



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, June 17, 2008, 1:30 pm  
ATEC- Conference Room D

	Action		Tab #	
<p><i>Governing Board Members:</i></p> <p><i>Katherine Kenison, Chair</i></p> <p><i>Mike Blakely, Vice Chair</i></p> <p><i>Cecilia DeLuna-Gaeta</i></p> <p><i>Felix Ramon</i></p> <p><i>Dr. Bill Bonaudi, President</i></p>	A	1. Call to Order/Roll Call		
	I	2. Introductions		
	A	3. Consent Agenda	3	
		a.	Approval of Regular Mtg Minutes 5/20/08 (A)	
		b.	Achieving the Dream Update (I)	
		c.	Student Achievement Initiative (I)	
		d.	Assessment Update (I)	
		e.	Accreditation Report (I)	
		f.	Capital Project Report (I)	
		g.	Enrollment Report (I)	
		h.	Childcare Update (I)	
		i.	Donations (A)	
	j.	Personnel Report (I)		
	k.	¡Educate @ Big Bend! Latino Education Fair (I)		
	I	4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board)	4	
		a.	ASB Representative – Matt Boyce, President	
		b.	Classified Staff Representative – Kathy Aldrich	
		c.	Faculty Representative – Mike O’Konek, Faculty Assn. President	
		d.	VP Administrative Services – Ken Turner	
		e.	VP Instruction/Student Services – Dr. Mike Lang	
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	A	7. Selection of Board Vice Chair	7	
	A	8. Presidential Evaluation Possible Executive Session	8	
	A	9. Assessment of Board Activity - Board	9	
	A	10. Next Regularly Scheduled Board Meeting – Board	10	
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	A	12. Adjournment	12	

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

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

**NEXT MEETING REMINDER – Regular Meeting August 5, 2008, 1:30 p.m..**

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

**BIG BEND COMMUNITY COLLEGE**

Date: 6/17/08

**ITEM #3:** CONSENT AGENDA (for action)

- a. Regular Board Meeting Minutes May 20, 2008

**BACKGROUND:**

Minutes of the Regular Board Meeting held on May 20, 2008, at Big Bend Community College are attached for review.

**RECOMMENDATIONS:**

President Bonaudi recommends the Board of Trustees approve the minutes.

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a regular Board meeting on Tuesday, May 20, 2008, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

### 1. Call to Order

Chair Katherine Kenison called the meeting to order at 1:30 p.m.

Present: Katherine Kenison  
Felix Ramon  
Bob Holloway  
Mike Blakely

### 2. Introduction

President Bonaudi invited Vice President Mike Lang to introduce two international visitors accompanying JATP and International Programs Director Carla Boon. VP Lang announced that Mr. Juan Mazo, Education Advisor from Columbia and Ms. Erica Sjarif, Education Advisor from Indonesia were touring the Big Bend Community College campus. Trustee Katherine Kenison and Trustee Mike Blakely welcomed the visitors to campus. Director Boon explained that Mr. Mazo and Ms. Sjarif are participating in the Study Washington Tour and they are in route to an international educators conference in Washington, D.C.

### 3. Consent Agenda

a) Approval of Minutes for the April 8, 2008, Regular Board Meeting, Approval of the Minutes for the April 17, 2008, Joint Wahluke Board Meeting, (A); b) Achieving the Dream Update (I); c) Student Achievement Task Force (I); d) Assessment Update (I); e) Accreditation Report (I); f) Capital Project Report (I); g) Enrollment Report (I); h) Childcare Update (I); i) Donations (A); j) Emeritus Status Nominations (I); k) IBEST CDL Graduate Information (I); l) Quarterly Budget Update (I); m) ASB Bylaws (A).

MOTION 08-19 Trustee Mike Blakely moved to approve the Consent Agenda. Trustee Bob Holloway seconded the motion, and the motion carried.

### 4. Remarks

Public Comments - None

ASB President Matt Boyce, introduced the newly elected 2008-09 ASB officers in the audience: President Rhoads Ashby, Treasurer Natalie Lindley, Vice-President Angela Fales, and Public Relations Officer Josh Schuman. New officers not present for this meeting include Programming Director Rhen Ashby, and Secretary Natasha Presley. The Board offered their congratulations to the new officers.

ASB President Boyce described the recent Taco Lunchfest which followed the Multi-cultural Heritage Fair. Entertainment was provided by Quichua Mashis and 346 people attended, that's an increase of 80 people. The annual students vs. staff/faculty softball game was held and students prevailed over the staff/faculty team with a "questionable" score. It was a double header and over 70 people attended and enjoyed hot dogs, chips and water between the games.

President Boyce went on to explain that the ASB Spring Fling will be held next Wednesday, May 28, beginning at 4:00 p.m. There will be a BBQ and family entertainment. Balloon artists, jugglers, a band and inflatable games will be available for all attendees. BBCC Family Aquatic Center night will be held Monday, June 9 from 6:00-8:00 p.m. free for BBCC students and their families. Two Library campouts will be held, June 10 free pizza and soda will be available and June 11 free cookies and soda will be available. The campouts will be in the Peterson Gallery of the ATEC building. During the BBCC Commencement June 13 the ASB will be selling chilled bottled water as a fund raiser.

Students Supporting Students and MEChA co-sponsored Latino artist Simon Silva on April 28. Students Supporting Students also recently sponsored Kevin Locke and Doug Good Feather. Kevin Locke is Native American and he shared his talents of stories, flute and vocal songs, Indian sign language, humor and inspirational Hoop Dance. Students Supporting Students raised close to \$3,000 for Foundation scholarships with a silent auction.

Phi Theta Kappa recently held their spring induction. They also held a successful raffle earlier this month as well as a car wash.

The student Nursing Club held a silent auction during the Nurses' dinner May 8.

Trustee Kenison commented the students have been very busy.

Classified Staff Representative Kathy Aldrich reported the classified staff training opportunities. Todd Davis attended the Dept. of General Administration's Engineering & Architectural Services Spring Client Workshop at Clover Park Technical College at Lakewood WA.

Lora Allen attended Using Data for Program Improvement at Columbia Basin College in Pasco, WA.

T.C. Bergen, Brad Beuckman, Sergio Cervantes, Todd Davis, Randy Fish, Dave Frueh, Garry Helvy, Lupe Hernandez, Valerie Mestdagh, Sergey Shelyagovich, and Jim Tincher attended People Based Safety at BBCC.

Todd Sauer attended Diversity Training at BBCC.

Taisa Timofeyev attended Motivational Interviewing in Spokane.

Dave Frueh, Eugene Hanover, Garry Helvy, Valerie Mestdagh, Peter Radchishin, Sergey Shelyagovich, and Linda White attended Automated External Defibrillator (AED) Training.

Jonie Walker attended Financial Aid Management and Washington State Assoc. of Student Employment Administrators training on Form I-9 Completion Requirements, Fraudulent Identification Tips, and TANIFF funds pertaining to Work Study and Workfirst on April 29, 2008 at Rainbow Lodge, North Bend, WA.

Hope Strnad, Michelle Williamson, GERALYN Topalanchik, Cheryl Brischle, Jonie Walker, and Darci Alamos attended the Look and Learn Tour at the Welding and Automotive Departments at Big Bend.

Lora Allen attended the Commission on Adult Basic Education Conference at St. Louis, Missouri.

The Classified Staff Breakaway was April 18 in the ATEC building, and it provided approximately 130 training opportunities. There were approximately 45 attendees in the morning classes with 15 in the afternoon sessions. Mini classes included: Dementia, Office and Excel Tips and Tricks, Sign Language, Basic & Refresher First Aid, Simple Yoga & Qi Gong, and Buy Smart, Surf Smart, and Travel Smart. The breakaway had a Hawaiian theme with music and beautiful Hawaiian beach scenes plus an excellent lunch catered by Sodexo. The Bookstore donated a gift certificate which was won by Jim Tincher and two other prizes were won by Lynda Lowry and Eric Gruber. A major portion of this event was made possible by support from the BBCC Foundation. On behalf of the Classified Staff, Ms. Aldrich thanked Doug Sly and the Foundation Board for their support and Dr. Bonaudi for his support of Classified Staff.

Trustee Kenison remarked that the board was once again impressed by classified staff taking advantage of training opportunities.

Faculty Association President Mike O’Konek reported faculty highlights. Music Instructor Pat Patterson reported to Mr. O’Konek that the Music Department Spring Concert will be held Sunday, June 1 at 7:30 p.m. in the Wallenstein Theater. The concert will feature the Big Bend Community Orchestra, the Big Bend Jazz Band and the newly formed Big Bend Mariachi Music Ensemble.

