

Big Bend Community College

Board of Trustees Regular Board Meeting



**Wednesday November 30, 2011
1:30 p.m.**

ATEC
Hardin Community Room

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

Winter 2011 Campus Events

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

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

November	30	Board of Trustees Meeting; Hardin Room; 1:30 p.m.
December	1	Comedian Kermet Apio; Masto Conference Ctr; 1:00 p.m. & Pizza
	1	BBCC Student Holiday Bazaar; Peterson Gallery, 9:00 a.m.
	2	New Student Registration
	5	Library Campout; Peterson Gallery; 8:00 p.m.
	5	Fall Quarter Instruction ends
	9-10	Men's & Women's Basketball Big Bend Classic Tournament; Devries Activity Ctr
	29-30	Men's Basketball Holiday Classic Tournament; Devries Activity Ctr
January	4	Winter Quarter Instruction begins
	10	ASB Chilifest; Masto Conference Ctr; 10:30 a.m.
	11	Board of Trustees Meeting; Hardin Room; 1:30 p.m.



Adult Literacy event at Lamb Weston recognizes employees' promotions, achieved through participation in BBCC Workplace ESL class. From left to right: Plant Manager Andy Bateman, José Ricardo Hernandez, Dimitar Mandavski, José O. Martinez, Ruth Colunga, and Lamb Weston Continuous Improvement Specialist Pete Ortega.



Big Bend
Community College

COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE

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

	Action			
<p><i>Governing Board Members:</i></p> <p><i>Angela Pixton Chair</i></p> <p><i>Mike Wren Vice Chair</i></p> <p><i>Mike Blakely</i></p> <p><i>Katherine Kenison</i></p> <p><i>Jon Lane</i></p> <p><i>Dr. Bill Bonaudi, President</i></p>	A	1.	Call to Order/Roll Call Pledge of Allegiance	
	I	2.	Introductions	
	I/A	3.	Consent Agenda	
		a.	Regular Meeting Minutes October 19, 2011	(A)
		b.	President's Activity Update	(I)
		c.	Student Success	(I)
			Student Achievement Initiative	
			Academic Master Plan	
		d.	Accreditation	(I)
		e.	Assessment Update	(I)
		f.	Capital Project Report	(I)
		g.	Security Update	(I)
		h.	Human Resources Report	(I)
	i.	Enrollment Report	(I)	
	I	4.	Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)	
		a.	ASB Representative – Tiffany Martinez, Public Relations Officer	
		b.	Classified Staff Representative – Kathy Aldrich/Tana Richins	
		c.	Faculty Representative – Mike O'Konek, Faculty Assn. President	
		d.	VP Financial & Administrative Services – Gail Hamburg	
		e.	VP Instruction/Student Services – Bob Mohrbacher	
		f.	VP Human Resources & Labor – Holly Moos	
	I	5.	Facility Plant Master Plan- VP Gail Hamburg	
			-----BREAK-----	
	A	6.	Board Resolution 11-2 President Bonaudi	
	A	7.	BP 4001 Revisions	
	A	8.	2009-14 Academic Master Plan Revisions	
			Executive Session	
	A	9.	Board Self Evaluation	
	A	10.	Assessment of Board Activity- Board	
	A	11.	Regularly Scheduled Board Meeting– Board	
	I/A	12.	Miscellaneous- President Bonaudi	
	A	13.	Adjournment	

The Board may adjourn to an Executive Session to discuss items provided for in RCW 42.30.110 (1):

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

NEXT MEETING REMINDER – Regular Meeting January 11, 2012, 1:30 p.m.

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

BIG BEND COMMUNITY COLLEGE

Date: 11/30/11

ITEM #3: CONSENT AGENDA (for action)

- a. Regular Board Meeting Minutes October 19, 2011

BACKGROUND:

The minutes of the Regular Board Meeting Minutes October 19, 2011, are included for review.

Prepared by the President's Office.

RECOMMENDATIONS:

President Bonaudi recommends the Board of Trustees approve the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Wednesday, October 19, 2011, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Present: Mike Blakely
Jon Lane
Angela Pixton
Mike Wren

2. Introductions

President Bonaudi introduced 13th District Representative Judy Warnick and BBCC Foundation Chair Howard Skaug.

ATG and Senior Counsel Deborah Danner attended the meeting via conference phone.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes 9/7/11 and Board Retreat Minutes 9/14/11; (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Capital Project Report (I); g) Security Update (I); h) Quarterly Budget Update (I); i) Human Resources Report Donations (A); j) Enrollment Report; k) Advisory Board Committee Members (I); l) Crime Report (I).

Motion 11-37 Trustee Mike Blakely made a motion to approve the consent agenda Mike Wren seconded the motion. The motion carried.

5. Declaration of Financial Emergency

President Bonaudi explained BBCC has struggled with budget cuts for the past few years. The state support has dropped while the tuition has increased. This item is brought to the Board to bring recognition to the Board that the recently approved 2011-12 State Operating Budget included an additional loss of \$1.2 million state funding. BBCC, to this point has been able to absorb budget cuts by not filling vacated positions through attrition, and reducing class offerings. Information received from the Governor's office indicates the revenue forecast is not positive and there will be an additional reduction in expenditures from 5-10%. Legislators were informed of a Special Session to begin November 28. Further reductions of state support for the community college system are expected.

VP Hamburg referred to the summary budget sheet (lavender) which detailed budget cuts of \$3.7 million year to date including almost \$1.2 million this year.

BCC has lost 25 positions. Four positions were vacant and the remainder were a result of retirements and resignations. Of the positions lost, 13.6% were Classified Staff, 17.8% were Faculty and 16.1% were Administrative Exempt staff. VP Hamburg shared the exact dollar amounts of the possible supplemental budget cuts: 5% equals \$390,000, 10% equals \$780,000, 23% equals \$1,794,000, and 29% equals \$2,262,000.

President Bonaudi stated he is concerned that additional budget cuts could put BCC into a reduction in force situation. The proposed Declaration of Financial Emergency Resolution details a three-step process. The first step is to declare a financial emergency. The second step is for the President to monitor the state budget situation, and if necessary cite the conditions leading to a RIF and ask the Board to declare the provisions of the expedited lay off. Then, staff will draft a RIF plan that will meet the budget conditions. President Bonaudi said staff and visitors may speak about the impact of the budget and the declaration resolution. Two visitors have signed in to speak during the meeting today.

Trustee Jon Lane asked about the impact to part time faculty. President Bonaudi stated a layoff plan is not needed for part time employees. VP Mohrbacher stated some class offerings taught by part time instructors have already been cut. Due to retirements, some part time instructors are teaching in place of full time instructors.

Trustee Mike Wren asked if each of the budget cuts listed on the lavender sheet were additive and cumulative. VP Hamburg explained that the cuts were permanent. Each year the amount cut the year before could be added to the cut taken the current year, which would actually total \$7.5 million in cuts to date. Trustee Mike Blakely stated he was initially opposed to declaring a financial emergency. After attending the TACTC conference he recognized the importance of this action. He said this is not a specific action on positions or programs but it's the first step. This will be a lengthy process and it will take several months. He said he is proud of staff and the hard work they're doing and he doesn't want faculty to feel threatened. We're going to be out of money and we have to make choices. Trustee Blakely said we are told continually that we are doing a good job, and developing the workforce, and we keep absorbing the cuts. The legislators need to know we can't take more cuts.

