

Big Bend Community College



Board of Trustees

Regular Board Meeting

Tuesday, November 18, 2008

1:30 p.m.

ATEC

Hardin Community Room

Community College District No. 18

7662 Chanute Street NE

Moses Lake WA 98837

Winter 2008 Campus Events

November	6	ASB Free Bowling, 7 p.m. – midnight, Lake Bowl
	7	Math & English Placement Testing, 9 a.m., Building 1200
	21	Math & English Placement Testing, 9 a.m., Building 1200
	25	Last day to drop a class
	26-28	Thanksgiving Holiday, No Classes, Office Closed
	28	Men's Basketball vs. Salish Kootenai College, 6 p.m., DeVries Activity Center
	29	Women's Basketball Alumni Tournament, 6 p.m., DeVries Activity Center
December	1	ASB Free Massage for students event Auditorium
	4	Instruction Ends
	8	ASB Free Pool event Building 1400 Game Room
		ASB Library Campout 8:00 pm
		Final Exams
	9	ASB Library Campout 8:00 pm
	12-13	Big Bend Classic Men & Women's Basketball Tournament
	16	The Nutcracker presented by Columbia Basin Allied Arts, 7:30 p.m., Wallestien Performing Arts Center
	16	Women's Basketball vs. Salish Kootenai College, 6 p.m., DeVries Activity Center
	16	Men's Basketball vs. Salish Kootenai College, 8 p.m., DeVries Activity Center
January	13	ASB Lunchfest (chili & chowder) 11:15 a.m. – 1:30 p.m., ATEC
	14	Women's Basketball vs. Yakima Valley, 6 p.m., DeVries Activity Center
	14	Men's Basketball vs. Yakima Valley, 8 p.m., DeVries Activity Center
	23	Women's Basketball vs. Treasure Valley, 6 p.m., DeVries Activity Center
	23	Men's Basketball vs. Treasure Valley, 8 p.m., DeVries Activity Center
	24	Spokane Jazz Orchestra presented by Columbia Basin Allied Arts, 7:30 p.m., Wallenstien Performing Arts Center
	24	Women's Basketball vs. Blue Mountain, 2 p.m., DeVries Activity Center
	24	Men's Basketball vs. Blue Mountain, 4 p.m., DeVries Activity Center
	29	ASB Ice Skating & Batting Cages, 10-midnight, Larsen Fields
	31	Women's Basketball vs. Walla Walla CC, 2 p.m., DeVries Activity Center
	31	Men's Basketball vs. Walla Walla CC, 4 p.m., DeVries Activity Center



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, November 18, 1:30 pm
ATEC- Hardin Community Room

	Action		Tab #
<p><i>Governing Board Members:</i></p> <p><i>Mike Blakely, Chair</i></p> <p><i>Felix Ramon, Vice Chair</i></p> <p><i>Katherine Kenison</i></p> <p><i>Angela Pixton</i></p> <p><i>Mike Wren</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 10/21/08 (A)	
		Approval of Study Session Minutes 10/21/08 (A)	
		b. Student Success (I)	
		Achieving the Dream	
		Student Achievement Initiative	
		c. Assessment Update (I)	
		d. Accreditation Report (I)	
		e. Capital Project Report (I)	
		f. Human Resources Report (I)	
		g. Enrollment Report (I)	
	I	4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)	4
	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		
I/A	5. Draft Review of 2009-2014 AMP- President Bonaudi, & Dean Valerie Kirkwood	5	
I	6. Health Sciences Overview- Dean Kara Garrett, Director Katherine Christian& Med Asst Coor/Instructor Mandy Mann	6	
I	7. NIMS Update- VP Gail Hamburg	7	
	-----BREAK-----		
	Possible Executive Session		
A	8. Foundation Board Liaison	8	
I/A	9. Board Chair Matrix	9	
I/A	10. Assessment of Board Activity- Board	10	
A	11. Next Regularly Scheduled Board Meeting – Board	11	
I	12. Misc.	12	
A	13. Adjournment	13	

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 January 13, 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: 11/18/08

ITEM #3: CONSENT AGENDA (for action)

- a. Regular Board Meeting Minutes October 21, 2008
Study Session Meeting Minutes October 21, 2008

BACKGROUND:

Minutes of the Regular Board Meeting and Study Session held October 21, 2008, are included for review.

RECOMMENDATIONS:

President Bonaudi recommends the Board of Trustees approve the minutes.

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

October 21, 2008, 4:00 p.m.

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

1. 2008-09 Proprietary Funds Budget/Financial Statements Review

President Bonaudi introduced new Trustees, Angela Pixton & Mike Wren. He welcomed all to the meeting and announced that the meeting was being broadcast live on MediaSite.

The function of this Study Session is to review step by step the construction of the Proprietary budget. The amounts in this budget do not reflect any reductions by the Governor. President Bonaudi introduced the VP of Finance and Administration Gail Hamburg to lead the review.

VP Hamburg started with page 2 which illustrates the 2008-09 Institutional Funds in a pie chart with the operating budget representing 55% (\$15,667,579), and the proprietary budgets representing 45% (\$12,995,600). These amounts are 1% different from the 2007-08 amounts. She explained that the proprietary budgets are also called enterprise funds, they are self-supporting programs.

VP Hamburg detailed the bookstore budget as provided on page 3. The total projected income for the 2008-09 bookstore budget is \$980,300. Industry standards for gross profit percentage for bookstores are between 25-27%. The previous 4 years the bookstore gross profit has been 27%, this year she is projecting a 28.6% profit. The net income from bookstore operations is projected to be \$93,338. Other expenditures include \$30,000 to the COP payment for the ATEC bond debt and \$50,000 for new cash registers and servers, which are scheduled for updating every five years. This would result in an increase to the fund balance of \$20,338. The 10-year projection for equipment, administrative fees and additional staffing requirements was reviewed on page 4. President Bonaudi clarified that even though there is an equipment freeze on the operating budget, the proprietary budgets are different and these expenses are planned. The bookstore is the only college operated retail operation on campus.

The Athletic budget began on page 5. President Bonaudi encouraged questions.

This budget includes 3 years of actuals and the 2008-09 budget is projected. The S & A fees total \$170,000 and other revenue, which includes sports camps, totals \$68,000. The student activities fee is 9.7% of the tuition that students pay. The athletic budget receives 58% of the S & A fee and ASB receives 42% of the S & A fee.

VP Hamburg explained that it looks like the 2007-08 women's' basketball camp took a loss. Actually some of the income came in July 2008, which would have decreased the net loss by \$7,810. The trend in the athletic budget is a decrease in the fund balance. VP Hamburg reported that she has discussed this with Athletic Director Preston Wilks. He said the coaches are planning more fund raising projects. For instance, the basketball team is selling apples. President Bonaudi explained that it takes more than S&A fees to support a team. Title IX requires equal opportunity and representation for men and women. There is currently no money to start new sports. The district communities have expressed interest in soccer teams. We need to generate new revenue to start soccer teams and to fund the Bend Dome. Athletics are important part of college experience. VP Mike Lang expounded on that theme and indicated that sports generate FTEs. College athletes are required to be full time students. If BBCC didn't have sports teams we could lose 100 FTEs.

Trustee Mike Wren stated actuals for the previous years are even or up, he asked why they are down for 2008-09. VP Gail Hamburg replied that she used very conservative estimates to reflect that our FTEs are down this fall. She went on to state that Baseball revenue is down because the team is not doing as much fundraising; they are not taking their usual trip to Peoria to play the Mariners farm team.

The ASB budget on pages 6 & 7 is based on plans that the clubs develop for the year. The total expenditures are \$144,593. The budget is funded by S & A fees and club revenues. VP Hamburg explained that the salary item is the tuition and \$200 book allowance that ASB officers receive for their service. There are seven executive officers and seven programmers. The mascot is paid a stipend as well as the basketball game announcer, Dale Casebolt. Total 2008-09 S & A fees projected for athletics and ASB are \$307,575.

VP Mike Lang stated the Athletic Director works on the athletic budget and the ASB Advisor and Officers work on the ASB budget. There is also a student related budget committee with faculty members, administrators and students who meet each spring to review budget requests and determine the ASB budget. We always estimate income conservatively and usually earn above our estimate.

VP Hamburg distributed an updated Housing & Food budget for page 8. She reported the dorms are full this year with \$272,000 income projected for 2008-09 and \$3000 from fines and forfeitures. The cost of a single dorm room is \$320 per month and \$ 270 for a shared room. Occupancy in the dorms this summer was

160, including College Bound students and JATP trainees. There were 60 regular students in the dorms this summer compared to only 21 the summer before. Columbia Basin Job Corp is overenrolled and their students who are enrolled in BBCC are staying in the dorms. This is a good business partnership.

The dorms have had recent improvements: new TVs, washers and dryers, new roofs. There is no charge to students to use the washers & dryers and there are Internet hookups in the rooms. There are also small refrigerators and microwaves available to the students. There is no longer a mandatory food plan attached to living in the dorms and that has boosted participation. There is a projected increase of \$60,542 to the fund balance. Last year it increased by \$110,000. Dorm Manager Hugh Scholte has done a lot to improve the dorm enrollment. VP Hamburg is meeting working with Sodexo to turn around their projected loss of \$17,000, it would be good to break even. Plans have been made for this year to institute a few changes.

VP Hamburg explained that page 9 of the budget is the source for the pie charts on page 2. Projected total revenue from the proprietary funds is \$12,995,600 for FY 2008-2009. ASB revenue is projected at \$393,050 and the projected Bookstore revenue is \$1,005,500.

President Bonaudi stated this chart is also in the state operating budget.

VP Hamburg described what each budget category represents:

145- Grants/Contracts

147- Plant is for facility projects

148- Lab fees, dedicated fees that go to specific funds

440- Central stores is the shipping and receiving department, a way to provide goods & services to other departments on campus.

460- Motor Pool- use of vehicles owned by the college

522- ASB- athletics and ASB

524- Bookstore retail operation

528- Parking is an old fund, parking fees are no longer assessed

570- Aviation, commercial flight program and lab fees

571- Funds left from programs in Europe, we pay \$100k annually for the COP bond payment financing ATEC

573- Housing and food

846- Grants in aid is financial aid to help students stay in school.