Science and Physics Instructor, Jim Hamm reported that he will be taking his students to the Laser Interferometer Gravitational Wave Observatory (LIGO) at Hanford. He also reported that his astronomy students built “frugal telescopes” made from PVC pipes and wooden tripods.

Philosophy Instructor Dennis Knepp, has had an abstract accepted entitled “Bilbo Baggins: The Cosmopolitan Hobbit” by Open Court Press. They have a series of books using pop culture to introduce philosophy, subjects like The Simpsons, Seinfeld, Star Wars, etc.

Nursing Instructor, Lisa Corsie reported that an Advanced Cardiac Life Support Preparation class occurred the past two weekends. It was a nursing elective and 12 students participated.

Daneen Berry-Guerin reported that students from her OFF262 Professional Preparation will participate in mock interviews off campus on Tuesday, May 27 with a panel of three professionals. The students have created application packets containing job applications, resumes, cover letters, and three letters of recommendation. The panel members will provide written feedback and the interviews will be video recorded so the students can perform self-evaluations.

Counselor Max Heinzmann reported that he presented the “Mysteries of Transfer” workshop five times in May. He also attended several professional development workshops and will accompany additional faculty (Lisa Corsie, and Daneen Berry-Guerin) attending the National Academic Advising Association Faculty Advising: Collaborating for Success workshop in June.

Trustee Kenison commented faculty members have been very busy. Mr. O’Konek was excused from the remainder of the meeting to return to his class.

Vice President Ken Turner referred to page 19 of the agenda to detail the childcare update. He said AAG Charnelle Bjelkengren has taken action to start the mediation process. AAG Bjelkengren reported she received a copy of the second investigation. The initial investigation claimed the booster pumps had been tampered with. The second investigation revealed there could have been other problems. The two parties are trying to agree on a mediator, there are some discrepancies on whether arbitration or mediation applies. Trustee Mike Blakely asked if AAG Bjelkengren has input on the mediation. She replied that she does have input and they are looking for a mediator with construction experience.

Vice President Mike Lang reported two faculty positions have been filled. Scott Richeson (former WSU Cougar) was hired to teach Sociology and Theresa Faust was hired to teach Psychology. Mr. Richeson taught English in Japan and he may teach the JATP students online this summer. Dr. Lang also reported that Educate was held May 9 and over 200 students and parents attended. Outreach Advisor Jose Esparza is preparing a slide show of Educate during the next board meeting.

Dean Kara Garrett provided a report on the Multi-cultural Heritage Fair. She described efforts by the basic skills department students and staff. They prepared for weeks to host their interactive displays with ethnic food samples and photo display boards of their countries (Japan, Mexico, Norway, etc) in the quad.

Highlights included calligraphy, bocce ball, and the library had a culture gram computer set up. The American game of 21 was also being played. The MECha Club was playing a game with candy. The Wanapum Tribe was also present and they demonstrated mat weaving. To encourage participation passports were developed and provided to each attendee. They were stamped at each booth and then entered in a drawing for a BBCC bookstore gift certificate. The fair gave students an opportunity to practice speaking English and sharing information about their countries. The students were very positive, and animated. About 100 people attended this popular event that was coupled with the Taco-fest. Trustee Mike Blakely inquired if this event could be video taped to share later. Pictures were taken, they will be used to publicize this event. VP Lang remarked that the Opportunity Center staff makes this happen each year under Director Sandy Cheek's guidance and it's a great activity for the students and the BBCC campus.

#### **5. Exceptional Faculty Award Presentations**

Kathy Tracy Mason, Child and Family Education Instructor, was awarded \$2,000 during the May 29, 2007 Board of Trustees meeting. She thanked the Board for the opportunity to complete her project. One year ago, the other ECE instructor retired. Ms. Mason stayed on a part-time contract to complete a "master pass down file" consisting of information from location of program materials to coursework and Division and Faculty structure and responsibilities. She compiled all of the information and prepared two hard copies and saved the electronic files on a thumb drive and a CD. One hard copy of the master pass down file will be in her office and available for her replacement and the other one will be housed in the professional development room of the library. She explained that she also took input and feedback from the Child and Family Education Program Advisory Committee and Dean Kara Garrett throughout the process. She commented it's been great and she has loved teaching at BBCC, "it's been an honor."

Aviation Maintenance Technology Instructor, Erik Borg, was awarded \$2,000 at the April 8, 2008, Board of Trustees meeting. Mr. Borg thanked the Board of Trustees for sending him on the adventure to Boeing 727 FedEx training. He also thanked Dean Clyde Rasmussen, Dan Moore and Lew Mason for covering his classes during his two-week absence. He explained that the Boeing 727 aircraft that was donated to BBCC last year by FedEx is a key point of the Aviation Maintenance Technology program; students are excited about it. The classes he attended at the Federal Express Training Center in Memphis, Tennessee taught him about the Boeing 727 system's hydraulics, pneumatics, pressurization, air conditioning, communications, equipment, flight controls, landing gear, auxiliary power units, etc. He reported that of all the schools to which FedEx has made donations BBCC is the first to take advantage of the FedEx training program. Many of the schools do not use their donated aircraft interactively with their students as BBCC does. The knowledge he gained at the Federal Express Training Center will ensure the regular tweaking and maintenance of the aircraft will be accomplished. In addition to donating Mr. Borg's tuition for the classes FedEx also donated cockpit pictures with the switches, worth \$1,000, and great

maintenance handbooks that are very detailed. Mr. Borg commented that 125 fifth and sixth grade students recently toured the aircraft. Trustee Mike Blakely remarked it would be good to have the BBCC logo painted on the 727. President Bonaudi replied one of the summer projects being considered is painting the aircraft maybe before the airshow on June 28. Trustee Mike Blakely suggested a formal thank you be extended to FedEx for their generous donation of tuition for Mr. Borg to attend classes at the Federal Express Training Center.

MOTION 08-20 Trustee Mike Blakely moved to ask President Bonaudi to prepare a thank you note from the Trustees to FedEx for their donation of Mr. Borg's tuition at the Federal Express Training Center. Trustee Felix Ramon seconded the motion, and the motion carried.

Trustee Katherine Kenison thanked Mr. Borg for participating in the training. She also thanked Ms. Mason for preparing the master pass down book, it will be a great benefit to the college.

## **6. Ends Statement Monitoring Report E-3 Partnerships**

Assistant to the President for Research, Planning and Government Affairs Valerie Kirkwood explained that the Partnership Ends Statement Monitoring Report highlights the many collaborations fostered by BBCC that offer students more access to services and education. She asked Basin Tech Prep Director Mary Shannon, Dean Clyde Rasmussen and Dean Kara Garrett to talk about partnerships. Ms. Shannon explained that Tech Prep is all about partnerships, 16 schools participate (Almira Coulee Hartline, Columbia Basin Job Corps, Columbia Basin Secondary, Ephrata, Lake Roosevelt, Moses Lake, Odessa, Othello, Quincy, Ritzville, Royal City, Soap Lake, Wahluke, Warden, and Wilson Creek). In 2007, 751 students (9<sup>th</sup>-12<sup>th</sup> grade) earned 4,846 credits through Tech Prep. Ms. Shannon meets quarterly with high school career and technical education directors. She also reported there is a very active steering committee. During the February 27, 2008, BBCC Faculty In-Service six presenters provided training on "Counseling for Career Pathways." Many students would like to tour local industry facilities. The Moses Lake High School offered a school bus for industry tours to highlight local high demand jobs. Ms. Shannon congratulated Outreach Advisor Jose Esparza for coordinating the tours. Trustee Katherine Kenison thanked Ms. Shannon for her presentation.

Dean Clyde Rasmussen shared that one year ago he worked with Allan Peterson, CBIS Director and Georgene Ford at SkillSource. SkillSource had some funding available and through the Operations Task Force it was discovered there was a need for food processors to gain new employees or for their current employees to gain skills to promote. All local food processor managers identified needed training for their employees. The first class offered was a leadership class and 35 managers attended. Currently, a maintenance mechanics class and math 103 is



being offered and other classes will be offered soon. BBCC is providing maintenance mechanics jobsite training for McCain Foods.

The MMT and IET Advisory Committees are very active and good at helping recruit part-time teachers. Skillsource is offering the Office Information Technology (OIT) program. Deborah Correll met with Instructors Pat Teitzel and Daneen Berry-Guerin. Students can earn college credit and come on to campus to continue education after completing the SkillSource OIT program. SkillSource is a very helpful partnership. Trustee Mike Blakely asked what would be on a professional/technical area wish list? Dean Rasmussen replied a wish list would include automotive program expansion, and graphic arts design. Takata Industries want to send their employees to training at BBCC and Genie Industries wants more electrical and machining training, Katana wants to expand welding.

