

Big Bend Community College



Board of Trustees

Regular Board Meeting

**Tuesday, October 21, 2008
7:00 p.m.**

ATEC

Hardin Community Room

Community College District No. 18

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

Fall 2008 Campus Events

Fall 2008 Campus Events		
October	21	Board of Trustees Study Session & Meeting 4:00 p.m., ATEC
	22	Volleyball vs. Walla Walla CC, 6 p.m., DeVries Activity Center
	24	Math & English Placement Testing, 8 a.m., Building 1200
	29	Volleyball vs. CC of Spokane, 6 p.m., DeVries Activity Center
	30	ASB Halloween Dance, 9 p.m. – midnight, ATEC
	31	Math & English Placement Testing, 8 a.m., Building 1200
	21	Board of Trustees Study Session & Meeting 4:00 pm ATEC
	22	Volleyball vs. Walla Walla CC, 6 p.m., DeVries Activity Center
	24	Math & English Placement Testing, 8 a.m., Building 1200
	29	Volleyball vs. CC of Spokane, 6 p.m., DeVries Activity Center
	30	ASB Halloween Dance, 9 p.m. – midnight, ATEC
	31	Math & English Placement Testing, 8 a.m., Building 1200
November	6	ASB Free Bowling, 7 p.m. – midnight, Lake Bowl
	7	Math & English Placement Testing, 9 a.m., Building 1200
	11	Veteran's Day, No School, Offices Closed
	12	ASB Breakfast, 11:15 a.m. – 1:30 p.m., ATEC
	12	Volley vs. CBC, 6 p.m., DeVries Activity Center
	14	Math & English Placement Testing, 9 a.m., Building 1200
	17-20	Open Registration
	18	Board of Trustees Meeting, 1:30 p.m., ATEC
	18	Star Night, 6 p.m., ATEC
	18	Fine Arts Building Grand Opening, 4:30 p.m., Building 6501
	21	Math & English Placement Testing, 9 a.m., Building 1200
	25	Last day to drop a class
	26-28	Thanksgiving Holiday, No Classes, Office Closed
	29	Women's Basketball Alumni Tournament, 6 p.m., DeVries Activity Center



The ASB Back to School BBQ was a big success with 380 attendees!

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

7662 Chanute Street
Moses Lake, Washington 98837

Tuesday, October 21, 2008, 4:00 p.m.

**HARDIN COMMUNITY ROOM
GRANT COUNTY ATEC BUILDING 1800**

BOARD STUDY SESSION AGENDA

- 1. 2008-09 Proprietary Budgets Review**
- 2. Governor's Message**
- 3. Board Evaluation**

The Board of Trustees of Community College District 18 have scheduled a Study Session on Tuesday, October 21, at 4:00 p.m. in the Hardin Community Room, Grant County ATEC Building 1800.

Purpose: The Board to review the 2008-09 Proprietary Budgets
Governor's Message
Board Evaluation Discussion

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.

Information: If you have any questions please contact Autumn Weis (793-2003), Director of Public Information, Big Bend Community College.



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 21, 2008, 7:00 pm
ATEC- Hardin Community Room

	Action		Tab #	
<i>Governing Board Members:</i> <i>Mike Blakely, Chair</i> <i>Felix Ramon, Vice Chair</i> <i>Katherine Kenison</i> <i>Angela Pixton</i> <i>Mike Wren</i> <i>Dr. Bill Bonaudi, President</i>	A	1. Call to Order/Roll Call		
	I	2. Introductions		
	A	3. Consent Agenda	3	
		a.	Approval of Regular Mtg Minutes 9/09/08 (A)	
			Approval of Study Session Minutes 9/09/08 (A)	
		b.	Student Success (I)	
			Achieving the Dream	
			Student Achievement Initiative	
		c.	Assessment Update (I)	
		d.	Accreditation Report (I)	
		e.	Capital Project Report (I)	
		f.	Human Resources Report (I)	
	g.	Enrollment Report (I)		
	h.	Advisory Board Committee Members (I/A)		
	i.	Quarterly Childcare Update (I)		
	I	4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)	4	
		a.	ASB Representative – Rhoan Ashby, President	
		b.	Classified Staff Representative – Kathy Aldrich	
		c.	Faculty Representative – Mike O’Konek, Faculty Assn. President	
		d.	VP Financial & Administrative Services – Gail Hamburg	
		e.	VP Instruction/Student Services – Dr. Mike Lang	
		f.	VP Human Resources & Labor – Holly Moos	
	I/A	5. 2008-09 Proprietary Budget	5	
	I	6. Job & Career Fair- Mary Shannon	6	
	I	7. ¡Educar @ Big Bend! Latino Education Fair	7	
		-----BREAK-----		
		Possible Executive Session		
	A	8. Board Evaluation	8	
	I/A	9. Assessment of Board Activity/Retreat - Board	9	
	A	10. Next Regularly Scheduled Board Meeting – Board	10	
	I	11. Misc.	11	
		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 18, 2008, 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: 10/21/08

ITEM #3: CONSENT AGENDA (for action)

- a. Regular Board Meeting Minutes September 9, 2008
Study Session Meeting Minutes September 9, 2008

BACKGROUND:

Minutes of the Regular Board Meeting and Study Session held September 9, 2008, are included for review.

RECOMMENDATIONS:

President Bonaudi recommends the Board of Trustees approve the minutes.

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

September 9, 2008

PRESENT: Katherine Kenison
Felix Ramon
Mike Blakely

Introduction: President Bonaudi introduced new Foundation Board member David Plate. Mr. Plate is the most recently appointed Port of Moses Lake Commissioner. Charlene Rios was introduced in her new position as Director of Business Services. Vice President of Human Resources and Labor Holly Moos was also introduced with her new title.

President Bonaudi reminded all that this Study Session is streaming live on the internet via MediaSite and it can also be viewed at a later date.

1. 2008-09 State Operating Budget Review

President Bonaudi introduced Vice President of Financial and Administrative Services Gail Hamburg to lead the review of the 2008-09 State Operating Budget. VP Hamburg explained that the base budget is retained. Then, one time and variable funding, new operating funds, and State Board earmarked programs are added and , cost reductions are subtracted.

New items in the State Operating Budget include 2.0% COLAs for Classified Staff and Admin/Exempt employees effective September 1, 2008 and 4.4% COLAs for faculty effective July 1, 2008. The 1.6% pay increase that took effect September 1, 2006 will be retained for FY 2009. The Part-time faculty salary improvement, based on BBCC's pro-rata share of the gap between each district's full-time and part-time faculty average salaries and full and part-time faculty increments are also part of the changes in this new budget. Funding in the amount of \$25,000 was provided to convert classes taught by faculty employed in part-time positions to classes taught by faculty in full-time positions. This will be used to fund math instructor Sonia Farag as she transitions to full-time.

A reduction in the cost of health benefits due to lower than expected employee health care expenditures will be a cost savings in the budget this year.

New Funding: ABE Enrollments of 10 FTEs at \$6,050 each; Transfer High Demand Enrollments of 7 FTEs at \$8,750 each; Early Ed Enrollments of 8 FTES at \$5,550 each; I-BEST Enrollments of 7 FTES at \$9,750 each added to the budget.

Tuition backfill, based on BBCC's pro-rata share of average FY2006 and FY2007 operating fee collections was provided to cover the equivalent of a 1% tuition increase. The college received \$51,471 for Student Persistence, and \$14,705 for Student

Achievement, allocated evenly between 34 colleges. It is important to note that the Student Persistence funding is on-going and the Student Achievement funding is one-time, they both come from the same pot of money from SBCTC. Lastly, we will receive a Basic Skills Enhancement, based on the most recent six quarter average of Basic Skills FTEs.

VP Hamburg reviewed the revenue budget on page 3 highlighting the items added to or subtracted from the base budget to form the fiscal year 2009 initial allocation.

- General Salary Increases - 2.0% COLA for Exempt and Non-represented Classified Staff effective September 1; 4.4% COLA for faculty effective July 1 (\$292,857). Retained FY 2007 pay increase of 1.6% that took effect September 1, 2006, (\$394).
- Adjustment to classified employee salaries for additional 2.5% step L and for implementation of final phase of class consolidation (\$6,772). There were many long-term classified staff who were at the top step of the scale, adding step L provided a salary bump to them.
- Adjustment for increase to pension rates in FY 2009, (\$56,158).
- Employer premiums for health insurance were reduced from \$707 to \$561 per employee (total reduction of \$255,267). VP Holly Moos explained that the employer premiums were expected to rise in the 2009-10 budget. The employee contribution amounts are expected to decrease.
- Faculty Increments – appropriation is prorated between full- (\$26,198) and part-time faculty (\$10,727) using actual FY 2007 salary and benefit expenditures.
- Part-time faculty Salary Improvement – prorata share of gap between each district's average full-time and part-time faculty salaries (\$40,159).
- Appropriation to convert classes taught by faculty employed in part-time positions to classes taught by faculty employed full-time positions (\$25,000).
- ABE growth enrollments (\$127,050).
- Tuition Backfill – allocated based on actual FY 2006 and FY 2007 operating fee collections (\$25,900). Basic Skills Enhancement – allocation of these funds is based on the most recent six quarter average of Basic Skills FTES (\$21,200).
- Student Achievement – for student retention and achievement. Our portion of this one-time payment is \$14,705.
- Student Persistence – dollars to fund advising, tutoring, targeted retention services, coaching, mentoring, etc. for TRIO like students. Our portion of this on-going funding for this budget period is \$51,471.
- Instructional Equipment – funds intended for instructional equipment and allocated evenly between 34 colleges. Our portion is \$29,412. President Bonaudi commented that the system request to the legislature was \$17 million. The funding received was drastically reduced. He is concerned that the focus on technology may divert equipment funding.
- Worker Retraining - BBCC has a base allocation of 53 FTE based on 60% of colleges' prorated share of the system's average worker retraining enrollments for two years and 40% on a prorated share of unemployment data. These FTE's are funded at \$4,611 each. This equals \$244,383. VP Hamburg went on to state that

this program will suffer a 10 FTE decrease that is not on this budget. The subtraction will come in a subsequent allocation.