VP Hamburg introduced Dean Kara Garrett to describe two grants from pages 10-14.

Dean Kara Garrett talked about the Department of Early Learning (DEL) Building Bridges. This is to fund tuition and books, in support for students usually not involved in college. There are childcare providers, and Spanish speakers who have not thought of themselves as college material. It's presented as modularized instruction and it is being offered in Quincy as well as Othello and Moses Lake this fall. The students pay \$20 for tuition and books. This grant is

servicing 120 students per year. Seeing return, anecdotal evidence that some of them register for classes.

She also talked about the Opportunity Grant. This is BBCC's third year in this four year grant. We were selected as one of 10 Washington colleges to pilot this effort. This grant supports students through pathways. In the welding pathway they earn 12 credits then they often stop out to work and then return to continue towards their degree program. The Early Child Education (ECE) program is seamlessly woven into more credits. These students receive high touch support with phone calls and advising. This is focused for at risk low income students to begin earning living wages. President Bonaudi stated the Legislature was encouraged by the success of this program early on and they created opportunity grants for the other Washington state community and technical colleges but without the same flexibility. The flexibility made a big difference to many students. This is a pet project of Speaker of the House Frank Chopp. President Bonaudi spoke with Speaker Chopp in Moses Lake a few weeks ago.

The SkillSource 503 Grant came through the Workforce Development Councils. BBCC exceeded expectations in adult education and received an additional award. We hired someone to help GED ESL students' transition into college, Enedelia Nicholson. She is a BBCC graduate and works with students and faculty in outlying sites in the evenings. This has resulted in good outcomes, Enedelia is partially funded by student persistence money. Trustee Mike Blakely asked how many students were served? And how do we demonstrate their success? Dean Garrett responded that the retention is 86% quarter to quarter, and students are taking advantage of the pathways. She was unsure of job retention rates. VP Mike Lang stated we prepare a yearly report. Trustee Blakely stated he would like to deliver that report to Speaker Chopp personally. The pilot year we had a lot flexibility but not the additional years. When students reach 45 credits they are no longer eligible for Opportunity Grant money. They can move on to accessing Student Persistence money or financial aid. Dean Garrett stated transportation, childcare and utility bills are big concerns to students. Even though the flexibility has been limited this is still helping students. The Achieving the Dream efforts identify best practices. These efforts and Title V all have the common thread of enrolling students and keeping them in school.

VP Hamburg noted that Page 15 shows a bar graph, which breaks down the total grants and partnership contracts by percentage with financial aid being the highest amount.

VP Hamburg referred to the Consolidated Balance Sheet as of 6/30/08, on page 16, which lists the assets, liabilities, and fund balances. Pooled cash is \$11,793,976 and includes cash of \$1,317,625, the local government investment pool of \$4,596,495 and investments of \$5,879,856. This is unique to fund accounting, we pool all investments and cash in an agency account and spread it to the various funds and prorate the interest. The Bond activity was new this

year. Last year we had two CD's and this year we invested in bonds with Piper Jaffray who is an authorized financial dealer with the State Treasurer Office. We diversified the investments with different maturities to watch interest rates. Even though interest rates have dropped we have done well, one interest rate was 4.71%. We made over \$75,000 more money this year by investing in the bonds. The state Treasurer is very precise about investments that are allowed.

VP Hamburg continued to detail the balance sheet. The long term assets are broken down by land, buildings and improvements other than buildings and construction.

Current liabilities total \$20,052,203 which include the current portion for the ATEC bond payment of \$225,000, the long term portion of the bond is \$4,420,000. The total fund balance is \$39,432,535 which is increased from last year. BBCC's financial picture is good, the debts are low compared to assets.

The accounts receivables listed on page 18 were reviewed by VP Hamburg. The business office does a good job monitoring the receivables. The "30-90 days" and "over 90 days" amounts are less than 1% of the total.

The source of funds for the COP payments are \$100,000 from the European Fund, \$30,000 from the bookstore, \$140,000 a year pledged by the Grant County Commissioners over 10 years and \$1.3 million Paul Lauzier money pledged over 10 years. The Grant County money comes from the first .04 sales tax rebate. Private contributions have also been made. This is a good revenue flow to take care of bond payments.

VP Hamburg explained page 19. The cash balances are listed by month. This list details the cash pool which is spread between the various funds that VP Hamburg referred to earlier. The \$11,793,976 matches the pooled cash total noted on the consolidated balance sheet. The total reserves are \$3,583,005. Board policy requires 2.5% reserves in the Operating Budget and reflected on page 3 of the Operating Budget for dedicated contingencies.

The consolidated balance sheet is broke down by fund on pages 20-21. Each fund is self balancing and the totals go back to the consolidated balance sheet on page 16.

Lastly, VP Hamburg explained that the Source and Application of Funds sheet on page 22 is as close as we get to an income statement. Total revenues are \$30,999,996, total expenses are \$29,453,108 leaving a fund balance increase of \$1,546,888. The fund balance total as of June 30, 2008 was \$39,432,535. VP Hamburg explained that the increase in fund balance is not just profit but includes asset increases too.

Trustee Mike Blakely asked if there were any questions or comments? He complimented VP Hamburg on the very precise and detailed presentation. He

explained no action will be taken during the study session. There may be more comments during the regular meeting later in the day.

2. Governor's Messages

President Bonaudi reported that he had received two messages from Governor Gregoire concerning the budget. The state revenues are less than expected, and as a precaution we have been asked to reduce our budget through the SBCTC. They calculated the decrease for each college based on FTEs, our share is 1% or about \$100,000. Three weeks later, after fall revenue showed an additional decline the situation become more serious. We were given an additional \$177,000 reduction to lower the budget by a total of \$277,000 or close to 3%. He stated we should have additional information in November. State sales tax and B&O taxes are not growing, they are diminishing, this will probably result in a request to reduce budgets further. The Negotiated Agreement includes a provision to bring together representatives from employees groups across campus to review the budget. President Bonaudi activated the Budget Review Task Force (BRTF) to help people across campus to understand the situation, discuss the issues, and reduce expenses without impacting students and damaging the workforce at the college. They may also discuss increasing college revenues. The Operating budget that was approved by the Board is on the website and will be reviewed by the BRTF. Once the Proprietary budget is approved it will also be on the website. Increased enrollment would help and provide additional revenue. The first meeting of the Budget Review Task Force was held October 17. The group reviewed the State Operating Budget during the 3-hour meeting, which was also on MediaSite. President Bonaudi asked VP Hamburg to summarize her observations of the meeting.

VP Hamburg stated the BRTF reviewed the communications from Governor Gregoire and the State Operating Budget. She reported that the members asked good questions on every page of the budget. They also discussed cost saving measures, potential areas for reductions, and the equipment freeze. We still have \$300,000 of our \$378,000 equipment budget. Many faculty and staff members are economizing. Faculty have offered not to use the travel budgets and administrator's travel is greatly reduced. Some employees are choosing to travel and not seek reimbursement for mileage.

Trustee Mike Wren asked about implementing reductions. VP Hamburg responded that we are implementing steps: there is a partial hiring freeze, equipment freeze, personal service contracts freeze, and faculty are not having paid speakers in their classrooms. VP Hamburg is compiling data on the cost savings.

President Bonaudi commented that the position freeze is interesting. There are faculty, administrative and staff positions that are currently in the budget but vacant. If these positions are actually reduced and we give them up, we may not have money to bring them back. He indicated that we hesitate to give them up

and hope reducing travel and equipment (except for emergencies) will cover the reductions. There are also reserves built into the budget. We're working together to maintain the strength and integrity of the institution. President Bonaudi stated enrollments need to increase, we are currently 10 FTEs down from last year. The economy is still really good locally, many potential students are working. Sister institutions are showing increased enrollments, we think our enrollment will increase. Enrollment may be increased once local harvests are completed. Trustee Mike Blakely encouraged each employee to recruit one more student.

Faculty Association President Mike O'Konek stated he had just judged potato contest that brought potential students on campus. Two automotive students from Quincy are a direct result of contact during last year's potato judging contest. Dean Garrett stated 455 middle school students visited campus through the Gear Up Program in October.

Instructor O'Konek asked about the Board policy regarding the 2.5% reserves, what is the money for? Trustee Mike Blakely stated this is a rainy day fund. President Bonaudi stated these reserves have been carried over each year untouched and are used to fund the next year's operating budget. Trustee Angela Wren asked if there is limit on this fund by state regulation? President Bonaudi stated there is no limit, Board Policy states the 2.5% is kept as a reserve and any overage may go into other funds. Several accounts are spent down to start up each year. Trustee Ramon stated VP Hamburg is very careful about how the money is spent.

3. Board Evaluation

Trustee Mike Blakely talked about the conversation at the Board/Administrative retreat regarding Board evaluations. He composed a summary and will share it will all as a starting point for the evaluation.

Trustee Felix Ramon explained that during every regular Board meeting there is an agenda item with time set aside for each Trustee to share the activities in which they have participated and contacts they have made while advocating for the college. President Bonaudi stated this is very effective for tracking and the information is entered into board minutes at each meeting then listed for the retreat. Trustee Ramon also shared that evaluating the board and the performance of the president is also a big part of each Trustee's duties. To perform the evaluations they review the administrators' evaluations reports regarding each Ends Statement, and feedback from focus groups. He went on to state that if the Board isn't meeting the expectations of their communities then they haven't set the appropriate policies. He emphasized the importance of meeting the needs in the communities within the service district.

Trustee Mike Blakely stated after attending several national leadership conferences, he understands how well BBCC is doing and how fortunate we are to function so well.

The meeting adjourned at 5:29 pm

Mike Blakely, Chair

ATTEST:

William C. Bonaudi, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a regular Board meeting on Tuesday, October 21, 2008, at 7:00 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 7:00 p.m.

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

2. Introduction

President Bonaudi introduced new Trustees Mike Wren and Angela Pixton.

3. Consent Agenda

a) Approval of Minutes for the September 9, 2008, Regular Board Meeting and the September 9, 2008 Study Session (I); b) Student Success Update (I); c) Assessment Update (I); d) Accreditation Report (I); e) Capital Project Report (I); f) Human Resources Report (I); g) Enrollment Report (I); h) Advisory Board Committee Members (I/A); i) Quarterly Childcare Update (A).

