

Big Bend Community College

Board of Trustees Regular Board Meeting



**Thursday, February 23, 2012
1:30 p.m.**

ATEC
Hardin Community Room

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

Winter/Spring 2012 Campus Events

| February | | | | | | |
|----------|----|----|----|----|----|----|
| 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 | | | |

| March | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| February | 23 | Board of Trustees Meeting; Hardin Room; 1:30 p.m |
|----------|-------|---|
| | 23 | ASB Free Bowling BBCC Students; Lake Bowl; 10:00 p.m. |
| | 27 | Spring Quarter Registration |
| March | 3 | President's Ball; Masto Conference Ctr; 5:30 p.m. |
| | 8 | ASB Dodgeball Tournament; Devries Activity Ctr; 7:00 p.m. |
| | 10 | Allied Arts "Live It Up" Wallenstien Theater; 7:00 p.m. |
| | 10 | Viking Baseball vs Thompson Rivers University; 1:00 p.m. |
| | 11 | Viking Baseball vs Thompson Rivers University; Noon |
| | 13 | ASB Pizzafest; Masto Conference Ctr; 10:30-1:00 p.m. |
| | 15 | ASB Free Pool; 1400 Game Rm; 8:00-5:00 p.m. |
| | 15 | Winter Quarter Instruction Ends |
| | 19-20 | Phi Theta Kappa Bake Sale; 1400 Building |
| | 19 | Library Campout; Peterson Gallery; 8:00 a.m. |
| | 22-30 | BBCC Spring Break |
| | 23 | Viking Softball vs Treasure Valley CC; 2:00 p.m. |
| | 24 | Viking Softball vs Blue Mountain CC; Noon |
| | 24 | Viking Baseball vs Green River CC |
| | 25 | Viking Baseball vs Green River CC |
| | 28 | Viking Baseball vs Wenatchee Valley CC; 1:00 p.m. |
| | 30 | Viking Softball vs Columbia Basin CC; 2:00 p.m. |
| | 31 | Viking Softball vs Walla Walla CC; Noon |
| April | 2 | Spring Quarter Instruction Begins |
| | 5 | Board of Trustees Meeting; Hardin Room; 1:30 p.m |



1962 King & Queen of Hearts
Dennis Johnson & Sally Dunn

**BOARD OF TRUSTEES
BIG BEND COMMUNITY COLLEGE
DISTRICT NO. 18**

7662 Chanute Street
Moses Lake, Washington 98837

Thursday, February 23, 2012, 9:00 a.m.

**HARDIN COMMUNITY ROOM
GRANT COUNTY ATEC BUILDING 1800**

BOARD STUDY SESSION AGENDA

- 1. Academic Master Plan Report #1 Access 2012**
- 2. Board Presidential Selection Process Presentation**

The Board of Trustees of Community College District 18 have scheduled a Study Session on Thursday, February 23, 2012, 9:00 a.m. in the Hardin Community Room, Grant County ATEC Building 1800.

- 1. Purpose: Academic Master Plan Report #1 Access 2012**
- 2. Purpose: Board Presidential Selection Process Presentation**

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.

Information: If you have any questions please contact Doug Sly (793-2003), Director of Public Information, Big Bend Community College.



Big Bend
Community College

COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE

7662 Chanute Street
Moses Lake, Washington 98837
Regular Board Meeting Agenda
Thursday, February 23, 2012, 1:30 p.m.
ATEC- Hardin Community Room

| | | | | |
|--|--------|-----------------------------|--|-----|
| | Action | | | |
| <i>Governing Board Members:</i> <i>Vacant Chair</i> <i>Mike Wren Vice Chair</i> <i>Mike Blakely</i> <i>Jon Lane</i> <i>Stephen McFadden</i> <i>Dr. Bill Bonaudi, President</i> | A | 1. | Call to Order/Roll Call Pledge of Allegiance | |
| | I | 2. | Introductions | |
| | I/A | 3. | Consent Agenda | |
| | | a. | Regular Meeting Minutes January 12, 2012 | (A) |
| | | b. | President's Activity Update | (I) |
| | | c. | Student Success | (I) |
| | | | Student Achievement Initiative | |
| | | | Academic Master Plan | |
| | | d. | Accreditation | (I) |
| | | e. | Assessment Update | (I) |
| | | f. | Capital Project Report | (I) |
| | | g. | Security Update | (I) |
| | | h. | Quarterly Budget Update | (I) |
| | | i. | Human Resources Report | (I) |
| | j. | Enrollment Report | (I) | |
| | k. | Legislative Update | (I) | |
| | l. | Board Policy 8051 Revisions | (A) | |
| | m. | Board Policy 4130 Revisions | (A) | |
| | I | 4. | Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) | |
| | | a. | ASB Representative – Spencer Pingel, President | |
| | | b. | Classified Staff Representative –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 | |
| | A | 5. | AMP Access Monitoring Report – Dean Valerie Kirkwood | |
| | | | -----BREAK----- | |
| | | | Executive Session | |
| | A | 6. | Probationary/Tenure Reviews -President Bonaudi | |
| | A | 7. | Aviation Program Review – President Bonaudi | |
| | A | 8. | Trustee Emeritus – President Bonaudi | |
| | I/A | 9. | Presidential Search - Board | |
| | A | 10. | Assessment of Board Activity- Board | |
| | A | 11. | Trustee Succession- Board | |
| | A | 12. | Regularly Scheduled Board Meeting– Board | |
| | I | 13. | Miscellaneous- President Bonaudi | |
| | A | 14. | Adjournment | |

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

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

NEXT MEETING REMINDER – Regular Meeting April 5, 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: 2/23/12

ITEM #3: CONSENT AGENDA (for action)

- a. Regular Board Meeting Minutes January 12, 2012

BACKGROUND:

The minutes of the Regular Board Meeting Minutes January 12, 2012, 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 Thursday, January 12, 2012, 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
Stephen McFadden
Mike Wren

2. Introductions

President Bonaudi introduced the Women's Basketball Team. Coach Preston Wilks was teaching a class and not available. This year's team has a 12:3 win loss ratio. They are very proud of the average combined team gpa of 3.52. The Lady Vikings introduced themselves: Dayanna Lopez from Quincy studying education; Jazlyn Nielsen from Twin Falls, ID studying education; Tiffany Morris from Moses Lake studying pharmacology; Marisol Lopez from Quincy studying Film; Allie Nielsen from Parma, ID; Tiffany Martinez from Othello studying Physical education; Allie Kelsey from Twin Falls, ID; Courtney Nield from Lewisville, ID studying nursing; and Jessica Tews from Filer, ID studying business management.

President Bonaudi announced that this meeting was being streamed live on Mediasite.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes November 30, 2011 (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Capital Project Report (I); g) Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I); j) Legislative Update.

President Bonaudi noted that the Resolution of Appreciation approved during the November 30, 2011, meeting needed a revision. "Gail Hamburg" needs to be added in the second whereas paragraph. Trustee Jon Lane noted a correction to minutes on page 2447, motion 11-45; "approved" should be changed to "moved to approve" in the first paragraph.

Motion 12-01

Trustee Mike Blakely made a motion to approve the consent agenda and corrections to the November 30, 2011, minutes as noted. Trustee Jon Lane seconded the motion and the motion passed.

4. Remarks

- a. ASB Secretary Shantel McCashland provided the ASB report. ASB hired two new programmers and sponsored a Chowder and Chilifest with over 200 in attendance. ASB is helping with the basketball games and scheduling meet and greet opportunities with the women's basketball team at local elementary schools. They have also scheduled halftime entertainment as well as vocalists for the national anthem. This Saturday faculty member Senora Leavitt will be singing the national anthem with some of her children.

A free ice skating and batting cages event will be sponsored by ASB for students January 26, 2012.

The Soccer Club has a current membership of 52 players (Co-Ed) and many of the current students represent the following service districts: Quincy, Ephrata, Soap Lake, Moses Lake, Lind, Warden, Othello, Mattawa and Washtucna. About 40% of club members are enrolled in Professional & Technical programs. Also, this year's club has noticed an increase of Running Start students from across the high school districts. The Club is scheduled to participate in a fundraiser on January 28 that involves delivering the local phone book to residents in the Moses Lake area. They participated in this activity last year for the first time and had a great experience.

The Soccer Club Advisor/Coach, Custodio Valencia stated that due to the recent club enrollment growth he will soon have to recruit an assistant coach or an advisor. Any full-time Big Bend employee is encouraged to apply, there is no hiring process, soccer experience is not required, as long as you are able to drive a college van, it is that simple to be part of our team. "Thanks for your support!"

Welding Club member Rebecca Fitting is completing a welcome sign project for the entrance of the college to go on the basalt pillars as part of an Eagle Scout project.

- b. Classified Staff Representative Tana Richins thanked the Board and former Classified Staff Representative Kathy Aldrich for their support. She reported 112 people including many retirees attended the Holiday Potluck December 9. During the potluck everyone was encouraged to bring a gift or money for Operation Friendship; \$305 was donated along with many toys.

The Annual Classified Staff Awards Luncheon will be held Friday, February 10; Trustees are invited. All classified staff will be recognized for their years of service.

Ten employees will be receiving pins and certificates for 5, 10, 15 and 25 years of service. The Excellence in Customer Service Award will also be presented during the luncheon. One of the benefits of working here is the great people.

The Classified Staff Break Away is scheduled Friday, April 27.

Classified Staff Training Opportunities during November and December 2011 included the following:

September 22 and December 8 Jessica Aloysius attended Quantitative Analysis in Business through EWU at the Riverpoint Campus in Spokane. November 21 Dina Moskvich attended a Class Training & Class Observation Tool at Family Services of Grant County in Moses Lake. November 30 the following 21 classified staff members attended a First Aid/CPR/AED/Blood-Born Pathogens Certification training here on Campus: T. Calvin Bergen, Brad Beuckman, Dale Casebolt, Sergio Cervantes, Randy Fish, David Frueh, Garry Helvy, Jeff Robnett, Robert "Joe" Russell, Nancy Theis, Rick Tincani, James Tincher, and Angel Uresti, Owen "David" Bomstad, Eugene Hanover, Valerie Mestdagh, James Meyers, Thomas Munyan, Petr Radchishin, Todd Sauer, and Linda White. December 5-6 Randy Fish and Jim Tincher attended Implementing a School IPM (Integrated Pest Management) Program in Pasco. December 8 Gale Haley completed a Lab Safety Certification Course on-line through Flinn Scientific. December 15 Howard Temple Aircraft Mechanic/Inspector – Completed the Annual in-house Refresher Repair Station training.

- c. Faculty Association President Mike O'Konek presented faculty information. He announced the Faculty In-Service will be held February 17 and includes first aid updates. Chief Pilot John Swedburg indicated that the aviation department continues to enjoy the best weather the Columbia Basin has had for fall and winter quarters in over a decade. Students are taking the opportunity for lots of flights.

Counselor Max Heinzmann was invited to the UW. He was one of three panelist in front of about 50 North Central Washington K-12 educators and administrators at the UW GEAR UP Educator Development Initiative Conference in Wenatchee. The panelists discussed community college standards, curriculum and services, and how high schools may better prepare their students to be successful.

Psychology and Criminal Justice Instructor Dr. Ryann Leonard attended the 21st Annual Night of 1000 Stars event honoring the 1000 Law Enforcement offices across the state who work together to stop impaired driving.

It is dedicated to officers who have lost their lives in the line of duty. She was unexpectedly honored with recognition for her efforts providing education on the effects of impaired driving. She accompanied officers during part of their emphasis patrol aimed at DUI control.

Accounting Instructor Les Michie has noted that his accounting and business law students are working harder than students 10 years ago.

- d. VP Gail Hamburg introduced Eric Gruber from BBT to share information regarding security cameras. Panasonic cameras were purchased and open source recording software was used resulting in budget savings. This is a good brand that can accommodate integrating additional cameras into the system in the future. Eric demonstrated viewing the camera video. One camera is focused on the 1700 building parking lot. Another camera is just inside the entrance of the 1700 building. The software allows storage of two weeks of footage and additional video can be archived if requested. The software creates a timeline chart. Still camera shots can also be seen. The cameras are hardwired, IP based and have pan tilt and zoom capabilities. Wireless cameras could also be used. The indoor cameras cost \$300 and outdoor cameras cost \$900+. This is much less expensive than the vendor systems. Trustee Stephen McFadden inquired about adding more cameras to the system. VP Hamburg stated they are planning to add cameras to the 1900 building focused on the bus stop and the 1900 building lounge area. She would also like to add cameras in the 1800 building and the parking lots. BBT has a limited workforce and time to work on this. Signs will be posted to alert people about the security cameras. BBCC does not have much crime on campus mostly car break ins. The signage and cameras should be a strong deterrent. Trustee McFadden suggested publicizing the camera installation through the media as an added deterrent.

Trustee Jon Lane complimented this effort. He commented this is an overwhelming task and he suggested VP Hamburg talk with Law Enforcement for direction about strategic camera shots.

VP Hamburg commented a STEM Remodel update will be added to the Capital Project Consent Agenda item beginning during the February Board meeting. Architect Robert Urich continues to meet with faculty and staff about the STEM building remodel and development. Faculty have gone on field trips to visit similar STEM centers on other campuses to build ideas for our design.

- e. VP Bob Mohrbacher reported the Academic Early Warning (AEW) system was very active fall quarter. Faculty submitted names of at-risk students who are either not attended classes or are not performing well in class.

Of those at-risk students, 69% passed their class and 55% passed with a 2.0+ gpa. There were 89 students in this group who decided to drop a class rather than remain in the class and fail. The program has been successful. VP Mohrbacher shared an example of a registered professional technical student who was not attending classes. The instructor submitted the student to the AEW. The student was called and asked if he would like some assistance and he said he didn't realize he was registered and in the class. The student connected with his instructor and attended class the next day. In the past, without receiving a phone call this student would have been lost.

Title V's Casino Transfer Event activities was very interactive and well attended (158 students attended). Staff were very creative in their approach by offering games for students to play. BP Mohrbacher thanked the Title V staff for their efforts.

Associate VP Candy Lacher shared a new report indicating that the student headcount is down slightly (2%) but the FTE is increased slightly. Fulltime students are increasing slightly which follows the trend from the last two years. Trustee Mike Wren asked if this was a result of budget constraints. AVP Lacher said the budget impacted the fall quarter more. Winter quarter sections were added to the schedule using money earned through the Air Force contract. The wait lists weren't too long for winter quarter and most registered full time students were able to get into their classes. Enrollment increased from fall to winter quarter, which is unusual. There has been a change to the financial aid term and suspension policy that allows students to stay one more quarter in some circumstances and this may have impacted enrollment.

President Bonaudi said we may hit our enrollment target depending on spring enrollment. We are waiting to see what happens with the legislature, they may reduce our budget by another 13%. There could be changes in class offerings next year and he is waiting to decide about summer school. Summer school classes may be cancelled altogether, reduced, or only self-support classes offered. Currently, BBCC's cost per credit is about \$100 per credit, next fall the cost per credit will be about \$112 per credit.

- f. VP Holly Moos reported Ms. Jille Shankar has been hired for the Director of Financial Aid position after Mr. Andre Guzman vacated the position to become the STEM Director. Two fulltime faculty members, Tyler Wallace and Jim Hamm, have moved from faculty positions to administrative exempt positions within the STEM grant. Financial Aid Advisor Rita Ramirez vacated her position to pursue her education and Jeremy Iverson transferred from athletics to fill her position on an interim basis.

Executive Director of the Foundation Doug Sly is moving back into the Director of Public Information position full time. Tenille Kimball resigned from TRiO Student Support Services; there are no immediate plans to fill this position.

President Bonaudi shared that VP Holly Moos is retiring at the end of May after serving BBCC for 39 years. He said she has been an invaluable part of the administrative team and her history with the institution will be greatly missed. Dr. Bonaudi expressed his appreciation for VP Moos' advice and consultations. The position announcement is being developed and a national search will be conducted for her replacement.

Trustee Mike Wren stated VP Moos' "professionalism is unmatched."

5. Community Knowledge Centers

President Bonaudi introduced Title V Activities Coordinator LeAnn Parton. She shared the progress of the Community Knowledge Centers. There has been some movement of equipment that was funded by the Rural Utility Services grant in Mattawa, Washtucna, Lind and Ritzville. Six panos were installed in Warden the fall of 2011 and they're being used effectively. Five panos were installed in Lind. There are seven panos in the Ritzville High School, and three will be added to the Ritzville library. The Ritzville Community is the gold standard for this effort. Their community has extended access hours and there is demand for the computer access. Wilson Creek has five panos located in the high school.

Ms. Parton reported it was difficult to find a location in Quincy. Recently, she has been working with the Quincy Senior Center and once fiber is funded and installed by the city the panos will be installed. Trustee Blakely indicated that information was shared at a recent Quincy community meeting that the fiber will be installed in the Senior Center soon.

Trustee McFadden asked about tracking the computer usage to determine the success of the effort. Director Parton responded that currently her only tracking is talking with administrators and she would like a better process.

President Bonaudi commented that a successful site requires more than just hardware. It is important to create ownership within the community so people will use the computers. We have learned from experience the importance of engaging the communities. Title V Director Terry Kinzel is exploring avenues to engage community members. The Mattawa Housing Authority may have some interest in providing a site. The Trustee were invited to visit the library to see working panos in action.

Trustee Mike Wren announced a 10-minute break to view the panos in the library at 2:25 p.m. The meeting reconvened at 2:35 p.m.

Trustee Mike Wren announced an Executive Session for RCW 42.30.110 (1) (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation. The Executive Session will last 15 minutes.

The meeting reconvened at 2:50 with no action taken.

6. Probationary/Tenure Reviews

President Bonaudi advised the Trustees that item 6 includes information regarding probationary/tenure reviews. The binders will be available for the Trustees to review by February 6. Trustees can call Melinda to arrange a date and time to review binders prior to the next Board meeting.

7. Board Self-Evaluation

During the November 30, 2011, Board meeting the Trustees directed President Bonaudi to draft a Board evaluation statement based on their comments. Trustee Mike Wren read the evaluation statement.

It is the sense of the Board that each Trustee contributes to specific board goals, and in addition endorses and practices leadership from the policy perspective. The Board rated their achievement of five of the six 2010-2011 Trustee Goals as greater than 19 on a 25 point scale, with 25 representing achievement at the highest level. The lowest rating the Board gave themselves was with the Resources goal where the absence of state funding limited our ability to improve the plant and infrastructure to the desired degree.

In summary the board credits their efforts in the goals of Innovation; Access; Student Achievement; Partnerships; and Climate; as achieved at a high level of accomplishment, and their efforts in Resources as being less successful.

Motion 12-02

Trustee Mike Blakely made a motion to accept the Board self-evaluation read into the minutes by Trustee Mike Wren. Trustee Jon Lane seconded the motion and the motion passed.

8. Assessment of Board Activities

Trustee Mike Wren reported he attended the Grant County EDC lunch and PET presentation today. He noted BBCC's partnerships have evolved and the leadership by BBCC and the Grant County EDC, and the grassroots investments by the partners are making this a life-changing program for the participants. To date, there have been over 200 successful completers of the PET program.

Trustee Jon Lane agreed that the PET presentation today was very good and it is a very successful program that impacts lives. Trustee Lane also attended a Project Pegasus meeting focused on recruiting aerospace industries to the state and Moses Lake. He reported he is now a Board member of the Grant County EDC. He attended the Moses Lake School District Job for Graduates program.

This is a nationwide program that mirrors some of the efforts BBCC is making with first generation students. Trustee Lane met with the 13th District candidate for Representative, Matt Manweller and reported Mr. Manweller is supportive of higher education and is an instructor at CWU. Trustee Lane attended the Mayor's Exchange Conference and many of the mayors shared the benefit of having community colleges serving their communities. During the Moses Lake City Council meeting January 11, Bill Ecret was voted the new mayor of Moses Lake. Trustee Lane indicated he will continue to focus on jobs in his role as city council member. He commented that he recently talked with Moses Lake School Superintendent Michele Price about BBCC's STEM grant. K-12 is adding Art to the Science, Technology, Engineering and Math (STEM) to form STEAM.

Trustee Mike Blakely reported that he provided a summary on the Trustees' Transforming Lives Award Nominee, Cristian Ramon, to TACTC. He also attended the Quincy Leadership Roundtable and commented city councils are good supporters when they are aware of BBCC activities. Quincy's Mayor Hemberry and the Quincy City Manager asked for BBCC talking points to share while they're in Olympia. Trustee Blakely announced that the Quincy Library is complete and very nice. The Library Foundation used ideas shared by BBCC's Dean of Information Services Tim Fuhrman. Trustee Blakely met with President Bonaudi about Quincy. He also arranged for automotive instructors Chuck Cox and Mike O'Konek to receive recognition from the FFA for their years of support. They will each receive a farmer degree. Trustee Blakely talked with 13th District Representative Warnick's Legislative Assistant Kyle Lynch the Representative introducing him to his new Senator Linda Evans Parlette. Trustee Blakely attended the ASB LunchFest at BBCC and enjoyed the good music and talking with students. Trustee Blakely urged everyone to be proactive about contacting legislators due to the financial situation.

Trustee Stephen McFadden reported he is the new Ritzville Chamber of Commerce President and recently hosted the Ritzville Business After Hours event. He also attended a Ritzville School Board meeting as the newspaper editor. He is writing a series of editorials about combining the Ritzville/Lind Academic programs; they currently share sports programs and a Superintendent. They are discussing the message delivery as this will be a big change for the Faculty and the community. Trustee McFadden added that the Lind High School is involved in a National Robotics Program. Trustee McFadden attended the Grant County EDC PET luncheon today. He expressed appreciation for the student testimonials and the collaboration between BBCC and partners.. He met with the Ritzville Mayor and talked about future growth opportunities for Ritzville businesses; the wheat industry can't sustain the entire county. Ritzville has been static in population growth for 12½ years.

President Bonaudi reported he had an opportunity to meet with Ritzville/Lind Superintendent Robert Roettger. Superintendent Roettger is interested in the "College in the High School" program.

Title V Activities Coordinator LeAnne Parton has been BBCC's representative to Adams County Development Council (ACDC). They have expressed interest in replicating the PET program for Adams County.

9. Regular Scheduled Meeting

The next regular scheduled Board meeting is set for Thursday, February 23, 2012 at 1:30. President Bonaudi stated the agenda is already being compiled and will include the AMP Access Monitoring Report Access. He suggested scheduling a study session that morning from 11:00-12:30. This would accommodate a lunch break and then the regular meeting could begin at 1:30.

Motion 12-03 Trustee Mike Blakely made a motion to set a Study Session February 23, 2012, at 11:00 a.m. and the regular meeting the same date at 1:30 p.m. Trustee Stephen McFadden seconded the motion and the motion passed.

12. Miscellaneous

President Bonaudi announced that our Transforming Lives Nominee, Cristian Ramon, was chosen as one of five selected to receive the \$500 TACTC Transforming Lives Award. Trustee Mike Blakely wrote a glowing supportive narrative. Ms Ramon will attend the awards dinner on Sunday and a video of the five winners will be produced.

President Bonaudi received verbal communication from Angela Pixton earlier today resigning her position due to workload. Trustee Vice Chair Mike Wren stepped in to chair the meeting today. President Bonaudi shared that Board policy is silent on filling the chair position when there is a permanent absence. The Trustee may clarify the rotation schedule at the next meeting.

President Bonaudi stated he is encouraging community members to apply for appointment to the Board of Trustees. He is pleased to have Stephen McFadden appointed and attending his first meeting today. The Legislature is in session and if an appointment is made to fill Trustee Pixton's vacancy it could be considered for confirmation. If the Governor appoints a Trustee and that appointment is not confirmed this session, the next Governor could remove all unconfirmed Trustee appointments.

During the TACTC Conference Trustee McFadden will visit with the 9th District Senator Mark Schoesler and talk about his confirmation. President Bonaudi lamented he regrets losing Trustee Pixton's leadership on the board. She made a real contribution to BBCC programs including MIST and expansion of the health sciences programs. He added an appropriate Resolution of Appreciation for her service may be presented at a later date.

During the November 30, 2011 Board meeting the Facility Plant Master Plan was shared.

The information will be presented to the Board for approval during the February 23, 2012, meeting. The plan can be reviewed online. There is also a hard copy in the library available for check out.

Mr. Doug Sly is the BBCC Director of Public Information effective December 2011. The Executive Director of the Foundation position is vacant. The Foundation Board will meet tonight and they will arrange for the position to be filled.

All four Trustees will be attending the TACTC Conference. President Bonaudi and Trustee McFadden will arrive Saturday and attend the New Trustee Orientation early on Sunday. Trustees Lane, Blakely and Wren will attend the TACTC Transforming Lives Awards dinner on Sunday and the remainder of the conference Monday. Appointments are scheduled for the BBCC contingent to visit legislators.

Trustee Blakely commented this is a "golden opportunity" to put pressure on legislators regarding funding community colleges. K-12 funding is mandated whereas community college funding is not. Community colleges bridge the gap for students to prepare for jobs or pursue education at a four-year institution after high school. Higher numbers of people contacting legislators makes a larger impact. Need to allocate duties of writing letters and contact. Trustee Blakely said he would like to see an amendment established that would cause community colleges to be mandated similar to K-12. Trustee Blakely commented we can't go another three years like the last three years; it may take 10-15 years to recover. He may ask for action at the next meeting.

Trustee McFadden asked about Trustee recruitment ideas. President Bonaudi indicated he invites community members who express interest in Trusteeship to campus and he explains the Trustee role and provides a tour of campus and information on how to apply. He said it's good to have Trustee contacts outside of the Moses Lake area.

The meeting adjourned at 3:36 p.m.

Mike Wren Vice Chair

ATTEST:

William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 2/23/12

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Bonaudi's activities from January 3 through February 10, 2012.

Prepared by President Bonaudi.

RECOMMENDATION:

None

President's Activity Log Highlights

| Date | Activity | Purpose of meeting | Location | Comments |
|------------|---|--------------------------|-----------------|---|
| 1/3/12 | PEMCO Board Mtg | Professional Development | BBCC | Board Member/Annual Leave |
| 1/4/12 | BBCC Board Chair Angela Pixton | Board Agenda Review | Moses Lake | |
| | BBCC Foundation Executive Committee | Foundation Support | BBCC | |
| 1/6/12 | Annual Leave | | | |
| 1/9/12 | Aerospace Mtg | Program Support | Conference Call | |
| | Venue Photographs | College Promotion | | |
| 1/12/12 | Community Member | Baseball Program | BBCC | |
| | Grant County EDC Luncheon | PET Recognition | BBCC | Presenter |
| | BBCC Board of Trustees Meeting | College Guidance | BBCC | |
| | BBCC Foundation Board Meeting | College Support | BBCC | |
| 1/13-19/12 | Annual Leave | | | |
| 1/20/12 | BBCC Board Vice Chair Mike Wren | Review Chair Role | BBCC | |
| | Legislative Update Conference Call | Higher Ed Support | Conference Call | |
| 1/22/12 | TACTC New Trustee Orientation Transforming Lives Awards | Trustee Support | Olympia | With Trustees McFadden, Lane Blakely, Wren |

President's Activity Log Highlights

| Date | Activity | Purpose of meeting | Location | Comments |
|---------|---|----------------------------------|-----------------|--|
| 1/23/12 | TACTC Conference | Community College System Support | Olympia | With Trustees McFadden, Lane Blakely, Wren |
| | Legislative Visits Rep Schmick Sen Schoesler Rep Fagan | | | With Trustees McFadden, Lane Blakely, Wren |
| | WACTC Meetings | System Collaboration | Olympia | |
| 1/24/12 | WACTC Meetings | System Collaboration | Olympia | |
| | Assoc of WA Business Mtg | Community College Support | Olympia | |
| 1/25/12 | Higher One Kick-Off | BBCC Financial Aid Distribution | BBCC | |
| 1/26/12 | Grant Co EDC Chinasoft | Conference Call | BBCC | |
| 1/27/12 | Al Ralston | Conference Call | BBCC | |
| | Legislative Update Conference Call | Higher Ed Support | Conference Call | |
| 1/30/12 | Aerospace Mtg | Program Support | Conference Call | |
| 1/31/12 | SGL Luncheon | Program Development | BBCC | |
| 2/1/12 | Rotary Education Panel Luncheon | BBCC Support | Moses Lake | Presenter |
| | Visit CWU Provost Levine | Higher Ed Collaboration | Ellensburg | |
| 2/7/12 | WorkForce Development Luncheon | Community Support | Moses Lake | |

President's Activity Log Highlights

| Date | Activity | Purpose of meeting | Location | Comments |
|---------|--|--|-----------------|----------|
| 2/8/12 | Andrew Bair Samaritan Hospital Administrator | President's Ball Support | Moses Lake | |
| 2/9/12 | Rep Armstrong Sen Holmquist-Newbry Sen Linda Evans Parlette Sen Schoesler Rep Hinkle Sen Hill | BBCC Support Trustee Confirmations | Olympia | |
| | CDL IBEST Awards BBCC Best Practice Ceremony | BBCC Support | Olympia | |
| 2/10/12 | Mike Wren Jon Lane | Presidential Search Process | BBCC | |
| | Classified Staff Awards Luncheon | Employee Recognition | BBCC | |
| | Al Ralston | Conference Call Report on system Legislation | BBCC | |
| | Legislative Update Conference Call | Higher Ed Support | Conference Call | |

BIG BEND COMMUNITY COLLEGE

Date: 2/23/12

ITEM #3: CONSENT AGENDA (for information)

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

Student Achievement Initiative

Instructional Council Members reviewed District High Schools’ College Going Rates and Information and BBCC’s five-year Student Achievement Initiative points at the February 6 meeting.

District High Schools’ College Going Rates will be used as an accreditation exhibit to show the college going rates at BBCC district high schools and the percent of those students choosing BBCC. It also helps inform BBCC of where our outreach and communications are most effective.

Student Achievement Points: Big Bend has increased total points per student by 23% since the 2006-07 base year to the 2010-11 academic year. Since 2008-09, with the exception of YVC in 2010-11, Big Bend students acquired more points per student than students in the college comparison group. See the charts on the following pages.

Academic Master Plan

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

Overall success rates have remained fairly consistent over the past three years. The greatest improvements have been seen in pre-college English and math, which have improved by 6% and 4% respectively.

Success Rates

| | 2008-09 | 2009-10 | 2010-11 |
|---------------------|---------|---------|---------|
| Overall | 78% | 77% | 77% |
| Humanities | 79% | 80% | 79% |
| Math/Science | 72% | 71% | 70% |
| Social Science | 79% | 77% | 73% |
| Pre-College English | 80% | 84% | 86% |
| Pre-College Math | 52% | 53% | 56% |

Prepared by VP Bob Mohrbacher; Dean Valerie Kirkwood; Starr Bernhardt, Research Analyst.

RECOMMENDATION: None

BCC District High School College Going Rates
Students who graduated in 2009 and continued to College in 2009-10

| High School | % Going to College | % of college going students attending BCC | BCC Students |
|---------------------------------|--------------------|---|--------------|
| Almira-Coulee Hartline | 46% | 40% | 4 |
| Columbia Basin Secondary | 33% | 86% | 6 |
| Ephrata | 65% | 48% | 41 |
| Lake Roosevelt | 42% | 0% | 0 |
| Lind Jr/Sr High | 82% | 0% | 0 |
| Moses Lake | 57% | 53% | 120 |
| Odessa | 74% | 6% | 1 |
| Othello | 55% | 16% | 15 |
| Quincy | 63% | 29% | 23 |
| Ritzville | 79% | 8% | 2 |
| Royal City | 64% | 25% | 14 |
| Sage Hill High School | 23% | 100% | 5 |
| Smokiam Alternative High School | 22% | 100% | 5 |
| Soap Lake | 47% | 67% | 12 |
| Wahluke | 45% | 10% | 5 |
| Warden | 59% | 55% | 23 |

Wilson Creek, Washtucna not available

Source: <http://www.erdcdata.wa.gov/RptViewerb.aspx> Data retrieved on 01/23/2012

BBC District High School -WA Colleges Attended
Students who graduated in 2009 and continued to College in 2009-10

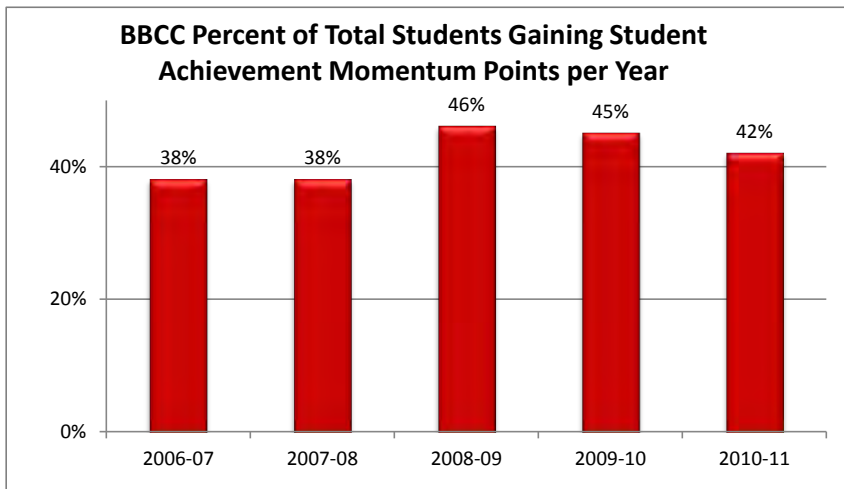
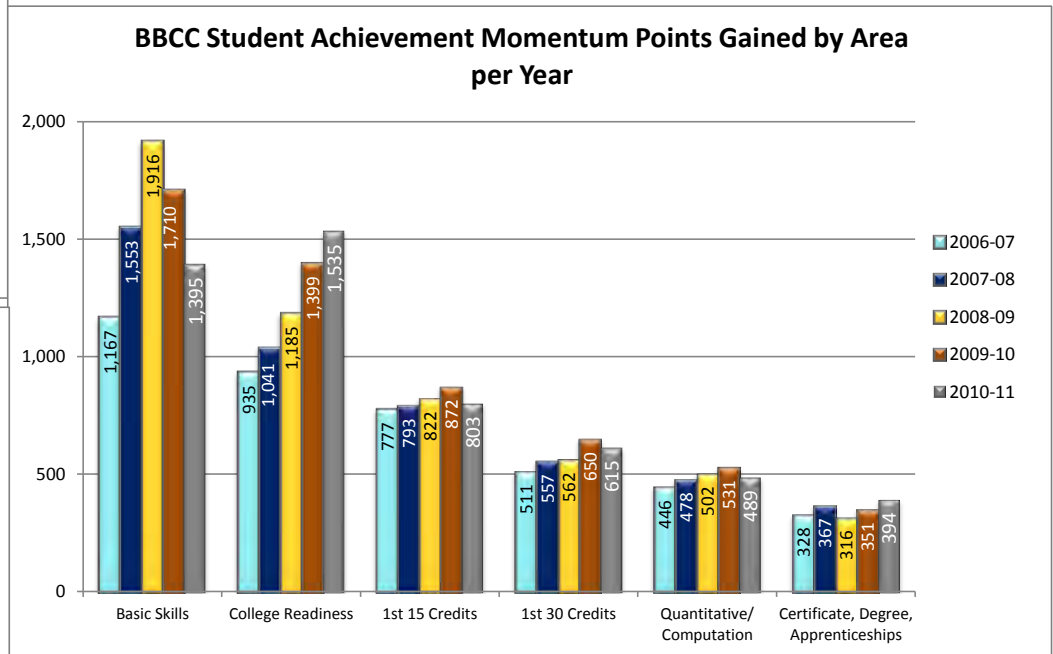
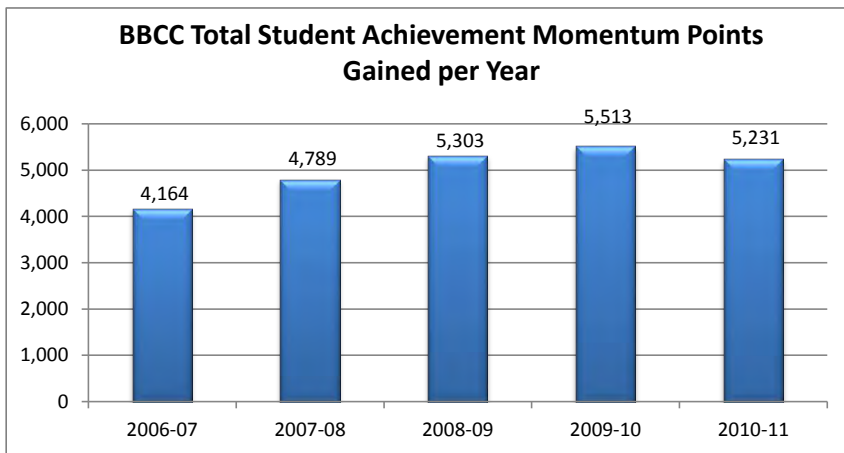
| High School | BBC | CBC | CCS | WVC | YVC | Other | CWU | WSU | EWU | UW | WWU | Total students who attended college in WA | Percent of Students who came to BBC if they attended a WA Public Institution |
|---------------------------------|------------|-----------|-----------|-----------|----------|-----------|-----------|-----------|-----------|-----------|----------|---|--|
| Almira-Coulee Hartline | 4 | 1 | 2 | | | | 2 | | 1 | | | 10 | 40% |
| Columbia Basin Secondary | 6 | | | | | | | | | | | 6 | 100% |
| Ephrata | 41 | 3 | 1 | 3 | 1 | 3 | 5 | 10 | 4 | | | 71 | 58% |
| Lake Roosevelt | 0 | 1 | 7 | 1 | | | 1 | 3 | | | | 13 | 0% |
| Lind Jr/Sr High | 0 | 1 | 5 | | | | | | 2 | | | 8 | 0% |
| Moses Lake | 120 | 7 | 8 | 1 | 3 | 4 | 12 | 19 | 11 | 6 | 1 | 192 | 63% |
| Odessa | 1 | | 2 | | | | | 5 | | 1 | | 9 | 11% |
| Othello | 15 | 36 | 1 | 1 | | 2 | 7 | 9 | 6 | 2 | | 79 | 19% |
| Quincy | 23 | | 5 | 21 | | 2 | 4 | 8 | 7 | | 1 | 71 | 32% |
| Ritzville | 2 | | 4 | | | 1 | | 7 | 5 | | 1 | 20 | 10% |
| Royal City | 14 | 4 | 5 | 2 | | | 8 | 9 | 3 | | | 45 | 31% |
| Sage Hill High School | 5 | | | | | | | | | | | 5 | 100% |
| Smokiam Alternative High School | 7 | | | | | | | | | | | 7 | 100% |
| Soap Lake | 12 | | | 1 | | 1 | | 1 | 1 | 1 | | 17 | 71% |
| Wahluke | 5 | 22 | 1 | 2 | 2 | | | 1 | 7 | 2 | 1 | 43 | 12% |
| Warden | 23 | 5 | | | | | | 4 | 5 | 2 | | 39 | 59% |
| Total | 278 | 80 | 41 | 32 | 6 | 13 | 39 | 76 | 52 | 14 | 4 | 635 | 44% |

Wilson Creek, Washtucna not available

Source: <http://www.erdcddata.wa.gov/RptViewerb.aspx> Data retrieved on 01/23/2012

2010-11 Student Achievement Momentum Points Analysis

| Big Bend Community College | Percent of Total Students Gaining Momentum | Basic Skills | Percent of Total College Points Earned | College Readiness | Percent of Total College Points Earned | 1st 15 Credits | Percent of Total College Points Earned | 1st 30 Credits | Percent of Total College Points Earned | Quantitative/Computation | Percent of Total College Points Earned | Certificate, Degree, Apprenticeships | Percent of Total College Points Earned | Total Points |
|----------------------------|--|--------------|--|-------------------|--|----------------|--|----------------|--|--------------------------|--|--------------------------------------|--|--------------|
| 2006-07 | 38% | 1,167 | 28% | 935 | 22% | 777 | 19% | 511 | 12% | 446 | 11% | 328 | 8% | 4,164 |
| 2007-08 | 38% | 1,553 | 32% | 1,041 | 22% | 793 | 17% | 557 | 12% | 478 | 10% | 367 | 8% | 4,789 |
| 2008-09 | 46% | 1,916 | 36% | 1,185 | 22% | 822 | 15% | 562 | 11% | 502 | 9% | 316 | 6% | 5,303 |
| 2009-10 | 45% | 1,710 | 31% | 1,399 | 25% | 872 | 16% | 650 | 12% | 531 | 10% | 351 | 6% | 5,513 |
| 2010-11 | 42% | 1,395 | 27% | 1,535 | 29% | 803 | 15% | 615 | 12% | 489 | 9% | 394 | 8% | 5,231 |



| Total and Average Points Earned | | | | | | | | | | | | | | | | |
|---|-----------|--------------|--------------------------|-----------|--------------|--------------------------|-----------|--------------|--------------------------|-----------|--------------|--------------------------|-----------|--------------|--------------------------|------|
| | 2006-07 | | | 2007-08 | | | 2008-09 | | | 2009-10 | | | 2010-11 | | | |
| | Headcount | Total Points | Total Points per Student | Headcount | Total Points | Total Points per Student | Headcount | Total Points | Total Points per Student | Headcount | Total Points | Total Points per Student | Headcount | Total Points | Total Points per Student | |
| BIG BEND | 5,394 | 4,164 | 0.77 | 5,743 | 4,789 | 0.83 | 4,985 | 5,303 | 1.06 | 5,282 | 5,513 | 1.04 | 5,506 | 5,231 | 0.95 | |
| COLUMBIA BASIN | 12,579 | 11,060 | 0.88 | 13,519 | 12,336 | 0.91 | 14,466 | 13,849 | 0.96 | 12,928 | 12,228 | 0.95 | 13,551 | 12,605 | 0.93 | |
| GRAYS HARBOR | 5,508 | 4,251 | 0.77 | 5,189 | 3,707 | 0.71 | 5,795 | 4,783 | 0.83 | 5,567 | 5,073 | 0.91 | 5,089 | 4,627 | 0.91 | |
| LOWER COLUMBIA | 7,494 | 5,021 | 0.67 | 7,338 | 5,323 | 0.73 | 8,960 | 6,675 | 0.74 | 9,680 | 8,856 | 0.91 | 9,305 | 8,350 | 0.90 | |
| PENINSULA | 8,476 | 4,384 | 0.52 | 8,536 | 5,084 | 0.60 | 8,933 | 6,020 | 0.67 | 7,488 | 5,781 | 0.77 | 7,677 | 5,948 | 0.77 | |
| WENATCHEE VALLEY | 7,973 | 6,315 | 0.79 | 8,595 | 6,379 | 0.74 | 8,087 | 6,473 | 0.80 | 7,591 | 6,529 | 0.86 | 7,895 | 6,722 | 0.85 | |
| YAKIMA VALLEY | 10,732 | 9,218 | 0.86 | 11,272 | 10,197 | 0.90 | 12,550 | 10,942 | 0.87 | 12,741 | 12,777 | 1.00 | 12,132 | 12,684 | 1.05 | |
| Grand Total | 58,156 | 44,413 | 0.76 | 60,192 | 47,815 | 0.79 | 63,776 | 54,045 | 0.85 | 61,277 | 56,757 | 0.93 | 61,155 | 56,167 | 0.92 | |
| Difference between Comparison Colleges' Average Points per Student and BBCC's Average Points per Student. | | | | 0.01 | | | 0.04 | | | 0.21 | | | 0.11 | | | 0.03 |

Data obtained from the SBCTC FAST TABLES and SAI database, data includes students from all funding sources.

Big Bend has increased total points per student by 23% since the 2006-07 base year to the 2010-11 academic year. Since 2008-09, with the exception of YVC in 2010-11, Big Bend students acquired more points per student than students in the college comparison group.

BIG BEND COMMUNITY COLLEGE

Date: 2/23/12

ITEM #3: CONSENT AGENDA (for information)

d. Accreditation Update

The AMP committee met on January 23 to consider data gathered for the standard on Core Themes assessment for our accreditation report. The members of the committee, along with representatives from their Divisions, are currently working to answer the questions listed below. On In-Service day, Friday, February 17, other members of the faculty will engage in an additional exercise to review results and discuss setting and accomplishment of benchmarks.

Tasks for Core Theme Results & Accreditation Narrative

In order to report on the accomplishment of our Core Theme objectives for accreditation, there are some questions that need to be answered and some feedback that needs to be gathered.

1. Do the results adequately measure what we need them to measure?
2. For each result, do we consider the result successful, unsuccessful, or do we describe it in some other way?
3. How do we set benchmarks in some or all of these areas in order to show that we have accomplished our goals?

Prepared by VP Mohrbacher.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 2/23/12

ITEM #3: CONSENT AGENDA (for information)

e. Assessment Update

ASSESSMENT SUMMARY, 2010—11

The following are excerpts from our most recent Assessment Committee meeting.

- 86% of departments reporting had achieved at least some of the goals set in their annual plan; 52% of departments reporting had met or exceeded *all* goals. Only 14% of departments reporting did not meet goals or did not set measurable goals.
- 86% of departments reporting identified an action plan for their department based on the results of assessments. In some cases, the plan simply involved continuing with the current assessment in order to accrue more data. In other cases, the plans involved rewriting course outcomes, working with other departments across the campus, updating classroom equipment, or emphasizing different methods of instruction.
- 62% of departments reporting used direct assessments of student learning as part of their assessment plan; 43% used a combination of direct and indirect measures of assessment.
- 52% of departments reporting assessed one of the General Education outcomes in their plan.
- There are four General Education outcomes and a total of 20 criteria attached to those outcomes. Of the 20 criteria, 11 were assessed in at least one department's report.
- The focus on Gen Ed assessment seems to have increased the number of departments reporting on Gen Ed assessment in their annual report; however, the reports are not currently in a format that allows us to aggregate a level of Gen Ed accomplishment across departments. The Assessment Committee will work with faculty to make reporting more consistent.

Prepared by VP Mohrbacher, Dean Kirkwood

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 2/23/12

ITEM #3: CONSENT AGENDA (for information)

f. Capital Project Update

BACKGROUND:

STEM Project: BBCC received a \$4.4 million federal grant focusing on science, technology, engineering, and math (STEM). The grant provides \$900,000 per year for five years toward STEM curriculum, facilities, equipment, career advising and professional development. The term of the grant is October 1, 2011, through September 30, 2016.

The grant includes funding for extensive renovation of Building 1200 to create the STEM Center Complex, including a Math Lab, STEM Support Center, Resource Room, Digital Logic lab, and CAD Lab. The grant provides almost \$800,000 for this renovation.

RGU Architecture & Planning was awarded the contract for architectural services for this project. There have been several meetings with STEM personnel and the math and science faculty to review designs with the architects. The timeline for this project is: design development complete by 3/2/2012, construction document completed by 4/20/2012, pre-bid walk-through on 5/2/2012, bid opening on 5/9/2012, and notice to proceed on 6/10/2012. The plan is for construction to begin right after spring quarter ends.

Facilities Master Planning: The Facility Master Plan is available online under Information Center. The Facility Master Planning Committee will be meeting in the next two weeks to review the STEM project plans.

Old Developments/Background:

1/12/12 One copy of the Facility Master Plan is available in the library for viewing or for checking out. It should also be available online by December 22, 2011.

11/30/11 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.

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: 2/23/12

ITEM #3: CONSENT AGENDA (for information)

g. Security Update

BACKGROUND:

Security Update: We have purchased a 1996 Ford Explorer to serve as a security vehicle, funded by the residence halls. We are in the process of having lettering and a light installed on the Explorer. The lettering will identify it as a security vehicle with the telephone number. The amber light will allow the vehicle to be highly visible in the parking lots. It will be equipped with a fire extinguisher, AED, and first aid kit. Todd Davis, Director of Facilities & Operations, has continued to work on lighting solutions on campus. After a walkthrough of campus at night, some concerns were noted. We have updated some light fixtures and changed light bulbs to improve outside lighting. We are still looking for better lighting solutions for campus when funding is available.

Old Developments/Background:

1/12/12: We are continuing to work on recommendations from the report completed by Mike Campbell. The Director of Purchasing is still looking for a professional security vehicle that will be funded by the residence halls. We hope to have this vehicle in place soon. Also, Big Bend Technology is testing security cameras. So far one has been placed in the entrance of Building 1700 and another facing the parking lot adjacent to Building 1700. They are in the process of installing a camera west side of Building 1900, facing the GTA Bus Shelter. In addition, Todd Davis, Director of Facilities & Operations, is looking at solutions to improve outside lighting on campus.

11/30/11: 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 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 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.

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:

- Asked the Sheriff's Office to increase patrols on campus
- Assigned security/M & O personnel to make frequent sweeps through the parking lots and across campus
- Asked staff to keep an eye out for any suspicious activity and report anything they notice
- 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: 2/23/12

ITEM #3: CONSENT AGENDA (for information)

h. Quarterly Budget Report

BACKGROUND:

The Budget Status Summary as of January 31, 2012, is attached for Board review. There was 52.60% of the state operating budget remaining with 58% of the fiscal year remaining. Last year at this time there was 51.85% of the state operating budget remaining.

RECOMMENDATION:

None

**BIG BEND COMMUNITY COLLEGE
BUDGET STATUS SUMMARY
AS OF JAN 31, 2012**

| PROGRAM | CATEGORY | BUDGET | ADJUSTMENT | BUDGET | SPENT | BALANCE | % REMAINING |
|---|--------------|-------------------|------------------|-------------------|------------------|------------------|------------------|
| | | As of 7/1/11 | | As of 1/31/11 | Includes Enc | | |
| 010 INSTRUCTION | SALARIES | 4,396,176 | 58,563 | 4,454,739 | 2,025,168 | 2,429,571 | 54.54% |
| | BENEFITS | 1,429,499 | 4,885 | 1,434,384 | 724,038 | 710,346 | 49.52% |
| | GOODS&SVC | 392,670 | 231 | 392,901 | 94,328 | 298,573 | 75.99% |
| | TRAVEL | 46,145 | 2,820 | 48,965 | 4,129 | 44,836 | 91.57% |
| | EQUIP | 95,695 | 0 | 95,695 | 31,496 | 64,199 | 67.09% |
| | TOTAL | | 6,360,185 | 66,499 | 6,426,684 | 2,879,159 | 3,547,525 |
| 040 PRIMARY SUPPORT TO INSTRUCTION | SALARIES | 313,985 | 0 | 313,985 | 184,029 | 129,956 | 41.39% |
| | BENEFITS | 113,555 | 0 | 113,555 | 63,913 | 49,642 | 43.72% |
| | GOODS&SVC | 9,358 | 0 | 9,358 | 1,403 | 7,955 | 85.01% |
| | TRAVEL | 4,750 | 0 | 4,750 | 946 | 3,804 | 80.08% |
| | EQUIP | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL | | 441,648 | 0 | 441,648 | 250,291 | 191,357 |
| 050 LIBRARY | SALARIES | 295,374 | 0 | 295,374 | 150,962 | 144,412 | 48.89% |
| | BENEFITS | 111,353 | 0 | 111,353 | 60,002 | 51,351 | 46.12% |
| | GOODS&SVC | 63,656 | 0 | 63,656 | 55,654 | 8,002 | 12.57% |
| | TRAVEL | 1,750 | 0 | 1,750 | 388 | 1,362 | 77.81% |
| | EQUIP | 10,162 | 0 | 10,162 | 7,174 | 2,988 | 29.40% |
| | TOTAL | | 482,295 | 0 | 482,295 | 274,181 | 208,114 |
| 060 STUDENT SERVICES | SALARIES | 957,201 | 11,772 | 968,973 | 477,658 | 491,315 | 50.70% |
| | BENEFITS | 325,875 | 3,195 | 329,070 | 175,800 | 153,270 | 46.58% |
| | GOODS&SVC | 42,230 | 0 | 42,230 | 14,182 | 28,048 | 66.42% |
| | TRAVEL | 10,989 | 0 | 10,989 | 830 | 10,159 | 92.44% |
| | EQUIP | 0 | 0 | 0 | 841 | (841) | 0.00% |
| | GRANTS | 446,102 | 0 | 446,102 | 2,081 | 444,022 | 99.53% |
| | MATCH | 15,004 | 0 | 15,004 | 4,700 | 10,304 | 68.68% |
| | TOTAL | | 1,797,401 | 14,967 | 1,812,368 | 676,092 | 1,136,276 |
| 080 ADMIN. | SALARIES | 1,377,138 | 0 | 1,377,138 | 743,395 | 633,743 | 46.02% |
| | BENEFITS | 477,156 | 0 | 477,156 | 265,816 | 211,340 | 44.29% |
| | GOODS&SVC | 679,916 | 0 | 679,916 | 346,206 | 333,710 | 49.08% |
| | TRAVEL | 22,875 | 0 | 22,875 | 7,112 | 15,763 | 68.91% |
| | EQUIP | 16,250 | 0 | 16,250 | 8,624 | 7,626 | 46.93% |
| | TOTAL | | 2,573,335 | 0 | 2,573,335 | 1,371,154 | 1,202,181 |
| 090 M&O | SALARIES | 942,358 | 0 | 942,358 | 524,585 | 417,773 | 44.33% |
| | BENEFITS | 379,362 | 0 | 379,362 | 216,015 | 163,347 | 43.06% |
| | GOODS&SVC | 996,750 | 0 | 996,750 | 517,090 | 479,660 | 48.12% |
| | TRAVEL | 3,275 | 0 | 3,275 | 793 | 2,482 | 75.78% |
| | EQUIPMENT | 116,337 | 0 | 116,337 | 8,653 | 107,684 | 92.56% |
| | DEBT SERV. | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL | | 2,438,082 | 0 | 2,438,082 | 1,267,136 | 1,170,946 |
| TOTAL BUDGET | | 14,092,946 | 81,466 | 14,174,412 | 6,718,013 | 7,456,399 | 52.60% |

| | | |
|--|--------------------------------|---------------|
| ALLOCATION # 3 | Basic Skills Enhancement | 28,216 |
| ALLOCATION # 4 | Aerospace Training | 36,250 |
| ALLOCATION # 4 | Workforce Development Projects | 14,000 |
| ALLOCATION # 5 | Workers Comp Changes | 3,000 |
| ALLOCATION # | | |
| ALLOCATION # | | |
| ALLOCATION # | | |
| TOTAL ADJUSTMENTS TO ALLOCATION | | 81,466 |

BIG BEND COMMUNITY COLLEGE

Date: 2/23/12

ITEM #3: CONSENT AGENDA (for information)

i. Human Resources Report

BACKGROUND:

Searches for two full time positions are taking place now. The search for an Executive Director of Human Resources & Labor is being conducted by the President's Office with Melinda Dourte as the lead contact person. We are also recruiting for a non-tenure track, full-time, grant funded (Air Washington grant) Airframe/PowerPlant instructor. This grant is currently funded through June 30, 2014.

Reported Administrative/Exempt Training since last Board Meeting:

Todd Davis-WA State Dept of Enterprise Services Facilities Division, Engineering & Architectural Services 2011 Fall Client Workshop on December 1 at Olympia.

Tom Willingham-Screencast-O-Matic Training on December 14 at BBCC.

Terry Kinzel-Connect 2 Complete Grant Administration Training on December 7 at Issaquah; Mentor Leadership Training on January 14-15 at Whidbey Institute.

Loralyn Allen-Starboard/Tablet Training on January 13 at BBCC.

Char Rios-Higher One Intro Meeting on January 3 via Teleconference; Electronics Funds Distribution on January 12 via Conference Call; Higher One Kick Off Meeting on January 25 at BBCC; Higher One Team Implementation Meeting on January 31 via Teleconference.

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

RECOMMENDATIONS:

None.

PERSONNEL REPORT OCTOBER 1, 2011 - JANUARY 31, 2012

| EMPLOYEE SEPARATIONS 10/1/11 - 1/31/12 | | | |
|--|------------------------------|---|---|
| SEPARATION DATE | NAME | POSITION | SEPARATION REASON |
| 7/29/2011 | Tyler Christensen | WorkFirst Training Coordinator | Resigned-accepted new job out of town |
| 8/15/2011 | Autumn Dietrich | Director of Public Information | Resigned-accepted new job |
| 12/30/2011 | Cynthia de Victoria | Early Childhood Program Specialist 3-Mattawa | Grant funded program ended-layoff |
| 12/30/2011 | Teresa Maribel Gomez-Aguilar | Instruction & Classroom Support Technician 1-Mattawa | Grant funded program ended-layoff |
| 1/6/2012 | Rita Delgado | Financial Aid Advisor | Resigned-returning to school |
| 1/13/2012 | Tennille Kimball | Academic Advisor/Retention Specialist-Student Support Services | Resigned-accepted new job |
| NEW HIRES/PROMOTIONS/TRANSFERS 10/1/11 - 1/31/12 | | | |
| START DATE | NAME | POSITION | REPLACING |
| 8/22/2011 | Scott Carsey | Information Technology Specialist 5 | Reorganization of Big Bend Technology |
| 9/1/2011 | Tom Willingham | B.I.M. Lab Coordinator | Reorganization of B.I.M. Lab |
| 11/8/2011 | Andre Guzman | Director of STEM Grant | New STEM grant-funded position-(Andre transferred from Financial Aid) |
| 12/20/2011 | Tyler Wallace | Math Instructional Specialist | New STEM grant-funded position-(Tyler transferred and is on leave of absence from faculty position) |
| 1/1/2012 | Jeremy Iverson | Interim Financial Aid Advisor | Rita Delgado-(Jeremy transferred from Activity Center) |
| 1/1/2012 | Doug Sly | Director of Public Information | Autumn Dietrich-(Doug transferred from Foundation) |
| 1/3/2012 | Dr. James Hamm | Engineering Curriculum Specialist | New STEM grant-funded position-(Jim transferred and is on leave of absence from faculty position) |
| 1/13/2012 | LeAnne Parton | Director of Development and Executive Director of the Big Bend Community College Foundation | Doug Sly-(LeAnne transferred from Title V) |
| 1/17/2012 | Jille Shankar | Director of Financial Aid | Andre Guzman |
| SEARCHES IN PROCESS | | | |
| POSITION | STATUS | | REPLACING |
| Executive Director of Human Resources & Labor | First Review 2/23/12 | | Holly Moos |
| Aviation Maintenance Technology/General, Airframe, Powerplant/Instructor | First Review 2/22/12 | | New grant-funded position |
| STEM Support Specialist | First Review 2/21/12 | | New grant-funded position |
| FALL PART-TIME FACULTY: 111 | | | |
| FALL PART-TIME HOURLY: 97 | | | |
| 2/8/2012 | | | |

BIG BEND COMMUNITY COLLEGE

Date: 2/23/12

ITEM #3: CONSENT AGENDA (for information)

j. Enrollment Report

BACKGROUND:

The winter quarter tenth day enrollment report and the enrollment report as of Thursday, February 9 are included for your information. As of the tenth day of the quarter we had another small increase in the number of students enrolled full-time. Because of a decrease in part-time enrollment, our percent full-time enrollment increased nearly 2%. Our state funded FTEs as of the tenth day were nearly equal to the 2011 numbers.

The tuition amount budgeted for 2011-2012 is \$3,608,514. As of January 31, 2012 we have collected \$2,911,703 or 80.7% of the budgeted amount. As of January 31, 2011 we had collected \$2,675,005 or 80.9%.

TUITION COLLECTION REPORT
As of January 31, 2012 and January 31, 2011

| | <u>2011-12</u> | <u>2010-11</u> |
|---------------------------------------|----------------|----------------|
| Annual Budget | \$ 3,608,514 | \$ 3,308,514 |
| Total Collections as of January 31 | \$ 2,911,703 | \$ 2,672,005 |
| As a % of annual budget | 80.7% | 80.9% |
| Left to collect to meet budget target | \$ 696,811 | \$ 633,509 |

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

| F.T.E. REPORT | | |
|--|--|----------------------|
| 2/9/2012 | | |
| | | |
| | | ANNUALIZED |
| | | <u>FTEs</u> |
| 1st year (10-11) | | |
| SUMMER | | 135.6 |
| FALL | | 604.5 |
| WINTER | | 597.3 |
| SPRING | | <u>543.2</u> |
| <i>Total</i> | | 1880.6 |
| 2nd year (11-12) | | |
| SUMMER | | 110.7 |
| FALL | | 563.0 |
| WINTER | | 567.0 |
| SPRING | | |
| <i>Total</i> | | 1240.7 |
| TOTAL | | |
| | | <u>3121.3</u> |
| 1st year Target | | |
| | | 1708 |
| 2nd year Target | | |
| | | <u>1694</u> |
| <i>Two-year Target Total</i> | | |
| | | 3402 |
| SBCTC 2-year rolling enrollment count | | |
| Past year + current year actual FTE | | 3121.3 |
| Past year + current year allocation | | 3402.0 |
| % of allocation target attained to date | | 91.7% |
| Add'l FTEs to meet minimum 96% | | |
| | | 144.6 |
| Add'l FTEs to meet target 100% | | |
| | | 280.7 |
| FTEs over target - 1st year | | |
| | | 172.6 |
| FTEs over target - 2nd year | | |
| | | -453.3 |

2011 FALL FINAL ENROLLMENT REPORT

HEADCOUNTS

| | FALL 2011 | FALL 2010 | FALL 2009 | FALL 2008 | FALL 2007 | FALL 2006 | FALL 2005 |
|------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| ETHNIC ORIGIN | | | | | | | |
| Amer. Indian/Alaska Ntv | 34 | 25 | 50 | 50 | 43 | 49 | 31 |
| Asian/Pacific Islander | 30 | 37 | 42 | 33 | 52 | 47 | 43 |
| Black | 42 | 44 | 47 | 29 | 32 | 25 | 30 |
| Hispanic | 917 | 975 | 953 | 961 | 957 | 902 | 801 |
| White | 1,375 | 1,662 | 1,505 | 1,351 | 1,400 | 1,487 | 1,485 |
| SEX | | | | | | | |
| Female | 1,389 | 1,558 | 1,626 | 1,514 | 1,577 | 1,615 | 1,473 |
| Male | 1,008 | 1,062 | 1,118 | 1,065 | 1,057 | 1,077 | 1,017 |
| Not Coded | 1 | 123 | 87 | 74 | 105 | 5 | 32 |
| STUDENT STATUS | | | | | | | |
| Full time (12 or more crs) | 1,481 | 1,666 | 1,563 | 1,330 | 1,276 | 1,218 | 1,244 |
| Part time (less than 12 crs) | 917 | 1,077 | 1,268 | 1,323 | 1,463 | 1,479 | 1,278 |
| Percent full time | 61.7 | 60.7 | 55.2 | 50.1 | 46.6 | 45.2 | 49.3 |
| BY TIME/LOCATION | | | | | | | |
| On-Campus Day | 1,887 | 2,152 | 2,095 | 1,803 | 1,779 | 1,742 | 1,693 |
| On-Campus Evening | 137 | 176 | 203 | 222 | 330 | 322 | 266 |
| Off-Campus Day | 192 | 198 | 251 | 230 | 294 | 255 | 223 |
| Off-Campus Evening | 182 | 217 | 282 | 398 | 336 | 378 | 340 |
| TOTAL HEADCOUNT | | | | | | | |
| | 2,398 | 2,743 | 2,831 | 2,653 | 2,739 | 2,697 | 2,522 |
| Running Start | 166 | 153 | 146 | 159 | 159 | 136 | 136 |
| International | 7 | 5 | 3 | 4 | 3 | 0 | 2 |
| FTES | | | | | | | |
| | FALL 2011 | FALL 2010 | FALL 2009 | FALL 2008 | FALL 2007 | FALL 2006 | FALL 2005 |
| STATE FUNDED | | | | | | | |
| ABE/ESL | 174.7 | 164.4 | 218.1 | 252.9 | 214.7 | 222.3 | 182.1 |
| Academic | 949.9 | 1,030.80 | 956.6 | 806.7 | 762.4 | 779.3 | 811.0 |
| Occupational | 564.3 | 618.3 | 593.5 | 539.3 | 602.8 | 534.7 | 505.5 |
| TOTAL STATE FTES | | | | | | | |
| | 1,688.9 | 1,813.5 | 1,768.2 | 1,598.9 | 1,579.9 | 1,536.3 | 1,498.6 |
| OTHER FTES | | | | | | | |
| Community Service | 5.4 | 2.9 | 8.0 | 9.0 | 10.6 | 8.6 | 5.9 |
| International Students | 0 | 0 | 0 | 0 | 0.0 | 0.0 | 2.2 |
| Contract Funded | 10.6 | 86.7 | 121.9 | 38.5 | 22.6 | 26.4 | 33.1 |
| Running Start | 147.3 | 131.1 | 125.5 | 131.0 | 128.2 | 93.4 | 106.2 |
| Other (Employ., Sr. Cit.) | 13.1 | 13.4 | 13.8 | 11.5 | 29.2 | 20.0 | 20.7 |
| GRAND TOTAL FTES | | | | | | | |
| | 1,865.3 | 2,047.6 | 2,037.4 | 1,788.9 | 1,770.5 | 1,684.7 | 1,666.7 |

BIG BEND COMMUNITY COLLEGE

Date: 2/23/12

ITEM #3: CONSENT AGENDA (for information)

k. Legislative Update

This information will be covered in the Miscellaneous consent agenda item.

Prepared by President Bonaudi.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 2/23/12

ITEM #3 CONSENT AGENDA (for action)

- I. Board Policy 8051 Revision (for action)

BACKGROUND:

Board Policy 8051 Big Bend Community College Facility Use Policy is presented with revisions. The revisions incorporate opportunity for college and non-college use of campus for constitutionally protected speech, assembly or expression.

Prepared by the President's office.

RECOMMENDATION:

President Bonaudi recommends adoption of revisions to BP 8051.

8051.1 PHILOSOPHY AND PURPOSE

~~In keeping with the College mission of addressing the non-profit educational and non-commercial cultural enrichment needs of the college district the Board of Trustees has determined that college facilities shall be made available for community use. College facilities shall be used for those activities which are related directly to its educational mission or are justifiable on the basis of their contributions to the cultural, social or economic development of the community and State. Procedures set forth in this policy have been adopted to define and encourage community use.~~

Big Bend Community College is an educational institution provided and maintained by the people of the state of Washington. College facilities are reserved primarily for educational use, including, but not limited to, instruction, research, public assembly of college groups, student activities and other activities directly related to the educational mission of the College. The public character of the College does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the college's facilities and grounds are dedicated. Accordingly, the college is a designated public forum opened for the limited purposes recited herein and further subject to the time, place, and manner limitations and restrictions set forth in AP 8051.

The purpose of the time, place and manner regulations set forth in AP 8051 is to establish procedures and reasonable controls for the use of college facilities for both college and noncollege groups. It is intended to balance the college's responsibility to fulfill its mission as a state educational institution of Washington with the interests of college groups and noncollege groups who are interested in using the campus for purposes of constitutionally protected speech, assembly or expression. The College recognizes that college groups should be accorded the opportunity to utilize the facilities and grounds of the college to the fullest extent possible. The College intends to open its facilities to noncollege groups to a lesser extent as set forth herein.

BIG BEND COMMUNITY COLLEGE

Date: 2/23/12

ITEM #3 CONSENT AGENDA (for action)

m. Board Policy 4130 Revision (for action)

BACKGROUND:

Board Policy 4130 Suspended Operation for Big Bend Community College is presented with revisions. The revision incorporates the updated WAC reference (WAC 357-31-265).

Prepared by the President's office.

RECOMMENDATION:

President Bonaudi recommends approval of the revisions to BP 4130.

BP4130 **SUSPENDED OPERATION POLICY FOR BIG BEND COMMUNITY COLLEGE** (satisfies WAC ~~251-22-240~~ 357-31-265-for classified employees)

4130.1 **AUTHORITY**

The President of Big Bend Community College, or his/her designee, will determine when the public health or property or safety is jeopardized due to emergency conditions and has the sole authority to suspend the operation of all or any portion of the college. Staffing during the closure will be at the discretion of the President of the College or designee.

(See also BP3501 H Position Description: President)

BIG BEND COMMUNITY COLLEGE

Date: 2/23/12

ITEM #5: Academic Master Plan (AMP) Report #1 Access 2012(for action)

BACKGROUND:

This fourth annual comprehensive Access report of the 2009-2014 Academic Master Plan (AMP) provides information on how BBCC continues to devote its resources and efforts to student success through activities centered around district-wide resource awareness, student engagement and student enrollment. This report addresses Ends Statements E-1 Mission, E-2 Access, E-3 Partnerships, E-4 Student Achievement, E-6 Multiculturalism. The report detail was discussed in the Board Study Session held prior to this regular meeting.

Prepared President Bonaudi; Dean Valerie Kirkwood and Data Analyst Starr Bernhardt.

RECOMMENDATION:

President Bonaudi and Dean Kirkwood recommend acceptance of Access 2012.

BIG BEND COMMUNITY COLLEGE

Date: 2/23/12

ITEM #6: Probationary/Tenure Reviews (for action)

BACKGROUND:

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

| <u>Faculty Member</u> | <u>Position</u> | <u>Current Status</u> |
|-----------------------|----------------------------------|-----------------------|
| David Holliday | Psychology Instructor | 1st probationary year |
| Jerry Wright | Industrial/Electrical Instructor | 3rd probationary year |

The Probationary Review Committee recommends the Board extend Industrial/Electrical Instructor Jerry Wright's probationary period for one year. This will provide additional time to complete satisfactorily a professional improvement plan already in progress and it is the committee's further belief that the probationary faculty member will complete the plan satisfactorily.

The Board will also consider granting tenure to the following faculty:

| | | |
|-------------------------|-----------------------|-----------------------|
| Mercedes Gonzalez-Aller | Nursing Instructor | 3rd probationary year |
| Richard Wynder | Automotive Instructor | 3rd probationary year |

Prepared Vice President of Student Services and Instruction Bob Mohrbacher and President Bonaudi.

RECOMMENDATION:

President Bonaudi and VP Mohrbacher recommend approval of the extension on the probation period for Instructor Jerry Wright as described in communication from his probationary review committee. Mr. Wright joins in this request.

BIG BEND COMMUNITY COLLEGE

Date: 2/23/12

ITEM #7: Aviation Program Review (for action)

BACKGROUND:

The Aviation Program was notified of a program review consistent with Article XXIV of the Negotiated Agreement. Reports prepared for this review included the report from the Program Review Committee, President Bonaudi's request for information from the Program Review Committee, the Aviation Department response and President Bonaudi's recommendations.

RECOMMENDATION:

Per terms of the Negotiated Agreement the Board may defer action on the program review for another meeting. President Bonaudi recommends discussion of the review with a final decision to be rendered at the regular meeting in April 2012.

BIG BEND COMMUNITY COLLEGE

Date: 2/23/12

ITEM #8: Trustee Emeritus (for action)

BACKGROUND:

The Board may bestow Trustee Emeritus on Katherine Kenison for her 13 years of dedicated service to the Big Bend Community College Board of Trustees.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2/23/12

ITEM #9 Presidential Search (for information/action)

BACKGROUND:

Following President Bonaudi's announcement that he will retire at the end of his contract, June 30, 2012, the Board held a Special Board Meeting Friday, February 17, 2012. Trustee Consultant Cindy Hough presented Board Presidential Selection information to the Board during the study session this morning. The Board will summarize its efforts to date, including other special meetings to continue the search process.

Prepared by the President's office.

RECOMMENDATION:



Big Bend COMMUNITY COLLEGE

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Dr. William C. Bonaudi
President

Office: 509.793.2000
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February 10, 2012

Mr. Mike Wren
BBCC Vice Chair
16432 Rd B.5 NE
Soap Lake WA 98851

Dear Mike,

This letter is to confirm our telephone conversation February 8, 2012, in which I shared with you my decision to retire from Big Bend Community College at the conclusion of my current contract, which lasts through June 30, 2012. In my 46 year career in community colleges there have been many highlights that I cherish, especially the students I taught for almost 30 of those career years. Most of all however, I will most fondly recall the phone call I received in the Spring of 1995 offering me the opportunity to serve as the President of Big Bend Community College.

These past 17 years have helped me grow as a leader, a father and grandfather, and a friend. It reaffirmed my faith in the concept and power of loyalty and advocacy. It has always been my honor to be the President of this wonderful institution and I will forever be grateful for the opportunity you have given me.

Sincerely,

William C. Bonaudi Ed.D.
President

WB/md

BIG BEND COMMUNITY COLLEGE

Date: 2/23/12

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: 2/23/12

ITEM #11: Trustee Succession (for action)

BACKGROUND:

During the January 12, 2012 Board meeting information regarding the Board Chair and Vice Chair was provided.

The Board Policy regarding the rotation sequence for Board Chair and Vice Chair is silent regarding permanent replacement of the chair. What follows are two possible scenarios in the event that the Chair position is vacated during the term of office. The Board can choose no action or either Option 1 or Option 2.

See following pages for two possible options.

RECOMMENDATION:

The Chair rotation chart approved on May 31, 2011 follows:

| | 10/11 | 11/12 | 12/13 | 13/14 | 14/15 |
|------------|-------|-------|-------|-------|-------|
| Blakely | | | VC | C | |
| Ramon Lane | | | | VC | C |
| Kenison | C | | | | VC |
| Pixton | VC | C | | | |
| Wren | | VC | C | | |

Option 1:

If replacement of the Chair is for less than six months, the VC moves into the Chair position and the next Trustee indicated as VC moves into the VC position. These positions would remain in place the remainder of the current term and then complete the upcoming term.

| | 10/11 | 11/12 | 12/13 | 13/14 | 14/15 | 15/16 |
|------------------|-------|---------|-------|-------|-------|-------|
| Blakely | | VC | VC | C | | |
| Ramon Lane | | | | VC | C | |
| Kenison McFadden | C | | | | VC | C |
| Pixton | VC | € | | | | VC |
| Wren | | VC C | C | | | |

If approved then Trustee Wren will be the Chair and Trustee Blakely will be the Vice Chair from February 2012 through June 2013.

Option 2:

The VC moves into the Chair position and the next Trustee indicated as VC moves into the VC position. These positions would remain in place the remainder of the current term. The rotation would be updated to indicate the next sequence.

| | 10/11 | 11/12 | 12/13 | 13/14 | 14/15 | 15/16 |
|------------------|-------|---------|---------|---------|---------|-------|
| Blakely | | VC | VC C | € | | |
| Ramon Lane | | | VC | VC C | € | |
| Kenison McFadden | C | | | VC | VC C | € |
| Pixton | VC | € | | | VC | VC |
| Wren | | VC C | € | | | |

| Terms Expire: | |
|----------------------|---------|
| Blakely | 9/30/14 |
| McFadden | 9/30/13 |
| Jon Lane | 9/30/16 |
| Pixton | 9/30/15 |
| Wren | 9/30/12 |

If approved then Trustee Wren will be the Chair and Trustee Blakely will be the Vice Chair from February 2012 through June 2012 and Trustee Blakely will be the Chair and Trustee Lane will be the Vice Chair July 2012 through June 2013.

Policy Governance pages referencing the Board Chair and Vice Chair are following

BP1000.3.4

GP – 4 Chairperson’s Role

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

1. The job result of the Chairperson is that the board behaves consistent with its own rules and those legitimately imposed upon it from outside the organization.
 - A. Meeting content will focus on those issues which, according to board policy, clearly belong to the board to decide or examine, not the President.
 - B. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and kept to the point.
2. The authority of the Chairperson consists of making decisions that fall within the topics covered by board policies on Governance Process and Board-Staff Linkage, except where the board specifically delegates portions of this authority to others.
 - A. The Chairperson is empowered to chair board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing, agenda-setting).
 - B. The Chairperson has no authority to make decisions about policies created by the board within Ends and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the President.
 - C. The Chairperson may represent the board to outside parties in announcing board-stated positions and in stating Chair decisions and interpretations within the area delegated to him or her.
 - D. The Chairperson may delegate this authority, but remains accountable for its use.
3. In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chairperson.
4. In the absence of both the Chair and the Vice Chair, the President shall serve as Chair without privilege of vote in any official meeting of the board.

BIG BEND COMMUNITY COLLEGE

Date: 2/23/12

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

BACKGROUND:

The next Regular Scheduled Board meeting is Thursday, April 5, 2012, at 1:30 p.m.

Prepared by the President's Office.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 2/23/12

ITEM #13 Miscellaneous (for information)

BACKGROUND:

Trustee Jon Lane's appointment was confirmed February 9, 2012.
Trustee Stephen McFadden's appointment has been moved from Rules to the Senate floor.

The President's Ball gourmet dinner and dance will be held March 3, 2012. We look forward to celebrating our 50th Anniversary with the Big Bend family and community members.

President Bonaudi's State of the College Address will be held Monday, April 23, 2012.

Prepared by the President's office.

RECOMMENDATION: