase in FTE, 30 more than last year, is in the pre-college math classes, some of which count in the professional/technical numbers. Additional sections of pre-college math were added to get new students started in the math series during their first quarter of attendance.

The tuition amount budgeted for 2007-2008 is \$2,720,000. As of September 30, 2007 we have collected \$1,071,833 or 39.4% of the budgeted amount. As of September 30, 2006 we had collected \$1,019,242 or 38.7% of our 2006-2007 budgeted amount of \$2,631,428.

Prepared by Dean of Enrollment Services Candy Lacher and the Director of Business Services Gail Hamburg.

TUITION COLLECTION REPORT
As of September 30, 2007 and September 30, 2006

	<u>2007-2008</u>	<u>2006-2007</u>
Annual Budget	\$2,720,000	\$2,631,428
Total Collections as of September 30	\$1,071,833	\$1,019,242
As a % of Annual Budget	39.4%	38.7%
Left to Collect to Meet Budget Target	\$ 1,648,167	\$ 1,612,186

FALL 10TH DAY ENROLLMENT REPORT

HEADCOUNTS						
	FALL <u>2007</u>	FALL <u>2006</u>	FALL <u>2005</u>	FALL <u>2004</u>	FALL <u>2003</u>	FALL <u>2002</u>
<u>ETHNIC ORIGIN</u>						
Amer. Indian/Alaska Ntv	35	36	27	31	32	33
Asian/Pacific Islander	38	35	32	20	33	39
Black	29	22	25	31	21	17
Hispanic	535	430	388	357	410	352
White	1,241	1,260	1,317	1,504	1,625	1,600
Other/Unknown	161	165	110	98	136	124
<u>SEX</u>						
Female	1,164	1,139	1,102	1,150	1,265	1,186
Male	803	768	763	869	953	959
Not Coded	72	41	34	22	39	20
<u>STUDENT STATUS</u>						
Continuing	1,092	1,030	1,037	1,087	1,208	1,120
Former	395	384	381	374	426	425
New	469	463	392	477	510	504
Transfer	83	71	89	103	113	116
TOTAL HEADCOUNT	2,039	1,948	1,899	2,041	2,257	2,165
Running Start	159	137	134	116	139	187
International	3	0	2	3	6	9
STATE FUNDED FTES						
ABE/ESL	43.2	44.5	31.7	39.5	37.6	15.5
Academic	757.5	776.9	815.8	833.8	856.0	817.8
Professional/Technical	598.3	510.8	485.7	541.4	596.9	580.6
TOTAL STATE FTES	1,399.0	1332.2	1333.2	1414.7	1490.5	1413.9

F.T.E. REPORT

10/9/07

		QTRLY		ANNUAL	
		<u>FTEs</u>		<u>FTEs</u>	
1st year (06-07)					
SUMMER		317.6		105.9	
FALL		1536.3		512.1	
WINTER		1526.1		508.7	
SPRING		1412.4		470.8	
2nd year (07-08)					
SUMMER		310.2		103.4	
FALL		1399.0		466.3	
WINTER				0.0	
SPRING				0.0	
TOTAL		<u>6501.6</u>		<u>2167.2</u>	
1st year annual FTE Target	4836		1612	53 Workforce FTE included	
2nd year annual FTE Target	4929		1643	53 Workforce FTE included	
SBCTC 2-year rolling enrollment count					
Past year + current year actual FTE			2167.2		
Past year + current year allocation			3255.0		
% of allocation target attained to date			66.6%		
Add'l FTEs to meet minimum 98%	3068 .1		1022.7		
Add'l FTEs to meet target/growth 100%	3263 .4		1087.8		
FTEs over target		0		0	

BIG BEND COMMUNITY COLLEGE

Date:10/23/07

ITEM #3: CONSENT AGENDA (for information)

g. Childcare Update

BACKGROUND:

The Childcare Financial Statement for the three months ending September 30, 2007 is attached for Board review. Revenues exceeded expenditures by approximately \$1,567 for the period. The fund balance at September 30, 2007 was \$27,381. The increased attention to the program continues along with ongoing monitoring.

CHILDCARE PROGRAM REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE FOR THE THREE MONTHS ENDING 9/30/07				
	DSHS Childcare	Childcare Match	Workfirst Childcare	Totals
Revenues:				
Co-pays/care services	12,212			
DSHS	65,543			
USDA Meal Reimb.	5,643			
Misc. Recovery	0			
Totals	83,398	0	0	83,398
Expenditures:				
Salaries	61,255			61,255
Benefits	12,458			12,458
Good & Services	7,986			7,986
Travel	132			132
Totals	81,831	0	0	81,831
		NET PROFIT / LOSS		1,567
		BEGINNING FUND BALANCE		25,814
	ESTIMATED	ENDING FUND BALANCE		27,381
		ADJUSTING ENTRY		
		CHANGE IN FUND BALANCE		1,567
		CASH	ACTUAL	8,466
		RECEIVABLES		23,954
		ACCRUED PAYROLL		(3,169)
		ENCUMBRANCES/PAYABLES		(7,839)
		ESTIMATED CASH		21,412

BIG BEND COMMUNITY COLLEGE

Date: 10/23/07

ITEM #3: CONSENT AGENDA (for information)

h. Personnel Report

BACKGROUND:

The quarterly Personnel Report is attached for Board review.

Prepared by the Human Resources Department.

RECOMMENDATION:

EMPLOYEE SEPARATIONS 8/25/07 -10/8/07

SEPARATION DATE	NAME	POSITION	SEPARATION REASON
8/31/07	Carmen Scott	Family Literacy Specialist	Non-renewed due to program budget cuts
9/28/07	Allison Post	MEES Adult Education Coordinator	Resigned-accepted position in Thailand
9/28/07	Janet Schafer	Program Assistant-Word Services	Retired-moved to Vancouver

NEW HIRES/PROMOTIONS/TRANSFERS 8/25/07 - 10/8/07

START DATE	NAME	POSITION	REPLACING
8/30/07	Tennille Kimball	Opportunity Grant (Career Pathway) Coordinator	Restructured position following André Guzman's promotion
9/10/07	Nicole Percival	WorkFirst Lab Coordinator	New grant position
9/17/07	Rita Delgado	Financial Aid Advisor	Restructured position following Char Rios' promotion
10/4/07	Guillermo Garza	Commercial Drivers License Instructor-I-Best	New position
10/8/07	Chris Demiero	Head Women's Softball Coach/Assistant Activities Center Coordinator/Athletic Field Maintenance	New position due to reorganization

SEARCHES IN PROCESS

POSITION	STATUS	REPLACING
Sociology/Social Science Instructor (emergency hire)- Re-Posted	Accepting Applications	Emery Smith
Office Assistant 3-WorkFirst	Interviews Completed	Mary Martin
SUMMER PART-TIME FACULTY: 97		
SUMMER PART-TIME HOURLY: 132		

BIG BEND COMMUNITY COLLEGE

Date: 10/23/07

ITEM #3: CONSENT AGENDA (for action)

i. Donations

BACKGROUND:

Samaritan Healthcare would like to donate new patient lift equipment to the Nursing Department valued at \$8,100. This donation will facilitate teaching our nursing and nursing assistant students the proper use of two different lift technologies.

Cheryl and Edward Lee own a 1995 Ford Escort that they would like to donate to the Automotive Technology Program. This vehicle will be used to provide training in engine repair.

A 1992 Buick LaSabre has been offered for donation to the Automotive Technology Program by Mr. John Song. Students will learning about engine repair, brakes and suspension, engine performance and air conditioning with this vehicle.

Prepared by VP Turner.

RECOMMENDATION:

President Bonaudi and Vice President Turner recommend approval of the above-mentioned donations offered by friends and supporters of the college.

Date: October 9, 2007

To: Ken Turner, Vice President for Administration

Cc: Kara Garrett, Dean of Education, Health, and Language Skills

From: Katherine Christian

RE: Donation of patient lift equipment

Ken,

I am writing to request permission to accept a donation of new patient lift equipment from Samaritan Healthcare (see the attached e-mail from Chandra Rodriguez). Patient lifting safety has been a high priority in healthcare, including legislative efforts designed to reduce injuries to both patients and healthcare providers. This offered donation will provide the opportunity to educate our nursing assistant and nursing students in the proper use of two different lift technologies. This in turn will serve our clinical partners, by better preparing our graduates for safe practice.

The approximate value of this donation is \$8,100.

Thank you,

A handwritten signature in blue ink, reading "Katherine Christian". The signature is fluid and cursive, with the first name being more prominent.

Katherine Christian RN, MSN/ED, CNE
Director, Health Education Programs

Christian, Katherine

From: Rodriguez, Chandra [crodriguez@samaritanhealthcare.com]
Sent: Monday, October 08, 2007 8:42 AM
To: Christian, Katherine
Subject: Lift Equipment Donation

Good Morning, Katherine:

RE: AlphaModalities Donation of Lift Equipment for BBCC

Here at Samaritan, we've been working on implementing a Safe Patient Handling Program for the past year... We've completed cite visits to other facilities, trialed several pieces of lifting equipment and have purchased \$33,000 worth of equipment for 2007, requested capital dollars for additional equipment in 2008, attended training workshops, developed our policy, and are now working on the training program for all Samaritan's staff...in a nutshell.

The purpose for my email is that Tim Kuzma's, the representative I work with from AlphaModalities, company would like to donate the following items to Samaritan and then Samaritan donate to BBCC for the purposes of training future nurses.

1. Niklas Ceiling Hoist (w/slings)- \$5,200
2. Hovermatt & Pump - \$2,500 (approx.)

In talking with John and Dave, we would be able to receive the equipment through the Foundation, who would then in turn donate it to the college.

My initial inquiry is to determine if BBCC Nursing Program is interested in receiving this equipment and if so, begin the acquisition process. I'd be happy to talk with you about the program in more detail if you'd like to.

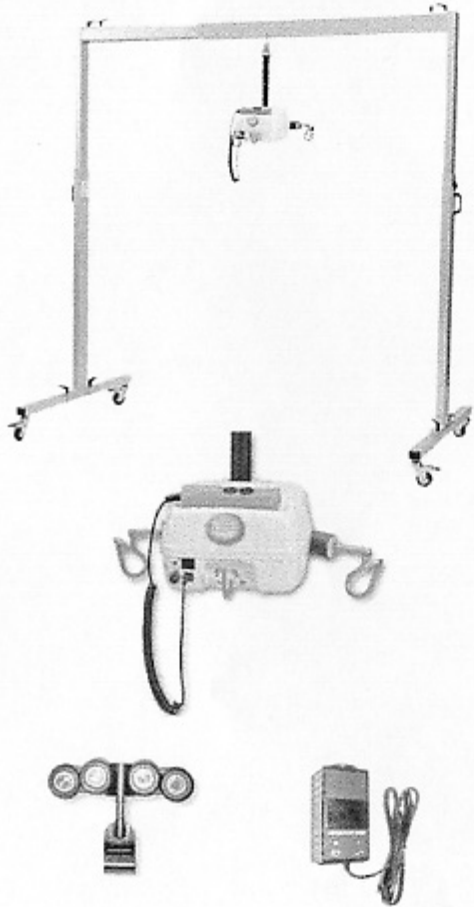
I look forward to hearing from you.

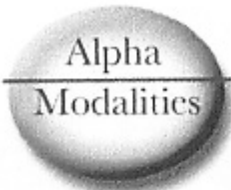
Thank you,

Chandra Rodriguez
HR Generalist
Samaritan Healthcare
801 E. Wheeler Rd.
Moses Lake, WA 98837
(509) 766-1310, ext. 2352

CEILING HOISTS

USD*

	<p>HC-NIKLAS</p>	<p>NIKLAS FREE STAND SYSTEM WITH HERKULES HOIST AND TROLLEY FRAME</p> <p>TUV LABEL</p> <p>HANDSET PLUGS INTO CHARGER</p> <p>HOIST SWL 650 LBS/ 295 KG FRAME SWL 480 LBS/ 218 KG</p>	<p>5,199.00</p>
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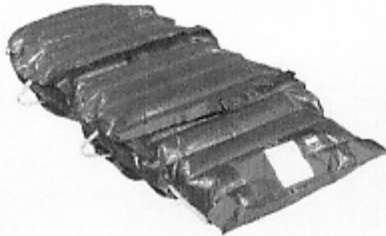
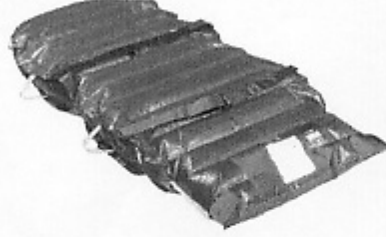
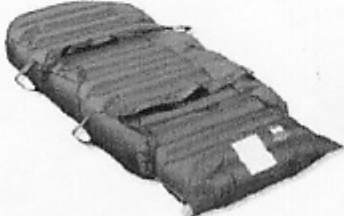


CATALOG

REVISED 5/21/07 8:06 PM

HOVERMATT PRODUCTS

USD*

	HM34-DC	HOVERMATT 34"X 72" 600LB / 272KG DOUBLE-COATED FABRIC TWO SAFETY STRAPS	2,725.00
	HM39-DC	HOVERMATT 39"X 72" 850LB / 386KG DOUBLE COATED FABRIC TWO SAFETY STRAPS	2,943.00
	HM50-DC	HOVERMATT 50" X 72" 1500 LB / 686KG DOUBLE COATED FABRIC TWO SAFETY STRAPS	3,101.00
	HM34-HS	HOVERMATT 34" X 72" 600LB / 272KG HEAT SEALED- WASHABLE TWO SAFETY STRAPS	2,725.00

Memorandum

To: Ken Turner
From: Chuck Cox & Mike O'Konek
Date: September 24, 2007
Re: Donation of vehicle to the Automotive Technology Program

Cheryl and Edward Lee (see attached email) have offered to donate their 1995 Ford Escort to the Automotive Technology Program. The vehicle has an engine knock and would be used to provide training in engine repair. When running the vehicle would also be used in brakes and suspension, engine performance and air conditioning repair.

The Automotive Department would request that this vehicle donation be accepted.

Thank you for your consideration of this matter.

Page 1 of 1


Cox, Chuck

From: Turner, Ken **Sent:** Tue 9/18/2007 9:24 AM
To: Cox, Chuck; O'Konek, Mike; Rasmussen, Clyde
Cc:
Subject: Potential Donation
Attachments:

Ms. Cheryl Lee, 787-1106 called about donating her car to the Automotive Program. The body is in good condition but the engine needs an overhaul. Cheryl can be reached at 787-1106 until 4:00 pm.

Ken

Page 1 of 1

 This message was sent with high importance.

Cox, Chuck

From: Arita, Kathy **Sent:** Wed 9/19/2007 1:13 PM
To: Cox, Chuck; O'Konek, Mike; Yosting, Mark; Heflin, John
Cc:
Subject: Donation
Attachments:

Please contact Cheryl Lee at 793-6948. She wants to donate a 1995 2 door Ford Escort to your program.

Kathy Arita

Memorandum

To: Ken Turner

From: Chuck Cox & Mike O'Konek

Date: September 24, 2007

Re: Donation of vehicle to the Automotive Technology Program

John Song (see attached email) has offered to donate his 1992 Buick Lesaber to the Automotive Technology Program. The vehicle would be used for training in the engine repair, brakes and suspension, engine performance and air conditioning repair.

The Automotive Department would request that this vehicle donation be accepted.

Thank you for your consideration of this matter.

Page 1 of 1

Dear Chuck Cox

I, Chung Kyu Song, donated my car (1992 Buick Lesable, 330KAM) to Automotive Program in Big Bend Community College.

Chung Kyu Song

9825 North Indian Trail Road
Spokane WA 99208

509) 981 1442 I

BIG BEND COMMUNITY COLLEGE

Date: 10/23/07

ITEM #3: CONSENT AGENDA (for information)

j. Crime Statistics Report

BACKGROUND:

Big Bend Community College continues to fit the “Low Crime” classification. None of the incidents reported were major crimes. A comprehensive review of the Crime Statistics Report is included in the “Climate” monitoring report.

Prepared by VP Ken Turner

RECOMMENDATION:

None.

Crime Awareness and Campus Security Act

The Crime Awareness and Campus Security Act of 1990 was enacted after parents, students, and the higher education community expressed concern regarding crime on college campuses. The law requires colleges to provide students, faculty, staff, and prospective students and their parents with crime statistics for the campus covering the previous three years, as well as a description of ongoing security procedures.

Big Bend Community College encourages students, faculty, and staff to report criminal offenses occurring on the college campus.

6-year Crime/Incident Statistics January 1 - December 31, 2006 (Prior years July 1 - June 30)

Type of Crime/Incidents	2001 2002	2002 2003	2003 2004	2004 2005	2005 2006	2006*
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses: Forcible	0	0	1	0	0	0
Non-Forcible	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Burglary	2	0	0	0	2	0
B. & E. (No Theft) (2006 new entry)	NA	NA	NA	NA	0	0
Theft	2	5	4	4	4	4
Theft-Vehicular Internal Possessions	8	0	0	2	1	2
Theft-Total**	10	5	4	6	5	6
Motor Vehicle Thefts	0	0	1	0	2	0
Vandalism	1	6	0	2	5	6
Arson	0	0	0	0	0	0
Disorderly Conduct-Total	3	0	3	0	2	1
Contributing Factor; Alcohol/Drug	0	0	0	0	0	0
Illegal Weapons Possessions	0/0	0/0	0/0	0/0	0/0	0/0
Arrests/Disciplinary Action						
Drug Law Violation	0/0	0/0	0/0	0/0	0/0	0/0
Arrests/Disciplinary Action						
Liquor Law Violation	0/0	0/0	0/0	1/0	0/0	0/12
Arrests/Disciplinary Action						
Hate Crimes	0	0	0	0	0	0

* Crimes reported between January 1, 2006 & June 30, 2006 have been counted "twice" in the federal cleary act reports, once in the 2005 year report & once in the 2006 year report, due to the change of now reporting in a calendar year "January to December", instead of by academic year "July to June".

** Total does not include thefts from burglary.

Offenses by location 2006 school year

Dorm Buildings & Parking	#		#
Murder.....	0	Burglary.....	0
Sex offenses.....	0	Motor Vehicle Theft.....	0
Robbery.....	0	Theft.....	3
Aggravated Assault.....	0	Arson.....	0

Disclosure of **Sex Offender Information** can be obtained at www.co.grant.wa.us, go to Sheriff, the Registered Sex Offenders.

Call 9-1-1 to report an emergency

If you are using a BBCC campus phone to report an emergency, dial 9-1-1. If you are using an on-campus pay phone or a cell phone dial 9-1-1.

BBCC's campus is located in the jurisdiction of the Grant County Sheriff's Office. Crime reports at the college are reported to and investigated by the Sheriff's Office. The campus is covered by the county's 9-1-1 emergency call system. An "emergency" is defined as a "situation in which property or human life is in immediate jeopardy and the prompt summoning of aid is essential." Inappropriate use of the 9-1-1 system is a punishable misdemeanor.

In the event of an injury, illness requiring immediate medical attention or a fire, dial 9-1-1 to request an ambulance from Grant County Fire District 5.

College Security, 750-8529

This call reaches College Security. Give your name, location, and provide your reason(s) for needing contact with college security. The college employs uniformed security personnel. College security personnel do not carry firearms and do not have the authority to make arrests. Security personnel assist students and staff in reporting crime, and follow crime prevention procedures that inhibit criminal activity and violations of college policies. College security personnel attend most on-campus events held in the evening, such as student dances and intercollegiate athletic events.

Non-emergency assistance

Dial 762-1160 to reach the Multi-Agency Communication Center to report incidences which do not require immediate law enforcement contact.

Security and access to college facilities

Keys to college facilities are issued on an individual basis through the college central stores manager. It is college policy that keys shall not be loaned or duplicated. If a person loses a key to a campus facility, that person is required to notify the central stores manager immediately. If a second key is lost, that person may be required to pay for the key and if necessary the cost of installing new locking cores.

Several college buildings are equipped with passive infrared alarm systems, with sirens and lights on the top of those buildings. The college is working toward equipping all buildings with alarm systems.

Also, a mobile alarm system is used periodically for specific enforcement and prevention.

Residence hall security and crime prevention

The college employs a full-time director, a head resident and several resident advisors in Philips and Viking Halls, which houses approximately 120 students. The residence staff distributes residence hall security procedures to all students living on campus (see Residence Hall Handbook).

Residence hall students are advised to shut and lock their doors and facility entry doors whenever possible to prevent the loss of any valuables. Residence hall door locks are changed every academic quarter. Residents are encouraged to mark expensive items with their driver's license number. An engraver can be checked out through the Residence Hall Office.

The following are prohibited in the residence halls: use or possession of alcoholic beverages or controlled substances or their containers, gambling, firearms or explosives, animals or pets, and stolen property. Students are prohibited from using their rooms or residence hall facilities for commercial or illegal purposes, soliciting, or distribution of published materials.

The college may terminate the contract of residence hall students for disorderly, illegal, immoral or improper conduct; misuse, abuse, theft, or destruction of college property or property of fellow residents; possession or use of firearms or explosives in or near the facility; the inability to adjust to the requirement of group living; harboring of pets or animals; harming or intimidating college staff, dining hall staff, or college students.

Know these College policies....

