

Big Bend Community College



Board of Trustees

Regular Board Meeting

**Tuesday, May 31, 2011
8:30 a.m.**

**ATEC
Hardin Community Room**

Community College District No. 18

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

Summer 2011 Campus Events

| June 2011 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 | | |
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| July 2011 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 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 | | | | | | |

| June | | |
|------|------|--|
| | 2 | Childcare/Preschool and ECEAP Preschool Graduation, 6:30 p.m. Masto Conf Ctr |
| | 6 | ASB Family Night @ Surf & Slide Water Park, 6:00-8:00 p.m. |
| | 7 | SkillSource Recognition Ceremony, 7:00 p.m., Masto Conference Center |
| | 7 | Instruction Ends |
| | 7-8 | Library Campout, 8:00 p.m., Library |
| | 8 | GED Graduation, 7:00 p.m., Wallenstien Theater |
| | 8-10 | FINALS & Bookstore Buy Back |
| | 9 | I-Best Graduation, 5:00 p.m., Masto Conference Center |
| | 10 | BBCC Commencement Ceremony, 7:00 p.m., DeVries Activity Center |
| | 11 | Nurses' Pinning Ceremony, 1:00 p.m., Wallenstien Theater |
| | 21 | BBCC Board of Trustees Meeting, 8:30 a.m., Hardin Community Room |





Big Bend
Community College

COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE

7662 Chanute Street
Moses Lake, Washington 98837
Regular Board Meeting Agenda
Tuesday, May 31, 2011, 8:30 a.m.
ATEC- Hardin Community Room

| | | | |
|--|--------|----------------------------|--|
| | Action | | |
| <i>Governing Board Members:</i> <i>Katherine Kenison, Chair</i> <i>Vice Chair, Angela Pixton</i> <i>Mike Blakely</i> <i>Mike Wren</i> <i>Jon Lane</i> <i>Dr. Bill Bonaudi, President</i> | A | 1. | Call to Order/Roll Call Pledge of Allegiance |
| | I/A | 2. | Academic Master Plan Monitoring Report "Programs" |
| | | 3. | Introductions |
| | I/A | 4. | Consent Agenda |
| | | a. | Regular Meeting Minutes April 12, 2011 (A) |
| | | b. | President's Activity Update (I) |
| | | c. | Student Success (I) |
| | | | Achieving the Dream |
| | | | Student Achievement Initiative |
| | | | Academic Master Plan |
| | | d. | Accreditation (I) |
| | | e. | Assessment Update (I) |
| | f. | Capital Project Report (I) | |
| | g. | Human Resources Report (I) | |
| | h. | Enrollment Report (I) | |
| | i. | Donations (A) | |
| | j. | Job & Career Fair (I) | |
| | k. | Emeritus Status (A) | |
| | I | 5. | 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 – John Buhler, President |
| | | b. | Classified Staff Representative – Kathy Aldrich |
| | | c. | Faculty Representative – Mike O'Konek, Faculty Assn. President |
| | | d. | VP Financial & Administrative Services – Gail Hamburg |
| | | e. | VP Instruction/Student Services – Bob Mohrbacher |
| | | f. | VP Human Resources & Labor – Holly Moos |
| | A | 6. | Exceptional Faculty Award Recommendations-President Bonaudi |
| | A | 7. | Board Officer Matrix-President Bonaudi |
| | | | -----BREAK----- |
| | | | Executive Session |
| | I/A | 8. | President's Evaluation |
| | A | 9. | Assessment of Board Activity- Board |
| | A | 10. | Next Regularly Scheduled Board Meeting– Board |
| | I | 11. | Miscellaneous |
| | A | 12. | 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 June 21, 2011, 8:30 a.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: 5/31/11

ITEM #2: Academic Master Plan Monitoring Report “Programs” (for action)

BACKGROUND:

The Academic Master Plan Monitoring Report “Programs” will be presented.

Prepared by President Bonaudi and Dean of Institutional Research Valerie Kirkwood.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 5/31/11

ITEM #4: CONSENT AGENDA (for action)

- a. Regular Board Meeting Minutes April 12, 2011

BACKGROUND:

The minutes of the Regular Board Meeting held April 12, 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 Tuesday, April 12, 2011, at 8:30 a.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
Katherine Kenison
Angela Pixton

President Bonaudi reminded all that the meeting was being streamed live on MediaSite.

2. Introductions

President Bonaudi introduced Phi Theta Kappa Rho Zeta Chapter President Halden Keen. Mr. Keen shared about the BBCC chapter's attendance at the international honor society, Phi Theta Kappa's, convention in Seattle last week. Phi Theta Kappa focuses on four ideals; scholarship, service, leadership and fellowship. Mr. Keen explained that the Rho Zeta Chapter develops a college project in collaboration with President Bonaudi to support the BBCC mission annually. They also completed an "Honors in Action" project from an honor study guide regarding the democratization of information.

BBCC received an impressive list of awards at the convention:

- Barbara Whitney 15 years of service as PTK Advisor
- Barbara Whitney Continued Excellence Advisor
- Halden Keen Completion of 5th level PTK Competitive Edge
- Rho Zeta Completing a 2010 College Project
- Rho Zeta 2011 Hallmark Awards Program
- Rho Zeta Distinguished Chapter Officer Team
- Rho Zeta Five Star Chapter Development Plan Five Star Level
- Rho Zeta Greater NW Region 1st Place Yearbook
- Rho Zeta Honors in Action Project Issue #5
- Rho Zeta Pinnacle Award
- Stephen Matern 10 years of service as PTK Advisor
- Stephen Matern Distinguished Advisor
- Tarra Hall Greater NW Region 1st Place Di Braun Visual Arts
- Tiffany Taylor Greater NW Region Participation in the DiBraun Visual Arts Award

Faculty Association President Mike O'Konek commended Mr. Keen for his dedication.

After Trustee Jon Lane asked Mr. Keen about himself he stated he plans to finish his AA in the IET program and then pursue the MIST program and then transfer to CWU for administrative management. Trustee Blakely stated Barbara Whitney and Steve Matern are great advisors for this important student club. President Bonaudi agreed and stated Steve Matern is a retired full time instructor who is working part time and continues to advise Phi Theta Kappa. He also helps BBCC reach out to industry members. President Bonaudi complimented the artwork by Tarra Hall.

President Bonaudi reported the March 15, 2011, meeting minutes in the consent agenda omitted section "4 Remarks" on page 2349. He also stated VP Hamburg has been working with the Fairchild Air Force contracts. He provided a brief summary of the use of the revenue generated from this important contract. The net revenue has been split into thirds: housing account, food account, and the contingency reserve account. Some of the contingency money was spent on electrical enhancements in the dorm. The reserve account can be accessed if we have additional cuts. We could draw from the part-time faculty account to support full time positions. This reserve could be back up for the part time faculty funding which will result in one-time money funding one-time instruction rather than ongoing instruction.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes March 15, 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) Human Resources Report (I); h) Enrollment Report (I).

MOTION 11-13 Trustee Mike Blakely moved to approve the Consent Agenda with the noted corrections to the March 15 meeting minutes. Trustee Angela Pixton seconded the motion, and the motion carried.

4. Remarks

- a. ASB President John Buehler invited everyone to the Pastafest today. Tomorrow the ASB quarterly pool tournament will be held in the game room. Online ASB elections will be taking place the last week of the month. There are 12 students campaigning for various offices. ASB is hosting a Meet the Candidates Forum next Wednesday at 2:30 p.m. in the Dining Commons, which will be followed by free ice cream.

ASB officers participated in a focus group session concerning the Big Bend Portal last week. There were comments from the session about information duplication that should be consolidated on the portal. The portal needs to be more interactive and user friendly. Many students don't know what the portal has to offer other than access to ANGEL. Portal resources need to be publicized. Dean of Library Resources Tim Fuhrman also attended the focus group.

He said the report echoed what trustees have said, the portal can be difficult to navigate. President Bonaudi said the report would be provided to the Board.

- b. Faculty Association President Mike O’Konek reported faculty activities. Science Instructor Jim Hamm reported he invited Moses Lake middle school students to join his classes observing the stars Wednesday evening. Developmental English Instructor Dave Hammond reported the English department is developing a class that would give students in English 99 the opportunity to earn English 101 credit under certain conditions. The goal is to save the students money and shorten the time to graduation.

Psychology/Criminal Law Instructor Ryann Leonard is coordinating the 5th Annual Community Partnership Against Substance Abuse Event along with Columbia Basin Traffic Safety Task Force. This will be held on the BBCC campus May 5. Instructor Leonard also reported 220 criminal justice students will visit the Grant County Jail and the Coyote Ridge Prison System.

Art Instructors Rie and Fran Palkovic attended an art conference in St Louis and enjoyed some “great seminars.” Instructional Council funded their trip.

Instructor O’Konek said the car show held in the automotive area was successful. The FFA Agricultural contest also went well.

- c. Classified Staff Representative Kathy Aldrich provided the classified staff report. Thirty staff members attended four training opportunities in March. Randy Fish attended Stanley Security Solutions Customer Training in Spokane.

Nancy Theis, Rick Tincani, TC Bergen, Randy Fish, Joe Russell, Jim Tincher, Hope Strnad, Darci Alamos, Ana Bolivar, Robin Arriaga, Yvonne Ponce, Ruth Coffin, Andre Guzman, Debbie Simpson, Margie Lane, Kat Starr, Julia Gamboa, Kathy Aldrich, Dale Casebolt, Sergio Cervantes, Jeff Robnett, Jonie Walker, Barb Collins, Karen Okerlund, Angie Smith, Barbi Schachtschneider, and Dania Bisnett attended “Effective Listening Skills” which was a Customer Service Video at BBCC.

Tom Willingham attended online training with the GDP-Keyboarding Software on March 23 and March 24 at BBCC.

Barbi Schachtschneider attended a re-certification class for 1st Aid/CPR/and AED at BBCC.

Ms. Aldrich shared information from Ms. Angela Weber’s Excellence in Customer Service Award.

Ms. Weber manages the BBCC Learning Center Childcare. This operation is a vital part in helping students who are parents, succeed in their academic pursuits.

The Learning Center is self-supported through the funding it earns by offering childcare; no college funding is directly allocated to support the operation. Daily, she demonstrates exemplary can-do attitude and she is a role model for grace in the face of adversity. When the current Learning Center was very new, a catastrophic flood significantly damaged the facility, causing it to shut down for a significant amount of time. Ms. Weber's helpfulness and positive attitude helped the student parents to find other appropriate care for their children at the same time when she was coping with soggy supplies, a damaged facility and mounting costs against her self-support budget. The next year, grant funding was withdrawn for childcare and Angela's operation lost staff and a significant source of funding to operate. Angela stayed positive, reconfigured the operation and with the help of other BBCC staff who believe in the necessity of the center too, pulled the Childcare back into positive operating territory.

The student parents truly value what Angela provides to their children and ultimately to them. They come to her for parenting advice and personal issues. They ask her for referrals to resources and lean on her in times of crisis. On more than one occasion, Angela has sat on the floor of the hallway, a classroom or her office with a distraught child in her arms. She has been hit, kicked, spit on, slapped, and yelled at by unhappy children yet she always maintains her composure, patience and her positive attitude. When part-time staff call in sick, don't show up, or parents don't pick up their children on time, Angela flexes her schedule and stays to make sure that the children are cared for properly. She has had the gut-wrenching job of reporting child abuse and dealing with the parents afterwards. There aren't many people who can experience the frustration of working with 40-50 children all day, every day, the constant training and turn-over of 20 part-time employees, the oversight and scrutiny of two agencies and 40-50 parents and still maintain a positive attitude. Angela does.

Ms. Weber stated she was honored to work at BBCC and she loves the kids and her job. Trustee Katherine Kenison stated BBCC is fortunate have Ms. Weber as the childcare manager.

- d. Director of Business Services Char Rios provided remarks in VP Hamburg's absence. The state operating budget is not out yet. President Bonaudi stated a major reduction in our funding is anticipated. Trustee Kenison stated there was a good article in the Columbia Basin Herald about higher education. Additional cuts will begin the erosion of the infrastructure and she encouraged the trustees to continue to communicate with legislators.
- e. VP Bob Mohrbacher stated there have been three faculty resignations: Nursing Instructor Danielle Alvarado, Sociology Instructor Scott Richeson, and Psychology Instructor Julia Berry.

VP Mohrbacher described the math building remodel that may be funded by the STEM grant if it is awarded to us. This would allow room for a different kind of math lab. The goal is to encourage more students into the math/science fields. President Bonaudi highlighted the large diagram of the math building remodel. The STEM grant proposal was due the last Friday of April. Title V Director Terry Kinzel is working with the math faculty and continues to work with Munsel & Associates.

The Child and Family Education program is now the Early Childhood Education program. More students are going into preschool careers and this program change offers more options if they transfer to an elementary education at a four-year college.

The Student Success Center opened last quarter. The center served 81 students in one week last quarter. The first week of spring quarter the center served 163 students. They offered 87 book loans, and 42 laptop loans. Online faculty are referring students to the student success center to help them connect.

Outreach Advisor José Esparza presented information regarding a recent visit to aviation by preschoolers in February. BBCC students helped with the tour. Many of the children's mothers posted pictures on their facebook accounts. This is a good example of indirect publicity with social media. Advisor Esparza thanked the aviation faculty and students and especially Irene Osumi for their assistance with the tour. Three hundred sixth grades students from Quincy will be touring the aviation department in May.

- f. VP Holly Moos stated a search has been initiated for one Psychology/Sociology Instructor to fill the absence left by Scott Richeson and Julia Berry. There is also a search for the open nursing position contingent on funding. The first negotiations meeting with the Faculty Association will be held Monday, April 18.

President Bonaudi commented it feels strange during this time of downsizing to be recruiting for positions. The positions being filled are high demand positions and funding is contingent on the budget. There are currently two vacancies in the nursing department. If both nursing positions were lost due to funding, the department would be reduced from producing 24 student graduates to 18 graduates.

5. Title V Grants Overview

President Bonaudi stated there are three title V grants, one completed grant, one in cooperation with Heritage and one with BBCC as a stand alone. Title V Director Kinzel introduced her team and shared how they will work for the benefit of students. She stated the \$3,250,000 Institutional Title V Grant will fund expanding access to education.

