

BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT VIII  
BELLEVUE, WASHINGTON

A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, June 16, 2010. The business session will begin at 3:30 p.m. in room B201. Steve Miller, Chair, will preside.

AGENDA

I. EXECUTIVE SESSION – 11:00 AM – A201

There will be an executive session for four hours 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 ant to discuss evaluation of a state employee. Lunch will be provided.

II. STUDY SESSION – 3:00 PM – B201

2010-11 College Budget	Rachel Solemsaas	Tab 1
------------------------	------------------	-------

III. BUSINESS SESSION – 3:30 PM

IV. INTRODUCTIONS

V. ROLL CALL

VI. INFORMATION ITEMS – 3:40 PM

All-Washington Academic Team Recognition	Katherine Oleson	Tab 2
2010 Washington Award for Vocational Excellence (WAVE) Recipient	Paula Boyum	Tab 3

VII. CONSENT AGENDA – 3:50 PM

May 12, 2010 Board Meeting Minutes	Lucinda Taylor	Tab 4
May 17, 2010 Special Board Meeting Minutes	Lucinda Taylor	Tab 5
June 4, 2010 Special Board Meeting Minutes	Lucinda Taylor	Tab 6

VIII. CONSTITUENT REPORTS – 3:55 PM

Faculty	Doug Brown	
Classified	Melissa Sitzenstock	
Student	Joseph Root	

IX. ACTION ITEMS – 4:25 PM

Recommendation for Tenure	Tom Nielsen	Tab 7
Volunteer Policy	Cesar Portillo	Tab 8
2010-11 International Student Programs	Rachel Solemsaas	Tab 9
Adoption of the 2010-11 College Budget	Rachel Solemsaas	Tab 10
2010-11 Services and Activities Budget	Tom Pritchard	Tab 11
Election of Board Chair and Vice Chair	Steve Miller	Tab 12
Annual Contract – Chief Executive Officer	Steve Miller	Tab 13

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

BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT VIII  
BELLEVUE, WASHINGTON

X. FUTURE ACTION ITEMS – 5:00 PM

Negotiated Agreement between Bellevue Community College Association of Higher Education and the Board of Trustees of Community College District VIII, September 1, 2010 – August 31, 2012	Cesar Portillo	Tab 14
Revisions to WAC 132H-155 Discrimination Complaint Procedure of Bellevue College	Cesar Portillo	Tab 15

XI. UNSCHEDULED BUSINESS / COMMUNITY TESTIMONY – 5:10 PM

XII. ADJOURNMENT – 5:25 PM

**REGULAR MEETING AGENDA ITEM**

**Tab 1**

**June 16, 2010**

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

**Topic**

2010-11 College Budget

**Description**

The Bellevue College Operating, Enterprise and Ancillary, Associated Student Government, and Financial Aid Budgets for fiscal year 2010-11 and Capital Budgets for 2009-11 are presented to the Board of Trustees for approval. Budgets are presented in summary by type and by funding source. Additional supporting documentation is included to provide a comparison of the current 2010-11 budget with the 2009-10 budget, 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, including the 2010-11 contingency fund, operating, ancillary and auxiliary reserve, per policy 7110, and debt reserves and restricted funds. Major changes to each budget are identified and explained in the text below and shown in Attachments 2 and 3.

**Key Questions**

- \*      What is the college's budgetary plan for all funds?
- \*      Does this plan continue to support the college's mission and long term strategic plan?

**Analysis**

The college developed the proposed budgetary plan that supports the college's mission areas of student success, excellence in teaching and learning, fostering a vibrant college life and culture, and community enrichment and engagement. The plan continues to diversify and leverage available resources and ensures that the college is responsive to its community and true to its core values.

The worsening economic conditions faced by our state have necessitated, once again, a local reduction plan and system-wide savings mandated through agency freezes on hiring, salary increases, travel, personal service contracts, and equipment purchases. Since last October, college staff has been planning for reductions to our state allocation for the

following year, employing a collaborative, interactive and iterative process of budget realignment.

## **HIGHLIGHTS OF THE STATE YEAR TWO - BIENNIAL BUDGET**

- The Legislature mandated a reduction of \$2,255,664 in the college's state funded allocation. It includes a compensation reduction of \$343,574 consistent with ESSB 6503 (furlough bill). The furlough bill directs the college to implement plans for voluntary and mandatory layoffs OR workforce compensation reductions.
- The Washington State Legislature approved a tuition increase of up to 7 percent for community colleges and 14 percent for applied baccalaureate degrees. The SBCTC approved tuition increases of 7 and 14 percent respectively for resident students and a like dollar amount for non-resident students.
- In response to the focus on improving student retention and degree attainment SBCTC has reduced the college's state allocation by \$49,978. These funds will be reallocated based on Student Achievement momentum points earned.
- The supplemental budget also granted additional funds for worker retraining that will be offered to colleges on a competitive RFP basis. Bellevue College was awarded \$903,756 in one time funding.
- A portion of the state appropriation (\$1.4 million) for the Health Science Building design was deferred to the next biennium 2011-2013. This allows the state to defer construction of the building in case the allocation to the system is reduced significantly. Similarly, the local capital commitment for this building has been reduced to reflect recent estimates of total building costs.

## **BUDGET PROCESS**

- The Budget for 2010-11 operating budget was developed using budget assumptions that were developed and reviewed with the Planning Council and President's Staff and then distributed to the campus for feedback.
- Requests for changes to the budget were solicited through the respective vice presidents of each program.
- President's Staff reviewed these requests and reviewed their recommended budget changes with the Planning Council. 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 for comments and questions.

- A preliminary budget proposal was adopted by President’s Staff on April 27, 2010. No additional revisions were made to the preliminary budget after conducting budget hearings.

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 2010-11 Operating Budget is presented to the Board of Trustees for approval to expend funds during the 2010-11 fiscal year. It contains changes to revenues and expenditures that are described below and shown in Attachment 1.

**Revenue Changes**

The operating budget contains revenue changes that total \$545,845 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 **\$30,947,938** 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. \$31,398,796 Starting base allocation
  - b. \$ 1,241,381 Health insurance increase, PERS rate adjustment
  - c. \$ 563,425 Net increase in non-salaried items
    - i. \$590,300 Maintenance and operations shift from Capital Budget
    - ii. \$30,600 Opportunity Grant increase
    - iii. <\$7,497> Financial Aid Management System
    - iv. <\$49,978> Decrease student achievement initiative to be distributed based on achievement points
  - d. \$< 1,912,090> FY 2011 Operation base reduction
  - e. \$< 343,574> FY 2011 Compensation reduction - Temporary
2. Local Operating (Fund 149): The budget plan reflects a local spending authority request of **\$18,104,536** which includes:
  - a. \$ 17,658,520 Estimated tuition, which includes a 7 percent increase for community colleges and 14 percent increase for applied baccalaureate degrees
  - b. \$ 50,000 Operating interest income

- c. \$ 265,885 Fund-balance from 09-10 for one time only expenses (See Attachment 2)
  - d. \$ 130,131 SBCTC ESL adult basic education grants
3. Local Dedicated (Fund 148): The **\$14,329,434** budget amount 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 \$1,231,431 primarily consist of increases in revenue/expense projections due to fee increases and one-time expense allocations to meet the increased enrollment demands in student services.
  4. Grants and Contracts (Fund 145): The **\$13,246,643** budget amount reflects estimates for state-restricted grants, federal awards, and other contractual activities, which is reduced by \$4,925. The grant and contract budgets are based on estimates and additionally do not include carryover grant balances that were received during the 2009-10 fiscal year. These changes will be reported to the Board in the quarterly financial reports.

### **Expenditure Changes**

The current balanced budget plan for the 2010-11 operating budget contains a reduction 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 \$ 646,223 (See Attachment 2)
- One-time only obligations and program enhancements of \$265,885 (See Attachment 2)
- Net program increase of \$363,296 to meet the fluctuation in programs and increased health benefit amount.

### **PROPRIETARY FUNDS:**

The 2010-11 Enterprise and Ancillary Fund budgets are being presented to the Board of Trustees for approval to expend these funds during the 2010-11 fiscal year. These are all self-support activities accounted for in different funds.

1. Stores (Fund 440): **\$350,000** The Stores fund is an internal service fund from which departments buy office supplies and are recharged for these costs. No change in activity is anticipated for 2010-11.

2. Computer Services (Fund 443): \$467,246 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 increase by \$148,649.
3. Printing Services (Fund 448): \$1,093,124 Printing Services projected revenues are estimated to decrease by \$66,719 over last year's initial budget plan, which reflects efforts to "go green".
4. Motor Pool (Fund 460): \$16,000 No change in accounting activity is anticipated for the use of the college motor pool vehicles.
5. Bookstore (Fund 524): \$5,316,155 Revenue is expected to increase by \$28,150 and with continuing savings in expenditures anticipates a net income of \$695,015.
6. Parking (Fund 528): \$1,878,870 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 \$129,429 due to an increase in fees.
7. Food Service (Fund 569): \$1,404,362 Revenue is expected to decrease by \$85,820; however by managing the increases in the cost of food, paper products, salary and benefits, food service is planning to break even.
8. Misc. Auxiliary Enterprises (Fund 570): \$3,336,886 This category is comprised of a variety of other budgeted self-funded enterprise activities. The proposed increase of \$19,401 reflects increases from enrollment growth.

### **ASSOCIATED STUDENT GOVERNMENT SERVICES AND ACTIVITIES FEES FUND**

The 2010-11 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 a decrease of \$16,437 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): \$9,060,800 This fund includes scholarships, State Equal Opportunity Grants (SEOG), Pell Grants and State Need Grants. An increase of \$3,016,500 reflects the current level of 2009-10 Pell grant awards.
2. Student Loans (Fund 849): \$10,400,000 The budget includes two student loan funds, Plus and USA Group Loans. This budget is reflecting a \$3,500,000 increase which is in line with 2009-10 loan amounts.

3. Financial Aid 3.5% Funds (Fund 860): **\$750,000** 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 projects from 2009-10 that will be completed during this biennium; it also includes new or revised projects for 2010-11 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 projects budget for 2009-11 of \$6,395,500 reflects a decrease in the biennial capital budget.
  - a. \$ 4,350,000 Health Sciences Building Design
  - b. \$<1,440,000> Health Sciences Building project reduction
  - c. \$ 1,103,000 Site Repairs "A" 2009-10
  - d. \$ 320,194 Site Repairs "A" 2010-11
  - e. \$ 1,180,600 Maintenance and Operating Shift to Capital
  - f. \$<1,180,600> Maintenance & Operating Shift to Operating funds
  - g. \$ 496,000 Minor Improvements Program 2009-10
  - h. \$ 734,500 Minor Improvements Program 2010-11
  - i. \$ 475,000 Minor Works – Preservation (RMI)
  - j. \$ 356,806 Facility Repair A
2. Local Capital: The local capital budget of \$27,001,884 reflects:
  - a. \$ 11,500,000 Replacement for North Campus.
  - b. \$ 5,288,200 T Building – Allied Health Building
  - c. \$<5,288,200> Delay in T Building return funds
  - d. \$ 1,150,000 Schultz and Li properties
  - e. \$ 480,000 Lombard Property
  - f. \$ 1,114,180 Science/Tech Supplement funding
  - g. \$< 919,669> Science/Tech return funds
  - h. \$ 767,020 Misc Local capital projects
  - i. \$ 626,214 Misc Local capital projects- N Server Rm.
  - j. \$ 450,000 Institutional Advancement/Payroll



- k. \$ 15,791 ISP House Air Conditioning
- l. \$ 520,000 Sparks Property
- m. \$ 6,000,000 Eastside Property Purchase (Tentative)
- n. \$ 1,558,164 Facilities Remodel
- o. \$ 240,184 TLC/TRC (Teaching & Learning Ctr.)
- p. \$ 3,500,000 Bookstore Solutions (Bookstore Reserves)

### **CONTINGENCY AND RESERVE FUND PER POLICY 7110**

- Contingency Fund \$1,722,492; is budgeted at 3% of the state and local operating budgeted expenditures.
- Operating Reserve \$8,288,728; consist of 15% of local operating, dedicated local fund, and grant & contracts budgeted expenditures.
- Ancillary & Auxiliary Reserve \$2,353,304; is set at 15% of each fund including stores, computer services, printing, motor pool, associated student accounts, bookstore, parking, food service and other auxiliary enterprises.
- An amount of \$3,695,067 has been established as a debt service reserve for the certification of participation (COP) issued for the Parking Garage construction.
- Grants and contract, dedicated class fees and special projects represent \$12,574,218 of restricted fund reserves that are designated for its specific purpose.