- > A Firearms and Dangerous Weapons policy was adopted by the College Board of Trustees in March of 1992 which prohibits **possession** or **discharge** of any firearm, explosive, or other weapon on college-controlled property. The policy describes conditions in which person may be authorized to bring a firearm on campus (for display or demonstration purposes). Call the Admissions Office for the Firearms and Dangerous Weapons policy.
- > College policy restricts the consumption or serving of alcohol, and prohibits possession, sale, or use of illicit drugs on all college-controlled property.
- > College policy prohibits the use of tobacco products in college-controlled buildings--with the exception of single occupancy residence hall rooms.
- > No bicycle, motorcycle, or motorscooter may be operated on sidewalks, walkways, lawns or other property not set aside for such purposes on the BCC campus. Bicycles, motorcycles, motorscooters and all-terrain vehicles may be operated any place where automobiles or other motor vehicles are permitted. Snowmobiles, skateboards, skates and in-line skates are prohibited as a means of transportation or recreation on campus property. (WAC 132R-118-050)

**If you see a crime on campus,
report it!**

BIG BEND COMMUNITY COLLEGE

Date: 10/23/07

ITEM #3: CONSENT AGENDA (for action)

k. Advisory Committee List

BACKGROUND:

The Advisory Committee List for the Professional Technical programs at Big Bend Community College is attached for Board approval.

RECOMMENDATION:

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

Advisory Committee Members

2007-08

Accounting

Sutter, Kunkle, Thompson LeMaster & Daniels Moses Lake High School Canfield & Associates Inflation Systems Grant County Utility District Ephrata High School Lakeside Optical	Sharon Donna Linda Tia Betty Cary Maggie Cheryl	Douglas Goude Dennis Kneip Matthews West Raine Aguilar	112 E Broadway 1350 S Pioneer Way 803 E Sharon Ave 451 Diamond Dr 16329 Rd 3 SE 530 Glenmore 333 4th Ave NW 1020 W Ivy St	Moses Lake Moses Lake Moses Lake Ephrata Moses Lake Moses Lake Moses Lake Moses Lake
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Agriculture

BBCC Instructor JR Newhouse & Co Stephen Syre Agricultural Consultant FSA NWFCFS Farm Owner	Rich Clayton Steve Everett George Darci	Thayne L Lynch Syre Purrington Bagwell Counsell	7662 Chanute St 528 W Broadway Ave 202 W 5th Ave 2145 Basin St SW Suite A 1417 S Pioneer Way 726 S Schooner Ct	Moses Lake Moses Lake Moses Lake Ephrata Moses Lake Moses Lake
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Automotive

Moses Lake High School Moses Lake High School James Chevrolet Moses Lake High School Discovery Ford/Honda Cascade Diesel Central Machinery Sales Lake Auto Parts Scotty's Repair Moses Lake School District	John Mark Richard Christine Dave Gus Wayne Art Scott Mike	Heflin Yosting Archer Armstrong Hopkins Smith Chandler Schimke Myers Friedbauer	503 E Sharon 503 E Sharon 12000 N Frontage Rd 803 E Sharon Ave 1140 S Pioneer Way 3234 Rd L NE 1450 E Wheeler Rd 610 E Broadway Dr 1625 Wheeler Rd 9541 Stone Rd	Moses Lake Moses Lake Moses Lake Moses Lake Moses Lake Moses Lake Moses Lake Moses Lake Moses Lake Moses Lake
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Aviation- Commercial Pilot

The Crop Duster	Fred	Meise	PO Box 358	Ephrata
Port of Moses Lake	Craig	Baldwin	7810 Andrews Street NE	Moses Lake
United Commercial Pilot	Kyle	Besaw	1117 West Simpson	Montesano
Executive Flight	Dale	Devereaux	237 23rd ST NW	East Wenatchee
Grant County Tower (FAA)	Tom	Karstetter	335 Karl Rd NE	Moses Lake
Washington State Patrol Office	John	Montemayor	101 Laguna Dr	Moses Lake
Grant County Tower (FAA)	Greg	Kardong	5468 Ridge View Loop	Moses Lake
Grant County Tower (FAA)	Michelle	Skomars	7820 Andrews St NE	Moses Lake
Executive Flight	Bob	Clarke	440 Lowe St	Wenatchee
Grant County Tower (FAA)	Carl	Reda	7820 Andrews St NE	Moses Lake
Retired Pilot	Gordon	Ebbert	1609 Lakeside Drive	Moses Lake

Aviation- Maintenance

City of Ephrata	Justin	Camp	23 G St SE	Ephrata
Royal Flying Service	Guy	Warren	4928 Hwy 26	Royal City
Royal Flying Service	Scott	Strehle	1204 Ashley Way	Moses Lake
Sonico	Scott	Griffith	1432 Hamilton St	Moses Lake
Columbia Pacific Aviation	Tina	Bessett	327 7th Ave SW	Ephrata
Moses Lake Aerial Applicators	Fred	Meise	PO Box 358	Ephrata

BBCC

Big Bend Community College	Chuck	Cox	7662 Chanute St	Moses Lake
Big Bend Community College	Bill	Autry	7662 Chanute St	Moses Lake
Big Bend Community College	Pete	Hammer	7662 Chanute St	Moses Lake
Big Bend Community College	Van	Jorgensen	7662 Chanute St	Moses Lake
Big Bend Community College	Shawn	McDaniel	7662 Chanute St	Moses Lake
Big Bend Community College	Steve	Matern	7662 Chanute St	Moses Lake
Big Bend Community College	Les	Michie	7662 Chanute St	Moses Lake
Big Bend Community College	Randy	Miller	7662 Chanute St	Moses Lake
Big Bend Community College	Pat	Teitzel	7662 Chanute St	Moses Lake
Big Bend Community College	Dan	Moore	7662 Chanute St	Moses Lake
Big Bend Community College	Clyde	Rasmussen	7662 Chanute St	Moses Lake
Big Bend Community College	Kathy	Tracy-Mason	7662 Chanute St	Moses Lake
Big Bend Community College	Mary	Shannon	7662 Chanute St	Moses Lake
Big Bend Community College	Kara	Garrett	7662 Chanute St	Moses Lake
Big Bend Community College	Joe	MacDougall	7662 Chanute Street	Moses Lake

Child & Family Education

BBCC Cooperative Pre-School	Judy	Kent	6345 Ferguson Rd	Moses Lake
Moses Lake High School	Cathy	McPherson	803 E Sharon Ave	Moses Lake
Washington Migrant Council	Theodora	Martinez	PO Box 453	Othello
Moses Lake Community Health	Lynn	Slouber	605 Coolidge	Moses Lake
Department of Social & Health Services	Haydee	Muzik	415 N McBeth	Othello
Moses Lake High School	Vickie	Cadby	803 E Sharon	Moses Lake
Moses Lake High School	Suzie	Moberg	803 E Sharon	Moses Lake
Grant County Head Start	Louis	Logan	1402 E Craig St	Moses Lake

Commercial Driver's License

Milky Way	Jim	Rustman	10231 Baseline Rd	Moses Lake
SkillSource	Mary	Mayo	PO Box 1517	Moses Lake
C&C Trucking	Janene	Cobb	1514 Rd 5 NW	Ephrata
	Shelley	Rawlston	PO Box 159	Stratford
National Foods	Karen	Wagner	290 S Damon Rd	Lind
Swift Transportation Co	Bill	Hartley	1616 6th Ave N	Lewiston

Computer Technology

Columbia Colstor	Ken	Redburn	2730 W Marina Dr	Moses Lake
Asparity Decision Solutions	Norman	Warren	12041 Rd. 3.9 NE	Moses Lake
Solar Grade Silicon LLC	Keith	Heupel	3322 Rd N NE	Moses Lake
Grant County Court	Gary	Baker	PO Box 37	Ephrata
Rhapsody	Robert	Juarez	63 Rd I.7 NE	Moses Lake
Grant County PUD	Bobb	Hansen	1652 Fairway Dr	Moses Lake

Foundation Board

Ken	Turner	9418 Neppel Rd NE	Moses Lake
Clyde	Owen	1016 Laguna Dr	Moses Lake
Mary Ann	Simmons	4304 Lakeshore Dr	Moses Lake
Michael	Riggs	2132 S Crestmont Dr	Moses Lake
Marilyn	Bertram	4478 Rd M NE	Moses Lake
Chet	Pedersen	21831 Rd 7 NW	Quincy
Joyce	Mulliken	1654 Jennifer Lane	Moses Lake
Stroud	Kunkle	PO Box 490	Moses Lake
Paul	Koethke	PO Box 1398	Moses Lake

Advisory Committee Members

2007-08

Page 3 of 6

Paul	Hirai	1406 W Marina DR	Moses Lake
Erika	Hennings	57 N Marcellus Rd	Ritzville
Larry	Hall	1000 S Pioneer Way	Moses Lake
Roger	Glaese	2243 W Lakeside Dr	Moses Lake
Jonie	Walker	6448 Chapparal Dr	Moses Lake
William	Bonaudi	721 Scooner Ct	Moses Lake
Nancy	Cook	1201 Nalaga Ave	Moses Lake
David	Bailey	87 Pelican Dr	Moses Lake
Felix	Ramon	9843 Rd H.4	Moses Lake
Howard	Skaug	944 W 3rd Ave	Moses Lake
Katherine	Swinger	PO Box 160	Lind
Franz			
Patricia	Schrom	7202 Rd 17 SW	Royal City
John	Townsend	402 Rainier View Ln NE	Moses Lake
Byrdeen	Worley	314 N Crestview	Moses Lake
Doug	Sly	239 W Northshore Dr	Moses Lake
Cecilia	Deluna- Gaeta	700 Rideview Loop	Othello

Industrial Electrical & Maintenance Mechanics

Weyerhaeuser	Jerry	Close	13594 Wheeler Rd	Moses Lake
National Frozen Foods	Bob	Kerns	PO Box A	Moses Lake
D&L Foundry	Mark	Ross	12907 Rd 3 NE	Moses Lake
Lee Technologies	James	Ayers	3322 Rd N NE	Quincy
IBEW 191	Jack	Eidukas	27 N. Chelan	Wenatchee
McCain Foods Inc.	Will	Merrill	100 Lee St	Othello
National Frozen Foods	Steve	Reed	14406 Rd 3 NE	Moses Lake
Basic American Foods	Jim	Craghead	538 Potato Frontage Rd SE	Moses Lake
Basic American Foods	Carl	Burton	538 Potato Frontage Rd SE	Moses Lake

Medical Assistant

Moses Lake Clinic	Charee	Wagner	840 E Hill	Moses Lake
Columbia Basin Health Association	Dulcye	Field	PO Box 546	Othello
Association of Samaritan Physicians	Melodie	Rodeback	1550 S Pioneer Way STE 115	Moses Lake
Mattawa Community Medical Clinic	Debra	Howey	PO Box 1581	Mattawa

Nursing

Sunbridge Care and Rehab	Tawny	Caldwell	1100 E. Nelson Rd.	Moses Lake
Samaritan Healthcare	Emily	Webster	801 E Wheeler Rd	Moses Lake
Moses Lake Clinic	Charee	Wagner	840 E Hill	Moses Lake
Moses Lake Clinic	Julie	Larson	840 E Hill	Moses Lake
Samaritan Healthcare	Andrew	Bair	801 E Wheeler Rd	Moses Lake
Grant County Health District	Peggy	Grigg	PO Box 37	Ephrata
Central Basin Home Health	Pat	Brannon	311 W. 3rd Ave	Moses Lake
Columbia Basin Hospital	Brenda	Herr	200 SE Boulevard	Ephrata
Samaritan Healthcare	Martha	Wong	801 E Wheeler Rd	Moses Lake
Moses Lake Community Health	Daniel	Guzman	606 Coolidge	Moses Lake
Columbia Basin Health Association	Vicki	Sullivan	140 E. Main	Othello
BBCC	Student	Student	7662 Chanute St N. E	Moses Lake
McKay Healthcare & Rehab	Lynn	Cowlishaw	127 2nd Ave. SW	Soap Lake
SkillSource	Joel	Goplin	PO Box 1517	Moses Lake
Othello Community Hospital	Jody	Ulrich	315 N 14th	Othello

Office Information Technology

Samaritan Healthcare	Melodie	Rodeback	801 E Wheeler Rd	Moses Lake
Calbom & Schwab	Jeff	Schwab	1240 S Pioneer Way	Moses Lake
Moses Lake School District	Shirley	Pryor	920 W Ivy	Moses Lake
Warden High School	Patty	Kisler	101 Beckway	Warden
City of Moses Lake	Maxine	Ivory	321 S Balsam	Moses Lake
Basic American Food	Cindy	Alporque	538 Potato Frontage Rd	Moses Lake
BBCC OIT	Tom	Willingham	7662 Chanute St NE	Moses Lake
SkillSource	Emily	Anderson	102 E 3rd	Moses Lake

Tech Prep

SkillSource	Yolanda	Rios	PO Box 1517	Moses Lake
IBEW 191	Jack	Eidukas	27 N. Chelan	Wenatchee
Genie Ind	Melissa	Pryor	8987 Graham Rd NE	Moses Lake
K&N Electric	Alan	Cope	9933 Kinder Rd NE	Moses Lake
Othello School Dist.	Linda	Crosier	340 S Seventh	Othello
Samaritan Healthcare	Kim	Garza	801 E Wheeler Rd	Moses Lake
Teamsters	Armando	Lopez	514 W Third	Moses Lake
Basic American Foods, Inc	Cindy	Alporque	538 Potato Frontage Rd	Moses Lake
Board of Directors, ML Chamber	Debbie	Doran- Martinez	11804 Rd 5.6	Moses Lake
Columbia Colstor	Mike	Bolander	2730 W Marina Dr	Moses Lake
Columbia Basin Job Corps	Jennifer	Thomas	6739 24th St Bldg 2402	Moses Lake
Washington WorkSource	Dustan	Knauss	7662 Chanute St	Moses Lake
Moses Lake Chamber of Commerce	Bev	Shuford	324 Pioneer Way	Moses Lake

Welding

Genie Industries	Jay	Zabo	8987 Graham Rd NE	Moses Lake
Basic American Foods	Jim	Craghead	538 Potato Frontage Rd SE	Moses Lake
Columbia Basin Job Corps	Paul	Winona	6739 24th St Bld 2402	Moses Lake
WA Association of Plumbers & Steam Fitters	Pete	Nacalio	1328 Rd 28	Moses Lake
Genie Industries	Rick	Volk	8987 Graham Rd NE	Spokane
Pacific Norhtwest Ironworkers	Andrew	Phillipson	16610 E Evdid	

Worker Retraining

Genie Industries	Melissa	Pryor	8987 Graham Rd NE	Moses Lake
Columbia Colstor	Mike	Bolander	2730 W Marina Dr	Moses Lake
Aging & Adult Care	Bruce	Buckles	1336 S Pioneer Way	Moses Lake
WorkSource	Albert	Garza	1616 S Pioneer Way	Moses Lake
SkillSource	Georgene	Ford	PO Box 1517	Moses Lake
SkillSource	David	Peterson	233 North Chelan Ave	Wenatchee
IBEW 191	Jack	Eidukas	27 N. Chelan	Wenatchee

BIG BEND COMMUNITY COLLEGE

Date: 10/23/07

ITEM #3: CONSENT AGENDA (for information)

1. Quarterly Budget Report

BACKGROUND:

The Budget Status Report as of September 30, 2007 is attached for Board review. There was 81.63% of the state operating budget remaining as of the end of September 2007 with 75% of the fiscal year remaining. Last year at this time there was 82.66% of the state operating budget remaining.

**BIG BEND COMMUNITY COLLEGE
BUDGET STATUS SUMMARY
AS OF SEPTEMBER 30, 2007**

PROGRAM	CATEGORY	BUDGET As of 7/1/07	ADJUSTMENT	BUDGET As of 09/30/07	SPENT Includes Enc	BALANCE	% REMAINING
010 INSTRUCTION	SALARIES	5,054,462	108,888	5,163,350	615,811	4,547,539	88.07%
	BENEFITS	1,476,731	33,600	1,510,331	246,225	1,264,106	83.70%
	GOODS&SVC	660,059	27,573	687,632	134,257	553,375	80.48%
	TRAVEL	67,190	0	67,190	5,440	61,750	91.90%
	EQUIP	197,728	30,000	227,728	4,187	223,541	98.16%
	TOTAL	7,456,170	200,061	7,656,231	1,005,920	6,650,311	86.86%
040 PRIMARY SUPPORT TO INSTRUCTION	SALARIES	264,841	0	264,841	64,568	200,273	75.62%
	BENEFITS	85,536	0	85,536	20,811	64,725	75.67%
	GOODS&SVC	3,639	0	3,639	0	3,639	100.00%
	TRAVEL	5,712	0	5,712	605	5,107	89.41%
	EQUIP	0	0	0	0	0	0.00%
	TOTAL	359,728	0	359,728	85,984	273,744	76.10%
050 LIBRARY	SALARIES	279,528	0	279,528	52,568	226,960	81.19%
	BENEFITS	96,009	0	96,009	20,436	75,573	78.71%
	GOODS&SVC	63,656	0	63,656	36,867	26,789	42.08%
	TRAVEL	3,500	0	3,500	1,050	2,450	70.00%
	EQUIP	54,625	0	54,625	8,382	46,243	84.66%
	TOTAL	497,318	0	497,318	119,303	378,015	76.01%
060 STUDENT SERVICES	SALARIES	1,121,886	0	1,121,886	186,354	935,532	83.39%
	BENEFITS	327,574	0	327,574	63,300	264,274	80.68%
	GOODS&SVC	44,091	0	44,091	18,485	25,606	58.08%
	TRAVEL	15,000	0	15,000	1,191	13,809	92.06%
	EQUIP	0	0	0	1,074	(1,074)	0.00%
	GRANTS	107,702	0	107,702	52,538	55,164	51.22%
	MATCH	16,644	0	16,644	13,605	3,039	18.26%
	TOTAL	1,632,897	0	1,632,897	336,547	1,296,350	79.39%
080 ADMIN.	SALARIES	1,346,172	0	1,346,172	317,221	1,028,951	76.44%
	BENEFITS	413,241	0	413,241	99,577	313,664	75.90%
	GOODS&SVC	665,973	0	665,973	237,609	428,364	64.32%
	TRAVEL	52,700	0	52,700	9,888	42,812	81.24%
	EQUIP	39,050	0	39,050	2,037	37,013	94.78%
	TOTAL	2,517,136	0	2,517,136	666,332	1,850,804	73.53%
090 M&O	SALARIES	922,622	0	922,622	224,532	698,090	75.66%
	BENEFITS	317,142	0	317,142	74,615	242,527	76.47%
	GOODS&SVC	638,140	0	638,140	137,331	500,809	78.48%
	TRAVEL	6,550	0	6,550	2,856	3,694	56.40%
	EQUIPMENT	37,675	0	37,675	31,223	6,452	17.13%
	DEBT SERV.	27,000	0	27,000	0	27,000	100.00%
	TOTAL	1,949,129	0	1,949,129	470,557	1,478,572	75.86%
TOTAL BUDGET		14,412,378	200,061	14,612,439	2,684,643	11,927,796	81.63%

ALLOCATION # 4

IBEST, Transfer H.Demand, Workforce
H.Demand

200,061

BIG BEND COMMUNITY COLLEGE

Date: 10/23/07

ITEM #5: Exceptional Faculty Award Report (for information)
Zachariah Tanko, CSC Instructor

BACKGROUND:

Mr. Tanko participated in a 10 week Faculty and Student Team (FaST) internship program at the Lawrence Berkeley National Laboratory, Berkeley, California. FAST is a cooperative effort between the Department of Energy (DOE) Office of Science and the National Science Foundation (NSF). The program supports a team comprised of one faculty member and 2 – 3 undergraduate students. The program provides hands-on research opportunities in DOE national laboratories during the summer.

RECOMMENDATION:

None

Summer 2007 Internship At LBNL
Zachariah Tanko (CSC Instructor)

Summary

I participated in a 10 week Faculty and Student Team (FaST) internship program at the Lawrence Berkeley National Laboratory, Berkeley, California. FAST is a cooperative effort between the Department of Energy (DOE) Office of Science and the National Science Foundation (NSF). The program supports a team comprised of one faculty member and 2 – 3 undergraduate students. The program provides hands-on research opportunities in DOE national laboratories during the summer.

Projects

1. The Performance Benchmarking of PC Operating System Virtualization Applications

Workstation virtualization software allows one physical workstation (desktop or laptop) to host several different operating systems at the same time. Reduced power consumption, testing of software on different operating systems, and easier migration to new operating systems are a few of the benefits of virtualization. The research involved a performance comparison of three different workstation virtualization applications: Microsoft VirtualPC 2007, Parallels Workstation 2.2, and VMware Workstation 6.0.

2. Energy Efficiency of Computers At LBNL

As the number of computers in use worldwide increases, so does the demand for electricity to power them. This research focused on measuring computers typically used at Lawrence Berkeley National Laboratory in order to determine their power consumption.

Accomplishments

- Working understanding of Virtualization Technology
- A comprehensive understanding of commonly used virtualization applications like VMware, VirtualPC and Parallels
- A better understanding of energy efficiency in desktop computers, laptops, printers and other office equipments
- Establishing professional relationships with LBNL workers

Conclusion

The program was a huge success. It met the expectations of the team. The team was able to carry out very challenging but rewarding projects from start to finish with the assistance of lab mentors. We gained real-world experience, both technical and non-technical, and we are eager to use this fresh knowledge in the classroom.

BIG BEND COMMUNITY COLLEGE

Date: 10/23/07

ITEM #6: Operating Budget Amendment (for action)

BACKGROUND:

An expenditure for the Opportunity Grant activity was omitted from the recently approved operating budget. That omission has been corrected and is noted in the materials you will receive at the Study Session.

Prepared by VP Turner.

RECOMMENDATION:

President Bonaudi and VP Turner recommend approval of the amended 2007-08 Operating Budget.