It will allow building infrastructure and increasing technological capabilities to accommodate additional online services. This funding also provided for math/science faculty to attend the NCAT Conference which math instructor Tyler Wallace reported on during a recent Board meeting.

Director Kinzel introduced Title V Grants Activity Coordinator LeAnne Parton. Ms Parton is funded 50% by the Cooperative Grant and 50% by the Institutional Grant. She will function as Director Kinzel's "right arm." Ms. Parton said her skillsets meld well with Director Kinzel. Director Kinzel is big picture and Ms. Parton is very detailed. She will be working with the Lind, Mattawa, Ritzville, Warden and Washtucna communities which received Rural Utility Services (RUS) grant funding. The goal is to help students in outlying areas to connect with BBCC by identifying and removing barriers. Ms. Parton will also coordinate outreach to the Title V grant funded communities: Wilson Creek, Quincy, Odessa, Almira/Coulee/Hartline, Royal City, Grand Coulee and Mattawa. Ms. Parton will provide critical oversight of both grants' staff to help them accomplish goals.

Trustee Kenison suggested there may be opportunity for the team to pursue a knowledge center in Othello. The Quincy knowledge center will be located in the library and have expanded access hours. When the grant funding expires these centers need to be sustainable. Trustee Jon Lane complimented the teamwork of the Title V grant staff.

Title V Online Student Services Developer Jen DeLeon explained she will be converting critical student services for online delivery. Year one she will work on an early alert system for academics and identify struggling students early in the quarter. Ms. DeLeon will work with faculty to identify barriers to students and determine how to overcome those barriers. Year two she will work on online orientation. Year three she will work on online advising

President Bonaudi stated the quarter moves by quickly, much faster than the semester. The early alert system emphasizes the importance of being responsive early in the 10-week quarter. Trustee Kenison asked about the online library and advising. Ms. DeLeon stated she will be using the Elluminate program as a resource, some faculty are already using this. She will be working closely with Dean of Library Resources Tim Fuhrman regarding the online library delivery, which may feature the ability to chat online with library faculty. Ms. DeLeon stated she will be working with staff and faculty to share how to use online resources. Important to track the system and assess how it's working and what needs to be changed.

Title V Instructional Designer Mary Shannon, formerly the Tech Prep and Outreach Advisor, will be redesigning math and science curriculum for online delivery. She will also provide faculty support. Smart boards are currently being used in the math/science building.

Math instructor Tyler Wallace also blends Elluminate and live instruction with the Smart Board. Biology Instructor Kathleen DuVall uses the smart board in biology class. She shows a PowerPoint presentation on the Smart Board revises it with her fingertip and then saves it as a pdf document and posts it to the class website. This results in a great resource for students to review after class.

Ms. Shannon will work with the Computer Science Advisory Board to get the program running by 2012 and ready for instruction. The advisory board including employees from Microsoft, Yahoo, Intuit, and the Grant County PUD is already providing valuable input. In 2012 a nursing instruction design specialist will be hired to begin developing distance delivery for nursing classes.

Trustee Blakely reported the Quincy community is excited about the knowledge learning center. He anticipates it will help with running start classes, as the students can access their classes from their communities. VP Mohrbacher commented the increased interactivity will keep the online students engaged.

Title V Director Terry Kinzel wrapped up by describing her team members' strengths. Ms. Shannon has been with BBCC 14 years, and is a former part time faculty member. Jenny Nighswonger, and Enedelia Nicholson are improving online accessibility. Trustee Angela Pixton asked about the opportunity for continued education in the nursing field. Director Kinzel stated she can adjust the grant to include continuing education. She said virtual labs are in the grant and experience gained from developing the math and science labs will be helpful in developing labs for the nurses.

President Bonaudi reminded the Board that the BBCC Foundation program includes more fund raising for allied health including more SIM people to provide continuing education for nursing instruction.

Board Chair Katherine Kenison announced a short break at 10:05 a.m. The meeting reconvened at 10:20 a.m. with no action taken.

6. Assessment of Board Activity

Trustee Jon Lane reported he attended the Fairchild AFB personnel luncheon. He also attended the Rural Community Workshop in ATEC and the presenter complimented the facility as a great resource for our communities. He attended the Port of Moses Lake meeting and the town hall meeting hosted by Congressman Doc Hasting. Trustee Lane attended the farewell luncheon for JATP Manager, Mr. Takashi Yoshikawa (TJ). He also attended Mike and Myrna Blakely's 50th anniversary and the Grant County EDC retail committee meeting. Lastly, he shared about BBCC at the new physicians recruiting meeting in Moses Lake.

Trustee Mike Blakely attended the JATP welcoming ceremony. He also met with Mrs. Ruby Holloway and connected the teacher of 6th grade students in Quincy with BBCC aviation to coordinate a visit. The Quincy School District plans to send 60 students to the BBCC Job & Career Fair. Trustee Blakely attended the Quincy Library groundbreaking. He also thanked President Bonaudi and fellow Trustee Jon Lane for attending his 50th anniversary celebration.

Trustee Angela Pixton reported she attended the JATP welcoming ceremony. She continually talks with nursing students regarding the BBCC nursing program and availability. Trustee Pixton also updates agricultural industry members regarding MIST and promotes BBCC scholarship opportunities.

Trustee Kenison stated she had several contacts with the TACTC Legislative Action Committee. She said the budget outlook is not good however our legislators have strong allegiances with the community college system. Trustee Kenison was recruited to serve on SBCTC committees and is considering with her time constraints. She has been gathering Cellarbration! for Education auction items. Trustee Kenison attended the JATP Welcoming Ceremony and she was a presenter for the Gear Up event on campus. She also relayed interest in a Knowledge Center expressed by Othello community members.

7. Next Regularly Scheduled Board Meeting

President Bonaudi reported the Board meeting on May 31 will be the first meeting with the Academic Master Plan (AMP) Monitoring Report full presentation provided during the meeting rather than a Study Session.

MOTION 11-14 Trustee Mike Blakely moved to set the next Regular Board meeting on May 31, 2011 at 8:30 a.m. Trustee Jon Lane seconded the motion, and the motion carried.

8. Miscellaneous

President Bonaudi reported he is watching the legislature closely. One amendment being considered would make local funds available for salary increases for faculty. This is challenging because that revenue source is primarily tuition, which can fluctuate.

President Bonaudi shared that Instructor and Exceptional Faculty Award Committee Chair Bill Autry stated no applications for EFA awards have been submitted so far this year. The funding is held by the Foundation for the Board. He said the faculty are trying to conserve revenue for the college. This EFA fund intended for faculty professional development and \$13,000 can be awarded annually.

President Bonaudi reminded the Trustees that the BBCC Foundation needs an additional liaison with the Board. Trustee Mike Wren has been serving as the lone liaison.

MOTION 11-15 Trustee Jon Lane moved to appoint Trustee Mike Blakely as the second liaison with the BBCC Foundation. Trustee Angela Pixton seconded the motion, and the motion carried.

President Bonaudi introduced Dean Kara Garrett to share about the BBCC Gear Up event. She said it was a great event with 680 middle school students attending and 31 community member presenters. President Bonaudi stated this is an investment in the future. He would like to have more data on the Gear Up attendees' post-secondary education institution choices.

President Bonaudi stated the 49 JATP students are doing great. Dean Clyde Rasmussen was introduced to provide an update on the 2nd Annual BBCC Aviation Open House held last week. Dean Rasmussen reported 31 prospective students attended, along with family members for a total of 83 visitors. He thanked Counselor Max Heinzmann for being available to provide financial aid information to the visitors. One father and son flew from Chicago to attend the open house.

Spokane Falls Community College has stated they intend to start an aviation program articulated with the University of North Dakota. President Bonaudi stated he has initiated the process to indicate BBCC's disagreement with SFCC's proposed program. Our BBCC Aviation program is articulated with CWU.

President Bonaudi announced the State of the College Address will be given April 26. This is an opportunity for the community to learn how BBCC is handling budgeting challenges. He will also be sharing some incredible student success stories.

Cellarbration! for Education will be held May 26. This is the BBCC Foundation's major fundraiser; President Bonaudi encouraged everyone to bring guests. He stated our local Chef, Dale Yates prepared a great meal for Winter Serenade and he will also be preparing the meal for Cellarbration! Auction items include 100 troy ounces of silver, time at a time share in Hawaii and a painting by Kim Wheaton.

President Bonaudi reminded the Trustees that his evaluation will be on the June 21 Board meeting agenda. TACTC President Mauri Moore and TACTC Administrator Erin Brown will be attending the June 21 Board meeting to present TACTC information. Dinner for the Board and Ms. Moore and Ms. Brown will be arranged June 20. President Bonaudi also commented that the Spring TACTC Conference was being coordinated with the ACCT Governance Institute for Student Success at Suncadia June 26-28, 2011.

MOTION 11-16 Trustee Angela Pixton moved to adjourn the meeting. Trustee Mike Blakely seconded the motion, and the motion carried.

The meeting adjourned at 10:54 a.m.

Katherine Kenison Chair

ATTEST:

William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 5/31/11

ITEM #4 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Bonaudi's activities from April 4, 2011, through May 21, 2011, are following.

Prepared by President Bonaudi.

RECOMMENDATION:

None

President's Activity Log Highlights

| Date | Activity | Purpose of meeting | Location | Comments |
|---------|--|--------------------------------|---------------------|---|
| 4/7-9 | AACC Commission Mtg | Higher Education Collaboration | New Orleans, LA | Commission Member |
| 4/8/11 | Regional Alliance Mtg | Community College Support | Conference Call | Al Ralston |
| 4/8/11 | SBCTC Legislative Update | Higher Education Support | Conference Call | |
| 4/12/11 | BBCC Board of Trustees Meeting | College Guidance | BBCC | |
| 4/14/11 | Grant County EDC Luncheon | Community Support | BBCC | |
| 4/14/11 | Regional Alliance Mtg | Community College Support | Conference Call | Al Ralston |
| 4/14/11 | BBCC Foundation Dinner & Meeting | College Support | BBCC | |
| 4/16/11 | School Employees Credit Union Annual Meeting | Community Support | Seattle | Director |
| 4/18/11 | Eastern Regional Collaboration | College Collaboration | Conference Call | WVC Pres Jim Richardson, CBC Pres Rich Cummins, WWCC Pres Steve VanAusdle, YVCC Pres Linda Kaminski, CCS Chancellor Christine Johnson |
| 4/18/11 | President Gaudino Provost Marilyn Levine Asst to Provost for Centers Margaret Badgley | College Collaboration | CWU | Accompanied by VP Mohrbacher |
| 4/19/11 | WVC President Jim Richardson | College Collaboration | | Accompanied by VP Mohrbacher and VP Hamburg |
| 4/20/11 | Grant County EDC Meeting | Community Support | BBCC | Board Member |
| 4/21/11 | BBCC Job & Career Fair | Community Support | BBCC | |
| 4/22/11 | Regional Alliance Mtg | Community College Support | Conference Call | Al Ralston |
| 4/22/11 | SBCTC Legislative Update | Higher Education Support | Conference Call | |
| 4/26/11 | State of the College Address | College Support | BBCC | |
| 4/28-29 | WACTC Meetings | System Support | Renton Tech College | |
| 5/2/11 | Community College Research | Information Sharing | BBCC | Interview regarding Achieving the |

President's Activity Log Highlights

| Date | Activity | Purpose of meeting | Location | Comments |
|---------|--|---------------------------|-----------------|---|
| | Center Interview | | | Dream activities |
| 5/2/11 | Kiwanis | College Support | Moses Lake | Presentation regarding college budget |
| 5/3/11 | Mayors' Prayer Breakfast | Community Support | BBCC | |
| 5/3/11 | Workforce Development Council | Community Collaboration | Moses Lake | Board Member |
| 5/3/11 | Business After Hours | Community Support | Moses Lake | |
| 5/4/11 | Jury Duty | Civic Duty | Ephrata | |
| 5/5/11 | Western Governors' University | Information Sharing | BBCC | |
| 5/5/11 | WVC President Jim Richardson | College Collaboration | Conference Call | |
| 5/5/11 | Achieving the Dream Coaches | Information Sharing | BBCC | |
| 5/6/11 | SBCTC Legislative Update | Higher Education Support | Conference Call | |
| 5/6/11 | PET Graduation | Student Success | | Presented Certificates |
| 5/10/11 | WA Executive Leadership Academy Presentation | Leadership Guidance | Spokane | Topic: Collective Bargaining in Washington Community Colleges |
| 5/12/11 | EDC SBDC Meeting | Community Collaboration | BBCC | |
| 5/12/11 | Port of Moses Lake Mgr Craig Baldwin | BBCC Promotion | BBCC | Paris Air Show Brochure & 727 Taxi Information, accompanied by PIO Autumn Dietrich |
| 5/12/11 | ASB Leadership Luncheon | Student Success | BBCC | |
| 5/13/11 | Regional Alliance Mtg | Community College Support | Conference Call | Al Ralston |
| 5/13/11 | SBCTC Legislative Update | Higher Education Support | Conference Call | |
| 5/16/11 | Public Information Commission Presentation | System Support | BBCC | With SCC Trustee Carol McVicker Topic: Importance of Public Information Commission to Presidents |
| 5/17/11 | Project Way Presentation | Community Support | Quincy | College Presentation on Training Opportunities for New Businesses |
| 5/18/11 | Jury Duty | Civic Duty | Ephrata | |
| 5/19/11 | Eastern Regional Collaboration | College Collaboration | Conference Call | WVC Pres Jim Richardson, CBC Pres Rich Cummins, WWCC Pres Steve VanAusdle, YVCC Pres |

President's Activity Log Highlights

| Date | Activity | Purpose of meeting | Location | Comments |
|---------|------------------------------|---------------------------|-----------------|---|
| | | | | Linda Kaminski, CCS Chancellor Christine Johnson |
| 5/20/11 | Regional Alliance Mtg | Community College Support | Conference Call | Al Ralston |
| 5/20/11 | SBCTC Legislative Update | Higher Education Support | Conference Call | |
| 5/21/11 | Cellarbration! for Education | College Fundraising | BBCC | |