MOTION 08-37 Trustee Mike Wren moved to approve the Consent Agenda. Trustee Katherine Kenison seconded the motion, and the motion carried.

4. Remarks

Public Comments- none

ASB President Rhoan Ashby reported the BBCC students' activities. The second week of school ASB sponsored a Back to School BBQ. The \$3 all-you-can-eat BBQ included snow cones and cotton candy and featured the band Foolish Fortune. Other activities at the BBQ included balloon animals, airbrush tattoos, caricature artists and inflatable toys, attendance increased to 380 guests. Phi Theta Kappa, Students Supporting Students, the Nursing and Aviation Clubs helped with the inflatable toy games. President Ashby stated ASB couldn't have facilitated the event without the assistance of the student clubs.

The first lunchfest of the year was to be held in front of the Aviation building on October 14. Due to weather concerns it was moved to the ATEC conference rooms. Rodeo Queen Bootcamp provided entertainment and included band members BBT Director Russ Beard and Art Instructor Fran Palkovic as performers. There were over 250 in attendance.

A pool tournament was held early today and 12 students participated. First place won \$50 and second place received \$25. There were 24 people in attendance.

ASB, Students Supporting Students, Aviation, the Soccer Club, Phi Theta Kappa and members from the Volleyball and Women's Basketball teams participated in the two Gear Up events held on campus this month.

ASB is involved with the half-time event during all home volleyball games and in supporting the team.

President Ashby reported the upcoming events for ASB. The Halloween Dance will be held October 30, in the ATEC Conference Center from 9:00-midnight. The donations from this event will be given to the victims of Hurricane Ike through the Red Cross. The ASB blood drive is being held on Tuesday, November 4, from noon to 4:00 p.m. in building 1400 lobby. The following day, November 5, ASB will host the Washington State Poet Laureate, Sam Green at noon in the ATEC Conference Center. This event is open to the public.

The next lunchfest will be on a Wednesday (November 12) instead of a Tuesday, due to Veteran's Day. It will feature Breakfast items from 11:15 – 1:30. The price is \$3 with BBCC ID and \$5 without.

Club Updates:

The Welding Club attended a National Welding Convention in Las Vegas two weeks ago.

Phi Theta Kappa and the Nursing Club sponsored a cancer awareness table in the ATEC Peterson Gallery. Phi Theta Kappa sold concessions at the Allied Arts event and gleaned potato fields, donating their 1,127 pounds of spuds to the Moses Lake Food Bank. They will be attending the Phi Theta Kappa Greater Northwest region fall conference in Tacoma this month.

Viking Soccer Club: Since Spring 2008 when the club was founded, membership has grown tremendously with a mixture of part-time and full-time students. Active members in the club represent the following BBCC Academic Programs: Business, Automotive Technology, Aviation Maintenance Technology, Industrial Electrical Technology, Welding, Nursing, Medical Assistant and Associates in Arts & Science DTA Degree. The team is scheduled to play Moses Lake City League Team, October 23 at 6:00 p.m. at Lions Field behind Frontier Middle School.

Trustee Mike Blakely complimented ASB President Ashby for providing a good report.

Classified Staff Representative Kathy Aldrich reported classified staff activities. Cynthia de Victoria attended MEES/ES program ECE component

meeting/training on September 3 in Mattawa. She also attended a MEES/ES program in service on September 8 in Mattawa. Kathy Aldrich attended an OCLC Billing Enhancements Webinar. Debbie Simpson attended CASAS Training in Olympia on September 26.

The Classified Staff have five representatives serving on the Budget Review Task Force: Dale Casebolt, Mark Rogerson, Margie Lane, Starr Bernhardt and Kathy Aldrich. Classified staff will bring forward cost-saving ideas and suggestions for our college. We are very interested in helping as we all have a stake in our community college and want to make sure it succeeds as a valuable resource for all who look to us for education, training and leadership in the future.

Ms. Aldrich will be inquiring if any of our classified staff need defibrillator training and an update on the locations of the three units we have on our campus in case of an emergency. This training was offered earlier in the year, and may be offered again to ensure that staff is prepared.

The Classified Staff committee is planning the annual Christmas Potluck, which will be on December 5, 2008, at noon in ATEC Room 1870. Staff and Faculty come together to donate toys and money for our local community through Operation Friendship.

Trustee Blakely thanked Ms. Aldrich for her report.

Mike O'Konek, President of the Faculty Association, shared news from faculty members.

Developmental Education Instructor Dave Hammond reported the Developmental Education instructors have attended some seminars at their own expense in the past few weeks. The seminars discussed transitioning ABE students into college and keeping them there. The instructors are thinking about developing a class to help retain online students, research shows that online students have a much lower success rate than students in traditional classes.

Welding Instructor Shawn McDaniels accompanied seven students to the National American Welding Society show. They learned about the labor market, new equipment and techniques. The students raised money to travel by creating art projects for sale, and fabricating a remote arraignment cell for the Grant County jail.

John Peterson, Chemistry Instructor, attended the Washington College Chemistry Teachers' Association (WCCTA) meeting in Leavenworth October 16, 17, 18 along with approximately 100 other attendees. The program included a keynote address from one of the primary authors of the textbook Instructor Peterson uses in the Chemistry Concepts class. He met with many of his community college colleagues and enjoyed a presentation on the Chemistry of Chocolate with samples.

Physics Instructor, Jim Hamm, is guiding students through building “budget telescopes” this quarter. He will also attend an astronomy teachers meeting in Seattle on November to present information on a lab he developed.

Ryann Leonard, Criminal Justice/Psychology Instructor, reported to Instructor O’Konek that she participated in Gear UP and had fun teaching students about the difficulties of being an eyewitness. Her students viewed a video of a “supposed crime” and told them they would need to make identification later. Then while she was explaining the criminal justice system History Instructor Chris Riley walked through the room. Later she asked the students to pick Instructor Riley out of a lineup. They were surprised that they were not asked to identify someone from the video. This illustrated that sometimes witnesses don’t know what they may be asked to identify. In November, Instructor Leonard and Sociology Instructor Scott Richeson are taking students to the Washington State Penitentiary for a field trip.

IET Instructor Steve Matern reported that Bonneville Power was on campus recruiting Substation Operator Apprentices, Substation Electrician Apprentices, and Transmission Lineman Apprentices. Barbara Collins coordinated this visit.

Instructor O’Konek reported that the Automotive Department will take their annual field trip to the Seattle International Auto Show on November 6. The field trip is very beneficial for the students, it exposes them to new automotive industry technology including concept cars. He also participated in a summer project to recertify the Automotive Dept for Automotive Service Excellence (ASE). Faculty and Advisory Committee members were involved in this intensive self-evaluation, which is similar to accreditation. He is anxiously awaiting the results of the evaluation. About 100 students attended the State Potato Judging contest in the automotive department and Instructor O’Konek was a judge. He stated this event is a good opportunity for potential students to visit campus. At least two current automotive students are a direct result of his attendance at the potato judge contest last year. Instructor O’Konek also reported that he attended a weeklong North American Council of Automotive Teachers (NACAT) training related to new technology and hydrogen. Over 300 auto teachers benefited from an MIT presentation on the EV1 car (the first electric vehicle from General Motors). There were also new direct injection vehicles, and factory trainers

VP of Finances and Administration Gail Hamburg reported the new electric reader board sign will be delivered October 22. She was also excited to announce that Pamp Maiers of Central Washington Asphalt had donated the paving of the new campus entrance in front of the Fine Arts Building. The paving is completed.

VP of Student Services and Instruction Mike Lang shared Governor Gregoire’s proclamation of appreciation for Community and Technical Colleges’ Student

Services. He stated on October 1, 2008, Governor Christine O. Gregoire signed a proclamation recognizing student services professionals at Washington's community and technical colleges for their efforts on behalf of the institutions and the students they serve. The governor has proclaimed the week of October 27-31, 2008 as Washington State Community and Technical College Student Services Week.

VP Lang provided the following recognition:

BBCC Administrators would like to recognize our outstanding Student Services Staff during Washington State Community and Technical College Student Services Week. We commend their efforts for the outstanding services that they provide to our students. On behalf of our students, faculty and staff we appreciate their role in providing access to students and promoting their success.

Our staff's dedication to student success has contributed to the successes of each of the individual students they assist. We appreciate their commitment to higher education and to the students they serve at Big Bend Community College. This was also presented to student services staff this morning.

VP of Human Resources Holly Moos informed the group that four screening committees have been working to fill open positions. The new Opportunity Grant Director is Elizabeth Mendoza. She graduated from Big Bend in 2002 and went on to get her Bachelor's degree from Central and Master's from Heritage. Ms. Mendoza will begin at BBCC November 3, 2008. SSS Academic Advisor/Learning Strategist is still in process – the committee will complete reviewing files and meet tomorrow to discuss the candidates and decide on whom to check references. The Event and Conference Representative committee wrapped up their work last week with interviews. Deena Westerman has been hired to replace Jeremy Iverson in ATEC. She is a Big Bend alumna and went on to get her Bachelor's degree from University of Washington. She is scheduled to start November 5. The Title V Instructional Design & Retention Specialist is still in process. Trustee Mike Blakely complimented the group for their reports.

Trustee Mike Blakely asked Executive Director of the BBCC Foundation Doug Sly to provide a Foundation update. He reported that former BBCC Trustee Cecilia DeLuna-Gaeta was elected to the Foundation Board. He also reported that he was contacted by a donor who has given BBCC \$180,000 and may choose to provide another \$320,000 over the next ten years. If Harry Masto's family pledges to provide the additional funds and meet the \$500,000 gift level they could have a building named after them. Naming options could be provided to the family and the Board of Trustees would have the opportunity to approve naming the Conference center or other BBCC facility after Mr. Harry Masto. Executive Director Sly stated that Mr. Masto was a visionary who supported many different causes including Samaritan Hospital, and the Lions Club. Between the years of 1978 and 1992, one third of the cash donations to BBCC

were from Mr. Masto. It would be very appropriate to name the Conference center after him.