BIG BEND COMMUNITY COLLEGE

Date: 10/23/07

ITEM #7: Proprietary Budget (for action)

BACKGROUND:

Our grants, contracts and enterprise activities perform vital services for our students and communities, in addition to generating substantial revenue for the college.

Prepared by VP Ken Turner.

RECOMMENDATION:

President Bonaudi and VP Turner recommend approval of the 2007-08 Proprietary Budget.

**Big Bend Community College
Board of Trustees**



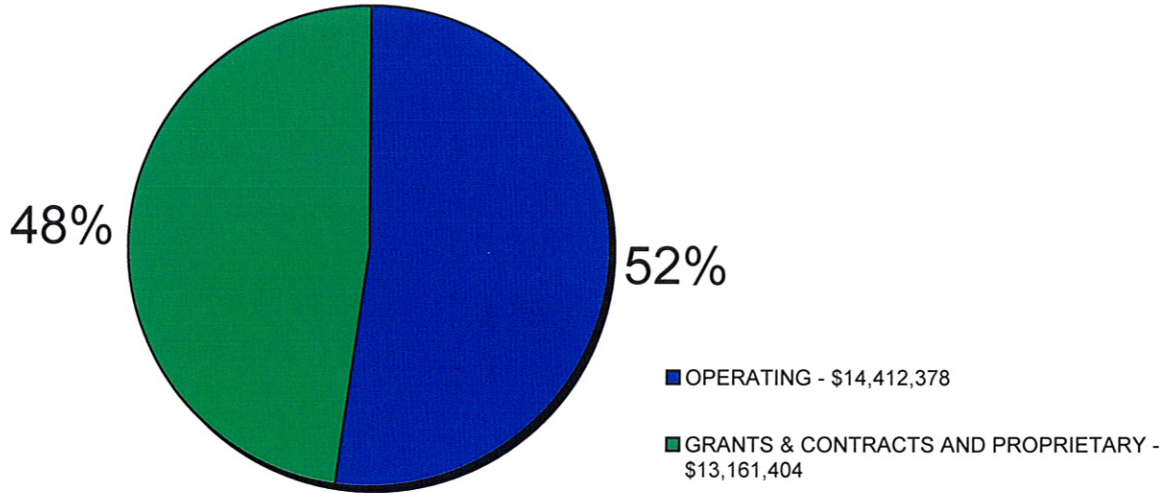
**Proprietary Funds Budget
2007-2008**

**Financial Statements
June 30, 2007**

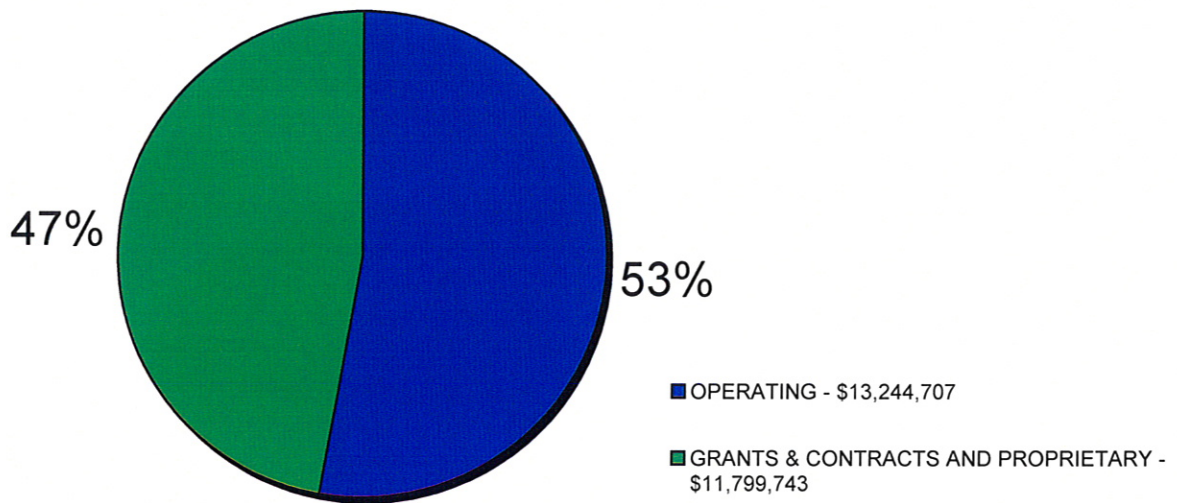
Big Bend Community College
Financial Reports
June 30, 2007
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TOTAL INSTITUTIONAL FUNDS 2007-2008
\$27,573,782



TOTAL INSTITUTIONAL FUNDS 2006-2007
\$25,044,450



**BIG BEND COMMUNITY COLLEGE
BOOKSTORE BUDGET
2007-2008**

	Actual 2002-2003	Actual 2003-2004	Actual 2004-2005	Actual 2005-2006	Actual 2006-2007	Projected 2007-2008
INCOME						
NEW BOOKS	500,205	519,702	493,074	492,759	474,896	530,000
USED BOOKS	287,515	269,936	250,477	246,052	280,862	300,000
TRADE BOOKS	7,425	8,678	5,880	5,143	3,798	4,000
SUPPLIES	39,305	43,467	37,447	30,006	33,489	34,000
CANDY	4,739	5,015	4,926	4,673	9,285	11,000
IMPRINTED CLOTHING	24,185	30,402	31,486	30,595	34,923	35,000
SOFTWARE	14,895	12,654	1,567	983	310	300
GRADUATION	3,535	4,287	3,468	3,419	4,772	5,000
BACK PACKS	1,064	360	1,103	1,876	3,632	4,000
EMBLEMATICS	0	5,866	7,576	5,823	7,326	7,000
GIFTS, CARDS, & SUNDRIES	16,342	10,098	9,612	8,178	16,560	15,000
SPECIAL RESALE	1,707	1,250	1,509	3,752	2,425	3,000
COFFEE SALES	541	71	71	0	0	0
COPIES	1,439	0	0	0	227	300
STAMPS	3,408	2,930	3,099	2,285	1,682	2,000
TOTAL INCOME	906,305	914,716	851,295	835,544	874,187	950,600
EXPENDITURES						
COST OF GOODS SOLD:						
NEW BOOKS	415,930	402,860	384,576	385,263	372,280	397,500
USED BOOKS	161,920	174,956	157,938	160,819	185,154	195,000
TRADE BOOKS	6,100	6,422	4,425	4,109	2,996	2,400
SUPPLIES	29,055	29,108	26,284	21,174	23,373	23,800
CANDY	3,199	3,500	3,412	3,184	6,450	7,700
IMPRINTED CLOTHING	16,944	21,930	24,036	22,476	25,311	28,000
SOFTWARE	10,871	9,563	2,374	900	514	500
GRADUATION	1,152	2,548	2,023	1,961	2,890	3,000
BACK PACKS	976	0	668	1,310	2,329	2,400
EMBLEMATICS	0	2,704	5,413	4,064	5,457	4,200
GIFTS, CARDS, & SUNDRIES	14,844	12,409	7,369	7,674	8,947	10,500
SPECIAL RESALE	0	1,137	1,462	3,292	31	2,550
MISC	437	0	0	0	0	0
STAMPS	3,427	2,936	3,120	2,278	1,667	1,667
TOTAL COST OF GOODS SOLD	664,854	670,073	623,100	618,504	637,399	679,217
GROSS PROFIT	241,451	244,643	228,195	217,040	236,788	271,383
OPERATING EXPENDITURES:						
SALARIES	82,447	90,670	95,966	102,727	115,129	115,000
BENEFITS	19,056	24,835	30,289	34,848	34,496	34,500
SUPPLIES & MATERIALS	3,109	9,295	4,610	4,564	11,061	5,000
FREIGHT & POSTAGE	1,105	104	110	363	956	1,000
TELEPHONE	1,068	1,192	1,040	664	694	700
RENTALS & LEASES	2,305	2,739	2,453	2,760	2,742	2,750
MAINTENANCE CONTRACT	5,121	0	2,879	5,821	91	100
COMPUTER SOFTWARE	0	6,590	6,037	0	0	0
PRINTING	94	234	44	44	0	50
REPAIRS	221	197	54	0	0	0
EDUCATION & TRAINING	0	0	0	0	0	5,000
DUES & MEMBERSHIP	2,440	1,220	1,420	240	2,060	2,060
INSURANCE	282	330	0	0	0	0
PURCHASED SERVICES	4,200	4,200	4,512	2,607	7,141	7,500
ADVERTISING	670	578	1,543	1,070	1,670	1,500
FINANCE CHARGES	5,213	6,082	5,947	6,643	7,208	7,200
DEPRECIATION	4,190	4,224	2,392	2,392	2,392	2,392
ADMINISTRATION FEES	7,700	7,700	7,890	7,000	7,000	7,000
TRAVEL	2,648	3,081	4,144	2,391	2,662	3,000
EQUIPMENT	20,807	7,476	1,389	8,713	13,693	6,000
BAD DEBT EXPENSE	0	0	0	0	292	200
OTHER	323	810	226	0	38	0
TOTAL OPERATING EXPENSES	162,999	171,557	172,945	182,847	209,325	200,952
INCOME FROM OPERATIONS	78,452	73,086	55,250	34,193	27,463	70,431
OTHER INCOME:						
INTEREST INCOME	8,325	9,510	11,330	22,867	35,332	30,000
MISCELLANEOUS INCOME	2,577	1,015	1,728	196	46	200
TOTAL OTHER INCOME	10,902	10,525	13,058	23,063	35,378	30,200
NET INCOME FROM OPERATIONS	89,354	83,611	68,308	57,256	62,841	100,631
OTHER EXPENDITURES:						
ATEC FEE	0	0	0	23,000	23,000	23,000 (1)
STORE REMODEL	0	0	0	0	5,639	0
TOTAL OTHER EXPENDITURES	0	0	0	23,000	28,639	23,000
INCREASE/DECREASE FUND BALANCE	89,354	83,611	68,308	34,256	34,202	77,631
ENDING CASH BALANCE	236,059	315,851	389,018	408,587	424,060	
OPERATING RESERVE	300,000	300,000	300,000	300,000	300,000	300,000
ANTICIPATED CASH BALANCE						500,000

(1) - Direct subsidy to ATEC bond debt

**BIG BEND COMMUNITY COLLEGE
BOOKSTORE
10 YEAR PROJECTION
2008-2018**

	ADMIN FEES (ATEC)	EQUIPMENT & FIXTURES	ADDITIONAL STAFFING
2007-2008	30,000	16,000	14,000
2008-2009	30,000	50,000	16,000
2009-2010	30,000	12,000	18,000
2010-2011	30,000	12,000	18,000
2011-2012	30,000	12,000	18,000
2012-2013	30,000	12,000	18,000
2013-2014	30,000	50,000	18,000
2014-2015	30,000	12,000	18,000
2015-2016	30,000	12,000	18,000
2016-2017	30,000	12,000	18,000
2017-2018	30,000	12,000	18,000

Figures reflect expansion of the Bookstore to meet current and future needs.
Cash Registers and Server in 2003-2004, they will need to be updated again within 5 years.

**BIG BEND COMMUNITY COLLEGE
ATHLETIC BUDGET
2007-2008**

	Actual 2002-2003	Actual 2003-2004	Actual 2004-2005	Actual 2005-2006	Actual 2006-2007	Projected 2007-2008
S & A FEES:						
ATHLETIC GENERAL	33,556	64,653	51,878	56,384	41,550	40,000
BASEBALL	35,930	30,958	34,173	27,829	45,248	36,000
BASKETBALL	19,700	23,081	26,367	25,266	23,000	23,000
VOLLEYBALL	18,700	19,500	22,273	23,000	23,000	23,000
WOMEN'S SOFTBALL	19,000	19,800	21,198	25,463	25,000	25,000
WOMEN'S BASKETBALL	18,700	19,500	23,533	23,000	23,000	23,000
TOTAL S & A FEES	<u>145,586</u>	<u>177,492</u>	<u>179,422</u>	<u>180,942</u>	<u>180,798</u>	<u>170,000</u>
OTHER REVENUE:						
ATHLETIC GENERAL	7,170	2,347	2,970	195	4,000	5,000
BASEBALL CAMP	45,802	49,278	57,624	57,322	58,300	55,000
BASKETBALL CAMP	16,799	11,253	13,556	12,258	13,190	12,000
VOLLEYBALL CAMP	1,914	4,815	3,385	6,048	4,055	4,000
WOMEN'S SOFTBALL CAMP	2,529	12	1,853	541	500	2,000
WOMEN'S BASKETBALL CAMP	13,006	6,430	7,150	2,787	10,732	10,000
TOTAL OTHER REVENUE	<u>87,220</u>	<u>74,135</u>	<u>86,538</u>	<u>79,151</u>	<u>90,777</u>	<u>88,000</u>
TOTAL REVENUE	232,806	251,627	265,960	260,093	271,575	258,000
EXPENDITURES:						
ATHLETIC GENERAL	42,506	40,455	52,026	58,525	72,580	40,000
BASEBALL	39,184	27,687	61,681	27,852	45,224	36,000
BASKETBALL	25,034	22,099	10,955	25,267	22,999	23,000
VOLLEYBALL	17,678	19,899	21,751	22,225	25,114	23,000
WOMEN'S SOFTBALL	19,615	21,657	20,716	25,710	24,753	25,000
WOMEN'S BASKETBALL	24,157	19,618	26,880	16,778	23,721	23,000
TOTAL ATHLETIC EXPENDITURES	<u>168,174</u>	<u>151,415</u>	<u>194,009</u>	<u>176,357</u>	<u>214,391</u>	<u>170,000</u>
CAMPS:						
BASEBALL CAMP	36,326	42,322	37,000	75,594	45,172	55,000
BASKETBALL CAMP	11,719	3,953	10,955	16,236	20,473	12,000
VOLLEYBALL CAMP	1,625	2,879	1,555	3,260	2,297	4,000
WOMEN'S SOFTBALL CAMP	2,094	1,548	393	0	348	1,500
WOMEN'S BASKETBALL CAMP	5,353	7,330	9,515	2,192	6,770	10,000
TOTAL CAMP EXPENDITURES	<u>57,117</u>	<u>58,032</u>	<u>59,418</u>	<u>97,282</u>	<u>75,060</u>	<u>82,500</u>
TOTAL EXPENDITURES	225,291	209,447	253,427	273,639	289,451	252,500
INCREASE/DECREASE FUND BALANCE	<u><u>7,515</u></u>	<u><u>42,180</u></u>	<u><u>12,533</u></u>	<u><u>-13,546</u></u>	<u><u>-17,876</u></u>	<u><u>5,500</u></u>
ENDING CASH BALANCE	24,609	61,099	63,295	42,195	29,298	
TOURNAMENT/ATHLETIC RESERVE	15,000	15,000	15,000	15,000	15,000	15,000
ANTICIPATED CASH BALANCE						34,000

**BIG BEND COMMUNITY COLLEGE
ASB BUDGET
2007-2008**

	Actual 2002-2003	Actual 2003-2004	Actual 2004-2005	Actual 2005-2006	Actual 2006-2007	Projected 2007-2008
S & A FEE	108,536	110,874	124,737	132,007	138,385	134,353
OTHER REVENUE:						
ASB (REVENUE)	410	342	97	497	672	400
ASB ENTERTAINMENT	1,039	829	2,133	52	120	0
GAME ROOM	4,925	3,890	3,094	2,677	2,919	2,500
SWING DANCE CLUB	68	0	157	356	0	0
CHRISTIAN CLUB	0	0	0	0	0	0
STUDENT NURSING ORGANIZATION	894	4,557	3,891	6,817	6,834	5,000
WRITERS BLOCK CLUB	0	0	0	0	0	0
STUDENT SUPPORT STUDENTS	35	842	514	541	570	500
PHI THETA KAPPA	6,831	9,204	7,416	7,117	7,420	7,000
AVIATION CLUB	0	1,475	13	161	0	0
MECHA CLUB	671	1,495	604	377	670	500
TUMBLEWEED TIMES	1,539	1,598	1,199	0	0	0
AWS	0	0	0	0	0	0
RESIDENCE HALL CLUB	1,380	970	835	1,125	550	500
GYM CONCESSIONS	711	849	664	860	58	75
TOTAL OTHER REVENUE	18,503	26,051	20,617	20,580	19,813	16,475
TOTAL REVENUE	127,039	136,925	145,354	152,587	158,198	150,828
EXPENDITURES:						
ASB OFFICE	2,632	9,068	4,043	4,973	13,649	6,000
SALARIES - ASB OFFICERS	18,341	19,781	21,312	24,270	26,012	28,151
BOOKSTORE ALLOWANCES	4,500	4,397	4,327	4,716	4,456	4,500
TRAVEL	7,328	5,242	5,457	4,948	8,462	8,500
ENTERTAINMENT	33,464	38,073	41,351	50,285	44,075	50,000
GAME ROOM	4,715	1,581	3,267	2,065	3,061	3,000
SWING CLUB	2,483	714	1,509	1,994	0	0
CHRISTIAN CLUB	50	16	0	0	0	0
NURSING CLUB	2,938	7,010	7,722	10,503	10,435	10,500
WRITER'S BLOCK CLUB	0	0	0	0	0	0
STUDENT SUPPORT SERVICES	0	1,590	2,550	2,235	2,535	2,500
CONTINGENCY	5,255	6,108	3,568	4,167	9,162	7,000 *
SPECIAL PROJECTS	100	1,832	1,693	4,058	5,613	5,000
PHI THETA KAPPA	10,640	11,977	10,659	9,901	9,207	9,500
AVIATION CLUB	2,173	2,292	1,563	4,525	0	0
MECHA CLUB	1,550	3,329	2,750	1,927	1,973	1,500
TUMBLEWEED TIMES	4,890	3,255	3,837	429	0	0
AWS	0	0	0	0	286	250
RESIDENCE HALL CLUB	0		206	362	2,858	2,000
GYM - ATHLETIC EXPENSES	2,759	80	80	90	682	50
TOTAL	103,818	116,345	115,894	131,448	142,466	138,451
INCREASE/DECREASE FUND BALANCE	23,221	20,580	29,460	21,139	15,732	12,377
ENDING CASH BALANCE	304,507	341,545	386,224	407,644	416,214	
ANTICIPATED CASH BALANCE						428,000

* - includes \$2,500 in BBCC ID supplies.

Total S & A fees projected for 2007-2008 for Athletics and ASB is \$304,353.

**BIG BEND COMMUNITY COLLEGE
ASB BUDGET
S & A FEES
2007-2008**

	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	Projected 2007-2008
S & A FEES:						
ASB OFFICE	7,500	7,000	7,000	6,900	13,649	5,000
ASB SCHOLARSHIP	18,341	20,130	23,298	24,270	26,012	28,151
BOOKSTORE ALLOWANCES	4,500	4,500	4,500	4,716	4,456	4,500
TRAVEL	7,000	7,000	7,000	7,000	7,000	7,000
ENTERTAINMENT	30,000	35,000	41,000	45,000	50,000	50,000
CONTINGENCY	21,675	16,707	15,547	15,320	10,818	9,398
STUDENT NURSING ORGANIZATION	2,000	2,250	3,170	3,000	3,500	5,400
SPECIAL PROJECTS	1,000	1,000	1,500	3,700	6,000	4,200
PHI THETA KAPPA	3,000	3,000	3,670	3,500	4,000	6,500
AVIATION CLUB	1,000	1,750	2,233	2,500	3,000	0
MECHA CLUB	1,000	1,000	1,920	2,000	2,000	1,064
TUMBLEWEED TIMES	3,500	2,500	2,750	2,500	0	0
SWING CLUB	500	800	1,070	1,300	500	0
HIKING CLUB-DISBANDED	-1,000	0	0	0	0	0
KARATE/JUJITSU CLUB - DISBANDED	-104	0	0	0	0	0
CHRISTIAN CLUB - DISBANDED	500			-434	0	0
STUDENT SUPPORT SERVICES CLUB	0	1,000	2,170	2,000	2,450	1,700
AMERICAN SIGN LANGUAGE CLUB - DISBANDED	0	500	550	0	0	0
WRITERS BLOCK CLUB DISBANDED	0	0	0	-2,235	0	0
AWS CLUB	0	0	0	100	2,000	0
N.E.R.D.S.	0	0	0	0	1,000	0
STUDENT RELATED RESERVE	0	28	0	0	0	0
MATCHING FUNDS FOR CLUBS	1,769	0	0	2,218	2,000	2,500
STUDENT RELATED SCHOLARSHIPS	6,355	6,710	7,359	8,652	0	8,940 *
TOTAL	108,536	110,874	124,737	132,007	138,385	134,353

* - Allocated to Athletic Scholarships for 2007-2008.

