

Big Bend Community College

Board of Trustees Regular Board Meeting



**Thursday, January 12, 2012
1:30 p.m.**

ATEC
Hardin Community Room

**Community College District No. 18
7662 Chanute Street NE
Moses Lake WA 98837**

Winter 2011 Campus Events

January						
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
21	22	23	24	25	26	27
28	29	30	31			

February						
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			

January	4	Winter Quarter Instruction begins
	7	Women's Basketball vs. CC of Spokane; DeVries Activity Ctr; 2:00 p.m. Men's Basketball 4:00 p.m.
	10	ASB Chilifest; Masto Conference Ctr; 10:30 a.m.
	12	Board of Trustees Meeting; Hardin Room; 1:30 p.m
	12	BBCC Foundation Board Dinner & Meeting; Hardin Community Rm; 6:00 p.m.
	14	Women's Basketball vs. Wenatchee; DeVries Activity Ctr; 2:00 p.m. Men's Basketball 4:00 p.m.
	16	Martin Luther King, Jr. Holiday, Campus Closed
	25	Women's Basketball vs. Columbia Basin College; DeVries Activity Ctr; 6:00 p.m. Men's Basketball 8:00 p.m.
	26	ASB Free Ice Skating & Batting Cages, Larson Rec Ctr, BBCC Students
February	4	Women's Basketball vs. Yakima Valley Community College; DeVries Activity Ctr; 2:00 p.m. Men's Basketball 4:00 p.m.
	8	ASB Singles Pool Tournament; 1400 Game Room; 2:15 p.m.
	10	Women's Basketball vs. Treasure Valley Community College; DeVries Activity Ctr; 6:00 p.m. Men's Basketball 8:00 p.m.
	11	Women's Basketball vs. Yakima Valley Community College; DeVries Activity Ctr; 2:00 p.m. Men's Basketball 4:00 p.m.
	18	Women's Basketball vs. Walla Walla Community College; DeVries Activity Ctr; 2:00 p.m. Men's Basketball 4:00 p.m.
	18	Columbia Basin Allied Arts "King Arthur's Quest" Wallenstien Theater; 7:00 pm
	21	Phi Theta Kappa Induction; Masto Conf Ctr; 4:00 p.m.
	23	Board of Trustees Meeting; Hardin Room; 1:30 p.m
	23	ASB Free Bowling BBCC Students; Lake Bowl; 10:00 p.m.
	27	Spring Quarter Registration



Left to right: Dennis Johnson, Vice President; Harrison Rackley; Bill Rowell.

Tom O'Hara; Jean McFadden, Treasurer; Sally Dunn, Secretary; Gene Cook, President.

**First BBCC Student Government Officers
1962-63**



Big Bend
Community College

COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE

7662 Chanute Street
Moses Lake, Washington 98837
Regular Board Meeting Agenda
Thursday, January 12, 2012, 1:30 p.m.
ATEC- Hardin Community Room

	Action	
<i>Governing Board Members:</i>	A	1. Call to Order/Roll Call Pledge of Allegiance
	I	2. Introductions
	I/A	3. Consent Agenda
		a. Regular Meeting Minutes November 30, 2011 (A)
		b. President's Activity Update (I)
		c. Student Success (I)
		Student Achievement Initiative
		Academic Master Plan
		d. Accreditation (I)
		e. Assessment Update (I)
		f. Capital Project Report (I)
	g. Security Update (I)	
	h. Human Resources Report (I)	
	i. Enrollment Report (I)	
	j. Legislative Update (I)	
	I	4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)
		a. ASB Representative – Shantel McCashland, Secretary
		b. Classified Staff Representative –Tana Richins
		c. Faculty Representative – Mike O'Konek, Faculty Assn. President
		d. VP Financial & Administrative Services – Gail Hamburg
		e. VP Instruction/Student Services – Bob Mohrbacher
		f. VP Human Resources & Labor – Holly Moos
	I	5. Community Knowledge Centers- LeAnne Parton
		----- BREAK -----
		Executive Session
	I/A	6. Probationary/Tenure Reviews Information-President Bonaudi
	A	7. Board Self Evaluation
	A	8. Assessment of Board Activity- Board
	A	9. Regularly Scheduled Board Meeting– Board
	I	10. Miscellaneous- President Bonaudi
	A	11. Adjournment

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

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

NEXT MEETING REMINDER – Regular Meeting February 23, 2012, 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: 1/12/12

ITEM #3: CONSENT AGENDA (for action)

- a. Regular Board Meeting Minutes November 30, 2011

BACKGROUND:

The minutes of the Regular Board Meeting Minutes November 30, 2011, are included for review.

Prepared by the President's Office.

RECOMMENDATIONS:

President Bonaudi recommends the Board of Trustees approve the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Wednesday, November 30, 2011, 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

Present: Mike Blakely
Katherine Kenison
Jon Lane
Angela Pixton
Mike Wren

2. Introductions

President Bonaudi introduced Stephen McFadden, Owner/Publisher of the Ritzville Adams County newspaper. Trustee Katherine Kenison is resigning and Mr. McFadden has been appointed as Trustee by Governor Gregoire effective December 1. Mr. McFadden commented it is his pleasure to serve on the Board.

President Bonaudi introduced the incoming Classified Staff Representative, Tana Richins. She will officially begin as representative December 1 after Kathy Aldrich steps down after years of dedicated service in this position.

President Bonaudi reminded everyone that this meeting was being streamed live on Mediasite.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes October 19, 2011 (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Capital Project Report (I); g) Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I).

Motion 11-45 Trustee Jon Lane approved the consent agenda with the addition of the enrollment report. Trustee Mike Blakely seconded the motion and the motion passed.

4. Remarks

a. ASB Secretary Shantel McCashland provided the ASB report.

ASB sponsored a Thanksgiving lunchfest with 315 people in attendance. This was followed by a very successful Bowling night with 125 students attending. Tomorrow a comedian will perform at 1:00 in the Mastro Conference center and there will be free pizza at 12:45. For those who can't leave their desks to come and watch, it will be shown on Mediasite.

There will also be a Craft Bazaar held in the Peterson Gallery tomorrow from 9 a.m. until 6 p.m. sponsored by the Nursing Club.

Monday, December 5 ASB will sponsor free pool all day for the students followed up with a Library Campout in the Peterson Gallery, where ASB will be serving pizza and soda to those studying in the library. ASB has been raising money by selling Killian Korn in the Activities Office.

ASB held a Blood Drive Friday, November 18.

Ms. McCashland announced that former ASB Programmer Susanna Sacht will be the new ASB Vice President next quarter.

Other club activities were also reported. The Soccer and Students Supporting Students Clubs helped out at the Moses Lake Food Bank during the Thanksgiving break. Phi Theta Kappa just finished up with their Silent Auction and will be sponsoring a Book Buy Back Bake Sale next Tuesday and Wednesday in the 1400 building. The Welding Club just returned from a Fabrication Conference in Chicago, Ill.

- b. Classified Staff Representative Kathy Aldrich reported 11 staff took advantage of six training opportunities.

Robin Arriaga and Karen Okerlund attended Health Care Authority Training on October 4 on campus.

Scott Carsey, Tony Lidbetter, Clint Hansen, Mark Rogerson, Eric Gruber, Kamela Mattson, and Sarah Hankins attended webinar trainings in their office for KACE jumpstart training on October 11, 18, 25, 2011.

Karen Okerlund attended a Payroll Personnel Management System (PPMS) Quarterly Meeting on October 21, 2011 online at BBCC.

Nancy Leach attended Grant Writing at the Northwest Association of Special Programs Fall Conference in Spokane, WA on October 22, 2011 She also attended Networking with fellow TRiO Staff for what is working for others, updates from the Council for Opportunity in Education, Department of Education, budgeting issues & key note speaker presentations at the Northwest Association of Special Programs Fall Conference in Spokane, WA on October 24-26, 2011.

Dina Moskvich attended "Washington Association for the Education of Young Children Conference" on October 27-29, 2011, at Bellevue Washington.

Ms. Aldrich invited everyone to the annual holiday potluck on December 9 at noon in the Masto Conference Center. Please bring a salad, main dish or dessert along with an unwrapped gift for BBCC's annual toy drive.

Ms. Aldrich thanked President Bonaudi and the Board for the rewarding opportunity to serve as the classified staff representative these last few years.

- c. Faculty Association President Mike O’Konek reported the faculty activities. “Wear Red for Education” was recognized statewide and here at BBCC by staff, faculty and students. Business Information Management Instructor Daneen Berry Guerin attended the Sloan-C International Conference sponsored by Title V. She attended workshops including: Google for Educators, Teaching Online, Faculty Presence in the Online Classroom, and more.

AMT Instructor Dan Moore was asked to participate on a committee by the Aircraft Maintenance Division, AFS-300 of the FAA to review and evaluate the new 14 CFR Part 147 in Washington, DC.

