

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting on Tuesday, January 12, 2010, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Chair Felix Ramon called the meeting to order at 1:30 p.m.

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

President Bonaudi reminded all that the meeting was streaming live via MediaSite.

2. Introductions

President Bonaudi introduced the Athletic Director and Women's Basketball Coach Preston Wilks. Coach Wilks thanked the Board for their interest in the team. Each of the women's basketball players introduced themselves: Alia Parker, Boise, ID; Jamie Bohnet, Ephrata, WA; Ashley McGowen, Challis, ID; Chayla Hirz, Moses Lake; Tayler Anderson, Soda Springs, ID; Ali Whitted, Hayden ID; Alexandria Canfield, Spokane WA; Kendra Schwulst, Soda Springs, ID; Lacey Nordby, Spokane, WA; Dana Bates, Warden, WA; Sarah Smith, Kendrick, ID; and Aspen Hengst, Whitehall, MT. The team set academic goals at the beginning of the year. Coach Wilks stated the team has had a good year and not only are they good athletes the average GPA for the team for Fall quarter was 3.3.

Trustee Mike Wren commented that the athletes come from hometowns near other community colleges. He asked the players what made them choose BBCC. Alia Parker from Boise stated she visited BBCC and was impressed with the friendliness of the staff and students on campus. She also stated being on the team gives her an opportunity to learn cooperation as well as time management and organizational skills.

Trustee Mike Blakely asked the players if it was difficult to maintain their academic work and attend their team practices? One of the players replied that the sacrifices are worth it to play the game. Trustee Blakely commended the team for representing the college well. He went on to state that the athletes are emissaries for the next wave of students coming into the college.

Trustee Katherine Kenison echoed his sentiments. She stated she was impressed that the Coach and team set goals and they are working to achieve them.

VP of Administrative and Financial Services Gail Hamburg introduced state auditor Mr. Spencer Williams. Mr. Williams stated it is always a pleasure to come to BBCC. He distributed copies of the audit report. He stated this is a clean audit, in fact it is one of the “cleaner audits” that his team has completed in the Wenatchee audit area.

Mr. Williams stated there are three types of audits: accountability, financial, and single. Financial and single audits are completed by state teams. His team completes the accountability audit which reviews legal compliance with state laws and internal policies, and appropriate use of public money. They take a risk-based approach and prioritize areas to review. His team also reviews past audits, and watches for emerging issues.

During the BBCC audit he and his team evaluated accountability in the following areas: grant compliance, ASB, Running Start student fees, payroll, general disbursements, safeguarding of assets and cash receipting. The audit team found that BBCC has adequate internal controls. There was one exit item initially noted regarding ASB conducting a post-event reconciliation. It is not listed in the final report. The day this was recommended the college implemented a post-event reconciliation process. There were four prior audit recommendations from the last audit and they were resolved. Mr. Williams stated there will be no findings, management letters or exit items in the final report. He stated the financial and single audit reports are available on the state auditor’s website.

The audit team will return to BBCC in late 2011. They anticipate the audit fee will remain the same, \$23,000. Lastly, he stated his team, Mr. Juan Esparza and Mr. Jake Stevens, enjoys a good relationship with the BBCC business office staff and VP Gail Hamburg and Director Charlene Rios.

President Bonaudi congratulated VP Hamburg on the clean audit. Trustee Mike Wren commended the staff for a job well done. He stated his organization goes through audits and he recognizes what it takes for a clean audit. He stated there are three key ingredients that BBCC exhibited: cooperation, immediate response, and compliance with previously identified items. Trustee Mike Blakely echoed his remarks. He stated BBCC is consistently honest and thorough and try to do the right thing.

4. Consent Agenda

a) Approval of Regular Meeting Minutes for November 17, 2009 (A); b) Student Success Update (I); c) Accreditation (I); d) Assessment Update (I); e) Capital Project Report (I); f) Human Resources Report (I); g) Enrollment Report (I); h) Donation (A); i) Advisory Committee Lists (A).

MOTION 10-01 Trustee Angela Pixton moved to approve the Consent Agenda. Trustee Katherine Kenison seconded the motion, and the motion carried.