Mr. Sly explained that the intervention scholarships assist students through short-term financial emergencies and barriers. Sometimes students' admissions fees are paid so they can access their financial aid, or transportation or childcare expenses are paid. The Intervention Scholarships helped over 160 students in the first year. Mr. Sly received communication that an anonymous donor will donate \$7,000 per month for 10 months to intervention scholarships. The Foundation is working with Institutional Research to track the students being helped and gather data on their outcomes.

President Bonaudi indicated that only the Board of Trustees has the authority to name college facilities. Once the Foundation has received the required signatures regarding the additional donation from the Masto family he will recommend naming the facility to the Board. He emphasized the role the Foundation played in this large donation. The Masto Foundation has donated \$180,000 to this date. Mr. Masto's family contacted the BBCC Foundation regarding donating an additional \$25,000 for facility. Director Sly recognized that this family had made significant donations in the past and mentioned the naming opportunity at the \$500,000 level. He suggested if they would pledge the additional \$320,000 over the next 10 years BBCC could follow through with the naming. Sherry Sparks, Harry Masto's daughter, is considering this proposal and will probably sign the paperwork prior to the next Board meeting.

Trustee Blakely invited the new Trustees Mike Wren and Angela Pixton to share information about themselves.

Trustee Mike Wren described himself as retired Air Force with a strong aviation background. He worked on jet fighters and he is currently building an experimental plane in his garage. His wife, Suzan, and daughter Tanya moved to Soap Lake from Anchorage in 2004. He is the Ephrata Port Manager and he believes partnerships are the way to achieve goals. He stated this is a great opportunity for him to invest in the region. He commented he is really encouraged that BBCC is a well-run organization. Throughout the meetings today he is hearing that BBCC staff and faculty care about people and his is happy to be here.

Trustee Angela Pixton stated she has been a resident of Warden for 25 years, and her husband and three children are lifetime residents. Her kids have attended WSU and she graduated from EWU. She currently works as an RN Oversight and Nurse Consultant with Alzheimer's patient units. She and her husband are potato farmers, and she is the first female Washington State Potato Commissioner. She has also served on the Grant County Farm Service Agency committee. She is honored to serve as a Trustee and she is very interested in the need for skilled care in the nursing field. She stated it is important to grow

nursing students from the ground up and draw them in and help them see success. She commented that she appreciated the welcoming atmosphere of the Board.

5. 2008-09 Proprietary Budget

VP Gail Hamburg described the 2008-09 Proprietary Budget in great detail during the Study Session earlier in the day. She commented this is a good, sound budget with lots of time and energy in it.

MOTION 08-38 Trustee Katherine Kenison moved to approve the 2008-09 Proprietary Budget as presented. Trustee Angela Pixton seconded the motion, and the motion carried.

6. Job & Career Fair

Director of Career Advising & Outreach and Tech Prep, Mary Shannon reported the 15th Annual BBCC Job & Career Fair was the most successful yet. The ATEC building was full with over 1,800 visitors and 76 exhibitors. This local event, staffed by community volunteers is highly organized. Director Shannon presented the video of the event to the Board. She offered special recognition to the committee which included: Barbara Collins, Bob Heikell, Daneen Berry-Guerin, Geralyn Topalanchik, Michele Williamson, Catherine Holestine, Jeremy Iverson, Jim Tincher, BBCC maintenance crew, Laurie Busse, Moses Lake WorkSource Business Services Team, Columbia Basin Job Corps, Word Services, Sodexo Inc.

7. ¡Educate @ Big Bend! Latino Education Fair

Coordinator of Student Recruitment & Outreach, Jose Esparza presented an ¡Educate @ Big Bend! Latino Education Fair PowerPoint. He explained that the goal of the event was to increase awareness and access to educational opportunities specifically focused on Latino students. Information booths staffed by faculty members and/or Latino students were available regarding financial resources, the Opportunity Center, students services and high school programs. Workshops were provided in English, Spanish and/or both languages regarding issues important to Latino students such as: Paying for College, Getting ready for college is as easy as 1,2,3! and the sensitive subject of undocumented students attending school. The Perkins Grant funded the fair and a non-traditional themed workshop, Men & Women in the Workplace, with a panel of BBCC graduates filling non-traditional occupations was a highlight. WSU, EWU, U of W, CWU and Heritage University all attended the event to share their information. The BBCC Mariachi class performed and drew in additional visitors. There were 256 attendees at the fair and over 40 faculty and staff volunteers. All 43 evaluation responses received were positive about the event. The Foundation provided two \$300 scholarships (to be applied to their second quarter classes) to students who enrolled in college at the event. Mr. Esparza emphasized the effectiveness of the team who worked on this event and their passion for increasing Latino enrollment here at BBCC.

At 7:55 p.m. Trustee Blakely announced that there would be a five-minute break. Following the break a 15-minute Executive session to consider the minimum price at which real estate will be offered for sale or lease will be held. The meeting reconvened at 8:15 p.m. Trustee Blakely announced that no action was taken during the Executive session.

8. Board Evaluation

President Bonaudi distributed the 2007-08 BBCC Board goals. Trustee Ramon stated after reviewing the activities of the board members that are on file he felt that the Board of Trustees had met their goals for access, student achievement, climate, partnerships, and cultural enrichment. During the board meetings for the 2007-08 year, board members reported attending BBCC activities; national, regional, and community activities regarding higher education; board endorsement and participation in stakeholder meetings, and trustee training opportunities. He went on to say that they had not reviewed the mission statement but did review the vision statement, and organized and coordinated contacts with legislators regarding college issues; acquired better working knowledge of the BBCC Foundation; evaluated internal monitoring reports and participated in outreach to communities regarding board policy during joint meetings with local school boards. He stated he agreed that the board had complied with the goals. He suggested adoption of a motion to approve the report for self-evaluation and to continue the same goals for the next year as well as pledge to keep working with the BBCC Foundation and their fund raising activities.

Trustee Blakely shared a statement he developed and encouraged his fellow board members to revise it as needed. The written statement is below (italicized):

The BBCC Board of Trustees, which is comprised of five members, with diverse backgrounds, ethnicity, gender, and areas of interest, have worked together as an effective unit as evidenced by the monitoring reports on: Access, Student Achievement, Business and Industry Partnerships, College Climate, Cultural Enrichment, and Economic Development.

The individual trustees respect the opinions and strengths of each other and function as a cohesive unit when decisions are reached. Each member supports the mission of the college as evidenced by the monthly report of activities in local communities and on the campus, which are documented in the official records of each meeting.

The Trustees support the Foundation and work well with the CEO to establish functional policy, goals and limitations. The past year has been challenging because of the tragic death of one of our members and the budget cuts necessary because of state's economic condition. The Trustees have been

persistent with the Governor's office to facilitate new Trustee appointments and two new Trustees with excellent credentials have been approved.

As evidenced by individual board member evaluation, documented Trustee activities, the State of the College, and the ongoing improvement in student retention, outreach, the successful job placements, and transfers to four year institutions, we believe that the Board of Trustees are doing an adequate job during challenging times. While there is always a need for improvement, and the status of our challenges are dynamic, BBCC is a well-managed institution, which is striving to meet the needs of the students and expectations of the communities within our district.

The Board has reviewed and discussed their 2007-08 goals and agree that the goals were met (amendment per Trustee Kenison).

We are blessed with talented and effective teachers, administrators, and support staff, who along with President Bonaudi and our Board of Trustees must share our successes and strive for continued improvement.

Trustee Katherine Kenison stated the statement prepared by Trustee Blakely is acceptable. She suggested adding a statement that the board had discussed the 2007-08 goals and after reviewing them together agreed that they had met their goals.

MOTION 08-39 Trustee Felix Ramon moved to approve the self-evaluation statement with Trustee Kenison's amendment. Trustee Angela Pixton seconded the motion, and the motion carried.

Trustee Blakely asked if the 2007-08 board goals should be adopted for 2008-09? President Bonaudi stated a very active profile by trustees participating in their communities and talking with agencies, associations, students and legislators is inherent in the current goals.

Trustee Angela Pixton suggested the wording using "more" is difficult to measure in the "More frequent review of our Mission Statement" sample board activity. She suggested replacing "more" with "frequent." Trustee Ramon also suggested removing "on-site" from the "More on-site Trustee training opportunities" sample board activity.

MOTION 08-40 Trustee Felix Ramon moved to approve revising the 2007-08 goals as noted above for use as the 2008-09 Board goals. Trustee Angela Pixton seconded the motion, and the motion carried.

Trustee Blakely commented that the Board policies and Academic Master Plan (AMP) were discussed during the Board/Administrative Retreat but no action was taken. President Bonaudi reminded the Board that the new AMP is being processed for their review. He hopes to have the AMP prepared for the November meeting. Action on this could be delayed to allow the new Trustees to review the Retreat meeting.

Trustee Blakely stated the last piece of the agenda item is a statement regarding the President's evaluation process. Adding one focus group to the president's evaluation process was discussed during the retreat.

MOTION 08-41 Trustee Katherine Kenison moved to approve revising the President's evaluation process to include one additional focus group. Trustee Felix Ramon seconded the motion, and the motion carried.

9. **Assessment of Board Activities**

Trustee Blakely explained that this is the opportunity to document the activities in which the Trustees are participating to support college.

Trustee Felix Ramon reported that he attended the Board/Administrative Retreat and it was very informative, with good discussions between board members and with administrators. He also attended the Foundation Board meeting, and the Advisory Committee dinner. He spoke with new board members Mike Wren and Angela Pixton about the Board and the Foundation. Trustee Ramon has been visiting with community members about the college and the budget information from Governor Gregoire. He stated staff expressed concerned about filling vacant positions.

Trustee Kenison informed the group that she attended the September 9 Study Session and regular Board meeting. She is also developing three unique Cellarbration! bid items.

Trustee Blakely related that he had contacted the Governor's office regarding Trustee appointments one to two times per week until the appointments were made. He thanked the Governor for the appointments. He also met with new Trustees Mike Wren and Angela Pixton to welcome them to the Board. He attended the Industrial Electrical Advisory Committee meeting and he attended the Advisory Committee dinner. He talked to the Quincy Fire Chief about a letter of support for a grant and he visited with the Vocational Director of the Ephrata High School. Trustee Blakely said that he attended the TACTC meeting in Renton. He also attended the Faculty Breakfast and the retreat at Sleeping Lady.

