

**BELLEVEUE**  
COLLEGE

Board of Trustees  
Community College District VIII

Regular Meeting

September 11, 2013



### **Vision**

Bellevue College is the region's college of choice, based on its excellence, innovation, and national recognition for exemplary programs.

### **Core Values**

We, the Board of Trustees, faculty, staff and administration of Bellevue College, place students at the center of all we do and support and promote the excellence of their efforts. We affirm and embody pluralism; value collaboration and shared decision making; and honor creativity and innovation. We consider it our duty to anticipate changing demands in education and welcome the opportunity to shape its future. We acknowledge our responsibility to society and embrace the belief that widespread access to excellent postsecondary education is the cornerstone of a democratic society.

### **Mission**

Bellevue College is a student-centered, comprehensive and innovative college, committed to teaching excellence, that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

### **Core Themes: *Mission Alignment***

#### ***Student Success***

BC supports the success of all students in meeting their educational goals through its commitments to open access learning; to offer a portfolio of appropriate and well-chosen educational programs, services, and activities; and to its ongoing attention to student persistence and educational attainment.

#### ***Teaching and Learning Excellence***

BC prepares and enables excellence in teaching and learning through its commitments to ensure relevance, responsiveness, and inclusiveness of curriculum; to maintain an effective teaching environment by supporting the teaching and professional achievement of all faculty; to provide for the accessibility of quality learning support services; and to monitor the academic and professional success of all students.

#### ***College Life and Culture***

BC values a learning and working environment through its commitments to support a campus environment that is diverse, inclusive, open, safe, and accessible; to model a college community that affirms and embodies pluralism and values collaboration and shared decision making; and to honor and practice sustainability, creativity and innovation.

#### ***Community Engagement and Enrichment***

BC strives to be a leader and partner in building a strong and vibrant region through its commitments to collaborate with businesses, industries, local school districts, primary transfer institutions, alumni, donors, and governmental and social services organizations to develop and refine educational programs that prepare individuals for academic success, employment, and lifelong learning; and to provide programs and space for use by the community at large.

**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, September 11, 2013. The business session will begin at 3:15 pm in room B201. Marie Gunn, Chair, will preside.

**AGENDA**

1:30 PM	EXECUTIVE SESSION (A201) There will an executive session for 60 minutes to discuss collective bargaining.		
2:30 PM	STUDY SESSION (B201) Administrative Services – Budget and Campus Improvements	White	
3:15 PM	BUSINESS SESSION (B201)		
	I. Call to Order		
	II. Roll Call and Introductions		
	III. Consent Agenda		
	A. Approval of Agenda for September 11, 2013		3
	B. Meeting Minutes from June 12, 2013		5
	C. Meeting Minutes from June 21, 2013		11
3:20 PM	IV. Constituent Reports		
	A. Faculty	Brown	
	B. Classified Staff	Turnbull	
	C. Student	Terry	
	D. Foundation	Langton	
4:00 PM	V. Monitoring Reports (reports for this meeting in bold)		
	A. <b>Student Success</b>	All	12
	B. <b>Instruction</b>	All	13
	C. <b>Economic and Workforce Development</b>	All	16
	D. <b>Student Services</b>	All	17
	E. <b>Equity &amp; Pluralism</b>	All	18
	F. <b>Foundation</b>	All	19
	G. Information Resources	Quarterly	
	H. Capital Facilities	Quarterly	
	I. <b>Finance</b>	Quarterly	
	J. Human Resources	Quarterly	20
	K. <b>Enrollment Report</b>	Quarterly	22
	L. Budget and Legislative Developments	As needed	

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

	M.	Marketing and Public Relations	As needed	
4:20 PM	VI.	First Read		
	A.	2014-15 Board Meeting Dates	Corcoran	25
	B.	Negotiated Agreement between Bellevue College Association of Higher Education and the Board of Trustees of Community College District VIII	White	27
4:30 PM	VIII.	Board Reports		
	A.	TACTC Board of Directors	Gunn	
	B.	TACTC Legislative Committee	Miller/Orrico	
	C.	Individual Member Reports		
4:40 PM	IX.	President's Report		
4:50 PM	X.	Unscheduled Business/Community Testimony		
5:00 PM	XI.	Adjournment		
		<i>Time and order are estimates only and subject to change.</i>		

*Following the meeting, the board is invited to participate in a reception for retired Bellevue College Employees.*

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

A regular meeting of the Board of Trustees of Community College District VIII, state of Washington, was held June 12, 2013 in room B201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Mr. Paul Chiles, Chair, presided.

**EXECUTIVE SESSION**

The executive session was called to order at 1:00 PM. Paul Chiles announced that there would be an executive session for approximately 60 minutes to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body or a member acting in an official capacity is, or is likely to become a party and to discuss the evaluation of state employees.

**BUSINESS SESSION**

The business session was called to order at 2:45 p.m.

I. **ROLL CALL**

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

**INTRODUCTIONS**

Dave Rule, President	Bruce Marvin, Asst. Attorney General
Lisa Corcoran, Executive Asst. to the President	Ray White, Vice President of Administrative Services
Laurence Herron, Interim Vice President of Institutional Advancement	Paula Boyum, Vice President of Economic & Workforce Development
Patricia James, Associate Vice President, Effectiveness and Strategic Planning	Russ Beard, Vice President of Information Resources
Tom Nielsen, Vice President of Instruction	Yoshiko Harden, Vice President of Diversity
Cesar Portillo, Vice President of Human Resources	Russ Beard, Vice President of Information Resources
Jan Ng, Classified Employee Representative	Doug Brown, President, BCAHE
Becky Turnbull, Classified Employee Representative	Faisal Jaswal, Assistant Dean, Student Programs
Zak Yousuf, Student Programs	Stephanie Rowe, Student
Zawdie, Stephens-Terry, ASG President-Elect	Kelly Paustain, Budget, Grant & Contract Manager
Susan Roselle, Faculty	Brandon Lueken, Student Programs
Cynthia Weintraub, Faculty	Wendy Pickering, Faculty
Miranda Kato, Ombuds	Rob Fieser, Faculty

II. **CONSENT AGENDA**

Vicki Orrico moved to approve the consent agenda. Steve Miller seconded.

The consent agenda was approved unanimously.

III. **CONSTITUENT REPORTS**

Faculty Report

Doug Brown, Bellevue College Association of Higher Education (BCAHE) President, reported on the following:

Planning for growth in the International Student Program

Impact of House Bill 1348 – Salary increases for academic employees

SB 5905 – Change of insurance benefit provisions for part-time academic employees

Classified Staff Report

Jan Ng, representing classified staff, updated the board on the following items:

Information is being distributed and there is some discussion regarding the employee climate survey results. Volunteers are being solicited to work on the committees for opening week and college issues day.

Terri Hauser, Program Assistant in Worker Retraining received an A.A. in Business Technology Systems.

Student Report

Zawdie Stephens-Terry, ASG President-elect, introduced himself to the Board of Trustees and presented ASG accomplishments for 2012-13. He also shared a letter from ASG President Takhmina Dzhuraeva.

IV. **MONITORING REPORTS**

The board reviewed the monitoring reports with staff. Discussion included:

There are thirteen B.A.S. graduates and forty-two B.A.A. graduates this spring. The board encouraged the college to keep in touch with the graduates. Student Programs is working with the individual programs to develop alumni programs.

Tom Nielsen expressed his excitement for the new full time faculty that are being hired. He noted that there was a collaborative effort to bring really diverse pools for faculty hiring.

Continuing Education is filling classrooms and showing an increase in revenue. There was discussion regarding the business outreach events. Continuing Education is a profit center for the college.

FaisalJaswal presented for Interim Vice President Ata Karim and showcased the upcoming ASG training at Camp Casey.

Larry Herron noted that the online scholarship application system has about 200 applications submitted. About\$150,000 in scholarships will be awarded. There is currently a proposal for 50 full ride scholarships for the 50<sup>th</sup> anniversary. Kristen Watkins visited and shared experiences of Portland Community College's 50<sup>th</sup> celebration. The scholarship read is scheduled for July 23<sup>rd</sup>.

Information Resources will use these board reports to update the strategic plan for Information Resources.

V. **ACTION ITEMS**

A. 2013-14 International Student Contract

Ray White presented the proposed 2013-14 international student contract for the board's consideration.

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Motion 12:13

It was moved by Steve Miller and seconded by Robert Rowe that:

The Board of Trustees of Community College District VIII reaffirms the contractual relationship with the Bellevue College Foundation for International Student Programs for fiscal year 2013-2014.

The motion passed unanimously.

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B. 2013-14 College Budget

Ray White presented the possible budget scenarios for the board based upon the college's best knowledge at this time. The proposal includes additional motions authorizing the president to act on the plans presented to the board when budget and tuition authorization is received from the state. There was discussion of the college's obligation to remain open since there will be students in class.

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Motion 13:13

It was moved by Marie Gunn and seconded by Robert Rowe that:

The Board of Trustees of Community College District VIII approve the college budget plan, as proposed, for fiscal period 2013-2014. In approving the budget, the Board of Trustees authorizes:

- the college president to proceed with the execution of the planned program;
- the college president to transfer funds within the General Fund, or from local and other funds, to eliminate any cash deficit as required by RCW 43.88.2601, to provide working capital, and to support approved projects and activities;
- the tuition and fee schedule as established by law, by the State Board for Community and Technical Colleges, as implemented by the college president, and as listed in the college catalog;
- the college president to accept allocation amendments from the State Board for Community and Technical Colleges, to accept such grants and contracts as may be acquired during the budget period, and to report on such changes, at least quarterly, to the Board of Trustees;
- the addition of staff and faculty positions necessary to carry out the college's programs; and
- the college president to determine the fee schedule for contract courses and programs.

The motion passed unanimously.

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C. Parent Education Waivers

The board was updated on the status of parent education tuition waivers and the proposal for maintaining the current waiver. Ray White reviewed the analysis for the current recommendation.

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Motion 14:13

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

The Board of Trustees of Community College District VIII authorizes the college to maintain the current Parent Education waiver rate of 85% and adds the waiver to the list of standing waivers in Policy 2400-Tuition and Fee Waivers.

The motion passed unanimously.

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D. 2013-14 Services & Activities Budget

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Motion 15:13

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

The Board of Trustees of Community College District VIII approve the Bellevue College Associated Student Government's 2013-2014 Service and Activities Budget as recommended by the Service and Activities Fee Budget Committee.

The motion passed unanimously.

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E. Board Elections – Chair and Vice Chair

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Motion 16:13

It was moved by Robert Rowe and seconded by Vicki Orrico that:

The Board of Trustees of Community College District VIII closes the nominations for the positions of chair and vice chair and elects Marie Gunn as Board Chair and Steve Miller as Vice Chair for the period commencing July 1, 2013 and continuing until June 30, 2014.

The motion passed unanimously.

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F. Sabbatical Leave Authorization

Recommendations were received for sabbatical leave proposals from Michael Culpepper, Weihong Geiger, Cathy Lyle, Stella Orechia, Mary Slowinski, Lawrence Susanka, and Lisa Tedeschi.

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Motion 17:13

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

The Board of Trustees of Community College District VIII concurs with the recommendation of the president and authorizes sabbatical leaves equivalent to 4.01 FTEF, at a cost of \$94,808 for the 2013-2014 academic year.

The motion passed unanimously.

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G. Technology Accessibility Policy

Russ Beard presented the proposed technology accessibility policy which would mandate compliance with the federal guidelines on technology accessibility.

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Motion 18:13

It was moved by Robert Rowe and seconded by Marie Gunn that the Board of Trustees of Community College District VIII approve the Technology Accessibility Policy as presented.

The motion passed unanimously.

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VI. **BOARD REPORTS**

TACTC – No report

Legislative – Steve Miller reported that the board is in contact with legislators regarding capital budget cuts and encouraged people to email legislators to complete the budget.

Individual Member Reports – No reports

**PRESIDENT’S REPORT**

President Rule reported to the board on the following items:

Two more Bellevue college presentations have been selected to be presented at ACCT. Paul Chiles and Dave Rule will be presenting on presidential contracts; Lisa Chin and Dave Rule will present on YearUp and BC; and Lisa Chin and Marci Muhlestein will present on OLS.

The board was updated on upcoming commencement plans and activities.

President Rule expressed his appreciation to Cesar Portillo and announced that Yvonne McGookin will be serving as Interim Vice President of Human Resources.

Bellevue College was selected to receive the Climate Leadership Award from the American College & University Presidents’ Climate Commitment in recognition of the college’s efforts to improve campus sustainability.

President Rule also expressed appreciation to Robert Rowe for serving as the college’s first student trustee.

VII. **UNSCHEDULED BUSINESS**

There was no unscheduled business.

VIII. **ADJOURNMENT**

There being no further business, the meeting of the Board of Trustees adjourned at 3:55 PM.

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Paul Chiles, Chair  
Board of Trustees

ATTEST:

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Lisa Corcoran  
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 21, 2013 at 3000 Landerholm Circle SE in Bellevue, WA. Mr. Paul Chiles, Chair, presided.

I. ROLL CALL

The special meeting was called to order at 7:30 a.m.

Mr. Chiles, Ms. Chin and Mr. Miller were present. Ms. Orrico participated via telephone.

II. EXECUTIVE SESSION

Paul Chiles announced that the board would be in executive session to discuss the evaluation of a public employee.

III. ADJOURNMENT

With no action being taken, the special meeting of the Board of Trustees adjourned at 8:05 a.m.