5. Remarks

c. Faculty Association President Mike O'Konek shared his faculty information first in order to return to his students as soon as possible. Mr. O'Konek stated that Music Instructor Pat Patterson reported nearly 300 people attended the December 13 fall concert. There are 35 members of the chorus and 25 members of the orchestra. They are Grant county community members and some are students.

OIT Instructor Daneen Berry-Guerin reported that she attended an all day Grammar and Proofreading for Business class. She also attended the Grant County Superintendents' meeting Friday, December 4 and provided a demonstration of the learning technology used at BBCC. Instructor Berry-Guerin began the faculty centered, peer review based process, Quality Matters, training series. Once she completes the series faculty will use this process to review our online course designs to ensure student learning.

Philosophy Instructor Dennis Knepp reported to Mr. O'Konek that his chapter in the *Alice in Wonderland and Philosophy: Curiouser and Curiouser* will be published this month. The title of the chapter he wrote is "You're nothing but a pack of cards: Alice doesn't have a social contract."

Mr. O'Konek reported that probationary faculty committees are meeting. He also commented that two automobile donations are in the consent agenda. One of the donations is from a person in Soap Lake who read about the scholarship donation from the Soap Lake Car Club.

a. ASB Public Relations Officer CJ Hatch presented the ASB report in President Rhoan Ashby's absence. VP Mike Lang introduced Mr. Hatch as a very involved student athlete.

Mr. Hatch reported ASB has many events and activities planned for Winter Quarter. Today was the chili & chowder fest with entertainment provided.

The ASB is again raising money by hosting the Couch Potato during the men's basketball games. For \$30 three individuals can sit on the sofa at mid-court and enjoy two medium pizzas donated from Domino's Pizza and soda. All "couch potatoes" for the seven home games have been sold.

At the end of the month ASB will be holding an Ice Skating & Batting Cage event for Big Bend students. The admission will be free with a current BBCC ID card.

On February 22, motivational speaker Eric Davis, will give a Black History Month presentation in the ATEC Conference Center. This event will be open to the public.

Mr. Hatch reported that the Vikings were victorious against the Spokane Community College basketball team last Saturday. He said the next home game is Saturday against Wenatchee. Go Vikings!

- b. Trustee Felix Ramon announced Classified Staff Representative Kathy Aldrich has been with BBCC for 35 years. Ms. Aldrich reported that 13 staff members took advantage of 8 training opportunities in November.

Rita Jordan attended a GED workshop on November 5 at BBCC. Ruth Coffin and Traci Bartleson attended a Course Coding and Completions Workshop on November 18 through ITV at BBCC. Susan Nichols attended Campus Safety training on November 19 at BBCC. Robin Arriaga, Jessica Aloysius, Sergio Cervantes, Jeff Robnett, and Joe Russell attended NIMS training on November 20 at BBCC. Connie Rodriguez attended Microsoft Web Training online at BBCC on November 20. Sergey Shelyagovich attended First Aid/CPR/AED/Bloodborne Pathogens Training on November 20 at Samaritan Hospital. Heidi Baldwin attended a Federal Funding Symposium on November 20 on the CWU campus in Ellensburg, WA. Kamela Bishop attended DBM Database Concepts October 26 – November 30 through the University of Phoenix

During December 30 staff members took advantage of 12 training sessions. Tom Willingham attended Microsoft Windows 7 – A Guided Tour and Online and Learn More about Microsoft Office 2010. Both were sponsored by Cengage Learning. Barbara Collins completed one credit of OFF190 Microsoft Excel Level 1. Randy Fish & Nancy Theis attended NIMS training with Ryann Leonard on December 3 at BBCC. Barbi Schachtschneider and Hope Strnad attended Beginning Excel Training at BBCC. Nancy Leach attended the annual Northwest Association of Special Programs Fall Conference in Seattle December 6-9. Benny DeLeon and Cynthia DeVictoria attended Partners for Literacy in-service

at BBCC on December 8 and 9. Danelle Happer, Darci Alamos and Dania Bisnett attended Coding Workshop Training online in the Hardin Room on December 10. Susan Nichols attended a Safety Meeting on December 18 at BBCC. Jessica Aloysius, Barbara Riegel, and Kathy Starr attended Advanced Excel Training on December 29 in the BBCC-OIT Lab.

