

Big Bend Community College



Board of Trustees

Regular Board Meeting

**Tuesday, October 20, 2009
1:30 p.m.**

**ATEC
Hardin Community Room**

Community College District No. 18

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

Fall 2009 Campus Events

Fall 2009 Campus Events		
October		
	20	Star Night, Masto Conference Ctr, 6 p.m.
	21	ASB: Pool Tournament, 1400 Bldg., 3 p.m.
	23	Volleyball Vs. Blue Mountain CC, DeVries Activity Center, 6 p.m.
	30	ASB: Halloween Dance; ATEC, 9 p.m.-Midnight
	30	Volleyball Vs. Multnomah University, DeVries Activity Center, 6 p.m.
November		
	3	ASB: Blood Drive, 1400 Bldg., Noon – 4 p.m.
	4	Volleyball Vs. Columbia Basin College, DeVries Activity Center, 6 p.m.
	10	ASB: Breakfast Fest, Masto Conference Center, 11:15 a.m.-1:30 p.m.
	11	Veteran's Day – No Classes, Offices Closed
	12	ASB: Free Bowling, Lake Bowl, 10-Midnight
	16-19	ASB: Canned Food Drive
	16-19	Winter Quarter Registration
	17	BBCC Board of Trustees Meeting, Hardin Room, 1:30 p.m.
	25-27	Thanksgiving Holiday – No Classes, Offices Closed



**BBCC Campus
September 23, 2009**



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, October 20, 2009, 1:30 pm
ATEC- Hardin Community Room

	Action		Tab #
	A	1. Call to Order/Roll Call	1
	I	2. Introductions	2
<i>Governing Board Members:</i>	I/A	3. Consent Agenda	3
<i>Felix Ramon, Chair</i>		a. Approval of Board/Admin Retreat Minutes 8/26/09	
		Approval of Regular Mtg Minutes 9/08/09	
		Approval of Study Session Minutes 9/08/09 (A)	
<i>Katherine Kenison, Vice Chair</i>		b. Student Success (I)	
		Achieving the Dream	
		Student Achievement Initiative	
		Academic Master Plan	
<i>Mike Blakely</i>		c. Accreditation (I)	
		d. Assessment Update (I)	
<i>Angela Pixton</i>		e. Capital Project Report (I)	
		f. Human Resources Report (I)	
<i>Mike Wren</i>		g. Enrollment Report (I)	
		h. Advisory Committees List (I)	
<i>Dr. Bill Bonaudi, President</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. Dashboard Presentation- BBT Director Russ Beard, Research Analyst Starr Bernhardt	5
	I	6. Exceptional Faculty Award- Rie Palkovic	6
	I	7. Textbook Rental Program- Bookstore Dtr Caren Courtright	7
		Executive Session	
		-----BREAK-----	
	A	8. Board Evaluation - Board	8
	A	9. Assessment of Board Activity- Board	9
	A	10. Next Regularly Scheduled Board Meeting – Board	10
	I	11. Miscellaneous	11
	A	12. Adjournment	12

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 November 17, 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: 10/20/09

ITEM #3: CONSENT AGENDA (for action)

- a. Board/Admin Retreat Meeting Minutes August 26, 2009
Study Session Meeting Minutes September 8, 2009
Regular Meeting Minutes September 8, 2009

BACKGROUND:

The Board/Admin Retreat Meeting Minutes August 26, 2009, Study Session Meeting Minutes September 8, 2009, and Regular Meeting Minutes September 8, 2009, are included for review.

Prepared by the President's Office.

RECOMMENDATIONS:

President Bonaudi recommends the Board of Trustees approve the minutes.

**Board/Administrative Retreat
Wild Horse Wind and Solar Facility
Wednesday, August 26, 2009, 9:00 a.m.**

Present: President Bonaudi, Felix Ramon, Katherine Kenison, Mike Blakely, Mike Wren, Angela Pixton, VP Mike Lang, VP Holly Moos, VP Gail Hamburg, Dean Kirkwood, Data Analyst Starr Bernhardt, PIO Autumn Weis, Melinda Dourte

President Bonaudi welcomed the group to the retreat. Each participant was given information in the red book. He explained the morning will begin with reviewing section 1 which contains the AMP, college data and report cards. Section 2 includes materials regarding policy governance and board evaluation. The Board's self-evaluation meets an accreditation requirement. This section also includes board activities and the 2008-09 Board goals. Cindy Hough will be facilitating the afternoon discussions. By the end of the day we hope to have the Board report card and draft material to use at the September 8 Board meeting regarding Board evaluation and new goals. Action may be taken at the September 8 Board meeting or it may be carried over to the October 20 Board meeting.

Recall that, six monitoring reports have been combined into three comprehensive reports to gauge the progress of meeting the outcomes of the 2009-14 AMP regarding student success. Report 1- ACCESS reported BBCC's accomplishments around people understanding and accessing our resources. Report 2- PROGRAMS reported on the effectiveness of BBCC services and academic and professional/technical programs. Report 3- OUTCOMES combines all the data in Reports 1 and 2 with an analysis and a summary statement. During the morning exercise the Board will be asked to note the conclusions they came to citing the data in the red book about how well BBCC is doing with access, programs and students. President Bonaudi emphasized the importance of citing the data used to form opinions and make decisions. It is important to show that BBCC is guided by Board directions and decisions based on the data collected. At the end of the day we should have a draft final report card of the AMP.

Dean Valerie Kirkwood explained that analyzing the collected data and analyses shows us where we've been, where we are and where we're going. Cabinet members representing a broad cross section across campus analyzed the same information contained in the red book and their responses are included in the staff report card portion, page 26 of the red book. The report card assesses six major outcomes of the AMP. Citing data is very important in this process. The report cards are like balance sheets of our achievements in student success. She explained that the Board's exercise this morning is to note their comments based on the data on the report card posters around the room. The Board's information will be combined with the staff information to develop the final report card for 2008-09.

The Trustees recorded their responses to the outcomes and data in the comb bound portion of their red books and transferred them to the posters around the room. (Trustee Kenison purple, Trustee Wren green, Trustee Ramon orange, Trustee Blakely blue and Trustee Pixton brown.)

After the Trustees recorded their comments on the designated posters, Dean Kirkwood reviewed the information aloud with the group.

A.1 An increase in the use of college resources (page 128 in the red book) was reviewed.

Cabinet members found the following common themes:

- Students' use of online tutoring has been positive.
- The college needs to continue to promote awareness of the service.
- Library use increased in 2008-09; however, there is a need to understand the impact of online resources.
- The information did not provide an understanding if individuals came to the library to complete school assignments, study, or for personal reasons.

Overall, more information is needed on math and English lab usage, financial aid usage, activity attendance and other activities that engage students and the effects these resources had on student success.

Cabinet and the Trustees cited the data they used:

- Online tutoring use
- Average number of online tutor sessions is approximately 60
- Library use (Appendix A), Retention rates
- Increase in Prof-Tech and Academic/transfer (degree-seeking) enrollment

Additional data needed included:

- Use of college resources by community groups
- Why students are not accessing available resources
- Data on online students
- Showing continuation into other online classes
- Determine which online classes will have the largest enrollment

Dean Kirkwood stated that she will administer more student focus groups this year and questions regarding these issues will be added.

Goals for 2009-10:

- Improved Marketing Plan and continued advertising
- More contact at high school and pre-college level
- Determine how to engage students from the "online culture" with college resources

President Bonaudi stated we need more information about how to engage the cross generational “texters” on campus. VP Lang commented that we need a tool for evaluating online instructors. Many online students don’t respond to the online surveys. We are moving from ITV classes to more online classes. It may take time to make up for the loss of ITV in the high schools. President Bonaudi stated he will be monitoring this usage. PIO Autumn Weis said once Azorus is full implemented, student contact information will include personal e-mail addresses. Trustee Blakely asked which classes were best to offer online. He suggested working with the high schools to coordinate online class offerings to their students. Trustee Kenison stated she recently heard about a survey of K12-college students that indicated online students have a significantly higher percentage of success.

Plans to help achieve the 2009-10 goals:

- Increase individual student contacts
- Provide student support through a student group (not advisors, faculty or staff) student ambassador program
- Provide more financial aid information to students and parents at the pre-college level (high school, middle school)
- Include information on financial probation/suspension
- Motivate high school teachers to encourage/help high school students develop a plan
- Provide face-to-face appointments with students to verbally explain the financial probation/suspension process vs. the mailed letter

It was noted that students might not understand the probation letter. Sometimes they think being on probation means they can’t remain in school. Trustee Pixton questioned if the probation letters could be threatening to the students. She suggested using a different approach. Appointments could be set with the students to discuss the probation issue face to face. VP Lang said he would provide sample probation letters at the next Board meeting. Trustee Blakely agreed that probationary students should meet with a BBCC employee to discuss the issue.

Trustee Wren asked if student apathy was a factor in this issue? He said motivation is internal; we can create an environment where students can motivate themselves. Trustee Pixton commented that we can’t babysit. She went on to say some students may choose to drop and come back when they’re better prepared. Trustee Blakely said some kids don’t have a plan because they don’t have help. Once they get on campus they mature. He said some of the parents in Grant County are reticent to encourage their children to attend higher education. He would like to see the high school counselors and teachers more motivated to encourage their students to explore BBCC.

President Bonaudi stated this outcome is to show an increase in the use of college resources. We believe that if more people know about BBCC, more

services will be used. We do want to engage students more effectively and provide clear direction. A.1 is a very broad goal and BBCC has “assessment of need” conversations in various communities and intrusive counseling and advising is being discussed among AtD team members.

The Board’s rating of A.1 was 12.2, when averaged with the Cabinet rating of 16.6 the result was 14.4.

A.2 An increase in the total number of students/clients enrolled throughout the college district in educational planning and/or instructional activities (engagement).

The data cited included:

- Increase in overall enrollment and enrollment in distance education and online classes

Additional data needed included:

- Information about why students choose to attend BBCC; and how many sources of college information about offerings and resources a student receives
- Why do students not reenroll; are students dropping out or completing their educational goals?

Concern that students can’t access classes due to distance and finances was expressed. A decline in students under 20, and an increase in students over 24 was noted. Decreasing enrollment and retention of white males is big concern; could it be employment or economy related? Dean Kirkwood stated the retention information provided next year will include a component of certificate completion. The group speculated that distance education has increased due to more sophisticated students and an increased area unemployment rate. There has been an increase in the Hispanic population in college level courses. When the ABE/ESL classes are included BBCC’s Hispanic population is 39%. Recruitment and retention efforts via Title V, Student Support Services, and Opportunity Grants are making a big difference in this area. Next year additional service district demographic information compared to the BBCC student population will be provided in the data.

Goals in this area include:

- A 2% increase in enrollment and setting benchmarks for individual communities and high schools

Increased communication with high school staff, student ambassadors and direct marketing to students and parents should have a positive impact on BBCC enrollment.

President Bonaudi stated Running Start is still a challenge. The Moses Lake High School is more interested in this program this year. He stated it is difficult to have productive conversations with high school staff during the school day. We need more logistical planning and cooperation with our school districts. Trustee Blakely stated the high school counselors aren't counseling much any more, teachers are counseling students. He suggested BBCC faculty contact their peers in the high schools to make connections and share information. SBCTC Chair Jim Bricker visited with President Bonaudi last week. Mr. Bricker's grandson chose the CWU aviation program over BBCC because several of his friends were planning to attend CWU. Influencing students and their friends is important. Trustee Pixton commented that fraternities and sororities recruit in groups.

Following the implementation of Azorus in October 2009, student groups will be more identifiable and we may be able to track the students who drop in order to determine why they drop. Starr and Autumn are on the Azorus team working on communication sequences. President Bonaudi stated the program audits in the AMP will reveal good information regarding under enrolled programs and disciplines.

Plans to achieve the new goals include:

- Increased communication with district schools board members, faculty and staff
- Increased direct marketing/advertising to families/households in the service district,
- Increased contact with high school teachers and students,
- Creation of a BBCC presence in the high schools—bring back running start students and graduates/transfer students to talk to high school and middle school students, create a face-to-face relationship between BBCC and high school faculty because we believe that high school students are going to their teachers for “advising” and that alliance would help provide students with accurate information about BBCC.

The Board's rating of A.2 was 17.8, when averaged with the Cabinet rating of 18.1, the result was 18.

A.3 An increase in student/client revenues and state-funded FTEs

The data cited in this section included: Enrollment, decreased state and federal funding, increase in FTE and meeting FTE target.

It was noted that enrollment of students under 20 decreased. Reaching the goal of excess enrollment is essential to the BBCC biennial budget. One goal is to develop an annual schedule of classes so students can plan ahead a year in advance rather than just one quarter.

There was concern expressed that the enrollment increase may be inflated due to the economy. Trustee Wren asked if it is possible to obtain data to determine how much of the enrollment spike is due to the current economy and how much is due to BBCC efforts. President Bonaudi directed the group to look at success in programs, retention and persistence data. He went on to say the enrollment is up due to the economy, but BBCC has focused on recruiting and marketing as well. Excess enrollment is critical to our budget, and BBCC resources are stretched. Excess enrollment funding may be the “cash drawer” we use to keep programs alive. Trustee Blakely stated he has seen a definite improvement every year in marketing efforts. He suggested getting faculty involved in outreach along with Jose Esparza and Andre Guzman. President Bonaudi stated faculty work hard and some have larger classes than others. Faculty members see the need to connect off campus. He said we need to be creative with scheduling so they’ll have the opportunity to outreach more.

The Board’s rating of A.3 was 17.3, when averaged with the Cabinet rating of 21, the result was 19.2.

B.1 Students completed courses or workshops with a grade of passing or 2.0 GPA or better

Dean Kirkwood stated that national research, including AtD data has shown that students need to obtain a 2.0 gpa for success in future classes. This is why we have used 2.0 as our measure of student success in classes. However, overall we’re doing pretty well. Developmental math is the biggest area of concern. She said we just received development math data a few weeks ago and while she anticipated improvement in this area as a result of the AtD work that has been done, there was no change.

Data cited for this section included: Course success rates, success in developmental English & math, appendices D, E, F, & G. Staff would like to see a comparison of IBest success rates.

Goals for 2009-10 include:

- Improve tutoring effectiveness for math and English,
- Work with school districts to help them and their students do better in preparing for college-level work.

Plans to help achieve these goals include:

- Build relationships with school districts to help affect the high school math programs for success prior to entry to BBCC,
- Increased involvement from the school district meetings, to include involvement from high school faculty and staff

Applied math needs improved placement for students, those students will be given information regarding the tutor.com resource. Trustee Blakely stated the WASL is being phased out and practical math will be useful to students. President Bonaudi said the IBest model focuses on the technical part of a

program and related instruction is not included. He said related instruction should be included. The extra instructor in IBest programs is very helpful to students. Trustee Kenison said she was concerned about grade inflation. Are the instructors' expectations dropping?

Goals in this section include:

- Improved tutoring services for math and English,
- Work with school districts to help them and their students do better in preparing for college-level work.

Plans to achieve the goals center around relationships with the school districts in our service district. BBCC is building relationships with school districts to improve student preparation for college, along the idea of a seamless k20. President Bonaudi stated visiting with other school districts is a good goal. It takes more than two visits for school boards to learn about BBCC and begin to influence their school. Trustee connections are very helpful with school boards. Trustee Wren inquired about sharing data specific to individual school district students with their school boards. Trustee Blakely suggested sharing the positives, and the negatives will stand out. Trustee Kenison encouraged the BBCC Board to have more frequent meetings with area school boards. She has observed that the school boards often see the meetings as social, more frequent visits would help distribute information. Improved productivity during the joint school board meetings is needed. Trustee Blakely suggested inviting the school district department heads and counselors to the meetings. President Bonaudi stated the joint meeting with the Warden school district was very productive and it included school district faculty and food.

The state sends principals detailed information regarding their students' placement rates. Only two area high schools have requested information from BBCC. The math placement test is arranged so that areas of weakness are easy to report. Within the school districts the kids are pumped up that they are prepared for college, but in reality very few of them are placed into college level math.

The Legislature passed a law to establish a college readiness test for math that could help school districts across the state know if their students are truly college ready in math. Part of the bill that was dropped off would have paid for tests for each school district to administer to their students. There is a per student cost and not all school districts are able to fund this resource. BBCC recently looked at a grant that could pay the cost of the test. The Moses Lake High School may partner with us and administer the test if we pay the cost. It means a lot when trustees meet with school boards. The whole Board may not be available to attend more school district meetings. Trustee Blakely emphasized the importance of talking with the counselors and faculty of the school districts, not just the Board members.

The Board's rating of B.1 was 14.5, when averaged with the Cabinet rating of 16.6, the result was 15.6.

