

# Big Bend Community College



**Board of Trustees**

**Regular Board Meeting**

**Tuesday, November 27, 2007  
1:30 p.m.**

**HARDIN COMMUNITY ROOM  
ATEC 1837**

**Community College District No. 18**

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

### Winter Quarter 2007-2008 Events

<b>November</b>	20	ASB Coat Drive begins
	27	Board of Trustees meeting, 1:30 p.m., ATEC Hardin Room
	28	Viking Basketball vs. Salish Kootenai, men 6 p.m., women 8 p.m., gymnasium
	29	Lady Vikings Basketball vs. Seattle CC, 8 p.m., gymnasium
	30	Placement Testing, 8 a.m., Building 1200
<b>December</b>	3	ASB Coat Drive ends
	6	Instruction ends
	7	Placement Testing, 8 a.m., Building 1200
	7-8	Big Bend Classic Basketball Tournament, gymnasium
	10-12	Final Exams
	10	ASB Free Massages and Pool, Building 1400
	10	Library Campout, 8 p.m.
	14	Placement Testing, 8 a.m., Building 1200
	14-16	Viking Men at NWAACC Crossover Basketball Tournament
	15	Columbia Basin Allied Arts "Babes in Toyland," 7 p.m., Wallenstein Theater
	24-25	Christmas Holiday, campus closed
<b>January</b>	5	Vikings vs. CC of Spokane, women 6 p.m., men 8 p.m., gymnasium
	7	Winter Quarter classes begin
	8	ASB chowder and chilli Lunchfest, 11:15 a.m. – 1:30 p.m., ATEC, \$2
	12	Vikings vs. Wenatchee Valley CC, women 6 p.m., men 8 p.m., gymnasium
	15	Board of Trustees meeting, 1:30 p.m., ATEC Hardin Room
	23	Vikings vs. Columbia Basin College, women 6 p.m., men 8 p.m., gymnasium



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, November 27, 2007, 1:30 pm  
Hardin Community Room – ATEC Room 1837

	Action		Tab #
<b>Governing Board Members:</b>  <i>Katherine Kenison, Chair</i>  <i>Mike Blakely, Vice Chair</i>  <i>Bob Holloway</i>  <i>Cecilia DeLuna-Gaeta</i>  <i>Felix Ramon</i>  <i>Dr. Bill Bonaudi, President</i>	A	1. Call to Order/Roll Call	
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		a. Approval of Regular Mtg Minutes – 10/23/07	
		Approval of Study Session Minutes – 10/23/07 (A)	
		b. Achieving the Dream Update (I)	
		c. Assessment Update (I)	
		d. Accreditation Report (I)	
		e. Capital Project Report (I)	
		f. Enrollment Report (I)	
		g. Childcare Update (I)	
	h. 2008 Board Meeting Dates (A)		
	i. Donations (A)		
I	4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board)	4	
	a. ASB Representative – Matt Boyce, President		
	b. Classified Staff Representative – Kathy Aldrich		
	c. Faculty Representative – Mike O’Konek, Faculty Assn. President		
	d. VP Administrative Services – Ken Turner		
	e. VP Instruction/Student Services – Dr. Mike Lang		
A	5. Exceptional Faculty Award Recommendations	5	
I	6. Evacuation Drill –Ken Turner, Dr. Ryann Leonard	6	
I	7. The US Congress and You – President Bonaudi	7	
	-----BREAK-----		
	<b>Possible Executive Session</b>		
A	8. Assessment of Board Activity Report - Board	8	
I/A	9. Next Regularly Scheduled Board Meeting - Board	9	
I	10. Misc.	10	
A	11. Adjournment	11	

**The Board may adjourn to an Executive Session to discuss items provided for in RCW 42.30.110 (1):**

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

**NEXT MEETING REMINDER – Regular Meeting January 15, 2008**

*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: 11/27/07

**ITEM #3:** CONSENT AGENDA (for action)

- a. Regular Board Meeting Minutes October 23, 2007  
Study Session Meeting Minutes October 23, 2007

**BACKGROUND:**

Minutes of the Regular Board Meeting and Study Session held on October 23, 2007, at Big Bend Community College are attached for review.

**RECOMMENDATIONS:**

President Bonaudi recommends the Board of Trustees approve the minutes.

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a regular Board meeting on Tuesday, October 23, 2007, at 7:00 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

### 1. Call to Order

Chair Katherine Kenison called the meeting to order at 7:00 p.m.

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

### 2. Introduction

There were no introductions.

### 3. Consent Agenda

a) Approval of Minutes for the 8/28, 29, 30/07 Retreat meeting and the 9/11/07 Study Session Minutes and the 9/11/07 Regular Board Meeting Minutes (A); b) Achieving the Dream Update (I); c) Assessment Update (I); d) Accreditation Report (I); e) Capital Project Report (I); f) Enrollment Report (I); g) Childcare Update (I); h) Personnel Report (I); i) Donations Report (A); j) Crime Statistics (I); k) Advisory Committee List (A); l) Quarterly Budget Update (I).

**MOTION 07-38:**        Trustee Felix Ramon moved to approve the Consent Agenda as presented. Trustee Bob Holloway seconded the motion, and the motion carried.

### 4. Remarks

Public Comment – None

ASB President Matt Boyce reported ASB has noticed a trend of increased attendance at all of their events so far this quarter. The Back-to-School BBQ had over 360 people in attendance. Activities at the BBQ included a balloon artist, who is now our new ASB Treasurer, an airbrush tattoo artist and a caricature artist. The band was great and everyone seemed to have such a good time, that seating almost became a problem. The following week ASB held a Potato Bar fest and again had a record turnout of 197 people.

Mr. Boyce also reported great success when the Human Race Machine was on campus October 15-19. Many students, faculty and staff checked out what they would look like if they were of a different race and at different ages.

October 18 ASB held a family event, sponsoring a ventriloquist and invited students and their children to attend.

ASB has also been involved with half-time entertainment at the home volleyball games, holding a remote control car contest on either side of the net. The attendance at the volleyball matches has really improved this year.

Lastly, Mr. Boyce informed the Board of upcoming ASB events. Free bowling night will be held November 1 at Lake Bowl. A blood & marrow drive will occur the next week. A Stir-fry-fest will be held on Tuesday, Nov. 13, featuring the Japanese Drummers, One World Taiko.

Classified Staff Representative Kathy Aldrich shared news from the classified staff. Ms. Aldrich reported that 22 employees total attended five trainings, one Seminar, two Webinars, one in-service, a safety meeting and a conference. The details of those educational opportunities are as follows:

- Tom Willingham attended Course Technology Training to help students learn Microsoft applications. (SAM 2007)
- Ana Ellsworth attended the Statewide 211 System on 9/4/07 at Samaritan Healthcare.
- T.C. Bergen, Randy Fish, Jim Tincher, Lupe Hernandez, Todd Davis, Brad Beuckman, Dave Frueh, Garry Helvy, Nancy Theis, Valerie Mestdaugh and Susan Nichols attended mock evacuation training on Sept 12<sup>th</sup>.
- Robin Arriaga attended Website Maintenance Training and a TALX-Unemployment Webinar at BBCC.
- Karen Okerlund attended the COHE Seminar – Vocational Services via Northwest TeleHealth on September 14, 2007 at Samaritan Hospital.
- Ana Ellsworth attended WorkFirst In-Service and an In Service Training BBCC.
- Teresa Curran attended the Northwest Interlibrary Loan Conference on September 20<sup>th</sup> and 21<sup>st</sup> at Portland, Oregon.
- Sergio Cervantes, and Susan Nichols attended a Safety Meeting on September 20 at BBCC.
- Margie Lane attended a S.A.T. supervisors training on September 27 (Webinar).