ATTEST:

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Paul Chiles, Chair  
Board of Trustees

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Lisa Corcoran  
Secretary, Board of Trustees  
Community College District VIII

## STUDENT SUCCESS



### BC'S FALL 2013 STUDENTS IN NUMBERS<sup>1</sup>

Students will be enrolling for credit classes through the third day of the quarter. Other non-credit programs have registered students for classes throughout the quarter. Below is a snapshot of the postsecondary students registered for classes as of August 27, 2013.

**11,369**

Number of students registered for at least one class<sup>2</sup>

Percentage of students enrolled for 12 or more credits

**52**

**22.12**

Percentage of students attending BC for the first time

**35**

Percentage of students enrolled in at least one distance education class

**Fifty-nine**

Percentage of spring 2013 students returning this fall

**624**

Number of international students registered<sup>3</sup>

**Thirty-eight**

Percentage of students who have earned 45 or more credits at BC

**3,667**

Number of students pursuing a professional-technical certificate or associate degree

**1300**

Number of Running Start students enrolled

Report by: Patty James, Associate Vice President, Effectiveness and Strategic Planning  
[patricia.james@bellevuecollege.edu](mailto:patricia.james@bellevuecollege.edu)

<sup>1</sup> Data reported are as of 8/27/2013 and are subject to change.

<sup>2</sup> Courses include only postsecondary classes. *Postsecondary* is defined as any course that meets criteria for federal financial aid funding. This includes a limited number of developmental courses in math and English as well as all courses numbered 100 or higher.

<sup>3</sup> Data do not include international students who enroll through the English Language Institute.

## NEW FULL-TIME TENURE TRACK FACULTY

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### *Key Points*

The Office of Instruction would like to take this opportunity to celebrate and briefly introduce the newest tenure-track faculty hires, who will begin serving in that role in fall 2013.

### **Ethan Anderson, Arts and Humanities/English Language Institute**

*Ethan has taught reading, writing, speaking and listening skills to non-native English speakers at Bellevue College and the University of Washington since 2008. He earned his Master's in TESOL and a B.A. in Communication from the University of Washington.*

### **Jen Anderson, Arts and Humanities/Communication Studies**

*Jen earned her Master's in Communication Studies from New Mexico State. She has been an affiliated adjunct at Bellevue College since 2007 and has taught and developed a variety of 100, 200, & 300 level courses for the department.*

### **Li Liu, Arts and Humanities/Communication Studies**

*Li is in the process of completing her Ph.D. at the University of Washington. An experienced instructor who has taught at the community college level since 2008, Liu's dissertation research "explores different attitudes reflected through narratives towards corporate language policy."*

### **Nan Ma, Arts and Humanities/English**

*Nan earned her Ph.D in English from UC Riverside, where she taught courses in Basic Writing, Asian American Autobiography, & college-level composition. She has also taught writing and literature courses at Nanjing University in China and Grinnell College in Iowa.*

### **Natalie Martinez, Arts and Humanities/English**

*Natalie has taught composition courses at BC since fall 2010. She is currently in the process of finishing her doctorate at Arizona State University. In her spare time, she volunteers for Proyecto Saber (Knowledge Project) at Ballard High School, a program dedicated to the success and achievement of students from the Latino community.*

### **Eric Nacke, Arts and Humanites/English as a Second Language**

*Eric first started teaching English to speakers of other languages when he moved to Taiwan in 1992. He returned to the Pacific Northwest after working as a reporter and editor, earning a TESOL from Seattle Pacific University. He has taught in BC's ESL and I-BEST programs since fall 2011.*

### **Hye Su Park, Arts and Humanities/English**

*Hye Su is in the process of completing her Ph.D at Ohio State, where she specialized in post 1945 American Literature, Asian American Literature & Narrative Theory. Originally from South Korea, Hye Su credits her experience "as a non native English student, scholar, and teacher in the US" for her sensitivity "to the experiences and needs of minorities in the classroom."*

## **OFFICE OF INSTRUCTION**

### **NEW FULL-TIME TENURE TRACK FACULTY**

#### **Jim Sisko, Arts and Humanities/Instrumental Music**

*Jim is an experienced jazz trumpeter and music instructor who has directed Jazz Bands across the Puget Sound. He earned both his B.A. and M.A. at Central Washington University.*

#### **Heidi Songstad, Arts and Humanities/Adult Basic Education/GED**

*Heidi earned her Master of Arts in Adult Education from Seattle University, where she also completed a TESOL certificate. She has taught ABE/GED English & Math at BC since September 2008, serving as lead Math faculty during the 2012-13 academic year.*

#### **Catherine Patterson, Arts and Humanities/English Language Institute**

*Catherine started teaching English Language Learners in Istanbul in 2006. She earned her Master's Degree from Harvard's Graduate School of Education and has taught courses ranging from American culture to developmental writing in Boston area colleges since 2010.*

#### **Lisa Harris, Institute for Business and Information Technology/Information Systems and Business Technology Systems**

*Lisa holds a degree in Economics from the University of Chicago and her teaching experience includes both corporate training and academic instruction. She has delivered training, curriculum, and software solutions to companies such as Boeing and Casey Family Programs. Lisa has taught in BC Continuing Education and as an adjunct instructor for IBIT since 2007.*

#### **Dena Laney, Institute for Business and Information Technology/Business Technology Systems**

*Dena comes to BC from Long Beach City College in California where she was tenured faculty. Dena holds a B.A. in Fine Arts - Graphic Design, and two Master's degrees (MS Library and Information Science and MS Education - Online Learning and Teaching). Dena will teach web technologies and databases.*

#### **Riley Prigg, Institute for Business and Information Technology/Digital Media Arts**

*Riley has been teaching 3D Animation, Motion Graphics, and Game Design courses at BC for the past 12 years. He is pursuing a Master's in Game Programming and is dedicated to connecting students with industry. Currently, he is collaborating with Physics faculty to offer a co-taught Physics/Games course. His long-term goal is to create and market socially conscious games.*

#### **Tom Lee, Institute for Business and Information Technology/Information Systems, Networking and Computer Systems**

*Tom holds a B.S. from Eastern Washington University. He has taught courses in network and technical support part-time in IBIT since 2009. He has extensive skills in design, repair and implementation of network and computing systems in small, medium and enterprise environments.*

#### **Subramanya Betageri, Health Sciences, Education & Wellness Institute/Radiation Therapy**

*Manya received a B.S. in Biological Science/Life Science from Mangalore University, India and a diploma in Radiation Therapy Technology from Manipal University, India. A registered radiation therapist in the United States, the United Kingdom, and Jamaica, Manya has practiced for over twenty years in his field. He comes to Bellevue from the Lancashire Teaching Hospitals in Preston, England.*

