

## **THE OFFICIAL MINUTES**

The Big Bend Community College Board of Trustees held its regular Board meeting Wednesday, September 7, 2011, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

### **1. Call to Order**

Present: Mike Blakely  
Katherine Kenison  
Jon Lane  
Angela Pixton  
Mike Wren

### **2. Introductions**

BBCC Volleyball Coach Mike DeHoog asked his team to introduce themselves. Waileia Kaneali'i from Hawaii is working toward communications, Markie Fancher from Moses Lake is working toward nursing, Lindsey Wakelam from Nampa ID is working toward business, Mindy Robins from Moses Lake is working toward business, Kaydren Dunkin from Moses Lake is working toward teaching, Katie Demarest from Leavenworth is working toward early child ed, Michelle Niehenke is working toward nursing, Kayla Curtsinger from Yakima is working toward business, Kendra Bailey from Rupert ID is working toward speech, Susanna Sacht from Boise ID is working toward nursing, Katelyn Riste from Redmond OR is working toward neonatal nursing, and Emily Vaartstra from Nampa ID is working toward broadcast journalism. Coach DeHoog stated this is his tenth year coaching and this is a great group of young ladies.

Dean Kara Garrett introduced newly hired Transfer Services Coordinator Jenny Ratigan. Ms. Ratigan will lead the planning, analysis, design, development, piloting and evaluation processes for the services offered in the Student Success Center located in the 1400 Building. She will work with BBCC staff and Heritage University staff to develop coordinated services for students in the Student Success Center as well as students taking classes at a distance.

Ms. Ratigan has a Master of Education Major in Counseling from Heritage University and a Bachelor of Science in Business Education from Central Washington University. Her experience includes being a Career Center Coordinator at Ephrata High School, Secondary Teacher at Quincy High School, School Counselor at Frontier Middle School-Moses Lake and Counselor/Treatment Supervisor at Grant County Juvenile Court-Ephrata. She has extensive experience in providing counseling services to youth and families, working with at-risk-youth, program management and knowledge and development of partnerships with community based agencies and services.

Dean Garrett also introduced Kelsey Bendtsen as the ECEAP program coordinator and family advocate. Ms. Bendtsen is responsible for the design, implementation, student tracking and outcome reporting of the ECEAP Program and providing social and emotional support to families through on-campus and home visits. The ECEAP Program is located in the 1300a Building. She will be a liaison with local and state social service agencies, community-based organizations and local school districts.

Ms. Bendtsen has a Master of Social Work and a Bachelor of Arts in Social Work from Eastern Washington University. Her experience includes being a Primary Counselor Intern and then an Intake Counselor at Daybreak Youth Services-Spokane and a School Social Work Intern for Contract Based Education, West Valley School District-Spokane. She has experience in working with at-risk-youth, young adults and families and advocating for youth resources, education and support.

Dean Garrett commented it's great to have the opportunity to hire these grant funded positions.

### **3. Proprietary Budget**

VP Gail Hamburg introduced the Director of Business Services Charlene Rios. They presented the Proprietary Budget together. Director Rios stated the bookstore gross profit has ranged from 30% to 28% since 2008-09. She said this range is acceptable. An equipment upgrade was purchased this past year and it increased the bookstore's ability to make online sales and textbook rentals. The net income from operations for the bookstore was \$23,902. After the annual COP payment and a loss of \$38,140 as a result of the old inventory liquidation, the bookstore had a net loss of \$37,238 for fiscal year 2011.

Caren Courtright the Director of the Bookstore shared information about the textbook rental program. MPC 95 & 99 textbooks books were the first offered for rental. There were 697 and 411 rentals respectively over eight quarters. Once a book is rented three times the cost is recovered. The new Sherpa software program allows improved tracking of sales and rentals. Nine titles are being offered for rental. The MPC 90 textbook will be a good rental, it sells for \$143 and rents for \$48. Last year, 268 CSS100 books were rented at \$25 each and 237 sold at \$68 each. Criminal Justice, and Business 101 and 201 will also be available for rent. President Bonaudi commented this is a nice break for students.

