

Big Bend Community College



Board of Trustees

Regular Board Meeting

**Tuesday, September 11, 2007
1:30 p.m.**

**HARDIN COMMUNITY ROOM
ATEC 1837**

Community College District No. 18

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

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18

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

Tuesday, September 11, 2007
9:30 a.m. – 12:00 p.m.

Hardin Community Room – ATEC Room 1837

BOARD STUDY SESSION AGENDA

- 1. 2007-08 Operating Budget Review**
- 2. Adjourn to Lunch**



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, September 11, 2007, 1:30 pm

Hardin Community Room – ATEC Room 1837

	Action		Tab #
Governing Board Members: <i>Katherine Kenison, Chair</i> <i>Mike Blakely, Vice Chair</i> <i>Bob Holloway</i> <i>Cecilia DeLuna-Gaeta</i> <i>Felix Ramon</i> <i>Dr. Bill Bonaudi, President</i>	A	1. Call to Order/Roll Call	
	I	2. Introductions	
	A	3. Consent Agenda	3
		a. Approval of Regular Mtg Minutes – 6/26/07	
		Approval of Special Mtg Minutes – 7/25/07 (A)	
		b. Achieving the Dream Update (I)	
		c. Assessment Update (I)	
		d. Accreditation Report (I)	
		e. Capital Project Report (I)	
		f. Enrollment Report (I)	
		g. Childcare Update (I)	
		h. Personnel (I)	
		i. Donations (A)	
	I	4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board)	4
	a. ASB Representative – Matt Boyce, President		
	b. Classified Staff Representative – Kathy Aldrich		
	c. Faculty Representative – Mike O’Konek, Faculty Assn. President		
	d. VP Administrative Services – Ken Turner		
	e. VP Instruction/Student Services – Dr. Mike Lang		
I	5. Exceptional Faculty Award- Bill Autry, Jim Hamm	5	
A	6. Board Policy 7700 (Safety)	6	
A	7. Operating Budget- Ken Turner	7	
I/A	8. Administrative Board Retreat	8	
A	9. President’s Benefits Package	9	
I	10. Succession Planning	10	
	-----BREAK-----		
I/A	11. Assessment of Board Activity Report - Board	11	
I	12. Next Regularly Scheduled Board Meeting - Board	12	
I	13. Misc.	13	
A	14. Adjournment	14	

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.

The Board may adjourn to consider a quasi judicial matter provided for in RCW 42.30.140 (2).

NEXT MEETING REMINDER – Regular Meeting October 23, 2007

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

Fall Quarter 2007 Events

September	15	Viking Volleyball vs. Walla Walla College, 8 p.m., Gymnasium
	17	All Staff Breakfast, Faculty In Service, 7:30 a.m., ATEC
	20	Welding Open House, all day, Building 3400
	21	Viking Volleyball vs. TVCC, 6 p.m., Gymnasium
	22	Fall Fest, 4:30 p.m., ATEC Plaza, \$45
	24	Fall quarter classes begin
	26	Viking Volleyball vs. YVC, 6 p.m., Gymnasium
	29	Viking Booster Golf Tournament, 9 a.m., Moses Lake Golf Club
October	3	Viking Volleyball vs. BMCC, 6 p.m., Gymnasium
	4	Back to School BBQ, 4-7 p.m., ATEC Plaza, \$2
	9	ASB Potato Fest, 11:15 a.m. – 1:30 p.m., ATEC, \$2
	11	BBC Foundation Board Meeting, 6 p.m. dinner, 7 p.m. meeting
	12	Viking Volleyball vs. WVC, 6 p.m., Gymnasium
	15-19	Human Race Machine, ATEC, Library entrance
	16	BBC Foundation Star Night, 5:30 p.m., ATEC
	17	Viking Volleyball vs. CBC, 6 p.m., Gymnasium
	18	Ventriloquist Taylor Mason, 7 p.m., Bldg. 1400 Auditorium, FREE
	23	BBC Board of Trustees Meeting, TBA
	31	Viking Volleyball vs. WWCC, 6 p.m., Gymnasium
November	1	ASB Bowling Night, Lake Bowl, 9:30 p.m. – midnight, BBC students only, FREE
	13	ASB Stir Fry Fest, 11:15 a.m. – 1:30 p.m., ATEC, \$2
	13-16	Registration for Winter Quarter begins
	15	ASB Pool Tournament (singles), 2:30 p.m., Building 1400 Activities Center, \$3
December	10-12	Final Exams
	10	ASB Free Massages and Pool, Building 1400
	10	Library Campout, 8 p.m.

BIG BEND COMMUNITY COLLEGE

Date: 9/11/07

ITEM #3: CONSENT AGENDA (for action)

- a. Regular Board Meeting Minutes June 26, 2007
Special Board Meeting Minutes July 25, 2007

BACKGROUND:

Minutes of the Regular Board meeting held on June 26, 2007, and the Special Board Meeting held on July 25, 2007, at Big Bend Community College are attached for review.

RECOMMENDATIONS:

President Bonaudi recommends the Board of Trustees approve the minutes of the Regular Board meeting held on May 29, 2007, and the Special Board meeting held on July 25, 2007, as noted with any corrections, additions or deletions as stated.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a regular Board meeting on Tuesday, May 29, 2007, in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

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

Present: Bob Holloway
Felix Ramon
Cecilia DeLuna-Gaeta
Katherine Kenison
Mike Blakely

2. Introduction

Kim Jackson introduced the newly elected 2007-2008 ASB Officers: President Matt Boyce, Programming Director Amy Alporque, Treasurer Courtney Twiet, Public Relations Chelsea Conklin. Vice President Matt Brunell and Secretary Natasha Presley were attending classes and not available to attend the Board meeting. Trustee Katherine Kenison welcomed and congratulated the officers.

3. Consent Agenda

a) Approval of Minutes for the regular Board meeting on April 10, 2007 (A); b) Achieving the Dream Update (I); c) Assessment Update (I); d) Accreditation Report (I); e) Capital Project Report (I); f) Enrollment Report (I); g) Childcare Update (I); h) Donation Report (A); i) BBCC Job & Career Fair (I); j) Educate Fair Report (I); Faculty Emeritus Award (A).

MOTION 07-19: Trustee Bob Holloway moved to approve the Consent Agenda as presented. Trustee Felix Ramon seconded the motion, and the motion carried.

4. Remarks

Public Comment – None

ASB President Derek Miller reported ASB activities. There was a Staff vs. Faculty Softball game on May 22. The score was 10-7 in favor of the staff. The annual Spring Fling BBQ & Awards will be held May 30 from 4:00 p.m. - 7:00 p.m. with awards beginning at 4:30 p.m. in the ATEC Plaza. The Spring Fling includes all you can eat BBQ for \$2.00, inflatable games, Butt Sketch artists, cotton candy, and snow cones. The ASB is hosting BBCC family night at the Aquatic Center June 4. Lastly, the ASB will be selling cold bottled water for both the Moses Lake High School and Big Bend graduation ceremonies. Trustee Kenison thanked Derek Miller for serving his term as ASB President.

Classified Staff Representative Kathy Aldrich reported the Classified Staff training opportunities. Rita Jordan attended *Northwest Education Loan Association Spring Training* on April 10 at Spokane. Yvonne Ponce attended *Personnel Payroll Management System 101* on April 13 in Moses Lake. Gale Haley attended *Safety Training* on April 13 at the ATEC Building. Eric Gruber attended *Netdesk a Microsoft Partner on Implementing WWS 3.0 and SPS 2007* on April 16-23 (Microsoft Office Share Point Training).