Dean Kara Garrett talked with Family Services of Grant County about serving students with children and help with childcare. Family Services of Grant County completed a Dept of Early Learning grant application in partnership with BBCC for additional childcare slots through the national Early Childhood Education Assistance Program (ECAP). Twenty additional high quality preschool slots were granted and they will all be added to the BBCC childcare. Dean Garrett is prioritizing the parents' needs based loosely on momentum points.

Ms. Kirkwood stated the focus group summary shared with the Trustees this afternoon shows how essential these partnerships are. Tech Prep does a lot to reach out to high school counselors. President Bonaudi commented that the Partnership Ends Statement overlaps with both Access and Student Achievement Ends Statements. Getting off campus enhances partnerships.

MOTION 08-21 Trustee Mike Blakely moved to accept the Ends Statement Monitoring Report E-3 Partnerships. Trustee Felix Ramon seconded the motion, and the motion carried.

President Bonaudi reported that the Trustees received the Monitoring report at the TACTC Conference in Tacoma. Trustees from other community colleges were present and they were impressed by the Monitoring report. Trustee Katherine Kenison commented Ms. Kirkwood's office earned a well-deserved pat on the back.

Trustee Kenison announced a 10-minute break at 2:45 p.m. The meeting reconvened at 2:55 pm.

President Bonaudi announced that Director of Budget Gail Hamburg had accepted the Vice President of Administrative Services position being vacated by Ken Turner's retirement. He stated she had gone through a rigorous hiring process with forums offered campus wide on MediaSite. He went on to say that Ms. Hamburg is the right fit for the job and she has worked closely with VP Turner.

## 7. **President's Evaluation**

Trustee Katherine Kenison commented that the Community Focus Group information was provided to the Trustees. The President's evaluation is usually completed in June per the policy. Policy is being drafted regarding the terms of the president's contract and evaluation process. Individually each board member is conducting their own evaluations pursuant to the policy.

Ms. Kirkwood was asked to share information regarding the Community Focus Group. Ms. Kirkwood stated this group was challenging to schedule. There was a good cross section of communities represented including school board members, students and working professionals. The group focused on marketing and BBCC's perceived presence in the communities and schools. The information Ms. Shannon shared earlier is what the community members were asking for in the focus group. Professional/Technical programs are linked with short-term training in community members' minds. They asked for continually updated training that is on the cutting edge. They also requested an Agriculture Tech program and/or short-term pesticide applicators license training. They were complimentary to Dean Rachel Anderson and Running Start outreach efforts. The Running Start students who participated in the focus group provided positive feedback regarding interactive video classes. One of the members was a former student and he has shared information about the automotive program preparation with his coworkers. The focus group also provided good input and direction to keep advisory committees fresh and to keep technology on the cutting edge and to continue outreach efforts. Ms. Kirkwood commented that the focus group offered good direction to move forward.

Trustee Mike Blakely asked if the focus group members learned about BBCC during their discussion. Ms. Kirkwood explained that she tries not to influence the focus group members by giving them additional information. She did provide them with goodie bags and additional information after the focus group concluded. There was good interaction between the attendees. She reported that she will forward the focus group feedback to the deans and appropriate people who can follow up with attendees. Trustee Blakely complimented Ms. Kirkwood on gathering information from the focus group members and he suggested more than one focus group be conducted per year. Dean Rachel Anderson and Ms. Kirkwood are discussing visiting the high schools to discuss the high school staff members' perceptions of BBCC. Trustee Blakely indicated he would like to have additional representation by Hispanic community members.

President Bonaudi stated this information will be shared with staff. He clarified that it may sound like BBCC staff and faculty don't get off campus, but they do and they can still do a better job. There is never enough activity with our community. Trustee Blakely stated he thinks BBCC is doing a better job than ever and over time the results will show. One of the limitations is turnover with

school personnel resulting in the need to re-establish relationships with new administrations. President Bonaudi stated he is not disappointed, he knows these areas are being addressed and we need to do more and reach farther.

Trustee Kenison asked if any of the Trustees needed additional information to complete their role in the President's evaluation. No additional needs were expressed.

## **8. Board Officer Elections**

Per the Board officer rotation schedule effective July 1, 2008, the new chair of the Board is Mike Blakely and the Vice Chair is Bob Holloway.

MOTION 08-22 Trustee Felix Ramon moved to make the Board officer appointments according to the Board officer rotation schedule, which indicates Mike Blakely will be the Chair and Bob Holloway will be the Vice Chair effective July 1, 2008. Trustee Bob Holloway seconded the motion, and the motion carried.

## **9. Assessment of Board Activity/Recap of Spring TACTC Conference**

Trustee Mike Blakely reported that he attended the Wahluke Joint Board meeting and sent Superintendent Greene a thank you letter. He also sent a letter of encouragement to Teresa Aguilar from the Esperanza Center. He attended the Allied Arts Red Bone concert. He also attended President Bonaudi's State of the College Address and commended him for positive and interesting address. Trustee Blakely stated he attended the TACTC Leadership Workshop and Spring Conference. Lastly, he attended Cellarbration! and a Viking baseball game and wrote a plank resolution for a political party concerning the needs of community colleges.

Trustee Felix Ramon reported that he attended the Wahluke Joint Board meeting and talked with Superintendent Greene about donating books to the library. Their discussion resulted in Trustee Ramon donated 100 books to the Wahluke High School Library through the BBCC Foundation. He attended Cellarbration! committee meetings and gathered Cellarbration! auction items. He also met with the Student Achievement Study Group, attended State of the College, TACTC Spring Conference and Cellarbration! He also talked with several contacts about Cellarbration! and other campus activities.

Trustee Bob Holloway reported that he attended a Grant County PUD meeting in Ephrata and he attended another meeting with the Grant County PUD, Dr. Bonaudi, VP Ken Turner, Tree Free and IPCI regarding gasification. He attended a Hot Rod Garage meeting to discuss proposed PUD changes. He also attended State of the College, and met the CCRC representatives beforehand. He attended

the nursing dinner on the BBCC campus and met with representatives from USDA, and the University of Washington and the Multi-Cultural Heritage Fair and Taco-fest. He also attended the Spring TACTC Conference highlighting that the Shoreline Community College Trustees stated the presentation by BBCC was the best and most inspirational at the conference. Lastly, he attended Cellarbration!

Trustee Katherine Kenison reported that she attended the State of the College Address, Cellarbration! and the Spring TACTC Conference. She also had the opportunity to attend the youth suicide prevention workshop on campus and she made a point to escort local high school staff around the Library to emphasize the highly functional facility. She commented any events to bring educators on campus are very good.

Trustee Ramon stated that he visited with Trustees from other community colleges about the Trustees' Scholarship that the BBCC Trustees fund. He also discussed governance policy and other Boards indicated they would like to meet to discuss this further. He went on to say that all staff, faculty, administrators, and classified staff impact people when they personally provide information regarding how BBCC can serve them. People remember the personal connection he commended staff for reaching out to the communities within the BBCC service district and encouraged all to do even more. President Bonaudi stated he really appreciated those comments, all BBCC employees go the extra mile. Reaching out to others is a foundation piece on which BBCC is built and he continually hears comments about personal connections employees make with current and prospective students.

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

The next regularly scheduled board meeting is set for June 24, 2008. There was discussion regarding adjusting the date to accommodate Trustees' schedules.

MOTION 08-23 Trustee Bob Holloway moved to change the date of the next regularly scheduled meeting to June 17, 2008 at 1:30 p.m. Trustee Felix Ramon seconded the motion, and the motion carried.

#### **11. Miscellaneous**

CWU Provost, Dr. Wayne Quirk, was on campus May 12. He represents an era of change at CWU and more programs will be developed.

WSU President, Dr. Elson Floyd will on campus tomorrow.

VP Ken Turner's retirement celebration will be held June 12 on campus.

Supreme Court Justice Mary Fairhurst will be the 2008 BBCC Commencement speaker. She recently visited Gene Donat's class. The Washington Supreme court travels around the state to hold oral arguments. They are interested in coming to the BBCC campus in 2010.

Director of Big Bend Technology Russ Beard has been providing information regarding the Center for Information Services and the Re-hosting project. The community and technical college presidents (WACTC) gave the executive committee the authority to negotiate a settlement, and a settlement has been tentatively agreed upon. The Re-hosting Project has been halted. New initiatives will be forthcoming.

MOTION 08-24 Trustee Mike Blakely moved to adjourn the meeting at 3:33 p.m. Trustee Felix Ramon seconded the motion, and the motion carried.

The Board meeting was adjourned at 3:33 p.m.