**BIG BEND COMMUNITY COLLEGE
HOUSING & FOOD BUDGET
2007-2008**

	Actual FOOD 2002-2003	Actual HOUSING 2002-2003	Actual FOOD 2003-2004	Actual HOUSING 2003-2004	Actual FOOD 2004-2005	Actual HOUSING 2004-2005	Actual FOOD 2005-2006	Actual HOUSING 2005-2006	Actual FOOD 2006-2007	Actual HOUSING 2006-2007	Projected FOOD 2007-2008	Projected HOUSING 2007-2008
REVENUE												
FROM OPERATIONS	399,631	239,375	344,433	246,369	381,438	224,401	241,664	155,539	280,743	218,405	300,000	272,000
CATERING									124,239		125,000	
RETAIL & ESPRESSO									9,262		10,000	
VIKING BUCKS												
FOOD SERVICE REBATE	9,639	7,960	11,579	3,819	20,672	2,790	50,676	8,238		4,665		3,000
FINES AND FORFEITURES					0							
TOTAL REVENUE	409,270	247,335	356,012	250,188	402,110	227,191	292,340	163,777	414,244	223,070	435,000	275,000
EXPENDITURES												
SALARIES	12,529	141,695	6,291	127,488	7,137	138,918	7,822	132,383	165,411	113,053	170,000	92,122
BENEFITS	1,653	32,760	1,466	33,011	1,766	37,858	2,004	38,442	34,137	31,622	34,000	31,596
RESIDENT ASSISTANTS												12,000
SECURITY	45	14,362	1,333	8,231	3,137	22,997	2,961	7,579		8,718		16,000
SUPPLIES & MATERIALS	1,773	8,312	1,617	9,178	1,170	9,197	1,123	9,975		9,072		10,000
RENTALS	11,600	7,876	2,146	5,521	1,974	1,974	28	15,919		9,057		11,000
MISCELLANEOUS REPAIRS	6,476	14,211	0	4,483	1,069	1,160	5,473	1,816		0		9,057
EQUIPMENT	0	0	0	0	0	0	0	0		0		0
BAD DEBT EXPENSE	2,356	155	970	0	3,700	1,746	1,216	6,779		3,108		0
PURCHASED SERVICES	335,985	107	333,866	0	407,199	0	273,429	0		0		3,108
BOARD	240	2,602	0	196	162	0	526	321		0		0
MISCELLANEOUS	0	7,959	65	5,565	0	3,982	0	1,985		1,315		1,375
TELEPHONE EXPENSE	0	23,850	0	22,587	0	19,769	0	13,598		12,904		13,300
ELECTRICITY & FUEL OIL	0	8,088	0	9,405	0	5,623	0	3,199		3,084		3,200
WATER, SEWER, GARBAGE	0	2,157	0	1,535	0	3,319	0	3,328		834		1,000
LAUNDRY	0	5,268	0	6,160	0	5,386	0	4,775		6,138		7,000
INSURANCE	0	2,731	0	3,143	0	1,949	0	2,115		1,457		1,600
BANKCARD CHARGES	0	8,786	0	8,067	3,333	0	0	0		0		0
ADMINISTRATION FEE	0	0	0	0	0	0	0	0		2,210		2,000
ADVERTISING	0	113	0	234	0	196	44	73		88		100
PRINTING	0	0	0	0	0	0	0	0		0		0
PRODUCT	0	0	0	0	0	0	0	0		0		0
CONTROLLABLES	0	0	0	0	0	0	0	0	163,528	165,000	165,000	165,000
NON CONTROLLABLES	0	0	0	0	0	0	0	0	50,892	51,000	51,000	51,000
TOTAL EXPENDITURES	372,657	281,032	347,754	244,804	428,673	254,074	294,626	242,287	444,015	202,660	452,000	214,458
INCREASE/DECREASE FUND BALANCE	36,613	-33,697	8,258	5,384	-26,563	-26,883	-2,286	-78,510	-29,771	20,410	-17,000	60,542
ENDING CASH BALANCE	377,654	62,453	361,358	60,864	348,033	37,849	350,806	-45,948	307,682	-42,821	290,000	17,000
PROJECTED CASH BALANCE												

Big Bend Community College
Grants & Contracts, Local, Internal Service and Proprietary Funds
Budgets for 2007-2008

TITLES	Grants/ Contracts	Plant	Dedicated Local	Central Stores	Motor Pool	Assoc Stu Body	Bookstore	Parking	Aviation	Europe	Housing & Food	Grants in Aid	TOTAL
FUNDS	145	147	148	440	460	522	524	528	570	571	573	846	
Revenues	4,764,000	163,000	1,022,000	76,600	36,300	408,828	980,800	878	519,498	131,500	710,000	4,348,000	13,161,404
Total	4,764,000	163,000	1,022,000	76,600	36,300	408,828	980,800	878	519,498	131,500	710,000	4,348,000	13,161,404
Expenditures:													
A Salaries	2,430,861		141,089		440	46,440	115,000		212,500		262,122		3,208,452
B Benefits	620,000		28,900		35	4,350	34,500		71,500		65,596		824,881
E Goods & Services	875,000		649,500	67,250	32,982	212,506	714,669		336,500		338,740		3,227,147
G Travel	149,500		11,600			109,700	3,000		4,550				278,350
J Equipment	51,500		136,700			13,500	6,000						207,700
N Grants	27,875					4,455						4,348,000	4,380,330
T Transfers	330,000	(100,000)					30,000			100,000			360,000
TOTAL	4,484,736	(100,000)	967,789	67,250	33,457	390,951	903,169	0	625,050	100,000	666,458	4,348,000	12,486,860
Increase/Decrease Fund Balance	279,264	263,000	54,211	9,350	2,843	17,877	77,631	878	(105,552)	31,500	43,542	0	674,544

**BIG BEND COMMUNITY COLLEGE
GRANT ACTIVITY
JULY 1, 2006 THRU JUNE 30, 2007**

Grant	Target Population	Revenue	Source	Description
ABE Special Allocation	Low Income, First Generation, WorkFirst, Basic Skills, Special Populations	\$21,000	State	Legislative appropriation for additional basic skills instruction.
Academic Competitiveness Grant	Recent High School graduates (after Jan. 2005)	\$11,716	Federal	Financial assistance for PELL eligible students that graduated after Jan. 2005 based on specific academic criteria for completing a rigorous secondary school program.
Achieving the Dream: Community Colleges Count	At risk students	\$50,000	Private	1st year investment planning grant; additional \$100,000 annual for next 4 years for at risk students.
Adult Basic Education	Low income, First Generation, WorkFirst, Basic Skills, Special Populations	\$155,836	Federal/SBCTC	Federal grant to provide people with less than 8th grade literacy ABE, GED and ESL instruction in the service area.
ARRF	Specialized training	\$104,080	Private	Provide refresher classes and customized training for aircraft rescue and fire fighting. This is a self supporting program.
Carl D. Perkins	Professional/Technical, Low Income, Special Populations	\$193,053	Federal/SBCTC	Grant provides funds to develop, redesign and implement activities that enhance the success of the targeted population. It includes in-service training, guidance, counseling and recruiting, curriculum development, and supplies and equipment for programs.
Carl D. Perkins Leadership	Low Income, First Generation, Professional/Technical, Work First, Developmental, Special Populations, Prof/Tech faculty	\$14,029	Federal/SBCTC	Back to Industry experiences for nursing faculty; Best Practices Replication of tutoring program from SCC.
Childcare State Match Grant	BBCC parents/staff and children	\$12,500	State	Serves parents of children using childcare who are college students and provides childcare for school age kids.
DEL Building Bridges	Childcare providers, First Generation, Professional/Technical	\$46,948	State	Provides tuition, books, support and mentoring for childcare providers who want to gain college credit and additional skills and work towards a certificate or degree (which entitles them to a rate increase).
DSHS LEP Pathway	Low income, WorkFirst, Basic Skills, Special Populations	\$47,000	State	Provides English as a Second Language (ESL) for WorkFirst Limited English Proficient (LEP) Pathway individuals to help them gain language skills necessary to enable them to obtain and maintain employment.
English as a Second Language	Low Income, First Generation, WorkFirst, Basic Skills	\$33,092	Federal/SBCTC	State grant to provide ESL instruction in service area.

Grant	Target Population	Revenue	Source	Description
Family Literacy Grant	Low Income, WorkFirst, Basic Skills, Special Populations	\$28,662	SBCTC	Enhance current family literacy services in the Even Start program in Mattawa, Royal City and ABE/ESL and childcare in Moses Lake.
Federal Even Start-Wahluke School District	Low Income, Basic skills, Special Populations, Distance Learning	\$148,015	Federal	Contract using Federal grant monies to provide Family Literacy services, ESL, Early Childhood Education and Parent Education in Mattawa.
Federal Work Study	Low Income, Professional/Technical, Academic Transfer, Special Populations, WorkFirst, Dislocated Worker	\$82,851	Federal	Federal funded work study program for students who meet need base requirements through FASFA process. Funds used entirely for American Reads and American Counts Program in elementary schools in service district.
Gear Up (WSU)	Low Income, Professional/Technical, Academic Transfer, Special Populations, High School students, Middle School students	\$26,190	State	Provides higher education awareness activities to sixth-eleventh graders in Moses Lake, Warden and Soap Lake.
Gear Up (CWU / NLA) Northwest Learning Assn.	Low Income, First Generation, Professional/Technical, Academic Transfer, High School students, Middle School students	\$8,498	Federal	Provides higher education readiness activities to sixth-eleventh graders in Moses Lake, Warden and Soap Lake through tutor training.
Gear Up (CWU)	Low Income, First Generation, Basic Skills, Developmental, Special Populations, High School students, Middle School students	\$46,332	State	Parent Ed support, campus visit for families.
Gear Up Work Study	Low Income	\$0	State	Reimbursement for off campus Gear Up work study only at the scholar site, Quincy.
High Demand Welding	Low Income, First Generation, Professional/Technical, WorkFirst, Special Populations, Dislocated Worker	\$114,972	SBCTC	Increase enrollment in high demand occupations, specifically welding. Provides funding for a full time instructor.
Humanities Washington	BBCC students	\$720	Private	Bring arts to campus.
JATP Contracts	Japanese Agricultural Students	\$254,899	Private	Provide initial training, cultural enrichment and farm placement for Japanese agricultural students in a one-year and two-year training program.

Grant	Target Population	Revenue	Source	Description
Job Skills Program JSP	Employers	\$9,157	Private/SBCTC	Customized training to meet employer's specific needs. 50% matching funds from employer.
Moses Lake Auto	High school students	\$163,163	Local Government	Provide facilities, training, and materials for high school classes. Contract using Federal grant monies to provide Family Literacy for Migrant families in Mattawa, Royal City and Othello.
Migrant Even Start (MEES)	Low Income, Basic Skills, Special Populations, Distance Learning	\$406,421	Federal	
Opportunity Grant	Low income, First Generation, Professional/ Technical, WorkFirst, Basic Skills, Developmental Education, Special Populations, Dislocated Worker, Distance Learning	\$399,000	SBCTC	Ninety percent of the grant funding is to be used to award student financial aid. The charge is to implement a pilot program designed to get low-income adults to the educational "tipping point"- one year of college level credits and a credential and beyond, by following pathways that provide employment opportunities linked to advancements in educational attainment. The pathways are Allied Health, Office Information Technology, Welding and Early Childhood Education.
OSPI Meal Reimbursement	Childcare/Upward Bound Students	\$61,467	State	Reimbursement for children/student meals.
PELL Grant	Financial Aid eligible students	\$2,336,461	Federal	Largest Federal financial aid grant program for low income students.
Rural/Workforce Development - Medical Assistant	Professional/Technical, Distance Learning	\$92,046	SBCTC	Provides resources and funding to support the development of a high skill, demand occupation in the BBCC service area.
SBDC/WVSU	Continuing Education, Small Community Education, Small Business Development	\$32,744	Federal/WVSU	Small business assistance providing advising and training.
SEOG	Low income, First Generation, Professional/Technical, Academic Transfer, WorkFirst, Special Populations, Dislocated Worker, Distance Learning	\$53,260	Federal	Need based Federal program to help students meet college expenses. Funds go to students with the highest need. Students must be Pell eligible.
State Need Grant	Low income, First Generation, Professional/Technical, Academic Transfer, WorkFirst, Special Populations, Dislocated Worker, Distance Learning	\$1,427,741	State	Need based state program for students eligible through the financial aid process (FAFSA).
State Work Study	Low Income, Professional/Technical, Academic Transfer	\$117,723	State	State funded work study program for students who meet need base requirements through the FAFSA process. Both on and off campus employment opportunities.

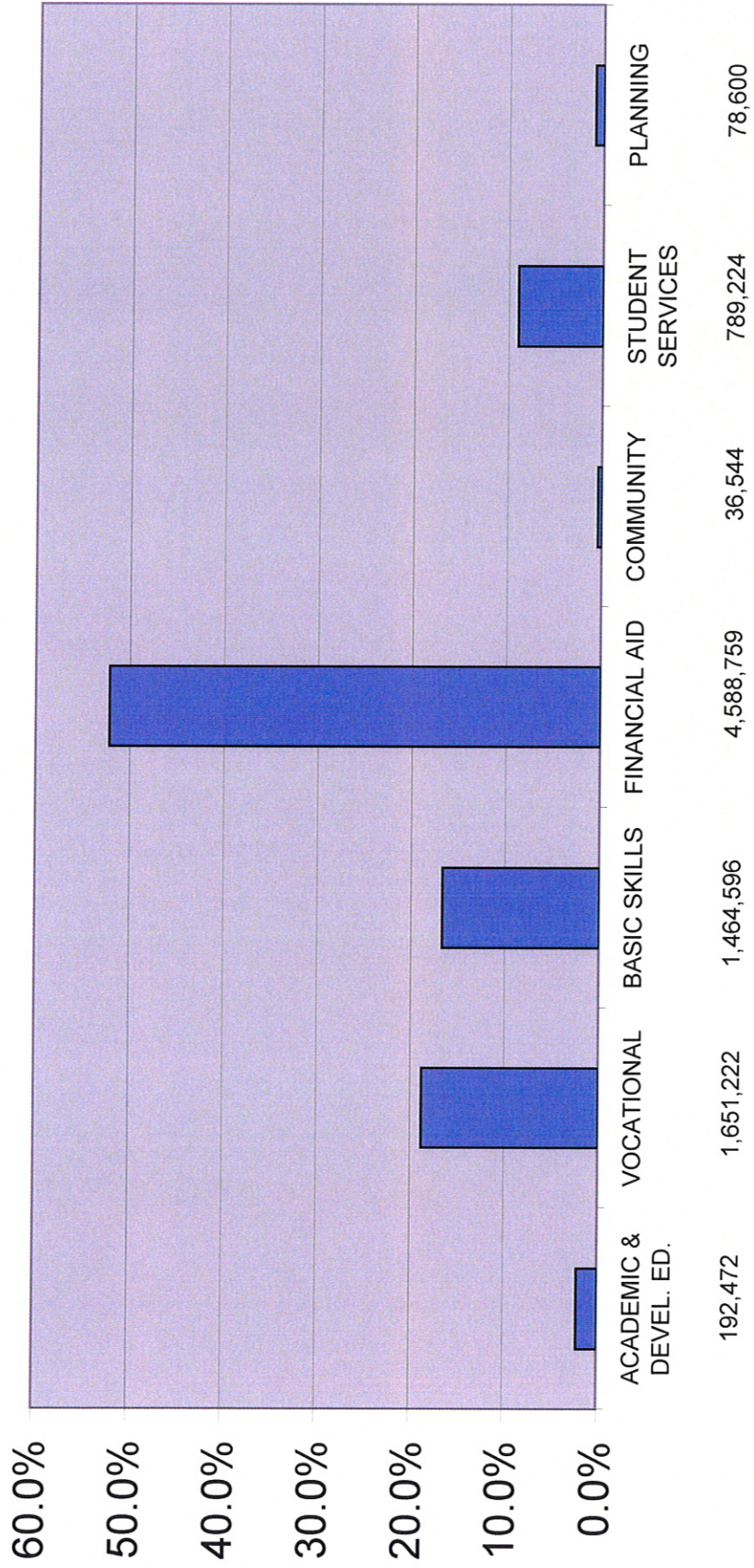
Grant	Target Population	Revenue	Source	Description
HECB Incentive Grant	Other	\$3,800	State	To increase the volume of work study students attendance at our Job & Career Fair by increased marketing and advertising efforts for both this event and the SWS Program .
SkillSource	Professional/Technical	\$12,526	Federal Pass Through	MMT training.
SkillSource Quincy	Professional/Technical	\$16,972	Federal Pass Through	Career exploration class.
Student Support Services	Low Income, First Generation, Professional/Technical, Academic Transfer, Special Populations, High School students	\$268,321	Federal	Federally funded program designed to help students find success in college. The BBCC SSS Program is currently funded to provide services to 186 students. SSS students benefit from academic support, progress monitoring, success workshops, and academic/transfer/career advising.
SWS Community Service Project and Administrative Grant	Work Study eligible students	\$28,806	State/HECB	Utilizing assessment data to support classroom instruction. Providing our daycare children with the appropriate tools to ensure they are kindergarten ready. Educating the public on early literacy and affects on long-term school success for children.
Tech Prep	Professional/Technical, Academic Transfer, Special Populations, High School students	\$82,537	Federal/SBCTC	Combined secondary and post-secondary dual enrollment program that starts in high school and ends with an AA or certificate from a community college.
Tech Prep Match	Professional/Technical, Academic Transfer, Special Populations, High School students	\$10,400	School Districts	Dollars received from the school districts to support the Tech Prep enrollments.
Title V-Heritage	Low Income, Special Populations	\$168,586	Federal	Increase recruitment & retention for low income/Hispanic students. Increase academic transfer to Heritage University.
Upward Bound	Low income, First Generation, High School students	\$482,213	Federal	Federally funded TRIO program that helps high school students with academic potential prepare and enroll in college.
Volunteer Literacy Program	Low Income, First Generation, WorkFirst, Basic Skills, Special Populations	\$14,238	State	Provide one on one and/or small group basic skills tutoring to adults.
WA College Spark	Low Income, First Generation	\$28,600	Private	Identification of grant overlap, gaps, coordination, and/or duplication of services; develop plan for application of additional grants to fill gaps in service.
WA Migrant Council	Low Income, First Generation, Basic Skills, Special Populations, Continuing Education	\$24,000	Public funded Org.	Contract to provide GED instruction to WSMC parents and staff.

Grant	Target Population	Revenue	Source	Description
WFT Development (Base Allocation)	Low Income, First Generation, Professional/Technical, Dislocated Worker, Faculty Development	\$39,487	SBCTC	Program development, program equipment update, equipment purchase for professional/technical programs.
Worker Retraining	Low Income, Professional/Technical, Basic Skills, Special Populations, Dislocated Worker, Distance Learning	\$268,206	State	Provides resources and funding to support the development and implementation of high skill, high demand occupations in the BBCC service area. Also supports tuition, supplies and fees for dislocated workers and unemployment recipients.
WorkFirst Block Grant	Low Income, First Generation, WorkFirst, Basic Skills, Developmental Education, Special Populations, Distance Learning	\$631,316	Federal/State	Supports services to prepare TANF and low-income parents for work and job placement. Goals are to increase the number of TANF parents entering employment with higher than average entry-level wages; increase job placements and wage progression for TANF parents, other low-income parents, and others with low basic skills or limited English proficiency.
WorkFirst Childcare	Low Income, First Generation, Professional/Technical, Workfirst, Basic Skills, Developmental, Special Populations	\$48,000	Federal/SBCTC	Provide support to WorkFirst children of college enrolled WorkFirst participants.
WorkFirst Childcare	DSHS WorkFirst clients	\$235,300	Federal/State	Provide childcare for parents enrolled in WorkFirst programs.