Big Bend Community College

Date: 5/31/11

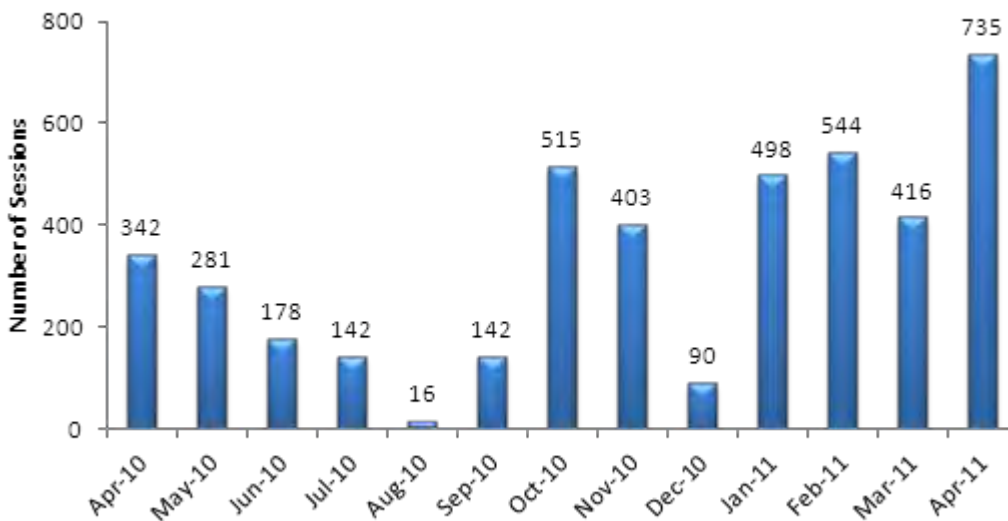
ITEM #4: CONSENT AGENDA (for information)

- c. Student Success Initiatives Update
 - 1. Achieving the Dream
 - 2. Student Achievement Initiative
 - 3. Academic Master Plan

Achieving the Dream

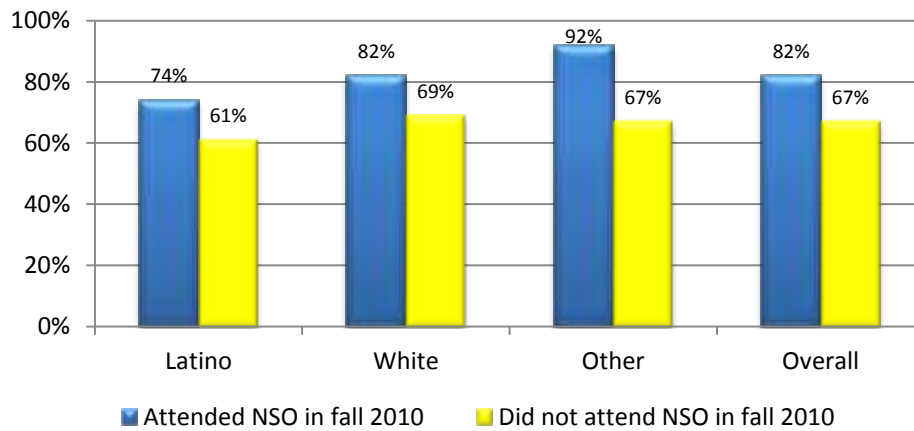
Online Tutoring

Online Tutoring Use 2010-2011



Online Tutoring usage continues to grow, as does the associated cost. Funding has been through Achieving the Dream, but those funds will expire at the end of June. We will be shifting from Tutor.com to the NW eTutoring Consortium during the summer. The Consortium is run out of WSU and will provide similar service at a reduced cost. Services to students will be more limited, in that NW eTutoring does not currently run 24 hours per day; however, the quality of the service should be equivalent.

**New Student Orientation (NSO) and reenrollment
from fall to winter quarters 2010-11**



In addition to new students this group includes transfer and returning students with less than 30 credits.

New Student Orientation (NSO) continues to show significant impact on retention. Students who attended NSO showed a 15% advantage in fall to winter reenrollment. While Latino students were 8% less likely to reenroll overall than White students, the advantage for both groups attending NSO was 13%.

MAPA Students

| Year Student Became involved with MAPA | MAPA Students | Returned 2nd Year | | Received a credential | | Retained to next year and/or Received a Credential | |
|--|---------------|-------------------|------------|-----------------------|------------|--|------------|
| | | Count | Percentage | Count | Percentage | Count | Percentage |
| 2007-08 | 14 | 13 | 93% | 11 | 79% | 13 | 93% |
| 2008-09 | 13 | 5 | 38% | 7 | 54% | 11 | 85% |
| 2009-10 | 17 | 14 | 82% | 4 | 24% | 15 | 88% |

MAPA is a mentoring program designed to help Latino students achieve their educational goals. As students become successful in college, they will be able to help other students succeed as well. Activities include advising, group mentoring, and College Knowledge series. MAPA is designed to help address retention and achievement gaps for Latino students.

Supplemental Instruction

| Students who attended SI 2010-11* | N | Students with a 2.0 GP or better |
|-----------------------------------|----|----------------------------------|
| Chemistry | 29 | 79% |
| Pre-College Math | 36 | 72% |
| OVERALL | 65 | 75% |

| Students who did not attend SI 2010-11* | N | Students with a 2.0 GP or better |
|---|-----|----------------------------------|
| Chemistry | 144 | 75% |
| Pre-college Math | 662 | 52% |
| OVERALL | 806 | 56% |

*In summer, fall or winter quarters

Supplemental Instruction continues to show an advantage in student success rates, particularly for students in pre-college math. It has been supported by both Achieving the Dream and Title V. The large advantage shown by pre-college math students is mitigated by the fact that only a small percentage of overall pre-college math students are currently participating in Supplemental Instruction. Our next steps will be to determine the most efficient way to expand the program to serve more students, while still showing high success rates.

Student Achievement Initiative

The Student Achievement data is the basis for the Governance Institute for Student Success (GISS) cohort database currently being developed by the State Board. In a majority of these measures, BBCC compares well to state averages and to similar institutions within the state system. For example:

- *Percent of Transfer Students reaching the Tipping Point by Year Four (2006-2010)*
BBCC: 26%
State Average: 20%
- *Percent of Workforce Students reaching the Tipping Point by Year Four (2006-2010)*
BBCC: 31%
State Average: 26%
- *Percent of Basic Skills Students who earned a GED (or High School Completion)*
BBCC: 19%
State Average: 9%

There are, however, a few measures which will require additional attention:

- *Percent of ESL students attempting College Courses (2008 Cohort):*
BBCC: 7%
State Average: 15%

Overall, BBCC compares very well on a majority of indicators, but having the data lets us know where to focus our efforts.

Academic Master Plan

Academic disciplines and service programs have been working on completing program audits in preparation for the upcoming Programs Monitoring report.

Prepared by VP Bob Mohrbacher, Associate VP Candy Lacher, Dean Valerie Kirkwood, Data Analyst Starr Bernhardt.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 5/31/11

ITEM #4 CONSENT AGENDA (for information)

d. Accreditation

BACKGROUND:

At the May faculty inservice, faculty were provided with an overview of where BBCC is in the new process. Discussion centered on BBCC Core Themes, timelines, and committee structure. The Core Themes serve as the foundation of the entire report.

In the new reporting structure, BBCC will submit Standard One to the Northwest Commission on Colleges and Universities on September 1, 2011. Currently a draft of Standard One is being reviewed.

Due to the change in standards and structure, BBCC's Comprehensive Self-Evaluation Report will be submitted in fall 2012. The following shows the committee members

| Standards | Subcommittee Members | Committee Members | | | |
|---|--|--|---|---|---------|
| | | Faculty | Classified | Admin-Exempt | ASB Rep |
| Standard One Mission, Core Themes and Expectations | Bob Mohrbacher, lead | 1. Chris Riley | 1. Kathy Aldrich 2. Starr Bernhardt | 1. Bob Mohrbacher 2. Jerry Workman 3. Jose Esparza 4. Candy Lacher | 1. |
| Standard Two Resources and Capacity | Gail Hamburg, lead Bill Bonaudi, Bob Mohrbacher, Valerie Kirkwood, Holly Moos, Kara Garrett, Clyde Rasmussen, Tim Fuhrman, Candy Lacher, Char Rios | 1. John Swedburg 2. Barb Whitney 3. Kathleen Duvall 4. Les Michie 5. Barb Jacobs | 1. Tom Willingham 2. Jeffrey Robnett 3. Mark Rogerson | 1. Annemarie Cadle 2. Melinda Dourte 3. Mary Shannon 4. Linda Chadwick | 1. |
| Standard Three Planning and Implementation | Bob Mohrbacher, lead | 1. Tyler Wallace 2. Dick Wynder 3. Angie Leavitt | 1. Hope Candanoza 2. Barbi Schachtschneider | 1. Heidi Summers 2. Valerie Kirkwood 3. Autumn Dietrich | 1. |
| Standard Four Effectiveness and Improvement | Valerie Kirkwood, lead | 1. Gail Erickson | 1. Starr Bernhardt 2. Dania Bisnett | 1. Sandy Cheek 2. Doug Sly 3. Katherine Christian | 1. |
| Standard Five Mission Fulfillment, Adaptation, and Sustainability | Tim Fuhrman, lead | 1. Jennifer Brooks 2. John Peterson 3. Matt Sullivan | 1. Connie Rodriguez 2. Randy Fish | 1. Valerie Kirkwood 2. Terry Kinzel | 1. |

Bill Bonaudi, Bob Mohrbacher, Gail Hamburg and Valerie Kirkwood will all serve as NWCCU evaluators for other colleges this year. We believe the experiences will help BBCC as we prepare our reports.

Big Bend Community College

Date: 5/31/11

ITEM #4: CONSENT AGENDA (for information)

e. Assessment Update

BACKGROUND:

At the May 13 faculty In-Service, there were two break-out sessions dealing with Assessment: one for disciplines/programs to finish their annual assessment work and one to discuss the General Education outcomes.

With regard to the General Education outcomes, there were several suggestions about how to update or revise the outcomes so that they more fully and accurately reflect the broad range of skills we expect from students. There was some feeling that they don't reflect all of the learning expected of students obtaining an AAS Transfer degree, and that they address some disciplines more directly than others.

This group agreed to continue this discussion over the summer, primarily through electronic means, to develop specific proposals that might be taken to Instructional Council in the fall.

Work also remains to develop outcomes for the related instruction components of all one-year certificates and Associate of Applied Science degrees.

Prepared by VP Mohrbacher

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 5/31/11

ITEM #4: CONSENT AGENDA (for information)

f. Capital Project Update

BACKGROUND:

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

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

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

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

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

Old Developments/Background:

4/12/11 The Facilities Master Planning Committee has been formed and started the process of updating the Facilities Master Plan, a key requirement for submission of any capital project request to the State Board. 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: 5/31/11

ITEM #4: CONSENT AGENDA (for information)

g. Human Resources Report

BACKGROUND:

Three faculty members are retiring in June 2011:

- Gene Donat, Economics
- Pat Teitzel, Business Information Management
- Mark Yosting, Automotive instructor for the high school program

Screening committees are starting to review applicant files for two instructional positions – Nursing and Psychology/Sociology. Upward Bound TRiO just concluded the review and interviewing process for their summer school staff.

The administrative team and faculty team have met for faculty negotiations four times and future meetings scheduled.

Classified Staff transfers to fill vacancies and/or avoid layoffs due to loss of funding are listed below:

- Julia Gamboa transferred from a support position in BBT to be Clyde Rassmussen's assistant in Prof-Tech Education
- Hope Candanoza transferred from IRP to Basic Skills, but will still help out some with IRP
- Barb Collins transferred from Tech Prep to Title V
- Heidi Weisler will be working 8 hours a week for CBIS in addition to her 32 hours a week for Nursing
- Yvonne Ponce transferred from Payroll/HR to the Business Office
- Karen Girone transferred ½ time from Student Activities to Payroll/HR. She also works ½ for support in ATEC
- Dale Casebolt is working ½ time as a Custodian
- Hope Strnad is trading weeks with Kathy Arita in back-filling the ½ of Dale's position that he left to go to Custodial staff

Reported Administrative/Exempt Training since last Board Meeting:

- Lora Allen - WAPED Conference/math & Learning Disabilities Training in Chelan on April 18-20.
- Kathy Arita - Security Awareness Training at BBCC on April 19.
- Carla Boon - AWISA (International Student Issues) at Edmonds CC on April 29.
- Annemarie Cadle – Safety Meetings at BBCC on March 17 and April 21.
- Malorie Clark - WSTC Spring Institute: Family Advocate Track in Bellevue April 24-26.
- Kara Garrett - Inter-College Relations Council Meeting at BBCC on April 14 – 15, Articulation and Transfer Council Meeting at Clark College on April 21-22.
- Andre Guzman - Student Services Conference in Wenatchee on April 21-22.

- Gail Hamburg - Facilities Master Plan Meeting in Pasco on March 11, Safety Meeting on March 17, SBCTC Conference Budget by ITV on March 18, Readiness Stakeholder Advisor Meeting by ITV on March 23, Accreditation Evaluation team member at Clatsop Community College April 12-15, Enterprise Resource Planning Project ITV on April 29.
- Terry Kinzel - Title V Annual Meeting-Advancing Educational Achievement in Washington DC on April 18 – 21.
- Candy Lacher - Enterprise Resource Planning Project ITV on April 29, Log-In Training for Testing Updated SMS System by Elluminate on March 9, Lift N' Shift/SBCTC IT Updated System by Elluminate on March 24.
- Holly Moos - Enterprise Resource Planning Project ITV on April 29, Human Resources Management Commission meeting in Walla Walla on May 5, Payroll Issues for Multi-State Employers in Olympia on May 9.
- Jenny Nighswonger -Early Childhood Teacher Preparation Council Committee Urban Retreat in
- Kent, WA on April 14-15.
- LeAnne Parton - Title V Annual Meeting-Advancing Educational Achievement in Washington DC on April 18 – 21.
- Char Rios - Lift N' Shift on Elluminate on April 28, 2011, Enterprise Resource Planning Project ITV on April 29.
- Heidi Summers - Council for Basic Skills in Walla Walla on April 21-22.

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

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/31/11

ITEM #4: CONSENT AGENDA (for information)

h. Enrollment Report

BACKGROUND:

The 2010-11 FTE as of May 19 are included for your information. We are currently 10.5% over our two year state-funded FTE target. State funded FTE for spring quarter is down 2% compared to the same date last year, due primarily to our effort to control the number of sections offered because of budget considerations.

