

Big Bend Community College



Board of Trustees

Regular Board Meeting

**Tuesday, August 5, 2008
1:30 p.m.**

ATEC

Hardin Community Room

Community College District No. 18

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

Fall 2008 Campus Events

| Fall 2008 Campus Events | | |
|-------------------------|-------|--|
| August | 26-28 | Administrative Retreat, Leavenworth |
| | | |
| September | 1 | Campus closed, Labor Day Holiday |
| | 5 | Math & English Placement Testing, 8 a.m., Building 1200 |
| | 10 | Volleyball vs. Treasure Valley CC, 6 p.m., DeVries Activity Center |
| | 11 | Tuition due |
| | 12 | Math & English Placement Testing, 8 a.m., Building 1200 |
| | 15 | First-year flight students report |
| | 16-19 | Math & English Placement Testing, 8 a.m., Building 1200 |
| | 17-26 | Open registration |
| | 21 | Residence hall check in and mandatory orientation |
| | 22 | Fall quarter instruction begins |
| | 24 | Volleyball vs. Yakima Valley CC, 6 p.m., DeVries Activity Center |
| | 26 | Math & English Placement Testing, 8 a.m., Building 1200 |
| | | |
| October | 1 | Back to School BBQ, 4-7 p.m., ATEC |
| | | Volleyball vs. Blue Mountain CC, 6 p.m., DeVries Activity Center |
| | 3 | Volleyball vs. Wenatchee Valley, 6 p.m., DeVries Activity Center |
| | | Math & English Placement Testing, 8 a.m., Building 1200 |
| | 10 | Last day to drop a class |
| | | Math & English Placement Testing, 8 a.m., Building 1200 |
| | 14 | ASB Lunchfest, Building 3000, 11:15 a.m. to 1:30 p.m. |
| | 16 | Advisory Committee Dinner 6:30 p.m. |
| | 17 | Math & English Placement Testing, 8 a.m., Building 1200 |
| | 22 | Volleyball vs. Walla Walla CC, 6 p.m., DeVries Activity Center |
| | 24 | Math & English Placement Testing, 8 a.m., Building 1200 |
| | 29 | Volleyball vs. CC of Spokane, 6 p.m., DeVries Activity Center |
| | 30 | ASB Halloween Dance, 9 p.m. – midnight, ATEC |
| | 31 | Math & English Placement Testing, 8 a.m., Building 1200 |



Nearly 150 students receive scholarships from the BBCC Foundation. Nearly all of these students participate in the annual Star Night event, to meet the community members who financially support the scholarship that make achieving their dream of a college degree possible. This year Star Night will be held Tuesday, November 18, 2008.



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, August 5, 2008, 1:30 pm
ATEC- Hardin Community Room

| | Action | | Tab # |
|---|-------------------------------------|--|-------|
| <p><i>Governing Board Members:</i></p> <p><i>Mike Blakely, Chair</i></p> <p><i>Felix Ramon, Vice Chair</i></p> <p><i>Cecilia DeLuna-Gaeta</i></p> <p><i>Katherine Kenison</i></p> <p><i>Dr. Bill Bonaudi, President</i></p> | A | 1. Call to Order/Roll Call | |
| | I | 2. Introductions | |
| | A | 3. Consent Agenda | 3 |
| | | a. Approval of Regular Mtg Minutes 6/17/08 (A) | |
| | | Approval of Special Mtg Minutes 7/01/08 (A) | |
| | | Approval of Special Mtg Minutes 7/21/08 (A) | |
| | | b. Achieving the Dream Update (I) | |
| | | c. Student Achievement Initiative (I) | |
| | | d. Assessment Update (I) | |
| | | e. Accreditation Report (I) | |
| | | f. Capital Project Report (I) | |
| | | g. Enrollment Report (I) | |
| | h. 2009 Regular Board Mtg Dates (A) | | |
| | i. Emeritus Status Nomination (A) | | |
| | I | 4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board) | 4 |
| | | a. ASB Representative – 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 | |
| | I | 5. Exceptional Faculty Award Report- Jennifer Brooks | 5 |
| | | -----BREAK----- | |
| | A | 6. Vision Statement- President Bonaudi | 6 |
| | A | 7. AP 3011.3 Correction & BP 3011 | 7 |
| | A | 8. Board/Administrative Retreat- Dr. Bonaudi | 8 |
| | | Possible Executive Session | |
| | I/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 |

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

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

NEXT MEETING REMINDER – Regular Meeting September 9, 2008, 1:30 p.m..

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

BIG BEND COMMUNITY COLLEGE

Date: 8/05/08

ITEM #3: CONSENT AGENDA (for action)

- a. Regular Board Meeting Minutes June 17, 2008
Special Board Meeting Minutes July 1, 2008
Special Board Meeting Minutes July 21, 2008

BACKGROUND:

Minutes of the Regular Board Meeting held on June 17, 2008, and the Special Board Meetings held July 1, 2008, and July 21, 2008, at Big Bend Community College are attached for review.

RECOMMENDATIONS:

President Bonaudi recommends the Board of Trustees approve the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a regular Board meeting on Tuesday, June 17, 2008, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

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

Present: Mike Blakely
Felix Ramon
Cecilia DeLuna-Gaeta

President Bonaudi reminded all present that the meeting is being broadcast live on MediaSite. This enables staff and community members to view the meeting live or at a later date.

2. Introduction

There were no introductions.

3. Consent Agenda

a) Approval of Minutes for the May 20, 2008, Regular Board Meeting (A); b) Achieving the Dream Update (I); c) Student Achievement Task Force (I); d) Assessment Update (I); e) Accreditation Report (I); f) Capital Project Report (I); g) Enrollment Report (I); h) Childcare Update (I); i) Donations (A); j) Personnel Report (I); k) ¡Educate @ Big Bend! Latino Education Fair

MOTION 08-25 Trustee Felix Ramon moved to approve the Consent Agenda. Trustee Cecilia DeLuna-Gaeta seconded the motion, and the motion carried.

The portable programmable logic controllers donated to the Industrial Electrical Technology Program were on display for viewing during the break.

4. Remarks

Public Comments - None

ASB Officers are off campus for the summer and ASB Advisor Kim Jackson is on vacation, Dean Candy Lacher provided an ASB activities update. The annual Spring Fling and Student Awards BBQ featuring juggling, a comedy performance, and a band was held May 28. There were 297 people in attendance.

The weather again played a factor in the attendance of the ASB sponsored Aquatic Center Family night. The new flowrider/surfing attraction was a hit with students, staff and their families.

Library campout was held on June 10-11. There were about 73 people present the first night for pizza and around 35 people present the second night for cookies.

ASB sold cold bottled water for their big yearly fundraiser at the high school and college graduations.

Phi Theta Kappa had a book and food drive as well as a bake sale during finals.

Trustee Mike Blakely commented this was a great ASB report.

Classified Staff Representative Kathy Aldrich reported classified staff activities. She reported that 51 staff members took advantage of training opportunities as follows.

Barbara Riegel, Kim Helvy, and Kathy Aldrich attended AED/CPR training on May 1, at BBCC.

Ana Ellsworth, Taisa Timofeyev, and Heather Allen attended Grace Under Fire: De-escalation Training on May 7, 2008 at ATEC Bldg.

T.C. Bergen, Brad Beuckman, Alan Dowey, Randy Fish, Garry Helvy, Nancy Theis, and Jim Tincher attended Using Outlook Web Access on May 9 at Big Bend.

Jim Meyers attended People Based Safety on May 9, 2008 at BBCC.

Rita Jordan attended the Northwest Education Loan Association Policy Training workshop on May 13, in Richland.

Lora Allen attended Regional Web-Based Adult Basic Education Reporting System training on May 14, at BBCC.

Taisa Timofeyev, Heather Allen, Hope Strnad, Barbi Schachtschneider, Randy Fish, Jim Tincher, Rita Jordan, Lynda Lowry, Kathy Aldrich, Carolyn Riddle, Debbie Simpson, Jonie Walker, Darci Alamos, Aaron Christensen, Ana Ellsworth, Barbara Collins, and Michele Williamson attended Customer Service Communication & Teamwork on May 15, at BBCC.

