

**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 January 29, 2009 in the boardroom, B201, of Bellevue Community College, 3000 Landerholm Circle SE, Bellevue, Washington. Ms. Lee Kraft, Chair, presided.

I. STUDY SESSION

Jean Floten introduced Lynne Sage, Chair of the Science Division. Lynne provided background information on the Science and Math Institute then introduced Dr. Karla Fuller, Science and Math Institute Program Manager, and other science division faculty, including Chris Shelley, Rosemary Richardson, Jim Ellinger, Carol Burke and Jack Surendranath. Karla presented an overview of the Science and Math Institute (SAMI). Key points included:

- The Science Division has experienced many new and exciting developments, including the planetarium upgrade, obtaining a DNA sequencer, and construction of the new science building, among others, but didn't have a good vehicle for sharing this information with the greater community;
- SAMI was created to promote science and math in the community;
- The SBCTC system looks at science and math headcount as those students who are taking course sequences in two or more disciplines. Our initial goal was to increase out student count by 14, which we exceeded by increasing by 17. Our assigned goal for next year is to increase by 18;
- A committee was formed to explore options, determine a name for the institute, and develop a job description for a program manager,
- Carol Burke demonstrated a model hydrogen car and the hydrogen fuel cell charging system for it, two solar panel "fueled" cars, and expressed gratitude for the funding received through a grant in conjunction with SAMI;
- Karla shared her own experience with math education and how this fueled her drive to help other students move beyond barriers and develop their interest in math and science;
- SAMI staff have been building relationships with schools in the area and working in individual classrooms to generate excitement for looking at math and science in a new and impactful way;
- SAMI has a three pronged approach: success for our students on campus; outreach activities off campus; and outreach activities on campus;
- Student support is provided through a Math 94 project, a class designed to partner with students to increase math skills, by adding a section so more students could benefit;

- SAMI is working with MultiCultural Services (MCS) to provide support for students to access the resources they need to succeed in math and science courses. Projects can be piloted with this smaller population then expanded to the rest of campus once more fully developed;
- SAMI seeks to encourage interest in math and science before students reach college and provides presentations at local high schools, working with students to identify where science and math intersect with their chosen fields;
- We encourage our students to take math and science courses early in their college careers so they can approach them when they're fresh and still excited about being in college and so they can gain confidence and benefit their full college career;
- Karla is developing a relationship with Bellevue School District, working with students to help them recognize their aptitude, empowering students to realize they can make a difference with the skills they now have;
- Karla has presented at civic organizations to promote SAMI and early science and math education, working with Kids Quest and parents who are home schooling their children, among others;
- They've been developing a mobile lab, called Science To Go, that can be delivered to schools on an as-needed basis;
- They've developed a year-long partnership with Lake Washington Girls Middle School that has proved rewarding for both the students and the BCC faculty and staff presenting the lab sessions, promoting creative and independent thinking;
- We have Expanding Your Horizons on campus every year and Karla has used this opportunity to promote SAMI and collaborate with the community;
- There's a middle school component of Expanding Our Horizons to help girls explore career opportunities outside the traditional areas;
- Our summer science camp is amazing, fully engaging the participating students. We're now working on making it more available across all socio-economic levels, building collaborations with civic organizations to bring in diverse groups;
- We try to provide fun math and science events on campus to get our own students excited and engaged;
- We celebrated the first Pi Day on campus, including many activities and providing activity packets to teachers in the area;
- SAMI has reinvigorated the science lecture series, bringing guest lecturers and showcasing our own faculty expertise;
- SAMI has partnered with the CLA to develop an evening lecture series for the community;
- The library has been a great partner in promoting activities and providing resources, attracting students to the library to access the resources;

- SAMI has been working with members of the science division to promote the green educational components of the new S Building, with the building itself becoming a teaching tool;
- SAMI has been working with the Grants Dept. to find funding sources and opportunities for partnerships to expand our resources and keep up with what's going on across the country so we can stay current here at BCC;
- Young women and girls are traditionally/statistically more likely to drop off in interest with math and science and that's one of the reasons the work with the girls school is so exciting;
- Karla works with schools to help them explore ways to think differently and to promote integrating science and math into how we think about the world;
- To measure success, Karla compares the list of desirable programs that she received at the beginning of her involvement with items that have been accomplished;
- From a division perspective, the project's success is measured in the increase of science and math majors and whether they meet their targets or not;
- Attendance at events and increased student participation in science and math activities is a measure of success;
- This is a long-term process and this is just the first year, with outreach starting in the middle schools to try and increase interest at the college level down the line;
- Our grants office has been working with the institutional advancement office at other schools to help them identify funding opportunities available to them but not necessarily to us;
- Karla showed slides of various activities supported by SAMI; and
- The Board thanked Karla for an extremely informative session.