### **Background Information**

Attachment 1: Resolution 295: Adoption of the 2010-11 College Budget

Attachment 2: 2010-11 College Budget Revenue/Expenditure Report and Reserve, Restricted and Committed Funds Report, includes comparison to initial 2009-10 college budget.

Attachment 3: 2010-11 On-Going Budget Obligations, One-Time Only Requests, and Self-Support Program Funding

### **Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII is informed on the development and details of the 2010-11 College Budget.

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

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

**RESOLUTION 295**

**ADOPTION OF THE 2010-11 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 2010-11; and

WHEREAS, The Board of Trustees under WAC 132H-106-010 has the duty of approving 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 2010-11; 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 2010-11 budget decisions were made using guiding principles that included furtherance of the College's strategic initiatives and efforts; and

WHEREAS, the budgets and reserves, and restricted funds 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 2010-11;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees does hereby adopt the fiscal year 2010-11 Bellevue Community College Budget as follows:

2010-11 Annual Budget

Operating Funds	\$ 76,628,551
Enterprise and Ancillary Funds	13,862,643
ASG Service and Activities Fees	2,521,064
Financial Aid Funds	<u>20,210,800</u>
Subtotal 2010-11 Annual Budget	\$113,223,058
2010-11 Biennium Capital Budget	<u>\$ 33,397,384</u>
Total Budget	<u>\$146,620,442</u>

Reserve Funds

Contingency Fund	\$ 1,722,492
Operating Reserve	\$ 8,288,728
Ancillary & Auxiliary Reserve	<u>\$ 2,353,304</u>
Total 2010-11 Reserve Funds	<u>\$ 12,364,524</u>

PASSED, THIS 16<sup>TH</sup> DAY OF JUNE, 2010.

BOARD OF TRUSTEES

\_\_\_\_\_  
Steve Miller, Chair

\_\_\_\_\_  
Vijay Vashee, Vice-Chair

\_\_\_\_\_  
Paul Chiles, Trustee

\_\_\_\_\_  
Marie Gunn, Trustee

\_\_\_\_\_  
Vicki Orrico, Trustee

ATTEST:

\_\_\_\_\_  
Lucinda Taylor  
Secretary, Board of Trustees  
Community College District VIII

**2010-11 COLLEGE BUDGET**

**Revenue/Expenditure Plan by Fund**

Includes comparison to initial 2009-10 college budget

	<b>2009-10 INITIAL BUDGET</b>	<b>Increase/ (Decrease)</b>	<b>2010-11 INITIAL BUDGET</b>
<b>OPERATING FUND:</b>			
STATE ALLOCATION - 101	\$31,353,793	-\$405,855	\$30,947,938
LOCAL OPERATING - 149	\$18,379,342	-\$274,806	\$18,104,536
DEDICATED LOCAL FUND - 148	\$13,098,003	\$1,231,431	\$14,329,434
GRANTS & CONTRACTS - 145	\$13,251,568	-\$4,925	\$13,246,643
<b>TOTAL OPERATING FUNDS:</b>	<b>\$76,082,706</b>	<b>\$545,845</b>	<b>\$76,628,551</b>
<b>PROPRIETARY FUNDS:</b>			
STORES FUND - 440	\$350,000	\$0	350,000
COMPUTER SERVICE FUND - 443	\$318,597	\$148,649	467,246
PRINTING FUND - 448	\$1,159,843	-\$66,719	1,093,124
MOTOR POOL - 460	\$16,000	\$0	16,000
ASSOCIATED STUDENTS - 522	\$2,537,501	-\$16,437	2,521,064
BOOKSTORE - 524	\$5,288,005	\$28,150	5,316,155
PARKING - 528	\$1,749,441	\$129,429	1,878,870
FOOD SERVICES - 569	\$1,490,182	-\$85,820	1,404,362
OTHER AUXILIARY ENTERPRISES - 570	\$3,317,485	\$19,401	3,336,886
<b>TOTAL PROPRIETARY FUNDS:</b>	<b>\$16,227,054</b>	<b>\$156,653</b>	<b>\$16,383,707</b>
<b>FIDUCIARY FUNDS:</b>			
GRANTS IN AID - 846	\$6,044,300	\$3,016,500	9,060,800
STUDENT LOAN - 849	\$6,900,000	\$3,500,000	10,400,000
FINANCIAL AID FUND - 860	\$750,000	\$0	750,000
AGENCY - 840	\$0	\$0	0
ENDOWMENT LOCAL REVENUE - 859	\$0	\$0	0
<b>TOTAL FIDUCIARY FUNDS:</b>	<b>\$13,694,300</b>	<b>\$6,516,500</b>	<b>\$20,210,800</b>
<b>TOTAL ANNUAL REVENUE:</b>	<b>\$106,004,060</b>	<b>\$7,218,998</b>	<b>\$113,223,058</b>
<b>CAPITAL PROJECTS: 2009-2011</b>			
STATE APPROPRIATIONS	\$7,604,600	-\$1,209,100	6,395,500
LOCAL CAPITAL FUND	\$21,911,405	\$5,090,479	27,001,884
<b>TOTAL CAPITAL PROJECTS FUNDS:</b>	<b>\$29,516,005</b>	<b>\$3,881,379</b>	<b>\$33,397,384</b>
<b>GRAND TOTAL ALL REVENUE FUNDS :</b>	<b>\$135,520,065</b>	<b>\$11,100,377</b>	<b>\$146,620,442</b>

<b>2010-11 COLLEGE RESERVE REPORT</b>	
	Reserve
<b>RESERVE PER POLICY 7110</b>	
Contingency Fund 3%	\$1,722,492
Operating Reserve 15%	\$8,288,728
Ancillary & Auxiliary Reserve 15%	\$2,353,304
<b>TOTAL RESERVE</b>	<b>\$12,364,524</b>
<b>DEBT RESERVE FUNDS</b>	
Parking Garage Debt	\$3,695,067
<b>RESTRICTED FUNDS</b>	
Lab Fees & Special Projects	\$11,290,994
Grants and Contracts	\$1,283,224
Subtotal	\$12,574,218
<b>TOTAL RESERVED AND RESTRICTED</b>	<b>\$16,269,285</b>

\* Local Capital reserves detailed in the Board of Trustees 2010-11 Briefing Capital Projects budget.

**2010-2011 ON GOING BUDGET OBLIGATIONS**

<b>Budget #</b>	<b>Organizational Unit</b>	<b>Description</b>	<b>Obligation</b>	<b>Budget Increase</b>
149.011.1A03	Instruction	Tenure Promotions	24,571	
149.011.1A08	Instruction	PT Faculty Advancement to Senior Rate	7,393	
149.011.1A65	Instruction	CLA operating budget support Year 5 of 5	15,502	
149.011.1A91	Instruction	3 FT Tenure Conversions from PT sections		114,993
149.011.1C1W	Instruction	Developmental Ed. Director Exempt/Teaching		47,514
149.011.1C1H	Instruction	World Languages Faculty Lab Coordinator & 2 Lab Assistants/Tutors		25,995
149.061.1E40	Instruction	Science Division Advisor UW contract replacement increase funding to100%		24,164
149.061.1K80	Stud. Serv.	Imodules licensing & Web fees increase / 1N40	2,000	
149.061.1K85	Stud. Serv.	Financial Aid-Asst. Dir. Veterans 75% to 100%		13,633
149.061.1K85	Stud. Serv.	Higher One Student payment Options		4,500
149.061.1K85	Stud. Serv.	Asst. Financial Aid Director - Direct Loan		58,028
149.081.1B90	HR	Unfunded Reclassification	31,693	
149.081.1B90	HR	Classified Increments	50,334	
149.083.1Y25	HR	\$300 Stipend per affiliated faculty member	15,000	
149.081.1P00	Adm. Serv.	ACUP Climate Commitment Membership Fee		2,000
149.081.1P65	Adm. Serv.	SPOL annual hosting/license fee	16,000	
149.091.1Q50	Adm. Serv.	Utilities Increase	49,211	
149.081.1M05	President	Restore 3% of Operating Contingency	143,692	
			355,396	290,827
		<b>Total</b>	<b>646,223</b>	

**ONE-TIME ONLY REQUESTS**

<b>Budget #</b>	<b>Organizational Unit</b>	<b>Description</b>	<b>Amount One Time</b>
149.011.1A10	Instruction	Faculty Robes rental or purchase	4,500
149.011.1E35	Instruction	Hourly Lab Tutors to meet increased enrollment	25,000
149.011.1A94	Instruction	Sabbaticals	17,279
149.061.1K20	Stud. Serv.	Hourly Interim Business advisor for Academic Advising	16,106
149.083.1R1X	Info. Serv.	Computer replacement budget	100,000
149.085.1L00	Inst. Adv.	Campaign Manager Support YR 3 of 3	20,000
149.061.1K85	Adm. Serv.	Implement Higher One Financial Aid payment option	33,000
149.091.1Q6X	Adm. Serv.	Classroom Furniture Replacement 4 year plan. Year 1 of 4	50,000
		<b>Total One-Time Operating Budgets</b>	<b>265,885</b>

**SELF-SUPPORT PROGRAM FUNDING**

<b>Budget #</b>	<b>Organizational Unit</b>	<b>Description</b>	<b>Amount One Time</b>	<b>TERM</b>
148.061.1N70	Stud. Serv.	Goods & Services/Printing/Client Services increase enrollment growth	17,780	TEMPORARY
148.063.1N40	Stud. Serv.	Enrollment Service growth phone coverage hourly	36,565	TEMPORARY
148.011.1NXX	Stud. Serv.	Assoc Dean for International Support Services-Global Education	94,755	PERMANENT
		<b>Total Self-Support Budgets</b>	<b>149,100</b>	

**REGULAR MEETING AGENDA ITEM**

**Tab 2**

**June 16, 2010**

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

**Topic**

All-Washington Academic Team Recognition

**Description**

The Bellevue College Board of Trustees will recognize Sinwai (Vicky) Law, of Bellevue, and Katherine Martucci, of Renton, who have been named to the 2010 All-Washington Academic Team.

**Key Questions**

- \*        What is the All-Washington Academic Team?
  
- \*        Who are the 2010 All-Washington Academic Team members from Bellevue College?

**Background Information**

Bellevue College Press Release - Mar. 29, 2010

**Sinwai (Vicky) Law and Katherine Martucci named to All-Washington Academic Team**

BELLEVUE, WASH. -- Bellevue College students Sinwai (Vicky) Law, of Bellevue, and Katherine Martucci, of Renton, have been named to the 2010 All-Washington Academic Team.

Recognizing the state's brightest and most civic-minded community and technical college students, the All-Washington Academic Team is part of a national student recognition program sponsored by Phi Theta Kappa international honor society and the Trustees Association of Community and Technical Colleges. Similar teams are named in all 50 states.