#### **Jasmine Cetrone, Science/Mathematics**

*Jasmine joined the math and meteorology departments at BC as an adjunct instructor in 2007 after finishing her Master's degrees in Applied Mathematics and Atmospheric Sciences at UW. She plans to contribute to the Math Department's visibility in community outreach and work with other departments to improve students' abilities to apply their math-based problem-solving skills in other science courses.*



## OFFICE OF INSTRUCTION

### NEW FULL-TIME TENURE TRACK FACULTY

#### **Richard Glover, Science/Chemistry**

*Rick earned a Ph.D. in Chemistry from the University of Oregon, a Master's in Environmental Sciences and Health from University of Nevada-Reno and a B.S. in Environmental Science from Humboldt State University. He has taught chemistry at Lane Community College in Oregon and has been involved in K-12 education and served for 3 years as a National Science Foundation Teaching Fellow.*

#### **Allison Kang, Science/Biology**

*Allison graduated from UW with a BS in Biochemistry, a Master's in Public Health in Public Health Genetics, and she will be completing her Ph.D. in Science Education this fall. She has taught biology in the Seattle Schools system and has worked in sequencing and genome centers for 7 years. Her focus is working with underrepresented students in science to help increase the diversity of students in STEM.*

#### **Sonya Remington Doucette, Chemistry**

*After earning her M.S. and Ph.D. doing research in the Chemical Oceanography Division of UW's School of Oceanography, Sonya taught at UW and Arizona State University. She is interested in providing learning experiences for students that foster an understanding of the world through chemistry.*

#### **Jennifer Townsend, Science/Mathematics**

*Jennifer graduated with honors from Scripps College, earning her B.A. degree in Math. She recently completed her Master's in Math and Statistics at Georgia Tech. Among her awards and achievements, she was the recipient of a Microsoft Graduate Women's Research Fellowship in 2012.*

#### **Deepti Gupta, Social Science/Psychology**

*Deepti received her B.A. and M.A. in Psychology from University of Delhi, India, and came to the United States in 2007 to pursue higher studies. She received her M.A. and Ph.D. in Applied Developmental Psychology from George Mason University in Fairfax, VA. Her research interests include cross cultural differences in parenting, anxiety disorders, temperament, and parent-child relations.*

#### **Tabitha Kirkland, Social Science/Psychology**

*Tabitha received her B.A. in Psychology from University of California, San Diego. She completed her M.A. in Social Psychology at Ohio State University, where her research focused on understanding basic psychological processes that contribute to emotion. She is especially interested in understanding happiness and well-being.*

#### **Brandon J. Unti, Social Science/Economics**

*Brandon comes to Bellevue from the University of Missouri-Kansas City where he has been teaching and working on his doctoral degree. He holds a B.A. from Portland State University in Economics and expects to finish his Ph.D. from UMKC in 2013. Brandon specializes in Macroeconomics, Monetary Theory, Political Economy and the History of Economic Thought.*

#### *Next Steps*

- Faculty have been invited to the SBCTC New Faculty Institute, September 5-6, 2013
- Faculty have also been invited to the Faculty Commons Teaching Institute, September 14, 2013

Report by: Tom Nielsen, Vice President of Instruction

[tom.nielsen@bellevuecollege.edu](mailto:tom.nielsen@bellevuecollege.edu)



### CENTER OF EXCELLENCE FOR INFORMATION AND COMPUTING TECHNOLOGY

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#### *Key Points*

Washington State sponsors ten centers of excellence housed at community colleges. Since 2003 Bellevue College has been the host site for the Center of Excellence for Information and Computing Technology. Directed by Maureen Majury, the [CoE for ICT](#) performs as an information resource and solution-provider for model information technology education programs, best practices, up-to-date research, information dissemination, and instructor professional development in new and emerging technologies. It also provides information on industry trends that impact employment, education, and business growth across Washington State.

#### *Key CoE for ICT initiatives for 2012-13 included:*

- **IT Skills Gap Forum at Bellevue College.** 30 IT business and industry leaders and professionals attended and shared “real time” information on expected job growth trends over the next three- to five-years, as well as documented workforce skills gaps that make filling job vacancies difficult for employers within the IT industry. Upon completion of the forum, the Center published: *The State of the IT Industry* presentation that detailed technology trends and their impact on nine in-demand IT career pathways, and an analysis of the most important and in-demand technical knowledge and skills of prospective employees.
- **Pathways to IT Applied Baccalaureate Degrees for WA State Students.** Hosted over 131 IT CTC faculty and workforce administrators, high school educators, and industry professionals (26 CTC college teams attended) at Microsoft. Faculty learned about: IT Applied Baccalaureate Degrees; industry professional perspectives on current and proposed IT Applied Baccalaureate degrees; and, IT trends and workforce demand from Microsoft’s vantage. Participants gave an overall rating of 100% satisfaction for the IT Pathways Summit as being a worthwhile event.
- **The Washington State Directory of CTC Information and Computing Technology Program & Resource Guide.** The guide was moved from print to an online resource. It is now a [searchable database](#) for students looking for an IT degree or certificate at any state college or university.
- **IT Program Reviews.** The Center has engaged industry to conduct close to 30 IT degree/certificate reviews for over 20 colleges in the past five years. These IT program reviews receive consistent, positive feedback from IT program faculty, administrators, and from the SBCTC.

#### *Next Steps*

- Expand role of the Center in Bellevue College’s economic and workforce initiatives and grant proposals
- Ensure that BC faculty and staff utilize resources of the Center to grow experiential learning with emphasis on increasing opportunities for underserved students in STEM fields

Report by: Paula Boyum, Vice President of Economic & Workforce Development  
[paula.boyum@bellevuecollege.edu](mailto:paula.boyum@bellevuecollege.edu)

## STUDENT SERVICES



### STUDENT SERVICES PLANNING RETREAT AY 2013-14

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Student Services held its AY 2013-2014 planning retreat on August 21, 2013. The following goals were set for the upcoming academic year work plan. The retreat attendees included members of the Student Services Cabinet as well as, other Student Services, Workforce Education, and Instructional staff. Special invited guests included VP Instruction, VP Workforce Education, and VP Equity & Pluralism. The following goals were identified to move forward in congruence with the ongoing Student Services Redesign strategic plan as well as the Academic & Strategic Master plans. Accreditation report responsibilities for SS division were outlined by Tracy Biga MacLean during the retreat.