II. BUSINESS SESSION

The Business Session began at TIME p.m.

III. INTRODUCTIONS

Jean Floten, President
Lucinda Taylor, Sec., Board of Trustees.
Rachel Solemsaas, VP of Admin Services
Melissa Sitzenstock, Classified Employee
Representative
Mike Talbott, Dean of Information Resources
Paula Boyum, VP of Workforce Development
Gaynor Hills, VP of Institutional Advancement
Mary Canan, Executive Director of Finance
Kristen Connelly, Director of BCC Bookstore

Rosemary Richardson, Pres., BCCAHE
Amanda Alva, President, ASG
Bea Hughes, VP of Human Resources
Peter Maphumulo, Executive Dean

Tom Pritchard, VP of Student Services
Kelly Paustain, Manager, Finance
Jack Surendranath, Science Instructor
Adenuga Atewologun, ACE Scholar
Lynne Sage, Chair of Science Division

Bruce Riveland, Dean of Continuing
Education
Star Rush, Director of CLA
Faisal Jaswal, Asst Dean of Student
Programs

Tom Nielsen, Chair of Arts &
Humanities
Elizabeth Ballinger, Jibsheets
Miranda Kato, Ombuds

IV. ROLL CALL

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

V. CONSENT AGENDA

BT-CA.1 November 12, 2008 Board Meeting Minutes

The minutes of the November 12, 2008 board meeting were approved 5-0.

BT-CI.1 Fall Quarter 2008 Enrollment Report

VI. CONSTITUENT REPORTS

BT-CR.1 Faculty Report

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

- Science and math education is paramount, and what SAMI is doing is a great step in the right direction;
- February 16th is a faculty lobby day and we need to engage our legislature to advocate for adequately funding competitive salaries for all faculty in addition to funding program needs;
- The faculty has been involved in the budget process through the Planning Council;
- In order to continue to serve the needs of our students we must have a strong contingency of full-time faculty;
- We set a goal of 60% of classes to be taught by full-time faculty and we are not meeting that goal;
- We currently have 10 full-time faculty positions, of which only 4 have been authorized to date;
- The funding for an additional 6 positions exists and if we continue to not fund these positions, we erode the ability of BCC to maintain our position of excellence;
- Rosemary expressed her appreciation for the educability of Peter Maphumulo during his tenure as Executive Dean;
- Rosemary expressed her regret that Peter would be leaving BCC and appreciation for his compassion and approach to problem solving;
- Steve Miller provided some insight gained from spending the last couple days in Olympia and the reality of our economic future. Given the

situation, he asked Rosemary for her suggestions on how to resolve the dilemma;

- Rosemary indicated that adjunct faculty teach at a poverty level rate and that we are suffering as a college; and
- We have approximately 150 full-time faculty and 500 adjunct faculty and this doesn't provide enough workforce to keep up with updating curriculum and administering programs.

BT-CR.2 Classified Staff Report

Melissa Sitzenstock, classified staff representative, reported that:

- The primary concerns of classified staff are budget reductions and frozen/eliminated classified positions;
- Classified staff will also be in Olympia on February 16th and will lobby for support, including cost of living increases as previously agreed; and
- Classified staff are appreciative of the Planning Council process and Melissa expressed appreciation for the grace and compassion with which Rachel has been managing this group.