The athletic budget was noted on page 4. Director Rios stated Athletic Director Preston Wilks thanked the Board for their support. He also asked Director Rios to invite the Trustees to the Viking Booster Club Golf Tournament October 15 to participate or sponsor an athlete. The budget increased along with the expenditures due to some of the salaries being funded by this budget rather than the Operating Budget.

The athletic budget also took an additional \$15,000 cut from salaries being moved from state funds to athletics. The Baseball budget is higher because they raise funds for a trip to Arizona. The Basketball camp is no longer managed at BBCC due to coaching changes so their numbers are down.

The ASB budget was detailed on pages 5-6. This past year, some of ASB's expenses have included Student Handbooks/Planners, chairs for the Student Success Center, money towards Job & Career Fair, 11 Graduation Caps & Gowns for students who couldn't afford them, New Student Orientation (motivational speaker and BBQ), and a lit entrance sign to the college by Wallenstein Theater that coincides with an Eagle Scout beautification project. The Boy Scout wanted to have this sign as a memorial for Ryan Floch, a former student and basketball player. ASB also purchased four aluminum picnic tables, which are now located in the 1400 courtyard.

This year ASB wants to promote the different athletic programs to the community and they paid for posters to be printed. The posters will be distributed to the local businesses and schools by the team members. Director Rios shared the Volleyball poster.

ASB is also sponsoring the Human Race Machine the first week in October as well as many other student activities. They also put together welcome bags for the dorm students again this year as well as another Student Handbook/Planner.

S & A (Services and Activities) fee revenue is trending upward due to increased enrollment. The S & A fee represents 9.7% of tuition. The S & A fees encompass both ASB and Athletics. The ASB's S & A fee in 2010-11 was up \$27,000 over the 2009-10 balance. Director Rios highlighted the American Welding Society (AWS). Their account went from \$255 to \$5,305 as a result of fundraising for a conference in Chicago. Director Rios expressed kudos to Welding Instructor and AWS advisor Shawn McDaniel for the increase in fundraising activities. Additional expenses were incurred to cover the \$5,000 for New Student Orientation that was previously funded by Achieving the Dream (AtD).

The Housing & Food budget was detailed on page 7. The contract with Fairchild Air Force Base has greatly impacted this budget. The Food budget fund balance increased from -\$29,423 to \$464,594. The Housing budget fund balance increased \$293,000. The Housing increase was not as dramatic due to additional expenses of carpets, beds, a/c, window coverings and other improvements to the dorms. The Air Force contract ends November 26, 2011, and VP Hamburg indicated it could be extended. Trustee Wren asked about the \$1 million projected food revenue in 2011. VP Hamburg responded that is the balance of the Air Force contract.

Director Rios reported there are 95 students in the dorms for 2011-12. The rates remain the same at \$990 for a single room and \$840 for a double room.

VP Hamburg stated some of the reserves accumulating from the Air Force contract are funding improvements to the dorms. Improvements such as new carpeting, fixtures and plumbing will be made in Phillips Hall after Fairchild Air Force moves out. New TV's will be installed as well. Viking hall will be available for JATP students in March 2012. Upward Bound students will also reside in Viking Hall and BBCC students will be moved from Phillips Hall into Viking Hall to allow for upgrades to Phillips Hall during the summer. These additions and improvements could not be provided without the funding generated by the Air Force contract. Some of these reserves are earmarked for part time faculty if necessary. Some of the military who were being housed downtown have moved into Job Corps dorms. Recently, due to scheduled Air Force maneuvers there was a surge of about 300 additional Air Force staff on campus. VP Hamburg agreed to negotiate the contract differently per meal for the surge if two conditions were met: accurate projection of meals to Chef Dale Yates and copies of the sign in sheets to BBCC right away. The meals were staggered and the surge went smoothly. A surge is scheduled in October that is anticipated to double the number of this recent surge.

VP Hamburg referred the Trustees to Page 8, which summarizes all of the funds that were not reported in the State Operating Budget. This same sheet was shared during the Operating Budget presentation and since that meeting it has been fine tuned resulting in a net income of \$39,000 more than during the Operating Budget presentation.