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Katherine Kenison, Chair

ATTEST:

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William C. Bonaudi, Secretary

## BIG BEND COMMUNITY COLLEGE

Date: 6/17/08

**ITEM #3:** CONSENT AGENDA (for information)

b. Achieving the Dream (AtD) Update

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

**BACKGROUND:**

Three staff returned from National Institute for Staff and Organizational Development (NISOD) in Austin, Texas, where they participated in workshops focused on the use of the assessment instruments Community College Survey on Student Engagement and Survey of Entering Student Engagement (CCSSE and SENSE). The instruments focus on students' college experiences that enhance student success. By focusing on students' experiences, BBCC will continue to foster an environment that improves student success.

Achieving the Dream – Priority 1

The math department, specifically Barbara Whitney and Salah Abed, are writing curriculum for the first ever BBCC Summer Math Jam to be held August 4-15. This program will be free to prospective BBCC students and will help participants improve math understanding and skill sets. Staff and faculty have been administering the BBCC math placement exam at select area high schools and the Summer Math Jam curriculum will be designed specifically to help them improve their math skills. Supplemental Instruction using student facilitators who actually attend all class meetings for select math classes during the 2008-09 academic year is in the planning stages.

Achieving the Dream – Priority 2

Five faculty and staff members will be attending a two day seminar, Faculty Advising: Collaborating for Success, in Portsmouth, Virginia, June 19 and 20. The seminar is provided by the National Academic Advising Association (NACADA), and will provide the opportunity for staff to engage in activities to strengthen their advising skills. The college will nominate four staff members to attend the NACADA academic advising summer institute in Austin, Texas, July 27 through August 1. This institute includes presentations, small group discussions, and workshops to enhance advising practices and programs.

Additional sections of CSS 100, College Survival Skills, will be offered during Fall Quarter 2008. All new students who place into pre-college level math and English will be required to complete a college success skills course. Gail Erickson will be working with staff and faculty who will be teaching CSS 100 for the first time.

**RECOMMENDATION:**

None

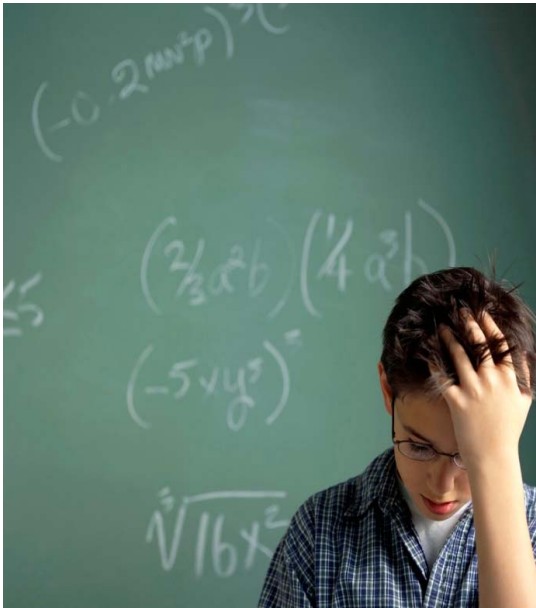
# Need some help polishing up your math skills?

## 2008 BBCC Summer Math Jam

August 4-15, 2008 from 9:00 – noon

Monday - Friday

(Afternoon sessions 1:00-3:00 may be available depending upon need)



### WHERE?

BBCC Math/Science building

This FREE program will help students improve math understanding and skill sets. Programs and workshops will be designed specifically to meet your needs!

Available for students who have recently taken the BBCC placement test and want to improve their math skills.

Questions, call Barbara Whitney at 793.2146, or [barbaraw@bigbend.edu](mailto:barbaraw@bigbend.edu)

For registration call 793.2061, or  
[admissions@bigbend.edu](mailto:admissions@bigbend.edu)

**Please register by July 28 to assure space availability**

**BIG BEND COMMUNITY COLLEGE**

Date: 6/17/08

**ITEM #3:** CONSENT AGENDA (for information)

c. Student Achievement Initiative

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

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

**BACKGROUND:**

During the summer, the Institutional Research and Planning Department will develop a database that interacts with the SBCTC data warehouse. The database will allow BBCC to track students' use of services to determine which services have a positive impact on students reaching the various Student Achievement momentum points.

On May 22, BBCC staff members involved with the Student Achievement Initiative participated in the final ITV meeting with the SBCTC and staff from other community and technical colleges. Information was gathered about what other colleges are doing as part of the initiative to improve student success.

On June 5, Starr Bernhardt and Candy Lacher attended an ITV meeting with SBCTC staff to learn about changes made to the Student Achievement database. This session was specifically for staff involved in producing and analyzing the data provided by the SBCTC.

**RECOMMENDATION:**

None



**BIG BEND COMMUNITY COLLEGE**

Date: 6/17/08

**ITEM #3:** CONSENT AGENDA (for information)

d. Assessment Update

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

**BACKGROUND:**

Assessment Committee Faculty were unanimous in their support of having Steve Close continue as Assessment Committee Chairman in 2008-09.

The Estimated Employment Report was sent to Professional-Technical Faculty. The report shows estimated employment rates by program, which is a primary goal of Professional-Technical Programs. For Professional-Technical students who left the college in 2005-06 with a credential or at least 45 credits, 87% were estimated to be employed. This is derived from Washington State Board for Community and Technical Colleges' data warehouse statistics matched with employer quarterly reports of employee earnings turned into their state. The records are gathered from Washington, Idaho, Montana, Oregon and Alaska. Eight-seven percent is the highest estimated employment rates BBCC Professional-Technical Students have experienced.

**RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 6/17/08

**ITEM #3:** CONSENT AGENDA (for information)

e. Accreditation Report

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

**BACKGROUND:**

At the Assessment Committee meeting, the General Education Outcomes were reviewed with discussion on how best to satisfy the following accreditation recommendation from the fall five-year interim accreditation visit.

While Big Bend Community College has made substantial progress in educational assessment, there is a clear disconnect between institutional goals (in the catalog) and the General Education Outcomes (not in the catalog). BBCC needs to reexamine its general education outcomes, publish them in the catalog, then decide how to assess them (Standard 2.C & 2.C.3).

We responded to this recommendation by including Board Ends Statements and General Education Outcomes in the 2008-09 catalog.

There was additional discussion on developing outcomes for the Related Instruction components in the Professional-Technical programs. It was suggested that aspects of General Education Outcomes could be applied.

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

**RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 6/17/08

### ITEM #3: CONSENT AGENDA (for information)

#### f. Capital Project Update

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

E-4 Student Achievement,

AMP E-4.5.4, E4.6/E-1,

E-5 Climate

AMP-5.4, E-5.5

### BACKGROUND:

**Window/Skylight Replacement – Buildings 1400 & 1600:** We are waiting for the contractors schedule on this project. The schedule will be coordinated to coincide with the least activity at BBCC.

#### Old Developments/Background:

**5-7-08** This is a new repair project funded at the beginning of the 2006 – 2008 biennium. Burton Construction of Spokane holds the current State contract for Job Order Contracting (a Public Works Tool for completing small projects under \$500,000 total for the fiscal year) and was asked to develop cost estimates and sub-contractor quotes on these projects. The remaining 50 year old, metal framed, single glazed, windows in Building 1400 and the 7 leaking skylights in Building 1600 need to be replaced. The sub-contractor quotes are for \$181,774.31 which is within the budget issued for these repair projects.

**Roof Repair – Building 4000, 5000 & 6000 (Maintenance Shop & Dorms:** Quotes were received this week - \$40,000 for Building 4000 and \$125,000 for each dorm. BWA will ask the contractor to quote on a hot tar, built up, system for comparison purposes. The quoted prices are for a single ply membrane system.

#### Old Developments/Background:

**5-7-08** A Job Order was issued to Burton Construction to develop cost estimates and sub-contractor quotes for the repair of three roofs (Buildings 4000, 5000, & 6000). Funding for the repair of building 4000 was issued at the beginning of the 2006 – 2008 biennium. The funding for the repair of dorm roofs will have to be come from dorm earnings.

**Childcare:** Plans for mediation are in progress. BBCC will hire an engineer to counter the insurance company's test report.

#### Old Developments/Background:

**5-7-08** Still waiting for the insurance company to respond. The final results of the tests ordered by the insurance company have been received, according to the insurance company.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Art Building:** The contractor is in the final finishing stages of this project. A preliminary punch list of things still to do was conducted by the architect at the last construction meeting on 5-29-08. The contractor plans to move his construction trailer off site next week because the outside area is 100% except for road work. The estimated completion date is changed from 5-29-08 to 6-7-08 for the building with the exception of sun shades which were delivered late. The road work will finish shortly after the building. BBCC Grounds and M&O personnel will accomplish the final completion of this project by landscaping the grounds and performing the final cleaning of the building

### **Old Developments/Background:**

**5-7-08** The Art building is approximately 85% complete. The 3-26-08 estimate was a bit aggressive but the target completion date of June 3, 2008 remains the same. The contractors are focused on completing interior systems and finishes. The BBCC M&O department completed interior wall painting as a cost saving measure and, by working collaboratively with TW Clark's project superintendent, interior wall painting by BBCC staff was timed to complete right before the sub-contractor for ceiling installation came on site to complete their tasks. TW Clark was issued a change order for the entrance road/bus stop part of this project for the sum of \$313,397.00 which is within the budget for this minor project funded at the beginning of the 2006 – 2008 biennium. Site preparation has started for the entrance road and bus stop.

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

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

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

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

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

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

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

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

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

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

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

May 16<sup>th</sup> - Notice to Proceed delivered to the General Contractor

**2-12-07** Construction begins. Trenching for infrastructure installation, such as Public Utility District (PUD) conduit, a new water mainline and fiber optic conduit, is scheduled to begin the week of February 12, 2007. The campus has been notified that access from Randolph road to 28<sup>th</sup> avenue will be stopped and the access barricaded for the duration of the Art Building project. Correctional Industries (CI) will do this phase of the excavation plan. Our latest cost analysis, conducted in collaboration with General Administration, BWA and BBCC, projects the

completion of this building to occupancy level but landscaping, paving and furniture will not be funded. The final determination as to how far the budget will stretch will be made when contractors bid on the project.

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

**10-31-06** New conceptual drawings were received at the last construction meeting on 9-13-06. A site survey has been completed and the rubble from the demolition of Building 4400 (old base service station). Estimated project costs are under review due to the 13% inflation (3% inflation was budgeted) in materials and labor experienced by other recently bid community college projects. Plans are in progress to bid the three classrooms as "framed only" if the budget requires project downsizing. Design is not yet complete and the project schedule is set back as follows:

Design completed 12-1-06

Contractor hired 2-1-07

Project completed 1-1-08

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

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

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

Design completed 9-1-06

Contractor hired 12-22-06

Project completed 11-5-07

**BIG BEND COMMUNITY COLLEGE**

Date: 6/17/08

**ITEM #3:** CONSENT AGENDA (for information)

- g. Enrollment Report

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

E-1 Mission

E-4 Student Achievement

AMP E-4.6

**BACKGROUND:**

The two-year FTE report as of June 5 is included for your information. It appears we will end up at about 99% of our target. While we did not meet our 100% enrollment growth target, with the exception of summer quarter we did increase state-funded FTE each quarter in 2007-08 over the previous year.

The tuition amount budgeted for 2007-2008 is \$2,820,000. As of May 31, 2008 we have collected \$2,822,827 or 100.1% of the budgeted amount. As of May 31, 2007 we had collected \$2,704,752 or 102.7% of our 2006-2007 budgeted amount of \$2,631,428.

**TUITION COLLECTION REPORT**  
As of May 31, 2008 and May 31, 2007

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	<u>2007-2008</u>	<u>2006-2007</u>
Annual Budget	\$2,820,000	\$2,631,428
Total Collections as of May 31	\$2,822,827	\$2,704,752
As a % of Annual Budget	100.1%	102.7%
Left to Collect to Meet Budget Target	\$ 0	\$ 0



## F.T.E. REPORT

6/9/08

	<u>QTRLY FTEs</u>	<u>ANNUAL FTEs</u>	
<b>1st year (06-07)</b>			
SUMMER	317.6	105.9	
FALL	1536.3	512.1	
WINTER	1526.1	508.7	
SPRING	1412.4	470.8	
<b>2nd year (07-08)</b>			
SUMMER	310.2	103.4	
FALL	1579.9	526.6	
WINTER	1577.0	525.7	
SPRING	1420.6	473.5	
<b>TOTAL</b>	<b><u>9680.1</u></b>	<b><u>3226.7</u></b>	
1st year annual FTE Target	4836	1612	53 Workforce FTE included
2nd year annual FTE Target	4929	1643	53 Workforce FTE included
<b>SBCTC 2-year rolling enrollment count</b>			
Past year + current year actual FTE		3226.7	
Past year + current year allocation		3255.0	
% of allocation target attained to date		99.1%	
Add'l FTEs to meet minimum 98%	-110.4	-36.8	
Add'l FTEs to meet target/growth 100%	84.9	28.3	
FTEs over target	0	0	

**BIG BEND COMMUNITY COLLEGE**

Date: 6/17/08

**ITEM #3:** CONSENT AGENDA (for information)

h. Childcare Update

Related Board Ends Statements and Academic Master Plan (AMP) Outcomes  
 E-2 Access, AMP E-2.3, E-2.4, E-4 Student Achievement, AMP E4.1, E-5 Climate  
 AMP E-5.4

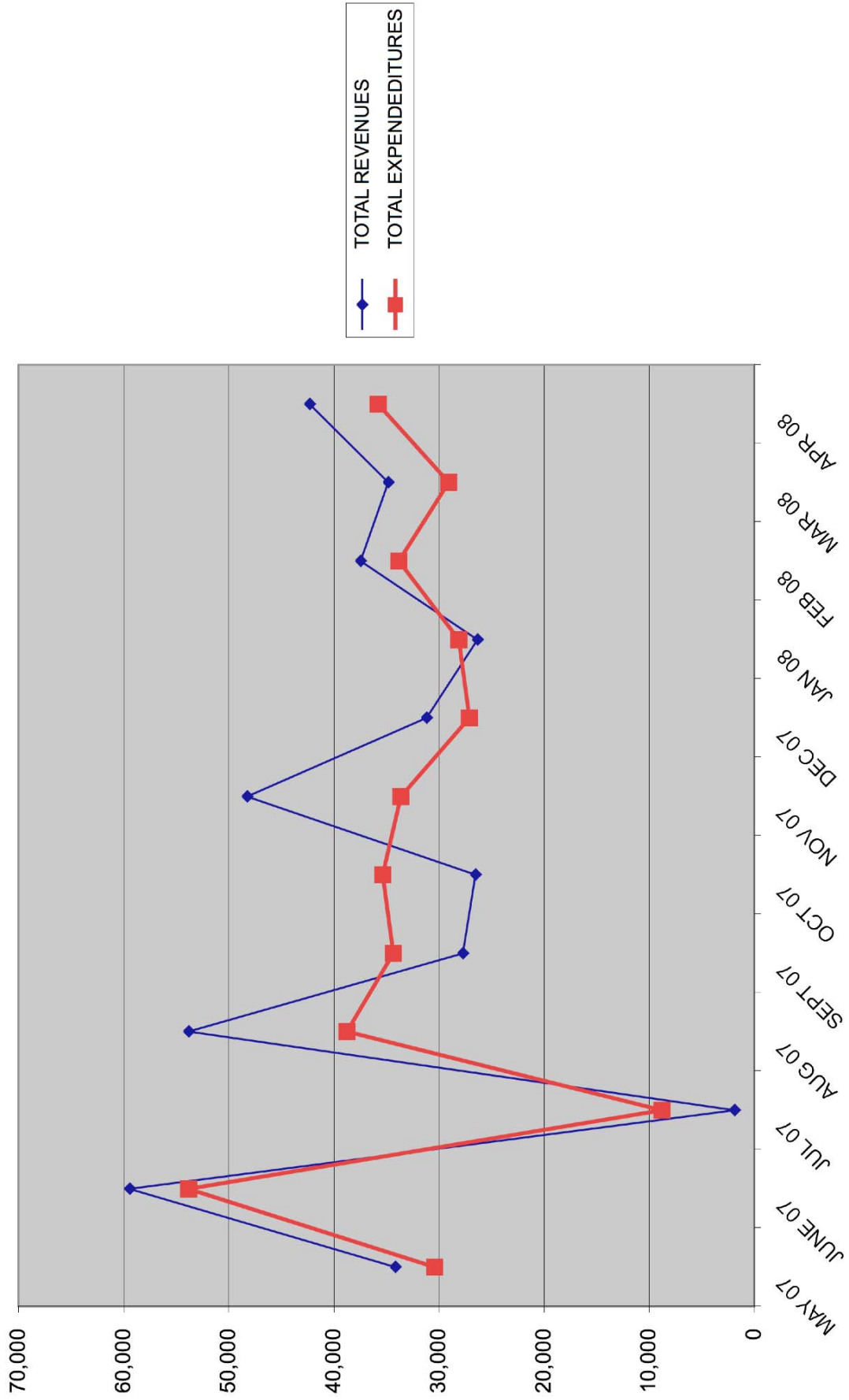
**BACKGROUND:**

The Childcare Financial Statement for the ten months ending April 30, 2008 is attached for Board review. Revenues exceeded expenditures by approximately \$25,757 for the period. The fund balance at April 30, 2008 was \$51,561. The increased attention to the program continues along with ongoing monitoring. There are charts and a spreadsheet attached showing revenues and expenditures for a one year period from May, 2007 to April, 2008 for Board review as well.

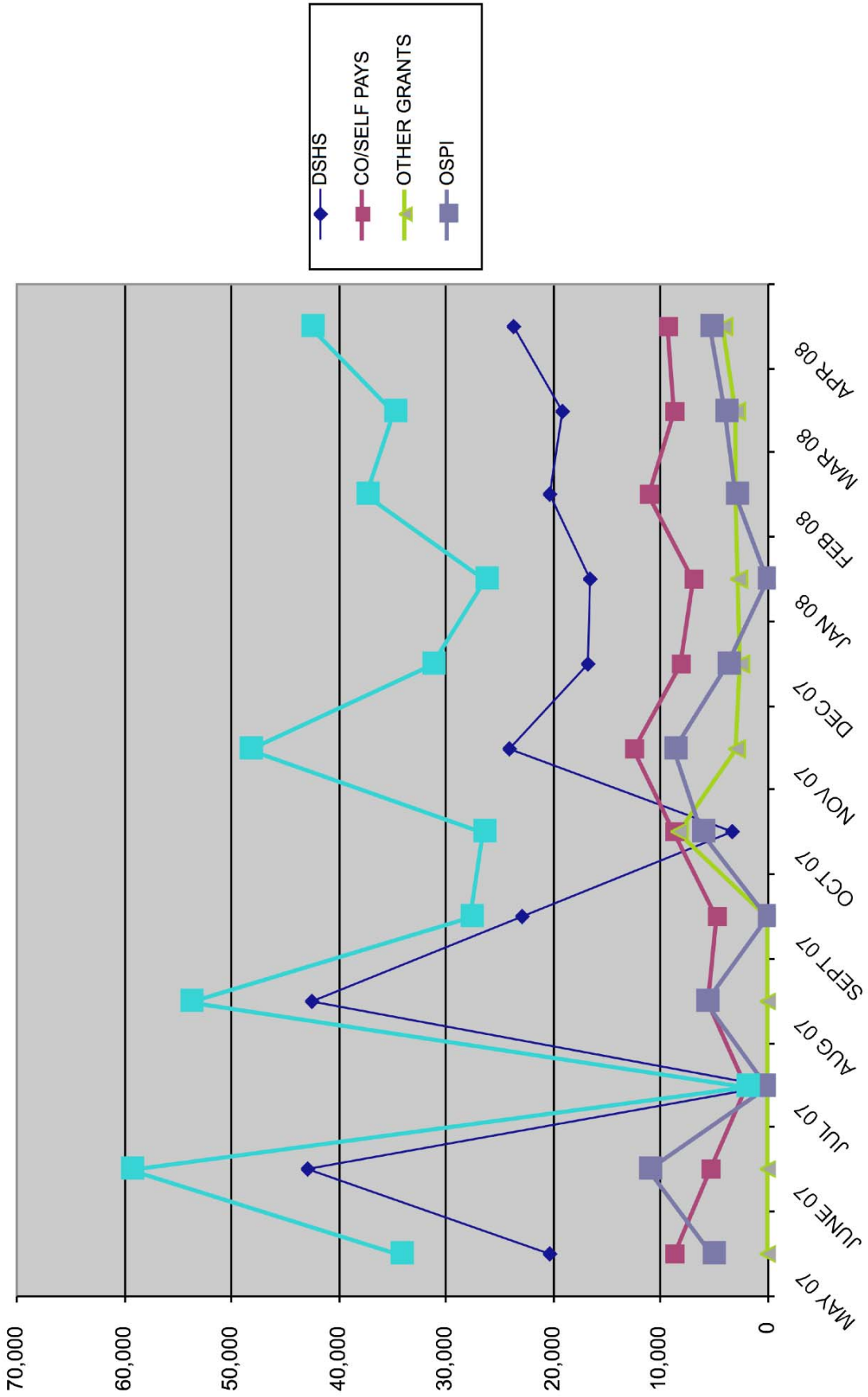
**CHILDCARE PROGRAM  
 REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE  
 FOR THE TEN MONTHS ENDING 4/30/08**

	DSHS Childcare	Childcare Match	Workfirst Childcare	Totals
<b>Revenues:</b>				
Co-pays/care services	77,392			
DSHS	189,714		26,572	SBCTC
USDA Meal Reimb.	36,662			
Misc. Recovery	0			
<b>Totals</b>	<b>303,768</b>	<b>0</b>	<b>26,572</b>	<b>330,340</b>
<b>Expenditures:</b>				
Salaries	200,390		23,121	223,511
Benefits	37,278		3,451	40,729
Good & Services	39,424			39,424
Travel	919			919
<b>Totals</b>	<b>278,011</b>	<b>0</b>	<b>26,572</b>	<b>304,583</b>
				<b>NET PROFIT / LOSS</b>
				<u>25,757</u>
				BEGINNING FUND BALANCE
ESTIMATED				25,804
				ENDING FUND BALANCE
				51,561
				ADJUSTING ENTRY
				CHANGE IN FUND BALANCE
				<u>25,757</u>
				CASH-ACTUAL
				28,521
				RECEIVABLES
				24,979
				ACCRUED PAYROLL
				(1,939)
				ENCUMBRANCES/PAYABLES
				(10,322)
				ESTIMATED CASH
				41,239

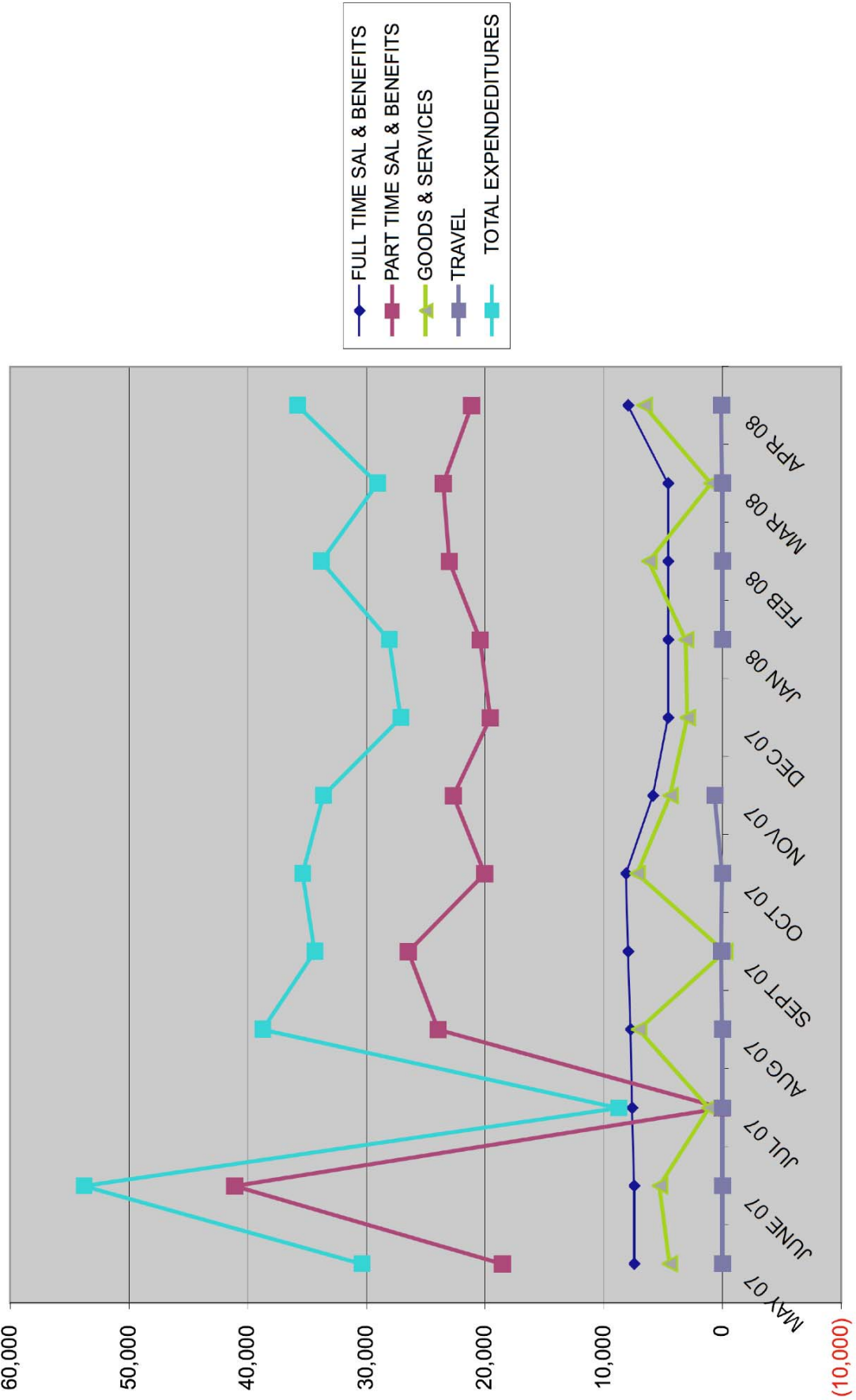
### Childcare Revenues and Expenditures



# Childcare Revenue



# Childcare Expenditures



**BIG BEND COMMUNITY COLLEGE**

Date: 6/17/08

**ITEM #3:** CONSENT AGENDA (for action)

i. Donations

Related Board Ends Statements and Academic Master Plan (AMP) Outcomes  
E-4 Student Achievement,  
AMP E-4.6.2

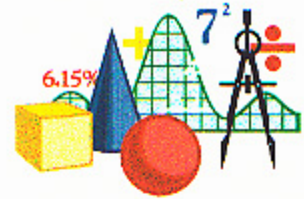
**BACKGROUND:**

Jeff Weigant, a retired professional PLC (Programmable Logic Controllers) trainer, would like to donate four portable PLC trainers to the IET and MMT programs. A PLC is a control computer used for the electrical control of machinery. They have their own specific binary programming language or logic called "ladder logic." These stand alone controllers are used in every industrial plant in this area.

Prepared by VP Turner.

**RECOMMENDATION:**

President Bonaudi and Vice President Turner recommend approval of the above-mentioned donations.



## Memorandum

**To:** Clyde Rasmussen, BBCC Board of Trustees  
**From:** Bill Autry  
**Re:** Donation from Jeff Weigant  
**Date:** 6/5/08

Jeff Weigant, who is a retired professional PLC (Programmable Logic Controllers) trainer, has offered to donate 4 "Portable PLC trainers" to our IET/MMT programs. The trainers are enclosed in hard cases and are set up with prewired field inputs and outputs. The Micrologix™ PLC's dovetail with our current PLC hardware and software. Students will have the opportunity to get "hands on" experience with a slightly different platform than what we currently have. These are very portable and may be used for recruiting purposes as well.

Jeff asks in return for his donation, only the cost of shipping and a letter accepting the donations. I believe a value of \$ 2,000 is appropriate to place on these four trainers. I believe they are easily worth \$500 each. Please approve the acceptance of this donation.

Thank you,

Bill Autry

**BIG BEND COMMUNITY COLLEGE**

Date: 6/17/08

**ITEM #3:** CONSENT AGENDA (for information)

j. Personnel Report

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

E-2 Access

E-4 Student Achievement

AMP E-4.5.1,

E-6 Cultural Enrichment

**BACKGROUND:**

The quarterly Personnel Report is attached for Board review.

Prepared by the Human Resources Department.

**RECOMMENDATION:**

None.



**EMPLOYEE SEPARATIONS 4/1/08 - 6/13/08**

<b>SEPARATION DATE</b>	<b>NAME</b>	<b>POSITION</b>	<b>SEPARATION REASON</b>
4/11/08	Ruby Taylor	Office Assistant 3-Instructional Services	Did not complete probationary period
5/9/08	Anne Carter	Office Assistant 3-Institutional Research and Planning	Resigned-accepted position with PUD
5/28/08	Bridget Vidonne	Office Assistant 3-Center for Business and Industry Services	Resigned-accepted position out of town

**NEW HIRES/PROMOTIONS/TRANSFERS 4/1/08 - 6/13/08**

<b>START DATE</b>	<b>NAME</b>	<b>POSITION</b>	<b>REPLACING</b>
4/16/08	Lyubov Konovalchuk	Early Childhood Program Specialist 2	Restructured position following Karen Whitney's resignation
6/1/08	Anita DeLeon	Director for College Bound	Pat Palmerton
6/1/08	Randy Fish	Maintenance Mechanic 1	New position (this is a promotion for Randy)
6/1/08	Gail Hamburg	Vice President for Financial and Administrative Services	Ken Turner
6/13/08	Hope Candanoza	Data Compiler 2 -Institutional Research and Planning	Restructured position following Anne Carter's resignation
9/15/08	Theresa Faust	Psychology/Social Science Instructor	Linda Thimot
9/15/08	Scott Richeson	Sociology/Social Science Instructor	Emery Smith
9/15/08	Tyler Wallace	Math Instructor	New position

**SEARCHES IN PROCESS**

<b>POSITION</b>	<b>STATUS</b>	<b>REPLACING</b>
Maintenance Mechanic 2	Interviews Completed	Todd Davis (Todd is being promoted to an exempt position as Director of Facilities & Operations as of 7/1/08)
Program Assistant-Center for Business and Industry Services	Accepting Applications	Restructured position following Bridget Vidonne's resignation
Executive Assistant	Accepting Applications	Connie Rodriguez (Connie is reverting to a classified staff Office Assistant 3 for the position vacated by Ruby Taylor as of 7/1/08)
Child & Family Education Instructor	Accepting Applications	Kathy Mason

**SPRING PART-TIME FACULTY: 122**

**SPRING PART-TIME HOURLY: 132**

## BIG BEND COMMUNITY COLLEGE

Date: 6/17/08

### ITEM #3: CONSENT AGENDA (for information)

k. ¡Educate @ Big Bend! Latino Education Fair

#### BACKGROUND:

The 2<sup>nd</sup> Annual *¡Educate @ Big Bend! Latino Education Fair* was held on May 9, 2008 in the Grant County Advanced Technologies Education Center.

#### Quick Facts:

- Over 250 visitors, 40 Faculty/Staff Volunteers and 45 student volunteers
- 32 information booths
  - Including,
    - 13 professional/technical programs
    - 7 universities
    - 6 financial resources
- 4 Bilingual Workshops
  - Paying for College
  - Men and Women in the Workforce
  - Getting Ready for College is as Easy as 1,2,3!
  - Estudiando sin la Residencia (*Students Without Residency*)

The 2<sup>nd</sup> Annual *¡Educate @ Big Bend! Latino Education Fair* was an overwhelming success and exceeded the planning committee's expectations. The purpose of the event was to increase awareness in the Latino community regarding educational programs and support services available at Big Bend Community College. By emphasizing access, we hope to see an increase in enrollment in ABE, academic, and vocational programs. The education fair began at 3:30pm and ended at 8pm with a steady flow of visitors throughout the event. We hope that *¡Educate @ Big Bend! Latino Education Fair* becomes an annual community event.

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

**Andre Guzman**, WorkFirst/Opportunity Grant Coordinator

**MariAnne Zavala-Lopez**, Counselor

**Ana Ellsworth**, WorkFirst Program Coordinator

**Julia Gamboa**, I.T. Program Assistant

**Custodio Valencia**, Tutorial Program Coordinator/Academic Advisor

**Frank Salinas**, Title V Outreach Specialist

**Rita Delgado**, Financial Aid Advisor

**Enedelia Nicholson**, Basic Skills Student/Staff Mentor

**Dulce Ortiz**, Americorps Retention Project Coordinator

Special thanks are extended to the BBCC faculty and staff that gave up their Friday evening to support this event.

**BIG BEND COMMUNITY COLLEGE**

Date: 6/17/08

**ITEM #5:**      MACC 911 (for information)

**BACKGROUND:**

Radio Communications Manager Dean Hane will attend the Board meeting to present a proposal for college owned property.

**RECOMMENDATION:**

President Bonaudi and Vice-President Turner recommend no action on the request until the Board has received and studied the property appraisal report from General Administration.



**MULTI AGENCY COMMUNICATIONS CENTER**

911 Emergency Communications.....*Providing quality service to others*

May 23, 2008

Mr. William Bonaudi  
President  
Big Bend Community College  
7662 Chanute Street NE  
Moses Lake, WA 98837-3299

Dear Mr. Bonaudi,

This correspondence is a follow up to our discussion yesterday regarding to potential use of college-owned property by the Multi Agency Communications Center (MACC) for a communications facility and future 9-1-1 dispatch center. As discussed, I have attached a short narrative to describe the initial approach and overall concept of the property's use by MACC.

