

State of Washington  
Community College District VIII  
Bellevue Community College  
Bellevue, Washington

**Board of Trustees**

March 4, 2009





BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT VIII  
BELLEVUE, WASHINGTON

- |         |  |             |
|---------|--|-------------|
| BT-FA.3 | Sabbatical Leave Authorization for the 2009-10 Academic Year | Tom Nielsen |
| BT-FA.4 | Policy on Policies   | Jean Floten |

XII. INFORMATION ITEMS – 3:50 PM

- |        |   |                 |
|--------|---|-----------------|
| BT-I.1 | TRiO Program                                  | Barbara Brodsky |
| BT-I.2 | Part-Time Faculty Development                 | Norma Whitacre  |
| BT-I.3 | Preparation for 2009 Accreditation Site Visit | Elise Erickson  |

XIII. STAFF AND BOARD REPORTS – 4:20 PM

- |         |                                      |                         |
|---------|--------------------------------------|-------------------------|
| BT-RB.1 | Accreditation                        | Lee Kraft / Jean Floten |
|         | ACCT                                 | Lee Kraft               |
|         | Capital/New Campus Planning          | Paul Chiles             |
|         | Economic Development                 | Vijay Vashee            |
|         | Foundation/Campaign                  | Vicki Orrico            |
|         | Long Range Finance/Resource Planning | Steve Miller            |
|         | TACTC Legislative Committee          | Steve Miller            |
|         | College Events                       | All                     |
| BT-RB.2 | President                            | Jean Floten             |

XIV. UNSCHEDULED BUSINESS / COMMUNITY TESTIMONY – 4:45 PM

XV. ADJOURNMENT – 5:00 PM

**COMMUNITY COLLEGE DISTRICT VIII  
Bellevue Community College  
Bellevue, Washington**

**OVERVIEW**

**Tour of the New Science Building**

Rachel Solemsaas and Lynne Sage will provide a tour of the new science building.

Construction of this three-story, 64,000 square foot building began summer 2007 and occupation will begin in March 2009 with the first classes being taught in the new building Spring 2009. The building will house 22 classrooms and labs to serve the college's life sciences and chemistry programs. The facility will serve approximately 2,000 students each year, or about half the number of students taking science courses at the college.

It's anticipated that the building will meet LEED Silver certification standards.

There will be an open house for the campus community on March 11, 2009.



Prepared by Lynne Sage  
Chair, Science Division  
February 25, 2009

**COMMUNITY COLLEGE DISTRICT VIII  
Bellevue Community College  
Bellevue, Washington**

**OVERVIEW**

**Team Exceptional Award Presentation**

Team Exceptional is an honor that Bellevue Community College uses to recognize significant achievements of faculty, staff and students. Any student, staff or faculty member may submit names of individuals or groups to be considered for Team Exceptional. Submissions are received through a form on an internal website and are forwarded to a recognition committee that selects honorees. The selection committee consists of representatives from the President's Office, Human Resources, classified staff, faculty, exempt staff, and students. Recipients are invited to a Board of Trustee's meeting to receive this special award, will have their names posted to the BCC Team Exceptional website in MyBCC, and their achievement will be highlighted at the Year-End Celebration.

BCC is proud to honor five students:

**Amanda Alva**

**Denise Burke**

**Vanessa Pantley**

**Carrie Richardson**

**Brianne Wood**

All five of these students demonstrated a commitment to BCC and the future of our community through their outstanding efforts in supporting SB5575 and HB1726 - Creating Bellevue College. While these measures ultimately did not pass, it was not through lack of effort on the part of these students. One of our legislators commented on their tenacity in getting an audience with various Higher Education Committee members, whether it was a formal appointment or by catching them in the halls, saying they were among the best and most effective "lobbyists" they had ever seen. Some of the students testified in House or Senate hearings or with legislators in hallways or their offices, while another spoke at a hearing before the Seattle Times Editorial Review Board. All gave of their own time and were articulate in conveying the message that increased four-year capacity at BCC would be a tangible step toward providing the bachelors degrees documented by the Higher Education Coordinating Board as needed to remain competitive in the economy.

Prepared by Lucinda Taylor  
Executive Asst. to the President and Secretary to the Board of Trustees  
February 26, 2009

**BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT VIII  
BELLEVUE, WASHINGTON**

A regular meeting of the Board of Trustees of Community College District VIII, state of Washington, was held January 29, 2009 in the boardroom, B201, of Bellevue Community College, 3000 Landerholm Circle SE, Bellevue, Washington. Ms. Lee Kraft, Chair, presided.

**I. STUDY SESSION**

Jean Floten introduced Lynne Sage, Chair of the Science Division. Lynne provided background information on the Science and Math Institute then introduced Dr. Karla Fuller, Science and Math Institute Program Manager, and other science division faculty, including Chris Shelley, Rosemary Richardson, Jim Ellinger, Carol Burke and Jack Surendranath. Karla presented an overview of the Science and Math Institute (SAMI). Key points included:

- The Science Division has experienced many new and exciting developments, including the planetarium upgrade, obtaining a DNA sequencer, and construction of the new science building, among others, but didn't have a good vehicle for sharing this information with the greater community;
- SAMI was created to promote science and math in the community;
- The SBCTC system looks at science and math headcount as those students who are taking course sequences in two or more disciplines. Our initial goal was to increase out student count by 14, which we exceeded by increasing by 17. Our assigned goal for next year is to increase by 18;
- A committee was formed to explore options, determine a name for the institute, and develop a job description for a program manager,
- Carol Burke demonstrated a model hydrogen car and the hydrogen fuel cell charging system for it, two solar panel "fueled" cars, and expressed gratitude for the funding received through a grant in conjunction with SAMI;
- Karla shared her own experience with math education and how this fueled her drive to help other students move beyond barriers and develop their interest in math and science;
- SAMI staff have been building relationships with schools in the area and working in individual classrooms to generate excitement for looking at math and science in a new and impactful way;
- SAMI has a three pronged approach: success for our students on campus; outreach activities off campus; and outreach activities on campus;
- Student support is provided through a Math 94 project, a class designed to partner with students to increase math skills, by adding a section so more students could benefit;

- SAMI is working with MultiCultural Services (MCS) to provide support for students to access the resources they need to succeed in math and science courses. Projects can be piloted with this smaller population then expanded to the rest of campus once more fully developed;
- SAMI seeks to encourage interest in math and science before students reach college and provides presentations at local high schools, working with students to identify where science and math intersect with their chosen fields;
- We encourage our students to take math and science courses early in their college careers so they can approach them when they're fresh and still excited about being in college and so they can gain confidence and benefit their full college career;
- Karla is developing a relationship with Bellevue School District, working with students to help them recognize their aptitude, empowering students to realize they can make a difference with the skills they now have;
- Karla has presented at civic organizations to promote SAMI and early science and math education, working with Kids Quest and parents who are home schooling their children, among others;
- They've been developing a mobile lab, called Science To Go, that can be delivered to schools on an as-needed basis;
- They've developed a year-long partnership with Lake Washington Girls Middle School that has proved rewarding for both the students and the BCC faculty and staff presenting the lab sessions, promoting creative and independent thinking;
- We have Expanding Your Horizons on campus every year and Karla has used this opportunity to promote SAMI and collaborate with the community;
- There's a middle school component of Expanding Our Horizons to help girls explore career opportunities outside the traditional areas;
- Our summer science camp is amazing, fully engaging the participating students. We're now working on making it more available across all socio-economic levels, building collaborations with civic organizations to bring in diverse groups;
- We try to provide fun math and science events on campus to get our own students excited and engaged;
- We celebrated the first Pi Day on campus, including many activities and providing activity packets to teachers in the area;
- SAMI has reinvigorated the science lecture series, bringing guest lecturers and showcasing our own faculty expertise;
- SAMI has partnered with the CLA to develop an evening lecture series for the community;
- The library has been a great partner in promoting activities and providing resources, attracting students to the library to access the resources;

- SAMI has been working with members of the science division to promote the green educational components of the new S Building, with the building itself becoming a teaching tool;
- SAMI has been working with the Grants Dept. to find funding sources and opportunities for partnerships to expand our resources and keep up with what's going on across the country so we can stay current here at BCC;
- Young women and girls are traditionally/statistically more likely to drop off in interest with math and science and that's one of the reasons the work with the girls school is so exciting;
- Karla works with schools to help them explore ways to think differently and to promote integrating science and math into how we think about the world;
- To measure success, Karla compares the list of desirable programs that she received at the beginning of her involvement with items that have been accomplished;
- From a division perspective, the project's success is measured in the increase of science and math majors and whether they meet their targets or not;
- Attendance at events and increased student participation in science and math activities is a measure of success;
- This is a long-term process and this is just the first year, with outreach starting in the middle schools to try and increase interest at the college level down the line;
- Our grants office has been working with the institutional advancement office at other schools to help them identify funding opportunities available to them but not necessarily to us;
- Karla showed slides of various activities supported by SAMI; and
- The Board thanked Karla for an extremely informative session.

## II. BUSINESS SESSION

The Business Session began at TIME p.m.

## III. INTRODUCTIONS

Jean Floten, President  
Lucinda Taylor, Sec., Board of Trustees.  
Rachel Solemsaas, VP of Admin Services  
Melissa Sitzenstock, Classified Employee  
Representative  
Mike Talbott, Dean of Information Resources  
Paula Boyum, VP of Workforce Development  
Gaynor Hills, VP of Institutional Advancement  
Mary Canan, Executive Director of Finance  
Kristen Connelly, Director of BCC Bookstore

Rosemary Richardson, Pres., BCCAHE  
Amanda Alva, President, ASG  
Bea Hughes, VP of Human Resources  
Peter Maphumulo, Executive Dean  
  
Tom Pritchard, VP of Student Services  
Kelly Paustain, Manager, Finance  
Jack Surendranath, Science Instructor  
Adenuga Atewologun, ACE Scholar  
Lynne Sage, Chair of Science Division

Bruce Riveland, Dean of Continuing  
Education  
Star Rush, Director of CLA  
Faisal Jaswal, Asst Dean of Student  
Programs

Tom Nielsen, Chair of Arts &  
Humanities  
Elizabeth Ballinger, Jibsheets  
Miranda Kato, Ombuds

IV. ROLL CALL

Mr. Chiles, Ms. Kraft, Ms. Orrico, Mr. Miller and Mr. Vashee were present.

V. CONSENT AGENDA

BT-CA.1 November 12, 2008 Board Meeting Minutes

The minutes of the November 12, 2008 board meeting were approved 5-0.

BT-CI.1 Fall Quarter 2008 Enrollment Report

VI. CONSTITUENT REPORTS

BT-CR.1 Faculty Report

Rosemary Richardson, Bellevue Community College Association of Higher Education (BCCAHE) president, reported that:

- Science and math education is paramount, and what SAMI is doing is a great step in the right direction;
- February 16<sup>th</sup> is a faculty lobby day and we need to engage our legislature to advocate for adequately funding competitive salaries for all faculty in addition to funding program needs;
- The faculty has been involved in the budget process through the Planning Council;
- In order to continue to serve the needs of our students we must have a strong contingency of full-time faculty;
- We set a goal of 60% of classes to be taught by full-time faculty and we are not meeting that goal;
- We currently have 10 full-time faculty positions, of which only 4 have been authorized to date;
- The funding for an additional 6 positions exists and if we continue to not fund these positions, we erode the ability of BCC to maintain our position of excellence;
- Rosemary expressed her appreciation for the educability of Peter Maphumulo during his tenure as Executive Dean;
- Rosemary expressed her regret that Peter would be leaving BCC and appreciation for his compassion and approach to problem solving;
- Steve Miller provided some insight gained from spending the last couple days in Olympia and the reality of our economic future. Given the

situation, he asked Rosemary for her suggestions on how to resolve the dilemma;

- Rosemary indicated that adjunct faculty teach at a poverty level rate and that we are suffering as a college; and
- We have approximately 150 full-time faculty and 500 adjunct faculty and this doesn't provide enough workforce to keep up with updating curriculum and administering programs.

#### BT-CR.2 Classified Staff Report

Melissa Sitzenstock, classified staff representative, reported that:

- The primary concerns of classified staff are budget reductions and frozen/eliminated classified positions;
- Classified staff will also be in Olympia on February 16<sup>th</sup> and will lobby for support, including cost of living increases as previously agreed; and
- Classified staff are appreciative of the Planning Council process and Melissa expressed appreciation for the grace and compassion with which Rachel has been managing this group.

#### BT-CR.2 Student Report

Amanda Alva, Associated Student Government (ASG) President, reported that:

- ASG has had two open positions and is in the process of hiring an associate justice for external affairs and is struggling to fill the VP of Legislative Affairs position;
- Over 90 students attended an open forum yesterday to address the budget situation on campus. Amanda presented information on the operating budget and how higher education has been impacted;
- Amanda stressed that efficient doesn't necessarily mean effective;
- Whenever economic resources become scarce, tuition traditionally goes up and this means that students need to be proactive to be sure they get the most from their educational dollar;
- We need to make sure our legislature knows they can't balance the budget on the backs of the instructors or the students and our message needs to be that we're in this together and the need is for support for higher education;
- Students will be in Olympia on February 16<sup>th</sup> as well, carrying the message, and Amanda hopes to pull in other colleges in a combined effort;
- Lee Kraft commended Amanda for a wonderful job of leading students in this time of economic cuts;
- Amanda has encouraged students to seek financial aid alternatives and to use the step program or other financial resources;
- State Need Grant requirements are changing and it's likely that more of our students will be denied;

- Communicating with students is sometimes difficult and ASG used multiple methods to invite students to the forum and have recorded the forum for posting on the website;
- One of the major tasks identified by ASG this summer was to investigate online textbook options and Amanda has been looking at options but it hasn't been the highest priority;
- Some problems exist with Kindle, including formatting for textbooks, proprietary issues with promoting any given provider, and accessibility issues; and
- There's a great deal of information on electronic textbooks available on the SBCTC's website.

VII. TEAM EXCEPTIONAL

BT-E.1 Team Exceptional Award Presentation

Lee Kraft presented Team Exceptional Award to:

- Ignace Honwanou, BCC Student, for exceptional service to the community;
- Ignace is from Togo, South Africa and expressed his gratitude for the welcome he's received here at BCC; and
- It's been his pleasure to give back to the college community.

The Team Exceptional Award is an ongoing program to recognize the outstanding contributions of our faculty, staff and students.

VIII. ACTION ITEMS

BT-A.1 Name Change to Bellevue College

Jean Floten presented an overview of the rationale to change the college's name to Bellevue College, given that our first baccalaureate degree recipients will graduate this June.

It was moved by Paul Chiles and seconded by Vicki Orrico that:

Motion 01:09      The Board of Trustees of Community College District VIII hereby directs the President of Bellevue Community College to take all necessary actions to officially change the name Bellevue Community College to Bellevue College.

The motion was approved 5-0.

BT-A.2 Prevention of Discrimination, Harassment and Retaliation Policy

Bea Hughes presented an overview of the proposed Prevention of Discrimination, Harassment and Retaliation policy and stressed its importance to the college and to our core values and mission. To provide time for the Board of Trustees to review the policy in greater depth, Bea proposed that we postpone action to the March 4, 2009 meeting.

Vicki Orrico had suggestions and concerns that she has conveyed to Bea Hughes, who will work to incorporate them into the policy.

BT-A.3 Planning Priorities for Budget Reductions

Jean Floten presented an overview of the budget planning priorities containing guiding principles and priorities for budget developed by President's Staff and the Planning Council to help guide our budget reduction process. Discussion followed.

It was moved by Steve Miller and seconded by Paul Chiles that:

Motion 02:09      The Board of Trustees of Community College District VIII hereby approves the BCC Budget Planning Priorities as presented in BT-A.3 Attachment 1 and amended to include recognizing our commitment to maintaining a proper balance of full-time to part-time faculty.

The motion was approved 5-0.

IX. FUTURE ACTION ITEMS

BT-FA.1 Tenure Review Recommendations

Peter Maphumulo presented tenure review recommendations. This item will be presented for approval at the March 4, 2009 meeting.

X. INFORMATION ITEMS

BT-I.1 Mathlete Competition

Dale Hoffman, Math instructor, presented an overview of the Mathlete competition in which BCC participates each year. Key points included:

- BCC belongs to the American Mathematical Association of Two-Year Colleges (AMATYC) and participates in their annual mathlete competition;
- We have ranked in the top 10 nationally and as number 1 regionally six of the last seven years (we were number 2 in 2005-06);
- Our success is due to our great students;
- This competition is for two-year colleges and if we become a four-year college we might not be able to participate any longer;
- Faculty participation to administer and grade is a volunteer effort;
- The number of participants has increased from 30-40 to around 180 and we sometimes have to use overflow rooms;
- Dale distributed sample questions; and
- We have a great deal of math talent in the Bellevue area with students going on to top colleges and universities across the country.

BT-I.2 Arts and Humanities Division

Tom Nielsen, Arts and Humanities Division Chair, presented an overview of the Arts and Humanities Division. Key points included:

- The Arts and Humanities (A&H) webpage was presented, demonstrating the many departments and areas of focus that comprise the division;
- A&H is the largest division at the college, including American Studies, Art, Communication Studies, Developmental Ed, English, English Language Institute, World Languages, Interdisciplinary Studies, Interior Design, International Business Programs, Music, Philosophy and Theater Arts;
- A&H produces approximately 36% of the college's FTEs;
- Facilities are found across the campus, from large areas such as the Division Office in the R Building and the Theater to smaller spaces such as the metal shop and reading lab;
- English is the largest department, with sixty faculty members with Master's or Doctoral degrees teaching at BCC;
- Communication Studies ranges from radio broadcasting and film-making to the traditional speech courses;
- Our Drama Dept. has recently been honored by being invited to present at the Kennedy Center;
- Interior Design is a large professional/technical degree program experiencing strong growth over the past few years;
- The English Language Institute helps prepare foreign students to study and learn at the college level in the United States through a fast-track program;
- Syllabi for every course going back to 2002-03 is posted on the website; and
- We'll have a new certificate starting this fall in Green Design.

### BT-I.3 Textbook Rental Program Analysis

Kristen Connelly, Manager of the BCC Bookstore, presented an overview of the textbook rental program and an analysis of how well it's working. Key points included:

- To pilot the textbook rental program, we pinpointed our most expensive books, offered in at least 4 sections per quarter, with a two-year commitment from our faculty to use the same edition of the book;
- We chose 4 titles for the first year and offered 25% for rent for the first year;
- Ours was the first textbook rental program offered in Washington and the press release generated interest at the national level (NPR);
- Students, parents, faculty and staff have all been supportive of the program;
- Proceeds from the program have been used to purchase new titles for the program;

- A Textbook Advisory Committee was formed to help guide the program, providing the opportunity for students, faculty and staff to work together to help reduce overall textbook costs for students;
- We now offer 8 titles totaling 400 books;
- Faculty are promoting the success of the program through extending their use of a given edition from 2 years to 4 or 5 years, increasing revenue for the bookstore while simultaneously decreasing the cost for students;
- Open source textbooks will impact our bookstore income, necessitating greater inventory management; and
- Lee commended Kristen for her leadership in this effort.

#### BT-I.4 2009-10 Budget Preparation

Rachel Solemsaas, Vice President of Administrative Services, presented an overview of the 2009-10 budget preparation process. Key points included:

- The college has done a good job at being transparent about the budget process;
- The budget cuts start now, so this is really an overview of 2008-11 to cover the present and the next biennium;
- Current projections are for a \$5.9 billion cut for 09-11 and this is expected to be higher by March;
- There's an historical correlation between higher unemployment rates and increased enrollments at community and technical colleges, creating increased demand during a time of budget reductions;
- Some of the burden is traditionally shifted to our students through tuition increases;
- The Governor's budget proposal was based on November forecasts and assumes using \$600 million from our rainy day fund and \$1 billion federal stimulus funding coupled with a cut in state services;
- 58% of the state budget is off limits for cuts, resulting in a 7.6% cut for higher education and 6.4% for community and technical colleges;
- Enrollment targets are to remain the same, tuition is likely to increase 5%, and salary increases will be denied;
- Our operating budget is around \$45,359,000 (34%), Self Support is around \$36,076,000 (27%), Capital is around \$37,996,000 (29%) and agency/others provide around \$13,619,000 (10%);
- Sources of funding include state allocation, tuition and fees;
- We pay for administrative support, state FTE, and dedicated state allocated activities such as Worker Retraining;

- We'll be asked to cut \$3 million and 82% of our budget is in personnel expenses;
- President's Staff and the Planning Council have been working together over the past two months and has developed guiding principles for preparing recommendations for cuts;
- The Governor's proposal includes a 4.3% cut for FY09 with an additional 1.5% in each of FY10 and FY11;
- While we appreciate the Governor's attempt to help mitigate the effect of the budget shortfall, we know the cuts will be deeper and our current target is 12%;
- We've identified savings through paying off loans and rehousing Continuing Education, but still need to identify \$1.5 million dollars in savings;
- President's Staff and Planning Council are working to identify potential cuts by March so we're ready to implement once the state budget comes out;
- It was suggested that the worst case scenario might be as high as a \$10 billion shortfall and our share may be well more than 12%;
- Our 12% scenario doesn't account for a 7% tuition increase so even with a 20% overall cut we're still planning at an appropriate level; and
- Rachel will be visiting college departments presenting a "budget roadshow" to keep our campus community up-to-date and offer an opportunity for questions.

## XI. STAFF AND BOARD REPORTS

### BT-RB.1 Board

#### Accreditation

Jean Floten reported that:

- We're preparing for our next full draft of our accreditation self-study, due in March, and we're on track.

#### ACCT

Lee Kraft reported that:

- ACCT's stimulus package proposal to the administration was approximately \$5 billion.

#### Capital/New Campus Planning

Paul Chiles reported that:

- We received a certificate of substantial completion on the new building and anticipate occupation in Spring Quarter;

- We've achieved Leed Silver certification for the new building;
- The design for the new Health Sciences building has been modified to not include genomics lab space due to associated costs;
- There are repairs needed on the L building;
- The lighting project on Snoqualmie River Road has been completed;
- ISP has occupied the old "Clinton" property; and
- The new Health Sciences Building has gone out to bid and we received 17 bids, helping reduce costs more than anticipated.

### Economic Development

Vijay Vashee and Paula Boyum reported that:

- Economic Stimulus Package opportunities need to be seized as soon as possible;
- We need to adapt to a changing world instead of reacting the old way;
- Our Worker Retraining enrollments have increased by 60% and we'll be short \$170,000 for Spring quarter;
- At the statewide level, they've received \$1.7M in requests for \$80,000 available;
- We're exploring biomedical/biotech degree opportunities;
- We're looking at green business practices and potential new jobs that will be created;
- Cybercrime prevention is an emerging field – 31,000 viruses are released each day and password theft has increased 34%;
- We have a grant to develop an IT risk management program;
- We're looking at redesigning our programs to offer cross-program skills;
- We're preparing a phone survey of industry to help determine needs;
- Medical informatics continues to evolve and we're changing our certificate program to keep up with needs; and
- We need to focus on the pathways to help our students receive the education they need.

### Foundation Campaign

Vicki Orrico reported that:

- We've receive \$3M in grants so far this fiscal year and have another \$2M in pipeline;
- We've raised over \$1M toward our \$6.3M goal in our Advancing Student Success campaign;
- We're on target with general fundraising for the year but do anticipate that our efforts will become more difficult;
- The Foundation Board has pledged their support to make sure scholarship offerings suffer as little as possible;

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- Scholarship recipients are highlighted at each Foundation Board meeting and their stories are always impressive;
- The annual luncheon is scheduled for May 6, 2009 and the keynote speaker is Dennis Hayes of the Bullitt Foundation; and
- We've currently raised \$40,000 toward our \$240,000 luncheon goal.

Long Range Finance/Resource Planning

No report.

Strategic Plan Review

Trustees reported that:

- There are a number of legislators in growing positions of power who are supporters of Bellevue Community College, including Representatives Rodney Tom, Marcie Maxwell, Ross Hunter and Senator Fred Jarrett.

TACTC Board of Directors

No report.

TACTC Legislative Committee

No report.

Events

Trustees reported that:

- Vicki Orrico and Lee Kraft attended a December 17 presentation on financial emergency processes;
- Lee Kraft attended the Martin Luther King celebration event featuring Dr. Carver Gayton, and Mr. Daryl Grigsby;
- Vicki was at the inauguration in Olympia and met with several legislators;
- Vicki, Steve and Jean also met with several legislators when they attended TACTC and WACTC January 26-27; and
- Steve presented on the Citizens' Report Card at TACTC.

BT-RB.2 President

Jean Floten reported that:

- Jean presented to Rotary this month and received great feedback from a UW faculty member that our students have a high admittance rate and are always well prepared;
- Jean thanked Vicki and Steve for their work on our behalf in Olympia this past week;
- The college presidents are asking the legislature to allow us to charge Running Start students to help cover the gap between what we receive and what it costs to provide services to this group;

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- Jean accompanied Nuga Atewologun to his mid-term ACE Fellows meeting and thoroughly enjoyed presenting to and interacting with this group;
- Jean thanked Amanda Alva for accompanying her to a HECB presentation on our 4-year degree proposal; and
- She looks forward to attending tonight's cultivation event for the campaign.

XII. UNSCHEDULED BUSINESS

No unscheduled business.

XIII. EXECUTIVE SESSION

It was announced that the Board would move into executive session for approximately 60 minutes to discuss tenure evaluations of state employees. The Executive Session began at 4:35 p.m. and ended at 5:23 p.m.

Peter Maphumulo was invited to join the Board.

XIV. ADJOURNMENT

There being no further business, the regular meeting of the Board of Trustees adjourned at 5:23 p.m. The next regular meeting will be held on March 4, 2009.

ATTEST:

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Lee Kraft, Chair  
Board of Trustees

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Lucinda Taylor  
Secretary, Board of Trustees  
Community College District VIII

**COMMUNITY COLLEGE DISTRICT VIII  
Bellevue Community College  
Bellevue, Washington**

**OVERVIEW**

**Prevention of Discrimination, Harassment and Retaliation Policy**

Bellevue Community College is committed to providing working and learning environments that are free from discrimination, harassment and retaliation. The college has maintained policies on sexual harassment and equal opportunity employment. We have now developed a comprehensive policy addressing the full scope of discrimination, harassment and retaliation, presented here for your consideration and approval.

Recommendation: That the Trustees of Community College District VIII approves the Prevention of Discrimination, Harassment and Retaliation Policy as presented in BT-A.1 Attachment 1.