- Building Maintenance Shift to Capital - \$218,600 was transferred from operating funds to capital funds for fiscal year 2009.
- Opportunity Grant – funds are allocated based on a required plan from the college (\$399,000). This is the third of four years for this allocation. Trustee Katherine Kenison asked if BBCC could reapply for this grant. VP Mike Lang responded that we were a pilot school for this 4-year grant. The pilot colleges receive flexible money which funds our “high touch” approach. All community and technical colleges are now receiving some of this money based on information learned from the pilot sites. The funding to all community colleges is much more restrictive. After the fourth and final year of this grant BBCC will begin receiving the annual allotment.
- Tuition – for FY 2009 tuition is estimated conservatively due to uncertainty in enrollment, despite a 2% tuition increase. President Bonaudi commented that the SBCTC acknowledged that the system really needed a 3% tuition increase. They kicked in an additional \$25,900, this did not equal 1%.
- Carryover - \$191,621 is from interest earnings in fund 148 and \$227,890 is from tuition.
- Indirect Cost Recovery - \$51,749 is from the international student account, \$217,579 is from administrative fee, \$400,000 is from interest earnings in fund 145 and \$40,000 is from current year earnings.
- Running Start – enrollment increased by 44 FTE in FY 2008 from FY 2007. Revenue is budgeted for \$600,000.
- ABE/ESL Grants – funding of \$187,031 is based on the BBCC applications submitted for FY 2009.

The FY 2009 unrestricted base budget was \$9,446,768. The new operating funds equal \$828,636, total variable and one-time funding of \$296,283, Legislature provided programs minus the building maintenance shift to capital build the initial GFS operating allocation to \$10,875,709. The total tuition and recovery income is added to make the total FY 2009 state operating budget \$15,667,579, which includes a 2.5 % board mandated reserve of \$382,136. The reserves are held in instructional goods and Services account and the administrative goods and services account.

The comparison between the 2008 and 2009 fiscal year revenue budgets was shown on page 5 of the Operating Budget. VP Hamburg reviewed this page line by line highlighting the differences.

The FTEs increased by 52 between FY 2008 and FY 2009. The Unrestricted Base Budget amount was increased by \$561,238 in fiscal year 2009 budget. General Salary Increases including 2.0% COLAs for exempt and non-represented classified staff effective September 1 and 4.4% COLA for faculty effective July 1 dropped by \$6,443 in FY 2009. An additional \$6,772 will be paid in FY 2009 for Classified Employees Compensation funding for the final phase of class consolidation, salary survey for classes more than 25% below market rate and an additional 2.5% Step L on the salary grid.

Faculty Increments prorated between full- and part-time faculty using actual FY 2007 salary and payroll related benefit expenditures resulted in an additional \$125 to be paid in FY 2009. The Part-time Faculty Salary Improvement – prorata share of gap between each district's average full-time and part-time faculty salaries resulted in an additional \$3,659 allocated for FY 2009. An additional \$25,000 was allotted for a Part-time Faculty Conversion, to convert classes taught by faculty employed in part-time positions to classes taught by faculty employed in full-time positions.

Health Benefits – due to lower than expected employee health care expenditures, monthly health benefit costs were reduced from \$732 per employee to \$561 per employee for FY 2009, this resulted in a difference of \$316,867 less in FY 2009.

An increase of \$40,958 funding is provided for adjustments to pension rates in FY 2009.

Funding intended for instructional equipment allocated evenly between 34 colleges remained the same both years \$29,412. (State Board's original request was \$17 million.)

The tuition backfill allocation based on actual FY 2006 and FY 2007 operating fee collections provided to cover the equivalent of a 1% tuition increase increased by \$4,900.

Student Persistence dollars to fund advising, tutoring, targeted retention services, coaching, mentoring, etc, were allocated evenly between 34 colleges. It remained the same both years \$51,471. Student Achievement, the one-time funding for student retention and achievement which was allocated evenly between 34 colleges at \$14,705.

Basic Skills Enhancement allocation funds are based on the most recent six quarter average of Basic Skills FTEs and remained even both years at \$21,200.

Building Maintenance Shift to Capital of \$218,600 was transferred from operating funds to capital funds for fiscal years 2008 and 2009.

The Opportunity Grant funding is based on a required plan from the college. This is the third year of four for this allocation of \$399,000.

For fiscal year 2009 tuition is estimated conservatively due to uncertainty in enrollment, despite a 2% tuition increase. Actual tuition collected for fiscal year 2008 was \$2,884,525. Excess enrollment was carried over into the budget last year however, the excess enrollment carryover is now depleted.

Running Start – enrollment increased by 44 FTE in FY 2008 from FY 2007.

ABE/ESL Grants – funding is based on the BBCC applications submitted for fiscal year 2009.

VP Hamburg explained that all of these changes resulted in a net increase of \$1,025,201 in the FY 2009 budget.

The budget status summary on page 7 of the Operating Budget detailed expenditures per account from last year. The budget was underspent by 5.15% or \$783,764, this amount includes the 2.5% Board mandated reserve. President Bonaudi explained that we did not reach our enrollment targets which means we will not receive flexible growth money. The SBCTC has appropriated additional FTEs in specific programs, this funding is more restrictive than the excess enrollment dollars.

The reserve balances listed on page 8 were summarized by VP Hamburg. \$51,749 of the \$1,053,151 International Student fund balance is dedicated to the 08-09 budget leaving \$1,001,402 unobligated. The unobligated administration fee balance is \$940,273, with \$217,579 dedicated to the 2008-09 budget. The (unobligated) interest earnings fund balance is \$972,002. \$400,000 of the interest earnings balance is dedicated to the 08-09 budget.

The European funds balance dropped by \$4,495, after the \$100,000 COP payment was made, with the drop in interest rates. The unobligated fund balance is \$2,515,365.

The balance of the Running Start fund is \$498,821, an increase of \$116,754 from last year. The headcount was 159 for 06-07 and 173 for 07-08, FTEs were 319 and 363 respectively. \$600,000 is dedicated to the 08-09 balance. The interest earning fund increased by \$34,020 to \$191,621, the entire balance of that fund is dedicated to the 08-09 budget. The excess enrollment funding of \$256,823 was used in its entirety, in FY 2008. The tuition balance increased by \$216,816 to \$227,890. This entire amount is dedicated to the 08-09 budget.

President Bonaudi commented that our carryover is down and the cost recovery was increased to balance. Next year there will be no excess enrollment money. It is important to note where our reserves are weaved into the budget. When we have excess money it is added to the reserves and the reserves are not spent down. This is sustainable but not indefinitely.

VP Hamburg compared the pie charts on page 9. The source of operation funds percentages remained very similar from 2007-08 to 2008-09. The state portion was 70% in both fiscal years; , the recovery portion increased by 1% in 2008-09 to 12%; the tuition portion dropped by 1% in 2008-09 to 18%.

Page 10 illustrated the expenditures by programs for 2008-09. VP Hamburg explained that Instruction expenditures equal 50%, down 1% from last year, the state average is 51%. Academic Administration expenditures equal 2%, the system average is 2% and this expense from last year was 2%. The Library expenditures equal 3%, the system average is 7% and this expense last year was 3%. President Bonaudi commented that our Library is open weekends and evenings and we still spend less than the state average, he complimented the economizing by the Library staff. Student Services expenditures equal 14%, the same as last year and the system average is 12%. The Administration expenditures equal 18%, up 1% from last year, and the system average is 17%. Lastly

the Maintenance & Operations expenditures total 13% of the operating budget; the same percentage as last year, this is also the system average.

VP Hamburg explained that page 11 is the “trend sheet.” The information details the program allocations for the past four years and the changes in those amounts in percentages. She went on to say that the expenses in student services have gradually increased. This supports the goals and efforts of Achieving the Dream and the Opportunity Grant.

The instruction budget was discussed next. Instruction Expenses include classroom activities, laboratory activities, community service instruction, ABE/GED, and the Dean of Institutional Research and Special Asst to the President. VP Hamburg highlighted the principle changes and focus in the instruction area: continuation of the Opportunity Grant and high demand enrollments, 10 ABE enhancements funded at \$6,050 each, salary increase for faculty, faculty increments and part-time faculty improvements, salary increase for classified staff and administrative/exempt, 2% tuition increase and \$25,900 allocated for tuition backfill. The percentages of expenses for instruction equal 87% for salaries and benefits (the system average is 83%), 9% for supplies, 1% for travel and 3% for equipment.