Although MACC understands there are several issues that still would require resolution, we are hopeful there can be some arrangement reached with the college. We are looking forward to the opportunity to provide additional information or have interaction with the Board of Trustees regarding the matter. Thank you very much for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dean Hane".

Dean Hane  
Radio Communications Manager  
Multi Agency Communications Center

6500 32nd Avenue NE, Suite 911  
Moses Lake, WA 98837

(509)762-1901  
[www.macc911.org](http://www.macc911.org)

## NARRATIVE

### USE OF COLLEGE-OWNED PROPERTY by MULTI AGENCY COMMUNICATIONS CENTER for 9-1-1 COMMUNICATIONS FACILITY and FUTURE 9-1-1 DISPATCH CENTER

The Multi Agency Communications Center (MACC) in Moses Lake, WA is responsible for all 9-1-1 call taking and first responder dispatching within Grant County, WA. MACC is in the process of upgrading various communications facilities throughout Grant County as part of improving 9-1-1 services to the public and the first responders. MACC has an interest in developing a portion of land in the southeast area of Moses Lake that is owned by Big Bend Community College (Parcel ID #110070003) for the purposes of a radio communication facility and future 9-1-1 dispatch center.

The following outlines the need and the purpose of this improvement:

- The existing radio communications facility in the Moses Lake area is unable to support the expanding needs of communications services. The antenna support structure will not facilitate the growth needs and the existing building is too small for growth needs.
- The subject property with improvements will provide comprehensive communications coverage throughout the Moses Lake area due location and elevation. Elevation and location are two key elements in providing radio coverage to our first responders.
- MACC has investigated several other alternative locations, but for various reasons are not as well suited as the subject property. Locations that are too close to airport facilities, within industrial release clouds, or are in development for residential or retail purposes are not conducive to 9-1-1 facilities.
- MACC's goal would be to begin the planning and permitting process for the new communications facility immediately after lease negotiations were complete, possibly by the fall of 2008.
- The existing 9-1-1 dispatch center has been outgrown due to the growth in the County and the increased number of calls for service. MACC is at the spatial limit for equipment, personnel, and operations. Since MACC does not own the existing facility and is merely a tenant, our options to expand are very restricted.
- Due to the planning and budgeting process for a new 9-1-1 center, it is expected there would be a two to three year time lag from the time a radio communications facility was constructed to the time a new 9-1-1 center would be constructed.

MACC understands the property has real value to the college and therefore, expects to compensate the college for that value. At this time, MACC has the flexibility to discuss alternative methods in which to acquire the property including a purchase or partial purchase if the Board has those interests. In any case we are hopeful that in the spirit of public safety, an arrangement or agreement can be completed for the use of the property. Attached is an aerial map for further consideration.

# College Aerial



**BIG BEND COMMUNITY COLLEGE**

Date: 6/17/08

**ITEM #6:** Ends Statement Monitoring Report E-1 Mission (for action)

**BACKGROUND:**

The sixth Annual Monitoring Report on Mission points the way for the review of Board Ends Statements and Academic Master Plan strategies. Please pay particular attention to the draft vision statement at the beginning of the report. We used this statement for our recent interim accreditation visit. By including it in this monitoring report, we are asking the Board to formally adopt the Vision as you accept the monitoring report.

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

**RECOMMENDATION:**

President Bonaudi and Ms. Kirkwood recommend acceptance of the Mission Monitoring Report and adoption of the draft vision statement contained therein.

**BIG BEND COMMUNITY COLLEGE**

Date: 6/17/08

**ITEM #7:** Selection of Board Vice Chair (for action)

**BACKGROUND:**

At the last meeting Mike Blakely was elected Board Chair. With the loss of Bob Holloway a new Vice Chair must be elected. You may wish to again consult the matrix in making your decision.

BBCC Board Officer Matrix

(C = Chair)

(VC = Vice Chair & Chair Elect)

<b>Trustee</b>	<b>05/06</b>	<b>06/07</b>	<b>07/08</b>	<b>08/09</b>	<b>09/10</b>
Holloway				VC	C
Ramon	C				VC
DeLuna-Gaeta	VC	C			
Kenison		VC	C		
Blakely			VC	C	

<b>Trustee</b>	<b>08/09</b>	<b>09/10</b>	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>
Holloway (Replacement)					VC
Ramon	VC	C			
DeLuna-Gaeta		VC	C		
Kenison			VC	C	
Blakely	C			VC	C

**Term Expires:**

Ramon	9/30/08
Kenison	9/30/08
Blakely	9/30/09
DeLuna-Gaeta	9/30/10
Holloway (Replacement)	9/30/12

**RECOMMENDATION:**

None.



**BIG BEND COMMUNITY COLLEGE**

Date: 6/17/08

**ITEM #8:** Presidential Evaluation (for action)

**BACKGROUND:**

The Board will consider finalizing President Bonaudi's evaluation for the 2007-2008 academic year. As part of that process, the Board will consider an amendment to Administrative Process AP 3011.3 A. Current language is provided, along with the suggested change recommended by Assistant Attorney General Bjelkengren.

**RECOMMENDATION:**

President Bonaudi recommends approval of the amended form of AP 3011.3 A, with any additional clarifying language the Board may wish to add.

## **CURRENT**

### **Administrative Process**

#### **3011.3 President Employment & Benefits Schedule**

- A. Vacation Leave: The Big Bend Community College President will earn twenty (20) hours vacation for each full month of service, to be accrued after the last day of each calendar month. The President is encouraged to utilize the vacation leave during the contract year. Upon separation, retirement or death, a maximum of 40 days of accrued annual leave may be compensated for in cash. This section shall not result in any increase in a retirement allowance under any public retirement system in the state.

## **AMENDMENT**

### **Administrative Process**

#### **3011.3 President Employment & Benefits Schedule**

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

**BIG BEND COMMUNITY COLLEGE**

Date: 6/17/08

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

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

**BACKGROUND:**

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

Prepared by the President's Office.

**RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 6/17/08

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

**BACKGROUND:**

The next regularly scheduled Board meeting is August 5, 2008 at 1:30 pm.

**RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 6/17/08

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

**BACKGROUND:**

The Board/Administrative Retreat is scheduled at Sleeping Lady August 26-28, 2008. Feedback from the Retreat last year was positive regarding the location and the time allowed. Tentative plans are to follow the same format (see attached) with the Trustees arriving at noon on Tuesday, August 26 and departing late afternoon on Wednesday, August 27 following a discussion between Trustees and Executive Council. Lodging has been reserved, please confirm your attendance with Melinda.

**RECOMMENDATION:**

# Board of Trustees/Administrative Retreat

## Sleeping Lady Mtn Resort Wednesday, August 29, 2007

11:30	Board Members arrive	
12:00	<b>Lunch (with Administrative Staff)</b>	
12:30	<p><b>Administrators' Focus Group</b> Opportunity in joint meeting with Board to participate in focus group. Administrators will be asked to comment on questions related to the Access Ends Statement. Each administrator will be expected to contribute to the discussion.</p> <p><b>Outcome:</b> Board to hear Administrators' comments as they speak directly to the Board about the Board's most critical Ends Statement, Access, which represents the visibility of the college.</p>	<p><b>Focus Group Questions (ACCESS)</b> How accessible are the services and programs of the college? What suggestions do you have for improvement? How well are we serving Hispanic students?</p>
2:00	<b>Administrators depart</b>	
2:00	<p><b>Board Self Evaluation</b> Policies/Goals Academic Master Plan President's Evaluation Process Focus Groups</p> <p><b>Outcome:</b> Discussion to prepare for possible action items on 9/11/07 BOT agenda</p> <ol style="list-style-type: none"> <li>1. Final concluding self evaluation statement</li> <li>2. 2007-08 Board Goals</li> <li>3. Possible modification of Board Policy and AMP.</li> </ol>	
3:15	<b>Check-in</b>	
3:30	<b>Snack</b>	
3:40	<b>Board Self-Evaluation (continued)</b>	
6:00	<b>Dinner</b>	

# Board of Trustees/Administrative Retreat

## Sleeping Lady Mtn Resort Thursday, August 30, 2007

Board of Trustees	
7:30	<b>Breakfast</b>
8:00	Check-out
8:30	<b>Succession Planning</b> Selection process Summarize Presidential Search Identify search firms & costs Identify level of involvement by Board when hiring a search firm  <b>Outcome:</b> Understanding of one approach to Presidential Search process
10:15	<b>Snack</b>
10:30	<b>Fail Safe Planning</b> (External/Internal Controls) Stewardship of institutional resources and funds. Policies and processes in place to ensure the integrity of our management and conservation of resources  <b>Outcome:</b> Awareness of oversight requirements and processes
12:00	<b>Lunch</b>
1:00	<b>Depart</b>