

Big Bend Community College



Board of Trustees

Regular Board Meeting

**Tuesday, July 7, 2009
1:30 p.m.**

**ATEC
Hardin Community Room**

Community College District No. 18

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

Summer & Fall 2009 Campus Events

June		
	16-19	Lady Vikings Volleyball Camp
	22	Summer Quarter Instruction Begins
	22-26	Runnin' Vikes Basketball Camp
	29-7/3	Lady Vikings Basketball Camp
July		
	3	Fourth of July Holiday, Campus Closed
	9	Summer Quarter Graduation Applications Due
	30	Summer Quarter Instruction Ends
September		
	7	Labor Day Holiday, Campus Closed
	14	First-year Flight Students Check-In
	16-25	Open Fall Quarter Registration
	20	Residence Hall Check-In
	21	Fall Quarter Instruction Begins



**Math Jam 2009 Participants
June 26, 2009**



Big Bend
Community College

COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE

7662 Chanute Street
Moses Lake, Washington 98837
Regular Board Meeting Agenda
Tuesday, July 7, 2009, 1:30 pm
ATEC- Hardin Community Room

	Action		Tab #
<i>Governing Board Members:</i> <i>Felix Ramon, Chair</i> <i>Katherine Kenison, Vice Chair</i> <i>Mike Blakely</i> <i>Angela Pixton</i> <i>Mike Wren</i> <i>Dr. Bill Bonaudi, President</i>	A	1. Call to Order/Roll Call	
	I	2. Introductions	
	I/A	3. Transfer of Chair to Trustee Ramon	3
	I/A	4. Consent Agenda	4
		a. Approval of Regular Mtg Minutes 5/19/09 (A) Study Session Minutes 5/19/09 Special Mtg Minutes 6/09/09	
		b. Student Success (I) Achieving the Dream Student Achievement Initiative	
		c. Accreditation (I)	
		d. Assessment Update (I)	
		e. Capital Project Report (I)	
		f. Human Resources Report (I)	
		g. Enrollment Report (I)	
		h. Donation Report (A)	
		i. 2009 BBCC Job & Career Fair (I)	
	I	5. 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 – Rhoan Ashby, President b. Classified Staff Representative – Kathy Aldrich c. Faculty Representative – Mike O’Konek, Faculty Assn. President d. VP Financial & Administrative Services – Gail Hamburg e. VP Instruction/Student Services – Dr. Mike Lang f. VP Human Resources & Labor – Holly Moos	5
I	6. Website Presentation- Director of Public Information Autumn Weis	6	
A	7. President’s Evaluation (Possible Executive Session)	7	
-----BREAK-----			
A	8. Identity Theft Prevention Board Policy 8300	8	
I/A	9. Budget – VP Gail Hamburg	9	
A	10. Board Administrative Retreat- President Bonaudi	10	
A	11. Assessment of Board Activity- Board	11	
A	12. Next Regularly Scheduled Board Meeting – Board	12	
I	13. Misc.	13	
A	14. Adjournment	14	

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 August 4, 2009, 1:30 p.m..

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

BIG BEND COMMUNITY COLLEGE

Date: 7/7/09

ITEM #4: CONSENT AGENDA (for action)

- a. Study Session Meeting Minutes May 19, 2009
Regular Board Meeting Minutes May 19, 2009
Special Meeting Minutes June 9, 2009

BACKGROUND:

The Study Session Meeting Minutes May 19, 2009, Regular Board Meeting Minutes May 19, 2009 and Special Meeting Minutes June 9, 2009 are included for review.

Prepared by the President's Office.

RECOMMENDATIONS:

President Bonaudi recommends the Board of Trustees approve the minutes.

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

May 19, 2009

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

1. Academic Master Plan Report #2 Review

Board Vice Chair Felix Ramon began the meeting at 10:06 a.m. President Bonaudi stated the Academic Master Plan (AMP) was presented in the fall of 2008. This AMP included an ambitious plan to distill six reports presented throughout the year to three. Report #1 Access includes activities and plans to increase enrollment and cause students to enroll. Report #2 describes resources, service and instruction programs for prospective and current students. This report will also address issues of the effectiveness of programs. Some strategies outlined in the new AMP are not yet completed as they are extensive. Some of the strategies aren't due for results for one or two years. Staff will discuss data and plans to gather additional data.

Dean Valerie Kirkwood began the presentation by introducing the Programs report.

She explained that data has been gathered to study student success. Information was provided regarding instruction, student services and administrative support for student success. Dean Kirkwood shared the outcomes desired: students successfully complete courses or workshops, students establish educational plans, and students continue to complete goals according to their educational plan.

Dean Kirkwood explained that the AtD definition of success is passing a class with a 2.0 GPA or better. AtD research has shown students who earn a 2.0 GPA or better are more likely to be successful at the next level. Overall approximately 80 percent of students at BBCC complete their courses with a 2.0 GPA or better. The highest enrolled classes and their student success rates were shared (English Composition I 78%, Elementary Algebra 40%, Intro to Public Speaking 84% and English Composition II 76%). Dean Kirkwood said that in the past the pre-college math student success rate was reported as 52.5 percent. The 52.5 percent referred to all students. The 40 percent refers to the AtD cohort of new students first time in class.

Dean Rachel Anderson explained that the math department identifies success as when a student moves from one class to the next. The final exam assesses if they can move to the next level math. It takes a 65 percent on that final exam to pass and move on to the next level. There were 316 students in MPC95 who took the final placement exam and 112 did not pass. That results in a 64% success rate. Those students who failed the final were allowed to retake it. Of the 112 who retook the final it was estimated that between 25-50 percent would successfully pass the test. Overall success rate of the pre-college math courses as defined by the math department is between 65-68 percent.

Trustee Mike Wren asked for clarification on the success rate. Dean Kirkwood said the success rate is computed by taking the total number of enrollees. The numbers of students who withdraw from the class are added to those with a GPA of less than 2.0. Those students left with a GPA of 2.0 or more is 40 percent. Improving student success in math is one of the AtD goals. The data shows that the pre-college math success rate has increased to 50 percent for the first three quarters of this year. Trustee Ramon stated national data reports that students placed just below college math, have a college success rate of only 16 percent. Students who test just a couple levels down from that have a college success rate of 8 percent. Compared to this data the 40 percent success rate is very good. Dean Kirkwood clarified that those students who start and stop throughout their college career are not consider successful by AtD.

Trustee Mike Blakely asked Dean Anderson if there is a difference in the math student success rate when the high schools hold a BBCC placement test? Dean Anderson replied that the high schools select the classes (groups of students) to take the placement tests. So the high schools test their higher math classes. About 16 percent of the students tested in the high schools place into college level math.

VP Mike Lang said students come to BBCC with goals and ideas. Part of the intake process helps the students develop educational plans. One of the AMP outcomes is that students will establish educational plans and make specific goals. He has talked with advisors and staff and they reported that approximately 1,200 students, including full time and part time, have educational plans. That is about 30 percent. This estimate is based on the following reports. VP Lang said there are approximately 337 students who are developing educational plans through SSS and the Student Achievement/Student Persistence Initiative. There are 70 students developing education plans through the Opportunity Grant. Disabled students services is working with 60 students, and counselors are working with about 400 students to develop education plans per quarter. The professional/technical instructors advise the 575 FTEs who are enrolled in those programs. VP Lang also noted that some of the students may be receiving advising from more than one source. A total of approximately 1,300 students are receiving advising on educational plans.

Director of Big Bend Technology (BBT) Russ Beard explained that an advisor data portal will be available to advisors soon. This is a new tool from Walla Walla Community College. The student information is on a secure web page. The advisor will have the ability to visit with the student and have electronic access to the student's current schedule, biographical information, and a degree estimator. The degree estimator will work with the degree audit program. The student's progress along degree tracks can be reviewed. This will give the advisor and the student a snapshot of all degrees the student is getting close to completing. There is also an academic early warning system, which will allow faculty to enter information about students missing classes. Director Beard said it will be helpful to have this information available in one place. The goal is to offer training to faculty and staff during the 2009 fall faculty in-service and then use the new portal during the fall quarter.

Trustee Mike Wren asked if the portal was a front-end module pulling data from BBCC databases. Director Beard advised that the portal is pulling information from BBCC databases and an advisor can have all the information at their fingertips. All Family Education Rights and Privacy Act (FERPA) guidelines are being maintained.

Trustee Ramon asked if this portal will compare which credits will transfer to four-year institutions? Director Beard indicated that the degree audit will show this. Some students have complained about some of their credits not transferring. Director Beard said he feels confident this will be online in the fall. VP Lang noted that Appendix B contains an academic planning worksheet for arts and science degrees. Appendix C contains a technical/professional program plan. These plans help with developing educational plans.

Dean Kirkwood said Outcome B.3 is regarding students continuing to complete goals according to their education plans. A chart illustrating the graduates, certifications and completion rates for the past five years was exhibited. In 2007-08, 546 BBCC students completed a program, earned a certificate or graduated. Dean Kirkwood said the national normative data indicates it takes 150% of the time shown for degree completion in the catalog for students to actually graduate. She said BBCC students are doing extremely well. She introduced Dean Rachel Anderson to talk about this year's points of focus: service programs, placement testing, advising/training, advising/availability and quality of services.

Dean Anderson described the current process of placement testing. The tests are offered every Friday and special accommodations can be made to take the test a different day. Placement results from last year were shared. The information reflects all populations coming on campus. She explained that the information is consistent with what was previously reported. There is a high percentage of testers placing into precollege math. There is also an increasing percentage of testers placing in precollege English skills.

Dean Anderson stated College Success Skills (CSS) classes were incorporated to improve student success. The math placement testing in the high schools was arranged primarily with AtD funds as a result of grant research. The high schools select the students who will take the placement tests. Administering the two-hour tests is a large commitment by the school. To date over 300 hundred students have been tested at the high schools. Another 100 students will test in the Moses Lake high school tomorrow. The rough numbers indicated that about 16 percent of the high school test takers are placing in college level math. Dean Anderson stated she hopes the placement testing in the community will continue to be promoted.

Dean Kirkwood introduced Associate VP of Student Services Candy Lacher to discuss advising/training efforts. Ms. Lacher said she learned from the spring student surveys that students feel that academic advising is very important. The 2008 spring enrollment survey revealed 92 percent of the participants were satisfied with their advising. The unsatisfied students cited problems with advisors availability. Associate VP Lacher expressed concern that the results of the arts/science student surveys showed their satisfaction has decreased by 23 percent between 2004 and 2008. The counseling center will focus on determining why the students are not as happy. In contrast, the professional/technical students expressed an 11 percent increase in satisfaction for the same time period. The dissatisfaction expressed may be due to the transfer process. Fifty four percent of the students who indicated they had trouble transferring stated that their credit hours were not accepted. Focus group responses have shown that credits do count but perhaps not toward the correct major.

The above responses led to increased staff development efforts as follows. Associate VP Lacher stated improvement efforts have been implemented. Five faculty and/or staff members, Terry Kinzel, Mandy Mann, Rie Palkovic, Max Heinzmann and Kathleen Duvall attended a two-day National Academic Advising Association (NACADA) Conference. The attendees, who represented different BBCC programs, prepared for the fall faculty in-service. They created a "Who wants to be a millionaire advisor?" game to promote the sharing of student resources and financial aid information. This has been an interesting way to provide information to the faculty who can then share with their students. The same group that attended the NACADA conference has been very active with Title V and AtD. They are serving as mentors and core advisors for students.

MariAnne Zavala-Lopez, Dave Hammond, Candy Lacher and Barbara Whitney attended an AtD Strategies Conference. They attended sessions on teaching developmental education. Associate VP Lacher said the federal government is very interested in AtD. There was a push to use our financial aid data and AtD student initiatives to try to lower default rates.

Another improvement step is offering NACADA and Noel Levitz Webinars to BBCC faculty and staff regarding student motivation and building an academic success center. Title V staff and BBCC counselors developed an online advisor toolkit, on the portal. This puts all the student resource information in one place for anyone advising a student. This is a great tool for new faculty members. The toolkit includes general advising information, a FERPA overview, and several links to experts in different fields. There is also information regarding counseling and CSS 100 requirements, related articles and SBCTC. The toolkit links to program plans and four-year colleges to provide transfer information. This toolkit allows the advisor to review the information with the student.

Trustee Angela Pixton asked if high school counselors have Running Start information that they can share with their students? This toolkit might be helpful to them. Associate VP Lacher responded that currently the high school counselors do not have access to the toolkit but it could be made available on the website. Trustee Ramon commented that the recently purchased Azorus software to help provide “high touch” to our students could be coordinated with the advisor toolkit. He added students try harder when they are encouraged and feel connected to faculty. This “high touch” approach could develop more empathy between faculty/staff and students. Associate VP Lacher stated Azorus is just getting started and maybe the toolkit could be integrated with it. If not, at least there should be a link available to the toolkit.

Trustee Blakely asked about the common course numbering that has been discussed in the past. Associate VP Lacher responded that the four-year colleges didn’t really like it, but it has been instituted at the community college. Trustee Blakely stated he agreed with Trustee Ramon that students need a personal relationship with someone they trust to advance to the next level. He was impressed by a multi-cultural presentation by staff from Spokane Community College at the TACTC conference. He would like for the same staff member to give a presentation on our campus.

Dean Kirkwood introduced Research Analyst Starr Bernhardt to share results from the Survey of Entering Student Engagement (SENSE) for new students. This is a national survey and part of a suite of instruments developed around AtD. Ms. Bernhardt said 250 new students participated. New students are used because many students drop out before their second term. Half of entering students leave between their first fall term and the next fall. Completing the first 12-15 credit hours improves students’ chances of returning and gives the college a chance to have an impact on student adjustment.

Ms. Bernhardt relayed additional SENSE survey data. She said 60 percent of new BBCC students claimed they knew about academic advising services. However, 55 percent had never used academic advising services during their first three weeks at BBCC. Over half of the new students relied on sources other than BBCC for advising during their first three weeks. The students’ main

sources of advising were friends, family and/or other students. This relates back to high touch being important for new students. New student registration includes advising but students may not recognize it. Of the students who did participate in advising services 91 percent were pleased and 83 percent agreed that they were able to meet with an academic advisory at convenient times. The students value the service when they use it.

To increase visibility of the advising services a team from Instruction and Student Services will study the advising process and make recommendations about advisor loads and time allotted per advisee. Additional questions regarding advisor availability will be added to the spring enrollment survey.