BT-CR.2 Student Report

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

- ASG has had two open positions and is in the process of hiring an associate justice for external affairs and is struggling to fill the VP of Legislative Affairs position;
- Over 90 students attended an open forum yesterday to address the budget situation on campus. Amanda presented information on the operating budget and how higher education has been impacted;
- Amanda stressed that efficient doesn't necessarily mean effective;
- Whenever economic resources become scarce, tuition traditionally goes up and this means that students need to be proactive to be sure they get the most from their educational dollar;
- We need to make sure our legislature knows they can't balance the budget on the backs of the instructors or the students and our message needs to be that we're in this together and the need is for support for higher education;
- Students will be in Olympia on February 16th as well, carrying the message, and Amanda hopes to pull in other colleges in a combined effort;
- Lee Kraft commended Amanda for a wonderful job of leading students in this time of economic cuts;
- Amanda has encouraged students to seek financial aid alternatives and to use the step program or other financial resources;
- State Need Grant requirements are changing and it's likely that more of our students will be denied;

- Communicating with students is sometimes difficult and ASG used multiple methods to invite students to the forum and have recorded the forum for posting on the website;
- One of the major tasks identified by ASG this summer was to investigate online textbook options and Amanda has been looking at options but it hasn't been the highest priority;
- Some problems exist with Kindle, including formatting for textbooks, proprietary issues with promoting any given provider, and accessibility issues; and
- There's a great deal of information on electronic textbooks available on the SBCTC's website.

VII. TEAM EXCEPTIONAL

BT-E.1 Team Exceptional Award Presentation

Lee Kraft presented Team Exceptional Award to:

- Ignace Honwanou, BCC Student, for exceptional service to the community;
- Ignace is from Togo, South Africa and expressed his gratitude for the welcome he's received here at BCC; and
- It's been his pleasure to give back to the college community.

The Team Exceptional Award is an ongoing program to recognize the outstanding contributions of our faculty, staff and students.

VIII. ACTION ITEMS

BT-A.1 Name Change to Bellevue College

Jean Floten presented an overview of the rationale to change the college's name to Bellevue College, given that our first baccalaureate degree recipients will graduate this June.

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

Motion 01:09 The Board of Trustees of Community College District VIII hereby directs the President of Bellevue Community College to take all necessary actions to officially change the name Bellevue Community College to Bellevue College.

The motion was approved 5-0.

BT-A.2 Prevention of Discrimination, Harassment and Retaliation Policy

Bea Hughes presented an overview of the proposed Prevention of Discrimination, Harassment and Retaliation policy and stressed its importance to the college and to our core values and mission. To provide time for the Board of Trustees to review the policy in greater depth, Bea proposed that we postpone action to the March 4, 2009 meeting.

Vicki Orrico had suggestions and concerns that she has conveyed to Bea Hughes, who will work to incorporate them into the policy.

BT-A.3 Planning Priorities for Budget Reductions

Jean Floten presented an overview of the budget planning priorities containing guiding principles and priorities for budget developed by President's Staff and the Planning Council to help guide our budget reduction process. Discussion followed.

It was moved by Steve Miller and seconded by Paul Chiles that:

Motion 02:09 The Board of Trustees of Community College District VIII hereby approves the BCC Budget Planning Priorities as presented in BT-A.3 Attachment 1 and amended to include recognizing our commitment to maintaining a proper balance of full-time to part-time faculty.

The motion was approved 5-0.

IX. FUTURE ACTION ITEMS

BT-FA.1 Tenure Review Recommendations

Peter Maphumulo presented tenure review recommendations. This item will be presented for approval at the March 4, 2009 meeting.

X. INFORMATION ITEMS

BT-I.1 Mathlete Competition

Dale Hoffman, Math instructor, presented an overview of the Mathlete competition in which BCC participates each year. Key points included:

- BCC belongs to the American Mathematical Association of Two-Year Colleges (AMATYC) and participates in their annual mathlete competition;
- We have ranked in the top 10 nationally and as number 1 regionally six of the last seven years (we were number 2 in 2005-06);
- Our success is due to our great students;
- This competition is for two-year colleges and if we become a four-year college we might not be able to participate any longer;
- Faculty participation to administer and grade is a volunteer effort;
- The number of participants has increased from 30-40 to around 180 and we sometimes have to use overflow rooms;
- Dale distributed sample questions; and
- We have a great deal of math talent in the Bellevue area with students going on to top colleges and universities across the country.