On a national level, Law and Martucci were both named to receive \$1,000 scholarships from Coca-Cola, which selects its recipients from across the nation, based on the academic and civic achievements described in their respective state Academic Team nominations.

Law was named a 2010 Coca-Cola Bronze Scholar, placing her among the top 200 students honored by Coca-Cola nationally. Katherine Martucci was named a 2010 Coca-Cola Scholarship National Finalist, placing her among the top 350 academic team members honored by Coca-Cola nationally.

A native of Hong Kong, Vicky Law has lived in Bellevue since 2008. At Bellevue College she serves as a volunteer Peer-to-Peer Mentor and as vice president of leadership for Phi Theta Kappa.

Law also works part time as a psychology, biology and chemistry tutor in the college's Academic Success Center, and volunteers at Evergreen Medical Center in Kirkland. Her career interests lie in biochemistry and pharmacy.

Martucci, a Running Start student at Bellevue College, will complete both her associate degree and her home-schooled high school studies in June (Running Start students enroll in high school and college simultaneously). She plans to attend Washington State University to earn a doctor of veterinary medicine and board-certification as a veterinary behaviorist.

Martucci serves as vice president of scholarship for Bellevue College's Phi Theta Kappa chapter and volunteers to assist with numerous campus events. In the community, she volunteers at the Seattle FIRST Robotics competition and the Seattle Humane Society, where she is an intern with the dog behavior program.

Law and Martucci were honored in a recognition ceremony in Olympia March 25, where they and their fellow All-Washington Academic Team members from community and technical colleges across the state, each received medallions presented by Gov. Chris Gregoire and their college presidents.

All members of the All-Washington Academic Team also receive \$750 in scholarships funded by KeyBank of Washington, Northwest Education Loan Association (NELA) and The Washington State Employees Credit Union.

Further scholarships for team members are offered by the state's public and private four-year colleges.

### **Recommendation/Outcomes**

That the Board of Trustees recognizes the accomplishments of Sinwai (Vicky) Law and Katherine Martucci, Bellevue College's 2010 All-Washington Academic Team members.

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

**REGULAR MEETING AGENDA ITEM**

**Tab 3**

**June 16, 2010**

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

**Topic**

2010 Washington Award for Vocational Excellence (WAVE) Recipient

**Description**

The Board of Trustees will recognize Mau Phan, a student in BC's Associate Degree program, for receiving a 2010 WAVE award.

**Key Questions**

- \*        What is the Washington Award for Vocational Excellence?
- \*        Who from Bellevue College received a 2010 WAVE Award?

**Background Information**

The WAVE program, sponsored by the Washington State Workforce Training Education and Coordinating Board, recognizes and rewards students for excellence in career and technical education. WAVE monetary awards pay undergraduate educational tuition for two years at an accredited public or private college or university or licensed vocational school. Mau Phan, a student in BC's Associate Degree program received one of only 48 WAVE awards in the state for 2010. Mau is currently a full-time nursing student, works part-time as a nursing assistant, and takes care of his elderly parents and a 7-year old child. He is currently in the top 1% of his nursing class, serves as a peer mentor for nursing students, and volunteers at a local community food bank. Mau will graduate from the nursing program in December and will continue his studies at UW-Bothell to complete his Bachelor's degree in nursing. Etc.

**Recommendation/Outcomes**

That the Board of Trustees recognizes the accomplishments of Mau Phan for receiving a 2010 WAVE award.

**Prepared by:** Paula Boyum, VP Workforce  
paula.boyum@bellevuecollege.edu, 425-564-2265



**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 May 12, 2010 in room B201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Mr. Steve Miller, Chair, presided.

**I. EXECUTIVE SESSION**

Steve Miller announced that there would be an executive session for approximately 70 minutes to discuss with legal counsel litigation or potential litigation to which the agency or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency; 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; to discuss evaluation of state employees; and to review collective bargaining sessions with an employee organization. Tom Nielsen, Lucy Macneil and Rachel Solemsaas were invited to join the board. The executive session, held in A201, began at 11:20 a.m. and ended at 12:37 p.m.

**II. BUSINESS SESSION**

The Business Session began at 12:42 p.m.

**III. INTRODUCTIONS**

Jean Floten, President	Cheryl Bateman, Asst. Attorney General
Lucinda Taylor, Sec., Board of Trustees.	Doug Brown, President, BCAHE
Melissa Sitzenstock, Classified Employee Representative	Joseph Root, President, ASG
Paula Boyum, VP of Workforce Development	Tom Nielsen, Executive Dean
Rachel Solemsaas, VP of Admin Services	Tom Pritchard, VP of Student Services
Gaynor Hills, VP of Institutional Advancement	Lucy Macneil, Interim VP of Human Resources
Mary Canan, Executive Director of Finance	Kelly Paustain, Manager, Finance
Faisal Jaswal, Assistant Dean, Student Programs	Chapman Chung, VP of Finance and Communication, ASG
Kurt Lehman, Student	Miranda Kato, Ombuds
Anna Marshak, Student	Liubov Igrushkina, Student
Kim Petrie, Student	Carla Monterey, Student
Drusilla D'Silva, Student	Graham Haslam, History Faculty
Xinyu Wang, Student	Pete Smith, Student
Jared Illum, Student	

**IV. ROLL CALL**

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

V. CONSENT AGENDA

Tab 1 March 10, 2010 Board Meeting Minutes

The minutes of the March 10, 2010 board meeting were approved 5-0.

Tab 2 Financial Report for Period Ending March 31, 2010

Tab 3 Total Enrollment, Winter Quarter 2010

VI. CONSTITUENT REPORTS

Faculty Report

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

- Library faculty are integral to the teaching enterprise;
- Library faculty teach library classes in cooperation with other classes, with approximately 260 sessions in 2009;
- We have a Library Service and Technology Act grant that has funded efforts to integrate developmental English and library instruction;
- Supported by this grant, Sayumi Irey, library science faculty, and Nancy Kekli, English faculty, have developed a class integrating English language development, civic engagement, and library skills; and
- This is but one example of the many contributions of our library faculty.

Classified Staff Report

Melissa Sitzenstock, classified staff representative, reported that:

- Classified staff have been involved in numerous professional development activities over the past few months;
- Jan Ng and Melissa Sitzenstock attended the STACC spring conference and benefited greatly;
- The third in a series of workshops for classified staff was offered recently with record enrollment;
- Classified staff will be holding their annual training day on the same day as faculty this year, a change from prior years;
- The annual STACC conference will be held in Spokane in August and there will be an opportunity for recognition awards; and
- Melissa expressed concern that Bellevue College is developing a policy that will limit the number of credits for which employees may use tuition waivers each quarter.

Student Report

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

- The annual ASG elections BBQ was held yesterday with record participation;
- This is a very promising turn-out and indicates that students are excited to become involved;
- Elections will close in two weeks;
- Students are organizing a multicultural festival that will be a little different from prior years with more of an internal focus;
- Student Programs has been overwhelmed with an increasing number of requests for student sponsored events;
- The annual student services and activities fee proposal has been completed and reflects a change in our demographics, including an increasing veteran population;
- The debate society has been hugely successful and is receiving more support;
- Student Environmental Sustainability fees are being used to partially fund an environmental sustainability director;
- The State Board has approved a 7 percent increase in tuition and students are galvanizing an effort to gain support in the legislature for increased support of higher education;
- The campus is working diligently to meet the needs of an increased student population and the efforts of the administration and staff to keep up with increased demand were recognized;
- Steve Miller and Vicki Orrico recognized the efforts of our student legislative committee and their success with the legislature, expressing appreciation and encouraging a continued effort in civic engagement; and
- Joseph noted that the student legislative agenda and the college's legislative agenda are very much in synch, and where they are not we've managed to find a very strong common ground.

VII. ACTION ITEMS

Tab 4          Sabbatical Leave Authorization for the 2010-11 Academic Year

Tom Nielsen presented a recommendation to authorize sabbatical leave for two faculty members for one quarter each for the 2010-11 academic year.

It was moved by Vicki Orrico and seconded by Marie Gunn that:

Motion 16:10          The Board of Trustees of Community College District VIII authorizes sabbatical leaves equivalent to .67 FTEF, at an additional cost of \$17,279 for the 2010-11 academic year.

The motion was approved 5-0.

Tab 5          2010-11 Tuition and Fee Schedule

Rachel Solemsaas presented the proposed 2010-11 tuition and fee schedule.

It was moved by Vicki Orrico and seconded by Marie Gunn that:

Motion 17:10        The Board of Trustees of Community College District VIII endorses the tuition increases approved by the State Board for Community and Technical Colleges reflected in Attachment 1, 2010-11 Bellevue College Tuition and Fee Schedule.

The motion was approved 5-0.

Tab 14        Reserve and Contingency Fund Policy

Rachel Solemsaas presented a proposed policy regarding reserve and contingency funds. The second paragraph was revised to say, "All expenditures drawn from reserve accounts shall require prior approval from the president, unless previously authorized for expenditure within the college's annual budget as approved by the Board of Trustees."

It was moved by Paul Chiles and seconded by Marie Gunn that:

Motion 18:10        The Board of Trustees of Community College District VIII approves policy 7110 Reserve and Contingency Fund Policy as revised.

The motion was approved 5-0.

VIII. FUTURE ACTION ITEMS

Tab 6        Recommendation for Tenure

Tom Nielsen presented a recommendation to grant tenure to a candidate who had received a one quarter extension due to an authorized absence during her tenure candidacy. This item will be presented for approval at the June 16, 2010 meeting.

Tab 7        Revisions to Policy 1450: Complaint Policy

Lucy Macneil presented an overview of anticipated revisions to the complaint policy. This item will be presented for approval at the June 16, 2010 meeting.

Tab 8        Volunteer Policy

Lucy Macneil presented an overview of a proposed volunteer policy. This item will be presented for approval at the June 16, 2010 meeting.

Tab 9        2010-11 College Budget

Rachel Solemsaas presented an overview of the proposed 2010-11 College Budget. This item will be presented for approval at the June 16, 2010 meeting.

Tab 10       2010-11 Services and Activities Budget

Tom Pritchard introduced Chapman Chung and Joseph Root who presented an overview of the proposed 2010-11 Services and Activities Budget. An important change this year is that Student Programs is now able to shift from a projected revenue model to utilizing actual collected funds in a fund balance reserve account. This item will be presented for approval at the June 16, 2010 meeting.

Tab 11 Board Elections – Chair and Vice Chair

Steve Miller presented an overview of board elections for the chair and vice chair positions for 2010-11. This item will be presented for approval at the June 16, 2010 meeting.

Tab 12 Annual Contract – Chief Executive Officer

Steve Miller presented an overview of a proposed extension to the annual contract of the chief executive officer. This item will be presented for approval at the June 16, 2010 meeting. Steve Miller requested that a half-day executive session be scheduled for the annual evaluation of the chief executive officer.

IX. STAFF AND BOARD REPORTS

Capital Planning

Paul Chiles reported that:

- We're moving forward on a replacement facility for North campus.

Economic Development

Vijay Vashee and Paula Boyum reported that:

- We've received a \$3.364 M federal grant for Healthcare IT for the first year of a two year grant; and
- We've received a 58 percent increase in worker retraining dollars, primarily for tuition assistance.

Foundation Campaign

Vicki Orrico reported that:

- The Advancing Student Success Campaign has reached over 51 percent of goal, raising \$3,435,190 thus far;
- Sara Langton, Amy Hedin joined the BC Foundation Board of Directors in March;
- The luncheon was a fabulous success and Vicki Orrico thanked her fellow trustees for their participation as Angel Donors; and
- There were over 800 participants, an increase of 40 percent, and funds raised increased by 18 percent.

