

**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 June 17, 2009 in the boardroom, B201, of Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Ms. Lee Kraft, Chair, presided.

I. STUDY SESSION

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

- This year's budget process has been challenging in light of the economic environment and budget reductions mandated by the state;
- Bellevue College has been able to mitigate the impact of budget reductions through refinancing options, but we have not been able to avoid impacting operations to some extent;
- There was an additional \$62,000 reduction from the SBCTC, but we may be able to recoup some of this through reapportionment based on performance;
- The percentage expended in each major category is comparable with other institutions;
- We use other community colleges to compare staffing rates, and we have fewer administrative staff than the next largest college in the community college system;
- Our budgets have been pared to the bare minimums for goods and services, equipment and supplies, and staffing;
- ARRA funds are being pursued to supplement programs wherever possible, but this is still developing and no funds are being dispersed as yet;
- The percentage of budget for permanent full-time faculty as compared to the budget for part-time faculty has remained relatively consistent over time;
- 75-80% of part-time faculty receive benefits;
- The loss of support resulting from the CIS move to the State Board (~\$177,000) has resulted in a reduction in support staff in Human Resources and the Business Office;
- The NWCET director position is supported through NSF overhead;
- The college had initially planned to reduce the contingency fund from 3% to 2% but we were later able to restore it to 3%;
- The college has set aside \$1M for further reductions, based on a continuing decline of state revenues;
- The budget also includes a set-aside of \$750,000 for next year's increased obligations, such as increased energy costs;

- The new Health Sciences Building was funded for the design phase, but funding for construction in the next biennium is questionable;
- We've set aside \$8M for replacing the Continuing Education facility and an RFP has been released;
- There are questions regarding the process used for selecting a broker for the real estate transaction and Paul Chiles has indicated a desire to be involved in the process;
- We have an opportunity to potentially purchase three additional houses in the neighborhood;
- Science technology supplemental funding resulted from construction savings achieved on the new Science building;
- Our current project manager will be leaving at the end of June and now is a good time to be hiring as candidates are abundant; and
- Bellevue College is in a good position financially vis-à-vis other colleges in the system.

II. EXECUTIVE SESSION

Lee Kraft announced that there would be an executive session for approximately 60 minutes to discuss the evaluation of a state employee. The executive session began at 1:26 p.m. and ended at 2:33 p.m.

III. BUSINESS SESSION

The Business Session began at 2:38 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
Faisal Jaswal, Asst. Dean, Student Programs
Louis Watanabe, Business Faculty
Eva Norling, World Languages Faculty
Doug Brown, President Elect, BCCAHE
Kyra Olson, Admin. Asst., Workforce Dev.
Mark Yoshino, Physical Education Instructor
Lucas Shaw, Student
Ryan Shelton, Student
Jason Chapman, Women's Tennis Coach
Dorine Rassaian, Student
Hannah Jordt, Student
Lauren Heino, 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
Tom Pritchard, VP of Student Services
Kelly Paustain, Manager, Finance
Star Rush, Executive Director, CLA
Miranda Kato, Ombuds
Andre Munt, Student
Bob Adams, Public Information Officer
Hunter Beaty, Student
Michael Robertson, Student
Andrew Stephenson, Student
Yuri Kida, Student
Estee Kaskes, Student
Stephanie Tom, Student
Reka Matsumoto, Student

Vanessa Estes, Student
Stella Dwifaradewi, Student
Joseph Root, President Elect, ASG

Janet Adisuwono, Student
Kelsey Mickels, Assistant Coach

Men's Baseball Coach Mark Yoshino introduced members of the NWAAC Championship Baseball Team: Andrew Stephenson, Hunter Beaty, Lucas Shaw, Michael Robertson, and Ryan Shelton. President Floten commended the coach and the team. Coach Yoshino presented President Floten with a baseball signed by the team in honor of her 20th anniversary at the college.

Women's Tennis Coach Jason Chapman introduced the NWAAC Championship Tennis Team: Yuri Kida, Dorine Rassaian, Estee Kaskes, Hannah Jordt, Stephanie Tom, Lauren Heino, Reka Matsumoto, Vanessa Estes, Janet Adisuwono, and Stella Dwifaradewi. He also introduced Kelsey Mickels, assistant coach and member of the 2007-08 women's tennis team. This is the fifth straight year that the women's tennis team has won the championship.

V. ROLL CALL

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

VI. CONSENT AGENDA

BT-CA.1 May 20, 2009 Board Meeting Minutes

The minutes of the May 20, 2009 board meeting were approved 5-0.

VII. CONSTITUENT REPORTS

BT-CR.1 Faculty Report

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

- Rosemary introduced the 2009-10 BCCAHE President, Doug Brown, a member of the Physics Department since 1991;
- Negotiations are currently underway and the faculty have been pleased with the way both faculty and administration have presented issues and interests for discussion;
- Rosemary has been privileged and honored to serve as the BCCAHE President for the past four years, serving as a liaison to the Board of Trustees;
- The need to increase the number of full time faculty and work toward the goal of reaching 60% full-time faculty continues;
- Rosemary expressed her appreciation for the opportunity to work with Jean and presented her with a token of appreciation for her 20 years of leadership;

- Jean thanked Rosemary for her four years of service, expressed her admiration for the dedication Rosemary has shown to the college, and presented her with a token of appreciation; and
- Lee thanked Rosemary for her years of service.

BT-CR.2 Classified Staff Report

Melissa Sitzenstock, classified staff representative, reported that:

- The Professional Development Committee has been active and appreciates the support of Yvonne McGookin in Human Resources as an active participant in planning development activities for classified staff;
- Melissa expressed her appreciation for the participatory budget process and the role Rachel Solemsaas played in involving all parties;
- The classified staff contract was renegotiated this year and was ratified last week with a 95% approval rate;
- The classified staff have used this past year to rebuild their role in the leadership process and have done a good job of accomplishing this;
- Melissa expressed her appreciation to Jean for her leadership, effort, and time spent helping classified staff, serving as a role model and inspiration for everyone at the college; and
- Jean presented Melissa with a token of appreciation for her year of service.

BT-CR.2 Student Report

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

- Andre Munt, member of the Gay Straight Alliance (GSA), has been instrumental in helping establish the LGBTQ Resource Center and, in light of this accomplishment, Amanda turned the floor over to Andre;
- Andre reported that the GSA started the year with 5 members and now has over 100 members on their list-serve and over 40 members attending weekly meetings;
- The LGBTQ community experiences the highest level of discrimination and harassment of any group in the United States;
- The LGBTQ community spans all racial, ethnic, gender identity, and socioeconomic groups;
- The GSA met with President's Staff to request space for the Resource Center, which will serve as a resource for all student groups;
- GSA has been coordinating with outside resources to help form a large support network for all students who might benefit from the information available and/or the connections and referrals provided;
- The GSA has presented their first Safe Space training to help educate faculty, staff and students on LGBTQ issues, and will be scheduling further training over the next few quarters;

- Lee thanked Andre for his excellent presentation; and
- Jean presented Amanda with a token of appreciation and commended her for the great job she's done, bringing the community together and providing skilled leadership for our student groups throughout the past year.

VIII. ACTION ITEMS

BT-A.1 International Student Contract for International Student Programs
FY2009-10

Rachel Solemsaas presented an overview of the proposed resolution reaffirming the contractual relationship between the College and the Bellevue College Foundation.

It was moved by Steve Miller and seconded by Vicki Orrico that:

Motion 25:09 The Board of Trustees of Community College District VIII hereby adopts resolution 289 reaffirming the contractual relationship with the Bellevue College Foundation for International Student Programs for FY2009-10

The motion was approved 5-0.

RESOLUTION NO. 289
INTERNATIONAL STUDENT CONTRACT FOR
INTERNATIONAL STUDENT PROGRAMS FY2009-10

WHEREAS, the college offers courses and programs for international students as provided by RCW 28B.50.140 (17) and WAC 131-32-020(1); and

WHEREAS the college contracts its international contract program with Bellevue College Foundation; and

WHEREAS the contract stipulates the fees and the number of international student enrollment for 2009-10; and

WHEREAS the contract has been approved by State Board of Community and Technical College; and

WHEREAS the budget for the international contract program covers both direct and indirect costs; and

WHEREAS the courses and program covered by these costs could not be offered within the allocation provided by the State to the College;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Community College District VIII reaffirms the contractual relationship with the Bellevue College Foundation for International Student Programs for FY2009-10.

BT-A.2 Policy 7360: Identity Theft Prevention

Rachel Solemsaas presented an overview of the requirement for a policy addressing identity theft protection for identified accounts.

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

Motion 26:09 The Board of Trustees of Community College District VIII hereby adopts Bellevue College policy 7360, Identity Theft Prevention, effective June 17, 2009.

The motion was approved 5-0.

BT-A.3 2009-10 College Budget

Rachel Solemsaas presented the 2009-10 balanced college budget for approval.

It was moved by Steve Miller and seconded by Vicki Orrico that:

Motion 27:09 The Board of Trustees of Community College District VIII hereby adopts resolution 290, adopting the 2009-10 College Budget.

The motion was approved 5-0.

RESOLUTION 290
ADOPTION OF THE 2009-10 COLLEGE BUDGET

WHEREAS, the Washington State Legislature and the State Board for Community and Technical Colleges have approved the Bellevue Community College state allocation for fiscal year 2009-10; and

WHEREAS, The Board of Trustees under WAC 132H-106-010 has the duty of approved budgets and has delegated to the President in Resolution 277 the authority to carry out the administration and operation for the College, and further in Resolution 4 the Board sets out the responsibilities of the President including planning and budgeting; and

WHEREAS, the College at the direction of the President has developed a balanced budget plan for 2009-10; and

WHEREAS, the Planning Council, which includes faculty staff, students and administrators has met to solicit and process ideas from the College for budget changes; and

WHEREAS, the College Community has deliberated the budget plan through the Planning Council, President's Staff, public hearings and solicitation of campus feedback; and

WHEREAS, the 2009-10 budget decisions were made using guiding principles that included furtherance of the College's strategic initiatives and efforts; and

WHEREAS, the budgets submitted in this document will be updated and reported to the Board of Trustees on a quarterly basis to include allocation amendments received from the State Board of Community and Technical Colleges , distribution of income and expenses appropriated by the Legislature, unanticipated budgetary changes resulting from executive orders and/or other policy and operational changes; and

WHEREAS, the Board of Trustees has reviewed the proposed budget and proposed budget balancing plan for 2009-10;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees does hereby adopt the fiscal year 2009-10 Bellevue Community College Budget as follows:

2009-10 Annual Budget

| | |
|---------------------------------|----------------------|
| Operating Funds | \$ 76,082,706 |
| Enterprise and Ancillary Funds | 13,620,663 |
| ASG Service and Activities Fees | 2,277,501 |
| Financial Aid Funds | <u>13,694,300</u> |
| Subtotal 2009-10 Annual Budget | \$105,675,170 |
| 2009-11 Biennium Capital Budget | <u>\$ 25,150,214</u> |
| Total Budget | <u>\$130,325,384</u> |

BT-A.4 2009-10 Services & Activities Budget

Tom Pritchard, Vice President of Student Services, and Faisal Jaswal, Assistant Dean of Student Programs, presented an overview of the 2009-10 services and activities budget as recommended by the services and activities committee.

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

Motion 28:09 The Board of Trustees of Community College District VIII approves the Bellevue College Associated Student Government's *2009-2010 Service and Activities Budget* as recommended by the Service and Activities Fee Budget Committee.

The motion was approved 5-0.

BT-A.5 BCCAHE Contract Amendment

Bea Hughes presented an overview of the amendment to the BCCAHE negotiated agreement to extend the current contract through August 31, 2010.

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

Motion 29:09 The Board of Trustees of Community College District VIII hereby approves the proposed extension of the term of the *2007-2009 Agreement Between the Board of Trustees of Community College District VIII and Bellevue Community College Association of Higher Education*, and *2008 Revisions to the 2007-2009 Agreement* as presented in BT-A.5, Attachment 1, *Article Twenty-One – Duration*.

The motion was approved 5-0.

BT-A.6 CEO Contract

Lee Kraft presented an extension to the CEO contract for approval.

It was moved by Steve Miller and seconded by Vicki Orrico that:

Motion 30:09 The Board of Trustees of Community College District VIII extends the contract of the chief executive officer of Community College District VIII, effective July 1, 2009 through June 30, 2012.

The motion was approved 5-0.

BT-A.7 Board Elections - Chair and Vice Chair

Lee Kraft presented an overview of the board chair and vice chair elections.

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

Motion 31:09 The Board of Trustees of Community College District VIII closes the nominations for the position of chair and vice chair and elects Steve Miller as Board Chair and Vijay Vashee as Vice Chair, for the period commencing July 1, 2009, and continuing until June 30, 2010.

The motion was approved 3-0 with 2 abstentions.

Jean Floten thanked Lee Kraft for her 10 years of service to the college as a member of the Board of Trustees. Lee helped establish Rotaract, a very active club who recently sent representatives to Nepal to Lee has also been tireless in her support of four-year degrees on campus and she'll be able to shake the hands of the very first baccalaureate degree recipients from Bellevue College

Jean also expressed her appreciation for the generous support for programs at Bellevue College through the Lockwood Foundation.

Jean presented a token of appreciation to Lee for her ten years of service.

BT-A.8 Lockwood Distinguished Faculty Award

Gaynor Hills presented an overview of the Lockwood Distinguished Faculty Award. Gaynor thanked Lee Kraft for helping make this award possible through the support of the Lockwood Foundation. The selection committee consisted of

representation from all the academic divisions, a member of the Board of Trustees, and representation from the Bellevue College Foundation.

Jean Floten recognized each of the three finalists, saying a few words about forwarded a recommendation to the Board.

It was moved by Lee Kraft and seconded by Vicki Orrico that:

Motion 32:09 The Board of Trustees of Community College District VIII approves the recommendation of the College President and hereby adopts resolution 291, awarding the inaugural Lockwood Distinguished Faculty Award to Ron Radvilas.

The motion was approved 5-0.

Lee Kraft presented the inaugural Lockwood Distinguished Faculty Award to Ron Radvilas.

RESOLUTION NO. 291
LOCKWOOD DISTINGUISHED FACULTY AWARD 2009

WHEREAS, Ron Radvilas has served as a member of Bellevue College's Radiologic Technology faculty for 29 years, has distinguished himself as one of the College's finest instructors; and

WHEREAS, Mr. Radvilas' vision, leadership and drive have been instrumental in the founding and success of Bellevue Colleges' first baccalaureate program: the Bachelor of Applied Science degree in Radiation and Imaging Sciences; and

WHEREAS, The impact of this pioneering program contributes significantly to the well-being of the entire region by addressing a severe shortage of medical professionals in this field; and

WHEREAS, Mr. Radvilas' tireless efforts over the years have built the College's Radiologic Technology associate degree program to the point where its graduates are now the most highly sought-after medical personnel in the region; and

WHEREAS, Mr. Radvilas has demonstrated extraordinary skill as an educator, engaging his students with endless encouragement while also building in them a deep commitment to professionalism, compassionate patient care, and lifelong learning; and

WHEREAS, Mr. Radvilas' vision, professionalism and compassion will, for decades to come, exert a positive and lasting impact on the lives of everyone his students serve throughout their careers; and

WHEREAS, We, the Board of Trustees of Bellevue College, do hereby express our deep appreciation for Mr. Radvilas';

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Bellevue Community College, Community College District VIII, does hereby commend and offer its most sincere appreciation to Ron Radvilas for his outstanding service to the College, our students and our community and extend our heartfelt congratulations on the occasion of his selection as the first-ever recipient of the Lockwood Foundation Distinguished Faculty Award.

The Board recessed for 30 minutes for a reception honoring the Lockwood Distinguished Faculty Award finalists and recipient.

IX. FUTURE ACTION ITEMS

BT-FA.1 BCCAHE Contract Modification Ratification

Bea Hughes presented an overview of the next steps in negotiating limited items within the BCCAHE contract. Negotiations will continue over the summer and negotiated items will be presented for approval at the September, 2009 meeting.

BT-FA.2 Policy 6520: Animals on Campus

Bea Hughes and Susan Gjolmesli presented revisions to the animals on campus policy. This item will be presented for approval at the September, 2009 meeting. Susan provided information on the distinction between service animals and therapy animals.

X. INFORMATION ITEMS

BT-I.1 Continuing Education

Bruce Riveland, Dean of Continuing Education, presented an overview of Continuing Education. Key points included:

- The demand for lifelong learning has evolved over time, with the concept that you can get your four-year degree and be done with your education becoming obsolete in the 1980s;
- We're required by the legislature to offer both credit and non-credit courses;
- 40% of our courses come from personal enrichment programs, but 75% of our income is from career related programs;
- We focus on non-credit workforce certificate programs for those seeking a new profession;
- We've changed our focus to Gen-X and career advancement;
- Bellevue College captures 30% of the continuing education market in the state;
- Supporting this market share, we have the resources of space (multiple locations), population density, and administrative leadership;
- Advertising strategies of various community colleges were compared;

- Enrollment has been stable over the past five years at approximately 25,000 students each year, with a recent trend of personal enrichment enrollment decreasing but career advancement enrollment increasing;
- Bellevue College offers a number of non-credit certificate programs, typically shorter than 10 credits, focused on very specific skills;
- Our non-credit certificate programs serve as a complement to our credit certificate programs;
- We're competing with the University of Washington quite successfully, partially because of their cohort model that requires a 9-month commitment and payment up front where we have an open enrollment model that is more flexible to the needs of the individual;
- We're well positioned to meet the needs of young professionals in the next few years;
- Continuing Education has transformed into a credible source for non-credit skill development in support of the needs of our workforce in the state; and
- Lee commented that when she joined the college ten years ago Continuing Education was losing money, but we've been in the black every year since Bruce Riveland took over leadership.

BT-I.2 Health Sciences

Sheryl Berman, Executive Director of the Health Sciences, Education and Wellness Institute (HSEWI), presented an overview of HSEWI. Key points included:

- The HSEWI now offers 14 programs;
- The Alcohol and Drug Counseling program offers four certificates;
- We offer an RN refresher program, offering two sessions per year and maintaining a wait list;
- We offer a number of nursing certificates;
- Early learning and teacher education offers several certificates;
- Fire Science is a self-support program that prepares student for entry into fire service, offering four certificates and degrees;
- Health informatics is the intersection of patient care and information technology with a new certificate offered this year;
- Health Professions is the newest program and provides entry level and intermediate level pathways that lead into other healthcare professions;
- Parent Education, one of our largest FTE programs, helps build stronger and healthier families;
- Our Associate Degree in Nursing prepares graduates for entry level nursing positions;
- Physical Education and Health offers certificates as well as offering activities for students, faculty and staff;

- Our Bachelor of Applied Science in Radiation and Imaging Sciences is the first of its kind in the state;
- We'll be adding medical dosimetry and radiologist assistant pathways to our BAS repertoire;
- Diagnostic Ultrasound prepares students to be registered sonographers;
- Our Nuclear Medicine program provides the only training available in Washington;
- Our Radiation program is also the only program offered in the state; and
- Radiologic Technology and Imaging is a selective admission program with extensive hands-on work required.

BT-I.3 Financial Aid

Rachel Solemsaas, Vice President of Administrative Services, and Sherri Ballantyne, Associate Dean of Financial Aid, presented an overview of the current status of financial aid options for students in light of increased tuition.

Key points included:

- We define two types of students with regard to financial aid – needy students and non-needy students;
- Our non-resident calculated cost of attendance for a year is \$15,912;
- Examples of need and funding sources to meet the need were presented;
- Average processing time has decreased from 87 days in 2001 to 32 days in 2009;
- The number of applications is increasing significantly, with a 40% increase since 2000/01;
- We have an increased web presence with direct links from BC's homepage and all necessary forms are available online;
- Outreach strategies include marketing outreach, workshops, email, and visits to schools;
- We're now connecting with students via iModules with the ability for students to ask for assistance via the web;
- The process is complex for both students and administrators with multiple regulations governing the award process;
- New software was implemented in February that caused a huge slowdown in productivity and the Financial Aid Office is currently down by 3 staff members due to attrition and medical leave; and
- Barriers for students include cultural differences which affect utilization of the process and limited direct student assistance by staff.

STAFF AND BOARD REPORTS

BT-RB.1 Board

Accreditation

Jean Floten reported that:

- We've completed the second draft of our self study;
- We've been appointed a chair for the visiting committee; and
- The visit is scheduled for October 12-14.

ACCT

No report.

Capital/New Campus Planning

No report.

Economic Development

Vijay Vashee and Paula Boyum reported that:

- There is a significant amount of funding being made available through ARRA;
- The State Board has designated our Center of Excellence as the lead on the healthcare informatics portion of ARRA;
- We need to have a plan by July 17th and it needs to incorporate a training aspect that meets the requirements of the high tech act;
- We're convening a meeting including all the major stakeholders and we'll provide the lead for the training portion which must be implemented within six months;
- The initiative will include hospital needs, individual physician needs, and individual needs for healthcare information;
- There's funding available for green jobs and training for green jobs;
- We've already submitted five proposals to Workforce Development as part of ARRA;
- We're looking at partnering with an organization to help place people with disabilities in jobs, and
- Our enrollment for summer Worker Retraining is now 250% higher than last year at this time.

Foundation Campaign

Vicki Orrico reported that:

- The Advancing Student Success Campaign has now raised \$2.3M of the \$6.7M goal;
- The Foundation reviewed 109 scholarship applications this spring, reflecting the growing financial need of students; and
- We've almost reached our \$230,000 goal for the luncheon with contributions continuing to come in.

Long Range Finance/Resource Planning

No report.

Strategic Plan Review

No report.

TACTC Board of Directors

No report.

TACTC Legislative Committee

No report.

Events

Trustees reported that:

- Vicki Orrico, Paul Chiles, Vijay Vashee and Lee Kraft attended the year end celebration event.

BT-RB.2 President

Jean Floten reported that:

- Jean thanked the Trustees for attending the year end celebration; and
- Enrollments are off the chart with enrollments up in all areas of the college.

XI. UNSCHEDULED BUSINESS

No unscheduled business.

XII. ADJOURNMENT

There being no further business, the regular meeting of the Board of Trustees adjourned at 5:22 p.m. The next regular meeting will be held on September 9, 2009.

ATTEST:

Lee Kraft, Chair
Board of Trustees

Lucinda Taylor
Secretary, Board of Trustees
Community College District VIII