

BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT VIII  
BELLEVUE, WASHINGTON

A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, October 14, 2009. The business session will begin at 2:00 p.m. in room A265. Steve Miller, Chair, will preside.

AGENDA -DRAFT

LUNCH – 12:00 PM – A201

The Trustees will have lunch together. No business will be conducted.

I. EXECUTIVE SESSION – 12:30 PM

There will be an executive session for 90 minutes to discuss the evaluation of a state employee and to discuss selection of a site or the purchase of real estate, when publicity regarding such consideration would cause a likelihood of increased price.

II. BUSINESS SESSION – 2:00 PM – A265

III. INTRODUCTIONS

IV. ROLL CALL

V. CONSENT AGENDA

September 23, 2009 Board Meeting Minutes  
Total Enrollment, Summer Quarter 2009

Lucinda Taylor	Tab 1
Tom Nielsen	Tab 2

VI. CONSTITUENT REPORTS – 2:10 PM

Faculty  
Classified  
Student

Doug Brown
Melissa Sitzenstock
Joseph Root

VII. ACTION ITEMS – 2:40 PM

2010 Board Meeting Dates  
BCCAHE Contract Ratification - Revised  
Purchase of Adjacent Properties

Lucinda Taylor	Tab 3
Bea Hughes	Tab 4
Rachel Solemsaas	Tab 5

VIII. STAFF AND BOARD REPORTS – 2:55 PM

Capital/New Campus Planning  
Foundation/Campaign  
Long Range Finance/Resource Planning  
TACTC Legislative Committee  
College Events  
President

Paul Chiles
Vicki Orrico
Steve Miller
Steve Miller
All
Jean Floten

IX. UNSCHEDULED BUSINESS / COMMUNITY TESTIMONY – 3:15 PM

X. ADJOURNMENT – 3:30 PM

Please note: Times indicated on the agenda are only estimates and are subject to change.

**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 September 23, 2009 in the boardroom, B201, of Bellevue Community College, 3000 Landerholm Circle SE, Bellevue, Washington. Mr. Steve Miller, Chair, presided.

I. STUDY SESSION

Elise Erickson, Special Assistant to the President, presented an overview of the accreditation process and the role of board members during the evaluation team visit. Key points included:

- The accreditation evaluation team site visit will be October 12-14, 2009;
- The team consists of ten individuals from colleges in the northwest, representing both two year and four year institutions;
- They will spend Monday and Tuesday conducting extensive interviews, talking to approximately 400 individuals during these two days;
- There are currently nine standards reviewed in the accreditation process, though this will be changing in the next year as the Northwest Commission on Colleges and Universities (NWCCU) moves to a new process;
- The college has prepared a self-study documenting how well we meet the criteria, where there is room for improvement, and what we're doing to achieve that improvement;
- Of the nine standards, the board is primarily concerned with standard six, Governance and Administration;
- The visiting team reads the report, interviews people, reviews documentation, prepares recommendations and commendations, completes a draft report, holds an exit interview, and submits a final report to the NWCCU;
- Our last evaluation in 2005 resulted in four recommendations and ten commendations, a strongly positive result;
- Once the evaluators have submitted their recommendation to the NWCCU, we have a chance to correct factual errors before the commission takes action on the recommendation at their meeting in January, 2010;
- The chair of the evaluation committee, Dr. Jonathan Lawson, will meet with members of the Board of Trustees at a date and time to be confirmed within the next day or two;
- Trustees should be prepared to answer questions on: ethical behavior; their responsibility as a policy making board, speaking with one voice; hiring and evaluation of the president; approval of the budget, mission, goals, strategic plan and real estate purchases; approval of major

initiatives such as new degrees and overarching policies; and board self evaluation;

- In order to prepare, the trustees should read the excerpts provided in their board packet, read the executive summary, and review the board policy manual;
- Possible topics that might be covered in the evaluator interview were reviewed;
- Regarding our bachelor degrees and the mission of the college, our goal is to meet the needs of our students as those needs evolve in a changing world;
- College employees were presented with information on accreditation during Opening Week on September 17<sup>th</sup> and will have another opportunity to dig deeper into the issues on October 5<sup>th</sup> during College Issues Day; and
- The mission of the college and our commitment to an open door policy were discussed.