B.2 Students establish educational plans

The data cited for this section included:

- Conversations with students and graduates-failure to establish ed plans and or access available resources to help, lack of student participation in ed planning
- Low number of students who developed ed plans.
- Educational plans completed by 28% of our students.

Dean Kirkwood stated this is a difficult outcome. We need a better understanding of the activities students undertake when they make decisions about classes.

Goals for 2009-10 include:

- Establish programs to make students more aware of the need for an educational plan and what resources are available for help
- Establish "self-help" resources for students who are not comfortable working with traditional resources, communicate to student and parents, the need and benefit of having an educational plan.

The positive impact of intrusive advising was discussed. Dean Kirkwood indicated that many AtD schools require advising and we could make advising mandatory so students wouldn't see it as optional. The degree audit system could make a difference. Student focus groups may give us a better understanding of why students aren't completing education plans. AtD is working on the advising piece.

VP Mike Lang explained that we need to define the term "educational plan", and then talk to advisors to get an accurate number. The educational plan completion rate of 28% was a very rough estimate based on his conversations with advisors, SSS, and professional/technical students.

Trustee Blakely suggested high school senior projects include educational plans. BBCC could give the school districts the information needed. President Bonaudi stated if only 28% of our students complete educational plans and we have a 70% retention rate, either the educational plan completion rate is incorrect or completing a plan does not have as large of an impact as we think. We need to talk about what educational plans should do. He also stated that maybe the AMP needs to reflect the educational plan issue. Many students learn about educational plans during new student orientation but they don't realize it. Trustee Ramon stated his definition of an education plan answers the questions: What do I want? What do I need? How do I get it? He offered several reasons students may not develop educational plans: lack of maturity, culture, ignorance, lack of

motivation, lack of inspiration, and apathy. Trustee Pixton stated senior projects can be an act of futility. Students don't always take the senior projects seriously. She said it is a good idea to ask students to cross the line to college educational plans. Trustee Wren said once "education plan" is defined, we need to decide how critical is it? He said we all know plans are critical, is completing an educational plan a hurdle or a critical area of success? Can we correlate educational plans with completion of goals?

The Board's rating of B.2 was 7.4, when averaged with the Cabinet rating of 10, the result was 8.7.

B.3 Students continue to complete goals according to their educational plan

Possible revision

B.3 Students persist to attain completions, certificates or degrees or workshops and are retained quarter to quarter and year to year to achieve their goals.

Trustee Wren said he likes the revised wording.

Data cited included:

- Completions (page 41, Appendix L)
- ABE Skills achievement (page 40)

Additional data needed included:

- Determining if older students initially enrolled for degree attainment or "spot education."

Goals included:

- Continue to work with all students to help them develop an educational plan,
- Create more interactive-learning experiences vs. straight "seat time" classes,
- Investigate on-the-job training possibilities; work for credit; hands-on learning

Dean Kirkwood stated according to IPEDs data our completions rates are comparable to other community colleges our size.

President Bonaudi said enrollment projections anticipate an increase in the number of older students. Trustee Kenison said male students are at different stages than girls who are the same age. Male students need less seat time and more interactive projects. Trustee Pixton added that different kinds of learners learn in different ways. For many people hands-on learning is more successful. Trustee Blakely stated instituting more apprenticeships could help "hands on" learners. Apprenticeships are also a good avenue for connection with our area employers. President Bonaudi stated this is the idea behind the Pre-Employment

Training (PET) program. The instruction is tied to on-the-job skills. The majority of the PET enrollees are white males. Trustee Pixton suggested the challenged students get engaged in coursework in which they're more likely to succeed and then help them through the math and/or other challenging classes. The under 20 white male students need the equivalent IBest program.

The Board's rating of B.3 was 8.4, when averaged with the Cabinet rating of 15. the result was 11.7.

President Bonaudi complimented the Board for working through the data analysis. He said Ms. Bernhardt will combine the Board's assessment with the staff's assessment and produce an overall report card with the Board's comments incorporated. Staff will be thinking about the tools that need to be designed to reveal the additional data the Board and staff have asked for. There are also action plans in the red book which talk about the work we have to do to reach the six major outcomes. Next year program audits will begin across campus, and the service inventory will be completed. Academic and professional/technical programs have two years to complete their audits. The audits will correlate with accreditation requirements. He plans to consolidate all of the information and bring the final Report #3 to the September 8 Board meeting.

The work completed this morning gives the Board more information for self-evaluation at the policy level. He said the grades earned for each outcome reflect on the President and the Board. Trustee Blakely stated he doesn't like the ideas of publishing the letter grades. He would like to see it as setting priorities and establishing needs. President Bonaudi agreed and stated the letter grades will be removed from the final report. Trustee Kenison stated it is important to remember there are variables beyond our control. We need to work hard to understand where the problems are and craft policies that are important to our district. She also remarked that this exercise helps up reallocate our resources and narrow focus to the most effective area.

Section 2

President Bonaudi introduced Cindy Hough to facilitate the afternoon session. Ms. Hough is the WELA Administrator and former TACTC Administrator. Prior to her employment with the SBCTC she was a community college Trustee. The information in the red book includes evaluation forms used in the past and some options offered. Ms. Hough will lead the Trustee through revisiting policy governance, the president's evaluation process, self-evaluation and process. He explained that charts were included comparing the Trustees activities as described on the 2008-09 Board Goals. The charts illustrate the positive activities that the individual Trustees have accomplished.

Ms. Hough invited each Trustee to describe why they accepted the Governor's appointment, the reward they get from being Trustee and the special talent or component they bring to the Board.

Trustee Felix Ramon shared that he was appointed in 1990. He felt very honored to be appointed and he is a BBCC graduate. He said he brings experience governing budgets and the ability to read/understand information. He enjoys meeting students and receiving thank you notes from scholarship recipients. Trustee Ramon stated he serves as the BBCC Foundation Board liaison and is involved with scholarships. He has a unique perspective on the board because he attended BBCC as an adult and then transferred to EWU. He understands older student issues because he faced them too. Ms. Hough complimented Trustee Ramon on his contributions to TACTC especially on the budget and finance committee.

Trustee Kenison explained that her family placed a high priority on education. Her grandfather was a self-made entrepreneur and he believed education led to financial and personal success. Serving as a Trustee is her opportunity to give back. Trustees can help with the barriers that hinder student success. Student success stories are rewarding for her. Her unique contribution comes from her training as a lawyer. She's been taught to think differently. She further explained that her children were very young and growing when she was appointed and she is striving to make changes for their "millennial" generation. Millennial generation students learn differently and education needs to be provided for them differently. Ms. Hough commented that Trustee Kenison has served on the statewide Student Achievement Task Force.

Trustee Mike Blakely reported that his initial appointment by Governor Locke was rescinded after a few days and then reappointed. When he was appointed there were some things he didn't like about the BBCC campus based on previous experience. When he revisited campus he was very impressed. He believes one person can make a difference. As a Trustee he does his homework and enjoys his time with the college. He is always treated with respect and dignity. The unique perspective he provides stems from his 32 years experience as a Quincy High School Ag teacher. He also taught diversified occupations for six years. He understands school districts. Trustee Blakely stated he enjoys his fellow Trustees. Trustee Kenison stated she has noted Trustee Blakely's commitment to educating himself about BBCC. She also said he gives of himself by personally escorting potential students and other contacts to BBCC.

Trustee Angela Pixton stated she was surprised when Trustee Ramon contacted her about being a BBCC Trustee. Her family did not place a high value on education. She was homeschooled after the 7th grade. She was a BBCC student and working part time at age 15. Later she received her GED and Bachelor's degree. She places a high value on education and self-motivation. Her two children are working toward their bachelor's degrees. Trustee Pixton

serves on the WA State Potato Commission. She is a nurse and her family owns a family farm. Her wide variety of experiences and personal values direct her. She has already impacted the nursing program with a suggestion to help the nursing profession. Trustee Pixton stated she was impressed with the staff's responsiveness to her suggestion.

Trustee Mike Wren described himself as a product of a community college. No one else in his family had a degree and after high school he did not want to pursue higher education. He chose to enter the Air Force. Between 1981 and 1992 he took one class at a time and obtained his AA. He has since finished bachelor's and is working on his Master's degree. He said for him, "it is important to be a part of people achieving what they don't think they can achieve." His biggest reward as Trustee was attending commencement and seeing the sense of accomplishment in the graduates' expressions. Trustee Wren said he evaluates processes and looks at things logically. He identifies disconnects and ask questions.

Trustee Ramon stated he has enjoyed being on the BBCC Board and he enjoys his fellow Trustees. He said this is a great board. He went on to say that this Board accomplishes their business diligently and all the Trustees contribute. Trustee Ramon announced that this will be his last year on the board. He said he feels great about the members of the Board continuing their work for the college without him.

Trustee Mike Blakely said this is an eclectic Board and the Trustees really support each other, they may disagree but they act as one.

Ms. Hough stated each Trustee has a unique background but they are each striving toward success for students. This shared desire for student outcomes and unique perspectives make the BBCC Board of Trustees strong. Ms. Hough stated when the Board began their 2009-10 goal setting she would like to direct them back to the E-3 Board role in partnerships. She also wanted to discuss EL 9.2.3 regarding the President disciplining the Board. The Board must discipline itself. She said usually the Board chair talks to the Trustee with the issue. Sometimes the issue is discussed during an executive session. Board sanctions for individual Trustees may include exclusion from executive sessions. In severe cases Boards have voted 4-1 to withhold the per diem payment from the offending board member. A board facilitator can be called in to focus on the behavior. Sometimes its ignorance by the board member and the trustee apologizes. Trustee Blakely commented that the BBCC Trustees contribute their per diem payments to the BBCC Foundation to fund part-time student scholarships. Ms. Hough stated that some Boards use their per diem payments to host meetings with school boards.

Ms. Hough said the 2008-09 Board Goals were followed by sample activities. She said the goals tie directly to the goals discussed this morning in the 2009-14 AMP.

The first Board goal is “**ACCESS** - *The Board will establish and maintain policies to insure open access and opportunity for all students and employees, communicating those policies to the district. The Board will endeavor to hold more off campus meetings with school districts within its service area in order to communicate the college’s policies and programs district-wide.*”

Trustee Kenison said the Board has always been good about access. We have held joint school board meetings.

The second Board goal is “**STUDENT ACHIEVEMENT** – *The board will participate in the celebration and recognition of student success. The Board will implement a practice of sending written acknowledgement to students and staff who have achieved notable successes.*”

Trustee Kenison stated she is impressed with the priority Trustees place on attending BBCC ceremonies and activities to promote student success. She said BBCC has great student success stories even though our students face difficult barriers. Trustee attendance at BBCC events and activities translates to personal high touch with faculty and staff. She said the board works collectively very hard to acknowledge staff/faculty and students. Trustee Kenison said her individual goal last year was to attend every commencement ceremony and she accomplished it. Students and parents see the Trustees involvement. Ms. Hough commented that faculty see the Trustees involvement too and it acknowledges their efforts. Trustee Kenison stated President Bonaudi makes sure the recipients of Exceptional Faculty Awards present their information to Board. This gives the Board an opportunity to commend the faculty members for their efforts. Ms. Hough applauded how candid and critical this group was assessing the AMP outcomes during the morning session.

The third goal is **BUSINESS AND INDUSTRY PARTNERSHIPS** - *The Board will establish and maintain policies that encourage and promote business, industry, and college interaction to enhance the economic health of the district, communicating those policies to the district. The Board will implement a practice of sending written thank-you’s to businesses and industries which make notable contributions or donations.*

Trustee Kenison stated this Board is eclectic which provides for Trustee exposure and influence different groups of citizens and community leaders. During the Grant County Fair she spoke with people in the security business regarding BBCC providing training. BBCC has the criminal justice program, and we offer the flexibility to meet their needs. Businesses in this area with security officers have funding and retention issues. She went on to say that each Trustee takes opportunities with the people they come in contact with.

Trustee Blakely stated he makes lots of phone contacts. He said President Bonaudi is the hub and the Trustees route good contacts to him. President Bonaudi is very good at following up those contacts. Trustee Blakely said he is working on setting up a lunch with the new CEO at REC on campus with the President. He commented BBCC receives good responses from businesses regarding collaboration.

Trustee Wren said it is easy to step out and talk to businesses about BBCC opportunities because we have an exceptionally responsive staff. The responsiveness is a huge factor in successful creation of new opportunities for college and communities.

Trustee Ramon stated he always tries to include BBCC in conversations. He provided the PET program as a good example of meeting the business and industry partnership goal. The PET program is entry-level training for food processors and other industries in this area. The companies involved are committed and have funded the start up of this program.

Trustee Pixton remarked that she was aware of an unmet need in the nursing professional locally. She mentioned it at a Board meeting and staff responded immediately and a process was implemented to meet the need. She also said the agriculture industry has changed dramatically, it is more high tech, and the DOE sustainability requirements are complex. It is difficult for farmers to work around these issues and remain competitive. Trustee Pixton provided President Bonaudi with a contact regarding a potential irrigation program. She said the program is being pursued very responsively by President Bonaudi and his staff.

Trustee Blakely commented that he understands collaboration with the college regarding programs. He said Trustees can't commit the college but they make the introduction to Dr. Bonaudi and set the scene for a positive outcome. Staff have the detailed knowledge to follow up on potential opportunities. The president acts on what the trustees present to him, they are "conduits" of information. Trustee Blakely emphasized the importance of not overpromising or making commitments for the college.

*The fourth goal is **COLLEGE CLIMATE** – The Board will establish and maintain policies that promote a safe, welcoming environment for students, employees, and citizens for college activities throughout the district. The Board will encourage events and activities on campus designed to bring more people to our campus for exposure to the college.*

Trustee Kenison stated she would like to get away from the "Tumbleweed Tech" reputation that BBCC had due to the aged infrastructure of the Air Force Base. She hopes to get the message out that we are a creditable viable institution with new buildings, specifically ATEC and the Aviation Training Center. The new buildings have really drawn community organizations to campus. She noted

another nice improvement is the College Parkway, which encompasses the campus.

Trustee Blakely said he has noticed that academic and professional/technical students are treated with equal respect. All of the student groups have celebration ceremonies. He said he recently brought the QHS Superintendent and new principal to campus to meet President Bonaudi and enjoy a tour. They dropped by the ATEC and were greeted by a custodian, a student and “some guy with a tie.” He said BBCC has a great atmosphere. Trustee Blakely state climate is important, and BBCC is unique and our instructors care about the students. Ms. Hough applauded the board for this goal. She said many boards shift this effort to the Foundation board. This shows a real commitment and ties in great with the business and partnership goal.

*The fifth goal is **CULTURAL ENRICHMENT** - The Board will establish and maintain policies that encourage and support growth for diversity of students and staff. The Board will encourage the display of multi-cultural artwork on campus.*

The Board described the different groups of students who are involved in festivals on campus. The Missoula Children’s Theater also performs on campus annually. The board members attend these events. Trustee Wren said there is some racial tension in our local communities but he doesn’t feel it on campus, “the kids shed it when they come to campus.” He noted there is a healthy sense of pride on the campus. He highlighted the new art building as a showplace of culture.

Trustee Kenison said during the recent TACTC conference at Tulalip Resort the Trustees heard from a panel regarding diversity. The panel seemed to place a high value on the different groups around the campus having their own identities. She felt that the groups were isolating themselves from each other as opposed to BBCC where students seem to be a cohesive group and accepting of each other. The multi-cultural atmosphere transcends the individual groups. ASB provides opportunities for students to meet together during lunchfests which feature ethnic foods and music.

Trustee Pixton stated the students from this area grow up together and integration occurs at an early age. President Bonaudi commented that he thinks the campus community is integrated. Issues of conflict that reach his office are nonexistent. VP Lang handles student issues including situations in the dorms. He stated incidents occur more frequently between males and females not different ethnicities. Students seem to leave cultural animosity off campus. Trustee Blakely stated the BBCC population is a little smarter and more motivated. President Bonaudi stated BBCC has a high proportion of first generation students. Trustee Kenison remarked that many BBCC students have overcome barriers and they appreciate what they have achieved.

The group reviewed the board activities that support the Board goals. Due to the budget this is the first year a BBCC representative is not attending the ACCT Conference. TACTC offers continuing education to Trustees twice a year. Ms. Hough emphasized the importance of Trustees attending the statewide TACTC conferences. Networking and exposure to “top notch” speakers yields benefits individually and collectively to Trustees. It is valuable to hear speakers’ perspectives and their acknowledgement of how advanced the Washington state system is. Ms. Hough encouraged the Trustees to attend ACCT when financially possible. It is educational to talk with Board members from other states, and interesting to compare appointed Boards with elected Boards. She reminded the Trustees that the costs associated with the lack of training are intangible but still a factor to consider.