The pie chart on page 9 remains the same. The 2011-12 Operating Budget is 44% and the Grants & Contracts and Proprietary Budgets are 56% of the total budget. The 2010-11 Operating Budget was 50% and the Grants & Contracts and Proprietary Budgets were 50%. The Air Force contract made the difference in raising the Grants & Contracts and Proprietary Budget from 50% to 56%.

President Bonaudi relayed that Senator Holmquist-Newbry was on campus yesterday. He shared this pie chart with her and it helped her understand the community college budget crisis. Trustee Mike Blakely commented he would like to share this graphic at Rotary and the Quincy Leadership meeting.

VP Hamburg stated pages 10-13 detail grant activities for last year. She highlighted the financial aid grants from page 12: PELL, SEOG, State Need Grant, and State Work Study. These financial aid grants make up 62% of all of the grants. Financial Aid Advisor Rita Ramirez provided a financial aid update and distributed a yellow information sheet. Financial aid applications have increased 62% from 2007-08. The amount of financial aid received has increased 43% since 2007-08. Loan awards have increased 50% since 2007-08. To date this academic year, 2,868 financial aid applications have been received. Currently the office is processing loan applications. BBCC is projected to award almost \$2 million.

President Bonaudi commented the bottom chart shows a 50% increase in loans awarded since 2007-08 and that's comparing three quarters to four quarters. Increasing debt for students is very concerning. Director Rios reported Pell grants are an endless source, there is no limit if the students are eligible. Trustee Blakely reported Pell grants are under fire in the House of Representatives. President Bonaudi stated there is a report that shows Pell recipients are not graduating in overwhelming numbers within 2-4 years even though they do make progress. Often times they step out for a short time and then come back to school.

Page 14 details grants that are also included in the Operating Budget: ABE, ESL, Opportunity Grant, WFT Development, Workforce Development Projects, and Worker Retraining. President Bonaudi stated the total of these grants are significant. These monies do not start programs or hire faculty, but they do pay tuition.

The financial statement on pages 15 and 16 is a consolidated balance sheet of all funds. This reports the college's assets, liabilities and fund balances. The \$17 million pooled cash account includes all cash into one pooled fund to ease the investment management. The \$17.7 million includes: cash \$4.9 million, investment in local government investment pool \$4.7 million, and investments of \$8 million.

Long term assets have changed a little because the Student Success Center was added and some restrooms were updated and depreciation taken.

VP Hamburg commented that all interest rates on investments have decreased dismally. The local government investment pool gross earnings rate has steadily reduced from .57% in 8/2009, to .3364% on 6/30/10 to .27% in 8/2010, and then to .1583% on 6/30/11. The bond interest rates have also decreased.

The current COP payment of \$245,000 due this year is noted in installments payable short term. Long term liabilities include \$3.7 million for the COP. The total COP debt is \$3.9 million with a 4.107% interest rate and a 20-year term with the last payment due 12/1/23.

VP Hamburg reviewed page 17, the AR aging report. The majority of accounts are current with no delinquencies. The long term column includes student accounts with financial aid.

The cash balances are detailed by month on page 18. There was a cash balance of \$17.7 million on 6/30/11. This page illustrates the pooled cash account. When interest is earned it is prorated to the appropriate fund within the pooled cash. The cash reserves are also listed on this sheet totaling \$3,998,240 as of 6/30/11.

VP Hamburg reviewed the balance sheet by fund on pages 19 and 20. She highlighted the Bookstore inventory amount of \$278,170. This is \$35,000 less due to the inventory liquidation.

The consolidated source and application of funds is detailed on Page 21. This is as close as the college gets to an income statement. Interesting to note the interest revenue totaled \$93,953. Last year (2010) interest revenue was \$175,718, the year before (2009) it was \$201,000 and the year before that (2008) it was \$671,000. VP Hamburg stated in the past when the interest revenue was larger and more dependable it was budgeted revenue. The sales revenue is from the bookstore for a total of \$977,000. Total revenue is \$35 million. In the expenses portion, the cost of goods sold is from the bookstore at \$743,234, with total expenses of \$34 million. This result is a \$1,173,055 net increase in the fund balance. The total fund balance as June 30, 2011, was \$42,811,808

VP Hamburg explained that only 77.3% of tuition goes into the operating budget. S & A fees (ASB and Athletics) take 9.7%, 3.5 % goes into a financial aid fund, and 9.5% goes back to the state for the building fund.