The high school automotive Skills USA students hosted a senior citizen free oil change and snow tire service on Saturday, November 12. Instructors Rich Archer and John Heflin set this up to work like a dealership shop. The students arranged for donations from the local automotive parts vendors. They publicized the event with fliers, encouraging seniors to call for appointments in advance. The participants received a free safety inspection including checking all fluids, brakes, lights, belts, hoses, checking for oil leaks and the basic engine condition. The students also installed snow tires including mounting and balancing when needed. A total of nine vehicles were worked on and only one did not have an appointment. The Moses Lake Chiefs culinary students program provided coffee and pastries while customers were waiting.

November 3 the automotive instructors and students attended the Seattle Auto Show featuring new automotive technology. Retirees Mike Lang, Chuck Cox and Mark Yosting also attended. The students were excited and they completed their assignments to report on their favorite new technology and emerging technology.

Philosophy Instructor Dennis Knepp wrote a chapter for *The Girl with Dragon Tattoo and Philosophy* book. He joins authors from MIT, Duke University and UC Berkeley and he is the only community college instructor published in the book.

Criminal Justice and Psychology Instructor Ryann Leonard attended the International Association of Campus Law Enforcement Administrators (IACLEA) webinar with others on campus to gain information about improving safety on campus.

Art Instructors Fran and Rie Palkovic received a National Endowment for the Humanities grant to attend a summer workshop at Black Mountain College at the University of North Carolina.

They studied the work of architect R. Buckminster Fuller, poet Charles Olson, potter/poet M.C. Richards, and the painter and Bauhaus art Instructor Joseph Albers. They will use this experience to enrich their classrooms.

Physics Instructor Jim Hamm and a few of his students set up an astronomy viewing for Midway Elementary 4th and 5th grade students and their families. They viewed Jupiter and it's moons and our moon. Lots of "wows" were heard.

Assistant Flight Instructor Joe McDougall reported some good aviation program news to Instructor O'Konek. There has been a 32% increase in first year students and a 25% increase in flight hours.

- d. VP Gail Hamburg reported the \$796,000 construction portion of the \$4.4 million STEM grant will have three phases over five years focused on the east wing of the math and science (1200) building. This will create a STEM center complex. STEM Director Andre Guzman is planning faculty field trips to similar complexes.

The Fairchild Air Force dorms and food contracts were extended by one week. The gym contract expires today. These contracts resulted in gross revenue of \$3.3 million, new buffet server, and updates to Viking Hall including AC, wiring, mattresses, washers/dryers, and fresh paint. The same improvements will made to Philips Hall. Students, staff and faculty enjoyed the service men and women on campus. VP Hamburg stated it took a great campus team to make this effort a success. She expects about 25% profit from the contracts. This was a good opportunity during tough financial times.

- e. VP Bob Mohrbacher stated as shown in the consent agenda on page five the student achievement points earned by BBCC decreased last year following the statewide trend. The largest dip was in basic skills with a large percentage the result of budget cuts and serving fewer basic skills students. President Bonaudi commented that there were 16 colleges that did not qualify for funding due to their points earned. Initially, this program was meant to help all colleges. This effort is gaining attention nationally as a way to measure value and effectiveness of institutions. Attaching more money to the points puts financial pressure on the mission of the college resulting in the budget driving the mission instead of the mission driving the budget.

VP Mohrbacher also reported that approval was received for the IBEST Nursing Assistant Program. He thanked Sandy Cheek, Heidi Summers, Katherine Christian and Cathy Erwin for their work in this process. All students are tested for eligibility and receive extra support if they get in.

Workfirst staff will be moving out of the 1000 building and into the Opportunity Center with ABE staff. This will be a more efficient arrangement. In the spring JATP students will use the 1000 building.

Approximately 63 JATP students are expected. VP Mohrbacher thanked Trustee Angela Pixton for the letter to the editor regarding the value of basic skills education.

Director Sandy Cheek shared that the BBCC IBEST CDL program, which started in 2004, was awarded the Governor's Best Practice Award in work force. This program provides a very effective route for students to move from low wage seasonal labor to better paying jobs. Director Cheek will attend the ceremony in Olympia in January. President Bonaudi congratulated Director Cheek and her staff.

- f. VP Holly Moos announced that Financial Aid Director Andre Guzman was appointed as STEM Director. This shift left the critical position of Financial Aid Director open. There is an applicant pool and the screening committee is in process. There are also other STEM positions opened to internal applicants.

Human Resources is also busy answering questions regarding insurance open enrollment issues. VP Moos thanked the ASB Officers for recognizing Veterans' Day, it was very special. Her department also sent out a campus wide e-mail recognizing and thanking all employees who are Veterans.

5. **Facility Master Plan**

VP Hamburg introduced the RGU architects Robert and Laurie Uhrich to present the Facility Master Plan (FMP). Ms. Uhrich described the information gathering process they used to prepare the FMP. They met with staff, faculty and student focus groups. They visited campus facilities several times during the past year and they met with stakeholders including: K-12 partners, and campus neighbors, the Port of Moses Lake and the Grant County Economic Development Council. She said BBCC staff provided all information requested. The FMP is a living document and it will evolve with each successful project completion. This document will be located on the website.

Ms. Uhrich said the focus group developed the goals and objectives of the FMP. They performed an environment scan and looked at campus space and how it is used. They also looked at the students, who they are, where they need to go and how to get them there with efficient facilities. The way students learn has changed. The group identified strategies for capital projects, renovations, developing partnerships, developing multi-purpose adaptable space and design standards and maximizing all resources. Capital funds are limited each biennium. They also looked at the state funding trends. Students said they attend BBCC for recreation and athletics. Ms. Uhrich said BBCC needs to pursue donations and partnerships through the Foundation.

Findings from the information gathering were shared. To bring professional technical education into the campus core was an important criterion. To develop/renovate the Allied Health Nursing Center was also important.

As education delivery changes with more online opportunities, facilities need technological improvements. Adult Basic Education is currently removed from the core of campus. The ABE students need to feel connected to campus. Everyone should have access to student services and the cafeteria. There is more need for resource centers to access instructors, peers, industry connections, and community development agencies in the form of a global learning opportunity center. Ms. Uhrich stated BBCC does a good job engaging with online classes. BBT Director Scott Carsey shared online classes technology with her. She noted that the technology is limited in that instructors can't move around and stay in camera view. BBT is working on tech upgrades to separate building issues. Another area identified for improvement is the campus border, so as to provide a sense of arrival on campus. BBCC is known as the "old base." Upgrading the grounds with each facility improvement is essential.

Mr. Uhrich said BBCC has made good attempts to make existing former Air Force buildings useful for instruction. He also recommended creating a zoning plan. In the next three biennia the FMP focuses on a professional/technical facility and an Allied Health building. A Global Learning Center in the campus center with classrooms, similar to ATEC and the library is a good growth project. The page titled Prioritizing Need provides a timeline of anticipated growth for the next 20 years.

The STEM Grant provides a good opportunity to upgrade on a smaller scale. Ms. Uhrich noted how proactive the staff are to respond to needs i.e. pursuing a well on campus as an option to city water.

Regarding the community using campus facilities, Trustee Angela Pixton said she recently attended a wedding reception in ATEC. It was beautiful and the staff took good care of the guests. Ms. Uhrich said if ATEC had more space the coordinator indicated more meetings could be accommodated and to bring in more revenue.

President Bonaudi said this is important information that can't all be absorbed today. He advised the Trustees could take their large binders home if desired and then return them when they're finished reviewing. He emphasized that we shouldn't take what exists now and relocate to a new building but improve and innovate for the future and make the facilities flexible. This item will be on a future agenda for formal action. Staff and community members also need to review this information and provide feedback. There have been facility master plans in the past that included a golf course and orchards. This document will be available on the website. It is important to be clear and strategic when competing for capital funds from the legislature. This FMP provides us with the best information to request funding and non-state funding. Grant opportunities show some capital dollars can come from non-state sources. In the future we may be using different funding models. The more articulate we are with our needs the more likely we will find funding. This will also be available on our website.

President Bonaudi emphasized Ms. Uhrich's description of groups that provide input to this collection of information.

Trustee Mike Blakely said we will be in a good position for funding if we get through this overall financial crunch.

Board chair Angela Pixton announced a 10-minute break at 2:25. The meeting reconvened at 2:35

6. Board Resolution 11-2

President Bonaudi stated the hard work of many people across campus led to the successful fulfillment of the Fairchild Air Force contracts. M&O Director Todd Davis, Director of Residence Halls Hugh Scholte, Business Office staff and other all helped with this effort led and negotiated by VP Gail Hamburg. That work could not have been accomplished by any other fulltime employee. The following Resolution of Excellence in Service was read into the record.

