

Big Bend Community College



Board of Trustees

Regular Board Meeting

**Tuesday, February 24, 2009
1:30 p.m.**

**ATEC
Hardin Community Room**

Community College District No. 18

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

Winter 2009 Campus Events

Winter 2009 Campus Events		
February	12	ASB: Valentine's Dance, 9:00 p.m. – Midnight, Bldg. 1400 Auditorium
	14	Columbia Basin Allied Arts "Robin Hood" 3 p.m. & 7 p.m., Wallenstien Theater
	17	ASB: Kermit Apio Comedian, 12 noon – 1:00 p.m., ATEC
	18	Women's Basketball vs. Columbia Basin College, 6 p.m., DeVries Activity Center
	18	Men's Basketball vs. Columbia Basin College, 8 p.m., DeVries Activity Center
	23	Registration for Spring Quarter
	24	ASB: Intramural Dodgeball, 6 p.m., DeVries Activity Center
	25	Men's Basketball vs. Wenatchee Valley College, 8 p.m., DeVries Activity Center
	28	Men's Baseball vs. Okanogan College, 12 p.m.
March		
March	1	Men's Baseball vs. Okanogan College, 12 p.m.
	7	Men's Baseball vs. Centralia Community College, 12 p.m.
	8	Men's Baseball vs. Centralia Community College, 12 p.m.
	10	ASB Pasta Fest, 11:15 a.m. – 1:30 p.m., Masto Conference Center
	12	ASB: Free Bowling, Lake Bowl, 9:30 p.m. – midnight
	13	Women's Softball vs. Southwest Oregon Community College, 12 p.m.
	17	ASB: Library Campout, 8:00 p.m., ATEC Library
	18	ASB: Free Pool, 7:30 a.m. – 4:30 p.m., 1400 Bldg., Game Room
	18	ASB: Library Campout, 8:00 p.m., ATEC Library
	19	Joint Board Mtg with the Quincy School Board of Directors
	18-20	Finals
	21-29	Spring Break
	27	Women's Softball vs. Wenatchee Valley CC, 2 p.m.
	28	Women's Softball vs. Yakima Valley CC, 12 p.m.
	29	Men's Baseball vs. Yakima Valley CC, 1 p.m.
	30	First Day of Spring Quarter
	31	State of the College, Masto Conference Center, 6 p.m.
April		
April	4	Men's Baseball vs. CC of Spokane, 1 p.m.
	7	Blood Drive, 12 p.m.- 4:00 p.m.
	10	ASB Appetizer Fest, 11:15 a.m. – 1:30 p.m., ATEC



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

7662 Chanute Street
Moses Lake, Washington 98837

Tuesday, February 24, 2009, 10:00 a.m.

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

BOARD STUDY SESSION AGENDA

1. Academic Master Plan (AMP) Report #1

The Board of Trustees of Community College District 18 have scheduled a Study Session on Tuesday, February 24, 2009, 10:00 a.m. in the Hardin Community Room, Grant County ATEC Building 1800.

Purpose: Review Academic Master Plan (AMP) Report #1

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, February 24, 1:30 pm
ATEC- Hardin Community Room

	Action		Tab #
	A	1. Call to Order/Roll Call	
	I	2. Introductions	
<i>Governing Board Members:</i>	I/A	3. Consent Agenda	3
<i>Mike Blakely, Chair</i>		a. Approval of Regular Mtg Minutes 1/13/09 (A)	
		Approval of Study Session Minutes 1/13/09	
		Approval of Special Mtg Minutes 1/31/09	
<i>Felix Ramon, Vice Chair</i>		b. Student Success (I)	
		Achieving the Dream	
		Student Achievement Initiative	
<i>Katherine Kenison</i>		c. Assessment Update (I)	
		d. Accreditation Report (I)	
		e. Capital Project Report (I)	
<i>Angela Pixton</i>		f. Human Resources Report (I)	
		g. Enrollment Report (I)	
<i>Mike Wren</i>		h. Donations (A)	
<i>Dr. Bill Bonaudi, President</i>	I	4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)	4
		a. ASB Representative – Rhoan Ashby, President	
		b. Classified Staff Representative – Kathy Aldrich	
		c. Faculty Representative – Mike O’Konek, Faculty Assn. President	
		d. VP Financial & Administrative Services – Gail Hamburg	
		e. VP Instruction/Student Services – Dr. Mike Lang	
		f. VP Human Resources & Labor – Holly Moos	
	A	5. Probationary/Tenure Review- VP Mike Lang Executive Session	5
	A	-----BREAK-----	
		6. AMP Report #1- President Bonaudi, Dean Kirkwood	6
	I	7. Joint Warden Board Meeting- President Bonaudi/Board	7
	I	8. Masto Conference Center Remarks- President Bonaudi/Board	8
	A	9. Assessment of Board Activity- Board	9
	A	10. Next Regularly Scheduled Board Meeting – Board	10
	I	11. Misc.	11
	A	12. Adjournment	12

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 (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 April 7, 2009, 1:30 p.m..

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

BIG BEND COMMUNITY COLLEGE

Date: 2/24/09

ITEM #3: CONSENT AGENDA (for action)

- a. Regular Board Meeting Minutes January 13, 2009
Board Study Session Minutes January 13, 2009
Special Board Meeting Minutes January 31, 2009

BACKGROUND:

Minutes of the Regular Board Meeting held January 13, 2009, Board Study Session held January 13, 2009, and Special Board Meeting held January 31, 2009, are included for review.

Prepared by the President's Office.

RECOMMENDATIONS:

President Bonaudi recommends the Board of Trustees approve the minutes.

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

January 13, 2009, 10:00 a.m.

PRESENT: Mike Blakely
Felix Ramon
Katherine Kenison
Mike Wren

1. 2009-2014 Academic Master Plan (AMP)

Trustee Mike Blakely stated the purpose of this meeting is a Study Session to review the 2009-2014 AMP with no business transacted, we welcome contributions.

President Bonaudi explained that the minutes of the last regular meeting included an extensive review of the draft 2009-2014 AMP. Administrators and faculty groups have reviewed the AMP and suggested revisions. This AMP has been reviewed by the campus community. President Bonaudi stated he is pleased with the comments and support as we worked through this on campus. The campus community groups understand that the AMP represents the “high water mark” in terms of the concepts of assessment, accountability, benchmarking, and it is the blue print for BBCC for the next 5 years. He complimented the board for going to policy governance and working through the Board Ends Statements, which really drive the academic programs including basic skills, etc. We follow the AMP carefully and are already beginning to work on the first report due in February. This AMP consolidates six monitoring reports into three. Dr. Lang will guide us through and Ms. Kirkwood can answer questions regarding data, ends statements, etc. President Bonaudi stated he hopes to promote a clear understanding of the AMP this morning and that the Board will consider approving the AMP during their regular meeting this afternoon.

Vice President Mike Lang stated this new AMP began to grow during the 2008 summer Board/Administrative Retreat. The Vice Presidents and Deans reviewed the Ends Statements and all of the activities that we participate in to bring students to the institution and to promote their success. The group had a good discussion on serving students and the community and developed the title of “*Student Success*” for the AMP. This title illustrates the connections to the following initiatives: Achieving the Dream (AtD), Student Achievement, Title 5, Opportunity Grant, 503 Incentive Basic Skills transition, Student Support Services (SSS), and College Bound. All of those activities focus on student success. The AMP committee met November 24 and December 2. The committee is made up of Division Chairs, Deans, and the Director of Public Information. Administrators also reviewed the AMP, which was developed by Dr. Bonaudi, and Dean Kirkwood based on the Ends Statements identified by the Board and notes from the

retreat. The recommendations from the AMP committee were incorporated. The revised plan was reviewed again by the President, Dean Kirkwood, and VP Mike Lang. The end result of the extensive campus community reviews is this compilation of the AMP.

VP Lang noted that during the review faculty members recognized that the mission statement needed an addition. They recommended the Mission Statement be revised as bolded below:

The mission of Big Bend Community College is to serve the educational needs of a diverse population throughout its service district. As a comprehensive two-year community college, the institution works with its partners to provide a variety of educational opportunities, including:

- Courses and training for university and college transfer
- Occupational and technical programs
- Basic skills and developmental education
- Community and continuing education
- Pre-employment and customized training for local business and industry
- Support services for students **to help promote student access, success and retention**

If the Board approves the AMP during the regular Board meeting later today that will include acceptance of the revised Mission Statement. The Ends Statements are listed in the AMP with no changes. Instead of preparing six monitoring reports, this AMP requires three detailed reports. President Bonaudi commented that the Mission Statement revision reflects the understanding and effort that faculty and staff put into this AMP. Those few words added to the Mission Statement really represent that people understand the importance of this document. VP Lang stated he was impressed that faculty spent a lot of time thinking about the AMP.

“AMP OUTCOME: Big Bend Community College devotes its resources and efforts to student success. Student success is indicated by increased momentum points, student enrollment, student retention, and number of certificates and degrees awarded.”

The first report will focus on ACCESS, which includes all activities about student engagement and student enrollment. There is an outcome for each action plan in the AMP. There is a lead assigned to each action plan to initiate the activities.

Action Plan 1.1 Resource/Service Inventory was reviewed. VP Lang discussed the belief that in order for students to enroll and be successful they need to know about the resources available to them. We will work with Institutional Research (IR) and PIO to get messages and information out to students to raise their awareness. President Bonaudi stated the activities in this part of the plan are drawn for the Access and Cultural Enrichment Ends Statements. We will recognize the demographic groups in our

communities and how our services resonate with them. This is our best estimate of how the Board's Ends Statements drive the activities. He welcomed input from the Board members. Outcomes include collecting feedback that we are communicating information with surveys and focus groups.

Action Plan 1.2 Assessment of Need was reviewed. This action plan is driven by the Access and Partnerships Ends Statements. We will work with IR, PIO, communities and employers to collect information about assessment of identified needs and recommendations for action plans etc. President Bonaudi expounded that the theme here is spending time talking with people both on and off campus. Most of these activities anticipate intensive off and on campus interaction. The Board has encouraged the use of focus groups to help participants understand more about the college and this parallels that intention, lots of listening and sharing.

Trustee Felix Ramon stated it is critical to the wellbeing of the students and the college to communicate to the legislators the needs that we have in order to deliver the services needed by the community, employers and employees. This will help us to focus more on the relationship with the Foundation and partners who help us. This will make us more efficient and it is a better process.

VP Mike Lang stated one of the differences between the current AMP and the previous AMP is that in the past we tried to list needs for the future. In this current AMP we will use data to determine our decisions. Office space was important in the last AMP, but this AMP directs staff to collect information and identify needs as we progress.

Action Plan 1.3 Counseling and Advising was reviewed. We've identified needs for students that include additional information about college life, policies and services. This will be provided through improved advising and counseling. President Bonaudi commented this component is based on assessment information from focus groups, and various surveys with specific questions about advising, counseling and awareness of resources. This is based directly on feedback from students. We plan to improve customer service and help students' make appropriate decisions. We want a better measure of the effectiveness of counseling/advising. Focusing on how many students each counselor advises and how many outreach visits each counselor schedules will provide data to justify additional staff, etc.

Action Plan 1.4 Marketing Plan was reviewed. Students are included in the leads, this is the best way to get feedback directly from the target. This is about marketing with business contacts and future students. The previous plan was focused more on giving information to current students. This AMP addresses an organized marketing plan. Outcomes are specific to each area identified for marketing; specifically Transfer, Professional/Technical, Community Education and Basic Skills Education students. The Outcomes are directly related to each area of focus in the Mission Statement. President Bonaudi stated the challenge is how to measure the effectiveness? How to get

feedback on these efforts? Dean Kirkwood commented that collecting information is important. We are exploring databases for capturing this information. We are learning from focus groups that some information delivery avenues work for certain groups. Information collected during registration is helpful. The current database, SMS, is archaic and it is challenging to capture this data. An improved database will capture information on which contact avenues work with which populations. We hope to collect alumni information too.

Trustee Mike Blakely commented that he appreciates that each area is interested in their own marketing plan and the success of the marketing plan will depend on getting out and demonstrating success in each area. The local newspapers have been featuring BBCC students or classes, which starts word of mouth. He encouraged staff to use good public relations to open the door. He also stated the best salesmen are members of the ASB and MECHA groups. He talked about a Quincy Roundtable meeting that he attended, the other members of the group needed BBCC information.

Action Plan 1.5 Partnerships was reviewed. VP Lang stated the Board encouraged staff to be active with community partners and industry. This action plan is expanded to look at development of an Advisory Committee for Arts and Sciences. This is new, it will be challenging to determine who appropriate members of this committee would be. They will need to be knowledgeable about transfer issues. President Bonaudi commented it will be challenging because there is a real overlap with Professional/Technical programs like nursing and academic transfers. This would mean including the high school counselors and teachers more. They advise their students on choices and it would also be important to include 4-year university staff. They receive our students and would be knowledgeable about their preparation level. What do parents/employers/families think about the BBCC baccalaureate degree options? This committee should be broadly based. It would be helpful to start ongoing dialogue with the same intensity as the Professional/Technical occupational advisory committee meetings. We are excited and pleased that the Arts & Sciences Advisory Committee was well received. VP Lang quoted a faculty member who was discussing the importance of this new committee, "How can we indicate that high schools are our partners and how do we capture the need to improve our relationships?" The outcomes focus on each area, new business and industry partners, new training for existing partners, Arts and Science Advisory Committee, increase transfer students, and creation of a quarterly matrix.

Trustee Ramon asked about ensuring that the minutes and actions be recorded by the college. The advisory committee recommendations may be shared with the committees. The occupational advisory committee can be used as a conduit to the community to improve the use of the advisory committees.

Action Plan 1.6 Recruiting was reviewed. VP Mike Lang discussed creating a quarterly matrix with dates and locations of recruiting events, efforts and contacts. We hope to better identify community needs through this outreach. We discussed creating a

recruitment team; Associate VP of Student Services has a core group for developing changes to new student orientation and registration. Associate VP Lacher reported that the group met with faculty in December. President Bonaudi noted the significance of identifying one person to lead the recruiting effort. Activities are supported by many areas across campus, Ms. Lacher can track all of the efforts and receive feedback. The idea is to use a model similar to an athletic recruiting model. This is a good opportunity to improve services to students. VP Lang reported that faculty members developed outcome 1.6.2. which reads, “form and utilize a college recruitment team.”

Action Plan 1.7 College Services was reviewed. VP Lang reported BBCC would like to expand the time services are available to students. We are looking at the outcomes from expanding tutoring services during the board meeting later today. This is the same concept here. During the past quarter Associate VP Candy Lacher has worked with staff to keep registration and counseling open late one night per week. We are not sure how to expand to 24/7 but it is a goal. President Bonaudi recently saw new advertisement by Kaplan University promoting the changes in education delivery using technology. Clients/students expect us to meet their needs. The online tutoring service is one example of how we are moving to a different model so we can be available in communities like we are on campus. We will continue to explore ways to do more than expect people to show up from 8-5 during weekdays. VP Mike Lang stated we currently keep offices open until 5:00 p.m. instead of 4:30 p.m. As a customer service improvement we open at 7:30 a.m. rather than 8:00 a.m.

Action Plan 1.8 Communication was reviewed. VP Mike Lang relayed that the Customer Service Committee is a good example for this action plan. The outcomes illustrate that we hope to serve people by offering prompt responses, increasing contacts with prospective students, appropriately following through and collecting information about services through surveys and focus groups. Trustee Ramon asked about website contacts. The BBCC info “contact us” link delivers e-mails to the Director of PIO, Autumn Weis, and she forwards contact requests to the appropriate person on campus. We would like to have a chat feature too.

The second report focuses on student achievement, retention and progression toward goals.

Action Plan 2.1 Service Programs Placement Testing was reviewed. VP Lang stated this is regarding placement testing convenience and availability to prospective students.

Action Plan 2.2 Service Programs Advising/Training was reviewed. VP Lang stated this area includes educational planning, and accessing resources. The outcomes rely on surveys and focus groups. President Bonaudi reported student survey responses are interesting. There are not an overwhelming number of students accessing counseling but most students indicate on surveys that counseling is important. The challenge is to get more students to use our advising resources. We have a policy of mandatory

advising during their first 30 credits received here at BBCC. It is important for students to be advised by a knowledgeable counselor to help guide them with the development of an education plan and course choices.

Action Plan 2.3 Service Programs Advising Availability was reviewed. VP Lang said this plan talks about the importance of student advising. Students aren't using advising services as much as college staff feel they should, to be successful. Trustee Mike Wren inquired how the importance of advising is communicated to students? VP Lang responded that the information is shared during the orientation process, and it's a theme during meetings when students meet individually with faculty.

Associate VP Candy Lacher reported the number of College Success Skills courses (CSS) have jumped from 3 to 11. CSS is mandatory if students are placed into two developmental courses as a result of their placement tests. Advising resources are covered during CSS. President Bonaudi stated first generation students need good guidance, as the family unit may not be knowledgeable about the educational needs of students. It is important to emphasize our advising services. Our own data has shown a great increase in retention and success for students when they take the CSS course.

Trustee Mike Blakely stated he read some surveys and they were favorable. He asked if each student is assigned an advisor? VP Mike Lang responded affirmatively, the students are assigned an advisor. Associate VP Lacher stated when students apply for admission, they are asked about their interests and assigned an advisor in that area. When the students receive their admission letters the advisor's name and phone number is included.

Fall orientation features "meet your advisor" time. Students can change their advisor if they wish. Academic faculty advise 18-35 students. The Prof/Tech instructors advise most of their own students. About 1/3 of students who apply for admission don't actually show up for class. Counselors have 100+ students assigned to them. Trustee Blakely commented that all students should have an advisors not just those at risk. Contact with a faculty member is important and should be mandatory and maybe not left up to the students. If the student does not contact the advisor, the advisor should contact the student.

President Bonaudi stated the last four action plans are similar. We are not preparing a list of changes needed because the AMP directs us to continually assess. Action Plans 2.4 and 2.5 represent the process for auditing for effectiveness and then development of a recommendation about staffing levels. Action Plans 2.6 and 2.7 are the same for the instructional side of house. There is a provision in the faculty contract for program review when a program no longer meets needs, which includes an imperative and timeline. The program audit is different, it is an audit without threat and is related to accreditation requirements. From those audits we understand shortcomings with physical accommodations or staffing, etc. This allows us to recognize changes. We are

trying to treat the service side of the college the same as the instruction side. Out of these activities come the priorities for staffing, capital projects, etc.

Report 2 will show statistics, descriptions and analyses that were formerly included in the Student Achievement and Partnership Reports.

Report 3 will summarize all data collected and give the opportunity to digest the information, make recommendation to the staff and to hear what we think the data says.

This is a comprehensive document. It does not look as prescriptive but it is a positive document that will show what we are doing every quarter, to meet the goals.

Trustee Felix Ramon complimented the group on the ambitious 2009-2014 AMP. It will provide accountability to share with legislators about how the money is used and the results achieved. It conveys to partners how we will work with them and how it is helping our students and the accreditation process. It will show all the needs of the community and students. Trustee Mike Blakely commended staff on the nice job and noted it is still a work in progress that is dynamic and may change. Teachers are making personal contacts with student and this document strives to create that environment. He thanked the group for doing a lot of extra work.

2. Budget Review

Trustee Blakely reported he attended a meeting last night in which every government agency present was very concerned about budget issues.

President Bonaudi stated he wants to show the Board the budget challenges. There are two imperatives; there are no answers at this point, and the legislators are just meeting now. We do know that we have to reduce our current year by \$500,000 and then those reductions are increased and carried over into each of the next two years of the next biennium. This is an on going process. He stated this is not being presented to the Board today for suggestions, but to share the challenges. VP Hamburg will take the budget, which was approved by the Board, and show how we would develop the budget for next year if we had the correct dollar amounts.

VP Hamburg started the discussion by referring to the green sheet *BCC State Operating Revenue*, a comparison of fiscal year 2009 to 2010. This sheet was based on allocation #8. Our total allocation at that time was \$11,033,443 for fiscal year 2009, and the proposed cut is 4.3%, which is \$474,438, this leaves us with a net allocation of \$10,559,005. The yellow sheet *BCC Reserve Balances as of 6/30/2008* shows our reserve funds and the balances. The total reserves as of 6/30/08 are \$3,583,005. The amount of reserves that supplement the 08-09 budget is \$161,728; this leaves a total unobligated fund balance of \$2,913,677.

VP Hamburg advised that the bottom box on the yellow sheet shows the total dedicated local funds made up of Running Start, Interest Earnings and Excess Enrollment. President Bonaudi emphasized that this money is coming from reserves, or we couldn't open the doors with the same services. The last couple of years we have gone to these funds due to lower enrollment. These reserves were built over many years. Our cushion is decreasing.

VP Hamburg noted on the green sheet the additional indirect cost recovery for 2009 is \$474,438; this is the 4.3% budget reduction and this amount must be covered by new revenue or budget cuts. Fiscal year 2010 allocation is \$10,559,005 to start the year and the Governor has proposed another 1% cut, which equals \$110,334. This leaves a net allocation of almost \$10.5 million. The President commented that this shows the comparison between last year and the new fiscal year. VP Hamburg went on to the bottom of the page to show the total budget of a little over \$16 million for fiscal year 2010. This figure represents running BCC exactly as it is today, slightly larger because salaries and benefits are up a little. In fiscal year 2009 Administrative Exempt and Classified Staff received their COLA's on September 1. While there will be no raises in fiscal year 2010, the fiscal year 2009 COLA's will be paid for an entire year. Everything else is rolled over as it is from this year's budget.

The Tuition amount has been bumped up by 5% per the Governor's proposal.

Unless we make permanent cuts to the budget we will need to keep taking out more money out of reserves. The reserves will be quickly eaten up if we don't have additional revenue.

The middle box on the yellow sheet shows the European Fund balance of about \$2.5 million; \$100,000 is dedicated to the COP payment annually. The college has remaining payments of approximately \$400,000 annually for 14 years. On ATEC we owe annual payments of \$400,000. The challenge is a combination of making permanent budget cuts and then reducing expectations. What is the balance in cuts, or going to the reserves? The reserves are not replenishing themselves. We could wipe out our reserves that have accumulated over 20 years. We will have conversations with Grant County and the Lauzier Foundation about their pledges. The county has serious budget problems. The State treasurer loaned the money to build ATEC based on our operating budget. If Grant County and the Lauzier Foundation don't make the payments we have to make them. That money would come from European funds and there is not enough to sustain the 14 years of ATEC payments. In managing the budget we hesitate to keep writing checks from the reserve funds. We need permanent cuts and/or combinations of the reserve accounts of about \$1.7 million to open the institution next fall with the current staffing and services. If we make the \$474,000 permanent cuts then we only need about \$1.5 million more. We could get excess enrollment money if enrollment increases. How do we cut? We have six unfilled faculty positions, 3 unfilled classified

staff positions, and two unfilled admin/exempt positions that are currently budgeted. If we give them up, the money would be available in the budget and we would come close to the \$1.2 million shortfall. Then we would have no vacant positions. Some programs aren't as strong; if we leave those alone we would go through the program review process in another year. We may not want to give up all open positions because then we would be a year away from hiring another instructor. We can't be as responsive as we would want to be to hire if we had excess enrollment. Don't know when the Governor and legislators will ask for the money back. The dynamic going on in the legislature is controversial and it's early in the session. As soon as a supplemental budget is approved we will know how much we're supposed to cut from this year's budget. A cut made today is worth more in the next two years in the next biennium. Cuts not made today don't give as much relief. Presidents in the system want the supplemental budget passed as soon as possible so we can act sooner. Some legislators are not anxious hesitate to do that quickly. The next revenue forecast is due in March. We want you to see what we are doing.

Trustee Mike Blakely inquired how many students we need for additional income? Dr. B stated we need to meet our enrollment target this year and in the spring we need to generate 581 FTEs. We need 86 more quarterly FTEs to break even. If we exceed that number we get to keep the tuition. It would be nice to be overenrolled by 50 FTEs. There could be new grants that would sustain currently state funded activities. Existing positions funded with grant dollars provide less demand on state dollars.

Trustee Mike Blakely stated with federal grants, education is one of the big priorities. President Bonaudi stated worker related interest is building. Dean Kara Garrett stated she thinks worker grants will show up soon. Federal grants should also increase. Dean Garrett stated she is working on lots of pots and something will come up. President Bonaudi reported he will hear a lot of information at the upcoming TACTC mtg.

Trustees Pixton and Wren will be attending the new Trustee Orientation. The Governor will talk at the TACTC conference Monday. Everyone is anxious to know what is going on; we're just waiting for the supplemental budget. Trustee Blakely encouraged his fellow Board members and staff to keep telling the story that our schools create tax payers quicker. We are hoping for federal grants that will fit our demographics. President Bonaudi said there is an emphasis on making permanent cuts. We've reduced travel and equipment expenditures. But, we can't avoid buying equipment or traveling for an entire biennium. It's not reasonable that we can make huge permanent cuts and still operate.

Trustee Mike Wren asked about the plan for budget cuts. President Bonaudi responded that all of our options are identified and we know exactly the costs for all staff. The variable is how deep do we go into reserves, which is a one-time thing. If the legislature approves the Supplemental budget, some expedited possibilities are out there. If economy is not as bad, the cuts will be reduced.

Trustee Mike Blakely stated we need to keep our reserves. It takes money to make money. We have already dipped into our reserves to maintain our services. President Bonaudi said it is troubling that the state's revenue shortfall is changing, it started at \$5 billion, then \$6 billion, and now it's a reported \$7 billion shortfall. We would look very different with that much of a budget reduction.

Trustee Mike Wren stated it's wise to use the reserves to moderate the cut, not absorb it. We don't know what the economic trend will be.

President Bonaudi stated that's good advice from the Board. We already have 2.5% operating reserve built into the budget (\$382,000). It will be there to rollover. If we need to dip into to finish the year, we will and there will be less reserves. We are waiting to call the next Budget Review Task Force meeting as the legislature gets underway. By the time of the TACTC meeting we may know more.

Trustee Mike Blakely stated we need more students and we are less expensive than 4-year institutions. If each community could send 20-25 more kids to BBCC that would make a difference.

President Bonaudi he is open to advice and direction.

Trustee Felix Ramon stated for the purpose of savings in travel it is very important for the two new trustees to attend the TACTC Winter Conference but the remaining three wouldn't need to attend. This would save money for the rooms and registrations. Trustee Mike Blakely agreed and stated we need to set the example. We do have access to our legislators and they will take our phone calls.

The meeting adjourned at 11:35 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, January 13, 2009, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

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

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

2. Introduction

President Bonaudi introduced Linda Chadwick, Executive Assistant to Vice President Mike Lang.

President Bonaudi reminded all that the meeting was being streamed live on the Internet through MediaSite.

3. Consent Agenda

a) Approval of Minutes for the November 18, 2008, Regular Board Meeting (A);
b) Student Success Update (I); c) Assessment Update (I); d) Accreditation Report (I); e) Capital Project Report (I); f) Human Resources Report (I); g) Enrollment Report (I); h) Donations Report (I/A).

MOTION 09-01 Trustee Angela Pixton moved to approve the Consent Agenda. Trustee Mike Wren seconded the motion, and the motion carried.

4. Remarks

ASB President Rhoan Ashby reported that the ASB has many events and activities planned for Winter Quarter. Today the chili & chowder fest was held with entertainment provided. On Friday, January 16, ASB is sponsoring a Leadership workshop, mainly for the club and student government officers, but the Big Bend faculty and staff have also been invited to attend. The presentation is titled, "Leadership on the Big Screen," taking clips from current films and relating them to leadership principles.

The ASB is again raising money by having the Couch Potato during the men's basketball games. For \$30 - three individuals can sit on the sofa at mid-court and get 2 medium pizzas donated from Domino's Pizza and soda. All "couch potatoes" for the seven home games have been sold already.

At the end of the month ASB will hold an Ice Skating & Batting Cages activity just for Big Bend students. The admission will be free with a current BBCC ID card.

On February 3, ASB is sponsoring a motivational speaker for Black History Month. Her name is Debbie Wooten. She will be speaking at noon in the ATEC Conference Center and this event will be open to the public.

Classified Staff Representative Kathy Aldrich reported classified staff training activities for November. Rita Jordan attended FAM (New Financial Aid System) training at Columbia Basin College on November 4. Nancy Leach attended the National Clearinghouse Academy held in Spokane, November 12. Dina Moskvich attended a fall 2008 ECEAP Contractor Training on November 13-14 on campus. Robin Arriaga, Lynda Lowry, Margie Lane, Darci Alamos, Ruth Coffin, GERALYN Topalanchik, Susan Nichols, and Kathy Aldrich attended the Customer Service Video—the Art of Resolving Conflicts in the Workplace at BBCC on November 14. Robin Arriaga attended the Department of Personnel Training: Director's Review Process and the PRB Appeal Process through ITV at BBCC on November 18. Susan Nichols attended a Safety meeting on November 21 on campus.

The classified staff training in December included the following information. Gale Haley attended CPR/AED basic first aid training on December 12 at Samaritan Hospital. Randy Fish attended "The Ultimate Supervisor" Seminar on December 16 in Kennewick. Susan Nichols attended a safety meeting at BBCC on December 18. Kathy Aldrich completed a Library 100 class online through Highline Community College.

Ms. Aldrich was pleased to report that the annual Christmas potluck was held on December 5, in the ATEC center on campus with approximately 115 in attendance, which included classified and exempt staff, administrators, instructors, retirees, and two Board of Trustee members (Katherine Kenison and Mike Blakely). There was live Christmas music provided by Pat Patterson (BBCC Faculty member) on keyboard, and a woodwind accompanist. The potluck included a couple rounds of Bingo with gifts from the BBCC Bookstore for the prizes. The Foundation also contributed six Sodexo food cards as prizes for the classified staff. Toy donations from classified staff and the campus community filled the front of the stage area and over \$100 in cash was also donated to our local Operation Friendship, which serves our community children in need.

The committee is now planning their annual Years of Service luncheon on February 20 for our classified staff members.

Trustee Blakely complimented Ms. Aldrich on the great report.

Faculty Association President Mike O’Konek reported faculty news. The Faculty Association donated \$100 to the toy fund (Operation Friendship) at the Christmas Potluck. Art Instructor Rie Palkovic will exhibit her art at the Wallenstien Performing Arts Center during the Spokane Jazz Orchestra performance on January 24. Business Instructor Gene Donat reported he is using newer technology, he plans to learn about the Angel Software which is the learning management software for WAOL, MediaSite, and ITV and you can teach an “old dog new tricks.” Daneen Berry Guerin has received the Angel Software training.

Advisor Max Heinzmann held a new student orientation December 12 and about 80 students participated which is about double from previous years. December 4, BBCC counselors, staff and faculty along with community members attended a complex trauma presentation by Kristin Sauers. It presented useful information to frontline professionals who interact with victims of domestic violence and alcohol and drug addiction.

Next Monday the automotive department will meet with the ASE NATEF accreditation team for recertification. Instructor O’Konek and Instructor Cox have been busy compiling the information.

Vice President of Finance and Administrative Services Gail Hamburg reported that the General Administration Real Estate Division agreed that the water rights information should be included in the appraisal. New proposals for an appraisal have been sent to Eastern Washington appraiser and it should be done in 6-8 weeks. VP Hamburg will prepare a report when the appraisal is received.

The installation of the ADA door on the north side of the 1400 Building has been delayed because the contractor ordered the wrong door. She estimated it will be installed mid-February. Two new doors in the auditorium were also ordered incorrectly and they will also be replaced by the contractor.

Vice President of Instruction and Student Services Mike Lang reported that during the previous meeting Trustee Angela Pixton suggested the “fundamentals of caregiving” be included in the Nursing Assistant Program. He was pleased to report that the revision to the program has been made. The nursing department submitted a new course outline to Instructional Council yesterday and the change was approved. Nursing 100 will be combined with Nursing 105 for 10 credits. BBCC has received authorization from the Department of Health to provide a “Fundamentals of Caregiving Certificate” update for BBCC. Trustee Pixton commented that was great news.

VP Lang also commented that tutor.com data was included in the student success consent agenda item. Tutor.com is available to BBCC students 24 hours a day, 7 days a week now. The expanded hours have greatly increased the student participation. Of the 94 students who accessed tutor.com in December,

70 were off campus. On December 31 when the Student Achievement report was written it was reported that 94 students were being advised as part of the student persistence program. This count is now up to 109. Trustee Mike Blakely referred to the report in the packet. He stated it was good information and he was impressed by the percentages.

Vice President of Human Resources and Labor Holly Moos reported there was a potential payroll delivery problem in December due to bad weather. Employees who do not have automatic deposit receive hard copy checks. The checks (86) almost did not arrive on campus December 24. VP Moos reported we would like to move toward mandatory automatic deposit which will cost less and will avoid delivery delays due to weather. She also reported her office is analyzing information and examining the budget. She is preparing for negotiations and planning to begin in February.

5. Exceptional Faculty Award Recommendation

The Exceptional Faculty Awards committee met and recommended Dan Moore, AMT instructor, receive a \$2,000 award to attend the Aviation Technician Education Council Conference.

MOTION 09-02 Trustee Felix Ramon moved to award Instructor Dan Moore a \$2,000 Exceptional Faculty Award. Trustee Mike Wren seconded the motion, and the motion carried.

President Bonaudi clarified that the Exceptional Faculty Award funding is provided by an endowment fund maintained by the Foundation but the Board authorizes the awards. This fund is not affected by the budget situation.

6. Review of 2009-2014 Academic Master Plan (AMP)

Trustee Mike Blakely reported that the Board reviewed the 2009-2014 AMP during the study session preceding the Board Meeting. President Bonaudi stated the AMP is an energetic plan that will guide the college for the next five years as he presented it to the Board for approval. Trustee Mike Blakely asked if there were any questions from the Board.

MOTION 09-03 Trustee Mike Wren moved to accept the 2009-2014 Academic Master Plan as presented and Trustee Katherine Kenison seconded the motion. The motion carried.

Trustee Mike Blakely stated the AMP was developed with thoughtfulness and hard work. It will improve relationships with students, we will see results and it provides for easier documentation.

7. Welcome Booklet/Public Comment Documents

President Bonaudi explained that Chairman Blakely had suggested we develop a welcome booklet and public comment log for public testimony. He recommended the board adopt the procedure and make the booklet and log available at every meeting. Trustee Mike Blakely stated that even though we usually don't have guests who wish to make public comments it will be good to have a process in place.

MOTION 09-04

Trustee Angela Pixton moved to accept the Welcome booklet and Trustee Felix Ramon seconded the motion. The motion carried.

8. Aviation Sciences Overview

Dean Clyde Rasmussen thanked the Board for the opportunity to highlight the Aviation Sciences. He introduced Flight Instructor John Swedburg and Aviation Maintenance Technology (AMT) Instructor Erik Borg.

Instructor John Swedburg provided the history of the flight program, which started in 1965, with 3 aircraft, 3 instructors and 25 students. Parallel programs with AMT began at the same time. The Flight program was in a smaller building for 30 years. In July 2003, the flight training center was opened. Many instructional tools were highlighted including the flight simulators.

Instructor Erik Borg reported his department teaches students how to work on airplanes. The two-year program is 8 hours a day, 4 days week. The AMT Instructors are certified FAA examiners. The FAA visits the AMT department to review their program monthly. If students pass competencies in the general, airframe, and power plant categories they may take their FAA tests on the BBCC campus. This is a variable credit program, and the hours can be arranged by the student.

Trustee Mike Wren asked how the variable credit instructing works? Instructor Borg responded that it can be difficult to instruct students at different levels. He provides the lectures and tries to work on projects together as much as possible. Instructor Borg invited the Trustees to come see the program and the equipment they have available for the students. He also reported they have lots of new "neat airplanes" that have enhanced the program including a Boeing 727.

Instructor Swedburg reported that the flight program has 25 aircraft, and students can become commercial rated pilots after 2 years. Some of the many benefits of the BBCC flight program include good weather, support from the Port of Moses Lake, and the great aviation training center. Students in the flight program also work on their academic degrees for a transfer degree. Central Washington University has hired faculty on our campus and students can receive 4-year degree without leaving the BBCC campus. CWU students can fly our

planes if they are properly enrolled. BBCC is fortunate to have working relationships with the Aviation High School in King County, Fed Ex, Boeing, Japan Airlines and McChord Air Force Base. BBCC aviation graduates are working all over the world in the corporate setting, and commercial airliners. All commuter airlines and legacy carriers have at least one Big Bender (BBCC graduate). He welcomed the Board to visit the Aviation Sciences anytime.

Trustee Mike Wren asked if we do maintenance accrual for the airplane maintenance expense? Instructor Swedburg responded that the students pay a cost per flight hour, which has maintenance costs included. BBCC does not offer just a pilot's license. Students must be full time BBCC students to be in the program. They can enter the program with a private pilot license and progress from there. Originally in 1965, it was mandated that the state not compete with private business, and BBCC has maintained that.

Trustee Mike Blakely stated the value of the full academic student is high. They typically take 18-19 credits per quarter and equal 1.4 FTE. VP Lang stated in addition to flight classes these students are required to take 12 credits. Dean Rasmussen commented that we have an articulation agreement with Green River Community College who has an air traffic controller program. They send flight students to us and we send air traffic controller students to them. Trustee Mike Blakely stated Aviation Sciences is a "bell weather" for the college.

9. College Bound Student Success

College Bound Director Anita DeLeon introduced herself. She has been with College Bound for nine years. She reported great things are happening in College Bound and she was anxious to share student successes. College Bound is federally funded and a part of Trio. They work with high school students who are low income and/or 1st generation. They receive academic support throughout the entire year including Saturday enrichment classes, academic advising and a 6-week residential summer program.

She is most proud that the BBCC program is the oldest in Washington State. It began in 1967 and is one of the few College Bound programs to offer a residential summer program. College Bound is currently serving 90 students. Acceptance in College Bound is competitive. Moses Lake, Othello, Royal City and Warden and Lake Roosevelt are target schools.

The BBCC College Bound program has had 11 Gates Millennium Scholars. This provides a full ride scholarship to a university of their choice and depending on their field of study they can pursue a Masters and Doctorate. Only 1,000 Gates Millennium Scholars are awarded nationwide per year. Our College Bound program averages 25 graduating seniors per year. Out of nine students who applied for the Gates Millennium Scholarship last year, three were chosen. Nine

students applied this year we will know the results of those applications in March.

The Dell Foundation Scholarship is another good resource for College Bound students. Recipients receive \$20,000 and a laptop computer. Only 254 awards are provided annually and only Gear Up and College Bound students are eligible to apply. The first Washington state scholar to ever receive the Dell Scholarship was from the BBCC College Bound program in 2007. There have been two more awarded from Moses Lake in the past two years. In the Washington D.C. Journal they mentioned BBCC College Bound program.

The Pearl Hill Memorial Scholarship is for College Bound students. One student in the NW receives this scholarship. Our student Andres Mendoza received it. Amazingly, in the seven years that the Dell Scholarship has been active five of them have been awarded to BBCC College Bound students. Every summer College Bound offers the national Trio Thinkquest competition in the library. Students create a website. They are coached not instructed, since 2002 every year our program has been a semi- or quarter-finalist. They are achieving academic success.

Director DeLeon introduced “future Dr.”, Andres Mendoza. He currently ranked #1 in the Moses Lake High School with a 4.0 GPA. He sought out College Bound in the 9th grade, he has taken every AP course offered, attended the residential College Bound program for two years and he attended the math/science program in Fairbanks, AK. He is a semifinalist for one of 50 national Coca Cola scholarships. He is the Lt. Governor of the division 58 Key Club, and President of the Advance Students in Engineering at the Moses Lake High School. He also generously volunteered his time to the Doolittle Dream Park Project and was the “right hand” to the person in charge.

Mr. Mendoza talked about his family history. He said he was from a broken family, due to his dad having interactions with law enforcement. He has eight siblings and some of them have struggled. High school was difficult, he knew he wanted an education and needed it to succeed. He stated his older brother was a drug user and his sisters had teenage pregnancies. He dedicated himself to education. He has wanted to be a doctor since he was a child. He heard about college bound and it “forever changed his life.” He stated he was very shy before and unsure of which road to follow. He credited the academic advising and friendships in College Bound with his success. In the summer College Bound provided a place to study more and have fun too. He enjoyed traveling to events on weekends. He found pursuing his education motivating. While growing up in high school he faced problems with his brother in trouble, and his classes were stressful. He turned to Anita and she was very helpful. He reported she was always there to help and his College Bound friends were supportive. He relayed that it is sometimes really hard for people who come from different backgrounds

and the crowd you hang out with really does make a difference. His Mom doesn't speak English, and his family is extremely poor. He didn't have a backpack for school, the \$20 College Bound stipend per month really helped. He thanked the group for hosting the summer program.

Trustee Mike Wren commented on the importance of encouraging young adults to get moving. He complimented Mr. Mendoza and stated he is a very motivated individual. Trustee Wren urged Mr. Mendoza "to invest behind you as people invest in you." President Bonaudi thanked Mr. Mendoza for coming forward and talking with this group and encouraged him to share the importance of this program with other students.

President Bonaudi stated he and Director DeLeon tried to extend the College Bound program into another community and that community is poorer because they did not back the program. Mr. Mendoza stated he plans to attend the University of Washington in the fall. Trustee Mike Blakely stated it is hard for a youth to dress nicely and get up and be a role model, but other kids respect and admire that. You don't know how you'll motivate someone else to be like you. Trustee Blakely also stated it's too bad that middle class students are not eligible for this program. He also encouraged that President-Elect Obama has a similar background to Mr. Mendoza.

10. Assessment of Board Activity-

Trustee Mike Wren worked with PIO Director Autumn Weis to issue a press release regarding the BBCC planes at the Ephrata Airport; reporters from the Columbia Basin Herald said they would call the aviation program. He also talked on the radio station about the Ephrata airport and the BBCC Aviation Program.

Trustee Katherine Kenison reported that the classified staff know how to have a good time! She was privileged to attend their luncheon featuring "delightfully, delicious dishes, and good conversation." It was nice to see their team spirit. They also did an outstanding job with toy drive. Trustee Kenison also attended a budget workshop.

Trustee Angela Pixton reported she had contact with the potato industry regarding Foundation Scholarships.

Trustee Felix Ramon reported he attended the budget workshop and the Foundation Board meeting. He announced to the Foundation Board that Trustee Mike Wren was the other liaison from the Board of Trustees. He also talked to the Moses Lake High School Board members. They're concerned about budget cuts, and the proposed levy they're trying to pass. He invited them to invite us to attend a meeting and also invited them to visit us on campus. Trustee Ramon also talked to high school students about BBCC programs. Lastly, he proudly stated his grandson will attend BBCC this fall.

Trustee Mike Blakely reported he enjoyed the Classified Staff luncheon, it felt like a family. People are very cordial, and we have a great climate at BBCC. He attended the IBEST CDL graduation. He also attended the Quincy Leadership Roundtable and talked about BBCC. The community members expressed interest in MediaSite and they are becoming more informed about the value of BBCC to the Quincy community. He made phone calls to Dr. Bonaudi regarding the meeting. He was also on campus Saturday and watched the CDL class. He visited the flight program and watched a student going through pre-check and flight and landings and post-check. He was impressed by the student.

11. Next Regularly Schedule Board Meeting

The next meeting will be held Tuesday, February 24, at 1:30 p.m.

MOTION 09-05

Trustee Katherine Kenison moved to hold the next Board meeting on Tuesday, February 24, at 1:30 pm and Trustee Mike Wren seconded the motion. The motion passed.

12. Miscellaneous

President Bonaudi reported that he recently visited the CWU campus and talked with new President, Dr. Gaudino. They discussed CWU's support of the BBCC distance site and President Gaudino is strongly committed to sustaining their distance sites.

President Bonaudi also reported that the Ellensburg Distillery Proprietor, Rusty Figgins, who makes brandy, pisco, and whiskey is interested in developing a distillery program at BBCC. Dr. Bonaudi is exploring the possibility of hosting a distillery on campus. There is a lot of chemistry involved in the process. The wine industry is doing well and this is a good opportunity for us. Dry Falls Distillery in Spokane is offering classes in distillery, 2 students at a time.

President Bonaudi presented at the Adams County Development Council (ACDC) meeting. CBIS Director Allan Peterson and Foundation Director Doug Sly have worked with the citizens of Ritzville to develop a historic preservation program. He stated it was good to talk with the ACDC members; they are patterning themselves after the Grant County Economic Development Council.

President Bonaudi met with Othello Superintendent George Juarez and he is interested in the Othello School Board coming here to meet on campus. There is also a good chance of a meeting with the Quincy and Warden School Boards in the near future.

The Winter TACTC Conference will be held at the Red Lion Inn in Olympia, January 26 & 27. The Governor will address the group. The New Trustee Orientation will be held Sunday, January 25, Trustees Pixton and Wren will be attending.

Winter Serenade is Saturday January 31. Fundraising activities are very critical, especially now. Scholarships are very helpful to students. The Foundation's major fundraiser, Cellarbration! is in May. Trustee Ramon recently sold three more Foundation memberships.

The 2009 ACCT Governance Leadership Institute for new Trustees will be held in Washington, D.C. June 12-14. The 2009 ACCT Leadership Congress will be held in San Francisco, California in October.

The All Washington Academic Team celebration will be held March 26 at South Puget Sound Community College. Two BBCC students will attend and receive medallions from the Governor. Trustees are also welcome to attend.

Trustee Ramon recommended that the entire Board need not attend the TACTC Winter Conference and the remaining three Trustees not attend in the interest of saving travel money. The total cost to attend is approximately \$740 per Trustee. Trustees Pixton and Wren will already be there to attend the new Trustee Orientation. Trustee Ramon will not attend, however he encouraged one other experienced trustee to attend to facilitate introductions. Trustee Kenison suggested Chairman Mike Blakely attend the conference with Trustees Pixton and Wren. Trustee Blakely indicated that he also should not attend. He may go to Olympia in February at his own expense when he can meet with legislators. Trustees Wren and Pixton indicated they are ok attending the conference on their own. It was determined that Trustee Angela Pixton and Trustee Mike Wren will attend the new Trustee Orientation and the TACTC Winter Conference.

The meeting adjourned at 3:00 p.m.

Mike Blakely, Chair

ATTEST:

William C. Bonaudi, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board meeting on Saturday, January 31, 2009, in the ATEC Conference Room in the ATEC Building on the Big Bend Community College campus.

1. Call to Order

Board Chair Mike Blakely called the meeting to order at 7:10 pm.

Present: Katherine Kenison
 Mike Wren
 Mike Blakely
 Angela Pixton (telephonically)
 Felix Ramon (telephonically)

2. Naming Opportunity

President Bonaudi explained that the Big Bend Community College Foundation has received a donor pledge agreement from the Harry and Masie Masto Foundation, pledging annual payments of \$35,000 for ten years. This total pledge of \$350,000, when added to accumulated donations from the Masto Foundation of \$180,000, will exceed your listed donation amount of \$500,000 for the opportunity to name the ATEC Conference Center.

He further recommended that in recognition of the leadership of Harry Masto in supporting Big Bend students and the college, and in appreciation for the commitment to donate \$500,000 or more to the Foundation, that the Board rename the ATEC Conference Center the Masto Conference Center.

MOTION 09-06 Trustee Katherine Kenison moved that the ATEC Conference Center be named the Masto Conference Center to recognize the friendship, service and support of Harry and Masie Masto. Trustee Mike Wren seconded the motion and the motion passed.

Trustee Kenison stated that the dwindling government support for community colleges cause us to rely more heavily on our communities. Trustee Mike Wren stated not only is the financial commitment appreciated but also the heart behind the dedication.

The meeting adjourned at 7:20 p.m.

Mike Blakely, Chair

ATTEST:

William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 2/24/09

ITEM #3: CONSENT AGENDA (for information)

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

BACKGROUND:

Achieving the Dream

Priority Area: Increase Successful Completion of Developmental Math Courses

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

One of the strategies to help students succeed in developmental math courses is to hire Supplemental Instruction Leaders (students who have previously been successful in the targeted math courses) to attend developmental math course(s) and hold scheduled class discussion sessions where students review lectures, homework assignments, tests, etc and in general review what they were being taught in class.

Two Supplemental Instructional Leaders (SI) were hired winter quarter to lead supplemental instructional sessions for MPC 095. Students in the MPC 095 sections were polled as to what times would be best to schedule supplemental instructional sessions. One SI leader has reported that he has doubled the number of students in attendance this quarter as compared to fall quarter. Instructors have encouraged students to attend these sessions and are open to suggestions for improving attendance in the future.

Strategy 1.5: Purchase online math tutorial software or tutorial services

Big Bend Community College - December, 2008

STUDENTS SERVED	AVERAGE SESSION LENGTH IN MINUTES
94	22.8

GRADE LEVEL	CONNECTED SESSIONS
Adult Learner	3
4th	1
9th	2
12th	3
College - Intro	85

SUBJECT	CONNECTED SESSIONS
English	6
English - Essay Writing	27
Math - Algebra	28

Math - Algebra II	19
Math - Calculus	12
Math - Elementary (Grades 4-6)	1
Science - Biology	1

QUESTION	PERCENTAGE OF YES RESPONSES
Are you glad your organization offers this service?	100.00%
Would you recommend this service to a friend?	100.00%
Is Live Homework Help helping you complete your homework assignments?	92.31%
Is Live Homework Help helping you improve your grades?	92.31%
Is Live Homework Help helping you be more confident about your school work?	92.31%

BRANCH	STUDENTS SERVED	AVERAGE SESSION LENGTH IN MINUTES
Big Bend Community College	24	26.18
Big Bend Community College - Remote Access	70	21.64

BRANCH	GRADE LEVEL	CONNECTED SESSIONS
Big Bend Community College	Adult Learner	1
Big Bend Community College	College - Intro	23
Big Bend Community College - Remote Access	Adult Learner	2
Big Bend Community College - Remote Access	4th	1
Big Bend Community College - Remote Access	9th	2
Big Bend Community College - Remote Access	12th	3
Big Bend Community College - Remote Access	College - Intro	62

BRANCH	SUBJECT	CONNECTED SESSIONS
Big Bend Community College	English - Essay Writing	5
Big Bend Community College	Math - Algebra	8
Big Bend Community College	Math - Algebra II	9
Big Bend Community College	Math - Calculus	2
Big Bend Community College - Remote Access	English	6
Big Bend Community College - Remote Access	English - Essay Writing	22
Big Bend Community College - Remote Access	Math - Algebra	20
Big Bend Community College - Remote Access	Math - Algebra II	10

BRANCH	SUBJECT	CONNECTED SESSIONS
Big Bend Community College - Remote Access	Math - Calculus	10
Big Bend Community College - Remote Access	Math - Elementary (Grades 4-6)	1
Big Bend Community College - Remote Access	Science - Biology	1

BRANCH	QUESTION	PERCENTAGE OF YES RESPONSES
Big Bend Community College	Are you glad your organization offers this service?	100.00%
Big Bend Community College	Would you recommend this service to a friend?	100.00%
Big Bend Community College	Is Live Homework Help helping you complete your homework assignments?	100.00%
Big Bend Community College	Is Live Homework Help helping you improve your grades?	100.00%
Big Bend Community College	Is Live Homework Help helping you be more confident about your school work?	100.00%

BRANCH	QUESTION	PERCENTAGE OF YES RESPONSES
Big Bend Community College - Remote Access	Are you glad your organization offers this service?	100.00%
Big Bend Community College - Remote Access	Would you recommend this service to a friend?	100.00%
Big Bend Community College - Remote Access	Is Live Homework Help helping you complete your homework assignments?	90.00%
Big Bend Community College - Remote Access	Is Live Homework Help helping you improve your grades?	90.00%
Big Bend Community College - Remote Access	Is Live Homework Help helping you be more confident about your school work?	90.00%
BRANCH	GRADE LEVEL	STUDENT COMMENTS
Big Bend Community College	College - Intro	Great!
Big Bend Community College	College - Intro	Time well spent
Big Bend Community College - Remote Access	9th	This is awesome!
Big Bend Community College - Remote Access	College - Intro	Edward S. was a wonderful Tutor, thanks
Big Bend Community College - Remote Access	College - Intro	Excellent
Big Bend Community College - Remote Access	College - Intro	Good works in every area of math!
Big Bend Community College - Remote Access	College - Intro	I'm very thankful for this online tutoring
Big Bend Community College - Remote Access	College - Intro	Mike C. was a great tutor he made everything look way easier, he should get a raise !!!!!!!!!!!!!!
Big Bend Community College - Remote Access	College - Intro	Sessions are too short
Big Bend Community College - Remote Access	College - Intro	Thank you for being open 24/7 this is great :)
Big Bend Community College - Remote Access	College - Intro	This site has help me get a real hand on a lot of my homework :) thanks

Big Bend Community College - January, 2009

STUDENTS SERVED	AVERAGE SESSION LENGTH IN MINUTES
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96	24.67
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GRADE LEVEL	CONNECTED SESSIONS
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Adult Learner	10
4th	3
10th	1
12th	2
College - Intro	80

SUBJECT	CONNECTED SESSIONS
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English	6
English - Essay Writing	22
Math - Algebra	8
Math - Algebra II	22
Math - Calculus	13
Science - Biology	10
Science - Chemistry	14
Social Studies	1

QUESTION	PERCENTAGE OF YES RESPONSES
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Are you glad your organization offers this service?	100.00%
Would you recommend this service to a friend?	100.00%
Is Live Homework Help helping you complete your homework assignments?	88.46%
Is Live Homework Help helping you improve your grades?	92.31%

QUESTION	PERCENTAGE OF YES RESPONSES	
Is Live Homework Help helping you be more confident about your school work?	95.83%	
BRANCH	STUDENTS SERVED	AVERAGE SESSION LENGTH IN MINUTES
Big Bend Community College	24	19.78
Big Bend Community College - Remote Access	72	26.31
BRANCH	GRADE LEVEL	CONNECTED SESSIONS
Big Bend Community College	4th	3
Big Bend Community College	10th	1
Big Bend Community College	12th	1
Big Bend Community College	College - Intro	19
Big Bend Community College - Remote Access	Adult Learner	10
Big Bend Community College - Remote Access	12th	1
Big Bend Community College - Remote Access	College - Intro	61
BRANCH	SUBJECT	CONNECTED SESSIONS
Big Bend Community College	English	4
Big Bend Community College	Math - Algebra	1
Big Bend Community College	Math - Algebra II	4
Big Bend Community College	Math - Calculus	5
Big Bend Community College	Science - Biology	6
Big Bend Community College	Science - Chemistry	4
Big Bend Community College - Remote Access	English	2
Big Bend Community College - Remote Access	English - Essay Writing	22
Big Bend Community College - Remote Access	Math - Algebra	7
Big Bend Community College - Remote Access	Math - Algebra II	18
BRANCH	SUBJECT	CONNECTED SESSIONS
Big Bend Community College - Remote Access	Math - Calculus	8
Big Bend Community College - Remote Access	Science - Biology	4
Big Bend Community College - Remote Access	Science - Chemistry	10
Big Bend Community College - Remote Access	Social Studies	1
BRANCH	QUESTION	PERCENTAGE OF YES RESPONSES
Big Bend Community College	Are you glad your organization offers this service?	100.00%
Big Bend Community College	Would you recommend this service to a friend?	100.00%
Big Bend Community College	Is Live Homework Help helping you complete your homework assignments?	100.00%
Big Bend Community College	Is Live Homework Help helping you improve your grades?	100.00%
Big Bend Community College	Is Live Homework Help helping you be more confident about your school work?	100.00%
Big Bend Community College - Remote Access	Are you glad your organization offers this service?	100.00%
Big Bend Community College - Remote Access	Would you recommend this service to a friend?	100.00%
Big Bend Community College - Remote Access	Is Live Homework Help helping you complete your homework assignments?	85.71%
Big Bend Community College - Remote Access	Is Live Homework Help helping you improve your grades?	90.48%
Big Bend Community College - Remote Access	Is Live Homework Help helping you be more confident about your school work?	95.00%
BRANCH	GRADE LEVEL	STUDENT COMMENTS
Big Bend Community College	College - Intro	Great new hours and looks like there is a new web design also, is this new?

Big Bend Community College	College - Intro	Thanks for new hours
Big Bend Community College	College - Intro	Thanks for new hours!
Big Bend Community College - Remote Access	Adult Learner	It was really helpful! I like it that it's available 24/7
Big Bend Community College - Remote Access	Adult Learner	Michael was great in helping me it helps when you got a patient person who can explain to you calming. I just wish we had more time in the session is my only complaint. Thanks
Big Bend Community College - Remote Access	College - Intro	I enjoy this service it sure helps out when your in a bind and need to get your homework done.
Big Bend Community College - Remote Access	College - Intro	I think the tutors need to focus more on the way how the teacher wants the problem to be solved and not the way they prefer to solve it.
Big Bend Community College - Remote Access	College - Intro	Improve the board thing so that it doesn't mess me if tutor has to type something and i'm typing something on the whiteboard thing.
Big Bend Community College - Remote Access	College - Intro	it would be much easier if there was a better way to use the white board. An easier way to write on it.
Big Bend Community College - Remote Access	College - Intro	Please improve your whiteboard thing. It is glitchy and slow.
Big Bend Community College - Remote Access	College - Intro	Thanks
Big Bend Community College - Remote Access	College - Intro	This service is GREAT in class tomorrow the teacher would like me to give a demonstration to the rest of the college students so they may use it also.
Big Bend Community College - Remote Access	College - Intro	Thanks again Brenda
Big Bend Community College - Remote Access	College - Intro	this service is very useful for me because I live far from the college and I am able to get help from home.

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

2.6 Improve support for Hispanic students by implementing a mentoring program

On January 29th nine MAPA students attended the **INVEST IN YOUR FUTURE: Apply for Scholarships** workshop. Rita Delgado, Financial Aid Advisor/Mentor presented information regarding the scholarship search, process and strategies for a successful application. Five mentors were also present and provided valuable information regarding applying for scholarships.

On February 4-6, four MAPA students, along with four M.E.Ch.A. students attended the **Latino Education Achievement Project Conference** in Tacoma/Olympia. Student participation in this conference was closely aligned with MAPA as Latino students were provided a venue where they could participate in educational workshops, be encouraged to continue their education and learn of resources to help them reach their educational goals.

The *Achieving the Dream Strategy* which focuses on student engagement through mentoring is strengthened by students attending conferences such as this one and returning to Big Bend to share with other students what they have learned.

Listed below is current information related to MAPA student retention:

Current number of students participating in MAPA	24
Current number of students paired with BBCC Staff Mentors	22
Number of students participating in MAPA fall quarter	24
Number of students participating in MAPA winter quarter	24

	<u>Fall Qtr GPA</u>	<u>Cumulative GPA</u>
Below 2.0	3	1
2.0 - 2.5	4	5
2.6 - 3.0	8	8
3.1 - 3.5	6	9
3.6 - 4.0	3	1

Student Persistence/Achievement

In keeping with the intent of the Student Achievement Initiative to provide Trio-like services to at risk students (and in alignment with the student success strategies of the Achieving the Dream Grant), BBCC staff continued to provide the following services winter quarter 2009:

- One-hundred-four (104) students completed intake advising and developed a program plan during fall and winter quarters
- Students continue to keep the lap top computers checked out and if persistence funds are available toward the end of spring quarter additional computers will be purchased
- Two persistence students are going with students from SSS and M.E.Ch.A. to the Washington State Student of Color Conference on April 16th.

In an effort to provide more information to students about how to succeed at college, the first in the series of five Viking Seminars titled, "Cash for College - How to get it and How to keep it" was presented on January the 21st by BBCC Financial Aid Director, Andre Guzman. Andre shared with over thirty-three students the application process that makes them eligible for both Federal and State dollars, the difference between loans and grants, and the Free Application for Federal Student Aid (FAFSA) web site. He also explained how to apply for scholarships and employment through work-study. Andre did a wonderful job of making a sometime almost overwhelming experience of applying for financial aid a doable task. A second Viking Seminar was presented by Max Heinzmann, M.Ed, a counselor at BBCC on February 18th, titled The Mysteries of Transfer (transferring from BBCC to another four year university). Additional Viking Seminars which will be offered throughout the quarter are: Time Management/Study Strategies, Student Employment/How to Develop a Work Resume, and Tools for Direction in College and Career (identifying your career interest area).

Prepared by Vice President Mike Lang & Associate Vice President Candy Lacher.

RECOMMENDATIONS:

BIG BEND COMMUNITY COLLEGE

Date: 2/24/09

ITEM #3: CONSENT AGENDA (for information)

c. Assessment Update

BACKGROUND:

The 2007-08 Annual Assessment Report is posted on the Institutional Research portion of the BBCC web site at the following address:

<http://www.bigbend.edu/aboutbigbend/admin/IRP/assessment/Documents/Annual%20Assessment%20Plan%202007-08%20Matrix.pdf>.

The report summarizes:

- Board End Statements Outcomes and Results
- Mission Arenas Outcomes and Results
- Educational Program Outcomes and Results

The Assessment Committee will meet in February to discuss Transfer Visits and Focus groups, Mission Arenas and Outcomes, Educational Program Assessment, and the Northwest Commission on Colleges and Universities proposed accreditation standards and reporting structure.

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

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 2/24/09

ITEM #3: CONSENT AGENDA (for information)

d. Accreditation Report

BACKGROUND:

At the Northwest Commission on Colleges and Universities Annual Meeting, the new standards and reporting structure were discussed. The standards and reporting structure are still in draft format but expect to be adopted and approved by the end of 2009. Instead of a ten-year cycle with interim reports and visits, the new reporting structure will go to a seven-year cycle with portions of the five revised standards due throughout the seven years. By changing to this new structure, Big Bend Community College's comprehensive report and evaluation will move from fall 2012 to fall 2011.

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2/24/09

ITEM #3: CONSENT AGENDA (for information)

e. Capital Project Update

BACKGROUND:

Window/Skylight/ADA Door Replacement – Buildings 1400 & 1600: Installation began on the ADA door at the north entrance of Building 1400 on February 6. It is scheduled to be completed on February 13.

Old Developments/Background:

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

11-18-08 The skylights in Building 1600 are complete. The windows in Building 1400 are currently being installed. The upstairs windows are complete and the ones in the auditorium should be finished by November 20. The installation of the ADA door at the north entrance of Building 1400 should begin by December 1st.

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

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

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

Prepared by the Vice President of Finance and Administrative Services Gail Hamburg.

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2/24/09

ITEM #3: CONSENT AGENDA (for information)

f. Human Resources Report

BACKGROUND:

Campus harassment training was provided at the faculty in-service on February 13. Sessions will be scheduled in the near future for all other staff.

Big Bend hosted six business and two trades students from the Job Corps for a Job Shadow Program on February 4. I want to thank the following departments for agreeing to host these students:

- Registration/Admissions
- Financial Aid
- Big Bend Technology
- Human Resources
- Payroll
- Business Office
- Carpentry
- Painting

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

RECOMMENDATIONS:

None

EMPLOYEE SEPARATIONS 10/4/08 - 2/2/09

SEPARATION DATE	NAME	POSITION	SEPARATION REASON
10/20/08	Amy Record	Office Assistant 3-Financial Aid	Did not complete probationary period
11/28/08	Jon LeClaire	Maintenance Mechanic 2	Resigned

NEW HIRES/PROMOTIONS/TRANSFERS 10/4/08 - 2/2/09

START DATE	NAME	POSITION	REPLACING
11/3/08	Elizabeth Mendoza	Opportunity Grant Director	Tenille Kimball
11/3/08	Angel Uresti	Grounds & Nursery Services Specialist 1	New position funded by Fine Arts Building
11/5/08	Jeremy Iverson	Assistant Activities Center Coordinator/Athletic Field Maintenance Event & Conference Representative	Chris DeMiero
11/5/08	Deena Westerman	Event & Conference Representative	Jeremy Iverson
11/10/08	David Bomstad	Custodian 1	New position funded by Fine Arts Building
11/12/08	Jessica Aloysius	Fiscal Analyst	Jodie Robinson
11/24/08	Roger Chamberlain	Title V Instructional Design & Retention Specialist	Frank Salinas/Kim Forsberg (position re-designed)
11/25/08	Laurie Baker	Retail Clerk 1 (Bookstore)	New position (30 hours per week)
12/9/08	Jose Nungaray	Family Literacy Specialist/Royal City Site Manager	Jennifer Brathovde (Jennifer is now the Adult Education Technology Coordinator)

SEARCHES IN PROCESS

POSITION	STATUS	REPLACING
Nursing Instructor	Accepting Applications	Debra Rice

FALL PART-TIME FACULTY: 136

FALL PART-TIME HOURLY: 141

Percent of Classes Taught by Full-time, Moonlight, and Part-time Faculty 2007-08			
	Full-time	Moonlight	Part-time
BBCC	58%	7%	35%
State System	50%	6%	44%
Percent of Classes Taught by Full-time, Moonlight, and Part-time Faculty 2006-07			
BBCC	61%	7%	32%
State System	50%	6%	44%

FTEs Produced by Full-time, Moonlight, Part-time Faculty 2007-08			
	Full-time	Moonlight	Part-time
BBCC	45%	12%	43%
FTEs Produced by Full-time, Moonlight, Part-time Faculty 2006-07			
BBCC	52%	11%	38%

BIG BEND COMMUNITY COLLEGE

Date: 2/24/09

ITEM #3: CONSENT AGENDA (for information)

g. Enrollment Report

BACKGROUND:

The winter quarter tenth day enrollment report and the enrollment report as of Thursday, February 12 are included for your information. Increases in academic and occupational programs are spread between many programs. While the number of new students for winter 2009 is less than winter 2008, the number of continuing and former students is higher than last year at the same time.

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

TUITION COLLECTION REPORT
As of Jan 31, 2008 and Jan 31, 2007

	<u>2008-2009</u>	<u>2007-2008</u>
Annual Budget	\$2,876,000	\$2,820,000
Total Collections as of Jan 31	2,031,702	1,955,847
As a % of annual budget	70.6%	69.4%
Left to collect to meet budget target	\$ 844,298	\$ 864,153

WINTER 10TH DAY ENROLLMENT REPORT

HEADCOUNTS

	WINTER 2009	WINTER 2008	WINTER 2007	WINTER 2006	WINTER 2005	WINTER 2004	WINTER 2003
<u>ETHNIC ORIGIN</u>	-						
Amer. Indian/Alaska Ntv	47	34	33	39	31	35	34
Asian/Pacific Islander	28	36	33	31	20	32	43
Black	33	26	20	24	27	20	17
Hispanic	585	527	433	436	498	411	444
White	1,205	1,179	1,232	1,261	1,399	1,538	1,651
Other/Unknown	117	137	145	84	83	82	133
<u>SEX</u>	-						
Female	1,160	1,130	1,086	1,057	1,167	1,167	1,271
Male	829	793	771	799	879	941	1,022
Not Coded	26	16	39	19	12	10	29
<u>STUDENT STATUS</u>	-						
Continuing	1,579	1,521	1,515	1,460	1,611	1,632	1,733
Former	240	212	214	251	252	296	327
New	161	179	133	121	163	135	205
Transfer	35	27	34	43	32	55	57
TOTAL HEADCOUNT	2,015	1,939	1,896	1,875	2,058	2,118	2,322
Running Start	146	146	135	122	118	127	189
International	4	3	1	2	3	4	9

STATE FUNDED FTES

ABE/ESL	72.0	32.0	16.3	56.2	56.9	35.6	42.6
Academic	770.5	717.1	733.2	735.3	804.7	799.9	850.4
Occupational	580.6	566.3	551.4	501.4	535.8	597.6	599.0
TOTAL STATE FTES	1423.1	1315.4	1300.9	1292.9	1,397.4	1,433.1	1,492.0

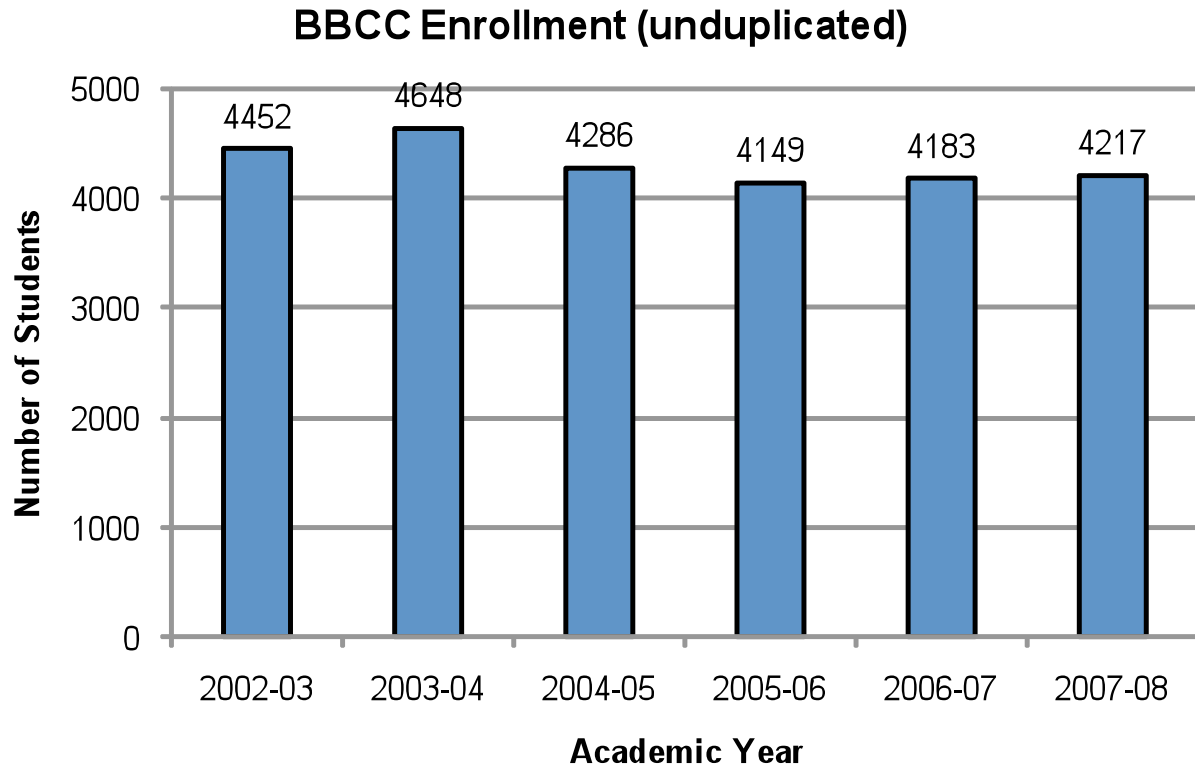
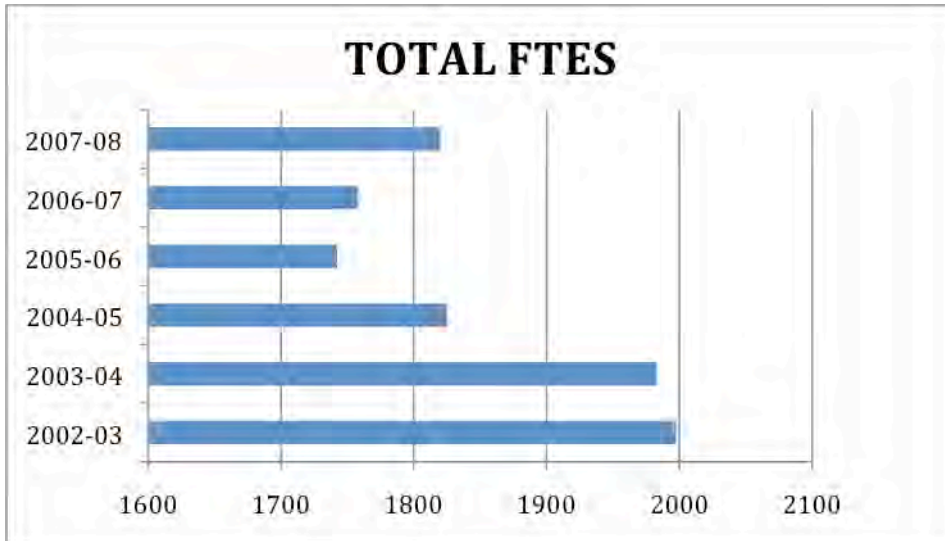
F.T.E. REPORT
2/12/09

	<u>QTRLY</u> <u>FTEs</u>	<u>ANNUAL</u> <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	1598.9	533.0
WINTER	1581.8	527.3
SPRING		0.0
TOTAL	<u>8434.6</u>	<u>2811.5</u>

1st year annual FTE Target	4929	1643	53 Workforce FTE included
2nd year annual FTE Target	5028	1676	53 Workforce FTE included

SBCTC 2-year rolling enrollment count

Past year + current year actual FTE		2811.5
Past year + current year allocation		3319.0
% of allocation target attained to date		84.7%
Add'l FTEs to meet minimum 98%	1323.3	441.1
Add'l FTEs to meet target 100%	1522.4	507.5
FTEs over target	0	0



BIG BEND COMMUNITY COLLEGE

Date: 2/24/09

ITEM #3: CONSENT AGENDA (for action)

h. Donations

BACKGROUND:

Ms. Sherry Buss would like to donate her 1996 Saturn to the BBCC Automotive Department. The Automotive students will use this vehicle to expand their knowledge regarding engine repair, brakes, chassis, suspensions and air conditioning.


The donations by these community partners are of great benefit to our students. We are very grateful for their generosity.

Prepared by the President's Office.

RECOMMENDATION:

President Bonaudi and Vice President Hamburg recommend approval of the above mentioned donation.

Memorandum

To: Gail Hamburg 
From: Chuck Cox & Mike O'Konek
Date: February 10, 2009
Re: Donation of vehicle to the Automotive Technology Program

Ms. Sherry Buss has offered to donate her vehicle to the Automotive Technology Program. This vehicle, a 1996 Saturn with an engine problem, would be used for training purposes in our engine repair class, brakes class, engine performance class, chassis and suspension class and air conditioning class.

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

Thank you for your consideration of this matter.

Feb.10, 2009

To whom it may concern,

I would like to make a tax deductible donation of a 1996 Saturn SC1 to the automotive program at Big Bend Community College in Moses Lake, WA. The VIN# is:1G8ZE1281TZ334579/WA License plate#651SFY. I think it will make a good project car for the students.

Sincerely,

Sherry Buss
260 Park Place SE
Ephrata, WA 98823
509 754 6310
sdbuss2001@yahoo.com

Sherry D. Buss

BIG BEND COMMUNITY COLLEGE

Date: 2/24/09

ITEM #5: Probationary/Tenure Reviews (for action)

BACKGROUND:

The Board will consider probationary faculty contract renewal for the following faculty.

Faculty Member	Position	Current Status
Scott Richeson	Sociology Instructor	1 st probationary year
Sonia Farag	Mathematics Instructor	1 st probationary year
Tyler Wallace	Mathematics Instructor	1 st probationary year
Theresa Faust	Sociology Instructor	1 st probationary year
Salah Abed	Mathematics Instructor	2nd probationary year
Guillermo Garza	Commercial Driver's License Instructor	2nd probationary year
Jennifer Brooks	Nursing Instructor	2nd probationary year
Gordon Kaupp	Welding Instructor	2nd probationary year

The Board will also consider granting tenure to the following faculty:

Daneen Berry-Guerin	OIT Instructor	3rd probationary year
Lisa Corsie	Nursing Instructor	3rd probationary year

Prepared Vice President of Student Services and Instruction Mike Lang.

BIG BEND COMMUNITY COLLEGE

Date: 2/24/09

ITEM #6: AMP Report #1 Access (for action)

BACKGROUND:

This first comprehensive report of the 2009-2014 AMP provides information on how BBCC devotes its resources and efforts to student success through activities centered around student engagement and student enrollment. This report addresses Ends Statements E-2 Access.

Prepared President Bonaudi and Dean Valerie Kirkwood.

RECOMMENDATION:

President Bonaudi and Dean Kirkwood recommend acceptance of Access 2009.

BIG BEND COMMUNITY COLLEGE

Date: 2/24/09

ITEM #7: Joint Warden School Board Meeting (for action)

BACKGROUND:

This will give Trustees an opportunity to share their impressions of the joint Warden School Board meeting held on the BBCC campus Thursday, February 12, 2009.

Prepared the President's Office.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 2/24/09

ITEM #8: Masto Conference Center Remarks (for action)

BACKGROUND:

January 31, 2009, during Winter Serenade, the BBCC Board of Trustees held a Special Board Meeting. The Board renamed the ATEC Conference Center the Masto Conference Center in recognition of the leadership of Harry & Masie Masto in supporting Big Bend students and the college, and in appreciation for the commitment to donate \$500,000 or more to the Foundation

This agenda item will give the Board an opportunity to share their remarks about this generous gift.

Prepared the President's Office.

RECOMMENDATION:



Masto Conference Center

Harry and Masie Masto came to Moses Lake to farm in 1952. Harry had a potato shipping business when he started Pronto Foods and established the potato processing industry in the Basin. Harry was a BBCC Foundation Board member, and from 1978 to 1992 the Masto's donated more than one-third of all cash gifts received by the BBCC Foundation. Their philanthropy in the Moses Lake area earned them a legacy in support of education, health care, and community service.

BIG BEND COMMUNITY COLLEGE

Date: 2/24/09

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

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

BACKGROUND:

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

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2/24/09

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

BACKGROUND:

The next regularly scheduled Board meeting is Tuesday, April 7, 2009 at 1:30 p.m. In the past the Board has rescheduled this meeting to 7:00 p.m. to accommodate guests from the community as one of two evening meetings.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2/24/09

ITEM #11: Misc. (for information)

BACKGROUND:

Board members' confirmations update.

Ritzville Community Town Hall meeting Wednesday, February 25, 2009, 11:45 a.m. at American Legion Hall.

Joint Board Meeting with the Quincy School Board March 19, 2009, 5:30 p.m. Hardin Community Room.

All Washington Academic Team celebration Thursday, March 26, noon, South Puget Sound Community College.

President Bonaudi's State of the College Address Tuesday, March 31, 6:00 p.m. Masto Conference Center

The 2009 ACCT Governance Leadership Institute will be held in Biloxi, Mississippi, April 26-28, 2009. The Board may choose to send one or more Trustees to this conference. The registration deadline is March 27, 2009.

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

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

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

Prepared by the President's Office.

RECOMMENDATION:

None.