

Big Bend Community College



Board of Trustees

Regular Board Meeting

**Tuesday, April 14, 2009
7:00 p.m.**

**ATEC
Hardin Community Room**

Community College District No. 18

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

Spring 2009 Campus Events

Spring 2009 Campus Events		
April	14	ASB: Salad Fest, 11:15 a.m. – 1:30 p.m., Masto Conf. Center
	18	Columbia Basin Allied Arts “Pippi Longstocking”, 7 p.m., Wallenstien Theater
	22	Meet the 2009-2010 ASB Candidates Forum, 2:30 p.m., ATEC
	23	16 th Annual Job & Career Fair, ATEC
	27-30	ASB 2009-2010 On-line Elections
	29	Men’s Baseball vs. Columbia Basin College, 1 p.m.
	30	Applications for Spring Graduation Due
May		
May	1	Women’s Softball vs. Blue Mountain CC, 2 p.m.
	1	ASB Election Results Posted
	2	Women’s Softball vs. Treasure Valley CC, 12 p.m.
	2	Men’s Baseball vs. Treasure Valley CC, 1 p.m.
	5	ASB: Singles Pool, 3 p.m.
	8	3rd Annual Educate, Latino Education Fair, Masto Conference Center, 3:30 – 8:00 pm
	9	Women’s Softball vs. CC of Spokane, 12 p.m.
	9	Men’s Baseball vs. Blue Mountain CC, 1 p.m.
	12	ASB: Taco Fest, 11:15 a.m. – 1:30 p.m., Masto Conf. Center
	14	ASB: Paintball Activity, 3-7 p.m.
	16	Cellarbration! 5:00 p.m. Masto Conference Center



**BBC Students- Ethan Crowell and Fabian Leyva
2009 All-Washington Academic Team**



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, April 14, 2009, 7:00 pm
ATEC- Hardin Community Room

	Action		Tab #
Governing Board Members: Mike Blakely, Chair Felix Ramon, Vice Chair Katherine Kenison Angela Pixton Mike Wren Dr. Bill Bonaudi, President	A	1. Call to Order/Roll Call	
	I	2. Introductions	
	I/A	3. Consent Agenda	3
		a. Approval of Special Mtg Minutes 2/12/09 (A)	
		Approval of Study Session Minutes 2/24/09	
		Approval of Regular Mtg Minutes 2/24/09	
		Approval of Special Mtg Minutes 3/19/09	
		b. Student Success (I)	
		Achieving the Dream	
		Student Achievement Initiative	
		c. Assessment Update (I)	
		d. Capital Project Report (I)	
		e. Human Resources Report (I)	
	f. Enrollment Report (I)		
	g. Quarterly Budget Update (I)		
	h. Childcare Update (I)		
	I	4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)	4
	a. ASB Representative – Rhoan Ashby, President		
	b. Classified Staff Representative – Kathy Aldrich		
	c. Faculty Representative – Mike O’Konek, Faculty Assn. President		
	d. VP Financial & Administrative Services – Gail Hamburg		
	e. VP Instruction/Student Services – Dr. Mike Lang		
	f. VP Human Resources & Labor – Holly Moos		
	I	5. Exceptional Faculty Awards- Mike O’Konek, Chuck Cox	5
A	6. Exceptional Faculty Award Recommendations- Mike Lang	6	
-----BREAK-----			
	I	7. Accreditation- Dean Valerie Kirkwood	7
A	8. Board Resolution Revision- President Bonaudi	8	
		Executive Session	
A	9. Joint Quincy Board Meeting- President Bonaudi/Board	9	
A	10. Assessment of Board Activity- Board	10	
A	11. Next Regularly Scheduled Board Meeting – Board	11	
I	12. Misc.	12	
A	13. Adjournment	13	

The Board may adjourn to an Executive Session to discuss items provided for in RCW 42.30.110 (1):
(b) to consider the selection of a site or the acquisition of real estate by lease or purchase;
 (c) to consider the minimum price at which real estate will be offered for sale or lease;
 (d) to review negotiations on the performance of a publicly bid contract;
 (f) to receive and evaluate complaints or charges brought against a public officer or employee;
 (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;
 (h) to evaluate the qualifications of a candidate for appointment to elective office;
 (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation.

NEXT MEETING REMINDER – Regular Meeting May 19, 2009, 1:30 p.m..

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

BIG BEND COMMUNITY COLLEGE

Date: 4/14/09

ITEM #3: CONSENT AGENDA (for action)

- a. Special Board Meeting Minutes February 12, 2009
Board Study Session Minutes February 24, 2009
Regular Board Meeting Minutes February 24, 2009
Special Board Meeting Minutes March 19, 2009

BACKGROUND:

Minutes of the Special Board Meeting February 12, 2009, Board Study Session February 24, 2009, Regular Board Meeting February 24, 2009 and Special Board Meeting March 19, 2009, are included for review.

Prepared by the President's Office.

RECOMMENDATIONS:

President Bonaudi recommends the Board of Trustees approve the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a special joint Board meeting with the Warden School District Board of Directors on Thursday, February 12, 2009, 1:30 on the BBCC campus in the Hardin Community Room.

Call to Order

Chair Mike Blakely called the meeting to order at 1:42 p.m. He announced this is a special meeting with lots of conversation and friendship building but no business transacted.

Present:	BBCC Trustees:	Staff:
	Mike Blakely, Chair	Bill Bonaudi, President
	Katherine Kenison	VP Mike Lang
	Angela Pixton	VP Holly Moos
	Felix Ramon, Vice Chair	Clyde Rasmussen, Dean
	Mike Wren	Tim Fuhrman, Dean
		Rachel Anderson, Dean
		Doug Sly, Foundation Director
		Melinda Dourte, Exec Asst to the President
		Assoc. VP Candy Lacher
		Autumn Weis, Dtr of Public Information,
		Valerie Kirkwood, Dean
	Warden School District	Staff:
	Board of Directors:	Sandra Sheldon, Superintendent
	Rob Schuler, Chair	Nancy Larsen, Special Services Director
	Steve Graham	Jill Massa, Elementary Principal
	Rick Martin	Doug Kaplicky, Middle School Principal
	Aaron Golladay	Fabian Castilleja, High School Principal

BBCC Board Chair Mike Blakely introduced President Bonaudi. Each person around the table introduced themselves. President Bonaudi explained that this meeting was being streamed live on the internet and captured for access after the meeting too. Melinda will share the link to the Media Site link on the BBCC website.

President Bonaudi commented the reciprocity of these visits is very helpful to build relationships and share information about resources to help our students. He indicated that the welcome bags each of the guests from Warden received contain interesting information regarding BBCC students from Warden. The goal of the tour in addition to good conversation is to give folks an overview of the programs on the BBCC campus. The tour will include the Library, Masto Conference Center, Nursing Department including SIM man, CDL driving range, Aviation Flight Training Center, Automotive Department and the ARFF Pit. He expounded that the ARFF Pit draws students from as far away as Guam and we have had Canadian fire fighters on campus. BBCC is unique in that we are one of five community colleges in the state of

Washington with residential dorms on campus. We will tour the dorms, the new Fine Arts Building, the Math/Science Building and lastly the DeVries Activity Center.

President Bonaudi mentioned that he sees Supt. Sheldon almost monthly on campus during the Grant County Superintendents meetings. Supt. Sheldon responded that ATEC is a great, centrally located facility for their meetings.

Supt. Sheldon thanked President Bonaudi for hosting our joint meeting. She stated it will be great to tour the campus to better understand what BBCC has to offer. Supt. Sheldon thanked President Bonaudi for the partnership with BBCC and for working together on the Memoirs Project. Warden High School students were on campus last summer and stayed in the dorms while taking classes for credit to prepare for drama performances which have been executed around the state.

President Bonaudi reported that he had just been informed that a Warden High School student who is enrolled in the BBCC College Bound program is a semi-finalist for the Dell Scholarship. There are 250 Dell Scholarships awarded nationally and it includes \$20,000 and a Dell computer and printer. Warden High School student Carlos Garza is one of four BBCC College Bound students who are Dell Scholarship semifinalists from our area.

Mike Blakely, Chair

ATTEST:

William C. Bonaudi, Secretary

**BIG BEND COMMUNITY COLLEGE
BOARD OF TRUSTEES
STUDY SESSION**

February 24, 2009

PRESENT: Mike Blakely
Katherine Kenison
Angela Pixton
Felix Ramon
Mike Wren

Trustee Mike Blakely began the meeting at 10:00 a.m. He announced that no business would be transacted during this study session to present the first Academic Master Plan (AMP) report, Access-2009.

President Bonaudi reminded everyone that this study session is being streamed live on Media Site. The AMP is derived directly from the Board's Ends Statements. This report provides many examples of how the college uses and responds to the Board's Ends Statements. This report shows how the Ends Statements overlap and the synergy that flows between them. It focuses on what the college does to make information available to our communities. Not only do we provide information to our communities, we engage and listen to our communities. These activities culminate in student registration i.e., enrollment. President Bonaudi encouraged the Trustees to ask questions during the presentation. He introduced Dean Kirkwood.

1. Review Academic Master Plan (AMP) 2009-2014 report: Access-2009

Dean Kirkwood stated this is the first report of the 2009-2014 AMP and it combines many elements of the Ends Statements: E-2 Access, E-3 Partnership, E-4 Student Achievement, E-5 Climate, and E-6 Cultural Enrichment. Each End Statement that applies will be highlighted in each report section.

1.1 Resources/Services Inventory

E-2 Access, E-3 Partnerships, E-5 Climate, E-6 Cultural Enrichment

Dean Kirkwood reported that printed materials such as course catalogs, and schedules are also available online. The quarterly class schedule is mailed to every residence in the service district. The BBCC website provides information, including registration details. During focus groups Dean Kirkwood confirmed that many new, potential and continuing students use the website.

How do we assess our tools? The Spring Community Focus Group members suggested the website could be friendlier with more pictures and less text. When asked about the portal, students responded that they're using the portal often and half were very satisfied with the portal. As a result of the focus group feedback, a Technology Advisory Committee was formed to guide the development of an improved website. Dean Kirkwood introduced the Director of Public Information, Autumn Weis, to describe the new website.

Director Weis explained the development of the new website. She showed the new site redesign draft featuring Sara, the online helper who introduces the website. Director Weis stated there is increased flexibility in content and layout which is a direct result of the feedback received about more photos and graphics. The new web pages remain on the same platform as before which minimizes new training needs for campus users. An online survey regarding the draft website is available to staff and students. We hope to get feedback from area high schools in March. The goal is to have the new website live at the beginning of the fall quarter.

Trustee Mike Wren commented the improvements have a big impact on the look and feel of the website. The current website is very businesslike with text and data. The new website is more lively, welcoming and college-like. Director Weis illustrated how the photos on the home page are links to information about BBCC programs. There are unlimited possibilities, pictures and scrolling text can be added. The new campus news and events section will feature press releases and details regarding upcoming events including ASB events and an arts calendar. Trustee Mike Blakely commented it is a good idea to post future events. Images of upcoming events will be used for college campaigns.

Dean Kirkwood stated there are many off-campus outreach efforts. She referred the Trustees to appendix B which lists all off campus contacts by BBCC staff. Dean Kirkwood introduced Terry Kinzel the Director of Title V to describe the off-campus activity of staff not located in Moses Lake.

Director Kinzel reported that she works predominately with the Mattawa and Royal City communities. She stated it's important to have staff in the outlying communities. The Royal City site is located in facilities of the school district and the Washington State Migrant Council. This contact allows promotion of the college daily. BBCC has expanded classes and the number of students served as a result of the relationships formed. The BBCC site in Mattawa is in the Esperanza Center. Director Kinzel reported that basic skills classes and distance learning has been expanded. They teach literacy, computer literacy, and serve as a conduit to the BBCC campus. Director Kinzel provided examples of how personal connections between staff and students has increased the enrollments. One example featured a full time employee who became a distance education

student. She took classes via ITV and online and then encouraged other family members to do the same. Her mother took a citizenship class, and a GED class. This same employee's sister-in-law works part time, and is pursuing her GED. Her sister and brother worked for BBCC and now they are both full-time university students. BBCC is a major employer in Mattawa, working for the college is a status symbol in the community. The community offers new possibilities due to the presence of BBCC. Another employee Dulce worked full time picking cherries, she became a part time student at night. She traveled to the campus on field trips. Soon after, she became an AmeriCorps Vista worker on-campus. Her relationships helped her develop a mentoring program. These are good examples of how moving off campus makes a difference and relationships count. President Bonaudi stated this particular power point slide shows the effects of going off campus and the interrelation and interaction between the E-2 Access, E-3 Partnerships, E-5 Climate and E-6 Cultural Enrichment Ends Statements.

1.2 Assessment of Need

E-2 Access, E-3 Partnership

Dean Kirkwood explained that there are several assessment tools for data collection, used in our communities and on campus. She introduced Data Analyst Starr Bernhardt to describe the assessment instruments.

Ms. Bernhardt stated we provide and gather lots of information. She referred to appendix A, which lists all of the surveys and focus groups we used to gather data. We use this information to determine our effectiveness and the needs of those we serve. BBCC recently began using the Community College Survey of Student Engagement (CCSSE) survey which is a nationally normed instrument. This survey allows us to compare ourselves to other community colleges. The next CCSSE survey will be administered this spring, and typically about 500 students complete it.

The Survey of Entering Student Engagement (SENSE) survey is completed through the University of Texas in Austin. It focuses on new students during the fall quarter. Approximately half of entering students leave college after the first quarter. We want to understand how to improve services and retain those students. We were a pilot college for the SENSE survey. We expect to receive our results the end of this week.

Focus groups also provide good feedback. We are making efforts to go into communities to administer focus groups. Ms. Bernhardt stated that she, and other college staff will be traveling to Ritzville tomorrow to gather focus group feedback. Institutional Research is very busy collecting information needed to understand how our clients feel about us and our resources.

Trustee Wren inquired what we know about the reasons students leave after their first fall quarter, what efforts are made to determine why? Dean Kirkwood responded that personal and or family reasons are usually given. Perhaps student don't want to admit that they weren't doing very well? Financial aid probation/suspension may be playing a bigger role in students quitting. Trustee Kenison asked about accessing a basic online survey on the website? Dean Kirkwood stated we don't currently have that capability but the new website will.

Dean Kirkwood introduced Dean Kara Garrett to describe one example of how we use the data we gather. Dean Garrett stated the Medical Assistant program is one of the newest programs on campus. It was developed based on the needs survey completed in 2005-06 and feedback from local industry. The Institutional Research department developed a survey and the information gathered from it indicated Medical Assistant graduates would be hired. The feedback also indicated that the classes should be designed and offered with working parents in mind. The multiple modality program was developed for on campus classes which could be used on Media Site and online. The program can be accessed during non-traditional times. Students just have to be on campus on Saturdays for the skill lab. This is also offered as an IBEST class with two instructors in the program. At-risk students are heavily supported with two instructors and this increases their success rate. Dean Garrett explained this is also a career ladder program, and it increases enrollment in other programs. The Medical Assistant program has created a buzz in the healthcare community. To date, two cohorts have finished the program. Twenty-four students enter the program each year and an average of 20 students complete each year, that's an 83% completion rate. Of those completers all but two have achieved their Healthcare Assistant certificate. The remaining two students are completing other classes.