Faculty Association President Mike O’Konek reported faculty news that was submitted to him. John Heflin, High School Automotive Instructor, is involved in an ongoing teacher certification competency block program that continues for 18 months.

Aviation Instructor John Swedburg submitted that he has been traveling to Seattle area high schools recruiting students. He has visited six career fairs representing 17 high schools. Interest in the Aviation program has rebounded to the pre-September 11<sup>th</sup> level. Dan Moore, AMT Instructor, has been traveling to Basin area high schools recruiting Aviation Science students.

Daneen Berry-Guerin and Pat Teitzel submitted information that the OIT and BMS have moved from Windows XP to Windows Vista and from Office 2003 to Office 2007. They will assist BBT with faculty and staff training.

Ryann Leonard, Psychology Instructor, submitted the report that faculty are taking safety seriously and a campus wide evacuation drill occurred October 23, 2007.

Max Heinzmann, Counselor, reported that he represented BBCC at the fall FACTC (SBCTC’s Faculty Association of Community and Technical Colleges) meeting. FACTC has hosted four Tools for Teaching conferences and New Faculty Institutes. This year they will participate in the 2008 Pacific Northwest Higher Education Teaching and Learning Conference. From a statewide perspective, the FACTC group is also concerned about the growing shortage of qualified applicants for faculty positions. It is suggested that many of the qualified applicants choose to go to K-12 due to the salary. Lastly, Mr. Heinzmann reported he will be attending a Law Enforcement & Domestic Violence Training sponsored by Grant and Adams counties law enforcement.

Mike O’Konek and Chuck Cox, Automotive Instructors attended alternative fuels training in Portland. The auto program will be hosting two FFA contests- Skills USA and VICA. Mr. O’Konek and Mr. Cox will accompany their students to the Seattle Auto Show November 1 on a BBCC bus.

Shawn McDaniel, Welding Instructor, submitted information regarding his attendance at the Washington Welding Instructors Association meeting. They discussed industry-training needs, attended a tradeshow and toured the BP Cherry Point refinery. Gordon Kaupp, Welding Instructor, attended the Summer I-BEST Institute at Green River Community College.

Linda Thimot, Psychology Instructor, reported that she, Ryann Leonard, Gene Donat, and Dennis Knepp are starting a pilot study to measure students in their intro classes at the beginning, middle, and end of the quarter to establish normal curves for all four of the academic institutional goals.

Art Instructor Rie Palkovic reported that Fran Palkovic had a solo exhibition at the Soap Lake Art Museum (SLAM) from October 6-26, 2007. Ms. Palkovic was invited to be in a show in San Diego at Crossing Tracks Gallery. Mr. & Mrs. Palkovic are also in a traveling show called River of Memory.

Developmental Studies Instructor David Hammond reported that he and Developmental English Instructor Gail Erickson devised an ITV College Survival class, HDV 100. They taught the class four weeks before regular fall classes started and there were 16 students enrolled from outlying communities. A school in Glenwood heard about the class and some of their students participated in Ms. Erickson's class. Mr. Hammond also spent the summer researching the progression from English 99 through English 101. He is presenting an idea before Instructional Council regarding students who don't need the entire English 99 class.

English Instructor Steve Close reported that he worked on assessment projects this summer including the pre-visit report, which was sent to the evaluators in preparation for the 5<sup>th</sup> year interim accreditation visit. During the fall term he has been working with students at a new distance education location in Mattawa.

Dennis Knepp, Philosophy Instructor, rewrote his Logic Handbook for his PHL 220. Several years ago he stopped requiring students to purchase a textbook and offered a handbook with a collection of worksheets for a greatly reduced price. This summer he added his lectures to the book, which has grown to 150 pages. The students purchase the handbook for \$10 rather than a traditional textbook for approximately \$100.

Jennifer Brooks, Mandy Mann and Lisa Corsie, Nursing Instructors, attended a one-week new educators boot camp this summer. They learned about organizing class information, syllabi, objectives, outcomes and problem solving with challenging students. Lisa Corsie also took the Primary Care Paramedic Exam in August after completing a year long weekend course. She also attended a one-day skills training at Central Washington Hospital and volunteered to teach an advanced cardiac life support class at Samaritan Hospital.

John Peterson, Chemistry Instructor, reported that he will be attending the Washington College Chemistry Teachers' Association meeting in Leavenworth the end of October.

President Bonaudi stated this was an impressive list of activities. He went on to say that the faculty members were great with the accreditation team. He also expressed his appreciation for Mr. Knepp's development of a handbook which saves the students money. Mike O'Konek and Chuck Cox have also developed handbooks for their students which cost \$5. Trustee Katherine Kenison asked Mr. O'Konek to pass along a thank you to Ms. Rie Palkovic for her students' participation in an art demonstration during Star Night. Trustee Bob Holloway



also thanked Mr. Boyce and Ms. Alporque for their participation in Star Night activities.

VP Ken Turner reserved his comments for the E-5 Climate Ends Statement Monitoring Report.

VP Mike Lang invited Dean Clyde Rasmussen to describe the upcoming Advisory Committee dinner. Dean Rasmussen reported the dinner will be held Thursday, October 25 at 6:30 pm.

## **5. Exceptional Faculty Award**

Zachariah Tanko, was awarded a \$2,000 Exceptional Faculty Award to participate in a 10-week Faculty and Student Team (FaST) internship program at the Lawrence Berkeley National Laboratory. He presented information regarding his experience. Two students, Mike Smith and Mike Dorr, accompanied Mr. Tanko. The research project they worked on involved using different applications to reduce the space and energy usage of 500 computers to equal the space and energy usage of 150 computers. Mr. Tanko stated it was a very encouraging atmosphere with eleven Nobel Laureates in attendance. The students enjoyed this real life work experience.

President Bonaudi presented Mr. Tanko with a check for \$2,000. Trustee Katherine Kenison thanked Mr. Tanko for taking the time to attend this faculty enriching internship.

## **6. 2007-08 Operating Budget Amendment**

The Trustees discussed the 2007-08 Operating Budget Amendment in detail during the Study Session earlier in the afternoon.

**MOTION 07-39:** Trustee Felix Ramon moved to approve the 2007-08 Operating Budget Amendment as presented. Trustee Bob Holloway seconded the motion, and the motion carried.

## **7. 2007-08 Proprietary Budget**

The Trustees discussed the 2007-08 Proprietary Budget in detail during the Study Session earlier in the afternoon.

**MOTION 07-40:** Trustee Felix Ramon moved to approve the 2007-08 Proprietary Budget as presented. Trustee Mike Blakely seconded the motion, and the motion carried.

## 8. E-5 Climate Ends Statement Monitoring Report

President Bonaudi highlighted the new format of the Monitoring Report. Valerie Kirkwood, Assistant the President for Research, Planning and Government Affairs, stated this is the first of six yearly reports and it describes the safe and welcoming environment of the campus. Data for this reports is taken from students, community members and employee exit interviews. The Academic Master Plan outcomes for this report include: Facility Security, Instruction Safety, Workplace Safety, Positive Public/Staff Interaction, and A Tolerant and Safe Learning Environment. The outcomes and results of each of these AMP sections are included in the report. Most of the changes to this report for the 2007-08 academic year are regarding safety and security. Ms. Kirkwood asked VP Turner to discuss some of those changes.

VP Turner announced the BCC Safety Committee has a fresh new multi-fronted approach. Dr. Ryann Leonard is the spokesperson. The People Based Safety Program has been instituted on campus. The National Incident Management System (NIMS), which is driven by the Incident Command System (ICS), provides structure to the safety efforts. BCC recently received a notice from the Grant County Emergency Management Agency that we are qualified to apply for Federal Grants due to our compliance with NIMS.

After participating in mock drills a campus wide evacuation drill was issued by Dr. Bonaudi earlier today, reported VP Turner.

The organization of security personnel has been revised. The savings from the revision of the position vacated by Tony Stone is funding the addition of two part-time security positions in the dorms. The campus wide security personnel will be integrated with dorm security and they will be based in the dorms. Job announcements are currently open for security positions.

VP Turner described the system-wide momentum building behind campus safety and security issues. Washington State Community and Technical College (WACTC) Presidents will be considering a legislative budget request presentation requesting the allocation of \$8.5 million dollars for communicating during safety or security incidents. There is discussion around creating a council attached to the Business Affairs Commission (BAC) to discuss communication options in disaster situations.

Trustee Mike Blakely asked if there is a communication system to note students who may be prone to violence. VP Turner replied that there is a greater awareness of the role of the counselors in Student Services, and there is heightened awareness of suspicious student behavior. President Bonaudi responded that instructors and students can be made aware of registered sex offenders on campus. However, confidentiality issues do limit some disclosures.

VP Mike Lang stated we are fortunate to be in a small rural campus and we have great students. Trustee Mike Blakely stated the students and faculty rate the college climate as good. Mr. O’Konek stated he has a student who previously attended a school on the west side and he indicated BBCC customer service especially in Financial Aid and the Library is very good. President Bonaudi stated the students see good behavior modeled by BBCC employees. The appreciation the Board expresses regarding being people focused influences the entire campus.

**MOTION 07-41:** Trustee Mike Blakely moved to approve the 2007-08 Monitoring Report on the Climate as presented. Trustee Cecilia DeLuna-Gaeta seconded the motion, and the motion carried.

A five-minute break was called at 8:05 p.m. Immediately following the break the Board adjourned to Executive Session at 8:10 p.m. for 20 minutes 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. At 8:30 p.m. the Board extended the Executive Session for 15 minutes. The meeting was reconvened at 8:45 p.m. with no action taken during executive session.

## **9. Assessment of Board Activity**

Trustee Felix Ramon reported his recent college related activities. He met with the President to discuss Foundation member recruiting. He attended the ACCT Conference. He also reported that he attended lunch with the accreditation visitors, the Fine Arts Building Groundbreaking and Star Night on October 16. He attended the Foundation Board meeting and asked the group to consider membership recruitment as a topic. He also met with the 40/8 group about nurse training scholarships. He stated he received a two-page letter from Trisha Schwartz, a worthy recipient of Trustee Scholarship funds, relaying her appreciation and desire to assist other students in the future.

Trustee Ramon invited his Trustee colleagues to the Foundation Board meeting and dinner on January 10, 2008.

During the ACCT Conference, Trustee Ramon attended workshops on Trustee responsibilities: making community colleges accessible, affordable and accountable. He compared it to our Gear Up, Upward Bound and AtD efforts on steroids. He stated that he was impressed that BBCC is already initiating actions that were discussed. He discussed the positive outcomes of frequent student contact and common course numbering to ensure students receive benefit from all credits taken.

Trustee Mike Blakely reported his activities included attending the September 11 Board Study Session. He also reviewed the 5<sup>th</sup> year accreditation report and attended the luncheon with the accreditation visitors. On that same date he attended the Fine Arts Building Groundbreaking and Star Night with his wife and Mrs. Fred Huston and Mrs. Lisa Karstetter. Trustee Blakely stated that he shared the 2007-08 Climate Monitoring Report with the Quincy School District Board to provide a model for Board development. He facilitated a newspaper interview regarding a local BBCC student. He spoke with Quincy community members regarding their availability to serve as advisor committee members. He submitted a guest editorial to the Quincy newspaper supporting HJR 4204 (written as an individual but identified by the editor as a retired teacher and a BBCC Trustee). Lastly, Trustee Blakely discussed additional funding to retain community college presidents with Representative Warnick.

Learning about the Hispanic population and assisting Elizabeth Chen's campaign for the ACCT Board was the highlight of the ACCT Conference for Trustee Blakely.

Trustee Bob Holloway reported his activities for the preceding month. He attended Fall Fest and the ACCT Conference in San Diego. He spoke in Quincy about scholarships available. He also talked with President Bonaudi regarding BBCC support for the Doolittle playground project on the base. He spoke about a contribution to the BBCC Foundation Milepost 177 in lieu of payment for aerial photos. Trustee Holloway attended a Moses Lake Car Club and discussed a \$1,000 BBCC automotive program scholarship. He invited Lisa Karstetter from Yahoo!, Bruce Eisele from Intuit, and David Mayhak from Microsoft to use BBCC facilities for meetings and training. October 16 Trustee Holloway attended the accreditation luncheon at BBCC as well as the Fine Arts Groundbreaking and Star Night. Lastly, he spoken with an individual regarding founding a scholarship fund and he spoke with a representative of Cenex regarding a campus tour.

Trustee Holloway shared information from the ACCT Conference. He learned that in California 43,000 community college graduates go on to universities and 140,000 BA graduates go to community colleges for training. He also relayed information he received regarding public/private partnerships (PPP). A PPP refers to a contractual agreement formed between a public agency and a private sector entity for the delivery of public facility infrastructure. The demand for all types of infrastructure is at an all time high. The need is not being met by relying on traditional contractual relationships between the public owners and the private entities delivering the infrastructure. Increasingly, public agencies are turning to the private sector for financing, design, construction and operation of these projects. This privatized delivery method offers the prospect of building less expensive, higher quality facilities in shorter periods of time than is currently possible through traditional management and funding. PPP benefits include shortened construction schedules, lower lifecycle costs, and the financial risk is shifted to the private sector.

Trustee Cecilia DeLuna Gaeta reported that she attended Fall Fest, the ACCT Conference in San Diego, Star Night, the Fine Arts Building Groundbreaking, and the Accreditation luncheon. She reported that the highlight of the ACCT Conference for her was realizing that we have a great institution from the top down and the bottom up. Rural community colleges struggle with budget and that encourages problem solving to enhance activities. She also learned about a Latino community college that was involved in segregation issues prior to Brown vs. the Board of Education.

Trustee Katherine Kenison reported that she attended lunch with the accreditation visitors, attended the Fine Arts Building Groundbreaking and Star Night on October 16. She also attended the Welding Open House. She also attended the ACCT Conference.

The points she took from the ACCT Conference workshops included developing partnerships with emerging employees. Workshops emphasized the importance of College Trustees understanding their market. She indicated she would like to follow up with this by becoming more involved with the advisory committees. She also attended a roundtable for community college attorneys and they discussed free speech in the classroom.

Trustee Katherine Kenison congratulated President Bonaudi on his recent election to board membership of the Washington Campus Compact.

#### **10. Next Regularly Scheduled Meeting**

The next regularly scheduled BBCC Board Meeting is November 27, 2007, at 1:30 p.m. in the Hardin Community Room.