Tony Dillon, Susan Nichols, Jim Meyers, and Teresa Curran attended AED/CPR Training on May 15 at BBCC.

T.C. Bergen, Brad Beuckman, Sergio Cervantes, Randy Fish, Gene Hanover, Lupe Hernandez, Valerie Mestdagh, Susan Nichols, Petr Radchishin, and Jim Tincher attended Review of Using Outlook Web Access on May 16, at BBCC.

Todd Davis attended Plant Operations Support Consortium-WSU & General Administration's Energy Team 4th Annual Energy Facilities Connections Conference on May 21-23, at Leavenworth, WA.

Todd Davis attended Training for Lessons Learned from Employment Claims & Litigation on May 29, 2008 at Spokane, WA (Attorney General's Office).

Nancy Leach attended a Washington State TRIO meeting in Ellensburg, WA on May 29, 2008.

Lora Allen attended Exploring Teaching and Learning Adult Numeracy Training on May 30, at Renton Technical College in Renton, WA

Trustee Mike Blakely stated we have the best educated staff in the state and he commended staff for attending training.

Faculty Association President Mike O'Konek stated all faculty are off on break. He will share their news at the next meeting. He and Chuck Cox recently hosted the annual automotive BBQ potluck which was well attended by staff.

Trustee Mike Blakely stated all faculty do a good job.

VP Ken Turner introduced VP Gail Hamburg, she will be the VP of Financial and Administrative Services upon VP Turner's retirement June 30, 2008. VP Hamburg provided an update on the capital project. She reported that substantial completion of the fine arts building has been accomplished. A landscaping bid will go out soon and the sidewalks will be completed this week. She also stated that Architect Rob Pace will provide a rebuttal for the childcare litigation issues.

VP Turner stated Dr. Lang is enjoying some well-deserved vacation time.

Trustee Felix Ramon remarked that VP Turner is relaxed and warming up to retirement. He went on to thank him for his years of service to BBCC and this Board. Trustee Ramon stated he worked with VP Turner on several projects including the Foundation, and he's always been a big help. VP Turner thanked all for the retirement party and cowboy art titled "Against the Wind." Trustee DeLuna-Gaeta stated she was always impressed by VP Turner's work and expressed her appreciation of him along with Trustee Blakely.

5. MACC 911

President Bonaudi introduced MACC 911 Radio Communications Manager Dean Hane. Mary Allen, 911 director also attended the meeting, they are interested in the Soil Conservation District property. Mr. Hane thanked the group for the opportunity to share his request. He explained that a small sales tax was passed in Grant County to fund emergency 911 communications throughout the county. This money will be used to make upgrades to 911 services. They are also

working on a few construction projects to improve sites, and increase the ability for dispatchers to talk to emergency response staff in the field. The Moses Lake site needs an upgrade. One area of interest is property owned by BBCC near Highway 17 and Pioneer Way. He stated he has some ideas still in the conceptual stage, which would require acquiring a portion of the Soil Conservation District property to construct a radio communication facility. Shortly after the radio communication facility is constructed he hopes to construct a new dispatch facility. Providing public safety grade radio coverage is important and this property is at a good elevation and central to the location of the highest call counts in the Moses Lake city limit. Mr. Hane highlighted the information distributed in the blue folders. He stated 2-3 acres were required to build a radio tower, facility, landscaping, and a parking area. The folders contained examples of communication facilities and 911 dispatch centers. He assured the Board that no architectural studies have been performed yet, and a decision is not expected soon. He is hoping for consideration of this proposal. He explained that a number of tasks will be required and a lot of discovery work needs to be completed. He is prepared to do the leg work.

Trustee Ramon referred to the map, and asked about the amount of property in which they are interested. Mr. Hane stated they are interested in approximately three acres of the property. They prefer not to be along the highway border, and they are unsure about access to the property. Trustee Ramon stated the city has plans to create a street along the back of the property at some point. Mr. Hane confirmed that the city planning dept relayed the same information to him. They may look at an alternative access point within the parcel. He stated they are trying to do the right thing for the right reasons. There is some flexibility regarding the exact location. Trustee DeLuna-Gaeta inquired about how much property would be purchased. Mr. Hane replied that they intend to acquire the entire property in phases. They plan to build the radio building first and then work toward the new communications facility after the system is in place 2-3 years. Trustee Mike Blakely stated the service is definitely vital to the community and thanked Mr. Hane for his presentation. He went on to say that Mr. Hane should remain in contact with Dr. Bonaudi and they will give serious consideration to his request. Mr. Hane stated that currently the MACC 911 center is dependent on several other groups for services and they are trying to become self sufficient. They are currently tenants in a building that has no more expansion room (4,000 sq. ft.)

6. Ends Statement Monitoring Report E-1 Mission

Ms. Valerie Kirkwood, Assistant to the President for Research, Planning and Government Affairs presented the 6th Mission Ends Statement Monitoring Report E-1. She explained that the Mission Monitoring Report summarizes all of the other Ends Statements and details how they relate to the mission arenas. This report reflects how students and community members view the college. In 2006, BBCC became an Achieving the Dream (AtD) college. BBCC began to focus on student achievement, focus groups and survey information to determine how to

impact student success. In 2008, SBCTC created the Student Achievement Initiative for all community and technical colleges. Both efforts work together to improve student experiences.

Recall that AtD Priority 1 is regarding math courses. Ms. Kirkwood showed a chart illustrating struggles with pre-algebra and elementary algebra. Strategies to overcome these struggles were outlined in the PowerPoint as follows:

Improve new student math placement levels via:

Engage more college and high school faculty in the Transitions Math Project (TMP) (collaboration between high school math faculty and BBCC math faculty)

Administer BBCC math placement tests to area high schools (four high schools allowed BBCC to administer the math placement test on their campus)

Summer Math Jam (opportunity for students who tested low in math skills to receive an intensive math course and retake the test)

Increase pre-college math support services for students via:

Supplemental instruction for pre-college math students (peers lead study groups)

Offered online math tutorial services (science and English tutoring was also offered; of the students who accessed the online tutorials 50% were off campus)

Recall also that the AtD Priority 2 is to increase retention of first quarter students by improving first-year student experiences.

Increase student awareness of student support services via:

Revised new student orientation.

83% of those who attended the orientation were retained vs. 66 % of those who did not attend orientation.

Revised freshman experience course curriculum which will be required for new students who test into both developmental English and math.

Ms. Kirkwood explained that students are experiencing enhanced advising and many faculty advisors have received training in this area. There is also a new mentoring and support program for Latino students (MAPA) which started in December. The AtD strategies are expected to impact the Student Achievement Initiative momentum points.

Ms. Kirkwood explained another positive impact these efforts are having at BBCC. The silos in student services have been eliminated and there is a central intake for all grants and students services with one intake form. Hiring a staff/student mentor has also been effective assisting students' transition from ABE classes to college. Because we are focused on student success, we need to know how students perceive the BBCC environment. The national Community College Survey of Student Engagement (CCSSE) is a tool for measuring students' impressions. There is also a Survey of Entering Student Engagement (SENSE)

which captures students' first impressions after 5 weeks in the quarter. It is typical across the nation to lose students during their first quarter in college, and the SENSE survey results should help to determine student barriers during their first quarter on campus.

Ms. Kirkwood introduced Data Analyst Starr Bernhardt to provide more detail regarding the survey results. There were 469 CCSSE surveys returned (78% rate of return). The CCSSE survey measures five strategies that strengthen student engagement (**Set high expectations and clear goals; Focus on the front door, Elevate developmental educations; Use engaging instructional approaches; and Make engagement inescapable**). The benchmark scores are based on survey responses across the nation. Ms. Bernhardt described charts comparing BBCC to IPEDS other small colleges, other CCSSE surveyed colleges, and a consortium of AtD schools in the Northwest. The Northwest Consortium includes BBCC, Douglas College (Canada), Lower Columbia College, Olympia College, Skagit Valley College, South Seattle Community College, and Wenatchee Valley College. The IPEDS small college group consists of all colleges nationally that enroll less than 4500 credit students (260 colleges total).

The benchmark for strategy #1 Set High Expectations and Clear Goals are the group of questions titled **Academic Challenge**, BBCC scored 56.7%. The benchmark for strategy #2 Focus on the Front Door is titled **Support for Learners**, BBCC scored 55.8%. The benchmark for strategy #3 Elevate Developmental Education is titled **Student Effort**, BBCC scored 56.5%. The benchmark for strategy #4 Use Engaging Instructional Approaches is titled **Active and Collaborative Learning**, BBCC scored 56.1%. The benchmark for strategy #5 Make Engagement Inescapable is titled **Student-Faculty Interaction**, BBCC scored 56.6%. BBCC exceeded the nationally normed score of 50% in all benchmark areas. It is important to note that this first year is BBCC's baseline and we are working to improve in each area. The survey will be administered every odd year. Every even year the spring enrollment survey is completed in place of the CCSSE survey.

The new survey is SENSE, it is administered in the 4th and 5th weeks of the fall academic term. There is a lot of research on new student engagement. National data shows that the largest percentage of community college students drop out before their second term and half of entering students leave between their first fall term and the next.

Student engagement in college activities is an indicator of student success. The surveys will help us focus on what students are experiencing on campus and give us data to determine what should change. Trustee Mike Blakely asked if students receive information regarding professional/technical training. He stated some of his former students came to BBCC reluctantly and succeeded in the automotive program but some quit without accessing information on alternative training. Ms. Bernhardt stated the survey will provide good data from students and then

additional information can be gathered from focus groups. Ms. Bernhardt said the SENSE data should be received in February 2009.

Trustee DeLuna-Gaeta commented that when she was a BBCC student years ago, the average age was 29, she recalled feeling disconnected. She stated it's a good goal to have every student feel like they belong; it's the right start. The survey hopefully may impress upon students that the college cares about their success.

President Bonaudi stated that Priority 2 strategies focus on improved advising being delivered timely is important. We are now hearing back from students that they agree we are doing what we say we are doing. These tools will really help us refine and improve focus. Many two year schools are on semesters and these strategies are set up for that, we need to gather this information as early as possible but yet not interfere with classroom time. We need to find out right away what students need so we can intervene and offer assistance in the right areas. Trustee DeLuna-Gaeta stated completing the survey gives students information about services BBCC has to offer.

Trustee Ramon stated it is important to focus on financial aid; this age group has families to support. Ms. Bernhardt noted that Financial aid is an additional module of the survey that can be administered. Trustee Mike Blakely stated easy access to the faculty members helps BBCC stay above the norm. He said keep encouraging students to follow through and contact instructors. He stated he has received feedback that all instructors are willing to advise and counsel students.

Trustee Mike Blakely thanked Ms. Kirkwood and Ms. Bernhardt for their presentations. President Bonaudi highlighted that the revised vision statement of the college, which was developed in preparation for the accreditation visit, is on page 1 of the Executive Summary. Trustee Ramon noted one correction on page 20, in the second paragraph "a positive environment." He also stated he spent time comparing the existing vision statement with the proposed one and he relayed that the two statements are very similar. He stated "Accessible" relates to access goals, "professional, innovative and service-oriented" relates to the specialized training for employers that the college provides. He indicated he would like to add "That BBCC is the local solution to emerging workforce challenges" Trustee Ramon stated there have been previous discussions about this topic and the AMP reflects that BBCC is recognized as a leader and partner to employers for economic development. He would like to see this added to the vision statement to establish expectations for staff and faculty striving to work with employers and lead economic development. He suggested additional wording at the end of the statement to read "training, BBCC is a leader and partner to local government and employers for economic development." The trustees discussed the wording.

Trustee Blakely stated he likes the broad scope of the current vision statement, he would like to study this further and perhaps add the economic development piece to the ends statements.

President Bonaudi stated the Board could amend the vision statement or he could work on “wordsmithing” it for the next meeting or this discussion could continue during the retreat. Trustee Blakely stated the ends statement could be accepted with the stipulation that the vision statement may be modified at a later date.

MOTION 08-26 Trustee Ramon moved to approve the monitoring report and that the President will modify the vision statement incorporating the economic development wording for the next meeting. Trustee DeLuna-Gaeta seconded the motion and the motion passed.

Trustee Blakely commended staff for doing an excellent job on the Monitoring Report.

Trustee Blakely announced a 10-minute break at 2:46 p.m. to be followed by a 20 minute Executive Session to consider the minimum price at which real estate will be offered for sale or lease; and to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The meeting reconvened at 3:16 p.m. with no action taken.

Trustee Blakely indicated that Item #7 would be skipped at this time and the Board would go to Item #8 Presidential Evaluation next.

8. Presidential Evaluation

Trustee Ramon recommended giving President Bonaudi a positive evaluation for the year. He explained that he reviewed the process in place and the monitoring reports ends statements. He further commented that the college operated in a good manner, financials are well documented and accounted for, and there are no problems with executive limitations, all is in compliance for 2007-08.

Trustee DeLuna concurred with Trustee Ramon. She remarked it has been an impressive year and it shows in everyone’s work. President Bonaudi does a good job administering and he follows the ends statement diligently. Improvements are being made and she agreed with providing a positive evaluation, she stated President Bonaudi has done a great job administering the college.

Trustee Blakely stated he has been on the Board less than four years, and he has seen improvements each year by faculty and staff. He stated President Bonaudi’s leadership is outstanding and gave him a positive evaluation recommendation.

MOTION 08-27

Trustee Ramon moved to approve revising AP 3011.3 President's Employment and Benefits Schedule to read as follows:
 Presidential leave shall be earned according to the following years of experience:

- 0-5 years—13.34 hours for each full month of service
- 6-10 years—20 hours for each full month of service
- 11 or more years – 20 hours for each full month of service. In the Board's discretion, the President may earn an additional 40 days of vacation, to be earned once, in a five year time period.

Trustee DeLuna-Gaeta seconded the motion and the motion passed.

MOTION 08-28

Trustee Ramon moved to approve President Bonaudi's 2008-2010 contract to include a 2% increase in salary effective September 2008 and any subsequent increase provided by the Legislature and implementation of the revised President's Employment and Benefits Schedule (AP 3011.3) with 40 days of additional vacation front loaded. Trustee DeLuna-Gaeta seconded the motion and the motion passed.

Trustee Blakely reported that the Board of Trustees discussed the proposal provided by Mr. Dean Hane from MACC 911 regarding their potential use of the Soil Conservation District Property. They have taken President Bonaudi's recommendation to take no action at this time. They anticipate receiving an appraisal of this property by General Administration Services and Mr. Hane's proposal will be addressed in the future following receipt of more information.

7. Selection of Board Vice Chair

Trustee Blakely stated the Board of Trustees has an empty chair due to the tragic passing of Bob Holloway. Trustee Holloway was in line to become the Vice Chair in July. The Board Office Matrix chart was revised and President Bonaudi explained that it could be followed or further revised.

MOTION 08-29

Trustee DeLuna-Gaeta moved to follow the Board Office Matrix as proposed which would make Trustee Ramon the Vice Chair in July 2008. Trustee Ramon seconded the motion and the motion passed.

9. **Assessment of Board Activity**

Trustee Ramon reported that he attended a few get togethers here at the college, Commencement, GED Graduation, and the Office Information Technology Ceremony. He also contacted several people and discussed

BBCC. He remarked that he is amazed that after being here all of these years people are still surprised to hear that appropriations by the state and tuition paid by students fund 50% of operating budget and the other 50% is funded by grants and proprietary funds. People are also surprised when he talks about raising local funding for the ATEC Building. Trustee Ramon commented that he is involved with the Foundation and is constantly promoting donations and Cellarbration! He hopes that this message will continue to go out to our communities.

Trustee Blakely reported that he attended the Quincy High Tech Graduation, Quincy High School Graduation, BBCC CDL Completion Ceremony, GED Graduation, Commencement and Dr. Bonaudi's reception. He also attended Trustee Holloway's Graveside Service and Memorial, and VP Turner's retirement party. Lastly, he completed two scholarship recommendations.

Trustee DeLuna Gaeta reported she attended the TACTC Conference, Cellarbration! Commencement, and the SkillSource ceremony. She is encouraging potential students to look at scholarship opportunities.

10. Next Regularly Scheduled Board Meeting

The next regularly scheduled Board meeting is set for August 5, 2008, at 1:30 p.m. in the Hardin Community Room in the ATEC Building.

11. Miscellaneous

President Bonaudi informed the Board that a supplement to the Board/Administrative Retreat was distributed. The dates identified for the Retreat are Tuesday August 26 through Thursday, August 28. Administrators will arrive at Sleeping Lady near Leavenworth at noon on Tuesday and work through Wednesday afternoon. The Trustees will arrive for lunch at noon on Wednesday and then meet for an administrative focus group. The Administrators will depart following the focus group and the Board will work through lunch on Thursday. President Bonaudi stated there will opportunity to suggested agenda items at the August 5 Board meeting. The agenda is not detailed yet, but dates are reserved and reservations have been made.

The Board meeting was adjourned at 3:40 p.m.

Mike Blakely, Vice-Chair

ATTEST:

William C. Bonaudi, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board meeting on Tuesday, July 1, 2008, 3:00 p.m. in the Fine Arts Building on the Big Bend Community College campus.

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

1. The Board of Trustees toured the Fine Arts Building. No action was taken.

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 Monday, July 21, 2008, 8:00 a.m. in the Hardin Community 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 8:10 a.m.

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

2. Spending Authority

President Bonaudi explained that each year he comes forward to ask the Board to grant spending authority prior to the presentation of the operating budget for the current year. Vice President Gail Hamburg stated the spending authority amount is determined by adding the initial allocation to the estimated carryover (reserve) amount. She went on to say that the carryover amount is not known until after the books from the previous year are closed. The estimated carryover from the 2007-budget is included in the draft budget amount. Spending authority is then based on the allocation and estimate which is \$14,700,000.

President Bonaudi stated that the 2008-09 Operating Budget will be reviewed in detail during the Board/Administrative Retreat in August. The budget will also be reviewed during a Study Session on September 9, 2008, at 10:00 a.m. prior to the next regular Board meeting. The Study Session on campus will allow staff and community members the opportunity to hear the discussion on the budget. The 2008-09 Proprietary Budget will be presented to the Board of Trustees during the October Board meeting. Trustee Ramon asked if VP Hamburg felt there would be any problem with the estimated 4.3% carryover amount. VP Hamburg responded that the 2007-08 books were closing later this week and then she will bring that figure forward. While there is no excess enrollment left, there will be other reserves.

MOTION 08-30 Trustee Felix Ramon moved to grant the Spending Authority as presented. Trustee Katherine Kenison seconded the motion and the motion passed.

The meeting adjourned at 8:25 a.m.

Mike Blakely, Chair

ATTEST:

William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 8/5/08

ITEM #3: CONSENT AGENDA (for information)

b. Achieving the Dream (AtD) Update

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

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

Barbara Whitney, math instructor, will be leading the first ever BBCC Summer Math Jam August 4-15. This program will be free to prospective BBCC students and will help participants improve math understanding and skill sets, and possibly move students into a higher level math class. As of July 25th there are five students enrolled in this program.

Barbara Whitney will be piloting the use of supplemental instruction student facilitators in her MPC 095 class during fall quarter. Prospective student facilitators are currently being contacted. This program will be expanded during winter quarter to include other classes and instructors.

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

Three BBCC faculty and two staff members attended a two day seminar, Faculty Advising: Collaborating for Success, in Portsmouth, Virginia, June 19 and 20. The seminar was presented by the National Academic Advising Association (NACADA). This group of faculty and staff will be actively engaged in providing advisor training to BBCC faculty and advising staff during the 2008-09 academic year, beginning with a session during the September faculty in-service.

New student advising and registration sessions are being held throughout the summer. As of July 25, 182 students have chosen their fall quarter classes. An evening session of new student orientation will be held on Tuesday, September 16th. Wednesday, September 17th, an all day new student orientation will be offered. Board members are welcome to join faculty, staff and new students for a barbecue lunch on Sept. 17th as part of the orientation activities.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 8/05/08

ITEM #3: CONSENT AGENDA (for information)

c. Student Achievement Initiative

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

E-2 Access, AMP E2.1, E2.2, E2.3, E-4 Student Achievement, AMP E4.1, E4.2, E4.3, E4.4, E4.5

BACKGROUND:

During summer quarter, staff has continued to work with students through the Students Achievement Initiative. Students are seeking advising, participating in educational planning sessions and receiving services such as tutoring, textbook library book loans, and computer loans. Two students were able to register for online classes because they checked out computers for the summer through the Student Achievement Initiative Program. Information regarding the student support through the Student Achievement Initiative is being spread by students who received services this past year to new students so that they are coming to the SSS office asking to be part of the program. In addition to this information being spread by word of mouth, staff continues to refer students for additional support for example: Opportunity Grant students who have completed 45 credits and are continuing on in their studies have been referred to the Student Achievement Initiative for continued support services.

A second GED to College Transition night was held on June 19th. Invitations to this event were sent to GED graduates identified through the WABERS database and additional records of completers were kept in the basic skills division. Additionally, other GED test takers were identified through the GED testing office. Basic skills students were sent an invitation to the Transition night, and a follow-up phone call was made as well. The event was designed to assist and motivate GED graduates to enroll in college programs and courses and to introduce students to resources and people who would assist them with entering college and barrier removal for a successful college experience. After a presentation by Student Services personnel, advisors, and peers, an informal round-robin activity was conducted where students met one-on-one or in small groups with representatives from Financial Aid, Worker Retraining/Opportunity Grant, the Counseling Center, and Student Advising, as well as the Basic Skills Student/Staff Mentor. A tour of the college was also included in the activity.

This second transitions night attracted eight students from as far away as Royal City and Grand Coulee. Most participants were students that had attended basic skills classes, although a few were students or friends who had heard of the event. Of those who attended, two students gained admission and registered in classes for fall quarter. The other students are still in contact with the Student Staff Mentor and making plans for college enrollment. Most of the students have made follow-up appointments with student advisors and counselors to develop program plans.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 8/05/08

ITEM #3: CONSENT AGENDA (for information)

d. Assessment Update

Related Board Ends Statements and Academic Master Plan (AMP) Outcomes
E-4 Student Achievement,
AMP E4.1, E4.2, E4.3, E4.4, E4.5, E4.5.2

BACKGROUND:

Institutional Research and Planning is currently compiling the fourth Annual Assessment Report that contains the Ends Statements, Educational Program Assessment and Mission Arenas outcomes. This report is a comprehensive accountability report that illustrates BBCC's institutional effectiveness. BBCC shows its outcomes and changes we're making to improve our performance at each level.

Board members observed the importance of continuing to obtain student feedback to improve access to services and minimize barriers following the Mission Monitoring Report, at the June 2008 Board Meeting. Their comments are in [blue text](#) below.

["We need to find out right away what students need so we can intervene and offer assistance in the right areas."](#) BBCC will participate in the 2008 SENSE (Survey of Entering Student Engagement) administration in the fall. This survey asks questions of first-time students to measure their impressions of an institution during their first 3-4 weeks of school and provides colleges with the information needed to drive change-inducing decisions to make these first-time students stay. SENSE will help identify areas in which entering students are thriving and those in which they are struggling, so BBCC can target efforts on improving services to students. Results will be available at the end of February 2009.

["Trustee DeLuna-Gaeta stated completing the survey gives students information about services BBCC has to offer." Trustee Ramon stated it is important to focus on financial aid; this age group has families to support. Financial aid is an additional module of the survey that can be administered...SENSE."](#) BBCC has received the following feedback from surveys on the importance of select Student Services:

Financial Aid Advising:

In 2007, the CCSSE asked how often students used Financial Aid advising, how satisfied they were with the service and how important the service was to them. The 2007 CCSSE results showed more BBCC students obtained Financial Aid advising, were more satisfied with the Financial Aid advising and found it more important than students in the CCSSE 2007 cohort, or the Northwest Consortium.

On the 2008 Spring Enrollment Survey, more students said they used Financial Aid advising and more students said they were satisfied with it.

To determine if new students have obtained Financial Aid advising, BBCC has selected Financial Aid as a special focus area for the SENSE (Survey of Entering Student Engagement), that will be given in the fall 2008. The Financial Aid module asks questions about how students completed the FAFSA, if they were notified of any monies awarded, how they learned about financial aid for college, if the aid was enough to cover expenses, and if the Financial Aid Office staff members were helpful, etc.

“Trustee Mike Blakely stated easy access to the faculty members helps BBCC stay above the norm. He said keep encouraging students to follow through and contact instructors. He stated he has received feedback that all instructors are willing to advise and counsel students.”

Student Access to Faculty:

The 2007 CCSSE indicated that students have a very favorable view of their relationships with instructors. Eighty-one percent (81%) of BBCC respondents felt that instructors were “available, helpful, and sympathetic.” This was comparable to the other colleges in the Northwest Consortium (80% of students felt this way about instructors) and slightly higher than the 2007 CCSSE Cohort (77% of students felt this way).

The BBCC 2008 Spring Enrollment Survey indicated that 95% of students felt they had a “good” to “excellent” relationship with BBCC instructors. Twenty-eight percent (28%) indicated that the quality of this relationship was “excellent.”

Through AtD funds, all faculty members were provided with Advisor training at the Faculty Winter In-Service. This summer, staff members are attending various advising training sessions.

CCSSE offers a Web-based faculty survey, the Community College Faculty Survey of Student Engagement (CCFSSE), which elicits information from faculty about their teaching practices, the ways they spend their professional time—both in and out of class—and their perceptions regarding students’ educational experiences. Registration for CCFSSE coincides with registration for CCSSE 2009.

BIG BEND COMMUNITY COLLEGE

Date: 8/05/08

ITEM #3: CONSENT AGENDA (for information)

e. Accreditation Report

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

BACKGROUND:

The first draft of the Annual Assessment Report has been completed. A key document in our accreditation activities, the Annual Assessment Report serves as a summary document of self-evaluation of BBCC's Board Ends Statements, Mission Arenas, and Educational Programs.

BBCC Administrators will review this to add the changes that are planned or have taken place as a result of the results.

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/05/08

ITEM #3: CONSENT AGENDA (for information)

f. Capital Project Update

BACKGROUND:

Window/Skylight Replacement – Buildings 1400 & 1600: 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.

Old Developments/Background:

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

Roof Repair – Building 4000 (Maintenance Shop) & Dorms: The subcontractor quote for the roof on Building 4000 is \$37,025.01. The project will begin later this month. The quote for the roof on Buildings 5000 and 6000 was \$116,928.49, each. This work will be scheduled for late August and early September.

Old Developments/Background:

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

Childcare: Our Assistant Attorney General has scheduled mediation for July 31st in Wenatchee. We are working with her to prepare for the meeting.

Old Developments/Background:

6-17-08 Still waiting for the insurance company to respond. The final results of the tests ordered by the insurance company have been received, according to the insurance company.

3-26-08 Still waiting for the final results of the tests ordered by the insurance company.

2-14-08 Still waiting for the final results of the tests ordered by the insurance company.

1-14-08 Still waiting for the final results of the tests ordered by the insurance company.

11-27-07 Still waiting for the final results of the tests ordered by the insurance company.

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

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

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

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

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

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

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

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

10-31-06 A letter from the Assistant Attorney General representing the Washington State Department of General Administration and Big Bend Community College was mailed to the attorneys representing Design Space Modular Buildings (DSM) on September 14, 2006. The letter states that because there is an Express Warranty of the project from DSM through which, "DSM assumed all responsibility to compensate Big Bend for the damage caused by the defective y strainer." As of October 3, 2006, no reply has been received from the attorneys representing DSM.

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

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

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

Art Building: The Art Building is complete, with the exception of landscaping, classroom flooring and furniture. There is a short punch list of items to be fixed or completed. Big Bend's

M & O crew is doing the landscaping; currently they are installing the irrigation system. Furniture and equipment will be moved from the former Art Building.

Old Developments/Background:

6-17-08 The Art Building is approximately 85% complete. The 3-26-08 estimate was a bit aggressive but the target completion date of June 3, 2008 remains the same. The contractors are focused on completing interior systems and finishes. The BBCC M&O department completed interior wall painting as a cost saving measure and, by working collaboratively with TW Clark's project superintendant, interior wall painting by BBCC staff was timed to complete right before the sub-contractor for ceiling installation came on site to complete their tasks. TW Clark was issued a change order for the entrance road/bus stop part of this project for the sum of \$313,397.00 which is within the budget for this minor project funded at the beginning of the 2006 – 2008 biennium. Site preparation has started for the entrance road and bus stop.

Old Developments/Background:

3-26-08 The Art building is approximately 80% complete. Framing, plumbing, and electrical rough in are complete and have passed inspection. Metal roof installation is complete. Fire sprinkler installation is complete and tested. Ductwork is 50% complete and all windows will be installed by the first week in April. BBCC is scheduled to start painting at the end of April. A Change Order Proposal (COP) has been issued for the Main Campus Entrance Road and the design for this road is 80% complete. Work on the road is scheduled to start the first of May. The contractor's completion date for this building remains June 26, 2008; however, building occupancy by BBCC will not be allowed by Grant County until the BBCC M&O department completes the landscaping. Fall quarter 2008 is the target date for occupancy.

2-14-08 The Art building is approximately 60% complete. Because the project is going so well, the 10% of the budget set aside for contingencies can be used to complete more of the inside finish work. We are working with TW Clark to cost out casework, trim packages, flooring, and toilet accessories. It looks like we will be able to afford all finish work with the exception of carpet for the classroom and vestibules, wall paint and slot walls for visual displays. Also missing in the budget is funding for landscaping and furniture for the building. M&O will paint walls after TW Clark is finished with construction of the building, M&O will complete the landscaping with the help of donated materials and labor, furniture and equipment will be moved from the existing Art building, and we will seek funding for carpet and classroom furniture.

1-14-08 The project is approximately 40% complete. The Brickwork is 90% complete and will be done by 1-14-08. The erection of structural steel will begin Monday 1-7-08, weather and other uncontrollable circumstances permitting. Metal roofing should be completed by mid February. No change on project completion date which remains June 3, 2008

11-27-07 The project is approximately 20% complete. Footings have been poured, concrete stem walls have been formed, fire hydrant water connections and potable water connections are complete, sewer and storm water connections are complete, parking lot concrete curbs and paving is complete and the masons are stacking bricks. The masons are several days behind schedule but, weather permitting, the lost days will be made up if framing and roofing is completed in time to enable work throughout the winter months. Grant County PUD has delivered easement documents and permanent power to the project should be available mid to late December 2007. The project completion date remains June 3, 2008.

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

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

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

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

5-14-07 The Environmental Checklist required under the State Environmental Policy Act (SEPA) was completed May 10, 2007. Completion of the Environmental Checklist has held up the permitting process with Grant County Planning Department and delayed our issuance of the Bid Advertisement by 30 days.

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

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

May 16th - Notice to Proceed delivered to the General Contractor

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

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

10-31-06 New conceptual drawings were received at the last construction meeting on 9-13-06. A site survey has been completed and the rubble from the demolition of Building 4400 (old base

service station). Estimated project costs are under review due to the 13% inflation (3% inflation was budgeted) in materials and labor experienced by other recently bid community college projects. Plans are in progress to bid the three classrooms as “framed only” if the budget requires project downsizing. Design is not yet complete and the project schedule is set back as follows:

Design completed 12-1-06

Contractor hired 2-1-07

Project completed 1-1-08

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

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

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

Design completed 9-1-06

Contractor hired 12-22-06

Project completed 11-5-07

BIG BEND COMMUNITY COLLEGE

Date: 8/05/08

ITEM #3: CONSENT AGENDA (for information)

g. Enrollment Report

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

E-1 Mission

E-4 Student Achievement

AMP E-4.6

BACKGROUND:

The final spring 2008 enrollment report and the 2006-08 FTE numbers are provided for your review. Spring 2008 ended 28.8 state funded FTEs higher than Spring Quarter 2007. However, we came up short of our target for the 2-year period, ending at 99.3%. We expect to have a reduction in the funding of Workforce FTE because we did not hit our target in that category.

Summer 2008 enrollment numbers are slightly higher than last year at this time. Currently summer state funded FTE is 313.1, last year at this time summer FTE was 299.0. Fall 2008 numbers are lower: 2008 to date is 756.9 compared to 808.1 last year at this time.

Title V staff member Frank Salinas is currently calling students admitted for fall who have not reserved a spot at a new student registration session. After making the first 16 calls we had 10 new students sign up to attend a registration session in the next two weeks. Feedback from those called indicates that they know they need to attend a session to choose classes but just haven't signed up and that they appreciate the reminder. To date we have admitted 568 students for fall quarter, 103 of those have registered for classes, and an additional 40 are signed up for a future new student registration session. Our plan is to call the remaining 425 in the next few weeks.

The tuition amount budgeted for 2007-2008 is \$2,820,000. As of June 30, 2008 we have collected \$2,884,525 or 102.2% of the budgeted amount. As of June 30, 2007 we had collected \$2,752,814 or 104.6% of our 2006-2007 budgeted amount of \$2,631,428.

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

| | <u>2007-2008</u> | <u>2006-2007</u> |
|---------------------------------------|------------------|------------------|
| Annual Budget | \$2,820,000 | \$2,631,428 |
| Total Collections as of June 30 | \$2,884,525 | \$2,752,814 |
| As a % of Annual Budget | 102.2% | 104.6% |
| Left to Collect to Meet Budget Target | \$ 0 | \$ 0 |

SPRING FINAL ENROLLMENT REPORT

HEADCOUNTS

| | SPRING <u>2008</u> | SPRING <u>2007</u> | SPRING <u>2006</u> | SPRING <u>2005</u> | SPRING <u>2004</u> | SPRING <u>2003</u> | SPRING <u>2002</u> |
|---------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <u>ETHNIC ORIGIN</u> | | | | | | | |
| Amer. Indian/Alaska Ntv | 40 | 36 | 46 | 32 | 44 | 41 | 50 |
| Asian/Pacific Islander | 41 | 33 | 29 | 30 | 36 | 43 | 38 |
| Black | 27 | 24 | 38 | 30 | 24 | 17 | 30 |
| Hispanic | 931 | 825 | 810 | 772 | 847 | 733 | 763 |
| White | 1,277 | 1,378 | 1,399 | 1,519 | 1,616 | 1,764 | 1,757 |
| Other/Unknown | 248 | 235 | 148 | 159 | 138 | 166 | 195 |
| <u>SEX</u> | | | | | | | |
| Female | 1,489 | 1,472 | 1,438 | 1,457 | 1,565 | 1,510 | 1,532 |
| Male | 972 | 969 | 1,011 | 1,070 | 1,118 | 1,222 | 1,251 |
| Not Coded | 103 | 90 | 21 | 15 | 22 | 32 | 50 |
| <u>STUDENT STATUS</u> | | | | | | | |
| Continuing | 1,785 | 1,822 | 1,754 | 1,853 | 1,980 | 1,941 | 1,949 |
| Former | 387 | 378 | 365 | 416 | 416 | 470 | 425 |
| New | 365 | 301 | 315 | 228 | 252 | 302 | 383 |
| Transfer | 27 | 30 | 36 | 45 | 57 | 51 | 76 |
| <u>BY FUNDING SOURCE</u> | | | | | | | |
| State | 2,318 | 2,270 | 2,216 | 2,157 | 2,385 | 2,369 | 2,394 |
| Shared Funding | 0 | 0 | 0 | 0 | 0 | | 4 |
| Grant/Contract | 100 | 80 | 112 | 226 | 206 | 243 | 262 |
| Community Service | 149 | 181 | 142 | 159 | 114 | 152 | 173 |
| <u>BY TIME/LOCATION</u> | | | | | | | |
| On-Campus Day | 1,708 | 1,709 | 1,636 | 1,739 | 1,777 | 1,915 | 1,815 |
| On-Campus Evening | 216 | 266 | 271 | 195 | 238 | 330 | 354 |
| Off-Campus Day | 298 | 227 | 246 | 233 | 222 | 229 | 311 |
| Off-Campus Evening | 342 | 329 | 317 | 375 | 468 | 290 | 353 |
| TOTAL HEADCOUNT | | | | | | | |
| Running Start | 128 | 122 | 150 | 103 | 121 | 176 | 210 |
| International | 3 | 1 | 2 | 3 | 1 | 5 | 6 |

FTES

| | SPRING <u>2008</u> | SPRING <u>2007</u> | SPRING <u>2006</u> | SPRING <u>2005</u> | SPRING <u>2004</u> | SPRING <u>2003</u> | SPRING <u>2002</u> |
|----------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <u>STATE FUNDED</u> | | | | | | | |
| ABE/ESL | 204.9 | 188.2 | 182.0 | 148.9 | 157.5 | 128.2 | 156.2 |
| Academic | 700.6 | 709.9 | 702.3 | 715.3 | 749.0 | 789.8 | 692.3 |
| Occupational | 535.7 | 514.3 | 493.7 | 489.1 | 556.0 | 563.1 | 562.1 |
| TOTAL STATE FTES | 1441.2 | 1,412.4 | 1,378.0 | 1,353.3 | 1,462.5 | 1,481.1 | 1,410.6 |
| <u>OTHER FTES</u> | | | | | | | |
| Community Service | 7.1 | 6.4 | 6.8 | 23.8 | 18.0 | 7.1 | 16.1 |
| International Students | 0 | 0.9 | 2.5 | 3.2 | 1.2 | 5.5 | 6.1 |
| Contract Funded | 34.3 | 18.3 | 25.3 | 87.6 | 90.6 | 144.3 | 153.8 |
| Running Start | 114.9 | 96.3 | 111.3 | 87.1 | 102.9 | 143.6 | 159.8 |
| Other (Employ., Sr. Cit.) | 16.9 | 16.6 | 15.4 | 17.2 | 20.8 | 27.4 | 22.9 |
| GRAND TOTAL FTES | | | | | | | |
| | 1614.4 | 1550.9 | 1539.3 | 1572.2 | 1,696.0 | 1,809.0 | 1,769.3 |

F.T.E. REPORT

7/16/08

| | <u>QTRLY</u> <u>FTEs</u> | <u>ANNUAL</u> <u>FTEs</u> | |
|--|---|--|---------------------------|
| 1st year (06-07) | | | |
| SUMMER | 317.6 | 105.9 | |
| FALL | 1536.3 | 512.1 | |
| WINTER | 1526.1 | 508.7 | |
| SPRING | 1412.4 | 470.8 | |
| 2nd year (07-08) | | | |
| SUMMER | 310.2 | 103.4 | |
| FALL | 1579.9 | 526.6 | |
| WINTER | 1577.0 | 525.7 | |
| SPRING | 1441.2 | 480.4 | |
| TOTAL | <u>9700.7</u> | <u>3233.6</u> | |
| 1st year annual FTE Target | 4836 | 1612 | 53 Workforce FTE included |
| 2nd year annual FTE Target | 4929 | 1643 | 53 Workforce FTE included |
| SBCTC 2-year rolling enrollment count | | | |
| Past year + current year actual FTE | | 3233.6 | |
| Past year + current year allocation | | 3255.0 | |
| % of allocation target attained to date | | 99.3% | |
| Add'l FTEs to meet minimum 98% | -131.0 | -43.7 | |
| Add'l FTEs to meet target/growth 100% | 64.3 | 21.4 | |
| FTEs over target | 0 | 0 | |

BIG BEND COMMUNITY COLLEGE

Date: 8/05/08

ITEM #3: CONSENT AGENDA (for action)

h. 2009 Regular Board Meeting Dates

BACKGROUND:

Proposed 2009 Regular Board Meeting dates:

January 13, 2009
February 24, 2009
April 7, 2009
May 19, 2009
June 23, 2009
August 4, 2009
September 8, 2009
October 20, 2009
November 17, 2009
No December 2009 meeting

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 8/05/08

ITEM #3: CONSENT AGENDA (for action)

i. Emeritus Status Nomination

Pat Palmerton, Director Emeritus

BACKGROUND:

The Faculty Association has concurred with the recommendation that retired College Bound Director, Pat Palmerton be granted the status of Director Emeritus.

RECOMMENDATION:

President Bonaudi recommends awarding Emeritus status to Pat Palmerton.

BIG BEND COMMUNITY COLLEGE

Date: 8/05/08

ITEM #5: Exceptional Faculty Award Report (for information)

Jennifer Brooks, Nursing Instructor

BACKGROUND:

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

RECOMMENDATION:

None

July 21, 2008

RE: Jennifer Brooks
Masters of Clinical Education,
Flinders University,
South Australia

Dear BBCC Board of Trustees,

The masters program I am studying is a three-year program, part time. My last semester classes were Ethical Analysis and Research methods with a Social Epidemiology Thread. They both proved to be challenging and rewarding at the same time. A summary of the courses are as follows.

Ethical Analysis: reviewed models of ethical analysis and allowed me the opportunity to reflect on my own moral and ethical beliefs and how I personally come to my clinical decision making with patient and family care. We were given many opportunities to review current cases in the media that require ethics committees to review and decide the outcome. One such case was of an anencephalic neonate born where initially the decision was made by the parents with the support of the medical profession to donate all viable organs upon the infant's birth. Anencephalic neonates are not expected to live many days beyond birth as the only brain portion present is the brain stem. Because the brain stem is responsible for breathing the neonate is still viable and is a live birth. When reviewed by an ethics committee, the decision to donate the organs was reversed and by the time the baby died (8 days later) the organs were no longer viable, as they had deteriorated beyond acceptable standards for transplantation. As students, our aim was to analyze the case and place our view based on our own moral and religious influences. Similar analyses were performed with professional cases of incompetence or failure to maintain a standard of education suitable for your work environment.

Research Methods and Social Epidemiology: This course reviewed research methods and analysis to prepare those preparing for their research thesis. Many articles were read and analyzed to help with the understanding of particular research methods. This class was particularly challenging for me as I was only one of 3-4 students at RN level, the others were Doctors from all specialty back grounds. I felt very out of my league! The class assignments were mini-research projects focusing on qualitative and quantitative research and their collection methods. Each assignment had to include a social determinant such as poverty, race etc when researching a disease process. The biggest challenge to these projects was deciding on a *specific* social determinant with a disease process.

Overall these courses challenged me and enabled me to broaden my scope of knowledge in these areas. I would like to take this opportunity to thank you for your generous contribution towards furthering my education to enable me to teach.

Jennifer J Brooks

BIG BEND COMMUNITY COLLEGE

Date: 8/05/08

ITEM #6: Vision Statement (for action)**BACKGROUND:**

During the June 17, 2008, Board of Trustees meeting the Trustees reviewed and discussed the draft Vision Statement at the beginning of the 2007-08 Monitoring Report on the Mission (see below). The Trustees asked President Bonaudi to incorporate wording reflecting BBCC's role in economic development in the BBCC service district.

BBCC Vision Statement (Original Draft from Monitoring Report)

The residents of the Big Bend Community College service district will recognize the college as a regional resource to provide learning opportunities that are accessible, professional, innovative and service-oriented. The college is the local solution to current and emerging workforce challenges through education and training.

BBCC Vision Statement (Draft with economic development revision)

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/05/08

ITEM #7: AP 3011.3 and BP 3011 Revisions (for action)**BACKGROUND:**

You approved a revision to AP3011.3A (President's Employment & Benefits Schedule) at the last regular meeting. During preparation for posting the revision an error was discovered in the vacation leave hours for 0-5 years of service. It should read: 0-5 years- **16 hours** for each full month of service, instead of 13.34 hours.

Also, since the Board is usually not involved in Administrative Process items, those being college operational items related to Board Policy, I am proposing that the section of AP3011, i.e. AP3011.3 be removed from Administrative Process and instead be added to Board Policy, becoming BP 3011.3. The changes are reflected on pages 28-29 of this packet.

Prepared by the President's Office.

RECOMMENDATION:

President Bonaudi recommends acceptance of the proposed revisions.

Original Policy

AP3011 Administrative and Professional Staff Employment and Benefits Schedule

AP3011

- 3011.1 A. Twelve (12) month contracted administrative and other exempt staff will earn sixteen (16) hours vacation for each full month of service, to be accrued after the last day of each calendar month. Administrative and exempt staff contracted for less than twelve (12) months earn vacation on a pro-rata basis.
- B. Administrative and exempt staff are entitled to sick leave. For each full month of service eight (8) hours will be accrued to a maximum of 96 hours per year. Employment less than twelve (12) months will accrue sick leave on a pro rata basis. No limitation shall be placed on accumulated amount of sick leave accrued.
- C. Administrative and exempt staff shall be granted bereavement leave up to three (3) days, with pay, per occurrence because of a death in the family, which shall mean, for the purposes of this section, spouse, siblings, parents, grandparents, children, grand children, aunts, uncles, nieces, nephews, or those of the employee's spouse, dependents of the employee or persons living in the same household as the employee. Additional days of bereavement leave shall be approved by the appointing authority.
- D. Pursuant to the Family and Medical Leave Act of 1993, eligible employees shall be entitled to a total of twelve (12) work weeks of leave during any twelve (12) month period for one or more of the following:
1. To care for the employee's child after birth, or placement for adoption or foster care;
 2. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or,
 3. For a serious health condition that makes the employee unable to perform the employee's job.
- A combination of paid and unpaid leave may be used for an employee to exercise his/her right under this act.
- E. Administrative and exempt staff will be entitled to one (1) personal holiday each calendar year (RCW 1.16.050). Personal holidays must be taken each calendar year or will be lost.
- 3011.2 Administrative and exempt staff are expected to utilize their vacation allowance. Vacation accrual and accumulation of vacation in excess of thirty (30) days are governed by RCW 43.01.040 through 43.01.044.

Each administrative and exempt staff shall be entitled under his/her contract of employment to accrue unused vacation leave not to exceed thirty (30) working days except in the following circumstances:

- A. The employee may accumulate the vacation leave between the time thirty days is accumulated and his/her anniversary date.
- B. Such vacation days accumulated under this section shall be used by the anniversary date and at a time convenient to the employing office, department, or institution. If an officer or

Original Policy

employee does not use the excess leave by the anniversary date, then such leave shall be automatically extinguished and considered to have never existed.

- C. This section shall not result in any increase in a retirement allowance under any public retirement system in the state.
- D. For the purpose of this policy, the administrative or exempt staff position's anniversary date shall be September 1 of each year.

3011.3 President Employment & Benefits Schedule

- A. **Vacation Leave:** The Big Bend Community College President will earn vacation hours based upon years of experience as a college president. The President is encouraged to utilize the vacation leave during the contract year. Upon separation, retirement or death, a maximum of 40 days of accrued annual leave may be compensated for in cash. This section shall not result in any increase in a retirement allowance under any public retirement system in the state.

Presidential leave shall be earned according to the following years of experience:

0-5 years- 13.34 hours for each full month of service

6-10 years- 20 hours for each full month of service

11 or more years- 20 hours for each full month of service. In the Board's discretion, the President may earn up to an additional 40 days of vacation, to be earned once, in a five year time period. The Board, in its discretion, may frontload vacation leave in the President's contract.

- B. **Sick Leave:** The Big Bend Community College President is entitled to sick leave. For each full month of service eight (8) hours will be accrued to a maximum of 96 hours per calendar year.
- C. **Bereavement Leave:** The Big Bend Community College President shall be granted up to three (3) days, with pay, per occurrence because of a death in the family, which shall mean, for the purposes of this section, spouse, siblings, parents, grandparents, children, grand children, aunts, uncles, nieces, nephews, or those of the employee's spouse, dependents of the employee or persons living in the same household as the employee. Additional days of bereavement leave shall be approved by the appointing authority.
- D. **Personal Leave:** The Big Bend Community College President shall be granted six days of personal leave per calendar year. The President is expected to utilize the personal holidays during the calendar year; unused personal leave balance shall be non-accumulative and non-compensable.
- E. Pursuant to the Family and Medical Leave Act of 1993, if eligible the Big Bend Community College President shall be entitled to a total of twelve (12) work weeks of leave during any twelve (12) month period for one or more of the following
 1. To care for the President's child after birth, or placement for adoption or foster care;
 2. To care for the President's spouse, son or daughter, or parent, who has a serious health condition; or,

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3. For a serious health condition that makes the President unable to perform the President's job. A combination of paid and unpaid leave may be used for the President to exercise his/her right under this act.

Proposed Changes

AP3011 Administrative and Professional Staff (excluding the President)

AP3011

Employment and Benefits Schedule (See BP 3011 for President's Benefits Schedule)

- 3011.1 A. Twelve (12) month contracted administrative and other exempt staff will earn sixteen (16) hours vacation for each full month of service, to be accrued after the last day of each calendar month. Administrative and exempt staff contracted for less than twelve (12) months earn vacation on a pro-rata basis.
- B. Administrative and exempt staff are entitled to sick leave. For each full month of service eight (8) hours will be accrued to a maximum of 96 hours per year. Employment less than twelve (12) months will accrue sick leave on a pro rata basis. No limitation shall be placed on accumulated amount of sick leave accrued.
- C. Administrative and exempt staff shall be granted bereavement leave up to three (3) days, with pay, per occurrence because of a death in the family, which shall mean, for the purposes of this section, spouse, siblings, parents, grandparents, children, grand children, aunts, uncles, nieces, nephews, or those of the employee's spouse, dependents of the employee or persons living in the same household as the employee. Additional days of bereavement leave shall be approved by the appointing authority.
- D. Pursuant to the Family and Medical Leave Act of 1993, eligible employees shall be entitled to a total of twelve (12) work weeks of leave during any twelve (12) month period for one or more of the following:
1. To care for the employee's child after birth, or placement for adoption or foster care;
 2. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or,
 3. For a serious health condition that makes the employee unable to perform the employee's job.
- A combination of paid and unpaid leave may be used for an employee to exercise his/her right under this act.
- E. Administrative and exempt staff will be entitled to one (1) personal holiday each calendar year (RCW 1.16.050). Personal holidays must be taken each calendar year or will be lost.
- 3011.2 Administrative and exempt staff are expected to utilize their vacation allowance. Vacation accrual and accumulation of vacation in excess of thirty (30) days are governed by RCW 43.01.040 through 43.01.044.

Each administrative and exempt staff shall be entitled under his/her contract of employment to accrue unused vacation leave not to exceed thirty (30) working days except in the following circumstances:

- A. The employee may accumulate the vacation leave between the time thirty days is accumulated and his/her anniversary date.
- B. Such vacation days accumulated under this section shall be used by the anniversary date and at a time convenient to the employing office, department, or institution. If an officer or

Proposed Changes

employee does not use the excess leave by the anniversary date, then such leave shall be automatically extinguished and considered to have never existed.

- C. This section shall not result in any increase in a retirement allowance under any public retirement system in the state.
- D. For the purpose of this policy, the administrative or exempt staff position's anniversary date shall be September 1 of each year.

Original Policy

BP3011 **Administrative and Exempt Staff Employment and Benefits Schedule** **BP3011**

3011.1 Administrative and exempt staff positions are those positions specifically exempted from civil service or those which are not subject to civil service.

3011.2 Administrative and exempt staff are assigned a specified number of contracted months per year, inclusive of holidays and vacation.

3011.3 The President's employment and benefits schedule is assigned a specified number of contracted months per year, inclusive of holidays and vacation and is distinct from those provisions in BP3011.2

RCW 43.01.040 - 044

Proposed Changes

BP3011 Administrative and Exempt Staff Employment and Benefits Schedule BP3011

- 3011.1 Administrative and exempt staff positions are those positions specifically exempted from civil service or those which are not subject to civil service.
- 3011.2 Administrative and exempt staff are assigned a specified number of contracted months per year, inclusive of holidays and vacation.
- 3011.3 The President's employment and benefits schedule is assigned a specified number of contracted months per year, inclusive of holidays and vacation and is distinct from those provisions in BP3011.2.
- A. Vacation Leave: The Big Bend Community College President will earn vacation hours based upon years of experience as a college president. The President is encouraged to utilize the vacation leave during the contract year. Upon separation, retirement or death, a maximum of 40 days of accrued annual leave may be compensated for in cash. This section shall not result in any increase in a retirement allowance under any public retirement system in the state.
- Presidential leave shall be earned according to the following years of experience:
 0-5 years- 16 hours for each full month of service
 6-10 years- 20 hours for each full month of service
 11 or more years- 20 hours for each full month of service. In the Board's discretion, the President may earn up to an additional 40 days of vacation, to be earned once, in a five year time period. The Board, in its discretion, may frontload vacation leave in the President's contract.
- B. Sick Leave: The Big Bend Community College President is entitled to sick leave. For each full month of service eight (8) hours will be accrued to a maximum of 96 hours per calendar year.
- C. Bereavement Leave: The Big Bend Community College President shall be granted up to three (3) days, with pay, per occurrence because of a death in the family, which shall mean, for the purposes of this section, spouse, siblings, parents, grandparents, children, grand children, aunts, uncles, nieces, nephews, or those of the employee's spouse, dependents of the employee or persons living in the same household as the employee. Additional days of bereavement leave shall be approved by the Board of Trustees.
- D. Personal Leave: The Big Bend Community College President shall be granted six days of personal leave per calendar year. The President is expected to utilize the personal holidays during the calendar year; unused personal leave balance shall be non-accumulative and non-compensable.
- E. Pursuant to the Family and Medical Leave Act of 1993, if eligible the Big Bend Community College President shall be entitled to a total of twelve (12) work weeks of leave during any twelve (12) month period for one or more of the following

Proposed Changes

1. To care for the President's child after birth, or placement for adoption or foster care;
2. To care for the President's spouse, son or daughter, or parent, who has a serious health condition; or,
3. For a serious health condition that makes the President unable to perform the President's job. A combination of paid and unpaid leave may be used for the President to exercise his/her right under this act.

RCW 43.01.040 - 044

BIG BEND COMMUNITY COLLEGE

Date: 8/05/08

ITEM #8: Board/Administrative Retreat (for information)**BACKGROUND:**

The Board/Administrative Retreat is scheduled at Sleeping Lady on Tuesday, August. 26, Wednesday. August. 27, and Thursday, August. 28. Feedback from the retreat last year was positive regarding the location and the time allowed. Tentative plans are to follow the same format as last year (see attached) with the Administrators arriving at noon on Tuesday and the Trustees arriving at noon on Wednesday, with an overlap focus group of Administrators/Trustees from 12:30 to 3 PM that Wednesday. Following the focus group, the administrators will depart and the Trustees will remain through noon on Thursday. Lodging has been reserved. Please confirm your attendance with Melinda.

RECOMMENDATION:

President Bonaudi and Assistant to the President Kirkwood recommend accepting the dates and structure of the 2008 Administrative/Trustee Retreat.

BIG BEND COMMUNITY COLLEGE

Date: 8/05/08

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

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

BACKGROUND:

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

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/05/08

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

The next regularly scheduled Board meeting is September 9, 2008, at 1:30 pm with a Study Session to review the 2008-09 Operating Budget planned from 10:00 am to 12:00 pm before the regular meeting.

The Board/Administrative Retreat is scheduled for the Board to arrive at noon on August 27, and depart after lunch on August 28, 2008.

Due to the October 21, 2008, meeting conflicting with President Bonaudi's AACC trip to China, he respectfully requests this meeting be moved to October 14, 2008. This is usually an evening meeting to encourage community members to attend.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 8/05/08

ITEM #11: Misc. (for information)**BACKGROUND:****RECOMMENDATION:**

None.