Robin Arriaga and Karen Okerlund attended Microsoft Access Training (Query tips & help features) on December 30 at BBCC.

T. C. Bergen, Sergio Cervantes, Randy Fish, David Frueh, Garry Helvy, Valerie Mestdagh, Robert Russell, Nancy Theis, Rick Tincani, Jim Tincher, and Angel Uresti attended Shop Meeting & viewed the safety video: "Recognizing & Preventing Violence in the Workplace." Kamela Mattson attended NTC 500 Networking Concepts online during the month of December through the University of Phoenix

Ms. Aldrich also announced that the Classified Staff Awards potluck luncheon will be held January 22 at noon in the Masto Conference Center. Twenty-six classified staff will be honored for specific benchmark years of service at the luncheon. The Excellence in Customer Service award will also be awarded to a classified staff member. Everyone is invited to attend this potluck event.

- d. VP Gail Hamburg reported the auditorium remodel capital project is on schedule and going well. She also provided an overview of the support activities performed on campus for the memorial service for Grant County Sheriff's Deputy John Bernard. January 4 the Sheriff's office called to discuss the possibility of holding the service on campus. ATEC Event Coordinator Deena Westerman provided a tour and discussed the options with representatives from the Sheriff's office. She also alerted them that parking could be a problem if the service was held during class time. The Sheriff determined BBCC was the best location and they instituted the NIMS (National Incident Management System) process to organize the event.

Todd Davis, Director of M&O was very involved in the NIMS organization. To accommodate holding the memorial service on Monday all classes in the DeVries Activity Center were rearranged. VP Mike Lang personally talked to each instructor affected. E-mails were sent to students and staff regarding the event and alternative parking. Several departments on campus provided support.

Monday four TV stations were on campus. Rooms were arranged for the honor guard, Governor Gregoire, overflow, COPS (Community Oriented Policing Services), and the bagpipe band. The Behind the Badge

organization was very helpful setting up the memorial. PIO Autumn Weis worked with other PIO staff the day of the event in the mobile command unit.

BBCC custodians performed a thorough cleaning of the activity center and campus grounds. Following the basketball game Saturday night M & O cleaned and set up with assistance from a DOC crew. Several rehearsals were held Sunday. BBT Director Russ Beard provided several hours of audio/video support. Coaches Mike DeHoog and Jeremy Iverson were very helpful and they operated the spotlights during the service. Mike Andreson from Word Services created and printed the program with funding from the Sheriff's office.

VP Hamburg stated there was great campus-wide effort and teamwork to coordinate and support the memorial. President Bonaudi commended VP Hamburg for bringing the campus efforts together and her time behind the scenes to ensure the family and Sheriff's office was fully supported.

Trustee Felix Ramon stated he participated in the service as a past member of the law enforcement community. He talked to Sheriff Detrolio as well as other members of law enforcement and they expressed their appreciation for BBCC's support and cooperation. Trustee Ramon personally commended staff and faculty for their cooperation and support. Trustee Mike Blakely seconded what Trustee Ramon said. He said the Quincy Fire Chief attended the memorial and reported it was the best organized public ceremony he had attended.

- e. VP Mike Lang reported that an adjunct faculty in-service was held last week. Dean Garrett, Dean Rasmussen, Asst VP Candy Lacher, VP Moos, Director Beard and Instructor Stephen Lane were presenters. VP Lang emphasized the importance of supporting adjunct faculty.

