

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting on Tuesday, July 7, 2009, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

### 1. Call to Order

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

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

### 2. Introductions

None

### 3. Transfer of Chair to Trustee Ramon

Outgoing Chair Mike Blakely stated he enjoyed being the chair. He said he planned to mentor the two new trustees, Ms. Angela Pixton and Mr. Mike Wren, but they didn't need it. Trustee Blakely said it was a privilege to turn the chair over to Trustee Ramon.

Incoming Chair Felix Ramon presented a plaque of recognition to Trustee Blakely recognizing his enthusiastic and dedicated leadership of the BBCC Board of Trustees for the 2008-09 academic year.

### 4. Consent Agenda

a) Approval of Regular Meeting Minutes for May 19, 2009, Study Session Minutes for May 19, 2009 and Special Meeting Minutes for June 9, 2009 (A); b) Student Success Update (I); c) Accreditation (I); d) Assessment Update (I); e) Capital Project Report (I); f) Human Resources Report (I); g) Enrollment Report (I); h) Donation Report (A); i) Job & Career Fair Report (I).

MOTION 09-27 Trustee Angela Pixton moved to approve the Consent Agenda. Trustee Katherine Kenison seconded the motion, and the motion carried.

### 5. Remarks

a. VP Mike Lang provided the ASB report. He stated the ASB officers are employed and working today and the ASB advisor is on vacation. VP Lang stated the ASB leadership retreat held on June 15 in Plain, WA was "fantastic." During the workshop they developed the fall quarterly activity

schedule, and the new student handbook and planner. He said that he, President Bonaudi, BBT Director Russ Beard, and Director of Purchasing Kathy Arita visited the ASB officers during the retreat. He commented this is a great group of young people and he looks forward to working with them.

- b. Classified Training Representative Kathy Aldrich provided information regarding the training opportunities for Classified Staff during May and June.

Thirty-six staff members participated in 90 training opportunities for the month of May 2009. Traci Bartleson, Robin Arriaga, Karen Okerlund, Joanie Walker, Kathy Aldrich, and Starr Bernhardt attended a Customer Service Training video entitled "Motivation: The Classic Concepts" May 1 at BBCC.

Ted Mata, Michael Andresen, T. C. Bergen, Sergio Cervantes, Randy Fish, Dave Frueh, Garry Helvy, Lupe Hernandez, Valerie Mestdagh, Sergey Shelyagovich, Jim Tincher, and Angel Uresti attended NIMS Training May 1 at BBCC.

Cynthia DeVictoria attended food handler class at Grant County Health in Moses Lake on May 4, Blood Borne pathogen/HIV/AIDS training in Mattawa May 6 and CPR/First Aid training in Mattawa May 14.

Jessica Aloysius attended the Spring 2009 Budget and Accounting Report Council Meeting on May 14-15 at Columbia Basin College. Rita Jordan attended Veterans Update training at Yakima Valley Community College May 15.

T.C. Bergen, Brad Beuckman, Randy Fish, Dave Frueh, David Bomstad, Gene Hanover, James Meyers, Garry Helvy, Lupe Hernandez, Valerie Mestdagh, Tom Munyan, Susan Nichols, Petr Radchishin, Sergey Shelyagovich, Jim Tincher, Angel Uresti, Todd Sauer, Rick Tincani, and Linda White attended Security Training – Emergency Situations May 19 at BBCC. Susan Nichols and James Meyers attended a Safety Meeting on May 20 at BBCC.

T. C. Bergen, Brad Beuckman, Sergio Cervantes, David Bomstad, Gene Hanover, James Meyers, Randy Fish, Dave Frueh, Garry Helvy, Tom Munyan, Susan Nichols, Petr Radchishin, Lupe Hernandez, Valerie Mestdagh, Nancy Theis, Todd Sauer, Linda White, Rick Tincani, and Angel Uresti attended Security Training – Investigations by Instructor Ryann Leonard May 20 at BBCC.

Kamie Bishop attended Business Systems II online through University of Phoenix May 27-June 8.