\$8,862,884

TOTAL

GRANTS & PARTNERSHIP CONTRACTS 2006 - 2007



BIG BEND COMMUNITY COLLEGE
Consolidated Balance Sheet
as of
June 30, 2006 and 2007

ASSETS:	2006	2007
<i>Current assets</i>		
Cash	\$ 871,674	\$ 555,625
Undeposited cash	15,441	14,894
Petty Cash	2,476	2,376
Pooled Cash	11,699,704	12,004,988
Investments in LGIP	7,856,929	8,323,513
Investments with bank	2,971,101	3,125,850
Accounts Receivable: <i>(Schedule attached)</i>		
Current accounts receivable (net)	635,821	611,831
Long-term accounts receivable (net)	1,941,867	2,162,314
Vendor Payment Advance	504,624	315,442
Inventories	185,477	208,451
Prepaid expenses	29,982	20,261
Total current assets	<u>26,715,096</u>	<u>27,345,545</u>
<i>Long-term assets</i>		
General long-term obligation	5,985,493	5,823,153
Property, plant and equipment:		
Land	51,700	51,700
Buildings (net)	21,663,210	21,251,872
Improv. Other than Bldgs. (net)	824,014	577,933
Equipment (net)	1,920,053	1,797,036
Construction In Progress	47,883	223,833
Total property, plant and equipment	<u>24,506,860</u>	<u>23,902,374</u>
Total Assets	<u>\$ 57,207,449</u>	<u>\$ 57,071,072</u>
 Liabilities and Fund Balance		
<i>Current liabilities:</i>		
Pooled cash	11,699,704	12,004,988
Accounts payable	347,700	242,990
Accrued liabilities	432,841	392,851
Accounts payable due other gov	24,380	24,537
Installments payable short-term	228,644	220,000
Other current liabilities	322,943	340,989
Total current liabilities	<u>13,056,212</u>	<u>13,226,355</u>
<i>Long-term liabilities:</i>		
Installments payable	4,865,000	4,645,000
Due to other funds VPA	504,624	315,442
Accrued vacation and sick leave	925,117	998,628
Total long-term liabilities	<u>6,294,741</u>	<u>5,959,070</u>
Total liabilities	19,350,953	19,185,425
Fund Balance (unreserved) Proprietary, Spec. Rev.	11,849,766	11,959,388
Fund Balance (reserved) General, Loan, FA	26,006,730	25,926,260
Total fund Balance	<u>37,856,496</u>	<u>37,885,647</u>
Total Liabilities and Fund Balance	<u>\$ 57,207,449</u>	<u>\$ 57,071,072</u>

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Big Bend Community College
Notes to Consolidated Balance Sheet
As Of June 30, 2006 And 2007

1. All cash, except petty cash and undeposited cash, is “pooled” into one agency fund. This is done to ease the investment management of cash at the college level. Please see the offsetting liability under current liabilities.
2. The gross earnings rate for investment in the Local Government Investment Pool at June 30, 2007 and 2006 was 5.2418% and 5.0210%, respectively.
3. The Investments with Bank consisted of two certificates of deposit at June 30, 2007:

<u>Bank</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Washington Mutual	\$2,345,839	5.13%	5/8/08
Washington Mutual	<u>780,011</u>	5.16%	11/14/07
Total	\$3,125,850		

The Investments with Bank consisted of two certificates of deposit at June 30, 2006:

<u>Bank</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Washington Mutual	\$2,226,425	5.29%	5/9/07
Washington Mutual	<u>744,676</u>	3.68%	11/14/06
Total	\$2,971,101		

**BIG BEND COMMUNITY COLLEGE
CUSTOMER ACCOUNTS AGING REPORT
AS OF
June 30, 2007**

Fund	Current	30 - 90 Days	Over 90 Days	Long Term	Total
060 Capital Account	5864				5,864
145 Grants & Contracts	859,936	18,764	4019		882,719
147 Plant	23,654				23,654
148 Dedicated Local	11,777	12,814	6,764		31,355
149 Operating Fees Acct.	3,579		210		3,789
440 Store	207				207
443 Higher Ed Data	6,691	82,505			89,196
460 Motor Pool	115				115
522 Associated Students	817				817
524 Bookstore	4,290	4,699	1,406		10,395
528 Parking	32				32
570 Aviation	1,881				1,881
571 Europe					0
573 Housing and Food	99	6,065			6,164
790 Payroll	55				55
840 Agency	46,674	15,408			62,082
846 Grant in Aid	35,417		289		35,706
849 Student Loan	4,331			1,615,521	1,619,852
860 Financial Aid Fund			262		262
Totals	\$1,005,419	\$140,255	\$12,950	\$1,615,521	\$2,774,145

BIG BEND COMMUNITY COLLEGE

CASH BALANCES

As of June 30, 2007

	7/31/2006	8/31/2006	9/30/2006	10/31/2006	11/30/2006	12/31/2006	1/31/2007	2/28/2007	3/31/2007	4/30/2007	5/31/2007	6/30/2007
CASH BALANCES												
145 Grants & Contracts	4,021,810	4,098,388	4,039,881	4,241,309	4,121,388	4,070,000	4,158,676	4,228,998	4,277,364	4,415,015	4,359,905	3,989,486
147 Plant	251,296	247,844	254,700	250,148	281,436	289,719	288,881	287,429	293,318	290,253	294,664	295,944
148 Dedicated Local	1,162,259	1,311,113	1,373,477	1,367,562	1,115,103	1,223,078	1,229,794	1,155,719	1,301,178	1,278,158	1,139,838	930,308
149 Operating	131,491	539,022	1,034,740	1,034,418	1,035,730	1,851,884	1,918,263	1,951,187	2,710,657	2,274,676	1,357,632	250,636
440 Store	102,225	101,351	104,742	103,482	107,221	105,396	104,899	104,835	109,048	115,134	116,777	113,875
460 Motor Pool	76,207	73,990	74,977	56,395	33,990	59,097	58,472	60,235	63,016	63,822	64,517	64,844
522 Associated Students	461,009	503,757	537,704	509,492	467,502	534,272	506,102	483,214	505,363	474,352	455,059	460,512
524 Bookstore	689,585	578,369	816,048	722,468	648,429	555,904	699,817	666,078	772,878	731,894	757,732	724,060
528 Parking	17,048	17,106	17,161	17,226	17,286	17,347	17,412	17,473	17,532	17,598	17,803	17,863
570 Aviation	1,108,475	1,089,010	1,135,945	1,173,021	1,153,558	1,010,489	1,009,732	988,052	1,019,527	1,025,949	1,046,578	1,054,462
571 Europe Carryover	2,594,191	2,602,956	2,611,353	2,621,270	2,530,363	2,539,463	2,549,163	2,558,071	2,566,753	2,576,339	2,606,425	2,619,860
573 Housing & Food	770,308	807,070	825,721	814,110	837,189	834,212	843,958	825,192	858,970	859,694	825,944	807,990
790 Payroll Clearing	37,263	39,633	41,409	30,632	39,333	48,137	30,113	39,322	46,711	28,246	38,746	68,172
840 Agency Trust	125,717	(145,581)	(296,530)	(196,176)	(30,900)	7,826	(56,958)	(95,837)	(9,285)	(242,120)	89,662	209,204
846 Student Grants	340,930	(10,560)	225,671	364,752	358,764	(485,716)	338,010	362,276	(125,483)	334,463	328,887	342,080
849 Student Loans	107,730	114,269	70,141	85,627	85,354	61,012	49,663	64,937	71,869	50,573	61,240	45,419
850 Student Work Study	(207)	(463)	435	(645)	252	500	241	(140)	10	(793)	893	2,364
860 Financial Aid Fund	40,619	29,261	28,807	28,046	26,729	20,119	22,815	23,848	13,700	13,833	14,366	7,909
TOTAL	12,037,956	11,996,535	12,896,382	13,223,137	12,828,727	12,742,739	13,769,053	13,720,889	14,493,126	14,307,086	13,576,668	12,004,988

Cash Reserves:

International Student	1,050,888
Interest fund 145	1,208,008
Administrative Fee	1,162,381
Total Reserve	3,421,277

Europe Funds (memo) 2,619,860

BIG BEND COMMUNITY COLLEGE
BALANCE SHEET
STATE GENERAL, CAPITAL, SPECIAL REVENUE, CONSTRUCTION, INTERNAL AND ENTERPRISE FUNDS
YEAR ENDING JUNE 30, 2007

GENERAL FUND 001	CAPITAL ACCOUNTS 057,060	SPECIAL REVENUE				INTERNAL REVENUE FUNDS				ENTERPRISE FUNDS	
		GRANTS CONTRACTS 145	PLANT 147	DEDICATED LOCAL(LAB) 148	OPERATING FEES 149	EDUCATION CONSTR ACCT 253	STORE 440	DATA, PROC 443	MOTOR POOL 460	ASB STUDENT 522	BOOKSTORE 524
		3,989,486	295,944	930,308	250,636	0	113,875	64,844	460,512		724,060
Cash & Petty Cash											
Accounts Receivable (Net)	5,864	891,459	23,654	37,355	3,864	0	207	89,196	887		11,145
Inventory							4,508				203,943
Equipment (Net)								18,084	8,066		11,138
Prepaid Expenses											20,261
Land											
Buildings (Net)											
Other Assets											
Total Assets	126,080	4,880,945	319,598	967,663	254,500	0	118,590	89,196	83,043	470,312	970,547
	8,777	186,903	0	57,201	243,426	0	4,104	0	1,111	8,700	10,956
Current Liabilities	104,766	84,596	0	0	0	0	0	0	0	0	15,481
Long-Term Liabilities	113,543	84,762	186,903	0	57,201	243,426	4,104	0	1,111	8,700	26,437
Total Liabilities	(70,820)	152,885	(547,091)	70,103	(277,714)	243,265	9,374	(26,521)	(3,677)	5,826	34,203
Net Income / Loss											
FUND BALANCE-July 1, 2006	83,357	(231,763)	4,262,768	249,495	1,188,176	(243,265)	105,112	115,717	85,609	455,786	909,908
FUND BALANCE-June, 30, 2007	12,537	(78,898)	4,694,042	319,598	910,462	0	114,486	89,196	81,932	461,612	944,111
TOTAL LIAB & FUND BALANCE	126,080	5,864	4,880,945	319,598	967,663	0	118,590	89,196	83,043	470,312	970,548

LIABILITIES:

BIG BEND COMMUNITY COLLEGE
BALANCE SHEET
ENTERPRISE, AGENCY, INVESTMENT, TRUST, FIXED ASSET AND LT OBLIGATION
AS OF JUNE 30, 2007

	ENTERPRISE FUNDS					EXPENDABLE TRUST				GEN FIXED ASSET ACCT 997	LONG-TERM OBLIGATION 999	
	PARKING 528	AUXILIARY 570	EUROPE 571	HOUSING & FOOD 573	PAYROLL 790	AGENCY 840	INVESTMENTS 841	GRANTS 846	STUDENT LOANS 849			FIN AID WORKSTUDY 850,860
ASSETS:												
Cash & Petty Cash	17,863	1,054,462	2,619,860	807,990	68,172	209,204	12,004,988	342,080	45,419	10,273		
Accounts Receivable (Net)	32	1,881		6,164	55	253,079		35,706	1,619,852	262		
Inventory												
Equipment (Net)		27,029		3,988							1,728,731	
Prepaid Expenses												
Land			5,500								46,200	
Buildings (Net)			141,146	82,076							21,028,650	
Other Assets		30									800,889	5,823,153
Total Assets	17,895	1,083,402	2,766,506	900,218	68,227	462,283	12,004,988	377,786	1,665,271	10,535	23,604,470	5,823,153
LIABILITIES:												
Current Liabilities	0	64,878		25,674	68,227	310,559	12,004,988	8,321	0	2,364	0	220,000
Long-Term Liabilities	0	14,695	0	10,299	0	126,080		0	0	0	0	5,603,153
Total Liabilities	0	79,573	0	35,973	68,227	436,639	12,004,988	8,321	0	2,364	0	5,823,153
Net Income / Loss	878	(96,011)	27,452	17,036	0	12,475	0	45,733	63,375	(27,647)	(570,961)	0
FUND BALANCE-July 1, 2006	17,017	1,099,840	2,739,054	847,209	0	13,169	0	323,732	1,601,896	35,818	24,175,430	0
FUND BALANCE-June, 30, 2007	17,895	1,003,829	2,766,506	864,245	0	25,644	0	369,465	1,665,271	8,171	23,604,469	0
	17,895	1,083,402	2,766,506	900,218	68,227	462,283	12,004,988	377,786	1,665,271	10,535	23,604,469	5,823,153

**BIG BEND COMMUNITY COLLEGE
SOURCE AND APPLICATION OF FUNDS
CONSOLIDATED ALL FUNDS
FOR YEAR ENDING JUNE 30, 2007**

	TOTALS
REVENUES:	
INTEREST	\$ 749,307
SALES	874,187
STUDENT FEES	4,643,304
OTHER INC/TRANSFERS	19,721,947
TOTAL REVENUES	<u>25,988,745</u>
EXPENSES:	
EXPENDITURES	25,322,195
COST OF GOODS SOLD	637,399
TOTAL EXPENSES	<u>25,959,594</u>
INCREASE / DECREASE FUND BALANCE	29,151
FUND BALANCE - JULY 1, 2006	37,856,496
FUND BALANCE - JUNE 30, 2007	<u><u>\$ 37,885,647</u></u>

BIG BEND COMMUNITY COLLEGE
SOURCE AND APPLICATION OF FUNDS
GENERAL, CAPITAL, SPECIAL REVENUE, CONSTRUCTION AND PROPRIETARY
FOR YEAR ENDING JUNE 30, 2007

GENERAL FUND 001	CAPITAL ACCOUNTS 057,060	SPECIAL REVENUE				EDUCATION CONST. ACCT 253	INTERNAL SERVICE FUNDS		
		GRANTS & CONTRACTS 145	PLANT 147	DEDICATED LOCAL (LAB) 148	OPERATING FEES 149		STORE 440	DATA PROC 443	MOTOR POOL 460
		209,289	70,103	65,393	76,226		5,370	3,823	3,205
INTEREST SALES									
STUDENT FEES		27,938		555,405	2,752,814				
OTHER INC/TRANSFERS	964,721	2,721,038		401,098	8,460	327,438	71,249	(30,344)	29,744
TOTAL REVENUES	964,721	2,958,265	70,103	1,021,896	2,837,500	327,438	76,619	(26,521)	32,949
EXPENSES:									
EXPENDITURES	811,836	2,526,991		1,299,610	2,848,877	84,173	67,245	0	36,626
COST OF GOODS SOLD									
TOTAL EXPENSES	811,836	2,526,991	0	1,299,610	2,848,877	84,173	67,245	0	36,626
INC/DEC FUND BALANCE	(70,820)	431,274	70,103	(277,714)	(11,377)	243,265	9,374	(26,521)	(3,677)
FUND BALANCE - JULY 1, 2006	83,357	(231,783)	4,262,768	249,495	1,188,176	22,451	105,112	115,717	85,609
FUND BALANCE - JUNE 30, 2007	12,537	(78,898)	4,694,042	319,598	910,462	0	114,486	89,196	81,932

BIG BEND COMMUNITY COLLEGE
SOURCE AND APPLICATION OF FUNDS
ENTERPRISE, AGENCY, EXPENDABLE TRUST AND GENERAL FIXED ASSET
FOR YEAR ENDING JUNE 30, 2007

	ENTERPRISE FUNDS							AGENCY			EXPENDABLE TRUST			GEN. FIXED ASSET ACC 997
	ASB STUDENTS 522	BOOKSTORE 524	PARKING 528	AUXILIARY 570	EUROPE 571	HOUSING & FOOD 573	PAYROLL 790	AGENCY 840	GRANTS 846	STUDENT LOANS 849	FIN AID WORK STUDY 850,860			
REVENUES:														
INTEREST SALES	24,906	35,332	878	54,141	130,456	41,881		0	9,328	17,724	1,252			
STUDENT FEES	337,750	874,187		486,969		357,684					124,744			
OTHER INC./TRANSFERS	70,971	46		(21,596)		3,385		23,583	4,365,056	76,385	29,158			1,063,326
TOTAL REVENUES	433,627	909,565	878	519,514	130,456	402,950	0	23,583	4,374,384	94,109	155,154			1,063,326
EXPENSES:														
EXPENDITURES	427,801	237,963	0	615,525	103,004	385,914		11,108	4,328,651	30,734	182,801			1,634,287
COST OF GOODS SOLD	637,399													
TOTAL EXPENSES	427,801	875,362	0	615,525	103,004	385,914	0	11,108	4,328,651	30,734	182,801			1,634,287
INC/DEC FUND BALANCE	5,826	34,203	878	(96,011)	27,452	17,036		12,475	45,733	63,375	(27,647)			(570,961)
FUND BALANCE - JULY 1, 2006	455,786	909,908	17,017	1,099,840	2,739,054	847,209		13,169	323,732	1,601,896	35,818			24,175,430
FUND BALANCE - JUNE 30, 2007	461,612	944,111	17,895	1,003,829	2,766,506	864,245	0	25,644	369,465	1,665,271	8,171			23,604,469

BIG BEND COMMUNITY COLLEGE

Date: 10/23/07

ITEM #8: E-5 Climate Ends Statement Monitoring Report (for information/action)

BACKGROUND:

This sixth volume of the Climate Monitoring Report assesses BBCC's environment in which learning and work at the college occurs. This report represents updated and new information on how well BBCC has provided and maintained a safe and respectful climate for students, staff, and partners over the past year. Components of the Academic Master Plan (AMP) related to Climate are included.

Prepared by Ms. Valerie Kirkwood, Assistant to the President for Research, Planning, and Government Affairs.

RECOMMENDATION:

President Bonaudi and Ms. Kirkwood recommend acceptance of the monitoring report.



Big Bend Community College

2007-08 Monitoring Report on the Climate

BBCC provides and maintains a climate of purpose, respect, and safety for students, staff, and partners. The college will establish, maintain, and review standards of service, safety, and ethical conduct for students and staff.



Presented to the BBCC Board of Trustees Tuesday, Oct. 23, 2007
Prepared by the Office of Institutional Research & Planning

Mission Statement

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

- courses and training for university and college transfer
- occupational and technical programs
- basic skills and developmental education
- community and continuing education
- pre-employment and customized training for local business and industry
- support services for students

BBCC Goals

The College provides learning opportunities that include:

- critical thinking and problem solving
- computation
- communication
- workplace skills and values
- awareness and sensitivity to cultural diversity
- arts enrichment and cultural activities

BBCC Characteristics

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

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

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Executive Summary	4
Crime Awareness & Campus Security.....	5
Positive Public/Staff Interaction	8
BBCC Students	11



Academic Master Plan Outcomes

E-5.1 Facility Security

The College will analyze its current situation regarding security of all college facilities and devise appropriate improvements when deficiencies are found. Issues to be studied on a continuing basis should include interior and exterior lighting, emergency communications, and landscaping, with the purpose of providing enhanced security.

Outcome: The above groups (Vice President of Administrative Services, Customer Service Task Force, Campus Safety Committee, Director of Institutional Research, AMP Committee) will report satisfactory progress in increased facility security.

Results: BBCC continues to fit the “Low Crime” classification experiencing only 15 reportable incidents for the 2006 calendar year. However, 12 students were referred for disciplinary action by BBCC residence hall staff because of liquor related rule violations. There were no major crimes (murder, rape, robbery) reported for the 2006 calendar year. (Appendix A)

E-5.2 Instruction Safety

The Safety Committee has expanded and become more active this past year. The committee’s focus in 2006-07 was on incident response planning using the National Incident Management System (NIMS). The key feature of NIMS is the Incident Command System (ICS) which is the main component of emergency management across the country. BBCC has adopted ICS principles, formed a management response structure and conducted training exercises. Incident action planning using NIMS and ICS will enable BBCC to efficiently and effectively make response actions that prevent or minimize loss of life or damage to property or the environment.

Outcome: Staff, student, instructor and visitor incident reports will be reduced.

Results: There were no Instructional Safety Incidents/Accidents referred to the Safety Committee for review and correction in 2006-07 and no new tort cases were added to the State Agency Quarterly Torts Status Report.

E-5.3 Workplace Safety

In addition to focusing on incident response planning using NIMS and ICS principles and training, the Safety Committee has embarked on enhancing employee and student awareness of workplace safety by embedding more safety awareness into the BBCC culture. New initiatives for 2006-07 included People Based Safety training, monthly safety tip bulletins, accident investigation teams and program/building investigation teams made up of Safety Committee members assigned by the Safety Committee on a monthly rotation basis.

Outcome: Staff, student, instructor, and visitor incident reports will be reduced.

Results: For the period July 1, 2006 through June 30, 2007, the Safety Committee reviewed seven workplace incident/accident reports. Two employees and five students filed reports about minor accidents. For the period July 1, 2007 through September 24, 2007, six employee incident/accidents reports were filed. Two involved parking lot incidents, summarized as follows:

1. An employee struck a wire supporting a power pole with his privately owned vehicle, causing a partial power outage to the BBCC campus. The incident occurred at night, was managed by maintenance staff, and the power was restored before 6:40 a.m. the next day.
2. An unoccupied BBCC maintenance vehicle, parked in a BBCC lot, rolled into another employee’s unoccupied vehicle. Less than

\$800 worth of damage was inflicted and no damage was done to the BBCC vehicle. A tort claim for repairs was filed with the Office of Risk Management.

Corrective actions included incident debriefing sessions at Maintenance & Operations (M&O) staff meetings and at Safety Committee meetings. M&O staff viewed a training video endorsed by Governor Gregoire titled, *Safe Driving Habits: A State of Mind*.

E-5.4 Positive Public/Staff Interaction

The college will continue the Customer Service Task Force to assess the quality of our interactions with our own staff, the students, and the community. Where necessary, the college will conduct appropriate staff development activities to address identified challenges in customer service.

Outcome: Survey results will demonstrate customer satisfaction; less favorable results will result in recommendations for appropriate training and re-survey.

Results: On the 2006 Spring Enrollment Survey, 97% of respondents said that the treatment they received from BBCC faculty and staff was “good” to “excellent.” (Appendix C)

E-5.5 A Tolerant & Safe Learning Environment

The College will continue to provide an atmosphere where incidents of harassment or discrimination are not tolerated. Correct procedures for reporting and dealing with unwelcome conduct will continue to be refined and made readily available to staff and students.

Outcome: Student surveys will indicate that BBCC provides a harassment-free and safe learning environment.

Results: On the 2006 Spring Enrollment Survey, 97% of respondents said that BBCC presents an environment where they feel welcome, 98% said that they “usually” or “always” feel safe on campus, 86% said that BBCC provides a discrimination-free environment, and 87% said that BBCC provides a climate that encourages safety, wellness, and human dignity. Eighty percent (80%) of the students responding said that they feel their cultural background was accepted by others on campus, 88% said that BBCC provides the facilities and equipment to support student learning, and 91% said BBCC provides access to education and support services. (Appendix C)



Community members, BBCC students and staff members come together to support the Viking men’s basketball team in the DeVries Activity Center on campus.

Executive Summary

The BBCC Climate Monitoring Report assesses learning and working environment. This report examines how well BBCC provides and maintains a climate of 'purpose, respect, and safety for our students, staff, and partners'.

This year's Climate Report tracks campus security and crime statistics, exit interviews with previous employees, complaints filed by students, Associated Student Body (ASB) sponsored campus events, and the Center for Business and Industry (CBIS) class updates, among other measures of evaluating BBCC's progress in maintaining its positive climate.

BBCC continues to fit the 'Low Crime' classification and none of the reported incidents were major crimes, however, there was a slight increase in reported incidents of thefts and vandalism from last year. On a positive note, reports of motor vehicle theft and disorderly conduct decreased. There were seven workplace incident/accident reports reviewed by the Safety Committee in 2006-07. Two employees and five students filed reports about minor accidents.

The exit interviews conducted for the 2006-07 year denoted positive comments about climate

and environment at BBCC. Every respondent, excluding one retiree, said that they would be interested in working for BBCC in some other capacity at another time. The majority of exit interviewees felt that they were treated with respect and consideration in their work, and they were satisfied with the working conditions and the benefits. The main reasons they liked working for BBCC were the people—faculty, staff, and students—and the welcoming and supportive environment. The main complaints about working for BBCC were dissatisfaction with salaries and the lack of promotion and advancement opportunities.