BT-I.2 Arts and Humanities Division

Tom Nielsen, Arts and Humanities Division Chair, presented an overview of the Arts and Humanities Division. Key points included:

- The Arts and Humanities (A&H) webpage was presented, demonstrating the many departments and areas of focus that comprise the division;
- A&H is the largest division at the college, including American Studies, Art, Communication Studies, Developmental Ed, English, English Language Institute, World Languages, Interdisciplinary Studies, Interior Design, International Business Programs, Music, Philosophy and Theater Arts;
- A&H produces approximately 36% of the college's FTEs;
- Facilities are found across the campus, from large areas such as the Division Office in the R Building and the Theater to smaller spaces such as the metal shop and reading lab;
- English is the largest department, with sixty faculty members with Master's or Doctoral degrees teaching at BCC;
- Communication Studies ranges from radio broadcasting and film-making to the traditional speech courses;
- Our Drama Dept. has recently been honored by being invited to present at the Kennedy Center;
- Interior Design is a large professional/technical degree program experiencing strong growth over the past few years;
- The English Language Institute helps prepare foreign students to study and learn at the college level in the United States through a fast-track program;
- Syllabi for every course going back to 2002-03 is posted on the website; and
- We'll have a new certificate starting this fall in Green Design.

BT-I.3 Textbook Rental Program Analysis

Kristen Connelly, Manager of the BCC Bookstore, presented an overview of the textbook rental program and an analysis of how well it's working. Key points included:

- To pilot the textbook rental program, we pinpointed our most expensive books, offered in at least 4 sections per quarter, with a two-year commitment from our faculty to use the same edition of the book;
- We chose 4 titles for the first year and offered 25% for rent for the first year;
- Ours was the first textbook rental program offered in Washington and the press release generated interest at the national level (NPR);
- Students, parents, faculty and staff have all been supportive of the program;
- Proceeds from the program have been used to purchase new titles for the program;

- A Textbook Advisory Committee was formed to help guide the program, providing the opportunity for students, faculty and staff to work together to help reduce overall textbook costs for students;
- We now offer 8 titles totaling 400 books;
- Faculty are promoting the success of the program through extending their use of a given edition from 2 years to 4 or 5 years, increasing revenue for the bookstore while simultaneously decreasing the cost for students;
- Open source textbooks will impact our bookstore income, necessitating greater inventory management; and
- Lee commended Kristen for her leadership in this effort.

BT-I.4 2009-10 Budget Preparation

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

- The college has done a good job at being transparent about the budget process;
- The budget cuts start now, so this is really an overview of 2008-11 to cover the present and the next biennium;
- Current projections are for a \$5.9 billion cut for 09-11 and this is expected to be higher by March;
- There's an historical correlation between higher unemployment rates and increased enrollments at community and technical colleges, creating increased demand during a time of budget reductions;
- Some of the burden is traditionally shifted to our students through tuition increases;
- The Governor's budget proposal was based on November forecasts and assumes using \$600 million from our rainy day fund and \$1 billion federal stimulus funding coupled with a cut in state services;
- 58% of the state budget is off limits for cuts, resulting in a 7.6% cut for higher education and 6.4% for community and technical colleges;
- Enrollment targets are to remain the same, tuition is likely to increase 5%, and salary increases will be denied;
- Our operating budget is around \$45,359,000 (34%), Self Support is around \$36,076,000 (27%), Capital is around \$37,996,000 (29%) and agency/others provide around \$13,619,000 (10%);
- Sources of funding include state allocation, tuition and fees;
- We pay for administrative support, state FTE, and dedicated state allocated activities such as Worker Retraining;

- We'll be asked to cut \$3 million and 82% of our budget is in personnel expenses;
- President's Staff and the Planning Council have been working together over the past two months and has developed guiding principles for preparing recommendations for cuts;
- The Governor's proposal includes a 4.3% cut for FY09 with an additional 1.5% in each of FY10 and FY11;
- While we appreciate the Governor's attempt to help mitigate the effect of the budget shortfall, we know the cuts will be deeper and our current target is 12%;
- We've identified savings through paying off loans and rehousing Continuing Education, but still need to identify \$1.5 million dollars in savings;
- President's Staff and Planning Council are working to identify potential cuts by March so we're ready to implement once the state budget comes out;
- It was suggested that the worst case scenario might be as high as a \$10 billion shortfall and our share may be well more than 12%;
- Our 12% scenario doesn't account for a 7% tuition increase so even with a 20% overall cut we're still planning at an appropriate level; and
- Rachel will be visiting college departments presenting a "budget roadshow" to keep our campus community up-to-date and offer an opportunity for questions.

XI. STAFF AND BOARD REPORTS

BT-RB.1 Board

Accreditation

Jean Floten reported that:

- We're preparing for our next full draft of our accreditation self-study, due in March, and we're on track.

ACCT

Lee Kraft reported that:

- ACCT's stimulus package proposal to the administration was approximately \$5 billion.