Trustee Jon Lane reported he also attended the TACTC meeting. He learned that the current student expense is three times higher than the 1968 student expense with inflation added in. Trustee Lane also shared that if all of the anticipated budget reductions for the system prove true, in the next two years we'll lose 40,000 Washington state community college students. Once programs are gone they will not come back. Programs like the CDL truck driving programs that have jobs waiting for graduates may be too expensive to maintain.

Representative Warnick stated she has attended the House Higher Education Committee Chautauquas being held around the state. The Chautauquas are gatherings of legislators, higher education and business partners. Her first year on the Higher Education Committee has been eye-opening; students, trustees and presidents are sharing their perspectives with her. She said there is bipartisan support of higher education. Rep Warnick noted that the BBCC parking lots are full today and students need to be here. Community and technical colleges provide training for jobs like aviation and nursing. She said she agreed with Trustee Blakely, she hated to see this declaration but it is important to be prepared in order to act quickly to save the institution. The Governor has told the legislators they need to find \$2 billion in cuts during December to make it through the next part of the biennium. Working together it can get done.

Board Chair Angela Pixton stated additional comments could be made from staff and the public. She asked everyone to keep their comments limited to five minutes.

Faculty Association President Mike O’Konek stated looking at budget cuts he noted faculty are the highest cut and the only FTE generators. He said the Declaration of Financial Emergency does threaten faculty, and all employees. Mr. O’Konek said the Board and administrators have done a good job minimizing the impact of the cuts and BBCC still looks somewhat the same. If these anticipated cuts are imposed BBCC won’t look the same. Expensive programs come to mind for cuts. He emphasized the need to bring in revenue somehow and the need to do it together. He said community colleges are part of the solution not the problem; we need to not be the last in line.

Classified Staff Representative Kathy Aldrich also made comments. She said the Classified Staff are worried about the financial situation of our college. They have worked towards helping make cuts by serving on the Budget Review Task Force and making suggestions for possible cuts wherever possible to the administration and President Bonaudi and they have listened. BBCC is important because we serve a broad district with a number of small towns. We are trying to offer students the opportunity to attend a community college within driving distance. The classified staff are asked to take on additional job duties as positions are either eliminated, staff transfer, or staff leave or retire. There will be a point at which time we just can’t continue to be overloaded and offer students the quality education they pay for and deserve. We need to stop the budget cuts to higher education, before we are left in a situation of being asked to do too much with too little. She added, “We are important too.”

ASB Advisor Kim Jackson made comments for the ASB as Treasurer Grant Fish left the meeting to attend class. Advisor Jackson said it has been hard for students to enroll in the classes they need. They are often on wait lists. The students are resilient as long as there are resources available. Representative Warnick asked if students’ completion times have slowed down.

VP Mohrbacher stated completion rates have increased in the last year. He is unsure about how budget cuts effect this. The past five years BBCC has had increased focus on retention and success due to AtD efforts. The economy is forcing more students to enroll full time, and this is good for retention and completion. The trend may falter this year with the fall enrollment down due to fewer class offerings.

Trustee Jon Lane stated community colleges fill the niche for people who work and take classes part time. Providing an environment for students to progress at their own rate is a unique role that community colleges offer. Mr. O'Konek stated some students use college attendance as their job and get into great debt with loans. Trustee Pixton pointed out how much more affordable a community college is as it allows students to accomplish their goals in a shorter time while incurring less debt.

Running Start student Jason Garrison provided comments. He said he is a senior at Quincy High School and this is his second year in Running Start. This program is very beneficial and saves tuition money. He said his current job does not pay enough to cover his tuition. Mr. Garrison said he is learning more at BBCC than he did at the high school. Running Start is giving him a good jump-start toward his profession. He said it is difficult to get into the classes he needs due to fewer offerings and full classes. Because he has been unable to take the required classes at BBCC, he will not earn his AA before he graduates from high school.

Running Start student Michael Heistumann stated every quarter there have been classes he was unable to get into because they were full. Because he chose to attend classes during the summer at his own expense he is on track to receive his AA at the same time he graduates from high school, June 2013. The Running Start Program is beneficial for high school students who want to learn. He said high school students with the best gpa's and work ethics enroll in Running Start. Running Start is great for students who can't afford four-year colleges, to get into the workforce with an AA or a stepping stone to a four-year degree.

Trustee Mike Wren asked about student registration prioritization. Associate VP Candy Lacher responded that student registrations are prioritized by the number of credits they've earned. VP Mohrbacher stated this is common practice throughout Washington State.

Motion 11-38

Trustee Jon Lane made a motion to adopt a resolution relating to the declaration of a financial emergency at Big Bend Community College for the 2011-13 biennium beginning July 1, 2011 and ending June 30, 2013. The Resolution states:

WHEREAS, the SBCTC declared a financial emergency for the community and technical college system for the 2011-13 biennium on September 14, 2011, and

WHEREAS, Big Bend Community College has experienced a reduction in its State Operating Budget of \$1.2 million for the 2011-13 biennium, and

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

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

THEREFORE BE IT RESOLVED, that the Board of Trustees of Big Bend Community College declare that a financial emergency exists for the 2011-13 biennium beginning this date through June 30, 2013, and

FUTHERMORE BE IT RESOLVED, that the Board of Trustees directs the President to monitor actions of the Governor and the Legislature to identify further State Operating Budget reductions to the college that would require the Board to consider a reduction in force of college personnel.

FUTHERMORE BE IT RESOLVED, that if as a result of further reductions in the college's State Operating Budget the President believes a reduction in force is necessary that he will bring a recommendation to the Board for consideration of enacting a reduction in force as a result of the further reductions in the college operating budget in compliance with RCW 28B.50.873.

Trustee Mike Wren seconded the motion and the motion passed.

President Bonaudi stated this resolution is passed with the understanding that BBCC is anticipating further budget reductions. When the reductions push the budget to a critical point President Bonaudi will convey the need to implement layoffs to the Board. After the Board approves, President Bonaudi and his staff will develop a layoff plan for the Board's approval.

6. Remarks

- a. ASB Advisor Kim Jackson provided their report. Around 230 students and staff attended the ASB Pasta Lunchfest. There was great participation by students and Air Force staff with the ASB sponsored Human Race Machine. ASB has been coordinating halftime activities for the volleyball games and ASB is sponsoring a basketball tournament tomorrow. ASB officers will decorate for Star Night and they are also sponsoring a Halloween Dance next week. The ASB blood drive will happen Friday, November 18, 9:00-10:30 a.m. ASB will also have a Killian Korn Fundraiser the second week and the last week of November.

The Phi Theta Kappa activities included: assisting the BBCC Foundation with the Dollar Da\$h, co-hosting cancer awareness table with BBCC Nursing club, and providing concessions for Allied Arts. Future Phi Theta Kappa activities include: hosting an Honors in Action educational forum, assisting BBCC Foundation with Star Night, hosting C4 signing day, attending the Phi Theta Kappa District III conference at Wenatchee Valley College, conducting a Phi Theta Kappa induction and holding the annual Silent Auction.

The Nursing Club will host a holiday bazaar December 1.

The Soccer Club has volunteered at the Moses Lake Food Bank and the local Boys and Girls Club. Their third soccer game of the fall season is scheduled for today, Wednesday, October 19 at Lions Field vs. Eastern Washington University at 6:00 pm. Their first two soccer games were against EWU & Gonzaga University. The club's enrollment numbers have increased from 33 last year to 48 this year with an increase in female students.

- b. Classified Staff Representative Kathy Aldrich reported the Classified Staff training activities. Tony Lidbetter and Kamela Mattson attended Dell Kace: Introduction to K2000 Training on September 8, 2011, by conference call at BBCC.
- c. Faculty Association President Mike O'Konek reported the Aviation Maintenance Technology (AMT) Program received a \$1.8 million portion of a \$20 million Dept of Labor grant with the Air Washington Consortium. AMT Instructor Erik Borg reported he and AMT Instructor Dan Moore won a team award for supporting aviation safety.

Mr. O'Konek reported the Automotive Technology program met with their advisory committee. They reviewed the 2.5 year mid-term evaluation and will submit the report to the National Automotive Technicians Education Foundation (NATEF) and see if any changes are needed. BBCC held steady or improved in each area except financial support.

The Aviation Department reported their student population has increased by 10 students or 28% since last year. Future pilots will be needed due to projected retirements through 2029.

Trustee Mike Wren asked if the aviation grant was for AMT and Aviation Commercial Pilot (AVF). The grant is for AMT and some of the equipment will also be useful for our Industrial Systems Technology (IST) program. Trustee Jon Lane stated Boeing is anticipating a large number of retirees in the next two years. President Bonaudi added that not only does Boeing have an aged retiring workforce but also a need for increased production.

- d. VP Hamburg reported the Air Force population will surge with an additional 325 people this month. This will mostly effect boxed meals being provided at the flight line through the weekend. She also referred the Board to the security update on page 10 of the consent agenda. Director of Homeland Security, Center of Excellence at Pierce College, Mike Campbell submitted the security report with recommendations. We are working on the first recommendation to enhance the personal awareness education program. Safety brochures are being personalized to hand out during classes. Safety tips and self-defense classes are also being discussed. Grant County Sheriff Tom Jones and Moses Lake Police Chief Dean Mitchell will work with BBCC in these areas. These are activities that will not take large dollars to get started.
- e. VP Bob Mohrbacher addressed some budget comments to Representative Warnick. Budget cuts are anticipated this year and next year. The cuts for this year are harder to meet because we're partially through the year. It would be better to spread them out across the biennium. Budget cuts of this magnitude are more threatening to smaller colleges than to the larger colleges in the system.

The Student Success Center continues to serve more students for a variety of purposes. Resources such as laptop loans, Supplemental Instruction (SI), and loaned books/materials are provided to help students stay in school, succeed and complete degrees. The new Academic Early Warning (AEW) software system allows faculty to identify students struggling in their classes for intervention very early in the quarter. In the first four weeks of fall quarter 321 students were identified for contact.

VP Mohrbacher stated the accreditation report for Standard 1, regarding the mission and core themes was received back from NWCCU yesterday with one commendation and one recommendation. The commendations stated there is a culture of evidence through the Academic Master Plan (AMP) and reports. The recommendation stated there should be measureable indicators of achievement for each core theme. President Bonaudi stated this is a very good report with the new NWCCU standards. He commended staff for this good first step. The staff's commitment to analysis of data is important.

Trustee Angela Pixton asked how the students have responded to contacts as a result of the AEW. VP Mohrbacher stated the responses range the full spectrum from happy with the offer of assistance to unsure about the call.

Representative Warnick didn't realize BBCC was the smallest college; she hears from President Bonaudi all the time. BBCC has one of the geographically largest service districts with 4,600 square miles. Trustee Mike Blakely commented even though we are one of the smaller community colleges a higher percentage of students who graduate stay in the community to work. Trustee Jon Lane provided Representative Warnick with a WA State Community and Technical College Field Guide, which describes each institution.

- f. VP Holly Moos reiterated the comments made by Mr. O'Konek and Ms. Aldrich. Employees are nervous and there are tensions. She was here during the 1980's budget cuts and it took a few years for staff to become comfortable again. As we leave positions vacant; the workload is absorbed by other workers. It is difficult for employees to break away for committee commitments and vacations. The Human Resources office is here to support staff as much as possible. VP Moos thanked the Board for their support.

Trustee Angela Pixton stated the good relationships developed with partners like the Air Force help provide opportunities. BBCC plays a huge role in drawing in outside partners to our communities. Further budget cuts to BBCC will effect not just students and employees but our partnerships as well.

7. **2009-14 AMP Outcomes Report**

President Bonaudi introduced Dean of Institutional Research Valerie Kirkwood to share the 2009-13 AMP Outcomes Report. BBCC staff and the Trustees spent time this summer analyzing student success and access data resulting in this report. Dean Kirkwood described the two honor students on the cover: Aaron Garza, an Othello police officer, and Esequiel Rodriguez, a supervisor at Simplot. They could only attend night and online classes due to work schedules. They didn't think they could do it but they did. These non-traditional students who are part of the statistically most difficult to retain group are very successful in their communities.

Information from the data collected will be used for our accreditation reports. Staff will review how to adjust the outcomes to make them more measurable. They will also review the reporting structure to perhaps have an assessment process follow each AMP report rather than do it all at the end of the academic year. The Board of Trustees worked diligently at the Board/Administration Retreat to review and evaluate data that they will use to set policy direction at the college. Trustee Jon Lane led a session on board involvement in data at the TACTC Fall Conference.

Starr Bernhardt, data analyst, reviewed the outcomes ratings that were based on a 0-25 scale. Ratings from each group, Cabinet, AMP Committee, Division Chairs and Trustees were combined to provide the overall rating for each outcome.

- A.1 Increase in use of college resources rated 20
- A.2 Increase in enrollment rated 21
- A.3 Increase in revenue and FTE rated 21
- B.1 Students complete classes with 2.0 or better rated 17
- B.2 Students establish ed plans rated 13
- B.3 Students persist to attain completions rated 19
- C.1 Matriculation and enrollment rated 20
- C.2 Retention rated 20
- C.3 Achievement rated 20

These ratings amplify the areas that need more focus. The AMP embraces the overarching theme of student success. Currently the outcomes don't provide performance benchmark targets. Revisions should be made to the AMP outcomes to provide more in-depth analysis. A.1 measures the use of college resources and this rating increased from 14 in 2009 to 20 this year. It should be revised to reflect how the use of college resources relates to student success. Information was provided regarding math and English lab usage related to student success and advising. That direction should be driven by the wording of the outcome.

Ms. Bernhardt noted the rating for A.2 increased slightly from 2009 to 21 this year. What could be measured that effects enrollment, initial contact and enrollment in courses? What happens to the 36% of students who apply to BCC but don't enroll? The outcome could be revised to pursue this kind of analysis.

Outcome B.2 is consistently the lowest rated outcome. The intent of this outcome is to urge students to seek advising, not to measure the actual number of education plans. The outcome should be revised to reflect the intent of putting students on an educational pathway through intrusive advising.

The Academic Early Warning (AEW) tool could add to new data. The early intervention strategy for student success will track students in the system and monitor follow up systems. This will result in data. The AMP Committee will discuss how the AMP could be revised to include this data capture.

VP Bob Mohrbacher talked about setting benchmarks to work toward a specific goal. The Integrated Postsecondary Education Data System (IPEDS) reports our graduation rate at 30%. While other schools in our cohort show a 20% graduation rate. We could set a goal to raise this rate by 10% each year or we could set a long-term goal of 80%. After three years of data outcomes we are beginning to see trends and improvements. We see from these trends that when we focus on outcomes we make progress toward them.

The Northwest Commission on Colleges and Universities (NWCCU) accrediting organization requires that we articulate our mission as well as fulfillment of our mission.

The AMP does a good job of accomplishing this. Core themes, objectives and indicators break down into smaller data points. NWCCU evaluators want us to set benchmarks on these smaller data points and make sure data points and outcomes are interlocked. The assessment process is circular; we set goals, measure progress, determine if the goal should be refined for accuracy, and then measure progress again, etc.