Trustee Mike Wren reported that he discussed his appointment to the Board of Trustees with the Ephrata Port Commissioners.

10. Next Regularly Scheduled Board Meeting

The next regularly scheduled board meeting is scheduled on Tuesday, November 18 at 1:30 p.m. This date also coincides with the Fine Arts Building Grand Opening at 4:30 and Star Night later that same evening at 6:00 pm.

11. Miscellaneous

The TACTC Legislative Steering Committee meeting will be held Friday, November 14, at 9:00 am via ITV in the President's Conference Rm in Building 1400. Trustees are conducting their meeting electronically to conserve resources.

President Bonaudi announced the Foundation sponsored lighted reader board will be installed tomorrow. The paving of the new entrance in front of the Fine Arts Building has been completed by Pamp Maiers, Sr. from Central Washington Asphalt. President Bonaudi will write a letter on behalf of the Trustees thanking Mr. Maiers for his generous donation. He noted that the actual cost of the paving donation probably doubled due to the spike in fuel costs.

President Bonaudi announced that the Fine Arts Grand Opening and Star Night will be held on November 18, following the regular Board meeting. He is hoping to have finalized paperwork in order to bring forward a facility naming recommendation.

The Board chose to trim their attendance at the ACCT Conference in New York City to minimize travel expenses. Only Trustee Mike Blakely and President Bonaudi will attend this national conference to learn about national efforts and network with higher education activists.

Faculty Association President Mike O'Konek invited all to the bulb planting activity facilitated by the Faculty Association. The group will plant 2,000 bulbs in the center islands of the new entrance and then enjoy a nice lunch together beginning at 11:00 a.m. on Saturday, October 25.

President Bonaudi announced that the negotiations teams have an opportunity to learn more about interest based bargaining (IBB) on November 14. Beth Schindler from the Federal Mediation and Conciliation Services will provide both teams an overview of IBB and then the teams will decide if it will work for BBCC. If they decide to use IBB, Ms. Schindler will return to provide training to both teams for two full days. Mr. O'Konek reported that he is discussing IBB with his team and some have expressed interest in it. Currently, the teams use a hybrid model of interest and agenda based bargaining. President Bonaudi stated there is nothing wrong with our process and the Negotiated Agreement has rolled over several times. The agreement has not been negotiated "cover to cover" since 2003. Mr. O'Konek stated this will take a lot of time and in order to accomplish the full review he is looking at opening negotiations on November 1.

The new President of Japanese Agricultural Exchange Council (JAEC) Mr. Shiwaku, from Tokyo visited for a campus tour and he is going on to visit trainees on host farms in Warden and Brewster. JAEC is the sponsoring agency in Japan of students who come to train in the United States. Our successful partnership with them began in 1966. This program brings international students and adds to our cultural enrichment.

Adjourned 8:54 pm

Mike Blakely, Chair

ATTEST:

William C. Bonaudi, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 11/18/08

ITEM #3: CONSENT AGENDA (for information)

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

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:

Achieving the Dream

Institutional Research and Planning along with programming assistance from Big Bend Technology are completing the Achieving the Dream data submission which is a requirement of the grant.

The AtD Core data team is reviewing persistence of students who:

- attended the New Student Orientation in fall 2007
- completed a College Success Class during 2007-08
- participated in MAPA, the Latino mentoring program in 2007-08
-

Priority Area: 1. Increase successful completion in developmental math courses

The following is a report of Tutor.com tutorial software users for the month of October.

Big Bend Community College - October, 2008

STUDENTS SERVED	AVERAGE SESSION LENGTH IN MINUTES
35	24.95
GRADE LEVEL	CONNECTED SESSIONS
Adult Learner	1
10th	1
College - Intro	33
SUBJECT	CONNECTED SESSIONS
English	7
English - Essay Writing	11
Math - Algebra	11
Math - Algebra II	3

Science - Biology	1
Science - Chemistry	2

QUESTION	PERCENTAGE OF YES RESPONSES
Are you glad your organization offers this service?	95.45%
Would you recommend this service to a friend?	100.00%
Is Live Homework Help helping you complete your homework assignments?	95.45%
Is Live Homework Help helping you improve your grades?	100.00%
Is Live Homework Help helping you be more confident about your school work?	100.00%

BRANCH	STUDENTS SERVED	AVERAGE LENGTH
Big Bend Community College	14	25.39
Big Bend Community College - Remote Access	21	24.67

BRANCH	GRADE LEVEL	CONNECTED SESSIONS
Big Bend Community College	College - Intro	14
Big Bend Community College - Remote Access	Adult Learner	1
Big Bend Community College - Remote Access	10th	1
Big Bend Community College - Remote Access	College - Intro	19

BRANCH	SUBJECT	CONNECTED SESSIONS
Big Bend Community College	English	2
Big Bend Community College	English - Essay Writing	8
Big Bend Community College	Math - Algebra	3
Big Bend Community College	Science - Biology	1
Big Bend Community College - Remote Access	English	5
Big Bend Community College - Remote Access	English - Essay Writing	3
Big Bend Community College - Remote Access	Math - Algebra	8
Big Bend Community College - Remote Access	Math - Algebra II	3
Big Bend Community College - Remote Access	Science - Chemistry	2
BRANCH	QUESTION	PERCENTAGE OF YES RESPONSES
Big Bend Community College	Are you glad your organization offers this service?	90.91%
Big Bend Community College	Would you recommend this service to a friend?	100.00%
Big Bend Community College	Is Live Homework Help helping you complete your homework assignments?	100.00%
Big Bend Community College	Is Live Homework Help helping you improve your grades?	100.00%
Big Bend Community College	Is Live Homework Help helping you be more confident about your school work?	100.00%
Big Bend Community College - Remote Access	Are you glad your organization offers this service?	100.00%

Big Bend Community College - Remote Access	Would you recommend this service to a friend?	100.00%
Big Bend Community College - Remote Access	Is Live Homework Help helping you complete your homework assignments?	90.91%
Big Bend Community College - Remote Access	Is Live Homework Help helping you improve your grades?	100.00%
Big Bend Community College - Remote Access	Is Live Homework Help helping you be more confident about your school work?	100.00%

BRANCH	GRADE LEVEL	STUDENT COMMENTS
Big Bend Community College	College - Intro	Great setup will use it again.
Big Bend Community College	College - Intro	I had a really good experience on my first session with online tutor. The tutor was really nice and comprehensive. Thank you!
Big Bend Community College - Remote Access	College - Intro	I believe my tutor did a great job. They really helped me out.
Big Bend Community College - Remote Access	College - Intro	it's really good it's like getting help from the teacher in person

Achieving the Dream (cont'd)

Priority Area: 2. Increase retention by improving first year student experience

The New Student Orientation Committee met recently to review student evaluation comments and to discuss the fall orientation sessions. The committee continues to refine the process to improve student experiences and provide information to new students to help them be more successful.

Review of the Mentoring for Academic Persistence and Achievement (MAPA) program. During the 2007-08 academic year 17 students participated in the Hispanic Mentoring Program. Four (4) of those students graduated and 13 students returned this fall.

MariAnne Zavala Lopez and Jose Esparza sent invitations to approximately 350 full-time Latino students inviting them to attend a Mentoring for Academic Persistence and Achievement session on October 29, 2008. Of the 13 students who attended the session, 7 attended their first mentoring meeting and 6 were involved in the mentoring program last year. Seven BBCC MAPA mentors attended the session and provided students with information regarding the purpose of MAPA, shared with their students their educational backgrounds and facilitated a discussion on future workshops that the students would like to see offered to help provide them more information about the college experience. Areas of student interest included scholarship information, financial aid information, employment information and self marketing, study skills, transfer information, opportunities for networking and meeting with instructors, providing leadership to reach out to students in middle school and high school, opportunities for additional advising and course selection and how they might share their experiences with other students on campus.

The next MAPA session is scheduled for Wednesday, November 12th. This session will focus on advising and preparation for winter quarter registration. At this meeting the students will be introduced to their mentor and will begin one-on-one mentoring.

Student Achievement/Persistence Initiative

The Viking Seminar Series resumed this fall with the BBCC Counseling Center offering a Mysteries of Transfer workshop. Max Heinzmann offered three sessions on November 10th. Students learned about credit transfer, degree transfer, admission processes, planning for their major and the differences between private and public institutions and information specific to the UW. Advising and Counseling staff continue to provide Student Achievement/Persistence services including:

- 81 students have received intake advising and developed program plans
- The six laptops purchased last year are continually being checked out with 17 different students using them to date this quarter
- 56 books have been purchased or checked out from the book loan library
- 13 students have signed up for tutoring
- Two persistence students participated with SSS students in a campus visit to Eastern Washington University on Friday Nov. 7th
- Six persistence students are participating in the TRIO-SSS Soccer Club.
- Will soon be preparing for our Winter Viking Seminars: Topics include-Financial Aid, Study Skills/Learning Styles, Stress Management, Career Information/matching a program of study at BBCC, and Transferring from BBCC to a four year University.

Enedelia Nicholson, Basic Skills/Staff Mentor, continues to advise and mentor students to help them transition from ABE/GED instruction into college level classes.

To celebrate Adult Literacy Week a recognition ceremony was held at the Lamb-Weston/BSW plant in Warden. BBCC, Opportunity Industrialization Center, and Lamb Weston staff gathered to recognize and support students' language skill building which often results in upward mobility and promotion.

BIG BEND COMMUNITY COLLEGE

Date: 11/18/08

ITEM #3: CONSENT AGENDA (for information)

c. 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:

The Institutional Research and Planning Department is finalizing program data sheets that will allow a program or discipline to view their individual program FTEs, student-faculty ratios, headcounts, and cost per FTE on one summary sheet. Salt Lake Community College's program summary sheets were used as a model.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 11/18/08

ITEM #3: CONSENT AGENDA (for information)

d. 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:

NCLEX reports show that 23 out of 23 BBCC students passed their NCLEX exams from April to September 2008. As part of Jennifer Brooks Master's Program research, the Nursing program is surveying former BBCC and WVC students to learn what instructional tools aided them most in comprehending the material.