During the December 7, 2010, Instructional Council meeting it was recommended that the IET (Industrial Electrical Technology program) and the MMT (Maintenance Mechanic Technology program) be combined into the IST (Industrial Systems Technology program). IET and MMT share related courses. In 2004, MMT was reviewed and Dr. Bonaudi recommended during the January 25, 2005, Board meeting: *"This is a committee recommendation that should be re-examined as the two programs were once one program and combining the programs could be accomplished without adding another option. This might provide better efficiency in the use of instructors with both working on the recruiting efforts."*

President Bonaudi's recommendation here is for the Dean of Professional/Technical Education to work with both the IET and MMT

faculty and the associated occupational advisory committees to produce a detailed proposal for combining the programs, if indeed this seems appropriate. This would then need to go before the Instructional Council and Cabinet and receive their respective approvals before such a change would be brought before the Board for your approval.”

VP Lang reported that the Advisory committee members have been part of this effort and they are very supportive of combining the programs. The recommendation will go to Cabinet, Executive Council and to the Board of Trustees for approval.

VP Lang also highlighted the Student Achievement section of the consent agenda. He said the 167 Student Achievement/Persistence funded students generated 2027 credits or 45 annualized FTEs. Student Support Services (SSS) is also assisting 180 Trio students. VP Lang commended SSS Director Jerry Workman and his team for their effort to advise and help students succeed. Trustee Ramon stated he appreciated the deliberate way that student success is being improved.

- f. VP of Human Resources and Labor Holly Moos reported that the VP of Instruction/Student Services search is ongoing. The committee has held an organizational meeting. They plan to begin reviewing applications in February. She commented that VP Lang will be hard to replace.

Flight Instructor interviews will be held this week. VP Moos also stated that the 12 probationary review binders will be ready for the Trustees' to review February 10. Please contact Melinda to arrange a time/date to review the information.

6. Student Trustees

Trustee Ramon opened the discussion by asking the other Trustees if they would like to make a recommendation regarding student Trustees. Trustee Mike Wren stated he agreed with option #4 from the SBCTC communication: Support a student representative option that allows for the student to give a report to the board at every regular board meeting. He stated student input is critical. Trustee Mike Blakely asked for ASB's recommendation. ASB representative CJ Hatch reported that the ASB officers voted unanimously to keep the process as it is currently, an ASB representative attends each board meeting and provides a student activity report. Mr. Hatch stated that students are already involved in many committees and leadership opportunities. Trustee Blakely stated he thought it was best to keep the current process. He went on to say that student council government plays a vital role in evaluating faculty for tenure and presenting information during board meetings.

MOTION 10-02 Trustee Mike Wren moved to submit support for option #4 “Support a student representative option that allows for the student to give a report to the board at every regular board meeting.” Trustee Mike Blakely seconded the motion.

Trustee Ramon stated he wanted to make a comment before calling for a vote. He said he initially thought a student trustee should be someone with full rights and responsibilities to vote, study issues and advocate with state legislature. After further consideration he said it would not be fair to a student because of the demands they have as a student and/or student athlete. Trustee Ramon stated he fully endorses this motion. He also said the BBCC student council is very active and we have good representation of students' viewpoints. The motion passed.

Trustee Mike Blakely stated he would like to be invited to an ASB meeting.

President Bonaudi stated he will communicate this information to TACTC and legislators if a bill comes forward.

7. Azorus

President Bonaudi stated there have been several presentations discussing the need for a systematic way to recruit students and meet expectations in the Academic Master Plan (AMP). He introduced the Coordinator of Student Recruitment and Outreach Jose Esparza to present information about the customer relationship management system, Azorus.

Mr. Esparza stated two years ago BBCC began looking for ways to strengthen outreach and recruitment. A customer relationship management system which would track potential students from initial point of contact to enrollment was chosen. The system went live October 16, 2009.

Mr. Esparza continued and said Azorus provides a central database, for all inquiries about BBCC. Potential students can access Azorus by clicking the Request Info button on the BBCC website or they can go to mydream.bigbend.edu. Information about their interests is captured right away. There is also a form to gather the same information for potential students who call or visit campus.

The Azorus committee built a communication plan for the system. The day the potential student notes their interests on the website they receive an e-mail with a link to their own portal page which lists campus events and faculty profiles. They can customize their page with links to programs, etc. in which they are interested. Day seven they receive an

e-mail inviting them to apply and detailing the simple steps along with Mr. Esparza's contact information. They can apply online or in person. Day 14 an e-post card with links to the FASFA website and the BBCC financial aid website is sent to the potential student. Day 21 they are invited to visit campus for a personal tour. The personalized tailored messages are effective.