Outcome B.3 is another example of an outcome that could be refined. It measures completion and retention. Outcome C.2 is specifically about retention. B.3 could be revised by removing the retention piece that is covered in C.2. VP Mohrbacher also emphasized the important of setting benchmarks of performance.

The AMP committee includes two VPs, Deans, Division Chairs, a Classified Staff representative and an ASB representative. They meet twice per quarter to discuss AMP reporting timelines, structure, and outcome results. Being part of this committee does add to workload. VP Mohrbacher said the members are dedicated to student success and want to continue with this meaningful charge. They will looking at the timeline for benchmarks and clarity and bring back to the Board to consider changes to the plan.

Trustee Mike Blakely stated when our Trustees attend statewide meetings it's easy to see BBCC is ahead of other colleges in data collection and analysis, he commended the staff. He also noted that when a student leaves school before completing in order to become gainfully employed that is also success and should be rated. VP Mohrbacher commented that the employment could be tracked.

Trustee Jon Lane asked about aligning the AMP and accreditation standards. VP Mohrbacher responded that yes, the accreditation standards reports are flexible in that they require clearly defined published mission and explanation of mission fulfillment. We just need to explain it in a way that makes sense in the report.

Trustee Mike Wren commented that he noted outcomes that will be impacted by the budget while completing the data analysis worksheets. He asked about how to balance system effectiveness with budget impacts. VP Mohrbacher said decisions will need to be made regarding budget arena cuts. For example should cuts be spread equitability to perform everything mediocre while sacrificing quality, or should a program or two be eliminated in order to continue others at the same high quality.

President Bonaudi stated we will try to maintain all elements of the broad mission with diminishing resources. Legislators struggle with the budget problems, and we need to ask them, "What should we no longer do?"

BBCB will diminish support in some areas. We also act as a social service agency while delivering education to our communities. We help lift our students' abilities to become successful and find employment. These discussions are exercises and help the Board guide the college. The Board policies shape the End Statements which in turn guide the AMP. Our core themes, Access, Student Success, Achievement and Climate, interlock with what we do at BBCB and helps us focus in the right direction. BBCB is a people intensive organization.

Motion 11-39 Trustee Blakely made a motion to accept the 2011 AMP Outcomes Report. Trustee Mike Wren seconded the motion and the motion passed.

Board Chair Angela Pixton announced a ten-minute break. The meeting reconvened 3:23 p.m.

8. Grants

President Bonaudi explained that BBCB was awarded a \$1.8 million portion of a \$20 million Dept of Labor grant with the Air Washington Consortium in support of AMT. He said this is one of the only grants received recently that clearly provide indirect costs. The grant will touch AMT and IST and expand training on aviation fiber optics per industry direction.

President Bonaudi explained the STEM grant is the second Title V grant that includes an endowment. This grant includes a \$260,000 endowment, which BBCB can match. The Institutional Title V grant includes a \$300,000 endowment to be matched. The BBCB Foundation has taken the challenge of both matches, in five years, which will total just over \$1 million in endowed funds. In addition to scholarships the Foundation provides funding for equipment purchases and professional development for staff. The STEM grant will provide a needed bridge from potential engineer students in high school and vocational students to engineering degrees. Heritage University received a STEM grant for partnering with K-12. Business and industry in the area are in need of engineers. President Bonaudi said as there is less state subsidy supporting our budget we will be seeking additional grants and partnerships to supplement. He used the MIST program partnership with Reinke as an example of a model for our computer science program.

Director of Title V Terry Kinzel reported BBCB was also chosen one of the top three in the state for a mentoring grant through WA Campus Compact from the Gates Foundation. This grant application was written by BBCB, Green River Community College and Edmonds Community College to support students through peer mentoring. This \$175,000 grant will fund getting students engaged in their communities and includes 7% indirect costs.

Dean Kara Garrett said this effort has opened up conversations with Edmonds Community College. They are interested in learning about our AtD efforts.

We are interested in learning about their student mentoring work. This has provided an opportunity for good connectivity between community colleges and the grant provides travel money to enable these connections.

9. **Board Policy 3011**

President explained that the proposed revisions to BP3011.3.E increase the allocation of personal leave for the president based on longevity.

Motion 11-40 Trustee Blakely made a motion to revise BP3011 as presented. Trustee Mike Wren seconded the motion and the motion passed.

BP3011.3.E as revised:

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

0-10 years- 3 days or 24 hours
11-15 years- 6 days or 48 hours
16+ years- 9 days or 72 hours

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

10 **2011-12 Board Goals**

President Bonaudi stated there are tasks related to this item; revise Board goals and begin crafting a statement of evaluation as a Board. The Board rated the 2010-11 goal achievements during the board Administrative Retreat and those ratings are listed on page 47 of the Board agenda. The goal revisions on pages 44-47 are a result of conversations during the retreat.

Trustee Mike Wren stated he likes how the revisions hone in on the goal and are not restrictive. Trustees Jon Lane and Angela Pixton commented they like the revisions. The revisions incorporate good ideas that are beneficial to the continued function of the Board.

Motion 11-41 Trustee Blakely made a motion to adopt the amended versions of the 2011-12 Board goals as presented. Trustee Jon Lane seconded the motion and the motion passed.

The Board members will work individually on self-evaluation statement drafts for the next meeting. Trustee Jon Lane asked about a formal reciprocal evaluation process for the President and Board.

During the TACTC meeting he discussed this process with a Trustee Emily Yim from Edmonds Community College. They are working on a similar process.

Motion 11-42 Trustee Blakely made a motion to discuss the Board evaluation during the November 30 meeting. Mike Wren seconded the motion and the motion passed.

President Bonaudi clarified that the Trustees could share their draft statements before the meeting but the discussion needs to occur at the meeting in observance of the Open Public Meetings Act.

11. Assess Board Activities

Trustee Jon Lane reported his goals are partnerships and jobs. He met with the Project Pegasus group, and attended the Job Corps Advisory Council Meeting. He also attended the Fairchild Ceremony at the Grant County Airport and the BBCC Board Administrative Retreat. Trustee Lane attended the POW MIA Memorial to honor our area servicemen at the Moses Lake Amphitheater. He noted very nice improvements at Connelly Park during the Moses Lake Irrigation District rededication. Trustee Lane also participated in a Pegasus Project interview at the Port along with VP Mohrbacher. He attended the Grant County EDC Board meeting and the Canola Oil groundbreaking event in Warden. They will process fuel and cooking oil and the by-products will be made available for cattle feed. He attended the BBCC Back to School BBQ and enjoyed the great band. Trustee Lane participated in the Job Corps "Let's Move" activity and spoke about wellness. He challenged BBCC to think about a wellness program. The October Moses Lake Business After Hours was held at the Porter House and he attended that and plans to attend the November event at the Port, which will also serve as the Fairchild Air Force farewell. Trustee Lane encouraged everyone to review the Grant County trends website which features lots of education, employment, agriculture, and demographics data. The BBCC Dollar Da\$h was a fun event chaired by Foundation member Judy Oakes and Trustee Lane welcomed walkers and runners. He provided his truck for use at the BBCC Student Success Center Tailgate Party. Lastly, he moderated the TACTC "Incorporating Student Success in Board Policy" session at the Fall Conference. He thanked President Bonaudi and Dean Kirkwood for preparing him for the session.

