

Big Bend Community College



Board of Trustees

Regular Board Meeting

**Tuesday, September 7, 2010
1:30 p.m.**

**ATEC
Hardin Community Room**

Community College District No. 18

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

Fall 2010 Campus Events

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September	7	BBCC Board of Trustees Study Session; Hardin Room; 10:30 – 12:00 p.m.
	7	BBCC Board of Trustees Meeting; Hardin Room; 1:30 – 4:00 p.m.
	13	Faculty In-Service; Masto Conference Center; 8:00 – 3:30 p.m.
	15	New Student Orientation; ATEC; 5:30 – 9:00 p.m.
	16	New Student Orientation; ATEC; 9:00 – 3:30 p.m.
	19	Residence Halls Move In
	20	Fall Quarter Instruction Begins
	22	Volleyball vs. Blue Mountain CC; DeVries Activity Center; 6:00 p.m.
	23	Back to School BBQ; ATEC Courtyard; 4:00 – 7:00 p.m.
	28	PET Graduation; Masto Conference Center; 5:00 – 7:30 p.m.
	29	Volleyball vs. Yakima Valley CC; DeVries Activity Center; 6:00 p.m.
	30	CWU Board of Trustees Visit to BBCC; Hardin & Masto Conf. Ctr.; All Day
	30	ASB: Students vs. Staff Softball Tourney; Softball Complex; 5:30 p.m.
October	1	CWU Board of Trustees Visit to BBCC; Hardin; 8:00 – 3:00 p.m.
	2	Volleyball vs. Treasure Valley CC; DeVries Activity Center; 1:00 p.m.
	6	Volleyball vs. CC of Spokane; DeVries Activity Center; 6:00 p.m.
	8	Volleyball vs. Multnomah U; DeVries Activity Center; 7:00 p.m.
	9	ASB : Oktoberfest; Masto Conference Center; 10:30 – 1:00 p.m.
	14	BBCC Foundation Board Meeting/Dinner; Masto/Hardin; 4:00 – 9:30 p.m.
	19	BBCC Board of Trustees Meeting; Hardin Room; TBD
	19	BBCC Foundation Star Night; Masto Conference Center; 6:00 – 9:00 p.m.



2010-11 ASB Officers

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

7662 Chanute Street
Moses Lake, Washington 98837

Tuesday, September 7, 2010, 10:30 a.m.

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

BOARD STUDY SESSION AGENDA

1. 2010-11 Proprietary Budget and End of Year Close Outs

The Board of Trustees of Community College District 18 have scheduled a Study Session on Tuesday, June 29, 2010, 10:30 a.m. in the Hardin Community Room, Grant County ATEC Building 1800.

1. Purpose: 2010-11 Proprietary Budget and End of Year Close Outs

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 Dietrich (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, September 7, 2010, 1:30 pm

Study Session Proprietary Budgets, End of Year Close Out 10:30 am
ATEC- Hardin Community Room

	Action		Tab
<i>Governing Board Members:</i>	A	1. Call to Order/Roll Call	
	I	2. Introductions	
	I/A	3. Consent Agenda	3
<i>Katherine Kenison, Chair</i>		a. Approval of Regular Mtg Minutes 6/29/10 (A)	
		Approval of Study Session Mtg Minutes 6/29/10 (A)	
		b. President's Update (I)	
		c. Student Success (I)	
		Achieving the Dream	
		Student Achievement Initiative	
		Academic Master Plan	
		d. Accreditation (I)	
		e. Assessment Update (I)	
		f. Capital Project Report (I)	
		g. Human Resources Report (I)	
<i>Vice Chair, Angela Pixton</i>		h. Enrollment Report (I)	
		i. Donation (I)	
<i>Mike Blakely</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)	
		a. ASB Representative – John Buhler, 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 – Bob Mohrbacher	
<i>Felix Ramon</i>		f. VP Human Resources & Labor – Holly Moos	
	I	5. Exceptional Faculty Awards- VP Bob Mohrbacher Shawn McDaniels, Scott Richeson, Jerry Wright, Dr. Jim Hamm	5
<i>Mike Wren</i>	A	6. 2009-14 AMP Outcomes Report- Dean Valerie Kirkwood	6
	-----BREAK-----		
<i>Dr. Bill Bonaudi, President</i>	I/A	7. Naming of Facilities BP1000.3- VP Gail Hamburg	7
	A	8. Proprietary Budget – VP Gail Hamburg Executive Session	8
	I/A	9. President's Evaluation (Possible Executive Session)	9
	I/A	10. Board Retreat/Policy Governance/Board Self-Evaluation- Trustees	10
	A	11. Assessment of Board Activity- Board	11
	A	12. 2011 Board Meeting Schedule	12
	A	13. Next Regularly Scheduled Board Meeting– Board	13
	I	14. Miscellaneous	14
	A	15. Adjournment	15

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(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 October 19, 2010, 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: 9/07/10

ITEM #3: CONSENT AGENDA (for action)

- a. Board Study Session Minutes June 29, 2010
Regular Board Meeting Minutes June 29, 2010

BACKGROUND:

Minutes of the Board Study Session June 29, 2010, and Regular Board Meeting June 29, 2010, 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-STATE OPERATING BUDGET**

June 29, 2010

Present:

Mike Blakely
Katherine Kenison
Angela Pixton
Felix Ramon
Mike Wren

President Bonaudi stated this has been a challenging year for the budget. The amazing enrollment revenue is very helpful. He thanked faculty and staff for accommodating extra students. The 2010-11 State Operating Budget represents a substantial loss of state dollars. The Budget will be presented for formal action during the Regular Board meeting later today.

Dr. Bonaudi encouraged the Board to pay special attention to the reserve funds. Board Policy 6000 will be presented for revisions during the Regular Board meeting later today. The revisions detail the usage of the reserve funds. The 2009 reserve balances sheet from the 2009-10 Proprietary Budget and June 30, 2009, Financial Statement was provided to the Board for further clarification of the revisions of BP 6000.

The 2009-10 State Operating Budget being presented has been reviewed across campus with all employee groups. The Budget Review Task Force (BRTF) reviewed and discussed budgeting details. Dr. Bonaudi stated the budget is presented with the state funding reductions as of this date. Governor Gregoire is in Washington, DC along with other Governors to urge passage of an extension of the Federal Medicaid funded. Dr. Bonaudi stated if this extension is not passed by Congress it will affect the state budget significantly. WA State Legislators are non-committal regarding a special session being called. The budget being presented today offers a substantial replication of the 2009-10 schedule to serve the needs of students in our district.

President Bonaudi reminded the group that this meeting is being captured on MediaSite and streamed live on the web.

Vice President Gail Hamburg explained the proposed revisions to BP 6000. This BP notes where the reserves are held and their usage. Referring to the 2009 reserve balances sheet VP Hamburg indicated the "Dedicated Local Funds" in the bottom box are always used first to balance the budget. Last year the dedicated local funds were used to balance the budget. The goal is never to use the other funds to balance the budget.

The "Enterprise Fund" in the middle box funds part of the the COP payment on ATEC and is noted in the BP revision. The "Reserve Funds" are detailed in the top box on the sheet.

VP Hamburg stated the change to BP6000.1 adds the wording "debt service." The debt reserve is for the COP which started at \$5.2 million and is now \$4.2 million. Changes in BP6000.2 clarifies the use of the reserve funds and states adequate reserves will be established to meet the Board's objectives.

2010-11 Operating Budget

VP Hamburg discussed the budgeting process. The unrestricted General Fund State (GFS) is retained, calculated by removing one-time and variable funding from the prior year's operating budget allocation FY 2010. Changes to the base budget for 2011 included health insurance rate increase, rate adjustment for Public Employees' Retirement System (PERS), maintenance fund shift from capital, and the addition of the Opportunity Express. Next, subtract budget reductions and creation of student achievement pool (reduction for financial aid system management, reduction to provide a pool of Student Achievement Initiative funds, FY 2011 compensation reduction and the FY 2011 general budget reduction). Then the 2011 State Board Earmarks and Provisos (annual disability accommodation, Opportunity Grant, Students of Color and Worker Retraining funding) are added. Tuition and local revenues are added to the GFS budget based on revenue forecasts.

New items for fiscal year 2011 were highlighted by VP Hamburg. The employer paid health premiums will increase from \$745 per employee per month to \$850 per employee per month. There will be a funding adjustment to employer rates for PERS. Funding for maintenance and operations is shifted from the capital budget to operating. Funds are provided to enhance distance learning and open courseware technology. There is a reduction for financial aid system management by SBCTC, also a reduction to provide a pool of Student Achievement Initiative funds. These funds will be distributed in a future allocation based on net gain in student achievement points earned in the FY 2010 year compared to FY 2009. Compensation reduction consistent with Engrossed Substitute Senate Bill 6503 (aka the Furlough Bill) which requires a one-time reduction in compensation to be taken in FY 2011. VP Hamburg explained that the bill says this is a one-time reduction, however SBCTC has indicated this reduction could very easily become permanent. General budget reduction of approximately 5.5% or \$606,000. Increase in Worker Retraining funds for an additional 3,874 Worker Retraining FTEs system wide. This funding is provided on a one-time basis. New funding for the Opportunity Express account for the Opportunity Grant program. This funding is provided on a one-time basis.

Page 3 of the State Operating Budget lists where the funding comes from for BBCC. The 2011 unrestricted base budget is \$9,324,860. VP Hamburg recounted the revenue sources line by line.

She explained the General Budget Reduction is based on the legislature's reduction of funding by approximately 5.5% from the level originally budgeted for FY 2011. This is a permanent adjustment to base budgets. BBCC had permanent budget reductions of \$475,000 in FY 2009 and \$774,504 in FY 2010 for a total of \$1,249,504 with the permanent reduction of \$606,000 and the compensation reduction of \$108,836 for FY 2011 the total reduction to date reaches almost \$2 million. The 2011 total Operating Budget is \$15,132,199 and that does include the 2.5% reserve funding of \$369,078.

VP Hamburg explained pages 5 and 6 offer a comparison of the 2010 budget to the 2011 budget. The initial FTE allocation in 2010 was 1,675. During the 2010 fiscal year 11 worker retraining FTEs were added bringing the total to 1,686. For the 2011 fiscal year we have received an additional 22 worker retraining FTE and the initial 2011 FTE allocation is 1,708. President Bonaudi stated this is a one-time increase and the \$4,611 funding for each of the additional worker retraining is a very low rate for FTE funding.

VP Hamburg detailed the revenue comparisons between FY 2010 and 2011. The FY 2011 unrestricted base budget is initially \$437,640 less than in FY 2010. BBCC will not receive the Cost of Living Adjustment increases of \$18,143 that were received in FY 2010. The Health Insurance rate funding of \$324,210, and PERS rate adjustment of \$550 are dedicated specifically to fund health insurance and retirement accounts. There is a \$218,600 building shift from the capital budget to the operating budget. The financial aid system management will cost \$2,375.

The Student Achievement/Persistence reduction for last year was \$19,887 which went into a pool at SBCTC for distribution later to colleges according to the student achievement points earned. BBCC received \$19,572 awarded due to student achievement points earned. This year BBCC's portion of the student achievement pool is \$15,832.

The compensation reduction of \$108,836 is a result of the Furlough Bill ESSB 6503 which is a reduction of 1% by the legislature. The permanent general budget reduction of \$475,000 in FY 2009 and \$774,504 in FY 2010 results in a total reduction of \$1,249,504 to date. The disability accommodation was reduced by \$8,317. This was based on FTEs in 2008-09.

VP Hamburg noted the initial operating allocation is only \$40,823 more than last year. She clarified this is deceiving as the initial allocation is actually less, however there are specifically target funds noted in the blue box on page 6 (health insurance premiums \$324,210, PERS rate increase \$550, building shift from capital \$218,600, Opportunity Express account \$34,650, worker retraining \$79,155 and new worker retraining \$96,831) totaling \$713,173. She stated our net allocation is really \$713,173 less than last year.

President Bonaudi noted that the student achievement/persistence allocation of \$15,832 comes from the operating budget and goes into the state pool.

BBCB may receive a portion of it back based on student achievement points. The colleges are competing for these points even though this was not the intent.

VP Hamburg reported the tuition revenue was conservatively estimated to increase \$200,000. The carryover/indirect cost from last year is \$1,177,395. The Running Start revenue is \$400,000 and ABE/ESL grant is the same as last year at \$176,557. The initial total operating budget is \$12,031 less than last year.

Trustee Mike Wren clarified that the general budget reduction last year was \$774,504 and permanent. The general budget reduction this year is \$605,702. He stated this reduction is on top of the \$774,504 reduction. VP Hamburg confirmed the total general fund reductions cumulative total from FY2010 and FY 2011 is \$1,280,206.

Faculty Association President Mike O'Konek asked about the decrease in the amount budgeted for Running Start revenue? VP Hamburg responded that they are dedicating less of running start account to balance in anticipation that excess enrollment will be more. BBCB expects to receive the same Running Start dollars as last year.

VP Hamburg guided the Board through the Source of Funds pie chart on page 7. The state funds remain at 66% of the budget with the recovery funds decreasing by 1% to 12% and the tuition funds increasing by 1% to 22%.

VP Hamburg reported the areas impacted per the Budget Review Task Force to meet budget reductions: 7% tuition rate increase, reduced all travel and equipment funding by 50%, the parent education program was dropped, the computer science faculty position was eliminated, one English faculty member took advantage of the early retirement buyout and the position was eliminated, one M&O staff member voluntarily reduced his hours, reduced hours of part time M & O staff, the CBIS program assistant position was not filled when vacated. These cuts will be reflected in the expenditures portion of the budget.

Page 8 illustrations include the Expenditures by Program pie chart.

For 2010-11 Instruction expenditures will be 47% of the budget, last year it was 48% and the system wide average is 52%. The Academic Administration expenditures for 2010-11 will be 3% of the budget, the same as last year, and the system wide average is 4%. The Library expenditures for 2010-11 will be 3% of the budget, the same as last year and the same as the system wide average. The Student Services expenditures in 2010-11 will be 13% of the budget, last year they were 12% and the system wide average is 12%. The Administration expenditures in 2010-11 will be 17% of the budget, last year it was 18% and the system wide average is 16%.

Maintenance & Operations expenditures for 2010-11 will be 17% of the budget, last year it was 16% and the system wide average is 13%. VP Hamburg explained that the BCC campus has the oldest buildings in the system and they require more maintenance. This higher percentage also includes the \$218,000 shift from capital money.

The four-year history program allocation worksheet on Page 9 shows trends.

VP Hamburg continued on detailing the Instructional expenditure budget. Instruction includes classroom activities, laboratory activities, community service instruction and ABE/GED. The principle changes and focus include continuation of the Opportunity Grant, Opportunity Express account, additional 7% tuition increase, additional worker retraining and program assessments that were discussed in the AMP Programs report on May 25.

Areas on the worksheet with a four-year history of instructional budgets worksheet were highlighted by VP Hamburg. The fulltime academic faculty expense has decreased due to the early retirement of the English faculty member. Faculty increments were also paid out of this. Staff salaries increased due to lack of grant funding for one employee. The vocational full-time faculty gave up the computer science instructor position and paid increments. Staff benefits increased due to health insurance premiums increasing. Part time faculty funded parent education positions which were given up. Workforce training looks like it increased dramatically, however, this is due to receiving the allocation later in the year last year and earlier this year.

Outcome assessment was shifted to Academic Administration last year. The decrease in the Developmental budgets reflects the vacancy left by the CBIS program assistant which is no longer funded. The pie chart shows the percentages for the areas of expenditures. Salaries are 71% of the Instructional budget, benefits are 22% of the Instructional budget, supplies are 6% of the Instructional budget, travel is 1% of the Instructional budget and equipment is 1% of the instructional budget.

VP Hamburg shared the Academic Administration areas. Instructional Deans and the Center for Business and Industry Services (CBIS) are funded by Academic Administration. Principle changes and focus in this area are enrollment management, student retention and student recruitment. The four-year academic administration budget worksheet showed a decrease in salaries and benefits because 50% of the Dean of Institutional Research and Planning is funded by grants. The pie chart shows the percentages for the areas of expenditures. Salaries are 71% of the Academic Administration budget, benefits are 25% of the Academic Administration budget, supplies are 3% of the Academic Administration budget, travel is 1% of the Academic Administration and there is no equipment in the Academic Administration budget.

The Library budget includes the Dean of Library Resources, Library and Information Literacy Instruction, reference services, collection development, interlibrary loan, media equipment services, production and updating of student ID cards, and the interim Director of Development English and Foreign Language Labs. The principle changes and focus include collections of online and multi-format based resources, instruction and assistance in the research process and support of lifelong learning and personal discovery.

VP Hamburg indicated the numbers in the four-year history on the Library budget worksheet are consistent. There was a slight rise in salaries due to step increases for classified staff. VP Holly Moos reported 39 of the 83 classified staff on campus received step increases. Each step increase is a 5% raise until the final step which is a 2.5% raise. It usually takes five years to reach the top step. The pie chart shows the percentages for the areas of expenditures. Salaries are 62% of the Library budget, benefits are 23% of the Library budget, supplies are 13% of the Library budget, equipment is 2% of the Library budget and there is no travel in the Library budget.

Student Services budget includes the Associate Vice President of Student Services, admissions/registration, financial aid, counseling, multicultural services, disability services, GED testing services, Career Placement services and student activities. The principle changes and focus included enrollment management, student retention, student recruitment, advisor training/improved advising, customer service and program assessments.

Some of the salaries in the Student Services area are covered by grants resulting in a decrease in those areas. The pie chart shows the percentages for the areas of expenditures. Salaries are 50% of the Student Services budget, benefits are 16% of the Student Services budget, supplies are 3% of the Student Services budget, Grants are 31% of this budget and there are no equipment or travel expenses in the Student Services budget.

The Administration budget includes central administration, community relations, BBCC Foundation, fiscal services, telephone/communication, word services and administrative computing. The principle changes and focus include enrollment management, student recruitment and retention, advancing the Academic Master Plan and the Facility Master Plan, continued work on the Campus-specific emergency response plan based on the National Incident Management System and program assessments. Salaries in this area are slightly reduced because VP Hamburg's assistant, Annemarie Cadle is 25% funded by Title V. Two BBT employees also partially grant funded. The pie chart shows the percentages for the areas of expenditures. Salaries are 52% of the Administration budget, benefits are 17% of the Administration budget, supplies are 29% of the Administration budget, equipment and travel expenses are each 1% of the Administration budget.

Maintenance and Operations are 17% of the total Operating budget. This budget includes custodial services, maintenance trades, vehicle maintenance, grounds maintenance, utilities, safety and security and theatre and activity center management. Principle changes and focus include repairs and minor improvements, building maintenance and energy costs and collaboration with safety committee on goals for improvements to campus. Salaries in this area are reduced slightly. There have been step increases for some employees and one employee voluntarily reduced his hours. This area also had an inflow of \$218,000 from capital funding for maintenance and repairs on buildings. Supplies include parts for repairs, fertilizer, etc. President Bonaudi commented there have been unexpected expenditures. There were deficiencies in the welding lab and major improvements in the lab were needed immediately for student safety. The pie chart shows the percentages for the areas of expenditures. Salaries are 39% of the Maintenance & Operations budget, benefits are 15% of the Maintenance & Operations budget, supplies are 45% of the Maintenance & Operations budget, equipment is 1% of the Maintenance & Operations budget and there are no travel expenses.

The grand total of all programs was illustrated in a pie chart on page 24. Salaries comprise 59% of the Operating budget, last year they were 60% and the system average is 63.5%. Benefits are equal to 19% of the Operating budget, last year they were the same and the system wide average is 18%. Supplies are 16% of the Operating Budget, last year they were 15% and the system wide average is 12.8%. Travel is 1% of the Operating Budget, last year it was the same and system wide it is .3%. Equipment is 1% of the Operating Budget remaining steady from last year, the system wide average is 2.3%. Grants are 4% of the Operating Budget, the same as last year and system wide the average 2.2%. The funding for the total institutional funds of \$30,155,463 is split 50/50 between the Operating budget and the Grant, Contracts and Proprietary budgets. Last year the Operating budget funded 53% of the total.

There is more detail regarding grants, contracts & proprietary budgets on page 26 and more information will be forthcoming regarding those budgets this fall.

Trustee Kenison asked how many grants BBCC is involved in that fund or partially fund positions and how they are tracked. VP Hamburg maintains a list which includes the departments being funded and the expiration dates. All grants will be reviewed during the Proprietary budget presentation to the Board.

President Bonaudi stated he is constantly discussing using soft money (grants) to support necessary positions. If the revenues are higher some of the soft money can be shifted. Running Start (soft money) is funding some salaries, in good times these salaries are paid with operating dollars. He said there is no guarantee on grant funding. The state support funding is decreasing so to keep the same level of operations going with current resources decreasing BBCC needs to pursue grant support.

Two years ago BBCC had a major break through when it became an Hispanic serving institution by exceeding the minimum threshold of Hispanic student enrollment, stated Dr. Bonaudi. That made new grant funds available that enrich the entire college. BBCC is currently involved in two Title V grants. One of the Title V grants BBCC is secondary with Heritage as primary and the other grant BBCC is primary. A new application for a stand alone Title V grant is being completed. If that grant is awarded it will really allow investment in continuing programs. If we are not awarded the grant we may see some reduction of services. There are fewer classes offered this fall. VP Mike Lang stated in the past BBCC could respond to student interest by adding classes. This will not be an option this year. In 2009-10 there was a major effort to reduce part time instruction expenses. Instruction has the same budget while serving more students. Faculty members are teaching larger classes.

Trustee Mike Blakely asked how many positions were vacated by attrition and retirement. VP Moos responded approximately nine positions had been vacated.. If not for those early retirements there may have been cuts in personnel. Trustee Blakely said the college community should be rewarded for stretching dollars.

President Bonaudi commented he hopes this presentation provided a clear picture. He said it is critical for the Board to know the location of the reserve funds.

Trustee Mike Wren asked about the \$100,000 transfer from account 571 and about account 570. VP Hamburg replied the \$100,000 goes toward the COP payment fund every year. Account 570 Aviation Lab Fee is for aviation goods and services which is mostly fuel and parts. BBCC AMT instructors don't perform maintenance on the BBCC fleet. The Lauzier Foundation, Grant County sales tax rebate and BBCC Bookstore add to the \$100,000 to make up the \$400,000 COP payment. If these other sources should decrease extra funds could be taken from the 571 European funds.

Trustee Felix Ramon stated BBCC has lost about \$2 million from the operating budget from where we were two years ago, including the base budget and built in increases and inflation. Losing \$2 million from a total appropriation of \$15 million is a considerable percentage. To supplement the budget there have been increases in tuition, and grants per page 25. There has been a substantial reduction and BBCC is down around 11 positions including admin positions. That loss effects what we can do considerably. There are approximately 100 positions college wide, reducing 10 employees only leaves 90 people to do the same work. Everyone picks up the slack. Everybody is working to make things function and we are delivering more services to the students. There are 10% more students than two years ago. Trustee Ramon went on to say it's a tough proposition to keep providing all services while resources are being reduced.

It will be necessary to ask at some point in the future how will BBCC deliver services required and continue to operate? The budget cuts will have a detrimental effect on our service district communities. Trustee Mike Blakely stated BBCC has done exceedingly well due to sacrifices by faculty, staff and administration. He said he hopes not to absorb more cuts, with continued good management and unselfishness BBCC will move on. There are things we could do if we had more income to offer resources to students. This is where investments should be made, total collaboration at BBCC. Some other institutions are having more severe problems. More grants has been a good solution. Trustee Ramon thanked the Big Bend family for everything. President Bonaudi stated every employee groups has helped with savings. Instructor Red Shuttleworth retiring will hurt English, math instructors are hard to find, and a brand new computer science program won't open because there is no funding. He would like to approach industry for multiple year funding. If we didn't have these economic conditions BBCC could have more staff and more programs to offer. Yesterday there were 35 kids on campus for Camp Quest. About 75% of class reported ties to family members who attended BBCC. We've had impact on our district and it may not look the same.

President Bonaudi stated the Board will review this again in open meeting this afternoon and include clarifications in BP 6000.

VP Bob Mohrbacher stated he has been impressed with how BBCC responds to budget cuts and the clarity from VP Hamburg's office regarding the budget. Staff look for how they can help, how do we do more with less. Trustee Ramon stated things are changing. VP Mike Lang stated there will be pain this fall when students want to enroll but there won't be room for them. Staff will be frustrated trying to advise students with no place to put them.

Adjourn 11:51

Felix Ramon, Chair

ATTEST:

William C. Bonaudi, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Tuesday, June 29, 2010, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Chair Felix Ramon called the meeting to order at 1:30 p.m.

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

President Bonaudi reminded all that the meeting was streaming live via MediaSite.

2. Introductions

There were no introductions.

3. Consent Agenda

a) Approval of Regular Meeting Minutes for May 25, 2010 and Study Session Meeting Minutes for May 25, 2010 (A); b) Student Success Update (I); c) Accreditation (I); d) Assessment Update (I); e) Capital Project Report (I); f) Human Resources Report (I); g) Enrollment Report (I); h) Probationary Review Committee Template (A)

MOTION 10-26 Trustee Angela Pixton moved to approve the Consent Agenda. Trustee Katherine Kenison seconded the motion, and the motion carried.

President Bonaudi introduced his Executive Assistant, Melinda Dourte, to provide a short PowerPoint presentation of the Washington State Supreme Court Justices' visit to campus May 17-18, 2010. The Justices visited classrooms, enjoyed two luncheons with students and community members, held a student forum and open court in the Masto Conference Center during their visit.

5. Remarks

a. ASB Advisor Kim Jackson represented the ASB. She reported the ASB held their annual retreat last month. They received leadership training and planned the upcoming school year's events and activities. Advisor Jackson is currently working with Word Services to compile the student handbook/planner. This year, all new incoming students will receive a free copy. Returning students, faculty and staff can purchase

their copies in the bookstore for only \$3. This will help ASB recover some of the production costs.

ASB held its annual bottled water fundraiser at graduation and made over \$500. There are still cases of water for sale if anyone is interested in supporting ASB. The water can be delivered.

- b. Classified Staff Representative Kathy Aldrich reported 20 employees participated in four activities. Michelle Williamson, Karen Okerlund, Angie Smith, Sergio Cervantes, Connie Rodriguez, Randy Fish, Angel Uresti, Hope Strnad, Jeff Robinett, Joe Russell, Ruth Coffin, Margie Lane, Barbi Schachtschneider, Jessica Aloysius, Robin Arriaga, and Yvonne Ponce viewed a DVD training entitled Coyote Power! on campus on May 7.

Karen Okerlund attended Payroll/Personnel Management System Spring Quarterly meeting @ Highline CC May 20 via Elluminate.

Randy Fish and Jim Meyers attended an Executive Seminar in Prevention, Response, and Recovery from Campus Emergencies May 20-21 at BBCC.

Kamela Mattson attended Ed2Go online, which focused on programming language during May and June 30.

- c. Mike O'Konek Faculty Association President, reported Faculty activities. He said the Faculty/Staff Pre-Commencement Get Together was well attended. Faculty were sad to hear Trustee Felix Ramon will be leaving the Board sometime this year.

Art Instructor Rie Palkovic reported one of her former students, Tom Steffens, who finished his degree at Cornish Art in Seattle has a show at Imbibe in July. Instructor Palkovic also stated she has two drawings hanging in Dr. Rory Knapp's front reception.

AMT Instructor Erik Borg reported the starter on the 727 stopped working this summer. The good news from this is that he has some good contacts at Boeing and they may provide a new starter. The cost of an overhauled starter is \$6,500. Instructor Borg said the AMT department received a \$90,000 equipment grant from the state of WA, which allowed purchase of much needed equipment. Summer school is going great with lots of student enthusiasm.

Business Information Management (formerly OIT) Instructor Daneen Berry Guerin reported she completed four Quality Matters trainings. Quality Matters is a project to monitor the quality of online instruction. Instructor Berry-Guerin will be evaluating the online course content on campus. She

is working with two instructors this summer. Instructor Berry Guerin plans to offer samples for instructors to evaluate their own courses. VP Mike Lang clarified that Instructor Berry-Guerin will be evaluating the quality of the course content not the instructor.

- d. VP Gail Hamburg provided a short PowerPoint presentation featuring the Soil Conservation District property clean up.

VP Hamburg stated the bid process for the Title V Transfer Center remodel has started. The first step is remodeling the restrooms. A walk through is scheduled July 15 for interested contractors and the bids are due July 28. The project is anticipated to take about 120 days. The restrooms in Building 1400 will be non-functional for approximately three months.

- e. VP Mike Lang publicly thanked staff and faculty for his retirement gifts and recognition. He said he appreciated the leadership from Dr. Bonaudi and the Board of Trustees. He said the time and effort he put in to support the college and association with faculty and staff is big part of his life. He stated the opportunity to make a difference in the lives of students was important to him. He said he was proud that BBCC was meeting the needs of the community. President Bonaudi added that the Consul General's office announced that Dr. Lang would receive the Foreign Minister Commendation Award

Trustee Felix Ramon stated he has known VP Lang for many years. He thanked him for his dedicated, hard work and wished him the best in retirement.

- f. VP Holly Moos reported negotiations with the Faculty Association have concluded and good changes to the Negotiated Agreement were made. She commented she appreciates her relationship with the Faculty Association members. VP Moos stated Human Resources and payroll are completing end of the year activities.

6. ¡Educate Latino Education Fair

President Bonaudi introduced the Coordinator of Student Recruitment and Outreach José Esparza to provide a presentation regarding the ¡Educate Latino Education Fair. President Bonaudi stated this event ties in well with the AMP, which encourages promotion of all kinds of cultural events on campus.

Coordinator Esparza said this event has grown from a small activity. Approximately 100 people attending the first Fair, which was planned in two weeks and cost \$2,000. The 2010 ¡Educate Latino Education Fair held May 7, 4-8:00 pm, hosted over 450 students. BBCC partnered with Opportunities Industrialization Center of WA (High School Equivalency

Program), College Success and Gear Up to put on this event. College Bound program students attended and many students registered for the College Bound Scholarships during the event.

Several workshops were held during the event: *Paying for College, Como Obtener Acceso a la Educacion sin Residencia Permanente, Moving from ESL to GED & from GED to College, Getting Ready for College is as Easy as 1,2, 3!*, *College Bound Scholarship and Transition to High School*. A mariachi workshop was also held. Information booths regarding admissions and BBCC programs were also scattered around the Masto Conference Center for interaction. Many BBCC programs were involved with a booth or with financial support. The BBCC bookstore supported a raffle for attendees to get textbooks. Dr. Lupe Salazar, Professor of Medicine at the University of Washington, volunteered her time as the keynote speaker. She discussed her background, challenges and obstacles. She is from a farm worker family and attended a community college.

The 2010 budget of \$6000 from partners was spent on radio, and local newspapers advertisements. President Bonaudi commented the keynote speaker was a great addition. The PowerPoint featured many attendees with their families.

7. 2009-11 Negotiated Agreement

President Bonaudi stated he was pleased with results of the negotiations. He invited Faculty Association President Mike O’Konek to comment. Mr. O’Konek stated he echoed VP Moos’ remarks from earlier during the meeting. The teams talked through a lot and set some groundwork for other areas. They will begin negotiating again in the fall.

MOTION 10-27 Trustee Katherine Kenison moved to approve the 2009-11 Negotiated Agreement as presented. Trustee Mike Wren seconded the motion, and the motion carried.

Board Chair Felix Ramon signed the 2009-11 Negotiated Agreement Ratification page.

8. 2010-11 State Operating Budget

President Bonaudi recommended revision of BP 6000 and acceptance of the State Operating Budget.

MOTION 10-28 Trustee Mike Blakely moved to approve the 2010-11 State Operating Budget as presented. Trustee Katherine Kenison seconded the motion, and the motion carried.

MOTION 10-29 Trustee Katherine Kenison moved to approve the revised BP6000 as presented. Trustee Mike Blakely seconded the motion, and the motion carried.

9. President's Evaluation

Trustee Mike Blakely suggested the Board consider the President's evaluation during the Board/Administrative Retreat in August. This activity could be combined with the Board's self-evaluation. Trustee Kenison concurred and said this plan works within the timeframe of the President's current contract.

MOTION 10-30 Trustee Mike Blakely moved to discuss the President's evaluation during the Board/Administrative Retreat in August for action during the September meeting. Trustee Angela Pixton seconded the motion, and the motion carried.

No action will be taken at the retreat.

10. Board/Administrative Retreat

President Bonaudi announced Cindy Hough will facilitate the Board's self-evaluation and perhaps the President's evaluation during the Retreat. The agenda will be similar to the 2009 agenda. The Board will review the AMP Outcomes Report and rate progress in achieving the outcomes.

MOTION 10-31 Trustee Mike Blakely moved to set the Board/Administrative Retreat on August 25. Trustee Katherine Kenison seconded the motion, and the motion carried.

11. Assessment of Board Activity

Trustee Felix Ramon reported he attended the JATP closing ceremony, GED Graduation, BBCC Commencement, and the Nurses' Pinning ceremony. He was also on campus during the WA Supreme Court Justices' visit.

Trustee Angela Pixton reported she attended the luncheon for the WA Supreme Court Justices and enjoyed talking with the Grant County Commissioners and JATP students. She was also the keynote speaker at the GED commencement and she attended the BBCC Commencement ceremony and reception.

Trustee Mike Blakely reported he presented BBCC scholarship awards to QHS students. He also attended the TACTC meeting, the Quincy High

Tech High Graduation, BBCC Preschool Graduation, BBCC Commencement and the Nurses' Pinning Ceremony. Trustee Blakely attended the Port of Quincy data center tax exemption celebration. He also brought his grandson to visit a BBCC counselor. Lastly he attended a Community Forum with WSU President Elson Floyd.

Trustee Mike Wren reported he attended his favorite activity, BBCC Commencement. He said it's very enjoyable to see the graduates "jazzed" up as a result of their efforts with faculty and staff.

Trustee Katherine Kenison reported she attended the Moses Lake Christian Academy graduation and commented many of the graduates plan to attend BBCC. She also attended BBCC Swim night, BBCC GED Graduation, and BBCC Commencement.

Trustee Felix Ramon presented the gavel to incoming Board Chair Katherine Kenison.

12. Next Regularly Scheduled Board Meeting

Trustee Kenison stated the next Regular meeting is set for August 10, 2010. She suggested the Board consider striking the August 10 Board meeting due to close timing of the Board/Administration Retreat on August 25. The next meeting after the August 25 Board/Administrative Retreat is scheduled for September 7.

MOTION 10-32 Trustee Angela Pixton moved to cancel the August 10 Board meeting. Trustee Felix Ramon seconded the motion, and the motion carried.

13. Miscellaneous

President Bonaudi reported that he attended the Port of Quincy sales tax relief celebration June 21. It was a good networking opportunity the Governor and legislators were present.

Wednesday July 7, Dr. Bonaudi attended the SGL Groundbreaking. There was a large turn out of influential people.

The upcoming BBCC Foundation dinner and meeting will be held July 15. President Bonaudi stated he is contacting Trustees individually to arrange a meeting with Foundation Board members and staff regarding optional financing for higher education. He would like to pursue industry support of the Mechanized Irrigation System Technology (MIST). He would like to engage the group in brainstorming to establish baseline funding that higher ed can rely on. He hopes to have a larger conversation to promote ideas in preparation for the January legislative session regarding funding.

Million Air is still committed to transfer a fully functional 737 to the BBCC Foundation. This is a more involved process than the 727 gift from Federal Express because it still flyable.

Adjourn 2:39 pm.

Felix Ramon, Chair

ATTEST:

William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 9/07/10

ITEM #3 CONSENT AGENDA (for information)

b. President's Update

BACKGROUND:

Highlights of President Bonaudi's activity log from June 29, 2010, through August 27, 2010.

Prepared by President Bonaudi.

RECOMMENDATION:

None

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
6/29	Board of Trustees	College guidance	BBCC	
7/6	CWU Provost Quirk VP Bob Mohrbacher	Higher Education	CWU	
7/7	SGL Groundbreaking		Moses Lake	
7/7	President's Foundation Dinner	BBCC support	BBCC	
7/10	Million Air Open House	BBCC promotion	BBCC	
7/15	BBCC Foundation Dinner & Meeting	BBCC support	BBCC	
7/21	Grant County EDC Meeting	Community collaboration	BBCC	
7/22	Pt Time Instructor Interviews	Personnel	BBCC	
7/27	Aerospace Council Meeting	Program development	Seattle	
7/28-30	WACTC Retreat	WA College System	Pierce College	
8/05	P Tech Facilities Meeting w/ VP Hamburg	P Tech facility viability	Columbia Basin College	
8/06	Gary Chandler	Higher Education/BBCC Support	BBCC	
8/16	AtD Conference Call	BBCC progress	BBCC	
8/17	Foundation Member	BBCC support	BBCC	
8/18	Visit Bernardo-Wills, Vino! John Allen	Winter Serenade support	Spokane	
8/20	Pre-Employment Training/ Jennifer Thomas, Jeni Billups	Program development/collaboration	BBCC	
8/20	School Employees Credit Union	Higher education/BBCC Support	BBCC	
8/23	CBC Pres Rich Cummins Blue Mtg CC Pres John Turner	Collaboration	Hermiston OR	
8/25	Board/Admin Retreat	Board Guidance/Evaluation	Wild Horse Wind & Solar Facility	
8/27	WACTC Meeting	State Budget	ITV BBCC	

BIG BEND COMMUNITY COLLEGE

Date: 9/07/10

ITEM #3: CONSENT AGENDA (for information)

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

BACKGROUND:

Achieving the Dream

Priority 1: increase successful completion of developmental math courses

1.5 Research and purchase online math tutorial software or tutorial services

See Tutor.com report attached.

In order to increase student success rates in MPC 95 and MPC 99, the Math Department has undertaken a curriculum restructuring project that will break down the current 5 credit courses into (5) 1 credit modules. After working through the summer, they are now ready to run a pilot test of the new modules during fall and winter quarters.

See Math 095 and Math 099 report attached.

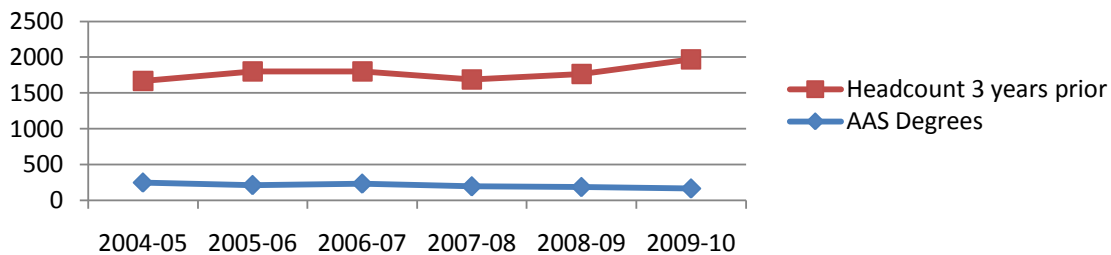
Student Achievement Initiative

Overall, BBCC made very good gains in student momentum in the last year. The one exception is in completion of the Arts & Sciences degree, our general transfer degree. In this category, we see a predominantly downward trend over six years.

Degrees Completed by Year

	04-05	05-06	06-07	07-08	08-09	09-10
Associate in Arts & Sciences degrees	248	213	233	195	185	165

One possible explanation for this trend is a correlation to enrollment. The chart below tracks correlation between student enrollment and degree completion in three year segments (because most students take more than two years to complete an AAS degree). The chart shows no direct correlation between enrollment and degree completion.



Our next step will be to examine other factors that may be influencing degree completion: problems in success rates for developmental math, academic probation and dismissal rates, lack of education plans and advising for some students, as well as looking at how many students may be deciding to transfer without completing an AAS degree.

Big Bend Community College - July, 2010

Contract Usage to Date	Skill Center Usage	Tutoring Sessions	Average Session Length	Recommend Rate
Feb 2010	11	393	23.72	98%
Mar 2010	8	318	23.95	99%
Apr 2010	12	342	24.16	100%
May 2010	3	281	21.78	100%
Jun 2010	2	178	26.31	97%
Jul 2010	2	142	31.59	96%
Total Students Served				
144				
Usage				
All				
Tutoring Sessions Served	142			
Skills Center Sessions Served	2			
Tutoring Sessions Served				
All				
Total Minutes	4486			
Average Session Length	31.59			
Tutoring Sessions by Subject				
All				
English - Grammar	10			
English - Writing Center	14			
Math - Algebra	3			
Math - Basic Math	2			
Math - Statistics	55			
Proof Point	4			
Science - Chemistry	38			
Social Studies	16			
Tutoring Sessions by Grade Level				
All				
College - Intro	142			
Skill Center Usage By Subject				
All				
Math - Algebra II	2			
Math - Middle Grades	2			
Math - Trigonometry	1			
Tutoring Sessions Feedback: Yes Responses to Yes/No Questions				
All				
Are you glad your organization offers this service?	100%			
Would you recommend this service to a friend?	96%			
Is this service helping you complete your homework assignments?	96%			
Is this service helping you improve your grades?	100%			
Is this service helping you be more confident about your school work?	100%			
Total Students Served by Location				
All				
BBCC	16			
BBCC - Remote Access	128			
Usage by Location				
All				
BBCC: Tutoring Sessions Served	16			
BBCC - Remote Access: Tutoring Sessions Served	126			
BBCC - Remote Access: Skills Center Sessions Served	2			
Tutoring Sessions Served by Location				
All				
BBCC: Total Minutes	414			
BBCC - Remote Access: Total Minutes	4071			
BBCC: Average Session Length	25.93			
BBCC - Remote Access: Average Session Length	6 32.31			

Big Bend Community College - July, 2010

Contract Usage to Date	Skill Center Usage	Tutoring Sessions	Average Session Length	Recommend Rate
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Tutoring Sessions by Subject by Location All

BBCC: Math - Statistics	10
BBCC: Science - Chemistry	6
BBCC - Remote Access: English - Grammar	10
BBCC - Remote Access: English - Writing Center	14
BBCC - Remote Access: Math - Algebra	3
BBCC - Remote Access: Math - Basic Math	2
BBCC - Remote Access: Math - Statistics	45
BBCC - Remote Access: Proof Point	4
BBCC - Remote Access: Science - Chemistry	32
BBCC - Remote Access: Social Studies	16

Tutoring Sessions by Grade Level by Location All

BBCC: College - Intro	16
BBCC - Remote Access: College - Intro	126

Skill Center Usage By Subject by Location All

BBCC - Remote Access: Math - Algebra II	2
BBCC - Remote Access: Math - Middle Grades	2
BBCC - Remote Access: Math - Trigonometry	1

Tutoring Sessions Feedback by Location : Yes Responses to Yes/No Questions All

BBCC - Remote Access: Are you glad your organization offers this service?	100%
BBCC - Remote Access: Would you recommend this service to a friend?	96%
BBCC - Remote Access: Is this service helping you complete your homework assignments?	96%
BBCC - Remote Access: Is this service helping you improve your grades?	100%
BBCC - Remote Access: Is this service helping you be more confident about your school work?	100%

Student Comments by Location Location Grade

I really liked how the tutor went through the whole paper with me and and helped with making this paper a lot storong thanks again	BBCC - Remote Access	College - Intro
I think that my tutor was TERRIFIC! He was an excellent teacher. He walked through the assignmet step by step. I really enjoyed the classroom and working with him. My tutor was very helpful and friendly. Ireally appreciate his help and time. I'm thakful for this service! I am very confident that I can complete any task presented to me. Thanks for all the help! =D	BBCC - Remote Access	College - Intro
I was really happy with the way the tutor helped me with my essay. I also liked how answered questions i had.	BBCC - Remote Access	College - Intro
I'm thankful for this service. My tutor was very nice and helpful. She was an excellent teacher and walked me through step by step on the assignment. I thought the classroom was awesome. This really gives confidence in achieving any assignment. Thanks for the time and help!!! I really appreciated! Thanks again.	BBCC - Remote Access	College - Intro
My tutor was an amazing teacher. She was very helpful and nice. I really eneyored working with her. I thought that the classroom was excellent. It felt like a real classroom. My tutor walked me step by step through the assignment. I'm thankful for this service and I'm glad that my school offers it. I'm really confident in getting my assignments done and I'm ready for any task presented to me =) Thanks for all the help and time. I really appreciated!	BBCC - Remote Access	College - Intro
My tutor was an excellent teacher. He was very helpful and friendly. I thought the classroom was great. It felt like a real classroom. I am very thankful for this service and all the help provided by the tutors. I am more confident on achieving any task presented to me.. now!!! Thanks!	BBCC - Remote Access	College - Intro
My tutor was an excellent teacher. I really enjoyed working with him. It was like a real class. I'm thankful for the service provided. Thanks for all the help!	BBCC - Remote Access	College - Intro

Big Bend Community College - July, 2010

Contract Usage to Date	Skill Center Usage	Tutoring Sessions	Average Session Length	Recommend Rate
Student Comments by Location		Location	Grade	
My tutor was awesome. He was an excellent teacher, very nice and helpful! I really enjoyed working with him. I'm glad my school offers this service. It has really helped me on getting my assignments done and on time. Thanks for all the help provided. I appreciated!		BBCC - Remote Access	College - Intro	
My tutor was awesome. He was very nice and helpful. I really enjoyed the classroom and working with him. It felt like a real classroom. I appreciate this service and all the help provided. Thanks for everything!!! :)		BBCC - Remote Access	College - Intro	
My tutor was brilliant. I loved the classroom and working with her. She was an awesome teacher. She walked me through the assignment step by step. She was very helpful and friendly. I'm glad that my school offers this service and I'm thankful for all the help provided. I can complete my assignments on time and be more confident in my school work. Thanks for everything! Thanks a lot!!!		BBCC - Remote Access	College - Intro	
My tutor was very helpful. Im glad this service is available. Thank you Victor!!!!		BBCC - Remote Access	College - Intro	
she was very nice and helpful		BBCC - Remote Access	College - Intro	
This was my first time using the online tutor and i have to say it was really helpful and im sure i will be recommending to other students that are also looking for help.		BBCC - Remote Access	College - Intro	
Victor D helped me with my scroll bar for chat.		BBCC - Remote Access	College - Intro	

MPC 095 and MPC 099 Course Structure

The precollege algebra classes (MPC 095 and MPC 099) are taught as a series of ten modules, five modules for each class. Each module has a departmental exam to be given at the end of the eighth day of class.

The grading of the module is based on the module exam and a combination of homework and quizzes as defined by the instructor. The module exam counts 75% of the grade and the quizzes count 25% of the grade. The module exam is based on a thirty point scoring rubric.

Procedures

The following procedures have been worked out by the department to ensure uniformity in the presentation and grading of the precollege algebra courses at Big Bend Community College (BBCC).

All instructors teaching these modules for the first time must meet with the math department prior to the first day of instruction. The purpose of this meeting is to ensure that all instructors and students understand the material that must be covered the grading procedure as prescribed by the department, and the importance of the module exams. The instructor should make arrangements with Math/Science Resource Center (MSRC) staff to logon to Instructor Briefcase on a lab computer to save their ID number and password. This will allow the MSRC personnel access to their student rosters.

At the beginning of each module, MSRC personnel will review enrollment sheets from Instructor Briefcase. The instructor will receive a copy with appropriate notations indicating which students are not eligible for your class and why. Possible reasons include: no placement score, placement too low, one or more modules of previous module exams not passed, etc. It is the instructor's responsibility to inform the students of the problem and to see that they correct any deficiencies by the third day of the module. Students who do not correct the problems by this time will be disenrolled from the module.

Grading

Grading for the course is based on a combination of homework and/or quizzes and the module exam. As noted above, the exam counts 75% of the module grade and homework/quizzes the remaining 25%. The module exam is graded on a 30-point scale. If the homework/quizzes are graded at 10 points then the grade for the module can be computed on a 40-point basis. Grades will be assigned according to the following table:

Percent	Grade	Percent	Grade	Percent	Grade	Percent	Grade
95	4.0	87	3.2	79	2.4	71	1.6
94	3.9	86	3.1	78	2.3	70	1.5
93	3.8	85	3.0	77	2.2	69	1.4
92	3.7	84	2.9	76	2.1	68	1.3
91	3.6	83	2.8	75	2.0	67	1.2
90	3.5	82	2.7	74	1.9	66	1.1
89	3.4	81	2.6	73	1.8	65	1.0
88	3.3	80	2.5	72	1.7	64	0.0

Module competency is a grade of 1.0 (65%) or better. To continue to the next module the student needs a grade of 1.0 on the prerequisite module or continuous enrollment.

Homework and Quizzes

The members of the division believe that good mathematics is learned through constant daily practice. Students must be made responsible for the course material. Because of the difference of opinion on how this is best accomplished we require that the instructor have daily assignments. To check on the student's progress with these assignments the instructor may collect homework, give daily quizzes (minimum of 6 per module), or a combination of the two.

Testing Procedure

Each module exam is given after seven days of instruction on the module (i.e., on the eighth day). The instructor will give the exam and score the exam according to the scoring rubric for the specific exam.

Each module exam is a competency exam covering the module material. The student must achieve a score of 65% or better on a combination of the module exam and the homework to demonstrate competency in the module. A student who does not demonstrate competency in the module or who desires to improve their grade in the module will be allowed to take the competency exam again. This retake can occur the week following the module exam through the MSRC at a specially scheduled time and place or during the final exam period for the class time at the end of the quarter. This will allow the student two opportunities to demonstrate competency or improve their grade.

This retake exam will be computed into the grade for the module. The student must retake the exam in the same quarter as the student is registered for the module or the module will have to be repeated. The schedule for these retake exams will be furnished with each module period by the math lab. Retake exams must be taken the week following the module exam and/or during the final period for the course. This retake in the MSRC is by appointment only and the student must register to take the exam so the proctor will have the appropriate exam to administer. Failure to attain competency on the retake exam will necessitate the student retaking the module.

Calculators

Due to the increasing number of inexpensive programmable calculators with enormous memories on the market, the math department has agreed that only the TI-30Xa, TI-30XIIs, Casio FX 260 and Casio FX 300 will be allowed on the module exams.

Grading Procedure

The instructor will grade the module exam according to the prescribed rubric for each exam, recording assessment information as well as student performance. This information will be turned into the math lab for the assessment database. Final grades are submitted to the registrar at the end of the quarter.

The student can also retake up to two module exams during the final exam period for the class. Students may take a maximum of two module retakes during the final exam period. For final grades, student's highest score on the exam and retakes will be counted.

The MSRC will turn the completed retakes over to the instructor for scoring and recording of assessment information.

Placement/Competency Testing

Initial placement will be by BBCC placement exam and is required for all math courses. If the student is dissatisfied with their placement he or she will have the option to retake the placement exam one time as scheduled on the Math Lab calendar. Courses or placement exams taken at other colleges do not count for math placement at BBCC although transcripts from other colleges will be taken into consideration when placing a student.

Students must adhere to the catalog prerequisites for each math course. Failure to meet the prerequisites by the third day of the module period will result in disenrollment from the module.

Instructor's Responsibilities

It is the instructor's responsibility to review the class list supplied by the MSRC and to inform students who have not met prerequisites of this fact. Students should be informed that they must meet the published prerequisites by the third day of the module or they will be disenrolled.

The instructor should fill out the appropriate drop forms for those students who have not met the prerequisites by the third day of the module.

BIG BEND COMMUNITY COLLEGE

Date: 9/07/10

ITEM #3 CONSENT AGENDA (for information)

d. Accreditation

BACKGROUND:

As a reminder, Ron Baker, Executive Vice President, Northwest Commission on Colleges and Universities will speak to faculty and staff at the Fall In-service on the new accreditation standards and expectations.

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/07/10

ITEM #3 CONSENT AGENDA (for information)

- e. Assessment Update

BACKGROUND:

BBCC's Academic Master Planning (AMP) Committee, Cabinet, and the Board of Trustees reviewed year end information to determine BBCC's progress on the AMP outcomes and set a plan of action for 2010-11 that will enhance student success and improve results of the outcomes. The 2009-10 Outcomes Report will be presented as item 6 for Board discussion and approval.

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

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 9/7/10

ITEM #3: CONSENT AGENDA (for information)

f. Capital Project Update

BACKGROUND:

Transfer Center and Bathroom Remodel – Building 1400: The bid advertisement was released on July 2, 2010. There was a pre-bid walk-through on July 15, 2010. Attendance at the walk-through was encouraged, but not mandatory. The bids were opened at 11:00 A.M. on July 28, 2010; there were nine bids. The contract was awarded to TW Clark Construction of Spokane. The bid amount was \$312,000, plus sales tax of \$24,648 and a contingency amount of \$33,664 for a total of \$370,312. The contract was awarded on August 2, 2010. The Notice to Proceed was issued on August 26, 2010. We had a pre-construction meeting on August 26, 2010. We are waiting for approval of the building permit. Construction is scheduled to begin on September 7, 2010, and should be completed at the end of fall quarter. A Correctional Industries crew was here for two weeks performing asbestos and lead abatement.

Old Developments/Background:

6/29/10 Bernardo Wills expects to have the bid documents prepared by June 30. The bid will be advertised for three weeks. Hopefully, a contract will be awarded by the end of July and construction could begin in August.

5/25/10 Bernardo Wills has been selected as the architect for this project. The design phase should be completed by June 30, 2010.

4/13/10 Construction funding from a Title V Grant is provided to remodel the north hallway and offices of building 1400 to accommodate a Transfer Center. RMI funding will be used to expand and remodel the existing bathrooms in building 1400 to allow for the increased occupancy due to the Transfer Center. The Public Works Request has been completed and General Administration is in the process of architect selection.

BIG BEND COMMUNITY COLLEGE

Date: 9/07/10

ITEM #3: CONSENT AGENDA (for information)

g. Human Resources Report

BACKGROUND:

Human Resources recently recruited for an Office Assistant 3 for Workfirst. Interviews were held last Friday and Monday; we hope to make a job offer soon. Since this position was grant funded, it was exempt from the hiring freeze.

One of the college's aircraft mechanics, Nathan Holes, is resigning effective September 10th to accept a teaching position at Spokane Community College. We will certainly miss Nate, but want to congratulate him on this great professional opportunity. We are in the process of recruiting for a replacement. Because this position is directly tied to instruction, it was also exempt from the hiring freeze.

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

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 9/07/10

ITEM #3: CONSENT AGENDA (for information)

h. Enrollment Report

BACKGROUND:

The tuition amount budgeted for 2010-2011 is \$3,308,514. As of July 31, 2010, we have collected \$133,560 or 4.0% of the budgeted amount. As of July 31, 2009, we had collected \$138,995 or 4.5%.

TUITION COLLECTION REPORT
As of July 31, 2010 and July 31, 2009

	<u>2010-11</u>	<u>2009-10</u>
Annual Budget	\$3,308,514	\$3,108,514
Total Collections as of July 31	\$ 133,560	\$ 138,995
As a % of annual budget	4%	4.5%
Left to collect to meet budget target	\$3,174,954	\$2,969,519

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

Enrollment numbers as of August 26, 2010, are provided for your information. Fall quarter enrollment is currently 18.8% (278 state-funded FTE) ahead of where we were last year at this time (last year at this time we were 20% ahead of the year before). Summer quarter enrollment is up 66 state-funded FTE (19.6%) over summer 2009.

F.T.E. REPORT			
8/26/2010			
			ANNUALIZED
			<u>FTEs</u>
1st year (09-10)			
SUMMER			115.8
FALL			589.4
WINTER			600.2
SPRING			<u>553.7</u>
<i>Total</i>			<i>1859.1</i>
2nd year (10-11)			
SUMMER			135.5
FALL			584.5
WINTER			0.0
SPRING			<u>0.0</u>
<i>Total</i>			<i>720.0</i>
TOTAL			<u>2579.1</u>
1st year Target (includes 53 Workforce)			1676
2nd year Target (includes 86 Workforce)			<u>1708</u>
<i>Two-year Target Total</i>			<i>3384</i>
SBCTC 2-year rolling enrollment count			
Past year + current year actual FTE			2579.1
Past year + current year allocation			3384.0
% of allocation target attained to date			76.2%
Add'l FTEs to meet minimum 96%			669.5
Add'l FTEs to meet target 100%			804.9
FTEs over target - 1st year			183.1
FTEs over target - 2nd year			

BIG BEND COMMUNITY COLLEGE

Date: 9/07/10

ITEM #3: CONSENT AGENDA (for action)

- i. Donation

BACKGROUND:

Intuit Quincy Data Facilities Manager Mr. Dave Breland recently contacted Big Bend Technology to donate ten server racks. This generous donation will be a great benefit to Big Bend Community College's Technology Services.

Prepared by the President's Office.

RECOMMENDATION:

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

Date: August 13, 2010

To: Gail Hamburg, Vice President

From: Zachary Geesaman, ITS IV

Re: Donation of Used Server Racks

Mr. Dave Breland, Manager, Quincy Data Center Facilities Intuit Inc. called to inform me that 10 server racks have been donated by Intuit to Big Bend Community College. Server racks are metal structures that allow us to efficiently store and use our server computers. If purchased new, these structures would be between \$600 to \$1,000 dollars each. This is a significant savings to BBCC, and should allow us to avoid buying additional server racks for 10 years or more.

I recommend that we accept this generous donation, as it will benefit Big Bend Technology.



July 6, 2010

Big Bend Community College
Moses Lake, WA 98837

Dear Zachary:

Intuit continually tries to find ways to give back to the community. Recently we came into possession of several server racks from one of our other facilities. These racks are in excellent condition but do not meet our Quincy Data Center needs. By this letter we are donating to the college, four Net Apps racks and six HP racks. Used racks similar to these have been selling on E Bay for approximately \$150 each plus shipping. We hope that these racks will be of beneficial use to the college.

Thanks for helping us help you. If you need any further assistance, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "Bruce Eisele".

Bruce Eisele
Senior Manager
Quincy Data Center

BIG BEND COMMUNITY COLLEGE

Date: 9/07/10

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

Dr. Jim Hamm (Science/Physics)
Shawn McDaniel (Welding Instructor)
Scott Richeson (Sociology Instructor)
Jerry Wright (Industrial Electrical Technology Instructor)

BACKGROUND:

During the March 2, 2010, Board meeting, Dr. Jim Hamm, Math & Science Instructor, was awarded Exceptional Faculty funds (\$2,000) to attend the American Association of Physics Teachers (AAPT) in Portland, Oregon July 17-21, 2010. He also attended the Astronomical Society of the Pacific meeting called "Cosmos in the Classroom" in Boulder, Colorado August 2-4, 2010. Dr. Hamm will describe his experiences at these educational meetings for the Board.

During the May 25, 2010, Board meeting, Shawn McDaniel, Welding Instructor, was awarded Exceptional Faculty funding (\$2,000) to attend an Ultrasonic Weld Inspection training. Mr. McDaniel will share his experience from the training.

During the May 25, 2010, Board meeting, Scott Richeson, Sociology Instructor, was awarded Exceptional Faculty funding (\$1,220, he also received \$500 from Instructional Council) to attend a community college workshop at CWU this summer. The workshop subject matter is centered on assessment, instructional technologies and teaching skills. Mr. Richeson will discuss the workshop.

During the May 25, 2010, Board meeting, Jerry Wright, Industrial Electrical Technology Instructor, was awarded Exceptional Faculty funding (\$1,720) to attend a community college workshop at CWU this summer. The workshop subject matter is centered on assessment, instructional technologies and teaching skills. Mr. Wright will discuss the workshop.

Prepared by the President's office.

RECOMMENDATION:

None

Report on Exception Faculty Award Activity for Jim Hamm, July and August 2010

For my Exceptional Faculty Award I traveled to meetings of two teaching organizations, the American Association of Physics Teachers (AAPT) and the Astronomical Society of the Pacific (ASP).

From July 17th through the 21st I attended the AAPT meeting held in Portland, Oregon. I stayed in a dormitory at Portland State University, where I attended half-day workshops for the first two days of the meeting. The remainder of the meeting was held at a hotel in downtown Portland, with numerous talks and workshops held simultaneously. Fortunately the meeting rooms were close together, so I was able to leave a talk in one room at 9:50 and make it to a talk in another room at 10:00. It was something like being a student again, except that the schedule changed daily. I had a chance to hear talks on current research in physics, ideas for teaching topics in more effective ways, and at the vendor's booth area I was able to meet the author of my physics and astronomy textbooks, and made arrangements to attend a lunchtime workshop on the online homework system I'll be trying out this fall. It was a busy five days.

In late July I traveled to Boulder, Colorado for the ASP meeting, held at the University of Colorado. The meeting began on August 1st in an informal way, with a hike up into the Flatirons led by a geologist. That night there was a meet and greet social hour, with a planetarium presentation. The next three days were filled with activities similar to the meeting I had attended in Portland, but geared toward astronomy (although there is a good deal of overlap between the two fields). I was able to learn of some online resources for teaching astronomy that I hadn't even dreamt of, some of which I will be able to incorporate in the coming quarter. I met one of the astronomy teachers from CBC, and hope to do some collaboration with them using their observatory.

Following the ASP meeting I came home by way of Bryce Canyon, Utah. I had made arrangements with a ranger there to do some photographing of constellations from one of their overlooks. Unfortunately, the weather did not cooperate.

Shawn McDaniel
EFA Report

Throughout my career in the welding industry, I have worked around, experimented with, and been impressed with the art of ultrasonically inspecting welds. Until I received the exceptional faculty award, I had not been in a position to pursue formal classroom education on this method.

My training took place at The Quality Training Center, in Portland, Oregon during the first two weeks of August. During the training, I updated my knowledge to better enable me to instruct my students in this method that employers in the area use to evaluate welds. I learned the specific details and theory of ultrasonic testing in the classroom, which I then applied in a lab setting. While in the lab, I scanned a variety of simulated welds to ascertain acceptability in accordance with numerous construction codes that my students' welds must typically conform to.

I had the opportunity to network with the other students enrolled in the program. Some of the attendees were from industry. Other students worked in the testing field. One student was a Dean at Clark College desiring to learn more about ultrasonic to enable him to offer classes at his school. These contacts often prove beneficial in placing students in industry.

I succeeded in the class, and learned a great deal of information. I passed both examinations, with a score of 85% on the first, and 95% on the second level. This updated knowledge will allow me to share a great deal of information with my students.

In conclusion, it is important to me to remain current in the welding and testing industry. My familiarity with current trends allows me to share this knowledge with my students to better prepare them for their future in welding and fabrication careers. The receipt of the Exceptional Faculty Award has been a wonderful tool toward this goal. I would like to thank the board for this experience.

Submitted by Shawn McDaniel

Scott Richeson's Exceptional Faculty Report to the Board

An Exceptional Faculty Award allowed me complete the Community College Teaching Certificate Program offered at the Ellensburg Campus of Central Washington University August 2 – 13, 2010. The main purpose of this program was to prepare participants for what to expect and how to succeed as a teacher in the community college classroom. The program included the following sessions: (1) Becoming a Successful Community College Faculty Candidate, (2) Instructional Technologies, (3) Assessment, and (4) Teaching in the Diverse Classroom. All programs were run as hands-on workshops and met from 9:00 to 4:00 (six hours per day). The workshops were taught by experienced community college instructors or administrators.

During this program, I was able to update my knowledge in several areas that will be helpful to my classes here at Big Bend Community College. Much of the information I gained from this workshop was specific tips and strategies for teaching. Some of the information turned out to be immediately useful, while other aspects will be beneficial later on. Here are some of the specific items (suggestions) I believe will be immediately useful in improving my teaching effectiveness.

- Incorporate some of the pre-made PowerPoint slides from textbook supplies into my lectures. This can save time when I am searching for a good photo or chart to explain/illustrate a sociological topic or concept.
- Discourage students from “rushing the instructor” after class with detailed questions. Instead, I should encourage them to visit my office and discuss these matters in greater length. A suggestion was to schedule (and require) “student-teacher conferences” for major projects or papers. Better students tend to voluntarily take advantage of office hours, but others need to be prompted to get the extra help.
- Use specific software programs (Firefox and download-helper) to download YouTube videos and embed them into my PowerPoint lectures. This will eliminate “dead links” and bandwidth problems. This will be helpful for both my ground lectures and my online classes.
- When working with PowerPoint, I should use the “animate feature” to bring in list items one-by-one. Also, I should keep the slides short, not more than seven bulleted items per slide. In the past, my slides have been too long.
- I should consider recording narrations for PowerPoint slides and posting them on the Angel website. This will require some new hardware and software, but is quite feasible.
- I learned a lot of useful hints about the Angel system. One especially useful hint was how to set access to quizzes (making them viewable) versus interaction (which enables quiz completion). I also learned what a lot of system settings meant – which I had previously not known. In the past, I had wasted time in “trial-and-error” efforts in setting up the class site. Now I know precisely what each feature does and how to use it.

- I was reminded and encouraged to see teaching as an opportunity for student involvement. Class time should be considered “learning activities” as opposed to lectures. Rather than just asking students, “Did you understand that,” I have learned to request students to provide a brief written summary of any “muddy points” they have after a lecture. We were told that this method is better at getting useful feedback.
- As for syllabi, I was reminded to include a clear policy on late assignments, extra-credit opportunities, and a statement on accommodation for students with disabilities.
- In terms of assessment, we discussed giving students more opportunities for feedback on items that are actionable. This discussion prompted me to enable and require “peer feedback” in my upcoming classes. Specifically, I will require students to use the Angel system to provide critiques of others writing (the rough drafts).
- We discussed how the Angel system is very useful for providing immediate feedback to students on their current course grade. In the past, I had posted grades only to the online section and used the Angel site for the ground sections as document storage only. I now intend to post grades online for all my classes.
- We discussed the differences between formative assessment and summative assessment. The important thing is to spend more time giving students feedback on items that will lead to their improvement (and less feedback on final projects/papers, which they have no further opportunity to revise). In the past, I had been spending too much time giving detailed feedback on items that were “final,” in the sense that no revision was possible.
- We discussed the many options for grading rubrics and I decided that it would be very useful to develop one for my oral presentation project. Specifically, I intend to succinctly describe what are the major elements for the grades of A, B, C, D, and F. Students need to get more clarity about that and my previous description was simply too long and rambling.
- As for in-class discussions, I was reminded to inform students exactly what we will be discussing during the next class session. In other words, it is important to prepare students for discussion rather than surprise them with a topic.

Of course, there was much more that I learned throughout these workshops. The topics mentioned above are ones I starred in my notes as being immediately useful.

Thank you for this opportunity.

Sincerely,



J. Scott Richeson

Jerry Wright's Exceptional Faculty Report to the Board

On August 2-13, 2010 an Exceptional Faculty Award allowed me to attend the Community College Teaching Certificate Program at the Campus of Central Washington University at Ellensburg.

Although the class was designed for recent graduates and adjunct instructors looking to be qualified as full-time tenure-track instructors, as someone who comes from industry with few academic credentials the class was recommended so that I could strengthen some of my teaching skills. In this, the class succeeded admirably.

The program instructors for this two week program were all Community College Instructors with many years in academia, and as such were well qualified to help the various people who attended. The first three days were aimed at increasing our skills with new instructional technologies. We learned better techniques with Power Point, various Web2.0 programs, and effective use of Angel. The next two days helped us to understand the requirements for being a successful Community College Full-time Faculty candidate. We learned the appropriate processes for planning and executing an effective academic job-search as well as writing resumes and CVs, and what to expect at an interview. Working with community college instructors as well as our fellow students looking for positions was well worth the time.

Week two took us into the Assessment workshop for three days. We learned about formative and summative assessments, both assessing and being assessed, and how assessment leads to improved curriculum, teaching, and learning. I found this exceptionally valuable, as assessment tools will help me do a better job of helping students attain the skills they need in a professional-technical environment.

Lastly, we had two days on "Teaching in the Diverse Classroom". As Big Bend is quite diverse, from a cultural, racial, and gender-based standpoint, I found this session quite useful, and the techniques and appropriate concepts for handling what have been very sensitive issues will be helpful.

All in all, I found the two week series of workshops quite valuable, the instructors knowledgeable, and the campus very conducive to learning.

Without the Exceptional Faculty Award, it would have been difficult to attend, and so I thank the Board for this opportunity.

BIG BEND COMMUNITY COLLEGE

Date: 9/07/10

ITEM #6: 2009-14 AMP Outcomes Report (for action)

BACKGROUND:

The third comprehensive report of the 2009-2014 Academic Master Plan (AMP) is titled **OUTCOMES**. This report is a compilation of the previous reports **1 ACCESS** and **2 PROGRAMS**, and comments and feedback from the AMP Committee, President's Cabinet and the Board of Trustees. This report summarizes our second year efforts at achieving the outcomes of the AMP, cites data which supports our efforts at achieving the major outcomes, and identifies yet to be completed plans and strategies for year 3 (2010-11).

Prepared President Bonaudi and Dean Valerie Kirkwood.

RECOMMENDATION:

Prepared President Bonaudi and Dean Valerie Kirkwood recommend acceptance of AMP Outcomes Report.

BIG BEND COMMUNITY COLLEGE

Date: 9/07/10

ITEM #7: Board Policy 1000.3 Naming of Facilities (for information/action)

BACKGROUND:

Baseball Coach Donnie Lindgren is planning a fund raising event on September 25. Following the alumni baseball game, there will be a dinner and auction. He would like for one of the auction items to be naming rights for the baseball field for one year. Per Policy Governance 1000.3 Governance Process 7 Naming of Facilities:

GP – 7 Naming Of Facilities

The Board retains its right to name and rename college buildings and facilities as an appropriate honor to individuals and organizations for friendship, service and support of the college.

- 1. The Board will also approve the naming of buildings and facilities according to the wishes of a donor who has met the schedule of financial support for the various capital projects of the college. The schedule of naming opportunities will be set in Administrative Process AP1020 .**

The Board is being asked to consider amending BP1000.3

- 1) to allow for short duration naming opportunities; and/or
- 2) to delegate short term naming opportunities to the President

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/7/10

ITEM #8: 2010-11 Proprietary Budgets (for action)

BACKGROUND:

VP Gail Hamburg will review the 2010-11 Proprietary Budgets for Board approval. The Board will have had the opportunity to review the budgets in detail during the Board Study Session prior to the regular meeting.

Prepared by VP of Finance and Administration Gail Hamburg.

RECOMMENDATION:

President Bonaudi and VP Hamburg recommend the Board approve the 2010-11 Proprietary Budgets for Big Bend Community College as presented.

BIG BEND COMMUNITY COLLEGE

Date: 9/07/10

ITEM #9: President's Evaluation (for information/action)- The Board will adjourn to executive session

BACKGROUND:

The Board will discuss the President's annual evaluation.

RECOMMENDATION:

The President is the Chief Executive Officer of the college of Big Bend Community College District 18, reporting directly to the Board of Trustees, and serving at the pleasure of the Board.

BOARD RELATIONSHIPS

The Board of Trustees of Community College District 18 shall delegate to the President of the district the executive responsibility of administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. In the initiation and formulation of district policies, the President shall act as the professional advisor to the Board.

ORGANIZATION AND LEADERSHIP

- A. It shall be the duty of the President to act as chief executive officer of the college and to be responsible for the performance of duties by all subordinate personnel. The President shall be responsible for carrying out such duties and responsibilities required by state law.

The President is expected to be visible in the community and to represent the college to all constituencies via his attendance at official and social events, locally, nationally, and internationally. The President is expected to act as a liaison to the BBCC Foundation. The President shall also perform such duties and responsibilities as may be assigned or delegated by the Board or as may be set forth in the administrative policy or directive of the institution concerning duties of the President.

The President shall at all times keep the Board fully informed of all activities at the district, especially those activities or issues which cause apprehension regarding: the functioning of personnel; budgetary problems; and over-or-under-enrollment of students; and shall provide to the Board special reports or other items of information requested.

- B. The President provides guidance to the Big Bend Community College Foundation to align Foundation activities with college goals and plans, and also serves as a voting member on the Foundation Board of Directors.
- C. The President shall establish and maintain an adequate public relations program.
- D. The President shall coordinate and cultivate relationships with the various college communities, public schools, and residents of District 18.
- E. The President makes policy recommendations to the Board concerning all matters which affect the college.

- F. The President has the authority to establish rules and regulations governing routine matters.
- G. The President coordinates the preparation of an annual budget for submission to the Board, and makes any recommendations to the Board for budget changes as required by Board policy.
- H. The President is authorized to act as the sole authority to close the college or any part of the college in emergency situations, and to take any action necessary to continue the program of the college, in a manner which protects the health and safety of the students and staff.

PERSONNEL

- A. The President serves as the appointing authority for the college, providing the leadership to sustain the District's affirmative action plan and EEO posture.
- B. The President coordinates and/or serves as the District's negotiator/representative in all personnel matters.

PERFORMS OTHER DUTIES AS ASSIGNED BY THE BOARD

BIG BEND COMMUNITY COLLEGE

Date: 9/07/10

ITEM #10: Board Retreat/Policy Governance/Board Self-Evaluation
(for information/action)

BACKGROUND:

The Board Administrative Retreat was held Wednesday, August 25. This is an opportunity for the Board to make comments regarding the retreat.

Following the summer retreat, the Board takes action on several elements of its own evaluation, usually within the next one or two meetings. Elements of the self-evaluation typically include the following as action items:

1. Statement regarding self evaluation.
2. Statement regarding 2010-11 Board Goals.
3. Statement regarding possible modification of Board Policy.
4. Statement regarding the 2010-11 President's evaluation process.

RECOMMENDATION:

President Bonaudi and Dean Kirkwood recommend the Board take action on the above items.

Big Bend Community College

Board of Trustees Goals 2010-11 DRAFT

underlined & italicized=new wording

The board will involve itself as a body in working to achieve the following goals:

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

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

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

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

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

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

RESOURCES – *The Board will establish and maintain policies that pursue funding for programs, capital improvement, personnel and equipment.*

The 2009-10 sample Board activities:

Attendance and participation in college ceremonies and activities.

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

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

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

More Trustee training opportunities.

Organized and coordinated contacts with legislators regarding college issues.

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

Internal monitoring reports.

Outreach to the community regarding Board policies *outcomes*.

Succession planning for Trustees.

Multiculturalism & Cultural Enrichment

One approach to cultural enrichment, which was discussed briefly at the Board of Trustee's retreat, is to see multiculturalism as a skill, one which can be taught and learned. In this sense, individuals can build up a wealth of knowledge about different ideas, values and perspectives; they can examine their own values and assumptions; learn how to express those in positive and constructive terms; and compare their values and assumptions to those of other people.

A skills-based approach to cultural diversity allows both students and college employees to approach new situations and ideas with an attitude of inquiry and open-mindedness. In the workplace, it allows for customer service in which employees engage others with civility, openness and responsibility. Because this approach treats cultural knowledge and skills as teachable, it is often a very productive approach for an educational institution.

An institution that takes a skills-based approach to cultural enrichment would encourage programs and policies that move beyond simple knowledge of other cultures or groups. In terms of Bloom's Cognitive Taxonomy, that means the goal is to move beyond simple knowledge of other cultures or groups in order to practice application and analysis: to understand why someone else's worldview might be different than one's own, and to synthesize a variety of ideas and opinions to form a more in-depth understanding of our world and the people in it.

BIG BEND COMMUNITY COLLEGE

Date: 9/07/10

ITEM #11 Assessment of Board Activity (for action)

Northwest Commission on Colleges and Universities Standard 2.A Governance

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: 9/07/10

ITEM #12: 2011 Regular Board Meeting (for action)

BACKGROUND:

Proposed 2011 Regular Board Meeting dates:

January 4, 2011
February 22, 2011
March 15, 2011
April 12, 2011
May 24, 2011
June 28, 2011
August 9, 2011
September 6, 2011
October 18, 2011
November 29, 2011
No December 2011 meeting

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 9/07/10

ITEM #13 Next Regularly Scheduled Board Meeting (for action)

BACKGROUND:

The next regularly scheduled Board meeting is Tuesday, October 19, 2010, at 1:30 p.m. The October meeting has been moved to an evening meeting in the past. This year Star Night is scheduled for the evening of October 19. The Board could revise the November meeting to be held in the evening.

Prepared by the President's Office.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 9/07/10

ITEM #14: Miscellaneous (for information)

BACKGROUND:

September 7, 2010, BBCC Foundation Orientation Meeting report.

Weinstein nomination information.

WACTC meeting information.

Chair Katherine Kenison, President Bonaudi and Dean Valerie Kirkwood attended the Legislative Action Committee meeting Tuesday, August 31, in Seattle. Trustees Mike Blakely and Mike Wren joined them for the TACTC Fall Conference Wednesday, September 1.

RECOMMENDATION:

None.