Overall, the 2006 Spring Enrollment Survey indicated students' positive view of the climate at BBCC. Of students surveyed:

- 97% said BBCC presents an environment where they feel welcome
- 98% said they usually or always feel safe on campus
- 97% said the treatment they received from BBCC faculty and staff was good to excellent
- 86% said BBCC provides a discrimination-free environment
- 87% said BBCC provides a climate that encourages safety, wellness, and human dignity.



Crime Awareness & Campus Security



Campus Crime & Security Review

Since the enactment of the Crime Awareness and Campus Security Act of 1990, colleges and universities that participate in Federal student financial assistance programs have responded to the Campus Crime and Security Survey conducted by the U.S. Department of Education each fall. The Campus Crime and Security Survey reporting format was changed by the Department of Education this year. The format was changed to provide a three year comparison, the reporting period was changed from academic year (July to June) to calendar year (January to December), and college disciplinary actions must be reported for some offenses. (Appendix A)

*Reported criminal offenses for over 6,000 colleges and universities in the U.S. can be viewed on the following website:
<http://ope.ed.gov/security/>*

BBCC continues to fit the “Low Crime” classification, experiencing only 15 reportable incidents for the 2006 calendar year. Last year, six thefts were reported. Most of the reported incidents each year involve theft or vandalism. In addition to the incidents reported last year, 12 students were referred for disciplinary action by BBCC residence hall staff because of liquor related rule violations. There has never been a major crime (murder, rape, robbery) reported on campus.

Low crime rates on campus are attributed to increased vigilance on the part of college staff and the following related activities:

- Increased stability of night patrols;
- Staggered patrol shifts;
- Increased training of the full-time Security Officer and his supervision of part-time security staff;
- Coordinated effort between security staff, custodians, and M&O staff;
- Increased activity on campus such as: construction, night classes, baccalaureate activities, and a general increase of activities and staff on campus at all hours;
- Coordinated planning between the Grant County Sheriff’s office and the college;
- Continued safety reviews;
- Emergency Procedures Flip Chart was revised and distributed via the Safety Committee last year;
- Creation of a single on-campus security phone number for both day and night by routing calls to a mobile responder;
- BBCC custodians adjust their schedules to strategically position themselves for hall watch during night sessions;
- Fifty employees have trained on the National Incident Management System (NIMS), a comprehensive, national, all-hazards approach to domestic incident management across a spectrum of activities;
- The Safety Committee is providing NIMS command staff with hand-held radios, tuned to the campus channel.

Security & Safety Activities

The major focus for the 2007-08 academic year will be on incident management utilizing NIMS methods. Additional plans include:

- The safety consultant will continue to review programs
- The Grant County Emergency Management Department will be involved in improving emergency response procedures
- Building and dorm evacuation and fire drills will continue
- The safety consultant will continue campus-wide safety training
- The Campus Security department and the Safety Committee will continue to monitor and plan corrective actions.

Evacuation & Fire Drills

The Residence Hall Housing Director conducted dorm evacuations and fire drills. The Safety Committee conducted a fire drill for the Library/A TEC building.

Occupational Health & Safety Manual

The Safety Committee revised the Occupational Health and Safety Manual. This manual will be continually reviewed and revised. A revised flip chart for quick reference was printed and distributed.

Interlocal Agreements

BBC is in a reciprocal agreement with the Moses Lake School District to be a contingency backup site in the event of any emergency evacuation scenario requiring an off-site building.

Instruction Safety

All instructional departments have recently reviewed and updated the safety curriculum for their classes. When appropriate, safety information is provided in the curriculum or in the course syllabi.

Emergency Contacts

The Vice President of Administrative Services is designated as Campus Security Survey Administrator. The campus is covered by Grant County's 9-1-1 emergency call system that will route emergency reports to the Grant County Sheriff's Office and/or Grant County Fire District No. 5 in the event of a crime, injury, illness, or fire. All emergency incidents need to be immediately reported to the President's Office and/or Public Information Office as per the Emergency Procedures Handbook.

Vice President	793-2001
Security	793-2283
Emergency	911
President's Office	793-2001
Public Information Office	793-2003

College Controlled Property

Most college buildings are equipped with alarm systems and access to facilities is issued on an individual basis through the college Purchasing Manager.

Possession or discharge of any firearm, explosive, or other weapon on college-controlled property is prohibited. Possession, sale, or use of illicit drugs is prohibited on all college-controlled property. The consumption or serving of alcohol on all college-controlled property is prohibited unless approved by the President or his/her designee. The college is in full compliance with RCW 70.160 and the use of any tobacco product is restricted to designated locations and at least 25 feet away from building entrances.

Safety Policy

The college policy on safety (BP7700) recognizes the importance of making “students and staff aware of necessary safety precautions essential to their activity or location.”

In keeping with the college policy on safety, a Sex Offender Notification Procedure (AP7700) has been established “to respond to the enrollment or presence of a convicted sex offender at BBCC:

- without creating excessive anxiety among staff or students;
- without contributing to a possible punitive reaction by some;
- without causing undue damage to the positive college environment enjoyed by students and staff.”



Residence Halls

College residence halls are staffed with a full-time director and several resident advisors. Residence hall security procedures are distributed to all students living on campus (as per the Residence Halls Handbook). Use or possession of alcoholic beverages, controlled substances, firearms or explosives, and stolen property is prohibited in the Residence Halls as is gambling, commercial or illegal activities, soliciting, or distribution of published materials.



Caren Courtright, textbook buyer for the BBCC Bookstore, assists students individually to choose the correct textbook and supplies during the first weeks of each quarter.

Positive Public/Staff Interaction

Center for Business & Industry Services

Center for Business & Industry Services (CBIS) is offering more workshop type classes. Some examples of this are: How to use Excel and Word together to Create Reports and Forms and How to use new Technology. In these workshops, attendees will be able to learn more usable applications than just core subjects. In addition, Office 2007 has created more opportunities for computer training, a common theme in previous years' evaluations. Computer classes are filling-up earlier than last year.

CBIS class evaluation results reveal many opportunities to improve community and continuing education course offerings. Due to increased contract training activity, the 2006-07 year tracked continuing education classes and contract training separately. This will help to better define client needs. Evaluations from last year are currently being analyzed and, when results are available, CBIS will address any issues.

One continuing issue for CBIS is the classroom environment. The 1500 building computer lab has been cold and the new room configuration makes it difficult to see the screen at the front of the room. Consideration is going toward purchasing laptop carts to be placed in ATEC. If this is done, all computer training classes would have up-to-date laptop computers. Most CBIS classes would then be offered in the ATEC building.

Associated Student Body

The Associated Student Body (ASB) makes Event Comment Cards available to every person who attends their "Lunchfest" events and asks for student input on election ballots also. This fall, the ASB held their Back to School Barbecue for students and their

families. At the event there was a balloon artist, a caricature artist and an airbrush tattoo artist. Total attendance at this event was 368, an increase of 136 people from last year. Many students brought their children to this event.

One of the problems the ASB has faced in the past has been name/face recognition with other students. The ASB is continuing to put colored pictures of the officers on the back of the fall quarterly event calendars and requests faculty to hand them out in their first two periods. This has been successful, in that officers are being recognized by more students this year.

ASB Executive Officers 2007-08



Matt Boyce
President



Amy Alporque
Programming Director



Chelsea Conklin
Public Relations



Natasha Presley
Secretary

ASB Office - 1413C(next to the TV Room)
ASB Phone - 793-2068

ASB events planned for the 2007-08 school year include monthly "Lunchfests" with cultural entertainment provided. In November, for example, the ASB will be having a "Stirfryfest"

with Japanese drummers coinciding with the JATP students who will be attending BBCC at that time.

This fall, the ASB sponsored The Human Race Machine on campus for a week. This is a photo booth set-up where a computer takes measurements of your facial features and then allows you to see yourself with the facial features of six different races mapped out onto your own face.

The ASB will also be having free bowling nights, free pool and massages one day during fall finals, one library "campout" night during finals in which the ASB provides free pizza and pop for students studying in the

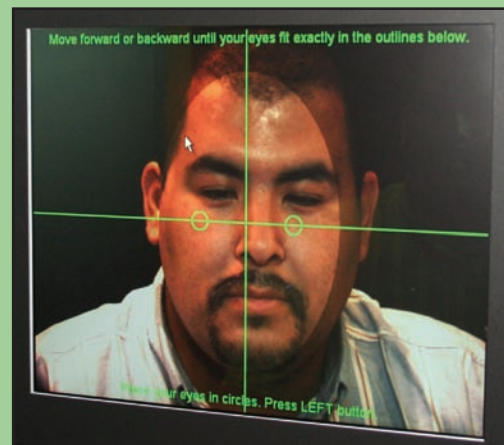
library, pool tournaments, guest speakers and other entertainment. They are sponsoring a ventriloquist and encourage students to bring their children to this event.

The ASB has also created a program in which they will provide funds to use towards any faculty member hosting a guest speaker on campus.

In the interest of creating a positive relationship with the dorm students, the ASB made welcome bags and left them in each room for students before school started. Positive comments about the welcome bags from the dorm students were received. In addition, the ASB has purchased two DVD players for the dorms.



HUMAN RACE MACHINE



Jake Mendez, Jr., a second year student from Othello, uses the Human Race Machine to see his face as it may look if he were another race (e.g. Asian, African, etc.) and what he may look like at 80 years old.

Exit Interviews

Twenty-two full time employees have left the college since last year's report. Exit interviews were conducted with 17. (Appendix B)

“[What I liked about working at BBCC was] the vision and mission of the college, the committed faculty, staff and administration, [and] the new directions of growth the college has taken.”
- Excerpt from former employee exit interview

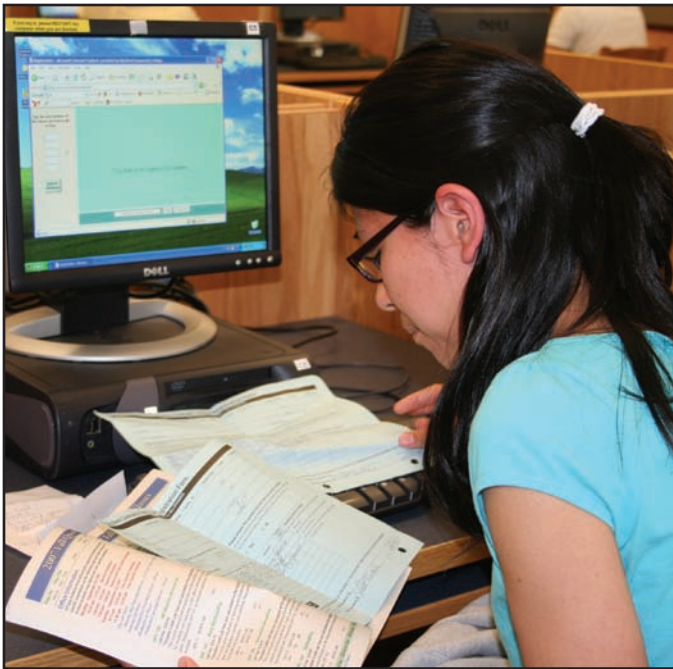
Overall, the exit interviews indicate that BBCC provides and fosters a positive environment for college employees. Every respondent, excluding one retiree, said that they would be interested in working for BBCC in some other capacity at another time. Ex-employees felt that they were treated with respect and they were satisfied with the working conditions at the college. People and the welcoming environment continue to contribute to the positive climate at BBCC.

The main complaints about working for BBCC were dissatisfaction with salaries and the lack of promotion and advancement opportunities.



More than 100 students, faculty, staff and members of the public took part in the landing of a Boeing 727-100 in May 2007. The aircraft was donated to the BBCC Aviation Sciences programs by Federal Express. After the aircraft landed, all in attendance were invited to experience it first-hand.

BBCC Students



Access to Technology

BBCC has implemented a student technology fee which enables the college to supply students with numerous and diverse forms of technology that assist them in pursuing their education.

The student technology fee buys software, computers, and other various equipment which increases students' access to resources, materials, and instructors. Making these services available and convenient creates and fosters an environment that eases stressors associated with learning and resource accessibility.

BBCC has deployed a collaborative portal structure that allows students and faculty to work together regardless of geographic location or type of class taken. This climate encourages and promotes improvement of student success and achievement here at the college.

2006 Spring Enrollment Survey

The Spring Enrollment Survey was distributed to BBCC students in 2006 to gauge their experiences at the college and to determine ways to improve services offered and address other areas of concern. (Appendix C)

"I thought that because of my age and disability I would be treated differently, but I haven't been at all."

- Anonymous student response to Question #7

- 97% of the students said that BBCC presents an environment where they feel welcome
- 98% said they usually or always feel safe on campus
- 86% said BBCC provides a discrimination-free environment
- 87% said BBCC provides a climate that encourages safety, wellness, and human dignity
- 80% of the respondents said that they feel their cultural background was accepted by others on campus
- 97% said the treatment they received from BBCC faculty and staff was good to excellent
- 88% said that BBCC provides the facilities and equipment to support student learning
- 91% said BBCC provides access to education and support services
- 73% of students said they had seen their advisor this year
- 91% said their advising was meeting their needs

Primary reasons noted on the Spring Enrollment Survey for not meeting with an advisor include: not knowing who their advisor is, not having time to see them, and not believing they need to see an advisor for advice.

Title V

Through Title V work, 21 BBCC faculty members have received training in Intercultural, Student-Centered, Technological Course/Curriculum redesign. To date, 27 courses have been revised to include teaching and learning strategies that focus upon student-centered learning via intercultural and technological pedagogical methods.

In 2007-08, Title V's goal is to provide this training for 10 more BBCC faculty members. The goal is that each of these faculty members will revise two courses for a total of 20 additional completed course revisions for the year. The overall goal of the grant is to complete 100 course revisions by the end of the grant cycle in 2010. (Appendix D)



Title V staff include Frank Salinas, Terry Kinzel and Kim Forsberg.

Academic Council

The purpose of the Academic Council is to interpret and waive academic regulations, review petitions for the re-admission of students who have been suspended due to lack of academic progress, and to hear, review and recommend action in academic grievance issues. Academic issues may include requests for grade changes, late withdrawals, amnesty, a review of the standards employed by an instructor in evaluating a student's performance and appeals from students who have been terminated from the Aviation or the Nursing program for failing to meet standards of performance. The aggrieved student presents academic issues to the Vice President of Student Services, who may conduct an initial investigation, refer the student to the Division Chair, meet with the faculty member(s) concerned, or make arrangements with the student to meet with the Academic Council for a hearing.

During the 2006-07 academic year the Academic Council took the following actions when responding to student appeals:

- Twelve students who had been suspended due to the lack of academic progress were permitted to return on academic probation. Several of these students were required to make advising appointments with a counselor.
- Two students were given grade changes from 0.0 to a withdrawal. One was due to medical reasons and the other believed that a high school counselor had requested a withdrawal for her.
- One student who had failed to meet standards for advancement in the Aviation (Commercial Pilot) program was given permission to return as a flight student in fall 2007. The student did not return to the program.

Student Complaints & Disciplinary Actions

Classified staff, instructors, division chairs and administrators field many of the complaints lodged by students. Most issues are resolved during the initial complaint by competent staff, instructors and administrators. Only those complaints that are more difficult to resolve are forwarded to the Deans and the Vice Presidents. Many issues are resolved at the administrative level without going through a formal process.

Items recorded and requiring intervention or mediation by the Vice President of Instruction and Student Services are listed below. These complaints were submitted during the 2006-07 academic year (July 1st to June 30th).

Student Complaints

- Two students complained about issues with the residence halls. One student was frustrated when his deposit was not returned because he was behind in his payments. Another student, who was not a resident, complained when he was not permitted to return to the dorms because of alleged involvement in a drinking incident. The payment/deposit issue was not resolved to the student's satisfaction. The alleged drinking incident was resolved.
- One student complained about ASB election procedures when it was determined that he was not eligible to run for an elected office due to a low grade point average.

Student Disciplinary Actions

- Two students were placed on disciplinary probation by the Vice President of Instruction and Student Services. One student for damaging college property and the other for violation of the student code of conduct.
- One intervention was required when a student raised his voice and swore at a faculty member. The issue was not resolved to the instructor's satisfaction.
- The disciplinary council was convened on two occasions to hear two separate appeals for re-instatement by an ASB Officer who was dismissed by the ASB Executive Council for failure to perform required duties.

Resident Hall Disciplinary Actions

- Nine alcohol related incidents were reported and students were fined accordingly.
- Two auto theft incidents occurred in the residence hall parking lots. Both were reported to the Grant County Sheriff Department.
- Two alleged thefts from resident's rooms were reported.
- Intervention was required to break-up a fight between two female students. One student was removed from the dorms.

Appendix A

BBCC THREE YEAR CRIME / INCIDENT STATISTICS

January 1st to December 31th

OFFENSES	YEAR	ON CAMPUS	*RESIDENTIAL FACILITIES	NON-CAMPUS	PUBLIC PROPERTY	TOTAL
MURDER, NON-NEGLIGENT MANSLAUGHTER / NEGLIGENT MANSLAUGHTER	2004	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2005	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2006	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
SEX OFFENSES: FORCIBLE / NON-FORCIBLE	2004	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2005	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2006	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
ROBBERY	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
AGGRAVATED ASSAULT	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
BURGLARY	2004	0	0	0	0	0
	2005	1	0	1	0	2
	2006	1	0	1	0	2
MOTOR VEHICLE THEFT	2004	0	0	0	0	0
	2005	0	0	2	0	2
	2006	0	0	0	0	0
ARSON	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
LIQUOR LAW <u>ARRESTS</u> / LIQUOR LAW <u>VIOLATIONS REFERRED</u> FOR DISCIPLINARY ACTION	2004	1 / 0	1 / 0	0 / 0	0 / 0	1 / 0
	2005	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2006	0 / 12	0 / 12	0 / 0	0 / 0	0 / 12
DRUG LAW <u>ARRESTS</u> / DRUG LAW <u>VIOLATIONS REFERRED</u> FOR DISCIPLINARY ACTION	2004	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2005	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2006	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
ILLEGAL WEAPONS POSSESSION <u>ARRESTS</u> / <u>VIOLATIONS REFERRED</u> FOR DISCIPLINARY ACTION	2004	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2005	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2006	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
HATE CRIMES	2004	0	0	0	0	0
	2005	0	0	0	0	0
	2006	0	0	0	0	0
THEFT / B&E VEHICULAR & THEFT INTERNAL POSSESSIONS = THEFT <u>TOTAL</u>	2004	4 / 2 = 6	0 / 1 = 1	0 / 0	0 / 0	6
	2005	4 / 1 = 5	2 / 1 = 3	0 / 0	0 / 0	5
	2006	4 / 2 = 6	1 / 2 = 3	0 / 0	0 / 0	6
VANDALISM	2004	2	0	0	0	2
	2005	4	1	1	0	5

	2006	6	2	0	0	6
DISORDERLY CONDUCT / CONTRIBUTING FACTOR ALCOHOL & - OR DRUGS	2004	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
	2005	2 / 0	0 / 0	0 / 0	0 / 0	2 / 0
	2006	1 / 0	0 / 0	0 / 0	0 / 0	1 / 0

*CRIMES IN THE RESIDENTIAL FACILITIES COLUMN ARE PART OF THE "ON CAMPUS" COLUMN. (DOES NOT ADD TO TOTAL)
 CRIMES REPORTED BETWEEN JANUARY 1, 2006 & JUNE 30, 2006 HAVE BEEN COUNTED "TWICE" IN THE FEDERAL CLEARLY
 ACT REPORTS, ONCE IN THE 2005 YEAR REPORT & ONCE IN THE 2006 YEAR REPORT, DUE TO THE CHANGE OF NOW
 REPORTING IN A CALENDAR YEAR "JANUARY to DECEMBER", INSTEAD OF BY ACADEMIC YEAR "JULY TO JUNE".
 SEX OFFENDER INFORMATION IS AVAILABLE AT WWW.CO.GRANT.WA.US , GO TO SHERIFF, THEN REGISTERED SEX
 OFFENDERS.

Appendix B

BIG BEND COMMUNITY COLLEGE SUMMARY OF EXIT INTERVIEW COMMENTS

September 26, 2006 through September 23, 2007

The last summary of exit interviews was completed on September 26, 2006. We have had 22 full time employees leave the college since that time. Exit interviews were completed on 17 of them; three employees did not complete their probationary periods, two resigned without completing exit interviews.

The following are the responses to the 17 employees who completed interviews:

Reason for Separation:

Administrative/Exempt:

- 2 Moved out of state for other positions
- 1 Other job/similar line of work out of country
- 2 Non-renewal of grant positions
- 1 Retirement

Faculty:

- 2 Retirement
- 1 Other job/similar line of work out of state
- 1 Other job/different line of work

Classified:

- 3 Other job/same line of work
- 2 Other job/different line of work
- 2 Moved out of state

Would you be interested in working for BBCC in some other capacity or at another time?

Yes; Yes; Sure; Yes—depends on position; If I moved back, I'd definitely be interested; I'm very impressed with Big Bend; I'm open to that possibility; Yea, maybe; No (retired); Yes, if our moving plans change; Yes, will be teaching part-time; Absolutely; At another time possibly; Yes, if future endeavors brought me back to the area. My time at the college was a very good experience; Yes, I would like to come back to work at BBCC in another capacity as either PT faculty (CBIS) or a Program Coordinator for short-term training (ARFF, Genie, SkillSource Training, etc.); If it were part-time, yes; Sure if it wasn't such a long commute!; Yes, sure

What did you like about working at the college?