1.2 Counseling and Advising

E-2 Access, E-3 Partnerships, E-4 Student Achievement

Counselor contacts with students and outreach activities are detailed in appendix C. We are also using technology to keep relationships and tutors in outlying areas. The Elluminate software program is provided by the State Board for Community and Technical Colleges. This program is available for advising, tutoring, and instruction. It allows people to have electronic contact on the desktop to minimize traveling to meetings. Dean Kirkwood introduced Big Bend Technology (BBT) Director Russ Beard. He described Elluminate as a virtual office space. This program was introduced in January of 2009, and is being used for tutoring students and holding meetings. All faculty are being given a virtual office space.

Trustee Kenison asked why counseling and advising is declining? VP Mike Lang stated part of the reason is that advising has not been required beyond students' initial enrollment. Many students don't take time to make contact with a counselor, they seek peer advising. Or, they sometimes wait until the last minute and can't get in to see a counselor. The requirement has been updated and now students must seek advising while pursuing their first 30 credits.

Trustee Kenison asked if Elluminate is needed to connect with advisors online? Director Beard responded that students can use the links on the portal or the website. Trustee Ramon emphasized accurate advising and making students aware of correct classes is extremely important. VP Mike Lang stated we are trying to provide students with more information. Counselor Max Heinzmann conducts several workshops on the "Mysteries of Transfer." Trustee Felix Ramon asked if these components are introduced in the CSS classes? VP Lang state the CSS instructors teach the students to seek out resources.

Dean Kirkwood stated BBCC is actively training advisors. Achieving the Dream (AtD) recommends intrusive advising. Trustee Ramon stated once people have their minds set, some significant emotional event must take place to cause them to deviate. Dean Kirkwood stated that focus group feedback indicates that even top students don't always take the right classes.

Trustee Blakely asked how many students each faculty member would have to have for every student to have an advisor. Associate VP Candy Lacher noted that students are assigned advisors according to their interest area. Faculty advisors get about 35 new advisees each year; combined with previous advisees it adds up to about 50 advisees per faculty member. Prof/tech faculty advise their own students. Counselors each have about 100 students assigned to them.

When students change their mind about their transfer plans sometimes the classes they've taken are no longer applicable to specific college/major requirements. Trustee Mike Blakely relayed that each student should have someone assigned to contact them. Associate VP Candy Lacher stated the AtD team and Title V staff are looking at this and determining who could make this contact. VP Mike Lang reported that 300 post cards were sent announcing the "Mysteries of Transfer" training and only 23 students attended. Trustee Blakely stated it is important that students know someone cares and is checking on their progress. Trustee Pixton asked about providing parents more access to encourage their kids. Associate VP Candy Lacher stated federal law hinders sharing information. They are considering adding a parent piece to the new student orientation program.

1.4 Marketing, 1.8 Communication

E-2 Access, E-3 Partnership, E-4 Student Achievement, E-6 Cultural Enrichment

Dean Kirkwood stated 1.4 Marketing and 1.8 Communication fit hand in hand. She referred the Trustees to appendix D which includes marketing activities. She again introduced Director of Public Information Autumn Weis to elaborate on the BBCC Marketing Plan.

Director Weis relayed that the full marketing plan is on the website. She shared that the BBCC media list includes local newspapers and radio stations. Press releases and public service addresses are sent to the media list. Trustee Kenison asked if there were opportunities to provide information to high school papers? Director Weis stated they have only asked about display ads. She will check with the high schools about sending the press releases to them.

Director Weis described the College Goal Sunday as an event offering assistance to potential college students to complete their FASFA applications. Financial Aid wanted to bump up promotion of this event and Director Weis provided information to the media list and public service announcements were run the entire week prior to the event. They also send post cards to Moses Lake and Othello High Schools seniors. The event was successful with 75 students completing their applications, this is a significant increase from previous College Goal Sunday events. Even though these students are not necessarily committed to BBCC, this is a community service to help students make the best educational choices.

A second example described by Director Weis involved promotion of adult literacy week. Director Weis sent a press release to the media list, Trustee Mike Blakely wrote a guest editorial in the Columbia Basin Herald and the Quincy News Register. A reporter from the Columbia Basin Herald came to the event and wrote an article. We also partnered with Grant Transit Authority (GTA) they placed a mobile advertisement banner on two bus routes for three months. The event was held at Lamb Weston, formerly Ochoa Foods in Warden. They provided space and time for their employees to pursue GED/ESL courses. They were recognized for the accomplishments of their employees.

The AMT program, which is currently under-enrolled, was looking at what can be done differently to promote the program. Historically, they believed that classified ads were most effective. Ads were placed in 96 newspapers, statewide in 3 key markets resulting in \$2,000 spent on the campaign. The results were reviewed after the fact, and a disappointing response rate was noted. Print and classified ads are no longer seen as effective for promoting the AMT program.

AMT faculty meet regularly and will meet with the AMT advisory committee to discuss their marketing plan. It is hoped that good ideas will stem from those meetings. Director Weis stated there are nine target markets in our marketing plan, two of which are particularly hard to reach effectively, they are underserved, and non-traditional targets. A small percentage of print materials are currently focused on these groups. Our goal for this year is to expand promotion of these two targets and programs. Trustee Mike Blakely suggested a good contact is the Chamber of Commerce. He also stated that prior to the last meeting Trustee Kenison asked for student success stories and the board received those. These would be great stories for the website and could include video interviews or statements about our campus, on the website. Director Weis stated she is hoping the website redesign will allow the addition of testimonial video clips. Trustee Pixton stated testimonials could be used on high school campuses by counselors. Director Weis replied that she is developing commercials using students, with different scripts and one is in Spanish.

1.5 Partnerships

E-2 Access, E-3 Partnerships, E-6 Cultural Enrichment

Dean Kirkwood introduced Rebecca Waller, Pre-Employment Training (PET) Coordinator, to describe the PET program. Coordinator Waller reported she is working with a subset of the Central Washington JOBS folks who have been meeting at the college for two years. There are great manufacturing jobs available but our local applicant pool is not adequate to fill the need. The challenge is to build resources to elevate potential employee skills. Eleven manufacturers are invested in a training pool for potential employees. The manufacturers have worked together to mesh the training to be applicable to all 11 employers. Once students complete the six-week, 120-hour training program they will be eligible for hire by any of the 11 employers. They pay family wage rates from minimum wage to \$21 per hour.

Program students will be visiting each facility. This gives the employers the opportunity to get to know the applicants and schmooze them. The master course outlines are being examined for college credits. The employers added the requirement that students cannot miss more than one class and being late more than twice will cause them to be discharged from the program. They are mimicking the real work world.

Good jobs are available through this program. Instructors are from the different companies. Training includes: safety, teamwork, computer technology, communications, general food manufacturing, quality/continuous improvement, math, blue print reading, personal development, resume building, interviewing skills, and first aid/cpr. A certificate of completion will be awarded. This will be the primary source of recruitment for the 11 companies invested. Those

employers are: McCain, REC, Genie, Simplot (Moses Lake and Othello), Quincy Foods, SVZ, Laserfab, Basic American Foods, Lamb Weston, and Columbia Colstor.

This program is based on an Ohio model that was presented during 2-day conference. The kickoffs were successful with 211 people attending, 90 people stayed to take the test, 57 people passed the test, and 46 people were scheduled for interviews. Thirty-six people were invited into the program. The students provide \$250 for the training and they also submitted to and passed a drug test. They will get some college credit. They will have the opportunity to network with 11 employers all at once. The model in Ohio reported a 98% job placement rate. They are already discussing the next round of kick offs. Once the first class completes the training and receives job offers, the word will spread. This will be an excellent return on investment, they will be people with good skills.

Trustee Mike Wren commented that this is fantastic, tying partnerships and raising the bar including responsibility of the students. He asked how many students could be accommodated? Coordinator Waller responded the first group will include 25 students. The program is a self-funded model by the employers and BBCC is paying the coordinator's salary. This is a pay to play budget, employers pay for each hire. New employers can get involved and they will pay higher fees as they have not been involved in the labor-intensive development of the program.

Trustee Pixton asked if this same model could be used in the medical industry. Coordinator Waller stated this is a launching board to build partners, and we can develop similar programs to fit whatever needs are apparent. Press releases will inform our communities and Ms. Waller will be also attending the BBCC Job and Career fair. Trustee Mike Blakely stated local Rotaries would be a way to inform the communities too. This is a good service to the community. A benefit for BBCC is that the potential applicants who don't pass the test will be referred to the basic skills program. Also the successful applicants and the employers will recognize the training resource that BBCC represents. We want them to continue to be students as they become acquainted with BBCC. This will be enhanced by whatever college credit they can gain while in the PET program.

Dean Kirkwood again introduced Dean Kara Garrett to talk about the Warden Memoirs project partnership with WSU and Heritage University. Dean Garrett reported that through private funding Warden students visited the BBCC campus for one week and stayed in the dorms while taking drama classes by WSU in the Wallenstein Theater. The students practiced presenting their own stories to the public. A drama coach helped them find their voice. The goal of the project was to increase attendance and retention of Warden students in college. WSU VP John Fraire stated, "Much of life is a performance." The students were very

excited and performed well on our campus and they also performed around the state. This same program is in the planning process for this summer.

Dean Kirkwood introduced the Director of Career Advising & Outreach and Tech Prep, Mary Shannon. Director Shannon reported that Tech Prep is a dual credit program that connects area high schools to BBCC. It is federally funded through the Carl D. Perkins Act. There are 22 Tech Prep consortia in Washington State. Career and tech education courses at area high schools are taught with the same completeness as many of our professional/technical classes. It is industry based and focuses on competencies and skills sets, not seat time. More motivated students meet the grade requirements.

This is a good deal for students as they begin earning their Associate's degrees while at their high schools. Credits and grades are noted directly on their college transcript with no cost to the student. Tech Prep students can earn 12 credits toward their Arts & Science degree. All high school districts except Washtucna work with Basin Tech Prep. Trustee Mike Wren inquired about Washtucna's reluctance. Director Shannon stated Washtucna has limited professional/technical opportunities.

Director Shannon reported she has 213 articulation agreements, involving 34 BBCC courses. In 2008, there were 850 local Tech Prep students and enrollment continues to grow. Tech Prep is a huge door opener for students who don't think they'll go to college. Enrollment continues to increase statewide, we have a great market share locally. Basin Tech Prep was the first direct transcription, direct registration consortium. The steering committee has developed a scholarship to eliminate fees.

The Job and Career Fair, and Destination Healthcare, are also good partnership activities. Director Shannon shared a student success story about Dain Schroeder. He is a 2007 Quincy High School graduate and Tech Prep student who received a Tech Prep scholarship to attend BBCC and pursue computer science technology. He participated in an internship with the Department of Energy and has been offered a job with them.

1.6 Recruitment

E-2 Access, E-3 Partnerships, E-5 Climate, E-6 Cultural Enrichment

Dean Kirkwood introduced Associate VP Candy Lacher and she presented examples of recruitment and outreach that have been accomplished to date. Last year BBCC counselors and/or staff visited every high school in our service district at least once. Financial aid sessions have been held with many high schools for students going to any college, not just BBCC. College fairs have been held in Connell, East Wenatchee, Kennewick, Coulee Dam, Manson, Othello and

Tonasket. Additional information fairs were held at the Gear Up Career Fair, Genie Job Fair, Nespelam Community Resource Fair, Samaritan Healthcare Career Fair and the Ephrata, Moses Lake and Othello Job & Career Fairs. The counselors have also offered to present information to any high school about the Running Start program. She commented that our faculty are great recruiters. There are also 80 athletes from out of state that have been recruited and they sometimes bring their friends to campus with them.

Coordinator of Student Recruitment and Outreach Jose Esparza discussed the annual Latino Education Fair, *iEducate*. Around 250 visitors attend the fair and 40 BBCC faculty and staff host 32 booths. The 3rd Annual *iEducate* is scheduled on May 8, 2009. Dean Garrett supports the event with \$2,000 from grant money, and ASB contributes \$2,500 for the fair. This is an outreach effort to increase awareness of BBCC resources. Coordinator Esparza is using the same recruiting model that coaches use to recruit athletes.

Coordinator Esparza explained the eight-step admissions process and highlighted the gaps between the steps that potential students fall through before achieving success. Seventy percent of the students who apply actually enroll. He stated he has been searching for a tool to stay connected to the students and increase the recruitment yield. He said it is important to show the students that someone cares and is checking on their progress.

Coordinator Esparza introduced the Azorus software, a customer/constituent relationship management program, as the solution that can help us build relationships with inquiring potential students. Continuous relationships with potential students lead to enrollment and retention. Azorus is offered on the state contract which will give us a discount. The software will allow us to track potential student activities and help them navigate the admissions process. Customized e-mails can be sent to students from the software to lead them to their next step. The financial aid application is a big obstacle and we can give them tips to help. We don't have the staff to call everyone personally but with Azorus we can track if they aren't opening their e-mail and contact them through a post card. We can also use this to contact international students. Students can create their own portal to manage their registration process. Azorus has a feature that builds reports to show the effectiveness of the program. Azorus is hosted and BBT staff don't have to manage this program; customer service is included in the purchase. Trustee Mike Wren asked when this is being implemented? President Bonaudi stated the freeze on purchases has initiated a search for non-state appropriated money to fund this \$21,000 purchase. Trustee Angela Pixton asked about the company's history. Coordinator Esparza relayed that Columbia Basin College and Peninsula College use this program and are pleased with it.

Trustee Mike Blakely announced a 5-minute break at 12:08 p.m. The meeting reconvened at 12:17 p.m.

Dean Kirkwood clarified that appendices F, G and H relate to increases in enrollment.

1.7 College Services

E-2 Access, E-4 Student Achievement, E-5 Climate, E-6 Cultural Enrichment

Dean Kirkwood commented that many areas fall under college services. BBT Director Russ Beard discussed the new tutoring resource Tutor.com. He commented that the monthly use chart shows that the student usage doubled when tutor.com became available 24/7. Student comments reflected that the students using this service are pleased with it. Tutoring is available in English and Spanish. President Bonaudi elaborated that this service was acquired from AtD funds. The AtD team determined that online tutoring would be helpful to students.

Dean Kirkwood stated distance education is becoming more popular. She showed a chart that illustrated how distance education enrollments have changed. In 2005-06 there were more WAOL enrollments, now we have higher enrollments in on-line portal classes.

Associate VP Candy Lacher reported there are two major distance education areas: ITV and online. She explained further that ITV classes are taught from a single site, usually Moses Lake, and sent to multiple sites. ITV is available to all students however, Running Start students are the primary users. Running Start classes are offered during the day on the high school campuses. The advantage with ITV is that students can interact with faculty and they can see each other, though it is not as cost effective as online portal classes.