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 11/18/08

ITEM #3: CONSENT AGENDA (for information)

e. Capital Project Update

BACKGROUND:

Window/Skylight/ADA Door Replacement – Buildings 1400 & 1600: The skylights in Building 1600 are complete. The windows in Building 1400 are currently being installed. The upstairs windows are complete and the in the auditorium windows should be finished by November 20. The installation of the ADA door at the north entrance of Building 1400 should begin by December 1.

Old Developments/Background:

10-21-08 There was a delay in the fabrication of the skylights for Building 1600. The small skylights are scheduled to begin on October 20 and should take one week for installation. The big skylight will be replaced on October 25 and 26, if weather permits. There was also a delay in the production of the windows for Building 1400. The windows are scheduled to begin on October 20, with the auditorium windows being replaced first. Burton Construction will also be installing an ADA door at the north entrance of Building 1400. This installation is tentatively scheduled to begin in 4 to 6 weeks.

9-9-08 The windows and skylights are in the fabrication stage. The site work should begin around August 18 and the installation will take about two weeks.

6-17-08 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.

Prepared by VP of Finance and Administration Gail Hamburg.

RECOMMENDATION:

None

BIG BEND COMMUNITY COLLEGE

Date: 11/18/08

ITEM #3: CONSENT AGENDA (for action)

- f. Human Resources Report

BACKGROUND:

Representatives from the Federal Mediation and Conciliation Services are scheduled to come on campus November 14, for an overview on Interest Based Bargaining (IBB) with both negotiation teams (Administrative and Faculty).

The Health Care Authority Benefits Fair was held on campus November 4, 2008. The enrollment is open for 2009 Medical & Dental Plans as well as the Flexible Spending Account and the Dependent Care Assistance Program through the end of November.

Prepared by VP of Human Resources Holly Moos.

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 11/18/08

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 enrollment report as of Tuesday, November 6 is included for your information. Winter enrollment numbers include early registration for online classes only.

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

TUITION COLLECTION REPORT
As of Oct 31, 2008 and Oct 31, 2007

	<u>2008-2009</u>	<u>2007-2008</u>
Annual Budget	\$2,876,000	\$2,820,000
Total Collections as of Oct 31	\$1,082,183	\$1,103,120
As a % of Annual Budget	37.6%	39.1%
Left to Collect to Meet Budget Target	\$1,793,817	\$1,716,880

F.T.E. REPORT

11/7/08

	<u>QTRLY</u> <u>FTEs</u>	<u>ANNUAL</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	1535.5	511.8	
WINTER	20.0	6.7	
SPRING		0.0	
TOTAL	<u>6809.4</u>	<u>2269.8</u>	
1st year annual FTE Target	4929	1643	53 Workforce FTE included
2nd year annual FTE Target	5028	1676	53 Workforce FTE included
SBCTC 2-year rolling enrollment count			
Past year + current year actual FTE		2269.8	
Past year + current year allocation		3319.0	
% of allocation target attained to date		68.4%	
Add'l FTEs to meet minimum 98%	2948.5	982.8	
Add'l FTEs to meet target/growth 100%	3147.6	1049.2	
FTEs over target	0	0	

BIG BEND COMMUNITY COLLEGE

Date: 11/18/08

ITEM #5: Draft Review of 2009-2014 AMP (for information)

BACKGROUND:

The draft 2009-2014 Academic Master Plan (AMP) is included for your review. This draft is currently under review by the AMP Committee for feedback before the final is presented to you for your approval. Dean Kirkwood will explain the AMP and Board Ends Statements relationship and the proposed reporting scheme for the new AMP.

Prepared by the President's Office.

RECOMMENDATION:

None.

STUDENT SUCCESS

INTRODUCTION

The Big Bend Community College Academic Master Plan (AMP) 2009-2014, is the **Strategic Plan** for the college. Not only does it craft a vision of where the college expects to be in five years, but it describes the processes we believe will be useful to hold our focus on the Board Ends Statements while continuing to be responsive to the developing and changing needs of our district's citizens. The AMP is reviewed annually, updated biennially, and re-written every 5 years.

Identifying student needs and framing them in terms of outcomes, setting priorities for the use of college resources to achieve the outcomes, and reporting on the results of these efforts to the campus, the district, and the Board, is the thrust of this cornerstone-planning document. Additionally, the provision for regular (biennial) and extraordinary (annual) review as provided for in the structure of the AMP establishes procedures for dealing with new issues as they arise.

The Board's Ends Statements set and give substance to the college mission, vision statement, and AMP goals and objectives. This most recent Academic Master Plan is a product of continuous planning efforts dating back to 1993, including the Comprehensive Development Plan, BBCC Title III, the 1997-2002 and the 2003-2008 AMP.

The core of our strategic planning as contained in the Academic Master Plan (AMP) is the direction provided by our Board of Trustees via their Ends Statements. Careful review and reflection on our two most recent versions of the AMP identified the obvious central focus of our mission, i.e., **Student Success**. Interested readers will find that we have used this as the genesis of our vision and process for the next five years, still using the **Ends Statements** as our mission focus.

MISSION

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

- **Courses and training for university and college transfer**
- **Occupational and technical programs**
- **Basic skills and developmental education**
- **Community and continuing education**
- **Pre-employment and customized training for local business and industry**
- **Support services for students**

VISION

The residents of the Big Bend Community College service district will recognize the college as a regional resource to provide learning opportunities that are accessible, professional, innovative and service-oriented. They will view the college as supporting regional economic development through partnerships with local business and industry that address current and emerging workforce challenges.

BOARD ENDS STATEMENTS

ENDS STATEMENT E-1 MISSION

BBCC is dedicated to our mission as noted above.

ENDS STATEMENT E-2 ACCESS

Big Bend Community College is strategically located to provide post secondary educational opportunity to a large, sparsely populated region of Washington State. The diversity, the economic and educational status of the district population, and the vastness of the district have all been noted as providing difficult challenges for the college to provide access for our residents.

ENDS STATEMENT E-3 PARTNERSHIPS

The College has built many important relationships with businesses and agencies throughout the district, across the state, nationally, and internationally. These relationships are client relationships as well as partnerships. Recognizing the need to leverage limited resources, the college and its partners consult and plan to enhance these resources to provide local and regional training opportunities. As a result, the college and its partners can share facilities and equipment as well as utilize partner employees as specialized trainers. Through our extensive advisory committee structure, local and regional employers can help to establish and monitor programs and training activities with the college. Also we must cultivate and maintain our community and agency relationships that contribute to our efforts in Cultural Enrichment.

ENDS STATEMENT E-4 STUDENT ACHIEVEMENT

Student success is affected in so many different ways, many of which are not within the realm of college capacity or responsibility to impact. However, we do know that individual attention, student acculturation to the college environment, understanding of resource purpose and availability, and accurate, timely academic advising, are all aspects of the student experience at BBCC that we can address.

ENDS STATEMENT E-5 CLIMATE

College resources must be available at reasonable hours and in proper working condition to our students and communities. One consideration in providing resources is to provide proper security for the facilities in which the resources are made available. Students, staff, and visitors to the college, whether for daytime,

nighttime, or weekend classes or activities, must find a secure, welcoming environment. National Incident Management System (NIMS) is in place.

ENDS STATEMENT E-6 CULTURAL ENRICHMENT

College plans must address cultural enrichment opportunities for students, staff, and our communities. A broad sample of existing activities in which the college is involved reveals elements for classes and community events. Cultural enrichment activities within programs and classes should be broadly communicated in our communities when appropriate.

AMP OUTCOME: Big Bend Community College devotes its resources and efforts to support student success, i.e., student enrollment, retention, and achievement of goals. Accomplishment of this objective is reflected in annually increasing percentages for student enrollment, retention, the number of certificates and degrees awarded, and the accumulation of momentum points.

A new direction for the 2009-2014 AMP is to report on the synergy of Ends Statements and The AMP Outcome in three reports that address STUDENT SUCCESS. Previous strategic plans have approached this focus through each Ends Statement Monitoring Report, with an end-of-the-year synthesis of the 5 individual monitoring reports contained in two documents, the Annual Assessment Report, and the Mission Monitoring Report. This new approach for the 2009-2014 AMP envisions three comprehensive reports to the Trustees and community, each reflecting the interrelationships of the Ends Statements. The first report is entitled "ENROLLMENT." Presented to the Board in February, it reports and analyzes all college activities focused on informing our community of our resources, and engaging residents/clients in a manner that results in "signing up" (enrolling) for a workshop or class.

Our students' interest and awareness of the college and its resources is stimulated with activities and goals around the focus of access. The achievement of the AMP Outcome begins with recognition and understanding of college resources and opportunities, and an engagement of students with the college, leading to enrollment in workshops, courses, and programs.

FIRST COMPREHENSIVE REPORT – ACCESS – Due February 2009

A. ACCESS - ENROLLMENT -OUTCOME

Outcome A.1. There will be an increase in the use of college resources.

Outcome A.2. There will be an increase in the total number of students/clients formally enrolled throughout the college district for educational planning and/or instructional activities.

Outcome A.3. There will be increased student/client revenues and state-funded FTEs

Resource Awareness is the first **activity** that leads to enrollment. BBCC will help potential students throughout the district gain an understanding and appreciation for the resources it can provide to support their educational aspirations. As a result of the following actions there will be a recorded increase in the use of college facilities such as library, WEB access, and attendance at college-sponsored events. Surveys and focus group reports will indicate a greater knowledge of the college as well as the source(s) of the college information reported.

1.1 Action Plan: RESOURCE/SERVICE INVENTORY

LEAD: Vice President of Instruction and Student Services, Associate Vice President of Student Services, Dean of Arts & Science

Representatives of Instruction and Student Services will create a "resource/service" inventory. Working in conjunction with the Office of Public Information and the Department of Institutional Research and Planning, this group will craft messages regarding the inventory appropriate to specific audiences throughout the district. This collaboration will devise schemes to deliver this information to all parts of the college district, and evaluate the effectiveness of the message and the methods of delivery.

Outcome: 1.1.1 Annually review and critique messages and schemes of delivery.