Prepared by Bea Hughes  
Vice President of Human Resources  
February 25, 2009

## **4200 Prevention of Discrimination, Harassment and Retaliation**

Effective Date: 7/22/2008 \* Date Last Modified: 3/04/09  
Policy Contact: Vice President, Human Resources

### **POLICY**

It is the policy of Bellevue Community College (College) to provide a working and learning environment free from discrimination, harassment, or retaliation. This policy expressly prohibits conduct that discriminates against individuals or groups based on their race or ethnicity, color, national origin, sex, marital or family status, sexual orientation including gender identity or expression, age, religion, creed, disability, veteran status, or any other basis prohibited by federal, state, or local law.

This policy also prohibits retaliation directed at any individual who reports or files a claim of discrimination or harassment, or who participates in an investigation of a claim of discrimination or harassment. Any member of the college community who is found to have engaged in unlawful discrimination, harassment or retaliation is subject to appropriate corrective or disciplinary action in accordance with applicable college policies and collective bargaining agreements.

#### **Scope of Policy**

This policy prohibits discriminatory, harassing, or retaliatory conduct occurring on the College campus, in College facilities (including vehicles), and at any College-sponsored event or activity, whether on or off campus (such as social functions, athletic events, celebrations, conferences, etc.). Messages or communications sent or downloaded by an employee or student through the College's electronic or telephone communication systems are also subject to the College's anti-discrimination policies.

This policy does not alter or modify laws applicable to the legitimate exercise of academic freedom or constitutional rights.

#### **Consequences of Policy Violations**

Any member of the College community violating this policy may be subject to corrective or disciplinary action, up to and including dismissal. Any corrective action taken will be consistent with applicable collective bargaining agreements, college policies and procedures and/or state law.

Employees involved in complaint procedures are entitled to representation consistent with their collective bargaining agreements and in the absence of any such agreement, employees may bring a person of his or her choice to the initial and/or any subsequent meetings regarding the complaint.

Employees who are found to have engaged in discrimination, harassment, or retaliation, including administrators, managers or supervisors who are aware of situations but fail to report and/or mediate the situation may be held liable. The Attorney General is authorized to defend state employees only when they are acting in good faith within the scope of their official duties. Discriminatory, harassing, or retaliatory conduct in violation of this policy may be determined to be outside the scope of an employee's official duties. (RCW 28B.10.842, 844; RCW 4.92.060-075)

#### **Reporting Discrimination, Harassment, or Retaliation**

##### ***Responsibilities***

Management: Administrators, managers and supervisors are responsible for providing a working and learning environment free from discrimination, harassment, and retaliation. It is the responsibility of administrators, managers and supervisors to:

- Take appropriate action to stop discriminatory, harassing, or retaliatory behavior by interceding and reporting it immediately to the Office of Human Resources in accordance with the College

discrimination complaint procedure;

- Address inappropriate behavior of co-workers, students and non-employees;
- Take discrimination, harassment, and retaliation concerns seriously;
- Monitor the work and learning environment for potential discrimination, harassment, and retaliation;
- Follow up on situations that have been addressed and be watchful for potential recurrence or retaliation.

Faculty: Faculty members are responsible to make strong efforts to provide a learning environment free from discrimination, harassment, and retaliation. It is the responsibility of faculty members to:

- Take discrimination, harassment, and retaliation concerns seriously in their learning environment;
- Monitor their learning environment for potential discrimination, harassment, and retaliation and address inappropriate behavior;
- Take appropriate action to stop discriminatory, harassing, or retaliatory behavior in their learning environment by interceding and reporting it immediately to the Office of Human Resources in accordance with the College discrimination complaint procedure;
- Follow up on situations in their learning environment that have been addressed and be watchful for potential recurrence or retaliation.

All Employees and Students: All employees (administrators, faculty and staff) and students are responsible for their own actions and for not engaging in behavior that is discriminatory, harassing, or retaliatory in nature, whether physical, verbal or non-verbal. It is the responsibility of employees and students to:

- Immediately report incidents of discrimination, harassment, or retaliation, whether directly involved or observed, to appropriate management and/or the Office of Human Resources, in accordance with the College discrimination complaint procedure;
- Cooperate fully with the institution's investigative and corrective procedures;
- Refrain from engaging in behavior that is or could be discriminatory, harassing, or retaliatory in nature, whether physical, verbal or non-verbal.

### **Non-Retaliation**

Retaliation against anyone who makes a complaint or who cooperates with an investigation is prohibited. Any individual, who believes s/he has been retaliated against for reporting harassment or discrimination, or for participating in an investigation into a claim of harassment or discrimination, must report this concern to the Office of Human Resources.

### **Definitions**

*The following definitions are used for illustrative purposes only and are not intended either to limit or to expand the legal definition of discrimination. Examples provided are for illustrative purposes and are not meant to be comprehensive.*

### **Discrimination**

Definition: Discrimination in the workplace or learning environment involves taking an adverse action against or granting preferential treatment to an individual(s) in education or employment because of his/her protected status, i.e., race, ethnicity, color, national origin, sex, marital or family status, sexual orientation including gender identity or expression, age, religion, creed, disability, veteran status, or any other basis prohibited by federal, state, or local law.

Examples: The following are some examples of discriminatory actions. This is only a partial list, and other behaviors or actions may also constitute discrimination:

- Denying or granting in whole or in part a promotion or other advancement opportunities based on an individual's protected status;
- Granting preference in education or employment based on an individual's protected status;
- Assigning grades based on an individual's protected status;

- Making work assignments based on an individual's protected status;
- Denial of use of facilities or equipment based on an individual's protected status;
- Denial of leave, based on an individual's protected status.

## **Harassment**

Definition: Harassment in the working or learning environment consists of unwelcome and objectively offensive conduct (including verbal conduct) that unreasonably interferes with an individual's work or educational activities or that creates an intimidating, hostile, or offensive working or learning environment. Specifically, such conduct is unlawful if it is directed at an individual because of his or her protected status. Objectively offensive conduct means that it must be offensive both to the recipient of the conduct and to a "reasonable person" in the recipient's circumstances. Usually, the conduct must also be either severe or pervasive in order to be unlawful.

Examples: The following are examples of some behaviors that could constitute unlawful harassment. This is only a partial list, and other behaviors may also constitute unlawful harassment:

- Verbal threats, offensive jokes, epithets, derogatory comments, name calling, ridicule or mockery, or slurs;
- Gratuitous visual displays such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Unwanted physical contact or conduct such as touching, intimidation, or blocking normal movement;
- Retaliatory actions against an individual who reports harassment or threatens to report harassment.

## **Sexual Harassment**

Definition: Sexual harassment is a form of sex discrimination that involves the inappropriate introduction of sexual activities or sexual comments in the working or learning environment. Applicable state and federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting that individual;
- Such conduct has the purpose or effect of unreasonably interfering with the individual's professional or educational performance or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment may involve relationships of unequal power and contains elements of coercion – as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior of a sexual nature have a harmful effect on an individual's ability to work or study. Sexual harassment in the workplace or in the classroom is unlawful whether it involves harassment between co-workers, harassment between individuals of the same gender, harassment between a manager and an employee, between a faculty member and a student, between students, or harassment between an employee and a vendor or a customer.

