



Big Bend Community College

Board of Trustees

REGULAR BOARD MEETING

1:30 P.M.

Tuesday, September 12, 2006

HARDIN COMMUNITY ROOM

ATEC ROOM 1837

Community College District No. 18

7662 Chanute Street N.E.
Moses Lake, WA 98837

Fall 2006 Events

September	17	Residence Hall check-in, 10 a.m. – 5 p.m.
		Residence Hall Orientation, 6-7 p.m.
	18	Classes begin
	18-22	Open Registration, 7 a.m. – 7:30 p.m.
	21	ASB Back to School BBQ, \$2, 4-6 p.m., ATEC Plaza
		Students vs. Faculty/Staff softball game, 6 p.m., softball field
	22	Last day to add a class
	29	Volleyball vs. Walla Walla CC, 6 p.m.
October	2	ASB Programmer applications due, 4:30 p.m.
	6	Last day to drop a class and receive a refund
	10	ASB Burger Fest, \$2, 11:15 a.m. – 1:30 p.m., ATEC
	11	Volleyball vs. Treasure Valley CC, 6 p.m.
	20	CB Allied Arts “American Cowboy Review,” 7:30 p.m., Wallenstien Theater
	25	ASB Auditions for talent show, 4 p.m., 1400 Auditorium
		Volleyball vs. Blue Mountain CC, 6 p.m.
	26	ASB Halloween Dance, \$2, 9 p.m. – midnight, 1400 Auditorium
	27	Volleyball vs. Yakima Valley CC, 6 p.m.
November	2	ASB Talent Show, 7 p.m., 1400 Auditorium
		Applications for fall quarter graduation due
	7	ASB Blood Drive, 10 a.m. – 3 p.m.
	8	Volleyball vs. CC of Spokane, 6 p.m.
	9	ASB Bowling Night, 9:30 – midnight at Lake Bowl
	10	Veteran’s Day Holiday, no classes, offices closed
	13-16	Winter Quarter registration
	14	ASB Stir Fry Fest, \$2, 11:15 a.m. – 1:30 p.m., ATEC
	17-19	Men’s basketball games, Tip Off Classic
	21	Last day to drop a class
	22-24	Thanksgiving Holiday, no classes, offices closed
	30	Fall Quarter instruction ends
December	4-6	Final Exams, BBCC Bookstore Buyback
	4	ASB Free Massages & Pool, 1400 Activities Office
		Library Camp Out, 8 p.m.
	6	Residence Halls close, 5 p.m.
	8-9	Men’s and Women’s Basketball Big Bend Classic
	8	CB Allied Arts “Trent Arterberry: Man in Motion” 7 p.m., Wallenstien Theater



Big Bend
Community College

**COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE**
7662 Chanute Street
Moses Lake, Washington 98837
Regular Board Meeting Agenda
Tuesday, September 12, 1:30 pm
Hardin Community Room – ATEC Room 1837

	Action		Tab #
Governing Board Members: <i>Cecilia DeLuna-Gaeta, Chair</i> <i>Katherine Kenison, Vice Chair</i> <i>Bob Holloway</i> <i>Mike Blakely</i> <i>Felix Ramon</i> <i>Dr. Bill Bonaudi, President</i>	A	1. Call to Order/Roll Call	
	A	2. Introductions	
	A	3. Consent Agenda	3
		a. Approval of Regular Mtg Minutes – 7/11/06 (A)	
		Approval of Study Session Notes – 8/14/06 (A)	
		Approval of Special Meeting Minutes – 8/14/06 (A)	
		b. Assessment Update (I)	
		c. Accreditation Report (I)	
		d. Capital Project Report (I)	
		e. Enrollment Report (I)	
		f. Donation Report (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)	4	
	a. ASB Representative – Derek Miller, President		
	b. Classified Staff Representative – Marla Stephens		
	c. Faculty Representative – Mike O’Konek, Faculty Assn. President		
	d. VP Administrative Services – Ken Turner		
	e. VP Instruction/Student Services – Dr. Mike Lang		
I	5. Exceptional Faculty Award Report- Diane Russo, Pat Patterson, Rie Palkovic	5	
I	6. Proprietary Budget Update	6	
I/A	7. Board Retreat- Review/Approval of Policy Governance Articles Board Evaluation Board Goals 2006-2007	7	
	-----BREAK-----		
I	8. Assessment of Board Activity Report - Board	8	
A	9. Next Regularly Scheduled Board Meeting - Board	9	
I	10. Misc.	10	
A	11. Adjournment	11	

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 – October 24, 2006, 1:30 PM

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: 9/12/06

ITEM #3: CONSENT AGENDA (for action)

- a. Regular Board Meeting – July 11, 2006
Study Session Notes- August 14, 2006
Special Board Meeting – August 14, 2006

BACKGROUND:

Minutes of the Regular Board meeting held on July 11, 2006, Special Board Meeting and Study Session held on August 14, 2006, at Big Bend Community College are attached for review.

RECOMMENDATIONS:

President Bonaudi recommends the Board of Trustees approve the minutes of the July 11, 2006, Regular Board Meeting and the August 14, 2006, Special Board Meeting and Study Session as noted with any corrections, additions or deletions as stated.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting on Tuesday, July, 11, 2006, in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Chair Felix Ramon called the meeting to order at 1:30 p.m.

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

2. Introductions.

Clyde Rasmussen was introduced as the new Dean of Technical and Professional Education. Margie Lane introduced Marla Stephens. Marla will be the Classified Staff Representative beginning at the next meeting for a two year term.

Felix Ramon asked to act on agenda Item #9 Board Officer Elections next. Per the rotation matrix Cecilia DeLuna-Gaeta will move into the Chair position and Katherine Kenison will move into the Vice Chair position.

Motion 06-28 Mike Blakely moved Cecilia DeLuna-Gaeta move into the chair position and Katherine Kenison move into the Vice Chair position. Bob Holloway seconded the motion and the motion carried.

Mr. Ramon and Ms. Gaeta-DeLuna switched seats and Ms. Gaeta-DeLuna officially assumed the role of Chair.

3. Consent Agenda

a) Approval of Minutes for the regular Board meeting of May 23, 2006 and the special Board meeting June 22, 2006 (A); b) Assessment Update (I); c) Accreditation Report (I); d) Capital Project Report (I); e) Enrollment Report (I); f) Donation Report (A); g) Personnel Report (I); h) Spending Authority (A); i) Direct Transfer Agreement/Major Related Program degrees (A)

MOTION 06-29: Mike Blakely moved to approve the Consent Agenda as presented. Felix Ramon seconded the motion, and the motion carried.