Trustee Kenison stated holding individualized trustee training on campus has been discussed. The BBCC Board chair rotates annually and leadership training opportunities would be beneficial for new trustees. Trustee Ramon commented that the Trustees learn from the staff and instructors when they present at Board meetings. The Trustees appreciate learning about the people and activities on campus. President Bonaudi reminded the group of the policy governance development process when the Board met with other Boards from CBC and YVCC. He said BBCC commencement speakers and the daily newlinks e-mail from SBCTC is also educational. Trustees also receive the TACTC newsletter.

Trustee Wren stated during his first BBCC Board meeting it was very obvious that college advocacy is a high priority. Each Trustee reports their advocacy activities at each meeting. He went on to say that Dr. Bonaudi has the respect of political and business representatives in this area and statewide.

Trustee Kenison commented that the Board members have personal connections with many business leaders and legislators which leads to effective communication regarding college issues at business functions. Ms. Hough stated contact with legislators in their home districts is invaluable. Developing credibility with legislators makes all the difference. She reminded the Trustees that their appointment from the Governor comes with a pedigree. When Trustees are introduced legislators recognize the value and importance of the position. The President and his staff are being paid to be college advocates, Trustees are personally invested.

Trustee Blakely stated the group is good at putting politics aside when necessary. Ms. Hough emphasized the importance of patience with legislators. Every time a legislators says “no” it wears on them and they want to have that opportunity to help their districts. She encouraged the Trustees to maintain open lines of communication. Keep legislators informed and something may come up when they can say “yes.”

Ms. Hough advised the Trustees to remember they are part of the statewide system (SBCTC). It's good to have an understanding of the college district's geography, industry and diversity. It is important for the state system to continue to move forward. She asked the Trustees to consider the 10-year goals of the SBCTC when they develop their own thereby supporting the statewide goals. She said "Ask where do you fit with these goals? Where do we put our emphasis and resources?" SBCTC 10-year goals are below in italics.

Economic Demand

Strengthen state and local economies by meeting the demands for a well-educated and skilled workforce.

- *Continually reassess the knowledge and skills needed for a thriving economy at local and state levels.*
- *Meet the needs of changing local economies by increasing the number of skilled employees in the areas of greatest unmet need.*
- *Support strategic industries by appropriately focusing program growth and development.*
- *Meet the unique needs of innovative, entrepreneurial people who are operating small businesses, working as creative, independent contractors in the knowledge-based society.*
- *Be responsive to the changing needs of the business community by offering high quality, relevant, flexible programs.*

Student Success

Achieve increased educational attainment for all residents across the state.

- *Enroll more underserved populations.*
- *Improve academic achievement for all students.*
- *Ensure community and technical college is affordable and accessible, especially for basic skills and part-time students, by developing bold, creative and innovative methods, including low tuition, need based tuition waivers and restructured financial aid.*
- *Provide smooth transitions from K12 to colleges to universities.*
- *Expand the pipeline to associate and bachelor's degrees, particularly in math, science, engineering and health sciences.*

Innovation

Use technology, collaboration and innovation to meet the demands of the economy and improve student success.

- *Recognize and adapt to the changing nature of how people learn, how they access information and communication by making technological advancement part of the system's strategic direction.*
- *Ensure state-of-the-art, lifelong education that is relevant, convenient and efficient.*
- *Produce better education that meets the needs of local communities by taking full advantage of cost effective partnerships and leveraging outside resources.*

- *Accomplishment of these goals rests upon the shoulders of our faculty and staff. They are essential to innovation in our colleges.*

Ms. Hough asked the Trustees about their goals.

Trustee Wren stated he is a relational manager. He feels a disconnect between faculty and Trustees. He would like to feel more connected to what is happening on campus. He feels like he jumps in and out of campus every six weeks when he attends board meetings. Ms. Hough cautioned him that if he is too approachable faculty and/or staff may try to take the opportunity to work around the President. The other Trustees agreed that faculty and staff learn pretty quickly not to do that when Trustees refer them to the President. Trustee Wren stated he will attend more on-campus activities to keep in touch better. Trustee Kenison commented that attending activities and connecting personally with staff and students is very rewarding.

Trustee Kenison stated she would like to see BBCC have a flagship program defined statewide and nationally. She said Aviation was formerly our flagship program but declining enrollment has hampered it. Trustee Blakely agreed with this goal. Trustee Pixton responded that perhaps the Agriculture sustainability/renewable resources training piece could become a strong focus program.

Trustee Blakely said BBCC has the largest geographic area but sparsest population. The idea of a self-sustaining building was started with REC however due to staff changes at REC that may need to be refocused. Ms. Hough explained that the challenge is to distinguish between goals the Board can directly effect rather than goals that the college needs to accomplish. Trustee Kenison said there is more going on in larger populated districts when students have a choice they go elsewhere, we need a flagship as a magnet. President Bonaudi asked how the board could model bringing opportunities for him to pursue.

The center pivot irrigation program is a good example of a Trustee making a connection and then handing off the information and contact to the President, this could have a great value for BBCC. The trustees can bring information to the President to evaluate and assess implementation.

Ms. Hough referred to the Board's 2008-09 goals for modification. She suggested making the business and industry partnerships goal a sub component of a broader goal. President Bonaudi relayed a good example of effective partnering. Earlier this year there was damage to our twin-engine aircraft. He went through the SBCTC to contact the Washington State Patrol about the use of the WSP twin-engine aircraft in exchange for hangar time or maintenance. BBCC needs a high performance twin-engine aircraft to develop a partnership with a school in China.

Ms. Hough asked about an innovation goal and goals that will foster a climate of growth and diversity. The Trustees collaborated to develop draft 2009-10 Goal regarding innovation:

Innovation- *The board will establish and foster business, industry and community connections to the college, which will lead to innovation and new or expanded programs arising from those connections.*

Keep original 5 goals with slight modifications.

ACCESS- The board will establish and maintain policies to insure open access and opportunity for all students, employees, *employers, and communities*, communicating those policies to the district. The Board will endeavor to hold more off campus meetings with school districts within its service area in order to communicate the college's policies and programs district-wide. *Promote increased contact on campus and throughout the district.*

STUDENT ACHIEVEMENT – The board will ~~participate in the celebration and recognition of~~ *recognize and promote student success*. The Board will implement a practice of sending written acknowledgement to students and staff who have achieved notable successes.

BUSINESS AND INDUSTRY PARTNERSHIPS - The Board will establish and maintain policies that encourage and promote business, industry, and college interaction to enhance the economic health of the district, communicating those policies to the district. The Board will implement a practice of sending written thank-you's to businesses and industries which make notable contributions or donations.

COLLEGE CLIMATE – The Board will establish and maintain policies that promote a safe, welcoming environment for students, employees, and citizens for college activities throughout the district. The Board will encourage events and activities on campus ~~designed to~~ *recognize staff achievement and* bring more people to our campus for exposure to the college.

CULTURAL ENRICHMENT - The Board will establish and maintain policies that encourage and support growth for diversity of students and staff. The Board will encourage the display of multi-cultural artwork on campus

The draft 2009-10 sample Board activities were modified slightly:

Attendance and participation in college ceremonies and activities.

Board endorsement and participation in membership activities of the state system and national higher education organizations.

Board endorsement and participation in community, regional, and national presentations related to higher education.

Board endorsement and participation in stakeholder meetings including school district directors and other community organizations.

More Trustee training opportunities.

~~Frequent review of our Mission Statement.~~

Organized and coordinated contacts with legislators regarding college issues.

Acquire a better working knowledge and understanding of the Foundation and its fundraising activities.

Internal monitoring reports.

Outreach to the community regarding Board policies.

Ms. Hough asked the Trustees to express their individual Trustee goals.

Trustee Kenison's stated goals follow:

- Advocate with the legislature on the capital budget
- Increase her contracts within the community
- Sponsor a Poker ride fundraiser.
- Continue to develop and communicate rebrand of the college.

Trustee Pixton's stated goals follow:

- Increase contacts in the Warden, district community, and medical communities
- Attend as many campus activities as possible

Trustee Blakely's stated goals follow:

- Open doors for BBCC with area school districts
- Bring contacts and resources to the Foundation board
- Advocate for students and success stories
- Attend as many campus activities as possible

Trustee Wren's stated goals follow:

- Attend more celebration recognition events on campus
- Utilize position at the Port of Ephrata for college advocacy
- Invest more time on campus and in the community in the field of aviation

Trustee Ramon's stated goals follow:

- Effectively chair the BBCC Board of Trustees through the 2009-10 academic year
- Be an advocate with legislators
- Continue association with the Foundation.

Ms. Hough concluded by noting that she noticed that despite the distance between BBCC and SBCTC and other college Trustees there was no mention of feelings of isolation. She also complimented the Board on their excellent conversation and the fact that they are not a "rubber stamp" Board. Trustee Kenison stated she is proud to say BBCC Trustees with the support of administrative staff always have good representation at statewide and national meetings. The opportunity to attend TACTC committee meetings via ITV has been very helpful.

Trustee Blakely stated he would like see more staff nominated for recognition awards.

Trustees Mike Wren and Angela Pixton, who were appointed to the Board last fall stated they are feeling more comfortable. They agreed that they understand the purpose and direction of the Board. Trustee Blakely complimented them on getting up to speed quickly after they were appointed.

President Bonaudi concluded the meeting by reminding the Board that they could take action on today's information at the September 8, 2009 meeting or the October 20, 2009 meeting. He also asked them to bring their completed retreat evaluation forms to the next meeting. Lastly, he mentioned that he would be meeting with Butch Bare on his radio show the next morning at 9:00 and he invited the Trustees to join him.

The meeting was adjourned.4:25 p.m.

Felix Ramon, Chair

ATTEST:

William C. Bonaudi, Secretary

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

September 8, 2009, 10:30 a.m.

PRESENT: Mike Blakely
Felix Ramon
Katherine Kenison

ABSENT: Angela Pixton
Mike Wren

Trustee Ramon introduced Gail Hamburg, VP of Administrative Services and Finance.

VP Hamburg directed the Board to the 2009-2010 State Operating Budget Detail Corrected 8/24/09 booklet. She explained that some of the detail regarding revenue sources has changed however the bottom line that was approved during the June 9, 2009 meeting has not changed. All of the changes are highlighted in yellow.

VP Hamburg explained the highlighted areas. Provisos and earmarks were reported separately on the initial allocation. We have since learned that the provisos and earmarks were included in the base budget amount. The unrestricted base budget amount of \$10,486,122 reported to the Board June 9 was reduced by \$723,622, the amount of the SBCTC earmarked programs. The unrestricted base budget is now \$9,762,500. The 2010 Initial GFS operating allocation is now \$10,028,910. The carryover/indirect cost recovery is now \$1,093,223 and includes interest earnings, excess enrollment and tuition balance. Running Start is now projected at \$737,026. These changes bring the Total tuition and recovery income to \$5,115,320.

The revised unrestricted base budget, carryover/indirect cost recovery and Running Start amounts carry over to page 5. VP Hamburg explained that the \$315,732 change to the unrestricted base budget compared to last year is reasonable. The initial GFS operating allocation is down \$846,799 from last year's amount. This includes the \$475,000 reduction last year and the \$774,000 reduction this year.

The pie charts on pages 7 and 7A illustrate the changes in the revenue sources. The percentage of the state revenue reduced from 71 to 66 percent. The recovery amount increased from 8 to 13 percent and the tuition revenue remained the same at 21 percent. VP Hamburg stated all of the expenditures have remained the same.

Trustee Ramon asked if there were any changes to the spending plan. VP Hamburg stated there have been no changes to the spending plan.

1. 2009-10 Proprietary Funds Budget/Financial Statements Review

VP Hamburg referred to the program totals in the budget status summary on page 2. The bottom line on the page shows a \$1,672,865 or 10.67 percent carryover. She explained this significant carryover amount was due to the hiring freeze that was in place. VP Hamburg detailed the Instruction (010) savings comprised of salary and benefits and positions that were not filled: half of the BBT Asst Director, Physical Education Instructor, Child & Family Education Instructor, Computer Science Instructor, Aviation Instructor and two Nursing Instructors. The Goods & Services account in 010 contains half of the Board reserves in the amount of \$191,000. The carryover amount for Instruction 010 was \$691,660.

The Academic Administration (040) account which funds the Deans had \$4,405 or 1.16 percent left for carryover. The Library (050) account had \$17,099 or 3.67 percent left for carryover. The Library account included unspent sick leave buyout funds in the salaries category. Student Services (060) left \$368,757 or 17.24 percent in carryover. This large amount is due in part to the vacant VP of Student Services position and the financial aid office assistant position. Administration (080) left \$360,249 or 12.53 percent. The second half of the board reserves in the amount of \$191,000 are held in the goods and services of Administration. The second half of the BBT Director and Human Resources office assistant funding were also held in this account. Maintenance & Operations (090) also had a large carryover in the amount of \$230,696 or 10.96 percent. The large carryover was due to the vacant HVAC position and part time and overtime work that had been budgeted but was curtailed to save money.

VP Hamburg referred the Board to the allocations detailed at the bottom of page 2. Allocation #11 is the \$475,000 reduction. All allocations are reflected in the adjustment column. Allocations #15 and #16 reflect other state agency charges such as archives, auditors, attorney general fees and Center for Information Services (CIS).

The reserve balances as of June 30, 2009, are detailed on page 3. VP Hamburg stated the top box provides the Board reserve amounts. There was an increase in the total reserves of \$191,672 which brought the total to \$3,774,677. Due to carryover dollars, none of the reserve funds are dedicated to the 09-10 budget for the first time in many years.

VP Hamburg explained that the middle box on page 3 contains the European funds detail. The interest earnings were low this year and the \$100,000 ATEC COP was paid out of this money resulting in a decrease of \$67,535 and a total of \$2,447,830 in the fund as of June 30, 2009.

The bottom box contains the dedicated local funds. VP Hamburg explained that the Running Start funds increased by \$26,277 bringing the total to \$525,098. The interest earnings account increased by \$8,935 to \$200,556. For the first time since 2004, we have excess enrollment dollars, \$72,384 is dedicated to the 09-10 budget. The tuition balance increased by \$592,393 to \$820,283. The total of all of these accounts in the bottom box, \$1,618,321 is dedicated to the 09-10 budget.

The Proprietary Funds Budget started on page 4. VP Hamburg introduced the Director of Business Services Charlene Rios to talk about the Bookstore budget. Director Rios stated the 2008-09 college bookstore industry average sales dropped by 3 percent, our drop was only 1.2 percent. She highlighted the total income of \$918,457 included a 37% increase in candy sales. There was also an increase in supplies, software and backpacks of almost 9 percent. Director Rios said the bookstore started an exciting program of textbook rentals this year. This represents a large savings for students. There was a drop in the sales of new books and the used books amount increased from \$104,000 to \$149,000. Faculty are using the same books in their classes resulting in reduced student costs. Equipment operating expenses increased by \$12,000 over last year due to updating the cashiering system per the 10-year projection schedule. Director Rios explained that the interest income decreased from \$27,000 to \$11,000. There was an increase of \$22,000 in the fund balance. She said we're projecting an increase to the fund balance next year of \$25,000 due to the increased enrollment.

Director Rios described page 5 as the 10 year projection for Bookstore expenses and administration fees. The \$50,000 expense scheduled in 2013-14 is for new cash registers. Trustee Ramon asked if \$50,000 was a realistic estimate. Director Rios responded that the figure could change but she does think that \$50,000 will cover the costs. Every year this schedule is adjusted and there have been no huge fluctuations at this point. Trustee Blakely asked if the new equipment helps track inventory and cash flow. VP Hamburg indicated that the new cash registers make inventory processes go more quickly and they are a good double check for the cash flow.

The athletic budget is on page 6. The bottom line reveals an almost \$18,000 increase in fund balance. This is the first time in five years that this balance is in the black. Athletic Director Preston Wilks has done a great job managing expenditures.

Director Rios highlighted some of the athletic balance changes. The baseball balance revenue dropped due to less fund raisers, the expenditures also dropped because the team did not go to Arizona to the Mariners camp. The basketball camp expenses increased because the women's team travelled to Los Angeles. The 2007-08 women's basketball camp crossed into July which resulted in a

large jump in that revenue for 2008-09. Athletic Director Wilks offered two girls basketball camps this summer and that resulted in an increase in Women's basketball camp expenses. The major change in the Athletic general fund expenditures was due to student workers struggling to work their hours. The Athletic general fund total revenue increased by \$10,000 due to more S & A fees fueled by increased enrollment. Trustee Blakely suggested promoting the baseball camp for middle school students. VP Lang said BBCC usually doesn't do this to avoid competing with area school district baseball camps.

