

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

OVERVIEW

**INTERNATIONAL STUDENT CONTRACT FOR INTERNATIONAL STUDENT
PROGRAMS FY2009-10**

Last year, the State Board for Community and Technical Colleges (SBCTC) provided colleges the option of counting international students as part of the college's state-funded enrollment target or engaging in a contractual relationship with a community entity to offer the program. The college selected the second option, offering the program through a contractual arrangement with the Bellevue College Foundation, since the college is oversubscribed in meeting its state enrollment target. In addition, the SBCTC requires that the college's board reaffirm annually that it is continuing this contractual arrangement because it is unable to accommodate international student programs within the current state funded enrollment target.

This action continues the existing contractual relationship with the Bellevue College Foundation because the college continues to be overenrolled and cannot support this program within its current enrollment allocation.

Recommendation: That 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.

Prepared by Rachel Solemsaas
Vice President of Administrative Services
June 12, 2009

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

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.

PASSED, THIS 17TH DAY OF JUNE, 2009.

BOARD OF TRUSTEES

Lee Kraft, Chair

Steve Miller, Vice-Chair

Paul Chiles, Trustee

Vickie Orrico, Trustee

Vijay Vashee, Trustee

ATTEST:

Lucinda Taylor
Secretary, Board of Trustees
Community College District VIII

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

OVERVIEW

Identity Theft Prevention Procedures

The Federal Trade Commission (FTC), the federal bank regulatory agencies, and the National Credit Union Administration (NCUA) have issued regulations (the Red Flags Rules) requiring financial institutions and creditors to develop and implement written identity theft prevention programs, as part of the Fair and Accurate Credit Transactions (FACT) Act of 2003. The programs must be in place by November 1, 2008, and must provide for the identification, detection, and response to patterns, practices, or specific activities – known as “red flags” – that could indicate identity theft.

The Red Flags Rules apply to “financial institutions” and “creditors” with “covered accounts.” A covered account is an account used mostly for personal, family, or household purposes, and that involves multiple payments or transactions. As a non-profit or government entity who defers payment for goods or services, Bellevue College is considered a “creditor.” The Bellevue College Tuition Payment Plan is considered a “covered account.”

Under the Red Flags Rules, financial institutions and creditors must develop a written program that identifies and detects the relevant warning signs – or “red flags” – of identity theft. These may include unusual account activity, fraud alerts on a consumer report, or attempted use of suspicious account application documents. The program must also describe appropriate responses that would prevent and mitigate the crime and detail a plan to update the program. The program must be managed by the Board of Directors or senior employees of the financial institution or creditor, include appropriate staff training, and provide for oversight of any service providers.

To comply with the Red Flags Rules, an Identity Theft Prevention Procedure (copy attached) has been developed for Bellevue College.

Recommendation: That the Trustees of Community College District VIII hereby adopts Bellevue College policy 7360, Identity Theft Prevention, effective June 17, 2009.

Prepared by Rachel Solemsaas
Vice President of Administrative Services
June 4, 2009

7360 IDENTITY THEFT PREVENTION

Original Date: 6/17/09 * Last Revision Effective:
Policy Contact: Vice President, Administrative Services

POLICY

In order to comply with the Federal Trade Commission's "Red Flags Rule", sections 114 and 315 of the Fair and Accurate Credit Transactions Act, Bellevue College shall implement an identity theft prevention program for new and existing credit accounts ("covered accounts") protected under the act that contain sensitive "identifying information." The college will develop and monitor appropriate procedures that provide for the identification, detection and response to patterns, practices, or specific activities - known as "red flags" - that could indicate identity theft.

DEFINITIONS

A "covered account" is defined under the Rule as:

- a. Any account the College offers or maintains primarily for personal, family or household purposes, that involves multiple payments or transactions; and
- b. Any other account the College offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the College from identity theft.

"Identifying information" is defined under the Rule as "any name or number that may be used, alone or in conjunction with any other information, to identify a specific person," including: name, address, telephone number, social security number, date of birth, government-issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer's Internet Protocol address, or routing code.

RELEVANT LAWS AND OTHER RESOURCES

[Fair and Accurate Credit Transactions \(FACT\) Act of 2003](#)

REVISION HISTORY

Original

APPROVED BY

Board of Trustees
President's Staff

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

OVERVIEW

2009-10 College Budget

The Bellevue College Operating, Enterprise and Ancillary, Associated Student Government, and Financial Aid Budgets for fiscal year 2009-10 and Capital Budgets for 2009-11 are presented to the Board of Trustees for approval. Budgets are presented in summary by type, by funding source. Additional supporting documentations are included to provide a comparison to the current 2009-10 budgets, providing an analysis of the revenue and expenditure changes in the proposed Operating Budget.

The proposal before the Board of Trustees also includes all budgeted funds for next year. Major changes to each budget – in revenues and expenditures—are identified and explained in the text below and shown in the two attachments.

HIGHLIGHTS OF THE STATE YEAR TWO - BIENNIAL BUDGET

- Legislative mandated a reduction of \$2,436,675 in state funded allocation.
- Legislative authorized a tuition increase of 7%.
- In response to the focus on improving student retention and degree attainment SBCTC has reduced the state allocation for the College by \$62,565 that will be distributed based on Student Achievement momentum points earned.

BUDGET PROCESS

- The Budget for 2009-10 was developed using budget assumptions that were developed and reviewed with the Planning Council, President's staff and then distributed to the campus.
- Requests for changes and decreases to the state funded budget were solicited through the respective vice presidents.
- President's Staff reviewed these requests initially, and they forwarded their recommendations to Planning Council. The President's Staff then developed an initial balanced budget.
- Planning Council and President's Staff shared the initial balanced budget with the campus and conducted hearings on the budget.
- A revised budget proposal was adopted by President's staff on May 19, 2009.

As noted, this plan results in a balanced budget with all increases identified. One time temporary increases are also identified and prioritized as part of the process.

OPERATING BUDGET

The 2009-10 Operating Budget is presented to the Board of Trustees for approval to expend funds during the 2009-10 fiscal year. It contains changes to revenues and expenditures that are described below and shown in Attachments 1 and 2.

Revenue Changes

The operating budget contains revenue changes that total \$3,845,556 from the following funding sources: state operating allocation, local operating funds, local dedicated funds, and grants and contracts. Changes in all of these accounts are identified as well as the changes necessary to arrive at a balanced expenditure plan.

1. State Operating Allocation (Fund 101): State revenue of **\$31,353,793** consists of state general fund resources from the Washington State Legislature allocated to the college through the State Board for Community and Technical Colleges.
 - a. \$32,290,554 Starting base allocation.
 - b. \$1,179,454 Health insurance increase, pension rate decrease, and workers compensation rate change.
 - c. \$31,661 COLA adjustment for FY 08.
 - d. \$288,799 Net increase in non-salaried items.
 - i. \$202,700 Facilities maintenance and operations funding for new S building.
 - ii. \$121,000 Cover lease increase for North Campus.
 - iii. \$2,451 Childcare matching grant, replace temporary grant funding with permanent funding.
 - iv. \$35,789 Increase in Disability Accommodations.
 - v. <\$10,576> Decrease SBCTC revolving funds reserve.
 - vi. <\$62,565> Decrease student achievement initiative to be distributed based on achievement points.
 - e. \$<2,436,675> Reduction FY 2010.
2. Local Operating (Fund 149): The budget plan reflects local spending authority request of **\$18,379,342** which includes;
 - a. \$16,659,678 Estimated tuition, which includes a 7% tuition increase.
 - b. \$50,000 Operating interesting income.
 - c. \$1,539,533 Carry forward fund-balance from 08-09 for one time only expenses.

- d. \$130,131 SBCTC ESL adult basic education grants.
3. Local Dedicated (Fund 148): The **\$13,098,003** represents the most current revenue estimates for self-support activities, including continuing education, international programs, excess enrollment and various lab and special fee accounts. The increases of \$3,156,905 primarily consist of budgeted excess tuition revenue to support instruction and operating cost for increased enrollments.
 4. Grants and Contracts (Fund 145): The **\$13,251,568** budget reflects estimates for state-restricted grants, federal awards, and other contractual activities, which is \$841,043 over 2008-09 initial budgeted levels. The grants and contracts budgets are primarily based on estimates and will change as 2008-09 awards and carryover balances are received. These changes will be reported to the Board in the quarterly financial reports.

Expenditure Changes

The current balanced budget plan for the 2009-10 operating budget contains \$76,082,706 in expenditures. Initial changes were presented to the Board of Trustees in May and subsequently revised to reflect feedback from budget hearings, and further information from the State Board. The budget contains:

- An institutional contingency of 3%
- New on-going obligations of \$ 412,250
- One-time only obligations and program enhancements of \$1,539,533
- Net program reductions of \$1,222,721 to meet the decrease in state funding

ENTERPRISE AND ANCILLARY FUNDS

The 2009-10 Enterprise and Ancillary Fund budgets are being presented to the Board of Trustees for approval to expend these funds during the 2009-10 fiscal year. These are all self-support activities accounted for in different funds.

1. Stores (Fund 440): The Stores fund is an internal service fund from which departments buy office supplies and are recharged for these cost. No change in activity is anticipated for 2009-10.
2. Computer Services (Fund 443): Computer Services fund is an internal service fund where the college accounts for funds recharged from the general fund and distance education for specific computer related expenses. These commitments are anticipated to decrease by \$57,417 for 2009-10.

3. Printing Services (Fund 448): Printing Services projected revenues are estimated to decrease by \$45,743 over last year's initial budget plan, which reflect efforts to "going green" savings.
4. Motor Pool (Fund 460): No change in accounting activity is anticipated for the use of the college motor pool vehicles.
5. Bookstore (Fund 524): Net Sales are expected to increase by \$48,630 and with continuing savings in expenditures anticipates an increase in its net income by \$303,677 over 2008-09.
6. Parking (Fund 528): The parking fund budget is comprised of the student parking garage fees, commuter reduction cost for staff and students, general student parking fees, and parking fines. The net parking revenues are anticipated to increase \$99,571 due to an increase in parking fee collections from enrollment growth.
7. Food Service (Fund 569): Net Sales are expected to increase by \$5,087; however due to increases in the cost of food, paper products, salary and benefits food service is planning to break even.
8. Misc. Auxiliary Enterprises (Fund 570): This category is comprised of a variety of other budgeted self-funded enterprise activities. The proposed increase of \$83,193 reflects increases from enrollment growth.