WHEREAS, Vice-President Gail Hamburg has responsibility for all administrative and financial services provided by Big Bend Community College, and

WHEREAS, Vice-President Gail Hamburg was presented with the responsibility of negotiating with the United States Air Force representatives from Fairchild Air Force Base, and

WHEREAS, said negotiations were to accommodate in excess of 130 Air Force personnel in the college dormitory known as Viking Hall, and the DeVries Activity Center, and

WHEREAS, said negotiations were also to address feeding at least 130 Air Force personnel in the ATEC Dining Commons for four meal services per day, up to seven days a week, and

WHEREAS, Vice-President Hamburg supervised improvements and services at Viking Hall, and

WHEREAS, changes in the allocation of space and schedules in the DeVries Activity Center for the use of Air Force personnel were also coordinated by Vice-President Hamburg, and

WHEREAS, the results of Vice-President Hamburg's negotiations with the United States Air Force resulted in net revenue for Big Bend Community College during a time of financial hardship, and

WHEREAS, said revenues will allow for similar improvements to Phillips Hall and create a contingency reserve for one-time operating budget expenditures,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Big Bend Community College do hereby acknowledge the efforts of Vice-President Gail Hamburg in the Fairchild Air Force Base project as in the finest traditions of service to Big Bend Community College, and

FURTHERMORE BE IT RESOLVED, that her efforts be recognized with this Resolution of Excellence in Service.

Motion 11-46 Trustee Mike Blakely moved to adopt the Resolution of Excellence in Service 11-2, Trustee Katherine Kenison seconded the motion. The motion passed.

7. BP 4001 Revisions

President Bonaudi indicated the revisions indicated for Board Policy 4001 clarifies the appropriate WAC and defines layoff. These revisions do not move Classified Staff closer to a layoff situation. VP Moos also noted the document should be a Board Policy not a Board Procedure.

Motion 11-47 Trustee Katherine Kenison moved to approve the revised BP4001 including the title change from procedure to policy. Trustee Jon Lane seconded the motion. The motion passed.

8. 2009-14 Academic Master Plan Revisions

VP Bob Mohrbacher reported that the AMP committee met this fall and worked with feedback gathered during the process of preparing for the outcomes report. It was noted that some outcomes were redundant or difficult to measure. The AMT committed suggested revising the outcomes as noted below and deleting C.3.

- A.1 Use of college resources improves student success.
- A.2 College contact with potential students leads to increase in targeted enrollments.
- A.3 Meet or exceed state FTE target.
- B.1 Students complete courses with a grade of passing or 2.0 GPA or better.
- B.2 Advising and counseling lead to improved student retention and success.
- B.3 Students persist to attain completions, certificates or degrees.
- C.1 Resource awareness and recruiting activities result in increased enrollment in specified groups.
- C.2 Utilization of technology and eLearning leads to student engagement and success.

If these revisions to the AMP outcomes are adopted the next step is to review the action plans for clarification and reorganization.

Motion 11-48 Trustee Katherine Kenison moved to approve the proposed revisions to the 2009-14 AMP for more clear, consistent language. Trustee Mike Wren seconded the motion. The motion passed.

President Bonaudi commented that the Trustees' work reviewing AMP data and providing feedback during the summer retreat is fundamental to driving the college. The AMP is derived from the Ends Statements and prioritizes how BBCC provides services to our communities as well as what we do in classrooms, labs, etc. He commented that he appreciates the focus at the policy level and then allowing college administration to move the effort forward.

9. **Board Self-Evaluation**

Individual members provided input on the self-evaluation.

Trustee Angela Pixton comments

BBCC is near and dear to each of us. We have experience with BBCC as students ourselves, faculty members, or administrative staff. At the Retreat when the Board evaluates the data and goals each Trustees brings their own perspective, expertise and views from different communities and family situations. The Trustees arrive at consensus for goal setting and overall it is very positive. The Board is forward thinking regarding their vision and objectives for the service district communities, BBCC employees and students, and success for the college for years to come. We all speak the same language and our goals are reflective of the Trustees' passion for the school.

Trustee Mike Blakely comments:

Our strengths are that we are an eclectic group of individuals who care about the students and communities we serve. We are all strong-minded in our own way, but we are always willing to listen to other points of view. We support each other and speak with one voice after any deliberation. As a Board we practice each of the goals we have established for ourselves. Some Board members have more strengths and connections in some of the areas than others. Each member has his or her particular strength, which balances the effectiveness of the Board. As a Board we are proud of our faculty, administration and staff, which makes BBCC an outstanding institution. Our climate is outstanding and we are unselfish with our resources. We need to be proud of the access we provide to all students and the constant improvement of their achievement. Business and industry partnerships are stable. However, they are all suffering from the same financial downturn as our institution. Overall, we function well as a board, even though there is always room for improvement. We are not as cohesive as we were several years ago because of the financial limitations, which limit our long-range vision. We are forced to survive for now, rather than plan expansions for the future. This phenomenon has taken its toll throughout the college, as well as with the Board of Trustees.

Trustee Mike Wren comments:

The ability for a Board to empower the staff to do their job is the most important thing the Board does. Setting good guidelines that are clear and measureable and then let competent staff do their jobs. He appreciates that Trustees get along and are willing to submit personal preference to the greater good as a whole. Trustee Mike Blakely is BBCC's biggest advocate and he shares with courage and passion. Having great people working at BBCC makes the Board look good.

Trustee Katherine Kenison comments:

She has had the opportunity over the years to work with many Boards.

She encouraged the Trustees to never underestimate the value of being a good Board. Enabling staff to do their jobs is the highest compliment to the Board. Dysfunctional Boards tear apart their organizations. BBCC has never had a front-page article about dysfunctional interactions. The Board is very valuable and extremely well functioning despite turn over in personnel and Trustees. The most significant thing the Board can do is speak as one voice and be a united front with the best interest of the institution and students we serve. We're doing a good job.

Trustee Jon Lane comments:

He commented he has a lot to learn and he is using his experience in public education however higher education is very different. This is a great Board with great leadership from President Bonaudi. The Board receives great information that helps the Board understand how the school functions. Reviewing large amounts of data helps with decisions. This is a diverse Board that represents the BBCC service communities well.

10. Assess Board Activities

Trustee Jon Lane reported that he attended a meeting with the Sister City Committee, Japanese Consulate, BBCC and the City of Moses Lake. He attended the Moses Lake Business After Hours. At the Chamber Response Team meeting they discussed the REC power outage issues and he also attended the EDC Board of Directors meeting. Trustee Lane met Dean Kirkwood and Director Cheek in Warden to honor the ESL Workplace Program at Lamb Weston. Dean Kirkwood said many of the employee students learn English at night after working all day. Long time employees have made considerable strides gaining promotions. The program really makes a difference to the employees and their families. Dean Garrett added that the employer pays the employees to attend the class. BBCC is serving the community where there is need.

Trustee Mike Blakely reported that he made an appointment to see Representative Warnick the same time as the October 19 Board of Trustees meeting. He invited her to attend our October 19 Board meeting and she did. Trustee Blakely attended the Legislative Action Committee meeting. They discussed the importance of considering your audience when crafting a message. He also reported that he attended Star Night with a guest. He talked with the Foundation committee, and met with BBCC graduate Cristian Ramon. Trustee Blakely also met with the Quincy Mayor Jim Hemberry, and presented him with a BBCC commemorative coin. He also attended TACTC Conference with Trustee Jon Lane, President Bonaudi and Dean Kirkwood. Lastly, he attended the Washington School Directors Conference and learned about some educational software, which he shared with TACTC.

Trustee Kenison reported that she continually connected with legislators with the urgent budget message. She said she was amazed at misconceptions about the status of BBCC's financial health. They don't appreciate our situation. She tried to educate legislators on the dire straits of the situation. A lot of people are on our side but it a difficult environment. We need to educate our public more. Trustee Kenison is also encouraging city leaders to disseminate information about the college. Individual student success stories with pictures will educate the public. The public sees BBCC receiving grants and thinks they solve the budget issues. President Bonaudi commented that developing partnerships with business and industry like the model for the MIST program or the new helicopter program is very helpful.

Trustee Angela Pixton reported Star Night was a great event and students really showed appreciation to the donors. She complimented Executive Director Sly for his work as the Master of Ceremonies. Trustee Pixton met with President Bonaudi regarding the Board agenda. She also repeated Mr. O'Konek's statement the November 30 meeting, community colleges are part of the solution and should not be treated like part of the problem. She stated the MIST model is good and we need more partnerships with similar support.

Trustee Mike Wren reported he had sent- e-mails to legislators. He was on the Fairchild Air Force Base November 18 and talked with some of the personnel regarding their experience with BBCC. He noted there were some minor issues and overall BBCC and the City of Moses Lake provided a good environment. Trustee Wren asked about the costs of the Helicopter program and requested that information be provided to the Trustees. President Bonaudi stated we are anxious to be on the Veteran's Administration list.