Outcome: 1.1.2 Annually review progress and results of the Instruction and Student Services collaboration.

1.2 Action Plan: ASSESSMENT OF NEED

LEAD: Dean of Professional Technical Education, Dean of Education, Health, and Language Skills, Dean of Arts and Science, Dean of Institutional Research and Planning

A group from Instruction, in conjunction with the Department of Institutional Research and Planning and the Office of Public Information, will conduct "needs surveys." As required, these surveys will be scheduled throughout the year for communities, employers, and employee groups. This information may be collected in a variety of ways including focus groups, on-line surveys, visits to employers, employment data reports, and other sources. The results will be analyzed upon completion, to clearly define identified needs, college resources including staff to meet the needs, and projected costs. A recommendation will then be made to instruction regarding meeting the need, if possible.

Outcome 1.2.1 Report on identified needs broken down by community and employer group.

Outcome 1.2.2 Validate needs expressed in report according to the criteria noted in the action plan.

Outcome 1.2.3 Recommended actions from the needs assessment will be reported.

1.3 Action Plan: COUNSELING AND ADVISING

LEAD: Vice President of Instruction & Student Services, Associate Vice President of Student Services

A group from Student Services and Instruction will work to provide counseling and advising services, according to a schedule published at the beginning of each academic quarter, both on campus and in other locations. Services to be provided may include skill assessment, academic placement, career exploration, availability of financial aid, job placement, information services such as the BBCC library, the portal, and other on-line services/activities, information regarding student activities, and referrals to other agencies. This group will collaborate with the Department of Institutional Research and Planning to devise tools to monitor the use and effectiveness of these services. The results to be reported to cabinet at the end of each academic quarter.

Outcome 1.3.1 On-line surveys, and focus groups will indicate awareness of services and satisfaction with services used (library, portal, on-line tutoring, tutoring, etc.).

Outcome 1.3.2 Student Services will report the number of students served.

1.4 Action Plan: MARKETING PLAN

LEAD: Associate Vice President of Student Services, Coordinated by Director of Public Information

The Director of Public Information will coordinate the actions of staff from Student Services and Instruction in the implementation of the updated Big Bend Community College Marketing Plan. Various communication strategies will be used to inform district residents of the resources and opportunities available through the college (see Resource Inventory above). College messages will be crafted and delivered, in audience-appropriate language, using proven effective media including WEB site, current brochures and other college publications, direct advertising, public service announcements and reports to the community using print and electronic media. The Director of Public Information will lead a collaboration of instructional and student services staff, to build subsidiary marketing plans for Transfer, Professional/Technical and Community Ed. programs under the overall umbrella of the College Marketing Plan.

Outcome 1.4.1 Create quarterly matrix that tracks marketing efforts such as marketing brochures, press releases, radio spots, public service announcements, web announcements, etc. by topic, language, dates, and locations (Appendix A).

Outcome 1.4.2 Create and implement a Transfer Marketing Plan assessing the effectiveness of each marketing effort.

Outcome 1.4.3 Create and implement a Professional-Technical Marketing Plan assessing the effectiveness of each marketing effort.

Outcome 1.4.4 Create and implement a community education marketing plan, assessing the effectiveness of each marketing effort.

1.5 Action Plan – PARTNERSHIPS

LEAD: Vice President of Instruction and Student Services

The College will maintain and utilize current and active advisory and training relationships with all of our partners. The Instruction Division will develop new business and industry partners for the professional/technical programs either as clients for training, or as new members of occupational advisory committees. New training for existing partners will be noted. Division chairs will have the responsibility to insure that all programs with occupational advisory committees will provide to the appropriate dean, summary minutes of meetings, highlighting recommendations of each committee, the data used as a basis for the recommendations, and the subsequent action taken by the college.

Instruction will establish a **transfer advisory committee** to evaluate the effectiveness of our transfer programs, modeled after the occupational advisory committees. This committee will be established by the start of the Spring '09 quarter.

The College has built many important relationships with businesses and agencies throughout the district, across the state and nation, and internationally. These affiliations are client/resident relationships as well as partnerships. Recognizing the need to leverage limited resources, the college and its partners consult and plan to enhance these resources to provide local and regional training opportunities, based on community and employer needs. Key to the role that our business and industry partners play is service on occupational advisory committees and skills panels. This direct connection with our district's employers keeps our programs relevant and up-to-date with shared or donated equipment, trainers, and training facilities.

Outcome 1.5.1 New business and industry partners will participate in training or serve as new members of occupational advisory committees

Outcome 1.5.2 New training for existing partners will be noted.

Outcome 1.5.3 Form and utilize a transfer advisory committee.

Outcome 1.5.4 Increase service district transfer students and subsequent transfers to Baccalaureate Institutes

Outcome 1.5.5 Create a quarterly matrix that shows contacts, the relationship with the partner(s), and topic of discussion (Appendix B).

Recruitment is another **activity** that leads to enrollment.

1.6 Action Plan – Recruitment

Lead: Associate Vice President of Student Services

The Associate Vice President of Student Services will coordinate all activities specifically designed to recruit students throughout the college district. Materials will be prepared for use in all presentations that are based on elements of the college Marketing Plan, expressed and diagnosed community and student/client needs, and current or planned college activities. Individuals and groups representing the college will be knowledgeable about college admissions procedures/personnel, in addition to any other purpose of their presentation. Information collected will be formally shared with the college recruitment team, chaired by the Associate Vice-President of Student Services.

Outcome 1.6.1 A quarterly matrix will show dates and locations of recruiting activities (Appendix C).

Outcome 1.6.2 The number of contacts at each recruiting activity will be shown and the number of contacts who enroll will be tracked.

Outcome 1.6.3 Assessment of recruitment activities, tools, and recommendations.

1.7 Action Plan – COLLEGE SERVICES

Lead: Associate Vice-President of Student Services

College Services will be available to all students both on campus and off campus and where practical, 24 hours a day, at locations convenient to the student/client. All means of delivering services will be considered. Those tested will be monitored to ensure efforts are devoted to the most effective modalities.

Outcome 1.7.1: Student comments on surveys and in focus groups will be positive about services and satisfaction with student services will be good.

Outcome 1.7.2: Student Services will track the number of students served in Financial Aid, Advising, Counseling, in on-line tutoring, and in information resources, library, portal, registrations, etc.

1.8 Action Plan – COMMUNICATION

Lead: Associate Vice-President of Student Services

Communication is always two-way. Individual student/client contacts for recruiting purposes with the college are recorded and entered into a database. These students/clients will receive a prompt response, with extended follow up if necessary. A renewed effort at customer service will focus on a "high touch"

environment involving personal contact between college personnel and the student/client wherever and whenever possible.

SECOND COMPREHENSIVE REPORT – PROGRAMS – Due May 2009

B. PROGRAMS

Outcome B.1. Students will complete courses or workshops with a grade of passing or 2.0 GPA or better.

Outcome B.2. Students will establish their Educational Plan (EP).

Outcome B.3. Students will continue to complete courses according to their Educational Plan.

Programs, whether collections of support services or instructional activities, are the basis of a student's Educational Plan. This focus area reflects college efforts to provide the resources, including services and instruction, leading to student success. Student goals are achieved with access to, and use of services and instructional programs. Once students/clients are aware of the resources and opportunities at the college and have enrolled in a program, they are now at a point where Big Bend Community College can help them achieve their goals.

ACHIEVEMENT - Retention and Progression (towards goals)

Once students/clients are enrolled with the college for instruction or other services, the resources of the college are devoted to a "high touch" student/client interaction that celebrates achievement, diagnoses challenges, prescribes correction, encourages continuation, and charts learning pathways.

2.1 Action Plan: SERVICE PROGRAMS – PLACEMENT TESTING

Lead: Dean of Arts & Science

Placement testing is an essential tool for student success, but it should not be a barrier to admission to the "Open Door College" and all college classes. Staff from Student Services and Instruction will examine current placement testing practices with a view to improving college practice in this area so that all placement tests are available at times and locations convenient to students/clients. The above noted placement testing team must develop alternative placement testing schemes. (Crosswalk to accept scores from other colleges/universities).

Outcome 2.1.1: Student focus groups indicate the placement test did not present a barrier when they were first enrolling at BBCC. The placement test was given at locations and time convenient to the students. The tests were scored in a timely fashion.

2.2 Action Plan: SERVICE PROGRAMS - ADVISING /TRAINING

LEAD: Associate Vice President of Student Services

Timely, accurate advising is a powerful tool to keep students on track with their educational plan and on their educational pathway. Each student/client brings a unique "package" of experiences, achievements, and aptitudes that should be considered to support his/her educational goals. All staff identified as advisors must be involved in regular on-going advisor training, provided by staff and/or consultants. Such training must include updates on the various services available for students/clients such as childcare, peer/student mentoring, tutoring, supplemental instruction, information services, financial aid, and job placement services.

Outcome 2.2.1 On student surveys and in student focus groups, students will indicate their advisor provided them with accurate information on college support services.

Outcome 2.2.2 On student surveys and in student focus groups, students will indicate satisfaction with the advising process at BCC.

**2.3 Action Plan: SERVICE PROGRAMS - ADVISING /AVAILABILITY
LEAD: Associate Vice President of Student Services**

Whenever a staff advisor is available, s/he must have adequate time scheduled for the number of students/clients to be seen. A team from Instruction and Student Services will study the advising process and make recommendations as to the advising load and time allotted per advisee.

Outcome 2.3.1 On student surveys and in student focus groups, students will indicate they were able to meet with their advisor at a convenient time and for as much time as needed.

**2.4 Action Plan: SERVICE PROGRAMS – AUDIT and NEEDS
NEEDS ASSESSMENT**

LEAD: Vice President of Instruction and Student Services, Associate Vice President of Student Services

Staff from the Student Services division will conduct an audit of each service area or department within the area. Observations will include student/public contact by each employee, availability of services with respect to times and location, adequacy of staffing, equipment and facilities, student assessment of quality of service, and assessment of need for existing or additional (new) services. Audits of Student Services are to be completed by June 2010. Recommendations for changes will be based on assessments contained in the Audit.

Outcome 2.4.1 Review all service programs audits and make recommended changes.