Dean Kirkwood stated a large component of what has been reviewed is in service programs. VP Mike Lang said one of the AMP goals was to review, assess, and audit student services programs. He recently attended a Washington State student services commission meeting and one of the agenda items was assessing student programs. A tool from South Puget Sound Community College (SPSCC) will be modified for our use. He said the goal is to perform a pilot assessment on one department this summer. The tool can be adjusted if needed. He hopes to audit all departments throughout the next year and report to the Board in May of 2010. The tool includes assessments of mission, facilities, staff, etc.

VP Lang said evaluation of instruction programs will tie in well with preparing for the accreditation visit in 2012. Each time a position is vacated we look at student enrollment, cost, and resources including equipment and instructor availability. He explained that sometimes we can't find the instructors that we need. The nursing program is currently searching for an instructor. As a result of not having graduate students in our area, we have a limited population of qualified part time teachers.

Dean of Arts & Science, Rachel Anderson, stated that she evaluated FTE generation and class availability. She said there is an obvious decline in evening class enrollment, but BBCC is obligated to offer classes in the evening. She offered a solution to the problem of classes with enrollment that is too low to support and the obligation to offer evening classes. Dean Anderson suggested alternative, linked classes" that could have regular class or an "on the ground section" linked with an online component. This would allow students who would like to attend classes in person to do so and those classes could also be offered online for students who prefer the flexibility.

Dean Anderson stated there are other high demand/low enrolled classes in the sciences i.e., calculus, physics, and biology. These classes will be offered as hybrid classes, which means they are offered both on the ground and online. The labs will require a once-a-week presence on campus. One of the pilot science classes increased from seven to 24 students using this approach.

There is still another group of ground classes, like music, that are decreasing in enrollment Dean Anderson explained. She is evaluating the time slots these courses are offered. Some of these elective classes compete with required classes due to the time they are offered. She is evaluating enrollment trends and the rearrangement of times slots.

Dean Anderson went on to discuss staffing. Per placement test results there has been an increased demand for developmental instruction in math and English and College Survival Skills (CSS). Students who test into both pre-college math and English are also required to take a CSS class. Dean Anderson said the full time and part time instructors are maxed out. If this trend continues, we'll need more faculty to teach these classes. In response to need and assessment two new math instructors were hired this year. Sonja Farag was hired into a current full time tenure track and Tyler Wallace was hired into a new full time tenure track position.

Dean Clyde Rasmussen said the AMP gives the Professional/Technical area an opportunity to share improvement ideas. He stated that automotive instructors Mike O'Konek and Chuck Cox gave their ASE certification report recently. Working through that process was a good assessment to evaluate if their program is meeting student and community needs.

Dean Rasmussen stated SBCTC requires periodic audits of all professional/technical programs. He said beginning this year he will be conducting audits of each program with assistance from the Institutional Research Department (IR). IR will collect data to help make changes as needed. Advisory committees will be used in this process. He said an audit involving an outside consultant was conducted on the computer science department. Dean Rasmussen said he will begin working with the Advisory Committee during the fall banquet to work with staff and committee to develop a model to collect information. He plans to collect data to answer the following questions: Are our students working in our communities in their fields of study? Staffing needs? Change directions in programs? Does BBCC serve students and employers?

Dean Kara Garrett shared that there are external audits in her area. The nursing department will be evaluated by the National League for Nursing Accrediting Commission in February of 2010. Accreditation provides an avenue to compare the BBCC nursing program nationally.

Dean Garrett explained that the basic skills program is also compared nationally and statewide. The grants written annually include outcome reports. There is incentive money for good outcomes. The SBCTC recently developed the momentum and student achievements points incentive program. In 2007-08 basic skills earned 1,553 points, that's the highest in any single category. She

compared it to the snake swallowing the apple. As basic skills students grow and transition, the bulge continues through and the pathways are strengthened.

Dean Garrett said there are two initiatives that have been active as basic skills has moved through the “Mission is Transition” theme. The Integrated Basic Education and Skills Training (IBEST) is an effective model for transition. The 18-month Basic Skills staff mentor, Enedelia Nicholson, is a BBCC graduate who worked for BBCC to help students move from basic skills to college level classes successfully. They weren’t finding their way and engaging as robustly as necessary to be successful. Ms. Nicholson impacted the students very positively. This funding is not going to be there next year and Dean Garrett hopes to fund this same type of position from another source.

Director of Basic Skills Sandy Cheek said helping basic skills students transition to college and persist to complete 45 credits and receive a vocational certificate has become the mission of the basic skills program. Research shows that reaching this point makes it possible to earn a living wage.

IBEST programs are effective tools for students’ success. Two instructors teach the students, one from the basic skills area and one from the professional/technical program. They are together in the classroom at least 50 percent of the time. CDL IBEST has been a BBCC program since 2004 and 100 students have received college credit and a commercial drivers license through this program. The IBEST Welding program started in 2006 and the original cohort who have been taking part time evening classes will be receiving their certificates of accomplishment. They also plan to continue their studies to earn AA degrees. Director Cheek said if basic skills students are given enough support they thrive in college.

Director Cheek described the progress of IBEST at BBCC. In 2004 there was one program, six students, one instructor and one funding source for tuition. In 2009 there are four programs: CDL, Welding, Medical Assistant and Child and Family Education. There are 90 students, 12 faculty members, one student staff mentor and multiple funding sources. Dean Garrett and Director Cheek are working on developing an IBEST Nursing Assistant Program.

Director Cheek stated that IBEST students are five times more likely to succeed compared to the basic skills students. The college earns momentum points based on student success. Director Cheek quoted a recent CDL IBEST graduate who said, “In the last four months I’ve earned \$19,000 and it used to take me a year to earn \$15,000.” This success takes a lot of work from students and staff.

Director Cheek introduced Staff Student mentor Enedelia Nicholson. Ms. Nicholson stated she promotes postsecondary education at BBCC. She plans events i.e. the GED to College Transition night, talks about college culture, provides a personal connection for students and leads a mini-tour of the

administration building. She also helps students enroll in an education interview class if they are interested in transitioning to college classes. Ms. Nicholson facilitates goal-setting workshops, teaches students how to navigate matriculation, and helps students understand the course catalog and schedule. She has assisted 70 students transitioning to college.

Ms. Nicholson relayed a student success story about a young lady who was unsure about college because she didn't speak English. The student initially left Ms. Nicholson messages in Spanish written on sticky notes. The student was very motivated to learn English and earn her GED concurrently. Together they worked on goal setting. She completed her GED and enrolled in BBCC in April 2008. Her transition from basic skills was smooth and recently she was on the President's list. Now she communicates with Ms. Nicholson in English via email.

Trustee Mike Blakely asked if Ms. Nicholson made contacts at the local high schools? Ms. Nicholson responded that she commutes four days a week to the GED ESL and basic skills programs in Othello, Mattawa, Royal City and Grand Coulee. Trustee Blakely stated he sees a need to attract Running Start students. He commented she would be a good contact person to help them with that. He also said he is bringing a student from Quincy to campus on Thursday.

President Bonaudi said Ms. Nicholson's information is good evidence of the importance of outreach. Trustee Angela Pixton stated while she was assisting Warden High School with the senior outreach interviews, one College bound student stated he was going to CBC for the automotive program. The student said he didn't know BBCC had an automotive program. Important to take College bound students to the programs on campus. Ms. Nicholson said she takes students all around campus.

Director Cheek clarified that Ms. Nicholson worked only with basic skills students. This model represents the "high touch" advising and that is effective. President Bonaudi asked if we have the data for how many potential students she contacted who have not enrolled and why they chose not to enroll. Ms. Nicholson responded that this population usually has families and jobs to juggle along with college. Providing the guidance and support is very helpful to the students.

Trustee Blakely stated the high school seniors' presentations are important. He said the potential student from Quincy that he will bring to BBCC is a great student. She's volunteered a lot in the medical field, and is a role model for her brothers and sisters. She doesn't know how to get registered, etc. Ms. Nicholson said it is overwhelming as a new student. Ms. Nicholson experienced attending college as a first generation student. She invested in her own education and now she encourages students to do the same.

Dean Kirkwood stated the report presentation was concluded. The next report on outcomes will be shared with the Board during the August Board meeting. The outcomes report will contain a summary of data obtained for all of the Board's Ends Statements and AMP outcomes with analysis, appraisal, and recommendation.

Trustee Felix Ramon stated he read through the AMP report and listened closed to the presentation. He compiled a list of things for BBCC to work on. He said BBCC should continue 24/7 tutoring advising and make it even better. He suggested a question and answer format online between students and faculty. Trustee Ramon also recommended all classes be recorded and used online to help the cost ratios. This results in more students per class and decreases the cost to the colleges. He went on to say BBCC needs changes in diversity and financial aid. Some of that was shown in the IBEST programs, which have developed several funding sources. The Intervention scholarships, and new scholarships should continue to be improved. There should be a different way to evaluate learning. If students take online classes, give them credit even if not on campus. He also said faculty should be encouraged to work across discipline lines. A math instructor could advise or have two instructors in one class to share differing points of view. BBCC needs to teach critical thinking including ethics and decision making, and teach students how to evaluate. On the Internet all kinds of things can be found. Students need to know how to evaluate the information they're receiving.

Trustee Mike Blakely stated he is personally interested in BBCC outreach. He said BBCC has improved in this area very much. It will take more time to prove results that have been generated as a result of outreach. He said the Trustees are interested in facilitating outreach and offer their personal contact to assist.

President Bonaudi said the Trustees would be joining the Washington Library Council in Masto C & D. They'll also make a presentation at 1:30 pm.

The study session adjourned at 11:47 a.m.

Mike Blakely, Chair

ATTEST:

William C. Bonaudi, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting on Tuesday, May 19, 2009, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

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

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

2. Introduction

President Bonaudi welcomed the Library Council of Washington members to the meeting. He also advised that the meeting was being recorded by Mediasite for live viewing on the Internet.

The Library Council of Washington (LCW) members who briefly attended the meeting included: Jan Walsh (WA State Librarian), Chair Chris Skaugset (Public Libraries under 100,000), Barbara Arnett (Special Libraries), Benita Brown (School Libraries), Allyson Carlyle (UW), Nancy Bunker (Academic), M. Kate Burton (School Libraries), Geoff Fitzpatrick (Information Technology), Tim Fuhrman (Academic Libraries 2-year), Lillian Heytvelt (Rural Libraries), Priscilla Ice (Information Technology), Annanaomi Sams (Special Libraries), Valerie Wonder (Disadvantaged), Jeff Martin, Rand Simmons, and Anne Yarbrough.

Dean Tim Fuhrman introduced WA State Librarian Jan Walsh to the Board of Trustees.

Ms. Walsh stated meeting with the Board of Trustees is a great opportunity. She explained that the State Library is both a Library and an agency. The Library is open to the public and houses mainly Washington government and historical documents. It is also a virtual reference library. People who live in Othello can access the information just like people in Olympia. The state library serves the entire state with digital, virtual, and walk in resources. Ms. Walsh stated there are library branches in the Olympia area at utility offices, transportation commission buildings, mental hospitals, and correctional facilities. The patients and prisoners learn how to find resources prior to returning to their homes. These branch offices have dedicated staff and faced major budget cuts in 2002 and 2003.

Ms. Walsh shared about the Washington Talking Book and Braille Library for the visually and physically impaired. She reported they have 72 patrons who are over 100 years old.

As an agency the state library is in charge of library development. They are not supported with state funds. They are dependent on Library Services and Technology Act (LSTA) funds. Creation of an advisory committee was authorized in the act. This led to the creation of the LCW.

Ms. Walsh said she was recently in Washington, D.C. with other state librarians. Most state libraries do not work with advisory committees. She further stated that she depends on the advisory committee to represent the perspectives of the many types of libraries in Washington State. They also provide constituency input and ensure people in their areas are reached regarding federally funded programs. Ms. Walsh stated the LCW members are very thoughtful and diligent and she couldn't provide appropriate services without them.

Mr. Chris Skaugset, the chair of the LCW was introduced. He stated that the LCW members represent the large variety of libraries in Washington. Each representative understands their kind of library very well and sharing the different perspectives is very helpful. He stated it is a pleasure to work with the state library, and communicate with constituencies.

BBCC Dean and LCW member Tim Fuhrman informed the Board how the LCW has impacted BBCC. LSTA funds paid for computer training for John Anderson. They also paid for library database licensing i.e. Proquest. Being part of this consortium gives BBCC purchasing discounts for databases and services. These funds also paid for John Anderson from the BBCC Library to receive computer science training. Also, Librarian Lance Wyman and Dean Fuhrman attended a weeklong student literacy conference funded by LSTA. This fund has also allocated money to teach basic skills students. State Librarian Jan Walsh said there is a statewide focus on literacy. Trustee Mike Blakely thanked the group for their presentation.

President Bonaudi introduced Dr. Rachel Anderson, Dean of Arts and Sciences. He announced that she will be leaving BBCC. She has accepted the Dean of Academic Affairs position at the College of the Redwoods in Eureka, CA. President Bonaudi expressed his appreciation for Dr. Anderson's efforts and contributions to the college. Trustee Mike Blakely said Dr. Anderson was a real asset to BBCC.

3. Consent Agenda

a) Approval of Regular Meeting Minutes for April 14, 2009 (A); b) Student Success Update (I); c) Accreditation (I); d) Assessment Update (I); e)

Capital Project Report (I); f) Human Resources Report (I); g) Enrollment Report (I); h) Donation Report (A); i) Emeritus Nominations (A).

MOTION 09-20 Trustee Angela Pixton moved to approve the Consent Agenda. Trustee Katherine Kenison seconded the motion, and the motion carried.

President Bonaudi noted that the donation of a 1987 Oshkosh T-1500 fire truck was added to the donation report. The truck, donated by the Spokane International Airport, will be used with the ARFF program. Professional Technical Dean Clyde Rasmussen said relationships with the Port of Moses Lake and Grant County Fire District 5 led to the donation. Fire Chief Bruce Milsap from the Spokane International Airport heard that we were in need of a truck. He had a truck that was purchased with grant funds and could only be donated. FAA will support giving it to the college and when that process is completed the paperwork will be finalized.

5. Exceptional Faculty Awards

Steve Matern, Industrial Electrical Technology Instructor, received an Exceptional Faculty Award (EFA) for \$2,000 to attend the Phi Theta Kappa 91st International Convention in Grapevine, Texas. Instructor Matern reported that he accompanied three Phi Theta Kappa officers to the convention. The EFA funds paid for his travel and lodging. He saved expenses by booking his flight well in advance. He said the students were amazed and learned a lot networking with their counterparts from around the country.