T.C. Bergen, Brad Beuckman, Randy Fish, David Bomstad, Gene Hanover, Tom Munyan, Dave Frueh, Garry Helvy, Lupe Hernandez, Valerie Mestdagh, Susan Nichols, Petr Radchishin, Todd Sauer, Nancy Theis, Rick Tincani, Jim Tincher, Angel Uresti, and Linda White attended a Safety/Security Training – Video “Shots Fired On Campus” by EWU at BBCC May 28.

Robin Arriaga and Karen Okerlund attended Health Care Authority Training via Elluminate on May 28. Jessica Aloysius and Karen Olson attended OFM Training: Introduction to Personal Service Contracts May 28 at BBCC. Jessica Aloysius and Connie Rodriguez attended PPMS/FMS Interface training on May 29 at BBCC. Keli Sanford and Karen Okerlund attended PPMS Contract Training May 29 at BBCC.

Ms. Aldrich also reported that 5 staff members attended 14 training opportunities during June. Kamie Bishop attended CSS 561 Programming Concepts through the University of Phoenix June 8 through July 15. Tom Willingham attended online sessions on Excel and Access 2007, and Microsoft Expression Web – Transforming Your Students into Web Design Professionals June 16. Kamie Bishop attended WAOL/Angel Faculty Training June 16 -July 4. Tom Willingham attended an online session on “The Importance of Developing Students’ Soft Skills in Preparation for the Workplace June 17.

Yvonne Ponce and Robin Arriaga attended Elluminate training/TLR Demo & Overview/requirements for using online time & leave reports June 23.

Ms. Aldrich recognized an “Excellence in Customer Service” nominee Ms. Cheryl Brischle. Ms. Brischle was honored for ten years of service to Big Bend Community College during the annual Awards Luncheon February 20. She works for Student Support Services Program (SSS), which is federally funded and designed to help students find success in college. She assists the students by helping them find tutors, solve issues and she monitors their time sheets. SSS students benefit from academic support, progress monitoring, success workshops, advising, tutoring, and transfer/career counseling. Their job is to help students excel in college.

Ms. Brischle is a Big Bend Community College graduate with an Office Information Technology Degree in the Associate in Applied Science Professional Technical Program. She is currently working on an AA transfer degree. Both of her daughters also attended Big Bend Community College and graduated with degrees in the Arts and Sciences in the years of 2008 and 2009. One of her daughters participated in the Running Start Program here at Big Bend. They both took advantage of

the work-study program and worked in the Maintenance Department. One daughter worked in the office while the other one worked in the outdoor environment. They both thoroughly enjoyed the employment opportunity offered through the Work Study Program and wanted to come back, but the funding wasn't available. Another interesting piece of information is that both of her daughters held their wedding ceremonies here in the ATEC Building.

Ms. Aldrich read the nomination letter that was submitted on Ms. Brischle's behalf for Excellence in Customer Service in 2009.

*"I wish to recognize Cheryl Brischle as a candidate for the Classified Staff Recognition Award. I have known Cheryl for over seven years and throughout these years she has maintained a positive attitude, and has delivered equal and consistent treatment to those around her.*

*Cheryl clearly understands Big Bend's vision and commitment when it comes to customer service. Quite often, she demonstrates her eagerness to assist students, staff, and the general public that makes contact with her. Her friendly demeanor is always inviting and corresponding. Here is an example that exemplifies Cheryl's contribution to quality customer service at Big Bend Community College.*

*During the summer of 2008, a student and his parents who had traveled from the state of Idaho came to visit Big Bend Community College campus so that the student could take his placement tests and visit with staff to gain awareness of campus life. That early morning, Cheryl was approached by the student and his parents, who appeared lost and needed assistance finding the 1200 Math/Science Building. Without hesitation, Cheryl dropped what she was doing and walked them to the entrance of the testing center. I later learned from Cheryl that during her walk with these folks she was able to introduce them to other department findings. The essence of her availability, the knowledge, and the caring displays of her individual traits in all daily interactions with people here at Big Bend Community College.*

*And lastly, but not least, I admire her for continuing her education while maintaining a full-time work schedule and for integrating social and cultural events on and off campus. She is truly an inspiration and asset to our staff, students and peers at Big Bend Community College."*

Ms. Aldrich introduced Ms. Brischle as an excellent example of our team of Classified Staff employees that help make a difference for our students and institution.

