

**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 March 4, 2009 in the boardroom, B201, of Bellevue Community College, 3000 Landerholm Circle SE, Bellevue, Washington. Ms. Lee Kraft, Chair, presided.

I. STUDY SESSION

Rachel Solemsaas, Vice President of Administrative Services, and Lynne Sage, Chair of the Science Division, provided a tour of the new science and technology building, designated Building S. Key points included:

- The process began six years ago when the Science Division identified 140,000 square feet of needed space for a project that was automatically limited by the state capital projects process to a maximum of 70,000 square feet;
- It was determined that the focus for the building would be on lab space;
- The finished building has 22 classrooms with 16 labs, 5 lecture rooms and a science study center;
- There are also 18 full-time offices and 22 part-time work stations;
- 20 of the 22 rooms are electronic with a built in computer, DVR, projector and viewing screen;
- The entire building has wireless access;
- Key personnel assigned to the project from Miller Hull include Craig Curtis, Chad Zettle and Katie Popolov;
- Our local construction management team includes Dennis Herman, Laurel LaFever, David Maxwell and Angela Wood, aided by Laura Saunders, Lynne Sage and the Science Division staff;
- This was the most lab intensive building ever designed by Miller Hull;
- The building is LEED Silver certified;
- Due to inflation and a high rise in the cost of construction, we had to eliminate all the interior building out of the first floor at one point, but were able to add it back through local funds and actual construction costs that came in under the initial bid;
- There is a student exhibit area and several areas for soft space for students on the first floor;
- The first floor also has a conference room and a room specifically designed for the DNA sequencer;
- The oceanography room on the second floor has two large aquariums visible from the classroom and the hallway;
- The rooms were designed with plenty of windows so that science is on display to anyone walking through;

- The second and third floors each have a large lab-prep area providing easy access to 5 labs;
- The second floor lab prep area has a section for high density storage with mobile shelving;
- There is a large-specimen room which could be used for a cadaver if we ever had that need;
- There is a room specifically for our scanning electron microscope which is currently tucked away where it's mostly inaccessible;
- Lecture rooms have small lab cart closets with access from both the hallway and the classroom so lab technicians can provide lab carts and supplies without disturbing class;
- Informal student space is provided on the second floor near the entry;
- With limited funding, finishing touches took a back seat in order to preserve program elements;
- The third floor is primarily designed for chemistry classes;
- The organic room has 8 fume hoods, each with its own supply of air, natural gas and suction;
- There is additional soft space for students on the third floor with room for about 14 chairs;
- There are two microbiology labs on the third floor with built in stations providing water and gas, drawers for student lab coats and goggles, and a prep lab between the two;
- Staff are excited about the new autoclave;
- There is a space designed for a cold room but, due to the affect of inflation on our ability to finish out the building, this will be added at a later date. For now, we continue to use flower coolers;
- All of the mechanical equipment for venting is run through the walls to the main processor on the roof;
- The next building project is the Allied Health Science Building, to be designated as the T Building;
- If actual costs continue to come in lower than estimated, we may be able to use some of the funds from the T Building to finish out some of the aspects of the S Building that had to be cut from our original plans; and
- The final piece to be built is the artwork that will be located between the S Building and the flag circle, a stairway to nowhere called "Endless," to be completed this summer.

II. EXECUTIVE SESSION

Lee Kraft announced that there would be an executive session for approximately 30 minutes to discuss the evaluation of state employees. Tom Nielsen was invited to join the Board for this discussion. The executive session began at 1:27 p.m. and ended at 1:59 p.m.

III. BUSINESS SESSION

The Business Session began at 2:01 p.m.

IV. INTRODUCTIONS

Jean Floten, President
Lucinda Taylor, Sec., Board of Trustees.
Rachel Solemsaas, VP of Admin Services
Melissa Sitzenstock, Classified Employee
Representative
Paula Boyum, VP of Workforce Development
Gaynor Hills, VP of Institutional Advancement
Mary Canan, Executive Director of Finance
Adenuga Atewologun, ACE Scholar
Faisal Jaswal, Asst. Dean, Student Programs
Carrie Richardson, BAS Student
Brienne Wood, Student
Marcus Sweetser, Student

Cheryl Bateman, Asst. Attorney General
Rosemary Richardson, Pres., BCCAHE
Amanda Alva, President, ASG
Bea Hughes, VP of Human Resources

Tom Nielsen, Interim Executive Dean
Miranda Kato, Ombuds
Kent Short, Life Sciences Instructor
Elizabeth Ballinger, Jibsheet Reporter
Joel Koglin, Jibsheet Photographer
Vanessa Pantley, Student
Denise Burke, BAS Student

V. ROLL CALL

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

VI. TEAM EXCEPTIONAL

BT-E.1 Team Exceptional Award Presentation

Lee Kraft presented Team Exceptional Awards to five BCC students:

- Amanda Alva, Denise Burke, Vanessa Pantley, Carrie Richardson and Brienne Wood, for their commitment to BCC and the future of our community, as demonstrated through their outstanding efforts in supporting SB5575 and HB1726 - Creating Bellevue College. These students gave of their own time to convey 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. 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.