II. EXECUTIVE SESSION

Steve Miller announced that there would be an executive session for approximately 45 minutes to review collective bargaining sessions with an employee organization and to discuss with legal counsel litigation or pending litigation. Bea Hughes, Rachel Solemsaas and Laura Saunders were invited to join the board. The executive session began at 10:14 a.m. and ended at 11:02 a.m.

III. BUSINESS SESSION

The Business Session began at 11:08 a.m.

IV. INTRODUCTIONS

Tom Nielsen, Executive Dean  
Lucinda Taylor, Sec., Board of Trustees.  
Rachel Solemsaas, VP of Admin Services  
Melissa Sitzenstock, Classified Employee  
Representative

Gaynor Hills, VP of Institutional Advancement  
Norma Whitacre, Dean of Instruction

Kelly Paustain, Manager, Finance

Cheryl Bateman, Asst. Attorney General  
Doug Brown, President, BCAHE  
Joseph Root, President, ASG  
Bea Hughes, VP of Human Resources

Jim Bennett, VP of Equity and Pluralism  
Faisal Jaswal, Assistant Dean, Student  
Programs

V. ROLL CALL

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

VI. CONSENT AGENDA

Tab 2 June 17, 2009 Board Meeting Minutes

The minutes of the June 17, 2009 board meeting were approved 5-0.

Tab 3 Year End Financial Report, Year Ending July 31, 2009

Tab 4 Total Enrollment, Spring Quarter Final Report and Update

VII. CONSTITUENT REPORTS

Faculty Report

Doug Brown, Bellevue College Association of Higher Education (BCCAHE) president, reported that:

- He is happy to have the opportunity to represent the faculty to the board;
- There are seven new tenure-track faculty members this year, one new faculty lead in ELI, and three full-time temporary faculty;
- We're happy to welcome Gabriela Estrada-Centelles as the 2009-10 Scholar-In-Residence;
- The negotiated BCCAHE/BC agreement has been ratified by the faculty;
- Two items of particular interest for the faculty are the new structure for affiliated status and improvements in the process and structure for online course development;
- The Science Department has partnered with the University of Washington in a project called the Washington Large Telescope Project;
- It has been discovered that there is a rare and unexpected sample of cosmic rays including high mass protons;
- BC has an array of detectors on our buildings, made possible through the interest and participation of one of our adjuncts, and our students have presented papers locally on this topic;
- Doug expressed his sorrow at learning that retired BC faculty member Bob Purser, a founding member of the Art Department and beloved colleague, passed away unexpectedly last Thursday; and
- The BCCAHE has gone through the process to officially change its name to BCAHE.

Classified Staff Report

Melissa Sitzenstock, classified staff representative, reported that:

- Classified staff are extremely busy right now accommodating record numbers of students on campus;
- In spite of record enrollments, staff have been doing a phenomenal job of assisting students, made possible by the dedicated work of our classified staff over the summer as they prepared for this anticipated overload;

- Classified Professional Development Day is scheduled for November 11<sup>th</sup> at the Champion's Center and the keynote will be Sunny Kobe Cook;
- Living voices will be presenting several historical sketches focused on civil rights, the Pacific Northwest and immigration;
- There will be a strong focus on project management;
- Classified staff struggle with the limited budget available to produce professional development days and are unable to include administrative staff, so Melissa encourages administration to host professional development activities as well; and
- There are a number of activities available on campus but it's a struggle for classified staff to be able to participate due to workload and getting permission from supervisors.