Director Rios stated most of the S & A fee balances on page 8 are up due to increased enrollment. The clubs with zero balances are disbanded. A soccer club was started this year. She explained that the \$145,735 S & A fee balance transfers to the top of page 7 which details the ASB budget. The decrease in the fund balance at the bottom of page 7 is a result of ASB funding equipment and other items for the campus: new treadmills for gym, sofas for the students in the Fine Art building, Latino education conference sponsor, BBCC student handbook/planners, 170 welcome bags for new dorm students, and two large BBQ events. This fall ASB plans to purchase half of 20 new mattresses going into the dorms. ASB was excited that the Spring Fling BBQ attendance increased from 300 to 420 over last year. They don't anticipate any big ticket items to purchase this year. The total S&A fees projected for athletics and ASB 2009-10 is \$323,300.

Director Rios reviewed the Housing and Food budget on page 9. The housing fund balance increased by \$184,000. The dorms were completely full and many students doubled up. A single room costs \$950 per student however a double room costs \$810 for each student resulting in a higher income. We estimate 160 students will live in the dorms this year. Some of the dorm improvements include: new carpet in the hallway, new vinyl and appliances. They are beginning to cycle in new mattresses.

The food fund balance decreased very close to the same amount as last year around \$24,000. VP Hamburg is talking with Sodexo and they are trying new things. The increase in dorm students may help the food balance too. With the changes the projection for 2009-10 is \$10,000 in the red. VP Hamburg commented this is a direct loss for Sodexo but it is offset with vending machine revenue of \$15,000. It is difficult with colleges our size to break even with food service. She said attracting the dorm residents into Sodexo will help. Sodexo is also giving coupons for a free ninth pizza. Sodexo manager/Chef Dale Yates will be at the new student orientation and coupons will be in the bookstore bags.

The Foundation funded \$236,000 in dorm roof repairs last year out of its facilities account. This year \$25,000 will be placed in the budget for the dorms to repay the Foundation facilities account.

VP Hamburg reviewed the Grants and contracts, local, internal service and proprietary funds budgets listed on page 10. VP Hamburg stated the pie chart illustrating the total institutional funds which was presented in the State Operating budget in June is changed slightly. The grants & contracts and proprietary revenue of \$13,916,509 is about \$500,000 less than the June projection. The Operating funds are 52 percent and the grants & contracts and proprietary funds make up 48 percent of the total institutional funds. In 2008-09 the split was operating funds at 54 percent and the grants & contracts and proprietary funds made up 46 percent.

VP Hamburg introduced Dean Kara Garrett to highlight grants detailed on pages 12-16. Dean Garrett described the Early Childhood Education Assistance Program (ECEAP) as a collaboration with Family Serves of Grant County. It is modeled after federal Headstart and there are 20 slots on campus. They had a goal of 20 student families' participation in this project. They started at 20 and dwindled to 15 student families and 5 non-student families.

ECEAP provides 12 hours of no cost child care; this gives students the ability to come to school between 8:30-11:30 a.m. with free child care. ECEAP offers wrap around care, which means children can remain in care during the afternoon at the parents' expense. Dean Garrett elaborated that the continuity of childcare is critical for low income or at risk families.

ECEAP has activities for families. Dr. Suess night was fun and the families received free books. A Johnson & Johnson Health Fair was also held and childhood illnesses and immunizations were discussed. They have held a BBQ, a pizza night and "muffin meetings" for planning. The parents are the controlling force and they guide activities and menus within federal standards, they also assess the program and guide changes. During the transition evening in June 150 people attended and the children graduated and enjoyed a school celebration.

Dean Garrett said another grant provided back packs and school supplies. Assessment is important in the ECEAP grant. They monitor the children's nutrition and parenting, and when appropriate refer to community resources.

The ECEAP grant also funded improvements that have been made to the childcare area. They updated safety fall zone material where kids climb and play and re-fluffed the material that was there. They also upgraded the gravel, refilled the sand box, and painted the classroom after many years. Safety issues around baseboard heaters were also addressed.

Trustee Ramon asked if this was an ongoing program. Dean Garrett responded that yes ECEAP is ongoing and this is a priority for early learning. BBCC has 20 slots again and currently there are 17 student families enrolled. Trustee Blakely asked if there was any opportunity for enrichment programs for high achievers.

She responded that in the past BBCC has hosted Gear Up and Destination Healthcare activities. However, this year Gear Up is limited and destination healthcare is not funded.

VP Hamburg stated the Consolidated Balance Sheet on page 17 summarizes assets, liabilities and fund balance as of June 30, 2009. Assets include pooled cash of \$13,898,367 which includes the cash, investment in the Local Government Investment Pool (LGIP), and the bonds. There is an offsetting entry for the pooled cash under current liabilities. The drop in interest rate is "striking." On June 30, 2009 the LGIP interest rate was .7746%, last year on the same date the interest rate was 2.3283%. As of August 31, 2009 it was .57% and is continuing to fall.

The Investments are noted on page 18. VP Hamburg explained that we invest through Piper Jaffrey. They abide by the investment policy approved by the State Treasurer per the RCW and they are on the approved investor list.

BBCC's total current assets are a little over \$31 million. Long term assets include property, plant and equipment, land, buildings improvements other than buildings, equipment and construction in progress and total almost \$25 million. The Art building moved to capitalized buildings because it was finished bringing the construction in progress account to zero. BBCC's total assets are \$61,625,821.

Next VP Hamburg reviewed the liabilities. Installments payable short-term is the COP payment \$230,000. The long-term balance of the 20 year note is \$4,190,000 at 4.01 percent. When the bond was first taken out it was for \$5,290,000 million dollars. We will pay on this for another 14 years. The Fund balance increased to \$40,562,008, which is up by \$1,129,473.

VP Hamburg explained that page 19 shows aging details on accounts receivables. She reported only \$13,000 are over 90 days. That is .5 percent of all receivables. Page 20 provides the pooled cash details by month. Pages 21-22 give detail on consolidated balance sheet broken out by funds. She explained that page 23 comes close to an income statement and shows revenues, expenses and the difference in the fund balance. She highlighted the interest earned \$201,292 compared to last year's earned interest of \$671,969, which is a 70 percent drop. The sales noted are from the bookstore \$918,457, which is our only retail operation. The total revenue is \$27,938,033. Expenditures are \$26,808,561, leaving a fund balance of \$40,562,008 which is up \$1,129,473 from last year. Pages 24-25 detail the revenue sources and fund balance.

Trustee Blakely asked where the ATEC payments go and if they're negotiable. VP Hamburg stated the payments go to the State Treasurer and are non-negotiable.

Trustee Blakely complimented VP Hamburg and Director Rios on their budget presentation. Trustee Ramon referred to the pie charts on page 11. They illustrate where the \$29 million dollars comes from. State funds provide \$15 million, and grants provide \$13 million. This is a change from last year, the state funded portion is decreasing. He said we need to try to work at increasing state funding and the interest earned. This highlights how important the Foundation is to the operation of the college and the students. He emphasized the importance of working closely with the Foundation.

Trustee Kenison commended staff and faculty for remaining successful in economically difficult times. She said especially compared to other institutions we've done a remarkable job and we offer students a full package. Trustee Blakely agreed with Trustee Kenison and added BBCC is the "best deal in town." Trustee Ramon complimented staff on their budget presentation. He commented that having reserves speaks volumes about management. Management works extensively to avoid financial emergencies. Trustee Blakely said the budget depicts a team effort across the board. Outreach is small but makes a big difference, more students, faculty and staff are working hard to attract more students.

The meeting was adjourned. 11:43 a.m.

Felix Ramon, Chair

ATTEST:

William C. Bonaudi, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting on Tuesday, September 8, 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 Felix Ramon called the meeting to order at 1:30 p.m.

Present: Mike Blakely
Katherine Kenison
Felix Ramon

Absent: Angela Pixton
Mike Wren

2. Introductions

President Bonaudi introduced the newly hired tenure track instructors: Industrial Electrical Technology Instructor Jerry Wright, Automotive Maintenance Technology Instructor Richard "Dick" Wynder and Nursing Instructor Mercedes Gonzalez-Aller. They are attending an intensive 3-day orientation on campus this week.

President Bonaudi described the additional information distributed to the Board members: the latest edition of the student handbook/planner provided by ASB, the detail corrected 2009-2010 State Operating Budget which will require no action, the 2009-2010 Proprietary Budget and Financial Statements, the Student Success Outcomes Report which is the end result of the first year of the 2009-14 Academic Master Plan, the draft minutes of the August 26, 2009 Administrative/Board Retreat and sample financial aid and academic probation letters.

3. Consent Agenda

a) Approval of Regular Meeting Minutes for August 4, 2009, Regular Meeting (A); b) Student Success Update (I); c) Accreditation (I); d) Assessment Update (I); e) Capital Project Report (I); f) Human Resources Report (I); g) Enrollment Report (I); h) State Operating Budget detail corrected (I).

MOTION 09-35 Trustee Katherine Kenison moved to approve the Consent Agenda. Trustee Mike Blakely seconded the motion, and the motion carried.

4. Remarks

a. ASB President Rhoan Ashby and ASB representative, Kim Jackson, were both absent today. Associate VP of Student Services, Candy Lacher,

- reported ASB activities. She announced that the western themed “Back to School BBQ” will be held September 24, cost will be \$4. The festivities will include country music, an old time photo booth, and inflatable toys. The student vs. staff soft ball game will be played September 30 at 5:00 p.m. Lastly, she reported BBCC’s first home volleyball match is Thursday, September 10.
- b. Classified Staff representative Kathy Aldrich reported classified staff activities. Eight staff members took advantage of six trainings in August. Kamie Bishop attended an online training for Computer Systems Analysis & Development through the University of Phoenix Online. Cynthia DeVictoria attended USDA training August 11 in Yakima. Robin Arriaga attended HCA Life Insurance & LTD Training on August 19 via Go-to-Meeting and a Department of Personnel Classification/Compensation Roundtable on August 20 via ITV. Susan Nichols attended a campus safety meeting on August 20. Yvonne Ponce, Karen Okerlund, and Angela Albert attended an I-9 Compliance & E-verify Impact Webinar by NowHire on August 26.
- c. Faculty Association President Mike O’Konek reported Faculty activities. The week of August 24 the statewide professional/technical boot camp for all new Professional/Technical faculty was held on campus. Four BBCC faculty members attended the boot camp: IET Instructor Jerry Wright, Automotive Maintenance Technology Instructor Dick Wynder, CDL Instructor Guillermo Garza and Nursing Instructor Marsha Asay.

Adjunct Instructor Mike Betcher, and Music Instructor Pat Patterson attended WSU’s Full Immersion Spanish Course as reported in their Exceptional Faculty reports during the August 4 Board meeting. Accounting Instructor Les Michie and Welding Instructor Gordon Kaupp also attended the Spanish Course at their own expense.

OIT instructor Daneen Berry-Guerin and Psychology/Criminal Justice Instructor Dr. Ryann Leonard developed online tutorials for new online learning software Elluminate and Angel. The following tutorials are linked on the website and they’ll be shared during the Faculty in-service September 14:

- *What is online learning and is it right for you?*
- *Accessing Online Courses and Tools*
- *Navigating Angel*
- *How do I use Big Bend email?*
- *Navigating Elluminate*

History Instructor Chris Riley attended a 5-week Institute on the Rule of Law and Liberal Arts hosted by the National Endowment for the Humanities at the University of New England, in Biddeford, Maine. He

was the only community college instructor selected to attend the training by scholars from Harvard, Columbia, Cornell, and others. He will use his experience in his American Government class this fall.

Mr. O'Konek reported several faculty and staff members have participated in Angel training this summer: Jim Hamm, Mary Shannon, Enedelia Nicholson, Mitch Poth, Elizabeth Mendoza, Dave Hammond, Vaughn Fairbanks, Kara Garrett, Schaylee Esparza, Sandy Cheek, Kamela Bishop, Mike Christian, Katherine Christian, Tennille Kimball and John Peterson. Lastly, he commented that Julia Berry the new psychology instructor was not able to be here today.

- d. VP Hamburg described the concrete and sidewalk repairs around campus and presented a photo tour of the improvements. She explained the safety issues that made these repairs essential. A display wall was installed in the Fine Arts Building by M & O. The display was similar to those in the ATEC Building and it will be great for students to display their art. September 9 is the date of the Auditorium remodel pre-bid walk through. VP Hamburg reported that unfortunately the Dept of Corrections backed out of the asbestos abatement project and it will be added to the auditorium bids.

Trustee Ramon stated our ability to complete these projects shows the planning that has taken place in budgeting. We are not only maintaining the BBCC campus we are improving it.

- e. VP Mike Lang stated during the Administrative/Board Retreat, Board members asked questions about how students were notified of financial aid and academic probation. He prepared sample letters for the Trustees to review. He reported the students are notified of their probationary status and given the opportunity to raise their gpa and/or earn the appropriate credits needed before they are suspended. They are also given instructions for appealing the finding if appropriate. The samples provided include letters addressing: Academic Probation, Remain on Academic Probation, Academic Suspension, Academic Dismissal, Financial Aid Probation, Financial Aid Suspension.

VP Lang introduced Title V Director Terry Kinzel. She reported that August 28 she received notice from Senator Murray's office that BBCC had received one of nine Title V Cooperative Grant Awards in the United States. She stated she worked for the past year and a half with faculty to determine what will help students overcome barriers. The emphasis of that grant which begins October 1 is increasing access and success for Hispanic, low income and rural students through curricular development of online distance learning strategies. Three new associate/baccalaureate online programs will be developed: Interdisciplinary studies, Early

Childhood Education, and Applied Technology. BBCC will work with Heritage University. This program supports the other initiatives on campus such as AtD, Opportunity Grant and SSS.

President Bonaudi complimented the excellent work by Director Kinzel, Dean Garrett, their crew and consultants. He stated receiving one of nine national \$3.5 million awards is incredible. Director Kinzel explained that BBCC was eligible to apply because in the last four years we have become an Hispanic serving institution. Trustee Ramon stated it was really good news to hear and nice for it to dovetail with other initiatives on campus. We need to do more with educational plans this may help.

- f. VP of Human Resources Holly Moos stated it has been a busy summer. She thanked staff and faculty for serving on screening committees. Newly hired Psychology Instructor Julia Berry will be on campus Thursday. VP Moos reported there had been two failed aviation instructor searches one was the shared faculty position with CWU. She said the auto mechanic position to replace Lupe Hernandez is being reviewed tomorrow.

Trustee Kenison inquired about the aviation positions. VP Moos responded that two applicants met the minimum requirements. Both applicants turned down the position, one due to relocation issues and one due to personal issues. President Bonaudi stated he is in conversation with the Washington State Patrol and the Governor's office regarding an agreement for training their pilots and using their King Airs.

5. **Proprietary Budget**

President Bonaudi stated the proprietary budget presentation fleshes out the budget process, and includes all sources of revenue and expenditures. VP Hamburg commented that the proprietary budget details were presented to the Board during the Study Session earlier today.

MOTION 09-36 Trustee Mike Blakely moved to approve the 2009-10 Proprietary Budget and Financial Statements as presented. Trustee Katherine Kenison seconded the motion, and the motion carried.

Trustee Blakely commended VP Hamburg for her hard work and BBCC's excellent faculty and everyone who contributes to BBCC's financial situation. He stated we have good team leaders and team effort and he is proud of Big Bend's accomplishments. Trustee Ramon thanked VP Hamburg Director Rios and Dean Garrett for a thorough and informative presentation.

6. **Soil Conservation District Property**

President Bonaudi reminded all that during the August Board meeting Dean Hane, MACC Radio Communications Manager, presented a revised proposal for use of a small parcel of the Soil Conservation District Property. Mr. Hane indicated that MACC was striving to meet an improvement plan deadline. Around this same time Dean Clyde Rasmussen was working with Reinke Irrigation and discussing using the property for a center pivot technician training program. Representatives from Reinke Irrigation will be on campus September 23 to see the property. Dean Rasmussen also indicated that representatives from Valley and Zymmatic will be in attendance to discuss this program. Some dead trees will be removed to make room for an irrigation circle. The current power box, transformer, pump house and well on the property may work with the irrigation system. The decisions regarding this program will impact the opportunity for MACC to lease the property.

Trustee Kenison asked about the parcel of land needed and the time frame regarding a decision about the irrigation program. Dean Rasmussen indicated the program would require about two thirds of the Soil Conservation Property and no expansion is anticipated. Dean Rasmussen stated the conversations on campus September 23 will help with the decision, however it will take more time to decide on this program. Reinke Irrigation may donate the equipment.

