

The Big Bend Community College Board of Trustees held a regular Board meeting on Tuesday, January 10, 2006, 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 10:00 a.m.

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

**2. Introductions** None.

**3. Consent Agenda**

a) Approval of Minutes for the regular Board meeting of November 22, 2005, and special Board meetings on December 15, 2005 at 9:00 a.m. and 5:30 p.m. (A); b) Assessment Update (I); c) Accreditation Report (I); d) Capital Project Report (I/A); e) Exceptional Faculty Award (A); f) Donation (A); g) BP8001 Smoking/Tobacco Policy Revision (A); h) Enrollment Report (I)

**MOTION 06-00:** Katherine Kenison moved to accept the Consent Agenda as presented. Cecilia DeLuna-Gaeta seconded the motion, and the motion carried.

**4. Remarks**

Public Comment – none

- a. ASB President AJ Mason said the ASB has raised \$314 at student dances for Katrina Hurricane Relief. The ASB hosted the Rose Bowl football game in the ATEC Conference Center for 60 people on January 4<sup>th</sup> and are sponsoring the “couch potato” again at the BBCC basketball games for \$30 which includes pizza and pop during the game. A Chowder and Chili Fest is scheduled today at 11:15 a.m. for \$2, with entertainment. Free ice skating and batting cages will be available to BBCC students on Thursday, January 12<sup>th</sup>, at the Larson Recreation Center.
- b. Margie Lane, Classified Staff Representative, reviewed the list of staff development attended by classified staff. The Christmas Potluck sponsored by the Classified Staff was attended by about 125 people and the Moses Lake High School Choir provided the entertainment and then everyone participated in building gingerbread houses which were subsequently displayed in the Library. The Classified Staff Awards Luncheon is on February 3<sup>rd</sup> this year and everyone is welcome to attend.
- c. Mike O’Konek, Faculty Association President, said the Faculty Association is donating \$200 to the BBCC Learning Childcare Center for whatever is needed. Shawn McDaniel, Welding instructor, received confirmation that the Welding Department is now a participating American Welding Society S.E.N.S.E. training organization, a national skills standard program administered through the American Welding Society. The BBCC Automotive Department and Jerry’s Auto Supply cosponsored a two-night training recently. Fran Palkovic, part-time Art instructor, has received notice that his biography is

to be included in 60<sup>th</sup> edition of Who's Who in America. Rie Palkovic, full-time art instructor, has been accepted at a Polytechnic University art show January 6 through February 17, 2006 with an online virtual tour of the Kellogg Art Gallery.

- d. Ken Turner, VP Administrative Services, reviewed the office moves that were accomplished during the winter break between classes. Mike Lang and staff moved to the second floor of Building 1400 and the Foundation moved its offices to the first floor. Preston Wilks, Dean of Arts & Sciences, moved his office and staff to Building 1600; Kara Garrett, Dean of Education, Health, & Language Skills, moved her office and staff to Building 1700 with the nursing program; Mary Shannon, Interim Dean of Professional & Technical Education, moved her office and staff to Building 3000 – Aviation. The Student Support Services program moved into the offices vacated by the instruction deans, giving them space for a tutoring lab as well. These moves have aided the upcoming Bookstore project very nicely. Office space was also made available for the new Title V staff positions.
- e. Mike Lang, VP Instruction/Student Services, invited everyone to attend the Nursing Open House today at 3:30 p.m. in Building 1700. VP Lang said work continues on a marketing plan for Big Bend. President Bonaudi said this becomes more important when looking at the fall enrollment report and we can see now that the winter quarter enrollment figures are low. He said the administrative staff is taking this matter very seriously and want to take positive action.

Mrs. DeLuna-Gaeta asked if there had been no marketing plan in the past. President Bonaudi said there is mention of one in the Academic Master Plan (AMP) but it has not been formally adopted. Effort is being made to get specific action in place for enrollment and to raise awareness of the college. We need to be seen as a more valuable resource in the community.