There are three types of online classes: portal, WAOL shared, and WAOL private. Online classes offer much variety as a physical space does not have to be scheduled. A BBCC AAS degree can be completed online. Online classes offer flexibility to students. They choose where and when they log in to the classroom. Students often log in at midnight to complete their work. Portal classes are maintained by BBCC at no extra cost to BBCC or the students. WAOL classes are switching from the Blackboard platform to the Angel platform. Instructors are beginning to receive training on the Angel platform. Shared courses allow an instructor at one college to teach students from the originating college as well as other colleges in the system. This allows BBCC to offer classes that might otherwise be cancelled due to low enrollment. BBCC pays a \$50 per credit, per student fee for the WAOL shared classes, the Angel fee is \$4 per quarter. Private WAOL courses use the same platform, we pay the instructor, and all of the students are BBCC

students. Students pay \$4 per quarter and we must be sure we're making the minimum enrollment. In conclusion, Dean Kirkwood stated there are many activities we use to recruit.

President Bonaudi stated everyone will have a chance to digest this information. He also stated he has seen many presentations and this is the best presentation regarding a college strategic plan. It showed the powerful connection with the Ends Statements and how they guide the college. The next report is about what we do with students once we get them. Trustee Ramon thanked all for the excellent presentation. Trustee Mike Blakely also stated this was an excellent presentation and it shows real progress from year to year.

The meeting adjourned at 12:35 p.m.

Mike Blakely, Chair

ATTEST:

William C. Bonaudi, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting on Tuesday, February 24, 2009, 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

Chair Mike Blakely called the meeting to order at 1:30 p.m.

Present: Mike Blakely
Katherine Kenison
Angela Pixton
Felix Ramon
Mike Wren

2. Introduction

President Bonaudi reminded all that the meeting was being streamed live on the Internet through MediaSite. He also reported that a campus alert test will occur today at 1:45 p.m. This is only a drill, those who have registered to receive the campus alert text message should receive a test text message.

President Bonaudi introduced Dean Kara Garrett for a presentation to Trustee Felix "Santa Claus" Ramon. Dean Garrett said some people live in the hearts of children all year. The BBCC childcare center created a Valentine card for Trustee Ramon who has a special connection with Santa Claus. He was appreciative of the card.

3. Consent Agenda

a) Approval of Minutes for the January 13, 2009, Regular Board Meeting, January 13, 2009 Study Session and the January 31, 2009 Special Board Meeting(A); b) Student Success Update (I); c) Assessment Update (I); d) Accreditation Report (I); e) Capital Project Report (I); f) Human Resources Report (I); g) Enrollment Report (I); h) Donations Report (A).

MOTION 09-07 Trustee Mike Wren moved to approve the Consent Agenda. Trustee Katherine Kenison seconded the motion, and the motion carried.

Trustee Mike Blakey asked if there were any public comments or remarks?
There was no response.

4. Remarks

ASB President Rhoan Ashby reported that the ASB has held many events and activities.

To celebrate Black History Month, the ASB sponsored a great speaker. Debbie Wooten was on campus the first Tuesday in February. A diverse turnout of students, faculty and staff as well as Trustee Blakely and his wife attended the event.

Two weeks ago ASB held the annual Appetizer fest with a great turnout of 210 people. Sodexo did a great job with the food and the chocolate fountain was a big hit.

The people who attended the ASB Valentine's dance Thursday night had a great time. Attendance was down a little because the basketball teams were out of town.

ASB's most recent event was a comedian and free pizza lunch. Attendance was increased considerably with double the audience (125) over the same event two years ago (60). An additional 24 people watched the event live via media site. Nine on-demand viewers watched it after the event. The media site recording has been viewed approximately 63 times.

Tonight the ASB is holding a dodgeball tournament in the gym. Mr. Ashby reported it's still not too late to sign up to play. In March, ASB will offer a pasta fest, followed by free bowling on that Thursday night at Lakebowl.

Over 2,000 people have attended the 2008-2009 ASB events to date. The attendance in the game room has also increased this quarter.

Classified Staff representative Kathy Aldrich presented the January training activities of the classified staff. Robin Arriaga and Karen Okerlund attended Adams & Grant County Human Resources Employment Law Update by Gil Sparks, JD, SPHR at BBCC. Susan Nichols attended a Safety meeting on campus. Angel Uresti attended Pesticide Pre-License classes January 27-, 29 at BBCC. Starr Bernhardt, Hope Candanoza, Ruth Coffin, Dania Peterson, and Jessica Aloysius attended FMS – Using Data Express with FMS Customer Accounts and Sub Ledger Data (Level 1) at BBCC. Randy Fish and Jim Tincher attended the Noxious Weed Board Meeting and Pesticide Recertification class January 28-29 here on campus. Robin Arriaga attended a Getting to Know PERS Plan 3 Seminar, at BBCC.

Ms. Aldrich also provided a description of the annual Classified Staff Awards Luncheon held February 20 to recognize and honor Classified Staff at which over 100 guests attended including Trustee Mike Blakely. VP of Human Resources Holly Moos, and President Bonaudi were the masters of ceremony for the event.

Trustee Blakely helped present certificates and years of service pins to our Classified Staff. Those honored with years of service pins and certificates were:

Twenty Years: Margie Lane (Admissions/Registration)

Irene Osumi (Aviation)

Ten Years: Cheryl Brischle (Student Support Services)

Five Years: Benny DeLeon (Even Start)

Alan Dowey (Dorm Maintenance)

Nathan Holes (Aviation)

Lynda Lowry (Bookstore)

Mark Rogerson (Work First)

Howard Temple (Aviation)

Eleven staff were nominated for the Excellence in Customer Service Award: Cheryl Brischle, Michael Andresen, Kathy Rando, Margie Lane, Tom Willingham, Nathan Holes, Susan Nichols, Gene Hanover, Julia Gamboa, Terry Stenzel and Kathy Aldrich. They each received a free Sodexo lunch certificate.

Ms. Aldrich reported that she received the Excellence in Customer Service Award for 2008. She stated she was deeply honored by this award and it was even more special because her mother was in the audience. She was very appreciative that the classified staff committee honored her with a rose corsage.

Trustee Mike Blakely complimented Ms. Aldrich, and stated she is very deserving and gracious.

Faculty Association President Mike O'Konek presented information from the Faculty.

Art Instructor Ries Palkovic has begun outreach activities. She met with Trish Robertson from the Moses Lake High School for a tour of the new Fine Arts Building. She and Fran Palkovic, Art Instructor, met with art students from the Warden High School and provided portfolio feedback to them. In an effort to increase enrollment, they are working to develop a "portfolio review day" for area art students as a way to introduce them to BCC.

Criminal Justice and Psychology Instructor Ryann Leonard recently met with three Forensic Science classes at the Moses Lake High School. She provided BCC information to the students to improve their understanding of what we offer. The week of March 2, Dr. Leonard will attend the American Psychology-Law Society Conference in Texas, she is self-funding the majority of the expenses. At the conference she will learn about current and emerging research in psychology and she will co-chair a mentorship session for students. She will also be the sole community college representative on a panel regarding college hiring procedures.

Physics Instructor Jim Hamm, English Instructor Steve Close and former Sociology Instructor Joe Rogers performed in a band at the Grant County Centennial Band celebration in Ephrata today.

Psychology Instructor Theresa Faust completed the Angel training (software tool for WAOL classes).

Math Instructor Barbara Whitney, Developmental Studies Instructor Dave Hammond and Counselor Marianne Zavala-Lopez, and Associate Vice President Candy Lacher attended the Achieving the Dream conference in San Francisco (funded with Achieving the Dream grant funds). They returned to campus with ideas to apply here at BBCC to help students complete their degrees.

Instructor Hammond is working with Title V Instructional Design and Student Retention staff Roger Chamberlain to bring high school Juniors and Seniors on campus for training in financial aid, college survival, career development and placement tests. He is also developing plans to help potential students perform better on their English placement test so more will place in English 101.

Automotive Instructors Mike O’Konek and Chuck Cox arranged for the ASE accreditation evaluator to meet with Dan Morrison of C & V Auto and Lonnie Steinmetz of Affordable Auto to evaluate BBCC’s automotive program. Instructor O’Konek recently received news that the program is recertified for ASE accreditation for 5 years. A report is due to the ASE recertification organization in 2.5 years.

Vice President of Finance and Administration Gail Hamburg commented that the 1:45 p.m. campus alert test was in process and the responses were being timed. An analysis and debriefing will be held. This test will be detailed in the National Incident Management System (NIMS) report in April.

VP Hamburg provided an update on the budget situation. Last Wednesday the 2009 fiscal year supplemental budget in Senate Bill 5460 was passed. The proposed deficit increased by \$2.3 billion increasing the revenue forecast deficit to \$8.3 billion. Our share of the \$6 billion estimate was \$474,000, if proportions are the same BBCC will lose an additional \$182,000 this year. There could be another supplemental budget. SB 5460 freezes hiring, out-of-state travel, and personal services contracts. VP Hamburg emphasized that we are taking this very seriously. All exceptions will go through SBCTC and then on to OFM. This is in effect until June 30, 2009.

Faculty Association President Mike O’Konek added that he traveled to Olympia to meet with legislators on President’s day. His group asked legislators to

minimize the impact on community college because, “we are a key answer to troubled times.” He stated they seemed receptive and they emphasized that one legislator told him that the \$8.5 million deficit is 20% of the state budget.

Vice President of Instruction and Student Services Mike Lang introduced Dean Kara Garrett to share with the Board. Dean Garrett reported that the meeting across the hall today is being hosted by Enedelia Nicholson through the 503 grant (adult transitions). Ms. Nicholson dedicates 25% of her time to help students transitioning to college from basic skills. Ms. Nicholson invited faculty and staff to talk with the students (27 students attended).

Dean Garrett also reported that she and Sandy Cheek had submitted the High School Equivalency Program (HEP) grant. This grant is for migrant and seasonal farmworkers to attain their GEDs. We will be notified in about two months if we will receive the five year \$475,000 per year for 5 years. President Bonaudi asked BBT Director Russ Beard to talk about the Rural Utility Services (RUS) grant. Director Beard stated he is working on the Rural Utilities Services grant sponsored by the US Dept of Agriculture. If awarded to us this funding will assist in broadening the use of Mediasite across our college district.

Vice President of Human Resources Holly Moos congratulated Classified Staff Representative Kathy Aldrich on receiving the Excellent Customer Service award. Ms. Aldrich was nominated by four people. The nominations for the other nominees were also very good so the final choice, as always, was difficult. VP Moos acknowledged the importance of the classified staff; they are vital to the college.

VP Moos reported that harassment and liability training was provided during the faculty in-service. Human Resources has been busy responding to SBCTC inquiries regarding estimating impacts and costs of personnel and benefits related bills.

At 2:00 p.m. Trustee Blakely announced that there would be a 15-minute Executive Session to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. He stated there would be no action taken. The Executive Session was extended by 10 minutes at 2:15 pm. The Executive Session was extended by 5 minutes at 2:25 pm. The meeting reconvened at 2:30 p.m. Trustee Blakely announced that no action was taken during the Executive session.

5. Probationary/Tenure Reviews

MOTION 09-08: Trustee Angela Pixton moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee,

Dr. Bonaudi and Dr. Lang renew the probationary contracts of Scott Richeson, Sonia Farag, Tyler Wallace and Theresa Faust at Big Bend Community College. She further moved that the President notify Mr. Richeson, Ms. Farag, Mr. Wallace and Ms. Faust as soon as possible of this decision. Trustee Mike Wren seconded the motion, and the motion carried.

MOTION 09-09: Trustee Mike Wren moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Bonaudi and Dr. Lang renew the probationary contracts of Salah Abed, Guillermo Garza, Jennifer Brooks and Gordon Kaupp at Big Bend Community College. He further moved that the President notify Mr. Abed, Mr. Garza, Ms. Brooks and Mr. Kaupp as soon as possible of this decision. Trustee Felix Ramon seconded the motion, and the motion carried.

MOTION 09-11: Trustee Felix Ramon moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Bonaudi and Dr. Lang grant tenure to Daneen Berry-Guerin effective September 14, 2009, at Big Bend Community College. He further moved that the President notify Ms. Berry-Guerin as soon as possible of this decision. Trustee Katherine Kenison seconded the motion, and the motion carried.

MOTION 09-12: Trustee Katherine Kenison moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Bonaudi and Dr. Lang grant tenure to Lisa Corsie effective September 14, 2009, at Big Bend Community College. He further moved that the President notify Ms. Corsie as soon as possible of this decision. Trustee Angela Pixton seconded the motion, and the motion carried.

Trustee Katherine Kenison commented it is a privilege to grant tenure to instructors who are so deserving; it has been said many times that faculty sell our programs and they are commended. Trustee Mike Blakely commented that the faculty support and the probationary review committee make our candidates better teachers and they should be commended. The excellent faculty, and the

climate established by administration and professionalism of the committees and mentors make our tenured people outstanding. He encouraged faculty to keep up the good work.

At 2:40 pm Trustee Blakely announced there would be a 5-minute break. The meeting was reconvened 2:47 pm.

6. AMP Report #1 Access

Trustee Blakely introduced Dean Kirkwood to answer any additional questions regarding the Access-2009 Report stemming from the Board Study Session that was held this morning. Dean Kirkwood stated the Study Session featured the Access-2009 Report. This report detailed how the Board's Ends Statements are incorporated into the Academic Master Plan. It further reports how the college uses resources, and people to make contacts in the communities and bring potential students here on campus to use those resources. Trustee Mike Blakely complimented Dean Kirkwood and her staff for doing a good job. Trustee Felix Ramon stated that he read the report, and it is excellent. He complimented everyone involved with the report including those who reported on the quality of the work. He was really impressed with the AMP and the thought that has gone into it.

Trustee Katherine Kenison asked Dean Kirkwood about the revision to the accreditation process switching to a 7-year review cycle. Why is the cycle being shortened? Will this create a significant increase in cost? Dean Kirkwood stated that we are fortunate because Dr. Bonaudi knows accreditation very well. By spreading the process out to one-year, three-year and five-year reports and then the culmination of all of the reports, it will keep the institution current. Our governing structure has clearly defined mission arenas and the Board's Ends Statements are structured well to address this. This revised cycle will result in more frequent work over a shorter time period, rather than a couple of cycles of intense work over a longer time. We're scheduled to have one part of our new standards report due in 2011 and the full report will be due in 2012. President Bonaudi stated the 7-year cycle and new standards match well with our new AMP. This revised accreditation cycle is very similar to the difference in our revised AMP process decreasing six monitoring reports into three. It's new information as each report goes on plus an updated, ongoing story. This will take less massive effort and lead to a more meaningful report. Dean Kirkwood commented, just like the No Child Left Behind Legislation, accreditation ratings will be made available to the public.

VP Mike Lang responded to Trustee Blakely's comments earlier regarding advising students and contacting students by postcards. He distributed copies of the post cards that were sent to students regarding the Mysteries of Transfer workshops.

MOTION 09-13: Trustee Katherine Kenison moved that the Board of Trustees accept the Access-2009 Report. Trustee Felix Ramon seconded the motion, and the motion carried.