Dean Rasmussen stated sales representatives from irrigation equipment vendors have reported they have a difficult time finding techs to maintain and repair their equipment. He went on to say that the Industrial Electrical Tech and Maintenance Mechanic Tech programs will tie in with the center pivot program with just a few classes added specific to center pivots. Staff from Reinke indicated they will help BBCC develop a mechanized irrigation systems class and lab. This could be a one year certificate program and an AA program.

President Bonaudi stated Mr. Hane is waiting for a decision by the Board regarding MACC's use of this property. Trustee Kenison stated the potential center pivot program is more valuable for BBCC. She recommended BBCC pursue negotiations with Reinke. Trustee Ramon agreed and stated perhaps BBCC could develop a windmill tech program too. Trustee Kenison suggested the Board respond to MACC that BBCC is not ready to make a decision regarding the Soil Conservation Property at this time.

MOTION 09-37 Trustee Katherine Kenison moved that President Bonaudi notify Mr. Dean Hane that the Board is not ready to make a decision regarding the Soil Conservation Property at this time. Trustee Mike Blakely seconded the motion, and the motion carried.

7. Washington Council on Aerospace

President Bonaudi stated Governor Gregoire has established the Washington Council on Aerospace. Grant County and BBCC were major players in the 2003 pitch to bring Boeing's 7E7 assembly line to this area.

Dean Kirkwood referred the Trustees to page 14 of the Board packet. She stated Council members include the SBCTC and community colleges with aviation programs: Edmonds Community College, Everett Community College, Spokane Community College, South Seattle Community College and BBCC. She explained that BBCC's role is to secure an economic development position in the aerospace industry for the college and the county by building on the 2003 efforts. State Representatives Judy Warnick, Mike Hewitt, and Phyllis Gutierrez Kenney are also part of the Council.

President Bonaudi and Dean Kirkwood have represented BBCC at the Aerospace Council meetings at the SBCTC office, Edmonds Community College and the Puget Sound Regional Council. The Council is beginning to take on a statewide view. The next meeting will be held in Spokane during the Governor's Aerospace Conference. The Council hopes to convince Boeing to build a second 787 assembly line and to coordinate all training efforts in two and four year colleges to support the aerospace industry.

Larry Williams from the Dept of Commerce said Grant County is a good option with good space and buildings available. President Bonaudi stated Snohomish county folks are working hard to get the project located in their space. Edmonds has reserved space in the Everett Community College district. The BBCC presence on the Council is a good reminder that we are capable too. President Bonaudi reported BBCC's Director of International Programs, Carla Boon, helped develop the Air Washington brochure that was distributed.

Trustee Blakely said Grant County has the advantages of cheap power, expansion space, long runway, no traffic congestion and workforce. Trustee Ramon commented our participation in this effort is beneficial to the college.

8. AMP Report Outcomes

Dean Kirkwood explained that the Student Success Outcomes 2009 report contains the Trustees' comments from the retreat plus the executive summary staff comments. She asked if the Board had any other questions or comments.

Trustee Ramon stated he reviewed the report carefully at the retreat. Dean Kirkwood indicated that this report is online and it will be provided to the AMP committee. She stated reviewing the outcomes report during the summer allows her office to incorporate current data. During the Board Retreat one revision to the AMP regarding B.3 was suggested.

MOTION 09-38 Trustee Katherine Kenison moved to accept the Student Success Outcomes Report 2009 as presented. Trustee Mike Blakely seconded the motion, and the motion carried.

President Bonaudi added that the three reports from 2008-09 together have the same volume as the six monitoring reports from the year before.

9. **Policy Governance and Board Evaluation**

Trustee Blakely inquired if it would be prudent to delay this item until the next meeting because two Board members are not present today. Trustee Kenison stated the Board could go forward with this item today because all Trustees were present at the Retreat, but it would be nice to have the two newer Trustees present. President Bonaudi stated this could be put off until the next meeting or acted on today.

MOTION 09-39 Trustee Katherine Kenison moved to accept the 2009-10 board goals as listed on page 2155 of the draft August 26, 2009, Board/Administrative Retreat minutes. There are no changes to Policy Governance and the President's evaluation process. Trustee Mike Blakely seconded the motion, and the motion carried.

The 2009-10 goals are listed below:

INNOVATION- The board will establish and foster business, industry and community connections to the college, which will lead to innovation and new or expanded programs arising from those connections.

ACCESS- The board will establish and maintain policies to insure open access and opportunity for all students, employees, employers, and communities, communicating those policies to the district. The Board will endeavor to hold more off campus meetings with school districts within its service area in order to communicate the college's policies and programs district-wide. Promote increased contact on campus and throughout the district.

STUDENT ACHIEVEMENT – The board will recognize and promote student success. The Board will implement a practice of sending written acknowledgement to students and staff who have achieved notable successes.

BUSINESS AND INDUSTRY PARTNERSHIPS - The Board will establish and maintain policies that encourage and promote business, industry, and college interaction to enhance the economic health of the district, communicating those policies to the district. The Board will implement a practice of sending written thank-you's to businesses and industries which make notable contributions or donations.

COLLEGE CLIMATE – The Board will establish and maintain policies that promote a safe, welcoming environment for students, employees, and citizens for college activities throughout the district. The Board will encourage events and activities on campus to recognize staff achievement and bring more people to our campus for exposure to the college.

CULTURAL ENRICHMENT - The Board will establish and maintain policies that encourage and support growth for diversity of students and staff. The Board will encourage the display of multi-cultural artwork on campus

The 2009-10 sample Board activities:

Attendance and participation in college ceremonies and activities.

Board endorsement and participation in membership activities of the state system and national higher education organizations.

Board endorsement and participation in community, regional, and national presentations related to higher education.

Board endorsement and participation in stakeholder meetings including school district directors and other community organizations.

More Trustee training opportunities.

Organized and coordinated contacts with legislators regarding college issues.

Acquire a better working knowledge and understanding of the Foundation and its fundraising activities.

Internal monitoring reports.

Outreach to the community regarding Board policies.

President Bonaudi suggested separate motions be used for the committee assignments and the Board's self-evaluation statement. Trustee Blakely recommended presenting the Board's self-evaluation statement at the next meeting to allow preparation time. Trustee Ramon stated the BBCC Board has the 2008-09 goals. He went on to say that the Board governs in the Policy Governance style and delegates authority to the President. The Board members are not micro-managers and do not interfere. All actions are taken as a board, not independently. Trustee Ramon encouraged the Board to continue to work within the Policy Governance guidelines and toward the 2009-10 goals. He will prepare wording for the self-evaluation statement to present at the October 20 meeting.

Trustee Kenison stated she is pleased to continue on the Legislative Action Committee but she'll be on two committees. She asked if Trustee Wren or Trustee Pixton were on any SBCTC committees.

MOTION 09-39 Trustee Katherine Kenison moved to appoint herself as the primary on the Legislative Action Committee with Trustee Blakely as the secondary. Trustee Mike Blakely seconded and the motion carried.

President Bonaudi distributed the Board goals and activities linkage sheet. He suggested the Trustees use it as a worksheet to organize their activities for the Board Assessment item during each meeting. Trustees could identify the activities that fit in each goal.

10. Assessment of Board Activity

Trustee Kenison stated she attended the Administrative/Board retreat. She also spoke with Running Start students who are beginning this year. She is continuing to work to connect Bureau of Reclamation staff with BBCC staff to discuss partnering on security training.

Trustee Blakely said he visited the Wild Horse Wind and Solar Facility with Trustee Wren and Dean Rasmussen and introduced them to the Municipal Liaison Manager, David Bowen. He also attended the Administrative/Board Retreat. Trustee Blakely reported he sent thank you notes to Mr. David Bowen and Ms. Cindy Hough. He also assisted a student to contact BBCC Foundation Executive Doug Sly for temporary financial assistance. A Quincy student who heard Trustee Blakely give a keynote commencement speech visited him for help. The student had intended to work for one year and then attend college. After hearing Trustee Blakely, the student changed plans and will attend BBCC with an \$8,000 Gear Up grant. Lastly, Trustee Blakely participated in the Butch Bare radio show with President Bonaudi and Trustee Ramon on August 27. He indicated that he would like to hear some student success stories on the radio.

Trustee Ramon attended the Administrative/Board Retreat, and the Butch Bare radio show. He also visited campus twice. He has promoted BBCC in the community. During the July 7, 2009, Board meeting he reported that 20% of the Moses Lake Christian Academy 2009 graduates were going to attend BBCC, he was just informed that three more graduates from the MLCA will be attending BBCC. He encouraged everyone to include MLCA when promoting contact with the school districts and inviting them to campus. Their participation in the education communities is valued the same as public schools.

11. Next Regular Meeting

President Bonaudi reminded all that the next regular Board meeting is scheduled on October 20, 2009 at 1:30 p.m. The Foundation donor/recipient event Star Night will be held later that same evening.

MOTION 09-40 Trustee Katherine Kenison moved to set the next regular Board meeting on October 20, 2009 at 1:30 p.m. Trustee Mike Blakely seconded and the motion carried.

12. Miscellaneous

President Bonaudi described the events listed in the agenda item as consistent with the Board's goals to honor campus activities. The back to school breakfast and faculty in-service will be held September 14. The Masto Dedication ceremony will be held during the Faculty In-Service break. BBCC Foundation Executive Director Doug Sly reported that community leaders from the distant past are planning to attend.

The BBCC Foundation dinner and meeting is October 8. The Foundation really appreciates the Trustees' attendance at their dinners and meetings. Trustee Ramon stated he is not available to attend the Masto dedication. He said he knew Mr. Masto for a number of years they were in the Lions club together. He said Mr. Masto was dedicated to the welfare of the community and the youth of the community.

The meeting was adjourned at 3:04 p.m.

Felix Ramon, Chair

ATTEST:

William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 10/20/09

ITEM #3: CONSENT AGENDA (for information)

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

BACKGROUND:

Achieving the Dream

Priority 2: Increase retention by improving first year student experience
Activity 2.1 New Student Orientation

This fall the BBT staff worked with new students to teach technology skills students need to access their e-mail accounts and online instruction.

As the college continues to increase online offerings, the use of Media Site and hybrid classes that require web enabled classroom support, it is becoming more apparent to staff that one the barriers to student success is the ability to use technology and access services effectively. Therefore, BBT has been expanding their outreach and training to students.

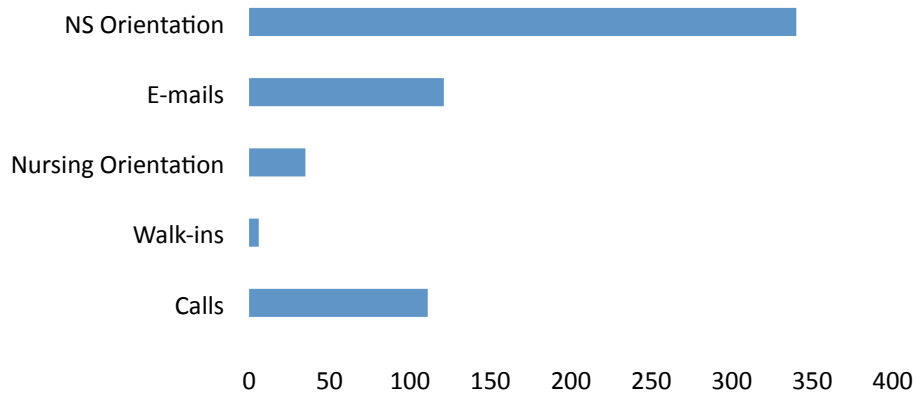
As a result of a continued effort from a very dedicated technology staff, over 1000 students have been helped. They were helped during new student orientation sessions, one on one in the library sessions, in the BBT office or on the phone during the first two weeks of instruction. This is far beyond any number staff have been able to reach in fall's past. The information on students served is illustrated in the charts on the following two pages.

Big Bend Student Help Desk Report

September 14-18

	Calls	Walk-ins	Nursing Orientation	E-mails	NS Orientation
September 14-18	111	6	35	121	340

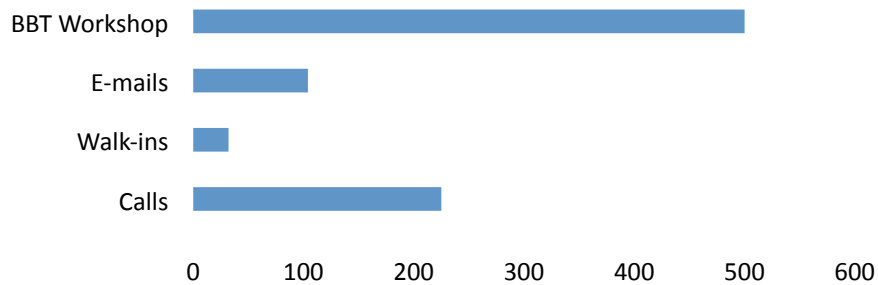
September 14-18



September 21-25

	Calls	Walk-ins	E-mails	BBT Workshop
September 21-25	225	32	104	500

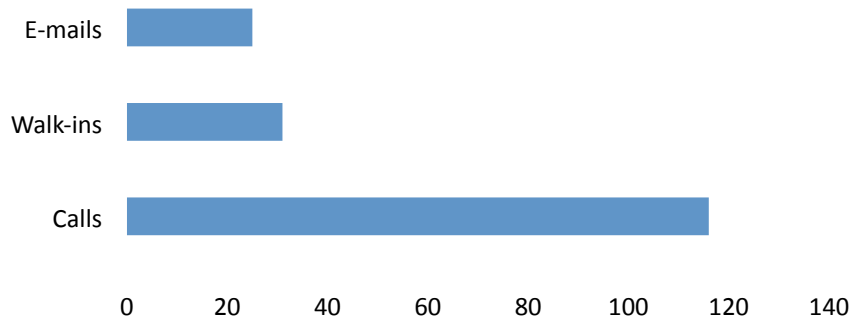
September 21-25



September 28- October 2

	Calls	Walk-ins	Nursing Orientation	E-mails	NS Orientation
September 28-October 2	116	31		25	

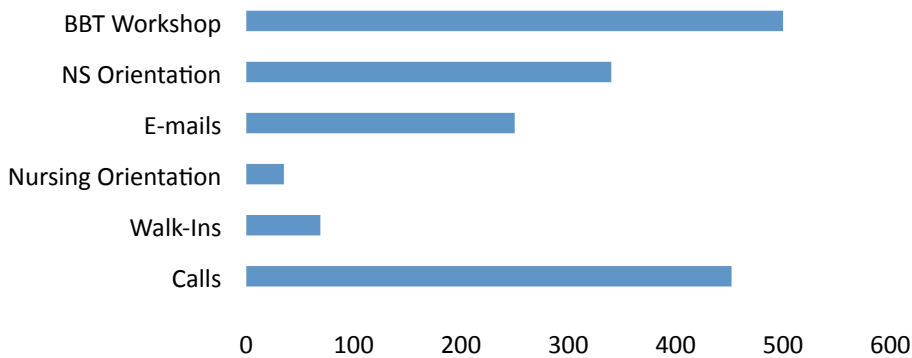
September 28-October 2



Total for the 3 weeks

	Calls	Walk-ins	Nursing Orientation	E-mails	NS Orientation	BBT Workshop
September 14-18	111	6	35	121	340	
September 21-25	225	32		104		500
September 28-October 2	116	31		25		
Total Students Assisted	452	69	35	250	340	500
Total for all Students Served	1,646					

Total Students Assisted



Priority 2. Increase retention by improving first year student experience
Activity 2.1 New Student Orientation

New Student Orientation sessions were held the evening of September 15 and September 16 during the day. Attendance at the evening session increased from 49 in 2008 to 126 this fall. Day orientation numbers also increased from 158 in 2008 to 233 this fall. This was a 73% increase in the number of new students attending an orientation session. Two strategies were used in addition to sending reminder postcards to increase attendance: 1) an email was sent to all new students a couple of days before the sessions and 2) new students enrolled in new student orientation at the time of registration, this “class” printed on their student schedule.

Priority: 2. Increase retention by improving first year student experience
Activity 2.6 has been expanded to include students in CSS and pre-college math.

BBCC Mentoring Program

This year, as part of the Achieving the Dream initiatives, a mentoring program has been designed for students that involve faculty and staff advisors mentoring students in selected courses. The **BBCC Mentoring Program** courses for fall quarter include some of the CSS 100 courses, CSS 102 and the evening MPC 080 course. The **BBCC Mentoring Program** begins with a faculty or staff advisor visiting students in class four times throughout the quarter. The goal of this program is to assist students in becoming aware of campus resources, learn important student information and create connections with the college community. Students are also encouraged to meet with their mentor outside of the classroom. The **BBCC Mentoring Program** is an effort to help students reach their educational goals at Big Bend Community College.

Number of mentors: 7

Number of classes: 10

Classroom visit information:

Week 1 (September 21 – 24)

- **BBCC Mentoring Program Information**

- Introduction

- Inform students about program

- Collect contact information from students (student completes form)

- Provide students with your contact information (office location, telephone number, E-mail)

Week 3 (October 5 – 8)

- **Campus resources**

- Online tutoring

- Peer tutoring

- Math Resource lab

- English Skills Lab

- Supplemental Instruction Courses

- Student Support Services

- Persistence Program

- Opportunity Grant

Other resources

Week 7 (November 2 – 5)

- **Registration**
Registration dates
Registration access time
Student Kiosk
See your advisor

Week 11 (November 30 – December 3)

- **Degree planning**
Types of degrees offered
Where to locate degree worksheets
Are the courses you are registered for part of your degree plan?
Do you need to meet with your advisor?

Student Achievement/Persistence

Trio Student Support Services/Student Persistence - Fall Update-2009 Enrollment:

TRIO-Student Support Services- 135 students presently enrolled. The target enrollment is 186.

Student Persistence: 100 (includes students returning)

Total Enrollment of students in support/persistence activities: 235

- Completed 86 new intakes and program plans in the first month of school.
- These 86 students will be placed into the appropriate program after the program plan is completed and each student has been staffed.
- Will bring the total enrollment for both programs to 321 active students.
- We ended last year with a total enrollment for both programs of 329 active students. We are starting in September with a total enrollment of 321.

Laptop check-outs for the month of September:

TRIO-SSS- 11 students have checked out lap-tops.

Student Persistence- 14 students have checked out lap-tops.

Total: 25

Book Loan Library:

TRIO-SSS- 125 students have checked out a book for fall quarter.

Student Persistence-137 student have checked out a book for fall quarter.

Total: 262

Activities:

A Campus visit is planned for the third week in October to Washington State University (20 students will participate).

Trio- Vikings Soccer Club (open to all students on campus) played on Friday, October 2 versus Moses Lake U-18 Premier Men's Team. Vikings won 5-1. The game was played at Moses Lake Lions Field.

Trio- Students Supporting Students Club held open invitation for all students interested in becoming new club members.

Trio –SSS Annual Performance Report is due November 30 to the Dept. of Education.

Trio- SSS Grant Proposal will be due to the Dept. of Education in late November.

Supplemental Instruction

This year we have six SI Leaders appointed to six different classes which are listed below...

Classes participating in SI:

MPC 95

- Barbara Whitney 9:15-10:20
- Sonia Farag 11:45-12:50
- April Mayer 10:30-11:35

MPC 90

- April Mayer 9:15-10:20
- Tyler Wallace 11:45-12:50
- Salah Abed 8:00-9:05



Focus on Success

Quarterly Report on Student Success Initiatives at BBCC

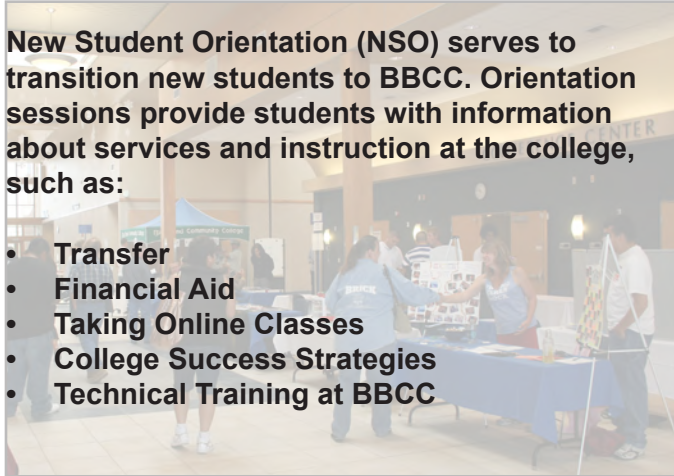
Big Bend Community College

Fall Quarter 2009

NEW STUDENT ORIENTATION

New Student Orientation (NSO) serves to transition new students to BBCC. Orientation sessions provide students with information about services and instruction at the college, such as:

- Transfer
- Financial Aid
- Taking Online Classes
- College Success Strategies
- Technical Training at BBCC



MAPA: Mentoring for Academic Persistence and Achievement

MAPA is a Latino mentoring program at BBCC that is designed to enhance Latino students' educational experience at the college. MAPA mentors attend sessions and provide students with information regarding the purpose of MAPA, share their educational backgrounds, provide general guidance on attending college, and facilitate discussions on future workshops/sessions in which students would like to participate.

Half of entering students leave between their first fall term and the next.^a

Success rates^b for students attending NSO were approximately 13% higher than students not attending NSO.^c

The largest percentage of community college students drop out before their second term.^a

89% of students who attended fall NSO returned in winter quarter versus 68% of students who do not attend NSO in the fall.^d

MAPA students are interested in information on:

- Scholarships and financial aid
- Employment/self-marketing
- Study skills
- Transfer
- Networking opportunities
 - Opportunities to meet with instructors
 - Leadership and outreach opportunities
 - Advising for selection of course schedule
 - Sharing information with other students on campus

96% of fall MAPA participants graduated, completed a certificate, or continued to spring quarter last year!

MAPA participants also attend the Latino Education Achievement Project (LEAP) Conference each year.

70% of all academic and Professional-Technical Latino students (fall quarter) graduated, completed a certificate, or continued to spring quarter last year.

^aCommunity College Survey of Student Engagement publication, HIGHLIGHTS, Volume 7, Issue 4. More information is available at: www.ccsse.org and www.enteringstudent.org.

^bStudent success is defined as students completing or continuing the following fall

^c2007-08 data

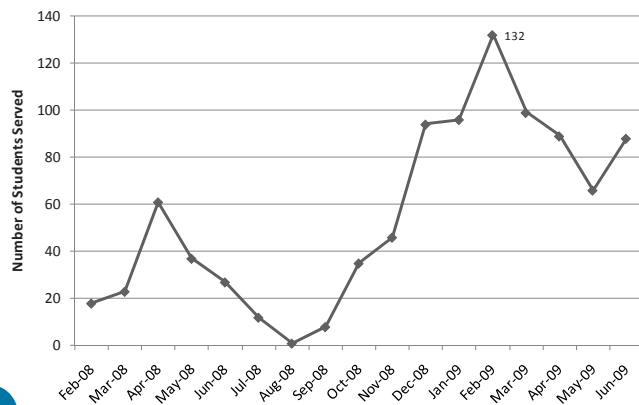
^d2008-09 data

Online Tutoring

- Online tutoring use nearly doubled from spring 2008 to spring 2009
- Winter quarter 2009 saw the most use of online tutoring to date
- The subject with the most connected sessions (winter quarter) was Essay Writing, although overall, math subjects (combined) had the most connected sessions
- Efforts are currently underway to identify students who use online tutoring and track their success in classes

*“I like this site [tutor.com] very much. It helps when you don’t have time to go to the math lab to ask questions.”
(College Intro tutoring student, March 2009)*

Online Tutoring Use 2008-09

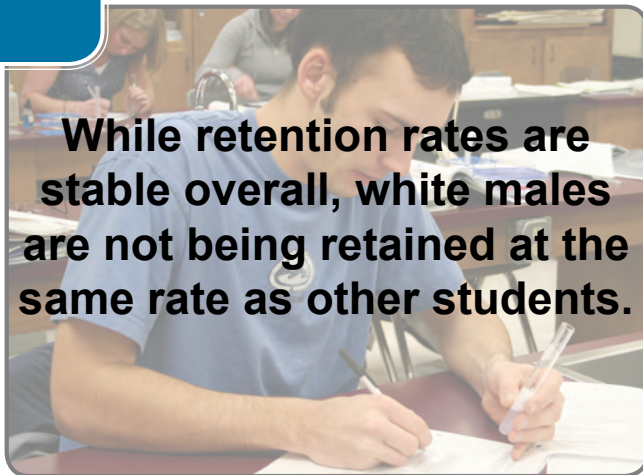


Approximately 76% of new degree-seeking students enroll in the subsequent academic year

Retention

All of the college’s student success initiatives are aimed at retaining students in classes and programs, with the ultimate goal of helping them attain their educational goal(s)—be it graduating with a degree or certificate, transferring to a four-year university, or gaining job skills for employment.

Overall, retention rates of degree-seeking students at BBCC seem stable. Approximately 76% of new degree-seeking students are retained to the subsequent academic year. Female (overall) and Latino retention rates are both around 80%, but white male retention dropped from 75% in 2006-07 to 2007-08 to 64% in 2007-08 to 2008-09.



While retention rates are stable overall, white males are not being retained at the same rate as other students.

These trends were reviewed extensively across campus and with the BBCC Board of Trustees this summer and some conclusions were drawn.

In addition to continuing our current student success efforts, it was agreed that we need to increase efforts to help students understand and utilize educational plans. Additionally, creating more interactive-learning experiences versus straight “seat time” in classes was discussed as a strategy to maintain and increase retention rates.

For more information, please contact the Institutional Research office at 509.793.2390 or visit <http://information.bigbend.edu/administration/IRP/Pages/default.aspx>.

BIG BEND COMMUNITY COLLEGE

Date: 10/20/09

ITEM #3 CONSENT AGENDA (for information)

c. Accreditation

BACKGROUND:

BBCC is currently in the process of writing the required Accreditation Progress Report for the Northwest Commission on Colleges and Universities which will be submitted and posted to BBCC's website. The progress report details Big Bend's responses to two recommendations from our interim report in 2007.

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

RECOMMENDATION:

None.

September 28, 2009

RECEIVED

OCT 12 2009

PRESIDENT'S OFFICE

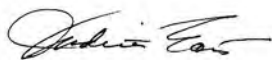
Dear Colleague,

The Association of Governing Boards of Universities and Colleges (AGB) and the Council for Higher Education Accreditation (CHEA) are pleased to share with you our joint advisory statement on accreditation and governing boards.

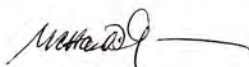
The AGB/CHEA advisory statement offers suggestions for effective practice to governing boards and chief executive officers of higher education institutions as they work with accrediting organizations. The advisory statement is not intended to be prescriptive; it is left to chief executive officers and governing boards to determine if and how the suggested practices are of value to and can be used by their individual institutions.

We hope you find the statement useful. Copies are available by download on the AGB and CHEA websites, www.chea.org and www.agb.org.

Sincerely,



Judith Eaton, President, Council for Higher Education Accreditation



Richard D. Legon, President, Association of Governing Boards of Universities and Colleges

AGB-CHEA JOINT ADVISORY STATEMENT ON ACCREDITATION & GOVERNING BOARDS

The Association of Governing Boards (AGB) and the Council for Higher Education Accreditation (CHEA) have both recognized the importance of engaging governing boards in the accreditation process. AGB affirms¹ that one element of board accountability for educational quality and institutional autonomy is to be aware of and appropriately engaged in the process by which the institution and its various educational programs are accredited. CHEA recognizes and values the responsibility that governing boards share in helping colleges and universities attain the highest possible standards for good management and student learning,² and it actively encourages the involvement of governing boards in this process.³

In the summer of 2008, in response to heightened public concern about higher education academic quality and heightened pressure for accountability, 21 current and former college and university chief executive officers and board members considered the topic of governing boards and accreditation. Specifically, the discussion focused on the appropriate level of board engagement in the accreditation process and how it can best be achieved. Subsequently, the boards of AGB and CHEA, as well as each organization's several advisory groups, commented on the issue, acknowledging that just as accountability for quality is central to the fiduciary responsibility of governing boards, accrediting organizations are considered by the academic community to be central to assuring the quality of a college or university.

This joint advisory statement was approved by the boards of directors of AGB and CHEA, and it represents the best thinking of both organizations on the relationship of governing boards to the process of accreditation.

With more than 1,200 member boards, both public and private, and 35,000 individual members, the Association of Governing Boards of Universities and Colleges (AGB) strengthens and protects this country's unique form of institutional governance through its research, services, and advocacy.

A national advocate and institutional voice for self-regulation of academic quality through accreditation, the Council for Higher Education Accreditation (CHEA) is an association of 3,000 degree-granting colleges and universities and recognizes 59 institutional and programmatic accrediting organizations.

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1. *AGB Statement on Board Accountability*, Adopted by the AGB Board of Directors, January 17, 2007.

2. *New Leadership for Student Learning and Accountability: A Statement of Principles, Commitments to Action*. AACU and CHEA, 2008.

3. *Presidential Guidelines Series*. CHEA December 2007.

HISTORY AND CONTEXT OF ACCREDITATION

Accreditation is a periodic, peer-based system of review of higher education institutions and programs. It is designed to assure the public of an institution's commitment to academic quality and fiscal integrity as well as to stimulate ongoing improvement by the institution. The voluntary practice has existed for more than 100 years and typically begins with an institutional or programmatic self-study, followed by a visit from a group of experienced faculty members and administrators from other institutions who have been trained to evaluate institutional performance. This evaluation is made within the context of accreditation standards, as determined by the applicable accrediting organization. At present, 80 recognized accrediting organizations operate throughout the United States, reviewing public and private, two-year and four-year, nonprofit and for-profit institutions and a range of program areas, from law to medicine and the health professions, from social work to teacher education and engineering.

Accreditation's work is built on the core values of higher education: the importance of institutional mission as central to judgments about quality; the need for institutional independence, flexibility, and the freedom to carry out the important work of colleges and universities; accountability and the meeting of standards; fiscal integrity and the maintenance of adequate institutional resources; and the exercise of academic freedom by faculty.

At its heart, accreditation is a process through which an institution holds itself accountable to the academic community and the larger public, and as such it plays a key role in the success of U.S. higher education. It is self-regulation of an institution's or program's governance, finances, and academic activity, including curricula and academic standards. Thus, as stewards of an institution, and in conjunction with the president, administration, faculty, students, and staff, governing boards are obligated to ensure mission achievement as part of their fundamental fiduciary responsibility.

Accreditation not only functions as the primary vehicle for peer review and self-regulation of academic quality, it also has a relationship with the federal government that affects each accredited institution or program in the country. Since 1952, the federal government has required that institutions or programs seeking eligibility for federal funds be accredited by an accrediting organization that the federal government has recognized as meeting federal standards for this purpose. Federal funds include student aid grants and loans, research funds, and program funds—more than \$100 billion per year in recent years. This relationship between accreditation and the federal government is often referred to as the “gatekeeping” role of accreditation.

Beyond the heightened individual, societal, and economic pressures for accountability, American higher education remains collectively responsible to the broader public good. As such, governing boards can assure policy makers and the public that the unique U.S. higher education enterprise is operating with integrity and stability, is delivering high-quality academic programs, and is worthy of its autonomous authority and self-regulation by demonstrating their engagement in the accreditation process.

SUGGESTED PRACTICES FOR GOVERNING BOARDS AND CHIEF EXECUTIVE OFFICERS

This statement offers suggestions for effective practice to governing boards and chief executive officers as they work with accrediting organizations. The statement is advisory and is not intended to be prescriptive. It is left to presidents and governing boards to determine whether the suggested practices are of value at their individual institutions and how to make use of them in a manner that best fits the specific environment and needs of each college or university.

For Governing Boards

Governing boards, working in collaboration with institutional leadership, are obligated to ensure mission achievement and institutional fiscal integrity as part of their fundamental fiduciary responsibility. Accordingly, understanding accreditation and its relevance to educational quality is extremely important. Governing boards need to be appropriately engaged in the accreditation process, respecting the leadership of the chief executive officer, the chief academic officer, and the faculty; acknowledging the importance of accreditation to serving students; and understanding that board engagement, awareness, and follow-up are fundamental to their fiduciary responsibilities.

To meet their ultimate responsibilities in accreditation, board leadership may consider the following actions to more fully engage the board in the accreditation process:

- ◆ Establish an ongoing orientation or accreditation education program for board members, with particular attention to the way in which accreditation relates to such core values as mission, institutional independence, and academic freedom. Through the program, boards will come to understand their oversight responsibilities regarding:
 - allocation of human and financial resources and their ongoing stewardship of the academic mission;
 - institutional commitment to assessment of student-learning outcomes; and
 - institutional commitment to assessment of institutional effectiveness and efficiency.⁴

The orientation program may include an overview of:

- the accreditation process and the number and types of accreditations held;
 - how to determine if the institution's educational programs are consistent with its mission;
 - how academic priorities are supported by resource-allocation decisions; and
 - how the accreditation report can aid institutional planning.
- ◆ Review key elements of the accreditation self-study, the visiting team's report, and formal action and decision letters from the accrediting organization and consider their implications for the institution's strategic goals, mission, and resources.
 - ◆ Participate in the accreditation process. Some board members may be asked to meet with the visiting team during the accreditation process and need to be prepared to contribute in other ways.
 - ◆ Develop, with the leadership of the chief executive officer, a plan for ongoing governing board involvement in accreditation review (for example, self-study preparation, site visits, and review of accreditation reports and decisions). This process links the board's responsibility

⁴ *The Board's Role in Accreditation*. Michael F. Middaugh. AGB, 2007.

to monitor educational quality to the process of self-regulation and self-study, as well as to a continuous review of educational quality.