The academic administration budget was reviewed. The expenditures include the Dean of Professional/Tech programs, the Dean of Arts & Science, 37% funding for the Dean of Education, Health and Language Skills, with the remaining 63% funding coming from grants, and the Center for Business and Industry Services. The principle changes and focus are enrollment management, student retention, student recruitment and marketing. The majority of this budget (98%) is consumed by salaries and benefits.

VP Hamburg reviewed the Library budget next. Library expenses include the Dean of Information Resources, library and information literacy instruction, reference services, collection development, interlibrary loan, and media equipment services. Collection of online and multi-format based resources, instruction and assistance in the research process and support of lifelong learning and personal discovery are the principle changes and focus. The percentages of the expenses are 76% for salaries and benefits, 12% for supplies, 11% for equipment and 1% for travel.

The student services budget was reviewed. These expenses include the Associate VP of Student Services, Admissions/Registration, Financial aid, Counseling, Multicultural services, Disability services, GET Testing services, Career Placement Services, and Student Activities. The principle changes and focus in this area are enrollment management, student retention, student recruitment, advisor training/improved advising, customer service and marketing. VP Hamburg noted there was correction on page 20 under financial aid, the equipment account should be titled grants, it is correct in the other sections of budget. President Bonaudi commented that student services has a major role in the components of the “high touch” approach with students. The expenses by percentage are 72% for salaries and benefits, 24% for grants, 3% for supplies and 1% for travel.

The administration budget was next to be reviewed. Administration expenses include the President's office, VP of Financial and Administrative Services, VP of Instruction/Student Services, VP of Human Relations and Labor, community relations, Foundation, fiscal services, telephone/communications, word services, and administrative computing. The principle changes and focus are enrollment management, student recruitment and retention, marketing, advance the Academic Master Plan and the Facility Master Plan, and continue work on the campus-specific emergency response plan based on the National Incident Management System. The expense percentages represented in the pie chart are 69% for salaries and benefits, 28% for supplies, 2% for travel and 1% for equipment.

Lastly, the Maintenance and Operations budget was described. The expenses include custodial services, maintenance trades, vehicle maintenance, grounds maintenance, utilities, safety and security and theatre and activity center management. The principle changes and focus are completion of the Fine Arts Building landscaping and interior painting, continue work on formal campus entrance way, repairs and minor improvements and collaboration with Safety Committee on goals for improvements to campus. Salaries and benefits comprise 52% of this budget, supplies are 36%, equipment is 2% and debt service is 1%.

The grand total of all program expenses by percentage were highlighted by VP Hamburg; 78% is salaries and benefits (the state average is 81%), 16% is supplies, 3% is grants, 2% is travel and 1% is equipment.

Trustee Mike Blakely commented that he thinks the emphasis on recruitment and retention is correct. President Bonaudi stated we are challenged due to the large area our service district encompasses which causes our students to travel long distance to campus. He also stated we have a high percentage of residents who don't possess high school degrees and they enroll in developmental classes. BBCC competes very well in basic skills and it is a substantial need in our area.

Trustee Ramon stated our students face many challenges. Some need preparation in developmental classes before moving on to college level classes and this area has a high poverty level. Students have to travel to attend classes on campus and this incurs fuel costs and takes more time. The use of the Opportunity Grant and ABE/ESL classes is important. Trustee Blakely commented that we are conservative with our budget and spend our funds wisely. President Bonaudi responded that after we receive our last Opportunity Grant money next year there will be a sizeable hole. Most of the funds go directly to the students and services to the students. The total number of students served is 93 which equals 55 FTEs, the goal was 48 FTEs. Dean Kara Garrett stated with our large service district, students need help with transportation. The emotional support our staff provide to students is incredible. Staff contact students with phone calls sometimes weekly or daily. Students often seek support from staff in Building 1000. President Bonaudi is considering recommendations to centralize those services in the auditorium.

Director of Business Services, Char Rios, commented that the Opportunity Grant and Weinstein Intervention scholarships have been a big uplift for students.

Trustee Mike Blakely stated during the recent retreat our communication efforts with the public was discussed. He went on to say that as trustees it is important to become better informed about programs in order to share information with the public.

President Bonaudi stated the Board is being asked to approve this budget with growth included at a time when we've received an austerity message from the Governor. He stated the budget will be managed prudently. He commented that we need to cut back on funding that does not impact recruiting efforts, high touch with students and classrooms. He is activating the budget committee to monitor expenditures more closely, this budget is designed to help achieve the enrollment target. Trustee Blakely stated it is a well thought budget within the state norms.

Trustee Ramon stated he is part of the 40 & 8 group and they provide money for nursing scholarships. Last year one of the graduates did not use her full scholarship amount and the financial aid office provided the group with a refund for the unused portion. Trustee Ramon commented that he and his group really appreciated that the money was properly tracked and refunded appropriately. He asked about fuel consumption with the price of fuel rising. VP Hamburg stated that she met with the M & O crew to discuss the Governor's memo and to brainstorm cost savings measures to reduce the fuel costs by 5%. They are keeping a log in each vehicle and requesting that parts be delivered to campus rather than driving in to town to pick them up. They are also consolidating their trips to town. An old gas guzzling truck that was being used by BBT has been replaced with a battery operated golf cart. The cost savings will be submitted to SBCTC. VP Mike Lang stated he is concerned about how rising fuel costs will affect the athletic budgets. The Board is also saving travel dollars by sending only one representative to the ACCT Conference in New York. The Board will be traveling together in a BBCC van to attend the TACTC Conference in Seattle on October 2.

Three new tenure track faculty members will join the Board for lunch.

The meeting adjourned at 11:40 a.m.

Mike Blakely, Chair

ATTEST:

William C. Bonaudi, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a regular Board meeting on Tuesday, September 9, 2008, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

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

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

2. Introduction

None

Trustee Blakely commented he was starting a new tradition and he recognized Trustee Katherine Kenison and presented her with a plaque for her dedicated service as Chair for three non-consecutive years. Trustee Kenison was surprised by the recognition and thanked the Board for the gift.

3. Consent Agenda

a) Approval of Minutes for the June 17, 2008, Regular Board Meeting, Approval of the Minutes for the July 1, 2008, Special Board Meeting, Approval of the July 21, 2008 Special Board Meeting, Approval of the August 27 & 28 Special Board Meeting (A); b) Achieving the Dream Update (I); c) Student Achievement Initiative (I); d) Assessment Update (I); e) Accreditation Report (I); f) Capital Project Report (I); g) Human Resources Report (I); h) Enrollment Report (I); i) 2009 Regular Board Meeting dates (A); j) Emeritus Status Nominations (A).

MOTION 08-31 Trustee Katherine Kenison moved to approve the Consent Agenda. Trustee Cecilia DeLuna-Gaeta seconded the motion, and the motion carried.

Trustee Blakely explained that the order of the agenda was changed. Agenda Item #12 Miscellaneous was moved to the beginning of the meeting.

12. President Bonaudi stated he was pleased to bring the 2008-09 Negotiated Agreement to the Board. The agreement with the Faculty Association was reached yesterday (September 8, 2008) and only revisions to *Article VII: Provisions of the Salary Index Matrix (SIM)* were made.

MOTION 08-32 Trustee Katherine Kenison moved to approve the Consent Agenda. Trustee Cecilia DeLuna-Gaeta seconded the motion, and the motion carried.

4. Remarks

Public Comments- none

6. 2008-09 State Operating Budget

President Bonaudi stated he was confident that we can sustain the 2008-09 State Operating Budget and he along with Vice Presidents Lang, Hamburg and Moos recommend approval of the budget, which was reviewed during the study session earlier in the day.

MOTION 08-33 Trustee Felix Ramon moved to accept the 2008-09 State Operating Budget as presented. Trustee Katherine Kenison seconded the motion, and the motion carried.

President Bonaudi stated the 2008-09 Proprietary Budget, which includes grants and contracts will be presented during the October Board meeting. A Study Session to review the Proprietary Budget will be held just prior to the next meeting.

4. Remarks

Continued

ASB President Rhoan Ashby was absent; ASB Advisor Kim Jackson presented the ASB report. ASB held their annual retreat in Leavenworth and it was very successful. Some changes that they made included charging \$3 per person for lunchfests for attendees who show their BBCC ID card, and \$5 per person if they do not have a card. ASB also voted to approve funding for two new sofas in the lobby of the new Art Building and funding for a new Thor costume. Thor now has a smaller head and looks more like a Viking, dressed in massive amounts of blue fur.

ASB recently hung a bulletin board by the Activities Office for students to place ads for roommates, housing, transportation, books, etc for sale. Ms. Jackson reported she is pleased that there are already postings on the board.

Gift bags will be assembled by ASB once again for the new dorm students. Lake Bowl has donated free bowling cards for the bags.

Ms. Jackson reported that she and two of the ASB officers just returned from an outstanding statewide leadership-training institute in Wenatchee that is conducted by the Council of Unions and Student Programs. There were about 375 student leaders from across the state in attendance.