7. Joint Warden School Board Meeting

President Bonaudi stated the Joint Warden School Board meeting was a reciprocal visit following our visit to their campus a year ago last February. The Warden Board and staff were taken on an extensive tour showing programs and facilities that aren't usually seen when districts come on a campus later in the evening. Faculty do a good job of selling their programs and Automotive Instructors O'Konek and Cox did a great job talking about their programs with the Warden group. Biology Instructor Kathleen Duvall did a great job presenting during the tour in the biology lab. President Bonaudi stated it adds so much more when community members come to campus and interact with faculty. Trustee Kenison restated the importance of marketing the college by inviting guests to campus. It is critical to expose our community members to the campus. Members of the Warden group frequently commented "I didn't know you had that." We have phenomenal resources, once community members are here we can promote our resources. Trustee Mike Blakely stated having guests on campus gives us a chance to show that we are not wasting tax dollars, this is an investment, you get what you pay for. Trustee Kenison stated other school boards often have preconceived ideas or out-of-date memories of BBCC. Our upgraded facilities are impressive. Perceptions change when people visit our campus. She also stated she is pleased to see other public groups using our conference room facilities. This is not just the old air force base. Trustee Felix Ramon said one of the Warden folks commented she wished she had known more about BBCC before her son started college.

Faculty Association President Mike O'Konek thanked Administration and the Board for inviting the Warden group to tour the campus. We don't always have opportunities to share programs with influential folks. The climates at the high schools impact how the students see BBCC as a choice after high school.

8. Masto Conference Center

President Bonaudi stated it is unusual to conduct a Special Board Meeting during Winter Serenade especially including two Trustees telephonically. He regretted that there was not time during the Special Board Meeting to dwell on who Harry Masto was and what he meant to the community. After the Masto Foundation pledge is fulfilled they will have donated \$550,000 to the BBCC Foundation. This is an outstanding amount of support. Foundation Director Doug Sly relayed a story about Harry Masto. In the old days Harry would meet several other men for coffee. Harry's flip of a silver dollar determined who paid for coffee. The silver dollar was so worn that it was hard to tell if it was heads or tails. Harry

could always tell. Harry had that same silver dollar in his pocket when he passed away.

Director Sly reported that the first clay draft of Harry and Masie Masto for the bronze for the ATEC wall has been done. Harry and Masie Masto's daughter, Sherry Sparks, is reviewing it. The letters to add Masto to the conference center signage have been ordered. Many long-time community members have high regard for the Masto name. The Masto Conference Center name change was reflected right away on the radio, newspaper, and on campus. The Masto family is very pleased, their name will be read and heard for many years. President Bonaudi announced that the bronze will be dedicated when the family can be present. Mrs. Masie Masto is 92 and it would be great for her entire family to travel together to be here on campus. We will invite the public including family, friends and old colleagues to the dedication. Director Sly related there have been many inquiries about when this will be held.

Trustee Felix Ramon reminisced that he knew Harry Masto as they were both members of the Moses Lake Lions, and participated together at the 4H auction. He stated Harry had fun being a large contributor at the 4H auctions. The two of them once had a bidding war for a pecan pie that Trustee Ramon finally took home for \$150, the young baker of the pie was very pleased. He stated it was fun to watch Harry, and the kids were always very tickled. Trustee Ramon also remembered helping Harry through a medical situation.

9. Assessment of Board Activity

Trustee Mike Wren reported that he attended the New Trustee Orientation and the TACTC Winter Conference in Olympia. He said the trustee training and support, and the conference really showed the camaraderie between Trustees and genuine concern for each college. Each college is championed by their Trustees and it was very impressive. He also reported that he enjoyed the tour with the Warden School District Board and administrators, it was good that students were on campus during the tour. The tour helped him see the extent of the college programs. Trustee Wren also reported that he spoke as the incoming President at the Grant County Economic Development Council annual dinner. He was happy to point out the quality of BBCC and the resource that this institution represents, Big Bend Community College is a "real jewel." Workforce development is Grant County's biggest challenge and BBCC can help prepare workers better than ever.

Trustee Angela Pixton also attended the trustee orientation and TACTC Winter Conference and she echoed Trustee Wren's comments. She was impressed by the extent of the training in expectations, roles and the Trustee support at many levels. Trustee Pixton stated that she shared the training material with the Potato Commission too. She also relayed that she was Impressed by how well

known President Bonaudi is and how well respected he is by his peers. During the joint Warden School Board Meeting it was good to see the whole BBCC program and she and the school board were impressed to see so much potential for rural committees. Trustee Mike Blakely stated we have quality people representing us.

Trustee Katherine Kenison reported that she attended Winter Serenade, and she made several email and phone contacts with legislators regarding budget issues. She also attended the Joint Warden School Board Meeting. Trustee Kenison talked with four Moses Lake teachers and two Grand Coulee teachers about Running Start. They're concerned about the budget impact on Running Start eligibility. The Grand Coulee teachers expressed concerned about distance education. Trustee Kenison will participate as a presenter in Gear Up again this year and she has found a few unique Cellarbration! items.

Trustee Felix Ramon stated he attended the 4H dinner auction and talked about BBCC and financial aid opportunities. He attended the January 31, 2009 Special Board meeting by phone. He also attended 40/8 meeting and talked about the nursing program and scholarships. The 40/8 group provides scholarships and voted to raise the scholarship amount from \$700 to \$1000. Trustee Ramon also attended the Joint Warden School Board meeting, reviewed probationary/tenure binders and had conversations with other trustees and legislators.

Trustee Mike Blakely reported that he attended the ASB lunch fest. He also attended the ASB sponsored Debbie Wooten presentation and stated it was excellent and he wished there had been more attendees. They're considering bringing Ms. Wooten back to campus with funding from several clubs and organizations and charging admission. Trustee Blakely attended Winter Serenade and he talked with staff at the Wenatchee Medical Clinic about holding their next board meeting on campus. It would be a good opportunity for their members to see our nursing program. He reviewed probationary tenure binders and attended the Classified Staff Awards Luncheon. Trustee Blakely reported that he gave the Quincy High School principal and a parent and student a campus tour. He relayed that the Joint Warden School Board Meeting tour of automotive was good. Lastly he reported that he had a phone conversation with Kyle Lynch from Representative Judy Warnick's office introducing Trustees Angela Pixton and Mike Wren while they were in the office.

11. Miscellaneous

President Bonaudi reported that he and several staff members would be hosting a luncheon presentation to the Ritzville community tomorrow at 11:45 a.m. They will also hold focus group sessions following the presentation. Dean Rachel Anderson and BBCC Foundation Director Doug Sly have been working the

Ritzville community. There is a new facility in Ritzville and the community would like for us to use it to provide distance education. The group will present BBCC's capabilities and budgetary limitations to the community. Community members will gain more informed perceptions of BBCC to share with their friends and family.

The Quincy School Board and administrators will be on campus for a joint board meeting the evening of the March 19. Trustee Kenison noted this is the same night as the CDL graduation in the Masto Conference Center. President Bonaudi advised that we may be able to incorporate the graduation into the joint board meeting. High school principals meeting with BBCC administrators is a powerful aspect of the joint meetings.

President Bonaudi reported that Trustees Kenison, Pixton and Wren confirmations were moved from senate rules and need to be taken up for action. He encouraged the Trustees to communicate with their legislators about the confirmation process. Each confirmation will be voted on individually.

Trustee Felix-Ramon reported that the balance of the Trustees' scholarship to date is over \$30,000. In 2008, \$5798 was donated, some from former trustees. The Trustee scholarship award was increased to \$700. In addition, last year the Trustees authorized payment of five \$40 registration fees and five \$10 admissions fees. In summary, \$200 in fees, two scholarships at \$700 (\$1,600) are paid out of the Trustees' fund yearly. The fund is increasing at a good rate. He proposed the board authorize him to work with the BBCC Foundation Director to make suggestions about increasing the number of \$700 scholarships from two to three. He also stated he would like to pursue additional information on the Azorus software program that was described in the study session early this morning. He is interested in proposing that the Trustees' scholarship fund sponsor a portion (\$2,500-\$5,000) of the Azorus software purchase. This is not official Board business and can be authorized by informal agreement of the board members. Trustee Kenison stated she consents to increasing the scholarship awards and would like further discussion on the Azorus software donation. Trustees Blakely, Pixton, and Wren agreed with Trustee Kenison. Trustee Felix Ramon will gather more information.

10. Next Regularly Scheduled Board Meeting

The next regularly scheduled board meeting is set for April 7, 2009, 1:30 p.m. President Bonaudi commented that the April meeting is traditionally an evening meeting and the Board could revise the time if they desire. Trustee Kenison reported she has a conflict and is not available on April 7.

MOTION 09-14: Trustee Katherine Kenison moved that the Board of Trustees set the next regularly scheduled meeting on April

14, 2009, 7:00 p.m. Trustee Angela Pixton seconded the motion, and the motion carried.

The meeting adjourned at 3:30 p.m.

Mike Blakely, Chair

ATTEST:

William C. Bonaudi, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a special joint Board meeting with the Quincy School District Board of Directors on Thursday, March 19, 2009, 5:30 p.m. on the BBCC campus in the Hardin Community Room.

Call to Order

Chair Mike Blakely called the meeting to order at 5:35 p.m.

Present:	BBCC Trustees:	Staff:
	Mike Blakely, Chair	Bill Bonaudi, President
	Katherine Kenison	Mike Lang, Vice-President
	Felix Ramon Vice Chair	Holly Moos, Vice-President
		Gail Hamburg, Vice President
		Clyde Rasmussen, Dean
		Tim Fuhrman, Dean
		Rachel Anderson, Dean
		Doug Sly, Foundation Director
		Assoc. VP Candy Lacher
		Kara Garrett, Dean
		Valerie Kirkwood, Dean
		Russ Beard, Director of BBT
		Melinda Dourte, Exec Asst to the Pres
	Quincy School District	Staff:
	Board of Directors:	Chris McKnight, High School Principal
	Tricia Lubach, President	Rod Luce, Counselor
	Myrna Blakely, Vice President	
	Mike Scharbach	
	Lisa Mickelson	

President Bonaudi explained that this meeting was being streamed live on the internet and captured for access after the meeting too. Board Chair Trustee Blakely announced this is a special meeting with lots of conversation and friendship building but no business transacted. President Bonaudi introduced each BBCC person around the table. He also announced that the IBEST Commercial Driver License (CDL) Graduation was beginning at 6:00 p.m. in the Masto Conference Center. BBCC is a great institution and a wonderful resource.

Tricia Lubach, Quincy Board President introduced the Quincy Board of Directors and staff. Trustee Mike Blakely encouraged the guests from Quincy to ask questions and share information. He also said he hoped to visit the IBEST Graduation Ceremony if time allows. The CDL Graduation provides an opportunity for graduates to share their successes with their families. President Bonaudi stated this group would also be meeting for dinner. He expounded that we hope BBCC visits in the district community will result in reciprocal visit on our campus just like this one.

Quincy Board President, Tricia Lubach, reported the Quincy High School students and faculty are in the thick of WASL testing. They are also wondering about the changes that will be occurring with the WASL. Quincy High School Principal Chris McKnight, thanked President Bonaudi for the invitation to come to BBCC. He stated he recently brought a student and parents to visit the welding department accompanied by Trustee Mike Blakely. Principal McKnight complimented Welding Instructor Shawn McDaniel for really grabbing the students' attention. President Bonaudi responded that our faculty is very good at one on one with students and potential students. Quincy School Board President Lubach stated that they are also watching their budgets closely now. She said Superintendent Burton Dickerson is doing a good job keeping the Quincy School District fiscally conservative. President Bonaudi reported that the state revenue forecast released today increased the shortfall from \$8.3 billion to \$9 billion. These are challenging times for all. He went on to say that we expected the legislators to bring out a draft budget early next week but now it sounds like that step will be delayed.

Dean Kara Garrett shared that 880 eighth grade students will be on campus Tuesday, March 24. They will experience classroom presentations from 50 professionals. BBCC will also host 100 ninth and tenth grade students for Destination Healthcare. This event highlights healthcare careers; students exhibit a lot of growth during their three days on campus. Dean Garrett relayed that 18 Quincy students attended Destination Healthcare last year.

President Bonaudi explained that a Quincy student information data report was distributed to everyone. He introduced Dean Kirkwood again to detail the report. Dean Kirkwood described the report as containing the number of students enrolled at BBCC since 2003-04 listing the Quincy zip code as their home address, Running Start students were also broken out of those totals. The students' intentions were noted in a chart on page two. Page three of the report listed the BBCC courses offered in the Quincy and George communities. A pie chart featured on page four illustrated the Quincy students' completions in each BBCC program. Arts & Sciences showed the highest percentage of completers with the CDL program and then GED following. Lastly Dean Kirkwood advised the group that the final page of the report lists contact information for staff working in different areas at BBCC.

President Bonaudi asked Associate VP of Student Services Candy Lacher to update the group on Spring registration. She relayed that Spring registration is open and spring break is next week. Associate VP Lacher also reported that enrollments have picked up this year, and Spring enrollment numbers look good. Often a rise in unemployment spurs potential students to enroll in retraining classes. All area high school juniors and seniors have been invited to attend Running Start information sessions that will be held tonight and also next week..

Dean Rachel Anderson was invited by President Bonaudi to discuss the two-week summer Math Jam math skill improvement session. She explained that juniors or seniors in high school can take a math assessment test prior to the workshop. The tailored Math Jam workshops are designed to fit the specific needs of the students who will be attending. The goal of the Math Jam is that this intense math workshop will advance the students through the math class ranking system up one or two levels.

Our goal is that the students will be more successful in their classes following this workshop. Dean Anderson stated she would like to administer the assessment tests at the local high schools. Some high schools have already agreed to hold the tests on their campuses and we hope Quincy will also agree. The results of the assessment tests will also benefit the local high schools by helping with their self-evaluations.

President Bonaudi reported that Running Start is coming before the legislature. This is a successful program and also challenging for colleges because the fees paid into the college from that program minus the service fee paid to the high school only meet about 60% of the cost for instruction.

President Bonaudi went on to explain that community colleges aren't allowed to claim the Running Start FTEs as part of their state enrollment target. We provide education without receiving the credit for it. We try to make it clear that we do not want to do anything to take away the compensation or the FTEs that the school districts receive. The bill being considered keeps Running Start the way it is but gives the colleges FTEs for the classes being taught. There is a provision in the House bill that is not in the Senate bill that requires Running Start students to pay the customary fees that students pay. He stated we are anxious to see what happens with that, we'd like to expand Running Start if we can get those accommodations. A misunderstanding by school districts has led to a lack of support of community colleges by school districts. If anyone would like more information on this issue Dr. Bonaudi indicated he would be happy to share. BBCC has not reached it's enrollment target the past two years and as a result we lost growth money each year of about \$200,000. Counting the Running Start FTE's would have resulted in meeting our target.

President Bonaudi described the MediaSite link on the screen from the BBCC website (<http://mediasite.bigbend.edu/Mediasite/catalog/>). This link is very easy to follow from a desktop and accompanying powerpoints can easily be seen too. Audience members watching a meeting on MediaSite can submit questions. This is also being used in classrooms and Dean Anderson explained a benefit to students is the flexibility of watching their class live or whenever their schedule allows and the students can go back and review specific topics as often as necessary. Students can also interact electronically and submit questions to the instructor.

Dean Tim Fuhrman submitted an electronic question regarding the fee to participate in the math jam. Dean Anderson responded that there is a \$25 community education fee to attend the BBCC Math Jam.

Trustee Mike Blakely pointed out campus news on the website on the screen. He stated we have the best faculty in the state, cohesive board, and fine administrators. Our teachers really care about the students. He mentioned that 100% of nursing students who took the NCLEX test passed. He stated there aren't many students on campus at this time and not much opportunity for a tour but he urged the Quincy folks to visit the campus for tours while student are on campus.

Criminal Justice/Psychology Instructor, Dr. Ryann Leonard submitted an electronic question asking how faculty could encourage students to attend BBCC. President Bonaudi responded that faculty could go off campus to engage with students. Vice-President Mike Lang recommended faculty meet with their counterparts at the high schools on Friday to build connections and discuss test scores, curriculum, etc. Dean Anderson stated she is the point person for this and she would be happy to coordinate.

President Bonaudi introduced BBCC Foundation Executive Director Doug Sly again to talk about scholarships. Director Sly stated the BBCC Foundation has about 75 funds and provides 200 scholarships annually. He stated that the Foundation offers scholarships specifically for Professional/Technical students too. Recent high school graduates' applications are separated from the more non-traditional students. The BBCC Foundation scholarship application deadline is April 1. Over 90% of the applications come in the last two days.

Director Sly highlighted the Intervention Scholarship started by Weinstein Distributing. This scholarship provides funding to intervene when a student encounters fees that must be paid in order to continue with classes. This fund helps with emergency situations, tuition, books, fees, etc. This is a real boost to students and staff. One example of "out of the box funding" involved a Medical Assistant student who was required to get immunized. Her medical insurance would not cover it and the cost of the shots was \$300. She could not overcome this barrier without help from the Intervention Scholarship. Director Sly reported this kind of funding resonates with staff and donors. There is a high percentage of Latino students in Quincy, the law allows students without social security numbers to pay in-state tuition, but they can't receive state or federal financial aid. The Weinstein Intervention Scholarship helps these folks too. Students work their way through school and may run out of money during spring quarter, this fund can supplement those students. He anticipates that the counseling staff will make some meaningful funding recommendations the next couple of weeks.

Trustee Felix Ramon encouraged the Quincy School Board members and staff to visit anytime as a group or individually, let us know and we will make the arrangements. He said he hopes they will take back a message to the Quincy school staff that BBCC has transfer programs and also vocational training and we have the ability to take some people who may not be graduating high in their class or even graduating and help them. As students they don't have to pursue an advanced degree, they can take classes to gain the skills to make a living wage. Quincy School Board member Myrna Blakely commented that she has noticed that BBCC faculty, staff, students are very friendly and welcoming. President Bonaudi stated that was a powerful observation and it's nice to hear that from visitors.

Mike Blakely, Chair

ATTEST:

William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 4/14/09

ITEM #3: CONSENT AGENDA (for information)

- b. Student Success Initiatives Update
 - 1. Achieving the Dream
 - 2. Student Achievement Initiative

BACKGROUND:

Achieving the Dream

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

1.4 Provide supplemental instruction to accompany pre-college math course.

Math faculty continues to expand math supplemental instruction opportunities for their students. Winter quarter two Supplemental Instruction (SI) Leaders (students who have previously been successful in the targeted math courses) were providing additional instructional support for four sections of MPC 095 (Elementary Algebra). Spring quarter five SI leaders have been hired to provide additional instructional support to 3 sections of MPC 090 (Pre-algebra) and 4 sections of MPC 095 (Elementary Algebra).

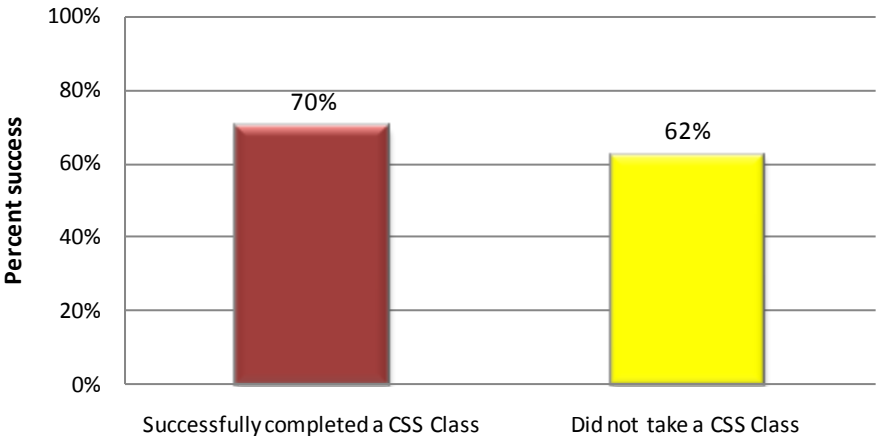
Priority Area: 1. Increase Successful Completion of Developmental Math Courses and
Priority Area: 2. Increase retention by improving first year student experiences

- 1.7 Collect and interpret data on student success in developmental math classes
- 2.1 Revise the new student orientation process to replicate best practice
- 2.4 Revise the curriculum for the freshman experience classes and offer additional sections (the college now requires students who place into developmental classes to take a CSS class).
- 2.7 Collect and interpret data on reenrollment.

Although we cannot look at overall trends in math success rates yet because not all the strategies have been implemented long enough to compare recent data with the original AtD cohort data, we are pleased to note that those students who have completed College Success Skills courses in fall quarter had higher success rates than those who did not enroll in CSS courses (see the Success in Pre-college Math chart).

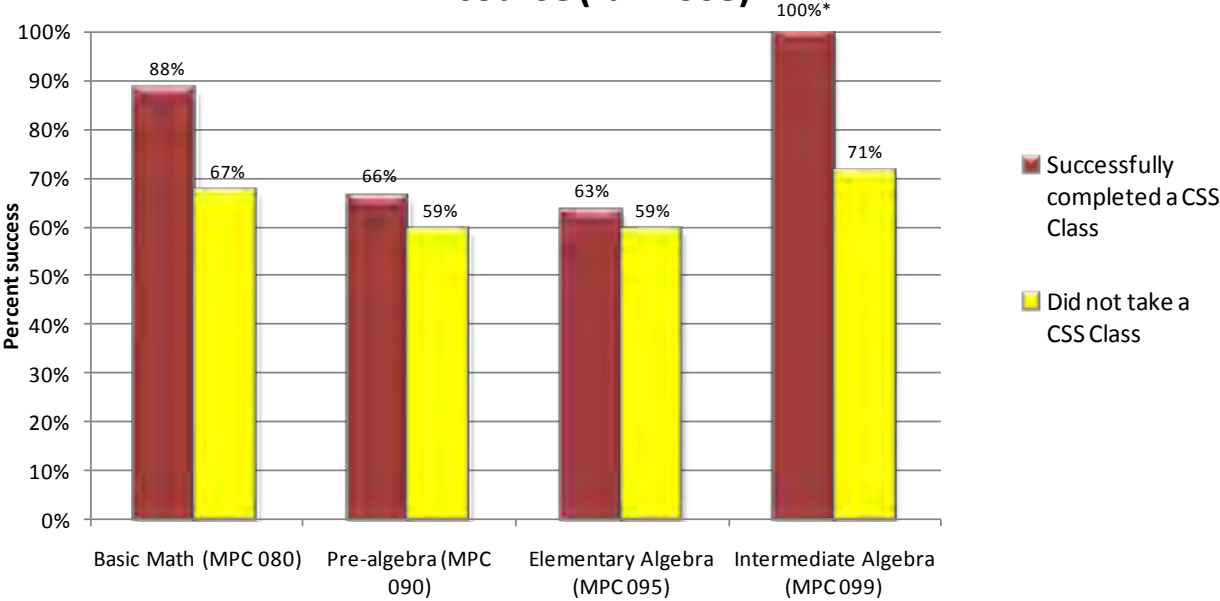
Students who attended New Student Orientation for fall quarter 2008 had higher reenrollment rates for winter quarter than those students who did not participate (see the Fall to Winter Reenrollment chart).

Overall new students' success in pre-college level math* (fall 2008)



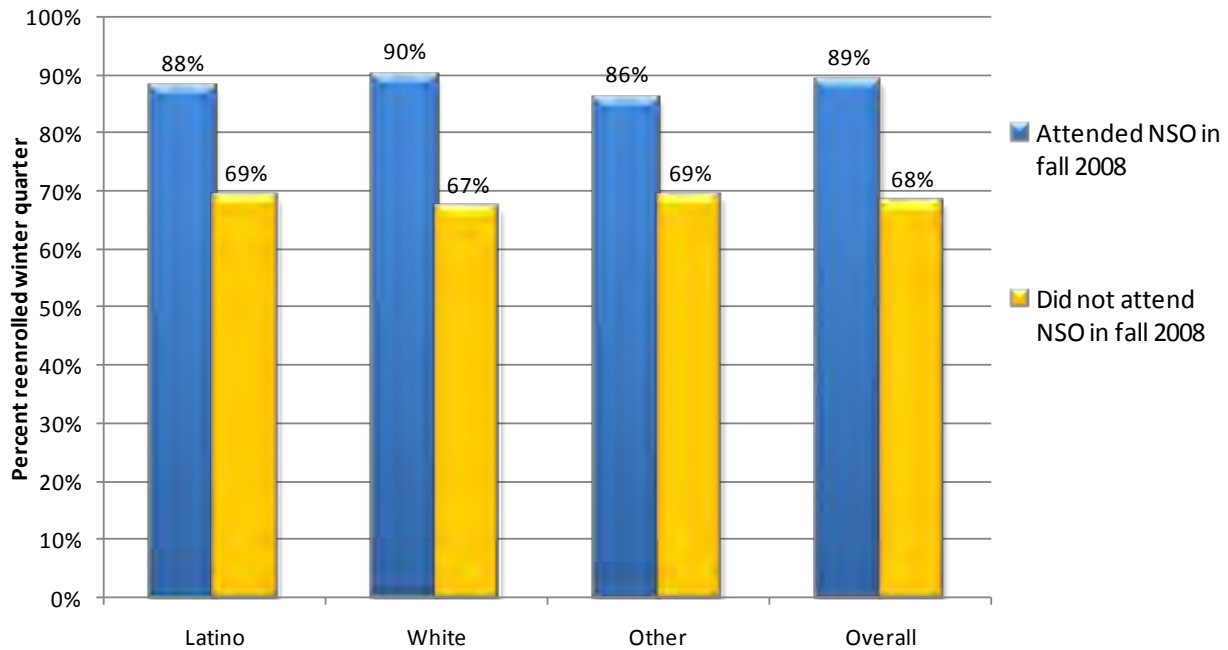
*Includes all pre-college level math classes

New students' success in pre-college level math by course (fall 2008)



*This group only had one student

New Student Orientation (NSO) and reenrollment from fall to winter quarters 2008-09



Student Persistence/Achievement Update

BCCC faculty and staff continue to provide Trio-like services to at risk students (and in alignment with the student success strategies of the Achieving the Dream Grant) in order to improve student success and retention. To date some of those services include the following:

Enrollment/Participation

138 students have completed an Intake and Program Plan

- 70% of those students have returned two or more times after the initial Intake and Program Plan to receive additional advising
- 43 students returned for advising before registering for classes Spring Quarter

Viking Seminar Series Workshops

105 students attended winter quarter informational workshops

- Cash for College by Andre` Guzman
- Mysteries of Transfer by Max Heinzmann
- Applying for Scholarships by Rita Delgado

Spring Quarter Workshops Planned

- Applying for Scholarships Part II (Academic Resume and Personal Statement)
- Mysteries of Transfer
- Finding Employment on Campus/Community (Work Resume and Cover Letter)
- Using Your Strengths to Decide on a Major or Career (Holland's Self-Directed Search)

Spring Conference

- Two persistence students will attend the spring Student of Color Conference (student leadership conference) in Yakima

Book Loan Library

- 52 books checked out Winter Quarter
- 53 books checked out for Spring Quarter

Tutoring

- Winter Quarter-12 students tutored
- Spring Quarter-14 students requested a tutor

Laptop Loans

6 laptops are available for students to check out

- 30 students checked out laptops Winter Quarter
- To date, 4 students checked out laptops Spring Quarter

Summer Math Jam

- This summer's Math Jam is scheduled for June 16th – 26th 9am-12pm. This two week instructional program will be available for prospective students who have taken the BBCC Math Placement test and want to improve their math skills. At the end of the program, students will have the opportunity to retake the test with the goal of placing in a higher level math course.

Academic Advisor/Retention Specialist

Achieving the Dream (AtD) and Student Achievement Grant funds have been combined with Student Support Services (SSS) grant funds to hire Tennille Kimball as an academic advisor to assist with the SSS program, the Student Persistence program, AtD Supplemental Instruction, and AtD Math Jam. Tennille has worked in various departments and programs on BBCC's campus including: Adult Basic Education, Early Childhood Education, Child and Family Education, and the Early Childhood Education Assistance Program. During her employment at BBCC, she has participated in several projects such as New Student Registration, New Student Orientation, Achieving the Dream, Title V, and most recently the Advising Committee.

Prepared by Vice President Mike Lang, SSS Director, Jerry Workman & Associate Vice President Candy Lacher

RECOMMENDATIONS:

BIG BEND COMMUNITY COLLEGE

Date: 4/14/09

ITEM #3: CONSENT AGENDA (for information)

c. Assessment Update

BACKGROUND:

A primary objective of BBCC's Professional Technical Programs is to prepare students for work. The following pages show our former students' estimated employment rate by program. Students who are shown in this report are students who obtained a certificate or degree or had completed 45 credits (one year) of a program with at least a 2.0 GPA. Research has shown that having a year of technical training positively impacts a persons' employment in wages and in ability to obtain meaningful employment. The most current data available showed BBCC with an 84% estimated employment rate.

Prepared by President Bonaudi and Ms. Valerie Kirkwood, Dean of Research & Planning.

RECOMMENDATION:

None

Big Bend Community College

Estimated Employment Rates

Program	2004-05		2005-06		2006-07	
	Total	Rate	Total	Rate	Total	Rate
Accounting	15	81%	7	100%	12	81%
Agricultural Prod Operator	0	0%	1	27%	1	0%
Associate Degree of Nursing	21	86%	18	100%	29	98%
Automotive Technology	16	91%	10	78%	13	86%
Aviation (Commercial Pilot)	26	89%	18	84%	12	46%
Aviation Maintenance Technology	17	83%	17	74%	12	83%
Business Medical Services	0	0%	2	64%	4	70%
Child and Family Education	9	92%	16	95%	5	84%
Childcare Provider/Assistant	0	0%	2	100%	0	0%
Civil Engineering	2	100%	0	0%	0	0%
Commercial Driver's License	46	86%	42	91%	40	91%
Computing Systems (Programming)	11	80%	7	90%	5	44%
Custodial Building Services	2	100%	0	0%	0	0%
Dental Assisting	0	0%	0	0%	0	0%
Drafting Technology	1	27%	2	64%	2	100%
Industrial Electrical Technology	17	96%	11	93%	17	94%
Maintenance Mechanics	7	90%	4	82%	0	0%
Medical Insurance Coding Specialist	1	100%	1	100%	2	100%
Medical Office Management	7	79%	2	64%	2	55%
Microcomputer Specialist (Technical Support/Support Serv)	3	100%	2	64%	2	100%
Nursing Assistant	16	77%	12	82%	16	87%
Office Clerk	3	100%	8	91%	20	84%
Office Information Technology	9	84%	14	74%	19	81%
Other	2	100%	3	76%	0	0%
Practical Nursing	1	100%	2	100%	0	0%
Welding Technology	9	76%	10	93%	11	79%
<i>BCC Estimated Employment Totals</i>	241	86%	211	87%	224	84%

Big Bend Community College Estimated Employment Explanation

The Estimated Employment Report is derived from Washington State Board for Community and Technical Colleges (SBCTC) data warehouse statistics matched with unemployment insurance earnings from Washington, Oregon, Idaho, Montana, and Alaska. It calculates the estimated employment rate for students that attended and left BCC. The data is gathered when employers report earnings to Unemployment Insurance.