Examples: The following are some examples of behaviors that could constitute sexual harassment. This is only a partial list, and there are numerous other behaviors that may also be considered sexual harassment:

- Making unwanted sexual advances;
- Offering employment or academic benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures;
- Gratuitous displays of sexually suggestive objects, pictures, cartoons, or posters;
- Engaging in verbal abuse of a sexual nature, graphic verbal commentary about an individual's body,

the use of sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.

### **Retaliation**

Definition: Retaliation is taking an adverse action against an individual because of an individual's participation in a protected activity, such as reporting concerns formally or informally regarding potential discrimination, harassment, or retaliation; or filing a formal or informal complaint regarding discrimination or harassment; or participating in an investigation of discrimination or harassment.

Examples: The following are examples of some actions or behaviors that could constitute retaliation if the actions are found to be motivated wholly or in part because of an individual's participation in a protected activity as described above. This is only a partial list and other actions or behaviors may also constitute retaliation:

- Poor performance review or grade because of an individual's having participated in a protected activity;
- Termination or expulsion from class because of an individual's having participated in a protected activity;
- Demotion or lack of promotion because of an individual's having participated in a protected activity;
- Withholding of special assignment or critical information because of an individual's having participated in a protected activity.

### **REVISION HISTORY**

Original 7/22/2008

On 7/22/2008 replaced original policy 4200 General Policy on Sexual Harassment

### **RELEVANT LAWS AND REGULATIONS**

Title VI and VII of the Civil Rights Act of 1964; Equal Pay Act of 1963 Age Discrimination in Employment Act of 1967 (ADEA); Americans with Disabilities Act of 1990 (ADA), as amended; section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendments of 1972; Washington Law Against Discrimination (WLAD) chapter 49.60 RCW; and Executive Order 13160.

### **APPROVED BY**

President's Staff  
Board of Trustees 03/04/09

**COMMUNITY COLLEGE DISTRICT VIII  
Bellevue Community College  
Bellevue, Washington**

**OVERVIEW**

**Tenure Review Committee Recommendation to Grant Tenure**

A recommendation from the Tenure Review Committee for fourteen full-time faculty members has been submitted to the President, in accordance with the "Agreement Between the Board of Trustees of Community College District VIII and the Bellevue Community College Association of Higher Education." On the basis of this recommendation and in accordance with the provisions of the Agreement, it is the recommendation of the President that the faculty members listed below be granted tenure.

Recommendation: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2009-10 academic year to Gita Bangera, Life Sciences (Biology).

Recommendation: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2009-10 academic year to Michael Culpepper, Arts and Humanities (Interior Design).

Recommendation: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2009-10 academic year to Kelly Elsenbaumer, Health Sciences, Education and Wellness Institute (Physical Education).

Recommendation: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2009-10 academic year to David Oar, Library Media Center.

Recommendation: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2009-10 academic year to Katherine Olson, Health Sciences, Education and Wellness Institute (Diagnostic Ultrasound).

Recommendation: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2009-10 academic year to Jean Pauley, Arts and Humanities (Developmental Education, ESL).

Recommendation: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2009-10 academic year to Jennifer Prekeges, Health Sciences, Education and Wellness Institute (Nuclear Medicine Technology).

Recommendation: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2009-10 academic year to Sara Sutler-Cohen, Social Science (Sociology).

Recommendation: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2009-10 academic year to Steven Yarborough, Arts and Humanities (English).

Recommendation: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2009-10 academic year to Sheere Zupan, Health Sciences, Education and Wellness Institute (Radiologic Technology).

Prepared by Tom Nielsen  
Interim Executive Dean of Instruction  
February 25, 2009

**COMMUNITY COLLEGE DISTRICT VIII  
Bellevue Community College  
Bellevue, Washington**

**OVERVIEW**

**Bellevue College Name Change**

At their January 29, 2009 meeting, the Board of Trustees of Community College District VIII directed the President of Bellevue Community College to take all necessary actions to officially change the name Bellevue Community College to Bellevue College.

The college has filed the appropriate documents with the Washington State Code Revisers Office to start the process to officially change the name of the college through an amendment to WAC Title 132H-106. Public hearings were held February 11, 2009, having been duly published in the Washington State Register, advertised in the college newspaper, and announced via an official email to all campus. There were no attendees at either hearing who wished to register public comment.

The attached resolution will be presented for action at a special meeting on March 11, 2009.

Prepared by Lucinda Taylor  
Executive Asst. to the President and Secretary to the Board of Trustees  
February 25, 2009

**COMMUNITY COLLEGE DISTRICT VIII  
Bellevue Community College  
Bellevue, Washington**

**RESOLUTION NO. 288  
ADMINISTRATIVE ORDER NO. 160**

A RESOLUTION amending WAC Title 132H-106 as Permanent Rules

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE  
DISTRICT VIII, STATE OF WASHINGTON:

WAC Title 132H-106 – Bylaws and standing orders of community college district  
viii is hereby amended.

APPROVED AND ADOPTED MARCH 11, 2009.

BOARD OF TRUSTEES

\_\_\_\_\_  
Lee Kraft, Chair

\_\_\_\_\_  
Steve Miller, Vice-Chair

\_\_\_\_\_  
Paul Chiles, Trustee

\_\_\_\_\_  
Vickie Orrico, Trustee

\_\_\_\_\_  
Vijay Vashee, Trustee

ATTEST:

\_\_\_\_\_  
Lucinda Taylor  
Secretary, Board of Trustees  
Community College District VIII

**Title 132H WAC  
Bellevue ((Community)) College**

AMENDATORY SECTION (Amending Order 111, Resolution No. 202, filed 6/17/92)

**WAC 132H-106-010 Board of trustees.** The board of trustees is an agency of the state and derives its authority as described in ~~((chapter 8, Laws of 1967 ex. Sess))~~ RCW 28B.50.100 and RCW 28B.50.140. It shall be the responsibility of the board of trustees to establish policy and to evaluate the total college program. The board of trustees shall appoint a college president to administer the college and shall delegate to him/her the authority and responsibility for implementation of board policy.

AMENDATORY SECTION (Amending Order 111, Resolution No. 202, filed 6/17/92)

**WAC 132H-106-020 Offices of the board of trustees.** The board of trustees shall maintain an office at Bellevue ((Community)) College, 3000 Landerholm Circle S.E., Bellevue, Washington 98007-6484, where all records, minutes and the official college seal shall be kept.

Persons may obtain information from and submit written comments or requests to the secretary of the board who is located in this office.

AMENDATORY SECTION (Amending Order 111, Resolution No. 202, filed 6/17/92)

**WAC 132H-106-040 Officers of the board.** ~~((Annually, at its June meeting))~~ The board annually elects from its membership a chair and vice-chair to serve for the ensuing year. ~~((In addition,))~~ The president of Bellevue ((Community)) College or the president's designee serves as secretary to the board of trustees as specified by state law.

AMENDATORY SECTION (Amending Order 111, Resolution No. 202, filed 6/17/92)

**WAC 132H-106-050 Seal and name of the college.** The board of trustees of Community College District VIII shall maintain an official seal for use upon any or all official documents of the board. The seal shall have inscribed upon it the name of the college which shall be: Bellevue ((Community)) College.

**COMMUNITY COLLEGE DISTRICT VIII  
Bellevue Community College  
Bellevue, Washington**

**OVERVIEW**

**Board of Trustees Policy**

Policy 1000 Board of Trustees describes the authority and responsibility of the Trustees of Community College District VIII. This policy needs to be updated to reflect our new offering of a baccalaureate degree, the first of which will be awarded in June 2009. This change is reflected under Powers and Duties of the Board of Trustees, first bullet item, which will be amended as follows:

**Powers and Duties of the Board of Trustees**

The board of trustees is responsible for establishing policy and evaluating the total program of the college. The state of Washington has empowered the board of trustees to:

- create comprehensive programs of community college education and training, offer baccalaureate level degrees as authorized by the state, and maintain an open-door policy in accordance with RCW 28B.50.090(3);

In anticipation of the board adopting the name Bellevue College, this policy has also been updated to reflect our new name. Other changes include changing “community college” to “college” in the body of the policy. See Attachment 1 for the full markup of the policy.

Revisions to policy 1000 Board of Trustees will be presented for approval at the March 11, 2009 special meeting.

Prepared by Lucinda Taylor  
Executive Assistant to the President and Secretary to the Board of Trustees  
February 25, 2009

## 1000 BOARD OF TRUSTEES

Effective Date: 6/11/1992 \* Date Last Modified: [3/22/20053/11/08](#)  
Policy Contact: President

### POLICY

The board of trustees is an agency of the state and derives its authority as described in RCW 28B.50.100 [and RCW 28B.50.140](#). It shall be the responsibility of the board of trustees to establish policy and to evaluate the total college program. The board of trustees shall appoint a college president to administer the college and shall delegate to him/her the authority and responsibility for implementation of [Board-board](#) policy.

#### Offices Of The Board Of Trustees

The board of trustees shall maintain an office at Bellevue [Community](#) College, 3000 Landerholm Circle S.E., Bellevue, Washington, 98007-6484, where all records, minutes, and the official college seal shall be kept. Written comments or requests for information may be submitted to the secretary of the board who is located at this address.

#### Meetings Of The Board Of Trustees

Meetings may be held upon request by the chair or a majority of the members of the board.

The board of trustees customarily holds a regular meeting at such time and place as it may designate approximately every six weeks from January through June and from September through December. Exact board meeting dates may be found in the Washington State Register or by contacting the president's office at (425) 564-2302.

All regular and special meetings of the board of trustees shall be announced and held in accordance with chapter 42.30 RCW (Open Public Meetings Act). No official business shall be conducted by the board of trustees except during a regular or special meeting. The board of trustees may convene in executive session whenever it is deemed necessary pursuant to RCW 42.30.110.

#### Officers Of The Board

The board annually elects from its membership a chair and vice-chair to serve for the ensuing year. The president of Bellevue [Community](#) College or the president's designee serves as secretary to the board of trustees as specified by state law.

#### Powers and Duties of the Board of Trustees

The board of trustees is responsible for establishing policy and evaluating the total program of the college. The state of Washington has empowered the board of trustees to:

- create comprehensive programs of community college education and training, [offer baccalaureate level degrees as authorized by the state](#), and maintain an open-door policy in accordance with RCW 28B.50.090(3);
- employ a college president, members of the faculty, and such other administrative officers and other employees as may be necessary or appropriate, and fix their salaries and duties within the amounts established by legislative appropriation;
- establish, under the approval and direction of the State Board for Community and Technical

Colleges, new facilities as community needs and interests demand;

- establish or lease, operate, equip, and maintain dormitories, food service facilities, bookstores, and other self-supporting facilities connected with the operation of a ~~community~~ college;
- with the approval of the State Board for Community and Technical Colleges, borrow money and issue and sell revenue bonds for the construction, reconstruction, erection, equipping with permanent fixtures, demolition, and major alteration of buildings or other capital assets, and the acquisition of sites, rights-of-way, easements, improvements, or appurtenances for dormitories, food service facilities, bookstores, and other self-supporting facilities connected with the operation of a ~~community~~ college, in accordance with RCW 28B.10.300-330 as applicable;
- receive such gifts, grants, conveyances, devises, and bequests of personal property from private sources, as may be made from time to time, in trust or otherwise, whenever the terms and conditions thereof will aid in carrying out the ~~community~~ college programs as specified by law and the regulations of the State Board for Community and Technical Colleges; and sell, lease, or exchange, invest, or expend the same or the proceeds, rents, profits, and income thereof according to the terms and conditions thereof; and adopt regulations to govern the receipt and expenditure of the proceeds, rents, profits, and income thereof;
- establish and maintain night schools, and authorize classrooms and other facilities to be used for summer or night schools, or for public meetings and for any other uses consistent with the use of such classrooms or facilities for ~~community~~ college purposes;
- make rules and regulations for pedestrian and vehicular traffic on property owned, operated, or maintained by the community college district;
- prescribe, with the assistance of the faculty, the course of study in the various departments of the ~~community~~ college, and publish such catalogs and bulletins as may become necessary;
- grant to every student, upon graduation or completion of a course of study, a suitable diploma, ~~non-baccalaureate~~ degree, or certificate;
- enforce the rules and regulations prescribed by the State Board for Community and Technical Colleges for the government of ~~community~~ colleges, students, and teachers and promulgate such rules and regulations and perform all other acts not inconsistent with law as the board of trustees may in its discretion deem necessary or appropriate to the administration of the district, provided that such rules and regulations shall include, but not be limited to rules and regulations relating to housing, scholarships, conduct, and discipline;
- suspend or expel from the college any students who refuse to obey any of the duly promulgated rules and regulations;
- delegate to the president or his or her designee any of the powers and duties vested in or imposed on the board of trustees by the Community & Technical College Act of 1991, such delegated powers and duties to be exercised in the name of the board of trustees (RCW 28B.10.528, 28B.50.140(14));
- offer educational services on a contractual basis other than the tuition and fee basis set forth in RCW 28B.15 for a special fee for private or governmental entities, in accordance with the rules and regulations adopted by the State Board for Community and Technical Colleges;
- participate in higher education centers and consortia involving four-year public or independent colleges or universities;
- perform other activities consistent with the Community College Act and not ~~i~~n conflict with the directives of the State Board for Community and Technical Colleges;

- perform any other duties and responsibilities imposed by law or by rule and regulation of the State Board for Community and Technical Colleges.

### **Revisions to Bylaws of the Board of Trustees**

Bylaws of the board may be revised by majority vote of the board.