The tuition amount budgeted for 2010-2011 is \$3,308,514. As of April 30, 2011 we have collected \$3,796,201 or 114.7% of the budgeted amount. As of April 30, 2010 we had collected \$3,504,608 or 112.7%.

TUITION COLLECTION REPORT
As of April 30, 2011 and April 30, 2010.

| | <u>2010-11</u> | <u>2009-10</u> |
|---------------------------------------|----------------|----------------|
| Annual Budget | \$3,308,514 | \$3,108,514 |
| Total Collections as of March 31 | \$3,796,201 | \$3,504,608 |
| As a % of annual budget | 114.7% | 112.7% |
| Left to collect to meet budget target | -0- | -0- |

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

F.T.E. REPORT

5/19/2011

| | ANNUALIZED <u>FTEs</u> |
|--|-----------------------------------|
| 1st year (09-10) | |
| SUMMER | 115.8 |
| FALL | 589.4 |
| WINTER | 600.2 |
| SPRING | <u>553.7</u> |
| <i>Total</i> | <i>1859.1</i> |
| | |
| 2nd year (10-11) | |
| SUMMER | 135.6 |
| FALL | 604.5 |
| WINTER | 597.3 |
| SPRING | <u>541.9</u> |
| <i>Total</i> | <i>1879.3</i> |
| | |
| TOTAL | <u>3738.4</u> |
| | |
| 1st year Target (includes 53 Workforce) | 1676 |
| 2nd year Target (includes 86 Workforce) | <u>1708</u> |
| <i>Two-year Target Total</i> | <u>3384</u> |
| | |
| SBCTC 2-year rolling enrollment count | |
| Past year + current year actual FTE | 3738.4 |
| Past year + current year allocation | 3384.0 |
| % of allocation target attained to date | 110.5% |
| | |
| Add'l FTEs to meet minimum 96% | -489.8 |
| Add'l FTEs to meet target 100% | -354.4 |
| | |
| FTEs over target - 1st year | 183.1 |
| FTEs over target - 2nd year | 171.3 |

BIG BEND COMMUNITY COLLEGE

Date: 5/31/11

ITEM #4: CONSENT AGENDA (for action)

- i. Donations

BACKGROUND:

Central WA Hospital would like to donate new patient lift equipment to the BBCC Nursing Program. This donation would provide students the opportunity to work with proper clinical lift technologies.

Prepared by the President's Office.

RECOMMENDATION:

President Bonaudi and Vice President Hamburg recommend acceptance of the above-mentioned donation.

RECEIVED

MAY - 2 2011

VP ADMIN SVC

Date: April 26, 2011

To: Gail Hamburg, Vice President for Financial and Administrative Services

Cc: Kara Garrett, Dean of Arts and Sciences

From: Katherine Christian, Director, Health Education Programs

RE: Donation of patient lift equipment

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

The approximate value of this equipment (new) is \$8,000; purchased used it would be approximately \$3,000.

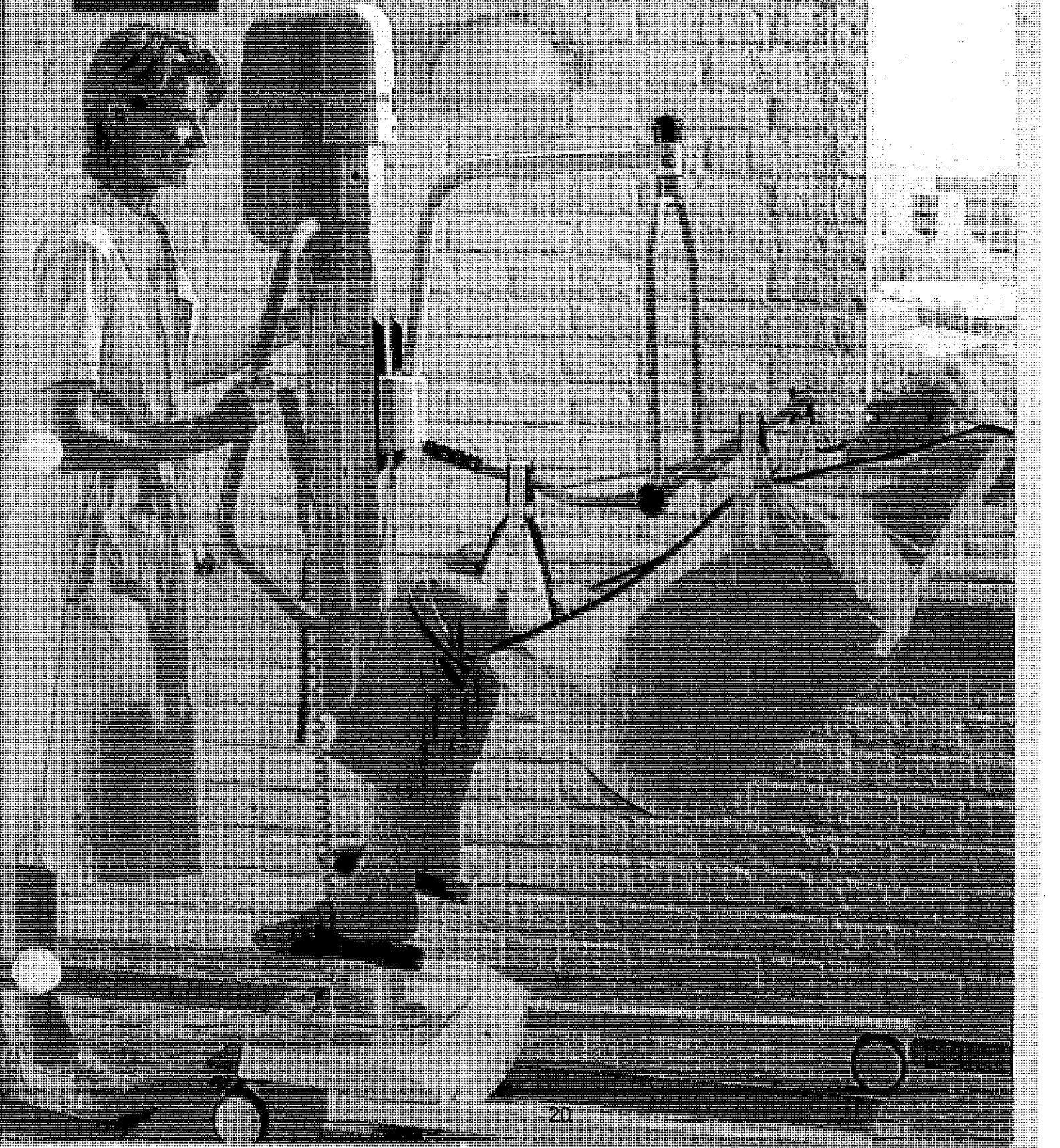
Thank you,

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

ARJO

ESTD

Maximove™



BIG BEND COMMUNITY COLLEGE

Date: 5/30/2011

ITEM #4: CONSENT AGENDA (for information)

j. BBCC Job & Career Fair

BACKGROUND:

The 18th annual Job & Career Fair was held April 21, 2011, in the Masto Conference Center.

Fast Facts:

- 61 employers; a 15% increase from 2010
- 10 Big Bend Community College professional technical programs
- Over 1,200 attendees
- 10 workshops; including 3 pre-event workshops on April 20, 2011
- Employment Resource Center sponsored by Central WA WorkSource

The 2011 Job & Career Fair was another successful event. The Fair was busy all day with a steady stream of visitors filling the ATEC building.

Special Features:

- The Big Bend Community College Pre-Employment Training Program (P.E.T.) and P.E.T. consortium member employers were featured in a dedicated section of the Masto Conference Center. A P.E.T. workshop recruited new candidates for the program.
- Central Washington WorkSource hosted the "Employment Resource Center" providing job seekers with assistance for resumés, job search techniques, and mock interviews.
- BBCC Foundation Board members hosted the Hospitality Room and networked with employers.

The Job & Career Fair continues to be a premier job fair in Washington State. Many employers were hiring and accepting job applications. The Fair received outstanding evaluations from employers and visitors.

The success of the Job Fair is directly related to the efforts of BBCC employees and community partnerships. Special recognition for organizing the event goes to the following individuals:

Mary Shannon, Chairperson

Barbara Collins, Employer Outreach and Organizational Support

Heidi Baldwin, Workshops

Nancy Tracy and BBCC Foundation Board, Hospitality Room

Doug Sly, Autumn Dietrich, and José Esparza, Advertising & Promotion

Deena Westerman and BBCC Maintenance Crew, Setup

Columbia Basin Job Corps, parking attendants and set-up crew

Word Services, Printing

Sodexo Inc., Food service

Future Date:

The 19th Annual Job & Career Fair is scheduled for April 19, 2012. However, future organizational responsibilities and a committee chair are undetermined at this time.

Prepared by Mary Shannon, Instructional Designer, Title V

BIG BEND COMMUNITY COLLEGE

Date: 5/31/11

ITEM #4: CONSENT AGENDA (for action)

- k. Emeritus Status Nomination

BACKGROUND:

The Faculty Association has nominated the following retiring faculty members for Emeritus Status:

Mrs. Pat Teitzel currently a Business Information Management Instructor started teaching part time for BBCC in the Office Information Management Program in 1979. After teaching part time for 10 years she was hired full time in 1989. During her time at BBCC, the Office Information Management Program was updated to Office Information Technology and now to Business Information Management. Mrs. Teitzel has served on numerous committees and has also been instrumental in arranging the Pre-Commencement Get Together for faculty and staff. She has taught at BBCC for 32 years, with a full time teaching schedule for the past 22 years.

Mr. Gene Donat, Economics Instructor, was initially hired as a Mid-Management Program Instructor in 1975. He transitioned into the Economics Instructor position in 1990. Mr. Donat has served on many committees including the Faculty Collective Bargaining Negotiations Team. He has taught the students of Big Bend Community College for 36 years.

RECOMMENDATION:

President Bonaudi recommends awarding Emeritus status

BIG BEND COMMUNITY COLLEGE

Date: 5/31/11

ITEM #6: Exceptional Faculty Award Recommendations (for action)

John Swedburg (Aviation Chief Pilot)
John Peterson (Chemistry Instructor)

BACKGROUND:

Chief Pilot John Swedburg requested a \$2,000 award to fund a portion of his travel to the Paris Airshow. He will be part of a coalition representative of Washington state aviation schools and part of the larger Governor's mission.

Chemistry Instructor John Peterson requested \$1,080 to fund his travel to the American Chemical Society NW Regional meeting in Portland, Oregon.

The Exceptional Faculty Award Committee "wholeheartedly" supports both requests.

Prepared by the President's office.

RECOMMENDATION:

None



April 18, 2011

Dear President Bonaudi,

The Exceptional Faculty Award committee is pleased to inform you that we have two EFA applications for your consideration. The committee believes each plan fits the guidelines and spirit of the awards. Each activity may add dimension and quality to our instructional offerings as well personal growth, expertise, and inspiration for our honored instructors.

The committee reviewed each of the applications and fully supports each. John Peterson asked for an award so he may attend the Northwest Regional Meeting of the American Chemical Society. We believe Mr. Peterson's travel to be a very cost effective method of staying connected to the field of chemistry and the professional community, and think his experience will ultimately bring new ideas to the classroom. The committee is inspired by Mr. Peterson's plans and enthusiastically supports his plan.

John Swedburg requests an award to attend the Paris Airshow, which he describes as a "rare opportunity." He would be part of a coalition representative of Washington state and ultimately Big Bend Aviation. The committee is ecstatic that Mr. Swedburg has the occasion to represent our college at one of the world's premiere aviation events. We believe Mr. Swedburg's participation may bring new visibility to our region and our programs. The committee wholeheartedly supports his endeavor.

We have included copies of the applications and other materials for your convenience. We look forward to your recommendations and, ultimately, the Board's consideration.

Although budgets are lean and possibly getting leaner, we are energized to be part of the process allowing these exemplary projects to gain momentum. If not for the vision of our benefactors and our board, many truly meaningful activities would go unrealized. The EFA committee wishes to thank you, President Bonaudi, the Foundation, and the Board of Trustees, for your support, trust and guidance.

Thank you.

Sincerely,

Matthew Sullivan

Charlene Rios

Dennis Knepp

Bill Autry

John Gillespie

APPLICATION FORM BBCC EXCEPTIONAL FACULTY AWARD

Note: Click on or <tab> each form Field and type your information. Each field will expand as you need more space. You may print this copy and submit to each Exceptional faculty committee member or e-mail as an attachment. Thank you.

NAME: John Swedburg

DATE: April 14, 2011

DIVISION: Aviation (AVF)

1. List all your principal professional duties including courses normally taught.

As Chief Flight Instructor, I am responsible to the FAA and BBCC for the safe, effective and accurate application of the techniques used in training Commercial pilots. Besides the necessary programs administrative duties, I also teach students of every stage of flight training. I also evaluate the student's progress through oral evaluation and flight checkrides. I keep the 10 instructors standardized by meetings, flight checks, and one-on-one meetings. I am also responsible for the financial viability of the program which includes seeking additional ways to bring in revenue such as through contracts.

2. Amount requested: \$2,000

**3. Specific purpose the award would be used for:
(Attach a separate sheet with details, if necessary.)**

I have been asked to attend the Paris Airshow, June 20-26, 2011, in Paris France. I would be a part of a coalition from the State of Washington. A primary function of this group would be to promote Washington State as a resource of aviation services for companies worldwide and seek contracts to bring back to the state and specifically to BBCC. As an instructor in the Aviation department, I am interested in learning about the latest advancements and applications in aviation which will be on display throughout the airshow in static form as well as flight demonstrations. See #8 for more specific benefits I plan to receive from this rare opportunity.

4. If the award is to be used for reimbursement for an activity, which will require personal expenditures, provide an itemized list of expected expenses.

An estimate of the costs of the trip include:

Airfare: \$1800

Lodging: \$100 @ night for 7 nights, total \$700.

Meals: \$50 @ day for 7 days, total \$350.

Miscellaneous: \$1,000.