### Student Report

Joseph Root, Associated Student Government (ASG) President, reported that:

- Student leaders have been preparing for increased enrollment and focusing on how they can provide support services for our students to help them succeed;
- The Black Student Union has recently hired a director, now that it's a program as opposed to a club, and we anticipate great leadership from this student group;
- Leaders have been looking for ways to engage students in civic involvement;
- Over 1200 students have participated in orientations offered this fall;
- October Fest will be an event to help encourage students to become more involved in student clubs and organizations as this can help them be more successful in the classroom;
- The Student Sustainability fee has been enacted and the students are working with the Environmental Advisory Committee to put these dollars to work;
- The nine members of ASG are trying to engage students at large to participate in the process;
- The legislative director is developing an agenda for the year through surveying students about their needs;
- Joseph is excited about the leadership team, both staff and students, and looks forward to working with them to help our campus be the best it can be;
- ASG is working with bookstore staff to help find alternatives to high book costs, including better buyback policies, e-books and using open source texts; and
- Hurdles to more affordable books include the status of the textbook industry and publisher policies.

VIII. ACTION ITEMS

Tab 5 BCCAHE Contract Ratification

Bea Hughes presented the negotiated BCCAHE Contract for approval. It was noted that the name should be corrected to reflect the new status of the organization name as the Bellevue College Association of Higher Education (BCAHE). It was also noted that the item presented should be titled "Revisions to the 2007-2010" contract rather than "Amendments to the 2007-2010" contract.

It was moved by Lee Kraft and seconded by Paul Chiles that:

Motion 33:09        The Board of Trustees of Community College District VIII hereby approves the Revisions to the 2007-2010 Agreement Between the Board of Trustees of Community College District VIII and Bellevue College Association of Higher Education as presented in *Revisions to the 2007-2010 - Faculty Contract*.

The motion was approved 5-0.

Tab 6 Indemnification Authorization: Resolution 292

Rachel Solemsaas presented Resolution 292 authorizing the defense of Joe Fithian and Laura Saunders for approval.

It was moved by Vijay Vashee and seconded by Vicki Orrico that:

Motion 34:09        The Board of Trustees of Community College District VIII approves Board Resolution No. 292 authorizing the defense and indemnification of Joe Fithian and Laura Saunders in the matter of *Justin Yates, David Roberts, Michael Mayes, Nicholas Jacob, and Jonellio Bercasio v. Joe Fithian and Elizabeth E. Saunders* (U.S. District Court Cause No. 2:09-cv-01289-RSM).

**INDEMNIFICATION AUTHORIZATION**

WHEREAS, the legal actions referenced below have been commenced involving employees of this institution of higher education; and

WHEREAS, the college's assigned assistant attorney general has reported her determination that the designated individuals were performing, or in good faith purporting to perform, official duties with respect to the alleged acts or omissions giving rise to the legal actions;

WHEREAS, the officers and employees of the institution designated below have requested or are expected to request the Board to authorize their defense and indemnification under RCW 28B.10.842; and

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees, based on the facts and circumstances presently known to the Board, finds that the individuals designated below were performing, or in good faith

purporting to perform, official duties with regard to the acts or omissions alleged by the plaintiff to be wrongful, and the Board authorizes their defense and approves their indemnification by the State to the extent that such individuals were performing, or in good faith purporting to perform, official duties.

Done in an open public meeting this 23<sup>rd</sup> day of September, 2009.

Legal Actions: *Justin Yates, David Roberts, Michael Mayes, Nicholas Jacob, and Jonellio Bercasio v. Joe Fithian and Elizabeth E. Saunders* (U.S. District Court Cause No. 2:09-cv-01289-RSM)

Individuals Indemnified: Joe Fithian, Laura Saunders

The motion was approved 5-0.

IX. FUTURE ACTION ITEMS

Tab 7 2010 Board Meeting Dates

Lucinda Taylor presented proposed dates for 2010 regular meetings of the BC Board of Trustees. Discussion followed and members of the board suggested changing the January 27 date to the first Wednesday in February. This item will be presented for approval at the October 14, 2009 meeting.

X. UNSCHEDULED BUSINESS

There was no unscheduled business.

XI. ADJOURNMENT

There being no further business, the regular meeting of the Board of Trustees adjourned at 11:47 a.m. The next regular meeting will be held on October 14, 2009.

ATTEST:

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Steve Miller, Chair  
Board of Trustees

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Lucinda Taylor  
Secretary, Board of Trustees  
Community College District VIII

**REGULAR MEETING AGENDA ITEM**

**Tab 2**

**October 14, 2009**

**Information**     **Discussion**     **Action**

**Topic**

Total Enrollment, Summer Quarter 2009

**Description**

The college constantly monitors and analyzes enrollment statistics and trends, particularly during registration and enrollment periods. Enrollment updates are regularly provided to the entire college during that time. Downward and upward trends are analyzed, and strategies are put into place to address areas of concern.

As part of the strategic enrollment and planning process, each quarter, an enrollment report for all fund sources (state-funded, self-support and other) is compiled for review and discussion. The final summer enrollment report is being presented to the Board of Trustees as an information item.

**Key Questions**

- \* Was the college's enrollment target for state funded and self-support FTES met for Summer Quarter 2009, and how did that performance compare to Summer Quarter 2008?
- \* Were there any areas of enrollment that experienced significant differences (increase or decrease) for Summer Quarter 2009, and what are the reasons for those changes?

**Analysis**

In a time when the economy is declining and the job market is suffering, economists suggest that college enrollment is one of the few things that remain strong. These circumstances are very much reflected in the summer quarter enrollment data for Bellevue College.

Overall, the enrollment target for summer quarter was exceeded by a whopping 48% or 1,663.8 FTES. Healthy increases (ranging between 28.1% - 7.7%) were seen in every division. Enrollment targets for "Other Programs" were exceeded by 165% or 1078.26 FTES, mainly due to huge increases in Tech Prep enrollments (298.9% or 1093.37 FTES).



Increases by division or unit:

- Arts and Humanities Division exceeded its target by 210.70 FTES or 24.6%
- Business Division exceeded its target by 109.6 FTES or 28.1%
- Health Science Division exceeded its target by 16.4 FTES or 7.7%
- Science Division exceeded its target by 137.71 FTES of 16.4%
- Social Science Division exceeded its target by 111.12 FTES or 24.5%
- Other Programs exceeded their target by 1078.26 FTES or 165%

### **Background Information**

Attachment 1:

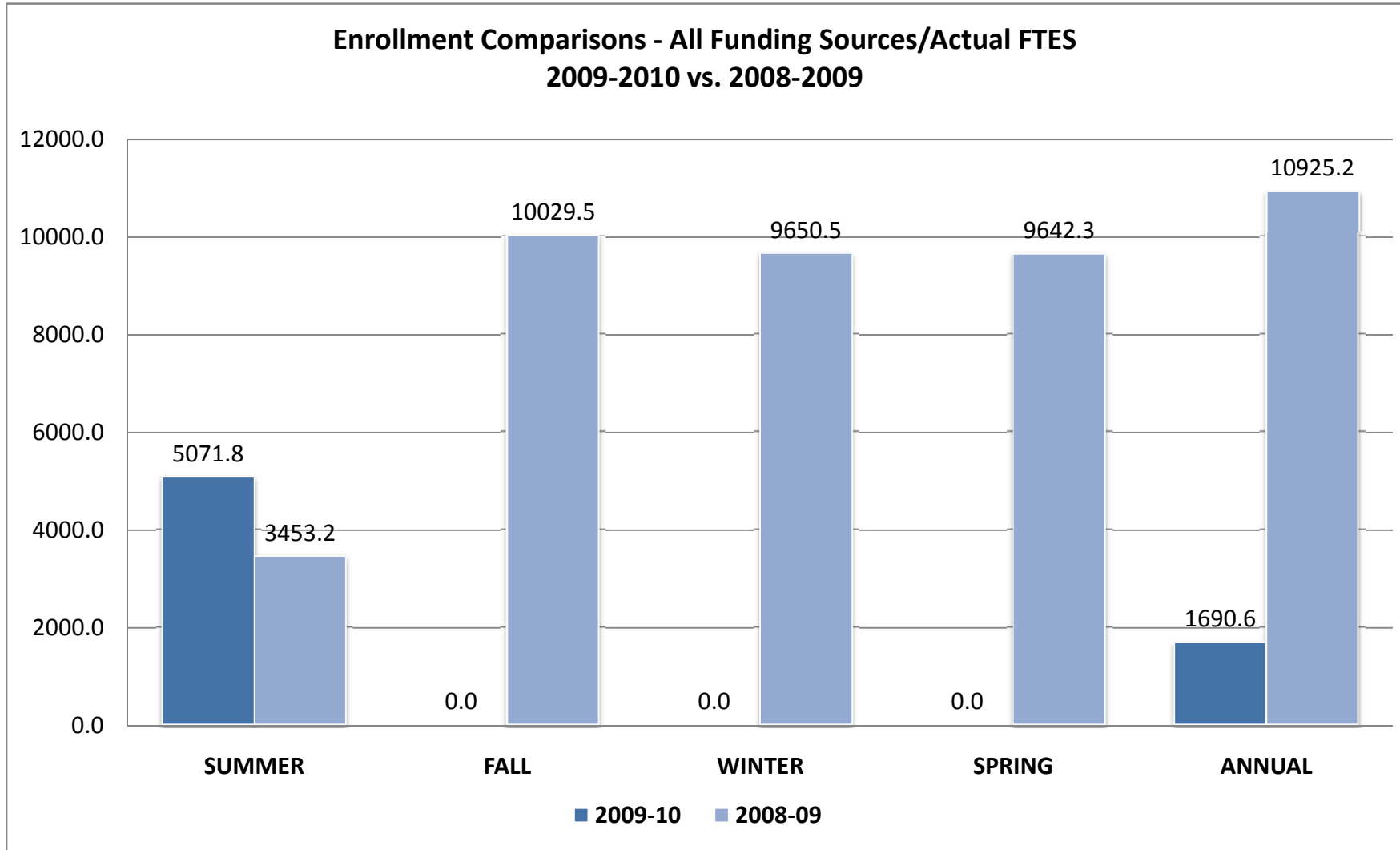
- Enrollment Comparison For All Funding Sources: Actual FTES 2009-2010 vs. 2008-2009
- Enrollment Comparison: Target vs. Actual FTES – Summer Quarter 2009

### **Recommendation/Outcomes**

The Board will have an opportunity to review and discuss the college's enrollment data and trends for summer quarter 2009.

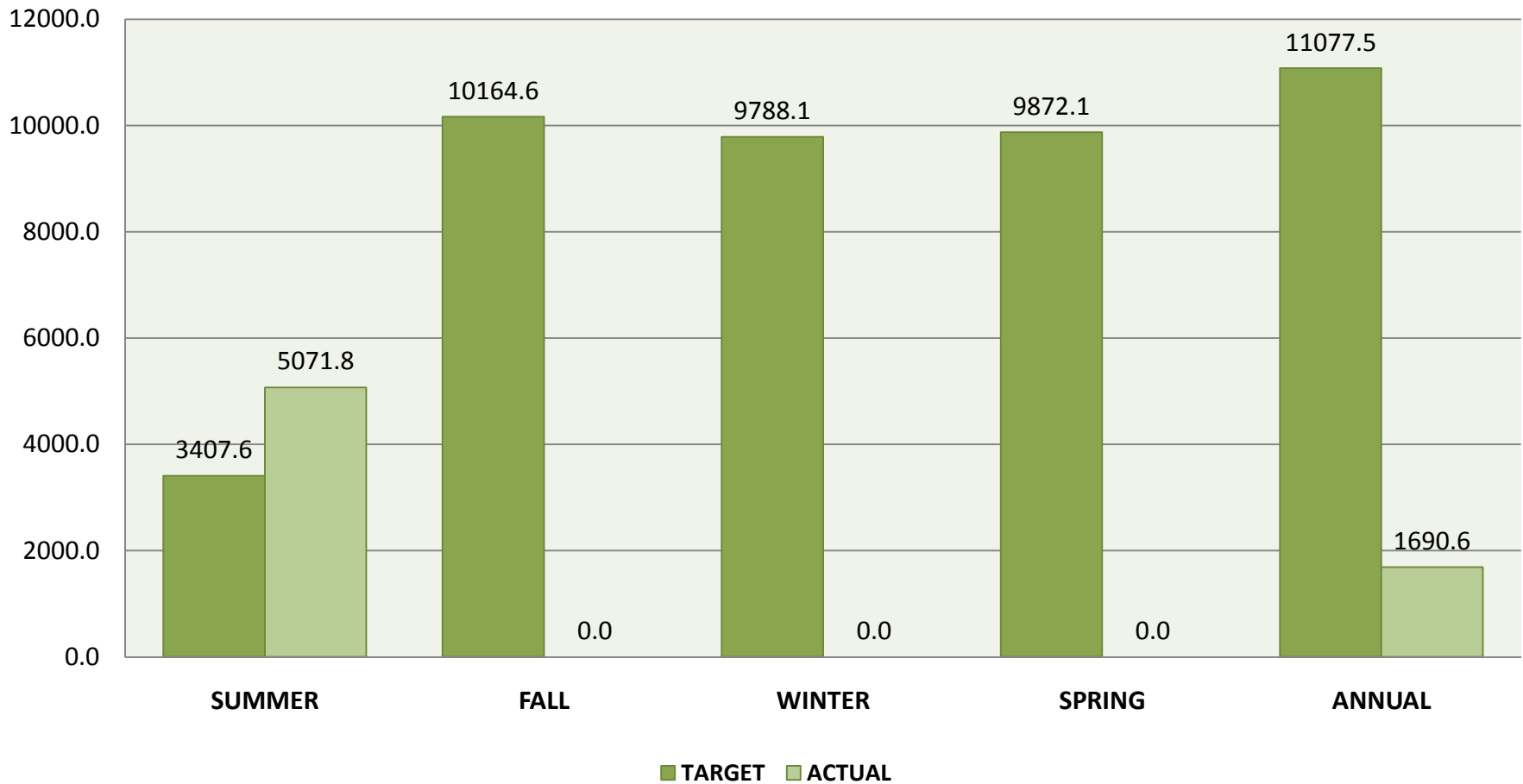
**Prepared by:** Tom Nielsen, Executive Dean  
tom.nielsen@bellevuecollege.edu, 425-564-2442

COMMUNITY COLLEGE DISTRICT VIII  
BELLEVUE COMMUNITY COLLEGE  
SUMMER QUARTER 2009



COMMUNITY COLLEGE DISTRICT VIII  
BELLEVUE COMMUNITY COLLEGE  
SUMMER QUARTER 2009

Enrollment Comparison Target vs. Actual FTES  
2009-2010





## **REGULAR MEETING AGENDA ITEM**

**Tab 3**

**October 14, 2009**

Information     Discussion     Action

### **Topic**

Proposed 2010 Board of Trustees Meeting Dates

### **Description**

The Code Reviser (Washington Administrative Code) requires that a list of Board meeting dates be filed with their office each calendar year so that appropriate notice can be given to the public.

The following dates are being submitted for the Board's consideration as regular meeting dates for the year 2010.

Wednesday, February 3

Wednesday, March 10

Wednesday, May 12 (Coincides w/Margin of Excellence Awards)

Wednesday, June 16

Wednesday, June 30 (Tentative, pending budget process needs)

Wednesday, September 8

Wednesday, October 6 (Tentatively scheduled as an all-day retreat)

Wednesday, November 17

### **Key Questions**

- \* Do the proposed dates meet the needs of the college in maintaining its administrative and contractual obligations?
- \* Do the proposed dates conflict with any major religious or secular holidays or other dates that might cause key personnel to be unavailable?
- \* Do the proposed dates meet the needs of the individual trustees?

## **Analysis**

The proposed dates meet the needs of the college in maintaining its administrative and contractual obligations and do not conflict with any major religious or secular holidays. The Bellevue School District (BSD) calendar has also been taken into consideration and none of the proposed dates conflict with BSD breaks.

## **Background Information**

The board reviewed potential meeting dates for 2010 at the September 23, 2009 meeting. It was suggested that the meeting proposed for January 27, 2010 be changed to February 3, 2010.

## **Recommendation/Outcomes**

That the Trustees of Community College District VIII approve the proposed schedule of regular meeting dates for 2010.

**Prepared by:** Lucinda Taylor, Exec Asst to the President and Sec to the Board of Trustees  
lucinda.taylor@bellevuecollege.edu, 425-564-2302



*Become Exceptional*

## **REGULAR MEETING AGENDA ITEM**

**Tab 4**

**October 14, 2009**

Information     Discussion     Action

### **Topic**

BCCAHE Contract Ratification - Revised

### **Description**

The official motion for approval and signature page of the *2009 Revisions to Negotiated Agreement between the Board of Trustees of Community College District VIII and Bellevue Community College Association of Higher Education, September 1, 2007 – August 31, 2010* presented to the Board of Trustees at their September 23, 2009 meeting inaccurately referred to the name of the faculty association as Bellevue College Association of Higher Education, which reflects the pending name change for the faculty association.

The name change of the faculty association will not, in fact, be effective until after a vote of the membership, which has not yet occurred. The minutes and approval document need to reflect the name of the faculty association in effect at the time of approval by the Board of Trustees.

### **Key Questions**

- \* Should the Board of Trustees sign a new approval document for the 2009 Revisions that reflects the name of the faculty association as Bellevue Community College Association of Higher Education, in place of the 2009 Revisions approval document, signed on September 23, 2009?

### **Analysis**

Having conferred with the college's assistant attorney general, the VP of Human Resources believes the approval and document signed by the Board of Trustees ratifying the 2009 Revisions to the Negotiated Agreement between the Board of Trustees and the faculty association needs to accurately reflect the name of the faculty association in effect at the time of Board approval.

### **Background Information**

The approval document was prepared for Board signature with the understanding that the faculty association name had been changed to Bellevue College Association of Higher Education, which turned out not to have been the case. While the faculty association

president reported the name change to the Board on September 23, 2009, it was premature. The association president contacted the VP of Human Resources on a date following the September 23, 2009 Board of Trustees meeting to advise her that the association name change would not be effective until after it was put to a vote of the faculty membership at a membership meeting, which had not occurred as of September 23, 2009.

### **Recommendation/Outcomes**

The VP of Human Resources recommends that the Board of Trustees of Community College District VIII approve the revised document which refers to the *2009 Revisions to the 2007-2010 Agreement Between the Board of Trustees of Community College District VIII and Bellevue Community College Association of Higher Education as presented in 2009 Revisions to the 2007-2010 - Faculty Contract –Tentative Agreement.*

**Prepared by:** Bea Hughes, Vice President of Human Resources  
bea.hughes@bellevuecollege.edu, 425-564-2445

2009 Revisions to the Negotiated Agreement between the Board of Trustees of Community College District VIII and Bellevue Community College Association of Higher Education, September 1, 2007 – August 31, 2010.

Approved on the 23<sup>rd</sup> day of September, 2009, and signed this 14<sup>th</sup> day of October, 2009, at Bellevue, Washington.

For the Association

For the District

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Rosemary Richardson, BCCAHE President

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Steve Miller, Chairperson

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Alan Yabui, BCCAHE Vice President

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Vijay Vashee, Vice Chairperson

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Douglas Brown

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Paul Chiles

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Dr. Graham Haslam

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Lee Kraft

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Denise Johnson

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Vicki Orrico

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Louis Watanabe

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James Conlon, Negotiator



**REGULAR MEETING AGENDA ITEM**

**Tab 5**

**October 14, 2009**

Information     Discussion     Action

**Topic**

Purchase of Adjacent Properties

**Description**

The 2008 facility master plan (FMP) includes the college's continued expansion plan and long-term goal of acquiring properties adjacent to the college campus in an area called Sunset Ranch, a residential development of 42 single family homes. The college already has acquired nine of these homes and now has an opportunity to purchase two additional properties (see attachment 1).