Long Range Finance/Resource Planning

No report.

TACTC Board of Directors

Steve Miller thanked Marie for attending the Spring TACTC Conference next week.

TACTC Legislative Committee

Steve Miller and Vicki Orrico reported that:

- There's a push to get the trustees directly involved in the legislative budget process.

Events

No report.

President

No report.

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 2:25 p.m. The next regular meeting will be held on June 16, 2010.

XII. STUDY SESSION

Tab 13 Margin of Excellence Awards

- Sponsored by the BC Foundation, the Margin of Excellence Award has been bestowed upon 118 recipients since its inception 26 years ago. This year, the college will celebrate seven outstanding faculty and staff members being honored by their colleagues, their students and the Foundation;
- Classified staff recognition was given to Patrick Colin Beardsley, Retail Clerk 2, Bookstore, Administrative Services;
- Administrative exempt staff honored were Teresa Descher, Supervisor, Customer Accounts & Cashiering, Finance and Liz Anderson, Director, Distance Education, Information Resources;
- Part-time faculty recognition was given to Molly Blume, Instructor, Business Management, Business Division; and
- Full-time faculty honored were Dale Hoffman, Instructor, Mathematics, Science Division, Xiao (Winnie) Li, Instructor, Business Administration, Business Division, and Jean Pauley, Instructor, Developmental Education (ESL), Arts & Humanities.

Board of Trustees Minutes  
May 12, 2010

ATTEST:

---

Steve Miller, Chair  
Board of Trustees

---

Lucinda Taylor  
Secretary, Board of Trustees  
Community College District VIII

**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 May 17, 2010 in room B201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Mr. Steve Miller, Chair, presided via teleconference.

I. EXECUTIVE SESSION

Jean Floten announced that there would be an executive session for approximately 5 minutes 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. The executive session began at 7:39 a.m. and ended at 7:43 a.m.

II. BUSINESS SESSION

The Business Session began at 7:44 a.m.

Mr. Chiles, Ms. Gunn, Ms. Orrico, and Mr. Miller participated via teleconference.

Jean Floten and Lucinda Taylor were present in A201 and Cheryl Bateman participated via teleconference.

III. ACTION ITEMS

Tab 1 REAL ESTATE

Jean Floten presented resolution 293: Threat of Property Condemnation in support of the purchase of real estate previously approved by the board.

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

Motion 19:10           The Board of Trustees of Community College District VIII approves Resolution 293: Threat of Property Condemnation.

The motion was approved 4-0.

IV. ADJOURNMENT

There being no further business, the special meeting of the Board of Trustees adjourned at 7:45 p.m. The next regular meeting will be held on June 16, 2010.

ATTEST:

\_\_\_\_\_  
Steve Miller, Chair  
Board of Trustees

\_\_\_\_\_  
Lucinda Taylor  
Secretary, Board of Trustees  
Community College District VIII



**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 June 4, 2010 in room A201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Mr. Steve Miller, Chair, presided.

I. ROLL CALL

Mr. Chiles, Ms. Gunn, Ms. Orrico, Mr. Miller and Mr. Vashee were present via teleconference.

II. EXECUTIVE SESSION

Lucinda Taylor announced that there would be an executive session for 60 minutes to discuss the evaluation of a state employee. The executive session began at 9:31 a.m. Lucinda Taylor announced that the executive session would be extended by 30 minutes. The executive session ended at 10:50 a.m.

III. ADJOURNMENT

The special meeting of the Board of Trustees adjourned at 10:51 a.m. The next regular meeting will be held on June 16, 2010.

ATTEST:

\_\_\_\_\_  
Steve Miller, Chair  
Board of Trustees

\_\_\_\_\_  
Lucinda Taylor  
Secretary, Board of Trustees  
Community College District VIII

**REGULAR MEETING AGENDA ITEM**

**Tab 7**

**June 16, 2010**

Information     Discussion     Action

**Topic**

Recommendation for Tenure

**Description**

The Tenure Review Committee has submitted its recommendation to grant tenure to Nancy Gonlin, who has now completed a one quarter extension of her probationary status as granted at the March 10, 2010 meeting of the Board of Trustees. This recommendation is submitted to the Bellevue College Board of Trustees in accordance with the "Agreement Between the Board of Trustees of Community College District VIII and the Bellevue College Association of Higher Education."

**Key Questions**

- \* Has the candidate met the conditions set forth by the Tenure Review Committee in its December 4, 2009 recommendation to the Board of Trustees?

**Background Information**

An electronic tenure notebook for Nancy Gonlin's case was provided for the Board of Trustees that includes an executive summary and all documents pertinent to the completion of the one quarter extension of her probationary status.

**Recommendation/Outcomes**

**Recommendation:** That the Board of Trustees of Community College District VIII hereby grants tenure for the 2010-11 academic year to Nancy Gonlin, Social Science Division (Anthropology).

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

**REGULAR MEETING AGENDA ITEM**

**Tab 8**

**June 16, 2010**

Information     Discussion     Action

**Topic**

Volunteer Policy

**Description**

Bellevue College has individuals who provide services to the college in an unpaid capacity. Members of the public volunteer time across the campus as tutors, educational interns, KBCS program hosts, etc. The college wants to ensure that volunteers comply with college policies and procedures and are provided workers compensation benefits.

**Key Questions**

- \* What is a volunteer?
- \* Why do we need a Volunteer Policy?

**Analysis**

Bellevue College has many individuals who provide services to the college in an unpaid capacity. By registering all volunteers, the college may assure that such individuals are made aware of pertinent college policies and procedures related to their services and provide Workers' Compensation benefits for them to cover any injuries sustained on the job.

**Background Information**

Attachment 1: 4190 Volunteer Policy

**Recommendations/Outcomes**

That the Board of Trustees of Community College District VIII hereby approves 4190 Volunteer Policy as presented in Tab 8 Attachment 1 – 4190 Volunteer Policy.

**Prepared by:** Cesar Portillo, Vice President of Human Resources  
cesar.portillo@bellevuecollege.edu, 425-564-2445

## **4190 VOLUNTEER POLICY**

Policy Contact: Vice President, Human Resources

### **POLICY**

Any individual who is providing services to a Bellevue College department or event in an unpaid capacity must be formally registered and accepted as an official volunteer of the college, in accordance with relevant procedures established by the Human Resources Office.

While any and all unpaid positions on campus are subject to this policy, examples of specific positions on campus for which individuals must register include: working as a student group advisor/chaperone, as a student intern, or as a volunteer affiliated with the KBCS radio station.

Volunteers must comply with all college policies and procedures and will be accorded the rights and privileges designated by the college while they are performed their assigned duties on behalf of the college.

### **General Policy**

The Trustees of Community College District VIII authorize persons registered as volunteers at Bellevue College to be eligible workers for all purposes relating to medical aid benefits in accordance with RCW 51.12.035 and RCW 51.36.

### **DEFINITIONS**

#### **Volunteer**

An individual who performs hours of service for Bellevue College for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, is considered to be a volunteer during such hours.

Individuals shall be considered volunteers only where their services are offered freely and without pressure or coercion, direct or implied, from an employer.

An individual shall not be considered a volunteer if the individual is otherwise employed by Bellevue College to perform the same type of services as those for which the individual proposes to volunteer.

### **RELEVANT LAWS AND OTHER RESOURCES**

RCW 51.12.035

RCW 51.36

Fair Labor Standards Act (29 CFR 553.101)

### **APPROVED BY**

President's Staff 06/10/2010

Board of Trustees 06/16/10 (pending)

**REGULAR MEETING AGENDA ITEM**

**Tab 9**

**June 16, 2010**

Information     Discussion     Action

**Topic**

2010-11 International Student Contract

**Description**

Two years ago, 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. In addition, if a college chooses the second option, the SBCTC requires that the college's board reaffirm annually that it is continuing this contractual arrangement because the college is unable to accommodate international student programs within the current state funded enrollment target. Bellevue College has opted to offer the program through a contractual arrangement with the Bellevue College Foundation, since the college has been oversubscribed in meeting its state enrollment target in previous years, and intends to continue this option.

**Key Questions**

- \* Does continuing the contractual arrangement for International Program with the Bellevue College Foundation support the college's mission in supporting its international program?

**Analysis**

The college continues to be overenrolled and cannot support International Student Program enrollments within the current state funded enrollment target. The existing contractual relationship with the Bellevue College Foundation supports the college's international student program.

**Background Information**

Attachment 1: Resolution 294: International Contract Program 2010-2011

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII hereby adopts resolution 294 reaffirming the contractual relationship with the Bellevue College Foundation for International Student Programs for FY2010-11.

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

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

**RESOLUTION NO. 294**

**INTERNATIONAL CONTRACT PROGRAM 2010-2011**

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 2010-11, 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, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Community College District VIII approves the Bellevue College 2010-2011 international contract program.

PASSED, THIS 16<sup>TH</sup> DAY OF JUNE, 2010.

BOARD OF TRUSTEES

\_\_\_\_\_  
Steve Miller, Chair

\_\_\_\_\_  
Vijay Vashee, Vice-Chair

\_\_\_\_\_  
Paul Chiles, Trustee

\_\_\_\_\_  
Marie Gunn, Trustee

\_\_\_\_\_  
Vicki Orrico, Trustee

ATTEST:

\_\_\_\_\_  
Lucinda Taylor  
Secretary, Board of Trustees  
Community College District VIII



**REGULAR MEETING AGENDA ITEM**

**Tab 10**

**June 16, 2010**

Information     Discussion     Action

**Topic**

Adoption of the 2010-11 College Budget

**Description**

The Bellevue College Operating, Enterprise and Ancillary, Associated Student Government, and Financial Aid Budgets for fiscal year 2010-11 and Capital Budgets for 2009-11 are presented to the Board of Trustees for approval. For further details, see Tab 1.

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII hereby approves Resolution 295: Adoption of the 2010-11 College Budget.

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



**REGULAR MEETING AGENDA ITEM**

**Tab 11**

**June 16, 2010**

Information     Discussion     Action

**Topic**

Services and Activities Fee Budget and Allocations for 2010-2011

**Description**

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):

Cheuk Hei (Chapman) Chung\* - ASG VP of Finance (Chair)

Hilary Marcos\* - Student at Large

Stanley Wong\* - Student at Large

Joseph Root\* - ASG President

Mary Canan\* - Administrative

James Torrence\* - Faculty

Cindy Boekhoff\* - Classified Staff

Faisal Jaswal – Assistant Dean Student Programs

The committee completed its deliberations and has prepared a recommendation for the 2010-2011 academic year.

**Key Questions**

- \* Is the S&A Fee budget proposal equitable and does it address the needs of student funded programs?
- \* How does the S&A Fee budget plan reflect a sustainable balanced budget?
- \* What are some key considerations/strategies to maintain the growth and continued integrity of the S&A Budget and the programs it supports?

## Analysis

There has been a steady demand in the needs reflected by student funded programs as the college experiences record growth. The S&A budget has seen a steady growth in revenue and has reached stasis, as the college continues to meet state allocated targets.

The current projected tuition increases for the next two years provide additional revenue towards S&A budgets. In recognizing the growth and the associated funding needs of the programs served by this budget, the S&A allocations have steadily increased over the past ten years to sustain program growth with an average percentage increase in budget allocations of over 9%.