### **Seal And Name Of The College**

The board of trustees of Community College District VIII shall maintain an official seal for use upon any or all official documents of the board. The seal shall have inscribed upon it the name of the college which shall be: Bellevue ~~Community~~ College.

### **RELEVANT LAWS AND OTHER RESOURCES**

Board of Trustees Resolutions 202, 236, 288  
RCW 28B.10, 28B.50, 42.30  
WAC 132H-106-010 through -060

### **REVISION HISTORY**

Original 6/11/1992  
Revisions 4/24/2002; 3/22/2005

### **APPROVED BY**

Board of Trustees  
President's Staff (new format)

**COMMUNITY COLLEGE DISTRICT VIII  
Bellevue Community College  
Bellevue, Washington**

**OVERVIEW**

**Sabbatical Leave Authorization for the 2009-10 Academic Year**

The Sabbatical Leave Committee has received requests from seven (7) faculty for sabbatical leave during the 2009-10 academic year. The total number of quarters requested is equivalent to 3.67 FTE's. The Board of Trustees has committed, through the Negotiated Agreement, to make "every reasonable effort to grant at least 5 FTE leaves annually, provided that at least that number of applicants have applied and are ranked by the Sabbatical Leave Committee..." (Article IX, Section IV, C). The number of leaves granted is subject to fiscal and budget constraints and also the calculation of potential cost of replacement.

The President will make a recommendation for consideration and action at the May 20, 2009 meeting.

Prepared by Tom Nielsen  
Executive Dean (Interim)  
February 25, 2009

**COMMUNITY COLLEGE DISTRICT VIII  
Bellevue Community College  
Bellevue, Washington**

**OVERVIEW**

**Formulation and Issuance of College Policies and Procedures**

College administration has been working with All College Council to revise policy 1250 Formulation and Issuance of College Policies and Procedures in order to effectively separate policies from procedures. Currently, both policies and procedures are intermingled in the manual. The purpose of this recommended change is to separate and delineate the differences.

Policies are principles, rules, and guidelines formulated or adopted by the governing body of an organization to reach its long-term goals. They are designed to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them.

Procedures are the specific methods employed to express policies in action in day-to-day operations of the organization.

Together, policies and procedures ensure that a point of view held by the governing body of an organization is translated into steps that result in an outcome compatible with that view. The Board alone should approve college policies. These policies provide direction to the president to enact procedures, which are the day-to-day rules that will carry out the board's intentions.

Over the years, clarity between what is policy and what is procedural has been lost with new rules that have not delineated the distinction, leading to confusion about what approval process is required. In reviewing and updating the college's policy and procedure manual in preparation for accreditation, it became clear that this distinction needs to be made more clearly defined as well as the approval process used for each.

Revisions to policy 1250 Formulation and Issuance of College Policies and Procedures will be presented for approval at the May 20, 2009 meeting.

Prepared by Lucinda Taylor  
Executive Assistant to the President and Secretary to the Board of Trustees  
February 25, 2009

**COMMUNITY COLLEGE DISTRICT VIII  
Bellevue Community College  
Bellevue, Washington**

**OVERVIEW**

**TRiO Program**

The TRiO Student Support Services is a federally-funded program that helps Bellevue Community College reach its goals of helping students achieve educational excellence and providing underserved students with equal access. The program serves first generation college students, often with limited income and/or disabilities, by offering them a special program of academic and personal support services, such as help with study skills, tutoring to master course content, and intensive academic and personal advising to help them build confidence and become more successful in reaching their dreams, goals and aspirations.

The TRiO program has the following three success measurements:

- Increasing persistence and graduation rates of eligible students by advocating for and implementation of proven student success components;
- Increasing transfer rates of eligible students from two-year to four-year institutions through the support and encouragement of seamless transition; and
- Fostering an institutional climate supportive of the success of the TRiO student population through appropriate services.

**COMMUNITY COLLEGE DISTRICT VIII  
Bellevue Community College  
Bellevue, Washington**

**OVERVIEW**

**Part-Time Faculty Development**

The college has initiated enhanced orientation and resources for part-time faculty. Quarterly workshops, now offered specifically for new part-time faculty, include a video-based orientation to the college, discussions with experienced faculty about classroom issues, and opportunities to network with peers. A new on-line faculty resource guide, to be launched later this quarter, will offer easily accessible information on instructional procedures and resources, as well as practical advice from faculty. Department chairs will continue to provide the critical foundation support for part-time faculty including orientation to the divisions and departments, specific course guidance, and ongoing mentoring.

Many faculty and administrators have contributed to the new activities and resources for part-time faculty. Coordinating team members are Dr. Jim Ellinger, Life Sciences Faculty; Rick Otte, Director of Television Services and part-time faculty; Myra Van Vactor, Director of the Library Media Center; and Norma B. Whitacre, Dean of Instructional Services and part-time faculty.

**COMMUNITY COLLEGE DISTRICT VIII  
Bellevue Community College  
Bellevue, Washington**

**OVERVIEW**

**Preparation for 2009 Accreditation Site Visit**

In December 2006, the Northwest Commission on Colleges and Universities (NWCCU) approved Bellevue Community College's request for a substantive change to begin offering a baccalaureate program and granted BCC candidacy at the baccalaureate level. This status change requires the college to undergo a comprehensive self-study and visit by an NWCCU evaluation committee within the academic year following graduation of its first class at the new degree level. BCC will graduate about 17 baccalaureate students in June 2009 and will undergo its site visit October 12-14, 2009.

Nine committees have been researching, documenting and writing about how BCC meets the requirements outlined in the NWCCU standards.

<b>Standard Number</b>	<b>Standard Name</b>	<b>Chair/Co-chair</b>
Standard 1	Institutional Mission and Goals, Planning and Effectiveness	Paula Boyum, VP Workforce Development
Standard 2	Educational Program and Its Effectiveness	Norma Whitacre, Dean, Instructional Services
Standard 3	Students	Tom Pritchard, VP, Student Services
Standard 4	Faculty	Tom Nielsen, Interim Executive Dean  Rebecca Baldwin, Division Chair, Social Science
Standard 5	Library and Information Resources	Michael Talbott, Dean Information Resources  Myra Van Vactor, Director, Library Media Center
Standard 6	Governance and Administration	Beatrice Hughes, VP, Human Resources  Jim Bennett, VP Office of Equity and Pluralism
Standard 7	Finance	Rachel Solemsaas, VP, Administrative Services

Standard 8	Physical Resources	Laurel Lafever, Director, Campus Operations
Standard 9	Institutional Integrity	Gaynor Hills, VP, Institutional Advancement

Each committee's second draft report is due in March and will be shared with the college community in April to get their feedback on how well the document captures the work of the college.

Information about the process and what we are learning will be shared at the board meeting.

Prepared by Elise Erickson  
Special Assistant to the President  
February 24, 2009