President Bonaudi stated he has attended two Phi Theta Kappa conventions and they are high energy. Madeline Albright was present at one of the conventions he attended. He said it is a high prestige event and important for informing attendees the benefits of Phi Theta Kappa membership. Instructor Matern stated the 2010 convention will be held in Orlando Florida and he hopes Phi Theta Kappa Advisor and Math Instructor Barbara Whitney can attend with the new officers.

Trustee Mike Blakely complimented Instructor Matern and stated he is also a Faculty Emeritus nominee.

Dan Moore, Aviation Technology Instructor, received a \$2,000 EFA to attend the Aviation Technician Education Council (ATEC) in Orlando, Florida. He thanked the Board for his award to attend this valuable conference. The FAA is in the process of revising some of the federal guidelines under which Instructor Moore teaches. He said the FAA has been working on this for 15 years and the industry has struggled with the proposed changes. The FAA recently began working jointly with the ATEC members to make the revisions. As a result of this collaboration it

is likely that the changes will be approved and the AMT curriculum will need to be rewritten. Instructor Moore said he was a little disappointed that the conference this year focused more on selling new software and less on instructing technical information. He reported the networking was informative. He also attended Sun n Fun, the second largest air show in the US.

Trustee Mike Blakely asked Instructor Moore what he gained from the conference that he can share with his students. Instructor Moore replied that he discussed rewriting the AMT curriculum. He also made good contacts regarding equipment. He said that he and his colleagues from other institutions shared ideas. Rewriting the curriculum for FAA approval will require a lot of work for he and Instructor Erik Borg. Instructor Moore said a nationwide industry forecast was not shared at the conference. He invited the Trustees to visit the AMT program anytime. Trustee Blakely thanked him for his report.

4. Remarks

Trustee Mike Blakely asked if there were any public comments or remarks. There was no response.

- a. Ms. Natalie Colston, ASB Treasurer, attended the meeting in ASB President Rhoan Ashby's absence. She reported the ASB activities. ASB sponsored a successful Pool Tournament with 12 people participating and 35 people in attendance. Tacofest was held Tuesday, May 12 and was well attended. Treasurer Colston reported the entertainment and food was really good.

The 2010 ASB officer election resulted in Rhoan Ashby continuing as President, Jeff Ranstrom continuing as Vice President, Devin Petersen will move from Public Relations to Treasurer, Emily West will move from Secretary to Programming Director, Rhen Ashby will move from Programming Director to Secretary and CJ Hatch will be our new Public Relations Officer for next year.

Thursday May 14, 31 students participated in a paintball competition. A great time was had by all.

Upcoming ASB events include a Softball game featuring students vs. staff/faculty Thursday, May 21 at 5:00 p.m. Hot dogs will be served after the game. The Spring Fling BBQ & Student Awards will be held Wednesday, May 27 from 4-7 p.m. Build-a-Bear, Sandy Candy, the Butt Sketch artist, and inflatable toys will be available. ASB Family Night at Surf'n Slide will be held Monday, June 1, from 6-8 p.m. Admission is free with BBCC ID. The Library Campout will be held Tuesday and Wednesday, June 9-10 beginning at 8:00 p.m. in the Peterson Gallery.

Free pizza and soft drinks will be available for students who are studying in the library.

Treasurer Natalie Colston provided club updates too. May 6, Rho Zeta inducted 32 new members into Phi Theta Kappa. They also had a successful carwash fundraiser and assisted in the Moses Lake annual clean up. There are also two new clubs on campus: Big Bend Christian Community and the Ultimate Frisbee Club, for a total of 12 clubs.

Trustee Mike Blakely complimented the ASB group for their ambitiousness.

- b. Classified staff representative Kathy Aldrich reported classified staff training opportunities.

Rick Tincani and James Meyers attended Security training by Ryann Leonard April 2, 9, 16, and 23. Robin Arriaga and Karen Okerlund attended a Department of Labor & Industries session on “Everything you ever wanted to know about L&I but were afraid to ask” at BBCC April 9. Angela Weber attended Pride Training – Child Development April 9, 10, 11, 16, 17, 18 at the Moses Lake CPS office. Susan Nichols attended campus safety training on April 16. Robin Arriaga, Keli Sanford, Karen Okerlund, Barbi Schachtschneider, Hope Strand, Jessica Aloysius, Barbara Riegel, Kathy Starr, and Kathy Aldrich attended the Classified Staff Breakaway training sessions on Leadership and Team Building Workshops at BBCC April 17. Cynthia DeVictoria attended the Challenging Behaviors STARS training on April 18. Barbi Schachtschneider, Hope Strnad, Jessica Aloysius, Barbara Riegel, Kathy Starr, Charlene Rios and Howard Temple attended TSA Security Awareness Training April 21. Ruth Coffin attended a Transcript Evaluation Process workshop through Elluminate on April 23. Donna Brown attended a Washington Mathematics Association of Two-Year Colleges Conference at Columbia Basin College April 24. Kamie Bishop attended the BSA 500 Business System I online course training through the University of Phoenix March 23 through April 27. Angela Weber attended Love and Logic/ Behavior Management on April 27, 28 at the Moses Lake CPS office. Robin Arriaga attended DOP AG’s Overview of the Fair Labor Standards Act (FLSA) via ITV at BBCC April 30.

Ms. Aldrich reported the annual Classified Staff Breakaway was held April 17 with featured speaker, Mr. Mike Magno, from Clover Park Technical College. His presentations focused on Leadership and Team Building. The theme was Mexican with a piñata and an excellent catered lunch by Sodexo. There were approximately 36 staff in attendance and many positive reviews were received. Staff would like to invite him back again for longer training sessions. Classified staff felt that the administration and others would benefit from hearing the same presentations.

- d. VP of Finance and Administrative Services Gail Hamburg said BBCC is hosting homeland security training by the Pierce Community College Center of Excellence May 21, 22. The training is targeted specifically toward community colleges. The tabletop drill is regarding a shooter on campus. The training will be captured on Mediasite.

VP Hamburg described clean up efforts at the Soil Conservation District property. A drip system is being set for the flowering trees. The abandoned camper will be moved off of the property soon.

VP Hamburg reported she has been working on the budget. The 2009 budget reduction is set at \$475,000. The 2010 budget reduction is an additional \$725,000. The Budget Review Task Force (BRTF) will be held Friday, May 22. Documents detailing proposed budget cuts were e-mailed campus wide for feedback during the BRTF. The draft 2009-10 operating budget will be provided to the BRTF June 5 for comment. She said she hopes to present the proposed operating budget to the Board June 9 or 10. Trustee Blakely said these are trying times and the unknown is worse than the known.

- e. VP of Human Resources and Labor Holly Moos reported she is working on data gathering for budget considerations. Her office is also issuing contracts which will not include raises this year due to the budget situation. VP Moos plans to have the full time faculty contracts issued before faculty members leave for the summer. The administrative exempt staff contracts will also be issued soon.
- f. VP of Instruction and Student Services Mike Lang introduced BBCC Foundation Director Doug Sly to share the results of Cellarbration! Director Sly reported that Cellarbration! raised \$94,600. This is a new record over the amount of \$81,600 raised last year. There were 170 guests in attendance and 145 auction items. The John Allen intervention scholarship raised \$5,200 in less than five minutes. He said the event went smoothly and proceeded on time. He encouraged everyone to provide suggestions for improvements.

Director Sly thanked each Trustee and President Bonaudi for soliciting donations for the auctions. Trustee Mike Blakely said Cellarbration! was very enjoyable. He sat with staff from the Wenatchee Valley College Foundation. He also noted several newcomers attended.

VP Mike Lang reported the JATP trainees will be leaving campus Thursday morning to go to their host farms. He expressed a special thank you to the community and BBCC campus community. He said this was an

exceptionally fine group of students. Trustee Blakely stated he visited their classrooms and they loved it.

6. Exceptional Award Recommendations

President Bonaudi said he was pleased that the BBCC EFA fund is doing well. The recently adopted WA state budget eliminated the matching funding source. The statewide source of revenue is still in place but the account was reduced to zero. BBCC only spends a portion of the interest from the EFA fund each year. President Bonaudi recommended the Board approve Exceptional Faculty Awards for Art Instructor Rie Palkovic and Counselor Max Heinzmann.

MOTION 09-21 Trustee Katherine Kenison moved to approve awarding Exceptional Faculty Awards to Instructor Rie Palkovic (\$1,500) and Counselor Max Heinzmann (\$2,000). Trustee Felix Ramon seconded the motion, and the motion carried.

Trustee Mike Blakely reported that Trustee Katherine Kenison was elected as chairman of the TACTC nomination committee. He also thanked Trustee Angela Pixton for submitting her vote by proxy.

Trustee Mike Blakely announced a 5-minute break at 2:33 p.m. The meeting reconvened at 2:38 p.m.

4. Remarks (continued)

- c. Faculty Association President Mike O'Konek apologized for arriving late to the Board meeting. He was at Chief Moses Middle School with 32 Gear Up students and other Faculty Association officers were unavailable. Nursing Instructor Lisa Corsie reported five second-year nursing students will be taking their Advanced Cardiac Life Support (ACLS) exam at Samaritan Hospital this same date. This opportunity was provided to the nursing instructors through a pilot program. The pilot program was offered to six randomly chosen students enrolled in NUR 264. If the students successfully complete the test they will receive ACLS certification from the American Heart Association. This certification is required by many hospitals. This is a good example of making students more work ready.

Art Instructor, Rie Palkovic, reported to Mr. O'Konek she will have a show at the new wine shop and gallery, Imbibe, beginning June 20. She will also have a show in San Francisco in July and at the Soap Lake Art Museum in August.

Dr. Dennis Knepp, Philosophy Instructor reported to Mr. O'Konek that he will have a chapter in the upcoming *Twilight and Philosophy* entitled

“Bella’s Vampire Semiotics.” He has submitted an abstract for *Alice in Wonderland and Philosophy*.

Mr. O’Konek said that Dr. Ryann Leonard, Criminal Justice/Psychology Instructor reported that the 3rd Annual Community Partnership Against Substance Abuse Event was well attended on the BBCC campus. Over 250 people were present and over 100 additional people viewed the event via Mediasite. Instructor Leonard has been working with multiple agencies within our communities to coordinate the event. BBCC’s partnerships with fire and law enforcement agencies have been strengthened by this continuing effort.

Jim Hamm, Physics Instructor, set up telescopes with his astronomy students the evening of May 8. A large number of elementary school students as well as their family members joined the group at Discovery Elementary School. Saturn and its rings and the full moon were viewed.

OIT Instructor Daneen Berry-Guerin reported to Mr. O’Konek that four OFF262 students participated in the 60-second resume workshop at the BBCC Job Fair. The students stated it was a great opportunity. They will practice these skills again at their mock interviews at Horizon Credit Union in the next week.

Dean Rachel Anderson reported to Mike O’Konek that several faculty members are registered for Angel training or have already completed the training. The participants include: Mandy Mann (medical asst program), Salah Abed (math instructor), Kathleen Duvall (biology instructor), Steve Close (English instructor), Theresa Faust (psychology instructor), Scott Richeson (sociology instructor), Gene Donat (business instructor), Dennis Knepp (philosophy instructor), Jenifer Ramm (part time English instructor), Jennifer Brathovde (part time ABE/ESL instructor), Webb Waites (part time political science/history instructor), Lenora Nicoles (part time PE instructor), Rebecca Waller part time nutrition instructor), Stephen Franklin (part time geography instructor) and Gale Haley (part time biology instructor).

Instructor O’Konek also reported that during the Faculty in-service half of the faculty members attending NIMS emergency response system training. The remaining faculty members attended Elluminate training. Mr. O’Konek thanked Instructor Leonard for condensing the NIMS training. He went on to say that the faculty members are eager to get the budget figured out. A good discussion was held at the May 22 BRTF and faculty members are looking forward to providing input on the 2009-10 Operating Budget.

Trustee Blakely said he recently spoke with the WVC Foundation President. He said his nephew attended BBCC and stayed because Automotive Instructors Chuck Cox and Mike O'Konek were very encouraging.

8. AMP Report #2 Programs

The AMP report #2 Programs was reviewed earlier today during the Study Session.

MOTION 09-22 Trustee Mike Wren moved to accept the AMP Report #2 Programs. Trustee Angela Pixton seconded the motion, and the motion carried.

9. President's Evaluation

President Bonaudi stated the Board could hold an executive session to discuss his evaluation. All evaluation documentation has been provided. The Board could choose to complete their individual evaluations of the President and then hold an executive session at the next regular Board meeting. The Board has developed a good procedure which provides continuity.

Trustee Blakely stated the President's evaluation procedure is more than adequate. Trustee Mike Wren agreed that the procedure is adequate and asked for time to digest the information. Trustee Ramon said he is okay with the evaluation procedure. Trustee Angela Pixton said she would like time to review the information. Trustee Kenison stated she is satisfied with the process. The Trustees will complete individual evaluations of the President. During the next regular meeting they will discuss their evaluations.

10. Board Officer Elections

Trustee Blakely stated the Board officer matrix provides a suggested rotation schedule for Board officers. Historically the Vice Chair automatically assumes the role of the Chair.

MOTION 09-23 Trustee Mike Wren moved to follow the Board officer matrix as presented. Trustee Angela Pixton seconded the motion, and the motion carried.

12. Next Regularly Scheduled Board Meeting

President Bonaudi asked the Board to consider setting a Special Board meeting to consider the 2009-10 Operating Budget on June 9, 10:00 to noon.

MOTION 09-24 Trustee Angela Pixton moved to set a Special Board meeting to consider the 2009-10 Operating Budget

Tuesday, June 9, 2009, 10:00-noon. Trustee Felix Ramon seconded the motion, and the motion carried.

The next regularly scheduled meeting was previously scheduled on June 23, 2009. Trustee Kenison had a conflict with that date. The meeting was rescheduled for July 7, 2009, 1:30 p.m.

MOTION 09-25 Trustee Katherine Kenison moved to set the next regular Board meeting on Tuesday, July 7, 2009, 1:30 p.m. Trustee Angela Pixton seconded the motion, and the motion carried.

11. Assessment of Board Activities

Trustee Angela Pixton reported she conducted interviews of Warden High School seniors to help them meet their graduation requirements. While she was interviewing the students she asked them about their career and education goals and their impressions of BBCC. She reported that four out of five graduates are planning to attend BBCC. Many of the students also said they had not visited BBCC yet. She encouraged them to explore the BBCC campus and programs

Trustee Pixton said she attended CWU President Gaudino's reception at President Bonaudi's home. She also attended the Nurses' dinner.