- Improve access to services for our most at need student populations
- Support instructional partners to improve student completion and success
- Formally collaborate and support across college units to establish and advance student pathways and transitions — *into, through, and from BC*
- Increase SS capacity to deliver service excellence using multiple delivery methods
- Increase access to services through simple, easy to understand process
- Ensure student services operations align with regulatory compliance, and current accreditation guidelines

#### Next Steps

- Work with Hill Group (external consultant) to deliver a comprehensive Student Services redesign proposal to the President by the agreed upon deadline in congruence with the Academic and Strategic Master plans
- Operationalize identified outcomes
- Assess the progress towards identified goals during the AY 2013-2014
- Provide the requisite accreditation related materials to meet the institutional deadlines

Report by: Ata U. Karim, Interim Vice President, Student Services  
ata.karim@bellevuecollege.edu

## OFFICE OF EQUITY AND PLURALISM



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### *Events*

- Disability Roundtable Pt. II- July 11, 2013- Faculty, staff, administrators and community partners gathered to develop strategies to address disability and ableism at Bellevue College.
- Institutional Approaches to Diversity and Equity retreat- July 29, 2013- Sponsored by the President's Office and the Office of Equity and Pluralism, the retreat focused on the critical role of inner transformation and engagement to further equity efforts, recruitment strategies to build a more diverse faculty and staff, and ways to build skill and comfort with conversations about race and racism.

### *Upcoming Initiatives*

- In partnership with the Offices of Instruction and Human Resources, the Office of Equity and Pluralism will launch a diversity statement/essay requirement for all tenure track and full-time classified and professional/exempt positions. A committee comprised of faculty and staff are finalizing the question and developing a rubric to help screening advisory committees assess submissions. This initiative supports 2013-14 President's Goal II, to "develop and implement a plan to increase the percentage of full and part-time faculty of color to better reflect the student population and surrounding community."

Report by: Yoshiko Harden, Vice President for Diversity  
Yoshiko.harden@bellevuecollege.edu

## **FOUNDATION IMPACT ON THE COLLEGE**

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### *Key Points*

- **Major Gifts:** Robin & Dave Nelson have committed \$100,000 for unrestricted endowment and also a \$50,000 challenge grant to motivate giving from the BC community. Dale King responded with a \$25,000 pledge and a matching challenge of \$25,000 to Foundation board members, asking them to join him and together meet the Nelson challenge. All board members responded positively.
- **Commemorative Bricks:** Renovation of the central campus plaza has been completed through support from a BCF grant, which covered the expense of the bricks and their installation. The plaza provides the opportunity for everyone in the BC community to invest in the College through a modest donation, with the plaza concurrently creating an attractive location for celebrations in conjunction with the upcoming 50<sup>th</sup> Anniversary of BC. The contractor doing the installation and folks across campus watching the project being completed have remarked how attractive the brick work is and how it cheers up the fountain plaza.
- **Scholarships:** The Foundation has awarded 62 scholarships, totaling \$139,000 to 59 students. One hundred six student applications were scored by two dozen volunteers, including trustee Vicki Orrico, on scholarship read day, July 23.
- **The BC Mini Grants application period** opened in mid-August. The Foundation will award up to \$15,000 to faculty in November to advance innovative teaching and learning projects.

### *Foundation News*

- At its meeting on June 19, the BCF Board of Directors elected Sarah Langton as President for FY2014 and Dale King was named President-elect, to take office for FY2015.
- The BCF Directors Committee is implementing revised, more formal procedures for identifying, qualifying, cultivating, and recruiting new candidates for election to BCF board. The goal is to increase board membership from 22 to at least 30 members, those to be selected from a very well qualified, experienced set of candidates.

### *Foundation planning for FY14*

- The Foundation's Luncheon for 2014 will occur on April 30. A Luncheon kick-off meeting took place August 29 with board members and key volunteers reviewing financial/business models to reduce costs and increase income as well as studying the need to revamp programming for the event.

Report by: Laurence W. Herron, Vice President, Institutional Advancement  
larry.herron@bellevuecollege.edu

# FINANCIAL REPORT



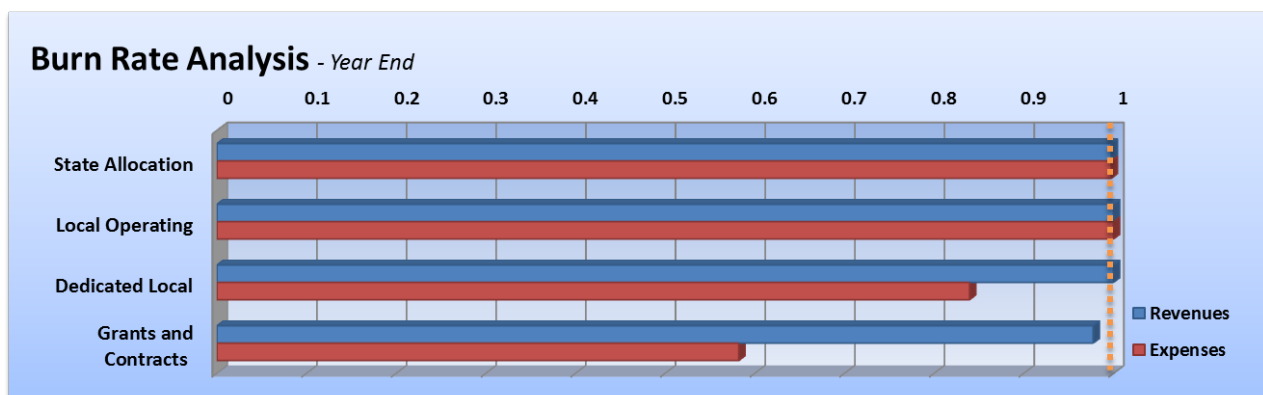
## FOR PERIOD JULY 1, 2012 TO JUNE 30, 2013

### Description

The purpose of this review is to analyze revenue and expenditure patterns against expectations and to identify emerging trends and their impact on financial performance.

### Analysis

- Revenues and expenses are consistent with expectations for the fiscal year end.
- While “burn rates” vary widely from different sources during the year, these funding sources and their related expenditures equalize at year-end. Excess revenues over expenses for the year will contribute to Bellevue’s reserves.



- **Dedicated Local** fund expenses and revenues reflect activity from the addition of Baccalaureate programs.
- The discrepancy between revenues and expenses for **Grants and Contracts** exists because many grants do not share the same fiscal cycle as the college. So while the revenue has been budgeted for these, some of the associated expenses will continue forward into the next fiscal year.
- **Proprietary Funds** are meeting expectations with planned reductions in Stores and Motor Pool funds.
  - The **computer services fund** shows the effect of a year-end transfer of funds to support purchase of the network upgrade and server capitalization project.
  - The **parking fund** reflects lower revenue due to lower enrollment and higher expenses for salaries, benefits and goods and services.
  - **Other auxiliary services** reflect higher costs for commencement and timing differences in transfers of banking fees.