- ◆ Establish clear expectations of the board chair to work with the president on the accreditation process, including opportunities to meet with the visiting team and an expectation that the chair will receive the visiting team's final report when it is submitted to the institution.
- ◆ Assure that faculty participation in the process is cultivated to take advantage of the faculty's institutional knowledge and academic expertise.
- ◆ Become aware of the public policy role of accreditation and its relationship with federal and state government and how this affects an institution or program.
- ◆ For system boards, understand the accreditation processes of constituent institutions. Systems present a particularly complex and challenging environment for boards due to the number of institutions within their purview. It is incumbent on system executives to keep the system board informed of upcoming reviews, alerting the board to any perceived difficulties.
- ◆ Familiarize the board with the standards of accrediting organizations that apply to board governance and of actions that may be required to address them.

For Chief Executive Officers

Chief executive officers provide leadership in the accreditation process and can guide governing boards through the accreditation process. Accreditation can be used as an opportunity to assess institutional or programmatic impact and success, as well as to leverage change. Chief executive officers can assist the board in assuming appropriate policy oversight in the following ways:

- ◆ Engage the board in a periodic review of the various accreditations held by the institution, the costs involved, the obligations incurred, and the value added to the institution and its programs, as well as the anticipated schedule for future accreditation processes. Provide the board with periodic updates on the status of all pending accreditations and institutional actions that have resulted from previous accreditation reviews.
- ◆ Prepare strategies, with board leadership (perhaps led by the board's Executive Committee), for board engagement in pending accreditation processes.
- ◆ Inform the board about specific expectations related to governance that will be evaluated in upcoming accreditation reviews and ensure the availability of board members to communicate with the visiting team.
- ◆ With the chair, ensure that board agendas include relevant issues for board consideration resulting from accreditation reports.
- ◆ Provide leadership and participate in orientation programs for new and current board members on issues related to accreditation.
- ◆ Work to more fully engage faculty in accreditation, including participating in their own institution's accreditation reviews, participating in reviews of other institutions, and serving on accrediting decision-making committees. The leadership role of the faculty and academic administration is critical to the success of the accreditation process.

Board engagement in accreditation process and policy is central to the ongoing vitality and value of accreditation and its work on behalf of students, colleges and universities, government, and the public. This engagement also benefits board members by affirming and strengthening their fiduciary roles in assuring the quality, efficiency, and effectiveness of the institutions they govern.

BIG BEND COMMUNITY COLLEGE

Date: 10/20/09

ITEM #3 CONSENT AGENDA (for information)

d. Assessment Update

BACKGROUND:

Currently faculty are completing their assessment reports for 2009-10 and submitting plans for 2009-10. Steve Close, Faculty Assessment Chair has met with new faculty to assist in the development of program assessment plans.

BBCC also participated in a Noel Levitz survey on New Student Enrollment and Retention. BBCC provided the following data:

New and Transfer Students (first time enrolled at BBCC)		
	Fall 2008	Fall 2009
Number of new first-year undergraduate students (first time in college)	518	514
Number of new transfer students (students who previously attended college elsewhere)	73	123

Fall to Fall Retention of First-year Students		
	Fall 2007 to Fall 2008	Fall 2008 to Fall 2009
Number of new first-year undergraduate students (first time in college)	44%	49%

It is very promising to see the retention rate increase by five percent. Later this fall Noel Levitz will post the compiled results from other participating schools which will allow BBCC to compare their retention rates with those of other schools.

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

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 10/20/09

ITEM #3: CONSENT AGENDA (for information)

e. Capital Project Update

BACKGROUND:

Fine Arts Building – completion of Building 1900: The display wall has been installed. It is ready to exhibit student art projects.



Old Developments/Background:

9-8-09 The display wall has been delivered and M & O has started the installation.

8-4-09 The Mediasite equipment and carpet in the two classrooms has been installed. The display wall is ordered and is due to be delivered in August. M & O will install the display wall.

7-7-09 The Mediasite equipment is scheduled to be installed the week of June 22-27. The carpet in the two classrooms will be installed on June 23. The display wall is ordered and is due to be delivered in August. M & O will install the display wall.

5-19-09 The bids for the Mediasite equipment have been received and the contract has been awarded; the amount was \$37,056.18. The request for quotes on the carpet will be going out by May 8th. Specifications on the display wall should be finalized this week and the bid will go by May 15th.

8-5-08 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: The bid advertisement was released on August 24, 2009. There was a pre-bid walk-through on September 9, 2009. Attendance at the walk-through was encouraged, but not mandatory. The bids were opened at 11:00 A.M. on September 23, 2009; there were eight bids. The contract was awarded to Straightline Construction & Remodeling, LLC of Woodinville. The bid amount was \$164,000.00, plus sales tax of \$12,956.00 and a contingency amount of \$17,695.60 for a total of \$194,651.60. The contract was awarded on October 1, 2009. We do not have the date for the Notice to Proceed yet, but we are hoping it will be by mid October.

Old Developments/Background:

9-8-09 Department of Corrections will not be able to do the asbestos abatement and demolition work after all. Our architect, Bernardo Wills, is adjusting the bid packet to include this work. Construction is expected to start in October.

8-4-09 The drawings for the remodel are complete and Grant Counts has approved the permit. A Department of Corrections crew is tentatively scheduled to arrive on August 24 for asbestos abatement and demolition work. Our architect, Bernardo Wills, is preparing the bid packet. Construction is expected to start in September and be completed in December.

7-7-09 We are continuing to work with our architect, Bernardo Wills, on the drawings which should be finished by June 30. The project will then be advertised for bids. Construction is expected to start in August and be completed in December.

5-19-09 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.

4-14-09 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.

BIG BEND COMMUNITY COLLEGE

Date: 10/20/09

ITEM #3: CONSENT AGENDA (for information)

f. Human Resources Report

BACKGROUND:

Mercedes Gonzalez-Aller is our new Nursing Instructor replacing Lisa Corsie.

Julia Berry is our new Psychology/Social Science Instructor replacing Theresa Faust.

We currently have two Commercial Pilot Flight Instructor positions open, one is a shared position with Central Washington University. Those committees should be starting review of the files soon.

Robert "Joe" Russell is our new Automotive Mechanic replacing Lupe Hernandez.

Negotiations with the Big Bend Faculty Association are continuing.

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

RECOMMENDATIONS:

None

PERSONNEL REPORT July 1, 2009 - October 8, 2009

10/12/2009

EMPLOYEE SEPARATIONS 7/1/09 - 10/8/09			
SEPARATION DATE	NAME	POSITION	SEPARATION REASON
7/31/2009	Lupe Hernandez	Equipment Technician 1	Retired
8/3/2009	Jim Desler	MEES/Even Start Coordinator/Instructor/Mattawa Site Manager	Resigned-accepted new job
8/31/2009	Kim Helvy	Payroll & Benefits Coordinator	Retired
NEW HIRES/PROMOTIONS/TRANSFERS 7/1/09 - 10/8/09			
START DATE	NAME	POSITION	REPLACING
7/27/2009	Heidi Baldwin	Director of WorkFirst Services	Laurie Busse
8/10/2009	Angela Albert	Payroll & Benefits Coordinator	Kim Helvy
8/17/2009	Debbie Simpson	Office Assistant 3-Financial Aid	Amy Record
8/24/2009	Danelle Happer	Office Assistant 3 -Basic Skills	Debbie Simpson transferred to Financial Aid
8/24/2009	Jeffrey Robnett	Heating, Ventilation & Air Conditioning Technician	Jon LeClaire
9/1/2009	Lilly Park	Mattawa Site Manager	Jim Desler
9/14/2009	Julia Berry	Psychology/Social Science Instructor	Theresa Faust
9/14/2009	Mercedes Gonzalez- Aller	Nursing Instructor	Lisa Corsie
9/14/2009	Jerry Wright	Industrial Electrical Maintenance Instructor	Steve Matern
9/14/2009	Richard Wynder	Automotive Technology Instructor	Chuck Cox
9/21/2009	Robert Russell	Automotive Mechanic	Restructured position following Lupe Hernandez' retirement
SEARCHES IN PROCESS			
POSITION	STATUS	REPLACING	
Commercial Pilot Flight Instructor-shared position with CWU	Open until filled	New position	
Commercial Pilot Flight Instructor-Re- posted	First screening October 29	Pete Hammer	
SUMMER PART-TIME FACULTY: 80			
SUMMER PART-TIME HOURLY: 123			

BIG BEND COMMUNITY COLLEGE

Date: 10/20/09

ITEM #3: CONSENT AGENDA (for information)

g. Enrollment Report

BACKGROUND:

The Fall Quarter 10th Day Enrollment Report is included for your review. Headcount is up 16% and state-funded FTE count is up 18.3% over Fall Quarter 2008. ABE/ESL and preschool co-op submitted an increase of 54 FTEs worth of registrations prior to the 10th day this fall. Discounting these early registrations our state-funded FTE number is 14.4% higher than last year on the 10th day.

The areas with the largest increase in state-funded FTE are aviation maintenance (19); business (19.7); English (22.8); and precollege math (31). We have 75 more students enrolled in college success skills classes this fall compared to Fall 2008.

TUITION COLLECTION REPORT

As of September 30, 2009 and September 30, 2008

The tuition amount budgeted for 2009-2010 is \$3,108,514. As of September 30, 2009 we have collected \$1,174,380 or 37.8% of the budgeted amount. As of September 30, 2008 we had collected \$1,032,461 or 35.9%.

	<u>2009-10</u>	<u>2008-09</u>
Annual Budget	\$3,108,514	\$2,876,000
Total Collections as of September 30	\$1,174,380	\$1,032,461
As a % of annual budget	37.8%	35.9%
Left to collect to meet budget target	\$1,934,134	\$1,843,539

STEPP PROGRAM REPORT

As of September 30, 2009 and September 30, 2008

This fall quarter 115 students took advantage of the tuition payment plan (STEPP). This represents \$97,324 in tuition collected. This is 3 more students than 2008 fall quarter. Of the 115 students on the program, 26 or 23% were assessed a late fee for not paying their October payment.

	<u>2009-10</u>	<u>2008-09</u>
Number of students	115	112
Represent tuition collected	\$97,324	\$89,582
Collected to date	\$58,890	
Late fees assessed for Oct	23% (26)	18% (21)

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

F.T.E. REPORT

10/7/2009

		QTRLY	ANNUAL			
		<u>FTEs</u>	<u>FTEs</u>			
1st year (08-09)						
SUMMER		345.6	115.2			
FALL		1598.9	533.0			
WINTER		1681.8	560.6			
SPRING		1469.8	489.9			
2nd year (09-10)						
SUMMER		347.5	115.8			
FALL		1668.1	556.0			
WINTER			0.0			
SPRING			0.0			
TOTAL		<u>7111.7</u>	<u>2370.6</u>			
1st year annual FTE Target		5028	1676	53 Workforce FTE included		
2nd year annual FTE Target		5058	1686	53 Workforce FTE included		
SBCTC 2-year rolling enrollment count						
Past year + current year actual FTE			2370.6			
Past year + current year allocation			3362.0			
% of allocation target attained to date			70.5%			
Add'l FTEs to meet minimum 96%		2570.9	857.0			
Add'l FTEs to meet target 100%		2974.3	991.4			
FTEs over target		0	0.0			
FTEs to excess - 1st year		68.1	22.7			
FTEs to excess - 2nd year						

**FALL 10TH DAY ENROLLMENT REPORT
HEADCOUNTS**

	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
ETHNIC ORIGIN							
Amer. Indian/Alaska Ntv	38	39	35	36	27	31	32
Asian/Pacific Islander	39	27	38	35	32	20	33
Black	46	23	29	22	25	31	21
Hispanic	664	522	535	430	388	357	410
White	1,367	1,195	1,241	1,260	1,317	1,504	1,625
Other/Unknown	178	205	161	165	110	98	136
SEX							
Female	1,324	1,108	1,164	1,139	1,102	1,150	1,265
Male	936	824	803	768	763	869	953
Not Coded	72	79	72	41	34	22	39
STUDENT STATUS							
Continuing	1,222	1,061	1,092	1,030	1,037	1,087	1,208
Former	473	359	395	384	381	374	426
New	514	518	469	463	392	477	510
Transfer	123	73	83	71	89	103	113
TOTAL HEADCOUNT	2,332	2,011	2,039	1,948	1,899	2,041	2,257
Running Start	145	158	159	137	134	116	139
International	3	4	3	0	2	3	6
STATE FUNDED FTES							
ABE/ESL	89.2	60.0	43.2	44.5	31.7	39.5	37.6
Academic	967.2	779.1	757.5	776.9	815.8	833.8	856.0
Professional/Technical	586.5	549.6	598.3	510.8	485.7	541.4	596.9
TOTAL STATE FTES	1642.9	1388.7	1,399.0	1332.2	1333.2	1414.7	1490.5

BIG BEND COMMUNITY COLLEGE

Date: 10/20/09

ITEM #3: CONSENT AGENDA (for action)

h. Advisory Committee List

BACKGROUND:

The 2009-10 Advisory Committee Lists for the Professional Technical programs at Big Bend Community College is attached for Board approval.

RECOMMENDATION:

President Bonaudi and VP Lang recommend the Board approve the Advisory Committee List as presented.

**Advisory Committee Members
2009-10**

Accounting

Lakeside Optical	Cheryl	Aguilar	1020 W Ivy St	Moses Lake
Moses Lake High School	Linda	Dennis	803 E Sharon Ave	Moses Lake
LeMaster & Daniels	Donna	Goude	1350 S Pioneer Way	Moses Lake
Inflation Systems	Betty	Matthews	16329 Rd 3 SE	Moses Lake
Ephrata High School	Maggie	Raine	333 4th Ave NW	Moses Lake
Canfield & Associates	Tia	Stoddard	451 Diamond Dr	Ephrata
Grant County Utility District	Cary	West	530 Glenmore	Moses Lake

Agriculture

NWFCs	Phil	Anderson	15679 Rd 9 NW	Quincy
	George	Bagwell	1417 S Pioneer Way	Moses Lake
	Robert	Andrews	81 Loen Dr	Mesa
	Jamie	Sackmann	3987 Road R.5 SE	Warden
Wilson Creek School Dist	Scott	Mortimer	PO Box 46	Wilson Creek
Sun Basin Operations	Huc	Dilling	13184 Wheeler Rd. Ste. 2	Moses Lake
Stephen Syre Agricultural Consultant	Steve	Syre	202 W 5th Ave	Moses Lake
BBCc Instructor	Rich	Thayne L	7662 Chanute St	Moses Lake

Automotive

I-90 Auto Group	Richard	Archer	223 Sharon Ave	Moses Lake
Moses Lake High School	Christine	Armstrong	803 E Sharon Ave	Moses Lake
Central Machinery Sales	Wayne	Chandler	1201 E. Yonezawa Blvd.	Moses Lake
Moses Lake School District	Mike	Friedbauer	9541 Stone Rd	Moses Lake
Moses Lake High School	John	Heflin	503 E Sharon	Moses Lake
Discovery Ford/Honda	Dave	Hopkins	1140 S Pioneer Way	Moses Lake
Scotty's Repair	Scott	Myers	1625 Wheeler Rd	Moses Lake
Lake Auto Parts	Art	Schimke	610 E Broadway Dr	Moses Lake
Cascade Diesel	Gus	Smith	3234 Rd L NE	Moses Lake
Moses Lake High School	Mark	Yosting	503 E Sharon	Moses Lake

Aviation- Commercial Pilot

Port of Moses Lake	Craig	Baldwin	7810 Andrews Street NE	Moses Lake
United Commercial Pilot	Kyle	Besaw	1117 West Simpson	Montesano
Executive Flight	Bob	Clarke	440 Lowe St	Wenatchee
Executive Flight	Dale	Devereaux	237 23rd ST NW	East Wenatchee
Retired Pilot	Gordon	Ebbert	1609 Lakeside Drive	Moses Lake
Grant County Tower (FAA)	Greg	Kardong	5468 Ridge View Loop	Moses Lake
Grant County Tower (FAA)	Tom	Karstetter	335 Karl Rd NE	Moses Lake
The Crop Duster	Fred	Meise	PO Box 358	Ephrata
Washington State Patrol Office	John	Montemayor	101 Laguna Dr	Moses Lake
Grant County Tower (FAA)	Michelle	Skomars	7820 Andrews St NE	Moses Lake