2.5 Action Plan: SERVICE PROGRAMS – STAFFING

LEAD: Vice President of Instruction & Student Services, Associate Vice President of Student Services, and Vice President of Administrative Services, Dean of Institutional Research & Planning

An annual assessment of individual student service staff workloads including clients served and time expended per client will be completed. The report will describe the ratios of staff to students/clients served, with a goal of recommending staffing ratios based on workload.

Outcome 2.5.1 Analyze the workload and staffing report; recommend additional staff if additional.

Outcome 2.5.2 Student/client satisfaction with services.

2.6 Action Plan: INSTRUCTIONAL PROGRAMS-AUDIT/ NEEDS ASSESSMENT

LEAD: Vice President of Instruction and Student Services, Dean of Professional/Technical Education, Dean of Health Education & Language, Dean of Institutional Research & Planning

The goal is to have program audits completed for all instructional programs and disciplines in the transfer program by June 2013. The audit assesses the need for the program/discipline as expressed by student interest and/or employer interest, the instructional cost per student FTE (annual), equipment and facility suitability and costs of improvement, student enrollment, persistence, and success in the program/discipline, FTE generation in the program/discipline, availability of qualified part-time faculty, faculty overload in the program/discipline, and suitability for alternate scheduling or different modalities of instruction. Recommendations for changes will be based on assessments contained in the Audit.

Outcome 2.6.1: Annual report on a schedule of audits and audit completions.

Outcomes 2.6.2: Recommendations for changes will be based on assessments contained in the audit.

2.7 Action Plan: INSTRUCTIONAL PROGRAMS- STAFFING

LEAD: Vice President of Instruction and Student Services, Dean of Professional/Technical Education, Dean of Health Education & Language, Dean of Institutional Research & Planning

An annual report of program/discipline FTE generation will be recorded to indicate programs or disciplines with growing, stable, or low or declining enrollments, the availability of part-time faculty and use of full-time faculty overloads. New faculty positions will be identified and recommended based on the above analyses. Replacement positions are not assured until the above studies have been applied and replacement is justified within the context of overall student/college need.

Outcome 2.7.1: Create an annual FTE report for all programs/disciplines with recommended changes.

2.8 Action Plan: STAFF INTERACTION AND COLLABORATION
LEAD: Vice President of Instruction & Student Services, Dean of Arts and Science, Dean of Health, Education, and Language Skills, Dean of Professional/ Technical Education

Regular, formal consultation between services program staff and instructional program staff will be scheduled by administrators from both areas, to include both state-funded and grant positions. The purpose of these meetings is to share information from staff/student interaction each quarter, so that problems can be identified, studied, and resolved; current practices related to "High Touch" can be evaluated and improved; and information and need for new services and availability can be studied, validated, and implemented.

Outcome 2.8.1 Yearly update on the process showing changes that have been implemented based on this discussion.

THIRD COMPREHENSIVE REPORT – OUTCOMES – Due Summer 2009

OUTCOMES This is a summary of the data obtained for all of the Board Ends Statements and AMP outcomes, with analysis, appraisal, and recommendation.

Outcome 3.1. Matriculation and Enrollment - % increase from last year - Cohort Comparison - Establish targets

- On Campus
- Off Campus
- Distance Learning
- Transfer
- Professional/Technical
- Continuing Education
- Developmental
- Basic Skills
- Student Characteristics
 - Race
 - Gender
 - Socioeconomic status
 - Full-time
 - Part-time
 - First-Generation

OUTCOME 3.2. Retention - % increase from last year - Cohort Comparison – Establish targets

- Fall to Fall
- Academic Year to Academic Year
- Quarter to Quarter
- Basic Skills
- Developmental
- Transfer
- Professional/Technical
- Student Characteristics
 - Race
 - Gender

Socioeconomic status

Full-time

Part-time

First Generation

OUTCOME 3.3. Achievement - % increase from last year - Cohort
Comparison - Establish targets

Met Personal Goals

Acquired Credentials

Certificates

Degrees

Accumulation of Momentum Points

1st Stage 2nd Stage

Employment - % increase

Wage Progression

Student Characteristics

Race

Gender

Socioeconomic Status

Full-time

Part-time

First Generation

Appendix A – Quarterly Marketing Efforts

Activities	Message	Language	Dates	Community
Brochures				
Press Releases				
Radio Spots				
Public Service Announcements				
Web Announcements				
Social Networking				

Appendix B – Partnership Contacts

Partnership	Contacts	Topic/Need or Collaboration	Dates	Location

Appendix C – Quarterly Recruiting Activities

Activity	Contacts (it may be necessary to list the number of contacts at each activity)	Number of contacts that enrolled	Topic	Dates	Location

ITEM # 6 Health Sciences Overview

BACKGROUND:

BGCC offers Health Education programs with certificates and degrees in Nursing Assistant Certified (CNA), Medical Assisting (MA), Nursing (LPN and RN), and Business Medical Services. The CNA and MA programs are approved by Washington State Department of Health. The Nursing program (ADN) is approved by the Washington State Department of Health and nationally accredited by the National League for Nursing Accrediting Commission.

Courses are also offered in Industrial First Aid and HIV/AIDS.

Many of the Health Education Department (HED) courses are pre-requisite courses for Radiology Tech, Chemical Lab Tech programs at other community colleges.

We are currently researching and considering new program offerings in phlebotomy, surgical tech, dental assisting, CNA/HUC, and pharmacy tech.

Fast Facts:

- Nursing Assistant Certified
 - Approximately 20 students enroll each quarter
 - Offered four quarters per year
 - 98% pass their competency exam on the first attempt
- Medical Assistant
 - This is a new program, began pilot cohort in winter 2007
 - Third cohort enrolled 24 students in the MA core series
 - Waiting list of up to 30 people
 - Certificate and degree option
- Nursing
 - 30 new students enroll in the first year of the Nursing program each year
 - Approximately 25 students graduate each year with the Associate's Degree in Nursing
 - Approximately 20 students complete their LPN certificate each year
 - Nursing students take at least one year of pre-requisite courses before they are admitted
 - Most Nursing students have jobs or job offers before they graduate.
 - NCLEX – RN pass rate is 100% for 2008 graduates!
- Business Medical Services
 - Provides training for medical office personnel
 - Increasing demand of technology in medical field

BIG BEND COMMUNITY COLLEGE

Date: 11/18/08

ITEM #7: National Incident Management System update (for information)

BACKGROUND:

This past year has been an active one for National Incident Management System (NIMS). Several federal and state bills have been passed that changed requirements for NIMS reporting. First, institutions of higher education now report their annual safety information to the State Board for Community and Technical Colleges. This past month, Big Bend Community College completed two related reports: *Campus Safety and Security Report*, which assesses emergency readiness, and *Methods of Communication at Campuses*, which assesses the varied means used to communicate emergency information to campus personnel, students, and visitors. All community colleges in Washington completed these reports. In addition, we completed our annual NIMS Compliance Activity report, which granted us eligibility for preparedness funding through April 2009.

Campus training for NIMS has been progressing as well. Big Bend's entire Incident Command System completed the ICS- 300 training, *Intermediate ICS for Expanding Incidents*, in October. This is the first of two trainings our Incident Command System needs to complete this year. The next training is scheduled for January or February. These trainings were provided by the Homeland Security Coordinator from Grant County Emergency Management at no cost to the college. There will be additional training for the rest of our building coordinators, support staff, and runners in January or February. This will be refresher training for previously trained staff and new training for those who have replaced individuals on the NIMS organizational chart.

There have been discussions about plans for the future. We intend to have refresher trainings each year for everyone involved in NIMS. Additionally, there are plans for emergency drills, which are required for federal compliance. We are in the process of planning a small scale drill for this fall quarter (involving a test of the Campus Alert System) and we are working on plans for a larger scale drill that will involve other emergency personnel for spring.

NIMS requirements are becoming increasingly more intensive; this requires more training and planning on our part. We have developed a wonderful rapport with our local Emergency Management representative, Kyle Foreman, and with the Grant County Sheriff's Office. We are working to foster relationships with other emergency responders in the community and plan to include them in as much of our NIMS development as possible.

Submitted by VP of Finance and Administration Gail Hamburg.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 11/18/08

ITEM #8: Foundation Board Liaison (for action)

BACKGROUND:

The Board selects two Trustees to serve as Foundation Board Liaisons. Trustee Cecilia DeLuna-Gaeta previously held one of these positions.

RECOMMENDATION:

The Board should select two representatives.

BIG BEND COMMUNITY COLLEGE

Date: 11/18/08

ITEM #9: Board Chair Matrix (for action/information)

BACKGROUND:

The Board typically elects a new slate of Board officers effective July 1, of each year. The Board Vice Chair rotates into the Chair position. The Board has consulted the rotation schedule below in voting its Vice-Chair selection. The two newest Trustees have been added to the rotation.

BBCC Board Officer Matrix
(C = Chair)
(VC = Vice Chair & Chair Elect)

	07/08	08/09	09/10	10/11	11/12
Blakely	VC	C			
Ramon		VC	C		
Kenison	C		VC	C	
Pixton				VC	C
Wren					VC

Term Expires:

Blakely 9/30/09
Kenison 9/30/13
Pixton 9/30/10
Ramon 9/30/08
Wren 9/30/12

RECOMMENDATION:

The Board may choose to take no action at this time or may act to approve.

BIG BEND COMMUNITY COLLEGE

Date: 11/18/08

ITEM #10: Assessment of Board Activity/Retreat (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: 11/18/08

ITEM #11: Next Regularly Scheduled Board Meeting (for information)

BACKGROUND:

The next regularly scheduled Board meeting is January 13, at 1:30 p.m.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 11/18/08

ITEM #12: Misc. (for information)

BACKGROUND:

The TACTC Winter Conference will be held Monday, January 26, 2009, at the State Board Office in Olympia. The New Trustee Orientation will be held Sunday, January 25, 2009, also at the State Board Office in Olympia.

Winter Serenade, our wine tasting, fine dinner and dancing fundraising event will be held Saturday, January 31, 2008.

The Foundation office is awaiting documentation regarding the potential facility naming opportunity discussed at the October 21 Board Meeting.

RECOMMENDATION:

None.