Trustee Jon Lane reported he attends the Project Pegasus meetings focused on keeping Boeing in Washington State. President Bonaudi announced there is big news today that Boeing and the Machinists Union has reached a tentative long-term agreement to build 737's in Renton. There is a possibility that Boeing suppliers may locate at the Grant County Airport.

Trustee Lane said that Governor Gregoire announced that workforce training is key as is developing education programs for engineers. President Bonaudi commented that most of the education investment is going to K-12 and the 4-year institutions. Governor Gregoire may think the \$20 million DOL grant is supplementing the community college system. Trustee Jon Lane suggested BBCC focus on STEM graduates.

Trustee Mike Blakely said we have a current training program and facilities for expansion. The Pegasus study was sponsored by a variety of groups mostly from the west side of the state. This could be very good for the entire state. It is a challenge to attract people here and train them. Trustee Jon Lane said this area has a stable workforce, climate and geography. The Pegasus Project group will continue to meet and promote this area for Boeing and/or their suppliers.

Regarding the Board self-evaluation President Bonaudi noted that action is needed in the form of a statement. President Bonaudi said the Trustees earlier comments could be summarized by his office for review during the next Board meeting.

Motion 11-49 Trustee Mike Blakely moved to that the President's Office summarize the Trustees self-evaluation statements for consideration at the next meeting. Trustee Jon Lane seconded the motion and the motion passed.

11. Regular Scheduled Meeting

The next meeting is scheduled on January 11, 2012 at 1:30. Mr. Stephen McFadden will officially be appointed to the Board tomorrow. His schedule limits his availability on Tuesdays and Wednesdays. President Bonaudi suggested the Board consider meeting on Monday or Thursday afternoons. Mr. Stephen McFadden commented his small newspaper staff is very busy on Tuesdays and Wednesdays and he really appreciated the Trustees considering revising the meeting dates.

Motion 11-50 Trustee Mike Blakely moved to that the Board meeting dates be moved to Thursday, with the next meeting set on January 12, 2012. Mike Wren seconded the motion and the motion passed.

12. Miscellaneous

President Bonaudi stated lots of good things are happening. The Foundation received the Pepsi Refresh grant through Weinstein Beverage Company. Their donations are quickly reaching the bronze level.

The Moses Lake Classic Car Club has donated money for tools, tuition and books. This year they donated money for each second year student to receive an engine performance set which they need for training and for use in their career field. The tools were purchased locally through O'Reilly's at a group rate. The students are very excited, they use these tools daily. This donation was the result of a conversation at Star Night.

President Bonaudi announced TACTC meetings in January. At the Winter TACTC Conference TACTC will award Transforming Lives Awards. Each community college will nominate a current or former student for the awards. The Board considered two nominees and voted to nominate Ms. Cristian Ramon. Her information will be sent to TACTC before the December 16 deadline.

President Bonaudi announced that Trustee Katherine Kenison is celebrating 13 years of service on the board. She is saying good-bye today as a Trustee but she will stay involved in other ways. Trustee Kenison said it has been a real honor to serve as a BBCC Trustee. Her family has grown up during the 13 years she has been part of the Big Bend family. She has made true and lasting friendships.

The meeting adjourned at 3:45 p.m.

Angela Pixton Chair

ATTEST:

William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 1/12/12

ITEM #3 CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND:

Highlights of President Bonaudi's activities from, through November 19 through January 3, 2011.

Prepared by President Bonaudi.

RECOMMENDATION:

None

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
11/21/11	BBCC Board Chair Angela Pixton	Board Agenda Review	Moses Lake	
11/21/11	Mike Hamilton	College Support	BBCC	
11/21/11	John Bartowski, Director Heritage University, BBCC Ctr	Collaboration	Moses Lake	
11/22/11	PEMCO Board Mtg	Professional Development	BBCC	Board Member/Annual Leave
11/23/11	Pat Jones, Port of Moses Lake Executive Director	Collaboration	Moses Lake	
11/28/11	Aviation Center of Excellence Advisory Mtg	System Collaboration	Seattle	Chair
11/29/11	BBCC Board Trustee Katherine Kenison	College Support	Moses Lake	
11/30/11	BBCC Board of Trustees Meeting	College Guidance	BBCC	
12/01/11	Project Pegasus Mtg	Aerospace	Port of Moses Lake	
12/01/11	Senator Murray's Sr. Advisor Travis Lumpkin	College Support	BBCC	
12/02/11	Legislative Update Conference Call	Higher Ed Support	Conference Call	
12/05-07	School Employees Credit Union Conference	Professional Development	Las Vegas	Board Member/Annual Leave
12/08/11	Assoc of WA Business Mtg	System Support	Olympia	
12/08-09	WACTC Mtg	System Support	Bates Technical College	
12/12/11	Aerospace Mtg	Program Support	Conference Call	
12/12/11	Al Ralston Mtg	Legislative Support	Conference Call	
12/13/11	Wenatchee Valley College Pres Jim Richardson	College Collaboration	Quincy	
12/14/11	Port of Moses Lake Executive Director Pat Jones	Community Support	BBCC	

President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
12/15-19	Annual Leave			
12/21/11	Columbia Basin College Pres Rich Cummins & Blue Mtn Community College Pres John Turner	College Collaboration	Hermiston, OR	
12/30/11	Annual Leave			
1/03/12	PEMCO Board Mtg	Professional Development	Seattle	Board Member/Annual Leave
1/04/12	BBCC Board Chair Angela Pixton	Board Agenda Review	Moses Lake	
1/04/12	Foundation Executive Committee Mtg	College Support	BBCC	

BIG BEND COMMUNITY COLLEGE

Date: 1/12/12

- ITEM #3:** CONSENT AGENDA (for information)
- c. Student Success Initiatives Update
 - 1. Student Achievement Initiative
 - 2. Academic Master Plan

Student Achievement Initiative

Academic Early Warning: The Academic Early Warning system saw a great deal of activity in fall quarter. There were a total of 535 reports using this system, in which instructors identify students who have missed assignments, failed tests, are not attending class regularly, or have other indicators that may interfere with their success. A total of 27 instructors (10 full-time and 17 part-time) used the system to identify students who may need extra support to succeed. These referrals resulted in 503 interventions—in most cases that meant a phone call to the student in order to make them aware of additional resources that might help them succeed, such as tutoring, supplemental instruction (SI), counseling and advising, faculty office hour schedules, and more. Jennifer deLeon and other Title V staff will now be working to track the grades of these students and determine the impact these contacts made on student success.

Student Success Center: Fall 2011

Use of the Student Success Center continues to grow. During fall quarter, the center served 121 individual students for a total of 230 different sessions.

- Twice as many females used the center as males
- Hispanic females used the center more than any other demographic group
- One-half of the total number of sessions were dedicated to using a computer (49%) and one-quarter of the total number of sessions were dedicated to SI study sessions (26%)
- The most common class/area reported by students was Pre-college Level Math (25% of total sessions)
- Success rate (2.0 grade point or higher or pass grade) in the center was 79% (180 out of 228) fall quarter; this is comparable to the BBCC overall success rate of 77% (2010-11)

Academic Master Plan

Outcome A.1: Use of college resources improves student success

In our TRiO Student Support Services program, college resources help students to succeed. According to data compiled for the program's Annual Performance Review:

- 100% of students have a program plan, which is reviewed twice a year;
- 94% of students were retained from fall to spring quarter in 2009-10;
- 83% of students in the program had a GPA of 2.5 or higher.

Prepared by VP Bob Mohrbacher; Dean Valerie Kirkwood; Starr Bernhardt, Research Analyst; Jennifer deLeon, online student services; Jennifer Ratigan, Student Success Center; Jerry Workman, TRiO SSS.

RECOMMENDATION: None

BIG BEND COMMUNITY COLLEGE

Date: 1/12/12

ITEM #3: CONSENT AGENDA (for information)

d. Accreditation Update

Big Bend Community College's official evaluation report from the Northwest Commission on Colleges and Universities Standard One follows. The commendation and recommendation that were provided in the draft report and provided in the November Consent Agenda have not changed. We are attending to the recommendation while preparing our comprehensive accreditation report due this summer

Prepared by VP Mohrbacher.

RECOMMENDATION:

None

Year One Peer-Evaluation Report

**Big Bend Community College
Moses Lake, Washington
September 15 – November 4, 2011**

A confidential report of findings prepared for the
Northwest Commission on Colleges and Universities

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Evaluation Committee

Mr. Wes Lundburg (Chair)

Dean of Instruction
Prince William Sound Community College
Valdez, Alaska

Mr. Garth Sleight

Associate Dean of Academic Affairs
Miles Community College
Miles City, Montana

Dr. Renae Weber

Professor of Mathematics
Treasure Valley Community College
Ontario, Oregon

Introduction

Big Bend Community College (BBCC), located in Moses Lake, Washington, was chartered in 1961, with the first classes being held in the fall of 1962. The College serves a 4,600-square-mile rural area. The per-capita income of the residents of the service area is more than \$10,000 below the Washington state average and the percentage of residents without a high school diploma is 17% higher than the Washington state average. Enrollment data provided for the 2010-2011 academic year indicate that the College served over 4,200 students in credit-bearing classes, representing 2,154 FTEs.

From September 15 to November 4, 2011, a three-person peer-evaluation team from the Commission conducted a Year One Peer Evaluation of Big Bend Community College in an off-site telephonic and virtual environment. The structure of the evaluation consisted of a teleconferenced organizational meeting and teleconferenced evaluation meetings through audio conferencing authorized by the Commission. The peer evaluation was conducted based upon the Commission's 2010 Accreditation Standards and Eligibility Requirements.

Big Bend Community College underwent its last decennial full-scale evaluation in 2002 and submitted its regular Interim Report in 2007. BBCC received two recommendations from NWCCU as a result of that report, which were addressed via a Progress Report in 2009. In a letter to BBCC President, William C. Bonaudi, dated February 12, 2010, NWCCU President, Sandra E. Elman, indicated that the Commission was satisfied with the progress BBCC had made in addressing the recommendations and requested no further follow-up.

Assessment of the Self-Evaluation Report

The Evaluation Committee received an electronic and hard copy of the College's Year One Self-Evaluation Report, as well as the College's *Course Catalog 2011 – 2012*, and the College's *Student Success: Outcomes – 2010*. The last named report indicated that it was “[t]he third of three reports to the Big Bend Community College Board of Trustees on progress toward goals of the 2009 – 2014 Academic Master Plan.” The Year One Self-Evaluation Report was properly structured and was thorough yet concise in articulating the College's efforts to understand, apply, and evaluate itself against the requirements specified in Standard 1 – Mission, Core Themes, and Expectations.

Report on Eligibility Requirements

Eligibility Requirement Two – Authority

Big Bend Community College is one of 34 institutions under the governance of the Washington State Board for Community and Technical Colleges. BBCC derives its statutory authority to operate as specified in RCW 28B.50 - *The Community and Technical College Act of 1991*.

Eligibility Requirement Three – Mission and Core Themes

According to the information provided in the report, “Big Bend Community College is guided by its Mission and Ends Statements, as approved by the Board of Trustees. . . . The institution’s Core Themes are derived from the Mission and Ends Statements and approved by the Board.” Furthermore, BBCC “exists to meet the educational needs” of its service district by awarding “seven categories of Associate degrees, along with Certificates of Achievement and Accomplishment.”

Section One

Introduction:

The College’s Mission Statement, as provided in the Year One Self-Evaluation Report, as well as in the *Course Catalog 2011 – 2012*, is as follows:

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

- courses and training for university and college transfer
- occupational and technical programs
- basic skills and developmental education
- community and continuing education
- pre-employment and customized training for local business and industry
- support services for students to help promote student access, success and retention

The College’s Core Themes are derived from the Mission, the Board’s Ends Statements, and the Academic Master Plan and are as follows:

- Access
- Partnerships
- Student Achievement
- Climate

The College has established an institutional culture of evidence for determining the degree to which it is accomplishing its Mission, Ends Statements, and Core Themes, as is evidenced by the monitoring report that was provided, and is one of three annual monitoring reports. This self-evaluation process has been an integral component of the College's institutional research for many years.

Report on Standard 1.A: Mission

The College's Mission and Ends Statements are widely disseminated to its internal and external communities through the college catalog, the BBCC web site and other online venues, in many places on campus, and throughout the service district. The Year One Self-Evaluation Report and the document *Student Success Outcomes – 2010*, provide thorough documentation that the Mission and services provided by Big Bend Community College articulate a purpose appropriate for an institution of higher learning and give direction for its efforts.

The aforementioned documents also specify how the College describes mission fulfillment through the Board of Trustees' Ends Statements, which are as follows:

- **Mission:** serving the educational needs of a diverse population
- **Access:** providing quality resources and affordable access to its diverse population
- **Partnerships:** working with organizations and agencies to enhance access and service
- **Student Achievement:** providing support to help students and clients develop and achieve their goals
- **Climate:** providing and maintaining a climate of purpose, respect and safety for all stakeholders
- **Multiculturalism:** promoting a climate of cultural understanding that fosters an attitude of inquiry and openness.

The Board of Trustees receives, reviews, and evaluates three monitoring reports each year to assess the degree to which these Ends Statements are being fulfilled. The first report addresses issues related to Access. The second report addresses issues related to Programs. And the third report, which was provided in hard copy for the Evaluation Committee, addresses Outcomes. The reports provide (1) data for the year under consideration, (2) goals, and (3) plans to help achieve goals. Through this process, the College "articulates institutional accomplishments or outcomes that represent an acceptable threshold or extent of mission fulfillment" (Standard 1.A.2).

Compliment: Big Bend Community College has a well-established culture of evidence as demonstrated in its Academic Master Plan and Monitoring Reports for assessing the degree to which the institution is achieving its Mission and Ends Statements.

Report on Standard 1.B: Core Themes

As has been previously indicated, Big Bend Community College has identified the following four Core Themes:

- **Access:** providing quality resources and affordable access to a diverse population
- **Partnerships:** working with a variety of organizations to enhance access and student achievement
- **Student Achievement:** helping the students develop and achieve their goals
- **Climate:** providing a climate that facilitates cultural understanding, safety, and a welcoming environment to all stakeholders

The Core Themes were developed with campus-wide input and were derived from and encapsulate the BBCC Mission, the Board's Ends Statement, and the Academic Master Plan.

The College has identified objectives, indicators of achievement, and data sources for each of the objectives. The Evaluation Committee found that many of the indicators of achievement for the objectives did not include a statement regarding measurable results that would demonstrate achievement of the objective. The following provides examples:

Core Theme # 1, Objective 1AT.1.a: The indicator does not indicate how the College will determine whether or not this objective has been successfully accomplished.

Core Theme # 2, Objective 2.BI/CE.1.a: The indicator uses the term "robust"; however, the table does not provide a threshold for determining whether or not this objective has been successfully accomplished.

Core Theme # 3, Objective 3.SS.1.a: The indicator does not indicate how student success will be determined.

Core Theme # 4, Objective 4.SS.2a: The indicator does not indicate how quality will be determined.

The Evaluation Committee encourages BBCC to continue their efforts to articulate specific measures that indicate meaningfully whether or not they have met their outcomes/objectives.

Summary

Big Bend Community College's Year One Self-Evaluation Report guided the Evaluation Committee through the College's conceptual framework, thereby enabling the Committee to gain

insight into and make an objective evaluation of BBCC's intentions with respect to Eligibility Requirements 2 and 3 and Standard One, of the 2010 Standards.

The College has established an appropriate mission statement for a comprehensive community college. The mission statement provides a basis for establishing the identity and focus of the College. The College has established four core themes that support the mission. The themes have objectives, indicators of achievement, and tools for assessment. The Evaluation Committee found that further development is needed to establish measurable indicators for assessing the degree to which each core theme objective is accomplished.

Commendations and Recommendations

Commendations:

1. The Evaluation Committee commends Big Bend Community College for having a well-established culture of evidence through its Academic Master Plan and Monitoring Reports for assessing the degree to which the institution is achieving its Mission and Ends Statements. (Standard 1.A.2)

Recommendations:

1. Although the College has identified indicators of achievement for each core theme, the Evaluation Committee recommends that the College consistently develop indicators that are measurable for evaluating the accomplishment of each objective for each core theme. (Standard 1B.2)

BIG BEND COMMUNITY COLLEGE

Date: 1/12/12

ITEM #3: CONSENT AGENDA (for information)

e. Assessment Update

Students who transfer from BBCC to Central Washington University do as well or better than native students at CWU.

CWU Fall 2011

CWU Native Students Average GPA*:	2.85
BBCC Transfer Student Average GPA:	3.01
BBCC Transfer Student Average GPA at BBCC:	3.14

*(*note: this average includes only sophomores, juniors & seniors, due to the nature of data received from CWU)*

While students see an average decline in GPA of 0.13 upon transferring to CWU, their average GPA is still well into the successful range. The average GPA for native juniors at CWU is 2.7, lower than the average BBCC transfer GPA of 3.01.

The overall state GPA average for community college students transferring to CWU is 2.26, as compared with 3.01 for BBCC students.

These numbers indicate that students from BBCC are well prepared for transfer when they matriculate at CWU, whether we compare them to native CWU students or to transfers from other Washington community colleges.

Prepared by VP Mohrbacher and Dean Kirkwood.

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 1/12/12

ITEM #3: CONSENT AGENDA (for information)

f. Capital Project Update

BACKGROUND:

Facilities Master Planning: One copy of the Facility Master Plan is available in the library for viewing or for checking out. It should also be available online by December 22, 2011.

Old Developments/Background:

11/30/11 The Facility Master Plan has been finalized. Robert Uhrich of RGU Architecture & Planning will be presenting the Facility Master Plan at the November 30, 2011 Board Meeting.

10/19/11 RGU Architecture & Planning has been finalizing the Facility Master Plan. The architects will be on campus on October 7 to participate in the Facility Condition Review by Andre Pack along with Director of Facilities Todd Davis. RGU Architecture & Planning will be presenting the completed Facility Master Plan at an upcoming Board Meeting.

9/7/11 RGU Architecture & Planning has been reviewing each building to make certain the information on the state system is accurately reporting room use. They have been gathering data on how each facility is currently functioning and what needs to be done to meet challenges of the future. They will be on campus on September 1 to gather more information on the infrastructure and to review a draft of the Facility Master Plan.

8/9/11 RGU Architecture & Planning is looking at total square footage for classrooms and lab spaces in relation to Big Bend's instructional needs. We are planning a meeting with professional technical faculty to discuss PTEC. They have been discussing education/training needs in our service district with Grant County Economic Development Council.

6/21/11 RGU Architecture & Planning is helping with the new Facility Master Plan. They are working on campus maps and a brochure. Robert Uhrich, principal with RGU, is preparing for focus groups with K-12 group and community and industry representatives.

5/31/11 The Facilities Master Planning Committee met and reviewed survey results. They also identified five goals:

1. Goal #1 – Offer state of the art teaching and learning opportunities.
2. Goal #2 – Provide a safe, accessible and sustainable campus.
3. Goal #3 – Create a sense of campus identity.
4. Goal #4 – Expand and enhance partnerships and collaborations.
5. Goal #5 – Increase community engagement with the college.

Objectives were identified for each of the goals. A set of planning principles is being utilized to develop the Campus Master Plan. These guides give careful consideration to the context and history of the campus and its surroundings. These design principles include:

- Sustainability
- Connections with the community
- Flexible, adaptable, multi-use spaces
- Safety and accessibility
- Adaptability to future technologies
- Informal & formal learning spaces

The committee is planning forums with a K-12 group and community and industry representatives.

4/12/11 The Facilities Master Planning Committee has been formed and started the process of creating a Facilities Master Plan. The committee met on January 28 and discussed each member's vision of where they see their program or department in 20 years. A Facility Assessment Survey was distributed to campus on February 14. Input from this survey will help us better understand the needs and future needs of all programs. A similar survey was distributed to students on March 15. The committee will meet again on April 8th to review results of the surveys. There are focus groups for community members and tours of facilities on other campuses planned.

3/15/11 VP Hamburg is in the planning stages for updating the Facilities Master Plan.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/12

ITEM #3: CONSENT AGENDA (for information)

g. Security Update

BACKGROUND:

Security Update: We are continuing to work on recommendations from the report completed by Mike Campbell. The Director of Purchasing is still looking for a professional security vehicle that will be funded by the residence halls. We hope to have this vehicle in place soon. Also, Big Bend Technology is testing security cameras. So far one has been placed in the entrance of Building 1700 and another facing the parking lot adjacent to Building 1700. They are in the process of installing a camera west side of Building 1900, facing the GTA Bus Shelter. In addition, Todd Davis, Director of Facilities & Operations, is looking at solutions to improve outside lighting on campus.

Old Developments/Background:

11/30/11 We have been working on some of the recommendations from the report completed by Mike Campbell. On November 10, several staff members attended a webinar on Successful Campus Crime Prevention Programs and Strategies for Two-Year Institutions hosted by International Association of Campus Law Enforcement Administrators. We are incorporating some of the ideas from this webinar in the education program that we are working on. The Director of Purchasing is looking for a professional security vehicle that will be funded by the residence halls. We hope to have this vehicle in place within a month. Also, Big Bend Technology is looking at making some changes to the warning notification system as recommended by Mike Campbell. We had to postpone hiring a day time security person due to the budget. There have been three speed bumps added to the parking lot to the east of Buildings 1400 and 1800. If the weather cooperates, three more will be added this month. We are hoping this will deter drivers from going too fast in parking lots.

10/19/11 We have received the final report from Mike Campbell. He detailed the following recommendations:

1. Enhancing the current campus safety and personal security awareness education program.
2. The completion of an outside light survey.
3. The purchase of a clearly marked "professional" looking security vehicle.
4. The hiring of a day time security presence.
5. Making upgrade changes to the current timely warning notification system.

We will be considering these recommendations as we work through the anticipated supplemental budget cut.

9/7/11 Mike Campbell, Director of Homeland Security Center of Excellence at Pierce College, was on campus on August 16 to review several security surveys with us. We discussed security measures currently in place and brainstormed ideas for improvements. Mike did a walk-about campus and reviewed information in the mapping

system. He is gathering more information and will prepare a report with recommendations.

8/9/11 The Safety Committee meets monthly and reviews all incident/accident reports. If the incident requires repairs or other follow up by Maintenance & Operations, the committee prepares the work orders. They also do building inspections and update the Safety Manual. The committee discusses safety training and makes recommendations to administration for new training. The committee recently designed an information sheet for campus. This notice will be placed on all exterior doors for all buildings. It has the contact numbers for Security and seven common reasons for calling them as follows:

SECURITY

509.750.8529* or 509.793.2286

Reasons to Contact Security:

1. Any emergency situation.
2. To report a crime (Theft, Vehicle Damage, etc.)
3. You would like an escort to your vehicle or building in the evening.
4. You or someone is injured.
5. You are locked out of a building/room.
6. Someone is following you.
7. You see suspicious activity.

In light of the July 25 abduction of one of our students from a parking lot on campus, we are reviewing current security measures with Mike Campbell, Director of Homeland Security Center of Excellence at Pierce College. We are completing a Re-Look Security Survey to use as a base for this review. Mike will help provide a cost vs. risk analysis, do a walk-about campus, review the information in our mapping system, and write up an action plan with recommendations.

We have taken some immediate steps in response to this incident:

- we asked the Sheriff's Office to increase patrols on campus
- we assigned security/M & O personnel to make frequent sweeps through the parking lots and across campus
- we asked staff to keep an eye out for any suspicious activity and report anything they notice
- we encouraged staff and students to use the "buddy system"

In addition, we are continuing our training regarding emergency planning to build on our preparedness to handle most emergencies. We are continually working towards making the campus a safe place to learn and work.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/12

ITEM #3: CONSENT AGENDA (for information)

h. Human Resources Report

BACKGROUND:

We are pleased to announce the hiring of Jille Shankar (pronounced "Jill") as the new Director of Financial Aid starting January 17, 2012. She has many years of Financial Aid Director experience in the Washington community college system and we are excited to have someone with her qualifications and experience to take over the helm in Financial Aid. Two faculty members are taking a leave of absence from their faculty positions to accept positions with the new STEM grant. Tyler Wallace will be the Math Instructional Specialist and Dr. Jim Hamm will be the Engineering Curriculum Specialist. The positions were posted internally only; we are looking forward to working with Tyler and Jim in their new positions. Both will continue to teach part-time.

We recently revised the hourly salary schedule for non-student employees to reflect the new minimum wage effective January 1, 2012. The entry level positions will now be paid \$9.04 an hour instead of \$8.67 for the first six quarters of employment. After that the salary will increase from \$9.00 per hour to \$9.39 per hour. There were no salary increases for the other categories, Technical/Paraprofessional and Professional Non-Teaching.

Reported Administrative/Exempt Training since last Board Meeting:

Kara Garrett-USDA Food Program Training at Yakima ESD on November 3; STEM Grant Compliance via ITV on November 2.

Annemarie Cadle, Gail Hamburg, Todd Davis, Hugh Scholte-Campus Crime Prevention and Strategies Hosted by the International Association of Campus Law Enforcement Administrators via Webinar on November 10.

Terry Kinzel, Jenny Ratigan-Campus Compact-Connect2Complete Program at Boston on November 8-10, funded by Title V.

Char Rios-Business Officer Training Series-Module 2 R2T4 Issues via webinar on November 1.

Tom Willingham-Get to Know OneNote2007, Basic Tasks in OneNote 2010, What's New in OneNote 2010, Make the Switch to OneNote 2010 via Online on November 21.

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

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/12

ITEM #3: CONSENT AGENDA (for information)

i. Enrollment Report

BACKGROUND:

The final fall 2011 enrollment report is included for your information. State FTE was down 7% from fall 2010. Headcount was down 13%. While not a large increase, we did see a 1% increase in the percentage of students who were enrolled full-time (12 credits or more).

We have a variety of countries represented in our international student population. Fall quarter there were 7 international students enrolled from the following countries: 3 from Japan, 1 each from Nigeria, Nepal, Canada and the United Arab Emirates.

The tuition amount budgeted for 2011-2012 is \$3,608,514. As of November 30, 2011 we have collected \$1,686,116 or 46.7% of the budgeted amount. As of November 30, 2010 we had collected \$1,701,138 or 51.4%.

TUITION COLLECTION REPORT

As of November 30, 2011 and November 30, 2010

	<u>2011-12</u>	<u>2010-11</u>
Annual Budget	\$ 3,608,514	\$ 3,308,514
Total Collections as of November 30	\$ 1,686,116	\$ 1,701,138
As a % of annual budget	47.7%	51.4%
Left to collect to meet budget target	\$ 1,922,398	\$ 1,607,376

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

F.T.E. REPORT			
12/30/2011			
		QTRLY	ANNUAL
		<u>FTEs</u>	<u>FTEs</u>
1st year (10-11)			
SUMMER		406.7	135.6
FALL		1813.5	604.5
WINTER		1792.0	597.3
SPRING		1629.6	543.2
2nd year (11-12)			
SUMMER		332.3	110.8
FALL		1688.9	563.0
WINTER		1563.9	521.3
SPRING			0.0
TOTAL		<u>9226.9</u>	<u>3075.6</u>
1st year annual FTE Target		5124	1708
2nd year annual FTE Target		5082	1694
SBCTC 2-year rolling enrollment count			
Past year + current year actual FTE			3075.6
Past year + current year allocation			3402.0
% of allocation target attained to date			90.4%
Add'l FTEs to meet minimum 96%		570.9	190.3
Add'l FTEs to meet target 100%		979.1	326.4
FTEs over funding level - 1st year		517.8	172.6
FTEs over funding level - 2nd year		-1496.9	-499.0

2011 FALL FINAL ENROLLMENT REPORT

HEADCOUNTS

	<u>FALL 2011</u>	<u>FALL 2010</u>	<u>FALL 2009</u>	<u>FALL 2008</u>	<u>FALL 2007</u>	<u>FALL 2006</u>	<u>FALL 2005</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	34	25	50	50	43	49	31
Asian/Pacific Islander	30	37	42	33	52	47	43
Black	42	44	47	29	32	25	30
Hispanic	917	975	953	961	957	902	801
White	1,375	1,662	1,505	1,351	1,400	1,487	1,485
<u>SEX</u>							
Female	1,389	1,558	1,626	1,514	1,577	1,615	1,473
Male	1,008	1,062	1,118	1,065	1,057	1,077	1,017
Not Coded	1	123	87	74	105	5	32
<u>STUDENT STATUS</u>							
Full time (12 or more crs)	1,481	1,666	1,563	1,330	1,276	1,218	1,244
Part time (less than 12 crs)	917	1,077	1,268	1,323	1,463	1,479	1,278
Percent full time	61.7	60.7	55.2	50.1	46.6	45.2	49.3
<u>BY TIME/LOCATION</u>							
On-Campus Day	1,887	2,152	2,095	1,803	1,779	1,742	1,693
On-Campus Evening	137	176	203	222	330	322	266
Off-Campus Day	192	198	251	230	294	255	223
Off-Campus Evening	182	217	282	398	336	378	340
TOTAL HEADCOUNT	2,398	2,743	2,831	2,653	2,739	2,697	2,522
Running Start	166	153	146	159	159	136	136
International	7	5	3	4	3	0	2

FTES

	<u>FALL 2011</u>	<u>FALL 2010</u>	<u>FALL 2009</u>	<u>FALL 2008</u>	<u>FALL 2007</u>	<u>FALL 2006</u>	<u>FALL 2005</u>
<u>STATE FUNDED</u>							
ABE/ESL	174.7	164.4	218.1	252.9	214.7	222.3	182.1
Academic	949.9	1,030.80	956.6	806.7	762.4	779.3	811.0
Occupational	564.3	618.3	593.5	539.3	602.8	534.7	505.5
TOTAL STATE FTES	1,688.9	1,813.5	1,768.2	1,598.9	1,579.9	1,536.3	1,498.6
<u>OTHER FTES</u>							
Community Service	5.4	2.9	8.0	9.0	10.6	8.6	5.9
International Students	0	0	0	0	0.0	0.0	2.2
Contract Funded	10.6	86.7	121.9	38.5	22.6	26.4	33.1
Running Start	147.3	131.1	125.5	131.0	128.2	93.4	106.2
Other (Employ., Sr. Cit.)	13.1	13.4	13.8	11.5	29.2	20.0	20.7
GRAND TOTAL FTES	1,865.3	2,047.6	2,037.4	1,788.9	1,770.5	1,684.7	1,666.7

BIG BEND COMMUNITY COLLEGE

Date: 1/12/12

ITEM #3: CONSENT AGENDA (for information)

j. Legislative Update

Attached is a summary of legislative activity resulting from the conclusion of the 2011 Special Legislative Session. Observers have suggested that some budget preparation for the 2012 regular legislation also occurred.

We have not seen a coalition of legislators formed around the idea of protecting higher education from any further budget reductions.

Prepared by President Bonaudi.

RECOMMENDATION:

None

Legislative News

Produced by the Washington State Board for Community and Technical Colleges

Special session wrap-up

Protests marked the start of the 30-day special session which ended Wednesday (two weeks early) after the Legislature passed the early action supplemental budget (SHB 2058).

The early action supplemental budget addressed \$480 million of the \$1.6 billion biennial shortfall. The Legislature will address the remaining shortfall in the regular session which begins January 9.

Here is a summary of the provisions of the early action supplemental that impact our system:

- The early action supplemental makes modest, mostly technical adjustments to higher education funding. It does not include any general decrease to community and technical college budgets or to any other higher education institutions. There are no changes to the State Need Grant or the Work Study Program. There are no savings from additional furloughs or other employee compensation changes.
- New funding is provided for M&O for community and technical college instructional space built using alternative financing. This impacts Bellingham, Peninsula, Walla Walla, and Whatcom (\$295,000 for the biennium)
- New funding of \$1 million is provided for the Aerospace Training Student Loan Program. To be eligible for a loan, a student must be enrolled in a course in the aerospace industry offered by the Washington Aerospace Training and Research Center located at Paine Field in Everett, the Spokane Aerospace Technology Center, or Renton Technical College.
- The early action supplemental also corrects errors in M&O funding provided to community and technical colleges in the original 2011-13 budget. This is a decrease of \$1.1 million to system funding, but will not impact colleges' funding because these funds were held in reserve by the State Board.

The Governor must now take action on the bill.

The case for aerospace

As part of its Workforce Development Update, the House Labor and Workforce Development Committee heard from **Dixie Simmons**, SBCTC director of workforce education, and directors of three Washington State Centers of Excellence: **Mary Kay Bredeson**, Center of Excellence for Aerospace and Advanced Materials Manufacturing; **Ann Avary**, Marine Manufacturing & Technology Center of Excellence; and **Dan Ferguson**, Allied Health Center of Excellence. Each explained their center's role in building a strong workforce.

Michael Greenwood, Boeing Commercial Aircraft Manufacturing & Quality Senior Manager, spoke about Boeing's strong alliance with the State Board for Community and Technical Colleges, individual colleges, and the collaboration with the Center of Excellence for Aerospace and Advanced Materials Manufacturing.

He suggested several actions vital to the continued success of the aviation workforce in coming years:

- Continue to invest in education and training programs to support the technical skill set required for the aerospace industry.
- Connect academia with industry to define skills needed for the jobs of tomorrow and develop short-term training programs to ensure job seekers get into the workforce quickly.
- Encourage and invest in experiential learning through shop classes, vocational education, internships and apprenticeships.
- Engage all demographics, including students in our K-12 system, unemployed workers and veterans.
- Partnerships with K-12 education, higher education institutions, labor unions, government and industry have been, and will continue to be, an integral piece in our strategy for developing a strong pipeline of workers for aerospace and manufacturing jobs.

To hear the rest of Greenwood's testimony on TVW, start at 08:25 on the timeline.

Education coordination entity

Leslie Goldstein, executive policy advisor of the Governor's Executive Policy Office, shared a draft proposal to create an Office of Student Achievement with the Senate Higher Education & Workforce Development Committee.

The office would incorporate duties now performed by the HECB, the State Board of Education, and the Educational Research and Data Center.

To hear Goldstein's testimony on TVW, start at 43:20 on the timeline.

Spotlight on Customized Training and Job Skills programs

On December 8, the Senate Economic Development, Trade & Innovations Committee and Senate Ways and Means Committee held a joint work session on the Customized Training and Job Skills programs.

Colleges and their business partners spoke on the benefits of having the opportunity to provide customized training to new or incumbent workers in specific skill areas. There was some legislative interest in perhaps increasing the funds available for both programs, but particularly the Customized Training Program. The members were made aware the Customized Training Program sunsets in June 2012 unless the legislature decides to continue the program.

To watch the hearing on TVW start at 1:04:24 on the timeline.

Grant opportunities for STEM career courses

On Tuesday, the House Education Committee held a hearing on House Bill 2159 regarding grant opportunities for STEM career courses. The bill is part of the Governor's legislative package on aerospace. Judy Hartmann, the Governor's executive policy advisor for K-12 education, said the bill builds on the good work being done between OSPI and the CTCs; builds on stackable certificates/credentials; and provides a competitive application process to ensure strong partnerships with industry in the local area.

Kathleen Lopp, OSPI, said the grant is a part of Superintendent Randy Dorn's budget request and OSPI's strategic plan and that it develops a pipeline for aerospace and manufacturing. The bill passed through the House and Senate and has been delivered to the Governor for her signature.

To watch the hearing on TVW start at 29:33 on the timeline.

SBCTC Legislative News will return for the regular session

Several bills and hot topics promise to hold our attention during the regular session: State Need Grant, efficiency, remediation, regulatory relief, aerospace, revenue package, and education system governance.

Legislative News is distributed via e-mail to State Board members, trustees, college presidents, college public information officers, and LISTSERV subscribers. Each edition is posted on the State Board Web site www.sbctc.edu under Legislative Session.

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Contact Sherry Nelson, SBCTC Communications and Outreach Associate, at snelson@sbctc.edu or call (360) 704-4308.

Legislative Notebook online

The online Legislative Notebook includes general legislative information, House and Senate member listings, committee lists, and more.

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Legislative News is published weekly during legislative sessions by the staff of the **State Board for Community and Technical Colleges**, 1300 Quince Street SE, PO Box 42495, Olympia, WA 98504-2495, phone 360-704-4310, fax 360-704-4415. **Editors:** Laura McDowell, Sherry Nelson

BIG BEND COMMUNITY COLLEGE

Date: 1/12/12

ITEM #5: Knowledge Centers (for information)

BACKGROUND:

RUS Grant

1. Mattawa - We were asked to pull the ten panos out of the high school. They didn't need them.
2. Washtucna – We were asked to pull the five panos out of the high school. They advertised in their school news letter to the community. The community did not take advantage of them and the high school didn't have any students enrolled in running start. They needed the space. We are moving those five panos to the Ritzville library.
3. Warden – Six panos were installed this fall in the high school.
4. Lind – They currently have five panos.
5. Ritzville – BBCC has seven panos in the high school. The plan is to install eight in the library. The three we had designated for Ritzville and the five from Washtunca.

Title V Grant

1. Wilson Creek – Five panos were installed at the high school in November. They will be advertising to the community in their next newsletter. I went out to Wilson Creek and met with Brad Smedley.
2. Quincy – The Quincy Senior Center is excited to get the panos. Scott Carsey, BBT Director and Ms. Parton went to Quincy to review logistics of the location. Ms. Parton has been in contact with Tim Sneed, Quincy City Manager about paying for fiber for the computers. He will be checking with a committee and getting back to her.
3. Year 3- Odessa and Almira/Coulee/Hartline.
4. Year 4- Royal City and Grand Coulee.
5. Year 5- Mattawa or Othello.

Prepared by Title V Activities Coordinator LeAnne Parton.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 1/12/12

ITEM #6: Probationary/Tenure Reviews (for information/action)

BACKGROUND:

For your review in anticipation of the February 23, 2011, Board meeting. The probationary tenure binders for the following faculty members will be available for your review after February 6. Please contact Melinda to make arrangements for reviewing the information

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

<u>Faculty Member</u>	<u>Position</u>	<u>Current Status</u>
David Holliday	Psychology Instructor	1st probationary year
Jerry Wright	Industrial/Electrical Instructor	3rd probationary year

The Probationary Review Committee recommends the Board extend Industrial/Electrical Instructor Jerry Wright's probationary period for one year. This will provide additional time to complete satisfactorily a professional improvement plan already in progress and it is the committee's further belief that the probationary faculty member will complete the plan satisfactorily.

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

Mercedes Gonzalez-Aller	Nursing Instructor	3rd probationary year
Richard Wynder	Automotive Instructor	3rd probationary year

Prepared Vice President of Student Services and Instruction Bob Mohrbacher and President Bonaudi.

RECOMMENDATION:

President Bonaudi and VP Mohrbacher recommend approval of the extension on the probation period for Instructor Jerry Wright as described in communication from his probationary review committee.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/12

ITEM #7: Board Self Evaluation (for action)

BACKGROUND:

During the November 30, 2011 Board meeting Trustees provided self evaluation comments. The Trustees asked President Bonaudi to summarize their comments into a self-evaluation statement. President Bonaudi's summary is provided below. The Trustees comments are on the following pages.

DRAFT BOARD EVALUATION STATEMENT

"It is the sense of the Board that each Trustee contributes to specific board goals, and in addition endorses and practices leadership from the policy perspective. The Board rated their achievement of five of the six 2010-2011 Trustee Goals as greater than 19 on a 25 point scale, with 25 representing achievement at the highest level. The lowest rating the board gave themselves was with the Resources goal where the absence of state funding limited our ability to improve the plant and infrastructure to the desired degree.

In summary the board credits their efforts in the goals of Innovation; Access; Student Achievement; Partnerships; Climate; as achieved at a high level of accomplishment, and their efforts in Resources as being less successful."

Prepared by the President's Office.

RECOMMENDATION:

President Bonaudi recommends the Board adopt the self-evaluation statement.

Self Evaluation Statements for 2010-11 November 30, 2011

Trustee Angela Pixton comments

BBCC is near and dear to each of us. We have experience with BBCC as students ourselves, faculty members, or administrative staff. At the Retreat when the Board evaluates the data and goals, each Trustees brings their own perspective, expertise and views from different communities and family situations. The Trustees arrive at consensus for goal setting and overall it is very positive. The Board is forward thinking regarding their vision and objectives for the service district communities, BBCC employees and students, and success for the college for years to come. We all speak the same language and our goals are reflective of the Trustees' passion for the school.

Trustee Mike Blakely comments:

Our strengths are that we are an eclectic group of individuals who care about the students communities we serve. We are all strong-minded in our own way, but we are always willing to listen to other points of view. We support each other and speak with one voice after any deliberation. As a Board we practice each of the goals we have established for ourselves. Some Board members have more strengths and connections in some of the areas than others. Each member has his or her particular strength which balances the effectiveness of the Board. As a Board we are proud of our faculty, administration and staff, which makes BBCC an outstanding institution. Our climate is outstanding and we are unselfish with our resources. We need to be proud of the access we provide to all students and the constant improvement of their achievement. Business and industry partnerships are stable. However, they are all suffering from the same financial downturn as our institution. Overall, we function well as a board, even though there is always room for improvement. We are not as cohesive as we were several years ago because of the financial limitations which limit our long range vision. We are forced to survive for now, rather than plan expansions for the future. This phenomenon has taken its toll throughout the college, as well as with the Board of Trustees.

Trustee Mike Wren comments:

The ability for a Board to empower the staff to do their job is the most important thing the Board does. Setting good guidelines that are clear and measureable and then let competent staff do their jobs. He appreciates that Trustees get along and are willing to submit personal preference to the greater good as a whole. Trustee Mike Blakely is BBCC's biggest advocate and he shares with courage and passion. Having great people working at BBCC makes the Board look good.

Trustee Katherine Kenison comments:

She has had the opportunity over the years to work with many Boards. She encouraged the Trustees to never underestimate the value of being a good Board. Enabling staff to do their jobs is the highest compliment to the Board. Dysfunctional Boards tear apart their organizations. BBCC has never had a front page article about dysfunctional interactions. The Board is very valuable and extremely well functioning despite turn over in personnel and Trustees. The most significant thing the Board can do is speak as one voice and be a united front with the best interest of the institution and students we serve. We're doing a good job.

Trustee Jon Lane comments:

He commented he has a lot to learn and he is using his experience in public education however higher education is very different. This is a great Board with great leadership from President Bonaudi. The Board receives great information that helps the Board understand how the school functions. Reviewing large amounts of data helps with decisions. This is a diverse Board that represents the BBCC service communities well.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/12

ITEM #8 Assessment of Board Activity (for information)

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: 1/12/12

ITEM #9 Regularly Scheduled Board Meeting Date (for action)

BACKGROUND:

The next Regular Scheduled Board meeting is Thursday, February 23, 2012, at 1:30 p.m. The AMP Access Report will be presented for approval.

Prepared by the President's Office.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 1/12/12

ITEM #10 Miscellaneous (for information)

BACKGROUND:

New Trustee Orientation will be held Sunday, January 22, 10:00 a.m. to 3:00 p.m. at the Red Lion in Olympia. The TACTC Legislative Contact Conference will follow the Orientation, January 22-23 also at the Red Lion in Olympia.

During the TACTC Conference five current or former Washington community college students will receive \$500 Transforming Lives Awards. The winners will be chosen from 34 nominations (one from each college) by the Trustees of each college.

Prepared by the President's office.

RECOMMENDATION: