

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting on Tuesday, July, 11, 2006, 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  
Bob Holloway  
Katherine Kenison  
Felix Ramon  
Cecilia DeLuna-Gaeta

### 2. Introductions.

Clyde Rasmussen was introduced as the new Dean of Technical and Professional Education. Margie Lane introduced Marla Stephens. Marla will be the Classified Staff Representative beginning at the next meeting for a two year term.

Felix Ramon asked to act on agenda Item #9 Board Officer Elections next. Per the rotation matrix Cecilia DeLuna-Gaeta will move into the Chair position and Katherine Kenison will move into the Vice Chair position.

**Motion 06-28** Mike Blakely moved Cecilia DeLuna-Gaeta move into the chair position and Katherine Kenison move into the Vice Chair position. Bob Holloway seconded the motion and the motion carried.

Mr. Ramon and Ms. Gaeta-DeLuna switched seats and Ms. Gaeta-DeLuna officially assumed the role of Chair.

### 3. Consent Agenda

a) Approval of Minutes for the regular Board meeting of May 23, 2006 and the special Board meeting June 22, 2006 (A); b) Assessment Update (I); c) Accreditation Report (I); d) Capital Project Report (I); e) Enrollment Report (I); f) Donation Report (A); g) Personnel Report (I); h) Spending Authority (A); i) Direct Transfer Agreement/Major Related Program degrees (A)

**MOTION 06-29:** Mike Blakely moved to approve the Consent Agenda as presented. Felix Ramon seconded the motion, and the motion carried.

### 4. Remarks

Public Comment – none

a. ASB advisor Kim Jackson announced that Derrick Miller is the new ASB President for 2006-2007. Derrick was not available for this meeting; Ms. Jackson presented the ASB information. Mike Blakely asked Ms. Jackson to prepare and distribute a list of the ASB activities in the past year. While Ms. Jackson distributed the activity list, she highlighted the fact that 4200 attendees (duplicated headcount) have been served at ASB events in the past year. Mr. Blakely thanked Ms. Jackson for compiling the ASB event information and commended her for her role in the activity calendar. He went on to state the ASB

activities make BBCC unique. Ms. Jackson stated that the ASB group has learned from the attendance numbers. The highest attended activities involved food. She also stated next year they will schedule more events during the day to make them more convenient for students. The ASB retreat is scheduled for July 31<sup>st</sup> through August 2<sup>nd</sup> in Leavenworth.

- b. Margie Lane, Classified Staff Representative, informed the Board of several training opportunities;
- Kim Helvy, Payroll, Incident Command System Training
  - Carolyn Riddle and Tim Fuhrman, Library, End User training for cataloguing software
  - Taisa Timofeyev, Opportunity Center, Building a 21<sup>st</sup> Century Workforce System
  - Kamela Bishop, Technology, Microsoft SharePoint SLK Briefing
  - Teresa Gomez-Aguilar, Opportunity Center, Positive Guidance Training
  - Ana Ellsworth, WorkFirst Program, Partner for Successful Re-Entry, One-Stop Conference, In-Service Training

Ms. Lane also described the three recent classified staff internal transfers:

Jonie Walker – from the Foundation/Payroll to Financial Aid

Geralyn Topalanchik – from the Assistant to the Dean of Arts/Sciences to Aviation

Traci Bartleson – from Program Asst. in Admissions/Registration to Assistant to the Dean of Education, Health & Language Skills

There have also been three newly hired classified staff:

Jennifer Semanko – Fiscal Tech for Accounts/Receivables in the Business office, replacing Barb Baskin who is continuing her education in Nursing

Michele Williamson – Assistant to the Dean of Arts/Sciences, replacing Geralyn

Ruth Coffin – Program Asst. in Admissions/Registration, replacing Traci.

- c. Mike O’Konek, Faculty Association President, reported several items. John Carpenter, English Instructor, recently underwent three way heart bypass surgery. He is resting at home and anxious to return to work. John Swedburg facilitated the 2<sup>nd</sup> annual Aviation summer camp. Mr. O’Konek will serve another term as Faculty Association President.
- d. Ken Turner, VP Administrative Services, reported the book store expansion is coming along well. He also reported the 1500 building and new computer center is on schedule. Mr. Turner, Ms. Garrett and Dr. Lang recently visit Denison, Iowa to discuss and learn from the partnership between Western Iowa Technical College and the local Job Corps. Follow up information sharing is yielding good ideas that may be applied with our local Job Corps. BBCC currently has a good working relationship with Job Corps and we hope to deepen that relationship.
- e. Mike Lang, VP Instruction /Student Services concurred with Ken Turner’s report.

## 5. **Additional Waivers for Needy Students -**

Statewide discussion on this topic began last spring after the legislative session adjourned. The Washington Community and Technical Colleges’ Presidents discussed the option of setting aside 2% of the 5% increase in tuition for needy student support. The State Board agreed with the Presidents’ plan. Dr. Bonaudi stated if BBCC meets the enrollment target this 2% piece will equal approximately \$24,000 to be added to need based financial aid. Dr. Bonaudi went on to say he was proposing this option to the Board for approval to set this 2% of the 5% tuition increase

for needy students with implementation in the Fall Quarter. Mr. Ramon asked if the \$24,000 would be in addition to \$110,000 already set aside. Dr. Bonaudi responded affirmatively. Mr. Blakely asked about the criteria students need to meet to access this money. Candy Lacher, Dean of Enrollment stated the criteria are the same as now. If estimated family contributions puts a student in the pool to receive state or federal aid they would be eligible for this money too. Dr. Lang stated he's unsure if this will attract or serve more students but eligible needy students may receive more financial aid which would reduce their loans amounts. Mr. Turner stated the criteria are based on family income and not just the student. He has asked the state board for clarification as it is a very complicated rating system through the financial aid program. The criteria follows federal guidelines, there are no new procedures.

**MOTION 06-30:** Felix Ramon moved that beginning fall quarter 2006, 40% of the 5% (which equals a set aside of 2% of the tuition increase) tuition increase revenue for 2006-2007 be used to provide tuition waivers for needy students. Mike Blakely seconded the motion, and the motion carried.

Dr. Bonaudi stated he will provide information on the dollar amount generated from this and how it impacts existing or new students. There are students who qualify for financial aid but do not show up to class. One reason for this may be lack of additional resources. Mr. Ramon suggested someone from BBCC contact each of these no show students to encourage their attendance with information about this additional funding.

#### **6. Ends Statement Monitoring Report E-1 Mission**

President Bonaudi stated this is the end of the 4<sup>th</sup> complete cycle of monitoring reports. This report focuses on Ends statements and the mission. President Bonaudi described this report as comprehensive without being prescriptive. All executive summaries of prior monitoring reports for this year are synthesized into this final report. Not all specific activities accomplished support all six components of the mission but many show significant overlap. The activities do therefore, reflect the components of the college mission. All shaded material is new information. Each of the previous ends statement reports have been tabbed behind the summary document. President Bonaudi emphasized the importance of connecting the ends statement reports to the mission. The Academic Master Plan (AMP) is a more strategic planning document; it provides guidance and impetus, to follow the guidance of the Ends Statements.

Vice President Mike Lang described the AMP. The Academic Master Plan is the core of the planning and assessment efforts at BBCC and has been developed from input by the Academic Master Planning Committee, BBCC Administrative Staff and members of the Board of Trustees. Mr. Lang discussed the background of the AMP and the ends statement reports. Using a form of John Carvers' Policy Governance as their operations model, the Board developed Ends Statements during several study sessions where they reviewed the College Mission Statement and the Community and Technical College's mission as established in the CTC's enabling legislation. Therefore, the Board's Ends Statements focus on mission priorities. These statements have become the focus for the goals and strategies identified in the Academic Master Plan by the AMP planning committee, college administrators, and the Board of Trustees.

The first Ends Statement is the Mission of the College, the goals, and the characteristics of the institution. The performance indicators for this Ends statement include state performance indicators, % of institutional effort, correlation of budget allocation with the mission, and the monitoring of each of the other Ends Statements.

Vice President Lang went on to discuss the history of the process. Initially the Academic Master Planning Committee met several times to review the Mission Statement and the Board Ends Statements. They then focused on the Ends Statements to identified goals and objectives. The Plan is reviewed each year by the AMP Planning Committee, usually in the spring. The last meeting was held on April 24, 2006. Comments and suggestions from the committee are usually shared with the President's Cabinet during a summer retreat or at one of their bi-monthly meetings. The plan is intended to be updated every two years. We are planning to review the plan at our retreat this summer. The last revision to the plan was spring 2004.

President Bonaudi expounded on this by stating the AMP is a strategic plan that looks five years into the future. This will be a topic at the Board/Admin Retreat. As positive as our monitoring reports have been, there are always areas for improvements and discussions to formulate action plans with district wide support. It is important to continually ask how effectively we deliver services and resources. For example, we have many existing partnerships that we need to mature with increased involvement. President Bonaudi explained that Genie Industries is a good example of a collaborative training process. Genie Industries wants to take a leadership role and we will interface with six businesses through them. Student achievement is strong with college bound and support services. Title 5 focuses on success and Achieving the Dream focuses on taking successful practices to spread across the campus to all students. Climate is good but we need to make more people aware of us. It is encouraging that more non-student community members are using the library. Cultural enrichment is improving and we are defining the terms better; there is an increased level of formal training including diversity training. President Bonaudi highlighted the chart on page 4 of the Monitoring Statement. Almost all of our resources and efforts are devoted to our mission. We are accountable to monitor our activities.

Access: Accessing child care center connects across all aspects of the mission; child care is a fundamental need like housing and food.

Partnerships: The report shows cooperation increasing between BBCC and baccalaureate institutions. We are looking at more interest from WSU this year. Administrators from WSU are scheduled to be on campus and we are anticipating the MBA program from Tri-Cities (WSU) being on campus.

Achievement: This is another area in which are performing well. We are proud of students and the work faculty does. We have students on the All Washington Academic Team, and the employment rate of BBCC graduates from technical programs is excellent even though Grant County is still a depressed county. BBCC is assisting students' growth into productive tax paying citizens. Many folks attending basic skills instruction are 1<sup>st</sup> generation. President Bonaudi stated a highlight of our uniqueness is our staff, they are a real asset. He went on to say the more we can make people feel comfortable talking to staff on campus and off the better.

Cultural enrichment: We are improving in this area. We were not doing poorly before but we are gaining richer information, mostly attitudinal and participatory issues. Examples were cited from the report; page 25 students were asked about experiences working with diverse people and culturally different people on campus. The positive responses were in the lower 80%'s.

This summary is the capstone of the year's worth of reports. We completed many activities in order to meet vision and direction the Board has set. President Bonaudi stated the administration is open to modification in the processes and to answer questions. Mr. Ramon stated this is the 4th year in this process. It has been consistently refined and improved, not only the reports but the activities too. He reported he was very happy with the process and the way the activities are monitored and reviewed so BBCC can continue to improve in service delivery to students including financial aid. He went on to state he is proud of increased services. Mr. Blakely asked

Mr. Ramon about the growth he has seen in the past few years. Mr. Ramon responded that every year he sees more reports and processes and realizes how important these new strategies are to the college. He stated he is very happy we are using the monitoring statements. Mr. Blakely stated he is very pleased and he sees reasons to be very proud. He also stated we need to reach the public. Mr. Blakely commended Dr. Bonaudi for empowering staff to go out to the public. Mr. Blakely encouraged President Bonaudi to consider asking faculty go out to high schools to distribute information and presentations to the students. The information needs to be more public. Ms. DeLuna Gaeta stated she appreciates the report that was presented and it illustrates a lot of improvement.

President Bonaudi responded that the reports can be seen as self serving as they are generally positive. However we need to raise our targets and increase student participation and achievement from all parts of the district to improve in the rate of improvements and/or number of students.

**MOTION 06-31:** Katherine Kenison moved to accept the E-1 Mission Statement Monitoring report as presented. Mike Blakely seconded the motion, and the motion carried.

## 7. **Sarbanes-Oxley Act**

President Bonaudi asked BBCC Director of Business Services, Gail Hamburg, to prepare a brief presentation to accompany the written information she provided for the agenda. Ms. Hamburg stated BBCC had not given it much attention because the act was aimed at private industry vs. public institutions. We are researching this topic and being anticipatory and proactive. This act opens the door for heightened scrutiny. Many sections do not apply to public institutions and we are currently meeting the requirements of most of the sections that do apply to us. Section 404 of the Sarbanes-Oxley act regarding internal controls, assessing, and completing an annual report requires our attention. Implementing Section 404 is a lot of work.

Mr. Ramon took initiative to bring this Act to our attention following a training present by the Association of Community College Trustees (ACCT) regarding the financial aspects of the Act. A couple of colleges in our states had some financial difficulties due to lack of monitoring and they almost went bankrupt. This is not a problem here but Trustee Ramon thought we should bring this up to the Board to discuss. The President and his staff have gone beyond just a review and they have suggested a policy. Mr. Ramon commended Vice President Turner and Director Hamburg for taking this initiative. Mr. Blakely stated BBCC has done well in state audits we already have a control system because we have a Vice President overseeing the business office. President Bonaudi anticipates accreditation agencies and the state will impose some form of the Sarbanes-Oxley Act.

The business office serves as the nucleus for training people to monitor effectiveness of the college. Who is the internal control of the business office? Dr. Bonaudi stated he plans to talk to sister institutions to see where they are in the process and perhaps form a consortium to review each other's internal processes. This is an opportunity to establish an internal policy that complies with future accreditation and state policies. We may need to modify it a bit to meet state law in the future. A Performance Audit Initiative passed this year and although Education folks did not think it would impact us, it is already in K12 and will soon be in Higher Education. This may result in another audit in the future. Mr. Blakely stated this might be a golden opportunity to have qualified citizens become involved in committee i.e. a CPA, or banker, etc. Vice President Turner stated BBCC already participates in one interagency performance audit with risk management. During an extensive survey we were rated to determine how mature we

are in managing risk. Our result showed we are mature in this area. The survey process is being refined. If we lose our exemption from performance audits this “mature” result may be useful to us.

**MOTION 06-32:** Katherine Kenison moved to approve the proposed Board policy 6000.3 Internal Control which reads as follows: The President is expected to establish a formal process of internal control for the college. The internal control structure must be consistent with the laws and regulations of the State of Washington. Mike Blakely seconded the motion, and the motion carried.

Ms. DeLuna-Gaeta recessed the meeting for an eight minute break from 2:40 to 2:48.

**8. Board Retreat**

President Bonaudi stated guidance from the last combined Board/Admin retreat was very valuable. Another combined retreat has been scheduled for September 7<sup>th</sup>. This will allow the Board to discuss issues and then the administrative staff will join the Board for further discussion. A draft agenda was presented. Board members may suggest additional topics anytime prior to August 30<sup>th</sup>. This will give adequate time for preparation. Please submit revision requests through President Bonaudi, Director of Institutional Research & Planning, Valerie Kirkwood or the President’s Executive Assistant, Melinda Dourte. This was not an action item.

**9. Board Officer Elections**

This item was discussed out of order earlier in the meeting.

**10. Assessment of Board Activity**

Trustee Ramon reported he was on campus for several activities; Commencement, IBEST graduation, GED graduation, JATP opening ceremony, TEC Committee dinner and several meetings.

Trustee Holloway reported that he attended the Commencement, IBEST graduation, GED graduation, JATP opening ceremony, and the TEC Committee dinner.

Trustee Blakely stated he attend the Commencement, GED graduation, and the TEC Committee dinner. He also attended the State Sheep Producers Committee meeting off campus and recommended the ATEC for their 2007 convention. He also invited Curt Morris from the Port District to accompany him to the Quarterly EDC luncheon in the ATEC.

Trustee DeLuna-Gaeta reported she attended Commencement, and the GED graduation. She also attended the Government Leadership Institute in Washington, D.C. with President Bonaudi and Director of Institutional Research and Planning, Valerie Kirkwood. She has lots of good information she would like to share at the retreat including an attitude survey. She discovered that according to Robert’s Rules of Order our small Board of Trustees does not have to second motions and the chairman can also make motions.

Trustee Kenison Katherine reported she attend Commencement, President Bonaudi’s State of the College address, Nursing Graduation, ASB Aquatic Center event, and last week she spoke with Grant County Commissioner candidate Mr. Briggs about the college.

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

The next regularly scheduled Board meeting is scheduled on August 1, 2006. President Bonaudi stated the Board will often cancel that meeting. This is the time of year when BBCC is closing out the 05-06 budget and preparing the budget for the next year. President Bonaudi suggested cancelling the August 1, 2006 meeting and setting a Special Meeting on August 15, 2006 to discuss and approve the budget preceded by a morning study session. Vice President Turner and Director Hamburg will be available to answer questions during the study session. Mr. Holloway moved that the August 1, 2006, meeting be cancelled and a Special Meeting be scheduled on August 15, 2006. He then withdrew his motion because Katherine Kenison was not available. Katherine Kenison stated she may miss the meeting. Mr. Blakely suggested she might find an ITV location at a Library or Community College near the area she is visiting at that time.

**MOTION 06-33:** Trustee Bob Holloway moved to cancel the next Regular Board scheduled on August 1, 2006, at 1:30 p.m. in the Hardin Community Room of the ATEC Building and schedule a Special Board Meeting on Monday, August 14, 2006, at 1:30 pm preceded by a Study Session from 10:00 to 12:00 that same morning. Trustee Mike Blakely seconded the motion. The motion carried.

Trustee Katherine Kenison asked if another Trustee was available to attend the Legislative Steering Committee Meeting on August 1, 2006, 9:30 am at the Tacoma World Trade Center. Trustee DeLuna-Gaeta stated she may be available, Trustee Blakely stated if Ms. DeLuna-Gaeta was not available he may be able to attend.

## 12. **Miscellaneous**

President Bonaudi stated he presented the Grant County Commissioners' with information regarding ATEC. It was very well received, the Commissioners are very supportive, and believe their financial pledge is an investment in the county's economic development. He presented the group with a list of the meetings that are being held in the ATEC as well as an audio/visual CD demonstration.

Foundation Director Doug Sly discussed the proposed rezoning of the land bank. The land bank is the area on the outside of the parkway that is owned by BBCC. Mr. Sly would like to petition the county to change the land use from public facilities to urban commercial. The 13 acre parcel which was the old site of Head Start is to be changed to urban light industrial. This property is in Grant County and also in the urban growth area of Moses Lake. This request can only be submitted once per year (end of July) and may be approved by January. Mr. Sly personally met with surrounding property owners and they see logic in the rezoning and agree. There was one question about using it for education. Rezoning it does not preclude it from being used for education; it broadens the possibilities for usage. The Moses Lake school district has rezoned some of their property, a project very similar to this. It went through the City Planning Commission and City Council. The land bank property is already developed with curbs, sidewalks, roads, water and elect. This may be good for potential partnerships. The rezoning does not limit the property, it increases flexibility and offers opportunity to collaborate with partners. There could be a productive lease arrangement. The revenue stream could be set aside like the European dollars.

Trustee Ramon stated this would be very compatible with several potential partners; motel (hospitality industry), commercial child care, etc. Trustee Bob Holloway stated this has good potential for growth. President Bonaudi stated the only service not fully developed on the

property is natural gas. Natural gas providers will install it if we will pay for the natural gas installation. We can't seem to meet threshold of multiple partner use to get the Cascade Natural Gas to install it at their cost.

There are no specific projects planned at this time. This is for the future, to assure a revenue stream to the college for the betterment of our students. Mr. Sly stated it will not need to be surveyed, the existing road system can serve as boundaries. The College is currently on a 155 acre piece of land. Trustee Kenison is pleased to see BBCC moving forward under the Growth Management Act. She stated approval by January is very optimistic. She requested the Trustees be kept apprised of meetings and perhaps the Trustees could also attend the hearings, with both the county and city.

President Bonaudi reminded the Trustees about the Quarterly Economic Development Council luncheon to be held in ATEC on Thursday, July 13, 2006. Michael Manos from Microsoft will be the speaker.

President Bonaudi described the Technology, Energy and Communication Joint Committee dinner that was held in the ATEC on June 22, 2006. Several state legislators were on campus. Senator Shirley Hankins from Richland was present and offered good advice. The legislators now have a frame of reference for Moses Lake. President Bonaudi had the opportunity to share the story of the ATEC building. Trustee Blakely attended the dinner and he stated the group was impressed and President Bonaudi was an excellent host. Trustee Felix Ramon also stated he heard positive remarks regarding the quality of the dinner.

**13. Adjournment**

**MOTION 06-34:** Trustee Felix Ramon moved to adjourn the meeting at 3:27 pm. The motion carried.

The meeting adjourned at 3:27 pm.

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Cecilia DeLuna Gaeta, Chair

ATTEST:

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William C. Bonaudi, Secretary