Aviation- Maintenance

Wings of Wenatchee	Tina	Bessett	2399 Basin St. SW	Ephrata
Family Farmer	Justin	Camp	462 Greenspot Rd.	LaCrose
Sonico	Scott	Griffith	1432 Hamilton St	Moses Lake
Royal Flying Service	Scott	Strehle	1204 Ashley Way	Moses Lake
Royal Flying Service	Guy	Warren	4928 Hwy 26	Royal City

BBCC

Big Bend Community College	Bill	Autry	7662 Chanute St	Moses Lake
Big Bend Community College	Dick	Wynder	7662 Chanute St	Moses Lake
Big Bend Community College	Kara	Garrett	7662 Chanute St	Moses Lake
Big Bend Community College	John	Swedburg	7662 Chanute St	Moses Lake
Big Bend Community College	Joe	MacDougall	7662 Chanute St	Moses Lake
Big Bend Community College	Jerry	Wright	7662 Chanute St	Moses Lake
Big Bend Community College	Shawn	McDaniel	7662 Chanute St	Moses Lake
Big Bend Community College	Les	Michie	7662 Chanute St	Moses Lake
Big Bend Community College	Randy	Miller	7662 Chanute St	Moses Lake
Big Bend Community College	Dan	Moore	7662 Chanute St	Moses Lake
Big Bend Community College	Clyde	Rasmussen	7662 Chanute St	Moses Lake
Big Bend Community College	Mary	Shannon	7662 Chanute St	Moses Lake
Big Bend Community College	Pat	Teitzel	7662 Chanute St	Moses Lake

Child & Family Education

Moses Lake High School	Vickie	Cadby	803 E Sharon	Moses Lake
BBCC Cooperative Pre-School	Judy	Kent	6345 Ferguson Rd	Moses Lake
Grant County Head Start	Louis	Logan	1402 E Craig St	Moses Lake
Washington Migrant Council	Theodora	Martinez	PO Box 453	Othello
Moses Lake High School	Cathy	McPherson	803 E Sharon Ave	Moses Lake
Moses Lake High School	Suzie	Moberg	803 E Sharon Ave	Moses Lake
Department of Social & Health Services	Haydee	Muzik	415 N McBeth	Othello
Moses Lake Community Health	Lynn	Slouber	605 Coolidge	Moses Lake

Commercial Driver's License

C&C Trucking	Janene	Cobb	1514 Rd 5 NW	Ephrata
Swift Transportation Co	Bill	Hartley	1616 6th Ave N	Lewiston
SkillSource	Mary	Mayo	PO Box 1517	Moses Lake
	Shelley	Rawlston	PO Box 159	Stratford
Milky Way	Jim	Rustman	10231 Baseline Rd	Moses Lake
National Foods	Karen	Wagner	290 S Damon Rd	Lind

Foundation Board

David	Bailey	87 Pelican Dr	Moses Lake
Marilyn	Bertram	4478 Rd M NE	Moses Lake
William	Bonaudi	721 Schooner Ct	Moses Lake
Gary	Chandler	4488 Dunn St. N.E.	Moses Lake
Nancy	Cook	1201 Malaga Ave	Moses Lake
Cecilia	Deluna-Gaeta	700 Ridgeview Loop	Othello
Erika	Hennings	57 N Marcellus Rd	Ritzville
Paul	Hirai	1406 W Marina DR	Moses Lake
Paul	Koethke	PO Box 1398	Moses Lake
Sherry	Keeler-Hull	209 E. Inglewood Dr	Moses Lake
Stroud	Kunkle	PO Box 490	Moses Lake
Joyce	Mulliken	1654 Jennifer Lane	Moses Lake
Clyde	Owen	1016 Laguna Dr	Moses Lake
David	Plate	4535 W. Peninsula Dr.	Moses Lake
Felix	Ramon	9843 Rd H.4	Moses Lake
LeRae	Redal	2741 Wild Goose Rd. NE	Moses Lake
Mary Ann	Simmons	4304 Lakeshore Dr	Moses Lake
Howard	Skaug	944 W 3rd Ave	Moses Lake
Doug	Sly	239 W Northshore Dr	Moses Lake
Katherine	Swinger	PO Box 160	Lind
Lon	Topaz	1211 D. Street SW	Ephrata
John	Townsend	8306 Rd 3.2 NE	Moses Lake
Mike	Wren	16432 Rd B.5 NE	Soap Lake

Industrial Electrical & Maintenance Mechanics

Lee Technologies	James	Ayers	3322 Rd N NE	Quincy
ConAgra Foods	Curtis	Beasley	1203 Basin Drive	Warden
Basic American Foods	Carl	Burton	538 Potato Frontage Rd SE	Moses Lake
Weyerhaeuser	Jerry	Close	13594 Wheeler Rd	Moses Lake
Basic American Foods	Jim	Craghead	538 Potato Frontage Rd SE	Moses Lake
National Frozen Foods	Bob	Kerns	PO Box A	Moses Lake
McCain Foods Inc.	Will	Merrill	100 Lee St	Othello
National Frozen Foods	Steve	Reed	14406 Rd 3 NE	Moses Lake
D&L Foundry	Mark	Ross	12907 Rd 3 NE	Moses Lake

Medical Assistant

Columbia Basin Health Association	Dulcye	Field	PO Box 546	Othello
Mattawa Community Medical Clinic	Debra	Howey	PO Box 1581	Mattawa
Association of Samaritan Physicians	Melodie	Rodeback	1550 S Pioneer Way STE 115	Moses Lake
Moses Lake Clinic	Charee	Wagner	840 E Hill	Moses Lake

Nursing

Samaritan Healthcare	Andrew	Bair	801 E Wheeler Rd	Moses Lake
Central Basin Home Health	Pat	Brannon	311 W. 3rd Ave	Moses Lake
Sunbridge Care and Rehab	Tawny	Caldwell	1100 E. Nelson Rd.	Moses Lake
McKay Healthcare & Rehab	Lynn	Cowlishaw	127 2nd Ave. SW	Soap Lake
SkillSource	Joel	Goplin	PO Box 1517	Moses Lake
Grant County Health District	Peggy	Grigg	PO Box 37	Ephrata
Moses Lake Community Health	Daniel	Guzman	606 Coolidge	Moses Lake
Columbia Basin Hospital	Brenda	Herr	200 SE Boulevard	Ephrata
Moses Lake Clinic	Julie	Larson	840 E Hill	Moses Lake
BCC	Student	Student	7662 Chanute St N. E	Moses Lake
Columbia Basin Health Association	Vicki	Sullivan	140 E. Main	Othello
Othello Community Hospital	Jody	Ulrich	315 N 14th	Othello
Moses Lake Clinic	Charee	Wagner	840 E Hill	Moses Lake
Samaritan Healthcare	Emily	Webster	801 E Wheeler Rd	Moses Lake
Samaritan Healthcare	Martha	Wong	801 E Wheeler Rd	Moses Lake

Office Information Technology

Basic American Food	Cindy	Alporque	538 Potato Frontage Rd	Moses Lake
SkillSource	Emily	Anderson	309 E 5 th Ave	Moses Lake
GC Housing Authority	Gloria	Delgado	1139 Larson Blvd.	Moses Lake
Warden High School	Patty	Kisler	101 Beckway	Warden
Horizon Credit Union	Juanita	Richards	1704 S. Clover Drive	Moses Lake
Former BCC Student	Venus	Stoner	549 S. 2 nd Ave.	Moses Lake
BCC OIT	Tom	Willingham	7662 Chanute St NE	Moses Lake

Tech Prep

Basic American Foods, Inc	Cindy	Alporque	538 Potato Frontage Rd	Moses Lake
Moses Lake High School	Christine	Armstrong	803 E Sharon Ave	Moses Lake
Columbia Colstor	Mike	Bolander	2730 W Marina Dr	Moses Lake
Columbia Basin Job Corps	Susan	Mann	6739 24 th St Bldg 2402	Moses Lake
K&N Electric	Alan	Cope	9933 Kinder Rd NE	Moses Lake
Board of Directors, ML Chamber	Debbie	Doran-Martinez	11804 Rd 5.6	Moses Lake
Samaritan Healthcare	Kim	Garza	801 E Wheeler Rd	Moses Lake
Washington WorkSource			7662 Chanute St	Moses Lake
Teamsters	Armando	Lopez	514 W Third	Moses Lake
Genie Ind	Melissa	Pryor	8987 Graham Rd NE	Moses Lake
SkillSource	Yolanda	Rios	PO Box 1517	Moses Lake
Moses Lake Chamber of Commerce	Bev	Shuford	324 Pioneer Way	Moses Lake
Grant County PUD	Michael	Woywood	PO Box 878	Ephrata
Simplot	Mark	Blazer	14124 Wheeler Rd NE	Moses Lake

Welding

Basic American Foods	Jim	Craghead	538 Potato Frontage Rd SE	Moses Lake
WA Association of Plumbers & Steam Fitters	Pete	Nacalio	1328 Rd 28	Moses Lake
Pacific Northwest Ironworkers Genie Industries	Andrew Rick	Phillipson Volk	16610 E Evidid 8987 Graham Rd NE	Spokane
Columbia Basin Job Corps Genie Industries	Paul Jay	Winona Zabo	6739 24th St Bld 2402 8987 Graham Rd NE	Moses Lake Moses Lake

Worker Retraining

Columbia Colstor	Mike	Bolander	2730 W Marina Dr	Moses Lake
Aging & Adult Care	Bruce	Buckles	1336 S Pioneer Way	Moses Lake
SkillSource	Georgene	Ford	PO Box 1517	Moses Lake
WorkSource	Albert	Garza	1616 S Pioneer Way	Moses Lake
SkillSource	David	Peterson	233 North Chelan Ave	Wenatchee
Genie Industries	Melissa	Pryor	8987 Graham Rd NE	Moses Lake

BIG BEND COMMUNITY COLLEGE

Date: 10/20/09

ITEM #5: Dashboard (for information)

BACKGROUND:

In efforts to streamline the data reporting process at BBCC and make data more accessible to our audiences, we will create and implement the use of dashboards this year. Dashboards are reporting tools that display data in an easy-to-see format with drill-down capabilities and are much less complicated than spreadsheet reports. Dashboards display current and historical information about specific topics of interest, such as: annual and quarterly FTE generation, student demographics, course success rates, retention rates, etc. The first dashboard available for use is the "FTE" dashboard. This dashboard can be found on the Institutional Research Report Center on the BBCC portal and displays current and historical annual and quarterly state, total, and Running Start FTEs at the college. Results from some of our more common data requests will be posted on the portal as unique dashboards over the next year and beyond.

Prepared by Dean Valerie Kirkwood.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/20/09

ITEM #6: Exceptional Faculty Award Report (for information)

Rie Palkovic, Art Instructor

BACKGROUND:

Art Instructor Rie Palkovic was awarded a \$1,500 Exceptional Faculty Award during the May 19, 2009, Board meeting. She attended a portrait drawing workshop in Seattle by renowned figure artist Costa Vavagiakis from the Art Students' League in New York.

Prepared by the President's office.

RECOMMENDATION:

None

Rie Palkovic, Art Instructor

August 10-14th I went to Seattle's Gage Academy for a portrait drawing workshop with Costa Vavagiakis. Mr. Vavagiakis is a renowned figure artist who teaches at the Art Students' League in New York.

We worked all week in an intensive workshop format with a model. The workshop was small and allowed for extended time with the instructor. Everyday Costa spent 45 minutes or more with each of us and extended to us his experience and knowledge of figure drawing.

It was great to work all day, everyday with an experienced model and spend my time working from 9-5 pm. Costa was very specific in his instruction and gave me more insight into what my own students need from me. By the end of the week I was ready to spend even more time working in the studio!

Thanks you for giving me the opportunity to go to this marvelous workshop!

BIG BEND COMMUNITY COLLEGE

Date: 10/20/09

ITEM #7 Textbook Rental Program (for information)

BACKGROUND:

The Textbook rental program is very well accepted by students and faculty. Students appreciate the cost savings from renting textbooks. Students often ask if all the textbooks are available to rent.

The bookstore currently rents textbooks for three classes: MPC095, MPC099 and CJ&101. Renting the MPC095 (Elementary Algebra) saves a student buying the book between \$66.80(used) and \$104.85(new). Another advantage of the rental program is with the guarantee that the book will be used each quarter for 2 years, we are able to guarantee buyback for the books that we do sell. Many students who rent the MPC095 book return to rent the MPC099 (Intermediate Algebra) the following quarter. We also have several students who have rented one of the Math books and the Criminal Justice book the same quarter.

During the Fall quarter of 2008 the bookstore rented 181 books, Winter quarter of 2009 we added the Criminal Justice book at the request of a faculty member. To date this Fall (2009) we have rented 241 books.

There are several books that are not returned at the end of every quarter, late fees of \$5.00 per week are charged until the end of the following quarter and then the fee is the full price of a new book. Most late books are back within a few weeks. Even with the unreturned books, we feel that this is a successful program that results in savings for the students and is good for the bookstore.

We are hoping to add a few more titles to the rental program as books go into new editions.

Prepared by Director of Business Services Charlene Rios and BBCC Bookstore Director Caren Courtright.

RECOMMENDATION:

None.

TEXTBOOK RENTALS

	<u>2008-09</u>	FALL 08	FALL 09
Elementary Algebra	338	137	145
Intermediate Algebra	200	44	72
Intro to Criminal Justice	45	na	24
TOTAL Rented	583	181	241

COST FOR STUDENTS			
	New Price	Used Price	Rental
Elementary Algebra	\$152.35	\$114.30	\$47.50
Intermediate Algebra	\$145.00	\$108.75	\$47.50
Intro to Criminal Justice	\$73.35	\$55.05	\$26.25
Rented 583 books		\$26,736.25	
If purchased new		\$83,795.05	
If purchased used		\$47,087.25	
**Saving the students between \$20,351.00 and \$57,058.80.			

BREAKEVEN POINT FOR RENTAL BOOKS		
Elementary Algebra	158	\$17,182.50
Intermediate Algebra	90	\$9,787.50
Intro to Criminal Justice	25	\$1,750.00
**It has taken 3 quarters for the Bookstore to recover their costs.		

BIG BEND COMMUNITY COLLEGE

Date: 10/20/09

ITEM #8: Board Evaluation (for action)

BACKGROUND:

During the September 8, 2009, Board meeting the Trustees took action to accept the 2009-10 Board goals as revised. The BBCC Policy Governance and President's Evaluation process were also accepted with no changes. Board Chair Felix Ramon has prepared a 2008-09 self-evaluation statement.

RECOMMENDATION:

President Bonaudi recommends the Board take action on their self-evaluation.

BIG BEND COMMUNITY COLLEGE

Date: 10/20/09

ITEM #9: Assessment of Board Activity (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: 10/20/09

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

BACKGROUND:

The next regularly scheduled Board meeting is Tuesday, November 17, 2009, at 1:30 p.m.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/20/09

ITEM #11: Miscellaneous (for information)

BACKGROUND:

President Bonaudi has been appointed to the AACC Academic, Student and Community Development Commission. He will be attending Commission meetings in Washington D.C. November 10, 11, 2009.

Prepared by the President's Office.

RECOMMENDATION:

None.



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Dr. William C. Bonaudi
President

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

September 10, 2009

Mr. Dean Hane
MACC 911
6500 32nd Ave NE Suite 911
Moses Lake WA 98837

RE: Soil Conservation Property

Dear Mr. Hane,

Thank you for your presentation to the BBCC Board of Trustees on August 4, 2009. The Board discussed your revised proposal to use a small portion of the property to build a radio tower and small building during their September 8, 2009, meeting. To hear their full discussion, please go to www.bigbend.edu and choose the Media Site photo when it rotates on the screen, then choose BBCC Board Meetings from the menu on the right and then choose BBCC Board Meeting 9/8/09. The discussion occurred approximately 33 minutes into the meeting.

The Board directed me to notify you that they are not ready to make a decision regarding the future use of the Soil Conservation property at this time. BBCC is considering developing a center pivot irrigation technician program, which will utilize this property and possibly affect your proposed use. Keeping in mind your timeline the Board did not want to keep your request on hold as we consider this new program.

Please don't hesitate to contact me if you would like to discuss this further. MACC performs valuable service to our communities and if we can provide some assistance please let me know.

Sincerely,

William C. Bonaudi
President

WB/md