ASSOCIATED STUDENT GOVERNMENT SERVICES AND ACTIVITIES FEES FUND

The 2009-10 budget plan for the Associated Students is being presented for approval by the Dean of Students as a separate agenda item. A complete accounting will be covered during the presentation of the Associated Students budget. A general overview reported an increase of \$245,648 and is reflected in this section.

FINANCIAL AID FUNDS

The Financial Aid Funds budgets include financial aid awards to the college from state and federal financial aid programs.

1. Grants in Aid (Fund 846): This fund includes scholarships, State Equal Opportunity Grants (SEOG), Pell Grants and State Need Grants. An increase of \$10,465 reflects additional grant awards.
2. Student Loans (Fund 849): The budget includes two student loan funds, Plus and USA Group Loans. This is a pass through account that reflects additional revenues with corresponding additional expenditures for 2009-10.
3. Financial Aid 3.5% Funds (Fund 860): This fund reflects the requirement to set aside 3.5% of tuition collections earmarked for financial aid. Increase in revenue will be off set with expenditures.

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

**BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
Bellevue, Washington**

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><u>\$130,325,384</u></u>

PASSED, THIS 17th DAY OF JUNE, 2009.

BOARD OF TRUSTEES

Lee Kraft, Chair

Steve Miller, Vice-Chair

Paul Chiles, Trustee

Vickie Orrico, Trustee

Vijay Vashee, Trustee

ATTEST:

Lucinda Taylor
Secretary, Board of Trustees
Community College District VIII

**COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE COLLEGE
Bellevue, Washington**

BT-A.3
6-17-09
Attachment 1

2009-10 COLLEGE BUDGET

**Revenue and Expenditure Plan by Fund
Includes comparison to initial 2008-09 college budget**

	2008-09 INITIAL BUDGET	Increase/ (Decrease)	2009-10 INITIAL BUDGET
OPERATING FUND:			
STATE ALLOCATION	\$32,890,887	-\$1,537,094	\$31,353,793
LOCAL OPERATING	\$16,994,640	\$1,384,702	\$18,379,342
DEDICATED LOCAL FUND	\$9,941,098	\$3,156,905	\$13,098,003
GRANTS & CONTRACTS	\$12,410,525	\$841,043	\$13,251,568
TOTAL OPERATING FUNDS:	\$72,237,150	\$3,845,556	\$76,082,706
PROPRIETARY FUNDS:			
STORES FUND	\$350,000	\$0	350,000
COMPUTER SERVICE FUND	\$376,014	-\$57,417	318,597
PRINTING FUND	\$1,205,586	-\$45,743	1,159,843
MOTOR POOL	\$16,000	\$0	16,000
ASSOCIATED STUDENTS	\$2,029,565	\$247,936	2,277,501
BOOKSTORE *(net sales)	\$5,187,375	\$48,630	5,236,005
PARKING	\$1,649,870	\$99,571	1,749,441
FOOD SERVICES *(net sales)	\$1,468,205	\$5,087	1,473,292
OTHER AUXILIARY ENTERPRISES	\$3,234,292	\$83,193	3,317,485
TOTAL PROPRIETARY FUNDS:	\$15,516,907	\$381,257	\$15,898,164
FIDUCIARY FUNDS:			
GRANTS IN AID	\$6,033,835	\$10,465	6,044,300
STUDENT LOAN	\$6,900,000	\$0	6,900,000
FINANCIAL AID FUND	\$650,000	\$100,000	750,000
AGENCY	\$0	\$0	0
ENDOWMENT LOCAL REVENUE	\$0	\$0	0
TOTAL FIDUCIARY FUNDS:	\$13,583,835	\$110,465	\$13,694,300
TOTAL ANNUAL REVENUE:	\$101,337,892	\$4,337,278	\$105,675,170
CAPITAL PROJECTS: 2007-2009			
STATE APPROPRIATIONS	\$36,686,803	-\$29,082,203	7,604,600
LOCAL CAPITAL FUND	\$8,191,792	\$9,353,822	17,545,614
TOTAL CAPITAL PROJECTS FUNDS:	\$44,878,595	-\$19,728,381	\$25,150,214
GRAND TOTAL ALL REVENUE FUNDS:	\$146,216,487	-\$15,391,103	\$130,825,384

COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE COLLEGE
 Bellevue, Washington