Trustee Mike Wren said he viewed the BBCC Budget Review Task Force via MediaSite and he can feel the budget pressure rising. He sees a spirit of working together to mitigate the impacts. Trustee Wren prepared the Redbook worksheets for the Board/Administrative Retreat. He also had the opportunity to share BBCC's aviation program with a potential student.

Trustee Angela Pixton reported she attended the Board/Administrative Retreat and met with President Bonaudi to review the Board agenda.

Trustee Mike Blakely said he would like to nominate BBCC graduate Cristian Ramon for the TACTC contest. Each nominee will be featured in a booklet that will be shared with businesses and the top three will receive \$500 scholarships. He recently arranged for Ms. Ramon to have a mentor at UW. Trustee Blakely attended the TACTC Conference and after listening to other college Trustees realized once again that we have great counselors at BBCC. He also learned a lot about the Financial Emergency Declaration at the Conference. Trustee Blakely attended the Quincy Leadership Roundtable meeting and gave a coin to Mayor Hemberry and the Quincy Post-Register Editor, Chuck Allen. Trustee Blakely said he is working to find a location for thin clients in Quincy and Ritzville.

Trustee Pixton noted that Trustee Kenison attended the Board/Administrative Retreat.

12. Next Regular Board Meeting

The next regular Board meeting is scheduled on Wednesday, November 30, 2011 at 1:30 p.m.

Motion 11-43

Trustee Mike Blakely moved to hold the next regular Board meeting on Wednesday, November 30, 2011 at 1:30 p.m. Trustee Mike Wren seconded the motion and it passed.

13. Miscellaneous

President Bonaudi encouraged the Trustees to attend Star Night. This is a very visible event that celebrates scholarship donors and recipients. The bronze for Bob Holloway will be formally unveiled. President Bonaudi also noted the State Board is now full as Ms. Anne Fennessy, Dr. Wayne Martin and Mr. Larry Brown were recently appointed.

President Bonaudi read a letter from Richard Shaw, Stanford University Dean of Undergraduate Admission and Financial Aid to Chemistry Instructor John Peterson. The letter stated:

The arrival of new students to the Stanford campus brings a wave of excitement and curiosity to our seminar tables, dorm rooms, and extracurricular activities. Yet even as our talented students begin to leave their marks on our community, know that they think often and appreciatively of those who helped prepare them for their college journeys. Stanford University's annual Teacher Tribute Initiative is proud to acknowledge these contributions. This summer, the members of Stanford's incoming class were given the opportunity to acknowledge a former teacher or mentor who played a significant role in their intellectual, academic, social, and personal development. I am delighted to inform you that Oscar Matus has chosen you for this honor. Please accept the accompanying certificate as a token of our enormous respect for the work that you do. President Hennessy and I are proud to join Oscar in recognizing the commitment and care with which you approach your teaching.

Throughout the next four years, Oscar will undoubtedly call on the important foundation and support that you have helped craft. We look forward to joining you as we proudly watch Oscar's continued successes at Stanford and beyond.

Mr. Matus' tribute to Instructor John Peterson:

We learn far more from our teachers than the simple subjects they teach. What makes Mr. Peterson such a great educator is not necessarily his extensive knowledge and clear passion for the subject, but the genuine care that he offers unconditionally to all his students. He devotes countless hours and is always willing to help. Id' like to say I learned much more than chemistry from, not just a good teacher, but a good man.

Motion 11-44

Trustee Mike Blakely moved to adjourn the meeting.
Trustee Jon Lane seconded the motion and the motion carried.

The meeting adjourned at p.m. 4:06

Angela Pixton Chair

ATTEST:

William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 11/30/11

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Bonaudi's activities from, through October 8, through November 18, 2011.

Prepared by President Bonaudi.

RECOMMENDATION:

None

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
10/11/11	Aerospace Meeting	Program Support	SBCTC Olympia	
10/11/11	PUD Energy Summit	Community Support	BBCC	Facilitator
10/12/11	BBCC Board Chair Angela Pixton	Agenda Planning	Moses Lake	
10/12/11	Representative Armstrong Representative Condotta WVC President Jim Richardson	Legislative Support	Wenatchee Valley College	VP Mohrbacher & Foundation Exec Director/Interim PIO Doug Sly also attended
10/13/11	KBSN on Air with Butch Bare	College Support	Moses Lake	Accompanied by Interim PIO Doug Sly
10/13/11	BBCC Board Trustee Jon Lane	TACTC Planning	BBCC	
10/14/11	Legislative Update Conference Call	Higher Ed Support	Conference Call	
10/17/11	Project Pegasus Conference Call	Program Support	Conference Call	
10/18/11	TACTC Fall Conference	System Education	Seattle	Trustees Jon Lane and Mike Blakely and Dean Valerie Kirkwood also attended
10/19/11	Grant County EDC Board Mtg	Community Collaboration	BBCC	Board member
10/19/11	BBCC Board of Trustees Meeting	College Guidance	BBCC	
10/20/11	Welcome Statewide Advising Group	Staff Support	BBCC	
10/20/11	Korean Delegation Luncheon	Community Support	BBCC	Sponsored by Grant County EDC
10/21/11	Phi Theta Kappa Summit Welcome	Student Recognition	BBCC	
10/21/11	ASB Luncheon	Administrator/Student Collaboration	BBCC	ASB Officers & VP's
10/25/11	Star Night	Donor/Recipient Recognition	BBCC	
10/27/11	PEMCO Board Mtg	Professional Development	BBCC	Annual Leave

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
11/03/11	WACTC Executive Committee	Community College System Support	North Seattle CC	
11/14/11	Moses Lake Irrigation District Lake Forum	Community Support	BBCC	
11/15/11	WA Aerospace Mtg	Program Support	Conference Call	
11/16/11	Grant County EDC Board Mtg	Community Collaboration	BBCC	Board member
11/16/11	Visit Ritzville Supt Roettger	Community Support	Ritzville	LeAnne Parton accompanied
11/16/11	Visit Ritzville Journal Publisher, Stephen McFadden	Community Support	Ritzville	
11/17/11	Grant County EDC Exporting Luncheon	Community Support	BBCC	
11/17/11	McGraw Cellarbration! Dinner	Foundation Support	Bonaudi Residence	
11/18/11	Aerospace COM Mtg	Program Support	SeaTac	

BIG BEND COMMUNITY COLLEGE

Date: 11/30/11

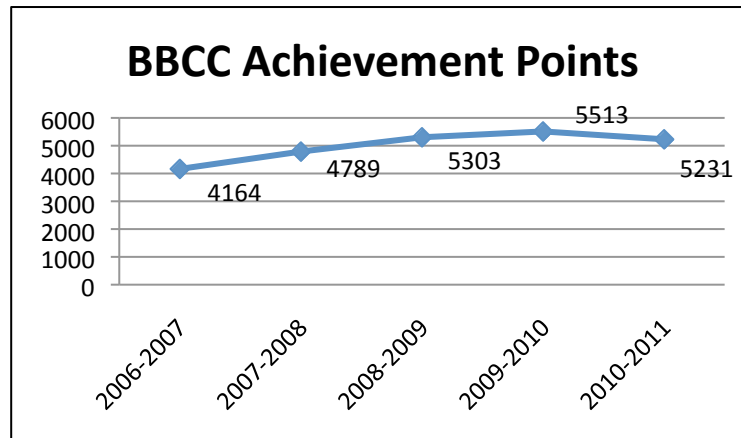
ITEM #3: CONSENT AGENDA (for information)

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

Student Achievement Initiative

We recently received the annual results for the Washington State Student Achievement Initiative for 2010-11. The good news is that we made progress in two areas on which we had been focusing—pre-college achievement and completion of degrees and certificates. Unfortunately, the bad news is that our overall total points for the year were down from 2009-10. The largest part of that negative change was in Basic Skills, and that is an area where budget cuts are starting to show an impact. In 2009-10, Basic Skills was by far our largest single point category, with 1710 points earned. This total dropped by 315 points in 2010-11, as we made cutbacks in our Basic Skills offerings. In the state overall, there was a large shift in the achievement point trends for 2010-11. Sixteen of the 34 colleges saw a decrease in total points; much of this change has been attributed to tightening of enrollment management practices in order to respond to budget cuts.