## **5. Ends Statement Monitoring Report E-4 Student Achievement**

President Bonaudi said this is the third round of this report and we continue to make progress in areas where we have had challenges. Valerie Kirkwood, Director of Institutional Research & Planning, said the bolded print in the report indicates new information as of this year and the italicized notations are those things that are challenges being addressed.

Ms. Kirkwood reviewed the tools used to gather the information presented in the report. The number of academic graduates has increased this year. The Tech Prep program has been a positive impact on additional enrollment. We want to determine the impact the ABE and ESL programs are having on completion rates. The report notes that Professional Technical students have good employment rates. There was indication from the professional technical students that they want more placement services and financial resources. However, we are running more night classes now and we have employment services on campus, so it appears we need to do a better job of getting this information to the students.

Doug Sly, Executive Director of the Foundation, with reference to AMP E-4.7.2 on Fundraising, said the Foundation is a very active partner for financial resources. The Foundation started the Access to Good Health campaign in 2005 and have a \$18,000 fund set aside in the Vaughn Downs Scholarship for nursing educators, which will help a nurse get his/her Master's degree. The Leah Layne Foundation has donated \$10,000 to help nursing students buy textbooks and 10

students received \$1000 for books this year. The Foundation has received \$45,000 in cash and pledges toward the \$60,000 purchase price for a computerized mannequin called the "SimMan" and hopes to accomplish this goal before summer. Some nursing scholarships have grown and there have some new ones established, such as the \$20,000 Helen Heinemann Nursing Scholarship. The Foundation will offer 20 new scholarships for returning students with funds raised through its "Cellarbration!" dinner and auction event. There are now a total of 63 scholarships, with indications for three more in 2006. The Foundation's total income for 2005 was approximately \$794,444.

Gail Hamburg, Director of Business Services, reported that her office is working cooperatively to move labs fee to an actual cost basis fee per AMP E-4.7.1, which is a very involved process. The CDL and Aviation programs have already converted to the actual cost fee basis and the Nursing lab will convert to this process later this year. This process includes looking at normal and recurring expenses and equipment purchases to establish the initial cost basis, which requires analyzing all of a department's expenditures. Eventually the Art, Chemistry, Automotive, Welding and AMT programs will move to a lab fee based on actual costs.

Ms. Kirkwood said Tab 7 of the monitoring report summarizes development and training sessions attended by staff and is put together by the Human Resources office.

Mr. Blakely asked if Ms. Kirkwood has gathered information from former students five years after leaving Big Bend. Ms. Kirkwood said it has been her experience that the return rates drops significantly after just three years. She typically will wait at least one year to survey the former arts and science students in order to give them a chance to get into the four-year college routine and will wait six months to survey the former professional technical students. Mr. Blakely said this was an excellent monitoring report; the level of satisfaction from former students is high and he would like to see this emphasized in the community.

Mr. Holloway inquired about the 18% wage increase posted on page 19 for Dental Assistant. Ms. Kirkwood said she would assume that person probably worked throughout the college year that they attended the course. Mr. Holloway said the material presented in the monitoring report was excellent and agreed with Mr. Blakely that it should be shared with more people than just the Board.

VP Lang referred to the weekly Viking Bulletin noting the several services made available to the students that are posted to this publication including transfer opportunities, scholarship information, career assessment, student employment, etc. President Bonaudi commented that it is an ongoing problem to get the services the college offers out to the students. When we receive comments of what is needed we always review what could have been done better.

Mr. Blakely asked if the issue of transferring credits successfully to four-year institutions is improving. President Bonaudi said this situation has been improving and is directly related to diligence on the student's part to communicate with the institution he/she wants to transfer to, which is particularly important for those who self-advise. There are transfer guides available to students across the state and with proper advising students will be aware of this. VP Lang noted that sometimes students make decisions to take courses that do not transfer.

Mr. Holloway asked about the status of the statewide effort to synchronize course numbering. Candy Lacher, Dean of Enrollment Services, said the community and technical colleges are

starting to incorporate the new course numbering plan this summer and hope to have it fully in place by fall 2007.

Preston Wilks, Dean of Arts & Sciences, is actively working on several career pathways for students transferring to a four-year school. He said the legislature has asked higher education to develop a minimum of four degree pathways that articulate from community and technical colleges to baccalaureate schools. The first degree pathway was the nursing degree pathway, which Big Bend now offers. Mr. Wilks and Jim Hamm, Physics instructor, are now working on an engineering degree pathway.

Mr. Ramon said he recognizes that students are not always certain of what classes they want to take, very often change their minds, take classes they think will transfer, and then find out later that the credits are not applicable to the future classes they need; all of which are decisions made by the student.

**MOTION 06-01:** Katherine Kenison moved to accept the 2005-06 Monitoring Report E-4 Student Achievement, with thanks to staff. Mike Blakely seconded the motion, and the motion carried.

Mr. Ramon called for a five-minute break at 9:55 a.m.

#### **6. Assessment of Board Activity Report**

Mr. Holloway attended a Grant County PUD meeting; a Board and Commission training session in Olympia and the Governor's Reception at the Governor's Mansion; the BBCC CDL Graduation ceremonies; the State Audit Exit Interview; and talked to a community member about taking flight training at Big Bend. Mr. Holloway also attended the BBCC/Quincy School Board meeting in Quincy, President Bonaudi's Holiday Open House, fiber active meetings in Moses Lake, an AgFarmation meeting in Quincy, an IPCI board meeting in Seattle regarding locating a pilot plant at Big Bend, and he attended a business class as a student at Big Bend throughout the fall quarter, as well.

Mr. DeLuna-Gaeta said she attended the Board and Commission training seminar in Olympia and the Governor's Reception. Maureen Roylance, a teacher for the BBCC Preschool in Othello, has invited her to attend a parent board meeting on the first Monday of each month. Mrs. DeLuna-Gaeta said she plans to attend the February meeting.

Mrs. Kenison had opportunity to make several community contacts and talked to people interested in various college programs such as aviation, running start, remedial program, worker retraining, CDL, the ATEC building and the library. She noted the publicity of the CDL program has been very good lately.

Mr. Blakely reported that he met with Quincy School District Board member, Lisa Mickelson, regarding distance learning opportunities. He also talked with a student about attending college full-time rather than working. He attended the CDL graduation; the Board meeting with the State Auditors; and the Quincy School District Board meeting; President Bonaudi's Holiday Open House; and donated to the Chuck Huston Scholarship.

Mr. Ramon attended the Board and Commission training seminar in Olympia and the Governor's Reception, wherein he met several other board members throughout the state. He also attended the CDL graduation; met with the BBCC Foundation committee he chairs to solicit

funds for the Foundation's "Cellarbration!" event and to get donated items for the auction. Mr. Ramon talked to a new Foundation board member who said he was impressed with the services offered to students at the college and the goals the staff is committed to in helping students to succeed.

#### **7. BBCC Foundation Report**

Mr. Sly said the Trustees' Scholarship Fund has grown to a market value of over \$12,500 in less than three years. He asked the Board if it wanted to offer two scholarships now; the fund is strong enough to support continued growth. The Board quickly reached a consensus to offer two scholarships at \$500 each for part-time students.

Mr. Ramon said the individual Board members contribute their per diem checks they receive to attend the Board meetings to the Trustees' Scholarship Fund. Additionally, the Holloway family has made donations to the Foundation for scholarships as well as the SimMan project. The individual Board members have also met his challenge of matching funds for the SimMan.

Mr. Ramon said the Foundation Board is soliciting funds to purchase items for its annual auction during "Cellarbration!" to support the ongoing fundraising for scholarships. He asked the Board to consider doing one donation representing the whole Board with \$100 from each member and said he would be contacting each Board member individually regarding this project. He noted that the BBCC Foundation is working very hard to make sure financial aid is available to its students, which the Trustees' Scholarship promotes. He thanked the Board and the college staff for their ongoing efforts. He would also like to see this information get in the newspapers so people in our district can see that our efforts are continuous and producing results and that their support is needed to be sure the Foundation grows.

Mr. Sly said he has been contacting the faculty and deans in the professional technical programs about the 20 new scholarships that have been started for returning students as he would like to see these students get an application for these funds. Mr. Blakely said this is a niche often overlooked; he would like to see those people in Quincy who have received scholarships listed in the newspapers. This may be an outreach the Board members could pursue to get this information out to the communities in our service district. He asked how Big Bend compares with other schools in providing scholarships. Mr. Sly said Sherry Keeler, Director of Financial Aid, comes from Central Washington University and has been surprised at the number of scholarships we provide compared to a four-year school.

Mr. Ramon asked Ms. Kirkwood to recap the household income in Grant County. Ms. Kirkwood said the median income in Grant County is \$18,000 and in Adams County 15% of the people are considered to be in poverty. There is a dire need in this area for scholarships. Mr. Ramon noted that at least 60% of the population is in need of financial assistance.

#### **8. Next Regularly Scheduled Board Meeting**

**MOTION 06-02:** Mike Blakely moved to schedule the next regular Board meeting on Tuesday, February 28, 2006, at 1:30 p.m. Bob Holloway seconded the motion, and the motion carried.

**9. Misc.**

President Bonaudi said the joint Board meeting with the Quincy School District was very productive. There was a great exchange of information between Big Bend and the Quincy staff. He is looking forward to a follow-up meeting and having the Quincy School District Board of Directors visit the Big Bend campus.

Mrs. Kenison noted that there were a few principals and staff in Quincy who had expressed an interest in follow up information with the BBCC staff and asked if that had been accomplished. Kara Garrett, Dean of Education, Health and Language Skills, said there has been follow up with the Quincy staff on the Family Literacy information. President Bonaudi said he has written to Superintendent Roger Fox thanking him for their hospitality, and reaffirming our desire for Quincy staff to follow-up on issues raised, by indicating college contact person for each area of interest.

Mrs. Kenison said that in light of recent events in the Wilson Creek School District the BBCC Board may want to contact the new superintendent there in a few months. (It was noted that Wilson Creek School District Superintendent, Bob Nolan, passed away unexpectedly). President Bonaudi said he will be very affirmative with school districts in restating our offer to them in following up with this particular Board project. He has been in contact with the Royal City School District and hopes to schedule a meeting with them.

Mr. Blakely thanked the Board and staff for attending the joint Board meeting in Quincy; the college was well represented.

Mr. Holloway said he was impressed with Quincy's representation of the work they are doing in the area of math for their students.

President Bonaudi reported that Earl Hale, Executive Director of the State Board for Community and Technical Colleges (SBCTC) is retiring and his replacement is Charlie Earl, president of Everett Community College. He is pleased with the appointment of Mr. Earl as he is easy to work with and comes to the SBCTC with a community college background, as well as a non-educational background working for county government and in various political arenas.

The new EWU president, Dr. Rodolfo Averado, is the first Latino in Washington for a university. President Bonaudi said he will try to make contact with him soon and invite him to the BBCC campus.

President Bonaudi said the probationary and tenure faculty files are scheduled for Board action at the February Board meeting. The probation and tenure files will be ready for Board review by the end of January.

President Bonaudi will meet with the Chancellor David Lemak of WSU Tricities, on Wednesday, January 18<sup>th</sup>, at 10:00 a.m.; Dr. Lemak is also the featured speaker at the Rotary meeting at noon. President Bonaudi is working with WSU Tricities to help them develop the direction they want to go as an additional baccalaureate opportunity for residents in Tricities and in our service district.

The Trustees Association for Community and Technical Colleges (TACTC) Winter Conference is scheduled on February 12-14, 2006 in Olympia. The Board was asked to advise the President's Office about individual attendance at the earliest opportunity.

The annual Winter Serenade event in the ATEC building is scheduled for January 28<sup>th</sup>. Wine tasting is at 4:30 p.m.; dinner is at 6:00 p.m., music and dancing begins at 8:30 p.m. Tickets are \$100 each and all money raised will be used to support the ATEC building.

**10. Adjournment**

**MOTION 06-03:** Katherine Kenison moved to adjourn the meeting. Bob Holloway seconded the motion, and the motion carried.

The meeting adjourned at 11:40 a.m.

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Felix Ramon, Chair

ATTEST:

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William C. Bonaudi, Secretary