

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting on Tuesday, September 8, 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 Felix Ramon called the meeting to order at 1:30 p.m.

Present: Mike Blakely
Katherine Kenison
Felix Ramon

Absent: Angela Pixton
Mike Wren

2. Introductions

President Bonaudi introduced the newly hired tenure track instructors: Industrial Electrical Technology Instructor Jerry Wright, Automotive Maintenance Technology Instructor Richard "Dick" Wynder and Nursing Instructor Mercedes Gonzalez-Aller. They are attending an intensive 3-day orientation on campus this week.

President Bonaudi described the additional information distributed to the Board members: the latest edition of the student handbook/planner provided by ASB, the detail corrected 2009-2010 State Operating Budget which will require no action, the 2009-2010 Proprietary Budget and Financial Statements, the Student Success Outcomes Report which is the end result of the first year of the 2009-14 Academic Master Plan, the draft minutes of the August 26, 2009 Administrative/Board Retreat and sample financial aid and academic probation letters.

3. Consent Agenda

a) Approval of Regular Meeting Minutes for August 4, 2009, Regular Meeting (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) State Operating Budget detail corrected (I).

MOTION 09-35 Trustee Katherine Kenison moved to approve the Consent Agenda. Trustee Mike Blakely seconded the motion, and the motion carried.

4. Remarks

a. ASB President Rhoan Ashby and ASB representative, Kim Jackson, were both absent today. Associate VP of Student Services, Candy Lacher,

- reported ASB activities. She announced that the western themed “Back to School BBQ” will be held September 24, cost will be \$4. The festivities will include country music, an old time photo booth, and inflatable toys. The student vs. staff soft ball game will be played September 30 at 5:00 p.m. Lastly, she reported BBCC’s first home volleyball match is Thursday, September 10.
- b. Classified Staff representative Kathy Aldrich reported classified staff activities. Eight staff members took advantage of six trainings in August. Kamie Bishop attended an online training for Computer Systems Analysis & Development through the University of Phoenix Online. Cynthia DeVictoria attended USDA training August 11 in Yakima. Robin Arriaga attended HCA Life Insurance & LTD Training on August 19 via Go-to-Meeting and a Department of Personnel Classification/Compensation Roundtable on August 20 via ITV. Susan Nichols attended a campus safety meeting on August 20. Yvonne Ponce, Karen Okerlund, and Angela Albert attended an I-9 Compliance & E-verify Impact Webinar by NowHire on August 26.
- c. Faculty Association President Mike O’Konek reported Faculty activities. The week of August 24 the statewide professional/technical boot camp for all new Professional/Technical faculty was held on campus. Four BBCC faculty members attended the boot camp: IET Instructor Jerry Wright, Automotive Maintenance Technology Instructor Dick Wynder, CDL Instructor Guillermo Garza and Nursing Instructor Marsha Asay.

Adjunct Instructor Mike Betcher, and Music Instructor Pat Patterson attended WSU’s Full Immersion Spanish Course as reported in their Exceptional Faculty reports during the August 4 Board meeting. Accounting Instructor Les Michie and Welding Instructor Gordon Kaupp also attended the Spanish Course at their own expense.

OIT instructor Daneen Berry-Guerin and Psychology/Criminal Justice Instructor Dr. Ryann Leonard developed online tutorials for new online learning software Elluminate and Angel. The following tutorials are linked on the website and they’ll be shared during the Faculty in-service September 14:

- *What is online learning and is it right for you?*
- *Accessing Online Courses and Tools*
- *Navigating Angel*
- *How do I use Big Bend email?*
- *Navigating Elluminate*

History Instructor Chris Riley attended a 5-week Institute on the Rule of Law and Liberal Arts hosted by the National Endowment for the Humanities at the University of New England, in Biddeford, Maine. He

was the only community college instructor selected to attend the training by scholars from Harvard, Columbia, Cornell, and others. He will use his experience in his American Government class this fall.

Mr. O'Konek reported several faculty and staff members have participated in Angel training this summer: Jim Hamm, Mary Shannon, Enedelia Nicholson, Mitch Poth, Elizabeth Mendoza, Dave Hammond, Vaughn Fairbanks, Kara Garrett, Schaylee Esparza, Sandy Cheek, Kamela Bishop, Mike Christian, Katherine Christian, Tennille Kimball and John Peterson. Lastly, he commented that Julia Berry the new psychology instructor was not able to be here today.

- d. VP Hamburg described the concrete and sidewalk repairs around campus and presented a photo tour of the improvements. She explained the safety issues that made these repairs essential. A display wall was installed in the Fine Arts Building by M & O. The display was similar to those in the ATEC Building and it will be great for students to display their art. September 9 is the date of the Auditorium remodel pre-bid walk through. VP Hamburg reported that unfortunately the Dept of Corrections backed out of the asbestos abatement project and it will be added to the auditorium bids.

Trustee Ramon stated our ability to complete these projects shows the planning that has taken place in budgeting. We are not only maintaining the BBCC campus we are improving it.

- e. VP Mike Lang stated during the Administrative/Board Retreat, Board members asked questions about how students were notified of financial aid and academic probation. He prepared sample letters for the Trustees to review. He reported the students are notified of their probationary status and given the opportunity to raise their gpa and/or earn the appropriate credits needed before they are suspended. They are also given instructions for appealing the finding if appropriate. The samples provided include letters addressing: Academic Probation, Remain on Academic Probation, Academic Suspension, Academic Dismissal, Financial Aid Probation, Financial Aid Suspension.

VP Lang introduced Title V Director Terry Kinzel. She reported that August 28 she received notice from Senator Murray's office that BBCC had received one of nine Title V Cooperative Grant Awards in the United States. She stated she worked for the past year and a half with faculty to determine what will help students overcome barriers. The emphasis of that grant which begins October 1 is increasing access and success for Hispanic, low income and rural students through curricular development of online distance learning strategies. Three new associate/baccalaureate online programs will be developed: Interdisciplinary studies, Early

Childhood Education, and Applied Technology. BBCC will work with Heritage University. This program supports the other initiatives on campus such as AtD, Opportunity Grant and SSS.

President Bonaudi complimented the excellent work by Director Kinzel, Dean Garrett, their crew and consultants. He stated receiving one of nine national \$3.5 million awards is incredible. Director Kinzel explained that BBCC was eligible to apply because in the last four years we have become an Hispanic serving institution. Trustee Ramon stated it was really good news to hear and nice for it to dovetail with other initiatives on campus. We need to do more with educational plans this may help.

- f. VP of Human Resources Holly Moos stated it has been a busy summer. She thanked staff and faculty for serving on screening committees. Newly hired Psychology Instructor Julia Berry will be on campus Thursday. VP Moos reported there had been two failed aviation instructor searches one was the shared faculty position with CWU. She said the auto mechanic position to replace Lupe Hernandez is being reviewed tomorrow.

Trustee Kenison inquired about the aviation positions. VP Moos responded that two applicants met the minimum requirements. Both applicants turned down the position, one due to relocation issues and one due to personal issues. President Bonaudi stated he is in conversation with the Washington State Patrol and the Governor's office regarding an agreement for training their pilots and using their King Airs.

5. **Proprietary Budget**

President Bonaudi stated the proprietary budget presentation fleshes out the budget process, and includes all sources of revenue and expenditures. VP Hamburg commented that the proprietary budget details were presented to the Board during the Study Session earlier today.

MOTION 09-36 Trustee Mike Blakely moved to approve the 2009-10 Proprietary Budget and Financial Statements as presented. Trustee Katherine Kenison seconded the motion, and the motion carried.

Trustee Blakely commended VP Hamburg for her hard work and BBCC's excellent faculty and everyone who contributes to BBCC's financial situation. He stated we have good team leaders and team effort and he is proud of Big Bend's accomplishments. Trustee Ramon thanked VP Hamburg Director Rios and Dean Garrett for a thorough and informative presentation.

6. **Soil Conservation District Property**

President Bonaudi reminded all that during the August Board meeting Dean Hane, MACC Radio Communications Manager, presented a revised proposal for use of a small parcel of the Soil Conservation District Property. Mr. Hane indicated that MACC was striving to meet an improvement plan deadline. Around this same time Dean Clyde Rasmussen was working with Reinke Irrigation and discussing using the property for a center pivot technician training program. Representatives from Reinke Irrigation will be on campus September 23 to see the property. Dean Rasmussen also indicated that representatives from Valley and Zymmatic will be in attendance to discuss this program. Some dead trees will be removed to make room for an irrigation circle. The current power box, transformer, pump house and well on the property may work with the irrigation system. The decisions regarding this program will impact the opportunity for MACC to lease the property.

Trustee Kenison asked about the parcel of land needed and the time frame regarding a decision about the irrigation program. Dean Rasmussen indicated the program would require about two thirds of the Soil Conservation Property and no expansion is anticipated. Dean Rasmussen stated the conversations on campus September 23 will help with the decision, however it will take more time to decide on this program. Reinke Irrigation may donate the equipment.

Dean Rasmussen stated sales representatives from irrigation equipment vendors have reported they have a difficult time finding techs to maintain and repair their equipment. He went on to say that the Industrial Electrical Tech and Maintenance Mechanic Tech programs will tie in with the center pivot program with just a few classes added specific to center pivots. Staff from Reinke indicated they will help BBCC develop a mechanized irrigation systems class and lab. This could be a one year certificate program and an AA program.

President Bonaudi stated Mr. Hane is waiting for a decision by the Board regarding MACC's use of this property. Trustee Kenison stated the potential center pivot program is more valuable for BBCC. She recommended BBCC pursue negotiations with Reinke. Trustee Ramon agreed and stated perhaps BBCC could develop a windmill tech program too. Trustee Kenison suggested the Board respond to MACC that BBCC is not ready to make a decision regarding the Soil Conservation Property at this time.

MOTION 09-37 Trustee Katherine Kenison moved that President Bonaudi notify Mr. Dean Hane that the Board is not ready to make a decision regarding the Soil Conservation Property at this time. Trustee Mike Blakely seconded the motion, and the motion carried.

7. Washington Council on Aerospace

President Bonaudi stated Governor Gregoire has established the Washington Council on Aerospace. Grant County and BBCC were major players in the 2003 pitch to bring Boeing's 7E7 assembly line to this area.

Dean Kirkwood referred the Trustees to page 14 of the Board packet. She stated Council members include the SBCTC and community colleges with aviation programs: Edmonds Community College, Everett Community College, Spokane Community College, South Seattle Community College and BBCC. She explained that BBCC's role is to secure an economic development position in the aerospace industry for the college and the county by building on the 2003 efforts. State Representatives Judy Warnick, Mike Hewitt, and Phyllis Gutierrez Kenney are also part of the Council.

President Bonaudi and Dean Kirkwood have represented BBCC at the Aerospace Council meetings at the SBCTC office, Edmonds Community College and the Puget Sound Regional Council. The Council is beginning to take on a statewide view. The next meeting will be held in Spokane during the Governor's Aerospace Conference. The Council hopes to convince Boeing to build a second 787 assembly line and to coordinate all training efforts in two and four year colleges to support the aerospace industry.

Larry Williams from the Dept of Commerce said Grant County is a good option with good space and buildings available. President Bonaudi stated Snohomish county folks are working hard to get the project located in their space. Edmonds has reserved space in the Everett Community College district. The BBCC presence on the Council is a good reminder that we are capable too. President Bonaudi reported BBCC's Director of International Programs, Carla Boon, helped develop the Air Washington brochure that was distributed.

Trustee Blakely said Grant County has the advantages of cheap power, expansion space, long runway, no traffic congestion and workforce. Trustee Ramon commented our participation in this effort is beneficial to the college.

8. AMP Report Outcomes

Dean Kirkwood explained that the Student Success Outcomes 2009 report contains the Trustees' comments from the retreat plus the executive summary staff comments. She asked if the Board had any other questions or comments.

Trustee Ramon stated he reviewed the report carefully at the retreat. Dean Kirkwood indicated that this report is online and it will be provided to the AMP committee. She stated reviewing the outcomes report during the summer allows her office to incorporate current data. During the Board Retreat one revision to the AMP regarding B.3 was suggested.

MOTION 09-38 Trustee Katherine Kenison moved to accept the Student Success Outcomes Report 2009 as presented. Trustee Mike Blakely seconded the motion, and the motion carried.

President Bonaudi added that the three reports from 2008-09 together have the same volume as the six monitoring reports from the year before.

9. **Policy Governance and Board Evaluation**

Trustee Blakely inquired if it would be prudent to delay this item until the next meeting because two Board members are not present today. Trustee Kenison stated the Board could go forward with this item today because all Trustees were present at the Retreat, but it would be nice to have the two newer Trustees present. President Bonaudi stated this could be put off until the next meeting or acted on today.

MOTION 09-39 Trustee Katherine Kenison moved to accept the 2009-10 board goals as listed on page 2155 of the draft August 26, 2009, Board/Administrative Retreat minutes. There are no changes to Policy Governance and the President's evaluation process. Trustee Mike Blakely seconded the motion, and the motion carried.

The 2009-10 goals are listed below:

INNOVATION- The board will establish and foster business, industry and community connections to the college, which will lead to innovation and new or expanded programs arising from those connections.

ACCESS- The board will establish and maintain policies to insure open access and opportunity for all students, employees, employers, and communities, communicating those policies to the district. The Board will endeavor to hold more off campus meetings with school districts within its service area in order to communicate the college's policies and programs district-wide. Promote increased contact on campus and throughout the district.

STUDENT ACHIEVEMENT – The board will recognize and promote student success. The Board will implement a practice of sending written acknowledgement to students and staff who have achieved notable successes.

BUSINESS AND INDUSTRY PARTNERSHIPS - The Board will establish and maintain policies that encourage and promote business, industry, and college interaction to enhance the economic health of the district, communicating those policies to the district. The Board will implement a practice of sending written thank-you's to businesses and industries which make notable contributions or donations.

COLLEGE CLIMATE – The Board will establish and maintain policies that promote a safe, welcoming environment for students, employees, and citizens for college activities throughout the district. The Board will encourage events and activities on campus to recognize staff achievement and bring more people to our campus for exposure to the college.

CULTURAL ENRICHMENT - The Board will establish and maintain policies that encourage and support growth for diversity of students and staff. The Board will encourage the display of multi-cultural artwork on campus

The 2009-10 sample Board activities:

Attendance and participation in college ceremonies and activities.

Board endorsement and participation in membership activities of the state system and national higher education organizations.

Board endorsement and participation in community, regional, and national presentations related to higher education.

Board endorsement and participation in stakeholder meetings including school district directors and other community organizations.

More Trustee training opportunities.

Organized and coordinated contacts with legislators regarding college issues.

Acquire a better working knowledge and understanding of the Foundation and its fundraising activities.

Internal monitoring reports.

Outreach to the community regarding Board policies.

President Bonaudi suggested separate motions be used for the committee assignments and the Board's self-evaluation statement. Trustee Blakely recommended presenting the Board's self-evaluation statement at the next meeting to allow preparation time. Trustee Ramon stated the BBCC Board has the 2008-09 goals. He went on to say that the Board governs in the Policy Governance style and delegates authority to the President. The Board members are not micro-managers and do not interfere. All actions are taken as a board, not independently. Trustee Ramon encouraged the Board to continue to work within the Policy Governance guidelines and toward the 2009-10 goals. He will prepare wording for the self-evaluation statement to present at the October 20 meeting.

Trustee Kenison stated she is pleased to continue on the Legislative Action Committee but she'll be on two committees. She asked if Trustee Wren or Trustee Pixton were on any SBCTC committees.

MOTION 09-39 Trustee Katherine Kenison moved to appoint herself as the primary on the Legislative Action Committee with Trustee Blakely as the secondary. Trustee Mike Blakely seconded and the motion carried.

President Bonaudi distributed the Board goals and activities linkage sheet. He suggested the Trustees use it as a worksheet to organize their activities for the Board Assessment item during each meeting. Trustees could identify the activities that fit in each goal.

10. Assessment of Board Activity

Trustee Kenison stated she attended the Administrative/Board retreat. She also spoke with Running Start students who are beginning this year. She is continuing to work to connect Bureau of Reclamation staff with BBCC staff to discuss partnering on security training.

Trustee Blakely said he visited the Wild Horse Wind and Solar Facility with Trustee Wren and Dean Rasmussen and introduced them to the Municipal Liaison Manager, David Bowen. He also attended the Administrative/Board Retreat. Trustee Blakely reported he sent thank you notes to Mr. David Bowen and Ms. Cindy Hough. He also assisted a student to contact BBCC Foundation Executive Doug Sly for temporary financial assistance. A Quincy student who heard Trustee Blakely give a keynote commencement speech visited him for help. The student had intended to work for one year and then attend college. After hearing Trustee Blakely, the student changed plans and will attend BBCC with an \$8,000 Gear Up grant. Lastly, Trustee Blakely participated in the Butch Bare radio show with President Bonaudi and Trustee Ramon on August 27. He indicated that he would like to hear some student success stories on the radio.

Trustee Ramon attended the Administrative/Board Retreat, and the Butch Bare radio show. He also visited campus twice. He has promoted BBCC in the community. During the July 7, 2009, Board meeting he reported that 20% of the Moses Lake Christian Academy 2009 graduates were going to attend BBCC, he was just informed that three more graduates from the MLCA will be attending BBCC. He encouraged everyone to include MLCA when promoting contact with the school districts and inviting them to campus. Their participation in the education communities is valued the same as public schools.

11. Next Regular Meeting

President Bonaudi reminded all that the next regular Board meeting is scheduled on October 20, 2009 at 1:30 p.m. The Foundation donor/recipient event Star Night will be held later that same evening.

MOTION 09-40 Trustee Katherine Kenison moved to set the next regular Board meeting on October 20, 2009 at 1:30 p.m. Trustee Mike Blakely seconded and the motion carried.

12. Miscellaneous

President Bonaudi described the events listed in the agenda item as consistent with the Board's goals to honor campus activities. The back to school breakfast and faculty in-service will be held September 14. The Masto Dedication ceremony will be held during the Faculty In-Service break. BBCC Foundation Executive Director Doug Sly reported that community leaders from the distant past are planning to attend.

The BBCC Foundation dinner and meeting is October 8. The Foundation really appreciates the Trustees' attendance at their dinners and meetings. Trustee Ramon stated he is not available to attend the Masto dedication. He said he knew Mr. Masto for a number of years they were in the Lions club together. He said Mr. Masto was dedicated to the welfare of the community and the youth of the community.

The meeting was adjourned at 3:04 p.m.

Felix Ramon, Chair

ATTEST:

William C. Bonaudi, Secretary