1. The camaraderie in the parent ed program
2. The people, environment and job I was doing—I learned a lot
3. The people were wonderful, and in my department we have a relaxed environment with family-type atmosphere
4. The employees
5. Administration is well managed; sense of community; the college doesn't ignore trouble and rewards good things. It was real enjoyable to me.
6. The smallness of the student body, working with people coming back to school while raising families—it's very admirable. Felt supported here.

7. Lots of things—basically it was like a big family. Lots of challenges though too.
8. I liked the latitude to develop programs that met the students' needs. Like the people I work with, my colleagues; together we've maintained standards that must be met—they're highly professional
9. The people and the variety of work that I do
10. Enjoyed working with the students; enjoyed teaching
11. Very, very friendly atmosphere and everyone treated me like a permanent employee even though I was on a short-term grant
12. The support and collegiality. If I needed something, I didn't have trouble getting it. Felt welcomed and supported—great people here
13. The vision and mission of the college, the committed faculty, staff & administration, the new directions of growth the college has taken
14. Working with the faculty and staff; meeting and working with people of all walks of life
15. I liked the fact that there were fewer students than where I came from and it afforded me the opportunity to get to know students one-on-one. Also, there are less politics than at larger institutions.
16. The people, the cohesiveness—the smaller group, it had a family feel to it. Like the people and population of students we worked with.
17. The college has given me a great opportunity because I was new to the field

When hired, were performance expectations clearly defined for you?

1. I don't know what could have been done differently
2. Yes, some that weren't clearly defined posed some challenges, but I rose to the occasion
3. Yes
4. Yes
5. Yes, administratively, they were. But the day-to-day tasks with faculty were not defined—no task list
6. No, you can't just rely on the job description. Visiting other community colleges to see how that job is done would have been very helpful—I just wanted to know how Big Bend wanted the job done
7. At the time I was hired for the first position, yes, but when I got promoted the job duties expanded and were less defined
8. N/A (faculty)
9. Yes
10. N/A (faculty)
11. Yes
12. Yes, my probationary committee was very helpful and supportive
13. Yes, my supervisor was great at outlining vision for our projects and setting goals
14. No, nearly on a daily basis there were more duties assigned to my position that were previously assigned to the VP's Assistant, Program Coordinators and recruiting duties for short term training programs (processing contracts, program applications and registrations).
15. Yes
16. Sure
17. I have high expectations and so did my supervisor, but, yes they were

Were you given sufficient and consistent supervision on how to perform your job?

1. It was okay
2. Yes

3. Yes for the most part
4. Yes
5. My Dean was great but the faculty and Dean had the tendency to just go off and do things. I might go to do something and find out it's already been done. Very frustrating!
6. No, you're just left to get the job done. Support was there for the big issues, but day-to-day there wasn't the feeling of much guidance on the "How To" for certain circumstances
7. Yes
8. N/A - faculty
9. I was self directed, my supervisor wasn't involved with the day to day office functions
10. N/A - faculty
11. Yes
12. Yes
13. Definitely, my supervisor was excellent at providing feedback, thoughts and vision
14. No, at times I was not sure who my supervisor was, the Dean or VP's Assistant. The Assistant was very inconsistent with the duties that the Dean's Assistants should do.
15. I was given information about Big Bend, but to the Dean's credit she never told me how to run my "shop".
16. Oh yes
17. Oh yes

Were you treated with respect and consideration in your work?

1. Yes I was—sometimes I didn't feel the program was
2. Mostly—I felt I had to earn respect from some people
3. Yes
4. Yes
5. Basically, yea
6. For the most part
7. Yes
8. Yes
9. Oh yea, my supervisor was great to work for
10. Most of the time, yes
11. Absolutely
12. Yes, everyday
13. Always. I definitely felt like my thoughts and work were valued
14. My direct supervisors treated me with respect
15. Yes
16. Most certainly! The best it's ever been on any job for me—my best career was here. It was always interesting, always a variety
17. Yes

Were you satisfied with the salary?

1. Yes
2. No
3. Salary is less than industry
4. It was okay
5. Okay
6. Yes

7. Yea
8. No
9. I think my position should have been at least a Program Assistant
10. Sure
11. Yes
12. No
13. Yes
14. No
15. Yes
16. Yes
17. Yes

Were you satisfied with the benefits?

1. Yes
2. Yes
3. Benefits are great so it balanced out what I thought was too low of a salary
4. Okay
5. Excellent
6. Yes
7. Yep
8. Yes
9. Yes, they're good
10. Sure
11. Yes, these are very good
12. Happy with those
13. The benefits were terrific
14. Yes
15. Yes
16. Yes
17. Yes

Were you satisfied with the working conditions?

1. Yes
2. Yes
3. Yes, they were wonderful
4. Yes
5. Beautiful!
6. Yes
7. Sure
8. Yes
9. They are good
10. Pretty much. The hangars, especially AMT really need air conditioning
11. Yes
12. Yes, after I got out of the "closet"
13. Yes
14. Yes
15. Yes
16. Yes
17. Yes

What types of problems or complaints have you had about working at BBCC?

1. At times I felt my Dean exhibited favoritism that wasn't productive for our program
2. Felt I deserved a higher title and salary for the expanded duties I was performing
3. There's a disconnect between the perception of how much time students need at orientation with regard to the technology opportunities on this campus – i.e., more time at orientation. BBT gets hammered with calls from students needing help; many of these calls could be prevented with more training
4. Time constraints made it hard to do other classified staff activities
5. Faculty standpoint-typical faculty ramblings. They need to take care of themselves and not involve themselves in other people's issues
6. Have heard the lack of compliment issue from a lot of other employees. The new AtD grant is doing great things for students
7. I really don't
8. The administration does not follow chain of command in handling student complaints
9. Because our department is supposed to be self-supporting, it was difficult to maintain updated technology because of the cost. This self-support idea was a barrier. There was always that dark cloud that made it difficult to work under as that barrier was always there. You have lots of good ideas with no money to implement them.
10. No real complaints
11. No complaints—I've had a great experience here
12. One minor thing—a BBT employee was unresponsive to a student's needs one time
13. I wish that the college was actively involved in on-going anti-oppression work and training and would make this an integral aspect of the college's work. This is vital to the college's continued growth and success and also a matter of justice. (Holly's note – when probed, it was suggested that the college have training sessions on racism/white privilege/homophobia/equal treatment and actively take on these issues)
14. I feel there needs to be more levels for the classified staff so that there are more potentials for advancement and promotion
15. Not much of anything; my sense is most people like working here
16. Communication has improved since I started—the website is better—the Fall breakfast/orientation to new staff is important
17. Communication, especially among co-workers. We'd slip and not communicate as well as we should. They need on-going communication to reach goals; we got better as we went along

How were your chances for training and promotions, as you saw them?

1. Training was fine/good –both the in-services and external conferences, etc.
2. I attended some training that was valuable. There were others I would have liked to attend but was not possible due to budget and/or workload and one I felt I could have benefited from, but the administrator didn't feel it was close enough to my defined duties even though it was in an area I was doing some work in. I felt promotions were next to impossible.
3. I felt I was promoted here as high as I was going to be and I'm appreciative for that. Training opportunities were fine for what I felt I needed.
4. Training was limited—I felt constrained by what my supervisor felt was necessary. Not a lot of area for upward movement.
5. I was where I needed to be and wasn't looking for promotions. I was very comfortable here.

6. Training was very good, they're very supportive here. Getting a promotion wasn't an issue for me, except I think my job was a counseling (faculty) job with an even more needy population. With that job being designated as a counselor, it could lighten the permanent load on the counselors.
7. Great training opportunities and promotions were good for me because I moved up
8. Professional development for faculty is excellent
9. Training was good; the opportunities for promotions were limited because of budget unless I left my department, which I didn't want to do
10. Professional development opportunities were pretty good; not looking for promotion (faculty)
11. Good job on training. Promotions didn't really apply to me. My supervisor offered to write me a letter of recommendation to be included in my file for consideration of future employment here
12. As a faculty member, I was afforded a lot of opportunities for professional development
13. I think I would have had the opportunity for growth and added responsibilities as my time at Big Bend progressed.
14. I had several opportunities for training and little to no opportunities for promotions. The classified staff has very little diversity with the level of work classifications. Although I worked for a head administrator, I was paid the same as the classified staff that worked for departments that my supervisor supervised. I also had a great deal of responsibility within my position than classified staff at the same level.
15. Professional development is excellent here; I wasn't looking for a promotion
16. Real good on training; promotions okay, but I was happy where I was
17. Training was okay, I didn't see much opportunity for promotions but I only worked here a short time

Would you have remained at Big Bend if it were possible to work out some changes?

1. Change can always be a good thing, but I wasn't leaving because of the need for those changes
2. Yes; higher salary and a different title to acknowledge the expanded duties I was performing
3. The University job I accepted afforded me more money and more opportunities for upward mobility
4. At this point, I'm not sure (would not elaborate)
5. I would have stayed if my husband hadn't decided to move out of state
6. No, it was a personal issue for us to teach overseas
7. I don't know—the root problem of Big Bend is never going to change. There isn't enough vision in the college to grow and without growth the legislature won't give us more money—i.e., new funds to build new buildings.
8. No (retirement)
9. Not applicable because of current situation of moving out of state
10. Maybe (wouldn't elaborate)
11. Yes—funding!
12. Nothing at Big Bend caused me to leave—it was family and life style issues. The desert was hard to get used to.
13. No because I desire to be in a more metropolitan area at this point in my life
14. Possibly; I would like to see the support staff for the higher level administrators (Deans) be Administrative Assistant 3's especially since they are OA3's or Program Assistants, but

the Deans rely on these people to help enforce the policies and procedures of the college and Negotiated Agreement for faculty, directors and staff that the Deans supervise.

15. Not applicable because of retirement
16. No because of personal issues and moving back to Wisconsin
17. Oh yea, had I had my contract renewed

Other comments you may want to make:

1. My experience here has not been a bad one
2. Really enjoyed working here; only reason I'm leaving is for another opportunity (professional development)
3. BBCC is a good place to work
4. None
5. I hope what I started with outreach to the college and Grant County will continue. Need to honor those rural communities.
6. People do not give out compliments here, I didn't get the sense that some appreciated what I did—it felt like compliments were hoarded
7. The way the State sees personnel issues and the realities are different and causes structural and employee issues (such as light duty issues)
8. In the last 5 years the culture at BBCC has changed—it's gone from a higher ed model to business model. There are people who attend college just for the money (there are multiple programs out there to pay them for doing this) and they really have no interest in getting an education
9. None
10. None
11. It's been a really good experience for me here at Big Bend; I like Big Bend
12. It's a really good group of people here—everyone agrees that students come first
13. None
14. None
15. BBCC needs to identify emerging leaders and encourage them, mentor them, promote them if possible – challenge them!
16. I'll miss everybody!
17. Not really

Completed by: Holly Moos
September 23, 2007

Appendix C

Big Bend Community College
Spring Enrollment Survey 2006

Institutional Research & Planning

Big Bend Community College Spring Survey 2006 Executive Summary

The Spring Survey 2006 (formerly the Winter Enrollment Questionnaire) was given in the spring based on the concept that students would have more experience at BBCC with being here another quarter and could answer the questions more thoroughly. This year, there were several questions added, changed, or removed from the survey. Below is the summary of the findings.

There were 315 students that participated in this survey; seventy-five percent (75%) were academic students, twenty-three percent (23%) were professional-technical students, and two percent (2%) said they were both.

Two-thirds (66%) of students responding were 24 years old or younger.

Language Spoken at Home:

English was the primary language spoken at home (76%) followed by English and Spanish both spoken at home (16%). Spanish, Russian/Ukrainian, and other language spoken at home were spoken by three percent (3%) each.

Advising:

Seventy-three percent (73%) of students said they had seen their advisor this year and ninety-one percent (91%) said their advising was meeting their needs. Primary reasons for not being advised include: not knowing who their advisor is, not having time to see them, and not believing they need to see an advisor for advice.

Transfer Plans:

Sixty-five percent (65%) of students responded that they plan to transfer to a 4-year school. The Universities most noted that they would transfer to were: Central Washington University (23.3%), Washington State University (13.3%), Eastern Washington University (11.1%), and Heritage University and the University of Washington (5% each).

There was a notable change in several of the schools that students plan on attending. Among those, WSU had an eleven percent (11%) drop from twenty-four percent (24%) in 2004-05 to thirteen percent (13%) in 2005-06. The percentage of students who didn't know where they wanted to attend or were undecided increased from five percent (5%) in 2004-05 to twenty-three percent (23%) in 2005-06.

Career or Degree Interest:

Top ten career or degree areas that students said they were interested in (students could choose multiple areas if they desired):

1. Medical – 51 students (i.e. Nursing, Radiology, Dental Hygiene, etc.)
2. Education – 44 students (i.e. Business Education, Education, ESL Instructor)
3. Social Sciences – 40 students (i.e. Sociology, Psychology, Law, Criminal Justice, Social Work, etc.)
4. Business – 38 students (i.e. Accounting, Business)
5. Industrial Technology – 33 students (i.e. Automotive, Industrial Electrical Tech., Maintenance Mechanics)
6. Aviation Commercial Pilot – 24 students

7. Office Information – 14 students (i.e. Office Information Tech., Business Medical)
8. Degrees – 18 students (i.e. AA, Bachelors, etc.)
9. Engineering – 11 students (i.e. Electrical and Computer, Civil, etc.)
10. Computer Science – 7 students (i.e. MS Networking, Video Game Programmer, Web Designer)

Cultural Experience:

Thirty-seven percent (37%) of students said that they had attended an ethnic or cultural activity since enrolling at BBCC. Fifty-six percent (56%) said that their experience at BBCC had increased their understanding of music, art, literature, architecture, or other areas. Sixty-two percent (62%) responded that their experience at BBCC had increased their ability to understand or accept cultures different from their own and eighty percent (80%) felt their cultural background was accepted by others here on the BBCC campus.

BBCC Faculty & Staff Treatment of Students and Environment:

Ninety-seven percent (97%) of students said that the treatment they received from faculty and staff was good to excellent. Ninety-seven percent (97%) of students said that BBCC presents a welcoming environment, eighty-six percent (86%) said BBCC provides a discrimination-free environment, and eighty-seven percent (87%) said BBCC offers a climate encouraging safety, wellness, and human dignity. Ninety-one percent (91%) said BBCC provided access to education and support services and eighty-eight percent (88%) said the facilities and equipment supported student learning.

Safety on Campus:

Ninety-eight percent (98%) of students said that they usually or always feel safe on BBCC's campus. Respondents noted that the times they felt unsafe were during the night (parking lots, walking to car), they were concerned about car break-ins, and they requested more lighting in the parking lots.

BBCC Portal and College e-mail:

When asked how often students used the portal, fifteen percent (15%) said they used it daily, twenty-nine percent (29%) weekly, thirty-nine percent (39%) occasionally, and seventeen percent (17%) said they never used it. Eighty-two percent (82%) said that accessing information on the portal was somewhat easy to very easy and seventeen percent (17%) said it was somewhat difficult to very difficult. The main reasons for using the portal consisted of: to receive assignments, to communicate with instructors, and to find out about campus events.

When students were asked how often they used their College e-mail, eleven percent (11%) said they used it daily, sixteen percent (16%) weekly, twenty-eight percent (28%) occasionally, and forty-five percent (45%) said they never used it.

2005-2006 Spring Enrollment Questionnaire Summary Comparison with 2004-2005 Enrollment Questionnaire

Question	2005-06	2004-05
Have you seen an advisor this year?	73% yes	69% yes
Is advising meeting your needs/are you happy with your advising?	91% yes	87% yes
Since enrolling at BBCC have you attended an ethnic or cultural event?	37% yes	35% yes
Has BBCC increased your understanding of music, art, literature, architecture, or other areas?	56% yes	50% yes
Does BBCC provide you with a welcoming environment?	97% yes	94% yes
How would you rate the treatment you receive from BBCC faculty and staff?	97% good to excellent	95% good to excellent
Do you plan on transferring to a 4-year school?	65% yes	64% yes
Does BBCC provide a discrimination free environment?	86% yes	84% yes
Does BBCC provide access to education and support services?	87% yes	86% yes
Does BBCC provide facilities and equipment to support student learning?	88% yes	85% yes
Does BBCC provide a climate that encourages safety, wellness, and human dignity?	87% yes	86% yes
If planning on transferring to a 4-year college, where do you plan to go?	WSU-13% Embry Riddle-2% Heritage-5% Central WA Univ-23% Univ. of WA-5% Don't know/undecided-23%	WSU-24% Embry Riddle-6% Heritage-3% Central WA Univ-26% Univ. of WA-7% Don't know/undecided-5%



Big Bend Community College

Spring 2006 Enrollment Questionnaire
 Total survey participation **N = 315**

Academic Student = 211	75.36%	Both = 6	2.1%
Professional Technical Student = 63	22.5%	Null = 35	

Gender: **n = 312** Male = 135 43.26% Female = 177 56.73% Null = 3

Age: **n = 307**

Under 20	91	29.6%	45-49	7	2.3%
20-24	113	36.8%	50-54	0	0%
25-29	33	10.7%	55-59	5	1.6%
30-34	16	5.2%	60-64	1	.3%
35-39	14	4.6%	65 or above	0	0%
40-44	27	8.8%	No answer	8	

What is your ethnicity? **n = 312**

White/Caucasian = 207 66.3% Hispanic/Latino = 80 25.6% Native American = 4 1.3%
 African American = 5 1.6% Asian or Pacific Islander = 2 .64% Other Race = 7 2.2%
 Mixed Race = 12 3.8% Null = 3

What language is spoken in your home? **n = 308**

English = 233	75.6%	Spanish = 11	3.5%	Russian/Ukrainian = 8	2.5%
Other = 8	2.5%	English and Spanish = 48	15.5%	Null = 7	

Which best describes you? **n = 309** (check all that apply)

Returning Student -continuing from last quarter	209	67.6%	Former Student - returning spring 2006, not enrolled in previous quarter	19	6.1%
New BBCC Student	58	18.8%	Former Tech Prep Student	2	0.6%
Tech Prep	7	2.3%	Former Running Start Student	4	1.3%
Running Start Student	10	3.2%	Null	6	

How many credits have you earned? n= 238								
Under 10	6	2.5%	61-70	20	8.4%	150-160	3	1.3%
11-20	18	7.6%	71-80	28	11.7%	170-180	2	.8%
21-30	41	17.2%	81-90	23	9.7%	181-190	2	.8%
31-40	30	12.6%	91-100	12	5.0%	200	6	2.5%
41-50	27	11.3%	101-120	4	1.7%	Over 200	1	.4%
51-60	12	5.0%	121-130	3	1.3%			

1. Have you seen an advisor this year? n = 311 Yes = 227 73% No = 84 27% Null = 4

Who is your advisor? (Many students choose several counselors/advisors) n= 224								
Allard, Maryanne	4	1.8%	Jacobs, Barbara	1	0.4%	Randall, Craig	2	2.2%
Autry, Bill	1	0.4%	Keleev, Sherry	1	0.4%	Shannon, Mary	2	2.2%
Carpenter, John	3	1.3%	Knepp, Dennis	2	2.2%	Spooner, Ed	2	2.2%
Close, Steve	1	0.4%	Lane, Stephen	3	1.3%	Simmons, MaryAnn (Heritage)	4	1.8%
Crane, Greg	3	1.3%	Mason, Lew	7	3.1%	Student Support Services	5	2.2%
Donat, Gene	5	2.2%	Mason, Cathy	1	0.4%	Swedburg, John	5	2.2%
Esparza, Jose	5	2.2%	Matern, Steve	4	1.8%	Teitzel, Pat	6	2.7%
Erickson, Gail	2	0.9%	Michie, Les	13	5.8%	Thimot, Linda	3	1.3%
Gillespie, John	6	2.7%	Nelson, Marsha	16	7.1%	Tracy, Kathy	13	5.8%
Guerin, Daneen-Berry	10	4.5%	Ostrowski, Kim (Central)	2	0.9%	Valencia, Custodio	5	2.2%
Hammond, Dave	1	0.4%	O'Konek, Mike	18	8.0%	Whitney, Barbara	1	0.4%
Hammer, Pete	1	0.4%	Patterson, Pat	2	0.9%	Wilks, Preston	1	0.4%
Heinzmann, Max	19	8.5%	Poth, Mark	2	0.9%	Wrynn, Linda	13	5.8%
Hughes, Anita	1	0.4%	Riley, Chris	1	0.4%	Zavala-Lopez, MariAnne	27	12.0
If no, why not?								
(22) Don't know who my advisor is/ Don't remember				I didn't need to; we talked on the phone.				
My management skills are not good.				My advisor didn't return my call.				
(10) I haven't had a chance or the time.				My advisor is never in his office.				
(11) Don't need an advisor or I don't need to go for advice.				I haven't because I'm not really looking for a degree. I'm taking classes for my own enlightenment.				
(3) No interest.				(4) I am lazy, and full of excuses.				
Don't want to make an appointment.				"Get conflicting info between the two advisors."				
I'm kind of scared.				I go to Student Support Services for advice.				
Just came for last pre-req course.				Too busy to remember.				
Just taking individual classes.				Never had any questions for my advisor.				

Not in any official capacity.	It's difficult they are over there. I don't like the atmosphere.
Because I don't have class for ESL.	I didn't make an appointment.
My advisor is only for auto-mechanics, and I haven't taken any mechanic classes.	Work interference.
We planned everything for the two years in one visit.	I just scheduled an appointment today at ten o'clock, actually.
I just go to figure out class schedule.	I'm just retaking classes for a higher grade.
My advisor is not very helpful.	