BT-A.3
 6-17-09
 Attachment 2

2009-10 OPERATING BUDGET
REVENUE, EXPENDITURES, OBLIGATIONS, ONE-TIME FUNDING, and REDUCTIONS

09-10 REVENUE AND EXPENDITURES

<u>OPERATING - REVENUE</u>		
<u>State Allocation Base:</u>		
Operations Base FY 08 All #9	\$32,826,343	
Basic Skills Enhancement	-\$31,400	
Centers of Excellence	-\$50,000	
Childcare Matching Grant	-\$10,000	
Disability Accommodations	-\$13,943	
Instructional Equipment	-\$29,412	
Opportunity Grants	-\$16,150	
Worker Retraining Variable	-\$380,434	
Workforce Development	-\$4,450	
<u>State Allocation Base:</u>		\$32,290,554
COLA Annualization FY 09	\$31,661	
Facilities Maintenance & Operations	\$202,700	
Leases and Agreements	\$121,000	
Workers Compensation Rate Changes	\$14,000	
Childcare Matching Grant	\$2,451	
Disability Accommodations	\$35,789	
Health Benefits	\$1,413,360	
Pension Plan Increases FY 09	-\$247,906	
<u>State Allocation Base Adjustments</u>		\$1,573,055
Total State Allocation:		\$33,863,609
Revolving Funds	-10,576	
Student Achievement Initiative	-62,565	
FY 2010 SBCTC Planned Reduction per legislative mandate	-\$2,436,675	
Total State Allocation:		\$31,353,793
<u>Local Operating Funds:</u>		
Local Operating Fees/Tuition	\$16,659,678	
Local Operating Interest Income	\$50,000	
Inter-Agency Reimbursements, incl student achievement pts	\$130,131	
Overhead / Program Support		
International Student Programs	\$4,144,053	
Running Start	\$3,197,621	
Contract Programs	\$235,345	
BCC Foundation	\$178,914	
Lab Fees & Self-Support Programs	\$281,660	
Grant Indirect	\$72,808	
Ancillary Programs	\$171,685	
Capital support to Operations	\$590,300	
Excess Enrollment Support	\$2,975,492	
Local Fund Balance - One-Time Funding	\$1,539,533	
Total Local Operating Funds:		\$30,227,220
TOTAL OPERATING REVENUE		\$61,581,013

**COMMUNITY COLLEGE DISTRICT VIII
 BELLEVUE COLLEGE
 Bellevue, Washington**

BT-A.3
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 Attachment 2

OPERATING EXPENDITURES

Salaries

AA	Exempt-Executive	\$417,334
AB	Exempt-Managerial	\$1,847,901
AC	Exempt-Prof'l/Technical	\$4,805,626
AD	Exempt-Temp/Other	\$373,467
AE	Faculty-Perm Full-time	\$9,918,851
AH	Faculty-Temp Part-time	\$12,484,804
AK	Classified	\$6,104,197
AM	Student	\$94,153
AP	Work Study	\$14,290
AS	Sick Leave Buyout	\$102,894
AT	Terminal Leave	\$77,500
AU	Overtime	\$16,901
AZ	Support Staff-Hourly	\$487,224

<u>Sub-total Salaries</u>	\$36,745,142
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B	Benefits	\$12,385,927
E	Goods & Services	\$9,412,746
G	Travel	\$120,687
J	Equipment/Cap Outlays	\$409,043
K	Hardware/Software	\$140,480
N	Client Services	\$610,612
P	Loan Payments	\$216,843
	One-Time Expenses	\$1,539,533

<u>TOTAL OPERATING EXPENDITURES</u>	\$61,581,013
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**COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE COLLEGE
Bellevue, Washington**

BT-A.3
6-17-09
Attachment 2

09-10 On Going Budget Obligations		
<u>Organizational</u>		
<u>Unit</u>	<u>Description</u>	<u>Amount</u>
Instruction	Article 12-Salary and Benefits -New 08/09 Compensation for PT Faculty	\$23,161
	Performance Review -Unfunded	
Instruction	Tenure Promotions	\$22,337
Instruction	PT Faculty Advancement to Senior Rate (using spr qtr adjunct estimate)	\$54,913
Instruction	Min. Wage Adj. Tutor Training	\$6,600
Instruction	CLA operating budget support Year 4 of 5 year plan	\$15,502
President's Office	Unfunded Classified//Exempt reclass	\$33,675
President's Office	Classified Increments	\$70,498
Instruction	Unfunded New World Language Instructor	\$25,962
Instruction	LMC collection upgrade (accreditation) Year 4 of 4 year plan	\$15,000
President's Office	Restore Contingency TO 3%	\$68,800
Human Resources	Article 12-Salary and Benefits -New 08/09 Professional Develop - increased from \$150 to \$155 -affiliated faculty	\$690
Administrative Services	CIS loss of contract (Finance = \$130,314 ; HR = \$47,274)	\$177,588
Information Resources	Projection Bulbs	\$5,000
Information Resources	Software assurance-For Enterprise software	\$67,703
Information Resources	HP License Assurance-Enterprise licenses	\$2,409
TOTAL ON-GOING OBLIGATIONS		\$412,250

09-10 One-Time Only Requests		
<u>Organizational</u>		
<u>Unit</u>	<u>Description</u>	<u>Amount</u>
Administrative Services	Purchase steam gum removal machine	\$3,500
Administrative Services	ELFCC- Health insurance transition	\$88,655
Human Resources	Recruitment costs	\$40,000
Human Resources	Accommodation expenses	\$7,000
Human Resources	Transition costs	\$50,000
Institutional Advancement	Institutional Advancement Campaign Support Year 2 of 3	\$20,000
Instruction	Sabbaticals	\$12,293
Instruction	Academic Robes	\$4,500
Instruction	Early Retirement-est. of 2 - \$19,954 salaries; \$1,499 benefits	\$21,453
Instruction	Digital Recording Studio Equipment	\$13,200
Information Resources	Hardware/Software for HP system	\$16,201
Information Resources	VM Server Replacement	\$89,390
Information Resources	Room Size UPS	\$83,393
Information Resources	Replace switches on a 7 yr cycle.	\$72,000
Information Resources	Replacement of Administrative computers	\$100,000
Information Resources	SPAM firewall application	\$80,000
Information Resources	Replacing PBX and phones -Plan B	\$750,000
Information Resources	IT Security Audit -August 2009	\$3,000
President's Office	Travel and supplies for Accreditation	\$23,000
Workforce Development	NWCET Director Support	\$61,948
GRAND TOTAL OF ONE-TIME REQUESTS		\$1,539,533

**COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE COLLEGE
Bellevue, Washington**

BT-A.3
6-17-09
Attachment 2

09-10 BUDGET REDUCTIONS & RESTORE

<u>Organizational Area</u>	<u>Discription</u>	<u>Reduction</u>	<u>Restore</u>
Administrative Services	Remove the R building from a paid insurance premium	-\$20,000	
	Eliminate Buyer 3 position	-\$71,951	
	Eliminate Vacant Admin Asst Postion	-\$52,000	
	Eliminate Fiscal Specialist I	-\$36,105	
	Eliminate Vacant Custodial Postion	-\$33,827	
	Reduce M&O Supplies & Materials	-\$30,000	
	Eliminate Vacant Maintenance Custodial	-\$36,251	
	Eliminate Vacant Warehouse Worker 2	-\$45,103	
	Eliminate Vacant Grounds Position	-\$34,526	\$34,526
	Eliminate Vacant Grounds Position	-\$34,526	
	Total Reduction		
Equity & Pluralism	Reduce Faculty Release	-\$16,727	\$8,187
	Reduce E line	-\$357	
	Total Reduction		-\$8,897
Human Resources	Reduce E line	-\$8,000	
	Reduce Leadership training	-\$15,469	
	Reduce E	-\$4,531	
	Reduce to 0708 level, meet contractual obligation	-\$23,065	
	Add HR Assistant		\$25,400
	Reduce Vacant Exempt Position	-\$49,478	\$49,478
Total Reduction			-\$25,665
Information Resources	Eliminate Vacant Application Developer	-\$86,260	
	Reduce Supplies & Materials, Hardware/Software	-\$4,000	
	Reduce E line	-\$1,000	
	Reduce E line - Contracts with Vendors	-\$20,000	
	Reduce E, G & K lines	-\$2,620	
	Reduce hourly support	-\$3,300	
	Reduce travel	-\$1,400	
	Eliminate Vacant Network Server Group position	-\$90,078	\$90,078
	Reduce E & K lines	-\$13,000	
	Reduce E line Phone budget	-\$15,000	
	Reduce E line K-20 network	-\$1,000	
	Reduce E & G lines Media Maintenance	-\$1,532	
	Reduce Stipends	-\$1,805	
	Reduce hourly support	-\$2,702	
	Reduce E & G lines	-\$6,000	
Reduce E line	-\$18,556		
Total Reduction			-\$178,175

**COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE COLLEGE
Bellevue, Washington**

BT-A.3
6-17-09
Attachment 2

<u>Organizational Area</u>	<u>Discription</u>	<u>Reduction</u>	<u>Restore</u>
Institutional Advancement	Deleting 2 full signatures (16 pgs) of course schedule	-\$34,400	
	Reduce advertising and printing budget	-\$13,000	
	Reduce Salary of Program Assistant by 25%	-\$6,638	\$6,638
	Total Reduction		-\$47,400
President's Office	Reduce Contingency 1%	-\$514,397	\$514,397
	Reduce Good & Services	-\$14,623	
	Reduce E - Distribute BOT packet electronically	-\$1,500	
	Reduce Good & Services, consolidataing printer, reduce travel	-\$3,709	
	Total Reduction		-\$19,832
Student Services	Eliminate Program Assistant	-\$36,900	\$36,900
	Eliminate Vacant Program Assistant position	-\$42,907	
	Eliminate Cross Country/Track Program	-\$5,995	
	Reduce Supplies & Materials	-\$8,000	
	Use S & A budget to fund program coordinator position	-\$51,910	
Total Reduction		-\$108,812	
Workforce Development	Reduce Travel	-\$5,000	
	Reduce Good & Services	-\$24,307	
	Reduce Director postion -- moved to DOL grant	-\$7,674	
	Program Manager -- moved to DOL grant	-\$34,651	\$13,600
	Increase PT Class sections 3 to 4 QTRS	\$3,764	
	Reduce hourly support	-\$1,650	
	Reduce Goods & Services, Travel, Hardware Software	-\$19,904	\$26,000
Total Reduction		-\$49,822	
Instruction	Reduce teaching assistant overlap	-\$6,108	\$6,108
	Eliminate supplemental instruction and replace with individual tutoring	-\$5,000	
	Reduce teaching assistant time	-\$9,081	\$9,081
	IBEST Recruitment Coord:reduce to 75% (A&H position; budget will move to A&H "C" budget for 09-10)	-\$12,549	
	Reduce by 10%. Fewer handouts, instructors use myBCC	-\$3,000	
	Reduce by 20%; Fewer replacements, less "cutting edge" equipment/technology	-\$9,541	
	Reduce equipment budget from past history	-\$23,000	
	Reorganization of Cont Nursing Educ and Health Professions. FT CNE/HPRO director and CNE clinical coord are replaced by 0.75 FTE CNE prog mgr and .45 FTE HPRO prog mgr. A redistribution of duties has enabled this savings and has potential to increase efficiency.	-\$31,653	
	5% reduction in several state budgets. Operating expenses cut in all state support programs.	-\$28,000	

**COMMUNITY COLLEGE DISTRICT VIII
 BELLEVUE COLLEGE
 Bellevue, Washington**

BT-A.3
 6-17-09
 Attachment 2

<u>Organizational Area</u>	<u>Discription</u>	<u>Reduction</u>	<u>Restore</u>
	reduce scope for Outdoor learning lab. Utilizing funds for lab maintenance only.	-\$42,000	
	Reduce part time librarian hours by 7 hours per week	-\$9,644	
	Reduce service hours by 7 hours per week	-\$5,328	
	Reduce service hours by 7 hours per week	-\$3,996	
	Move greater percentage of lab tech's salary to science lab fee budget.	-\$23,366	
	Move two sections of release time from state support to Astronomy lab fee support (includes benefits).	-\$8,392	
	Delete Open house funding --already occurred.	-\$10,000	
	Reduce support for online tutoring	-\$10,000	
	E lines--reduce marketing; printed classroom materials; staff training.	-\$2,000	
	Reduce instructional equipment allocation	-\$1,000	
	3 Sections PT Release Time: Not used for last 2 years	-\$14,443	
	Not used - eliminate (no impact)	-\$1,996	
	Fac Chair Prof Dev. Cut opening week session, but keep new chair summer session. \$30/hr x 1.3 benefits X 12 hrs x 6 new = \$2808. Refreshments = \$400	-\$16,792	\$10,000
	Cost of forms, equip/software maintenance; eliminate pt hourly salary to assist	-\$4,000	
	Elimination of 35 low-enrolled sections to gain efficiencies. (\$3614.5 X 35 X 1.33)	-\$168,255	
	Total Reduction	-\$423,955	
TOTAL REDUCTION & RESTORE		-\$2,052,714	\$830,393

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

OVERVIEW

2009-10 Services & Activities Fee Budget

In RCW 28B.15.044 the State of Washington grants authority to the Board of Trustees to approve the Associated Student Government's Services and Activities (S & A) Budget. Further, it requires students to advance a budgetary recommendation for consideration of the Board of Trustees.

The S & A Budget is developed by a committee, comprised of four students, one administrator and a faculty representative. This year's committee members are (asterisks denote voting members):

Wai King (Viki) Ma* - ASG VP of Finance (Chair)
Ngan Van* - Student at Large
Joseph Root* - Student at Large
Amanda Alva* - ASG President
Mary Canan* - Administrative
James Torrence* - Faculty
Cindy Boekhoff* - Classified Staff
Faisal Jaswal – Assistant Dean Student Programs

Recommendation: That 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.

Prepared by Thomas Pritchard
Vice President of Student Services
June 8, 2009

**COMMUNITY COLLEGE DISTRICT VIII, Bellevue College
ASG Services & Activities Fees Allocation Distribution 2009-10**

PROGRAM	2008-09	Increase/	Change	2009-10
	Allocation	Decrease	%	Allocation
ALUMNI OUTREACH	3,000	-	0.0	3,000
ARNAZELLA	8,200	(8,200)	-100.0	-
ASBCC CLUB CONTINGENCY	15,000	-	0.0	15,000
ASG	167,723	(5,288)	-3.2	162,435
BCC STUDENT HANDBOOK	22,026	-	0.0	22,026
BLACK STUDENT UNION		4,500	NA	4,500
CAMPUS ACTIVITIES BOARD	52,000	-	0.0	52,000
CAMPUS INFORMATION CENTER	33,124	(124)	-0.4	33,000
CAREER CENTER INTERNSHIP PROGRAM	26,000	1,000	3.8	27,000
CENTER FOR CAREER CONNECTIONS	39,000	4,000	10.3	43,000
CHEER SQUAD	7,300	(1,300)	-17.8	6,000
COMMUTE REDUCTION	60,000	10,000	16.7	70,000
CULTURAL ACTIVITIES FUND	13,000	-	0.0	13,000
DISABILITY SUPPORT SERVICES	19,750	-	0.0	19,750
DRAMA PRODUCTIONS	17,000	500	2.9	17,500
EASTSIDE DANCE PRODUCTION	10,900	-	0.0	10,900
EL CENTRO LATINO	4,500	-	0.0	4,500
FIRST YEAR EXPERIENCE		5,000	NA	5,000
IAAP	2,800	(500)	-17.9	2,300
INTERCOLLEGIATE ATHLETICS	66,884	3,210	4.8	70,094
INTERCOLLEGIATE RENTALS	11,000	-	0.0	11,000
INTERCOLLEGIATE TOURNEY TRAVEL	13,500	-	0.0	13,500
INTERIOR DESIGN STU. ASSOC.	9,200	-	0.0	9,200
INTERNATIONAL STUDENT ASSOC.	6,000	1,500	25.0	7,500
JIBSHEET	65,000	1,291	2.0	66,291
LEADERSHIP INSTITUTE / NEW STUDENT SERVICES	60,363	-	0.0	60,363
LGBTQA	4,500	3,000	66.7	7,500
LIBRARY GALLERY SPACE	5,989	-	0.0	5,989
MATH LAB	35,603	9,561	26.9	45,164
MCS CULTURAL FUND	21,473	27	0.1	21,500

PROGRAM	2008-09	Increase/	Change	2009-10
	Allocation	Decrease	%	Allocation
MEN'S AND WOMEN'S CROSS-COUNTRY	4,710	(4,710)	-100.0	-
MEN'S BASEBALL	8,200	-	0.0	8,200
MEN'S BASKETBALL	9,650	-	0.0	9,650
MEN'S SOCCER	9,250	-	0.0	9,250
MENS'A AND WOMEN'S GOLF	6,000	1,500	25.0	7,500
MODEL UNITED NATIONS	20,500	-	0.0	20,500
MUSIC PROD-INSTRUMENTAL	32,500	1,625	5.0	34,125
MUSICAL PRODUCTIONS CHORAL	69,500	3,500	5.0	73,000
NURSING STUDENT ASSOCIATION	5,000	-	0.0	5,000
PERFORMING ARTS COORD.	23,169	2,460	10.6	25,629
PHI THETA KAPPA	16,600	-	0.0	16,600
RADIO STATION KBCS	26,000	-	0.0	26,000
READING LAB / WRITING LAB	24,500	10,000	40.8	34,500
SERVICE LEARNING	6,500	(6,500)	-100.0	-
SILENT VOICES (ASL)	2,583	17	0.7	2,600
STAGEFRIGHT DRAMA CLUB	9,500	-	0.0	9,500
STUDENT CHILDCARE CTR.	165,000	25,000	15.2	190,000
STUDENT LEGISLATIVE COMMITTEE	21,800	-	0.0	21,800
STUDENT PHYSICAL ACTIVITIES	2,000	7,400	370.0	9,400
STUDENT PROGRAMS HOMEPAGE	10,900	835	7.7	11,735
STUDENT PROGRAMS SUPPORT	111,848	58,685	52.5	170,533
STUDENT SCIENCE ASSOCIATION	3,000	-	0.0	3,000
SUMMER THEATER	1,000	500	50.0	1,500
TUTORIAL PROGRAMS	50,400	-	0.0	50,400
WELLNESS CENTER	19,774	1,726	8.7	21,500
WOMEN'S BASKETBALL	9,650	-	0.0	9,650
WOMEN'S SOCCER	9,250	-	0.0	9,250
WOMEN'S SOFTBALL	9,450	-	0.0	9,450
WOMEN'S TENNIS	3,385	-	0.0	3,385
WOMEN'S VOLLEYBALL	7,500	-	0.0	7,500
TOTAL	1,499,954	130,215		1,630,169

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

OVERVIEW

**Negotiated Agreement between the Board of Trustees of Community College
District VIII and
Bellevue Community College Association of Higher Education**

Representatives for the BCC Association of Higher Education and Community College District VIII have agreed that it is in the best interest of both parties to extend the term of the current contract through August 31, 2010, and to negotiate a limited number of contract items for 2009-2010.

The mechanism to effect this agreement is to amend *Article Twenty-One – Duration*, of the existing contract, September 1, 2007 through August 31, 2009, and 2008 Revisions to the 2007-2009 Agreement, to read (“A”) “This agreement shall remain in force and effect from September 1, 2007 through August 31, 2010, and (“D”) “For 2009-2010 the following shall be opened at the request of either party:...”.

Recommendation: That 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*.

Prepared by Bea Hughes
Vice President of Human Resources
June 12, 2009

Contract Amendment to Extend the Term of the Agreement Between the Board of Trustees of Community College District VIII and Bellevue Community College Association of Higher Education, September 1, 2007 through August 31, 2009, and 2008 Revisions to the 2007-2009 Agreement

The Bellevue College Board of Trustees and the Bellevue Community College Association of Higher Education agree to modify **Article Twenty One – Duration** and extend the term of the Agreement Between the Board of Trustees of Community College District VIII and Bellevue Community College Association of Higher Education, September 1, 2007 through August 31, 2009, and as amended through the 2008 Revisions to the 2007-2009 Agreement as follows:

Article Twenty-One – Duration

- A. This agreement shall remain in force and effect from September 1, 2007 through August 31, **2010**.
- B. Bargaining for a successor Agreement may begin on or after February 1, **2010**.
- C. Articles in this Agreement relating to economics, fringe benefits, or salaries may be opened for bargaining at any time in the event the Legislature of the State of Washington provides funds for such purposes not already contemplated by this Agreement.
- D. *For 2009-2010 the following shall be opened at the request of either party:*
- *Article One, N 2. b – Affiliated Faculty Issues*
 - *Article Eleven, Section I B – 2009 Opening Week as covered by the September 2008 MOU*
 - *Article Eleven, Section III, G, 10 a and Appendix L – Online Course Development Process/Procedures*
 - *Article Nineteen – Part-Time Faculty Performance Review and additional implementing appendices, if required*
 - *Appendix C – 2010 - 2011 Calendar*
 - *Appendix C-1 – 2009 – 2010 Part-Time Faculty Pay Dates*
 - *Appendix I-1, (Revised) – Program Chair Compensation (Specific allocation of program chair release time with regard to changes in the Arts and Humanities division, Developmental Education program); and Article Six, Section II B.3 (if necessary for consistency with Appendix I-1 (Revised))*
 - *Housekeeping date references/issues mutually confirmed and Appendix B Evaluation forms under discussion in LMC Winter 2009 as appropriate*

Additional issues may be addressed upon mutual agreement of the parties.

Signed this _____ day of June, 2009, at Bellevue, Washington.

For the Association

For the District

Rosemary Richardson, BCCAHE President

Lee Kraft, Chairperson

Alan Yabui, BCCAHE Vice President

Steve Miller, Vice Chairperson

Douglas Brown

Paul Chiles

Dr. Graham Haslam

Vicki Orrico

Denise Johnson

Vijay Vashee

Louis Watanabe

James Conlon, Negotiator

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

OVERVIEW

Annual Contract: Chief Executive Officer

The President's contract is reviewed for extension each year after her annual evaluation. The Board will receive a copy of the President's self-evaluation and have an opportunity to engage in discussion with the President about her evaluation during Executive Session before the contract is presented for extension.

Recommendation: That 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.

Prepared by Lucinda Taylor
Secretary to the Board of Trustees
June 11, 2009

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

OVERVIEW

Election of Board Chair and Vice Chair

According to the by-laws for the Board of Trustees (WAC 132H-106-040), board elections are to be held annually in June. At the May 2, 2001 Board meeting, the Board of Trustees agreed that the trustee beginning the last year of his or her term should be elected chair for the ensuing year, and that the vice chair should be the trustee who is in the penultimate year of his or her term.

By virtue of this agreement, staff recommends that Steve Miller be nominated for the position of Chair of the Board of Trustees for Community College District VIII and that Vijay Vashee be nominated as Vice Chair for the 2009-2010 academic year. The new term of office will begin July 1, 2009.

Recommendation: That 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.

Prepared by Lucinda Taylor
Secretary to the Board of Trustees
June 11, 2009

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

OVERVIEW

Lockwood Distinguished Faculty Award

The Lockwood Distinguished Faculty Award is a designation created and conferred by the Bellevue College Board of Trustees to recognize and reward the teaching and learning excellence of Bellevue College's most accomplished faculty and to provide the college-wide acknowledgement this level of achievement merits.

The Distinguished Faculty Award may be conferred upon faculty members in any of the disciplines or fields of study at the college.

The first Distinguished Faculty designation will be conferred at the June 17, 2009, meeting of the Board of Trustees and celebrated at commencement. The individual so recognized will be rewarded with a stipend of \$10,000 and presented with the Distinguished Faculty medallion, specifically commissioned to commemorate this distinction.

In this inaugural year of the award, three nominations were received: Pauline Christiansen, Marcia Williams and Ron Radvilas. Each nominee was an extraordinarily strong candidate and the recommendations received attested to the nominees' deep commitment and enormous contributions to their students, colleagues and the college.

The committee reviewing these nominations is composed of the Bellevue College Foundation Scholarship Chair, the Foundation Executive Director, the Executive Dean, one member of the Board of Trustees, one OUA chosen by the Executive Dean, a faculty member from each academic division (Arts and Humanities, Social Science, Business, Science, Health and Wellness), and one additional faculty member from Counseling or the Library, appointed by the Faculty Association.

This committee has forwarded its recommendation to the College President, who will transmit her recommendation to the Chair of the Board of Trustees.

Recommendation: That 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 _____
(*To Be Announced*).

Prepared by: Gaynor Hills
Vice President of Institutional Advancement and Executive Director of BC Foundation
June 11, 2009