Capital/New Campus Planning

Paul Chiles reported that:

- We received a certificate of substantial completion on the new building and anticipate occupation in Spring Quarter;

- We've achieved Leed Silver certification for the new building;
- The design for the new Health Sciences building has been modified to not include genomics lab space due to associated costs;
- There are repairs needed on the L building;
- The lighting project on Snoqualmie River Road has been completed;
- ISP has occupied the old "Clinton" property; and
- The new Health Sciences Building has gone out to bid and we received 17 bids, helping reduce costs more than anticipated.

Economic Development

Vijay Vashee and Paula Boyum reported that:

- Economic Stimulus Package opportunities need to be seized as soon as possible;
- We need to adapt to a changing world instead of reacting the old way;
- Our Worker Retraining enrollments have increased by 60% and we'll be short \$170,000 for Spring quarter;
- At the statewide level, they've received \$1.7M in requests for \$80,000 available;
- We're exploring biomedical/biotech degree opportunities;
- We're looking at green business practices and potential new jobs that will be created;
- Cybercrime prevention is an emerging field – 31,000 viruses are released each day and password theft has increased 34%;
- We have a grant to develop an IT risk management program;
- We're looking at redesigning our programs to offer cross-program skills;
- We're preparing a phone survey of industry to help determine needs;
- Medical informatics continues to evolve and we're changing our certificate program to keep up with needs; and
- We need to focus on the pathways to help our students receive the education they need.

Foundation Campaign

Vicki Orrico reported that:

- We've receive \$3M in grants so far this fiscal year and have another \$2M in pipeline;
- We've raised over \$1M toward our \$6.3M goal in our Advancing Student Success campaign;
- We're on target with general fundraising for the year but do anticipate that our efforts will become more difficult;
- The Foundation Board has pledged their support to make sure scholarship offerings suffer as little as possible;

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- Scholarship recipients are highlighted at each Foundation Board meeting and their stories are always impressive;
- The annual luncheon is scheduled for May 6, 2009 and the keynote speaker is Dennis Hayes of the Bullitt Foundation; and
- We've currently raised \$40,000 toward our \$240,000 luncheon goal.

Long Range Finance/Resource Planning

No report.

Strategic Plan Review

Trustees reported that:

- There are a number of legislators in growing positions of power who are supporters of Bellevue Community College, including Representatives Rodney Tom, Marcie Maxwell, Ross Hunter and Senator Fred Jarrett.

TACTC Board of Directors

No report.

TACTC Legislative Committee

No report.

Events

Trustees reported that:

- Vicki Orrico and Lee Kraft attended a December 17 presentation on financial emergency processes;
- Lee Kraft attended the Martin Luther King celebration event featuring Dr. Carver Gayton, and Mr. Daryl Grigsby;
- Vicki was at the inauguration in Olympia and met with several legislators;
- Vicki, Steve and Jean also met with several legislators when they attended TACTC and WACTC January 26-27; and
- Steve presented on the Citizens' Report Card at TACTC.

BT-RB.2 President

Jean Floten reported that:

- Jean presented to Rotary this month and received great feedback from a UW faculty member that our students have a high admittance rate and are always well prepared;
- Jean thanked Vicki and Steve for their work on our behalf in Olympia this past week;
- The college presidents are asking the legislature to allow us to charge Running Start students to help cover the gap between what we receive and what it costs to provide services to this group;

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- Jean accompanied Nuga Atewologun to his mid-term ACE Fellows meeting and thoroughly enjoyed presenting to and interacting with this group;
- Jean thanked Amanda Alva for accompanying her to a HECB presentation on our 4-year degree proposal; and
- She looks forward to attending tonight's cultivation event for the campaign.

XII. UNSCHEDULED BUSINESS

No unscheduled business.

XIII. EXECUTIVE SESSION

It was announced that the Board would move into executive session for approximately 60 minutes to discuss tenure evaluations of state employees. The Executive Session began at 4:35 p.m. and ended at 5:23 p.m.

Peter Maphumulo was invited to join the Board.

XIV. ADJOURNMENT

There being no further business, the regular meeting of the Board of Trustees adjourned at 5:23 p.m. The next regular meeting will be held on March 4, 2009.

ATTEST:

Lee Kraft, Chair
Board of Trustees

Lucinda Taylor
Secretary, Board of Trustees
Community College District VIII