Trustee Mike Blakely asked about the building fund. It is a statewide building fund for all community colleges. VP Hamburg said she is working with architects on a facilities master plan that will be a great resource when we apply for funds. When the Facility Master Plan is completed she will invite the architect to present the information to the Board.

Trustee Mike Blakely commended VP Hamburg and her staff for the presentation.

Motion 11-31 Trustee Mike Blakely moved to approve the 2011-12 Grants, Contracts & Proprietary Budget. Trustee Kenison seconded the motion and the motion carried.

President Bonaudi referred all to the chart on page 9 of the 2011-12 Grants, Contracts & Proprietary Budget as a moving target.

#### **4. Consent Agenda**

a) Approval of Regular Board Meeting Minutes August 9, 2011 (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Capital Project Report (I); g) Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I); j) Donations (A);

Motion 11-32 Trustee Mike Wren moved to approve the August 9, 2011, meeting minutes as presented. Trustee Jon Lane seconded the motion. The motion carried.

Motion 11-33

Trustee Mike Blakely moved to approve the balance of consent agenda items. Trustee Katherine Kenison seconded the motion and the motion carried.

**5. Remarks**

- a. Associate VP of Student Services Candy Lacher provided the ASB report. She promoted the volleyball game tonight against Spokane. ASB officers finished assembling 115 welcome bags for the incoming Dorm Students. These bags include snacks, free bowling pass from Lakebowl, coupons from Sodexo and the Bookstore, flu & cold symptom information, ASB goodies, including a keychain whistle/flashlight, hand sanitizer, event calendars for both ASB and Allied Arts.

Trustees are invited to attend the NSO BBQ sponsored by the ASB at noon on Thursday, September 15. All staff and faculty are encouraged to wear Big Bend apparel on that day to help students identify employees. Employees are encouraged to reach out and meet a few new students at the BBQ. The new student handbooks/planners will be handed out to the new students during orientation.

The patriotic themed Back to School BBQ for students and their families is scheduled for Thursday, September 22 from 4-7 p.m. \$5 per person includes all you can eat at the BBQ as well as cotton candy and sno cones. There will be an inflatable obstacle course and bungee activity as well as a bouncy activity for the young children. We will also be having a photo key chain with the Big Green Chair – climb on and get your picture taken. We will also have a Henna Tattoo artist and a Caricature Artist. The band will be our local Foolish Fortune.

The new picnic tables that ASB helped purchase are now located in the 1400 courtyard.

Wellness Coordinator Char Rios added that a flu shot clinic will be held on October 3, 12:30-3:30 p.m. by getaflushot.com they will bill insurance \$30 each.

- b. Classified Staff Representative Kathy Aldrich reported the Classified Staff activities. T.C. Bergen, Brad Beuckman, Sergio Cervantes, Randy Fish, Garry Helvy, Jeff Robnett, Robert Russell, and Angel Uresti attended Fall Protection Safety Training (basic fall protection rules, personal fall arrest harnesses, anchor systems, and guardrails) on August 9, 2011 at Big Bend Community College.

Darci Alamos, Barbara Collins, Barbi Schachtschneider, and Kathy Aldrich attended the STTACC Conference (organization for professional training and development for community and technical colleges of Washington State) on August 11 & 12, 2011 at Green River Community College.

- c. Faculty Association President Mike O’Konek reported faculty activities.

History/Political Science Instructor Chris Riley reported he traveled to Chicago in August to attend a National Endowment for the Humanities workshop at the Newberry Library. After spending a week examining the Pullman Strike of 1894 and how the Pullman porters union helped forge the modern civil rights movement he has decided to rewrite parts of his HIST& 137 class to incorporate materials he researched in Chicago.

Instructor O'Konek reported he has been busy with negotiations and is finalizing a proposal to present to faculty for a vote on Monday at the Faculty Association meeting.