The back-to-school BBQ is the first major event of the year by ASB. It will be held Wednesday, October 1, from 4-7 p.m. There will be inflatable games outside as well as a balloon artist, a caricature artist and an airbrush tattoo artist. The band performing will be Foolish Fortune. The cost for the all-you-can-eat BBQ is \$3.

The full BBQ lunchfest scheduled for Tuesday, October 14 will be held in front of the Aviation Building from 11:15 a.m. – 1:30 p.m. The Aviation Club will be helping with this event. Students are encouraged to bring their family members. Entertainment will be announced at a later date.

The Students Supporting Students Club will be holding a car wash fundraiser on Friday, September 19 from 9 a.m. – 1 p.m., donations gladly accepted.

Classified Staff Representative Kathy Aldrich reported the training attended by classified staff during the summer. Custodio Valencia attended a Grant Writing Workshop in Los Angeles, California on June 1- 3. Robin Arriaga attended an AG's Risk Management Training on June 5, in Spokane. Starr Bernhardt attended an Introduction to the Statistical Package for the Social Sciences on June 9-10 in San Francisco, CA. Kamie Bishop attended a Mergence Conference (website, e-strategy development & planning) on June 17-18 in Kansas City, MO. Susan Nichols attended People Based Safety on June 20.

Tony Dillon, Kathy Rando, and Michael Andresen took the Adobe Creative Suite course on June 24 in Seattle. Taisa Timofeyev attended WorkFirst Training at the Moses Lake DSHS office on June 25. Susan Nichols attended a Safety meeting on June 26.

Heather Allen, Taisa Timofeyev attended a Building and Safety Training Meeting on June 26, at Work Source in Moses Lake. Taisa Timofeyev attended CASAS Training on June 17-19 at San Diego.

Ruth Coffin attended Credentials Evaluator Conference on July 31 and August 1 in Walla Walla. Howard Temple attended an Avidyne Entegra Line Maintenance and Support Training Course online.

In August Randy Fish and Todd Davis attended: How to Supervise People in Kennewick. Maribell Aguilar and Cynthia DeVictoria attended Child and Adult Care Food Program- Competency Area: Administration & Health, Safety, and Nutrition on August 14 in Yakima. Robin Arriaga attended PEBB Eligibility and Pay1 Class on August 14 at BBCC. Kathy Aldrich and Barbara Collins attended the STTACC Conference in Wenatchee on August 21-22. Barbi Schachtschneider and Hope Strnad attended OFM travel training at BBCC on August 25. Hope Strnad attended training on the new Procurement Cards on August 26 at BBCC. Yvonne Ponce attended Payroll Training at BBCC on August 27-28.

Classified Staff members were treated to an Ice Cream Social on July 23. Dr. Bonaudi co-hosted this event and it was enjoyed by all. There were approximately 65 staff in attendance. Ms. Aldrich commented, “We appreciate Dr. Bonaudi’s support of our Classified Staff.”

Ms. Aldrich recognized Barbara Collins, program assistant for Career Advising and Outreach and Basin Tech Prep, for receiving the STTACC (Staff Training for Community & Technical Colleges) Exemplary Staff Award. Ms. Aldrich read the following nominating statement to the Board.

Barbara Collins is a Program Assistant for the Big Bend Community College office of Career Advising and Outreach and Basin Tech Prep. Her job entails working with a wide range of constituents including college faculty and staff, employers, students, and high school teachers and administrators. Her work efforts are split between college professional/technical programs and the Tech Prep program. Because of the dual responsibilities of her position Barbara does the equivalent of two jobs.

One of her biggest accomplishments is her efforts towards the college’s annual Job & Career Fair. The Job Fair has grown to 75 employers and over 1500 visitors. Event coordination involves partnership with WorkSource, employers, and BBCC staff. Barbara is “control central” for everything from employer outreach to set-up. She handles the billings, correspondence, meeting coordination, printing, supplies, and other tasks too numerous to mention. The reality is that if Barbara wasn’t there to do all these things, the college and her supervisor would be scrambling to get it done. It’s a huge job and Barbara does it all with a smile and calm demeanor.

In support of classified staff professional development, Barbara was chair and main organizer of the 2005 Workforce Education Support Staff (WESS) Conference hosted by Big Bend Community College. She served on the BBCC Classified Staff Professional Development Committee from 2002-2004 and helps with set-up and delivery of classified staff events. Barbara was a member of the Washington State Office Professional Group from 2002-2004. She also takes BBCC Office Information Technology classes to improve her computer and office professional skills.

Finally, Barbara always “goes the extra mile” in delivering quality work and premier customer service to students, fellow staff, and the community. Barbara Collins has consistently demonstrated commitment and excellence in job performance and is an asset to Big Bend Community College. It is a pleasure to nominate her for the STTACC Exemplary Staff Award.

President Bonaudi and Trustee Mike Blakely congratulated Ms. Collins on her accomplishment.

Faculty Association President Mike O’Konek was absent and Les Michie, Faculty Association Treasurer, filled in for him. Mr. Michie reported the Faculty Association is pleased to have a signed contract.

Vice President Gail Hamburg reported that the BBCC Foundation has purchased the entrance (programmable reader board with temperature) sign. The county has approved of the placement and it is scheduled for installation on October 31. The Foundation is seeking sponsors.

The ATM machine is installed and being fine-tuned today. It is located in the alcove by the dining commons. This is a result of a great partnership with Horizon Credit Union and they are also publicizing the first day of classes on their sign at the Moses Lake Branch.

The fabrication of the windows for 1400 and skylights for 1600 has been delayed and will begin the third week in September. A new roof has been completed on Building 5000 (dorm) and the roof for Building 6000 (dorm) is currently be worked on with a completion date goal of September 16.

VP Hamburg reported happily that we have certificate of occupancy for the Art Building and art equipment is being relocated into the new classrooms. She also reported that the Childcare mediation led to settlement. AAG Charnelle Bjelkengren did a great job preparing for the mediation.

Vice President Mike Lang reported the dorms are currently at 160 students occupancy. More rooms dedicated to females are available and the rooms dedicated to males are full. He's excited to have the dorms full; this is the highest number of students in the dorms since he has been here.

VP Lang asked Dean Kara Garrett to share exciting news about the nursing program. Dean Garrett reported that 21 out of 24 nursing graduates have taken the NCLEX (National Council Licensure Examination) and they have a 100% pass rate. This pass rate is up from 68% last year. The nursing faculty "dove in" to assist student success. Trustee Mike Blakely congratulated the nursing program.

VP Lang asked Dean Rachel Anderson to talk about Constitution Day. Dean Anderson informed the Board that Washington law mandates that all colleges hold a Constitution Day. It is usually not held on the anniversary of the signing of the Constitution, September 17, because classes begin after that date. This year CSS classes are being held on September 17 and Dr. David Vega, Economics and History Instructor and Constitution Day presenter, will give his presentation on MediaSite and broadcast to the distance ed sites. This will also enable classes to use his presentation at anytime throughout the year.

Following Maryanne Allard's retirement VP Lang hired Accounting Instructor & Women's Head Basketball Coach Preston Wilks as the Athletic Director. Coach Wilks will be the Men's Commission representative and Associate VP Candy Lacher will be the Women's Commission representative.

Lastly, Dr. Lang reported that the Faculty In-Service is on Monday, September 15 with breakfast served at 7:30 am. He invited Board members to attend. Trustee Blakely thanked VP Lang for the good report.

VP of Human Resources and Labor Holly Moos reported it has been a busy year for retirements; nine long term employees retired. She commented she is excited for the Negotiated Agreement to be ratified and thanked the team comprised of Mike O'Konek, Les Michie, Jim Hamm and Max Heinzmann for their hard work. Cover to cover negotiations have not occurred since 2003, this fall the team will open the entire agreement for negotiation.

VP Moos advised that her department is processing professional development unit stipends. Faculty are paid \$1,000 for every 15 PDUs completed. This process began in 2003. This is the fourth year and a trend is emerging. The first year BBCC paid \$22,000 to faculty, this fall \$7,000 will be paid to faculty members. VP Moos informed the Board that it appears to take faculty about two years to earn 15 PDUs. Each faculty members' PDUs remain on the books until they reach 15 and then the stipend is paid in the fall. This year the stipends will reach the faculty members on September 25.

Per President Bonaudi's direction VP Moos has begun researching recognition pay for Classified Staff. She stated recognition pay does not become part of an employee's base salary. The plan is complex and must meet certain criteria and then be approved by SBCTC.

5. Exceptional Faculty Award Reports

Jennifer Brooks, Nursing Instructor, was awarded an Exceptional Faculty Award in the amount of \$2,000 to offset expenses as she pursues her Masters Degree in Clinical Education during the November 27, 2007, Regular Board meeting. Ms. Brooks' provided an oral report to the Board.