	2009-10	2010-11	1 Year Change	% Change
Total Headcount	5282	5506	224	4.2%
Basic Skills	1710	1395	(315)	(18%)
College Readiness	1399	1535	136	9.7%
1 st 15 College Credits	872	803	(69)	(7.9%)
1 st 30 College Credits	650	615	(35)	(5.3%)
Quantitative Skills	531	489	(42)	(7.9%)
Certificates/Degrees	351	394	43	8%
Total points	5513	5231	(282)	(5.1%)



Academic Master Plan

The Academic Master Plan Committee met on October 21 and November 14 to review feedback from the monitoring report process and consider revisions to the AMP outcomes as a result of feedback gathered during that process. The proposed revisions are included as an action item in this agenda. If these revisions are approved, the committee will meet in winter quarter to update the action items in the AMP to correspond with these outcomes.

Prepared by VP Bob Mohrbacher; Dean Valerie Kirkwood.

RECOMMENDATION: None

BIG BEND COMMUNITY COLLEGE

Date: 11/30/11

ITEM 3: CONSENT AGENDA (for information)

d. Accreditation Update

We have received the draft report containing feedback on our Standard One Accreditation report from the evaluation panel for the Northwest Commission on Colleges and Universities (NWCCU). This report is not official until it is reviewed by the Commission, but it is highly likely that this represents the content of the final report. The report contains one commendation, for our Academic Master Plan Monitoring Report process, and one recommendation to tie our Core Theme Indicators more closely to our outcomes. The AMP committee reviewed the Core Theme Indicators on October 24 and November 14 and made revisions to address the recommendation. The text of the commendation and recommendation is included below.

Commendations and Recommendations

Commendation:

1. The Evaluation Committee commends Big Bend Community College for having a well-established culture of evidence through its Academic Master Plan and Monitoring Reports for assessing the degree to which the institution is achieving its Mission and Ends Statements. (Standard 1.A.2)

Recommendation:

1. Although the College has identified indicators of achievement for each core theme, the Evaluation Committee recommends that the College consistently develop indicators that are measurable for evaluating the accomplishment of each objective for each core theme. (Standard 1B.2)

Prepared by VP Mohrbacher.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 11/30/11

ITEM #3: CONSENT AGENDA (for information)

e. Assessment Update

A subcommittee of the Assessment Committee is currently drafting a new General Education outcome to address cultural competency and/or multiculturalism. The subcommittee will be bringing a draft of the proposed Gen Ed outcome to the next Instructional Council meeting for review. Incorporating this additional outcome into our Gen Ed outcomes will bring the assessment of Gen Ed more closely in line with the Board's End Statement on Multiculturalism, as well as more accurately reflecting the content of our degree requirements in the Humanities and Social Sciences.

The Integrated Postsecondary Education Data System (IPEDS) is a federal system of survey components that collects data from all institutions in the United States and other jurisdictions, such as Puerto Rico, whose primary purpose is to provide postsecondary education. Each year 6,700 postsecondary institutions provide information to the U.S. Department of Education through IPEDS. These data are used at the federal and state level for policy analysis and development; at the institutional level for benchmarking and peer analysis; and by students and parents, through College Navigator, to aid in the college search process.

Prepared by VP Mohrbacher.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 11/30/11

ITEM #3: CONSENT AGENDA (for information)

f. Capital Project Update

BACKGROUND:

Facility Master Planning: The Facility Master Plan has been finalized. Robert Uhrich of RGU Architecture & Planning will be presenting the Facility Master Plan at the November 30, 2011 Board Meeting.

Old Developments/Background:

10/19/11 RGU Architecture & Planning has been finalizing the Facility Master Plan. The architects will be on campus on October 7 to participate in the Facility Condition Review by Andre Pack along with Director of Facilities Todd Davis. RGU Architecture & Planning will be presenting the completed Facility Master Plan at an upcoming Board Meeting.

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

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

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

5/31/11 The Facilities Master Planning Committee met and reviewed survey results. They also identified five goals:

1. Goal #1 – Offer state of the art teaching and learning opportunities.
2. Goal #2 – Provide a safe, accessible and sustainable campus.
3. Goal #3 – Create a sense of campus identity.
4. Goal #4 – Expand and enhance partnerships and collaborations.
5. Goal #5 – Increase community engagement with the college.

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

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

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

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

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

BIG BEND COMMUNITY COLLEGE

Date: 11/30/11

ITEM #3: CONSENT AGENDA (for information)

g. Security Update

BACKGROUND:

Security Update: We have been working on some of the recommendations from the report completed by Mike Campbell. On November 10, several staff members attended a webinar on Successful Campus Crime Prevention Programs and Strategies for Two-Year Institutions hosted by the International Association of Campus Law Enforcement Administrators. We are incorporating some of the ideas from this webinar in the education program that we are working on. The Director of Purchasing is looking for a professional security vehicle that will be funded by the residence halls. We hope to have this vehicle in place within a month. Also, Big Bend Technology is looking at making some changes to the warning notification system as recommended by Mike Campbell. We have had to postpone hiring a day time security person due to the budget.

There have been three speed bumps added to the parking lot to the east of Buildings 1400 and 1800. If the weather cooperates, three more will be added this month. We are hoping this will deter drivers from going too fast in parking lots.

Old Developments/Background:

10/19/11 We have received the final report from Mike Campbell. He detailed the following recommendations:

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

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

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

8/9/11 The Safety Committee meets monthly and reviews all incident/accident reports. If the incident requires repairs or other follow up by Maintenance & Operations, the committee prepares the work orders. They also do building inspections and update the Safety Manual.

The committee discusses safety training and makes recommendations to administration for new training. The committee recently designed an information sheet for campus. This notice will be placed on all exterior doors for all buildings. It has the contact numbers for Security and seven common reasons for calling them as follows:

SECURITY

509.750.8529* or 509.793.2286

Reasons to Contact Security:

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

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

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

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

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

BIG BEND COMMUNITY COLLEGE

Date: 11/30/11

ITEM #3: CONSENT AGENDA (for information)

h. Human Resources Report

BACKGROUND:

Andre Guzman has been transferred to be the Director of the new STEM grant; we are currently recruiting for a new Financial Aid Director. We have had three shared leave requests go out to our campus community for employees needing additional leave to keep them in pay status. Our employees are very generous and willing to help others in need...just another example of the Big Bend family!