4. Remarks

Public Comment – none

a. ASB advisor Kim Jackson announced that Derrick Miller is the new ASB President for 2006-2007. Derrick was not available for this meeting; Ms. Jackson presented the ASB information. Mike Blakely asked Ms. Jackson to prepare and distribute a list of the ASB activities in the past year. While Ms. Jackson distributed the activity list, she highlighted the fact that 4200 attendees (duplicated headcount) have been served at ASB events in the past year. Mr. Blakely thanked Ms. Jackson for compiling the ASB event information and commended her for her role in the activity calendar. He went on to state the ASB

activities make BBCC unique. Ms. Jackson stated that the ASB group has learned from the attendance numbers. The highest attended activities involved food. She also stated next year they will schedule more events during the day to make them more convenient for students. The ASB retreat is scheduled for July 31st through August 2nd in Leavenworth.

- b. Margie Lane, Classified Staff Representative, informed the Board of several training opportunities;
- Kim Helvy, Payroll, Incident Command System Training
 - Carolyn Riddle and Tim Fuhrman, Library, End User training for cataloguing software
 - Taisa Timofeyev, Opportunity Center, Building a 21st Century Workforce System
 - Kamela Bishop, Technology, Microsoft SharePoint SLK Briefing
 - Teresa Gomez-Aguilar, Opportunity Center, Positive Guidance Training
 - Ana Ellsworth, WorkFirst Program, Partner for Successful Re-Entry, One-Stop Conference, In-Service Training

Ms. Lane also described the three recent classified staff internal transfers:

Jonie Walker – from the Foundation/Payroll to Financial Aid

Geralyn Topalanchik – from the Assistant to the Dean of Arts/Sciences to Aviation

Traci Bartleson – from Program Asst. in Admissions/Registration to Assistant to the Dean of Education, Health & Language Skills

There have also been three newly hired classified staff:

Jennifer Semanko – Fiscal Tech for Accounts/Receivables in the Business office, replacing Barb Baskin who is continuing her education in Nursing

Michele Williamson – Assistant to the Dean of Arts/Sciences, replacing Geralyn

Ruth Coffin – Program Asst. in Admissions/Registration, replacing Traci.

- c. Mike O’Konek, Faculty Association President, reported several items. John Carpenter, English Instructor, recently underwent three way heart bypass surgery. He is resting at home and anxious to return to work. John Swedburg facilitated the 2nd annual Aviation summer camp. Mr. O’Konek will serve another term as Faculty Association President.
- d. Ken Turner, VP Administrative Services, reported the book store expansion is coming along well. He also reported the 1500 building and new computer center is on schedule. Mr. Turner, Ms. Garrett and Dr. Lang recently visit Denison, Iowa to discuss and learn from the partnership between Western Iowa Technical College and the local Job Corps. Follow up information sharing is yielding good ideas that may be applied with our local Job Corps. BBCC currently has a good working relationship with Job Corps and we hope to deepen that relationship.
- e. Mike Lang, VP Instruction /Student Services concurred with Ken Turner’s report.

5. Additional Waivers for Needy Students -

Statewide discussion on this topic began last spring after the legislative session adjourned. The Washington Community and Technical Colleges’ Presidents discussed the option of setting aside 2% of the 5% increase in tuition for needy student support. The State Board agreed with the Presidents’ plan. Dr. Bonaudi stated if BBCC meets the enrollment target this 2% piece will equal approximately \$24,000 to be added to need based financial aid. Dr. Bonaudi went on to say he was proposing this option to the Board for approval to set this 2% of the 5% tuition increase

for needy students with implementation in the Fall Quarter. Mr. Ramon asked if the \$24,000 would be in addition to \$110,000 already set aside. Dr. Bonaudi responded affirmatively. Mr. Blakely asked about the criteria students need to meet to access this money. Candy Lacher, Dean of Enrollment stated the criteria are the same as now. If estimated family contributions puts a student in the pool to receive state or federal aid they would be eligible for this money too. Dr. Lang stated he's unsure if this will attract or serve more students but eligible needy students may receive more financial aid which would reduce their loans amounts. Mr. Turner stated the criteria are based on family income and not just the student. He has asked the state board for clarification as it is a very complicated rating system through the financial aid program. The criteria follows federal guidelines, there are no new procedures.

MOTION 06-30: Felix Ramon moved that beginning fall quarter 2006, 40% of the 5% (which equals a set aside of 2% of the tuition increase) tuition increase revenue for 2006-2007 be used to provide tuition waivers for needy students. Mike Blakely seconded the motion, and the motion carried.

Dr. Bonaudi stated he will provide information on the dollar amount generated from this and how it impacts existing or new students. There are students who qualify for financial aid but do not show up to class. One reason for this may be lack of additional resources. Mr. Ramon suggested someone from BBCC contact each of these no show students to encourage their attendance with information about this additional funding.

6. Ends Statement Monitoring Report E-1 Mission

President Bonaudi stated this is the end of the 4th complete cycle of monitoring reports. This report focuses on Ends statements and the mission. President Bonaudi described this report as comprehensive without being prescriptive. All executive summaries of prior monitoring reports for this year are synthesized into this final report. Not all specific activities accomplished support all six components of the mission but many show significant overlap. The activities do therefore, reflect the components of the college mission. All shaded material is new information. Each of the previous ends statement reports have been tabbed behind the summary document. President Bonaudi emphasized the importance of connecting the ends statement reports to the mission. The Academic Master Plan (AMP) is a more strategic planning document; it provides guidance and impetus, to follow the guidance of the Ends Statements.

Vice President Mike Lang described the AMP. The Academic Master Plan is the core of the planning and assessment efforts at BBCC and has been developed from input by the Academic Master Planning Committee, BBCC Administrative Staff and members of the Board of Trustees. Mr. Lang discussed the background of the AMP and the ends statement reports. Using a form of John Carvers' Policy Governance as their operations model, the Board developed Ends Statements during several study sessions where they reviewed the College Mission Statement and the Community and Technical College's mission as established in the CTC's enabling legislation. Therefore, the Board's Ends Statements focus on mission priorities. These statements have become the focus for the goals and strategies identified in the Academic Master Plan by the AMP planning committee, college administrators, and the Board of Trustees.

The first Ends Statement is the Mission of the College, the goals, and the characteristics of the institution. The performance indicators for this Ends statement include state performance indicators, % of institutional effort, correlation of budget allocation with the mission, and the monitoring of each of the other Ends Statements.

Vice President Lang went on to discuss the history of the process. Initially the Academic Master Planning Committee met several times to review the Mission Statement and the Board Ends Statements. They then focused on the Ends Statements to identified goals and objectives. The Plan is reviewed each year by the AMP Planning Committee, usually in the spring. The last meeting was held on April 24, 2006. Comments and suggestions from the committee are usually shared with the President's Cabinet during a summer retreat or at one of their bi-monthly meetings. The plan is intended to be updated every two years. We are planning to review the plan at our retreat this summer. The last revision to the plan was spring 2004.

President Bonaudi expounded on this by stating the AMP is a strategic plan that looks five years into the future. This will be a topic at the Board/Admin Retreat. As positive as our monitoring reports have been, there are always areas for improvements and discussions to formulate action plans with district wide support. It is important to continually ask how effectively we deliver services and resources. For example, we have many existing partnerships that we need to mature with increased involvement. President Bonaudi explained that Genie Industries is a good example of a collaborative training process. Genie Industries wants to take a leadership role and we will interface with six businesses through them. Student achievement is strong with college bound and support services. Title 5 focuses on success and Achieving the Dream focuses on taking successful practices to spread across the campus to all students. Climate is good but we need to make more people aware of us. It is encouraging that more non-student community members are using the library. Cultural enrichment is improving and we are defining the terms better; there is an increased level of formal training including diversity training. President Bonaudi highlighted the chart on page 4 of the Monitoring Statement. Almost all of our resources and efforts are devoted to our mission. We are accountable to monitor our activities.

Access: Accessing child care center connects across all aspects of the mission; child care is a fundamental need like housing and food.

Partnerships: The report shows cooperation increasing between BBCC and baccalaureate institutions. We are looking at more interest from WSU this year. Administrators from WSU are scheduled to be on campus and we are anticipating the MBA program from Tri-Cities (WSU) being on campus.

Achievement: This is another area in which are performing well. We are proud of students and the work faculty does. We have students on the All Washington Academic Team, and the employment rate of BBCC graduates from technical programs is excellent even though Grant County is still a depressed county. BBCC is assisting students' growth into productive tax paying citizens. Many folks attending basic skills instruction are 1st generation. President Bonaudi stated a highlight of our uniqueness is our staff, they are a real asset. He went on to say the more we can make people feel comfortable talking to staff on campus and off the better.

Cultural enrichment: We are improving in this area. We were not doing poorly before but we are gaining richer information, mostly attitudinal and participatory issues. Examples were cited from the report; page 25 students were asked about experiences working with diverse people and culturally different people on campus. The positive responses were in the lower 80%'s.

This summary is the capstone of the year's worth of reports. We completed many activities in order to meet vision and direction the Board has set. President Bonaudi stated the administration is open to modification in the processes and to answer questions. Mr. Ramon stated this is the 4th year in this process. It has been consistently refined and improved, not only the reports but the activities too. He reported he was very happy with the process and the way the activities are monitored and reviewed so BBCC can continue to improve in service delivery to students including financial aid. He went on to state he is proud of increased services. Mr. Blakely asked

Mr. Ramon about the growth he has seen in the past few years. Mr. Ramon responded that every year he sees more reports and processes and realizes how important these new strategies are to the college. He stated he is very happy we are using the monitoring statements. Mr. Blakely stated he is very pleased and he sees reasons to be very proud. He also stated we need to reach the public. Mr. Blakely commended Dr. Bonaudi for empowering staff to go out to the public. Mr. Blakely encouraged President Bonaudi to consider asking faculty go out to high schools to distribute information and presentations to the students. The information needs to be more public. Ms. DeLuna Gaeta stated she appreciates the report that was presented and it illustrates a lot of improvement.

President Bonaudi responded that the reports can be seen as self serving as they are generally positive. However we need to raise our targets and increase student participation and achievement from all parts of the district to improve in the rate of improvements and/or number of students.

MOTION 06-31: Katherine Kenison moved to accept the E-1 Mission Statement Monitoring report as presented. Mike Blakely seconded the motion, and the motion carried.

7. **Sarbanes-Oxley Act**

President Bonaudi asked BBCC Director of Business Services, Gail Hamburg, to prepare a brief presentation to accompany the written information she provided for the agenda. Ms. Hamburg stated BBCC had not given it much attention because the act was aimed at private industry vs. public institutions. We are researching this topic and being anticipatory and proactive. This act opens the door for heightened scrutiny. Many sections do not apply to public institutions and we are currently meeting the requirements of most of the sections that do apply to us. Section 404 of the Sarbanes-Oxley act regarding internal controls, assessing, and completing an annual report requires our attention. Implementing Section 404 is a lot of work.

Mr. Ramon took initiative to bring this Act to our attention following a training present by the Association of Community College Trustees (ACCT) regarding the financial aspects of the Act. A couple of colleges in our states had some financial difficulties due to lack of monitoring and they almost went bankrupt. This is not a problem here but Trustee Ramon thought we should bring this up to the Board to discuss. The President and his staff have gone beyond just a review and they have suggested a policy. Mr. Ramon commended Vice President Turner and Director Hamburg for taking this initiative. Mr. Blakely stated BBCC has done well in state audits we already have a control system because we have a Vice President overseeing the business office. President Bonaudi anticipates accreditation agencies and the state will impose some form of the Sarbanes-Oxley Act.

The business office serves as the nucleus for training people to monitor effectiveness of the college. Who is the internal control of the business office? Dr. Bonaudi stated he plans to talk to sister institutions to see where they are in the process and perhaps form a consortium to review each other's internal processes. This is an opportunity to establish an internal policy that complies with future accreditation and state policies. We may need to modify it a bit to meet state law in the future. A Performance Audit Initiative passed this year and although Education folks did not think it would impact us, it is already in K12 and will soon be in Higher Education. This may result in another audit in the future. Mr. Blakely stated this might be a golden opportunity to have qualified citizens become involved in committee i.e. a CPA, or banker, etc. Vice President Turner stated BBCC already participates in one interagency performance audit with risk management. During an extensive survey we were rated to determine how mature we

are in managing risk. Our result showed we are mature in this area. The survey process is being refined. If we lose our exemption from performance audits this “mature” result may be useful to us.

MOTION 06-32: Katherine Kenison moved to approve the proposed Board policy 6000.3 Internal Control which reads as follows: The President is expected to establish a formal process of internal control for the college. The internal control structure must be consistent with the laws and regulations of the State of Washington. Mike Blakely seconded the motion, and the motion carried.

Ms. DeLuna-Gaeta recessed the meeting for an eight minute break from 2:40 to 2:48.

8. Board Retreat

President Bonaudi stated guidance from the last combined Board/Admin retreat was very valuable. Another combined retreat has been scheduled for September 7th. This will allow the Board to discuss issues and then the administrative staff will join the Board for further discussion. A draft agenda was presented. Board members may suggest additional topics anytime prior to August 30th. This will give adequate time for preparation. Please submit revision requests through President Bonaudi, Director of Institutional Research & Planning, Valerie Kirkwood or the President’s Executive Assistant, Melinda Dourte. This was not an action item.

9. Board Officer Elections

This item was discussed out of order earlier in the meeting.

10. Assessment of Board Activity

Trustee Ramon reported he was on campus for several activities; Commencement, IBEST graduation, GED graduation, JATP opening ceremony, TEC Committee dinner and several meetings.

Trustee Holloway reported that he attended the Commencement, IBEST graduation, GED graduation, JATP opening ceremony, and the TEC Committee dinner.

Trustee Blakely stated he attend the Commencement, GED graduation, and the TEC Committee dinner. He also attended the State Sheep Producers Committee meeting off campus and recommended the ATEC for their 2007 convention. He also invited Curt Morris from the Port District to accompany him to the Quarterly EDC luncheon in the ATEC.

Trustee DeLuna-Gaeta reported she attended Commencement, and the GED graduation. She also attended the Government Leadership Institute in Washington, D.C. with President Bonaudi and Director of Institutional Research and Planning, Valerie Kirkwood. She has lots of good information she would like to share at the retreat including an attitude survey. She discovered that according to Robert’s Rules of Order our small Board of Trustees does not have to second motions and the chairman can also make motions.

Trustee Kenison Katherine reported she attend Commencement, President Bonaudi’s State of the College address, Nursing Graduation, ASB Aquatic Center event, and last week she spoke with Grant County Commissioner candidate Mr. Briggs about the college.

11. **Next Regularly Scheduled Board Meeting**

The next regularly scheduled Board meeting is scheduled on August 1, 2006. President Bonaudi stated the Board will often cancel that meeting. This is the time of year when BBCC is closing out the 05-06 budget and preparing the budget for the next year. President Bonaudi suggested cancelling the August 1, 2006 meeting and setting a Special Meeting on August 15, 2006 to discuss and approve the budget preceded by a morning study session. Vice President Turner and Director Hamburg will be available to answer questions during the study session. Mr. Holloway moved that the August 1, 2006, meeting be cancelled and a Special Meeting be scheduled on August 15, 2006. He then withdrew his motion because Katherine Kenison was not available. Katherine Kenison stated she may miss the meeting. Mr. Blakely suggested she might find an ITV location at a Library or Community College near the area she is visiting at that time.

MOTION 06-33: Trustee Bob Holloway moved to cancel the next Regular Board scheduled on August 1, 2006, at 1:30 p.m. in the Hardin Community Room of the ATEC Building and schedule a Special Board Meeting on Monday, August 14, 2006, at 1:30 pm preceded by a Study Session from 10:00 to 12:00 that same morning. Trustee Mike Blakely seconded the motion. The motion carried.

Trustee Katherine Kenison asked if another Trustee was available to attend the Legislative Steering Committee Meeting on August 1, 2006, 9:30 am at the Tacoma World Trade Center. Trustee DeLuna-Gaeta stated she may be available, Trustee Blakely stated if Ms. DeLuna-Gaeta was not available he may be able to attend.

12. **Miscellaneous**

President Bonaudi stated he presented the Grant County Commissioners' with information regarding ATEC. It was very well received, the Commissioners are very supportive, and believe their financial pledge is an investment in the county's economic development. He presented the group with a list of the meetings that are being held in the ATEC as well as an audio/visual CD demonstration.

Foundation Director Doug Sly discussed the proposed rezoning of the land bank. The land bank is the area on the outside of the parkway that is owned by BBCC. Mr. Sly would like to petition the county to change the land use from public facilities to urban commercial. The 13 acre parcel which was the old site of Head Start is to be changed to urban light industrial. This property is in Grant County and also in the urban growth area of Moses Lake. This request can only be submitted once per year (end of July) and may be approved by January. Mr. Sly personally met with surrounding property owners and they see logic in the rezoning and agree. There was one question about using it for education. Rezoning it does not preclude it from being used for education; it broadens the possibilities for usage. The Moses Lake school district has rezoned some of their property, a project very similar to this. It went through the City Planning Commission and City Council. The land bank property is already developed with curbs, sidewalks, roads, water and elect. This may be good for potential partnerships. The rezoning does not limit the property, it increases flexibility and offers opportunity to collaborate with partners. There could be a productive lease arrangement. The revenue stream could be set aside like the European dollars.

Trustee Ramon stated this would be very compatible with several potential partners; motel (hospitality industry), commercial child care, etc. Trustee Bob Holloway stated this has good potential for growth. President Bonaudi stated the only service not fully developed on the

property is natural gas. Natural gas providers will install it if we will pay for the natural gas installation. We can't seem to meet threshold of multiple partner use to get the Cascade Natural Gas to install it at their cost.

There are no specific projects planned at this time. This is for the future, to assure a revenue stream to the college for the betterment of our students. Mr. Sly stated it will not need to be surveyed, the existing road system can serve as boundaries. The College is currently on a 155 acre piece of land. Trustee Kenison is pleased to see BBCC moving forward under the Growth Management Act. She stated approval by January is very optimistic. She requested the Trustees be kept apprised of meetings and perhaps the Trustees could also attend the hearings, with both the county and city.

President Bonaudi reminded the Trustees about the Quarterly Economic Development Council luncheon to be held in ATEC on Thursday, July 13, 2006. Michael Manos from Microsoft will be the speaker.

President Bonaudi described the Technology, Energy and Communication Joint Committee dinner that was held in the ATEC on June 22, 2006. Several state legislators were on campus. Senator Shirley Hankins from Richland was present and offered good advice. The legislators now have a frame of reference for Moses Lake. President Bonaudi had the opportunity to share the story of the ATEC building. Trustee Blakely attended the dinner and he stated the group was impressed and President Bonaudi was an excellent host. Trustee Felix Ramon also stated he heard positive remarks regarding the quality of the dinner.

13. Adjournment

MOTION 06-34: Trustee Felix Ramon moved to adjourn the meeting at 3:27 pm. The motion carried.

The meeting adjourned at 3:27 pm.

Cecilia DeLuna Gaeta, Chair

ATTEST:

William C. Bonaudi, Secretary

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

August 14, 2006
9:00 a.m.

PRESENT: Mike Blakely
Cecilia DeLuna-Gaeta
Bob Holloway
Felix Ramon

ABSENT: Katherine Kenison

1. 2006-07 Operating Budget Review

President Bonaudi opened the meeting by noting that each year the budget includes ambitious plans and this year is no exception. This budget anticipates that BBCC will reach or exceed enrollment goals. In the past two years enrollment has flattened requiring consideration of structural changes. Vice President Ken Turner is always conservative and there are no excess funds to spend however, we have noted some positive trends. President Bonaudi stated the budget document has expenditure projections that coincide with project objectives. During this study session the administrative team will answer questions about the budget. VP Turner and Director of Business Services Gail Hamburg will present the budget and administrative staff present will provide details if needed.

VP Turner stated in the past he has asked Director Hamburg to explain the budget document page by page and then he provides additional information at the end. The Trustees indicated this has worked well in the past and they would like to continue in the same format.

Director Hamburg began by stating the budget process has not changed as detailed in page 1. BBCC receives the initial allocation from SBCTC calculated on the General Fund State base budget with new operating funds, one-time and variable funding and earmarked programs added and cost reductions taken out. Tuition and local revenues are added to the General Fund State (GFS) budget based on revenue forecasts.

The new items noted on page 2 include an increase due to BBCC's achievement of 99% of the annual enrollment goal. There is a reduction due to the SmartBuy Program, it has been prorated across all state budgets, even though higher education already had a purchasing efficiency program in place. There are also varying COLA increases to classified staff, administrative/exempt staff and faculty as well as faculty salary increases.

The Total 2007 Stated funded Operating budget of \$13,244,707 includes the 2007 Initial GFS Operating Allocation of \$8,717,073 combined with carryover, indirect cost recovery, running start funds, ABE/ELS grants and growth enrollment funding (due to achievement of 99% of our 2005-06 FTE target) and 2.5% reserve funding.

Director Hamburg went on to discuss funding adjustments used to build the 2007 Initial GFS Operating allocation. Varying COLA amounts were approved by the legislature for classified staff, admin/exempt staff and faculty. Faculty are also receiving legislatively approved increment increases. For the past two years BBCC has fallen short of the 54 allocated FTE's in the dislocated worker retraining program. As a result our allocation has been reduced by 10 FTE's which equals \$46,110. BBCC is working closely with Albert Garza, the new Worksource Manager, to insure we do not miss any of those potential students. Trustee Mike Blakely asked if we could get those FTE's back. VP Turner stated if we increase our student numbers in this area, we could compete for those dollars again next year. President Bonaudi stated the employment market has been pretty good and has affected our worker training programs. President Bonaudi stated we are using more carryover dollars than we have in the past, We are not forecasting this part of budget, we are using our rollover. Mike Blakely anticipates new training opportunities coming up due to the economic developments in our area.

Running start FTE's were up by 51 in fiscal year 2006. Trustee Felix Ramon asked why there was a jump in this area? Director Hamburg stated this jump is due to reserves from last year and the formula used to forecast the enrollment. Two quarters are stacked and then the 3rd quarter is forecasted from that data. We spend these funds as we receive them. A portion of this increase is a fund balance that is rolling into this year. Trustee Ramon stated we should not spend more than what is sustainable over time, as this funding can fluctuate.

VP Turner explained that the red \$343,811 M & O total is a transfer to capital, not an over expenditure. The M&O department has been working on capital projects like the book store and the 1500 building.

VP Turner went on to explain that BBCC had planned to make the Certificate of Participation (COP) payment out of interest earnings from the enterprise fund. The interest rates did not yield the entire amount. Trustee Ramon asked about the interest rates. Director Hamburg responded that the interest rates have risen each month this year, it looks promising that the funding for the payment will be there next year. She will explain more about the interest rates at the next regular board meeting when the proprietary budget is presented. President Bonaudi stated page 8 of the budget document provides a very detailed explanation of where all of our reserves are. The Board has directed the European dollars to be used as capital which makes it possible to use that funding for the COP payment which supports ATEC.

Director Hamburg stated the expenditures by program (\$6,696,480 Instruction, \$344,310 Academic Admin, \$469,411 Library, \$1,371,606 Student Services, \$2,364,905 Admin, \$1,997,995 M & O) are consistent with system averages reported by the State Board.

The program allocation worksheet shows consistent use of funding dollars for the past four years.

Kara Garrett, Dean of Education, Health, and Language Skills, described the grant initiatives.

- The Washington Sparks grant will assist with our grant coordination and to minimize gaps in the continuum.
- The Opportunity Grant will fund \$399,000 per year for four years with 90% going directly to students. We were one of only ten Opportunity Grant recipients in Washington State.
- The High Demand Grant will fund the expanded welding program and we will be notified very soon if SBCTC will fund 13 permanent FTE's (\$9000 each).
- The Workforce Development/Rural Development Grant will fund the medical assistant program. Community feedback indicates strong support for the medical assistant program. We plan to hire a coordinator and build the curriculum for this program.
- The Achieving the Dream (AtD) grant requires BBCC to examine how we serve students. This first year includes a \$50,000 planning grant. If our grant proposal is aligned with AtD requirements we will receive \$100,000 each year for the next four years to implement our proposal.

Trustee Mike Blakely asked if the travel amount budgeted in each program was adequate. President Bonaudi responded that the money may be transferred to different accounts within the same category when necessary. The State Board has emphasized the need for more video conferences. Trustee Blakely stated he feels it is important to be represented in the "hinterlands." Director Hamburg stated the travel budget was increased this year to make allowance for increased fuel costs.

VP Turner stated BBCC is taking steps to make the co-located Worksource position more effective. Worksource proposed that we pick up the salary for the position. The college determined having our own part time employee facilitating placements and career development for students would be more efficient. President Bonaudi stated this is a concrete example of moving resources to sustain services. The decrease in worker retraining also affected this. President Bonaudi also stated that another \$24,000 could be added to this part of the budget due to tuition increase set aside.

VP Turner reported on the recent visit by staff from WSU. The group discussed a potential partnership between WSU and BBCC including online offerings, and WSU staff support on our campus. They recognize online classes coupled with staff support lead to high success for students. WSU is interested in bringing their on-line MBA program to the BBCC campus.

VP Turner also reported that in order to market more effectively in Quincy our billboard has been moved from Othello to Quincy. We are using the same vinyl as a cost saving measure. Trustee Mike Blakely asked about the cost. The monthly cost is \$300. We were just ahead of other businesses attempting to purchase this billboard space.

Increased energy costs impacted the Maintenance & Operations (M&O) budget significantly this year, reported VP Turner. The M&O budget represents 15% of the total

budget. The top expenditure is utilities and there may be a need to transfer more money into this portion of the budget. VP Turner met with M&O staff to discuss the upcoming year. They receive a lot of remodel requests however, this will be a year of maintenance for them rather than remodeling. The theatre project will be completed the end of September.

While reviewing the expenses for each program Director Hamburg noted that as expected, the highest expenses (79%) are salary and benefits. This is in line with school district budgets. This was a good legislative year for salaries.

Director Hamburg also noted that not all of the anticipated state money has been incorporated into this budget.

VP Turner explained the source of operation funds pie charts on page 9 in further detail. The recovery portion which is 14% for 2006-2007 refers to expenses recovered from grants and other sources. For example 35% is from running start, interest earnings from grants and extra tuition. This assumes there will be no problems collecting the budgeted tuition and that there will be no big budget cuts. The state portion (66%) of the pie chart is accurate and solid.

VP Turner printed two charts to illustrate the trends that were apparent. The bottom chart shows how enrollments have declined for the past couple of years. The top chart shows how the tuition budgeted has continued to increase compared to the decline in local funds. We are becoming less conservative about our enrollments. The recovery money is beginning to dip. Dean of Enrollment, Candy Lacher, provided some good news, enrollment was up about 10 annualized FTE's for the 2006 summer quarter. VP Turner stated this shows that our initiatives and investment in marketing is beginning to come back to us.

There are more trends that will be presented during the presentation of the proprietary budget at the next regular Board meeting (9/12/06). There is a carry over of up to \$700,000 each year. VP Turner proposed to develop a plan and present it at the next Board meeting along with the proprietary budget. President Bonaudi stated this is very conservative and the new initiatives which will address recruitment and retention are not included in this new budget. He went on to state that BBCC has had some very good years, and it is easy to see the close correlation between budget and enrollment. We have several great initiatives which will be helpful. Achieving the Dream (AtD) is about retaining the students we have which counts in the funding and helps the college just as much as recruiting new students. Trustee Felix Ramon stated we don't want to create any programs that can't be sustained. He also mentioned another college that used their reserves without replenishing. If the reserves are gone and enrollment dips it's very difficult situation. VP Turner reflected back to the 1980's when outreach activities had to be withdrawn. Trustee Ramon Felix responded emphasizing the importance of not overdrawing the accounts. VP Turner stated we will see some fuel cost savings; once the Theatre is completed there will only be three buildings on campus using fuel oil. The natural gas line is far away, we have not reached the threshold for Cascade Natural Gas to

pay for installation. More Port development will help us meet the threshold. Trustee Mike Blakely stated he is concerned about the rising costs of other products due to the increase in fuel costs.

Trustee Cecilia DeLuna-Gaeta thanked the Deans and department heads for their work staying within the budget. President Bonaudi stated they are very frugal and good money managers. He also stated it is important to note the trends discussed today have not just been discovered. For the last two years we have talked about lower enrollment and recruitment efforts. An additional faculty member was hired to help generate higher enrollment. The initiatives will directly impact enrollment. BBCC did pull back from communities in the beginning of the 1980's. Through grants and our own funding we have invested in interactive video equipment to reach students within our communities. We need to continue to support our communities. Our operating reserves are at \$323,000. Those dollars have been added to accounts in faculty supplies (\$91,000), vocational supplies (\$91,000), and administrative service supplies (\$141,000). These are the most immediate reserves available to us. This is consistent with board policy to set aside a 2.5% reserve. We are prepared to use that money if necessary.

President Bonaudi stated there is only one item on the Special Board Meeting agenda this afternoon; approval of the budget. Questions may be asked now and also at the meeting this afternoon.

Trustee Mike Blakely thanked everyone for their efforts and stated the priorities are right and he appreciates the candor in which the budget was presented. He also stated the forecast was probably pessimistic but it was better to be prepared.

VP Turner responded it will be good for M&O to focus on maintenance this year, the list has grown. President Bonaudi also stated we can do some good things with this budget including new programs and initiatives and not just "tread water."

The study session ended at 11:40 am. President Bonaudi gave the Board members a tour of the newly expanded Bookstore space.

THE OFFICIAL MINUTES

1785

The Big Bend Community College Board of Trustees held a Special Board meeting Monday, August 14, 2006, in the ATEC Hardin Room in Building 1800, on the Big Bend Community College campus.

Call to Order

The meeting was called to order at 1:30 p.m. by Chair Cecilia DeLuna-Gaeta.

Present: Bob Holloway
 Felix Ramon
 Cecilia DeLuna-Gaeta

Absent: Katherine Kenison

Trustee Cecilia DeLuna-Gaeta indicated this Special Board of Trustees meeting was set to consider approving the 2006-2007 Operation Budget.

MOTION 06-35: Mike Blakely moved that the Board adopt the 2006-2007 Operating Budget as presented during the Study Session this morning. Bob Holloway seconded the motion and the motion carried.

The meeting adjourned at 1:33 p.m.

Cecilia DeLuna Gaeta, Chair

ATTEST:

William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 9/12/06

ITEM #3: CONSENT AGENDA (for information)

b. Assessment Update

BACKGROUND:

This year the assessment committee will move toward incorporating the principles of Achieving the Dream into our assessment at the institutional and program levels.

Achieving the Dream addresses the challenge of providing low income students and students of color with opportunities for academic success. The assessment committee will focus on:

- Successful completion of remedial courses and progression to college-level courses
- Gatekeeper courses such as Cell Biology and Anatomy and Physiology for nursing students
- Productive grades of “C” or better in all courses
- Quarter to quarter persistence
- Degree or certificate obtainment

We are currently completing the Annual Assessment Report which includes outcomes and action we've taken as a result of our outcomes from Ends Statements, Mission Arenas, and Educational Program Assessment.

When faculty return for fall quarter, they will complete their educational program assessment from the previous year and begin to develop assessment plans for the current year.

BIG BEND COMMUNITY COLLEGE

Date: 9/12/06

ITEM #3: CONSENT AGENDA (for information)

c. Accreditation Report

BACKGROUND:

The regular 5 year interim visit from the Commission on Colleges and Universities is tentatively scheduled for October, 2007. The organization of efforts to produce the report to be used by the campus evaluators has been established.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/12/06

Item #3: CONSENT AGENDA (for information)

d. Capital Project Update

BACKGROUND:

Childcare

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

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

Old Developments/Background:

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

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

Art Building

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

Old Developments/Background:

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

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

Design completed 9-1-06

Contractor hired 12-22-06

Project completed 11-5-07

The architect continues to develop the design

Theater Renovation

The Theater Foyer is complete except for some trim work and the walk-off mat. The new lights are scheduled for delivery on 9-13-06 and installation of the lights is a three day process set for 9-15-06 through 9-17-06. Grant County PUD is scheduled to install a second transformer necessary for the new boiler on 9-22-06 and 9-29-06. Please note that the Theater is operational while the second transformer is installed for boiler service only. All other work should be complete by 9-1-06.

Old Developments/Background:

7-11-06 Construction began on May 22, 2006 and the project is approximately 50% complete as of 6-30-06. Project completion date remains September 1, 2006.

Bid opening occurred May 10, 2006 at 2:00 pm. The apparent successful bidder is Halme Builders of Davenport, Washington at \$199,999.00 for the Maximum Allowable Construction Cost (MACC). A total of two firms bid on this project, Halme Builders and Legacy Construction of Moses Lake.

Building 1400 Remodel:

The Bookstore is operational and shelves are being stocked. Some detail/trim work continues and some back office work will continue into Fall Quarter. The adjacent hallway is complete except for trim work and ceiling installation which is scheduled for the week of 9-3-06.

Old Developments/Background:

7-11-06 Openings have been cut in the concrete block walls for Bookstore entranceway, windows and two access archways to the storage/processing area (old bookstore area). Projection completion date remains September 1, 2006.

This project will expand the existing Bookstore into the adjacent snack bar area, remodel the existing Bookstore, and improve the entrance area. Total estimated project cost is \$250,000.

The casework and furniture for this project was bid on April 3, 2006 via the BBCC Purchasing Department and the Washington Electronic Business Solutions website. Bid opening occurred on May 1, 2006 and the apparent successful bidder is Nebraska Book Company at \$101,407.79 before sales tax. A total of two firms bid on this project, Nebraska Book Company of Lincoln Nebraska and Continental Fixtures of Woodinville, Washington.

Building 1500 Remodel:

Central Stores/Mailroom has moved to their new location in Building 1500 and they are operational. The Print Shop has moved to their new location in Building 1500 and they are 90% operational. One piece of equipment is one inch larger than the doorway to the sound proof room. The print shop will be 100% operational prior the beginning of Fall Quarter.

Final electrical work is nearly complete for the Computer Science Department and final trim work is nearly complete. Furniture installation is scheduled for the week of 9-3-06.

This building has a complete Heating, Ventilation and Air Conditioning (HVAC) and electrical service upgrade/retrofit. The final installation of lights is scheduled for the week of 9-3-06 which will finish a complete upgrade/retrofit of the lightening systems. All within budget due to the Maintenance and Operation Department's (M&O) ability to assume the role of Project Manager and lead this project and the Building 1400 Remodel project to completion.

Old Developments/Background:

7-11-06 Construction continues and the project is approximately 60% complete. Projection completion date remains September 2006 and available for classes beginning Fall Quarter 2006.

A moving schedule has been developed as follow:

- August 14, 2006 Word Services from Building 4000 to Building 1500
- August 14, 2006 Central Stores/Mail Room from Building 4000 to Building 1500
- August 30, 2006 Computer Sciences from Building 1600 to Building 1500

Building 1200 & Building 1600 HVAC Repairs

The air conditioner unit for Building 1200 has been back ordered forcing the acquisition of a compressor for the old system which is scheduled to be installed 9-6-06. The schedule for the completion of this project is rescheduled for Christmas Break.

Changes to the Building 1600 classrooms are underway. The complete furniture order has not yet been received but the final delivery of furniture is scheduled for the week of 9-3-06.

Old Developments/Background:

7-11-06 The condensing unit for Building 1200 was bid 6-27-06 and the Total Energy Company of the Tri-Cities was the apparent successful bidder at \$22, 985. The fan unit also needs to be replaced and the

bid for a fan unit will be requested by July 3, 2006. The project completion date for Building 1200 has been set back from June 1, 2006 to mid July 2006

This project will upgrade and repair the Heating, Ventilation and Air Conditioning (HVAC) system for the old side of the Math/Science building and replace/repair the heat pump system for the Business and Liberal Arts building... Total estimated project cost is \$542,000.

Design is completed and plans are in progress. The Building 1600 half of this project will likely be accomplished by purchasing parts for installation by M&O when needed while the Building 1200 half of the project will be bid out.

2007 – 2009 Capital Projects Request

The 2007 – 09 SBCTC Capital Budget Request has been submitted to the Office of Financial Management (OFM) and the request is posted to the SBCTC website located at <http://www/sbctc.ctc.edu/finance/budget.asp>. BBCC's \$1,407,600 minor projects and repairs request was submitted as requested.

Old Developments/Background:

7-11-06 SBCTC approval of the Capital Budget was scheduled for the end of June 2006 and the preliminary listing of project priorities to the HECB is scheduled for July 17, 2006.

The request for \$1,407,600 in minor projects and repairs is in final draft form (due date is April 14, 2006). \$561,500 is the SBCTC targeted amount for minor projects and will sufficiently fund 2 classrooms for Automotive replacing the high classrooms on both sides of Building 3300 (a health/safety issue). Additionally, initial cost estimates indicate that a cover for the Welding Program's yard (a capacity/programming issue) and some entrance site improvement for a new GTA bus stop (a health/safety issue) can be accomplished within the targeted funding level.

The BBCC request was submitted April 7, 2006 and is being compiled by SBCTC along with the other 33 submittals from all other Community and Technical Colleges.

Soil Conservation District Property

Old Developments/Background:

7-11-06 Dr. Stuart O'Byrne has agreed to rent ½ the Soil Conservation District Property (the two buildings and 5 acres) and has occupied the property as of 5-12-06. Allan Peterson, Director of the BBCC Center for Business and Industry Services, has been working with Dr. O'Byrne through the Small Business Development program and this property will serve as an incubator facility as Dr. O'Byrne develops his enterprises. The company occupying the property is known as OK Manufacturing, LLC, DBA OK Homes. OK Manufacturing remodels and resells mobile home and revenue from this company supports the research and development of other companies involved in producing health care devices. The rental agreement is for one year and the first three months will involve clean up and improvements. Rent for months 4 – 7 will be \$300.00 per month increasing to \$600 per month for month 8 – 12. In addition to rent, Dr. O/Byrne will donate 1% of the profits from his research and development of medical devices to BBCC.

BIG BEND COMMUNITY COLLEGE

Date: 9/12/06

ITEM #3: CONSENT AGENDA (for information)

e. Enrollment Report

BACKGROUND:

SUMMER ENROLLMENT

The summer quarter final enrollment report is included for your information. While our headcount was down, our state funded FTE was up 46.4 (17%). The increase in state funded FTEs was in the ABE/ESL and occupational areas. Two areas had the largest increase: office information technology and nursing. The OIT increase includes SkillSource and on campus students. The nursing department offered a nursing assistant class and a nutrition class.

FALL ENROLLMENT

As of Thursday, August 31, there are 1,498 students enrolled for fall quarter, which is comparable to the same number as last year at this time. The state funded FTE is 1,196.5 and total FTE is 1,239.5 both of which are nearly the same numbers as last year at this time. Tuition payment is due on September 7 and enrolled students who fail to pay tuition and fees by that date will be dropped.

RECOMMENDATION:

None.