Anna Ellsworth attended *From Ordinary to Extraordinary, Grace Under Fire: The Role of Self-Control in Dealing with Aggressive Individuals; WIA & TANF Amendments and New Initiatives: What's Coming Next for the Workforce System* April 16, 2007. She also attended *Realigning, Reinventing and Responding: Building a 21st Century Workforce System; Training to Work; Job-Getting is Changing: Are You?; WorkFirst Changes: Impacts of the Deficit Reduction Act of 2005 and Its Effects on Communities and the Families We Serve*. Taisa Timofeyev attended a *Building Skills Conference* at Tacoma on April 16-18, 2007. She also attended *Obtaining Employment for Individuals for Whom Approaches Have Not Been Successful; Self-Efficacy and Employment; Image, Re-image, and Shift the Premise: Lessons Learned from My Father, a 20-year Veteran of the New York State Department of Labor & Employment Security*.

Hope Strnad, Barb Riegel, Jonie Walker, Kathy Aldrich, and Kimila Helvy attended a *Look and Learn Session* which included touring Office Information Technology and the Nursing Department on April 18th, 2007.

Taisa Timofeyev attended a *Substance Abuse Conference* on April 20, 2007 at BBCC.

The *Classified Staff Breakaway* was held April 20, 2007. Forty employees attended training sessions:

- *Nutrition (MHN):* 29 Staff attended
- *Computer Basics:* 10 Staff
- *Reflexology/Body Talk:* 30 Staff
- *Optimum Health for Men & Women:* 11 Staff

Nancy Leach attended the *Regional TRIO Association Spring Conference* in Seattle on April 23-27, 2007.

Geralyn Topalanchik, Hope Strnad, Karen Okerlund, Barbi Schachtschneider, Yvonne Ponce, Kathy Aldrich, Ruth Coffin, Jonie Walker, Kimila Helvy, Michelle Coe, Darci Ruiz, Kathy Starr, Barb Riegel, Robin Arriaga, Michelle Williamson, Kara Chandler, and Cheryl Brischle attended the *Generation Y: The Millennials* training on April 25th at ATEC.

Donna Brown attended the *2007 Washington State Two-Year College Mathematics Conference* in Wenatchee on April 26-27. Teresa Curran attended the *Interlibrary Loan Conference* in Colorado Springs, CO on April 26-27. Kathy Starr attended *BAR 101 Training*: Topics included were State Funding Model, Audit Issues and Operation Review Issues on April 27, 2007.

Trustee Kenison stated she appreciates staff taking time to attend training; it is an investment in the college.

Faculty Association President Mike O'Konek reported faculty information. The Art Department is having an Open House May 31 from 5:00 to 8:00 p.m. Art Instructor Rie Palkovic took 14 students to the newly re-opened Seattle Art Museum and the Olympic Sculpture Park.

Jim Hamm will be taking the Engineering Physics class to tour the Laser Interferometry Gravitational Wave Observatory (LIGO) at Hanford. The LIGO was built to test one of the last predications of Einstein's General Theory of Relativity. Steve Matern accompanied two Industrial Electrical Technology classes when they visited Grant County PUD's Wanapum Dam and powerhouse.

Vice President Ken Turner reported BBCC Maintenance Superintendent Bill Wilkie has accepted the plant manager position at Olympic College, his last day on campus will May 31. Mr. Turner went on to say this is a good opportunity for Mr. Wilkie and he will be missed, we wish him well. Mr Turner stated he has been reviewing the allocation figures on revenue and budget from the state board. He also stated there is a new SkillSource building in Othello. Skillsource has a 2000 square foot modular they are considering giving to BBCC or the Grant County Housing Authority. They would like for it to be placed in Mattawa. The Mattawa site is rented from the Grant County Housing Authority. It may be more appropriate for the Housing Authority to own the modular building.

Trustee Mike Blakely asked about the status of the daycare settlement. AAG Charnelle Bjelkengren responded that there has been no settlement offer received and it is proceeding to mediation.

Vice President Mike Lang reported staff changes. Math Instructor Anita Hughes is retiring and will receive a faculty emeritus award. Mr. Salah Abed has been hired for her position. The position vacated by Craig Randall has been revised to include coordinating services for students with disabilities and outreach, Andre Guzman has been hired to fill this vacancy. Staff are busy writing grants.

The group viewed a slide show featuring the FedEx donation of the Boeing 727. Dean Clyde Rasmussen described the event and noted several retired instructors attended including: Del Lamb, Gordon Ebert, Don Wright, and Richard Pearce. President Bonaudi stated this was a great example of effective alumni relations he thanked Alumnus Steve Lloyd. He also thanked FedEx for their amazing corporate generosity. Trustee Mike Blakely noted the FedEx donation to BBCC was in the Spokesman Review and the Wenatchee World. Trustee Katherine Kenison thanked everyone involved on behalf of the board especially AMT and Flight. President Bonaudi reported the representatives from FedEx were impressed with the donation ceremony. Trustee Felix Ramon reported Mr. Lloyd and Captain Mark Fox stated they will watch for a King Air aircraft to become available.

5. Ends Statement Monitoring Report E-3 Partnerships

Ms. Valerie Kirkwood, Assistant to the President for Research, Planning & Government Affairs, presented the Ends Statement Monitoring Report E-3 Partnerships. Partnerships enhance opportunities for the students of Big Bend Community College. Ms. Kirkwood reported BBCC has a growing number of partnerships and current partnerships are continuing to develop. The recent donation of a Boeing 727 Aircraft represents a partnership between BBCC, the BBCC Foundation and FedEx.

Ms. Kirkwood stated two areas that stand out include professional/technical programs and their partnerships and alignment with High Schools, and connections to business and industry. These partnerships are coming to fruition according to feedback shared from the community focus groups. The partnership between Big Bend Community College and the Foundation is also very beneficial and effective.

Dean Clyde Rasmussen provided an overview of partnerships. He reported a CWU Aviation Instructor is on campus and students can receive a Bachelor's Degree due to our partnership with Central Washington University. Green River Community College offers Ground School training which articulates into our flight program.

Welding Instructor Shawn McDaniel is developing a Welding Boot Camp partnership with High School teachers. He works with the teachers to stay current and align coursework to meet business needs. The Camp has been full each summer it has been offered. VP Mike Lang clarified that the Welding Boot Camp was developed as a Tech Prep program.

Our Partnership with Genie to provide welding training all year is expanding into machining and electrical training.

VP Ken Turner, VP Mike Lang and Dean Clyde Rasmussen recently toured the culinary arts program at the SkillCenter in the Tri-Cities. Sodexo runs this and we may try to align with their program and include the Moses Lake High School students here in ATEC with Sodexo.

The High Demand High Wage Conference coordinated by Mary Shannon has been a catalyst to economic development by bringing business leaders and educators together. Committees continue to meet on the BBCC campus to address job and training opportunities. President Bonaudi reported the need for skilled workers in this area is outstripping the supply.

Foundation Directory Doug Sly provided information regarding the Foundation's partnership and work to develop revenue streams to the college. Mr. Sly stated the mission of the Foundation is to actively and visibly support the college. Each scholarship founder is a partner with the Foundation.