The database also tracks the potential students' activities which serves as an assessment tool. Up to the minute reports can be pulled regarding potential student contact by interest, geographical location, etc. Mr. Esparza stated an average of 10 contacts per week are being tracked. Previously it was not recorded but the committee estimated there were about eight inquiry phone calls per month. Azorus identifies who has applied for admission, financial aid and taken placement tests. Mr. Esparza can follow up when students don't enroll after they have applied for admission, previously this did not happen. He will work with programs to create tailored e-mails regarding particular programs. He is creating innovative communication plans that he can deliver to diverse audiences.

Mr. Esparza thanked the committee: Darci Alamos, Starr Bernhardt, Kamela Mattson, Hope Candanoza, Julia Gamboa, Candy Lacher, Enedelia Nicholson, and Autumn Weis for the time and energy they devoted to this project. He also gave BBT Director Russ Beard special recognition for his mentoring and expertise.

Trustee Angela Pixton asked if the follow up e-mails are automated? Mr. Esparza responded that the e-mails are automated and he also has the ability to send customized e-mails and follow up with phone calls.

Trustee Mike Blakely commented that personalized e-mails will be helpful for encouraging the more reluctant potential students. President Bonaudi said capturing the information on potential students through Azorus is an essential element to recruitment efforts. This can also be used to evaluate the effectiveness of activities and marketing tools. Trustee Pixton commented that when potential students contact BBCC they are on the verge of making a decision. She said it is important to hear the "911" in their contact and respond with a personal message.

8 Assessment of Board Activities

Trustee Angela Pixton reported she plans to visit the Warden high school. She is also visiting with industry contacts regarding the Center Pivot Program. Trustee Pixton stated she has talked with Hearthstone Inn Nursing Home about donating to a nursing scholarship.

VP Mike Lang updated the group on the Center Pivot Course. Dean Rasmussen reviewed the master course outline with Instructional Council and it is progressing through the proper channels.

Trustee Katherine Kenison stated she attended the classified staff potluck and it was excellent as usual. Her family made donations to the child care department. She has had conversations with Running Start students and parents. Trustee Kenison stated she has had contact with the Port of Hartline Commissioners. They are purchasing the former Coulee/Hartline school and they're interested in setting up a Running Start and online classes site. The facility is in a great location and is fiber ready. President Bonaudi responded that he would follow up with the Commissioners.

Trustee Mike Wren reported that the quarterly Grant County Economic Development Council luncheon was recently held in the Masto Conference Center. President Bonaudi was the presenter and Trustee Wren complimented him on his preparation. He also commended BBCC staff for attending and being available to the community at this event and many others. He said it really reinforces the value of BBCC to the community. He recognized the difficulty arranging schedules and encouraged the group that their efforts make a difference. He said he met with the other nine port managers from Grant County. He reminded them about BBCC's willingness and desire to be an integral resource to all of their communities in this time of economic recovery. Trustee Wren described BBCC to the port managers as having capable competent workforce educators.

Trustee Mike Blakely stated that the advisory committees were endorsed in the consent agenda. He encouraged BBCC to add more advisory committee members from the outlying areas. Trustee Blakely stated he attended the CDL graduation ceremonies and was thrilled by the students' enthusiasm. He also attended the Port of Quincy Economic Development Summit at Cave B. He attended the TACTC teleconference and said he appreciated that students had an opportunity to make suggestions regarding the student trustee issue. He also attended the Quincy Roundtable Leadership meeting and commented that leaders in Quincy see BBCC as a local resource. He spoke with the Quincy High School recruiter and said there are some good students with great potential and sometimes their parents are not citizens. They need personal contact to bring them to BBCC. Counselors need education about what is available to those students. Lastly he reported that he attended the ASB lunchfest today.