Title of Program

45+Credits and 2.0 GPA:	Without a degree or certificate
Certificate:	Certificate awarded, less than 90 credits
Degree:	Two-year degree

Total: Number from a program. Students included in this are students who fit at least one of the criteria below.

- Students who have obtained 45+Credits and 2.0 GPA**
- Students who received a completion exit code (short term training)**
- Students who received a Certificate of Accomplishment**
- Students who received a Certificate of Achievement**
- Students who received an Associate of Applied Science**

Rate: Adds employed and *estimated employed* to calculate the employment rate.

Based on results of earlier surveys, SBCTC estimates that 30% of those not found in “covered employment” in the 3rd quarter are employed (self-employed or employed in states other than Washington, Alaska, Oregon, Idaho and Montana).

This comes out once a year. This is the most current information available.

BIG BEND COMMUNITY COLLEGE

Date: 4/14/09

ITEM #3: CONSENT AGENDA (for information)

d. Capital Project Update

BACKGROUND:

Roof Repair - Building 3400 (Welding): A job order was issued to Burton Construction to develop cost estimates and subcontractor quotes for the repair of the roof on Building 3400. They were on campus on March 24th and we anticipate the quote within 2 weeks. There have been leaks in the Welding classrooms and a potential for further damage.

Concrete and Sidewalk Repairs – across campus: Again, a job order was issued to Burton Construction to develop cost estimates and subcontractor quotes for the repair of concrete and sidewalks on campus. This quote should be completed within 2 weeks as well. These repairs were needed for ADA purposes and to be compliant with issues noted on our most recent Grant Count 5 Fire Inspection Report.

Fine Arts Building – completion of Building 1900: The completion of Building 1900 includes: installation of carpet in 2 classrooms and a display wall for student art in the lobby, the purchase and installation of equipment for a Mediasite classroom and the purchase of furniture for 2 classrooms. M & O will oversee this project.

Auditorium Remodel – Building 1400: Funding from facility repairs is provided to replace the damaged plaster ceiling and lighting in the auditorium. Additional minor improvement funding will be used to convert the space to a Business Office and other offices for tutoring and advising in an effort to provide better access for our students. Our architect, Bernardo Wills, is completing drawings which should be finished by June 15th. The project will then be advertised for bids. Construction is expected to start in August and be completed in December.

Window/Skylight/ADA Door Replacement – Buildings 1400 & 1600: The installation of the ADA door at the north entrance of Building 1400 is complete.

Old Developments/Background:

2-10-09 Installation began on the ADA door at the north entrance of Building 1400 on February 6th. It is scheduled to be completed on February 13th.

1-9-09 The windows in Building 1400 are complete. The installation of the ADA door at the north entrance of Building 1400 has been delayed. The contractor has received the door, glass and the automatic door opener. The weather has caused some delays. The tentative date to begin the demo and installation is mid January.

11-18-08 The skylights in Building 1600 are complete. The windows in Building 1400 are currently being installed. The upstairs windows are complete and the ones in the auditorium

should be finished by November 20th. The installation of the ADA door at the north entrance of Building 1400 should begin by December 1st.

10-21-08 There was a delay in the fabrication of the skylights for Building 1600. The small skylights are scheduled to begin on October 20th and should take one week for installation. The big skylight will be replaced on October 25th and 26th, if weather permits. There was also a delay in the production of the windows for Building 1400. The windows are scheduled to begin on October 20th, with the auditorium windows being replaced first. Burton Construction will also be installing an ADA door at the north entrance of Building 1400. This installation is tentatively scheduled to begin in 4 to 6 weeks.

9-9-08 The windows and skylights are in the fabrication stage. The site work should begin around August 18 and the installation will take about two weeks.

6-17-08 This is a new repair project funded at the beginning of the 2006 – 2008 biennium. Burton Construction of Spokane holds the current State contract for Job Order Contracting (a Public Works Tool for completing small projects under \$500,000 total for the fiscal year) and was asked to develop cost estimates and sub-contractor quotes on these projects. The remaining 50 year old, metal framed, single glazed, windows in Building 1400 and the 7 leaking skylights in Building 1600 need to be replaced. The sub-contractor quotes are for \$181,774.31 which is within the budget issued for these repair projects.

Prepared by Vice President Gail Hamburg.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 4/14/09

ITEM #3: CONSENT AGENDA (for information)

e. Human Resources Report

BACKGROUND:

Eight faculty members provided notice for Professional Development Unit (PDU) stipends. The faculty members who provide notice by April 1st and submit all approved documentation by August 31st are paid \$1,000 for every 15 PDUs completed. All Professional Development Unit pursuits must have prior approval to be counted.

With the budget concerns, a lot of time has been spent responding to State Board & listserv surveys and inquiries, as well as pulling together and analyzing information to help the college make appropriate decisions on Big Bend's budget crisis

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

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 4/14/09

ITEM #3: CONSENT AGENDA (for information)

f. Enrollment Report

BACKGROUND:

The final winter 2009 enrollment report is included for your information. State FTE for winter 2009 was up 104.8 over winter quarter 2008. Professional/technical FTE remained nearly the same while ABE/ESL and academic FTE increased. For the first time in many years we saw a substantial increase in headcount from 2754 last year to 2844 this year.

We continue to use state funding to run our ABE/ESL classes to aid in our efforts to meet our state funded FTE level. ABE/ESL state funded enrollment was up 14% over winter 2008. Academic enrollment was up 8% compared to winter 2008.

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

TUITION COLLECTION REPORT

	<u>2008-2009</u>	<u>2007-2008</u>
Annual Budget	\$2,876,000	\$2,820,000
Total Collections as of Jan 31	\$2,129,340	\$2,036,161
As a % of annual budget	74%	72.2%
Left to collect to meet budget target	\$746,660	\$783,839

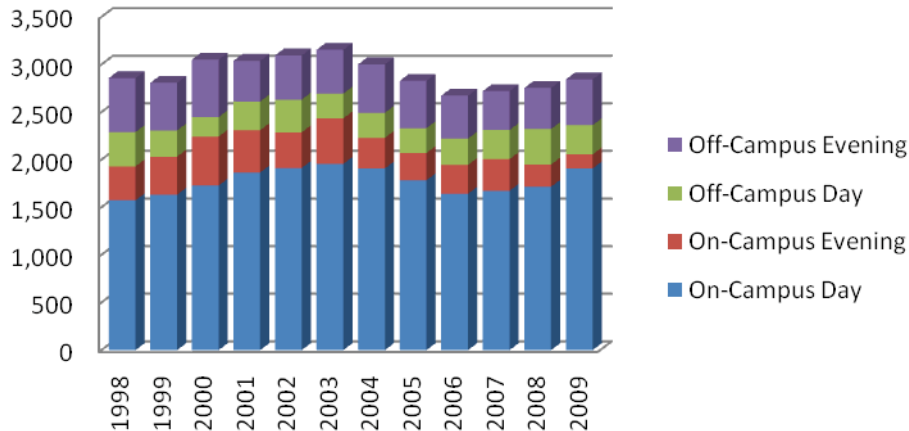
WINTER FINAL ENROLLMENT REPORT HEADCOUNTS

	<u>WINTER 2009</u>	<u>WINTER 2008</u>	<u>WINTER 2007</u>	<u>WINTER 2006</u>	<u>WINTER 2005</u>	<u>WINTER 2004</u>	<u>WINTER 2003</u>	<u>WINTER 2002</u>	<u>WINTER 2001</u>	<u>WINTER 2000</u>	<u>WINTER 1999</u>	<u>WINTER 1998</u>
<u>ETHNIC ORIGIN</u>												
Amer.												
Indian/Alaska Ntv	54	42	45	51	37	42	51	53	41	49	45	42
Asian/Pacific Islander	30	49	36	36	29	35	46	43	39	37	38	60
Black	38	32	25	29	34	25	19	32	25	30	29	36
Hispanic	1,125	1,059	963	1,014	1,005	967	832	860	783	754	683	774
White	1,358	1,335	1,428	1,437	1,585	1,778	1,966	1,861	1,857	1,893	1,796	1,756
Other/Unknown	239	237	224	106	138	155	241	247	294	288	217	190
<u>SEX</u>												
Female	1,569	1,625	1,561	1,521	1,615	1,677	1,747	1,724	1,635	1,732	1,522	1,473
Male	1,157	1,064	1,089	1,133	1,186	1,298	1,359	1,323	1,391	1,318	1,284	1,374
Not Coded	118	65	71	19	27	27	49	49	13	1	2	11
<u>STUDENT STATUS</u>												
Continuing	1,845	1,828	1,846	1,723	1,812	1,933	1,926	1,869	1,747	1,629	1,541	1,552
Former	462	456	435	482	537	554	653	590	652	641	592	605
New	501	443	404	413	437	449	511	571	589	686	589	621
Transfer	36	27	36	55	42	66	65	66	51	95	86	80
<u>BY FUNDING SOURCE</u>												
State	2,575	2,521	2,502	2,484	2,438	2,550	2,573	2,537	2,332	2,531	2,337	2,515
Shared Funding					9	0	8	0	0	0	0	0
Grant/Contract	187	54	74	69	220	198	180	239	180	116	120	53
Community Service	82	179	145	120	161	254	394	320	527	404	351	290
<u>BY TIME/LOCATION</u>												
On-Campus Day	1,909	1,717	1,674	1,642	1,784	1,909	1,957	1,914	1,866	1,729	1,633	1,574
On-Campus Evening	147	232	332	303	286	321	477	374	444	514	399	356
Off-Campus Day	307	374	307	277	262	263	261	344	302	205	276	361
Off-Campus Evening	481	431	408	451	496	509	460	464	427	603	500	567
TOTAL HEADCOUNT	2,844	2,754	2,721	2,673	2,828	3,002	3,155	3,096	3,039	3,051	2,808	2,858
Running Start	146	146	136	131	117	131	188	228	172	160	145	146
International	4	3	1	2	3	4	7	9	15	13	25	33

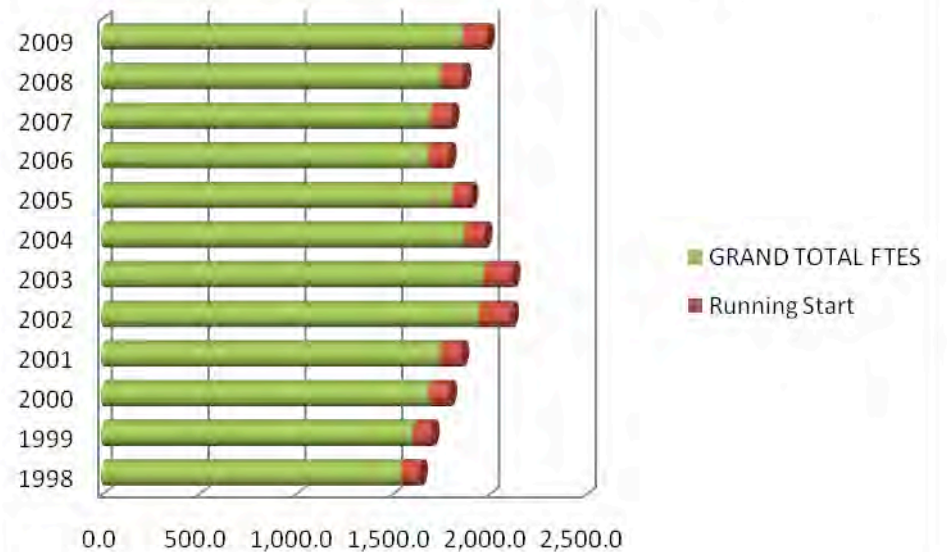
WINTER FINAL ENROLLMENT REPORT FTES

	WINTER 2009	WINTER 2008	WINTER 2007	WINTER 2006	WINTER 2005	WINTER 2004	WINTER 2003	WINTER 2002	WINTER 2001	WINTER 2000	WINTER 1999	WINTER 1998
<u>STATE FUNDED</u>												
ABE/ESL	322.7	278.2	232.1	273.1	193.3	188.4	208.5	218.8	196.5	230.8	184.4	223.1
Academic	782.2	720.3	736.3	733.8	803.9	795.8	846.9	759.9	714.1	704	620.5	599.2
Occupational	576.9	578.5	557.7	503.7	538.9	612.1	592.8	587.2	568.3	566.3	573.5	543.4
TOTAL STATE FTES	1681.8	1577.0	1526.1	1510.6	1536.1	1596.3	1648.2	1565.9	1478.9	1501.1	1378.4	1365.7
<u>OTHER FTES</u>												
Community Service	3.8	9.3	11.1	7.5	32.5	26.9	16.5	29.2	34.7	9.2	5.1	5.4
International Students	0	0	0	2.2	3.5	2.8	4.4	8.9	14.4	13.3	25.6	34.5
Contract Funded	36.7	26.8	31.4	45.3	123.3	125.4	128.9	161.3	95.7	51.3	90.7	17.9
Running Start	127.8	120.7	107.5	102.4	96.1	105.7	149.2	166	108.4	104.4	95.6	99.9
Other (Employ., Sr. Cit.)	13.5	15.7	24.6	23.0	19.1	16.9	27.4	17.8	17.5	12.9	14.5	22.1
GRAND TOTAL FTES	1863.6	1749.5	1700.7	1691.0	1810.6	1,874.0	1,974.6	1,949.1	1,749.6	1,692.2	1,609.9	1,545.5

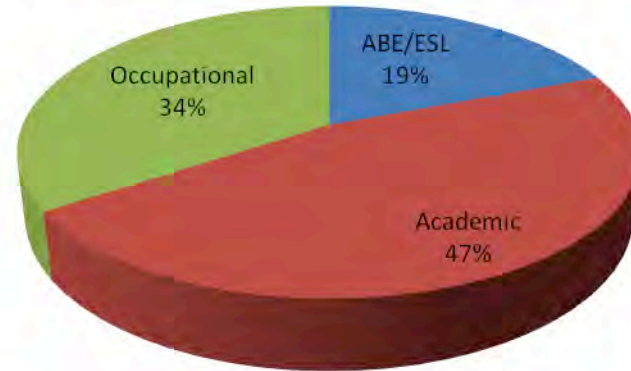
Winter Qtr Enrollment Headcounts



Winter Quarter Enrollment FTEs



2009 Winter Qtr State Funded FTEs



BIG BEND COMMUNITY COLLEGE

Date: 4/14/09

ITEM #3: CONSENT AGENDA (for information)

g. Quarterly Budget Report

BACKGROUND:

Due to the month end deadline the most current Budget Status Report will be available at the time of the meeting.

BIG BEND COMMUNITY COLLEGE

Date: 4/14/09

ITEM #3: CONSENT AGENDA (for information)

h. Childcare Update

BACKGROUND:

Due to the month end deadline the most current Childcare Financial Statement will be available at the time of the meeting.

BIG BEND COMMUNITY COLLEGE

Date: 4/14/09

ITEM #5: Exceptional Faculty Award Report (for information)

Mike O’Konek, Automotive Technology Instructor
Chuck Cox, Automotive Technology Instructor

BACKGROUND:

Mike O’Konek and Chuck Cox were awarded Exceptional Faculty Awards in the amount of \$2,000 each to prepare for completion of the Automotive Service Excellent (ASE) certification. The BBCC Automotive Program was successfully recertified as a Master Automotive Training Program on February 2, 2009. A report created by Instructors O’Konek and Cox is attached.

Prepared by the President’s office.

RECOMMENDATION:

None

BBCC Exceptional Faculty Award Report

Prepared by Mike O'Konek and Chuck Cox

We were awarded two of the 2008 Exceptional Faculty Awards. This award was given to us to perform the required assessment activities and reporting tasks to recertify the BBCC Automotive Technology Program under the ASE/NATEF certification standards. All of the work on this project was a combined effort of the two automotive technology instructors.

This was a large task. We are currently a "Master" certified program and were seeking recertification to maintain our Master status. This meant that we would need to recertify in all eight of the automotive curriculum areas that ASE/NATEF provides certification for. So therefore we had to assure that all eight areas of instruction met current ASE/NATEF standards.

Also all of the automotive program textbooks had to be reviewed to assure that they met current NATEF standards as well. All of our current textbooks were the latest editions and met the standards with no changes in textbooks needed.

We requested the recertification manual from NATEF. We then completed the self-evaluation, with the help of four of our Professional Technical advisory committee members and our Dean, Clyde Rasmussen. The self-evaluation reported the findings of the group and rated our program on all of the requirements that ASE/NATEF assesses for certification/recertification. The self-evaluation included a 15-page worksheet that guided the study group through the self-evaluation process. This worksheet was completed by each member of the group, then summarized and averaged to report the group's findings to ASE/NATEF. The self-evaluation process rated our program in 10 different areas. These areas are; Purpose, Administration, Learning Resources, Finances, Student Services, Instruction, Equipment, Facilities, Instructional Staff, and Cooperative Agreements. From this self-evaluation there was a 21 page summary form that went to NATEF. They evaluated this form to determine whether our program qualified for their evaluation team's visit. We did qualify, so NATEF chose an Evaluation Team Leader (ETL). We contacted the ETL and submitted the required information to him and set a date for the on-site visitation.

This evaluation team consisted of three members, two local technicians (one from a dealership, C & V Automotive, and one from an independent shop, Affordable Auto Repair) and the Evaluation Team Leader. They conducted a very thorough evaluation on January 19th, 2009 assuring that our self-evaluation scores represented the true status of our program.

In preparation for the on-site visitation we created a 70+ page manual to help support and validate our self-evaluation ratings. The manual was very complete and extremely time consuming to produce. This manual was only part of the

information provided to the on-site evaluation team; there were also large amounts of other support material gathered to aid the team in their evaluation process.

After the team's evaluation of our program, the ETL met briefly to give an exit interview. Tim Campbell, our ETL, seemed impressed with the BBCC Automotive Program. When he left he said that he could not tell us that we would become recertified, but that there would be nothing in his report to ASE/NATEF that would keep us from receiving recertification.

He then sent his final report to ASE/NATEF; they evaluated his findings and recertified our program as a "Master Automotive Training Program". This recertification is good for five years.

We would like to personally thank the BBCC Board of Trustees for supporting our certification project and the Exceptional Faculty Awards. This certification is a valuable asset to the BBCC Automotive Program.

BIG BEND COMMUNITY COLLEGE

Date: 4/14/09

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

BACKGROUND:

The Exceptional Faculty Awards Committee is pleased to recommend the following awards:

Mike Betcher, I-BEST Adjunct Welding Instructor- WSU Full Immersion Spanish Institute at BBCC June 15-July 10, 2009, tuition (\$1,200 early registration).

Pat Patterson, Music Instructor- WSU Full Immersion Spanish Institute at BBCC June 15-July 10, 2009, tuition (\$1,350 late registration after 4/15/09).

Steve Matern, Industrial Electrical Technology Instructor-Accompany Phi Theta Kappa officers to the International Conference in Grapevine, Texas (\$2,000).

The Exceptional Faculty Awards Committee also provided information regarding a request by Van Jorgenson, Computer Science Instructor to conduct a self-study of Dynamic Website technology based on Microsoft Visual Studio.net-8. The committee expressed concern regarding the implementation of this content in the of the CSC program curriculum. They encouraged Mr. Jorgensen to search for a formal workshop, clinic or course on the subject.

The balance of the Exceptional Faculty Award fund has increased from \$239,720 to \$244,326 in the past year, most of the fund was invested in CD's.

Prepared by the President's Office and the Exceptional Faculty Awards Committee.

RECOMMENDATION:

President Bonaudi and VP Lang recommend approval of the Exceptional Faculty Awards for Mike Betcher, Pat Patterson and Steve Matern. They do not recommend approval of the Exceptional Faculty Award for Van Jorgenson.



March 4, 2009

Dear President Bonaudi,

The Exceptional Faculty Awards Committee is pleased to inform you that we have four applications tendered by faculty members to submit for your consideration. The committee reviewed applications from Mike Betcher, Pat Patterson, Steve Matern, and Van Jorgensen. The committee discussed the virtues of each application and had mixed reactions.

Mike Betcher, an I-BEST welding instructor, and Pat Patterson, our Music instructor, asked for funding to cover the tuitions for the upcoming WSU Full Immersion Spanish Institute Program held on campus. Mr. Betcher directly teaches Spanish speaking clients and we believe this activity will dovetail nicely with his assignment. Mr. Patterson believes this workshop will aid his teaching of the Mariachi Music workshop as the materials are in Spanish. The committee is impressed with each instructor's drive to excel and fully support their efforts.

Steve Matern, the Industrial Electrical Technology instructor, has asked for an award that he may attend and accompany the Phi Theta Kappa officers and members to the International Conference in Grapevine, Texas. As a committee we support Mr. Matern's voluntary efforts supporting Phi Theta Kappa and our students. We see this activity as keeping with high student standards of excellence and support the many selfless deeds of Phi Theta Kappa.

Van Jorgensen, a Computer Science instructor, asked for an award that he may study Dynamic Web site technology based on Microsoft Visual Studio.net-8. Despite the merits of the subject matter, the EFA committee struggled with this application as we saw it as somewhat incomplete. It appears that Mr. Jorgensen wishes to self-study. Although this purpose loosely fits the guidelines, we don't see a method to verify these newfound skill sets or, for that matter, any concrete signal of how this content would be implemented into the Computer Science program after the self-study is complete. We wonder if Mr. Jorgensen would be better served by looking for a formal workshop, clinic or course on the subject, rather than taking this material on through a self-study. We support Van Jorgensen's efforts to bring new technologies to his courses, but we find this method ...difficult!

The EFA committee realizes these are extraordinary times. We appreciate that any mission of excellence must require vision not only of those that partake of these awards, but to the many people in support of excellence. We welcome and strongly support our faculty members drive for technical advancement and growing wealth of knowledge.



We have included copies of the applications for your convenience. We look forward to your recommendations and, ultimately, the Board's consideration. We wish to thank you and the Board of Trustees for your continued support of our faculty and ultimately for making these awards possible. Thank you.

Sincerely,

Matthew Sullivan

Charlene Rios

Bill Autry

Dennis Knepp

John Gillespie

BIG BEND COMMUNITY COLLEGE

Date: 4/14/09

ITEM #7: Accreditation Report (for information)

BACKGROUND:

The Northwest Commission on Colleges and Universities is changing our entire accreditation process. Dean Kirkwood will present a summary of the current process and the intended changes, describing how those changes will impact regional accreditation for Big Bend Community College. The alignment of our current assessment processes and our Academic Master Plan will help Big Bend adopt the revised standards and new oversight process.

A suggested pathway of adaptation to the new standards and timeline will be presented along with supporting materials will be provided at the board meeting. This is an informational item only and requires no board action.

Prepared by President Bonaudi and Ms. Valerie Kirkwood, Dean of Research & Planning.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 4/14/09

ITEM #8: Board Resolution 2009-1 (for action)

BACKGROUND:

Board Resolution 2003-1 provides for the delegation of Board Authority to the President in the areas administering Board Policies, appointing authority in all personnel matters except for the approval or denial of tenure, authority to promulgate rules and regulations, authority to close the college in emergency situations and authority to negotiate with the faculty organization/union on its behalf. It further provides delegation of the President's authority to senior administrators as listed.

Board Resolution 2009-1 would add a senior administrator to the list i.e., the Vice-President of Human Resources and Labor and would give the President authority to negotiate with any employee union, not just the faculty union.

Prepared the President's Office.

RECOMMENDATION:

President Bonaudi recommends:

Approval of Resolution 2009-1 and, approval of changes to BP 1004 to be consistent with Resolution 2009-1.

**BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 18
RESOLUTION 2003-1**

The Board of Trustees of Big Bend Community College has elected to define the role of the Board and its Chief Executive, the President of the college, through the use of Policy Governance. As part of Policy Governance, Policy BSL-1, the Board of Trustees has determined that the President will be accountable to the Board acting as a body and that the Board will instruct the President through written policies, delegating to the President the interpretation and implementation of those policies. As part of the Policy Governance, the Board of Trustees has provided policies which detail the Executive Limitations of the President.

Consistent with the Board's Policy Governance provisions, the Board of Trustees recognizes the need for enhanced flexibility in the administration of District 18 related to issues involving: resolution of personnel issues, faculty negotiations, promulgation of rules and regulations, and emergency response. The Board of Trustees further recognizes that RCW 28B.10.528 provides the Board with the authority to delegate any powers vested in or imposed on the governing Board by RCW 28B.50.140 to the President or his/her designee through the adoption of a resolution. As a result the Board hereby delegates the following authority to the President or Senior Administrator of District 18 as hereinafter defined. This delegation of authority is authorized by Board Resolution 2003-1, dated July 8, 2003, and effective July 8, 2003.

NOW, THEREFORE, BE IT RESOLVED that, pursuant to RCW 28B.10.528, the Board of Trustees hereby delegates to the President executive responsibility of administering the policies adopted by the Board of Trustees and executing all decisions of the Board of Trustees requiring administrative action;

FURTHER, pursuant to RCW 28B.50.140.14, the Board expressly delegates the appointing authority in matters concerning all Big Bend Community College District 18 personnel to the President. This delegation does not include a delegation of powers related to the position of President and also excludes a delegation of powers related to decisions regarding approval or denial of faculty tenure. This delegation includes a delegation of authority to hire, terminate, suspend, reassign, discipline, or demote personnel without prior approval of the Board of Trustees;

FURTHER, the Board delegates the appointing authority of the college to the persons occupying the following positions in the President's absence: Vice President of Instruction, Vice President of Administrative Services, and Vice President of Student Services (hereinafter collectively referred to as "Senior Administrators"). The appointing authority delegated to the Senior Administrators shall only be exercised if the following criterion are met:

First, the President must be absent. Absent means that the individual: 1) has taken formal medical, vacation, or personal leave; 2) is not available in person, by telephone, by pager or other reasonable means; and/or 3) has left prior written notice indicating an "absent" status.

Second, no one shall exercise any authority unless all Administrators preceding them on the Senior Administrators' Order of Positions List are also absent as previously defined.

Senior Administrators' Order of Positions List:

- a) Vice President of Administrative Services
- b) Vice President of Instruction
- c) Vice President of Student Services

The Senior Administrators who are able to establish that the President and other Administrators who precede them on the Order of Positions List are absent shall have the authority to hire, terminate, suspend, reassign, discipline, or demote any Big Bend Community College District 18 personnel (with the exception of the President or other Senior Administrators as defined herein) without prior approval of the Board of Trustees. This delegation of power does not include the ability to render decisions related to the granting or denial of tenure.

FURTHER, the Board of Trustees delegates the authority to negotiate with the faculty organization/union on its behalf to the President or his/her designee.

FURTHER, the Board expressly delegates to the President its authority to promulgate rules and regulations related to the following matters: rules related to the government, management, and operation of housing facilities; rules related to pedestrian and vehicular traffic on property owned, operated, or maintained by the District; rules and regulations for issues related to housing, scholarships, conduct at college facilities, and discipline; and rules and regulations not inconsistent with law or the rules and regulations of the State Board for Community and Technical Colleges.

FURTHER, the Board delegates to the President the authority to act as the sole authority to close the college or any part of the college in emergency situations and to take any action necessary to continue the program of the college, in a manner which protects the health and safety of students and staff.

FURTHER, all delegation of authority authorized in this Resolution shall be exercised in full accord with all applicable state and federal laws and regulations, all applicable Collective Bargaining Agreement Provisions, and all applicable College Policies and Procedures, and the Board's Policy Governance provisions.

This Resolution supersedes and replaces Resolution 99-1 dated May 25, 1999, and any other inconsistent policies, and shall take effect on July 8, 2003.

ADOPTED at a meeting of the Board of Trustees of Community College District No. 18 held at Moses Lake, Washington, on July 8, 2003 with a quorum of such Trustees duly present after notice of such meeting was duly and regularly given as required by law.

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

Katherine Kenison, Chair

ATTEST:

William C. Bonaudi, Secretary

**BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 18
RESOLUTION 2009-1**

The Board of Trustees of Big Bend Community College has elected to define the role of the Board and its Chief Executive, the President of the college, through the use of Policy Governance. As part of Policy Governance, Policy BSL-1, the Board of Trustees has determined that the President will be accountable to the Board acting as a body and that the Board will instruct the President through written policies, delegating to the President the interpretation and implementation of those policies. As part of the Policy Governance, the Board of Trustees has provided policies which detail the Executive Limitations of the President.