Jean Floten acknowledged Vijay Vashee, Jim Peoples, Steve Miller, Vicki Orrico and Mike Humphries for their incredible support throughout the process as well.

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

VII. CONSENT AGENDA

BT-CA.1 January 29, 2009 Board Meeting Minutes

The minutes of the January 29, 2009 board meeting were approved 5-0.

VIII. CONSTITUENT REPORTS

BT-CR.1 Faculty Report

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

- Kent Short has installed an enhanced weather station, providing weather data online at http://scidiv.bellevuecollege.edu/weather/Current_Vantage_Pro_Plus.htm;
- Information from the site is shared with the National Weather Service and University of Washington;
- In addition to current information, graphs for recent rainfall, wind speed, barometric pressure, and other data points are available on this site;
- BCCAHE is pleased to report that the President has approved 4 additional faculty positions, bringing the total for the year to eight, including three nursing positions, two math, one chemistry, one ABE and one economics;
- Another position previously funded through worker retraining grants has been transferred to the state funded allocation;
- One additional position in electroneurodiagnostic technology has been funded through high demand funding from the state;
- BCCAHE provided an early congratulations to the ten candidates that are anticipated to receive tenure this afternoon and thanked the Tenure Evaluation Subcommittees and Tenure Review Committee for all their work throughout the process;
- BCCAHE welcomed Tom Nielsen to the position of Interim Executive Dean;
- Louis Watanabe, Gita Bangera and Rosemary Richardson visited Olympia to present higher education issues to our legislators and seek their support;
- President's Staff and Planning Council met February 24th to review unit proposals for reaching the anticipated 11.9% budget reduction for the next biennium;
- BCC's historically frugal fiscal management puts us in a much better position than some of our peer institutions and this should be recognized;
- It's unfortunate that some of our "enrollment efficiencies" will equal loss of jobs for adjunct faculty, a point that needs to be acknowledged;
- The potential for greater cuts may require restructuring the college;
- The college has been doing an excellent job of communication throughout the budget reduction process; and
- It's heartening to see proposals for revenue enhancements.

BT-CR.2 Classified Staff Report

Melissa Sitzenstock, classified staff representative, reported that:

- There will be budget hearings next week with the opportunity for feedback from the campus community;
- There will be employees who learn tomorrow that their positions are being considered as part of these cuts;
- Many of the proposals are for vacant positions, however there are still a total of 5.5 classified positions that will be cut;
- Communication to the campus will be critical and should remain optimistic, clearly stating that some of the positions being cut are currently vacant; and
- The concept of a parking fee has been proposed and many classified are concerned that this fee could impose an increased burden on households with limited incomes.

BT-CR.2 Student Report

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

- Many students participated in BCC Advocacy Day in Olympia;
- The students spoke with over 40 legislators, conveying their personal experience with higher education and how important this is in their lives;
- The students presented a banner to the Governor's staff with numerous signatures asking the Governor to avoid balancing the budget on the backs of students;
- Amanda and Brianne Wood will be taking their issues to Washington D.C. to communicate their concerns and the impact of higher education;
- Amanda urged the Board to be proud of the students they serve and their accomplishments;
- ASG is reviewing the code for how Services and Activities fees can be used and this has been forwarded to the Vice President for Student Services and the President for their input;
- Students are looking at launching a pilot program to purchase a Kindle and circulate it among instructors to see how this technology could be incorporated in our programs; and
- Lee Kraft expressed that the Board is indeed very proud of our students.

IX. ACTION ITEMS

BT-A.1 Prevention of Discrimination, Harassment and Retaliation Policy

Bea Hughes presented an overview of the proposed changes to our prevention of discrimination, harassment and retaliation policy. Concerns expressed at the last Board meeting have been taken up with the Attorney General's office and incorporated as appropriate.

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

Motion 03:09 The Trustees of Community College District VIII approves the Prevention of Discrimination, Harassment and Retaliation Policy as presented in BT-A.1 Attachment 1.

The motion was approved 5-0.

BT-A.2 Tenure Review Recommendations

Tom Nielsen, Interim Executive Dean, presented a recommendation to grant tenure to ten faculty members, based on recommendations from the Tenure Review Committee.

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

Motion 04:09 The Board of Trustees of Community College District VIII hereby grants tenure for the 2009-10 academic year to Gita Bangera, Life Sciences (Biology).

The motion was approved 5-0.

It was moved by Vijay Vashee and seconded by Paul Chiles that:

Motion 05:09 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).

The motion was approved 5-0.

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

Motion 06:09 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).

The motion was approved 5-0.

It was moved by Paul Chiles and seconded by Vijay Vashee that:

Motion 07:09 The Board of Trustees of Community College District VIII hereby grants tenure for the 2009-10 academic year to David Oar, Library Media Center.

The motion was approved 5-0.

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

Board of Trustees Minutes
DATE, 2009

Motion 08:09 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).

The motion was approved 5-0.

It was moved by Vijay Vashee and seconded by Steve Miller that:

Motion 09:09 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).

The motion was approved 5-0.

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

Motion 10:09 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).

The motion was approved 5-0.

It was moved by Paul Chiles and seconded by Vijay Vashee that:

Motion 11:09 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).

The motion was approved 5-0.

It was moved by Steve Miller and seconded by Vijay Vashee that:

Motion 12:09 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).

The motion was approved 5-0.

It was moved by Vijay Vashee and seconded by Paul Chiles that:

Motion 13:09 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).

The motion was approved 5-0.

Jean Floten commented on the quality of this year's candidates, congratulated them all on joining the ranks of tenured faculty, and expressed her gratitude for all the future contributions we anticipate. Jean thanked the Tenure Review Committee and Tenure Evaluation Subcommittees for all their hard work.

Jean noted that Robin Bailey and Cory Netter were in the audience and recognized their contributions in coordinating an extraordinarily successful month-long celebration of Black History Month.

X. FUTURE ACTION ITEMS

BT-FA.1 Bellevue College Name Change

Jean Floten, President, presented an overview of the proposed Bellevue College Name Change. This item will be presented for approval at a special meeting on March 11, 2009.

BT-FA.2 Board of Trustees Policy

Jean Floten, President, presented an overview of proposed changes to the Board of Trustees policy to bring it into alignment with the anticipated name change and add language regarding authority to offer baccalaureate level degrees as authorized by the state. This item will be presented for approval at a special meeting on March 11, 2009.

BT-FA.3 Sabbatical Leave Authorization for the 2009-10 Academic Year

Tom Nielsen, Interim Executive Dean, presented an overview of proposed sabbatical leave authorization for the 2009-10 academic year. The committee will review these requests very carefully in light of the current budget situation while trying to maintain our commitments to faculty. This item will be presented for action at the May 20, 2009 meeting.

BT-FA.4 Formulation and Issuance of College Policies and Procedures

Jean Floten, President, presented an overview of proposed changes to the college's policy on the development and issuance of policies and procedures. This item will be presented for approval at the May 20, 2009 meeting.

XI. INFORMATION ITEMS

BT-I.1 TRiO Program

Paul Chiles introduced Barbara Brodsky, Director of TRiO Student Support Services. Barbara presented an overview of the TRiO program at BCC. Key points included:

- TRiO is a national program funded by the federal government to support low-income, first generation college students and students with disabilities;
- We've had a TRiO program at BCC since 1981;
- The seven national TRiO programs include Educational Talent Search, Upward Bound, Upward Bound Math/Science, Veterans Upward Bound, Educational Opportunity Centers, Student Support Services and McNair Scholars;
- Our local TRiO program is of the student support services variety and focuses on personal support, academic support, and financial guidance;
- Personal support is focused on strong relationships, counseling and guidance, crisis intervention, motivation and a supportive environment;
- Students are honored each quarter at an awards ceremony with honors based on their GPA of the prior quarter;
- Academic support includes advising, transfer planning, tutoring in all subjects, a computer lab, a study skills class, a motivation and success class, a laptop lending program (including textbooks, recorders and calculators), academic monitoring and intervention, math assessment preparation and ESL programs;
- Financial guidance includes financial aid application assistance, help with the scholarship process and a financial literacy program;
- The ESL language assistance program provides bilingual/second language emphasized tutoring, mentoring, electronic text reading pens, talking dictionaries, audio textbooks, reading and writing assistance software and an ESL library with academic libraries;
- Our Trio students experience a 91% persistence rate from fall quarter to fall quarter (national average is 86%), a 54% graduation rate within 3 years (national average is 25%), and a 3.0 average GPA (national average is 2.6);
- The students frequently report that the personal support they received through the TRiO program is what helped them stay in college;
- When asked what the program needs the most, Barbara replied, "Staff";
- It was suggested that TRiO could reach out to the community to bring in content experts and involve them on a volunteer basis;
- Students are accepted into the program on a first-come, first-served basis with those not accepted being placed on a waiting list; and
- Personal engagement, a caring cohort to work with, someone at the college who takes an interest in them and a personal connection to the college are strong predictors of student success, but the expense is prohibitive to apply on a larger scale.

BT-I.2 Part-Time Faculty Development

Norma Whitacre, Dean of Instruction, presented an overview of part-time faculty development activities. Key points included:

- Part-time faculty are critical to our success and we add approximately 400 new part-time faculty each year with a wide range of experience levels;
- Department chairs are typically responsible for recruiting, hiring, training and scheduling part-time faculty;
- In order to increase student success, part-time faculty orientation was revamped to better meet the needs of new faculty;
- The OUAs, Rick Otte and Myra Van Vactor have been working together to overhaul the orientation, adding teaching panels and video clips among other items;
- Fall 2009 orientation will involve faculty who have been here for a while with divisions having group discussions followed by break-out sessions on a choice of topics;
- They're in the process of launching an online faculty resource guide with information from the traditional faculty manual but which will also include a section on faculty advice and perspective for each topic;
- One of the highlights of the orientation are teaching tips; and
- A possible future project would be to provide workshops for instructors from other colleges and become a center for training adjuncts in the state.

BT-I.3 Preparation for 2009 Accreditation Site Visit

Elise Erickson, Special Assistant to the President, presented an overview of college activities to prepare for the 2009 accreditation site visit by the NWCCU evaluating team. Key points included:

- The accreditation process helps us dedicate focused time on what we do and the processes we have in place, evaluating effectiveness and how well we meet our goals;
- We last received an accreditation review in 2005 and would not typically need to undergo evaluation again until 2015. Offering a baccalaureate degree program necessitates being accredited at a new level resulting in a visit from an accreditation review team scheduled for October 12-14, 2009;
- The second draft of the self-study is due March 14, 2009 with a draft ready to present to the college community for final feedback in mid-April;
- We've been working on the self-study since the summer of 2007 when we started to identify issues that need our attention;
- In preparation for the visit, we've updated and published our Mission, Vision and Goals, gone through the name change process, and implemented Strategic Planning Online;
- We've reassessed all general education courses to confirm their ratings and published degree and certificate outcomes;

- We've created the student success initiative to include a more comprehensive and effective advising process and created a First Year Experience for new students;
- We've implemented a pilot part-time faculty evaluation process, agreed in the faculty contract on program chair responsibilities and increased divisional awareness of the value and purpose of post-tenure faculty evaluations;
- We've improved our library core collection, completed an information technology strategic plan and deployed applications that provide new interactive tools to enhance teaching and learning, collaboration and workflow process;
- We've trained employees on discrimination law and ethics requirements, changed bargaining for classified employees, and created an Office for Equity and Pluralism;
- We've instituted a new policy concerning debt service, acquired grants for new high demand programs, and improved business practices in Continuing Education to ensure fiscal stability;
- We've constructed the new Science and Technology building and have received preplanning funding for a new Allied Health building;
- We've developed publication and print review procedures to help ensure the accuracy of official college publications, redesigned the college's website, implemented an annual evaluation of department websites to control accuracy of information and created a Curriculum Information Management group to oversee accuracy of information related to curriculum;
- Our visiting committee will be a combination of reviewers from baccalaureate degree granting institutions and associates level degree granting institutions; and
- While we have areas that need to be improved upon, we've made great progress and should do relatively well in our review.

XII. STAFF AND BOARD REPORTS

BT-RB.1 Board

Accreditation

Nor further information was reported.

ACCT

No report.

Capital/New Campus Planning

Paul Chiles reported that:

- The new Science building actual expenses came in lower than estimated and we may have savings that can be applied to the Allied Health Sciences building;
- The new Allied Health Sciences building is anticipated for completion in 2012;
- Repairs to the L building are expected to come in well under budget;
- The roadway lighting and outdoor warning systems infrastructure are now complete;
- An open house for the Science building is scheduled for next Wednesday from 11:00 a.m. to 2:00 p.m. and trustees are invited to attend;
- A dedication for the Science building will be scheduled for later in the year;
- Jim Ellinger provided an overview of some ideas to increase the visibility and utilization of the new building as part of a plan to create a center of learning for the Eastside, to be further developed by a new initiative task force;
- Vicki Orrico volunteered to serve on the new initiatives task force; and
- It was suggested that we work on getting some testimonials from industry leaders regarding the state-of-the-art facility we're about to open.

Economic Development

Vijay Vashee reported that:

- While the current economy isn't likely to improve in the near future, we've been identifying grant opportunities that may be promising;
- Paula Boyum, Vice President of Workforce Development, presented information on potential stimulus funding and medical informatics;
- We're preparing a grant to revamp our program to help retrain unemployed information resources personnel in the health care fields;
- Medical informatics is increasingly important in hospitals as they retool to meet new requirements; and
- We're well positioned to create a medical informatics certificate.

Foundation Campaign

Vicki Orrico reported that:

- The grants department has generated \$3.2 million in revenue so far this year and is at 58% of goal;
- Vicki thanked Lee Kraft for her role in helping create the Lockwood Foundation Distinguished Faculty Award, the first of which will be awarded at commencement in June;
- We've already raised 2.1 million toward our \$6.7 million campaign goal;
- We have two new Foundation Board members, John Calhoun of Union Bank of California and Rudy Wolfe of Puget Sound Energy;

- The Foundation will host a special small event on March 20th at 6:00 p.m. at Robin Nelson's home, featuring Dan Rasmus;
- The Foundation Luncheon is scheduled for May 6th at the Meydenbauer Center and the keynote speaker will be Dennis Hayes; and
- We've already raised \$74,000 toward our \$235,000 luncheon goal.

Long Range Finance/Resource Planning

No report.

TACTC Legislative Committee

No report.

College Events

Trustees reported that:

- Vicki Orrico will attend International Night on March 7th.

BT-RB.2 President

Jean Floten reported that:

- The Music Man is opening March 5th at the Carlson Theatre;
- Jean thanked the Board for approving tenure recommendations thereby increasing the knowledge and talent of our tenured faculty;
- Jean welcomed Tom Nielsen as the Interim Executive Dean and expressed her appreciation for his willingness to take on this role and workload;
- The Governor has signed what is known as the belt-tightening bill which freezes hiring except in direct academic support, freezes all salary increases except those specifically required by collective bargaining contracts, freezes all out-of-state travel using state or tuition funds, and freezes all equipment purchases over \$5000;
- We have now been directed to take a 4.6% budget reduction for this year plus an additional 11.9% reduction for the next biennium;
- We anticipate a 5-7% tuition increase to help offset these reductions;
- We've identified approximately \$5 billion dollars in cuts and details will be distributed to the campus on Friday with information sessions scheduled for Monday the 9th and hearings for the 11th;
- Classified staff who are being laid off will be given the opportunity to move into positions that are currently vacant and we hope to mitigate the impact on individuals as much as possible;
- We will likely reduce sections with low enrollment and this will affect some adjunct faculty;
- We've identified two administrative positions that will need to be eliminated, necessitating an organizational review and impacting the college community as we recalibrate;

- Possible revenue generating and reduction ideas have been suggested and will be reviewed by task forces to explore further for viability;
- It's anticipated that revenue forecasts will continue to worsen and we may need to look for additional reductions;
- There are several obligations that increase annually and we'll need to accommodate these expenses as we proceed with budget development;
- We're paying close attention to how the federal stimulus funding is being distributed and it may be that the way it's applied could create a bow-wave that will have to be absorbed at a later date;
- Jean thanked Lee for her help securing Lockwood Foundation funds to create the Lockwood Distinguished Faculty Award;
- The Margin of Excellence Awards are scheduled for May 20th at 2:30;
- The bills to create Bellevue College didn't make it out of committee but we're working on an alternative to help us with one of our programs;
- We've had great press on BCC varsity athletics and the Bellevue Reporter has been providing great coverage on many fronts;
- Jean commended Bill O'Connor and the athletic department; and
- Dan Rasmus has been a great friend to the college and has been working with Paula Boyum on Workforce Development and will be speaking at the Foundation event at Robin Nelson's later in the month.

XIII. UNSCHEDULED BUSINESS

No community testimony.

XIV. ADJOURNMENT

There being no further business, the regular meeting of the Board of Trustees adjourned at 5:07 p.m. The next regular meeting will be held on May 20, 2009.

ATTEST:

Lee Kraft, Chair
Board of Trustees

Lucinda Taylor
Secretary, Board of Trustees
Community College District VIII