Trustee Felix Ramon stated he attended the BBCC Foundation Trusteeship meeting. He talked with President Bonaudi about the Board meeting agenda for today. He also met with Moses Lake school board

members and encouraged them to maintain our connection by visiting back and forth. He asked the school board members to encourage interaction between Moses Lake High School staff members and BBCC. Trustee Ramon talked to Port Commissioners and promoted BBCC and the new center pivot program. He complimented the staff on the service for Deputy John Bernard.

9. Next Regularly Scheduled Board Meeting

Trustee Felix Ramon stated the next regularly scheduled board meeting is Tuesday, March 2, 2010, at 1:30 p.m.

MOTION 10-03 Trustee Katherine Kenison moved to hold the next regularly scheduled board meeting Tuesday, March 2, 2010, at 1:30 p.m. Trustee Angela Pixton seconded the motion and the motion passed.

10. Miscellaneous

President Bonaudi reminded the Trustees that during the March 2 meeting they will be taking action on Probationary Tenure files. There are 11 files to review prior to the meeting. Melinda will send a reminder that the files will be available for review after February 10.

President Bonaudi reported that he recently attended the Seattle City Club Legislative luncheon. He listened to Senator Brown, Speaker of the House Frank Chopp and Senator Mike Hewitt. They did not mention the statewide furlough but they did say this will be a very challenging 60-day session. President Bonaudi said Governor Gregoire gave her State of the State address today. He commented that BBCC will be relying on the Trustees to communicate the potential budget impacts on the college.

President Bonaudi talked about House Bill 2634 which emphasizes increased efficiencies in the system. If it passes in its current form it gives SBCTC direction to analyze district boundaries which could lead to combining college districts.

At the Seattle City Club luncheon he spoke with representatives from independent colleges. They recruit individually and are often seen as too expensive. They have financial resources available. The independent colleges would like to visit more rural areas and recruit potential students during this time when educational opportunities are becoming more limited because of the state budget.

The Trustees were reminded by Dr. Bonaudi that the National League of Nursing (NLNAC) accreditation evaluators will be on campus February 9-11. The Trustees are scheduled to have lunch with the evaluators on Tuesday, February 9, 2010, at noon. President Bonaudi emphasized the

importance of the luncheon, Dean Garrett said the evaluators may ask the Trustees about their role in governing the nursing program. The exit conference will be held on February 11, 2010.

The BBCC Foundation fundraiser Winter Serenade will be held January 30, 2010, in the Masto Conference Center. Dr. Bonaudi encouraged the Board members to attend and invite other community members to attend.

President Bonaudi reported that he will be visiting the Lind and Washtucna school district superintendents to talk about the Rural Utility Service (RUS) learning center. As a result of Trustee Kenison's contact with Commissioners from the Port of Hartline he will arrange a visit with them. Dr. Bonaudi also reported that he presented at the Port of Quincy Economic Development Summit at Cave B regarding the role of the college in economic development. He said the Quincy community is very proactive.

President Bonaudi stated there are several campus events captured on Mediasite. He encouraged everyone to review the listings in the Mediasite catalog and take a few minute to view events.

The TACTC Winter Conference will be held in Olympia January 24, 25, 2010. He asked the Trustees to confirm their attendance with Melinda. He will be taking new aviation calendars and the pocket guides with important information with him to talk with contacts in Olympia.

During the March 2 Board meeting Dean Kirkwood will present the second annual AMP Access report. Dr. Bonaudi indicated there has been major change and movement in this area in the last year.

Trustee Angela Pixton said the Potato Commission distributes a weekly newsletter and they would be happy to highlight the new circle irrigation program. She also said she recently read the REC newsletter. It had interesting articles and she noticed they are very community friendly. She encouraged Dr. Bonaudi to connect with REC as they are an international business that includes people from all over. President Bonaudi stated we have strong ties with REC and one of the classrooms in ATEC is named for them. They often hold meetings on campus. Dr. Bonaudi is working to re-establish a relationship with the new President of REC.

MOTION 10-04 Trustee Katherine Kenison moved to adjourn the meeting. Trustee Mike Wren seconded the motion and the motion passed.

The meeting was adjourned at 3:10 p.m.

Felix Ramon, Chair

ATTEST:

William C. Bonaudi, Secretary