2. Have you ever felt that the information you receive through advising doesn't meet your needs? n = 301	Yes = 28	No = 273	Null = 14
	9.3%	90.7%	
If no, why not			
Sometimes it is very confusing what you should do.	Sometimes, it's too much info and doesn't apply to me.		
Well, they don't really seem to have enough time.	It was just general advice, nothing to really help me.		
Information from them is not always accurate.	Contradictory on most things.		
The lack of importance by advisors.	Never did it.		
They need a better attitude.	Pat Sanders is the best.		
To confusing and doesn't exactly know what I'm asking.	Advisors have limits.		
What do I do about graduation?	Don't talk to my advisor.		
Didn't know requirements for Ed Program @ WSU.	They also seem hesitant to give advice vs. "canned responses."		
Can't decide about my future.	Needs to coordinate with transferring college requirements.		
I don't know what I want to do, and I feel like I need help exploring my options. She just tells me to keep going and figure it out later.	I think I'd like to see my advisor soon. Just to see what all he can help with.		
I never got told about advisors I think that is a problem.	I actually have had good counseling when I've taken the initiative to go and ask.		

3. Do you plan to transfer to a four-year school? **n = 300**

Yes = 194 No = 106 Null = 15
65% 35%

Where? **n = 180** (Many students wrote down each college they would like to attend)

Arizona State University	1	.6%	Nursing college	1	.6%
Bastyr University	1	.6%	Northwest University at Kirkland, Washington	2	1.1%
Brigham Young University	1	.6%	Notre Dame University	1	.6%
Boise State University	1	.6%	Oregon State University	1	.6%
Central Washington University	42	23.3%	Pacific Lutheran University	1	.6%

Colorado Christian University	1	.6%	Saint Martin College	1	.6%
Eastern Washington University	20	11.1%	University of Southern California	1	.6%
Embry Riddle Aeronautical University	4	2.2%	University of Idaho	2	1.1%
Florida State University	1	.6%	University of Washington	9	5.0%
Florida State	1	.6%	Utah State	1	.6%
Gonzaga University	3	1.7%	Washington State University	24	13.3%
Heritage University	9	5.0%	Western Washington University	2	1.1%
ICN	4	2.2%	Whitworth	1	.6%
Life Pacific Bible College	1	.6%	In the State of Washington	1	.6%
Michigan State University	1	.6%	Don't know/Undecided	41	22.8%

4. What is your career or degree interest? n = 291 (Many students put down more than one answer.)					
Degrees			Math	1	
AA in Applied Science	8		Medical, Dental, or Related Fields		
Bachelor's Degree	6		Medical	7	
General Studies	4		Nursing	29	
	18	5.6%	Dental	1	
			Dental Hygiene	3	
Aviation (Commercial Pilot)	24	7.5%	Orthodontist	1	
			Physical Therapist	2	
Agriculture Fields			Physician Assistant	1	
Agronomy	1		Prosthetics	1	
Animal Husbandry	1		Radiology	4	
Forestry - Wildlife	1		Ultra Sound Technician	1	
Horticulture	1		Veterinarian	1	
	4	1.2%		51	15.9%
Business or Related Fields			Miscellaneous		
Accounting	18		Administration cosmetology	1	
Business	20		Architecture	1	
	38	11.9%	Construction Management	1	
			Global Studies	1	
Computer Science	4		GIS Mapping	1	
MS Networking	1		Global Studies	1	
Video Game Programmer	1		Bible Studies/Youth Ministry	1	
Web Designer	1		Interior Design	1	
	7	2.2%	Exercise Science	1	
Culinary Art			Fashion	1	
Chef	1		Out-door recreation	2	
Cake Decorating	1		Photography	1	
	2	.62%	Translator	1	

Engineering			Don't know	11	
Civil Engineering	2			25	7.8%
Electrical and computer Engineer	6		Sciences		
Engineering	3		Biology	2	
	11	3.4%	Science	1	
Education				3	.9%
Business Education	13		Social Sciences		
Education	30		Counseling	1	
ESL Instructor	1		Drug and Alcohol Counselor	1	
	44	13.7%	Law, Criminal Justice	10	
			Game Warden	1	
Fine Arts	1		GIS Mapping	1	
Art	1		History	3	
Music	2		Psychology	7	
	4	1.2%	Political Science	1	
Humanities			Social Work	12	
English	2		Social Welfare	1	
Human Relations	1		Sociology	1	
	3	.9%	Social Science	1	
Industrial Technology Degrees				40	12.5%
Automotive	22		Office Information		
Industrial Electrical Technology	10		Office Information Technology	8	
Maintenance Mechanics	1		Business- Medical	6	
	33	10.3%		14	4.4%
			Technical Degrees		
Total	320		Audio Production	1	
			Studio Engineering	1	
				2	.62%

5. Have you attended an ethnic or cultural activity since you enrolled at Big Bend? (Such as a musical performance, art exhibit, poetry reading, lecture, cultural fair, cultural cuisine, or other?) **n = 314**

Has your experience at BBCC increased your understanding of music, art, literature, architecture, or other areas? **n= 313**

Has your experience at BBCC increased your ability to understand or accept cultures different from your own? **n= 311**

In your experience as a BBCC student, do you feel your cultural background wasn't accepted by others on campus? **n= 300**

Yes	%	No	%	Null
115	36.6%	199	63.3%	1
176	56.2%	137	43.8%	2
193	62.1%	118	37.9%	4
61	20.3%	239	79.7%	15

If you felt it wasn't accepted, why?	
Some people act differently around me and my Hispanic friends	Awareness of other cultures are/is huge in the nursing building.
People lack knowledge of other cultures arrogant.	It is a culture not discussed.
Having no money.	Most students do, but others make racist remarks.
(2) I've always accepted other cultures.	My age.

6. What is your overall impression of how you are treated by faculty/staff at BBCC? n = 301								
Poor	1	2	3	Good	5	6	7	Excellent
0	0	1	7	57	27	65	66	78
0	0	.33%	2.3%	18.9%	9.0%	21.6%	21.9%	25.9%
Does anyone or any area stand out as being particularly good or bad? n =154								
Art department is great.	1	.65%	Administration building needs work	1	.65%			
The library staff has been excellent help. Librarians are awesome and the new library too.	4	2.54%	I did have a teacher who was "not happy" that she has to teach an ITV class and was mean to the ITV students.	1	.65%			
Business program is exceptional.	1	.65%	Student Support Services didn't help.	1	.65%			
No	35	22.72%	Don't know.	2	1.29%			
Aviation personnel and program have been very helpful, flight classes are excellent.	3	1.94%	The hours for the Spanish lab would be better if they opened at 8:00 am.	1	.65%			
OIT lab aids and staff are all excellent, extremely willing to be helpful.	2	1.29%	The class rooms are too cold or too hot.	1	.65%			
Math department and lab is very helpful.	6	3.89%	I felt one faculty member treated me different from the other students.	1	.65%			
Variety of food is great in the cafeteria.	1	.65%	I have been attacked by certain staff members for my religious beliefs.	1	.65%			
Administration/Registration is excellent; always help when I need it.	1	.65%	Math lab people are pretty rude you go in there to get help and they are really unapproachable.	1	.65%			
When I'm doing very well in class a teachers treat me better than when I'm doing poorly.	1	.65%	Sometimes I feel I'm a number, I guess understandable with so many students.	1	.65%			
Student Support Services staff is excellent, they treat people well and provide great help.	5	3.24%	The ECE staff is very helpful and easy to talk to.	1	.65%			
Everything is good.	8	5.19%	Financial Aid is great.	2	1.29%			

<p>Thirty-four teachers were chosen as excellent in their capacity, great professors, kept students connected, always willing to help. (Brinn Harbert, Chris Riley, Red Shuttleworth, Ryann Haw, John Anderson, Matthew Sullivan, John Carpenter, Gene Donat, John Gillespie, Dennis Knepp, Emery Smith, Danielle Meyers, Barbara Whitney, Diane Russo, Gaynor Edwards, Anita Hughes, Kathy Tracy, Les Michie, Angela Leavitt, Mary Keeny, David Hammond, Doug Robertson, Linda Thimot, Daneen Berry-Guerin, Linda Brown, Barbara Jacobs, Katherine Christian, Kathleen Duvall, Marsha Asay, Linda Wrynn, Joe Rogers, Ed Spooner, Steve Matern and flight instructors.)</p>	45	29.22%	<p>Six BBCC staff were chosen as excellent in their capacity, available to all students, friendly, extremely helpful. (Donna Brown, Sue Cornett, Jose Esparza, Rose-Marie Dowe, Jane Griffith, and Max Heinzmann)</p>	9	5.84%
<p>Six teachers received more than one comment about having a negative attitude, being rude, abrupt/antagonistic, and disrespectful.</p>	11	7.14%	<p>Financial aid is rude and unhelpful they need to cultivate their public relations and communication skills.</p>	7	4.54%

7. In your experience does BBCC present an environment where you feel welcomed? Yes = 288 96.6% No = 10 3.4% Null = 17

If no, what suggestions do you have to improve the environment?	
Clean better	Some flowers?
I thought that because of my age and disability I would be treated differently, but I haven't been at all.	Yes, only in class. No, I decided to go to college; people treat me as if I knew how everything worked. I had no idea, I am a single working parent with a lot on my plate, and no one had heart or resources available to help me pass my classes.
This place is really confusing to a new person.	Math lab is really rude.
The south end of the campus looks terrible. Please try to make it look better.	More one on one instructor
Most of the time	
More ASB event where people can get together and have fun.	

8. Do you feel safe on campus?	Always = 199	Usually = 97	Sometimes = 5	Never = 1	Null = 13
n =302	65.9%	32.1%	1.7%	0.3%	
If you have ever felt unsafe, please tell us when and where you felt unsafe and what would have made you feel safe?					
"When ATC is having it good. I feel good too."	When my bag was stolen in 1400 building.				
(2) We need more light in the parking lot.	If the controllers wouldn't try to kill.				
Felt unsafe when I was being stalked by someone on campus, somehow he got my email address and was e-mailing me, and always knew where to find me on campus.	(2) I don't like the fact you can't trust any thing being left in a car because it might be stolen which is violation of personal stuff, and theft				
I have felt unsafe when I've had to attend a night class because the parking lots are so far from the buildings.	(6) I feel unsafe at night, walking to my car, night classes and in the parking lot.				
Walking from the dorms at night.	I can't sleep in the 1600 without any unease.				
I feel unsafe when I go at night to take the bus.	The big airplanes scare me sometimes.				
When faculty turns off lights early in gym and I'm still in there.	Post speed limits, people driving too fast through the parking lots.				
When I am causing trouble... Haha, just kidding.	I take night classes and usually leave alone. I don't think I would have help, if needed.				
When I'm flying and ATC vectors me into large military aircraft.					

9. Does BBCC provide you with:	Yes		Some of the time		No		Null
A discrimination-free environment?	260	85.5%	39	12.80%	5	1.6%	11
Access to education and support services?	276	90.5%	27	8.85%	2	.65%	10
A climate that encourages safety, wellness, and human dignity?	264	86.5%	38	12.40%	3	.98%	10
The facilities and equipment to support student learning?	268	87.9%	32	10.49%	5	1.6%	10

10. How often have you used the portal? n =300	Daily	Weekly	Occasionally	Never	Null
	46	86	117	51	15
	15%	29%	39%	17%	
How often have you used your college e-mail? n =303	32	48	85	138	12
	11%	16%	28%	45%	

	Very easy	Somewhat easy	Somewhat difficult	Very difficult	Null
Please rate how easy it was to access and use information on the portal. n = 274	84	141	34	15	41
	31%	51%	12%	5%	

Why do you use the portal? n = 315	
To communicate with my instructor	113
To receive assignments	183
To find out about campus events	88

Null	38
I don't know how or what the portal is	10
I don't use it	12
Other :	52
I was told to use the portal by the end of the first week.	I haven't used it because of ignorance.
Communicate with other students.	It's the computers homepage.
I've only used the portal twice.	To meet with friends.
Research.	To explore.
(3) Registering.	Aviation pictures.
Retrieve password for email.	The portal is not used to its potential by the nursing program.
When psychology instructor used it, it was good; the rest of the teachers don't use it.	I can't log on anymore. The passwords are too hard to use, and change how we sign in every quarter.
(4) Check grades.	It doesn't work and password is too complicated. We have college email?
I used the portal for my job.	(3) Required by instructor or we had to.
Online classes.	Transcripts, schedule, classes, availability.
Library ProQuest.	Events and dates.
I wish that I could access the H drive from home.	

Home ZIP code: n = 312

Zip Code	City	#	%	Zip Code	City	#	%
98225	BELLINGHAM	1	0.3%	98354	MILTON	1	0.3%
83706	BOISE, ID	1	0.3%	98837	MOSES LAKE	160	51%
83814	COEUR D ALENE, ID	1	0.3%	98273	MONTESANO	1	0.3%
99115	COULEE CITY	2	0.6%	98040	MERCER ISLAND	1	0.3%
98239	COUPEVILLE	1	0.3%	33856	NALCREST, FL	1	0.3%
99123	ELECTRIC CITY	1	0.3%	83655	NEW PLYMOUTH, ID	1	0.3%
98926	ELLENSBURG	2	0.6%	99332	OTHELLO	41	13%
98022	ENUMCLAW	1	0.3%	83856	PRIEST LAKE, ID	1	0.3%
98823	EPHRATA	30	9.6%	98848	QUINCY	9	2.8%
98023	FEDERAL WAY	1	0.3%	98377	RANDLE	1	0.3%
98333	FOX ISLAND	3	1.0%	99169	RITZVILLE	1	0.3%
98824	GEORGE	2	0.6%	99357	ROYAL CITY	6	2.0%
97737	GILCHRIST, OR	1	0.3%	98074	SAMMAMIASH	1	0.3%
99133	GRAND COULEE	2	0.6%	98177	SEATTLE	1	0.3%
83530	GRANGEVILLE, ID	1	0.3%	98290	SNOHOMISH	1	0.3%
83835	HAYDEN, ID	1	0.3%	98851	SOAP LAKE	9	2.8%
83536	KAMIAH, ID	1	0.3%	99205	SPOKANE	1	0.3%
99338	KENNEWICK	1	0.3%	99031	SPANGLE	1	0.3%
98042	KENT	3	1.0%	98881	UNKNOWN	3	1.0%
98257	LA CONNER	1	0.3%	98672	WHITE SALMON	1	0.3%
99341	LIND	1	0.3%	98857	WARDEN	10	3.2%
99349	MATTAWA	1	0.3%	98802	EAST WENATCHEE	1	0.3%

Appendix D



TITLE V

SEPTEMBER 2007

WHAT IS TITLE V: OVERVIEW & OBJECTIVES

Inside This Issue:

Overview of Objectives

Title V Staff

Student Outreach

Title V & Ryann Leonard

Title V & Webb Waites

October Issue

In depth: Objective # 1

Title V & Dave Hammond

Title V & Ed Spooner

2007-2008 Cohort

Student Voices

In 2005, BBCC formed a partnership with Heritage University in efforts to address the common goal of increasing student retention. Both institutions identified a need to better serve and retain their prospective institutions' increasing population of academically under-prepared and at-risk students. In spite of economic, educational, and social barriers facing this population of students, HU and BBCC discovered that many remained enthusiastic about pursuing post-secondary education. The current Title V Cooperative Agreement between HU and BBCC uses the collective strengths of both institutions to assist this student population in an effort to strengthen student retention, persistence, and academic achievement for underserved students including Latino students, under-prepared students, and other individuals facing significant barriers in accessing higher education in our service district.

There are three primary elements of the grant. The first element is focused on enhancing the developmental education in basic skills/pre-

college courses through the use of technology and/or distance learning. This will be accomplished through the incorporation of web based software, interactive television courses (ITV), or other technology based instructional approaches.

The second element of the grant is dedicated to increasing the use of technology for teaching and advising. The grant proposes to provide more accurate and timely student advising information to students, staff, and faculty through the use of an online educational planning tool which we are currently working on implementing into the BBCC system.

Last but not least, the grant's third element is concerned with enhancing faculty intercultural awareness and professional development. The goal is to increase the number of courses each year that implement intercultural learning strategies or learner-centered technological modules that will benefit all students but especially our at-risk students and/or multicultural students.

In efforts to implement the current

Title V grant efficiently and effectively, a Title V Faculty Cohort has been established each year to serve as a group of interdisciplinary faculty who work together, in combination with the Title V Bridge Coordinator, Kim Forsberg, on a process of course revision to incorporate technology and intercultural teaching/learning strategies into their courses.

Overall, this current grant opportunity, as one of several current grant efforts here at BBCC, focuses upon helping at-risk students achieve the dream. Congratulations to everyone involved in this process of making a college education possible for all students.

Title V Accomplishments

21 faculty trained in ILT

27 courses revised to include ILT strategies

Addition of 4 ITV sites

Apprx. 400 Noel-Levitz CSI surveys administered

MEET THE TITLE V STAFF

We would like to take a moment to introduce the staff who are dedicated to implementing the elements of this grant.

In addition to her other many "hats" here at BBCC, Terry Kinzel is also the Title V Director. Terry has been working

as the Title V Director for the past two years. She facilitates the implementation of the grant into the BBCC system.

The new face to Title V is Kim Forsberg. Kim is replacing Cristina Rangel as the new Title V Bridge Coordinator. Kim is a

former English teacher with experience serving lower-socio economic students, especially within the Hispanic population. Kim is responsible for assisting the faculty so that BBCC may better serve at-risk populations. Last but not least, Title V

is fortunate to have Frank Salinas as its Title V Student Outreach Advisor. Frank recruits and provides college information to students for BBCC Long Distance Learning and ITV courses in the outlying areas within our service district.



L-R: Frank Salinas, Terry Kinzel, and Kim Forsberg

TITLE V STUDENT OUTREACH

A primary goal of the Title V grant is to aid in the retention of BBCC students. One method that Title V is using to help increase FTEs at BBCC is actively being involved in student outreach in the fifteen outlying areas of our service district in efforts to support distance learning.

Our Title V Student Outreach Advisor, Frank Salinas, is responsible for recruitment in these areas. Frank spends

time working with the community to increase the number of non-traditional students who can access BBCC via the ITV courses in seven of these outlying sites.

The mission of Title V is to stress to potential students in these communities that distance does not have to be a barrier in achieving a college education.

BBCC has been very proactive in offering new ITV courses as the need or interest arises within a community. Frank is currently

working on organizing Medical Assistant and Early Childhood Education Programs in all ITV sites to accommodate such need.

In addition, Frank works with identified at-risk students by administering the Noel-Levitz College Student Inventory which serves to recognize where a potential problem may arise for a particular student. Title V believes that this early intervention approach to addressing problem issues for at-risk students will

aid in the retention of students.

Frank is also currently working with Student Services in an effort to devise a system in which the Noel-Levitz could be administered to all entering freshmen so that support for at-risk students can be addressed earlier.

BBCC ITV Sites

Grand Coulee, Mattawa, Othello, Royal City, Soap Lake, Warden, and Moses Lake

WEBB WAITES: 2006-2007 TITLE V FACULTY COHORT MEMBER

Understandably, as a busy history professor, Webb Waites, was not overly excited, initially, about joining the 2006-2007 Title V Faculty Cohort. Yet, as the year went on, Webb found himself in constant conversation with colleague, Chris Riley, about how he could incorporate the strategies and ideas he was learning about from the intercultural learning and technology trainings sponsored by Title V into his courses. Much to

Webb's delight, this process and opportunity to collaborate with colleagues was fun and one that he wished he had had time to do earlier.

Webb, like many educators, was a busy person and did not always have the opportunity to reflect upon how he could revamp his courses to include more technology or address intercultural issues.

During the revision process, Webb began to look at how he

could adapt his *International Politics* course to include not only Anglo-Saxon views, but the views of other nationalities, religions, and women.

When it was all said and done, Webb found the course revision process to be one that was extremely beneficial in rekindling the love he has for history and teaching. Even after his Title V experience, he finds himself quite often reflecting upon what he could do to make

his courses even better. He is currently looking at adding more technology by incorporating a virtual tour of Rome into one of his courses!



RYANN LEONARD: 2006-2007 TITLE V FACULTY COHORT MEMBER



The consistent cheerleader for everything BBCC, Ryann (Haw) Leonard, participated in the 2006-2007 Title V Faculty Cohort with great enthusiasm. Ryann used the intercultural and technology strategies learned in the Title V Faculty Cohort workshops to revise two courses.

According to Ryann, students in her revised *Intro to Criminal Law* course, were able to "examine

race from a statistical and non-emotional perspective for a very emotional topic—our laws." This adaptation to the course allowed students to observe how culture and race influence the support and implementation of laws. More importantly, it allowed students to see perspectives of different races within their own community of Moses Lake. The relevance of such an activity made learning meaningful and engaging for the students in Ryann's class.

Ryann's second course revision centered around incorporating more technology into her course. Students in her *Intro to American Policing* course were asked to make use of the Portal via discussion boards and "grade tracker". Ryann's use of technology in her course allowed for more student accountability and freedom of expression in a non-threatening atmosphere.

BIG BEND COMMUNITY COLLEGE

Date: 10/23/07

ITEM #9: Assessment of Board Activity (for information)

BACKGROUND:

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

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/23/07

ITEM #10: Next Regularly Scheduled Board Meeting (for information)

BACKGROUND:

The next regularly scheduled Board meeting is November 27, 2007 at 1:30 pm.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/23/07

ITEM #11: Misc. (for information)

BACKGROUND:

RECOMMENDATION:

None