

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

A special meeting of the Board of Trustees of Community College District VIII, state of Washington, was held November 20, 2009 at the Mercer Slough Environmental Education Center, 1625 118th Avenue SE, Bellevue, Washington 98005. Mr. Steve Miller, Chair, presided.

I. STUDY SESSION

Tab 1 Board Self Evaluation

Steve Miller, Board Chair, led a discussion of the board's self evaluation. Key points included:

- The board would like to improve:
 - Greater participation in college events and activities;
 - Better planning for upcoming issues;
 - Better utilization of board member expertise;
 - Gathering information from more than one source; and
 - Serving as advocates for the College in the community.
- Goals for the coming year include:
 - Focus on student success;
 - Refining strategic direction for the future, including taking advantage of four-year opportunities; and
 - Succession planning.

Tab 2 Board Committee Assignments and Meeting Times

This item has been postponed.

Tab 3 Four Year Degree Planning

The board discussed priorities and strategies for expanding applied baccalaureate offerings. Key points included:

- The HECB has developed a System Design proposal that includes expanded applied baccalaureate degrees for community and technical colleges. It will be important to support this proposal with the legislature and watch to make sure it doesn't change in regards to expanded four year degrees;
- We need to work with the business community and underserved populations, including those not served by the University of Washington, to put together a blueprint of what we want to offer and submit a proposal to SBCTC;

- We also want to meet with communities that aren't being served to identify needs and how we can help meet those needs, engaging these communities to appeal to the legislature to meet their longer term needs;
- We want to create a community of interest with the other CTCs with applied baccalaureate authority and this has already begun; and
- We're collaborating with other colleges and universities to the best of our abilities to create partnerships to support the needs of the students, advocating for cost effectiveness and opportunities for students.

II. EXECUTIVE SESSION and LUNCH

Steve Miller announced that there would be an executive session for approximately 70 minutes to review collective bargaining sessions with an employee organization and to discuss the selection of a site or the purchase of real estate, when publicity regarding such consideration would cause a likelihood of increased price. Bea Hughes and Rachel Solemsaas were invited to join the board. At 1:01 p.m. Lucinda Taylor announced that the executive session would be extended by 10 minutes. The executive session began at 11:50 a.m. and ended at 1:13 p.m.

III. STUDY SESSION (Continued)

Tab 4 FY09 Achievement Report and Tab 5 FY10 Strategic Planning

Jean Floten, President, presented an overview of the FY09 achievement report and FY10 strategic planning. VPs and Deans presented highlights of achievements from their departments and their major goals for the coming year. Key points included:

- Our strategic planning priorities for the past year included student success, accreditation, community building, business process improvements and the advancement campaign;
- Institutional Advancement and the BC Foundation achievements and priorities include:
 - The BC Foundation campaign is on target with fundraising goals and they will go public at the 2010 annual luncheon;
 - The 2009 BC Foundation annual luncheon produced increased attendance and raised increased dollars over prior years in a year when most fundraising efforts have decreased;
 - The BC name change was accomplished on a shoestring and received great praise and press;
 - This year's goals include a public announcement of the Advancing Student Success campaign to the public;
 - Goals for the luncheon include increasing attendance to 1000 attendees; and

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- We're working on improved electronic and technological communication;
- The Office of Instruction's achievements and priorities include:
 - Participation in the design of the Science building for the best use of this new space;
 - We had a successful application for funding a Fulbright Scholar;
 - The accreditation self-study was a key accomplishment;
 - We received approval for a new baccalaureate degree;
 - We'll be implementing the new Interior Design baccalaureate degree;
 - Supporting student success;
 - Continuing focus on developmental math;
 - Developing strategic enrollment processes;
 - Improving evaluation and effectiveness;
 - Implement reorganization plans developed by task forces; and
 - Recruitment, training and support of organizational unit administrators;
- Information Resources achievements and priorities include:
 - Successfully implemented multiple new Microsoft products including desktop and server applications;
 - Replaced numerous computers that were not capable of supporting the new software;
 - Participated in "lift and shift" operation performed at the statewide level;
 - Initiated process to share efforts with other campuses to create interim solutions while SBCTC finds a solution to the data system problem;
 - We are working on creating data storage solutions to allow more user friendly access to the data currently housed in the obsolete system;
 - We will finish out the deployment of new software; and
 - Our phone system has become obsolete and is due for replacement this year;
- Student Services achievements and priorities include:
 - Advising has developed partnerships with instruction to increase student access;
 - One-stop-matriculation and first year experience have been made mandatory, creating a culture of advising;
 - Professional advisors are focusing on students with prior experience and current BC students;
 - Fresh Start was piloted for students with over 60 credits and GPAs at 1.5 or lower to schedule one-on-one appointments to help the students find a way to succeed;
 - Fresh Start is now being launched full-scale;

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- A progressive intervention process is being developed to identify students who are struggling as early as possible and help them connect to appropriate resources;
- Multicultural services is instituting a student-to-student contact program; and
- A full-scale assessment of Student Services is being developed to help identify areas for improvement;
- The Office of Equity and Pluralism achievements and priorities include:
 - Building strong faculty and student learning communities;
 - Providing additional opportunities to build our institutional skills in conflict management and multicultural competency; and
 - Provide opportunities for multiple voices to be heard through redesigned websites and a quarterly e-newsletter;
- Workforce Development achievements and priorities include:
 - Fully implemented the Community Based Job Training (CBJT) grant;
 - CBJT grant allowed for radiologic dosimetry and radiologic assistant baccalaureate pathways;
 - Implemented health informatics initiative and were named the lead organization for workforce development in this area;
 - We'll be working with partners to develop a certification process for health IT workers;
 - We've designed interactive tools to help students explore career pathways and further development continues;
 - We've submitted grant applications to target programs for the working poor; and
 - We're participating in the Skill Up program;
- Human Resources achievements and priorities include:
 - Developed a system for tracking part-time faculty evaluations;
 - Moved resources to web based applications for greater access;
 - Successfully negotiated faculty contract;
 - Implemented campus wide prevention of discrimination, harassment and retaliation training;
 - Collaborated across campus to provide training opportunities to meet the needs of multiple constituencies;
 - Will continue to move to web based resources;
 - Developing modules for supervisory training and performance management, including multicultural competence in the supervisory context;
 - Developing training for selection committees so that all participants are able to act as pluralism advocates; and

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- Developing conflict management training to move us toward resolving issues before they develop to the level of a complaint;
- Administrative Services achievements and priorities include:
 - Implemented textbook rental program and secured grant to support an increased program;
 - Posted all policies and procedures to the public website;
 - Successfully facilitated budget process;
 - Implementing 2008 facility master plan
 - Leading the effort in accreditation planning as we transition to the new accreditation process; and
 - Continue developing implementation of SPOL;
- Steve Miller thanked the VPs and Deans for their very informative presentations.

Tab 6 Study Session Planning / Major Questions

This item has been postponed.

IV. BUSINESS SESSION

The Business Session began at 2:28 p.m.

V. INTRODUCTIONS

Jean Floten, President	Lucinda Taylor, Sec., Board of Trustees.
Rachel Solemsaas, VP of Admin Services	Bea Hughes, VP of Human Resources
Doug Brown, President, BCAHE	

VI. ROLL CALL

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

VII. CONSENT AGENDA

Tab 7 October 12, 2009 Special Board Meeting Minutes

The minutes of the October 12, 2009 special board meeting were approved 3-0.

Tab 8 October 14, 2009 Board Meeting Minutes

The minutes of the October 14, 2009 board meeting were approved 3-0.

VIII. FUTURE ACTION ITEMS

Tab 9 Reserve and Contingency Fund Policy

The future action item was postponed.

IX. INFORMATION ITEMS

Tab 10 Budget Planning Update

Rachel Solemsaas, VP of Administrative Services, provided an overview of the 2010-11 budget planning process. Key points included:

- The state is anticipating a \$2.6B budget deficit and this will have significant impact on all areas;
- The college can anticipate a large cut, but this should be mitigated by the federal maintenance of effort mandate;
- The college will likely share in a \$80M dollar cut and students will likely be impacted by reduced financial aid availability;
- Our reduction for the remainder of this year could be 6-12%;
- We have already set aside \$1.4M anticipating further cuts;
- The Planning Council will be convened and meet with President's Staff on December 1;
- President Floten will hold a campus hearing on December 3 to apprise the campus of the anticipated cuts and what we can expect this year and next; and
- We anticipate further reductions next year.

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 2:51 p.m. The next regular meeting will be held on February 3, 2010.

ATTEST:

Steve Miller, Chair
Board of Trustees

Lucinda Taylor
Secretary, Board of Trustees
Community College District VIII