Trustee Pixton shared news regarding a potential project program at BBCC. She recently spoke with Reinke Irrigation. There's a possibility that the soil conservation district could be utilized for an irrigation technician program. Training would include learning about GPS systems and repairs. Reinke Irrigation is located in Nebraska and they have curriculum and have offered some equipment. This program would be similar to the John Deere program at Walla Walla Community College and train local people to stay local. During her visit in Washington, D.C. earlier this month Trustee Pixton mentioned this potential ag based program to Representative Doc Hastings. He asked to be kept updated on the progress of this program.

Trustee Ramon reported that he attended CWU President Gaudino's reception at President Bonaudi's home. He also attended the TACTC conference and brought back a Cellarbration! auction item. He also attended Cellarbration!

Trustee Mike Wren met President Gaudino at President Bonaudi's home. He said he was impressed that President Gaudino sees the value in the potential partnership between BBCC and CWU. President Gaudino expressed a positive outlook and seemed to value the two-year community college system.

Trustee Wren stated that he sent thank you notes to district 13 legislators. He also attended the State Port Association meeting where he addressed workforce development and the important impact community colleges make. He said more port districts are looking at jobs and qualified workers for potential employers. Recognizing the value of community colleges is a positive trend he is seeing. He also attended Cellarbration! and stated it was a great event.

Trustee Kenison attended the TACTC Conference and was elected to the TACTC nomination committee. Her family enjoyed hosting some of the JATP students for dinner. She reported that her son attended the 3rd Annual Community Partnership Against Substance Abuse Awareness event held on campus. He had the opportunity to experience the impaired driving vehicle.

Trustee Mike Blakely visited the JATP students' classroom. He met with Dr. Bonaudi regarding the agenda and set an appointment for the new Quincy High School principal to meet Dr. Bonaudi. He also evaluated Quincy High School seniors' projects as a requirement of their graduation. Trustee Blakely attended the nurses' dinner and Cellarbration! He also attended the TACTC conference. He is looking forward to accompanying an outstanding Quincy High School senior on a BBCC tour later this week. He contacted three Quincy High Tech High seniors and talked with them about BBCC. He also helped them contact the GED program here at BBCC. He also attended the reception held for CWU President Jim Gaudino.

13. Miscellaneous

President Bonaudi reminded everyone that Commencement will be held Friday, June 12 at 7:00 p.m. in the DeVries Activity Center. Trustees, Staff and Faculty will line up in their gowns at 6:00 p.m. in the Peterson Gallery after the Pre-Graduation Get Together that begins at 4:45 p.m. Due to the difficult budget situation President Bonaudi will not host a Commencement reception in his home. He encouraged everyone to attend the reception in the Masto Conference Center immediately following Commencement.

The ACCT annual meeting will be held in San Francisco, CA in October. Dr. Bonaudi asked the Trustees if anyone was interested in attending this valuable conference. The ACCT is also offering a summer leadership institute in June.

President Bonaudi visited with CWU President Gaudino again at the Washington Association of School Administrators (WASA) where they both served on a panel. There were many local superintendents at the

WASA conference. President Gaudino provided the 4-year college perspective on students being college ready. President Bonaudi provided the 2-year college perspective on students being college ready. This was very valuable training for many of the superintendents around the state. He received several good questions following his presentation. President Gaudino sees community colleges as a key to feeding baccalaureate institutions at the junior level. There are usually junior level enrollment slots open.

President Bonaudi was also asked to serve on the School Employees Credit Union Advisory Committee. At a recent meeting of the advisory committee he had another opportunity to network with several superintendents.

The meeting was adjourned 3:13 pm.

Mike Blakely, Chair

ATTEST:

William C. Bonaudi, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board meeting on Tuesday, June 9, 2009, in the ATEC Conference Room in the ATEC Building on the Big Bend Community College campus.

1. Call to Order

Board Chair Mike Blakely called the meeting to order at 10:12 a.m.

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

President Bonaudi introduced Ms. Sarah Kehoe. She is the new education reporter for the Columbia Basin Herald.

1. 2009-2010 State Operating Budget

President Bonaudi introduced VP of Finance and Administrative Services Gail Hamburg to lead the review of the 2009-2010 proposed State Operating Budget.

VP Hamburg reviewed the process for compiling the revenue portion of the budget. She explained that BBCC receives the initial allocation from SBCTC calculated in four steps. The unrestricted general fund state base budget is retained. This is calculated by removing one-time and variable funding from the prior year's operating budget allocation and annualizing funds not provided for a full 12 months in FY 2009. Some of those annualized funds include two months of COLA's for Classified Staff and Administrative Exempt that were effective September 1, 2008, rather than July 1, 2008, and maintenance and operations funding for the new art building. Changes to the base budget are added or subtracted. In 2010 these changes are pension changes, health insurance rates, increase in utilities assessments, workers compensation rates, childcare matching grant and quarterly disability accommodations.

The next step is subtraction of budget reductions and creation of the student achievement pool. One reduction was for revolving funds, like AAG and auditor billings. Some of the Student Achievement funds are withheld by SBCTC to create a pool to be distributed to the community colleges based on momentum points. VP Mike Lang stated the Student Achievement funding we receive is used to work with 143 "trio-like" students who don't quite meet the Trio eligibility guidelines. Services

provided to the students include intakes, evaluations, laptop checkout, and access to a textbook library. These students are more successful and generate better retention rates. Students are also connected to tutors. These students also receive support from the basic skills student staff mentor, Enedelia Nicholson. She helps basic skills students transition to college level classes. Ms. Nicholson is mostly funded by 503 grant funds.

VP Lang shared the majority of the momentum points for BBCC are earned by the progress of the basic skills students. Viking seminars i.e., "Cash for College", and "Study Smarter" have also been helpful to the students. A staff person from Student Support Services (SSS) moved into the vacant advising position. The SSS Grant couldn't cover a full time replacement. Student Achievement and Student Persistence money funded the remainder of the position. Math 90 and 95 also offer supplemental instruction. Supplemental instruction is provided by a student tutor who has passed the class and sits in for every session of the class. The student holds instructional sessions or peer tutoring in addition to scheduled class to improve student skills.

VP Hamburg continued on identifying the FY 2010 budget reduction of \$774,504. This was the expected amount. Our base allocation was also reduced by the FY 2009 (our current budget year) budget reduction of \$475,000. Our total budget reduction then is about \$1.25 million (\$475,000 + \$775,000). The 2010 state board earmarks and provisos are then added. These funds include annual disability accommodations, Opportunity Grant, Students of Color and Worker Retraining funding.

VP Hamburg reviewed the new items for fiscal year 2010 on page 2 next. She said the most notable change is the shift of the earmarks and provisos from their own individual accounts to being placed in the base budget in FY 2010. In the past they were stand-alone and had to be spent for specific purposes. Now they're all in the same pot and BBCC will decide how to spend them.

VP Hamburg described item two, retaining the FY 2009 pay increase that took effect September 1, 2008. Item three is the remaining 2/12 of the maintenance and operations funding for the new art building.

Item four is the employer-paid health premiums, which increased from \$561 to \$745 per month per employee. VP Holly Moos briefly described the employee premiums. The employee contribution rate for the Public Employees Retirement System (PERS) and Teachers Employee Retirement System (TERS) is decreasing. Classified Staff are covered under PERS and they will see an increase in the payroll due to the decrease in the retirement contribution rate.

The next item is the utilities assessments. The utility rate charges are increasing and the funding requested has been allocated. New funding for childcare matching fund grant is next. It is based on fiscal year 2007 and 2008 average headcount of students between 18 and 40 years of age with dependents. The amount is \$1219.

The quarterly disability accommodation is based on fiscal year 2007 and 2008 average headcount of students with disabilities. This is normally received in the spring but we are receiving it early for the fiscal year 2010.

The reduction to provide a pool of Student Achievement funds was highlighted. These funds will be distributed back in a future allocation based this time on net gain in student achievement points earned in the fiscal year 2009 compared to the fiscal year 2007 baseline.

The last new item was the work based learning tuition of \$29,412 that was moved into the Opportunity Grant program.

VP Hamburg led the Trustees through the revenue budget on page 3. The 2010 unrestricted base budget, which includes the \$475,000 fiscal year 2009 reduction, is \$10,486,122. The new operating funds, which included a pension rate change decrease, totaled \$340,541. Budget reductions including the fiscal year 2010 reduction of \$774,504 totaled \$797,753. SBCTC earmarked programs, which must be spent for specific purposes, totaled \$723,622. These totals equal the 2010 initial GFS operation allocation of \$10,752,532. The estimated tuition including the 7 percent increase is \$3,108,514. The estimated carryover and indirect cost recovery is \$506,627. The Running Start total of \$600,000 is the same amount as last year. Lastly, the ABE/ESL grants of \$176,557 were added. The grand total of the 2010 operating budget is \$15,144,230. This total includes the 2.5 percent operating reserve in the amount of \$369,372.

President Bonaudi noted that this is the last year of the \$399,000 Opportunity Grant pilot. Dean Garrett indicated that she believes the worker retraining funding will increase because they reached their FTE target for the first time in several years.

VP Hamburg stated she has received numerous questions regarding the tuition increase of 7% and how it will affect BBCC students. She computed the financial impact. If a student takes 15 credits per quarter, after three quarters they will pay an additional \$197. For fiscal year 2011 the tuition will increase another 7 percent. A student taking the same 15 credits for three quarters will spend another \$211.

VP Hamburg said the proprietary budgets would be prepared for the August board meeting. The carryover amount of \$506,627 is an estimate.

This actual amount will be known in August. VP Hamburg will update the board with the actual carryover at the August meeting.

The Running Start total of \$600,000 is estimated the same as last year. The ABE ESL grant amount is based on applications submitted.

President Bonaudi stated we think we have the same FTE target of 1676. There is no benefit from Running Start legislation that was passed. The SBCTC will handle this as a system and the Running Start FTEs were not added to the FTE target.

VP Hamburg stated page 5 compares the fiscal year 2009 revenue budget to the fiscal year 2010 revenue budget. The FTE target is the same. The unrestricted state budget looks like it was increased by approximately \$1 million. She explained the reason for that was that the earmarks and provisos were moved into the base budget for 2010 and the \$9,446,768 for fiscal year 2009 was the initial allocation without additional allocations. This year (FY 2009)BBCC has received almost \$1 million in 11 separate allocations.

No new COLA's or increases in compensation were allocated this year. The 2/12 of the 2009 COLA's for Classified Staff and Administrative Exempt employees that was delayed from July 2009 to September 2009 are included.

VP Hamburg stated the most notable items are in footnote 4 which highlighted the items rolled into the base budget: Transfer High Demand enrollments, Early Childhood Education, Math & Science enrollments, ABE enrollments, I-BEST enrollments, Workforce High Demand enrollments, Workforce Development Base funding, and Childcare. She explained that the health benefits costs increased and pension rates were decreased. These allocations are always adjusted based on projections. Instructional equipment and tuition backfill were not funded this year. The basic skill enhancement should be provided in a future allocation. Childcare money was rolled into the base and it is committed 100% for students with childcare needs.

VP Hamburg highlighted the budget reductions. Last year building maintenance funds of \$218,600 were put into capital rather than operating to ensure it would be spent on capital projects. The earmarked programs were detailed. Outcome assessment was moved to the base budget. The work based learning tuition amount was rolled into the Opportunity Grant.

The tuition estimate was increased by 7 percent. The estimated carryover for fiscal year 2010 is \$622,212 less than the actual carry over in 2009. Running Start was kept at the same level. VP Hamburg noted that there

is an overall decrease of \$523,349 in the fiscal 2010 budget as compared to the fiscal year 2009 budget.

VP Hamburg described the pie charts on page 7. For the fiscal year 2009-10 source of operations funds are slightly different. State funding is 71 percent, Tuition is 21% and carryover/recovery is 8%. She noted that the tuition percentage increased from last year due to the 7 percent tuition increase.

President Bonaudi said this is an important piece of the budget to understand. BBCC's direct appropriation from the state is the \$10,752,532. Adding tuition and recovery increases the state operating budget to \$15,144,230. The proprietary budget, which includes grants and contracts, will increase the total budget to approximately \$28 million. The proprietary budget will be discussed in August.

Trustee Mike Wren asked if the Running Start amount of \$600,000 is credit based? VP Hamburg responded that the dollar amount is based on enrollment (credits taken). BBCC bills the school district at the rate prescribed by the state. This rate decreased slightly this year.

President Bonaudi stated the largest group of Running Start students will graduate during the BBCC Commencement on Friday. He explained that the Running Start legislation funded a study that hopefully will address the challenges of the Running Start program. Trustee Wren predicted that more students will enroll in the Running Start program as college tuition increases.

VP Hamburg described the pie chart on page 8 which illustrated the expenditures by program for fiscal year 2009-10. Instruction is the largest expense at \$7,262,593, that's 48 percent, last year it was 50 percent. The latest system average available was from fiscal year 2008 and it was 52 percent. Academic administration is \$460,849 that's 3 percent, last year it was 2 percent, and the 2008 system average was 4 percent. Library expenditures are \$478,621, which is 3 percent, last year was 3 percent and the 2008 system average was 3 percent. Student Services expenditures are \$1,878,901 that's 12 percent, last year it was 14 percent, the 2008 system average was 12 percent. Administration expenses are \$2,728,941 that's 18 percent, last year it was 18 percent and the 2008 system average was 17 percent. Lastly the Maintenance and Operations expenses are \$2,334,325 that's 16 percent, last year it was 13 percent and the 2008 system average was 12 percent. She explained that the Maintenance & Operations expenses are elevated due to the Art building funding. Our buildings are old and they require more maintenance.

VP Hamburg said page 9 is a trend sheet. The program allocations for the past four years are listed. She highlighted that student services account 060 consistently increased in each area from 06/07. This is due to Student Achievement/Persistence Initiatives.

VP Hamburg described each program beginning with Instruction. The program includes classroom activities, laboratory activities, community service instruction and AGE/GED activities. The principle changes and focus are the continuation of the Opportunity Grant and the 7 percent tuition increase. Page 11 and 12 break out the expenses by academic, vocational, credit classes, workforce, outcome assessment and developmental programs. She noted some of the budget reductions. One vacant fulltime faculty position (physical education) was given up in academics. The photojournalism funding was given up as well. It had not been offered recently, and there was no faculty involved. Half of a vacant BBT administrative position was also given up.

VP Hamburg noted that the 2.5 percent reserve funding is split between instruction and administration. Half of the total reserve is in instruction (\$184,686) and that is divided equally between academic (\$92,343) and vocational (\$92,343) supplies funds.

VP Hamburg stated several vacant faculty positions were also given up in the vocational area: aviation instructor, child and family education instructor, and a computer science instructor.

Seventeen hours of course work in the child and family life education program was reduced. CDL instructors' overloads were moved from a part time account to a lab account, which led to a reduction. Credit classes include ITV and offsite classes and their budgets are zero for fiscal year 2010. Those expenses were rolled into the WAOL or online classes account. More part time salaries and benefits are coming from that as BBCC instructors are teaching. This led to a budget savings of \$64,180.

The outcome assessment budget was moved into the academic administration budget. Total expenditures for instruction are \$7,262,593 and that is 48 percent of the operating budget.

VP Hamburg highlighted changes in the academic administration program. Dean Clyde Rasmussen's salary and benefits expense was reduced by \$7,000 because the Perkins Grant will fund that portion. Dean Anderson's position will not be filled this year that will save \$95,860. Dean Kara Garrett's position will receive 35 percent funding from grants. The Dean of Research and Planning and Special Asst to the President position was

moved to academic administration. The principle changes and focus of academic administration include enrollment management, student retention, student recruitment, assessment, accreditation, and marketing. The total of the academic administration budget is \$460,849, that is 3 percent of the operating budget.

VP Hamburg discussed the Library budget. This budget includes the Dean of Information Resources, library and information literacy instruction, reference services, collection development, interlibrary loans and media equipment services. The principle changes and focus are collections of online and multi-format based resources, instruction and assistance in the research process and support of lifelong learning and personal discovery.

The library comprises 3 percent of the operating budget at \$478,621. VP Hamburg introduced Dean Fuhrman to explain a reduction in the equipment account of \$34,000. The over 100 computers in the library are on a three year rotation for replacement. This year no new computers were purchased and he also chose not to purchase additional media equipment. He stated next year BBT will install thin clients. Thin clients are monitors with the "brains" of the computer stored in the server. Converting to thin clients will save equipment money right away and they are expected to last 10 years rather than 3 years.

Trustee Wren asked if the thin clients could accommodate students who bring their own media in on a thumb drive or CD. Dean Fuhrman replied that individual documents will work fine. They're working on how to accommodate CD's, etc.

Student services was discussed on page 17-19. VP Hamburg listed the student services responsibilities: Associate Vice President of Student Services, admissions/registration, financial aid, counseling, multicultural services, disability services, GED testing services, career placement services and student activities. The principle changes and focus are enrollment management, student retention, student recruitment, advisor training/improving advising, customer service and marketing.

A portion of Associate VP Candy Lacher's salary and benefits funding in the amount of \$7,000 will come from Achieving the Dream funds. VP Hamburg said the student services was broken out in several accounts: counseling, financial aid, student employment, running start, and workforce training. Budget savings include the GED fees funding for part of the GED tester's salary, a reduction in supplies and travel. The Job Service Center funding and summer counselors' salaries were moved to grant funding. The budget for sign language staff and tutors was decreased. The vacant VP of Instruction saves \$131,000. The total

student services budget is \$1,878,901 or 12 percent of the operating budget.

The next program discussed by VP Hamburg was Institutional Support or Administration. Those responsibilities include central administration, President and Vice Presidents, community relations, Foundation, fiscal services, telephone/communications, word services and administrative computing. The principle changes and focus include: enrollment management, student recruitment and retention, marketing, new website, Academic Master Plan and Facility Master Plan, National Incident Management Systems.

VP Hamburg pointed out that the remaining half of the 2.5 percent reserves are held in the administrative supplies account. The reserve amount is \$184,600.

Savings in this area include the other half of a vacant assistant BBT director position, vacant HR office assistant 2, vacated word services and shipping receiving office assistant 2 position. JATP indirect funds will pay \$7,000 of VP Mike Lang's salary. The grand total of administration expenses is \$2,728,941, which is 18 percent of the operating budget. It was also noted that Trustees' expenses come from the President's office budget.

Plant Operations, which we usually refer to as M&O was the last program to review. Their responsibilities include custodial services, maintenance trades, vehicle maintenance, grounds maintenance, utilities, safety and security and theatre and activity center management. The principle changes and focus in that area are repairs and minor improvements, building maintenance and energy costs and collaborating with the Safety Committee on goals for improvements to campus.

This year there was a reduction in equipment, supplies and travel. VP Hamburg pointed out the red \$218,600 amount. This was operating money that was moved into capital last year. This explains the significant increase in the building supplies expenditures between fiscal year 2009 and 2010. The Art building allocation of \$141,000 was also in this account.

The grand totals of all programs were detailed on page 24. VP Hamburg noted it is interesting to note that our salaries and benefits are 79 percent of our expenses. The system average is between 77 and 81 percent.

Total institutional funds including the proprietary budgets were illustrated on page 25. State operating funds are 53 percent of the total budget. This is a one percent decrease from the 2009 fiscal year. VP Hamburg stated more details of the proprietary budget will be presented to the

Board August. Page 26 contained a projection of grants, contracts, and proprietary funds. The total projected budget is \$13,414,264. She noted that the Title V grant could increase significantly.

Trustee Mike Wren complimented the great job of compiling and presenting the budget. He asked if there were programmatic impacts as a result of the reductions. President Bonaudi responded that the major impact is in computer science, due to the early retirement of the full time instructor. The savings from not filling the position was noted earlier in the budget discussion. A recent program audit of computer science indicated the program needed significant restructuring. President Bonaudi stated the vacated position would not be filled this year. A consultant will be hired to help produce an updated new curriculum. BBCC won't admit new computer science majors as of this fall. The current computer science students will finish their classes.

President Bonaudi also said the library has been closed on Sundays. He stated they tried to squeeze money into the part time budgets. He thinks BBCC can continue to support instruction in that way. Trustee Wren stated he was surprised not to hear about hacking and slashing. President Bonaudi stated the Deans worked well as part of the team and they advocated for their programs. He also indicated that the economy could continue to deteriorate. It is expected that the June revenue forecast will not be good. If the September revenue forecast is not good the Governor may call for a special session. This could have a direct program impact on BBCC programs.

Trustee Ramon asked about the impact on the child development program. President Bonaudi stated they tried to maintain the enrollment with part time instructors but it was not the best choice. The new Title V grant we are applying for with Heritage University will strengthen that area if available. Heritage has a bachelor degree program in child development. If BBCC received the Title V Grant it will provide funding for a full time instructor we would share with Heritage. Twenty students are needed to restructure the program. Trustee Ramon stated VP Hamburg gave a good presentation and he was grateful for the work put in to maintain services for the students. President Bonaudi stated the impact of the rise in tuition is the great unknown. How many students will continue? Will the tuition increase slow down enrollment. He stated if the enrollment drops below the budgeted estimate it will impact the college.

President Bonaudi noted that the President's office program is responsible for the Board of Trustees, the President, the President's Executive Assistant and the Director of Public Information. While this budget shows an increase it is a result of an increase in salary to hire a Director of Public Information and an increase of \$15,000 in supplies for her budget. The

only other increase in salary was the 2/12 COLA for President Bonaudi and Melinda Dourte. The President's Office has saved \$10,000 and the Trustees have saved \$9,000 in travel costs.

Trustee Mike Blakely reported that he watched the Budget Review Task Force (BRTF) on Mediasite. He commended staff for putting together the budget with input from faculty and support staff. He stated the most important thing is that we saved jobs. If we have instructors we can serve the kids. He said people question why the reserve is not being spent. He stated the reserves are needed for a serious rainy day and they are needed for start up as BBCC can't start up without funds each fall. The reserve gives us flexibility. Trustee Blakely went on to say involving faculty on the task force has had major benefits. He said he was very proud of how it was handled. It's been a team effort, with all employee groups and students. President Bonaudi complimented VP Hamburg and Director Rios for putting together the new budget during this very busy time. They spent many extra hours working on the budget.

MOTION 09-26 Trustee Mike Wren moved to accept the 2009-10 proposed State Operating Budget as presented. Trustee Felix Ramon seconded the motion and the motion passed.

Trustee Ramon stated this budget is a living document and subject to change. President Bonaudi stated he is optimistic about the start to the new year. BBCC is open for business and we should be the first choice of many new students. Trustee Ramon stated he attended the Moses Lake Christian Academy graduation and 20 percent of their graduates will be attending BBCC.

2. Soil Conservation District Property

President Bonaudi reminded the Trustees about a presentation from MACC regarding acquiring three acres of the Soil Conservation District property. They wanted the property to build a tower and a building for office space. The property was attractive due to the close proximity to Grant County 5 and the radio reception.

MACC was advised to check back with the college due to the lack of a recent appraisal. The appraisal has been completed. A Grant County Commissioner called to inquire about a purchase or lease of a 10,000 sq ft piece of the same property. MACC is interested in a 100 x 100 ft piece of property. They would build the same tower and a much smaller building.

Trustee Ramon was concerned about the location of the small piece of property. Trustee Blakely shared his concern about access to the property, would they need to build an access road? If so, it could limit or

divide the property for other uses. Trustee Kenison inquired about the length of the lease. President Bonaudi stated he only knew that MACC was interested in a smaller footprint. Trustee Wren stated the impact of a smaller footprint could be the same as a larger piece with less benefits. Trustee Kenison asked if other uses would be limited to minimize radio interference. Marketing other property could be affected. Trustee Blakely indicated the Board would be willing to talk with MACC to get further details of their proposal.

President Bonaudi emphasized that the Commissioner was only inquiring about the Board's position on a smaller proposal. The President said we share good communication with the Commissioners. He asked what message he should return to the Commissioner? Trustee Wren stated he would like more information regarding location, impacts and land use restrictions. Trustee Kenison stated more information is needed regarding duration of the lease, location, land use restrictions, etc. The Board indicated they would be willing to meet to discuss the property.

The meeting adjourned at 11:23 a.m.

Mike Blakely, Chair

ATTEST:

William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 7/7/09

ITEM #4: CONSENT AGENDA (for information)

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

BACKGROUND:

Achieving the Dream

The AtD Coach and Data Facilitator, Frank Renz and Mark Figueroa visited the BBCC campus on June 8-9. While here they met with the President, the Assessment Committee, the Core/Data team, the AtD intervention strategy leads and team members to evaluate the status of our interventions and discuss plans for next year's achievement/retention efforts.

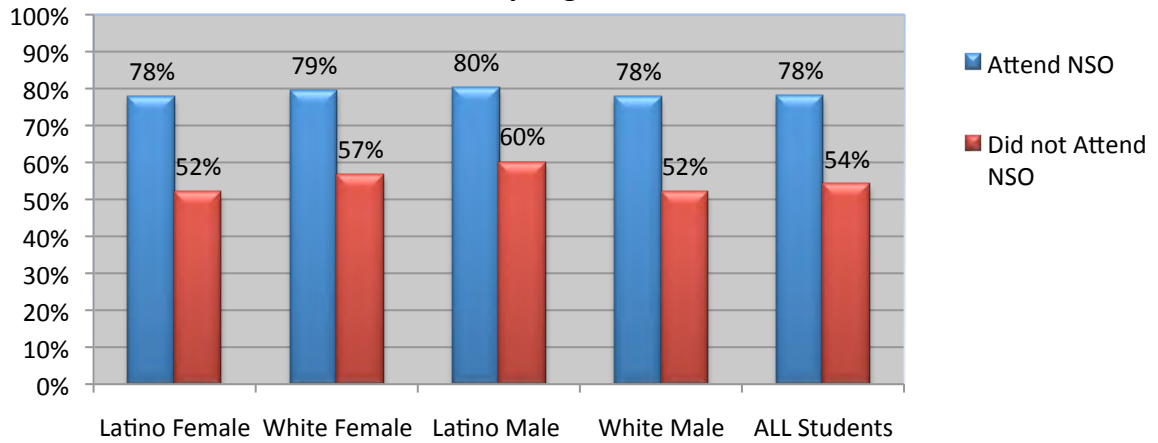
Priority area: 2. Increase retention by improving first year student experiences

2.1 Revise the new student orientation process to replicate best practice

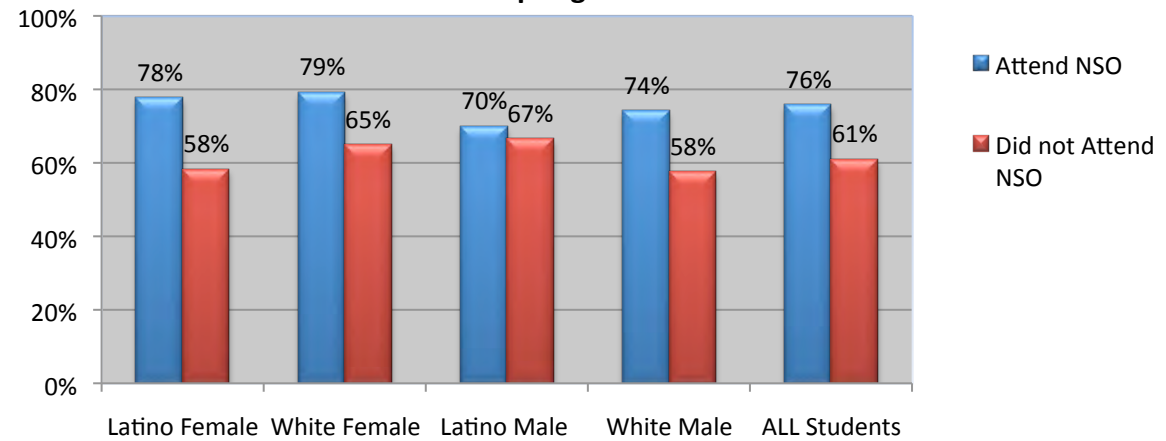
A change made in the new student orientation to increase student attendance is to set up the new student orientation as a non-credit class and so that new students actually register into this class. This then prints as part of their fall quarter class schedule.

After discussion with Candy Lacher, the new student orientation (NSO) cohort and comparison group was redefined. Criteria must be set for these groups to be able to compare similar students and their reenrollment rates. In 2007-08 when the NSO criteria was established. It included new students who were attending college and attended NSO. That criteria excluded over 100 students who had attended the NSO. The criteria has been adjusted to show students who had less than 30 credits (including the credits in which they were enrolled) and excluded students with prior degrees and certificates. After more review in spring 2009 – the criteria was adjusted again to include more students in the study. The criteria now pulls students who have less than 45 credits (including the credits in the current quarter) and students who do not have a prior degree or certificate. The reenrollment rates follow:

**New Student Orientation (NSO) and Reenrollment
From Fall 2007 to Spring 2008**



**New Student Orientation (NSO) and Reenrollment
From Fall 2008 to Spring 2009**



Student Achievement

The table below shows students who were enrolled at any point during the 2003-04 to 2008-09 in ABE/ESL classes during the given academic years and the number of those students who transitioned into college programs.

ABE/ESL Students Enrolled in 2003-04 through 2008-09 and Their Subsequent College Enrollment			
Students enrolled in ABE/ESL who transitioned to college enrollment	Total ABE/ESL 5626	Total Transitioned Students 846	Percent Transitioned 15%

The table below shows students who were enrolled in ABE/ESL classes during specific academic years and determines if the student transitioned in the current or subsequent year.

Adult Basic Ed Students Enrolled During the following Academic Years		Adult Basic Ed Students who Transitioned to College Programs in Specific Years		
2003-04	1505	2003-04 or 2004-05	93	6%
2004-05	1362	2004-05 or 2005-06	158	12%
2005-06	1316	2005-06 or 2006-07	110	8%
2006-07	1194	2006-07 or 2007-08	87	7%
2007-08	1225	2007-08 or 2008-09	110	9%

When you compare the information you will see that many ABE/ESL students do not follow sequential enrollment from the ABE/ESL to college programs.

This table shows ABE/ESL students who have been enrolled in ABE/ESL programs at any point from 2003-04 through 2008-09 and if they were later enrolled in college programs. Students who attend over several years are counted in each year they attend.



Trio-Student Support Services/Student Persistence –UPDATE

Enrollment

Trio –SSS.....	186 students
Student Persistence...	<u>143 students</u>
Total.....	329 students

All 329 students have completed the following:
 Development of an intake and Program Plan (eligibility verification, needs assessment, academic advising/planning, and financial aid information). All other program offerings are by student request. All students must check-in once every three weeks with staff. If students are being tutored they must check in weekly.

Students that Participated in Commencement Ceremonies

Trio- 57 students, Persistence Students 13 students-Total 70 students

SSS/Persistence Programs provided 40 loaner Caps/Gowns for students so they could participate in Commencement Ceremonies

Viking Seminars (6 informational workshops)

- Cash for College-Andre Guzman
- How to Apply for Scholarships-Rita Delgado/Jerry Workman
- Mysteries of Transfer(transferring to a 4 year university - 2 presentations) – Max Heinzman
- Studying Smarter (Study Skills/Time Management) – Angela Clay
- Using Your Strengths to Decide on a Major or Career (Career Interest Assessment) – Jerry Workman
- Understanding Your Learning Style and How to make it Work for You – Jerry Workman

A total of 142 students attended these six workshops and the student's evaluations were very positive.

Students' recommendations are to continue with these workshops plus include more workshops on scholarship information and career information.

Other Student Persistence Program Activities

Book Loan Library - provided an average of 54 books per quarter for a total of 162 books.

Laptop Loans (three day check-out) - Fall-30, Winter-35, Spring 41 for a total of 106 students who had access to laptops to complete assignments at home.

Tutoring - 10-12 students received tutoring per quarter for a total of 36 students (85% of the 36 requested tutoring for their math class).

Trio- Student Support Services

Book Loan Library-provided an average of 65 books per quarter for a total of 195 books

Laptop Loans-over 42 students per quarter for a total of 126 students

Tutoring- total of 66 students

Campus Visits to four-year universities- EWU and CWU-50 students

Leadership Conference-Student of Color- Yakima Washington-10 students

Silent Auction/Fall Car Wash raised over \$3,720 for our Student Scholarship Funds

Cultural Activities- through Columbia Basin Allied Arts- 40 students

*End of the year Cultural Activity (Celebration) Seattle Trip visit to Experimental Music Museum & Seattle Mariners baseball game- 20 students (Trio SSS/ Persistence)

BIG BEND COMMUNITY COLLEGE

Date: 7/7/09

ITEM #4: CONSENT AGENDA: (for information)

- c. Accreditation

BACKGROUND:

Recall that our regional accrediting agency, the Northwest Association of Colleges and Universities, is in the throes of writing revised standards against which we will be measured in future accreditation visits. In addition to the new standards, a new, more report-intensive timeline will also be adopted. We believe our Academic Master Plan format lends itself to meeting these new more intensive accreditation methodologies.

As we finish the first annual cycle of our 2009-2014 Academic Master Plan we confirm that our assessment activities are the foundation of all reports to the board and our communities. In that vein, we note that at the May Assessment Meeting, faculty discussed General Education Evaluation and the how the college would demonstrate where the students would gain skills listed in the General Education Outcomes.

The Achieving the Dream Coach and Data Facilitator met with the Assessment Committee at their June visit. During this meeting, the committee was provided with samples of assessment models used in other parts of the United States.

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 7/7/09

ITEM #4: CONSENT AGENDA (for information)

d. Assessment Update

BACKGROUND:

Mr. Vaughn Sherman, Edmonds Community College Trustee Emeritus and ACCT Consultant, was contracted by the Board in November 2006 to facilitate a discussion of board and presidential evaluation. From that discussion the Board determined a role for community focus groups to provide input on college mission as reflected in the Board's Ends Statements. That input would be considered in the annual evaluation of the college president and of the Board's own policy leadership

Big Bend Community College has focus groups with community members throughout the service district every year to make sure that we understand community needs and concerns. The following two summaries represent a December 2008 focus group that was held on campus and a Ritzville 2009 focus group. The Ritzville focus group summary represents four groups that followed a Ritzville Community Meeting.

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

RECOMMENDATION:

None

Summaries of the December and Ritzville Focus Groups were discussed at the June 29, 2009 cabinet meeting. Members were provided with Academic Master Plan outcomes that seemed to be related to the recorded comments. See "Focus Group Comments and AMP Outcomes"...attachment "A", and attachment "B"...Community Focus Group Ritzville February 2009 and Community Focus Group December 2008.

The discussion focused on outreach and retention. Both focus groups encouraged better communication and contact between the college and communities. The cabinet reviewed our outreach efforts including marketing and information awareness workshops held across the district. New efforts in marketing being incorporated in the 2009-'10 PIO budget were discussed as an effort to broaden our audience.

Awareness of the advantages of taking a team (2 or more staff) on off campus visits to maximize the impact of the visit was discussed. It was also accepted that one or two messages aren't enough for most college information to our communities. In other words the message should be delivered continuously or multiple times, perhaps as many as seven times.

The point was also made that improvement of our student retention rate can be a very effective means of marketing Big Bend Community College as the "word of mouth" impact of successful students can be very powerful within our communities. This reinforces the importance of "Achieving the Dream" efforts.

It was also agreed that the college should follow up on the focus groups by sending the focus group members, or in the case of Ritzville the entire community, information regarding their comments, using the opportunity to correct misunderstandings and provide updated information.

Focus Group Comments and AMP Outcomes

December Focus Group 2008 (one group, four participants)

BBCC's positive climate came through loud and clear.

AMP outcomes the addressed by the focus groups:

- 1.1 Resource/Service Inventory - effective communication about services the college offers to increase access and student success
- 1.3 Counseling and Advising - awareness of services and satisfaction with services (this includes, childcare, library, tutoring, etc.)
- 1.4 Marketing Plan - marketing efforts, brochures, messages, ("a good first step")
- 1.5 Partnerships -
 - 1.5.2 work with industry to develop training that meets their needs
 - 1.5.5 work with partners to provide access to potential students
- 1.6 Recruitment - Jose in the high schools is effective, mentoring activities to engage potential students and help them enroll
- 2.1 Placement Testing, a brush-up course prep class prior to testing - the group talked about math placement
- 2.2 Advising training- outcome: advisors provided accurate information (didn't feel this was always the case in the past)
- 2.5.2 Satisfaction with services - Program staff help students become successful
- 2.6 Instructional Programs - Faculty engaging students help students become successful
- 2.8 Staff Interaction and collaboration

Board Ends Statements: Mission, Access, Partnerships, Student Achievement, Climate

Ritzville Focus Groups (four groups, 21 participants) – February 2009

- 1.1 Resource Service Inventory – make financial aid workshops available for parents and students. BBCC provides several ideal community assets – smaller class size, lower tuition, library resources, job skills training, community activities, and supportive staff
- 1.4 Marketing Plan – market to parents, local newspapers and school district newspaper; outreach to alumni
- 1.5 Partnerships -
 - 1.5.5 Work with other agencies WorkSource, DSHS and other social agencies
- 1.6 Recruitment – work with schools, recruit through partnerships
- 1.7 College Services - BBCC provides library resources, community activities, and supportive staff
- 1.8 Communication – inform students of the costs, help students make financial plans; parents want transfer credit information a top priority
- (2.2) 2.3 Advising Availability – counselors may not be available. Advising should be a top priority.
- 2.5.2 Satisfaction with services – barriers distance, wireless access and a lack of computer literacy.
- 2.6 Instructional Programs- barriers distance, wireless access and a lack of computer literacy.

Board Ends Statements: Mission, Access, Partnerships, Student Achievement, Climate, Cultural Enrichment

Big Bend Community College Community Focus Group Ritzville February 2009

The Big Bend Community College (BBCC) Board of Trustees has asked for community focus groups to determine how BBCC is perceived in its district communities. The emphasis of the focus groups has been the Board Ends Statements on Access, Student Achievement, and the BBCC Mission. In February, BBCC participated in a community meeting and held focus groups with community members following the meeting. A total of 21 individuals from the Ritzville, Washtucna, Lind, and Sprague areas participated in four focus groups.

SUMMARY

This focus group emphasized improved outreach to outlying service district communities. While BBCC was commended for its resources and services, the college was asked to help provide outreach tools to assist with the gap in communication between BBCC and outlying communities.

Overall, BBCC has an important influence on the community and should continue to work on meeting the needs of a diverse, growing population.

There were some common barriers the group believed students in the area attempting to attend colleges and universities faced. Students in these rural areas must overcome issues such as: distance, finances, inaccurate advising, and finishing a degree in the time allotted when they attend any college.

FOCUS GROUP QUESTIONS

Has BBCC fulfilled the components of the mission statement?

Focus Group participants agreed that BBCC is fulfilling the components of the Mission statement. It was noted, however, that continuing to fulfill the mission requires that BBCC is dedicated to continually monitor community educational needs.

Community members expressed concerns in regards to: distance, wireless access, and a lack of computer literacy. They thought that BBCC should consider these issues when decisions are made that pertain to services for their area.

What do you know about BBCC? How did you learn about BBCC?

Often members of the community learn about BBCC through the newspapers and mailed catalogs.

What are more effective ways to communicate?

A communication gap seems to exist between schools and parents. BBCC should strive to work closely with the schools to get college information to the parents to help students make the decision to continue their education.

Focus group members believed a closer relationship needs to exist between BBCC and other community service agencies such as: Work Source, DSHS and other social service agencies in the region.

There was also mention of making financial aid workshops available in high schools for students and parents to make BBCC attendance a more attainable goal.

It was noted that BBCC should print more information in other local newspapers such as the Ritzville Journal and Harvester (the school newspaper) to better communicate with their community. Early in spring quarter, send a newsletter aimed at high school juniors that outlines the steps a student needs to take in their senior year to help them prepare for college.

Describe the types of experiences you have had with the college. And how does BBCC compare to other colleges?

BBCC has several ideal community assets which include its location for local students, smaller class size, lower tuition rates, library resources, job skills training, community activities, and a supportive staff.

Are there areas that you see we need to improve?

The financial burdens of education can be a barrier for many students who want to attend college. Students could potentially face thousands of dollars in hidden costs. Improving communication to students about all costs involved with college and helping students make financial plans will make it easier for them to succeed.

BBCC could improve contact with the Hispanic community through the Migrant Councils or the Horizon Project. WSU's "Imagine You at WSU Day" was suggested as a great model for BBCC to use and adapt as a recruitment tool in the schools.

BBCC should continue to improve community outreach and communication to alumni.

Parents also suggested making transfer credit information a top priority.

Another concern was that counselors may not be easily available to students. Advising students and making it easier for students to get the advising they need should be a top priority.

Big Bend Community College

Community Focus Group December 2008

The Big Bend Community College (BBCC) Board of Trustees has asked for a community focus group to determine how BBCC is perceived in its service district communities. The emphasis of the focus groups has been the Board Ends Statements on Access, Student Achievement, and the BBCC Mission.

The individuals who participated in the December 2008 Focus Group included a Moses Lake high school counselor, a Running Start student, a DSHS Counselor, and a Director in Moses Lake's Park and Recreation Department.

SUMMARY

This focus group emphasized the importance of engaging people in ways that created a relationship with them before they are BBCC students. BBCC needs to provide transitioning activities for high school students, Adult Basic Skills students, and other groups to help them navigate the admissions process.

Overall, BBCC program staff and faculty who engage students keep those students in school. BBCC has a friendly environment and services where students feel comfortable. The tutoring, library computer lab, and childcare are great programs that help students with their course work. But it is the people and the relationships students build that make the difference of whether students stay in school.

The entire college should continue to work as a team to create a positive environment for students.

FOCUS GROUP QUESTIONS

Does BBCC fulfill its mission?

The importance of access for all segments of the population was stressed. There must be transitioning activities to help students move from high school or Basic Skills to college programs. Activities similar to the activities College Bound has for their students would help all high school students make the transition to college.

What are your views on the quality of resources, instruction and training?

Program staff and faculty were noted as having a great impact on student success. BBCC's climate is friendly, the campus is clean and there are services such as childcare available to help students. The relationships that students build are what make students say, "I'm glad I went to school there."

How does BBCC compare to other colleges?

Many people think if you have money and good grades in high school you can go anywhere. But in this economic time, a community college is a great first step. You get a good education and you save a lot of money.

Where can BBCC improve?

The area (Grant County) has the image of having an unskilled labor force. BBCC needs to work with industry to provide training for industry needs. BBCC should explore medical programs such as X-ray Technician, Pharmacy Technician, Phlebotomy, and medical billing (ICD-9) coding.

From your viewpoint, does BBCC Serve People from your area?

BBCC definitely serves the Moses Lake high school students.

BBCC should partner with GTA to make sure students from other communities can come to school. The message has to get out that there are various ways to fund education and that it only takes 35 minutes to apply for financial aid. BBCC does a good job of communicating through the Columbia Basin Herald, but for the people who don't read the paper you have to have different outreach methods. The message should be a "verbal transmission". The best venues are the public school system, churches, clinics, etc. The individuals, who don't seek out educational opportunities, have to be "mentored" on how to access college programs and services.

Incoming students could use a math placement prep class in the summer before taking the math placement test to help them brush up on their math to help them place higher on the math placement test.

What barriers do students face getting into college? What barriers do students face when they are in college?

Mentoring activities will help students get into college. Once students are enrolled at the college, tutoring, access to childcare, computer lab, and activities that engage students will help keep them in school.

Quality of BBCC's counseling and advising

In the past, instructors who advised transfer students were not always up to date in their knowledge of the current rules – which change almost yearly – bad advice could cause transfer problems for students.

Overall suggestions for improvement

"BBCC's greatest asset is Jose Esparza. He always attends orientations at the high school (MLHS) –he's a great outreach person and has great enthusiasm."

Attract and keep passionate teachers. They make the difference.

If students are engaged they will stay in school.

Improve climate through improved relationships between teachers and administration. This will improve teacher satisfaction. Teachers' attitudes affect everyone, including students.

BIG BEND COMMUNITY COLLEGE

Date: 7/7/09

ITEM #4: CONSENT AGENDA (for information)

e. Capital Project Update

BACKGROUND:

Repairs: The following repairs are complete: roof repair on Building 3400, Welding, the repair of the rain water leader pipe in the DeVries Activity Center, Building 2000, and the repair on hangar doors in Aviation Maintenance Technology, Building 3200.

Old Developments/Background:

5-19-09 We received the quote from Burton Construction to repair the roof on Building 3400. The sub-contractor quote is for \$8,198.90 which is within the budget issued for this repair project. The contractor's goal is to perform this work by mid June in conjunction with two other small projects. One of these projects is a repair of a rain water leader pipe in the DeVries Activity Center, Building 2000, and the other is a repair on hangar doors in Aviation Maintenance Technology, Building 3200.

4-14-09 A job order was issued to Burton Construction to develop cost estimates and subcontractor quotes for the repair of the roof on Building 3400, Welding. They were on campus on March 24 and we anticipate the quote within two weeks. There have been leaks in the Welding classrooms and there is potential for further damage.

Concrete and Sidewalk Repairs – across campus: The subcontractor quote for the concrete and sidewalk repairs is \$74,459.81. The project is scheduled to begin in late July.

Old Developments/Background:

5-19-09 We have not received the quote as yet, but we anticipate it soon.

4-14-09 Again, a job order was issued to Burton Construction to develop cost estimates and subcontractor quotes for the repair of concrete and sidewalks on campus. This quote should be completed within 2 weeks as well. These repairs were needed for ADA purposes and to be compliant with issues noted on our most recent Grant Count 5 Fire Inspection Report.

Fine Arts Building – completion of Building 1900: The Mediasite equipment is scheduled to be installed the week of June 22-27. The carpet in the two classrooms was installed on June 24. The display wall is ordered and is due to be delivered in August. M & O will install the display wall.

Old Developments/Background:

5-19-09 The bids for the Mediasite equipment have been received and the contract has been awarded; the amount was \$37,056.18. The request for quotes on the carpet will be going out by May 8. Specifications on the display wall should be finalized this week and the bid will go by May 15.

8-5-08 The completion of Building 1900 includes: installation of carpet in two classrooms and a display wall for student art in the lobby, the purchase and installation of equipment for a Mediasite classroom and the purchase of furniture for two classrooms. M & O will oversee this project.

Auditorium Remodel – Building 1400: We are continuing to work with our architect, Bernardo Wills, on the drawings which should be finished by June 30. The project will then be advertised for bids. Construction is expected to start in August and be completed in December.

Old Developments/Background:

5-19-09 Our architect, Bernardo Wills, is completing drawings which should be finished by June 15. The project will then be advertised for bids. Construction is expected to start in August and be completed in December.

4-14-09 Funding from facility repairs is provided to replace the damaged plaster ceiling and lighting in the auditorium. Additional minor improvement funding will be used to convert the space to a Business Office and other offices for tutoring and advising in an effort to provide better access for our students. Our architect, Bernardo Wills, is completing drawings which should be finished by June 15. The project will then be advertised for bids. Construction is expected to start in August and be completed in December.

BIG BEND COMMUNITY COLLEGE

Date: 7/7/09

ITEM #4: CONSENT AGENDA (for information)

f. Human Resources Report

BACKGROUND:

Human Resources has conducted 10 exit interviews in the last couple of weeks. Two staff members leaving are administrative/exempt (Rachel Anderson & Laurie Busse), six (6) faculty (4 retirees: Chuck Cox, Pete Hammer, Van Jorgensen, and Steve Matern), as well as Theresa Faust (Psychology) and Lisa Corsie (Nursing). Two classified staff resigned recently, Kathy Rando (moving out of state) and Geralyn Topalanchik (desire to work part-time).

Human Resources recently issued 2009-2010 employment contracts to 48 full time faculty and 39 administrative/exempt employees.

Human Resources is currently recruiting for eight positions:

1. Director of Workfirst (grant funded, Laurie Busse's replacement)
2. Nursing Instructor
3. Automotive Technology Instructor
4. Industrial Electrical Instructor
5. Psychology Instructor
6. Payroll & Benefits Coordinator (Kim Helvy is retiring 8/31/09)
7. Office Assistant 3 for Financial Aid (has been vacant since 10/20/08)
8. HVAC position (has been vacant since 11/28/08)

Negotiations with the Big Bend Faculty Association are underway and several dates have been set for the two teams to meet.

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

RECOMMENDATIONS:

None

EMPLOYEE SEPARATIONS 2/3/09 - 6/30/09

SEPARATION DATE	NAME	POSITION	SEPARATION REASON
6/5/09	Kathy Rando	Office Assistant 2-Word Services	Resigned-moved out of state (position not being refilled)
6/10/09	Geralyn Topalanchik	Office Assistant 3-Aviation	Resigned-wanted to work part-time
6/16/09	Lisa Corsie	Nursing Instructor	Resigned-accepted position as a nurse practitioner
6/16/09	Chuck Cox	Automotive Technology Instructor	Retired
6/16/09	Theresa Faust	Psychology/Social Science Instructor	Resigned-moved out of state
6/16/09	Pete Hammer	Chief Pilot Instructor	Retired
6/16/09	Van Jorgensen	Computer Science Instructor	Retired
6/16/09	Steve Matern	Industrial Electrical Technology Instructor	Retired
6/30/09	Rachel Anderson	Dean of Arts & Sciences	Resigned-accepted position out of state
6/30/09	Laurie Busse	Director of WorkFirst Services	Resigned-husband retiring and wants to join him

NEW HIRES/PROMOTIONS/TRANSFERS 2/3/09 - 6/30/09

START DATE	NAME	POSITION	REPLACING
4/1/09	Yekaterina Kozlova	College Bound Academic Advisor	Sue Workman (Sue is now the Academic Coordinator for College Bound)

SEARCHES IN PROCESS STATUS

POSITION	SEARCHES IN PROCESS STATUS	REPLACING
Nursing Instructors	Accepting applications-Open until filled	Katherine Christian (Katherine is now the Director of Health Education Programs), Lisa Corsie, Debra Rice
Director of WorkFirst Services	Applications under review	Laurie Busse
Industrial Electrical Maintenance Instructor	Accepting applications-First screening 7/13	Steve Matern
Automotive Technology Instructor	Accepting applications-First screening 7/6	Chuck Cox
Heating, Ventilation & Air Conditioning Technician	Accepting applications-Closes 6/26	Jon LeClaire
Payroll & Benefits Coordinator	Accepting applications-First review 7/8	Kim Helvy (scheduled to retire 8/31/09)
Office Assistant 3-Financial Aid	Accepting applications-Closes 6/26	Amy Record
Psychology/Social Science Instructor	Accepting applications-First screening 7/29	Theresa Faust

WINTER PART-TIME FACULTY: 107
WINTER PART-TIME HOURLY: 130

BIG BEND COMMUNITY COLLEGE

Date: 7/7/09

ITEM #4: CONSENT AGENDA (for information)

g. Enrollment Report

BACKGROUND:

The final spring 2009 enrollment report and the 2007-09 FTE numbers are provided for your review. Spring 2009 ended with 30.7 state funded FTE higher than Spring Quarter 2008.

Academic and professional/technical FTE increased significantly over spring 2008. State funded ABE/ESL FTE decreased by 58.4, while contract funded ABE/ESL FTE increased by 55.2. The change in this funding was deliberate in response to state budget reductions. **For the 2008-09 academic year we enrolled 70.2 state funded FTE above our target.**

As of June 25, Fall 2009 state funded FTE enrollment is up 100 over last year at this time. Summer enrollment is currently 30 FTE higher than last year at this time.

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

TUITION COLLECTION REPORT As of May 31, 2009 and May 31, 2008

	<u>2008-2009</u>	<u>2007-2008</u>
Annual Budget	\$ 2,876,000	\$ 2,820,000
Total Collections as of May 31	\$ 3,032,702	\$ 2,822,827
As a % of annual budget	105.4%	100.1%
Left to collect to meet budget target	\$ 0	\$ 0

SPRING FINAL ENROLLMENT REPORT HEADCOUNTS							
	SPRING	SPRING	SPRING	SPRING	SPRING	SPRING	SPRING
	2009	2008	2007	2006	2005	2004	2003
ETHNIC ORIGIN							
Amer. Indian/Alaska Ntv	50	40	36	46	32	44	41
Asian/Pacific Islander	36	41	33	29	30	36	43
Black	33	27	24	38	30	24	17
Hispanic	935	931	825	810	772	847	733
White	1,379	1,277	1,378	1,399	1,519	1,616	1,764
Other/Unknown	221	248	235	148	159	138	166
SEX							
Female	1,571	1,489	1,472	1,438	1,457	1,565	1,510
Male	1,075	972	969	1,011	1,070	1,118	1,222
Not Coded	8	103	90	21	15	22	32
STUDENT STATUS							
Continuing	1,955	1,785	1,822	1,754	1,853	1,980	1,941
Former	371	387	378	365	416	416	470
New	295	365	301	315	228	252	302
Transfer	33	27	30	36	45	57	51
BY FUNDING SOURCE							
State	2,246	2,318	2,270	2,216	2,157	2,385	2,369
Shared Funding	0	0	0	0	0	0	
Grant/Contract	184	100	80	112	226	206	243
Community Service	224	149	181	142	159	114	152
BY TIME/LOCATION							
On-Campus Day	1,836	1,708	1,709	1,636	1,739	1,777	1,915
On-Campus Evening	295	216	266	271	195	238	330
Off-Campus Day	195	298	227	246	233	222	229
Off-Campus Evening	328	342	329	317	375	468	290
TOTAL HEADCOUNT	2,654	2,564	2,531	2,470	2,542	2,705	2,764
Running Start	120	128	122	150	103	121	176
International	4	3	1	2	3	1	5
FTES	SPRING	SPRING	SPRING	SPRING	SPRING	SPRING	SPRING
	2009	2008	2007	2006	2005	2004	2003
STATE FUNDED							
ABE/ESL	146.5	204.9	188.2	182.0	148.9	157.5	128.2
Academic	751.6	700.6	709.9	702.3	715.3	749.0	789.8
Occupational	573.7	535.7	514.3	493.7	489.1	556.0	563.1
TOTAL STATE FTES	1471.9	1441.2	1,412.4	1,378.0	1,353.3	1,462.5	1,481.1
OTHER FTES							
Community Service	24.5	7.1	6.4	6.8	23.8	18.0	7.1
International Students	0	0	0.9	2.5	3.2	1.2	5.5
Contract Funded	89.5	34.3	18.3	25.3	87.6	90.6	144.3
Running Start	110.4	114.9	96.3	111.3	87.1	102.9	143.6
Other (Employ., Sr. Cit.)	14.1	16.9	16.6	15.4	17.2	20.8	27.4
GRAND TOTAL FTES	1710.4	1614.4	1550.9	1539.3	1572.2	1,696.0	1,809.0

F.T.E. REPORT			
6/25/2009			
		QTRLY	ANNUAL
		<u>FTEs</u>	<u>FTEs</u>
1st year (07-08)			
SUMMER		310.2	103.4
FALL		1579.9	526.6
WINTER		1577.0	525.7
SPRING		1441.2	480.4
2nd year (08-09)			
SUMMER		345.6	115.2
FALL		1598.9	533.0
WINTER		1681.8	560.6
SPRING		1471.9	490.6
TOTAL		<u>10006.5</u>	<u>3335.5</u>
1st year annual FTE Target (53 workforce included)		4929	1643
2nd year annual FTE Target (53 workforce included)		5028	1676
SBCTC 2-year rolling enrollment count			
Past year + current year actual FTE			3335.5
Past year + current year allocation			3319.0
% of allocation target attained to date			100.5%
Add'l FTEs to meet minimum 98%		-248.6	-82.9
Add'l FTEs to meet target 100%		-49.5	-16.5
FTEs over target		49.5	16.5
2008-09 FTEs over annual target		70.2	23.4

BIG BEND COMMUNITY COLLEGE

Date: 7/7/09

ITEM #4: CONSENT AGENDA (for action)

h. Donations

BACKGROUND:

Mr. Mike Laizure donated equipment valued at \$1,100 to the CDL program.

Mr. Laizure's donations are of great benefit to our students. We are very grateful for his generosity.

Prepared by the President's Office.

RECOMMENDATION:

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

June 16, 2009

Mr. Mike Laizure
275 NE Deccio Rd
College Place, WA 99324

Dear Mr. Laizure,

On behalf of Big Bend Community College and the staff of the CDL program, we would like to thank you for your generous donation of the following items:

2 New tires
2 rims (steel)
1 set 3 railer special heavy camlock
1 set single special heavy camlock
2 sets 3 railer camlock
2 sets single camlock

The total value of these items is approximately \$1100 and is a valuable asset to the CDL program. We are continuously striving to educate our student's in an environment that provides them with efficient and reliable equipment. This donation will help keep our training equipment in operation.

The support kindly demonstrated by Mr. Mike Laizure is extremely appreciated.

Sincerely,

Dr. Clyde A. Rasmussen
Dean, Professional Technical Education
Big Bend Community College

BIG BEND COMMUNITY COLLEGE

Date: 7/7/09

ITEM #4: CONSENT AGENDA (for information)

i. BBCC Job & Career Fair

BACKGROUND:

The 16th annual Job & Career Fair was held April 23, 2009 in the ATEC Center.

Fast Facts:

- 64 employers
- 8 Big Bend Community College professional technical programs
- Over 1,800 attendees
- 10 workshops
- Employment Resource Center sponsored by Moses Lake WorkSource

The 2009 Job & Career Fair set new records for attendance. The Fair was busy all day with a steady stream of over 1,800 visitors filling the ATEC building. Many employers were hiring and accepting job applications. Moses Lake WorkSource hosted the "Employment Resource Center" providing job seekers assistance with resumés, job search techniques, and mock interviews. A featured workshop sponsored by the Central WA J.O.B.S. project recruited new candidates for the BBCC P.E.T. (Pre-Employment Training) program.

The Job & Career Fair continues to be a premier job fair in Washington State. The Fair received outstanding evaluations from employers and visitors. The success of the Job Fair is directly related to the efforts of BBCC employees and community partnerships.

Special recognition for organizing the event goes to the following individuals:

Mary Shannon, Chairperson

Barbara Collins, Employer Outreach and Organizational Support

Bob Heikell and Ken Russell, Workshops

Daneen Berry-Guerin and Michele Williamson, Hospitality Room

Autumn Weis, Advertising & Publicity

Deena Westerman and Regan Cardwell, Setup

BBCC Maintenance Crew

Laurie Busse, Volunteers

Moses Lake WorkSource, Business Services Team, Employer Outreach and Workshops

BBCC Basic Skills and CJST Students, Greeters

Columbia Basin Job Corps, Parking attendants and set-up crew

Word Services, Printing

Sodexo Inc., Food Service

Future Date:

The 17th Annual Job & Career Fair is scheduled for April 22, 2010

Prepared by Mary Shannon, Director of Career Advising & Outreach and Tech Prep

BIG BEND COMMUNITY COLLEGE

Date: 7/7/09

ITEM #6: Website Update (for information)

BACKGROUND:

The office of the PIO and BBT have been working to migrate all of the current website pages over to the new website. Work has begun to migrate the top layer information and will move through the website layer by layer. As each layer is migrated staff is reviewing each page to ensure accuracy. Once the entire website is migrated and reviewed a switch will take place at which time the URL of www.bigbend.edu will point to the new website and the current website will be removed. Director of Public Information, Autumn Weis, will scroll through a few of the migrated web pages.

Prepared by Director of Public Information, Autumn Weis.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 7/7/09

ITEM #7: President's Evaluation (for information/action)

BACKGROUND:

The Board will discuss the President's annual evaluation. The evaluation tool was included in the May 19, 2009 Board Meeting packet. The Board may adjourn to an executive session during this item.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 7/7/09

ITEM #8: BBCC Identity Theft Prevention Program BP8300 (for action)

BACKGROUND:

A new rule stemming from the Fair and Accurate Credit Transactions Act of 2003 requires financial institutions with covered accounts to develop and implement written "identity theft prevention programs". Some examples of BBCC's covered accounts are the tuition payment plan, Financial Aid, Human Resources, Payroll, Admissions and Childcare. This program must be in place by August 1, 2009.

The proposed BP8300 is attached. It will bring BBCC into compliance with the Fair and Accurate Credit Transactions Act of 2003

Prepared by VP Gail Hamburg.

RECOMMENDATION:

President Bonaudi and VP Hamburg recommend the Board approve BP8300.

Introduction

The Federal Trade Commission (FTC), the federal bank regulatory agencies and the National Credit Union Administration published a joint notice of final rulemaking in the Federal Register (72 FR 63718) finalizing the Identity Theft Red Flags regulations and guidelines. This rule, promulgated pursuant to the Fair and Accurate Credit Transactions Act of 2003, requires financial institutions and creditors to develop and implement written “identity theft prevention programs”. The program must provide for the identification, detection, and response to patterns, practices or specific activities (known as red flags) that could indicate identity theft. Although the final rule became effective on January 1, 2008, full compliance with the rule is not required until August 1, 2009.

Delegation of Authority

Management responsibility is delegated from the Board of Trustees to the President or his/her designee.

BIG BEND COMMUNITY COLLEGE

Date: 7/7/09

ITEM #9: Budget Update (for information/action)

BACKGROUND:

A new revenue forecast was released on June 18 projecting a further decline in State revenues. The Governor is considering reduction strategies and will provide additional guidance by the end of the month. State Board anticipates additional cuts or reductions in spending, but with substantial flexibility. Colleges will decide how to manage the reductions without restrictions of hiring, equipment, personal service contract and travel freezes.

Prepared by VP Gail Hamburg.

RECOMMENDATION:

None.

Dourte, Melinda

From: Charlie Earl [cearl@sbctc.edu]
Sent: Friday, June 12, 2009 12:27 PM
To: Bonaudi, Bill; David Beyer; David Borofsky; David Mitchell; Denise Yochum ; Don Bressler; Ed Brewster; Gary Livingston; Gary Oertli ; Gary Tollefson; Gerald Pumphrey; Jack Birmingham; Jack Oharah; Jean Floten; Jill Wakefield; Jim McLaughlin; Jim Richardson; Jim Walton; Joe Dunlap; John Walstrum; Kathi Hiyane-Brown; Lee Lambert; Linda Kaminski; Mark Palek; Michele Johnson; Mildred Ollee; Pamela Transue; Rich Cummins; Rich Rutkowski; Robert Knight; Ron LaFayette; Scott Morgan; Sharon McGavick; Steven VanAusdle; Tana Hasart; Thomas Eckert; Tom Keegan; William Christopher
Cc: Beth Willis (hm); Jeff Johnson; Jim Bricker; Jim Garrison; Lyle Quasim; Mundinger, Erin; Sharon Fairchild (sharon.fairchild@providence.org); Shaunta Hyde; Tom Koenninger; Jim Bricker CC; Lyle Quasim CC; Allison Smith; Ann Jurcevich; Barbara Howard; Carmen Schmitz; Carolyn Yeager (cyeager@sccd.ctc.edu); Cathie Bitz ; Cheri Steele; Cheryl Blackburn; Cheryl Churchill; Christine Pearl ; Cindy Rose; Colarusso, Judy; Darlene Bartlett ; Debra Alley; Dede Gonzales; DelRae Oderman; Diana Toledo; Harrietta Hanson (hhanson@sccd.ctc.edu); Jan Carpenter ; Janet Franz; Jerri Ramsey; Julie Walter; Karen Abels (kabels@cis.ctc.edu); Karen DeBruyn; Keri Parriera; Leigh Kent; Linda Clark; Lisa Radeleff; Lori Yonemitsu; Lucinda Taylor; Lupe Perez; Marie Harris; Dourte, Melinda; Patti Rosendahl; Patty Michajla; Ronda Laughlin; Sandy Zelasko; Shelly Brockel; Stephanie Broadhurst; Susie Dogen; Suzie West; Tina Cranmer; Vicki Newton ; Wendy Nagasawa
Subject: Declaration of Financial Emergency
Attachments: Revised 09-06-10.doc; tab_3_attachment_A _financial_emergency_(RCW 28B.50.873).doc
Importance: High

Presidents and Chancellors,

Yesterday morning with a vote of 6 ayes, 0 nays, 1 abstention, and 2 absences, the State Board voted to declare a financial emergency under the authority of [RCW 28B.50.873](#) (attached). Following public testimony at this meeting and the May meeting, the Board adopted a revised resolution (attached) that added two important elements:

- 1) The Board acknowledges the collaborative work on local campuses to address the impact of budget cuts on staff and faculty and encourages colleges to maintain those collaborative efforts; and
- 2) The Board asks that any college that terminates tenured or probationary faculty using the authority provided in this declaration shall report back to the State Board the results of actions taken.

With this action, local boards of trustees (as the official employer of faculty) are provided a tool for an expedited faculty layoff process should a local board decide to use it.

The Board was clear of its intent to maximize student access to college programs and protect, as much as possible, the full range of services for students. However, the Board understands that it may be very difficult on some campuses to meet budget reduction targets without the full complement of available budget tools. With that intent, they passed the financial emergency resolution and are asking you to keep us informed of actions you may take.

Please call me or send a note if you have any questions. Thank you.

Charlie

Charles N. Earl
Executive Director

STATE OF WASHINGTON
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 09-06-10
(REVISED)

A resolution relating to the declaration of a financial emergency throughout the community and technical college system.

WHEREAS, the State of Washington must operate with a balanced budget, with expenditures not exceeding revenues for the biennium; and

WHEREAS, a depressed state of the Washington economy has resulted in a substantial reduction in state resources for the 2009-11 fiscal period; and

WHEREAS, the Governor signed Engrossed Substitute House Bill 1244 on May 19, 2009, reducing the Community and Technical College system's biennial state appropriation from one biennium to the next as described in Attachment B; and

WHEREAS, the Board has expressed its intent to provide the policy tools needed by colleges to address budget reductions while minimizing impact to students; and

WHEREAS, colleges have engaged in collaborative processes to address the impact of budget cuts on staff and faculty and are encouraged to continue those efforts,

THEREFORE BE IT RESOLVED that the State Board for Community and Technical Colleges under the authority granted in RCW 28B.50.873 declares that a financial emergency exists for the community and technical college system for the 2009-11 biennium beginning July 1, 2009 and ending June 30, 2011;

BE IT FURTHER RESOLVED colleges that terminate tenured or probationary faculty due to a reduction in force based on this declaration of financial emergency shall report to the State Board the results of actions taken;

BE IT FURTHER RESOLVED that the State Board may take additional actions during the biennium to amend, restate, or remove this declaration subject to actions taken by the legislature or Governor between now and June 30, 2011.

APPROVED AND ADOPTED on June 11, 2009.

Erin Munding, Chair

ATTEST:

Charles N. Earl, Secretary

RCW 28B.50.873**Reduction in force of tenured or probationary faculty members due to financial emergency — Conditions — Procedure — Rights.**

The college board may declare a financial emergency under the following conditions: (1) Reduction of allotments by the governor pursuant to *RCW [43.88.110](#)(2), or (2) reduction by the legislature from one biennium to the next or within a biennium of appropriated funds based on constant dollars using the implicit price deflator. When a district board of trustees determines that a reduction in force of tenured or probationary faculty members may be necessary due to financial emergency as declared by the state board, written notice of the reduction in force and separation from employment shall be given the faculty members so affected by the president or district president as the case may be. Said notice shall clearly indicate that separation is not due to the job performance of the employee and hence is without prejudice to such employee and need only state in addition the basis for the reduction in force as one or more of the reasons enumerated in subsections (1) and (2) of this section.

Said tenured or probationary faculty members will have a right to request a formal hearing when being dismissed pursuant to subsections (1) and (2) of this section. The only issue to be determined shall be whether under the applicable policies, rules or collective bargaining agreement the particular faculty member or members advised of severance are the proper ones to be terminated. Said hearing shall be initiated by filing a written request therefor with the president or district president, as the case may be, within ten days after issuance of such notice. At such formal hearing the tenure review committee provided for in RCW [28B.50.863](#) may observe the formal hearing procedure and after the conclusion of such hearing offer its recommended decision for consideration by the hearing officer. Failure to timely request such a hearing shall cause separation from service of such faculty members so notified on the effective date as stated in the notice, regardless of the duration of any individual employment contract.

The hearing required by this section shall be an adjudicative proceeding pursuant to chapter [34.05](#) RCW, the Administrative Procedure Act, conducted by a hearing officer appointed by the board of trustees and shall be concluded by the hearing officer within sixty days after written notice of the reduction in force has been issued. Ten days written notice of the formal hearing will be given to faculty members who have requested such a hearing by the president or district president as the case may be. The hearing officer within ten days after conclusion of such formal hearing shall prepare findings, conclusions of law and a recommended decision which shall be forwarded to the board of trustees for its final action thereon. Any such determination by the hearing officer under this section shall not be subject to further tenure review committee action as otherwise provided in this chapter.

Notwithstanding any other provision of this section, at the time of a faculty member or members request for formal hearing said faculty member or members may ask for participation in the choosing of the hearing officer in the manner provided in RCW [28A.405.310](#)(4), said employee therein being a faculty member for the purposes hereof and said board of directors therein being the board of trustees for the purposes hereof: PROVIDED, That where there is more than one faculty member affected by the board of trustees' reduction in force such faculty members requesting hearing must act collectively in making such request: PROVIDED FURTHER, That costs incurred for the services and expenses of such hearing officer shall be shared equally by the community or technical college and the faculty member or faculty members requesting hearing.

When more than one faculty member is notified of termination because of a reduction in force as provided in this section, hearings for all such faculty members requesting formal hearing shall be consolidated and only one such hearing for the affected faculty members shall be held, and such consolidated hearing shall be concluded within the time frame set forth herein.

Separation from service without prejudice after formal hearing under the provisions of this section shall become effective upon final action by the board of trustees.

It is the intent of the legislature by enactment of this section and in accordance with RCW [28B.52.035](#), to modify any collective bargaining agreements in effect, or any conflicting board policies or rules, so that any reductions in force which take place after December 21, 1981, whether in progress or to be initiated, will comply solely with the provisions of this section: PROVIDED, That any applicable policies, rules, or provisions contained in a collective bargaining agreement related to lay-off units, seniority and re-employment rights shall not be affected by the provisions of this paragraph.

Nothing in this section shall be construed to affect the right of the board of trustees or its designated appointing authority not to renew a probationary faculty appointment pursuant to RCW [28B.50.857](#).

[1991 c 238 § 72; 1990 c 33 § 559; 1989 c 175 § 81; 1981 2nd ex.s. c 13 § 1.]

Notes:

***Reviser's note:** RCW [43.88.110](#) was amended by 1991 c 358 § 2 changing subsection (2) to subsection (3).

Purpose -- Statutory references -- Severability -- 1990 c 33: See RCW [28A.900.100](#) through [28A.900.102](#).

Effective date -- 1989 c 175: See note following RCW [34.05.010](#).

Severability -- 1981 2nd ex.s. c 13: "If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected." [1981 2nd ex.s. c 13 § 3.]

BIG BEND COMMUNITY COLLEGE

Date: 7/7/09

ITEM #10: Board/Administrative Retreat (for action)

BACKGROUND:

The Board/Administrative retreat has been arranged on August 26 at Wild Horse Wind and Solar Facility near Vantage. The agenda will include AMP Report #3 Outcomes and the Board evaluation.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 7/7/09

ITEM #11: Assessment of Board Activity (for action)

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

BACKGROUND:

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

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 7/7/09

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

BACKGROUND:

The next regularly scheduled Board meeting is Tuesday, August 4, 2009 at 1:30 p.m.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 7/7/09

ITEM #13: Misc. (for information)

BACKGROUND:

Representative Judy Warnick sits on the Aerospace Council. President Bonaudi has attended two Aerospace Council meetings and teleconferences. President Bonaudi, Representative Warnick and BBCC Foundation Board member David Plate are advocating for BBCC to play a larger part in the aerospace industry in Washington State.

The 2009 ACCT Leadership Congress will be held in San Francisco, California, October 7-10, 2009. The deadline for early registration is August 26, 2009.

Prepared by the President's Office.

RECOMMENDATION:

None.