**MOTION 07-42:** Trustee Mike Blakely moved to authorize an appraisal of the Conservation District property for under \$5,000. Trustee Bob Holloway seconded the motion, and the motion carried.

#### **11. Miscellaneous**

President Bonaudi reported several items. He announced that the Grant County Journal featured a very nice picture of the Fine Arts Building Groundbreaking.

Governor Gregoire reappointed Trustee Bob Holloway.

During the recent 5<sup>th</sup> Year Interim Accreditation visit the accreditation visitors extended a commendation to the Board for their involvement and leadership. They also gave a commendation to the entire BBCC faculty and staff for

embracing assessment. There was one recommendation regarding how the goals are listed in the catalog, which is easily modified.

Trustee Mike Blakely stated the positive accreditation comments will be good information for the newspaper following the official report issued after the Winter NWCCU meeting.

The evacuation drill earlier in the day went very well under Ken Turner's guidance. The entire campus of 25 buildings was evacuated of nearly 1500 students and employees in 14 minutes. President Bonaudi complimented the faculty for impressing upon their students the seriousness of the situation. Two debriefings will be held to discuss what went well and the obstacles discovered.

President Bonaudi announced that adjunct faculty member, Mr. Loren Fitting, passed away on campus September 25, 2007. He was a very active member of the community and the Principal of North Elementary School. He will be greatly missed.

Trustee Felix Ramon encouraged his fellow Board members to attend Business After Hours functions and additional meetings with community leaders. President Bonaudi indicated he could provide upcoming community meeting dates to the Board for their consideration

The meeting adjourned at 9:35 p.m.

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Katherine Kenison, Chair

ATTEST:

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William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
STUDY SESSION

October 23, 2007, 4:00 p.m.

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

1. 2007-08 Proprietary Funds Budget/Financial Statements Review

President Bonaudi opened the meeting by informing the Board that there was a significant omission in the 2007-08 Operating Budget involving the \$399,000 Opportunity Grant. President Bonaudi determined postponing filling two positions (a BBT position and an M & O position), increasing the tuition estimate and reducing the projection of the leave buy out expenditure, will enable BBCC to avoid dipping into reserves to cover the omission. Ms. Hamburg, Director of Business Services, will discuss how this will be avoided in the future.

Director Hamburg stated that each year the new budget is built by rolling over the budget from the beginning of the previous year. The Opportunity Grant information was not input into 2006-07 budget until midyear. When the 2006-07 budget was rolled over the Opportunity Grant information was not included. From this point forward the budget rollover will be from the end of the previous year's budget not the beginning thus, avoiding missing any information included mid year. The amended 2007-08 Operating Budget is printed on buff paper.

The detailed adjustments to the amended 2007-08 Operating Budget are as follows:

- Due to higher than anticipated FTEs the expected tuition revenue was increased by \$100,000 to \$2,820,000. Indirect cost recovery was increased by \$130,000 to \$180,182 as a result of anticipated higher interest yields on new investments. The total of these two adjustments is \$230,000 increased revenue.
- Postponing filling two positions and reducing the estimated leave buyout, which was conservatively overestimated, resulting in lowering expenses by \$169,000.

Trustee Mike Blakely stated the percentages of revenue and expenditures remains consistent with other Washington State Community Colleges. He commended VP Turner and Director Hamburg for catching this mistake early and proactively adjusting the budget. VP Turner apologized for the oversight. He went on to state that the budget is broken down into six programs and 220 account codes. The Opportunity Grant money was missed in the process and in the edit checks.

Director Hamburg described the 2007-08 Proprietary Budget. She stated BBCC Bookstore gross profit percentage has been consistently 25%-27%; the industrial average is 26%. The Bookstore budget's expenditures of \$7,000 in administration fees and \$23,000 toward the ATEC bond debt annually.

President Bonaudi stated Marci Herrin does a good job managing the bookstore. She is retiring in December and it will be difficult to replace her.

Director Hamburg reviewed the athletic budget. President Bonaudi stated he is considering the impact of Men and Women's soccer team, (but it is evident that to do so will require additional revenue).

The ASB budget was detailed next. Director Hamburg indicated that Phi Theta Kappa and Nursing have the most active clubs (in terms of revenue and expenditures). The ASB fund balance is expected to increase by \$12,000 this year. Due to recent increased audit scrutiny at other Washington State community colleges the funding provided to ASB officers has been revised from scholarships for tuition to payroll in the same amount plus taxes. ASB officers have more of an employee relationship to college as they hold regular office hours and perform duties. VP Turner clarified that the S & A fee is a 10% service and activity fee on tuition. There is also another 10% fee on tuition that is applied to bond debt at SBCTC.

Director Hamburg explained that the new fee for service contract with Sodexo resulted in a \$30,000 loss last year. It is difficult for small community college food vendors to show a profit. However, there has been an increase in catering opportunities and many students and community members use the dining hall. ATEC is the only conference center of its kind in this area. The facility usage rates are being examined and increases may be considered.

The dorm occupancy rate has risen as a result of acting on student feedback to drop the required food package from the housing rates. There are currently 116 students in the dorms and that is full capacity at the single occupancy standard. The rooms can handle double occupancy and a few students have chosen to save money by rooming together. Five current occupants are non-students. The monthly single occupancy dorm room fee is \$310. That includes cable, internet, laundry and utilities. President Bonaudi stated this is a viable component to the college. There is no state funding for new dorms. One full time dorm position has been reduced. One resident manager lives in the dorm and there are 5 resident advisors. Most recently, the softball coach was also a residence hall advisor. The newly hired Softball coach manages the gym and athletic fields. This fits well with the AMP for increased gym facility supervision. Director Hamburg highlighted that this is the first Housing budget with a profit in many years.

Director Hamburg explained that the Proprietary Funds and Grants represent approximately 50% of the funding for BBCC operations. Grants comprise the largest portion of these funds. The group reviewed the numerous grants listed, which totaled \$8,862,884 for fiscal year 2006-2007.



The Financial Aid portion of grants and contracts is the highest at \$4,588,759. This is direct assistance to the students. President Bonaudi highlighted the Weinstein Intervention Scholarship as a new concept. Rather than large lump sums, these scholarships are often small amounts provided to help the students overcome barriers like books, childcare and test fees. The Washington Sparks report helps clarify the grants and areas that overlap.

Director Hamburg began reviewing the Financial Statements with the consolidated balance sheet first. This statement was prepared for a particular moment in time. As a government entity the college focus is on cash position; ours is strong. The investments are changing for the 2008 fiscal year.

The interest earnings have recently dropped. BBCC is limited by the state's investment policy. VP Turner and Director Hamburg recently changed some investment types and are working to ensure that these have variable maturity dates. The accounts receivable aging report was reviewed; the Business Office staff have put effort into keeping receivables current, only 1% of receivables over 90 days.

The cash balances page shows the cash balances in each area. The Fund 148 revenue represents the fees fund, and excess enrollment includes the tech and conference fees.

The European Funds are dedicated to capital project support and they continue to grow by interest earnings. President Bonaudi stated that \$100,000 of the yearly COP payments for ATEC comes from this fund. The Soil Conservation District Nursery property purchase was possible due to this money. He explained further that the European fund is a legacy resulting from the visionary efforts of a 26-year military contract

Trustee DeLuna-Gaeta thanked Director Hamburg and VP Turner for the 2007-08 Proprietary Budget presentation.

Mr. Berend Friehe and Mrs. Leanne Parton, representing the Moses Lake Christian Academy, visited with the Board regarding the Soil Conservation District Nursery Property. The Trustees emphasized that they have the responsibility to ensure college resources provide optimal benefit to the college. Various options were discussed and action was deferred to the Regular Board Meeting scheduled for later this same date. The Board observed that we have not had a detailed appraisal of this property.

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/27/07

**ITEM #3:** CONSENT AGENDA (for information)

b. Achieving the Dream (AtD) Update

### **BACKGROUND:**

The Achieving the Dream Core Team and Data Team members are meeting monthly to discuss progress toward accomplishing student success strategies and reaching first year goals. At their meeting on November 13<sup>th</sup> the Core Team and invited deans and program directors received a report on tutor training and certification from Tennille Kimball, Opportunity Grant Coordinator, and Kim Forsberg, Title V Bridge Coordinator. Both Tennille and Kim were asked to represent BBCC at a recent College Reading and Learning Association (CRLA) Conference in Portland, Oregon where participants received training regarding procedures, guidelines, and CRLA certification for tutors.

Core Team Leads reported their committee's progress towards accomplishing priority strategies and work plan activities.

AtD Coaches, Frank Renz and Mark Figureroa had asked about scheduling their next visit for December or January. Core team members agreed that a January visit would be most productive.

### **RECOMMENDATIONS:**

None

## Achieving the Dream - Where we are November 2007

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

#### Leads: Rachel Anderson and Barbara Whitney

**1.1** Administer the BBCC math placement test at area high schools.

**1.2** Increase collaboration between college math faculty and high school math instructors.

**OCT 07** Dean Rachel Anderson and math instructor Sala Abed will initiate these strategies. Rachel has contacted seven school districts to initiate these strategies and to date, four of the schools have replied. Test dates and school districts to be confirmed by November.

**NOV 07** We have identified 4 schools that will participate in the first round of testing – with the possibility of a 5<sup>th</sup>.

- a. Warden – test date 1<sup>st</sup> Week in May (exact date TBD)
- b. Mattawa – we have been given test dates to choose from – March 10-13<sup>th</sup> or April 15<sup>th</sup>-18<sup>th</sup>.
- c. Ephrata – Date TBD
- d. Soap Lake – Date TBD

Othello is interested in having students take the math assessment exam as part of the HDV 100 curriculum, so we would at least have a test group to work with. This has just been discussed (as of yesterday – so hot off the press). Now that I know we will have a “captive” audience in Othello – I’ll see if I can’t find a math instructor that would be willing to participate.

I have ordered a ton of stuff from the Transition Math Project (since their goal is our goal there didn’t seem to be any reason to recreate the wheel). I have enough pamphlets in English and Spanish to cover the schools we are working with this year (I’ll probably need more for next year). If you would like to have a copy of the material we will be sending to the High Schools for students let me know.

**1.3** Develop a summer math jam course

**OCT 07** Lead is Math instructor Barbara Whitney. Barbara will work with Brinn Harberts Donna Brown, Leah Erickson and other math faculty to develop course curriculum and establish dates for the course(s). The curriculum is to be developed and dates for classes to be identified by the end of spring quarter.

**NOV 07** All students that take the assessment exam will be invited to participate in the Math Jam to be held this Summer. (Barbara and Salah are still working on the details – I’m sure Barbara can send you something to fill in this area)

**1.4** Supplemental Instruction – Year 2

## **1.5 Research and purchase online math tutorial software or tutorial services**

**OCT 07** Russ Beard, Director of Information and Communication Services is the lead staff person for this activity. Others to be involved include Brinn Harberts, Jerry Workman and the math faculty for review and consensus. Software will be purchased and made available to students by winter quarter.

**Nov 07** No progress to date.

## **1.6 Collect developmental math success rate data from other AtD institutions.**

### **1.7 Collect and interpret data on student success in developmental math.**

**OCT 07** Lead is Starr Bernhardt. Starr has been doing some research and has identified Six-round one AtD institutions and two round two AtD colleges. Data and Best Practices from these institutions will be available by winter quarter.

**NOV 07** Developmental math success rate data was collected from five AtD institutions, four Round 1 colleges and one Round 2 college. Colleges were chosen based on having a large Hispanic student population (equal to or greater than BBCC's Hispanic student population). Information was retrieved via email correspondence with IR offices, college websites, the AtD website, and various publications. Developmental math strategies and corresponding student success rate data (if available) were compiled into one summary document and will be dispersed to the AtD Data Team for discussion at the next meeting (Nov. 13). This information will be used to determine "best practices" in developmental math strategies, in order to most efficiently design and implement our own developmental math strategies. Data will be collected when it is available and reported to the AtD Data Team for discussion at that time.

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

### **Leads for priority 2 are Dean Candy Lacher and Counselor MariAnne Zavala-Lopez**

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

**OCT 07** Leads for this activity are Candy Lacher and MariAnne Zavala-Lopez. Changes have been made and implemented this fall. Staff is evaluating the process from student and staff evaluations and will make improvements for winter quarter. Seventy-seven students attended a new evening orientation and 207 attended the day orientation. Two-hundred-thirty-three (233) attended portal training during the first week of instruction.

**NOV 07** All students who attended NSO in September have been coded for future research and follow up. Dates have been set for winter quarter registration and orientation.

**2.2** Increase student advising by making advising mandatory for students enrolled in developmental classes.

**OCT 07** Leads are Counselor MariAnne Zavala-Lopez and Developmental Math, Advisor Jose Esparza, and English Instructor, Gail Erickson. Candy Lacher has sent out a request on the ACC list serve for examples of advising manuals. More discussion is needed concerning the possibility of mandatory advising for students.

**NOV 07** Work group met October 30th. An invitation to attend the meeting and/or offer input was sent to faculty, advisors, and staff from the math and English resource centers. Meeting highlights include: Mandatory advising should include students who place into MPC 080, 090 and ENG 098 and students who self identify as in need of advising. Suggestions-course offerings of computer literacy; block courses (cohorts) HDV100, 102, career exploration, OFF 101, PEH, computer literacy. E-mail correspondence – Students with ENG 098 placement should be advised to take the MPC 090 lecture section or consider taking an English course prior to enrolling in the MPC 090 programmed study section.

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

**OCT 07** Terry Kinzel, Title VI Director, will be the lead. Team members will include counselors, Jose Esparza, and Andre Guzman.

**NOV 07** The group working on 2.3 is interested in using the student planning tool to guide advising and how to train faculty and counseling staff to access and use information on the tool. We explore if the Noel Levitz survey information could be part of the planning tool. This group will also look at the advising manual that was developed under Title III and determine if it would be of use to faculty and if so, how training might be delivered. There was much interest in delivering advising to the outlying ITV sites and addressing the needs of the students in the ITV classrooms. We will explore answers to those issues as well.

**2.4** Revise the curriculum for the freshman experience classes.

**OCT 07** Leads are instructors Gail Erickson and Dave Hammond. Others to be involved include Jose Esparza, Andre Guzman, Kara Garrett, Jerry Workman, and Jackie Johnston. New curriculum will be ready for submission to the Instructional Council at the beginning of spring quarter and will be listed in the fall 2008 class schedule.

**NOV 07** We will be offering HDV 100 in Othello, which will be available to all Juniors and Seniors (Gear-Up is paying for enrollment – so we still don't know how far their funding will go). Gail Erickson and David Hammond have been revising the college survival Skills and Focus on Success master course outlines. Students have been asked for input as to what changes they would like to see in the courses. Recommendations for changes in content, credits, and presentation of the classes will be presented to Instructional Council at the December meeting.

**2.5** Use appropriate survey instruments to improve advising and identify possible barriers to student success and retention.

**OCT 07** Lead is Terry Kinzel. Others to be involved include Jerry Workman, Dave Hammond, Andre Guzman, and Jackie Johnston.

**NOV 07** We have 3 or 4 instructors that have volunteered to work on the committee meetings. We met last Wednesday to work on the Student Achievement initiative and began thinking about how all the initiatives work together. The desire to work together to initiate student assessment tools such as Noel Levitz was expressed. There was general consensus that it should be included in freshman orientation. The committee will begin the work of how it would work best to implement Noel Levitz Wednesday. The subject of providing workshops to address the needs of identified students was also brought up. The committee will work on a plan that addresses the use of workshops to meet the needs of students that are identified in the Noel Levitz CSI.

**2.6** Improve support for Hispanic Students by implementing a mentoring program.

**OCT 07** Lead is Jose Esparza. Team members are to include MariAnne Zavala-Lopez, Andre Guzman, and Dulce Ortiz.

**NOV 07** The Latino mentoring committee has met on a number of occasions to discuss the design and focus of the Latino mentoring project. A name has been proposed, **Mentoring for Academic Persistence & Achievement (MAPA)** – *Mapa* is the Spanish word for map.

- Reviewed the data related to Latinos enrolled at BBCC: new and returning students; full-time and part-time students; students on financial aid probation and suspension
- Designed how students will be invited to participate: letter will be sent out to students; we will host an information/welcome reception
- 1<sup>st</sup> quarter MAPA activities: provide mentoring for new students; provide mentor training; provide students w/ an opportunity to develop strategies that will support their education
- As we identify MAPA students who are persisting quarter to quarter, we welcome the opportunity to have these students benefit from the Student Persistence Momentum Points and have the availability to access monetary funds to support such a program.

**2.7** Collect and interpret data on reenrollment.

**OCT 07** Leads are Valerie Kirkwood and Starr Bernhardt. Team members include Ken Turner and Gail Hamburg.

**NOV 07** Data will be collected when it is available and reported to the AtD Data Team for discussion at that time.

**BIG BEND COMMUNITY COLLEGE**

Date: 11/27/07

**ITEM #3:** CONSENT AGENDA (for information)

c. Assessment Update

**BACKGROUND:**

Institutional Research and Planning is preparing the 2006 cohort data for submission into the “Achieving the Dream” National Database. Students from the 2003, 2004, and 2005 cohorts are also tracked through the 2006-07 year to determine their progress in retention and persistence. Eventually BBCC will be able to compare our students’ success with the success of students at other “Achieving the Dream” colleges.

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

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/27/07

**ITEM #3:** CONSENT AGENDA (for information)

d. Accreditation Report

### **BACKGROUND:**

Following the receipt of the final draft report from Mr. Gill, our lead visitor for the Commission, we are continuing to address our many assessment activities. We have identified key pages in our catalog which can be revised using board ends statements and are studying mechanisms to more directly link courses offered to major general education outcomes. The result of all of this activity will directly address the recommendation of the visiting team.

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

### **RECOMMENDATION:**

None.



## BIG BEND COMMUNITY COLLEGE

Date: 11-27-07

**ITEM #3:** CONSENT AGENDA (for information)

e. Capital Project Update

### **BACKGROUND:**

**ATEC University Center** The Maintenance and Operations crew framed and finished a multi-purpose conference size room and one additional office creating space for Washington State University (WSU), Distance Education Division. The Big Bend Technology (BBT) crew provided the data installation for Interactive Television (ITV) conferencing, advising and teaching with ITV equipment purchased by WSU. The WSU ITV equipment will be shared by all University Center Partners including BBCC.

**Childcare:** Still waiting for the final results of the tests ordered by the insurance company.

### **Old Developments/Background:**

**10-13-07** Still waiting for the final results of the tests ordered by the insurance company.

**9-11-07** A request to move forward with mediation of the dispute between BBCC and Design Space Modular Buildings was made by our AAG in June and followed up on in July. A response requested .time to receive the latest test results from Kent Engineering (their investigator).

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

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

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

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

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

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

**10-31-06** A letter from the Assistant Attorney General representing the Washington State Department of General Administration and Big Bend Community College was mailed to the

attorneys representing Design Space Modular Buildings (DSM) on September 14, 2006. The letter states that because there is an Express Warranty of the project from DSM through which, "DSM assumed all responsibility to compensate Big Bend for the damage caused by the defective y strainer." As of October 3, 2006, no reply has been received from the attorneys representing DSM.

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

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

**7-11-06** The final investigative step by the insurance adjustor is scheduled for July 5, 2006, with a final determination on BBCC's claim in mid July. A check is expected by the end of July. \$75,000 is the estimated loss to flood damage that occurred on the night of August 25, 2005. The insurance company requested more detail on our claim; that detail was provided and the insurance company is appraising all the detailed documents provided by BBCC.

**Art Building:** The project is approximately 20% complete. Footings have been poured, concrete stem walls have been formed, fire hydrant water connections and potable water connections are complete, sewer and storm water connections are complete, parking lot concrete curbs and paving is complete and the masons are stacking bricks. The masons are several days behind schedule but, weather permitting, the lost days will be made up if framing and roofing is completed in time to enable work throughout the winter months. Grant County PUD has delivered easement documents and permanent power to the project should be available mid to late December 2007. The project completion date remains June 3, 2008.

**Old Developments/Background:**

**10-10-07** The Art Building project is approximately 15% complete. Footings and concrete foundations have been poured and the contractor has scheduled the concrete slab pour to begin on 10-18-07. The project is off to a good start and, weather permitting, the building will be ready for occupancy

6-1-07. At this early point in the construction, T W Clark's projected schedule puts the project 8 months ahead of the project completion date reported 10-31-06 (below)

**9-11-07** Bid proposals were opened July 26, 2007 and T.W. Clark Construction of Spokane, Washington was the successful bidder. The bid was within budget for the Base Bid and Bid Alternate #2 (interior ceilings). Bid Alternate # 1 (paving) and Bid Alternate#3 (floor finishes) were not selected because of budget constraints. The pre-construction meeting is set for August 29, 2007 and the contractor is planning to be on the construction site on or before August 30, 2007.

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

**5-14-07** The Environmental Checklist required under the State Environmental Policy Act (SEPA) was completed May 10, 2007. Completion of the Environmental Checklist has held up

the permitting process with Grant County Planning Department and delayed our issuance of the Bid Advertisement by 30 days.

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

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

May 16<sup>th</sup> - Notice to Proceed delivered to the General Contractor

**2-12-07** Construction begins. Trenching for infrastructure installation, such as Public Utility District (PUD) conduit, a new water mainline and fiber optic conduit, is scheduled to begin the week of February 12, 2007. The campus has been notified that access from Randolph road to 28<sup>th</sup> avenue will be stopped and the access barricaded for the duration of the Art Building project. Correctional Industries (CI) will do this phase of the excavation plan. Our latest cost analysis, conducted in collaboration with General Administration, BWA and BBCC, projects the completion of this building to occupancy level but landscaping, paving and furniture will not be funded. The final determination as to how far the budget will stretch will be made when contractors bid on the project.

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

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

Design completed 12-1-06

Contractor hired 2-1-07

Project completed 1-1-08

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

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

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

Design completed 9-1-06

Contractor hired 12-22-06

Project completed 11-5-07

**BIG BEND COMMUNITY COLLEGE**

Date: 11/27/07

**ITEM #3:** CONSENT AGENDA (for information)

f. Enrollment Report

The enrollment report as of Tuesday, November 13 is included for your information. Winter enrollment numbers include the first day of registration for the winter term.

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

**TUITION COLLECTION REPORT**  
As of October 31, 2007 and October 31, 2006

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	<u>2007-2008</u>	<u>2006-2007</u>
Annual Budget	\$2,820,000	\$2,631,428
Total Collections as of October 31	\$1,103,120	\$1,045,616
As a % of Annual Budget	39.1%	39.7%
Left to Collect to Meet Budget Target	\$ 1,716,880	\$ 1,585,812

<b>F.T.E. REPORT</b>							
11/14/07							
		<b>QTRLY</b>	<b>ANNUAL</b>				
		<b><u>FTEs</u></b>	<b><u>FTEs</u></b>				
<b>1st year (06-07)</b>							
SUMMER		317.6	105.9				
FALL		1536.3	512.1				
WINTER		1526.1	508.7				
SPRING		1412.4	470.8				
<b>2nd year (07-08)</b>							
SUMMER		310.2	103.4				
FALL		1534.4	511.5				
WINTER		269.4	89.8				
SPRING			0.0				
<b>TOTAL</b>		<b><u>6906.4</u></b>	<b><u>2302.1</u></b>				
1st year annual FTE Target		4836	1612	53 Workforce FTE included			
2nd year annual FTE Target		4929	1643	53 Workforce FTE included			
<b>SBCTC 2-year rolling enrollment count</b>							
Past year + current year actual FTE			2302.1				
Past year + current year allocation			3255.0				
% of allocation target attained to date			70.7%				
Add'l FTEs to meet minimum 98%		2663.3	887.8				
Add'l FTEs to meet target/growth 100%		2858.6	952.9				
FTEs over target		0	0				

**BIG BEND COMMUNITY COLLEGE**

Date: 11/27/07

**ITEM #3:** CONSENT AGENDA (for information)

g. Childcare Update

**BACKGROUND:**

The Childcare Financial Statement for the four months ending October 31, 2007 is attached for Board review. Expenditures exceeded revenues by approximately \$7,277 reflecting a loss for the period. There are additional October receivables totaling \$33,662 and additional October payables totaling \$21,156. Taking these into consideration, there would be a net profit of \$5,229. The fund balance at October 31, 2007 was \$18,527. The increased attention to the program continues along with ongoing monitoring.

<b>CHILDCARE PROGRAM</b>				
<b>REVENUES, EXPENDITURES AND</b>				
<b>CHANGES IN FUND BALANCE</b>				
<b>FOR THE FOUR MONTHS ENDING 10/31/07</b>				
	DSHS Childcare	Childcare Match	Workfirst Childcare	Totals
<b>Revenues:</b>				
Co-pays/care services	20,961			
DSHS	68,826		8,281	SBCTC
USDA Meal Reimb.	11,872			
Misc. Recovery	0			
<b>Totals</b>	<b>101,659</b>	<b>0</b>	<b>8,281</b>	<b>109,940</b>
<b>Expenditures:</b>				
Salaries	77,372		7,211	84,583
Benefits	16,267		1,070	17,337
Good & Services	15,165			15,165
Travel	132			132
<b>Totals</b>	<b>108,936</b>	<b>0</b>	<b>8,281</b>	<b>117,217</b>
		<b>NET PROFIT / LOSS</b>		<b>(7,277)</b>
		BEGINNING FUND BALANCE		25,804
		ENDING FUND BALANCE		18,527
		ADJUSTING ENTRY		
		CHANGE IN FUND BALANCE		<b>(7,277)</b>
		CASH-ACTUAL		19,318
		RECEIVABLES		2,125
		ACCRUED PAYROLL		<b>(3,826)</b>
		ENCUMBRANCES/PAYABLES		<b>(4,313)</b>
		ESTIMATED CASH		13,304

**BIG BEND COMMUNITY COLLEGE**

Date: 11/27/07

**ITEM #3:** CONSENT AGENDA (for action)

h. 2008 Regular Board Meeting Dates

**BACKGROUND:**

Proposed 2008 Regular Board Meeting dates:

January 15, 2008  
February 26, 2008  
April 8, 2008  
May 20, 2008  
June 24, 2008  
August 5, 2008  
September 9, 2008  
October 21, 2008  
November 18, 2008  
No December 2008 meeting

**RECOMMENDATION:**

President Bonaudi recommends the Board accept the Regular Board Meeting dates as listed above.

**BIG BEND COMMUNITY COLLEGE**

Date: 11/27/07

**ITEM #3:** CONSENT AGENDA (for action)

i. Donations

**BACKGROUND:**

Basic American Foods have donated a \$500 scholarship to support graduating Tech Prep students enrolling in a related Big Bend Community College Professional/Technical Program.

David and Tamara Aiken would like to donate their 1998 Dodge Neon to the Automotive Technology Department.

Renee Hale would like to donate her 1997 Mercury Villager to the Automotive Technology Program.

Char and Mike Rios would like to donate their 1998 Chrysler Intrepid to the Automotive Technology Dept.

Prepared by VP Turner.

**RECOMMENDATION:**

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





October 25, 2007

Cindy Alporque, Human Resource Assistant  
Basic American Foods  
538 Potato Frontage Road  
Moses Lake, WA 98837

Dear Cindy:

Thank you and Basic American Foods for supporting the Basin Tech Prep program with a \$500 scholarship donation. Your company has generously supported Basin Tech Prep for six years with donations totaling \$2,540. Per your request, the funds will again be designated for a graduating high school Tech Prep student enrolling in a related Big Bend Community College Professional/Technical program.

Following approval by the College Board of Trustees, Dr. Bill Bonaudi, BBCC President, will send Basic American Foods a formal letter of appreciation. We are truly grateful for local industry's active support partnering with Tech Prep to provide a skilled future workforce.

Thank you again for your help and participation with the Basin Tech Prep Steering Committee. It is a pleasure to work with you.

Sincerely,

Mary R. Shannon  
Director, Basin Tech Prep

Cc: **Ken Turner**, Doug Sly

# Memorandum

**To:** Ken Turner *cc*  
**From:** Chuck Cox & Mike O'Konek *m.O.*  
**Date:** November 15, 2007  
**Re:** Rios donation of vehicle to the Automotive Technology Program

---

Char and Mike Rios (see attached email) have offered to donate their 1998 Chrysler Intrepid to the Automotive Technology Program. The vehicle has an engine overheating problem and would be used to provide training in engine repair. When running the vehicle would also be used in brakes and suspension, engine performance and air conditioning repair.

The vehicle serial number is 2C3HH46RXWH150408 and the license number is 907 UYZ. The vehicle has 108,228 miles on the odometer. I have not received a title from the Rios's yet.

The Automotive Department would request that this vehicle donation be accepted.

Thank you for your consideration of this matter.



# Memorandum

**To:** Ken Turner

**From:** Chuck Cox & Mike O'Konek

**Date:** October 15, 2007

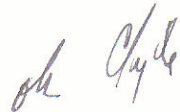
**Re:** Donation of vehicle to the Automotive Technology Program

---

Renee Hale (see attached email) has offered to donate their 1997 Mercury Villager to the Automotive Technology Program. The vehicle has an coolant leak and constant velocity drive axle problem and would be used to provide training in engine and powertrain repair. When running the vehicle would also be used in brakes and suspension, engine performance and air conditioning repair.

The Automotive Department would request that this vehicle donation be accepted.

Thank you for your consideration of this matter.



## Cox, Chuck

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**From:** renee hale [jr hale2000@yahoo.com]  
**Sent:** Monday, October 15, 2007 1:39 PM  
**To:** Cox, Chuck  
**Subject:** Donations of vehicle

Dear Mr. Cox

I am writing you to let you know that we would like to donate our 1997 Mercury Villager van to the Automotive department at Big Bend community college. It does have a problem with Antifreeze leak. Cvc joints need to be replaced. I believe that this would be a project that would help benefit the College.

Sincerely  
Renee hale



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Be a better Heartthrob. Get better relationship answers from someone who knows.  
Yahoo! Answers - Check it out.



# Memorandum

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**To:** Ken Turner

**From:** Chuck Cox & Mike O'Konek

**Date:** October 16, 2007

**Re:** Donation of vehicle to the Automotive Technology Program

---

David and Tamra Aiken (see attached email) have offered to donate their 1998 Dodge Neon to the Automotive Technology Program. The vehicle has not run for some time but is complete and has no major body damage. We will arrange for towing the vehicle from Ephrata to our building. The vehicle would be used to provide training in engine computer system repair. When running the vehicle would also be used in brakes and suspension, engine performance and air conditioning repair.

The Automotive Department would request that this vehicle donation be accepted.

Thank you for your consideration of this matter.

*ck Cox*

## Cox, Chuck

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**From:** DAVENEAAIKEN03@aol.com  
**Sent:** Monday, October 15, 2007 6:44 PM  
**To:** Cox, Chuck  
**Subject:** David Aiken (Dodge 98 Neon Coupe)

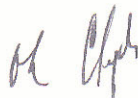
To the Big Bend Automotive Program,

My wife and I own a 1998 Dodge Neon which we purchased from my wife's little brother in 2000. It has been a dream car and we never did anything but change the oil and rotate the tires religiously. I believe that at the point in time our loved vehicle died we had put over 200,000 miles on it. It was the vehicle that got us to work, doctors appointments and school as my wife and I are both proud graduates of Big Bend Community College (and WSU).

We discussed having the wrecking yard company come and pick up our vehicle and one of our co workers likes to fix up cars so he can race them and offered us money as well. In the end we thought we would call the BBCC Automotive Department and offer them the car, the only contingency being that they would have to find some mode of transporting it from our home here in Ephrata to the BBCC Shop. We want no money, the BBCC Automotive Program is free to do with this car as they want. Fix it, sell it, tear it apart, light it on fire, or send it to the moon. We feel better about donating it to an educational program than selling it to a street racer or having a junk yard make a profit off of it.

The interior is in pretty good condition and the body has been weathered from sitting in front of our home for the past 13 months. Anyways, if you want it, you can have it.. the car and the title, free and clear of any expectations or wants. Enjoy.

Sincerely,  
David & Tamra Aiken  
147 IVY SE  
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**BIG BEND COMMUNITY COLLEGE**

Date: 11/27/07

**ITEM #5:** Exceptional Faculty Award Recommendation

**BACKGROUND:**

The Exceptional Faculty Awards Committee is pleased to recommend Jennifer Brooks, Nursing Instructor, for a \$2,000 award to offset expenses related to her pursuance of her Masters of Clinical Education.

The Exceptional Faculty Awards Committee is equally pleased to recommend John Peterson, Chemistry Instructor, for a \$2,000 to attend the 20<sup>th</sup> biennial conference on Chemical Education in Bloomington, Indiana.

**RECOMMENDATION:**

President Bonaudi and VP Lang recommend approval of the Exceptional Faculty Awards.



November 12, 2007

Dear President Bonaudi,

The Exceptional Faculty Awards Committee is pleased to inform you, we have two applications tendered by faculty members to submit for your consideration. The committee reviewed applications from Jennifer Brooks and John Peterson, finding both applications in order and worthy of submission.

Jennifer Brooks is asking for an award to partially offset some of her expense related to the pursuance of her Masters of Clinical Education. Ms. Brooks has also received a Foundation Scholarship to this end. After examining her expenses, we the committee see a substantial gap between funding and her near-future expenses. Post graduate education is an expensive endeavor. We, the Committee believe that an award to Ms. Brooks represents a worthy investment in her future, the future of our nursing program, and certainly befits the spirit of the Exceptional Faculty Awards.

John Peterson wishes to attend the 20<sup>th</sup> biennial conference on Chemical Education. We suggest this activity is worthy of Yours' and the Boards consideration. We believe that this conference dovetails nicely with Mr. Petersons' professional discipline and will allow him to network with others in his field, examine new ideas and methodology. Mr. Peterson believes in the betterment of his ability and we the committee support his pursuit of excellence.

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

Sincerely,

Matthew Sullivan

Gail Hamburg

Bill Autry

Dennis Knepp

John Gillespie



## **BIG BEND COMMUNITY COLLEGE**

Date: 11/27/07

**ITEM #6:** Evacuation Drill (for information)

### **BACKGROUND:**

Big Bend Community College successfully completed their scheduled Evacuation Drill on October 23, 2007. The evacuation took less than 15 minutes and all buildings were evacuated safely. Several things were learned during this event. VP Ken Turner and Dr. Ryann Leonard, Psychology Instructor, will present a brief report on the events of that day including the debriefings that were conducted with Maintenance and Operations, all Incident Command Staff, and Building Coordinators. Lessons learned and future goals of safety on the BBCC campus will be shared.

Prepared by Dr. Ryann Leonard, Psychology Instructor and Safety Committee Spokesperson.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/27/07

**ITEM #7:** The U.S. Congress and You (for information)

### **BACKGROUND:**

Big Bend Community College is sponsoring an informational DVD regarding the U.S. Congress. The DVD features President Bonaudi, Bob Schieffer from Face the Nation (CBS News), and Representative Doc Hastings.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

**Committee for Citizen Awareness**

1100 New Hampshire Avenue N.W.  
Georgia, D.C. 20037

Founding Board of Directors

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Former Minority Leader  
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Executive Director

Kimberley Matthews Fraser

*October 24, 2007*

*William C. Bonaudi*  
*President*

**Big Bend Community College**

7662 Chanute Street, N.E.

Moses Lake, WA 98837

*Dear Mr. Bonaudi:*

*I am pleased to enclose copies of "The U.S. Congress and You" DVD which your organization is sponsoring in the 4th Congressional District of Washington.*

*We will send a copy of the DVD to every public and private high school, community and junior colleges, and cable television stations in the 4th Congressional District of Washington. We will also send a copy of the DVD to the main chambers of commerce and public libraries.*

*We will keep you apprised on a regular basis of the feedback we receive from the teachers, students and others who see the DVD.*

*Sincerely,*



*Kimberley Matthews Fraser*

*Enclosure*

**BIG BEND COMMUNITY COLLEGE**

Date: 11/27/07

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

**BACKGROUND:**

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

Prepared by the President's Office.

**RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 11/27/07

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

**BACKGROUND:**

The next regularly scheduled Board meeting is January 15, 2008 at 1:30 pm.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 11/27/07

**ITEM #10:** Misc. (for information)

**BACKGROUND:**

**RECOMMENDATION:**

None