Reported Administrative/Exempt Training since last Board Meeting:

Loralyn Allen-Washington and Post-Secondary Education and Disability Conference on October 27-28 at Whitman College

Jennifer de Leon-Fall Faculty In-Service on September 12 at BBCC; Teaching & Technology Summit on September 29-30 at Federal Way; Learning 3.0 Conference on October 3-5 at Chicago

Sandy Cheek-CASAS Implementation Training on October 28 at Yakima Community College

Caren Courtright-NCBA Fall Meeting on October 25-27 at Portland

Anita DeLeon-Northwest Association of Special Programs Conference/Training on October 23-26 at Spokane

Kara Garrett-Campus Compact Training on October 4 at Edmonds Community College

Andre Guzman-Financial Aid Training State/Federal on October 26-28 at Leavenworth

Katya Kozlova-Northwest Association of Special Programs Conference/Training on October 23-26 at Spokane

Candy Lacher-ARC Leadership Meeting/Training on October 26 at Bellevue College

Holly Moos – Human Resource Management Commission on November 3 & 4 in Vancouver, WA

Char Rios-Business Officer Training Series-Module 1 Cash Management on October 24 via webinar; BFET Fiscal and Program Meeting on October 25 via ITV; Budget and Reporting Council on October 27-28 via ITV; ERP Demo with Datatel on October 27 via webinar

Heidi Summers-Council for Basic Skills on October 13-14 at Whatcom Community College

Susan Workman-Northwest Association of Special Programs Conference/Training on October 23-26 at Spokane

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

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 11/30/11

ITEM #3: CONSENT AGENDA (for information)

i. Enrollment Report

BACKGROUND:

The enrollment report as of Friday morning, November 18 is included for your information. The winter numbers include registrations through Thursday (11/17), which was the last day for current student registration appointments. Fall enrollment numbers continue to remain lower than 2010; state-funded FTE is down 8% and headcount is down 12%.

The tuition amount budgeted for 2011-2012 is \$3,608,514. As of October 31, 2011, we have collected \$1,525,043 or 42.3% of the budgeted amount. As of October 31, 2010, we had collected \$1,501,691 or 45.3%.

TUITION COLLECTION REPORT

As of October 31, 2011 and October 31, 2010

	<u>2011-12</u>	<u>2010-11</u>
Annual Budget	\$ 3,608,514	\$ 3,308,514
Total Collections as of July 31, 2011	\$ 1,525,043	\$ 1,501,691
As a % of annual budget	42.3%	45.3%
Left to collect to meet budget target	\$ 2,083,471	\$ 1,806,823

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

F.T.E. REPORT

11/18/2011

		ANNUALIZED
		<u>FTEs</u>
1st year (10-11)		
SUMMER		135.6
FALL		604.5
WINTER		597.3
SPRING		<u>543.2</u>
<i>Total</i>		<i>1880.6</i>
2nd year (11-12)		
SUMMER		110.7
FALL		555.4
WINTER		443.3
SPRING		
<i>Total</i>		<i>1109.4</i>
TOTAL		<u>2990.0</u>
1st year Target		1708
2nd year Target		<u>1694</u>
<i>Two-year Target Total</i>		<i>3402</i>
SBCTC 2-year rolling enrollment count		
Past year + current year actual FTE		2990.0
Past year + current year allocation		3402.0
% of allocation target attained to date		87.9%
Add'l FTEs to meet minimum 96%		275.9
Add'l FTEs to meet target 100%		412.0
FTEs over target - 1st year		172.6
FTEs over target - 2nd year		-584.6

BIG BEND COMMUNITY COLLEGE

Date: 11/30/11

ITEM #5: Facility Master Plan (for information)

BACKGROUND:

After campus visits and extensive collaboration with VP Hamburg and BBCC staff, Robert and Lauri Uhrich from RGU Architecture & Planning will present the Facility Master Plan.

Prepared by VP Gail Hamburg.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 11/30/11

ITEM #6: Resolution of Excellence in Service (for action)

BACKGROUND:

Vice President of Financial and Administrative Services negotiated and managed contracts totaling \$3.3 million with the Fairchild Air Force Base to house, feed and provide gym facilities for service men and women working at the Grant County International Airport. Her effort and energy resulted in a partnership with the US Air Force and significant revenue during a very difficult budget cycle.

Prepared by President Bonaudi.

RECOMMENDATION:

President Bonaudi recommends adopting this resolution.

**BIG BEND COMMUNITY COLLEGE
BOARD OF TRUSTEES
RESOLUTION of EXCELLENCE IN SERVICE
No. 11-2**

WHEREAS, Vice-President Gail Hamburg has responsibility for all administrative and financial services provided by Big Bend Community College, and

WHEREAS, Vice-President was presented with the responsibility of negotiating with the United States Air Force representatives from Fairchild Air Force Base, and

WHEREAS, said negotiations were to accommodate in excess of 130 Air Force personnel in the college dormitory known as Viking Hall, and the DeVries Activity Center, and

WHEREAS, said negotiations were also to address feeding at least 130 Air Force personnel in the ATEC Dining Commons for four meal services per day, up to seven days a week, and

WHEREAS, Vice-President Hamburg supervised improvements and services at Viking Hall, and

WHEREAS, changes in the allocation of space and schedules in the DeVries Activity Center for the use of Air Force personnel were also coordinated by Vice-President Hamburg, and

WHEREAS, the results of Vice-President Hamburg's negotiations with the United States Air Force resulted in net revenue for Big Bend Community College during a time of financial hardship, and

WHEREAS, said revenues will allow for similar improvements to Phillips Hall and create a contingency reserve for one-time operating budget expenditures,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Big Bend Community College do hereby acknowledge the efforts of Vice-President Gail Hamburg in the Fairchild Air Force Base project as in the finest traditions of service to Big Bend Community College, and

FURTHERMORE BE IT RESOLVED, that her efforts be recognized with this Resolution of Excellence in Service.

Done in Open Meeting by the Board this 30th day of November, 2011.

**BIG BEND COMMUNITY COLLEGE
BOARD OF TRUSTEES**

By: _____
Angela Pixton
Chair of the Board

BIG BEND COMMUNITY COLLEGE

Date: 11/30/11

ITEM #7: Board Policy 4001 (for action)

BACKGROUND:

The draft revised BP 4001 is following. Revisions are noted in bold.

Prepared by President Bonaudi and VP Holly Moos.

RECOMMENDATION:

President Bonaudi recommends approval of this revision.

4001.1

Per WAC ~~251-10-030~~, 357-46-005 and 101, the appointing authority may layoff *a classified employee without prejudice for reasons including, but not limited, to lack of funds, lack of work, or organization change. A layoff is an action initiated by the employer that results in a classified employee's separation from service, employment in a class with a lower salary range, reduction in work year or reduction in the number of work hours of the employee.* ~~or reduce the number of working hours or the work year of a classified employee without prejudice because of lack of funds, lack of work, and/or for good faith reorganization for efficiency purposes.~~

BIG BEND COMMUNITY COLLEGE

Date: 11/30/11

ITEM #8: Academic Master Plan Revisions (for action)

BACKGROUND:

Current AMP Outcome	Proposed AMP Outcome
A.1 An increase in the use of college resources	A.1 Use of college resources improves student success
A.2 An increase in the total number of students/clients enrolled throughout the District for educational planning and/or instructional activities	A.2 College contact with potential students leads to increase in targeted enrollments
A.3 An increase student/client revenues and state-funded FTEs	A.3 Meet or exceed state FTE target
B.1 Students complete courses or workshops with a grade of passing or 2.0 GPA or better	B.1 Students complete courses with a grade of passing or 2.0 GPA or better
B.2 Students establish Educational Plans	B.2 Advising and counseling lead to improved student retention and success
B.3 Students persist to attain completions, certificates or degrees or workshops and are retained quarter to quarter and year to year to achieve their goals	B.3 Students persist to attain completions, certificates or degrees
C.1 Matriculation and Enrollment—Percent Increase from Last Year - Cohort Comparison - Establish targets	C.1 Resource awareness and recruiting activities result in increased enrollment in specified groups
C.2 Retention—Percent Increase from Last Year - Cohort Comparison – Establish targets	C.2 Utilization of technology and eLearning leads to student engagement and success
C.3 Achievement—Percent Increase from Last Year - Cohort Comparison - Establish targets	C.3 <i>none (the committee recommends eliminating this outcome as it is covered by B.1 and B.3)</i>

Prepared VP Bob Mohrbacher and Dean Valerie Kirkwood.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 11/30/11

ITEM #9: Board 2010-2011 Self-Evaluation (for action)

BACKGROUND:

Per direction at the October 19 Board of Trustees meeting, the Board self-evaluation is on the November 30 Board of Trustees agenda. The 2010-11 Board goal ratings provided during the September 14 Board/Administrative retreat resulted in the following ratings for each goal (range 0-25).

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

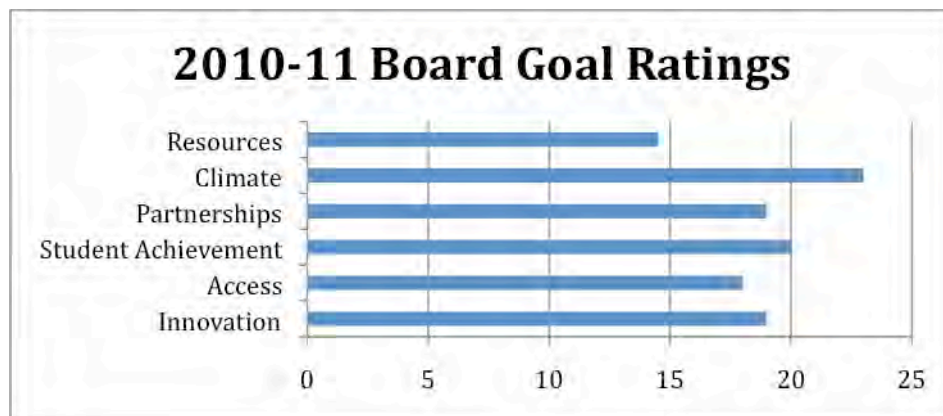
Access - ratings between 10-25 resulting in an average of 18.

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

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

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

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



RECOMMENDATION:

President Bonaudi recommends the Board compose a statement or paragraph noting overall satisfaction with achievement of Board goals, or a statement of strengths and weaknesses.

Big Bend Community College Board of Trustees Goals 2010-11

The board will involve itself as a body in working to achieve the following goals:

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

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

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

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

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

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

The 2010-11 sample Board activities:

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 Trustee training opportunities.

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 outcomes.

Succession planning for Trustees.

BIG BEND COMMUNITY COLLEGE

Date: 11/30/11

ITEM #10 Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

BACKGROUND:

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

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 11/30/11

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

BACKGROUND:

The next Regular Scheduled Board meeting is Wednesday, January 11, 2012, at 1:30 p.m.

Prepared by the President's Office.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 11/30/11

ITEM #12 Miscellaneous (for information)

BACKGROUND:

In early November, the Foundation received a Pepsi Refresh Grant through Weinstein Beverage Company. Half of the \$10,000 is set aside to buy laptop computers and accessories to loan to students through the BBCC Library, the other half will go into the Intervention fund.

Christmas came early this year for advanced students in the automotive technology program at Big Bend Community College. The Moses Lake Classic Car Club is buying each student in the class an engine performance "tool kit" which students can use the remainder of the year and get to keep. The donation totals \$1,500.

Gov. Chris Gregoire announced that the BBCC CDL IBEST program is a winner of the 2011 Governor's Best Practice Awards. This award recognizes programs and projects that create additional jobs and economic activity throughout the state while at the same time helping Washington workers get the training they need to land a job and earn a living-wage. This program has had a high success rate moving low-wage farm workers into commercial truck driving – an essential occupation for the success of the region's agribusinesses.

The BBCC Holiday Potluck will be held Friday, December 9 at noon in the Masto Conference Center. Donations of an unwrapped toy or cash for Toys for Tots will be accepted. Trustees are invited to attend.

New Trustee Orientation will be held Sunday, January 22, 10:00 a.m. to 3:00 p.m. at the Red Lion in Olympia. The TACTC Legislative Contact Conference will follow the Orientation January 22-23 also at the Red Lion in Olympia.

During the TACTC Conference five current or former Washington community college students will receive \$500 Transforming Lives Awards. The winners will be chosen from 34 nominations (one from each college) by the Trustees of each college. The criteria and nomination form is attached.

Prepared by the President's office.

RECOMMENDATION:

President Bonaudi recommends the Board identify a student to nominate so that his/her nomination can be submitted before the deadline of December 16.



TACTC Winter Conference

TACTC Transforming Lives Awards

Description

The TACTC Transforming Lives Awards recognize current or former students who have had their lives transformed by attending a Washington state community or technical college.

All nominees will attend and be honored at the Transforming Lives Awards dinner at the TACTC Legislative Contact Conference on January 22, 2012, at the Red Lion Hotel in Olympia.

Each student nominated for the Transforming Lives Award will have his/her picture and story included in an awards pamphlet that may be shared with legislators during Hill visits.

Five nominees will be selected by the TACTC Transforming Lives Awards Committee to receive the award. These five students will be the featured speakers at the awards dinner Sunday, January 22, and will each receive a \$500 cash award from TACTC.

Awards criteria

Nominations must come from the student's board of trustees and be based on the following criteria:

- The nominee may be either a current or former Washington community or technical college student who has completed or has made significant progress toward completing a degree or certificate.
- The nominee must have a compelling story about how he/she overcame barriers to achieve his/her higher education goals and how the education and support he/she received at a Washington community or technical college transformed his or her life (i.e., new employment, self-sufficiency, etc.).

Each college will develop its own process for soliciting and selecting student nominations for the award. One student from each college will be nominated by the local board of trustees for the TACTC Transforming Lives Award (multi-campus districts will have more one nominee for each college in the district).

Nominations should include the completed nomination form, the student's statement, a letter of support from the board of trustees outlining why the student's story was selected and a photograph of the student.

Deadlines:

*Nominations from each college must be received by TACTC by **Friday, December 16:***

ATTN: Tim Douglas, Transforming Lives Awards Committee Chair
c/o TACTC

PO Box 42495 | 1300 Quince St. SE
Olympia, WA 98504-2495

Or fax: 360-704-4415 or email to: Candace Robbecke (crobbecke@sbctc.edu)

Award winners will be notified by Friday, January 13.

All nominees are invited to the TACTC Legislative Contact Conference Transforming Lives Awards Dinner as TACTC's special guest on Sunday, January 22, 2012, at the Red Lion Hotel in Olympia.



TACTC Winter Conference

Transforming Lives Nomination Form

College: Big Bend Community College

Student's Name: _____

Student's contact information: _____

- Current Washington community or technical college student
- Former Washington community or technical college student

The reason(s) the board selected this student were: _____

Brief summary of the student's statement (for inclusion in the banquet program – maximum 500 words): _____

Additional requirements:

- The student's complete statement is attached.
- A letter of support written by the CTC board is attached.
- A photograph of the student is attached.

Photographs should be limited to the head and shoulders with a plain, light background. Scanned photos sent via email will work if the scan quality is in .tif or .jpg format with a dpi of 300 or better.

The Trustees Association for Community and Technical Colleges does not discriminate on the basis of race, color, national origin, religion, sex, disability, honorably-discharged veteran or military status, sexual orientation, or age in the administration of its programs and activities.