REC Silicon is working toward funding an endowed scholarship. The Foundation holds more than one million dollars in equipment and funds. Mr. Sly stated he recently issued a check for \$89,000 to support ATEC. They also partnered with the Nursing Dept to purchase SimMan and SimBaby.

The Foundation raises and manages funds for the Exceptional Faculty Award endowment. Some groups on campus like the Viking Booster Club need the Foundation to hold and/or invest the funds they raise. The Foundation pays national dues for the Phi Theta Kappa Community College Honor Society

The Opportunity Center is another result of good partnering between BBCC and the Foundation. The Foundation bought the building and they lease it to the college and the Grant County Economic Development Council. The Foundation worked with BBCC to change land use designation on certain properties in anticipation of rezoning of those properties.

The Foundation also provides funding and planning for special events i.e., Cellarbration, Star Night, Fallfest, Advisory Committees, and receptions.

The Foundation has established partnerships with other Foundations: the Nelson Family Foundation and the Leah Layne Foundation. The Weinstein family (Weinstein Beverages) recently funded intervention scholarships to assist students with various fees and situations that are barriers to their enrollment and/or attendance.. The Foundation also funds a discretionary account for the President to host dignitaries and community groups.

New professional/technical scholarships were available for the first time this year. The partnerships with professional/technical advisory committees are very beneficial.

Trustees Felix Ramon and Cecilia DeLuna-Gaeta and President Bonaudi are on the Foundation Board. Mr. Sly gave kudos to Trustee Gaeta for attracting a \$2000 donation from the Othello Medical Clinic. President Bonaudi emphasized the importance of intervention scholarships. They assist students when outside obligations make it difficult to continue attending school. Trustee Mike Blakely inquired about the number of intervention scholarships funded this fiscal year. Mr. Sly replied there have been 25 intervention scholarships provided to students and 52 Foundation scholarships. Ms. Kirkwood added that feedback from community members indicates professional/technical scholarships make a huge difference. More detailed information from other focus groups will be shared at the next board meeting.

MOTION 07-20: Trustee Mike Blakely moved to approve the Ends Statement Monitoring Report E-3 Partnerships as presented. Trustee Bob Holloway seconded the motion, and the motion carried.

6. International Programs Update

Director of International Programs Carla Boon was introduced. President Bonaudi described Ms. Boon as having a wealth of overseas experience. She is exploring and developing international opportunities. Ms. Boon has traveled to Taiwan and Korea with the Governor and she will be attending the Paris Air Show to seek out potential Aviation Program training clients.

Ms. Boon is located in Seattle in the JATP program office. The Japanese Agriculture Training Program (JATP) program has seen 4,782 students in its 43-year span. JATP was initially a one and two year program, it was recently revised to an 18 month program. Ms. Boon presented a Powerpoint of her trip accompanying VP Mike Lang and President Bonaudi to Japan for the annual JATP meeting.

Ms. Boon discussed her contacts with the Community Trade and Economic Development (CTED) and the Trade Development Alliance (TDA). CTED has eight overseas offices and Ms. Boon has been discussing the BBCC Aviation program with them.

An updated website has resulted in increased activity. Updated marketing materials in multiple languages have been very helpful. The Aviation program is unique and is being aggressively promoted. Obtaining a King Air aircraft will open many doors to international markets.

The TDA in Seattle advocated that a consortium of aircraft training programs attend the Paris Air Show. Air Washington, The Air Washington Training Consortium of Washington State, includes Big Bend Community College, Clover Park Technical College, Green River Community College, and Community Colleges of Spokane. The consortium would like to provide contract training to international aviation students and build stronger relationships with Boeing.

Green River Community College recently started a program in China. There are interesting opportunities for student and faculty exchanges. Recruiting agents are an excellent tool. We have six agents in China Japan and Taiwan. Ms. Boon is working with Joe MacDougall, Aviation Division Chair, creating an aviation sciences brochure. Trustee Felix Ramon stated Japan Airlines provides training here in Grant County. Ms. Boon has talked with Japan Airlines and TDA about contract training and campus tours.

7. Exceptional Faculty Awards

MOTION 07-21: Trustee Cecilia DeLuna-Gaeta moved to approve the Exceptional Faculty Awards to Jim Hamm, Zackariah Tanko, Kathy Tracy Mason and Bill Autry as presented. Trustee Mike Blakely seconded the motion, and the motion carried.

A five minute break was called. Immediately following the break the Board adjourned to Executive Session at 3:05 p.m. for 10 minutes to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualification of an applicant for public employment or to review the performance of a public employee..

The meeting was reconvened at 3:15 p.m. with no action taken during executive session.

Trustee Katherine Kenison directed the group to consider Item #9 next to provide time for Dr. Emery Smith to attend the meeting to address Item #8.

9. Probationary/Tenure Reviews

MOTION 7-22: Mike Blakely moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee, grant tenure to Kathleen Duvall, effective September 17, 2007. It was further moved that the Board of Trustees direct the President to notify Ms. Duvall as soon as possible of this decision to grant tenure and that her contract for the academic year 2007-08 will be renewed. Felix Ramon seconded the motion, and the motion carried.

Ms. Kathleen Duvall was present at the meeting and Trustee Katherine Kenison commented her presence was appreciated.

8. Service Learning

Emery Smith, presented information regarding *Service Learning in a Social Problems Course* which he initiated to meet Title V grant guidelines to increase student retention with multi-culturalism. Service learning builds a sense of community and instills investment into social problems. Students are going out into the community to do service projects. Students choose the social problems their team will address. Teams have chosen projects ranging from New Hope Domestic Violence to pollution to the application of a \$50,000 education grant. Dr. Smith said that at time the *The Social Problems* class can be depressing because students learn about problems community members sometimes face. Students designed service learning projects with Dr. Smith's approval and they reported that they felt empowered after the experience. Community members contact Dr. Smith as a result of the students' involvement in the community to offer additional service projects. Dr. Smith is working on balancing the level of guidance he provides to these students. His goal is for the students to be invested and empowered by the process. Trustee Kenison commented there have been numerous editorials and articles regarding the lack of civic mindedness, this class exposes students to their communities. She asked about good news articles in the local newspapers featuring some of the projects from Dr. Smith's classes. Dr. Smith replied that he had a project in mind and he will work with Catherine Holestine, Public Information Officer, to present the information. Dr. Smith also stated contact with the Hispanic community is important and more Hispanic students are getting involved in service learning projects. Trustee DeLuna-Gaeta thanked him and stated she would like to look at the project portfolios. Trustee Mike Blakely stated he really liked the premise of the community involvement and he would like for students to attend a Board meeting to present information.

10. Board Officer Elections

Trustee Felix Ramon's term was listed incorrectly in the Board packet, his term expires September 30, 2008 not September 30, 2007. Trustee Bob Holloway stated the rotation listed in the chart works very well.

MOTION 7-23: Bob Holloway moved that the Board adhere to the rotation chart in the Board packet and Trustee Katherine Kenison move into the Chair position and Trustee Mike Blakely move into the Vice-Chair

position. Cecilia DeLuna-Gaeta seconded the motion and the motion passed.

Cecilia DeLuna-Gaeta thanked Katherine Kenison for chairing the meeting today.

11. Assessment of Board Activity

Trustee Cecilia DeLuna-Gaeta attended a Diversity lunchfest in ATEC and the Aviation Ceremony. She also attended the Spring TACTC Conference in Spokane and Cellarbration on the BBCC campus. Ms. DeLuna-Gaeta distributed flyers promoting the Educate Fair. Lastly, she continued working with the Foundation fundraising.