SPRING FINAL ENROLLMENT REPORT

HEADCOUNTS

	SPRING <u>2006</u>	SPRING <u>2005</u>	SPRING <u>2004</u>	SPRING <u>2003</u>	SPRING <u>2002</u>	SPRING <u>2001</u>	SPRING <u>2000</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	46	32	44	41	50	41	41
Asian/Pacific Islander	29	30	36	43	38	31	31
Black	38	30	24	17	30	23	26
Hispanic	810	772	847	733	763	691	710
White	1,399	1,519	1,616	1,764	1,757	1,605	1,661
Other/Unknown	148	159	138	166	195	173	262
<u>SEX</u>							
Female	1,438	1,457	1,565	1,510	1,532	1,449	1,483
Male	1,011	1,070	1,118	1,222	1,251	1,090	1,207
Not Coded	21	15	22	32	50	25	41
<u>STUDENT STATUS</u>							
Continuing	1,754	1,853	1,980	1,941	1,949	1,750	1,646
Former	365	416	416	470	425	430	535
New	315	228	252	302	383	316	465
Transfer	36	45	57	51	76	68	85
<u>BY FUNDING SOURCE</u>							
State	2,216	2,157	2,385	2,369	2,394	2,156	2,280
Shared Funding	0	0	0		4	0	0
Grant/Contract	112	226	206	243	262	221	240
Community Service	142	159	114	152	173	187	211
<u>BY TIME/LOCATION</u>							
On-Campus Day	1,636	1,739	1,777	1,915	1,815	1,613	1,635
On-Campus Evening	271	195	238	330	354	336	462
Off-Campus Day	246	233	222	229	311	287	230
Off-Campus Evening	317	375	468	290	353	328	404
TOTAL HEADCOUNT	2,470	2,542	2,705	2,764	2,833	2,564	2,731
Running Start	150	103	121	176	210	149	135
International	2	3	1	5	6	14	16

FTES

	SPRING <u>2006</u>	SPRING <u>2005</u>	SPRING <u>2004</u>	SPRING <u>2003</u>	SPRING <u>2002</u>	SPRING <u>2001</u>	SPRING <u>2000</u>
<u>STATE FUNDED</u>							
ABE/ESL	182.0	148.9	157.5	128.2	156.2	126.7	158.3
Academic	702.3	715.3	749.0	789.8	692.3	652.6	684.9
Occupational	493.7	489.1	556.0	563.1	562.1	518.4	540.7
TOTAL STATE FTES	1,378.0	1,353.3	1,462.5	1,481.1	1,410.6	1,297.7	1,383.9
<u>OTHER FTES</u>							
Community Service	6.8	23.8	18.0	7.1	16.1	16.3	5.7
International Students	2.5	3.2	1.2	5.5	6.1	10.8	12.5
Contract Funded	25.3	87.6	90.6	144.3	153.8	88.3	108.7
Running Start	111.3	87.1	102.9	143.6	159.8	113.3	96.1
Other (Employ., Sr. Cit.)	15.4	17.2	20.8	27.4	22.9	18.7	15.6
GRAND TOTAL FTES	1539.3	1572.2	1,696.0	1,809.0	1,769.3	1,545.1	1,622.5

	QTRLY <u>FTEs</u>	ANNUAL <u>FTEs</u>	
1st year (04-05)			
SUMMER	296.0	98.7	
FALL	1507.5	502.5	
WINTER	1536.1	512.0	
SPRING	1360.9	453.6	
2nd year (05-06)			
SUMMER	261.2	87.1	
FALL	1498.6	499.5	
WINTER	1510.6	503.5	
SPRING	1378.0	459.3	
TOTAL	<u>9348.9</u>	<u>3116.3</u>	
1st year annual FTE Target	4662	1554	63 Workforce FTE included
2nd year annual FTE Target	4743	1581	63 Workforce FTE included

SBCTC 2-year rolling enrollment count

Past year + current year actual FTE		3116.3
Past year + current year allocation		3135
% of allocation target attained to date		99.4%
Add'l FTEs to meet minimum 96%	-320.1	-106.7
Add'l FTEs to meet growth 99%	-38.0	-12.7
Add'l FTEs to meet target 100%	56.1	18.7
FTEs over target	0	0

BIG BEND COMMUNITY COLLEGE

Date: 9/12/06

ITEM #3: CONSENT AGENDA (for information)

f. Donations

BACKGROUND:

Shane Kenison has donated a 1992 Cadillac and a 1978 Cadillac to the Automotive Program (value to be determined), which will enhance the training inventory in this program.

RECOMMENDATION:

President Bonaudi and VP Turner recommend the Board accept the donations of the above items as stated.

BIG BEND COMMUNITY COLLEGE

Date: 9/12/06

ITEM #5: Exceptional Faculty Award Report (for information)
Diane Russo
Pat Patterson
Rie Palkovic

BACKGROUND:

Diane Russo attended OPEP (Organization for Parent Education Programs) training and spring meeting as well as the OPEP spring east side In-service focusing on attachment/bonding between parents and children. She will be sharing with us a brief explanation of the Parent Education Programs within the community colleges of Washington as well as highlights from the attachment training.

Pat Patterson reported “the recent tour of the Big Bend Community Chorus to perform in Carnegie Hall was a most memorable event for twenty-five members of our Columbia Basin region. To be invited to combine forces with several other North American choruses to participate in a performance of the greatest choral work ever composed in the English language, George Handel’s oratorio masterpiece *Messiah* was certainly a “mountaintop” experience in my personal life and professional career. I would like to thank Dr. Bonaudi, the Board, the college, and the Foundation for their support in helping the chorus realize this prestigious opportunity. It was also most gratifying that we have already been invited to return! I look forward to sharing a brief report with the Board and the College about this great experience.”

Rie Palkovic was invited to the Oxford Round Table at Jesus College, Oxford, England July 9- July 14, 2006. The conference revolved around “The Two Cultures” of arts and sciences as characterized by C.P. Snow in his lectures and later in his book of the same name. The presentations given concerned the division within education practices and the need to return to a more holistic approach. Rie Palkovic also presented examples of her own work which spans the arts and sciences. She will give a brief synopsis of the conference experience she had and show some images from her trip.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/12/06

ITEM #6: Proprietary Budget Update (for information)

BACKGROUND:

The Proprietary Funds Budget for Fiscal Year 2006-2007 and the Financial Statements for June 30, 2006 will be ready for study and approval at the October Board Meeting. This will allow time for review of proprietary funds actual figures from Fiscal Year 2005-2006 and projection of Fiscal Year 2006-2007 budget amounts.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 9/12/06

ITEM #7: Board Retreat (for information/action)

BACKGROUND:

The Administrative/Board Retreat was held September 7, 2006, at Cave B. The Board will take formal action on their review of policy governance, board evaluation and board goals for 2006-2007.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 9/12/06

ITEM #8: Assessment of Board Activity (for information/action)

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.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/12/06

ITEM #9: Next Regularly Scheduled Board Meeting (for action)

BACKGROUND:

The next regularly scheduled Board meeting is October 24, 2006.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/12/06

ITEM #10: Misc. (for information)

BACKGROUND:

RECOMMENDATION:

None