# Financial Reports

## Supplemental Information

<b>Analysis Operating Funds</b>					
For the Period Ending June 30, 2013					
		FY 13 BUDGET	FY 13 ACTUAL	%	FY 12 ACTUAL
<b>OPERATING FUND:</b>					
STATE ALLOCATION					
	ALLOCATION	\$26,382,991	<b>\$26,319,340</b>	99.8%	\$27,335,155
	EXPENSE	\$26,382,991	<b>\$26,319,340</b>	99.8%	\$27,335,155
NET GAIN(LOSS) STATE ALLOCATION			<b>\$0</b>		\$0
LOCAL OPERATING					
	REVENUE	\$21,882,973	<b>\$22,365,853</b>	102.2%	\$20,111,826
	RESERVE	\$1,161,046	<b>\$1,147,233</b>	98.8%	\$951,064
	EXPENSE	\$23,044,019	<b>\$23,089,364</b>	100.2%	\$19,915,697
NET GAIN(LOSS) LOCAL OPERATING			<b>\$423,722</b>		\$1,147,193
DEDICATED LOCAL FUND					
	REVENUE	\$14,211,609	<b>\$14,863,011</b>	104.6%	\$14,235,312
	EXPENSE	\$14,211,609	<b>\$11,930,459</b>	83.9%	\$10,947,750
NET GAIN(LOSS) DEDICATED LOCAL FUND			<b>\$2,932,552</b>		\$3,287,562
GRANTS & CONTRACTS					
	REVENUE	\$22,342,953	<b>\$21,839,190</b>	97.7%	\$24,709,205
	EXPENSE	\$22,342,953	<b>\$13,007,535</b>	58.2%	\$18,041,076
NET GAIN(LOSS) GRANTS & CONTRACTS			<b>\$8,831,655</b>		\$6,668,129
<b>NET GAIN(LOSS) OPERATING FUNDS:</b>			<b>\$12,187,929</b>		\$11,102,884

<b>Net Income-Proprietary Funds</b>		
For the Period Ending June 30, 2013		
	FY 13	FY 12
<b>PROPRIETARY FUNDS:</b>		
STORES FUND	-\$5,982	-\$1,537
COMPUTER SERVICE FUND	\$824,147	-\$197,889
PRINTING FUND	\$28,188	-\$60,548
MOTOR POOL	-\$626	-\$4,356
ASSOCIATED STUDENTS	\$461,550	\$765,768
BOOKSTORE	\$415,006	\$409,047
PARKING	\$752,639	\$1,279,493
FOOD SERVICES	\$2,629	\$28,583
OTHER AUXILIARY ENTERPRISES	\$23,300	\$217,527
<b>NET GAIN(LOSS) PROPRIETARY FUNDS:</b>	<b>\$2,500,851</b>	<b>\$2,436,088</b>

Report by: Ray White, Vice President of Administrative Services  
 ray.white@bellevuecollege.edu



## ENROLLMENT

### SPRING QUARTER 2013

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#### *Description*

The college continually monitors and analyzes enrollment statistics and trends, particularly during registration and enrollment periods. Enrollment updates are regularly provided to the entire college during that time. Downward and upward trends are analyzed, and strategies are put into place to address areas of concern.

As part of the strategic enrollment and planning process, each quarter, an enrollment report for all fund sources (state-funded, self-support and other) is compiled for review and discussion. The final spring enrollment report is being presented to the Board of Trustees as a monitoring report.

#### *Analysis*

The 2013 spring quarter enrollment report indicates that BC's performance experienced a slight decline when compared to the previous year. The decrease in enrollment was anticipated when internal targets were set for this year. Social Science division experienced the largest shortfall from expectations, likely because social sciences courses are often selected as elective credits, and are therefore more discretionary as students seek efficiency in their planning and schedules. Also of note in the report is the continuing trend of enrollment rebound for business-related professional-technical programs in the Institute for Business and Information Technology, a significant increase in enrollment for the Bachelor of Applied Arts/Interior Design program, and strong enrollments in the English Language Institute. The numbers in the report reflect performance against internal targets only; Bellevue College easily exceeded the state-funded enrollment target for 2012-13.

For spring 2013, the college was short of its internal target by 135.3 FTES or 1.3%

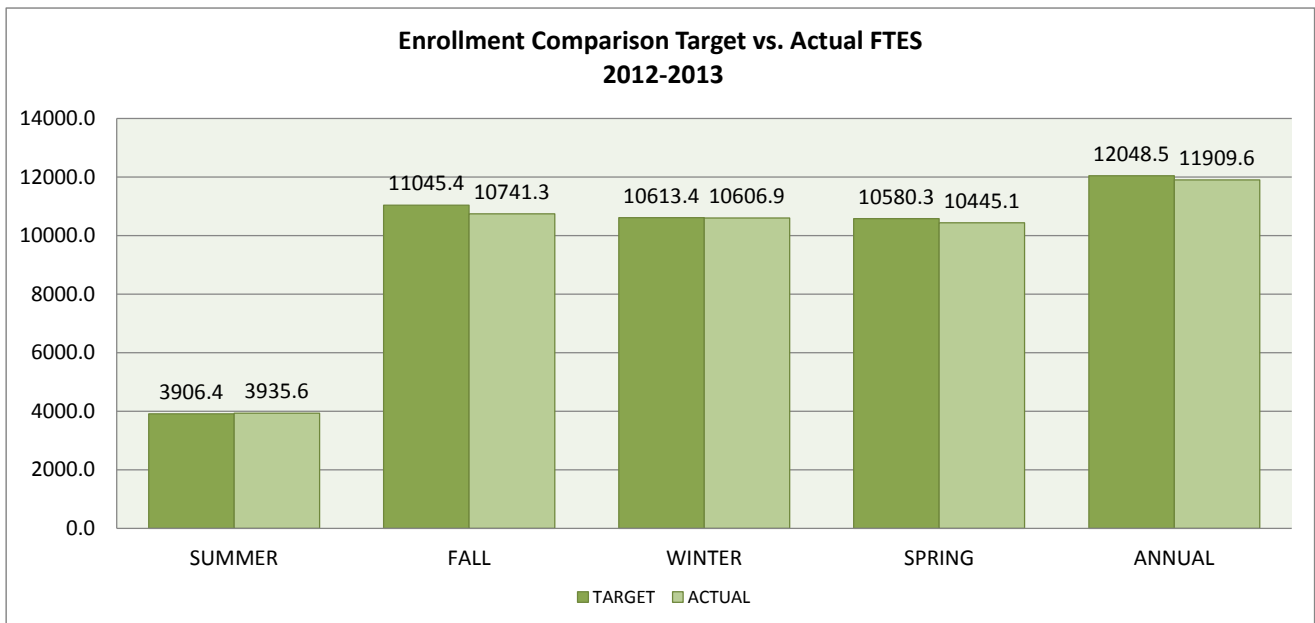
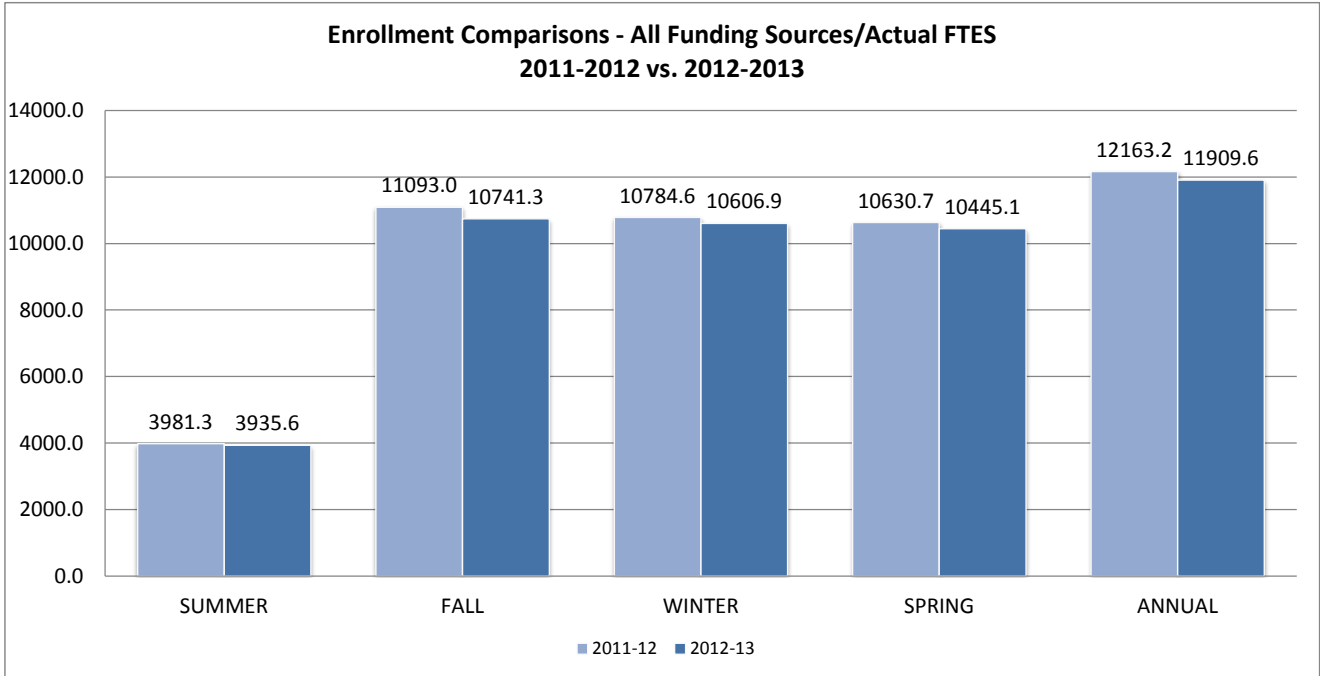
- Arts and Humanities Division was down from target by 170 FTES or 5.3%
- IBIT (Business) Division exceeded target by 114 FTES or 11.8%
- Health Science Division was down from target by 45.7 FTES or 5.6%
- Science Division exceeded target by 32.1 FTES or 1.1%
- Social Science Division was down from target by 246.9 FTES or 11.8%
- Other Programs exceeded target by 181.3 FTES or 27.1%

#### **Background/Supplemental Information**

- Enrollment Comparison: Target vs. Actual FTES – Spring Quarter 2013
- Enrollment Comparison For All Funding Sources: Actual FTES 2012-2013 vs. 2011-2012

Report by: Tom Nielsen, Vice President of Instruction  
[tom.nielsen@bellevuecollege.edu](mailto:tom.nielsen@bellevuecollege.edu)

**COMMUNITY COLLEGE DISTRICT VIII  
BELLEVUE COLLEGE  
SPRING 2013 AND ANNUAL**



TOTAL COLLEGE				
All Divisions & Miscellaneous Programs	Spring FTES Target	Actual FTES	# Difference	% Difference
	10580	10445	-135.3	-1.3%

Division	Spring FTES Target	Actual FTES	# Change	% Change
<b>Arts &amp; Humanities</b>	<b>3195</b>	<b>3025</b>	<b>-170.0</b>	<b>-5.3%</b>
Humanities	0	0	0.0	0.0%
Art	213	218	4.6	2.2%
Applied Linguistics	0	0	0.0	0%
Communications	419	455	36.1	8.6%
Dance	14	13	-1.3	-9.2%
Drama	46	41	-5.1	-11.2%
English	1104	970	-133.5	-12.1%
World Language	410	339	-70.7	-17.2%
Interdisciplinary	0	0	0.0	0.0%
Interior Design	128	99	-29.5	-23.0%
Music	142	150	8.1	5.7%
Philosophy	220	191	-29.3	-13.3%
ABE/GED	98	115	16.5	16.9%
DEVED/ID	14	0	-14.0	-100.0%
Experiential Learning	13	33	20.4	157.2%
ESL	374	402	27.5	7.4%
<b>Health Sciences</b>	<b>815</b>	<b>770</b>	<b>-45.7</b>	<b>-5.6%</b>
Diagnostic Ultrasound	37	32	-4.3	-12%
Early Childhood Educ	17	29	12.3	72%
Education	22	10	-11.4	-52%
Health	33	42	8.3	25%
Indiv Studies	1	0	-0.7	-100%
Imaging	0	0	0.0	0%
Nursing	116	120	4.3	4%
Nuclear Medicine Tech	8	5	-3.1	-37%
Parent Ed	6	0	-5.8	-100%
Physical Development	109	109	0.0	0%
Radiologic Technology	43	57	14.1	33%
Radiation Therapy	18	22	3.9	21%
Recreation Education	0	2	1.7	0%
Health Professions	167	141	-25.2	-15%
Radiation Mgmt/Tech	30	32	2.1	7%
Neuro Diagnostic Tech	18	17	-1.6	-9%
Medical Informatics	5	0	-5.4	-100%
Parent Education	187	152	-34.8	-19%
<b>Social Science</b>	<b>2097</b>	<b>1851</b>	<b>-246.9</b>	<b>-11.8%</b>
Criminal Justice	116	74	-41.6	-35.9%
Anthropology	204	181	-23.0	-11.3%
Economics	219	197	-22.1	-10.1%
Geography	147	119	-28.5	-19.4%
History	155	232	76.5	49.3%
International Studies	30	12	-17.8	-60%
Political Science	123	89	-34.7	-28%
Psychology	433	380	-53.1	-12.3%
Business Admin Trans	284	235	-48.7	-17.2%
Sociology	294	264	-30.4	-10.3%
Cultural and Ethnic Studi	92	68	-23.5	-25.5%

Division	Spring FTES Target	Actual FTES	# Difference	% Difference
<b>Business (IBIT)</b>	<b>967</b>	<b>1081</b>	<b>114.0</b>	<b>11.8%</b>
Accounting-Paraprofessiona	81	132	51.2	63.3%
Sustainable Business Practic	13	10	-2.7	-21.4%
Information Tech	14	27	13.2	96.1%
Business Management	228	245	17.3	7.6%
Marketing	61	55	-6.4	-10.4%
Business Tech System	184	192	7.9	4.3%
Business Intelligence	15	48	33.2	223.5%
Network Services	63	44	-18.4	-29.4%
Programming	97	105	7.7	8.0%
Database Admin	0	0	0.0	0.0%
Technical Support	51	60	8.5	16.5%
Digital Media Arts	160	163	2.5	1.6%
<b>Science</b>	<b>2837</b>	<b>2869</b>	<b>32.1</b>	<b>1.1%</b>
Astronomy	193	186	-7.0	-3.6%
Biology	580	603	22.8	3.9%
Botany	21	20	-0.5	-2.5%
Chemistry	421	424	2.9	0.7%
Computer Science	79	89	10.7	13.5%
Environmental Science	39	41	1.9	5.0%
Engineering	39	37	-2.1	-5.4%
Geology	59	71	12.5	21%
I.D. Math	440	407	-33.7	-7.7%
Math	709	753	43.5	6.1%
Meteorology	40	32	-7.9	-20.1%
Oceanography	47.08	32.4	-14.7	-31.2%
Physics	170.25	174	3.8	2.2%
<b>Other Programs</b>	<b>668</b>	<b>849</b>	<b>181.3</b>	<b>27.1%</b>
Alcohol/Drug	38	43	4.53	11.9%
BAA Interior Design (FS5)	47	57	10.48	22.5%
Career Education Opt	96	102	6.06	6.3%
ELI Internl Bus Prof	41	49	8.01	19.4%
ELI University Prep	193	251	57.82	30.0%
Fire Science	16	15	-1.47	-9.0%
Human Development	62	49	-12.71	-20.4%
Cont Nurs Educ (FS 5)	35	31	-4.42	-12.6%
College in the High School	139	248	108.98	78.3%
Study Abroad	0	4	3.99	0.0%
Tech Prep (Summer only)	0	0	0.00	0.0%



## REGULAR MEETING AGENDA ITEM

### PROPOSED BOARD OF TRUSTEES MEETING DATES

INFORMATION

FIRST READ

ACTION

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#### Description

The Washington Administrative Code (W.A.C) requires that a list of Board meeting dates be filed with the Code Revisers Office each calendar year so that the appropriate notice of meeting dates can be given to the public.

The following dates are being submitted for the Board's consideration as regular meeting dates for the 2014-15 academic year.

#### **2014-15 Academic Year**

Wednesday, September 10, 2014

Wednesday, October 22, 2014 (tentatively scheduled as an all day retreat, time and location may vary)

Wednesday, November 19, 2014

Wednesday, January 28, 2015

Wednesday, March 4, 2015

Wednesday, April 29, 2015

Wednesday, June 10, 2015

Wednesday, June 24, 2015 (tentative, pending budget process needs)

#### **Key Questions**

- \* Do the proposed dates meet the needs of the college in maintaining its administrative and contractual obligations?
- \* Do the proposed dates conflict with any major religious or secular holidays or other dates that might cause key personnel to be unavailable?
- \* Do the proposed dates meet the needs of the individual trustees?

#### **Analysis**

The proposed dates meet the needs of the college in maintaining its administrative and contractual obligations and do not conflict with any major religious or secular holidays. The Bellevue School District, Issaquah School District and Mercer Island School District calendars have also been taken into consideration and none of the proposed dates conflict with school breaks during the 2014-15 academic year.

### **Background/Supplemental Information**

The September meeting should be scheduled for the first or second Wednesday of the month to allow any negotiated changes in faculty salary to be implemented by the September 25 paycheck. This assumes that a tentative agreement has been reached that may have salary implications.

The October meeting is an ideal time for a retreat to review the college's strategic planning for the coming year. Other considerations for September and October include the Jewish observance of Sukkot October 9-15, 2014, the Hindu observance of Navaratri September 29- October 3, 2014, and the Islam observance of Eid al Adha October 4-7, 2014. The Interfaith calendar at <http://www.interfaithcalendar.org/index.htm> was used to determine primary sacred times for world religions.

The first meeting of the year should be scheduled as late as possible in January or early February to allow the Tenure Review Committee (TRC) as much time as possible to complete their recommendations. The TACTC Winter Conference in Olympia, WA has not yet been determined for 2015.

State law requires that a tenure decision be made before the start of the candidate's 9<sup>th</sup> consecutive quarter (not counting summer) and the timing is such that a meeting needs to be scheduled at the beginning of March. In addition, the BCAHE negotiated contract requires that, if the Board disagrees with the recommendations of the TRC, this disagreement must be determined in open session and that the Board must then meet with the TRC at least five days before they make their final decision. In order to allow for this possibility and to avoid meeting during finals week, the March meeting should occur prior to March 9, 2015. Finals are anticipated for March 18-20, 2015.

The April/May board meeting is usually scheduled to accommodate any tuition recommendations from the SBCTC and any budget information from the legislature.

The budget must be approved in June and a second tentative meeting is typically scheduled to accommodate a late decision by the legislature. The year-end event is scheduled for June 3, 2015.

### **Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII review the proposed schedule of meeting dates for 2014-2015 and that the proposed meeting dates be presented for approval at the November 20, 2013 meeting.

Prepared by: Lisa Corcoran, Executive Assistant to the President  
lisa.corcoran@bellevuecollege.edu





**BELLEVUE  
COLLEGE**

## REGULAR MEETING AGENDA ITEM

### **NEGOTIATED AGREEMENT BETWEEN BELLEVUE COLLEGE ASSOCIATION OF HIGHER EDUCATION AND THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT VIII, SEPTEMBER 1, 2013- AUGUST 31, 2014**

INFORMATION

FIRST READ

ACTION

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#### **Description**

Representatives for the Bellevue College Association of Higher Education and Community College District VIII have been negotiating revisions to the collective bargaining agreement, to include the 2013-14 academic calendar and contract days, turnover savings and compensation, and initial modifications to the tenure process.

#### **Key Questions**

- \* Do the Tentative Agreements represent the mutual interests of the college and the faculty and should the Tentative Agreements be approved?

#### **Analysis**

Both parties have reached tentative agreement on financial aspects of the 2013-2014 contract. The college bargaining team believes the Tentative Agreement represents the mutual interests of the college and the association.

#### **Background/Supplemental Information**

The parties have engaged in negotiations with a collaborative, interest-based approach and have been able to reach agreement on several significant issues.

#### **Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII reviews the recommended revisions to the 2013-2014 Agreement between the Board of Trustees of Community College District VIII and Bellevue College Association of Higher Education and approve them at a future board meeting.

Prepared by: Ray White, Vice President, Administrative Services  
ray.white@bellevuecollege.edu