Trustee Mike Blakely reported he attended the BBCC Job & Career Fair and the Faculty In-Service. He also suggested BBCC consider setting up a cop shop on campus. An old computer and a room is all that is needed. Mr. Blakely went on to report that he distributed Earth Day posters and Ms. Duvall, Dr. Knepp and student Allison Taylor did a good job presenting Earth Day information, he brought two guests from Quincy to the event. He also distributed Hispanic Awareness posters and recruited students to the Nursing and Aviation Departments. Mr. Blakely reviewed faculty tenure portfolios. He also attended the Aviation Ceremony. He made arrangements with the editor of El Mundo to do a feature article on a BBCC student from Quincy who is invited to an internship at U.W. Medical School. Due to a scheduling conflict in lieu of attending Cellarbration he made a donation to the Foundation. He also made preliminary contact with potential nominees for the presidential evaluation focus groups. Lastly, he attended the State of the College and the TACTC Spring Conference.

Trustee Bob Holloway reported his activities. He attended the IPCI Board meeting and shareholder meeting and the BBCC Foundation dinner. He attended the EDC luncheon featuring Tom Furlong from Yahoo! He also attended an Agfarmation meeting with Yahoo! representatives. He attended the faculty in-service. Along with Dr. Bonaudi and Terry Brix he conferred with PUD Manager Tim Culbertson and staff about a training program. He attended the State of the College and toured the new SkillSource building and visited with Mrs. Correll. He attended the TACTC Spring Conference in Spokane and Cellarbration. He also obtained a Foundation donation from a Quincy citizen. Lastly, he was asked to speak at the SkillSource certification ceremony.

Trustee Felix Ramon reported that he attended Cellarbration, the TACTC Spring Conference, the Operations Task Force Meeting, the Faculty Safety In Service, and the Job and Career Fair. He stated the Job & Career Fair is paying off huge dividends for the students and the community. He also announced that seven scholarships of \$750 for nurses training from the 40/8 group were approved.

Trustee Katherine Kenison reported she attended the TACTC Student Achievement Task Force meetings (2) and there will more meetings this summer. Defining student success has been a challenge, she will make a full report when the task force has met its goal. The group is questioning if financial incentives are a good way to improve Community Colleges. She met with the TACTC Legislative Steering Committee and attended the Aviation Celebration and the State of the College. She thanked Dan Moore and Lew

Mason for the generosity of their time taking her sons on a tour of the Aviation Department. She also noted that Rie Palkovic and Dr. Smith are doing good job improving retention. Trustee Mike Blakely thanked Katherine Kenison for her presentation at the 727 event.

12. Next Regularly Scheduled Board Meeting

The next regularly scheduled meeting is June 26, 2007 at 1:30 p.m. in the Hardin Community Room in the ATEC Building at BBCC.

13. Miscellaneous

The Presidential evaluation and Focus Group information will be presented at the June 26, 2007, 1:30 p.m. Board of Trustees meeting.

President Bonaudi thanked Public Information Officer Catherine Holestine and Executive Assistant Melinda Dourte for their work on the Aviation Celebration.

President Bonaudi suggested the Administrative Retreat be scheduled for August 28, 29 and 30 at Sleeping Lady. He would like to follow the pattern that was used last year with the Board alone, then the Administrators joining the Board then the Administrators alone; the sequence is flexible.

President Bonaudi encouraged the Board members to contact Melinda Dourte regarding attending the ACCT Conference in San Diego in September.

Trustee Felix Ramon reported the TACTC Spring Conference held May 17-19 was very interesting. There were good presentations. The Pathway to Learn information shows the relationship between what is learned and what is working. The National Trustees Association would like to schedule this presentation for a conference. He reported the highlight of the conference was dinner with the Wenatchee Valley Community College (WVCC) Trustees. They were invited to come to the BBCC campus.

Trustee Cecilia DeLuna-Gaeta stated she enjoyed the video that the Spokane Community Colleges developed. She thought it would be a good idea for BBCC and our partners to develop a similar video. Bob Holloway requested a copy of the video.

The TACTC scholarship basket auction successfully raised \$2,756. The BBCC Basket was auctioned for \$225.00. The BBCC Trustess bought their own basket and then donated it to Cellarbration to be auctioned again. Some of the produce items in the basket were auctioned separately at the TACTC auction for about \$500. Bob Holloway sold two of his books to benefit the fundraising efforts.

Trustee Felix Ramon asked the group to consider raising the Trustees' Scholarship award amount by \$200 for two scholarships. He also stated the tuition for a part-time student is more per hour than for a full-time student and suggested the part-time scholarships be

increased. In the past the group agreed to sponsor the \$25 per student per quarter ABE tuition fee for four students. The college admission fee is \$30. The group discussed approving paying the \$30 admission fees for four to five students as the admission fee makes them eligible for financial aid. The group also discussed using a portion of the Trustees' Scholarships as an intervention fund. Trustee Mike Blakely asked how much the scholarships could increase without diminishing the principal of the Trustees Scholarship Fund. Doug Sly replied that the fund continues to grow due to the contributions to the fund. The Trustees decided to increase the scholarship by \$200 making them \$700 each and to sponsor four \$25 ABE tuition fees (\$100), and five \$30 college admission fees (\$120). These increases make the total Trustees scholarships awarded \$1,650. This expenditure is less than the annual donations.

The group viewed the Creating Opportunities video clip.

The meeting adjourned at 4:11 p.m.

Cecilia DeLuna Gaeta, Chair

ATTEST:

William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 09/11/07

ITEM #3: CONSENT AGENDA (for information)

b. Achieving the Dream (AtD) Update

BACKGROUND:

On July 12th college administrators were informed that College Spark Trustees authorized funding of the Big Bend's 'Achieving the Dream Implementation proposal'. College Spark Trustees asked that their grant agreement contain first year measurable outcomes for each of the priority areas in our proposal. The college is expected to provide a report in April regarding progress on achieving these first year goals (see attached 'Big Bend Community College – Achieving the Dream First Year Goals'). Funds received for the first years activity of the \$400,000 four year initiative total \$129,575.

Comments regarding the proposal from Carol A. Lincoln, National Director, Achieving the Dream, and BBCC's first year goals are found in the consent agenda.

RECOMMENDATIONS:

None

Specific Feedback on Your Proposal

We are both impressed and encouraged by the improvements to the proposal since the draft version. The final proposal is well laid out, clear, and includes the values and principles of Achieving the Dream. We want to encourage you to continue the planning and charting that is displayed in the proposal. This charting is easy to follow and should set the college up for easy tracking and evaluation of interventions. The budget notes are clear and your plan for funding the work after the four-year grant period ends shows your commitment to student success.

Hearing about your Board's support and your personal engagement, we are optimistic about the progress your team will make. In the coming year, we encourage you to engage additional leaders from the student body and broader community to gain the support and buy-in of all stakeholder groups.

You have chosen a limited number of priorities and will be focusing much time, energy, and financial resources on success in developmental math and retention of first-quarter students. Other Achieving the Dream colleges that have focused their attention on two or three key areas have found the method very successful. We have confidence you will also find it successful and will see a significant change in these two areas by the fourth year. We encourage you to continue monitoring student success in courses across the college as you proceed with your work in developmental education.

The proposal nicely showed how you used data to reach the conclusion that incoming students are not prepared for college level math and to determine that more aggressive curriculum alignment strategies are in order.

Many Achieving the Dream institutions have found it a challenge to overcome a culture of finger-pointing at the local, feeder high schools. The attitude that “if the high schools only gave us better students, we would have better outcomes” is a hard one to overcome. In the work plan, you propose interventions that will involve the high schools as well as other interventions that focus on students already enrolled in your institution. While you work on both fronts, we hope you will find ways to consistently reinforce the college’s commitment to teaching any student that wants to learn, whether or not they are prepared for college-level courses.

One aspect of your proposal that could have been stronger is your plan for engaging students, faculty, staff, and the greater community. In addition to keeping these stakeholder groups well informed about your work, we encourage you to look for ways to involve them in problem solving activities that will help increase their buy-in and support for your work. For developing a plan to engage internal and external stakeholders, you have wonderful resources available to you. Several Round One colleges worked closely with Public Agenda, one of the national partners, to field test a process for holding community conversations about student success. We encourage you to contact one or more of those colleges to see how they have used this methodology to strengthen community support for their work. Videos and manuals developed by Public Agenda in collaboration with the pilot sites are available to you in the Community Engagement Toolkit recently mailed by Public Agenda to your Core Team Leader. Other engagement tools are available at www.AchievingtheDream.org, and there will be sessions on stakeholder engagement at the annual Strategy Institute. There will also be sessions at the annual Strategy Institute on how to communicate about Achieving the Dream to audiences unfamiliar with the initiative and the issues it addresses.

Another area where we suggest additional attention is strengthening the Office of Institutional Research. Your Data Facilitator will be able to help you with plans to overcome challenges brought by personnel changes and strengthen the Office of Institutional Research. Your Coach and Data Facilitator can help put you in contact with institutions that have faced similar challenges. There also will be sessions on building institutional research capacity at the annual Strategy Institute.

One other suggestion for your consideration: many colleges have found it challenging to scale up mentoring programs due to a shortage of willing and available faculty, staff, and/or student mentors. We encourage you to visit www.achievingthedream.org and check out “Community College Strategies”. You can read about different interventions involving mentors and if you scroll down to the bottom of the page you can view by state which colleges are using strategies involving mentors. We encourage you take advantage of the Achieving the Dream community of learners and contact a few institutions that are using similar strategies to discuss the challenges they have faced and how they have overcome them.

Dr. Renz and Dr. Figueroa, Achieving the Dream Coaches, plan to meet with BBCC Core AtD Team members early this fall to help finalize plans for the first year of the implementation grant and keep us on track for reaching implementation plan goals.

**Big Bend Community College – Achieving the Dream
First Year Goals to be completed by March 31, 2008**

Priority Area: 1. Increase Successful Completion of Developmental Math Courses

1.1 Administer the BBCC math placement test at area high schools

The BBCC math placement test will be administered at 4 district high schools. Results will be shared with high school students, counselors and math instructors. Scores will be entered into the BBCC student management system and compared to scores after additional math has been completed.

1.2 Increase collaboration between college math faculty and high school math instructors in the BBCC service district.

The BBCC math faculty will host a meeting of district high school math instructors to discuss the alignment of high school math curriculum to improve high school student's math placement and success.

1.5 Research and purchase online math tutorial software or tutorial services.

BBCC will research and purchase online tutorial software and/or tutorial services to be in place no later than March 31, 2008. Students accessing the tutorial services will successfully complete developmental math classes at a rate of 10% higher than those not accessing the services.

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

2.1 BBCC staff will revise the new student orientation process to replicate best practice.

Students who attend new student registration and orientation will enroll for a second term at a rate 10% higher than those who do not attend. Students attending new student orientation during the summer of 2007 will enroll for a second term at a rate 5% higher than in 2006.

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

Advisor training will be offered to faculty and advising staff members.

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

A coordinator will be hired to design and implement a mentoring program for Hispanic students. The coordinator will select and train mentors and identify students to participate in the program.

BIG BEND COMMUNITY COLLEGE

Date: 9/11/07

ITEM #3: CONSENT AGENDA (for information)

c. Assessment Update

BACKGROUND:

Ms. Kirkwood will review the third annual assessment report. This document summarizes our institutional research and use of the data collected this past year.

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/11/07

ITEM #3: CONSENT AGENDA (for information)

d. Accreditation Report

BACKGROUND:

Our interim report to the Northwest Commission on Colleges and Universities (NWCCU) has been delivered. The details of the visit from the Commission on October 16, 17, 2007, as we understand them to this date, will be discussed.

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/11/07

ITEM #3: CONSENT AGENDA (for information)

e. Capital Project Update

BACKGROUND:

Math/Science HVAC Upgrade: The installation of the new air handling unit was completed by the contractor the second week of August 2007. The BBCC M&O crew is completing the plumbing, ducting and wall reconstruction. The estimated time of project completion remains August 31, 2007.

Old Developments/Background:

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

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

Old Developments/Background:

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

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

Old Developments/Background:

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

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

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

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

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

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

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

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

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

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

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

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

Old Developments/Background:

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

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

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

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

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

2-12-07 Construction begins. Trenching for infrastructure installation, such as Public Utility District (PUD) conduit, a new water mainline and fiber optic conduit, is scheduled to begin the week of February 12, 2007. The campus has been notified that access from Randolph road to 28th avenue will be stopped and the access barricaded for the duration of the Art Building project. Correctional Industries (CI) will do

this phase of the excavation plan. Our latest cost analysis, conducted in collaboration with General Administration, BWA and BBCC, projects the completion of this building to occupancy level but landscaping, paving and furniture will not be funded. The final determination as to how far the budget will stretch will be made when contractors bid on the project.

1-9-07 A design review was conducted on December 19, 2005 at BBCC. The goal is to have the bid package ready within two months; however, Bernardo/Wills Architect was instructed to craft the bid package in a manner that reduces the Base Bid and increases the alternate bid packages that are tied to the Base Bid package. Inflation continues to rise and is now at an estimated 20% when compared to last year's construction costs. With the current bidding climate, the funding may only be adequate to shell the building and complete critical infrastructure**11-28-06** Design development continues

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

Design completed 12-1-06

Contractor hired 2-1-07

Project completed 1-1-08

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

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

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

Design completed 9-1-06

Contractor hired 12-22-06

Project completed 11-5-07

BIG BEND COMMUNITY COLLEGE

Date: 9/11/07

ITEM #3: CONSENT AGENDA (for information)

f. Enrollment Report

SUMMER ENROLLMENT

The summer quarter final enrollment report is included for your information. State funded FTE was slightly down from last year. Occupational FTE rose, while ABE/ESL and Academic did not meet the same level as last year.

FALL ENROLLMENT

As of Tuesday, September 4, there are 1,507 students enrolled for fall quarter, which is comparable to the same number as last year at this time. The state funded FTE is 1,158.4 and total FTE is 1,206.1 both of which are about 40 FTE below last year at this time. We are beginning fall quarter one week later this year and hope to make up the difference in FTE with the extra week. Tuition payment is due on September 13 and enrolled students who fail to pay tuition and fees by that date will be dropped.

The tuition amount budgeted for 2006-2007 is \$2,631,428. As of June 30, 2007 we have collected \$2,752,814 or 104.6% of the budgeted amount. As of June 30, 2006 we had collected \$2,560,134 or 100.3% of our 2005-2006 budgeted amount of \$2,550,000.

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

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

	<u>2006-2007</u>	<u>2005-2006</u>
Annual Budget	\$2,631,428	\$2,550,000
Total Collections as of June 30	\$2,752,814	\$2,560,134
As a % of Annual Budget	104.6%	100.3%
Left to Collect to Meet Budget Target	\$ 0	\$ 0

SUMMER FINAL ENROLLMENT REPORT

HEADCOUNTS

	SUMMER	SUMMER	SUMMER	SUMMER	SUMMER	SUMMER	SUMMER
	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>	<u>2002</u>	<u>2001</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	16	13	14	16	9	13	17
Asian/Pacific Islander	15	7	10	8	16	11	17
Black	12	10	10	4	12	6	11
Hispanic	199	234	199	235	268	188	281
White	418	418	476	559	600	510	504
Other/Unknown	52	73	83	41	71	113	87
<u>SEX</u>							
Female	459	468	492	510	594	412	546
Male	249	271	289	350	375	414	353
Not Coded	4	16	11	3	7	15	18
<u>STUDENT STATUS</u>							
Continuing	496	458	486	530	602	521	524
Former	119	149	151	190	190	178	180
New	88	132	139	128	156	127	185
Transfer	9	16	16	15	28	15	28
<u>BY FUNDING SOURCE</u>							
State	663	690	570	630	679	634	673
Shared Funding							0
Grant/Contract	2	3	84	109	153	32	141
Community Service	47	62	138	124	144	175	103
<u>BY TIME/LOCATION</u>							
On-Campus Day	457	496	556	574	661	566	631
On-Campus Evening	60	28	12	30	115	165	87
Off-Campus Day	135	149	161	108	96	106	122
Off-Campus Evening	60	82	63	151	104	4	77
TOTAL HEADCOUNT							
	712	755	792	863	976	841	917
Running Start	0	0	0	0	0	0	0
International	1	1	0	0	2	2	2

FTES

	SUMMER	SUMMER	SUMMER	SUMMER	SUMMER	SUMMER	SUMMER
	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>	<u>2002</u>	<u>2001</u>
<u>STATE FUNDED</u>							
ABE/ESL	42.7	57.7	33.2	22.9	34.0	52.3	49.4
Academic	142.1	153.8	153.9	179.8	194.8	170.9	160.3
Occupational	125.4	106.1	74.1	93.3	111.4	88.9	99.2
TOTAL STATE FTES	310.2	317.6	261.2	296.0	340.2	312.10	308.90
<u>OTHER FTES</u>							
Community Service	2.5	3.4	29.9	16.2	30.0	14.4	13.2
International Students	0.9	0.2	0	0.0	0.7	1.1	0.7
Contract Funded	3.5	1.6	34.1	47.7	78.6	7.4	57.3
Running Start			0	0	0	0	0
Other (Employ., Sr. Cit.)	5.0	9.5	1.4	2.0	2.9	3.5	4.1
GRAND TOTAL FTES							
	322.1	332.3	326.6	361.9	452.4	338.50	383.50

F.T.E. REPORT								
9/4/07								
		QTRLY	ANNUAL					
		<u>FTEs</u>	<u>FTEs</u>					
1st year (06-07)								
SUMMER		317.6	105.9					
FALL		1536.3	512.1					
WINTER		1526.1	508.7					
SPRING		1412.4	470.8					
2nd year (07-08)								
SUMMER		310.2	103.4					
FALL		1158.4	386.1					
WINTER			0.0					
SPRING			0.0					
TOTAL								
		<u>6261.0</u>	<u>2087.0</u>					
1st year annual FTE Target		4836	1612	53 Workforce FTE included				
2nd year annual FTE Target		4929	1643	53 Workforce FTE included				
SBCTC 2-year rolling enrollment count								
Past year + current year actual FTE			2087.0					
Past year + current year allocation			3255.0					
% of allocation target attained to date			64.1%					
Add'l FTEs to meet minimum 98%		3308.7	1102.9					
Add'l FTEs to meet target/growth 100%		3504	1168.0					
FTEs over target		0	0					

BIG BEND COMMUNITY COLLEGE

Date: 9/11/07

ITEM #3: CONSENT AGENDA (for information)

g. Childcare Update

BACKGROUND:

The Childcare Financial Statement as of June 30, 2007 is attached for Board review. Revenues exceeded expenditures by approximately \$94,064 for the year. The revenues included transfers of \$61,286; without these, the net increase in fund balance was \$32,778. The fund balance at year end was \$25,650. The increased attention to the program continues along with ongoing monitoring

CHILDCARE PROGRAM				
REVENUES, EXPENDITURES AND				
CHANGES IN FUND BALANCE				
FOR THE YEAR ENDING 6/30/07				
	DSHS Childcare	Childcare Match	Workfirst Childcare	Totals
Revenues:				
Co-pays/care services	62,497			
DSHS	235,300	12,500	48,000	
USDA Meal Reimb.	53,353			
Misc.Recovery/transfers	61,286			
Totals	412,436	12,500	48,000	472,936
Expenditures:				
Salaries	241,655	7,860	34,801	284,316
Benefits	38,496	2,140	10,699	51,335
Good & Services	37,991	2,500	2,500	42,991
Travel	230	0	0	230
Totals	318,372	12,500	48,000	378,872
NET PROFIT / LOSS				94,064
BEGINNING FUND BALANCE				(68,414)
ENDING FUND BALANCE				25,650
ADJUSTING ENTRY				
CHANGE IN FUND BALANCE				94,064
CASH			ACTUAL	24,906
RECEIVABLES				23,726
ACCRUED PAYROLL				(22,898)
ENCUMBRANCES/PAYABLES				(84)
ESTIMATED CASH				25,650

Prepared by Ms. Gail Hamburg, Director of Business Services.

BIG BEND COMMUNITY COLLEGE

Date: 9/11/07

ITEM #3: CONSENT AGENDA (for information)

h. Personnel Report

BACKGROUND:

The quarterly Personnel Report is attached for Board review.

RECOMMENDATION:

None

EMPLOYEE SEPARATIONS 4/10/07 - 8/24/07			
SEPARATION DATE	NAME	POSITION	SEPARATION REASON
4/13/07	Ann Mulkey	Director of Health Education Programs	Resigned-moved to Arizona
5/23/07	Craig Randall	Coordinator Disabled Student Services/Head Women's Basketball Coach	Resigned-accepted teaching position in Poland
5/31/07	Bill Wilkie	Building & Grounds Supervisor C	Resigned-accepted new position with Olympic College
6/8/07	Ida Harris	Office Assistant 3-Center for Business and Industry Services	Resigned-moved out of state
6/12/07	Anita Hughes	Math Instructor	Retired
6/12/07	Lew Mason	Assistant Chief Flight Instructor	Retired
6/12/07	Emery Smith	Sociology/Social Sciences Instructor	Resigned-accepted new position with Umpqua Community College
6/30/07	Rebecca Waller	TECH PREP Program Coordinator	Grant contract ended
7/9/07	Tony Stone	Resident Life Supervisor	Resigned-accepted new position with Montana State University-Billings
7/13/07	Kara Chandler-McDaniel	Program Assistant-Instructional Services	Resigned-accepted position with PUD
7/27/07	Sherry Keeler-Hull	Director of Financial Aid Services	Retired
8/1/07	Nicole Falcone	Bookstore Buyer	Did not complete probationary period
8/15/07	Mary Martin	Office Assistant 3-Opportunity Center	Resigned-moved out of state
NEW HIRES/PROMOTIONS/TRANSFERS 4/10/07 - 8/24/07			
START DATE	NAME	POSITION	REPLACING
5/1/07	Jennifer Brathovde	Migrant Education Even Start (MEES Grant) Coordinator/Instructor-Royal City	Allison Post (Allison moved to another BBCC grant position)
6/1/07	André Guzman	Promotion to Coordinator of Disability Services/Student Advisor	Craig Randall
6/18/07	Kim Forsberg	Title V Bridge Coordinator	Cristina Rangel
7/1/07	Katherine Christian	Director of Health Education Programs	Ann Mulkey
7/25/07	Ruby Taylor	Office Assistant 3-Instructional Services	Kara Chandler-McDaniel
7/30/07	Char Rios	Promotion to Director of Financial Aid	Sherry Keeler-Hull
8/1/07	Bridget Vidonne	Office Assistant 3-Center for Business and Industry Services	Ida Harris
8/20/07	Jim Desler	Migrant Education Even Start (MEES Grant) Coordinator/Instructor-Mattawa	Gloria Campos-White
8/20/07	Caren Courtright	Bookstore Buyer	Nicole Falcone
8/27/07	John Heflin	Automotive and Air-Cooled Small Engine Instructor-High School Program	Don McMillan
9/17/07	Salah Abed	Math Instructor	Anita Hughes
9/17/07	Debbie Rice	Nursing Instructor	Katherine Christian
SEARCHES IN PROCESS			
POSITION	STATUS	REPLACING	
Sociology/Social Science Instructor (emergency hire)	First Review Started	Emery Smith	
Opportunity Grant (Career Pathway) Coordinator	Interviews Scheduled	Restructured position following André Guzman's promotion	
WorkFirst Lab Coordinator	First Review Started	New grant position	
Financial Aid Advisor	First Review Started	Restructured position following Char Rios' promotion	
Head Women's Softball Coach/Assistant Activities Center Coordinator/Athletic Field Maintenance	Accepting Applications	New position	
SPRING PART-TIME FACULTY: 109			
SPRING PART-TIME HOURLY: 156			

BIG BEND COMMUNITY COLLEGE

Date: 9/11/07

ITEM #3: CONSENT AGENDA (for action)

i. Donations

BACKGROUND:

Tye Nelson from Blaze, a fire fighting business in Ellensburg, would like to donate four ARFF unused fire suits to the ARFF program for use by the students. The approximate value is \$4,800. The memo is attached.

Dr. Harder from Moses Lake Family Dental would like to donate lab coats and scrubs to the students enrolled in the WorkFirst Customized Job Skills Training for Certified Nursing Assistant and the Medical Assistant Program. The memo is attached.


President Bonaudi would like to donate a professional stereo turntable valued at \$155.88 to the library.

Prepared by VP Turner.

RECOMMENDATION:

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



To: Dr. Bill Bonaudi, President
From:  Clyde Rasmussen, Dean of Professional Technical Education
Date: July 12, 2007
Re: Donation to Aircraft Rescue and Fire Fighting (ARFF) Program

Tye Nelson has donated four ARFF unused fire suits to the ARFF program for use by the students for training. This donation benefits the ARFF program significantly as the program uses this equipment and materials for training purposes. The approximate value of this donation \$4,800.

I recommend that BBCC accepts these suits for the students use in training of Aircraft Rescue and Fire Fighting. Because of generous donations like this we are able to keep the training for this program reasonably cost effective for the fire departments that are required by the FAA to have this training.



Date: July 26, 2007
To: Ken Turner, Vice President for Administration
Cc: Kara Garrett, Dean of Education, Health, and Language Skills
From: Jackie Johnston and Mandy Mann
RE: Donation of new and used scrubs

Ken,

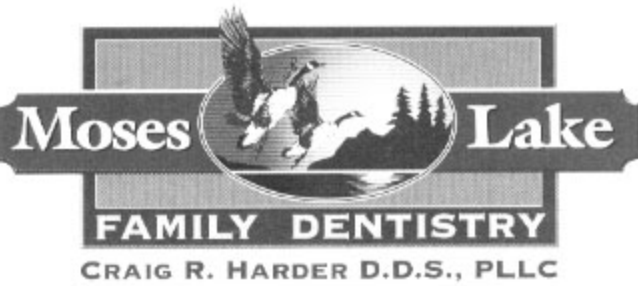
We are writing to request permission to accept a donation of new and gently used lab coats and scrubs from Dr. Harder of Moses Lake Family Dental. The estimated total value of the donation is \$860.00 (please see the attached letter from Dr. Harder). These scrubs will be distributed to students enrolled in WorkFirst's Customized Job Skills Training for Certified Nursing Assistant and the Medical Assistant program which is an Allied Healthcare Pathway for the Opportunity Grant. Both WorkFirst and the Opportunity Grant programs provide wrap around services for advising, mentoring and tutoring for enrolled students. In addition, these students are traditionally underserved populations based on their limited incomes.

Dr. Harder recently offered the donation of the lab coats and scrubs as he has purchased new uniforms for his staff. We feel this donation will assist students who may not have the financial means to purchase the required attire. For example, the Medical Assistant students are required to wear scrub tops and bottoms for class and when they go out in the field. Unlike the L.P.N. and R.N. programs, the brand and color do not matter. Having scrubs to distribute to student in need will allow them to be in compliance and participate rather than stretching themselves financially to have the necessary attire.

Thank you,

Jackie Johnston
Director of WorkFirst Training
Big Bend Community College
jackiej@bigbend.edu

Mandy Mann
Medical Assistant Program Coordinator
Big Bend Community College
mandym@bigbend.edu



975 E. Nelson Rd.
Moses Lake, WA 98837

Phone: (509) 765-4351

July 24, 2007

Big Bend Community College
7662 Chanute St NE
Moses Lake, WA 98837

To Whom It May Concern:

On behalf of Moses Lake Family Dentistry, we would like to donate several scrub pants, jackets and shirts with an approximate value of \$860.00 to your school. Thank you.

Regards,

Craig Harder DDS
Moses Lake Family Dentistry

rr



Big Bend Community College

7662 Chanute Street N.E.
Moses Lake, WA 98837-3299
<http://www.bigbend.edu>

(509) 793-2222
TDD (509) 762-6335
FAX (509) 762-6329

Dr. William C. Bonaudi
President

Office: (509) 793-2000
E-mail: billb@bigbend.edu

TO: Tim Fuhrman
Dean of Information Resources

FROM: Bill Bonaudi *Bill Bonaudi*
President

DATE: August 14, 2007

RE: Donation

I would like to donate a professional stereo turntable valued at \$155.88 to the Library.
Thanks for considering my donation.

[Handwritten signature] 8/14/07



#24-04-02 E-COMMERCE SALE FOR ORDER DATE: 07-06-07
FOR TRANSACTION TYPE: DD - DELAYED DELIVERY
ANTICIPATED DELIVERY DATE IS: 07-06-07

EC TRANS#: 7117181
TP TRANS#: WB2581

BILL: William C. Bonaudi
TO:

SHIP: William C. Bonaudi
TO: 721 Schooner Ct

TAXABLE: N
TAX CODE: NJ

5098556699

Moses Lake WA 988379115
5098556699

***** E-COMMERCE ORDER INFORMATION *****

QTY	SERIAL NUMBER	ITEM	BRAND	DESCRIPTION	PRICE EACH	EXTENDED PRICE
1		AUDATPL120	AUD	PROFESSIONAL STEREO TURNTABLE	155.88	155.88

P.O. NUMB: 4595783-6673208

SUB TOTAL: 155.88

CR CARD: .00	ACCOUNT#:	EXP:	AUTH#:	FREIGHT: 15.00
CHECK: .00	CHECK NO:	TERM: COD	AUTH#:	SALES TAX: .00
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BIG BEND COMMUNITY COLLEGE

Date: 9/11/07

ITEM #5: Exceptional Faculty Award Report (for information)
Bill Autry, Maintenance Mechanic Technology Instructor
Jim Hamm, Physics/Engineering Instructor

BACKGROUND:

Bill Autry, Maintenance Mechanic Technology Instructor, received an Exceptional Faculty Award in the amount of \$1,500 to attend a two day Journeyman Rigger course during the May 29, 2007, Regular Board meeting. Mr. Autry's report is attached and he will provide an oral report.

Jim Hamm, Physics/Engineering Instructor, received an Exceptional Faculty Award in the amount of \$2,000 to attend an Astronomical Society of the Pacific Conference during the May 29, 2007, Regular Board meeting. Mr. Hamm's report is attached and he will provide an oral report.

RECOMMENDATION:

None

Exceptional Faculty Award Report

Bill Autry, Instructor of Maintenance Mechanics Technology

After being approved for an Exceptional Faculty Award this spring of 2007, Mr. Autry made arrangements to attend a two day "Journeyman Rigger" course in Woodland Washington. The course took place July 10th and 11th. He was interested in improving his skill level in this craft and he wanted to bring these skills back to the class room. He reported his overall plan was to incorporate some safe rigging practices into the current Maintenance Mechanics Technology (MMT) curriculum. He stated he believed that the instruction received at "Industrial Training International" was first rate and he would like to attend other courses there in the future.

As a bit of background, there are very few crane and rigging schools in the United States. ITI has just two locations one in Woodland and one in Alabama. The next closest is in Nevada. We are fortunate to have this caliber of school in state. ITI only offers crane and rigging related instruction. The instructors are all expert and certified as Masters in their field.

Industrial maintenance technicians often must move equipment and materials that exceed what man power may safely move, manually. Cranes, jacks, material handling apparatus, rigging all come into play. Loads maybe very irregular in shape and weight distribution, often weighing from 50 lbs to several hundreds of tons. Rigging and lifting loads is a science conceived with safe practices as the primary directive. Damaging, dropping, or losing a load is not, practical or cost effective. Today we expect that technician level employee's work in intelligent, safe manner. This can only be accomplished through proper training. Rigging is just another aspect of what we as Maintenance technicians do and must master.

The ITI Journeyman Rigger course covered many physical aspects of safe lifting. Calculations were required to be able to correctly estimate a loads center of gravity and weight. Calculating angles in the rigging and the de-ratings of various types of slings and rigging gear adds to the safety aspect of lifting. The class had approximately 20 students from all over the country. We divided into 5 groups of four and put all of our new found skills to the test by working up several practical lifts with our instructor as the crane operator. We had to plan the pick, estimate the load, find the pick points, choose correct rigging appliances, and direct the crane operator. Our calculations for the weight estimation was never off more than 150 lbs. on loads that were 2 to 3 tons plus.

Mr. Autry reported he was no stranger to lifting heavy machinery and choosing rigging, however he learned a lot from this course. He learned that often we may put ourselves and others in jeopardy, because we may make assumptions or don't consider the minor details. The old cliché's is correct... The devil is in the details. This course was worthy of his time spent and the monetary costs.

Exceptional Faculty Award Report

Dr. Jim Hamm, Physics/Engineering Instructor

During the first week of August Dr. Hamm traveled to Pomona College in Claremont, CA, for a meeting called “Cosmos in the Classroom,” put on by the Astronomical Society of the Pacific. The meeting was a three-day symposium on teaching astronomy to non-science majors. The three days were packed with a variety of sessions on teaching astronomy (often with a choice of five or six going simultaneously), interspersed with some large sessions given by professional astronomers. The day before the formal sessions began Dr. Hamm traveled to the Mount Wilson Observatory with other meeting participants for a behind-the-scenes tour of this historical observatory, and the day after the sessions ended he traveled with his wife and daughter to the Palomar Mountain Observatory to observe that historical site.

Dr. Hamm reported that he has returned with a head full of ideas, a long list of web sites, names and email addresses of other astronomy teachers to stay in contact with, and quite a large stack of handouts he received at the conference.

BIG BEND COMMUNITY COLLEGE

Date: 9/11/07

ITEM #6: Board Policy 7700.3 (for action)
Big Bend Community College will adopt, develop and implement a campus-specific Emergency Response Plan which is based on and conforms to the Incident Command System (ICS) and the National Incident Management System (NIMS).

BACKGROUND:

The State of Washington requires public and nonpublic schools to develop and implement a site-specific emergency response plan which is based on and conforms to the Incident Command System (ICS) and the National Incident Management System (NIMS). NIMS was established under Homeland Security Presidential Directive (HSPD) – 5 to enable responders and authorities from different jurisdiction and disciplines to better work together within a consistent framework of incident management. Washington State responded to HSPD – with the Washington Statewide Homeland Security Strategic Plan 2006 – 2011.

The State of Washington, through the Washington Statewide Homeland Security Strategic Plan 2006 - 2011, and the Federal Emergency Management Agency (FEMA), through NIMS, both call for all agencies to institutionalize and adopt NIMS.

Big Bend Community College has been working on adoption and implementation of NIMS and would like to formally adopt NIMS by adding the statement above to Board Policy 7700 (Safety).

RECOMMENDATION:

President Bonaudi and VP Turner recommend to the Board the addition of the above statement to BP 7700.

BIG BEND COMMUNITY COLLEGE

Date: 9/11/07

ITEM #7: Operating Budget (for action)

BACKGROUND:

VP Ken Turner and Director of Business Services, Gail Hamburg will review the 2007-08 Operating Budget for Board approval. The Board will have had the opportunity to review the budget in detail during the Board Study Session prior to the regular meeting.

Prepared by Ken Turner.

RECOMMENDATION:

President Bonaudi and VP Turner recommend the Board approve the 2007-08 Operating Budget for Big Bend Community College as presented.

BIG BEND COMMUNITY COLLEGE

Date: 9/11/07

ITEM #8: Administrative Board Retreat (for information/action)

BACKGROUND:

The Board will discuss the Administrative Board Retreat.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/11/07

ITEM #9: President's Benefits Package (for action)

BACKGROUND:

The Board will discuss the President's benefits package.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/11/07

ITEM #10: Succession Planning (for information)

BACKGROUND:

Mrs. Patricia Schrom, Trustee Emeritus, and Ms. Holly Moos, Assistant to the President for Human Resources and Labor, will present succession planning information based on the past presidential searches.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/11/07

ITEM #11: Assessment of Board Activity (for information)

BACKGROUND:

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

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/11/07

ITEM #12: Next Regularly Scheduled Board Meeting (for information)

BACKGROUND:

The next regularly scheduled Board meeting is October 23, 2007 at 1:30 pm.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/11/07

ITEM #13: Misc. (for information)

BACKGROUND:

RECOMMENDATION:

None