**Key Questions**

- \* How does the purchase of these properties benefit the college's strategic goals?
- \* Is the purchase of these properties within the college's financial plan?

**Analysis**

The Sunset Ranch subdivision consists of 42 houses, including the nine houses that the College already owns. Over the years, the college has capitalized these properties for facility expansion such as the relocation of the Eastern Washington University (EWU) offices, KCBS radio station, International Student Programs (ISP) offices, housing accommodation for the college's visiting scholars and storage spaces. As can be seen from the map (Attachment 1), acquiring the houses immediately adjacent to the campus would be very attractive to allow for **expansion, potential new construction, and reduce the concerns some of the adjacent residents have about noise and light pollution.**

In February, we were approached by Mr. Marty Schultz and Ms. May Li who offered to sell their properties to the college. These houses are adjacent to one that the college already owns and would expand our presence in Sunset Ranch. We secured an appraisal, and with the assistance from the state's general administration real estate services staff, the college negotiated an acceptable purchasing term within the amount allowable by the state and within our capital budget adopted for 2009-2010 (see Attachment 2). In the short term we will use the house for campus occupants and

needs such as storage or interim offices. Eventually, along with the adjacent property, we will begin to establish a base for dormitories or other campus priorities.

### **Background Information**

Attachment 1: BC campus map

Attachment 2: Excerpt from the June 17, 2009 board meeting packet : Capital Projects Budget

### **Recommendation 1**

That the Board of Trustees of Community College District VIII authorizes the college administration to seek approval from the SBCTC to acquire and subsequently purchase the house and property at 14540 SE 26<sup>th</sup>, in Bellevue using funds from the Local Capital fund.

### **Recommendation 2**

That the Board of Trustees of Community College District VIII authorizes the college administration to seek approval from the SBCTC to acquire and subsequently purchase the house and property at 14538 SE 26<sup>th</sup>, in Bellevue using funds from the Local Capital fund.

**Prepared by:** Rachel Solemsaas, Vice President of Administrative Services  
rachel.solemsaas@bellevuecollege.edu, 425-564-2446

# BC Campus Map



## **CAPITAL PROJECTS BUDGET**

The 2009-11 biennial Capital Projects Budget is being presented to the Board of Trustees for approval. The capital projects budget is supported by state appropriations and local capital funds. The budget includes updated amounts for carry-over projects from 2007-09 that will be completed during this biennium; it also includes new or revised projects for 2009-11 that were approved by the legislature along with local capital projects for changes and improvements on the campus.

1. State Appropriations: The state appropriated capital project for 2009-11 of \$7,604,600 reflecting a decrease over the previous 2007-09 capital budget.
  - a. \$4,350,000 Health Sciences Building
  - b. \$1,103,000 Site Repairs "A"
  - c. \$1,180,600 Maintenance and Operating Shift to Capital
  - d. \$496,000 Minor Improvements Program
  - e. \$475,000 Minor Works – Preservation (RMI)
  
2. Local Capital: The local capital budget of \$17,520,614 reflects:
  - a. \$8,000,000 Replacement for North Campus. Reserves funds set aside for the lease payment was directed to this project.
  - b. \$5,288,200 T Building – Allied Health Building
  - c. \$1,500,000 Lombard, Schultz and Li properties
  - d. \$1,114,180 Science/Tech Supplement funding. Due to construction savings, original allocation of \$3.114 million was reduced by \$2 million. The \$2 million savings would be use to support the T building – Allied Health Building.
  - e. \$ 767,020 Misc Local capital projects
  - f. \$ 626,214 Misc Local capital projects- N Server Rm.
  - g. \$ 250,000 Institutional Advancement/Payroll

**Recommendation:** That the Board of Trustees of Community College District VIII hereby adopts resolution 290, adopting the 2009-10 College Budget.

Prepared by Rachel Solemsaas  
Vice President of Administrative Services  
June 11, 2009

Note: The budget was approved by a vote of 5-0.