- d. VP Gail Hamburg-provided a security update. She expects to receive Dept of Homeland Security Center of Excellence Mike Campbell's draft security report any day. It will detail recommendations for campus security improvements. The Title V grant has funded thin client computers for the Wilson Creek Knowledge Center, and MediaSite equipment for room 1601 and the MediaSite Studio in the Student Success Center (SSC). Two new projectors will also be purchased for upgrading the math and science classrooms along with six multi-touch star boards. A Cisco unified computing system to house virtualization was also purchased and image deployment software. This equipment increases efficiency and saves time. BBT is excited about the new Cisco switches for each building. This will allow more effective diagnosing for issues. These upgrades will build our network backbone at a total cost of \$475,000 funded by Title V.
- e. VP Bob Mohrbacher reported he is preparing for the Faculty In-service on Monday. Trustees are invited to attend the breakfast beginning at 7:30. The Grant County Sheriff will present safety information and faculty members will meet throughout the day. Tuesday VP Mohrbacher will accompany a group of BBCC staff to Seattle for the JATP closing ceremony. BBCC enrollment for fall is close to last year; however, there are fewer students taking more credits. Tuition deadline is tomorrow and we will have accurate numbers next week. The summer enrollment was smaller due to budget and fewer class offerings.

VP Mohrbacher reported the accreditation standard 1 report will be mailed to the Northwest Commission on Colleges and Universities (NWCCU) next week. This report details BBCC's mission, goals and strategic planning with core themes based on the Board's Ends Statements. A three-person group appointed by the commission will provide feedback.

- f. VP Holly Moos reported the Negotiated Agreement is almost ready for presentation to the faculty. She hopes they will agree to a two year contract. VP Moos thanked both teams for their dedication and time to the process. She remarked the negotiations were very positive. Lastly, VP Moos said even though the state budget is very limited the new employees introduced by Dean Garrett are funded by non-state funding.

**6. Exceptional Faculty Award**

Chemistry Instructor John Peterson who is in his tenth year teaching here at BCC was awarded an Exceptional Faculty Award during the May 31, 2011 Board meeting.

Instructor Peterson reported he attended the 50<sup>th</sup> Northwest Regional Chemical meeting of which he has been a member for 28 years. As the sole chemistry instructor on campus he said it was nice to network with other chemistry instructors. He attended an organic chemistry workshop, and used a handheld data acquisition unit gas chromatography system. Instructor Peterson also attended a Green Chemistry in the College Lab workshop as a student. He said green chemistry is becoming a discipline rather than just a catch word regarding atom economy with minimal waste stream using gold nano particles and drawing conclusions from toxicity levels.

The criminal investigation lab lecture Instructor Peterson attended was very interesting. It included activities to determine if documents have been altered, and drug analysis. He heard about chemistry classes partnering with the EPA. The chemistry class is collecting data for a project returning a stream to its original streambed. This inspired Instructor Peterson to consider partnering with the Moses Lake Irrigation District on a project.. He also reported that he talked to several vendors including an online chemistry lab vendor.

At 3:04 p.m. Chair Angela Pixton announced a ten minute break. The Board reconvened 3:14 p.m.

**7. 2011-12 Board Meeting Dates**

The Board discussed moving the Board meetings from Tuesday mornings to Wednesday afternoons during the August 9, 2011, meeting. The revised 2011 Board meeting dates and the proposed 2012 Regular Board meeting dates were presented to the Board. President Bonaudi remarked the revised schedule is exactly a six-week schedule. Historically BCC has not held a Board meeting in December, it's noted on the calendar but could be revised at a later date.

Motion 11-34 Trustee Jon Lane moved to approve the 2011 revised meeting schedule and the 2012 proposed meeting schedule. Trustee Mike Blakely seconded the motion and the motion carried.

President Bonaudi indicated if the faculty ratify the proposed Negotiated Agreement it could be presented to the Board during the Board Retreat. The Board Retreat will be held within Grant County which allows for action to be taken by the Board. If the Negotiated Agreement is not ready or not approved prior to the Board Retreat A Special Meeting may be called for Board action.

Chair Pixton announced the Miscellaneous item would be next to accommodate an Executive Session later.