Ms. Brooks stated she has completed her first probationary year, and her first year of her Masters in Education through Flinders University. She chose Flinders because she spent 17 years in Australia and is an Australian citizen. She thanked the Board for contributing to her education with an EFA. The courses she has taken are about how to teach, differing learning styles, keeping lessons at the appropriate level and constructive feedback. She has taped herself performing skills lectures and learned a lot from that activity. She attended a class with several doctors exploring issues normally way beyond her scope. One of those issues was professionalism, boundaries and ethical considerations of caring for Anecephalic babies with only a few days to live. She also performed research regarding tuberculosis in Grant County. Grant County does not have a tuberculosis tracking system, and non-English speakers are rarely tested. Proper interpreters are very important in this process. She discovered that men and

women not in the child bearing years are rarely tested. She stated it takes a lot of work to set up a tracking system and she plans to delve deeper into this after she has completed her Masters Degree.

Trustee Katherine Kenison asked Ms. Brooks if she had considered sharing her information with the Grant County Health District. Ms. Brooks responded that she did speak with someone in that office and she would like to share her findings. Trustee Kenison suggested Ms. Brooks request to be on a Grant County Health District meeting agenda. Trustee Cecilia DeLuna-Gaeta stated this was money well spent and expressed her appreciation for Ms. Brooks interesting report and great enthusiasm.

John Peterson, Chemistry Instructor, was awarded an Exceptional Faculty Award in the amount of \$2,000 to attend the 2008 Biennial Conference on Chemical Education in Bloomington, Indiana during the November 27, 2007, Regular Board meeting. Mr. Peterson provided an oral report.

Instructor Peterson enjoyed the conference and stated as a “one-man department” it was great to interact with 1200 instructors who teach the same subjects. He stayed in an Indiana University dorm room and had a great time. He toured the Indiana University Cyclotron Facility, which is a particle accelerator using primarily protons. He advised the group that emerging cancer therapy is being discovered utilizing proton beams. The beams must be accurately focused to within 1/100 of a millimeter of the tumor. The velocity of protons can be adjusted to deposit energy at the right depth. This results in very little energy at the surface and maximum energy directed at the center of the tumor.

BBCC had purchased 12 Vernier data acquisition units and he had the opportunity to attend two workshops to learn more about teaching with this valuable equipment. The units contain temperature, voltage and gas pressure probes. The data is collected and displayed in the graph screen and it can be connected to a printer for output. Instructor Peterson stated he is incorporating six new labs this fall to expose the students to more interesting instruction. The units came with open source lab books. This allows students to use the information without purchasing a book and the information can be modified to fit the instructor and class.

President Bonaudi thanked both instructors for the interesting presentations. He commented it was great to capture this on Mediasite. These presentation can be available for students and the public to illustrate how well prepared our faculty is and their continuing education efforts. There is constant renewal and life long learning happening at BBCC. It is valuable for the Central WA JOBS program to be aware of the training available here at BBCC. Trustee Blakely suggested Instructor Peterson could demonstrate the data acquisition units at area high schools. President Bonaudi emphasized the value of EFA and the other funds available to providing instructors with exposure to state of the art ideas and

equipment. He expressed his appreciation to BBCC Foundation for allowing this fund to grow.

7. Vision Statement

President Bonaudi asked the Board to recall that during the June meeting they reviewed the Mission Monitoring Report. President Bonaudi acted on Trustee Ramon's suggestion to modify the vision statement to reflect the essential role BBCC plays in meeting the economic needs of our community. Trustee Ramon read the proposed vision statement aloud:

The residents of the Big Bend Community College service district will recognize the college as a regional resource to provide learning opportunities that are accessible, professional, innovative and service-oriented. They will view the college as supporting regional economic development through partnerships with local business and industry that address current and emerging workforce challenges.

MOTION 08-34 Trustee Felix Ramon moved to accept the vision statement as presented. Trustee Katherine Kenison seconded the motion, and the motion carried.

8. AP3011.3 and BP 3011 Revision

President Bonaudi explained that the benefits schedule change to AP3011.3 was approved but it contained an error in the number of vacation hours a President with 0-5 years of experience would receive. The error was corrected to 16 hours of leave accumulated for a president with 0-5 years experience. During this process Dr. Bonaudi realized that the President's benefits is approved by the Board which means it should be a Board Policy rather than an Administrative Process. The Board acts on Board Policy not Administrative Process. He asked the Board to approve the revision and then authorize changing the President's benefits section of the administrative process to board policy.

MOTION 08-35 Trustee Katherine Kenison moved to accept the vision statement and revision as presented. Trustee Cecilia DeLuna-Gaeta seconded the motion, and the motion carried.

9. Board Evaluation

The Board members discussed their Board evaluation during the retreat, it is not completed at this time. Trustee Blakely reported that they hope to hold a 30-minute session before the next regular meeting to discuss this further and then take action during the meeting. This is tabled until the next meeting.

10. Assessment of Board Activity/Retreat

Trustee Kenison reported that she met with prospective trustee Mike Wren from the Port of Ephrata. She was happy to announce that she made it to all of the graduation activities in June- Commencement, Nursing Graduation, GED Graduation, CDL Graduation, and the OIT Graduation. It was well worth seeing

all of the recognition and acknowledgement of the BBCC students' successes. She also attended the Board/Administrative Retreat in August.

Trustee Cecilia DeLuna-Gaeta indicated that she attended the Board/Administrative Retreat and she has been mentoring work-study students.

Trustee Ramon reported that he attended most of the BBCC graduation activities and the Board/Administrative Retreat. He also contacted several people regarding prospective Board members and he's been busy contacting people to serve on the Foundation Board. He reported that three community members will be joining the Foundation Board. Trustee Ramon expounded on the ongoing Foundation membership program. Anyone who donates more than \$100 to the Foundation will receive a Supporting Member ID Card. Trustee Ramon proudly announced that the supporting member #1 was auctioned at the Cellarbration! scholarship fundraiser. Trustee Ramon holds supporting member card #2. He also reported that our esteemed Chair, Mike Blakely is supporting member #3 and Trustee Kenison is supporting member #4. The application form is being developed and printed to ask everyone to be a supporting member. He reminded all that the Foundation is a very important part of the services we provide to students and staff. He encouraged everyone to be promoters of the Foundation.

Trustee Blakely reported that he attended Leadership Training at an ACCT Conference in Washington D.C. that was very beneficial. He stayed in D.C. two extra days at his own expense and met with Senator Patty Murray, Senator Maria Cantwell, Representative Doc Hastings, and Representative Jay Inslee. They discussed Pell Grants, the Wilson Creek flooding problem and the Wenatchee Valley Clinic. Senator Murray, Senator Cantwell, and Representative Hastings visited the Wenatchee Valley Clinic and they along with Representative Jay Inslee assisted in resolution of the Wenatchee Valley Clinic issue. During Senator Cantwell's visit to the clinic she expressed interest in touring Katana Industries in Ephrata. Trustee Blakely will invite her to visit BBCC when she is in the area visiting Ephrata. He also met with an informal Quincy leadership group, and pointed out that BBCC is here to serve their needs. He advised that he has been talking with Governor Gregoire's office regarding a new trustee appointment. The packet of nominations has been sent to her office.

11. Next Regularly Scheduled Board Meeting

The next regularly scheduled meeting is set on Tuesday, October 21, at 1:30 pm. A Study Session preceding the meeting will be held to review the 2008-09 Proprietary Budget and Board Evaluation discussion. The October meeting is usually changed to an evening meeting to promote public attendance. The Board members discussed evening meetings at the retreat, are they promoting public attendance? Trustee Ramon mentioned discontinuing evening meetings during the retreat. He said he does think it is important to be accessible to the public and MediaSite makes it easy for the public to access the meetings. Trustee Kenison indicated she would like to continue to meet in the evening twice a year. She

stated she felt it was important as a board to give faculty, staff and the public the opportunity to participate in the meetings. Trustee DeLuna-Gaeta agreed with Trustee Kenison.

MOTION 08-36 Trustee Katherine Kenison moved to set a study session on October 21, 2008, at 4:00 p.m. and the regular meeting at 7:00 p.m. Trustee Felix Ramon seconded the motion, and the motion carried.

President Bonaudi reported that he received correspondence in July congratulating the volleyball team led by Coach Michael DeHoog for receiving the 2007-08 AVCO academic award.
The meeting adjourned 2:51 pm.

Mike Blakely, Chair

ATTEST:

William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 10/21/08

ITEM #3: CONSENT AGENDA (for information)

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

Related Board Ends Statements and Academic Master Plan (AMP) Outcomes, E-2 Access, AMP E2.1, E2.2, E2.3, E-3 Partnerships, E-4 Student Achievement, AMP E4.1, E4.2, E4.3, E4.4, E4.5

BACKGROUND:

Achieving the Dream

The Institutional Research and Planning Department is collaborating with the Big Bend Technology Department to send BBCC data in the revised format to JBL Associates. JBL Associates is contracted to oversee the national data reporting for AtD.

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

A student has been hired to serve as a supplemental instruction (SI) leader for two sections of Barb Whitney's MPC 095 classes. The SI leader will attend one of the classes daily, but is helping students in both sections. The SI leader has established three scheduled sessions per week to work with students in the identified MPC 095 sections; and will also hold one session per week available to any MPC 095 student.

BBCC students continue to use Tutor.com for online tutoring needs. Tutor.com is currently available to BBCC students between 1:00 and 10:00pm. The company is looking to expand hours which should increase the number of our students who use the service. Tutor.com is also planning to add more subjects and levels.

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

New student orientation sessions were held on September 16th (evening) and September 17th (day). Student evaluations of the orientation sessions were positive and the orientation group will be reviewing suggestions made by new students who attended the sessions. Fewer new students attended orientation this fall and the group is also working on promotion ideas to increase attendance in the future.

Advising training was provided as part of the September faculty in-service day. A "Who Wants to be a Millionaire Advisor" game was played with questions relating to resources available to students and who to contact for the resources. Faculty also participated in group discussions revolving around advising scenarios that were provided to each table.

Information provided by the Institutional Research and Planning Department shows that our students who complete a college success skills course persist at a significantly higher rate than those who do not complete the course. Last spring a new policy was approved that requires students to take a college success skills class, CSS 100 or 102, if they place into pre-college level math and English. Fall 2008 we offered 3 sections of these classes during Fall Quarter 2008 we have 11 sections.

Student Achievement/Persistence Initiative

Sixty-four students are currently identified as receiving or intending to receive services offered through the Student Achievement Statewide Initiative. Thirty of the students are continuing from last year and thirty-four are new to BBCC. Jerry Workman, Director of Student Support Services, continues to be the point of contact for this initiative. He reports that 80% of these students persisted from fall to spring during the 2007-08 academic year.

The Student Achievement Initiative momentum point calculation process and momentum points earned by BBCC and other system colleges have been shared by Valerie Kirkwood, Dean of Institutional Research and Planning, at meetings of the Executive Council, President's Cabinet and Instructional Council. BBCC's momentum points increased from 4,127 in 2005-06 to 4,789 in 2007-08. The largest percentage increase was in basic skills level gains.

The BBCC Bookstore, in an effort to decrease student costs of college attendance and improve access, has implemented a book rental program for MPC 095 and MPC 099. Students in these classes were able to rent books for fall quarter, rather than having to purchase them. The rental fee is \$47.50 compared to the purchase price of \$142.00. One hundred and eighty-four students are currently renting their math textbooks, which saved them collectively \$17,388.

Prepared by the Assoc. VP of Student Services Candy Lacher (who only heard she had to do this last Friday and didn't take good notes at the meetings she attended where these subjects were discussed)

BIG BEND COMMUNITY COLLEGE

Date: 10/21/08

ITEM #3: CONSENT AGENDA (for information)

c. Assessment Update

Related Board Ends Statements and Academic Master Plan (AMP) Outcomes

E-4 Student Achievement,

AMP E4.1, E4.2, E4.3, E4.4, E4.5, E4.5.2

BACKGROUND:

Committee members discussed which educational programs had completed their assessment plans with results from 2007-08 and what plans did not have their 2008-09 assessment turned in.

Assessment Activities planned for 2008-09 academic year include:

- Survey of Entering Student Engagement (SENSE) – fall
- Industrial Technology Former Student Focus Groups
- Transfer visits to CWU, EWU, & WSU
- Community Focus Groups
- Faculty Survey – winter
- CCSSE survey (Community College Survey of Student Engagement) – spring

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 10/21/08

ITEM #3: CONSENT AGENDA (for information)

d. Accreditation Report

Related Board Ends Statements and Academic Master Plan (AMP) Outcomes
E-4 Student Achievement,
AMP E4.1, E4.2, E4.5, E-4.7

BACKGROUND:

At the Faculty In-service on September 15, 2008, the Academic faculty reviewed their courses to determine which courses met the various components of the General Education Outcomes. A matrix is being developed that will allow BBCC to show the specific courses where students will gain the skills in each General Education Outcome.

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/21/08

ITEM #3: CONSENT AGENDA (for information)

e. Capital Project Update

BACKGROUND:

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

Old Developments/Background:

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

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

Roof Repair – Building 4000 (Maintenance Shop) & Dorms: The work on the roofs for Buildings 5000 and 6000 is complete.

Old Developments/Background:

9-9-08 The roof on Building 4000 is complete. The work on the roofs for Buildings 5000 and 6000 is scheduled for late September.

8-5-08 The subcontractor quote for the roof on Building 4000 is \$37,025.01. The project will begin later this month. The quote for the roofs on Buildings 5000 and 6000 was \$116,928.49, each. This work will be scheduled for late August and early September.

6-17-08 A Job Order was issued to Burton Construction to develop cost estimates and sub-contractor quotes for the repair of three roofs (Buildings 4000, 5000, & 6000). Funding for the repair of building 4000 was issued at the beginning of the 2006 – 2008 biennium. The funding for the repair of dorm roofs will have to be come from dorm earnings.

BIG BEND COMMUNITY COLLEGE

Date: 10/21/08

ITEM #3: CONSENT AGENDA (for action)

f. Human Resources Report

BACKGROUND:

Getting the year started in H.R. includes new employee orientations, benefits discussions, completion of background checks, etc. In addition, H.R. has been handling recruitment for four professional level positions:

- Opportunity Grant Director
- Student Support Services Academic Advisor/Learning Strategist
- Event & Conference Representative
- Title V Instructional Design & Retention Specialist
-

Interviews have been held for one committee and the other three should be holding interviews within the next couple of weeks.

Professional Development Stipends for completion of 15-unit blocks were paid to six faculty members on September 25, 2008.

Minimum wage is going up January 1, 2009 to \$8.55 per hour. This requires revisions to the Student and Non-Student Hourly Salary Schedules. Discussion took place on this at a recent Cabinet meeting, with final approval for changes expected in December.

Prepared by VP of Human Resources Holly Moos.

RECOMMENDATIONS:

None

EMPLOYEE SEPARATIONS 6/14/08 - 10/3/08

SEPARATION

DATE	NAME	POSITION	SEPARATION REASON
6/17/08	Kathy Mason	Child & Family Education Instructor	Retired
6/17/08	Debra Rice	Nursing Instructor	Resigned
6/17/08	Zachary Tanko	Computer Networking Instructor	Resigned-Moved out of state
6/30/08	Tennille Kimball	Opportunity Grant (Career Pathway) Coordinator	Resigned-Accepted position with Moses Lake School District
6/30/08	Ken Turner	Vice President of Administrative Services	Retired
7/3/08	Carmen White	Program Assistant	Retired
7/4/08	Pat Sanders	Student Support Services Academic Advisor/Learning Strategist	Retired
7/18/08	Tony Dillon	Offset Printer Operator Supervisor	Retired
7/31/08	Chris DeMiero	Head Women's Softball Coach/Assistant Activities Center Coordinator/Athletic Field Maintenance	Resigned-Moved out of area
8/1/08	Kim Forsberg	Title V Bridge Coordinator	Resigned-Accepted position with Moses Lake School District
8/15/08	Katie Holestine	Public Information Officer	Resigned-Pursuing Master's Degree
8/29/08	Maryanne Allard	Executive Assistant to the Vice President of Instruction/Student Services	Retired
8/29/08	Heather Allen	Office Assistant 3-WorkFirst Grant	Resigned-Running her own business
8/29/08	Jackie Johnston	Director of WorkFirst Job Training	Resigned-Accepted position with Samaritan Hospital
8/31/08	Blanca Fernandez	MEES Parent Educator/Site Manager-MEES Grant	Resigned-Accepted position with DSHS
9/5/08	Frank Salinas	Title V Student Outreach Advisor	Resigned

NEW HIRES/PROMOTIONS/TRANSFERS 6/14/08 - 10/3/08

START DATE	NAME	POSITION	REPLACING
6/30/08	Jon LeClaire	Maintenance Mechanic 2	Todd Davis (Todd was promoted to an exempt position as Director of Facilities & Operations as of 7/1/08)
7/1/08	Todd Davis	Director of Facilities & Operations	Bill Wilkie
7/7/08	Linda Chadwick	Executive Assistant for the Vice President of Instruction	Connie Rodriguez (Connie requested a transfer to the Office Assistant 3 position vacated by Ruby Taylor)
7/9/08	Regan Cardwell	Program Assistant-Center for Business and Industry Services	Bridget Vidonne
7/16/08	Ruth Coffin	Credentials Evaluator 3-Admissions/Registration	Maryanne Allard (This is a restructured position following Maryanne Allard's retirement) (This is a promotion for Ruth)
7/21/08	Annemarie Cadle	Executive Assistant to the Vice President for Financial and Administrative Services	New Position
7/21/08	Amy Record	Office Assistant 3-Financial Aid	Carmen White
7/21/08	Custodio Valencia	Interim Student Support Services Academic Advisor/Learning Strategist	Pat Sanders
8/1/08	André Guzman	Interim Director of Financial Aid	Char Rios (Char was promoted to the Director of Business Services)
8/1/08	Char Rios	Director of Business Services	Gail Hamburg (Gail was hired as the Vice President for Financial and Administrative Services) (This is a promotion for Char)
8/11/08	Michael Andersen	Offset Printer Operator Supervisor	Tony Dillon (This is a promotion for Michael)
8/25/08	Lora Allen	Interim Coordinator of Disability Services/Student Advisor	André Guzman (André is the Interim Director of Financial Aid)
9/2/08	Dania Peterson	Program Assistant-Admissions/Registration	Ruth Coffin (Ruth was promoted to the Credentials Evaluator 3)

NEW HIRES/PROMOTIONS/TRANSFERS 6/14/08 - 10/3/08 CONTINUED

START DATE	NAME	POSITION	REPLACING
9/8/08	Autumn Weis	Director of Public Information	Katie Holestine
9/15/08	Dina Moskvich	Early Childhood Program Specialist 2- ECEAP/Childcare	New grant funded position
9/22/08	Keli Sanford	Office Assistant 3-WorkFirst	Heather Allen
9/29/08	Ted Mata	Offset Printer Operator	Michael Andresen (Michael was promoted to the Offset Printer Operator Supervisor)
9/23/08	Tom Willingham	Office Information Technology Instructor- Emergency Hire	Pat Teitzel (Pat is on a leave of absence)
10/3/08	Andrea Elliott	Instruction & Classroom Support Technician 1-WorkFirst Grant	Igor Shaporda/Erik Lampe

SEARCHES IN PROCESS

POSITION	STATUS	REPLACING
Student Support Services Academic Advisor/Learning Strategist	Accepting Applications	Pat Sanders
Title V Instructional Design & Retention Specialist	First Review Started	Restructured position following Kim Forsberg's and Frank Salinas' resignations
Opportunity Grant Director	Interviews Scheduled	Tennille Kimball
Event & Conference Representative	First Review Started	Jeremy Iverson
Custodian 1	Accepting Applications	New position funded by Fine Arts Building allocation
Grounds & Nursery Services Specialist 1	Accepting Applications	New position funded by Fine Arts Building allocation

SUMMER PART-TIME FACULTY:

101

SUMMER PART-TIME HOURLY:

122

BIG BEND COMMUNITY COLLEGE

Date: 10/21/08

ITEM #3: CONSENT AGENDA (for information)

g. Enrollment Report

Related Board Ends Statements and Academic Master Plan (AMP) Outcomes

E-1 Mission

E-4 Student Achievement

AMP E-4.6

BACKGROUND:

The Fall Quarter 10th Day Enrollment Report is included for your review. Headcount is down 1.4% and state-funded FTE is down 0.7%. Professional/technical course FTE is down 8.1%. The decrease in professional/technical FTE includes decreases in enrollments in business, office information technology, aviation maintenance technology, and computer science.

Academic FTE is up 2.9% over last fall at this time. The academic area with the highest increase in FTE is college success skills. Data provided by the Institutional Research and Planning Department shows a correlation between successful completion of a college success skills course and student retention. This information was provided to the Instructional Council last spring and led to the adoption of a new policy requiring that a college success skills class must be taken by any student who places into precollege math and precollege English. Eleven sections of CSS 100 are being offered during fall quarter.

The tuition amount budgeted for 2008-2009 is \$2,876,000. As of September 30, 2008 we have collected \$1,032,461 or 35.9% of the budgeted amount. As of September 30, 2007 we had collected \$1,018,743 or 36.2%.

TUITION COLLECTION REPORT As of Sept 30, 2008 and Sept 30, 2007

	<u>2008-2009</u>	<u>2007-2008</u>
Annual Budget	\$2,876,000	\$2,820,000
Total Collections as of Sept 30	\$1,032,461	\$1,018,743
As a % of Annual Budget	35.9%	36.2%
Left to Collect to Meet Budget Target	\$1,843,539	\$1,801,257

**Reference Note – we collected 102.2% for 2007-2008 and 104.6% for 2006-2007.

We had 112 students take advantage of the tuition payment plan (STEPP) this fall quarter, which represents \$89,582 in tuition collected. This is 32 more students than 2007 fall quarter. Of the 112 students on the program, 21 or 18% were assessed a late fee for not paying their October payment.

F.T.E. REPORT

10/9/08

	QTRLY <u>FTEs</u>	ANNUAL <u>FTEs</u>	
1st year (07-08)			
SUMMER	310.2	103.4	
FALL	1579.9	526.6	
WINTER	1577.0	525.7	
SPRING	1441.2	480.4	
2nd year (08-09)			
SUMMER	345.6	115.2	
FALL	1388.7	462.9	
WINTER		0.0	
SPRING		0.0	
TOTAL	<u>6642.6</u>	<u>2214.2</u>	
1st year annual FTE Target	4929	1643	53 Workforce FTE included
2nd year annual FTE Target	4998	1666	43 Workforce FTE included
SBCTC 2-year rolling enrollment count			
Past year + current year actual FTE		2214.2	
Past year + current year allocation		3309.0	
% of allocation target attained to date		66.9%	
Add'l FTEs to meet minimum 98%	3085.9	1028.6	
Add'l FTEs to meet target/growth 100%	3284.4	1094.8	
FTEs over target	0	0	

FALL 10TH DAY ENROLLMENT REPORT

HEADCOUNTS

	<u>FALL 2008</u>	<u>FALL 2007</u>	<u>FALL 2006</u>	<u>FALL 2005</u>	<u>FALL 2004</u>	<u>FALL 2003</u>	<u>FALL 2002</u>
<u>ETHNIC ORIGIN</u>	-						
Amer. Indian/Alaska Ntv	39	35	36	27	31	32	33
Asian/Pacific Islander	27	38	35	32	20	33	39
Black	23	29	22	25	31	21	17
Hispanic	522	535	430	388	357	410	352
White	1,195	1,241	1,260	1,317	1,504	1,625	1,600
Other/Unknown	205	161	165	110	98	136	124
<u>SEX</u>	-						
Female	1,108	1,164	1,139	1,102	1,150	1,265	1,186
Male	824	803	768	763	869	953	959
Not Coded	79	72	41	34	22	39	20
<u>STUDENT STATUS</u>	-						
Continuing	1,061	1,092	1,030	1,037	1,087	1,208	1,120
Former	359	395	384	381	374	426	425
New	518	469	463	392	477	510	504
Transfer	73	83	71	89	103	113	116
TOTAL HEADCOUNT	2,011	2,039	1,948	1,899	2,041	2,257	2,165
Running Start	158	159	137	134	116	139	187
International	4	3	0	2	3	6	9

STATE FUNDED FTES

ABE/ESL	60.0	43.2	44.5	31.7	39.5	37.6	15.5
Academic	779.1	757.5	776.9	815.8	833.8	856.0	817.8
Professional/Technical	549.6	598.3	510.8	485.7	541.4	596.9	580.6

BIG BEND COMMUNITY COLLEGE

Date: 10/21/08

ITEM #3: CONSENT AGENDA (for action)

h. Advisory Committee List

BACKGROUND:

The Advisory Committee List 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 2008-09

Accounting

Lakeside Optical	Cheryl	Aguilar	1020 W Ivy St	Moses Lake
Moses Lake High School	Linda	Dennis	803 E Sharon Ave	Moses Lake
Sutter, Kunkle, Thompson	Sharon	Douglas	112 E Broadway	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	George	Bagwell	1417 S Pioneer Way	Moses Lake
Farm Owner	Darci	Counsell	726 S Schooner Ct	Moses Lake
JR Newhouse & Co	Clayton	Lynch	528 W Broadway Ave	Moses Lake
FSA	Everett	Purrington	2145 Basin St SW Suite A	Ephrata
Stephen Syre Agricultural Consultant	Steve	Syre	202 W 5th Ave	Moses Lake
BBCC Instructor	Rich	Thayne L	7662 Chanute St	Moses Lake

Automotive

James Chevrolet	Richard	Archer	12000 N Frontage Rd	Moses Lake
Moses Lake High School	Christine	Armstrong	803 E Sharon Ave	Moses Lake
Central Machinery Sales	Wayne	Chandler	1450 E Wheeler Rd	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

Columbia Pacific Aviation	Tina	Bessett	327 7th Ave SW	Ephrata
City of Ephrata	Justin	Camp	23 G St SE	Ephrata
Sonico	Scott	Griffith	1432 Hamilton St	Moses Lake
Moses Lake Aerial Applicators	Fred	Meise	PO Box 358	Ephrata
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	Chuck	Cox	7662 Chanute St	Moses Lake
Big Bend Community College	Kara	Garrett	7662 Chanute St	Moses Lake
Big Bend Community College	Pete	Hammer	7662 Chanute St	Moses Lake
Big Bend Community College	Van	Jorgensen	7662 Chanute St	Moses Lake
Big Bend Community College	Joe	MacDougall	7662 Chanute Street	Moses Lake
Big Bend Community College	Steve	Matern	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	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

Computer Technology

Grant County Court	Gary	Baker	PO Box 37	Ephrata
ML Industries	Jack	Gibson	414 W. Northshore	Moses Lake
Solar Grade Silicon LLC	Keith	Heupel	3322 Rd N NE	Moses Lake
JR Simplot	Ryan	Martin	14124 Wheeler Rd ne	Moses Lake
Columbia Colstor	Ken	Redburn	1387 Rd 12.7 NW	Quincy
Asparity Decision Solutions	Norman	Warren	12041 Rd. 3.9 NE	Moses Lake