	<b>2010-11</b>	<b>2009-10</b>	<b>2008-09</b>	<b>2007-08</b>	<b>2006-07</b>	<b>2005-06</b>
Total	1,749,256	1,639,635	1,584,574	1,407,635	1,255,374	1,142,350
Increase	109,621	55,061	176,939	152,261	113,024	108,394
%Increase	<b>6.69</b>	<b>3.47</b>	<b>12.57</b>	<b>12.13</b>	<b>9.89</b>	<b>10.48</b>

	<b>2004-05</b>	<b>2003-04</b>	<b>2002-03</b>	<b>2001-02</b>	<b>2000-01</b>
Total	1,033,956	829,593	786,436	776,204	739,500
Increase	204,363	43,157	10,232	36,704	
%Increase	<b>24.63</b>	<b>5.49</b>	<b>1.32</b>	<b>4.96</b>	

The budget committee, comprised of a student majority takes into consideration the following factors in presenting a balanced budget:

- Current and projected general enrollment trends, state allocations.
- Projected possible downturn in enrollment in programs supporting S&A funding.
- Anticipated S&A funded programs needs and growth.
- Consideration of various funding models and possible investment opportunities.
- Consideration of strategies that ensure a solid strategic reserve.
- Mathematical models projecting S&A revenue out to year 2025.
- Develop strategies that take the majority of guess work and uncertainties out of the S&A funding processes.
- Timing: We are currently reaching the peak of the enrollment 'double bubble' and tuition increases, thus our S&A fund balance reserve is also about to peak (or is at its peak), making for a opportune time to contemplate a strategic shift.

A key strategy under discussion with the college administration is to shift S&A expenditures from a projected revenue model to actual collected funds in a fund balance reserve account.

## Background Information

Attachment 1: 2010-11 ASG Services and Activities Fee Budget

Attachment 2: Services and Activities 2010-11

Attachment 3: ASG Services & Activities Fees Allocation Distribution 2010-11

### **Recommendation/Outcomes**

The Board of Trustees of Community College District VIII hereby approves the 2010-2011 Services and Activities (S&A) Fee Budget as recommended by the Service and Activities Fee Budget Committee.

**Prepared by:** Dr. Tom Pritchard, Vice President of Student Services  
thomas.pritchard@bellevuecollege.edu, 425-564-2206

**2010-11 ASG SERVICES AND ACTIVITIES FEE BUDGET**

**Revenue**

	<b>Initial Budgeted Revenue</b>
<b><u>LOCAL FUNDS:</u></b>	
Allocations to Student Programs	1,681,329
One-Time Grants to Programs	67,927
Student Programs Remodel Budget Allocation	77,064
ASG Reserve Budget Allocation	110,780
One-Time Grant Budget Allocation	55,390
Program Income	290,526
Unallocated Contingency	<u>115,823</u>
<b>TOTAL LOCAL FUNDS</b>	<b>\$ 2,398,839</b>
<b>TOTAL AVAILABLE FOR EXPENDITURE</b>	<b>\$ <u><u>2,398,839</u></u></b>

Services and Activities 2010-11

	522.264.1900	522.264.1901	522.264.1902	522.264.1903	522.264.1904	522.264.1905	522.264.1906	522.264.1907	522.264.1909
	Assoc Student Govern (ASG)	Stud. Legislative Committee	Campus Activity Board (CAB)	Cultural Activities Fund	Environmental Sustainability fee	Service Learning	Student Progs Support	Summer theater	Phi Theta Kappa
AA Exempt-Executive									
AB Exempt-Managerial									
AC Exempt-Prof'l/Technical							34,173		
AD Exempt-Temp/Other									
AE Faculty-Perm Full-Time									
AG Faculty-Temp Full-time									
AH Faculty-Temp Part-time									
AK Classified	38,556						38,556		
AM Student	82,368	22,800	26,800				32,000		
AP Work Study							500		
AS Sick Leave Buyout									
AU Overtime									
AZ Support Staff-Hourly			7,000				21,504		
<b>Sub-total Salaries</b>	<b>120,924</b>	<b>22,800</b>	<b>33,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>126,733</b>	<b>0</b>	<b>0</b>
<b>B Benefits</b>	<b>17,581</b>	<b>1,400</b>	<b>1,500</b>				<b>29,461</b>		
<b>C Personal Services</b>			<b>7,000</b>	<b>2,000</b>					<b>1,000</b>
EA Supplies/Materials	26,170	500	3,000	500			2,000	6,405	1,000
EB Communications		300	50				100		700
EC Utilities									
ED Rentals/Leases		2,000	500	500					
EE Repairs/Maintenance							100		
EF Printing/Reproduction		1,500	3,500	600			7,600		1,500
EG Prof'l Development		1,000	1,000	2,500		0	900		6,000
EJ Subscriptions			750						300
EL Data Processing									
EN Personnel Charges									
EP Insurance									
ER Purchased Services	35,700		1,000	1,000					100
ES Vehicle Maint/Op Costs									
EZ Other Goods/Svcs			200	100					1,300
<b>Sub-total Goods/Svcs</b>	<b>61,870</b>	<b>5,300</b>	<b>10,000</b>	<b>5,200</b>	<b>0</b>	<b>0</b>	<b>10,700</b>	<b>6,405</b>	<b>10,900</b>
<b>G Travel</b>	<b>7,000</b>	<b>1,000</b>	<b>3,000</b>	<b>4,600</b>			<b>2,439</b>		<b>11,100</b>
JA Equipment<\$5,000	2,000		300				1,000		
JC Equipment=>\$5,000									
JD Library Resources									
<b>Sub-total Capit Fix Assets</b>	<b>2,000</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
<b>N Client Services</b>	<b>4,000</b>	<b>300</b>	<b>3,000</b>	<b>1,200</b>			<b>200</b>		<b>250</b>
<b>P Loan Payments</b>		<b>0</b>							
TA Recharges-Salaries									
TB Recharges-Benefits									
TE Rechrq-Gds/Svcs-Ovrhd									
TJ Rechrq-Cap Fixed Assets									
<b>Sub-total Recharges</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$213,375</b>	<b>\$30,800</b>	<b>\$58,600</b>	<b>\$13,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$170,533</b>	<b>\$6,405</b>	<b>\$23,250</b>
ASG Allocation-0499 AN	197,435	26,800	56,000	13,000		0	170,533	2,000	16,250
ROLLOVER -0999	15,940	4,000	2,500	0		0	0	1,405	1,000
PROGRAM INCOME	0	0	100	0		0	0	3,000	6,000
DISTRIBUTIONS									
<b>TOTAL</b>	<b>213,375</b>	<b>30,800</b>	<b>58,600</b>	<b>13,000</b>	<b>0</b>	<b>0</b>	<b>170,533</b>	<b>6,405</b>	<b>23,250</b>

Services and Activities 2010-11

	522.264.1910	522.264.1911	522.264.1912	522.264.1913	522.264.1914	522.264.1915	522.264.1916	522.264.1917	522.264.1918
	Clubs Activities	Radiation and	Multy-cultural	International	First Year Exper	LGBTQA	Student	Black Student	Student Science
	Fund	Imaging	Fair	Student Assoc	(FYE)	Resource Cntr	Business Center	Union	Association
AA Exempt-Executive									
AB Exempt-Managerial									
AC Exempt-Prof'l/Technical									
AD Exempt-Temp/Other									
AE Faculty-Perm Full-Time									
AG Faculty-Temp Full-time									
AH Faculty-Temp Part-time									
AK Classified									
AM Student					15,000	10,550	19,000	4,250	
AP Work Study									
AS Sick Leave Buyout									
AU Overtime									
AZ Support Staff-Hourly					4,000		3,000		
<b>Sub-total Salaries</b>	0			0	19,000	10,550	22,000	4,250	0
B Benefits					1,117	450	1,860	350	
C Personal Services	1,000								700
EA Supplies/Materials	750	7,648		500		500	3,000	100	800
EB Communications							100		400
EC Utilities				300					
ED Rentals/Leases	750					200			400
EE Repairs/Maintenance				200					
EF Printing/Reproduction	1,000					2,000	100	200	200
EG Prof'l Development	900						300	500	500
EJ Subscriptions	100								
EL Data Processing									
EN Personnel Charges									
EP Insurance									
ER Purchased Services	200			2,500		800		2,000	1,200
ES Vehicle Maint/Op Costs									
EZ Other Goods/Svcs	300	19,352							
<b>Sub-total Goods/Svcs</b>	4,000	27,000		3,500		3,500	3,500	2,800	3,500
G Travel	7,000	5,000					100	2,000	300
JA Equipment-<\$5,000	1,000						5,000		
JC Equipment=>\$5,000							5,000		
JD Library Resources									
<b>Sub-total Capit Fix Assets</b>	1,000			0		0	10,000		0
N Client Services	2,000	5,000	2,060	8,000		500	200		400
P Loan Payments									
TA Recharges-Salaries									
TB Recharges-Benefits									
TE Rechrq-Gds/Svcs-Ovrhd									
TJ Rechrq-Cap Fixed Assets									
<b>Sub-total Recharges</b>	0			0		0	0		0
<b>TOTAL EXPENDITURES</b>	\$15,000	\$37,000		\$11,500	\$20,117	\$15,000	\$37,660	\$9,400	\$4,900
ASG Allocation-0499 AN	15,000	0	0	8,000	5,000	15,000	33,000	8,900	3,000
ROLLOVER -0999	0	7,000	2,060	1,000	15,117	0	3,500	0	1,700
PROGRAM INCOME	0	30,000	0	2,500	0	0	1,160	500	200
DISTRIBUTIONS									
<b>TOTAL</b>	15,000	37,000	2,060	11,500	20,117	15,000	37,660	9,400	4,900

Services and Activities 2010-11

	522.264.1919	522.264.1921	522.264.1923	522.264.1924	522.264.1925	522.264.1926	522.264.1928	522.264.1930	522.264.1931
	El Centro Latino	Multi-Cultural Services Fund	Intercoll Facility Rentals	Alumni Outreach	Career Ctr Intern/ Leadership Instit	Student Progs Homepage	Library Gallery Space	Intercoll Athletic Tourney Travel	Disability Support Svcs
AA Exempt-Executive									
AB Exempt-Manerial									
AC Exempt-Prof/I/Technical									
AD Exempt-Temp/Other									
AE Faculty-Perm Full-Time									
AG Faculty-Temp Full-time									
AH Faculty-Temp Part-time									
AK Classified									
AM Student	3,900	2,330		1,500					4,000
AP Work Study							2,587		
AS Sick Leave Buyout									
AU Overtime									
AZ Support Staff-Hourly		2,000				7,500	400		2,500
<b>Sub-total Salaries</b>	<b>3,900</b>	<b>4,330</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>7,500</b>	<b>2,987</b>	<b>0</b>	<b>6,500</b>
B Benefits	100	380		100		500	279		375
C Personal Services		1,000							
EA Supplies/Materials	100	500		1,000			350		1,500
EB Communications				1,000			360		50
EC Utilities									
ED Rentals/Leases		300	12,500	1,000					
EE Repairs/Maintenance			4,500				200		
EF Printing/Reproduction	200	600		1,000			1,440		750
EG Prof'l Development	100	4,990							750
EJ Subscriptions									
EL Data Processing									
EN Personnel Charges									
EP Insurance									
ER Purchased Services		5,000		2,000					2,000
ES Vehicle Maint/Op Costs									
EZ Other Goods/Svcs							400		
<b>Sub-total Goods/Svcs</b>	<b>400</b>	<b>11,390</b>	<b>17,000</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>2,750</b>	<b>0</b>	<b>5,050</b>
G Travel		1,000						16,000	2,075
JA Equipment<\$5,000		1,900							750
JC Equipment=>\$5,000									
JD Library Resources									
<b>Sub-total Capit Fix Assets</b>	<b>0</b>	<b>1,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>750</b>
N Client Services	1,500	7,000		7,400	27,000		213		10,000
P Loan Payments									
TA Recharges-Salaries									
TB Recharges-Benefits									
TE Rechr-gds/Svcs-Ovrhd									
TJ Rechr-g-Cap Fixed Assets									
<b>Sub-total Recharges</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$5,900</b>	<b>\$27,000</b>	<b>\$17,000</b>	<b>\$15,000</b>	<b>\$27,000</b>	<b>\$8,000</b>	<b>\$6,229</b>	<b>\$16,000</b>	<b>\$24,750</b>
ASG Allocation-0499 AN	5,500	27,000	11,000	0	27,000	7,500	6,229	16,000	21,750
ROLLOVER -0999	100	0	0	15,000	0	500	0	0	3,000
PROGRAM INCOME	300	0	6,000	0	0	0	0	0	0
DISTRIBUTIONS									
<b>TOTAL</b>	<b>5,900</b>	<b>27,000</b>	<b>17,000</b>	<b>15,000</b>	<b>27,000</b>	<b>8,000</b>	<b>6,229</b>	<b>16,000</b>	<b>24,750</b>

Services and Activities 2010-11

	522.264.1932	522.264.1933	522.264.1936	522.264.1937	522.264.1939	522.264.1940	522.264.1941	522.264.1943	522.264.1944	522.264.1945
	Math Lab	Reading and Writing Labs	BCC Student Handbook	Choral Productions	Tutorial Program	Jibsheet Newspaper	Radio Station KBCS-FM	Drama Productions	Instrumental Productions	Dance Productions
AA Exempt-Executive										
AB Exempt-Managerial										
AC Exempt-Prof'l/Technical						36,849				
AD Exempt-Temp/Other		4,260		1,000				1,000		950
AE Faculty-Perm Full-Time										
AG Faculty-Temp Full-time										
AH Faculty-Temp Part-time		5,692		1,500		7,452				
AK Classified										
AM Student	43,740	24,000		4,525	48,312	44,000	19,000		2,200	
AP Work Study	3,888	900		1,000					1,500	
AS Sick Leave Buyout										
AU Overtime										
AZ Support Staff-Hourly		900		2,500	9,072			3,000	2,500	190
<i>Sub-total Salaries</i>	47,628	35,752	0	10,525	57,384	88,301	19,000	4,000	6,200	1,140
B Benefits	2,552	1,100		1,500	3,016	19,998	7,000	300	200	190
C Personal Services				5,000				11,200		
EA Supplies/Materials		240		6,100		1,000		12,500	3,500	11,570
EB Communications				7,500		1,000			2,500	
EC Utilities										
ED Rentals/Leases				10,000					1,000	
EE Repairs/Maintenance				1,800					2,500	
EF Printing/Reproduction			22,026	4,000		34,000			3,200	
EG Prof'l Development				1,200		500				
EJ Subscriptions				300		192				
EL Data Processing										
EN Personnel Charges										
EP Insurance				1,800						
ER Purchased Services			725	725					11,100	
ES Vehicle Maint/Op Costs										
EZ Other Goods/Svcs			500	500		100			500	
<i>Sub-total Goods/Svcs</i>	0	240	23,251	33,925	0	36,792	0	12,500	24,300	11,570
G Travel				24,000		1,000			24,000	
JA Equipment<\$5,000				3,300					1,000	
JC Equipment=>\$5,000										
JD Library Resources										
<i>Sub-total Capit Fix Assets</i>	0	0	0	3,300	0	0	0	0	1,000	0
N Client Services					5,000	200			3,425	
P Loan Payments										
TA Recharges-Salaries										
TB Recharges-Benefits										
TE Rechrq-Gds/Svcs-Ovrhd				24,000						
TJ Rechrq-Cap Fixed Assets										
<i>Sub-total Recharges</i>	0	0	0	24,000	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$50,180</b>	<b>\$37,092</b>	<b>\$23,251</b>	<b>\$102,250</b>	<b>\$65,400</b>	<b>\$146,291</b>	<b>\$26,000</b>	<b>\$28,000</b>	<b>\$59,125</b>	<b>\$12,900</b>
ASG Allocation-0499 AN	50,180	37,092	22,026	76,250	65,400	66,291	26,000	18,000	34,125	10,900
ROLLOVER -0999	0	0	0	0	0	0	0	5,000	0	0
PROGRAM INCOME	0	0	0	26,000	0	80,000	0	5,000	25,000	2,000
DISTRIBUTIONS										
TOTAL	50,180	37,092	22,026	102,250	65,400	146,291	26,000	28,000	59,125	12,900



Services and Activities 2010-11

	522.264.1946	522.264.1947	522.264.1948	522.264.1962	522.264.1964	522.264.1965	522.264.1966	522.264.1971	522.264.1972	522.264.1973
	Arnazella Magazine	Women's Center/ Access Center	Stagefright Drama Club	Intercol Athletic General Expense	Men's Basketball	Men's Baseball	Men/Women's Golf	Women's Basketball	Women's Volleyball	Women's Softball
AA Exempt-Executive										
AB Exempt-Managerial										
AC Exempt-Prof'l/Technical										
AD Exempt-Temp/Other	275									
AE Faculty-Perm Full-Time										
AG Faculty-Temp Full-time										
AH Faculty-Temp Part-time										
AK Classified										
AM Student		18,000			2,000			2,000	1,000	0
AP Work Study		6,000								
AS Sick Leave Buyout										
AU Overtime										
AZ Support Staff-Hourly		14,046	900						50	0
<b>Sub-total Salaries</b>	<b>275</b>	<b>38,046</b>	<b>900</b>	<b>0</b>	<b>2,000</b>	<b>0</b>		<b>2,000</b>	<b>1,050</b>	<b>0</b>
B Benefits	25	1,954	100		70			70	30	10
C Personal Services										
EA Supplies/Materials	200		7,500	5,000	1,000	3,000	100	1,000	600	2,000
EB Communications				2,000	50	100		50	20	10
EC Utilities										
ED Rentals/Leases				5,100		0				
EE Repairs/Maintenance				100						
EF Printing/Reproduction	14,180			1,384	100	800		100	100	100
EG Prof'l Development				7,500			2,900		500	100
EJ Subscriptions					30			30		
EL Data Processing										
EN Personnel Charges										
EP Insurance				20,210						
ER Purchased Services				17,000	1,500	1,500		1,500	2,000	2,300
ES Vehicle Maint/Op Costs				4,000	650	500	500	650	400	500
EZ Other Goods/Svcs				90,400						0
<b>Sub-total Goods/Svcs</b>	<b>14,380</b>	<b>0</b>	<b>7,500</b>	<b>152,694</b>	<b>3,330</b>	<b>5,900</b>	<b>3,500</b>	<b>3,330</b>	<b>3,620</b>	<b>5,010</b>
G Travel			10,000	1,500	3,750	1,500	4,000	3,750	2,750	3,930
JA Equipment<\$5,000					500	500		500		
JC Equipment=>\$5,000										
JD Library Resources										
<b>Sub-total Capit Fix Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>		<b>500</b>	<b>0</b>	<b>0</b>
N Client Services		3,000		3,900		300			50	500
P Loan Payments										
TA Recharges-Salaries										
TB Recharges-Benefits										
TE Rechg-Gds/Svcs-Ovrhd										
TJ Rechg-Cap Fixed Assets										
<b>Sub-total Recharges</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$14,680</b>	<b>\$43,000</b>	<b>\$18,500</b>	<b>\$158,094</b>	<b>\$9,650</b>	<b>\$8,200</b>	<b>\$7,500</b>	<b>\$9,650</b>	<b>\$7,500</b>	<b>\$9,450</b>
ASG Allocation-0499 AN	0	43,000	9,500	67,594	9,650	8,200	7,500	9,650	7,500	9,450
ROLLOVER -0999	14,680	0	2,000	500	0	0	0	0	0	0
PROGRAM INCOME	0	0	7,000	90,000	0	0	0	0	0	0
DISTRIBUTIONS										
<b>TOTAL</b>	<b>14,680</b>	<b>43,000</b>	<b>18,500</b>	<b>158,094</b>	<b>9,650</b>	<b>8,200</b>	<b>7,500</b>	<b>9,650</b>	<b>7,500</b>	<b>9,450</b>

Services and Activities 2010-11

	522.264.1974	522.264.1975	522.264.1976	522.264.1977	522.264.1978	522.264.1980	522.264.1982	522.264.1983	522.264.1984	522.264.1985
	Men's Soccer	Performing Arts Coordinator	Wellness Center	Women's Soccer	Women's Tennis	Leadership Institute/NSO	Student Child-Care Center	Student Prog. Remodel	ASG Reserve	Interior Design Student Assoc
AA Exempt-Executive										
AB Exempt-Managerial										
AC Exempt-Prof'l/Technical										
AD Exempt-Temp/Other			10,200							
AE Faculty-Perm Full-Time										
AG Faculty-Temp Full-time										
AH Faculty-Temp Part-time										
AK Classified		20,263	7,975							
AM Student			1,800			34,000	145,000			
AP Work Study			300				5,500			
AS Sick Leave Buyout										
AU Overtime										
AZ Support Staff-Hourly			600							
<b>Sub-total Salaries</b>	0	20,263	20,875	0	0	34,000	150,500	0	0	0
<b>B Benefits</b>		7,913	5,494			2,300	4,500			
<b>C Personal Services</b>										
EA Supplies/Materials	2,000	500	300	2,000	1,200	5,750				10,500
EB Communications	5			5		52				
EC Utilities										
ED Rentals/Leases	1,100			1,100		500				
EE Repairs/Maintenance			0					77,064		
EF Printing/Reproduction	45			45	50	3,600				
EG Prof'l Development						7,600				
EJ Subscriptions										
EL Data Processing										
EN Personnel Charges										
EP Insurance										
ER Purchased Services	2,500			2,500		3,000				
ES Vehicle Maint/Op Costs	450			450	400					
EZ Other Goods/Svcs	0		3,000	0	0	1,300			110,780	
<b>Sub-total Goods/Svcs</b>	6,100	500	3,300	6,100	1,650	21,802	0	77,064	110,780	10,500
<b>G Travel</b>	3,100			3,100	1,635	1,600				1,800
JA Equipment-<\$5,000										
JC Equipment=>\$5,000										
JD Library Resources										
<b>Sub-total Capit Fix Assets</b>	0	0		0	0	0	0	0	0	0
<b>N Client Services</b>	50		1,231	50	100	7,911	35,000			200
<b>P Loan Payments</b>										
TA Recharges-Salaries										
TB Recharges-Benefits										
TE RechrG-Gds/Svcs-Ovrhd										
TJ RechrG-Cap Fixed Assets										
<b>Sub-total Recharges</b>	0	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	\$9,250	\$28,676	\$30,900	\$9,250	\$3,385	\$67,613	\$190,000	\$77,064	\$110,780	\$12,500
ASG Allocation-0499 AN	9,250	28,676	30,900	9,250	3,385	67,363	190,000	0	0	9,200
ROLLOVER -0999	0	0	0	0	0	7,250	0	0	0	3,000
PROGRAM INCOME	0	0	0	0	0	0	0	0	0	300
DISTRIBUTIONS								77,064	110,780	
<b>TOTAL</b>	9,250	28,676	30,900	9,250	3,385	74,613	190,000	77,064	110,780	12,500

Services and Activities 2010-11

	522.264.1986	522.264.1988	522.264.1989	522.264.1990	522.264.1992	522.264.1993	522.264.1994	522.264.19xx	522.264.19xx	TOTAL
	One-Time Grants	Silent Voices (ASL)	Cheer Squad	Commute Reduction	Model United Nations	Health Sciences Student Assoc	IAAP	BCAVETS	Speech & Debate	Student Activities
AA Exempt-Executive										
AB Exempt-Managerial										
AC Exempt-Prof'l/Technical										71,022
AD Exempt-Temp/Other			1,950							19,635
AE Faculty-Perm Full-Time										
AG Faculty-Temp Full-time										
AH Faculty-Temp Part-time										14,644
AK Classified										105,350
AM Student								3,000		617,075
AP Work Study										22,175
AS Sick Leave Buyout										
AU Overtime										
AZ Support Staff-Hourly		400								82,062
<b>Sub-total Salaries</b>	0	400	1,950	0	0	0	0	3,000	0	931,963
B Benefits		40	195					100		114,110
C Personal Services		1,500	0			300				30,700
EA Supplies/Materials		766	2,500		50	100	100	100	100	137,599
EB Communications								50		16,402
EC Utilities										300
ED Rentals/Leases			1,040			750	100			38,840
EE Repairs/Maintenance										86,464
EF Printing/Reproduction			0		100	150	100	200	100	106,570
EG Prof'l Development			200		3,000	1,600	500	200	1,000	46,240
EJ Subscriptions										1,702
EL Data Processing										
EN Personnel Charges										
EP Insurance										22,010
ER Purchased Services			100				200			100,150
ES Vehicle Maint/Op Costs										8,500
EZ Other Goods/Svcs	55,390									284,122
<b>Sub-total Goods/Svcs</b>	55,390	766	3,840		3,150	2,600	1,000	550	1,200	848,899
G Travel			4,415		30,477	1,700	1,300	500	3,300	195,721
JA Equipment<\$5,000								5,000		22,750
JC Equipment=>\$5,000										5,000
JD Library Resources										
<b>Sub-total Capit Fix Assets</b>	0	0	0	0	0	0	0	5,000	0	27,750
N Client Services		960		70,000		400		350		212,850
P Loan Payments										
TA Recharges-Salaries										
TB Recharges-Benefits										
TE RechrG-Gds/Svcs-Ovrhd										24,000
TJ RechrG-Cap Fixed Assets										
<b>Sub-total Recharges</b>	0	0	0	0	0	0	0	0	0	24,000
<b>TOTAL EXPENDITURES</b>	\$55,390	\$3,666	\$10,400	\$70,000	\$33,627	\$5,000	\$2,300	\$9,500	\$4,500	2,383,933
ASG Allocation-0499 AN	0	2,600	6,000	70,000	31,127	5,000	2,300	9,500	4,500	1,749,256
ROLLOVER -0999	0	1,000	2,000	0	0	0	0	0	0	109,252
PROGRAM INCOME	0	66	2,400	0	2,500	0	0	0	500	290,526
DISTRIBUTIONS	55,390									243,234
<b>TOTAL</b>	55,390	3,666	10,400	70,000	33,627	5,000	2,300	9,500	5,000	2,392,268

**COMMUNITY COLLEGE DISTRICT VIII, Bellevue College, Bellevue, Washington  
ASG Services & Activities Fees Allocation Distribution 2010-11**

PROGRAM	Budget	2010-11	Increase/	Change	2009-10	2010-11
	Number	Allocation	Decrease	%	Allocation	One-time
ASG	1900	162,435	-	0.0	162,435	35,000
STUDENT LEGISLATIVE COMMITTEE	1901	26,800	5,000	22.9	21,800	
CAMPUS ACTIVITIES BOARD	1902	56,000	4,000	7.7	52,000	
CULTURAL ACTIVITIES FUND	1903	13,000	-	0.0	13,000	
SERVICE LEARNING	1905	-	-	0.0	-	
STUDENT PROGRAMS SUPPORT	1906	170,533	-	0.0	170,533	
SUMMER THEATER	1907	2,000	500	33.3	1,500	
PHI THETA KAPPA	1909	16,250	(350)	-2.1	16,600	
ASBCC CLUB CONTINGENCY	1910	15,000	-	0.0	15,000	
MULTICULTURAL FESTIVAL	1912	-	-	0.0	-	
INTERNATIONAL STUDENT ASSOC.	1913	8,000	500	6.7	7,500	
FIRST YEAR EXPERIENCE	1914	5,000	-	0.0	5,000	
LGBTQA	1915	10,000	2,500	33.3	7,500	5,000
CAMPUS INFORMATION CENTER	1916	33,000	-	0.0	33,000	
BLACK STUDENT UNION	19XX	8,900	4,400	97.8	4,500	
STUDENT SCIENCE ASSOCIATION	1918	3,000	-	0.0	3,000	
EL CENTRO LATINO	1919	5,500	1,000	22.2	4,500	
MCS CULTURAL FUND	1921	27,000	5,500	25.6	21,500	
STUDENT PHYSICAL ACTIVITIES	1922	-	(9,400)	-100.0	9,400	
INTERCOLLEGIATE RENTALS	1923	11,000	-	0.0	11,000	
ALUMNI OUTREACH	1924	-	(3,000)	-100.0	3,000	
CAREER CENTER INTERNSHIP	1925	27,000	-	0.0	27,000	
STUDENT PROGRAMS HOMEPAGE	1926	7,500	(4,235)	-36.1	11,735	
LIBRARY GALLERY SPACE	1928	6,229	240	4.0	5,989	
INTERCOLLEGIATE TOURNEY TRAVEL	1930	16,000	2,500	18.5	13,500	
DISABILITY SUPPORT SERVICES	1931	21,750	2,000	10.1	19,750	
MATH LAB	1932	50,180	5,016	11.1	45,164	
READING LAB / WRITING LAB	1933	37,092	2,592	7.5	34,500	
BCC STUDENT HANDBOOK	1936	22,026	-	0.0	22,026	
MUSICAL PRODUCTIONS CHORAL	1937	73,450	450	0.6	73,000	2,800
TUTORIAL PROGRAMS	1939	55,400	5,000	9.9	50,400	10,000
JIBSHEET	1940	66,291	-	0.0	66,291	
RADIO STATION KBCS	1941	26,000	-	0.0	26,000	
DRAMA PRODUCTIONS	1943	18,000	500	2.9	17,500	
MUSIC PROD-INSTRUMENTAL	1944	34,125	-	0.0	34,125	
EASTSIDE DANCE PRODUCTION	1945	10,900	-	0.0	10,900	
ARNAZELLA	1946	-	-	0.0	-	
CENTER FOR CAREER CONNECTIONS	1947	43,000	-	0.0	43,000	
STAGEFRIGHT DRAMA CLUB	1948	9,500	-	0.0	9,500	
INTERCOLLEGIATE ATHLETICS	1962	67,594	(4,000)	-5.6	71,594	
MEN'S BASKETBALL	1964	9,650	-	0.0	9,650	
MEN'S BASEBALL	1965	8,200	-	0.0	8,200	
MEN'S A AND WOMEN'S GOLF	1966	7,500	(3,110)	-29.3	10,610	
WOMEN'S BASKETBALL	1971	9,650	-	0.0	9,650	
WOMEN'S VOLLEYBALL	1972	7,500	-	0.0	7,500	
WOMEN'S SOFTBALL	1973	9,450	-	0.0	9,450	
MEN'S SOCCER	1974	9,250	-	0.0	9,250	
PERFORMING ARTS COORD.	1975	28,676	3,047	11.9	25,629	
WELLNESS CENTER	1976	30,900	9,400	43.7	21,500	
WOMEN'S SOCCER	1977	9,250	-	0.0	9,250	
WOMEN'S TENNIS	1978	3,385	-	0.0	3,385	
LEADERSHIP INST. / NEW STUDENT SERV	1980	67,363	7,000	11.6	60,363	
STUDENT CHILDCARE CTR.	1982	190,000	-	0.0	190,000	
INTERIOR DESIGN STU. ASSOC.	1985	9,200	-	0.0	9,200	
SILENT VOICES (ASL)	1988	2,600	-	0.0	2,600	
CHEER SQUAD	1989	6,000	-	0.0	6,000	
COMMUTE REDUCTION	1990	70,000	-	0.0	70,000	
MODEL UNITED NATIONS	1992	21,000	500	2.4	20,500	10,127
NURSING STUDENT ASSOCIATION	1993	5,000	-	0.0	5,000	
IAAP	1994	2,300	-	0.0	2,300	
BCAVETS	19xx	4,500	4,500	100.0		5,000
SPEECH & DEBATE SOCIETY	19xx	4,500	4,500	100.0		
<b>TOTAL</b>		<b>1,681,329</b>	<b>46,550</b>		<b>1,634,779</b>	<b>67,927</b>

**REGULAR MEETING AGENDA ITEM**

**Tab 12**

**June 16, 2010**

Information     Discussion     Action

**Topic**

Election of Board Chair and Vice Chair

**Description**

Current Chair and Vice Chair terms end June 30, 2010, and new ones must be elected.

**Key Questions**

- \* Who shall serve as Chair and Vice Chair of the Board of Trustees for the 2010-2011 academic year?

**Analysis**

According to the by-laws for the Board of Trustees (WAC 132H-106-040), 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 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 Vijay Vashee be nominated for the position of Chair of the Board of Trustees for Community College District VIII and that Vicki Orrico be nominated as Vice Chair for the 2010-2011 academic year. The new terms of office will begin on July 1, 2010.

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII closes the nominations for the position of chair and vice chair and elects Vijay Vashee as Board Chair and Vicki Orrico as Vice Chair, for the period commencing July 1, 2010, and continuing until June 30, 2011.

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

**REGULAR MEETING AGENDA ITEM**

**Tab 13**

**June 16, 2010**

Information     Discussion     Action

**Topic**

Annual Contract – Chief Executive Officer

**Description**

The President's contract is reviewed for extension each year after her annual evaluation.

**Key Questions**

- \* Shall the Board approve an extension of the Chief Executive Officer's contract, extending it by one year, effective July 1, 2010 through June 30, 2013?

**Background Information**

The Board reviewed the President's performance during executive session on June 4, 2010.

The current contract is for the period July 1, 2009 – June 30, 2012.

**Recommendation/Outcomes**

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, 2010 through June 30, 2013.

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

**REGULAR MEETING AGENDA ITEM**

**Tab 14**

**June 16, 2010**

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

**Topic**

Negotiated Agreement between Bellevue Community College Association of Higher Education and the Board of Trustees of Community College District VIII, September 1, 2010 – August 31, 2012

**Description**

Representatives for the BC Association of Higher Education and Community College District VIII will begin negotiations in June on the reopeners to the 2007-2009 negotiated agreement. The college has hired an external chief negotiator, Rodney B. Younker, of Summit Law Group. The college administration plans to hold several negotiating sessions over the summer months and anticipates completion of the reopener negotiations by mid-September.

**Key Questions**

- \* Do the Amendments included in the Tentative Agreement represent the mutual interests of the college and the faculty and should the Amendments be approved?

**Analysis**

The Agreement has been extend through August 31, 2010. Both parties believe it is important to negotiate the contract which will expire in August.

**Background Information**

The parties have previously engaged in negotiations with a collaborative, interest based approach and have been able to reach agreement on several significant issues and on a number of housekeeping items. It is anticipated that this collaboration will continue.

**Recommendation/Outcomes**

The 2010-2012 Agreement between the Board of Trustees of Community College District VIII and Bellevue Community College Association of Higher Education will be presented for approval at the September 8, 2010 regular meeting.

**Prepared by:** Cesar Portillo, Vice President of Human Resources  
cesar.portillo@bellevuecollege.edu, 425-564-2445

**REGULAR MEETING AGENDA ITEM**

**Tab 15**

**June 16, 2010**

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

**Topic**

Revisions to WAC 132H-155 Discrimination Complaint Procedure of Bellevue College

**Description**

WAC 132H-155-010 through 132H-155-070 outline the discrimination complaint procedure of Bellevue College. All College Council has revised and approved procedures to follow in the investigation of discrimination complaints. The WAC sections needs to be revised and made consistent with the new procedures.

**Key Questions**

- \* Are the procedures consistent with industry best practices?
- \* Do the procedures meet our statutory requirements?

**Analysis**

The current procedures found in the WAC need to be updated and clarified. The revised procedures provide more detail on steps to be followed and would give the public a better understanding of what to expect in the event a complaint is filed.

**Background Information**

All College Council has spent considerable amount of time going through the procedures in great detail. The procedures have been reviewed and approved by representatives of the campus constituent groups. Because this procedure if published in WAC, revisions must be approved by the Board prior to adoption.

**Recommendation/Outcomes**

Revisions to the Discrimination and Complaint Procedure will be presented for approval at the September 8, 2010 regular meeting.

**Prepared by:** Cesar Portillo, Vice President of Human Resources  
cesar.portillo@bellevuecollege.edu, 425-564-2445





## Policies and Procedures

### 1440P DISCRIMINATION COMPLAINT RESOLUTION PROCEDURES

#### Resolution of Discrimination Complaints against Bellevue College Employees

#### PURPOSE

---

The following procedures are established to meet the requirements for implementing Policy 1440 – Prevention of Discrimination, Harassment and Retaliation Policy.

The college takes seriously its obligation to respond to concerns of discrimination, harassment, or retaliation and to seek equitable resolution to the degree possible in a timely manner. These procedures identify resolution options available to students, staff and visitors to campus who believe they have been subjected to discrimination, harassment or retaliation by a Bellevue College employee. *The college strongly encourages parties to consider a facilitated resolution of identified concerns.*

#### NON-RETALIATION/COOPERATION

It is against college policy to penalize or retaliate against any party for his or her participation in these resolution procedures. College employees are required to participate, provide information as requested, and otherwise fully cooperate with the processes described herein.

#### REPORTING REQUIREMENTS– *please see attached flowchart/definitions*

College employees are required to report any concerns of discrimination, harassment, or retaliation of which they become aware to the **HRO** immediately or as soon as reasonably possible, and to otherwise fully cooperate with any follow-up that is necessary.

#### DEFINITIONS

Initiator/Complainant – Individual(s) raising a concern

Respondent – Individual(s), other than the complainant, involved in a concern or to whom the concern is directed

Administrative Head – Individual authorized to initiate disciplinary action

#### TIMEFRAME FOR RAISING A CONCERN

All concerns regarding discrimination, harassment (including sexual harassment), or retaliation should be brought to the attention of the **Human Resources Office (HRO)** immediately or as soon as reasonably possible.

Matters which occurred **more than 180 days** prior to a report of discrimination, harassment or retaliation will be reviewed for timeliness and may not be accepted by the HRO for internal resolution, unless they constitute evidence of a continuing pattern of behavior or involve illegal behavior. If a report of discrimination, harassment or retaliation is not accepted due to timeliness, the reporting party will be so notified.

## 1440P DISCRIMINATION COMPLAINT RESOLUTION PROCEDURES

### HOW TO RAISE A CONCERN ABOUT DISCRIMINATION

Any individual, who believes they have been discriminated against or harassed by a college employee or who believes they have been retaliated against by a college employee for participating in an investigation, has the right to report their concern to the HRO.

### REPRESENTATION

The HRO will inform complainants and respondents that they are entitled to representation throughout the resolution process. The HRO will also inform complainants and respondents that her/his bargaining unit representative (if applicable) will be notified that a concern has been raised, unless the participant requests that no notification be made.

### WHAT HAPPENS AFTER RAISING A CONCERN

**Meeting with the Initiator** A representative from the HRO will contact the individual raising the concern (*initiator*) generally within **2 business days** to schedule an initial meeting to discuss the concerns with the initiator and to review the college's resolution options with the complainant. In addition, the HRO representative will also advise the initiator of his/her right to file a formal complaint with outside agencies.

Reasonable effort will be made to hold the initial meeting within **5 business days** after the report of a concern.

The concern may be resolved during this meeting.

#### Respondent Interview

If the initiator requests further action, a representative from the HRO will contact the individual about whom concerns have been raised (*respondent*) generally within **2 business days** following the initiator meeting to notify him/her of the concern and to schedule an interview with the HRO representative. HRO will provide the respondent with written documentation including the following items:

- A general description of the nature of the concern
- The date and location of the incident causing concern
- The number of individuals involved in the incident

HRO will make reasonable effort to provide this documentation 3 business days prior to the interview and to hold the initial interview with the respondent within **5 business days** after completion of the complainant interview.

### INTERNAL RESOLUTION OPTIONS

#### 1. Facilitated Resolution

The first step in resolution will generally be for the parties to consider **facilitated resolution**. If both primary parties to the concern agree to engage in a facilitated resolution option, a neutral third party will be assigned to assist the parties in reaching resolution. Facilitated resolution options typically include facilitated conversation, conciliation, or mediation. In some cases, a more formal third party intervention (such as arbitration) may be appropriate.

## 1440P DISCRIMINATION COMPLAINT RESOLUTION PROCEDURES

If the parties agree to engage in facilitated resolution, reasonable effort will be made to begin the resolution process **within 5 business days** after the parties agree to this option. Depending on the option selected and availability of parties, alternate resolution options typically will conclude **within 15 business days** of beginning that process.

### 2. HRO Investigation

If resolution does not occur following engagement in facilitated resolution, **or** if parties do not agree to attempt a facilitated resolution, an **investigation** will be initiated. At any point during an investigation, the investigation may be suspended for a period of time agreed upon by the parties or to actively attempt facilitated resolution.

- a. **Investigator** - HRO investigations are conducted by college staff or an outside investigator, as determined by the HRO. The parties will be notified of the investigator assigned.

The investigator acts as a fact-finder, and will interview the complainant(s), the respondent(s), and other persons with direct knowledge of the matter being investigated in order to determine the facts. The HRO investigator may interview other parties who have knowledge of relevant information or review documents or other related information necessary to conduct a thorough investigation into the alleged violations or inappropriate behavior.

- b. **Timeframe** - Reasonable effort will be made to conclude HRO investigations **within 30 business days** or sooner if possible. All primary parties will be kept informed of the progress of the investigation periodically. In the event of any unforeseen delays or unusual circumstances, parties will be advised of a new estimated timeframe for completion.

- c. **Report of Findings** – At the conclusion of an HRO investigation, the investigator will provide a confidential written report summarizing the allegations investigated, findings of fact, and conclusion(s) to the individual complainant(s), the respondent(s), and the Vice President of Human Resources.

- d. **Appeal**

- i. **Students** - Students who are not satisfied with the final disposition of an HRO investigation may file a written appeal to the **Vice President of Student Services**. Such written appeal must be submitted **within 10 business days** of notification of the results of the investigation. The appeal should include any and all additional information he/she wants the VP of Student Services to consider.

The VP of Student Services will provide a response to the student **within 10 business days** of receipt of an appeal. The decision of the Vice President of Student Services is final.

- ii. **College Employees and Visitors to Campus** – Employees and visitors to campus who are not satisfied with the final disposition of an HRO investigation may file a written appeal to the **College President, or designee**. Such written appeal must be submitted **within ten (10) business days** of notification of results of the investigation. The appeal should include any and all additional information he/she wants the President, or designee, to consider.

## 1440P DISCRIMINATION COMPLAINT RESOLUTION PROCEDURES

The President, or designee, will provide a response to the employee or visitor to campus **within 10 business days** of receipt of an appeal. The decision of the President, or designee, is final.

- e. **Follow up** -The administrative head will receive a confidential memorandum from the VP of Human Resources, or designee, summarizing the report findings and making recommendation for follow up or administrative action, as appropriate. If a decision is made to take disciplinary action, such action shall be taken in accordance with college policy, procedure and collective bargaining agreements. Reasonable effort will be made to initiate appropriate action **within 15 business days** of receipt of the investigative report by the administrative head, unless collective bargaining agreements provide otherwise. Appeals of any disciplinary action may be made through the appropriate collective bargaining agreement or the student code.
- f. **Concurrent investigations** - When a concern is addressed through another resolution process, an HRO investigation usually will not begin or will be suspended pending the completion of the other resolution process and all parties will be so notified.
- g. **Extension of timelines** - The college will make reasonable effort to take action within the timelines listed above. Should additional time be needed at any step, HRO will notify the parties of the revised schedule in a timely fashion.

### WITHDRAWAL OR RESOLUTION

If, during the course of a facilitated resolution or HRO investigation, the concern is withdrawn or resolved, the parties will be notified that the resolution process will be terminated and the concern file closed.

### ADMINISTRATIVE CLOSURE

In the event the complainant(s) does not fully cooperate with the HRO investigator during the resolution process, the HRO investigator will provide written notice to the complainant(s) of the intent to administratively close the file in **7 business days** unless the complainant(s) notifies the HRO investigator and gives sufficient reason for continuation. Appeal of such an administrative closure will proceed as specified in section 2. d. above.

### FALSE CHARGES

In the event a concern that is raised is determined to be intentionally dishonest, or made intentionally without regard for the truth, the complainant shall be subject to corrective or disciplinary action, in accordance with collective bargaining agreements, college policy, or student code.

### ACCOMMODATION IN THE RESOLUTION PROCESS

**Employees** with disabilities requiring accommodations in order to participate in these processes should contact the **Human Resources Office (HRO)**.

**Students** with disabilities requiring accommodations in order to participate in these processes should contact the **Disability Resource Center (DRC)**.

### USING WORK TIME TO PARTICIPATE IN THE RESOLUTION PROCESS

## 1440P DISCRIMINATION COMPLAINT RESOLUTION PROCEDURES

Employees will be given reasonable release time from their regular work schedules to participate in these processes, following notification of appropriate administrative personnel.

### CONFIDENTIALITY AND RIGHTS TO PRIVACY

Individuals concerned about confidentiality should discuss their concerns at or before the initial meeting (see flowchart) when exploring resolution options to understand the nature of the confidentiality that is applicable. Confidentiality will be maintained to the degree possible during the investigative process; however, all documentation created at any point in this process *could* be subject to disclosure and *could* be used as evidence in an investigation and in a court of law.

### DISPOSITION OF RECORDS

All materials, documents and related information to the concern/resolution will be retained and maintained in a confidential manner consistent with the public records act and public records retention requirements.

### EXTERNAL RESOLUTION PROCESSES

Individuals have a right to register a concern alleging discrimination, harassment, or retaliation with state or federal agencies within the time periods prescribed by those agencies.

For more information, individuals should ***contact the agency directly:***

Equal Employment Opportunity Commission  
909 First Avenue, Suite 400  
Seattle, WA 98104-1061  
[www.eeoc.gov](http://www.eeoc.gov)

Washington State Human Rights Commission  
1511 Third Avenue, Suite 921 Seattle, WA 98101  
[www.hum.wa.gov](http://www.hum.wa.gov)

U.S. Department of Education Office of Civil Rights  
Department of Education  
915 Second Avenue  
Seattle, WA 98171-1099  
[www2.ed.gov](http://www2.ed.gov)

### RELEVANT LAWS AND OTHER RESOURCES

---

BC Policy 1440 Prevention of Discrimination, Harassment and Retaliation

Title VI and VII of the Civil Rights Act of 1964

Equal Pay Act of 1963

Age Discrimination in Employment Act of 1967 (ADEA)

Americans with Disabilities Act of 1990 (ADA), as amended

Section 504 of the Rehabilitation Act of 1973

Title IX of the Educational Amendments of 1972

**1440P DISCRIMINATION COMPLAINT RESOLUTION PROCEDURES**

Washington Law against Discrimination (WLAD), chapter 49.60 RCW  
Executive Order 13160

**REVISION HISTORY**

---

Original 1/15/1996

Revisions 9/30/2003; 3/22/2005; 4/18/2006; 5/21/2009

**APPROVED BY**

---

Draft