President Bonaudi commended Ms. Brischle for a job well done. Ms. Brischle stated she enjoys BBCC staff and students and it's a joy to have daily student contact. Trustee Felix Ramon thanked Ms. Aldrich for her report. The report shows there is constant training and evaluation occurring on the BBCC campus despite the budget situation.

- c. Faculty Association President Mike O'Konek reported that most faculty are off campus this summer. There are faculty instructing summer quarter and attending training too. The Faculty Association is in the process of negotiating a full contract with administration. The teams are currently on a short hiatus until the end of July. Mr. O'Konek also stated the automotive instructor position vacated by Chuck Cox is being advertised. The application screening will begin tomorrow. He also said the first review of the IET instructor will happen next week and the Psychology instructor position posting will close soon.
- d. VP Gail Hamburg described the concrete sidewalk work that will be occurring on campus. The quote was for about \$75,000 and this amount is several thousand less than what was expected. She explained the repairs are being driven by a recent Grant County 5 inspection, ADA compliance issues and safety issues.

A map was displayed to illustrate the locations of the work to be accomplished. The entry to Building 3200 (Aviation Maintenance Technology) will be replaced. The two sets of existing stairs and rails will be replaced on the south side of Building 1500 (Central Receiving). Sod will be removed and a new sidewalk with an ADA ramp installed at the east side of the ATEC building. Sod will be removed and a sidewalk will be installed at the obvious trail between Building 1400 and Building 1800. Asphalt will be removed near Building 1400 where tree roots are causing raised and cracked areas. The tree will be cut down and new concrete will be installed. Concrete will be removed and the grade will be raised on the south side of the quad where there is a severe dip in the sidewalk. Sections of sidewalk will be removed and replaced near Building 1500. On the south side of Building 1700 (near BBT) two sections of sidewalk and a tree and bush will be removed. Two sections of sidewalk will be removed near a tree north of Phillips Hall to make it ADA accessible. Stairs will be removed and repoured on the north side of Building 1700, similar to the work being done on Building 1500. New concrete will be poured to fill in an area near the east entrance of building 1200 and sidewalks will be replaced at the front entrance of building 1200.

- e. VP Mike Lang stated Jerry Workman, SSS Director, is attending a grant writing workshop to learn how to write a more competitive SSS grant for 2012. The competition for the SSS grants will be terrific because about 115 programs will be cut nationwide. SSS is currently funded for a 5-year

cycle ending 2011. The 2012 grant request will be submitted this fall. VP Lang said Director Workman's leadership in SSS making contact and offering advising services to at-risk students is very good.

VP Lang said the number of financial aid applications is up 50% for this fall compared to last fall. The fall quarter enrollment numbers should also be increased. VP Lang commented that there were 1,101 students on financial aid during the 2009 spring quarter. Of the 1,101 students, 12.7 percent were placed on probation, which means they can continue but they need to meet certain standards. Of the 1,101 students 21.4 percent were suspended due to their gpa or failure to earn credits. The suspended students can come back and appeal or claim hardship and then be granted probationary status.

President Bonaudi said constant contact with an advisor or counselor is very helpful. Some students were confused by the term probation, and thought it meant they were expelled from school. He went on to say he is proud of SSS, they're accomplishing more of their goals at higher levels. He opined that stimulus money is being pumped into the economy but one of the most successful plans, SSS is being cut when it should be doubled. He shares with legislators and congress that SSS is a proven program that produces results. President Bonaudi said the history of SSS is very good here at BBCC.

VP Lang reported that College Bound is running smoothly this summer. There are 107 students enrolled from five target high schools; Moses Lake, Warden, Othello, Royal and Lake Roosevelt. Twenty-six Running Start students graduated from high school and 100 percent of the graduates were accepted into colleges. Fifteen of the Running Start graduates will attend BBCC. There are 55 students in the dorms this summer, with six instructors. Many classes are being offered by College Bound including Geometry, Alegbra II, Calculus, Spanish, two levels of English, and Drama and Films Studies. The students are also involved in enrichment activities such as, visiting the U of W, attending a Mariners game, visiting the Paramount Theater, and a motivational speaker will come to campus to talk about relationships.

- f. VP Holly Moos reported the current job searches. The grant funded Director of Workfirst position applicants are going through interviews. Only one qualified applicant applied for the nursing instructor position, the interview will be held July 28. The posting for the automotive instructor position closed today. The IET and psychology instructor position postings are ongoing. The payroll coordinator position closes tomorrow. The office assistant 3 position in the financial aid office applications are under review. The HVAC position posting will be extended to enlarge the pool of qualified applicants.

## 6. **Website Presentation**

President Bonaudi commented that Director of Public information Autumn Weis would be highlighting two areas today: progress on the website and a video commercial based on campus wide recommendations.

Director Weis previewed the new home page and demonstrated how the navigation will work. She has been working with BBT and they plan to finish the website migration and go live with the new website on Thursday night. The new website contains the same information organized more intuitively. There are four subsites: admissions, academics, student life, and an information center.

Director Weis commented the math department has done a good job with their faculty bios on the web, she would like to expand the faculty bios for all departments. The website is not finished and multiple layers will continue to evolve. Programs are the most comprehensive section of the website.

Director Weis said she and BBT will begin training the designated staff from each department to update their information.

Director Weis stated a video commercial was filmed during finals week of spring quarter featuring current students. Northland Cable will run the commercial for four weeks on multiple stations from 5 a.m. to 11 p.m. She introduced the 30-second commercial and said it is still rough and animation will be added. The commercial was shown and Director Weis stated it can also be used in the movie theaters. President Bonaudi commended Director Weis and BBT Director Russ Beard on their collaboration.

Trustee Mike Blakely commented that he would like to see an area on the website for mini-features of faculty and students to run weekly. Director Weis responded that there is an area for student, staff and faculty testimonials. The commercial will also be on the website.

Trustee Angela Pixton stated she learned of a good student success story regarding a husband, wife and two sisters who are all BBCC nursing graduates. Director Weis stated she is always interested in success stories and she will be compiling a collection of stories. She recently received a story tip from our BBCC painter, T.C. Bergen. Trustee Blakely said featuring stories about successful students helps current and potential students identify with BBCC.

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

Trustee Ramon announced an Executive Session would be held for 20 minutes beginning at 2:27 p.m. The purpose of the Executive Session is provided in RCW 42.30.110 (1) (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. At 2:47 p.m. the Executive Session was extended for five minutes. The meeting was reconvened at 2:52 with no action taken. A five-minute break was taken. The meeting reconvened at 2:57 p.m.

Trustee Mike Blakely read the following letter addressed to Dr. Bonaudi.

*"Thank you for your professional cooperation and for the supplemental material you furnished us to complete our annual presidential evaluation.*

*After reviewing monitoring reports, focus group summaries, as well as summaries of administrative/exempt, faculty and classified staff evaluations, based upon the data acquired and on examination of the financial state of the college, we find your performance meets or exceeds each category of Board of Trustee expectations. The Mission Statement for BBCC is explicit and you have faithfully adhered to the principles of its mandates.*

*We commend you for involving faculty and staff in the decision making process to meet state budget expectations. We further comment you for making the preservation of programs offered to students your first priority and for protecting the jobs of employees and faculty to accomplish this goal.*

*This has been a difficult year because of both known and unknown budget limitations. We recognize that you and your staff have worked and suffered long and hard to keep BBCC in a relatively positive position compared to most other community colleges in Washington State.*

*We appreciate the dedication, wisdom and competency you have demonstrated during this evaluation period.*

*As stated previously in this document, you meet or exceed trustee expectations. We pledge our commitment to make the ensuing evaluation period less stressful and even more successful. It is our hope that you will consent to extend your contractual commitment to serve as the President of BBCC by one additional year of service.*

*Thank you for another successful year.*

*The Board of Trustees"*

MOTION 09-28 Trustee Katherine Kenison moved to extend President Bonaudi's contract with BBCC by one year 7/1/11-6/30/12 with the same terms and conditions. Trustee Mike Wren seconded the motion, and the motion carried.

**8. Identity Theft Prevention Board Policy (BP) 8300**

The college has been made aware of "red flag" rules and VP Gail Hamburg will elaborate on this issue. VP Hamburg that stated in order to be in compliance with the Fair and Accurate Credit Transactions Act of 2003, BBCC needs to develop and implement an identify theft prevention policy. Director of Business Services Charlene Rios will oversee the program assuring compliance. VP Hamburg stated community colleges were just recently identified as financial institutions under this act thus including BBCC in this program. President Bonaudi stated the Administrative Process (AP) will be developed as a result of the Board's approval of BP 8300.

MOTION 09-29 Trustee Katherine Kenison moved to approve BP 8300 as presented. Trustee Mike Wren seconded the motion, and the motion carried.

**9. Budget**

President Bonaudi announced that VP Gail Hamburg will update the Board on the current state budget. He commented that BBCC has received information from the Governor's office and the State Board. He noted that Trustee Blakely also brought copies of an e-mail the Trustees received from the State Board. President Bonaudi said that the state's caseload has increased which will further deteriorate the state budget.

VP Hamburg said the state's June revenue forecast showed a further decline and the Governor has asked agencies to undergo additional budget cuts. The State Board anticipates that the BBCC budget will be reduced an additional \$104,000 added to the previously cut \$1.2 million. The State Board also stated that community colleges are not mandated to continue hiring or travel freezes however, they advised spending be resumed with caution. VP Hamburg stated BBCC will watch for the September revenue forecast; indications are that further decline. Trustee Mike Wren asked where the additional \$104,000 cut will come from. VP Hamburg responded that this \$104,000 will be absorbed through vacant positions and holding tight on spending.

President Bonaudi stated each additional budget cut is for two years. He remarked that the Board packet includes the SBCTC's financial emergency resolution through the end of fiscal year 2011 as an fyi. He went on to say that this resolution provides a mechanism for expedited

layoffs for faculty and classified staff and authorization for 30 day notices to administrative/exempt employees. He is not recommending the Board act on this today and would only want to act on this with faculty on campus. Enacting a financial emergency here at BBCC would not necessarily mean layoffs but it would be a necessary preamble to layoffs. He is not suggesting we take that action now. President Bonaudi stated this is a very serious situation and if there are more budget cuts we'll be out of "wiggle" room soon.

Trustee Kenison acknowledged the efforts of the President, staff, faculty, and classified staff in reducing spending and helping with the budget issues. She said due to the leadership team here at BBCC, we have fared better than most." She clarified that she was not referring to the board but to the administrative team, faculty, staff and classified staff. She said the heart of BBCC is this family and keeping it intact speaks volumes of this college.

#### **10. Board/Administrative Retreat**

President Bonaudi stated he was hesitant to schedule a retreat this year due to the expense. While discussing the upcoming tour of the Wild Horse Wind and Solar Facility he discovered that they have a conference space that is free of charge. The group will enjoy a short tour of the facility at the beginning of the day. The Board retreat scheduled on August 26 at the Wild Horse facility will give the Board a chance to complete their self-evaluation which is an accreditation requirement. He said this will be a good opportunity to present AMP Report #3 regarding outcomes. The outcome information will provide the Board with data for their self-evaluation. More detail will be provided as the plans proceed.

July 21 is the date of the full Wild Horse Wind and Solar Facility tour. President Bonaudi invited the Board members to bring guests along on the tour. A van has been arranged to car pool from BBCC. Dean Rasmussen is gathering information regarding a wind turbine maintenance program.

#### **11. Assessment of Board Activity**

Trustee Kenison reported that she donated auction items to SSS and Cellarbration. She worked on the President's evaluation and attended the ASB's swim night at the Surf 'n Slide in Moses Lake. She also visited Italy and advertised BBCC by giving away a t-shirt.

Trustee Angela Pixton reported that she attended commencement and the nurses' pinning ceremony. She has also been keeping in contact with Warden high school graduates to encourage them to attend BBCC. She noted there are many young men enrolled in the BBCC nursing program.

Trustee Mike Wren reported he enjoyed participating in commencement and was impressed at the unusually large percentage of young adults who truly valued their achievement. He said his daughter graduated from Running Start. She is seeing the benefit as she has significantly better housing choices entering CWU as a junior. He commended BBCC for shepherding the students through to commencement.

Trustee Ramon reported that he attended the JATP farewell ceremony and the Moses Lake Christian Academy (MLCA) graduation. He noted proudly that 20 percent of the MLCA graduates will be attending BBCC. He also attended the 40/8 nurses' award dinner and five nursing scholarships were awarded to BBCC students. Trustee Ramon attended the Skillsource/OIT, CDL I-Best and GED ceremonies as well as the BBCC commencement and get together. He also attended the Department of Correction picnic. Lastly he talked with several community members regarding the president's evaluation.

Trustee Mike Blakely stated he brought a QHS student to BBCC and she is now enrolled in the nursing program. She brought a friend to campus and her friend is now enrolled in the Medical Assistant program. He brought another potential student to campus who plans to enroll in the automotive program for the winter quarter. Trustee Blakely reported that he arranged a meeting with the Wild Horse Wind and Solar Facility executives. Trustee Blakely said it was beautiful and windy and well worth the time to visit. He stated that he attended the CDL I-best, GED, Skillsource ceremonies and BBCC commencement.

Trustee Blakely was the keynote speaker at the Quincy High Tech High graduation and he attended the QHS graduation. He brought Quincy School District Superintendent Dickerson and the new principal, Mr. Dave Tally, to meet President Bonaudi. He thanked BBT Director Russ Beard for spending time with the two Quincy school administrators. Trustee Blakely stated they would like to come back and visit the technical area. Trustee Blakely's grandson attended the Summer Math Jam and Trustee Blakely thanked the instructors for doing a good job. He said the instructors did a good job measuring the students' skills and improving their deficiencies. He also passed on book samples that might save students up to 75 percent on textbooks. VP Mike Lang stated the results from math jam showed that 19 students enrolled, 17 students attended the workshop and 10 students progressed one level in math.

## **12. Next Regular Scheduled Board Meeting**

President Bonaudi stated the next regular scheduled Board meeting is August 4, 2009. The AMP Report #3 will be presented at the retreat on August 26.

MOTION 09-30 Trustee Katherine Kenison moved to set the next regular Board meeting on Tuesday, August 4, 2009. Trustee Mike Blakely seconded the motion, and the motion carried.

**13. Miscellaneous**

President Bonaudi stated that he has been attending Aerospace Council meetings. The end result of these meetings will be the production of a legislative package to attempt to keep Boeing in the state. He stated perhaps a second 787 assembly line will be here in Moses Lake. Other attendees at the Aerospace Council meetings from Grant County include Representative Judy Warnick, Port Commissioner and Foundation member David Plate.

President Bonaudi reminded the Board members about the ACCT Leadership Congress. He said due to the budget this may not be a high priority however the Congress is being held on the west coast which lowers the cost significantly.

Dr. Bonaudi also reported that he is sending congratulatory letters to all local high school graduates inviting them to BBCC. These communications are meant to supplement contact by Outreach advisors Mary Shannon and Jose Esparza. He also congratulated Dean Clyde Rasmussen for being accepted to the Washington Executive Leadership Academy (WELA).

President Bonaudi stated BBCC suffered an Aircraft mishap today. No one was hurt and he asked Dean Clyde Rasmussen to elaborate on the incident. Dean Rasmussen stated after a routine landing the left side landing gear of the aircraft collapsed. Chief Pilot John Swedburg followed procedures and the NTSB rated it as an incident. The aircraft was towed back to the hangar. There was damage to one engine. The NTSB will come to BBCC to review the incident. The most important thing is that no one was injured.

President Bonaudi notified the Board members that following the June 9 Board meeting he contacted the Grant County Commissioner about the Soil Conservation property. President Bonaudi relayed the Board's information regarding the Soil Conservation District property to him. The Commissioners have the Board's response and they will act on it if they choose.

Trustee Ramon suggested that at least one Trustee attend the ACCT Leadership Congress in October in San Francisco. He said this is an important meeting as the group will vote on board and committee members.

The meeting was adjourned.3:34 p.m.

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Felix Ramon, Chair

ATTEST:

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William C. Bonaudi, Secretary