Consistent with the Board's Policy Governance provisions, the Board of Trustees recognizes the need for enhanced flexibility in the administration of District 18 related to issues involving: resolution of personnel issues, faculty negotiations, promulgation of rules and regulations, and emergency response. The Board of Trustees further recognizes that RCW 28B.10.528 provides the Board with the authority to delegate any powers vested in or imposed on the governing Board by RCW 28B.50.140 to the President or his/her designee through the adoption of a resolution. As a result the Board hereby delegates the following authority to the President or Senior Administrator of District 18 as hereinafter defined. This delegation of authority is authorized by **Board Resolution 2009-1, dated April 14, 2009, and effective April 14, 2009.**

NOW, THEREFORE, BE IT RESOLVED that, pursuant to RCW 28B.10.528, the Board of Trustees hereby delegates to the President executive responsibility of administering the policies adopted by the Board of Trustees and executing all decisions of the Board of Trustees requiring administrative action;

FURTHER, pursuant to RCW 28B.50.140.14, the Board expressly delegates the appointing authority in matters concerning all Big Bend Community College District 18 personnel to the President. This delegation does not include a delegation of powers related to the position of President and also excludes a delegation of powers related to decisions regarding approval or denial of faculty tenure. This delegation includes a delegation of authority to hire, terminate, suspend, reassign, discipline, or demote personnel without prior approval of the Board of Trustees;

FURTHER, the Board delegates the appointing authority of the college to the persons occupying the following positions in the President's absence: Vice President of Instruction, Vice President of Administrative Services, Vice President of Student Services **and Vice President of Human Resources and Labor** (hereinafter collectively referred to as "Senior Administrators"). The appointing authority delegated to the Senior Administrators shall only be exercised if the following criterion are met:

First, the President must be absent. Absent means that the individual: 1) has taken formal medical, vacation, or personal leave; 2) is not available in person, by telephone, by pager or other reasonable means; and/or 3) has left prior written notice indicating an "absent" status.

Second, no one shall exercise any authority unless all Administrators preceding them on the Senior Administrators' Order of Positions List are also absent as previously defined.

Senior Administrators' Order of Positions List:

- a) Vice President of Administrative Services
- b) Vice President of Instruction
- c) Vice President of Student Services
- d) Vice President of Human Resources & Labor**

The Senior Administrators who are able to establish that the President and other Administrators who precede them on the Order of Positions List are absent shall have the authority to hire, terminate, suspend, reassign, discipline, or demote any Big Bend Community College District 18 personnel (with the exception of the President or other Senior Administrators as defined herein) without prior approval of the Board of Trustees. This delegation of power does not include the ability to render decisions related to the granting or denial of tenure.

FURTHER, the Board of Trustees delegates the authority to negotiate with the faculty organization/union on its behalf to the President or his/her designee.

FURTHER, In the event a classified union or other employee union exists, the Board delegates the authority to negotiate with the union on its behalf to the President or his/her designee.

FURTHER, the Board expressly delegates to the President its authority to promulgate rules and regulations related to the following matters: rules related to the government, management, and operation of housing facilities; rules related to pedestrian and vehicular traffic on property owned, operated, or maintained by the District; rules and regulations for issues related to housing, scholarships, conduct at college facilities, and discipline; and rules and regulations not inconsistent with law or the rules and regulations of the State Board for Community and Technical Colleges.

FURTHER, the Board delegates to the President the authority to act as the sole authority to close the college or any part of the college in emergency situations and to take any action necessary to continue the program of the college, in a manner which protects the health and safety of students and staff.

FURTHER, all delegation of authority authorized in this Resolution shall be exercised in full accord with all applicable state and federal laws and regulations, all applicable Collective Bargaining Agreement Provisions, and all applicable College Policies and Procedures, and the Board's Policy Governance provisions.

This Resolution supersedes and replaces Resolution 2003-1 dated July 8, 2003, and any other inconsistent policies, and shall take effect on **April 14, 2009**.

ADOPTED at a meeting of the Board of Trustees of Community College District No. 18 held at Moses Lake, Washington, on July 8, 2003 with a quorum of such Trustees duly present after notice of such meeting was duly and regularly given as required by law.

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

Mike Blakely, Chair

ATTEST:

William C. Bonaudi, Secretary

- 1004.1** The Board of Trustees of Big Bend Community College has elected to define the role of the Board and its Chief Executive, the President of the college, through the use of Policy Governance. As part of Policy Governance, Policy BSL-1, the Board of Trustees has determined that the President will be accountable to the Board acting as a body and that the Board will instruct the President through written policies, delegating to the President the interpretation and implementation of those policies. As part of the Policy Governance, the Board of Trustees has provided policies which detail the Executive Limitations of the President.

Consistent with the Board's Policy Governance provisions, the Board of Trustees recognizes the need for enhanced flexibility in the administration of District 18 related to issues involving: resolution of personnel issues, faculty negotiations, promulgation of rules and regulations, and emergency response. The Board of Trustees further recognizes that RCW 28B.10.528 provides the Board with the authority to delegate any powers vested in or imposed on the governing Board by RCW 28B.50.140 to the President or his/her designee through the adoption of a resolution. As a result the Board hereby delegates the following authority to the President or Senior Administrator of District 18 as hereinafter defined. This delegation of authority is authorized by Board Resolution 2003-1, dated July 8, 2003, and effective July 8, 2003.

- 1004.2** The Board of Trustees hereby delegates to the President executive responsibility of administering the policies adopted by the Board of Trustees and executing all decisions of the Board of Trustees requiring administrative action.
- 1004.3** The Board expressly delegates the appointing authority in matters concerning all Big Bend Community College District 18 personnel to the President. This delegation does not include a delegation of powers related to the position of President and also excludes a delegation of powers related to decisions regarding approval or denial of faculty tenure. This delegation includes a delegation of authority to hire, terminate, suspend, reassign, discipline, or demote personnel without prior approval of the Board of Trustees.
- 1004.4** The Board delegates the appointing authority of the college to the persons occupying the following positions in the President's absence: Vice President of Instruction, Vice President of Administrative Services, and Vice President of Student Services (hereinafter collectively referred to as "Senior Administrators"). The appointing authority delegated to the Senior Administrators shall only be exercised if the following criterion are met:

First, the President must be absent. Absent means that the individual: 1) has taken formal medical, vacation, or personal leave; 2) is not available in person, by telephone, by pager or other reasonable means; and/or 3) has left prior written notice indicating an "absent" status.

Second, no one shall exercise any authority unless all Administrators preceding them on the Senior Administrators' Order of Positions List are also absent as previously defined.

1004.5 Senior Administrators' Order of Positions List:

- a) Vice President of Administrative Services
- b) Vice President of Instruction
- c) Vice President of Student Services

The Senior Administrators who are able to establish that the President and other Administrators who precede them on the Order of Positions List are absent shall have the authority to hire, terminate, suspend, reassign, discipline, or demote any Big Bend Community College District 18 personnel (with the exception of the President or other Senior Administrators as defined herein) without prior approval of the Board of Trustees. This delegation of power does not include the ability to render decisions related to the granting or denial of tenure.

- 1004.6** The Board delegates the authority to negotiate with the faculty organization/union on its behalf to the President or his/her designee.
- 1004.7** The Board expressly delegates to the President its authority to promulgate rules and regulations related to the following matters: rules related to the government, management, and operation of housing facilities; rules related to pedestrian and vehicular traffic on property owned, operated, or maintained by the District; rules and regulations for issues related to housing, scholarships, conduct at college facilities, and discipline; and rules and regulations not inconsistent with law or the rules and regulations of the State Board for Community and Technical Colleges.
- 1004.8** The Board delegates to the President the authority to act as the sole authority to close the college or any part of the college in emergency situations and to take any action necessary to continue the program of the college, in a manner which protects the health and safety of students and staff.
- 1004.9** All delegation of authority shall be exercised in full accord with all applicable state and federal laws and regulations, all applicable Collective Bargaining Agreement Provisions, all applicable College Policies and Procedures, and the Board's Policy Governance provisions.

(NOTE: This policy merges references to the board's delegation of authority in BP1001, BP3014, and AP3500 into one policy.)

1004.1 The Board of Trustees of Big Bend Community College has elected to define the role of the Board and its Chief Executive, the President of the college, through the use of Policy Governance. As part of Policy Governance, Policy BSL-1, the Board of Trustees has determined that the President will be accountable to the Board acting as a body and that the Board will instruct the President through written policies, delegating to the President the interpretation and implementation of those policies. As part of the Policy Governance, the Board of Trustees has provided policies which detail the Executive Limitations of the President.

Consistent with the Board's Policy Governance provisions, the Board of Trustees recognizes the need for enhanced flexibility in the administration of District 18 related to issues involving: resolution of personnel issues, faculty negotiations, promulgation of rules and regulations, and emergency response. The Board of Trustees further recognizes that RCW 28B.10.528 provides the Board with the authority to delegate any powers vested in or imposed on the governing Board by RCW 28B.50.140 to the President or his/her designee through the adoption of a resolution. As a result the Board hereby delegates the following authority to the President or Senior Administrator of District 18 as hereinafter defined. This delegation of authority is authorized by Board Resolution 2003-1, dated July 8, 2003, and effective July 8, 2003.

1004.2 The Board of Trustees hereby delegates to the President executive responsibility of administering the policies adopted by the Board of Trustees and executing all decisions of the Board of Trustees requiring administrative action.

1004.3 The Board expressly delegates the appointing authority in matters concerning all Big Bend Community College District 18 personnel to the President. This delegation does not include a delegation of powers related to the position of President and also excludes a delegation of powers related to decisions regarding approval or denial of faculty tenure. This delegation includes a delegation of authority to hire, terminate, suspend, reassign, discipline, or demote personnel without prior approval of the Board of Trustees.

1004.4 The Board delegates the appointing authority of the college to the persons occupying the following positions in the President's absence: Vice President of Instruction, Vice President of Administrative Services, and Vice President of Student Services (hereinafter collectively referred to as "Senior Administrators"). The appointing authority delegated to the Senior Administrators shall only be exercised if the following criterion are met:

First, the President must be absent. Absent means that the individual: 1) has taken formal medical, vacation, or personal leave; 2) is not available in person, by telephone, by pager or other reasonable means; and/or 3) has left prior written notice indicating an "absent" status.

Second, no one shall exercise any authority unless all Administrators preceding them on the Senior Administrators' Order of Positions List are also absent as previously defined.

1004.5 Senior Administrators' Order of Positions List:

- a) Vice President of Administrative Services
- b) Vice President of Instruction
- c) Vice President of Student Services
- d) Vice President of Human Resources and Labor**

The Senior Administrators who are able to establish that the President and other Administrators who precede them on the Order of Positions List are absent shall have the authority to hire, terminate, suspend, reassign, discipline, or demote any Big Bend Community College District 18 personnel (with the exception of the President or other Senior Administrators as defined herein) without prior approval of the Board of Trustees. This delegation of power does not include the ability to render decisions related to the granting or denial of tenure.

- 1004.6** The Board delegates the authority to negotiate with the faculty organization/union **and any other employee union** on its behalf to the President or his/her designee.
- 1004.7** The Board expressly delegates to the President its authority to promulgate rules and regulations related to the following matters: rules related to the government, management, and operation of housing facilities; rules related to pedestrian and vehicular traffic on property owned, operated, or maintained by the District; rules and regulations for issues related to housing, scholarships, conduct at college facilities, and discipline; and rules and regulations not inconsistent with law or the rules and regulations of the State Board for Community and Technical Colleges.
- 1004.8** The Board delegates to the President the authority to act as the sole authority to close the college or any part of the college in emergency situations and to take any action necessary to continue the program of the college, in a manner which protects the health and safety of students and staff.
- 1004.9** All delegation of authority shall be exercised in full accord with all applicable state and federal laws and regulations, all applicable Collective Bargaining Agreement Provisions, all applicable College Policies and Procedures, and the Board's Policy Governance provisions.

(NOTE: This policy merges references to the board's delegation of authority in BP1001, BP3014, and AP3500 into one policy.)

BIG BEND COMMUNITY COLLEGE

Date: 4/14/09

ITEM #9: Joint Quincy School Board Meeting (for action)

BACKGROUND:

This will give Trustees an opportunity to share their impressions of the joint Quincy School Board meeting held on the BBCC campus Thursday, March 19, 2009.

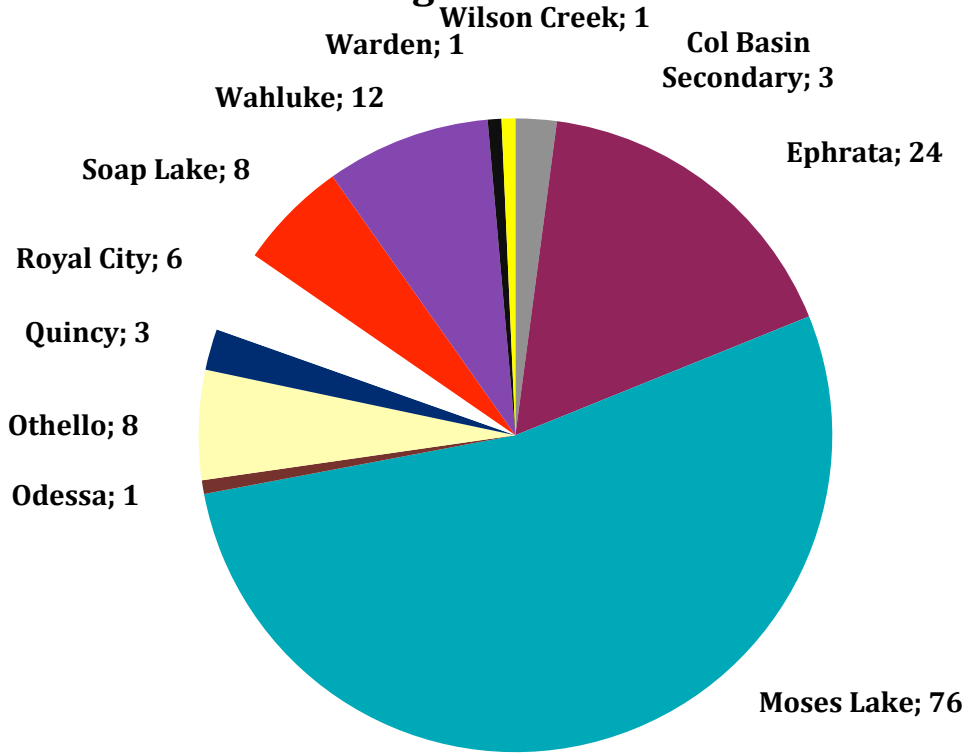
Prepared the President's Office.

RECOMMENDATION:

None

The following chart was prepared at the request of Mr. Rod Luce, Counselor, from the Quincy School District.

Big Bend Community College School District Running Start Head Count 2007-08



BIG BEND COMMUNITY COLLEGE

Date: 4/14/09

ITEM #10: Assessment of Board Activity/Retreat (for action)

Northwest Association of Colleges and Universities Standard 6.B Governing Board

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: 4/14/09

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

BACKGROUND:

The next regularly scheduled Board meeting is Tuesday, May 19, 2009 at 1:30 p.m.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 4/14/09

ITEM #12: Misc. (for information)

BACKGROUND:

CWU President, Dr. Jim Gaudino will be on campus the evening of April 28, 2009.

The Spring TACTC Conference will be held at Everett Community College May 14-15, 2009.

The BBCC Foundation's largest fundraiser, Cellarbration! will be held May 16, 2009, in the Mastro Conference Center.

The 2009 ACCT Governance Leadership Institute for New Trustees will be held in Washington, D.C. June 12-14, 2009.

The 2009 ACCT Leadership Congress will be held in San Francisco, California, October 7-10, 2009.

This is a reminder that per Board Staff Linkage 4 Monitoring President Performance in Policy Governance- "Each June the board will conduct a formal evaluation of the President."

Prepared by the President's Office.

RECOMMENDATION:

None.