If I am allowed to do so, I would like to depart for Paris a week earlier and visit aviation museums and landmark sites unique to France, such as the landing site of Charles Lindbergh's flight in 1927. If this happens, my costs for lodging and meals, and miscellaneous would double. See #8 for more information on expected learning opportunities.

5. If there are any other sources of reimbursement for this activity provide an itemized list of expected reimbursements.

At this time, I am not aware of additional sources of reimbursements. Expenses for the booth at the airshow will be paid by the funding source of the coalition of other representatives from Washington State.

However, in this budget environment, I am sure that funds will be limited, especially if I take advantage of this opportunity to travel early and see France's tributes to aviation, both past and present.

6. When was your last sabbatical? During the 2001-2002 school year, I took a leave of absence without pay. I have had no other sabbatical.

7. What travel monies have you received during the last year?

I have received no monies to advance my personal teaching skills. I have received travel reimbursement for recruiting trips.

8. How will this stipend improve your teaching and/or professional expertise?

Under the category of teaching, this trip will improve by teaching by giving me the opportunity to see the actual places dear to the history of aviation. Charles Lindbergh, a personal favorite in aviation personalities, was first to fly across the Atlantic Ocean non-stop on May 20-21, 1927 from New York to Paris. Many of the parts of an airplane are named with French names, such as fuselage, aileron, and empennage. Aviation was advanced in the 1910's and 1920's by wealthy Frenchmen who sought to enjoy this new frontier of adventure. There are dozens of famous landmarks and museums where France had an influence on aviation. The Airshow itself will be a virtual flying museum of the past and the very latest applications of technologies from many countries around the world.

Under the category of professional expertise, as Chief Flight instructor, the trip will greatly improve my knowledge, and skills in international negotiations and promotion of aviation in general, and specifically to BBCC. If an international contract is successfully won, it would be very valuable to the flight program and BBCC.

Under the category of a lifelong learner of life itself, the trip has the opportunity to see many famous sights in France, from the cultural aspects of museums of art, to the historical aspects of Europe and the World War II monuments. Then Paris itself, with the Eiffel Tower, Arc de Triumph, and the Seine River. There are more places to improve one's view and understanding than time will allow.

9. Describe your previous involvement in working with other faculty on this campus to improve the quality of the institution.

During my 29 years here at BBCC, I have given much more than my time to make this place a great learning institution. I have always been a member of the faculty association. I have served 13 years as the aviation division chairman, which made me a member of the instructional counsel. I have served on numerous hiring committees in and out of the aviation department. I am currently on the Academic master planning committee, and am serving as a substitute on the Academic council. In the past, I have served on most all of the faculty committees at some time or the other and for six years I was the faculty representative to the BBCC Board of Trustees. I have recruited in high schools all across the state of Washington and have been in every high school that I am aware of from Arlington to Tacoma, talking with students, attending career fairs, or just dropping in to make counselors aware of the flight program at BBCC. I greatly miss my opportunity of 16 years of teaching in the Religion Department, which gave me the chance to teach in the academic side of the campus and meet a different group of students.



Department of Commerce
 WASHINGTON STATE
 GOVERNMENT

WASHINGTON STATE GOVERNOR'S MISSION TO THE PARIS AIR SHOW

Aerospace Mission and the Washington State Pavilion

The Department of Commerce invites you to join Governor Gregoire and be part of the Washington State Aerospace Delegation to the 49th International Paris Air Show, the world's largest aerospace industry event. Take advantage of:

- ✦ a physical presence on the trade show floor at a group rate
- ✦ high visibility as part of the Governor's official aerospace delegation
- ✦ extensive company exposure in a variety of media, including the new Washington State Aerospace Directory
- ✦ on-site logistics and business-matchmaking support from Washington State's European AeroDesk

Exhibitor Packages

- ✦ **Full Booth Exhibitor: \$14,000 (4 available)**
 Package includes a full 9 m² turn-key booth (additional sizes available at \$1,600/m²)* in the Washington State Pavilion; two trade show passes; access to the US Pavilion meeting rooms and lounge; access to Governor's VIP event; business matchmaking assistance; travel and logistics support; a full-page ad and enhanced company listing in the Washington State Aerospace Directory and the official Paris Air Show directory.
- ✦ **Executive Catalog Exhibitor: \$5,500 (8 available)**
 Package includes a graphic display kiosk** within the Washington State Pavilion; one trade show pass; access to the US Pavilion meeting rooms and lounge; access to Governor's VIP event; business matchmaking assistance; travel and logistics support; an enhanced listing in the Washington State Aerospace Directory and the official Paris Air Show directory.
- ✦ **Mission Delegate: \$3,500 (10 available)**
 Package includes logo visibility in the Washington State Pavilion; one trade show pass; access to Governor's VIP event; business matchmaking assistance; travel and logistics support; an enhanced company listing in the Washington State Aerospace Directory.

Sponsorship Packages

- ✦ **Premier Sponsor: \$10,000 (1 available)**
 Recognition by Governor Gregoire and in all marketing materials as the Premier Sponsor; speaking opportunity; access to Governors's VIP event; logo visibility in the Washington State Pavilion; full page ad and enhanced company listing in the Washington State Aerospace Directory.
- ✦ **Ambassador Sponsor: \$5,000 (4 available)**
 Access to Governors's VIP event; logo visibility in the Washington State Pavilion; full page ad and enhanced company listing in the Washington State Aerospace Directory.
- ✦ **Supporting Sponsor: \$1,000**
 Logo visibility in the Washington State Pavilion; enhanced company listing in the Washington State Aerospace Directory.



Washington Pavilion available from the 2009 show:

- ✦ Full Booth Exhibitor
- ✦ Executive Catalog Exhibitor
- ✦ Mission Delegate
- ✦ Premier Sponsor
- ✦ Ambassador Sponsor
- ✦ Supporting Sponsor

Executive Matchmaking, meetings, travel and logistical coordination, media, public relations:

- ✦ Logo visibility
- ✦ Speaking and Presenting
- ✦ Company matching to site
- ✦ Airport
- ✦ Meeting
- ✦ Reception
- ✦ Registration
- ✦ Security & Access

Official Paris Air Show website: <http://www.paris-air-show.com/en>

*Additional booth size options may be arranged upon request depending on space availability. Pricing is based on 27 m² basis.
 **Upgrades to both Full Booth and Executive Catalog exhibitors may be available for an additional cost and include lighting upgrades, product display shelving, attachable demo counters, locking cabinets, backlighting, and more. Call 206-256-6128 for more details.



49th INTERNATIONAL
 PARIS AIR SHOW
 LE BOURGET



WASHINGTON STATE GOVERNOR'S MISSION TO THE PARIS AIR SHOW

Mission Participation Form

| | |
|---|----------|
| <input type="checkbox"/> Booth Exhibitor: | |
| <input type="checkbox"/> Executive Catalog Exhibitor: | \$5,500 |
| <input type="checkbox"/> Mission Delegate: | \$3,500 |
| <input type="checkbox"/> Premier Sponsor: | \$10,000 |
| <input type="checkbox"/> Ambassador Sponsor: | \$5,000 |
| <input type="checkbox"/> Supporting Sponsor: | \$1,000 |

Mission Name: Governor's Mission to the Paris Air Show
Dates: June 20-26, 2011

Name, Title: _____
 Company: _____
 Address: _____
 Phone: _____ Fax: _____ Email: _____

Registration Deadline: February 18, 2011

Commerce will invoice the participant directly. Payment must be received to confirm your participation.

REFUND & CANCELLATION POLICY

In the event of a cancellation, registration fees will be fully refunded up to 60 days prior to the actual event. Any cancellation made within 60 days of the event will not be refunded unless another participant can fill your vacancy at the event. If Commerce is unable to fill your vacancy, no refund will be issued.

RELEASE OF LIABILITY AND ASSUMPTION OF RISK

I hereby indicate my desire to participate in the above trade/sales mission sponsored by Commerce. My participation in this trade mission is completely voluntary. I agree to assume full legal and financial responsibility for my participation in the mission, to include obtaining my own accident and health insurance, as well as insurance for medical evacuation and repatriation that are applicable outside the United States if I wish to do so. I understand that neither the state of Washington nor any of its officers, employees or agents serve as guarantors of my safety and the State does not provide special insurance for my protection. I understand that the state of Washington encourages me to have appropriate insurance coverage for the entire time I am abroad.

I understand that there are certain risks inherent in my participation in this mission, including accidents, illnesses, forces of nature, and any other harm, injury or damage that may befall me as a result of travel to and within a foreign country.

In consideration of the privilege to participate in this mission, I agree voluntarily and without reservation to indemnify and hold harmless the state of Washington and its officers, employees, and agents from any and all liability, loss, damages, costs, or expenses (including attorney's fees) of every kind and nature that may arise in connection with my participation in this mission. The terms hereof shall serve as a release and assumption of risk for my heirs, executor and administrators and for all members of my family. I hereby voluntarily and knowingly assume the risks associated with this mission. I have read and fully understand the contents of this release and acknowledge that I freely sign it.

(Signature of Participant) Date _____

Please return this form by faxing to Troy DeFrank at 206-256-6158 or send via email to troy.defrank@commerce.wa.gov.

Submit by Email

Print Form



APPLICATION FORM

BBCC EXCEPTIONAL FACULTY AWARD

Note: Click on or <tab> each form Field and type your information. Each field will expand as you need more space. You may print this copy and submit to each Exceptional faculty committee member or e-mail as an attachment. Thank you.

NAME: John Peterson

DATE: April 13, 2011

DIVISION: Math/Science

1. List all your principal professional duties including courses normally taught.

- Teach the General Chemistry series, CHEM& 161, 162, 163. Teach Introductory Inorganic Chemistry CHEM& 121 and Introductory Organic and Biochemistry, CHEM& 131. Teach Concepts in Chemistry CHEM& 110/105.
- Provide academic advising to students and participate in New Student Registration as an advisor.
- Serve on campus wide committees as required. Currently serving on a tenure review committee.
- Evaluate and select textbooks for all chemistry classes.
- Develop and refine the laboratory exercises in all chemistry labs taught at BBCC.

2. Amount requested: \$1,080.00

**3. Specific purpose the award would be used for:
(Attach a separate sheet with details, if necessary.)**

To attend the Northwest Regional meeting of the American Chemical Society.
June 26-29 2011 Portland Oregon.

4. If the award is to be used for reimbursement for an activity, which will require personal expenditures, provide an itemized list of expected expenses.

| | |
|--------------|-------------------------------------|
| Registration | 140.00 |
| Lodging | 360.00 (4 nights Portland Red Lion) |
| Mileage | 296.00 (580 miles @ \$0.51/mile) |
| Per diem | 264.00 (4 days @ \$66.00/day) |
| Workshops | <u>20.00</u> (Chem Source workshop) |
| Total | 1,080.00 |

5. If there are any other sources of reimbursement for this activity provide an itemized list of expected reimbursements.

None

6. When was your last sabbatical? Never

7. What travel monies have you received during the last year?

\$500.00

8. How will this stipend improve your teaching and/or professional expertise?

This meeting will allow me to stay current on recent developments in the field of chemistry. Educational workshops should provide a direct benefit to my teaching proficiency. The location will provide an opportunity to network with college instructors from other institutions.

9. Describe your previous involvement in working with other faculty on this campus to improve the quality of the institution.

I attended the workshop for Curriculum in the Bioregion February 2011. I worked with Steve Close, Kathleen Duvall, Fran Palkovic and Rie Palkovic on potential curriculum design that would incorporate the concept of bioregion into our coursework.

I have worked with Math Instructors to help design the MPC 095 course to better satisfy the needs of Chemistry 121 students.

I have worked with Kathleen Duvall to integrate technology (Mediasite and Starboard) into classroom instruction.

I have worked with Kathleen Duvall to integrate course content of CHEM& 131 to best suit the needs of BIOL& 211 students.

NORM 2011

June 26-29
Red Lion Hotel
on the River
Portland, Oregon

Memorating the International Year of Chemistry 2011

Portland Section
Celebrating
50 Years
of Service to You

NORM2011

Home

Program

- Highlights
- Block Schedule

Registration

Housing

Maps/Directions

Special Events

Workshops

Exposition

- Exhibitors
 - How to Exhibit
- #### Sponsorships
- Sponsors
 - How to Sponsor

Awards

Student Program

Area Attractions



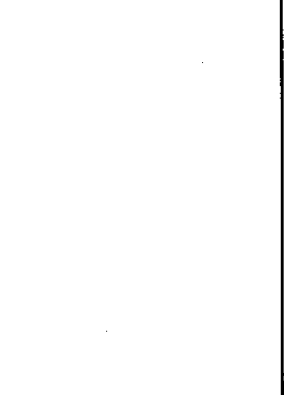
Area Food/Drink

Committee

Welcome to Portland

There is still time to submit your abstract. The deadline has been extended until April 29th @ 9:00 PM PDT. Submit abstracts here.

Plenary Speakers:

| | | |
|---|--|--|
|  |  |  |
| <p>Dr. James E "Jim" Hutchison Lokey-Harrington Chair in Chemistry Department of Chemistry and Materials Science Institute University of Oregon</p> | <p>Dr. Robert J. Charlson Professor Emeritus, Atmospheric Chemistry University of Washington</p> | <p>Mr. Jason Nawyn Forensic Drug Chemist United States Army Criminal Investigation Laboratory (USACIL)</p> |

General Sessions:

- Organic
- Inorganic
- Physical
- Analytical
- Biochemistry

Symposia

- Environmental Chemistry
- Atmospheric Chemistry
- Green Chemistry
- Biotech/Biomedical Chemistry
- Nanostructured Materials
- Renewable Energy
- Diversity
- Nuclear Chemistry
- Archeometry and Art Conservation Research
- Chemical Education
- High School Chemistry
- POGIL
- Poster session

Special events

- Opening Night Reception at Oregon Museum of Science & Industry
- Portland Section 50th year Celebration
- Diversity luncheon
- Powell's City of Books tour
- Chemists-Composers (musical performances)
- Madame Curie
- Reed Nuclear Reactor tour
- ACS Career Services
- Student Program

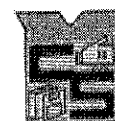
General Co-Chairs:

Dr. Angela Hoffman, University of Portland
Mr. David Stewart-Smith

Exhibitors



SCHRÖDINGER



Thermo
SCIENTIFIC



GRACE

Enriching Lives, Everywhere™

Program Co-Chairs:

Dr. Dean Atkinson
Dr. Carl Warnser

Exhibits Chair:

Bernie Carlsen

Fundraising/Development:

Ron Sato

Awards:

Ron Sato
Mr. David Stewart-Smith

BIG BEND COMMUNITY COLLEGE

Date: 5/31/11

ITEM #7: Board Officer Elections (for action/information)

BACKGROUND:

The Board typically elects a new slate of Board officers effective July 1, of each year. The Board Vice Chair rotates into the Chair position. The Board has consulted the rotation schedule below in voting its Vice-Chair selection.

BBCC Board Officer Matrix
 (C = Chair)
 (VC = Vice Chair & Chair Elect)

| | 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 | | |

Term Expires:

Blakely 9/30/14
 Kenison 9/30/13
 Jon Lane 9/30/11
 Pixton 9/30/15
 Wren 9/30/12

RECOMMENDATION:

The Board may choose to take no action at this time or may act to approve. If the Board wishes to continue the use of the above matrix they should confirm the position of the chair and vice chair for the 2011-12 academic year.

BIG BEND COMMUNITY COLLEGE

Date: 5/31/11

ITEM #8: President's Evaluation (for information/action)

BACKGROUND:

The Board will discuss conducting the President's annual evaluation per the following:
BSL-3, BSL-4, AP3500.

RECOMMENDATION:

1000.1 ENDS**E-1 Mission Statement**

The mission of Big Bend Community College is to serve the educational needs of a diverse population throughout its service district. As a comprehensive two-year community college, the institution works with its partners to provide a variety of educational opportunities, including: courses and training for university and college transfer, occupational and technical programs, basic skills and developmental education, community and continuing education, pre-employment and customized training for local business and industry, support services for students to help promote student access, success and retention.

BBCC Goals

The College provides learning opportunities that include;

- Critical thinking and problem solving
- Computation
- Communication
- Workplace skills and values
- Awareness and sensitivity to cultural diversity
- Arts enrichment and cultural activities

BBCC Characteristics

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

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

(Reports – annually based on performance indicators, % of institutional effort, budget allocations, Academic Master Plan, etc.)

E-2 Access

- BBCC provides quality resources and affordable access to the diverse population of its entire district.

This is manifested through resource sharing with most of the communities of community college district #18, and inclusion of representative numbers of ethnic and economic groups receiving college services and continued support of Basic Skills programs.

(Reports – annually based on student/staff profiles, special inclusion efforts, grant activity, diversity reports, evening and off campus schedules and activities, etc.)

E-3 Partnerships

- BBCC works with organizations and agencies to enhance access and service for our district population.

This is seen through active participation by the BBCC Board, staff and students at the local, state, and national and international levels, in planning and implementation of both policy and service.

(Reports – annually based on advisory committee appointments and minutes, contract training activity, grant applications (with partners), Foundation activity, etc.)

E-4 Student Achievement

- BBCC students and clients develop and achieve their goals supported by the staff and resources of the college and its partners.

Accordingly, the college develops and utilizes a comprehensive range of assessment tools and practices, consistent with the college mission.

(Reports – annually the college assessment plan and each Board meeting with a discussion of current assessment activity.)

E-5 Climate

- BBCC provides and maintains a climate of purpose, respect, and safety for students, staff, and partners.

This means the college will establish, maintain, and review standards of service, safety, and ethical conduct for students and staff.

(Reports – annually on training, assessment information, complaints, crime statistics, etc.)

E-6 Multiculturalism

- The Board will promote a climate of cultural understanding to be reflected in an approach for both students and college employees that results in an attitude of inquiry and openness. In the workplace and community, this approach sets a standard for customer service and civility in all interactions. In the classroom it leads to understanding of our world and the people in it.

(Reports – annually assessment outcomes, student satisfaction surveys, portfolio of activities, etc.)

1000.2 EXECUTIVE LIMITATIONS

EL – 1 General Executive Constraint

The President shall not allow in or by the operating organization of BBCC, any practice, activity, or decision, which is either unlawful, or in violation of commonly accepted professional ethics, or is contrary to the provisions set forth in the Governance Process Policies. The duties and responsibilities of the President are outlined in AP3500.

EL – 2 Respect For Students

Students should be treated with respect at all times. The President shall not cause or allow conditions, procedures, or decisions which are unsafe, lacking in respect, unnecessarily intrusive, or which fail to provide appropriate confidentiality and privacy.

The President may not:

1. Use methods of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the information elicited.
2. Fail to provide a grievance process, including access to the Board, to those students who believe that they have not been accorded a reasonable interpretation of rights established pursuant to this policy.
3. Operate without written procedures which clarify the rules for students.

EL – 3 Respect For Community Members

BBCC recognizes that our community members are our stakeholders and that all visitors to our facilities should be treated with respect. The President shall not cause or allow conditions, procedures, or decisions which are unsafe, lacking in respect or unnecessarily intrusive.

The President may not operate without written procedures which describe rules for visitors.

EL – 4 Respect For Employees

Paid and volunteer staff should be treated with respect at all times, and in compliance with established policies, process, and contracts. The President may not cause or allow conditions which are unsafe, lacking in respect, unnecessarily intrusive or are knowingly in violation of college policies, process, and contracts.

The President may not:

1. Operate without written personnel procedures which clarify personnel rules for staff, and provide for effective handling of grievances.
2. Discriminate against any staff member for expressing an ethical dissent within the framework of existing policy, process, and contracts.

3. Restrict the exercise of academic freedom.
4. Prevent non-academic employees (*) from the exercise of all rights provided to classified and exempt employees in AP4200 Communications/Grievance Procedure for Classified & Exempt Staff including an appeal to the Board.

(*) Academic employees (faculty) have a separate defined grievance process defined in the Negotiated Agreement (Article XXV).

5. Hinder employees from becoming acquainted with their rights under this policy.

EL – 5 Ethical Conduct

The President must establish and maintain high levels of professional and institutional integrity, adhering to the ethical standards of the State of Washington and of Big Bend Community College.

The President may not:

1. Change his or her own compensation and benefits.
2. Allow a conflict of interest or the appearance of a conflict of interest to exist in the approval of any college contract.
3. Promise or imply permanent or guaranteed employment in disregard of college hiring policies, procedures, and practice.

EL – 6 Asset Protection

The President may not allow assets to be unprotected, inadequately maintained nor unnecessarily risked nor allow any action that is contrary to the provisions set forth in the Governance Process Policies.

The President may not:

1. Unnecessarily expose the college, its Board or staff, to claims of liability.
2. Fail to protect intellectual property, information and files from loss or significant damage.
3. Receive, process or disburse funds under controls, which are insufficient to meet the State Auditor's standards.
4. Fail to provide adequate protection against theft and casualty.
5. Fail to establish disaster/emergency management plans.

EL – 7 Financial Planning

Financial planning shall not deviate materially from Board Ends priorities.

The President shall not fail to demonstrate concurrence between Board Ends priorities and the annual budget.

EL – 8 Financial Condition And Activity

The initial and ongoing receipt and expenditure of funds shall be maintained within the approved budgetary expectations. Extraordinary changes in receipts or expenditures shall not cause or allow the development of fiscal jeopardy.

The President may not:

1. Expend more funds than have been received in the fiscal year
2. Allow an annual budget to be submitted for approval with dedicated contingencies of less than 2.5% of the total General Operating Budget and Operating Tuition Fund.
3. Fail to settle payroll and debts in a timely manner.
4. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
5. Acquire, encumber, or dispose of real property.

EL – 9 Communication And Support To The Board

The President must keep the Board informed regarding monitoring data, relevant trends, media coverage, and Board compliance with its own policies, while acting as counsel to the Board.

The President may not:

1. Neglect to submit monitoring data required by the Board in a timely, accurate and understandable fashion, directly addressing provisions of the Board Policies being monitored.
2. Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Board Policy has previously been established.
3. Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Linkage, particularly in the case of Board behavior, which is detrimental to the work relationship between the Board and the President.
4. Fail to provide a mechanism for official Board communications.
5. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

EL – 10 Emergency Executive Succession

In order to protect the Board from the sudden loss of chief executive services, the President may not have fewer than two other executives familiar with Board and President issues and processes.

1000.3 GOVERNANCE PROCESS

GP – 1 Governance Commitment

The purpose of governance is that the Board, on behalf of the constituents of community college district # 18, ensures accountability of Big Bend Community College by assuring that it (a) achieves appropriate results for the appropriate recipients at an appropriate cost and (b) avoids unacceptable activities, conditions and decisions.

GP – 2 Governing Style

The board will govern with an emphasis on outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of board and chief executive roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity.

The board will:

1. Deliberate in many voices, but govern in one.
2. Be responsible for excellence in governing and an initiator of policy.
3. Direct, control and inspire the organization through the careful establishment of broad written policies reflecting the board's values and perspectives. The board's major policy focus will be on the intended long-term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.
4. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy making principles, respect for roles, and ensuring the continuity of governance capability.
5. Monitor and discuss the board's process and performance periodically. Self-monitoring will include comparison of board activity and discipline to policies in the Governance Process and Board-Staff Linkage categories.
6. Continual board development will include, but not be limited to, orientation of new members in the board's governance process and periodic board discussion of process improvement.
7. Seek input from staff, students, alumni, employers and other community members on Board Policies.

GP – 3 Board Job Descriptions

The job of the board is to represent the constituents of community college district #18 in determining and demanding appropriate organizational performance. To distinguish the board's own unique job from the jobs of its staff, the board will concentrate its efforts on the following job "products" or outputs:

1. The link between the organization and the constituents of community college district #18
2. Written governing policies which, at the broadest levels, address:
 - A. *Ends*: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which needs, at what cost).
 - B. *Executive Limitations*: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - C. *Governance Process*: Specification of how the board conceives, carries out and monitors its own task.
 - D. *Board-Staff Linkage*: How power is delegated and its proper use monitored, the President's role, authority and accountability.
3. The assurance of the President's performance (against polices in 2A and 2B).
4. A link between the Board and the College Foundation Board for maintaining communication and providing coordination between the two boards.

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.

GP – 5 Board Members Code Of Ethics

The board commits itself and its members to ethical, businesslike, and lawful conduct. This includes proper use of authority and appropriate decorum when acting as board members.

1. Members must represent unconflicted loyalty to the interests of the community. This accountability supercedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staff. It also supercedes the personal interest of any board member acting as a consumer of the organization's services.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - A. There must be no self-dealing or any conduct of private business or personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
 - B. When the board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote, but also from the deliberation.

- C. Board members must not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a member desire employment, he or she must first resign.
 - D. Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.
3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.
- A. Members' interaction with the President or with staff must recognize the lack of authority vested in individuals except when explicitly board-authorized.
 - B. Members' interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board.
 - C. Members will give no consequence or voice to individual judgments of President or staff performance.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.

GP – 6 Cost Of Governance

Because poor governance costs more than learning to govern well, the board will invest in its governance capacity. Accordingly,

- 1. Board skills, methods, and supports will be sufficient to assure governing with excellence.
 - A. Training and retraining will be used liberally to orient new members and candidates for membership, as well as to maintain and increase existing member skills and understandings.
 - B. Outside monitoring assistance will be arranged so that the board can exercise confident control over organizational performance. This includes, but is not limited to, fiscal audit.
 - C. Outreach mechanisms will be used as needed to ensure the board's ability to listen to the viewpoints and values of the constituents of community college district #18.
- 2. Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

GP – 7 Naming Of Facilities

The Board retains its right to name and rename college buildings and facilities as an appropriate honor to individuals and organizations for friendship, service and support of the college.

1. The Board will also approve the naming of buildings and facilities according to the wishes of a donor who has met the schedule of financial support for the various capital projects of the college. The schedule of naming opportunities will be set in Administrative Process AP1020 .
2. The Board may also approve the naming of buildings and facilities in order to honor those who have rendered extraordinary service to the college or who, by their personal or professional achievements have significantly enhanced the reputation of the college. Honorees for extraordinary service may not be current employees, and may include those who have given extraordinary service to the college in a service or volunteer capacity such that their contributions are widely recognized by the community and their peers.

GP – 8 By Laws Of Community College District #18

INTRODUCTION

The Big Bend Community College Board of Trustees, under law, is charged with the responsibility of Community College District No. 18. The authority is vested in the board, not in its individual board members. To assist the board in carrying out its responsibilities, it shall employ a president of Big Bend Community College and delegate to him/her the responsibility for administering the district under policies approved by the board. (RCW 28B.50.100) [see Board Resolution 2003.1 and BP1004]

Policies of the Board of Trustees are found in the records of board action and in the Board Policy Manual of which this document is a part. The bylaws which follow contain all of the rules adopted by the board which are in force and which relate to the organization and powers of the board and its method of conducting business.

OFFICES OF THE BOARD OF TRUSTEES

The Board of Trustees shall maintain an office at Big Bend Community College, Moses Lake, Washington, where all regular meetings shall be held, unless otherwise announced, and all records, minutes, and the official college seal shall be kept. This office shall be open during all normal business hours to any resident taxpayer of the State of Washington.

Correspondence or other business for the board shall be sent to the Secretary of the Board, who is located in this office at 7662 Chanute Street, Moses Lake, Washington 98837.

MEETINGS OF THE BOARD OF TRUSTEES

The Board of Trustees shall hold at least one meeting each quarter and such other regular or special meetings as may be requested by the Chairman of the board or by a majority of the members of the board. Regular meeting dates and times are set by an annual schedule approved by the board and published by the Office of the President. All regular meetings of the board will be held within Community College District boundaries at locations published prior to the meeting.

- A. Information for Board Members. Information and materials pertinent to the agenda of all regular meeting of the board shall be sent to trustees prior to each meeting. Any matters of business or correspondence must be received by the Secretary of the Board by 12:00 noon the Monday of the week preceding the meeting in order to be included on the agenda. The chairman or secretary may, however, present a matter of urgent business received too late for inclusion on the agenda if in his/her judgment the matter is of an urgent nature.
- B. Executive Sessions. The Board of Trustees may convene in executive session during a regular or special meeting to consider matters affecting national security; the selection of a site or the acquisition of real estate by lease or purchase of real estate, when publicity regarding such consideration would cause a likelihood of increased price; to consider the disposition of real estate by lease or sale, when publicity regarding such consideration would cause a likelihood of decreased price; the appointment, employment or dismissal of a public officer or employee; or to hear complaints or charges brought against such officer or employee; or to hear complaints or charges brought against such officer or employee by another public officer, person, or employee unless such officer or employee requests a public hearing. The Board of Trustees also may exclude from any such public meeting or executive session, during the examination of a witness on any such matter, any or all other witnesses in the matter being investigated by the Board of Trustees.
- C. Records of Board Action. All business transacted in official board meetings shall be recorded in minutes and filed for reference.
- D. Parliamentary Procedure. Three members of the Board of Trustees shall constitute a quorum and no action shall be taken by less than a majority of the board members.

Normally, voting shall be viva voce. However, a roll call vote may be requested by any member of the board for purposes of the record.

In questions of parliamentary procedure, the actions of the board shall be conducted according to the rules contained in the current edition of Robert's Rules of Order Newly Revised, unless specified otherwise by state law or regulation of the State Board for Community and Technical Colleges.

- E. The chairman shall announce at the beginning of each meeting that interested citizens or groups may make oral or written presentations to the board regarding any item on the agenda at the time of its presentation to the board. If a written presentation is to be made, a notice of such written presentation must be submitted to the Secretary of the Board of Trustees at least 24 hours prior to the

scheduled meeting. The chairman shall have the right to limit the length of time used by a speaker for the discussion of a subject.

OFFICERS OF THE BOARD

At the first regular meeting of the board each fiscal year the board shall elect, from its membership, a chairman and vice-chairman to serve for the ensuing year. In addition the President of Big Bend Community College shall serve as secretary to the Board of Trustees as specified by state law. The secretary may, at his/her discretion, appoint the president's secretary or other appropriate college staff member to act as recording secretary for all regular and special meetings of the Board of Trustees.

The chairman, in addition to any duties imposed by rules and regulations of the State Board for Community and Technical Colleges, shall preside at each regular or special meeting of the board, sign all legal and official documents recording actions of the board, and review the agenda prepared for each meeting of the board. The chairman shall, while presiding at official meetings, have full right of discussion and vote.

The vice-chairman, in addition to any duties imposed by rules and regulations of the State Board for Community and Technical Colleges, shall act as chairman of the board in the absence of the chairman.

The secretary of the board shall be the President of Big Bend Community College and shall serve as chairman, without privilege of vote, in any official meeting of the board conducted in the absence of the chairman and vice-chairman. In addition to any duties imposed by rules and regulations of the State Board for Community and Technical Colleges, he/she shall keep the official seal of the board, maintain all records of meetings and other official actions of the board.

The secretary shall also be responsible for board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.

The secretary, or his/her designate, must attend all regular and special meetings of the board, and official minutes must be kept of all such meetings.

RESTRICTIONS OF INDIVIDUAL AUTHORITY

Legal authority is vested in the Board of Trustees and may be exercised only by formal action of the board, taken in regular and special meetings. No individual member of the board may act on behalf of the board unless specifically instructed by action of the board. Every member of the board shall be under obligation to support the decision or policy of the majority and shall not publicly oppose such a decision or policy after it has been adopted by the majority.

FISCAL YEAR OF THE BOARD OF TRUSTEES

The fiscal year of the board shall conform to the fiscal year of the State of Washington and shall be from July 1 to June 30 inclusive.

SEAL AND NAME OF THE COLLEGE DISTRICT

The Board of Trustees shall maintain an official seal for the use upon any or all official documents of the board. The seal shall have inscribed upon it the name of the college which shall be:

BIG BEND COMMUNITY COLLEGE
DISTRICT NO. 18
STATE OF WASHINGTON

CHANGES TO BYLAWS OF THE BOARD OF TRUSTEES

Bylaws of the board may be revised by majority vote of the board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be revised by unanimous vote of the board at the same meeting at which the revision is originally proposed.

DELEGATION OF RESPONSIBILITY

It shall be the responsibility of the Big Bend Community College Board of Trustees to establish policy and to evaluate the success of the college operation. The Board of Trustees shall employ a President for Big Bend Community College and hold such president responsible for the interpretation of board policy into administrative action and for the administration of the college in general.

Specific policies and their administrative interpretation shall be described in detail in the several sections of the Board Policy Manual. [see Board Resolution 2003-1 and BP1004]

1000.4 BOARD-STAFF LINKAGE

BSL - 1 Chief Executive Role

The President, as chief executive officer, is accountable to the board acting as a body. The board will instruct the President through written policies, delegating to him or her interpretation and implementation of those policies, as per Board Resolution 2003-1 and BP1004. The duties and responsibilities of the President are outlined in AP3500.

BSL - 2 Delegation To The President

All board authority delegated to the operating organization is delegated through the President, so that all authority and accountability of the operating delegation – as far as the board is concerned – is considered to be the authority and accountability of the President.

1. The board will direct the President to achieve specified results, for specific recipients, at a specified worth through the establishment of *Ends* polices. The board will limit the latitude the President may exercise in practices, methods, conduct and other “means” to the ends through establishment of *Executive Limitations* policies.

2. As long as the President uses any *reasonable interpretation* of the board's *Ends* and *Executive Limitations* policies, the President is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.
3. The board may change its *Ends* and *Executive Limitations* policies, thereby shifting the boundary between board and President domains. By so doing, the board changes the latitude of choice given to the President. But so long as any particular delegation is in place, the board and its members will respect and support the President's choices.
4. Only decisions of the board acting as a body are binding upon the President.
 - A. Decisions or instructions of individual board members are not binding on the President except in rare instances when the board has specifically given prior authorization for such exercise of authority.
 - B. In the case of board members requesting information or assistance without board authorization, the President can refuse such requests that require – in his/her judgment – a material amount of staff time or funds or is disruptive.

BSL – 3 President's Job Description

As the board's single official link to the operating organization, the President's performance will be considered to be synonymous with organizational performance as a total.

Consequently, the President's job contributions can be stated as performance in only two areas:

1. Organizational accomplishment of the provisions of board policies on *Ends*.
2. Organization operation within the boundaries of prudence and ethics established in board policies on *Executive Limitations*.

BSL – 4 Monitoring Presidential Performance

Monitoring executive performance is synonymous with monitoring organizational performance against board policies on *Ends* and *Executive Limitations*.

1. The purpose of monitoring is simply to determine the degree to which board policies are being fulfilled. Information which does not do this will not be considered to be monitoring. Monitoring will be as automatic as possible, using a minimum of board time so that meetings can be used to create the future rather than to review the past.
2. A given policy may be monitored in one or more of three ways:

- A. Internal report: Disclosure of compliance information to the board from the President, or his/her designee.
 - B. External report: Discovery of compliance information by a disinterested, external auditor, inspector or judge who is selected by and reports directly to the board. Such reports must assess executive performance only against policies of the board, not those of the external party unless the board has previously indicated that party's opinion to be the standard.
 - C. Direct board inspection: Discovery of compliance information by a board member or the board as a whole. This is a board inspection of documents, activities or circumstances directed by the board which allows a "prudent person" test of policy compliance.
3. Upon the choice of the board any policy can be monitored by any method at any time. For regular monitoring, however, each *Ends* and *Executive Limitations* policy will be classified by the board according to frequency and method.
- A. Annual Internal Reports for policies on:
 - EL-2 Respect for Students
 - EL-3 Respect for Community Members
 - EL-4 Respect for Employees
 - EL-7 Financial Planning
 - EL-9 Communication and Support to the Board
 - EL-10 Emergency Executive Succession
 - B. Annual External Reports or direct Board inspection for policies on:
 - EL-1 General Executive Constraint
 - EL-6 Asset Protection
 - EL-8 Financial Condition and Activity
 - C. Quarterly Internal Reports on Actual Budget
 - D. Annual Internal Reports for all *Ends* policies contained in:
 - Academic Master Plan Reports
 - #1 Access
 - #2 Programs
 - #3 Outcomes
4. Each June the board will conduct a formal evaluation of the President. This evaluation will focus on the monitoring data on *Ends* and *Executive Limitations* policies provided during the intervening year. However, the board's evaluation may also include pre-determined criteria based on the board's expectations of the President's performance so long as such criteria have been specified one year in advance of the evaluation.
- A. A tool to be used in the evaluation of the president is a focus group of community leaders from across the college district, to discuss college accomplishment of board End's statements. Prior to the conduct of the focus group the board will discuss and select any specific questions they

wish introduced to the focus group dialogue directly related to the president's job description and/or Executive Limitations in addition to those based on the End's statements.

- B. The board will discuss the Academic Master Plan report results, Executive Limitations information and focus group conversations with the president in executive session.

- C. The results of the evaluation will be reported in open meeting with any necessary action to occur at that open meeting.

The President is the Chief Executive Officer of the college of Big Bend Community College District 18, reporting directly to the Board of Trustees, and serving at the pleasure of the Board.

BOARD RELATIONSHIPS

The Board of Trustees of Community College District 18 shall delegate to the President of the district the executive responsibility of administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. In the initiation and formulation of district policies, the President shall act as the professional advisor to the Board.

ORGANIZATION AND LEADERSHIP

- A. It shall be the duty of the President to act as chief executive officer of the college and to be responsible for the performance of duties by all subordinate personnel. The President shall be responsible for carrying out such duties and responsibilities required by state law.

The President is expected to be visible in the community and to represent the college to all constituencies via his attendance at official and social events, locally, nationally, and internationally. The President is expected to act as a liaison to the BBCC Foundation. The President shall also perform such duties and responsibilities as may be assigned or delegated by the Board or as may be set forth in the administrative policy or directive of the institution concerning duties of the President.

The President shall at all times keep the Board fully informed of all activities at the district, especially those activities or issues which cause apprehension regarding: the functioning of personnel; budgetary problems; and over-or-under-enrollment of students; and shall provide to the Board special reports or other items of information requested.

- B. The President provides guidance to the Big Bend Community College Foundation to align Foundation activities with college goals and plans, and also serves as a voting member on the Foundation Board of Directors.
- C. The President shall establish and maintain an adequate public relations program.
- D. The President shall coordinate and cultivate relationships with the various college communities, public schools, and residents of District 18.
- E. The President makes policy recommendations to the Board concerning all matters which affect the college.

- F. The President has the authority to establish rules and regulations governing routine matters.
- G. The President coordinates the preparation of an annual budget for submission to the Board, and makes any recommendations to the Board for budget changes as required by Board policy.
- H. The President is authorized to act as the sole authority to close the college or any part of the college in emergency situations, and to take any action necessary to continue the program of the college, in a manner which protects the health and safety of the students and staff.

PERSONNEL

- A. The President serves as the appointing authority for the college, providing the leadership to sustain the District's affirmative action plan and EEO posture.
- B. The President coordinates and/or serves as the District's negotiator/representative in all personnel matters.

PERFORMS OTHER DUTIES AS ASSIGNED BY THE BOARD

President's Activity Log 7/2010-6/2011

| Date | Activity | Purpose of meeting | Location | Comments |
|--------------------|--|---------------------------------|------------------------|----------|
| 7/06/10 | CWU Provost Quirk | Higher Education collaboration | CWU | |
| 7/07/10 | SGL Groundbreaking | Community support | Moses Lake | |
| 7/07/10 | President's Foundation dinner | College support | BBCC | |
| 7/10/10 | Million Air Open House | Community support | Million Air | |
| 7/15/10 | Grant Co EDC Luncheon | Community collaboration | BBCC | |
| 7/15/10 | Foundation Meeting | College support | BBCC | |
| 7/20/10 | Columbia Basin Herald Staff | College promotion | BBCC | |
| 7/27/10 | Aerospace Council Mtg | Program support | Seattle | |
| 7/28-30/10 | WACTC Mtg | Presidents collaboration | Pierce College | |
| 8/05/10 | SBCTC Mtg | System support | Columbia Basin College | |
| 8/06/10 | Gary Chandler, AWB | College support | BBCC | |
| 8/23/10 | Blue Mtn Community College President John Turner, Columbia Basin College President Rich Cummins, | Higher Ed collaboration | Hermiston, OR | |
| 8/25/10 | Board/Admin Retreat | College guidance, collaboration | Vantage | |
| 8/27/10 | WACTC Mtg | Presidents collaboration | BBCC ITV | |
| 8/30/10 | Bonnie Lamb Port of ML Retirement | Community networking | Moses Lake | |
| 8/31/10 9/01/10 | TACTC Mtg | System collaboration, support | Seattle | |
| 9/02/10 | Aerospace Council Mtg | Program support | Everett | |
| 9/07/10 | Board of Trustee Mtg | College Guidance | BBCC | |
| 9/14/10 | Energy Summit Prep Mtg | College collaboration | Ephrata | |
| 9/15/10 | Grant Co EDC | Community collaboration | BBCC | |
| 9/17/10 | Rep Schmick | College support | Pullman | |
| 9/17/10 | Rep Fagan | College support | Pullman | |
| 9/20/10 | Energy Summit Mtg | Community support | BBCC | |
| 9/28/10 | Larry Godden, Million Air | College support | Moses Lake | |

| Date | Activity | Purpose of meeting | Location | Comments |
|-----------------|--|---|----------------|----------|
| 9/30/10 | CWU Reception | Higher Ed collaboration | BBCC | |
| 10/01/10 | CWU Board Mtg | Higher Ed support | BBCC | |
| 10/05/10 | Ritzville Public Facilities Group | Community collaboration | Ritzville | |
| 10/05/10 | Phi Theta Kappa Officers | Student support | BBCC | |
| 10/06/10 | Heritage University President Dr. Bassett | Higher Ed collaboration | BBCC | |
| 10/7-8/10 | WACTC Mtg | Presidents collaboration | Clark College | |
| 10/08/10 | Aerospace Mtg | Program support | Clark College | |
| 10/12/10 | Joseph Akers, Chemicon | PET Program support | Moses Lake | |
| 10/14/10 | Chantra, Columbia Basin Herald | College promotion | BBCC | |
| 10/14/10 | Joint Advisory Dinner Foundation Mtg | Community collaboration College support | BBCC | |
| 10/18/10 | Senator Parlette | College support | Wenatchee | |
| 10/18/10 | Rep Armstrong | College support | Wenatchee | |
| 10/19/10 | Board of Trustees Mtg | College guidance | BBCC | |
| 10/19/10 | Star Night | Celebrate scholarship donors and recipients | BBCC | |
| 10/21/10 | Bill Stevenson, Columbia Basin Herald | Program development | Moses Lake | |
| 10/22/10 | Gonzaga President Thayne McCulloh Inauguration | Higher Ed collaboration | Spokane | |
| 10/26/10 | Senator Honeyford | College support | Sunnyside | |
| 10/26/10 | Columbia Basin Development League Annual Mtg | Community collaboration | BBCC | |
| 11/01/10 | Bill Stevenson luncheon | Program development | BBCC | |
| 11/03/10 | Spokane Community College President Christine Johnson visit | College collaboration | BBCC | |
| 11/04/10 | Rural Economic Development Freight Mobility Summit | Community collaboration Legislative contact | Cave B, Quincy | |
| 11/08/10 | EWU President Rodolfo Arévalo & Staff | Luncheon, Grant Co Trends Kickoff Celebration | BBCC | |
| 11/10- 12/10 | AACC Commission Mtg | Higher Ed support | WA, D.C. | |

| Date | Activity | Purpose of meeting | Location | Comments |
|-------------|--|-----------------------------|--------------------|----------|
| 11/18-19/10 | NWCCU Accreditation | Accreditation Training | Salt Lake City, UT | |
| 11/22/10 | Wilson Creek Supt Brad Smedley | K-12 partnerships | Wilson Creek | |
| 11/22/10 | Coulee City Supt Jim Evans | K-12 partnerships | Coulee City | |
| 11/30/10 | Board of Trustees Mtg | College guidance | BBCC | |
| 12/02/10 | Japanese Emperor's Birthday Celebration | JATP support | Seattle | |
| 12/03/10 | Foundation Executive Committee Mtg | College support | BBCC | |
| 12/04/10 | Million Air Christmas Party | Community collaboration | Moses Lake | |
| 12/08/10 | Blue Mtn Community College President John Turner, Columbia Basin College President Rich Cummins, | Higher Ed collaboration | Tri-Cities | |
| 12/09/10 | Aerospace Council Mtg | Program support | Seattle | |
| 12/10/10 | Grand Coulee Supt Dennis Carlson | K-12 Partnership | | |
| 12/10/10 | BBCC Holiday Potluck | Employee celebration | BBCC | |
| 12/15/10 | WACTC Mtg | Presidents collaboration | Shoreline CC | |
| 12/21/10 | KBSN Butch Bare Radio Show | College promotion | Moses Lake | |
| 12/28/10 | Foundation Trusteeship Mtg | College support | BBCC | |
| 1/04/11 | BBCC Board of Trustees Meeting | College Guidance | BBCC | |
| 1/05/11 | SBCTC | Dept of Education | Conference Call | |
| 1/06/11 | Larry Godden, Million Air | College Support | BBCC | |
| 1/06/11 | Adams County Development Council | Community Collaboration | Othello | |
| 1/06/11 | PET Graduation | Student Success | BBCC | |
| 1/11/11 | Foundation Board Chair, Howard Skaug | College Support | BBCC | |
| 1/13/11 | SBCTC | System Coordination | Conference Call | |
| 1/13/11 | ERP Stakeholder Advisory Team Mtg | System Coordination | Conference Call | |
| 1/13/11 | BBCC Foundation Dinner & Meeting | College Support | BBCC | |
| 1/14/11 | SBCTC | System Support | Conference Call | |
| 1/18/11 | Efficiency Meeting | College System Coordination | Seattle | |
| 1/19/11 | EDC Board Meeting | Community Collaboration | BBCC | |

| Date | Activity | Purpose of meeting | Location | Comments |
|---------|--|--|-----------------|----------|
| 1/23/11 | New Trustee Orientation | College Guidance | Olympia | |
| 1/24/11 | TACTC Conference | College Guidance | Olympia | |
| 1/24/11 | Legislative Contacts: Senator Holmquist Newbry, Rep Warnick, Rep Hinkle, Rep Fagan, Rep Condotta | College Support | Olympia | |
| 1/25/11 | Testify to Legislature re: Worker Retraining | College System Support | Olympia | |
| 1/31/11 | Aerospace Council | Program Support | Conference Call | |
| 2/1/11 | Leadership Luncheon with ASB | Student Success | BBCC | |
| 2/2/11 | Association of WA Business (AWB) | College Support | Olympia | |
| 2/2/11 | Legislative Contacts: Rep Warnick, Rep Fagan, Rep Schoesler, Senator Honeyford | College Support | Olympia | |
| 2/8/11 | Wahluke Supt Chavez | K-12 Partnership | Mattawa | |
| 2/9/11 | Board Chair Katherine Kenison | College Guidance, Board Agenda | Ephrata | |
| 2/14/11 | Ms. Pam Lund, Girl Scouts CEO | Community Collaboration | BBCC | |
| 2/15/11 | Quincy Library Foundation Members | Coordinate author Terri Dulong's visit to BBCC | BBCC | |
| 2/15/11 | Eastern Regional Presidents | Collaboration | Conference Call | |
| 2/16/11 | Grant County EDC Board | Community Support | BBCC | |
| 2/16/11 | Odessa Supt Sue Ellen White | K-12 Partnership | Odessa | |
| 2/18/11 | Regional Alliance Mtg | Community College Support | Conference Call | |
| 2/18/11 | SBCTC Legislative Update | Higher Education Support | Conference Call | |
| 2/22/11 | BBCC Board of Trustees Meeting | College Guidance | BBCC | |
| 2/24/11 | WACTC Presidents' Mtg | Higher Education Support | SBCTC | |
| 2/25/11 | Grant County EDC Banquet | Community Support | BBCC | |
| 3/03/11 | NWCCU Annual Meeting | Accreditation Update | Seattle | |
| 3/04/11 | NWCCU Workshop | Accreditation Training | Seattle | |
| 2/18/11 | Regional Alliance Mtg | Community College Support | Conference Call | |
| 3/04/11 | SBCTC | Higher Education Support | Conference Call | |
| 3/05/11 | PET Graduation | Student Success | BBCC | |
| 3/08/11 | Ritzville Supt Bill Thurston | K-12 Partnership | Ritzville | |

| Date | Activity | Purpose of meeting | Location | Comments |
|---------|---|---|----------------------------|----------------------------|
| 3/10/11 | Grant County Sheriff Tom Jones & Leadership Team | Community Collaboration | BBCC | Lunch meeting |
| 3/11/11 | Regional Alliance Mtg | Community College Support | Highline Community College | Met with Al Ralston |
| 3/11/11 | SBCTC Legislative Update | Higher Education Support | Conference Call | |
| 3/12/11 | Visit Colfax: Rep Susan Fagan, Whitman County Commissioner, Pomeroy Supt Kim Spacek, Colfax Supt Michael Morgan | Higher Education Support K-12 Partnership | Colfax | Attended community meeting |
| 3/15/11 | BBCC Board of Trustees Meeting | College Guidance | BBCC | |
| 3/17-24 | Vacation | | | |
| 3/25/11 | JATP Welcome Ceremony | BBCC Program Support | BBCC | Met Consul General Ota |
| 3/31/11 | Eastern Regional Presidents' Meeting | System Support | BBCC | Efficiency Study |
| 4/1/11 | Farewell lunch JAEC Director Takashi Yoshikawa (TJ) | BBCC Program Support | BBCC | |
| 4/1/11 | SBCTC Legislative Update | Higher Education Support | Conference Call | |
| 4/7-9 | AACC Commission Mtg | Higher Education Collaboration | New Orleans, LA | Commission Member |
| 4/8/11 | Regional Alliance Mtg | Community College Support | Conference Call | Al Ralston |
| 4/8/11 | SBCTC Legislative Update | Higher Education Support | Conference Call | |
| 4/12/11 | BBCC Board of Trustees Meeting | College Guidance | BBCC | |
| 4/14/11 | Grant County EDC Luncheon | Community Support | BBCC | |
| 4/14/11 | Regional Alliance Mtg | Community College Support | Conference Call | Al Ralston |
| 4/14/11 | BBCC Foundation Dinner & Meeting | College Support | BBCC | |
| 4/16/11 | School Employees Credit Union Annual Meeting | Community Support | Seattle | Director |

| Date | Activity | Purpose of meeting | Location | Comments |
|---------|--|---------------------------|---------------------|---|
| 4/18/11 | Eastern Regional Collaboration | College Collaboration | Conference Call | WVC Pres Jim Richardson, CBC Pres Rich Cummins, WWCC Pres Steve VanAusdle, YVCC Pres Linda Kaminski, CCS Chancellor Christine Johnson |
| 4/18/11 | President Gaudino Provost Marilyn Levine Asst to Provost for Centers Margaret Badgley | College Collaboration | CWU | Accompanied by VP Mohrbacher |
| 4/19/11 | WVC President Jim Richardson | College Collaboration | | Accompanied by VP Mohrbacher and VP Hamburg |
| 4/20/11 | Grant County EDC Meeting | Community Support | BBCC | Board Member |
| 4/21/11 | BBCC Job & Career Fair | Community Support | BBCC | |
| 4/22/11 | Regional Alliance Mtg | Community College Support | Conference Call | Al Ralston |
| 4/22/11 | SBCTC Legislative Update | Higher Education Support | Conference Call | |
| 4/26/11 | State of the College Address | College Support | BBCC | |
| 4/28-29 | WACTC Meetings | System Support | Renton Tech College | |
| 5/2/11 | Community College Research Center Interview | Information Sharing | BBCC | Interview regarding Achieving the Dream activities |
| 5/2/11 | Kiwanis | College Support | Moses Lake | Presentation regarding college budget |
| 5/3/11 | Mayors' Prayer Breakfast | Community Support | BBCC | |
| 5/3/11 | Workforce Development Council | Community Collaboration | Moses Lake | Board Member |
| 5/3/11 | Business After Hours | Community Support | Moses Lake | |
| 5/4/11 | Jury Duty | Civic Duty | Ephrata | |
| 5/5/11 | Western Governors' University | Information Sharing | BBCC | |

| Date | Activity | Purpose of meeting | Location | Comments |
|---------|--|---------------------------|-----------------|---|
| 5/5/11 | WVC President Jim Richardson | College Collaboration | Conference Call | |
| 5/5/11 | Achieving the Dream Coaches | Information Sharing | BBCC | |
| 5/6/11 | SBCTC Legislative Update | Higher Education Support | Conference Call | |
| 5/6/11 | PET Graduation | Student Success | | Presented Certificates |
| 5/10/11 | WA Executive Leadership Academy Presentation | Leadership Guidance | Spokane | Topic: Collective Bargaining in Washington CC |
| 5/12/11 | EDC SBDC Meeting | Community Collaboration | BBCC | |
| 5/12/11 | Port of Moses Lake Mgr Craig Baldwin | BBCC Promotion | BBCC | Paris Air Show Brochure & 727 Taxi Information, accompanied by PIO Autumn Dietrich |
| 5/12/11 | ASB Leadership Luncheon | Student Success | BBCC | |
| 5/13/11 | Regional Alliance Mtg | Community College Support | Conference Call | Al Ralston |
| 5/13/11 | SBCTC Legislative Update | Higher Education Support | Conference Call | |
| 5/16/11 | Public Information Commission Presentation | System Support | BBCC | With SCC Trustee Carol McVicker Topic: Importance of Public Information Commission to Pres |
| 5/17/11 | Project Way Presentation | Community Support | Quincy | College Presentation on Training Opportunities for New Businesses |
| 5/18/11 | Jury Duty | Civic Duty | Ephrata | |
| 5/19/11 | Eastern Regional Collaboration | College Collaboration | Conference Call | WVC Pres Jim Richardson, CBC Pres Rich Cummins, WWCC Pres Steve VanAusdle, YVCC Pres Linda Kaminski, CCS Chancellor Christine Johnson |
| 5/20/11 | Regional Alliance Mtg | Community College Support | Conference Call | Al Ralston |

| Date | Activity | Purpose of meeting | Location | Comments |
|---------|------------------------------|--------------------------|-----------------|----------|
| 5/20/11 | SBCTC Legislative Update | Higher Education Support | Conference Call | |
| 5/21/11 | Cellarbration! for Education | College Fundraising | BCC | |

BIG BEND COMMUNITY COLLEGE

Date: 5/31/11

ITEM #9 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: 5/31/11

ITEM #10: Regularly Scheduled Board Meeting Date (for action)

BACKGROUND:

The next Regularly scheduled Board meeting is Tuesday, June 21, 2011, at 8:30 a.m.

The meeting following is scheduled on August 9, 2011. In the past the Regular Board meeting scheduled in August has been cancelled to accommodate the Board Retreat which has been tentatively scheduled on Wednesday, August 24, 2011. The Wild Horse Wind and Solar Facility conference space has been reserved.

Prepared by the President's Office.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 5/31/11

ITEM #11: Miscellaneous (for information)

BACKGROUND:

The BBCC Foundation's fundraiser Cellarbration! for Education was held May 21, 2011.

TACTC Administrator Erin Brown and TACTC President Mauri Moore will be presenting TACTC information to the Board during the June 21 Board meeting. The Board members are invited to dinner with Ms. Brown and Ms. Moore June 20. Please rsvp with Melinda.

The next TACTC Conference coordinated with ACCT will be held June 26-28, 2011 at Suncadia near Cle Elum. Trustees Jon Lane and Mike Blakely have confirmed their attendance.

BBCC Graduation activities:

- Thursday 6/2/11-Childcare/Preschool and ECEAP Preschool Graduation, 6:30 p.m. Masto Conf Ctr.
- Tuesday 6/7/11-SkillSource Recognition Ceremony, 7:00 p.m., Masto Conference Ctr
- Wednesday 6/8/11-GED Graduation, 7:00 p.m., Wallenstien Theater
- Thursday 6/9/11-IBEST Graduation, 5:00 p.m., Masto Conference Ctr
- Friday 6/10/11-Pre-Commencement Get Together 4:15 p.m., Library
Line up for Commencement 6:30 p.m., Peterson Gallery
BBCC Commencement 7:00 p.m., DeVries Activities Ctr
- Saturday 6/11/11-Nurses' Pinning Ceremony, 1:00 p.m., Wallenstien Theater

RECOMMENDATION:

None.