#### **10. Miscellaneous**

President Bonaudi invited the Trustees to attend the Welcome Back Breakfast September 12. The Foundation Dollar Da\$h will be held Saturday, October 8. The next Foundation dinner will be held October 13 and coincides with the Joint Advisory Committees meeting, Trustees are welcome to attend. The October 18 TACTC Conference will be held in the Renton/SeaTac area. Please rsvp with Melinda.

Star Night will be held October 25 and Dr. Bonaudi announced there may be two bronze presentations unveiled. The TACTC Spring Conference June 25-26, 2012, will be held on the BBCC campus. The SBCTC Board will hold their May 9-10, 2012 meeting here at BBCC also.

President Bonaudi said staff are honoring BBCC's 50<sup>th</sup> anniversary by including the theme in all regular activities. President Bonaudi received commemorative 50<sup>th</sup> anniversary coins and he provided one for each Trustee. Additional coins can be provided to Trustees to share if needed.

Lastly, President Bonaudi encouraged the Trustees to complete the answer sheets in their Redbooks prior to the Retreat. Staff are available to assist if necessary.

Dean Clyde Rasmussen shared an offsite instruction opportunity. The Aircraft Reuse and Fire Fighting (ARFF) program may have the opportunity to offer training in North Bend. SeaTac currently runs the North Bend ARFF training and they would like BBCC to take over the program at WSP facility. Most international airport staff attend the North Bend training and smaller airport staff attend training here at BBCC.

President Bonaudi stated there is distress regarding potential additional budget cuts they may occur in October or December. He recently visited with Senator Holmquist-Newbry on campus. Heritage University President John Bassett also visited and he is intent on maintaining a presence and partnership on campus.

Chair Angela Pixton announced an Executive Session at to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; and (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation. The Executive Session will last 20 minutes. The Executive Session was extended three times for ten minutes each. The meeting reconvened at 3:31 p.m. with no action taken.

## 8. **Assess Board Activities**

Trustee Mike Blakely reported he attending the luncheon with Whitworth University staff. He also attended the Grant County Fair and the North Central Washington Fair. Trustee Blakely attended the memorial service for Bill Bonaudi Sr. and visited High Tech High. He also met with a BCC graduate at UW to help her connect with a mentor.

Trustee Kenison attended the lunch with Whitworth University staff and she also contacted legislators.

Trustee Lane attended the Moses Lake Gang workshop. He also attended the SGL BMW grand opening and Governor Gregoire was very complimentary about Moses Lake and BCC job training. He attended the Grant County Fair. Trustee Lane also participated in the Honorary Commander Program Air Force refueling mission and survival school day along with the Community Colleges of Spokane Chancellor Christine Johnson. The Job Corps National Commencement Day was celebrated and he delivered a speech encouraging attendees seek higher ed. Lastly, Trustee Lane attended a community group meeting regarding Boeing's selection and he talked to former Governor Mike Lowry.

Trustee Mike Wren met with the Northwest Regional Director of HUD. They discussed, among other things, the significant impacts of IBEST, PET, ABE and ESL programs.

Trustee Angela Pixton attended the Whitworth University staff luncheon. She also attended the memorial service for Bill Bonaudi Sr. Trustee Pixton attended a Job Corps luncheon for work based learning community relations. She reported that Foundation Director Doug Sly presented scholarship information to the Washington State Potato Commission. They have sponsored scholarships in the past and they shared with Director Sly what they would like to see as growers for the commission to continue with the scholarship program.

## 9. **Next Regularly Scheduled Board Meeting Date**

The Board/Administrative Retreat is scheduled for Wednesday, September 14 from 9:00 to 4:00 at Cave B Inn. The next Regular Board meeting is scheduled on October 19, 2011 at 1:30 p.m.

### Motion 11-35

Trustee Jon Lane moved to approve the Board/Administrative Retreat on September 14 and the regular meeting on October 19. Trustee Mike Wren seconded the motion and the carried.

The meeting adjourned at 11:53 p.m.

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Angela Pixton Chair

ATTEST:

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William C. Bonaudi, Secretary