Foundation Board

David	Bailey	87 Pelican Dr	Moses Lake
Marilyn	Bertram	4478 Rd M NE	Moses Lake
William	Bonaudi	721 Scooner Ct	Moses Lake
Gary	Chandler	4488 Dunn St. N.E.	Moses Lake
Nancy	Cook	1201 Nalaga Ave	Moses Lake
Cecilia	Deluna-Gaeta	700 Rideview Loop	Othello
Larry	Hall	1000 S Pioneer Way	Moses Lake
Gail	Hamburg	7662 Chanute St.	Moses Lake
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. Indlewood 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
Michael	Riggs	2132 S Crestmont Dr	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
Franz			
Lon	Topaz	1211 D. Street SW	Ephrata
John	Townsend	402 Rainier View Ln NE	Moses Lake

Industrial Electrical & Maintenance Mechanics

Lee Technologies	James	Ayers	3322 Rd N NE	Quincy
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
IBEW 191	Jack	Eidukas	27 N. Chelan	Wenatchee
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
BBCC	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	102 E 3rd	Moses Lake
City of Moses Lake	Maxine	Ivory	321 S Balsam	Moses Lake
Warden High School	Patty	Kisler	101 Beckway	Warden
Moses Lake School District	Shirley	Pryor	920 W Ivy	Moses Lake
Samaritan Healthcare	Melodie	Rodeback	801 E Wheeler Rd	Moses Lake
Calbom & Schwab	Jeff	Schwab	1240 S Pioneer Way	Moses Lake
BBCC OIT	Tom	Willingham	7662 Chanute St NE	Moses Lake

Tech Prep

Basic American Foods, Inc	Cindy	Alporque	538 Potato Frontage Rd	Moses Lake
Columbia Colstor	Mike	Bolander	2730 W Marina Dr	Moses Lake
K&N Electric	Alan	Cope	9933 Kinder Rd NE	Moses Lake
Othello School Dist.	Linda	Crosier	340 S Seventh	Othello
Board of Directors, ML Chamber	Debbie	Doran-Martinez	11804 Rd 5.6	Moses Lake
IBEW 191	Jack	Eidukas	27 N. Chelan	Wenatchee
Samaritan Healthcare	Kim	Garza	801 E Wheeler Rd	Moses Lake
Washington WorkSource	Dustan	Knauss	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
Columbia Basin Job Corps	Jennifer	Thomas	6739 24th St Bldg 2402	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 Norhtwest Ironworkers	Andrew	Phillipson	16610 E Evdid	
Genie Industries	Rick	Volk	8987 Graham Rd NE	Spokane
Columbia Basin Job Corps	Paul	Winona	6739 24th St Bld 2402	Moses Lake
Genie Industries	Jay	Zabo	8987 Graham Rd NE	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
IBEW 191	Jack	Eidukas	27 N. Chelan	Wenatchee
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: 10/21/08

ITEM #5: CONSENT AGENDA (for information)

i. Childcare Update

BACKGROUND:

The Childcare Financial Statement for the three months ending September 30, 2008 is attached for Board review. Revenues exceeded expenditures by approximately \$18,441 for the period. The estimated fund balance at September 30, 2008 was \$109,700. The increased attention to the program continues along with ongoing monitoring.

**CHILDCARE PROGRAM
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE THREE MONTHS ENDING 9/30/2008**

	DSHS Childcare	Childcare Match	Workfirst Childcare	Total Program
Revenues:				
Co-pays/care services	22,149			
DSHS	72,959		0	0 SBCTC
Transfers in OSPI meal recovery	0			
	6,548			
	<u>101,656</u>		0	<u>0</u> <u>101,656</u>
Expenditures:				
Salaries	56,677		0	0 56,677
Benefits	12,022		0	0 12,022
Good & Services	14,365		0	0 14,365
Travel	151		0	0 151
	<u>83,215</u>		0	<u>0</u> <u>83,215</u>
				<u>18,441</u>
				<u>18,441</u>
				91,259
				109,700
				<u>18,441</u>
				92,392
				21,448
				(4,141)
				<u>(1,534)</u>
				108,165

BIG BEND COMMUNITY COLLEGE

Date: 10/21/08

ITEM #5: 2008-09 Proprietary Budgets (for action)

BACKGROUND:

VP Gail Hamburg will review the 2008-09 Proprietary Budgets for Board approval. The Board will have had the opportunity to review the budgets in detail during the Board Study Session prior to the regular meeting.

Prepared by VP of Finance and Administration Gail Hamburg.

RECOMMENDATION:

President Bonaudi and VP Hamburg recommend the Board approve the 2008-09 Proprietary Budgets for Big Bend Community College as presented.

BIG BEND COMMUNITY COLLEGE

Date: 10/21/08

ITEM #6: BBCC 15th Annual Job & Career Fair (for information)

BACKGROUND:

The 15th Annual Job & Career Fair was held April 24, 2008 in the ATEC Center.

Fast Facts:

- 76 employer exhibitors
- 10 Big Bend Community College professional technical programs represented
- Over 1,800 attendees
- 9 workshops
- Employment Resource Center sponsored by Moses Lake WorkSource

This year's Job & Career Fair set new records for attendance. The Fair was busy all day with a steady stream of over 1,800 visitors filling the ATEC building. Many employers were hiring and accepting job applications. Moses Lake WorkSource hosted the "Employment Resource Center" providing job seekers assistance with resumés, job search techniques, and mock interviews.

The Job & Career Fair has established a reputation as one of the best job fairs in the state. The Fair received outstanding evaluations from employers and visitors and there was a wait-list of employers wanting to exhibit. The success of the Job Fair is directly related to the efforts of BBCC employees and community partnerships.

Special recognition for organizing the event goes to the following individuals:

Mary Shannon, Chairperson

Barbara Collins, Employer Outreach and Organizational Support

Bob Heikell, Workshops

Daneen Berry-Guerin, Geralyn Topalanchik, Michele Williamson, Hospitality Room

Catherine Holestine, Advertising & Publicity

Jeremy Iverson, Jim Tincher, and BBCC Maintenance Crew, Setup

Laurie Busse, Volunteers

Moses Lake WorkSource, Business Services Team, Employer Outreach and Workshops

Columbia Basin Job Corps, Parking attendants and set-up crew

Word Services, Printing

Sodexo Inc., Food Service

Future Date:

The 16th Annual Job & Career Fair is scheduled for April 23, 2009.

Submitted by Mary Shannon, Director of Career Advising & Outreach and Tech Prep.

BIG BEND COMMUNITY COLLEGE

Date: 10/21/08

ITEM #7: ¡Educate @ Big Bend! Latino Education Fair

BACKGROUND:

The 2nd Annual ¡Educate @ Big Bend! Latino Education Fair was held on May 9, 2008 in the Grant County Advanced Technologies Education Center.

Quick Facts:

- Over 250 visitors, 40 Faculty/Staff Volunteers and 45 student volunteers
- 32 information booths
 - Including,
 - 13 professional/technical programs
 - 7 universities
 - 6 financial resources
- 4 Bilingual Workshops
 - Paying for College
 - Men and Women in the Workforce
 - Getting Ready for College is as Easy as 1,2,3!
 - Estudiando sin la Residencia (*Students Without Residency*)

The 2nd Annual ¡Educate @ Big Bend! Latino Education Fair was an overwhelming success and exceeded the planning committee's expectations. The purpose of the event was to increase awareness in the Latino community regarding educational programs and support services available at Big Bend Community College. By emphasizing access, we hope to see an increase in enrollment in ABE, academic, and vocational programs. The education fair began at 3:30pm and ended at 8pm with a steady flow of visitors throughout the event. We hope that ¡Educate @ Big Bend! Latino Education Fair becomes an annual community event.

Special recognition for organizing the event goes to the following individuals:

Andre Guzman, WorkFirst/Opportunity Grant Coordinator

MariAnne Zavala-Lopez, Counselor

Ana Ellsworth, WorkFirst Program Coordinator

Julia Gamboa, I.T. Program Assistant

Custodio Valencia, Tutorial Program Coordinator/Academic Advisor

Frank Salinas, Title V Outreach Specialist

Rita Delgado, Financial Aid Advisor

Enedelia Nicholson, Basic Skills Student/Staff Mentor

Dulce Ortiz, Americorps Retention Project Coordinator

Special thanks are extended to the BBCC faculty and staff that gave up their Friday evening to support this event.

BIG BEND COMMUNITY COLLEGE

Date: 10/21/08

ITEM #8: Board Evaluation (for information/action)

BACKGROUND:

Following the self-evaluation the Board completes during the Board/Administration formal action statements are generally issued. This agenda item reserves time for the following:

1. Statement regarding self evaluation
2. Statement regarding 2008-09 Board Goals
3. Statement regarding possible modification of Board Policy and AMP
4. Statement regarding the 2008-09 President's evaluation

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/21/08

ITEM #9: Assessment of Board Activity/Retreat (for information)

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: 10/21/08

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

BACKGROUND:

The next regularly scheduled Board meeting is November 18, 2008, at 1:30 p.m.

The Fine Arts Building Grand Opening will follow the November 18 Board meeting at 4:30 p.m.

Star Night is also scheduled on November 18 to begin at 6:00 p.m.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/21/08

ITEM #11: Misc. (for information)

BACKGROUND:

RECOMMENDATION:

None.