BELLEVUE COLLEGE

Board of Trustees
Community College District VIII

Regular Meeting

April 29, 2015

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, April 29, 2015. The business session will begin at 2:30 pm in room B201. Steve Miller, Chair, will preside.

<div align="center">AGENDA</div>

| 11:00 AM | STUDY SESSION (Optional)
"T" Building Tour | | |

12:00 PM   WORKING LUNCH and EXECUTIVE SESSION (A201)
There will be an executive session to discuss collective bargaining, real estate, to review the performance of a public employee and to consider candidates for tenure.

2:00 PM   STUDY SESSION (B201)
Bellevue College Budget

2:30 PM   BUSINESS SESSION (B201)

   I.   Call to Order

   II.   Roll Call and Introductions

   III.   Consent Agenda
   A.   Approval of Agenda for April 29, 2015   3
   B.   Meeting Minutes from March 4, 2015   5

2:35 PM   IV.   Constituent Reports
   A.   Faculty   Brown
   B.   Classified Staff   Turnbull
   C.   Student   Jenkins
   D.   Foundation   King

3:15 PM   V.   Monitoring Reports (reports for this meeting in bold)

A.	**Student Success**	All	10
B.	**Instruction**	All	12
C.	**Economic and Workforce Development**	All	13
D.	**Student Affairs**	All	14
E.	**Equity and Pluralism**	All	15
F.	**Institutional Advancement**	All	16
G.	**Information Technology**	Quarterly	17
H.	**Capital Facilities**	Quarterly	18
I.	Finance	Quarterly	
J.	**Human Resources**	Quarterly	19
K.	**Enrollment Report**	Quarterly	20

	L. Budget and Legislative Developments	As needed	
	M. Marketing and Public Relations	As needed	

3:30 PM	VI.	Information Items		
		A. All Washington Academic Team	Nielsen	23
		B. Discussions with Washington State University	Beard	24
		C. Status on Computer Science Baccalaureate Degree	Rule	25

3:55 PM	VII.	Action Item		
		A. Major Capital Project Study	White	26

4:10 PM	VIII.	First Read		
		A. 2015-2016 International Student Contract	White	27
		B. 2015-2016 Bellevue College Budget	White	28
		C. 2015-2016 Services & Activities Budget	Karim	29
		D. Sabbatical Leave Authorization	Nielsen	34
		E. Tenure Recommendation	Nielsen	36
		F. Policy 5050 – Electronic Communications	Beard	38
		G. Policy 5150 Acceptable Use of Information Technology	Beard	41
		H. Board Elections – Chair and Vice Chair	Miller	48

4:25 PM	IX.	Board Reports	
		A. TACTC Board of Directors	Orrico
		B. TACTC and BC Legislative Committees	Miller/Orrico
		C. Foundation Liaison	Heu-Weller
		D. Individual Member Reports	

4:35 PM	X.	President's Report	Rule

4:45 PM	XI.	Unscheduled Business/Community Testimony

5:00 PM	XII.	Adjournment
		Time and order are estimates only and subject to change.

5:00 PM	There will be a reception for newly tenured faculty immediately following the meeting.

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 March 4, 2015 in room A201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Mr. Steve Miller, Chair, presided.

EXECUTIVE SESSION

The executive session was called to order at 1:00 pm. Steve Miller announced that there would be an executive session for approximately an hour to discuss collective bargaining, real estate and to consider candidates for tenure. The executive session adjourned at 2:00 p.m.

STUDY SESSION

Dr. Gayle Colston Barge presented the results of the community perception survey.

BUSINESS SESSION

The business session was called to order at 2:44 p.m.

I. **ROLL CALL**

Mr. Miller, Dr. Chin, Ms. Heu-Weller, and Ms. Orrico were present.

II. **CONSENT**

Vicki Orrico made a motion to approve the consent agenda with an amendment to the board agenda to begin the meeting early and reorder the agenda moving board reports prior to the action item on tenure recommendations. Lisa Chin seconded the motion.

The motion passed.

III. **CONSTITUENT REPORTS**

Faculty Report

Doug Brown, Bellevue College Association of Higher Education, reported on the following items:

- Elections results from BCAHE
- Inaugural promotion review committee
- Discussion on WSU
- Research at BC – Natalie Martinez
- Faculty commons discussions

Classified Staff Report

Becky Turnbull, representing classified staff, reported on the classified staff professional development day in February and shared the following information:

- Eleven different sessions
- Appreciation for Rachel Wellman's presentation on Title IX
- Participation by maintenance and custodial staff

ASG Report

There was no ASG report this month.

Foundation Report

Gayle Barge and Dale King presented for the BC Foundation. They reported on the following items:

- Revised MOU with Bellevue College
- BC Foundation Quarterly events
- Table captain luncheon
- Angel donors of $500 and up
- $101,000 in corporate sponsorships for luncheon

MONITORNG REPORTS

Discussion points included student financial need on student success report, the bachelor's programs and the review of the financial position. It was also noted that there will be auditors reviewing the college's finances next fall.

IV.   **ACTION**

A. Tenure Recommendations for the 2015-2016 Academic Year

Motion 02:15

It was moved by Lisa Chin and seconded by Vicki Orrico that:

The Board of Trustees of Community College District VIII hereby grants tenure for the 2015-16 academic year to Sean Allen, Arts & Humanities (English).

The motion passed.

Motion 03:15

It was moved by Vicki Orrico and seconded by Merisa Heu-Weller that:

The Board of Trustees of Community College District VIII hereby grants tenure for the 2015-16 academic year to Brian Casserly, Social Science (History).

The motion passed.

Motion 04:15

It was moved by Merisa Heu-Weller and seconded by Vicki Orrico that:

The Board of Trustees of Community College District VIII hereby grants tenure for the 2015-16 academic year to Elizabeth Harazim, Arts & Humanities (English).

The motion passed.

Motion 05:15

It was moved by Steve Miller and seconded by Lisa Chin that:

The Board of Trustees of Community College District VIII hereby grants tenure for the 2015-16 academic year to Terry Hatcher, Health, Sciences Education & Wellness Institute (Diagnostic Ultrasound).

The motion passed.

Motion 06:15

It was moved by Lisa Chin and seconded by Merisa Heu-Weller that:

The Board of Trustees of Community College District VIII hereby grants tenure for the 2015-16 academic year to Bethanne Luzzi, Student Affairs (Counseling).

The motion passed.

Motion 07:15

It was moved by Vicki Orrico and seconded by Merisa Heu-Weller that:

The Board of Trustees of Community College District VIII hereby grants tenure for the 2015-16 academic year to Steve Martel, Student Affairs (Counseling).

The motion passed.

Motion 08:15

It was moved by Merisa Heu-Weller and seconded by Lisa Chin that:

The Board of Trustees of Community College District VIII hereby grants tenure for the 2015-16 academic year to Nancy McEachran, Arts & Humanities (Developmental Education).

The motion passed.

Motion 09:15

It was moved by Steve Miller and seconded by Lisa Chin that:

The Board of Trustees of Community College District VIII hereby grants tenure for the 2015-16 academic year to Maurya Radvilas, Health, Sciences Education & Wellness Institute (Radiation & Imaging Sciences)

The motion passed.

Motion 10:15

It was moved by Lisa Chin and seconded by Merisa Heu-Weller that:

The Board of Trustees of Community College District VIII hereby grants tenure for the 2015-16 academic year to Sabrina Sanchez, Social Science (History).

The motion passed.

Motion 11:15

It was moved by Vicki Orrico and seconded by Lisa Chin that:

The Board of Trustees of Community College District VIII hereby grants tenure for the 2015-16 academic year to Aron Segal, Social Science (Business Administration).

The motion passed.

Motion 12:15

It was moved by Merisa Heu-Weller and seconded by Steve Miller that:

The Board of Trustees of Community College District VIII hereby grants a two-quarter extension to Linda Schinman, Health Sciences, Education and Wellness Institute (Radiation Therapy).

The motion passed.

V. **BOARD REPORTS**

TACTC –There will be a special meeting to discuss the name change.

TACTC Legislative Committee –No report.

Foundation Liaison – Merisa Heu-Weller reported that Paul Rucker, UW foundation executive director is interested in meeting with Dr. Rule and Dr. Barge.

Individual Member Reports – Steve Miller has been in Olympia information gathering and commented on the capacity report bill.

VI. **PRESIDENT'S REPORT**

President Rule updated the board on the following items:

- Congratulated Gayle Barge on her selection by *Diverse* magazine as one of the Top 25 Women in Higher Education.
- Hosting 6th Annual Science and Engineering fair.
- BC Quarterly Theater Arts Reception for *Carnival* on Thursday March 12

- Six candidates have been selected for interviews for the Vice President of Economic & Workforce Development
- NWCCU accreditation was affirmed for Bellevue College.
- 2016 COMBASE conference will be hosted by Bellevue College

VII.   **UNSCHEDULED BUSINESS**

There was no unscheduled business.

VIII.   **ADJOURNMENT**

There being no further business, the meeting of the Board of Trustees adjourned at 4:01 p.m.

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Steve Miller, Chair
Board of Trustees

ATTEST:

_____

Lisa Corcoran
Secretary, Board of Trustees
Community College District VIII

STUDENT SUCCESS

BACCALAUREATE GRADUATES AT BELLEVUE COLLEGE

Background

Bellevue College (BC) has been offering applied baccalaureate degrees since 2007 with the launch of the BAS in Radiation & Imaging Sciences. Applied baccalaureate degrees are designed to be sensitive to the job market in response to regional industry needs. Students entering baccalaureate programs must have completed the equivalent of an associate degree; no one enters these programs as a freshman. BC is working to change this requirement in order to provide better educational access for our community.

It can take up to two years—from concept to student enrollment—to implement a baccalaureate program. The process requires approval from the State Board of Community and Technical Colleges (SBCTC) and the regional accrediting body, the Northwest Commission on Colleges and Universities (NWCCU)—each of which has its own distinct requirements. BC offers eight general areas of baccalaureates with 19 concentrations:

- BAA Interior Design
- BAS Radiation & Imaging Sciences
- BAS Healthcare
- BS Nursing

- BAS Data Analytics
- BAS Information Systems/Technology
- BAS Molecular Bioscience
- BAS Applied Accounting

Only one of these programs is funded through state support, the BAS in Radiation & Imaging Sciences.

BC Baccalaureate Graduates in Detail

Overall, baccalaureate degrees comprise 2% (n=204) of the total degrees and certificates conferred over the five-year period of 2009-10 and 2013-14 (n=12,265). **Figure 1** shows the distribution of baccalaureate degrees conferred over this time period.

Figure 1. BC Baccalaureate Graduates (n=204)
Academic Years 2009-10 to 2013-14

The number of graduates from the Interior Design program outnumber those from all other programs combined—representing 72% of the total baccalaureate degrees earned since 2009. This is due in large part to the historically strong associate degree program offered by BC, which has been accredited by the Council for Interior Design (CIDA) since 2006. With the approval of the Bachelor of Applied Arts in Interior Design program, the three-year associate degree program was redesigned to provide a more seamless path to the baccalaureate for students.

Demographically, BC baccalaureate graduates are
- 75 percent White
- Nearly half already have an associate level or higher degree
- 84 percent are female
- Only 12 percent reside at a ZIP code in the BC legislated service district-- 88% came from elsewhere, demonstrating the extent of the far reach of these programs.
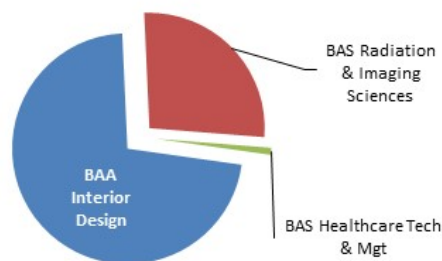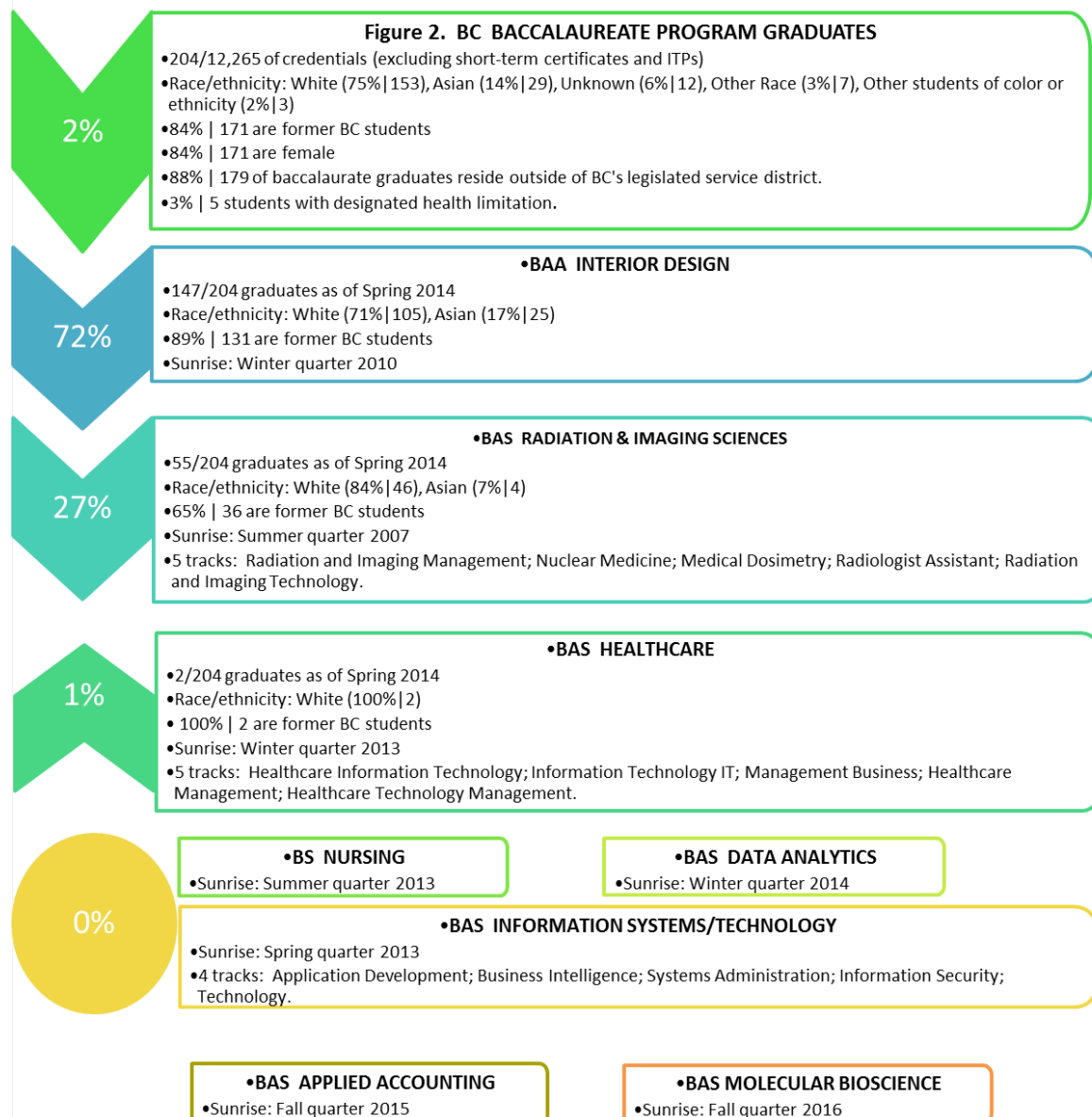- 84 percent were former BC students

Figure 2. describes more detail about each of BC's baccalaureate programs. The symbols show each program's percentage of total baccalaureate degree production for the five-year period; the direction of the arrow indicates whether the number of graduates is increasing or decreasing. (The term, "Sunrise," indicates when the program began enrolling students—after it was approved by SBCTC and accredited through NWCCU.) The number of graduates reflects market demand as well as the fluctuation in enrollments due to the economy.

The BAS in Healthcare shows an increase with its first graduates in AY 2013-14. The BS in Nursing program anticipates its first graduates later this year. The BAS in Applied Accounting and the BAS in Molecular Bioscience degrees—approved in 2015—will have graduates in the coming years.

2%

Figure 2. BC BACCALAUREATE PROGRAM GRADUATES
- 204/12,265 of credentials (excluding short-term certificates and ITPs)
- Race/ethnicity: White (75%|153), Asian (14%|29), Unknown (6%|12), Other Race (3%|7), Other students of color or ethnicity (2%|3)
- 84% | 171 are former BC students
- 84% | 171 are female
- 88% | 179 of baccalaurate graduates reside outside of BC's legisled service district.
- 3% | 5 students with designated health limitation.

72%

- **BAA INTERIOR DESIGN**
- 147/204 graduates as of Spring 2014
- Race/ethnicity: White (71%|105), Asian (17%|25)
- 89% | 131 are former BC students
- Sunrise: Winter quarter 2010

27%

- **BAS RADIATION & IMAGING SCIENCES**
- 55/204 graduates as of Spring 2014
- Race/ethnicity: White (84%|46), Asian (7%|4)
- 65% | 36 are former BC students
- Sunrise: Summer quarter 2007
- 5 tracks: Radiation and Imaging Management; Nuclear Medicine; Medical Dosimetry; Radiologist Assistant; Radiation and Imaging Technology.

1%

- **BAS HEALTHCARE**
- 2/204 graduates as of Spring 2014
- Race/ethnicity: White (100%|2)
- 100% | 2 are former BC students
- Sunrise: Winter quarter 2013
- 5 tracks: Healthcare Information Technology; Information Technology IT; Management Business; Healthcare Management; Healthcare Technology Management.

0%

- **BS NURSING**
- Sunrise: Summer quarter 2013

- **BAS DATA ANALYTICS**
- Sunrise: Winter quarter 2014

- **BAS INFORMATION SYSTEMS/TECHNOLOGY**
- Sunrise: Spring quarter 2013
- 4 tracks: Application Development; Business Intelligence; Systems Administration; Information Security; Technology.

- **BAS APPLIED ACCOUNTING**
- Sunrise: Fall quarter 2015

- **BAS MOLECULAR BIOSCIENCE**
- Sunrise: Fall quarter 2016

Report prepared by: Cora Nixon, Research Analyst 4
Submitted by: Patty James, Associate Vice President, Effectiveness and Strategic Planning
    patricia.james@bellevuecollege.edu

A201/202 EMERGENCY PREPAREDNESS COMMITTEE

Key Points

- In support of President's Goal IV, Increase Campus Emergency Preparedness, the Office of Instruction convened an Emergency Preparedness Committee (EPC) in July 2014. The committee was charged with developing an area-specific plan for emergency preparedness in collaboration with Public Safety.
- EPC's membership includes representatives from Office of Instruction, Institutional Effectiveness & Strategic Planning, Equity & Pluralism, Economic and Workforce Development, and President's Office.
- The committee has held regular meetings to address issues of concern, make recommendations for preparedness-related purchases, explore options for emergency-related issues, and coordinate drills and trainings.
- A SharePoint site was created which includes helpful resources (such as checklists and tutorial videos including *Run, Hide, Fight*), quick links to event-specific Public Safety information (such as what to do in an earthquake or fire), rosters and phone trees, a staff skills inventory, and a working area action plan document.
- In the last year, several members of the EPC have completed Emergency Preparedness training and AED/CPR training. Many have also signed on as Safety Leads for the campus-wide Emergency Management Plan currently in development.
- Area action plans for *Complete Lockdown* and *Active/Immediate Threat* scenarios were created, vetted by Public Safety, and shared with area staff.
- With the assistance of Public Safety, successful drills were conducted on January 30, 2015 and March 20, 2015. Public Safety's debrief sessions and after-action reports noted a few areas for improvement, and those suggestions have since been shared and/or implemented.
- Emergency Preparedness is now a standing agenda item at monthly staff meetings where meaningful discussions keep consideration of emergency-related issues at the forefront, and engaging activities help reinforce what is learned.

Next Steps

- Ongoing preparedness plans include an examination of windows and doors for potential escape route problems, purchase of individual 2-day survival kits, and ongoing regular drills to include earthquake, hazardous chemicals, and fire.
- Inspired by the success of the EPC, Public Safety has invited other departments on campus to form similar committees and develop area action plans. Instruction has urged all academic divisions, Library Media Center, and Academic Success Center to follow this lead. Academic Success Center has formed such a committee and, in collaboration with Public Safety, will conduct the first in a series of regular practice drills at the end of April.

Report by: Tom Nielsen, Vice President, Instruction
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ECONOMIC & WORKFORCE DEVELOPMENT

BUSINESS TRAINING INSTITUTE

The Business Training Institute will be announcing the acquisition of four very significant training contracts and there may be another two added to this by the time the meeting occurs. Additional staffing was added to allow BC to respond quickly to Requests for Proposals (RFP). This quick response will allow Bellevue College to address economic development in the region. Training is a critical component for business and industry and by meeting demanding training cycles, the college is opening up employment opportunities and growth in the service area and in the region.

Key Points
- Business Training Institute (BTI) positioning statement
- City University licensing agreement
- Boeing Request for Proposal (RFP)
- Accenture SAP Certificate program
- Booking.com Job Skills Program (JSP) grant
- MicroConnex JSP grant
- Mulvanney G2 Architecture Project Management Certificate program
- Microsoft
- New Clients - Crane, KCLS, City of Kirkland, HTC, Concur, etc.

Next Steps
- Continue to offer Thought Leadership Events
- Refine and expand marketing efforts
- Pursue expansion with curriculum partners (DDI, Mercer, etc.)
- Continue to explore potential licensing opportunities with other institutions
- Provide information regarding CEU and PDU opportunities to customers

Report by: Jim Bryan, Director of Corporate Relations, Business Training Institute
Submitted by: Carl Ellis, Interim Vice President of Economic & Workforce Development
               Carl.ellis@bellevuecollege.edu

STUDENT AFFAIRS

INTERNATIONAL EDUCATION & GLOBAL INITIATIVES: RECRUITMENT, RETENTION & PARTNERSHIPS

Office of International Education and Global Initiatives (OIEGI) has introduced significant changes that maximize efficiency, resources, and expand international education opportunities to staff, faculty, and students in line with the strategic direction of the college.

International Marketing and Student Recruitment
- 12% = Increase in number of international students spring 2015 vs. spring 2014
- 9.15% = Decrease in agents fees
- 254% = Increase in incoming student diversity from Africa, Europe, Middle East, and South America.
- Expanded engagement in South America, Central America, Europe, Australia, Southeast Asia, the Middle East, and Africa.

International Admission
- Reduced processing time from 3 weeks to 48 hours for completed applications.
- Implemented application deadlines for international applications.
- Simplified and re-organized application process including the upcoming online application
- Piloted placing students directly into English 093 and English 101 using TOEFL and IELTS scores
- Increase in new international student orientation attendance by 25% for spring quarter

Retention and Student Success
- 10.8% = Increased retention year over year spring 2014 to spring 2015
- All newly admitted students are required to attend a mandatory international student orientation effective fall 2015.

International Partnerships
- 35% = Increase in number of partnerships
- 5 new partnerships: Osaka Jikei (Japan), University of Strasbourg (France), Congolese American Language and EducationUSA centers (Congo and Osaka/Japan), Kaplan Global Language Programs (England), and Guangdong Medical College (China).
- Developed a new J-1 visa application program to create additional opportunities for students and faculty exchange programs.

Next Steps:
- Reorganize study abroad and develop a new international faculty development program in collaboration with instruction
- Increase fall quarter 2015 recruitment numbers by 15%
- Increase retention of international students by 20% year over year

Report by: Ata U. Karim, Vice President of Student Affairs
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EQUITY AND PLURALISM

DIVERSITY CAUCUS

In 2013, Dr. Sayumi Irey proposed an idea for the Diversity Caucus to hold quarterly retreats for current faculty and staff. The goal of the half day retreats is to provide diversity and equity professional development to employees that are interested in these issues but may not have the time, funding or flexibility to travel to local and national conferences. On April 10th the Diversity Caucus hosted Dr. Lawrence Burnley, President of Inclusive Engagements. Dr. Burnley facilitated a workshop titled, *Understanding and Deconstructing Cultural Dominance in Core Curriculum: Building Capacity for Effective Intercultural Communication.* This workshop invited participants to think critically about the persistent underrepresentation and marginalization of voices tied to particular racial/ethnic and other identities across multiple disciplines. In doing so, participants redefined the concept of *academic excellence* and discussed ways to move toward the construction of culturally informed and responsive modes of communication in higher education. Workshop objectives included:

- Examine and deconstruct the meta-narrative of U.S. and world history and to recognize racialized messaging – as constructed by privileged communities - embedded in these meta-narratives.

- Examine how formal and informal modes of education at all levels, public and private, shape and inform the creation and perpetuation of this meta-narrative.

- Help higher education professionals to recognize and think critically about what, who, and why privileged voices are required across multiple academic disciplines and the impact these requirements have on our capacity to communicate effectively across multiple dimensions of human difference.

Next steps include a follow up meeting with the twenty-four participants to develop effective strategies to achieve a more inclusive environment at BC and promote better intercultural communication between employees, students and service areas.

Report by: Yoshiko Harden, Vice President for Diversity/Chief Diversity Officer
yoshiko.harden@bellevuecollege.edu

INSTITUTIONAL ADVANCEMENT

Key Points

- The national search for the Bellevue College (BC) Foundation Executive Director position is in the final stage.
- The web editor-in-chief search is completed with the new colleague confirmed to join the college in late May.
- Recruitment for the 50th Anniversary project management associate position is in process with an anticipated culmination date of April 25th.
- Institutional Advancement is developing its strategic plan vis-à-vis the college's strategic direction to ensure its efforts are appropriately focused and reflect the Bellevue College of the future.
- The BC Foundation annual Scholarship Read Day is May 21st. Please join the foundation for this wonderful experience and be a part of the selection process.
- Thank you for your support and for attending the Foundation's 2015 Become Exceptional Luncheon on April 14th. More than 600 people joined the event to celebrate BC and BC Foundation's commitment to student success, academic innovation and building community. The program highlighted diverse curricula including speeches by Dr. Tim Jones regarding experiential learning and the BC pilgrimage; Sarah Gardner talked about the innovative Autism Spectrum Navigator program. Two BC Foundation scholarship winners, Inedria Jackson and Allison Gilbert, inspired the crowd with their success stories.
- The 50th Anniversary Steering Committee met this month. This committee consists of on-campus stakeholders, representatives from the Foundation Board, and community members. The Steering Committee is supported by several sub-committees focusing on PR and marketing, events and underwriting, facilities, internal and external stakeholder engagement. The 50th Anniversary will be celebrated beginning in the fall of 2015 and culminate with a gala in December of 2016.

Report by: Dr. Gayle Colston Barge, VP Institutional Advancement and Interim Executive Director
gayle.barge@bellevuecollege.edu

INFORMATION TECHNOLOGY SERVICES

Key Points
- Document Management
- Virtualization

Next Steps
- With completion of the Office 365 migration, Information Technology Services (ITS) has started planning the future of document management at Bellevue College (BC). Faculty, staff and students all now have access to One Drive for Business for storing their documents, ITS also is in the process of moving shared storage to Microsoft's Azure Services. The use of Azure services will be a temporary measure while the college prepares to roll out the new SharePoint platform. SharePoint Online will become the college's document management system, leveraging the integration of One Drive for Business and the shared storage of SharePoint Online for collaboration and robust document management tools. User groups are being formed now to create use cases from which ITS will build the requirements to design the SharePoint Online structure. Implementation is scheduled to be completed by the end of the calendar year.

- ITS is wrapping up a pilot in which 200 virtual desktops have been created and deployed. The pilot sought to build the management environment that will enable ITS to begin broad use of virtual desktops in labs and as personal productivity systems. Virtual desktops provide much greater flexibility and agility in deploying curriculum specific labs that could change two or three times a day. This will also enable the ability to provide our adjunct faculty in particular with a desktop interface that is secure and accessible, a college provided service that up until this point has been impossible to provide. Faculty will have this service available for the start of fall quarter.

Report by: Russell Beard, Vice President of Information Resources
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CAPITAL FACILITIES

T-Building Construction: The T-Building construction is on schedule for June 2015 completion. The building shell is now complete and most of the interior finishes are installed. The exterior site work and landscape installation is in progress.

The capital projects team is working with vendors to procure the furniture and equipment for the project and is coordinating with BC's Health Science departments to establish a transition plan. The team has also selected Washington artist Luke Blackstone to execute the art commission project. The site will be prepped by the contractor for the artwork. The artwork will be installed in spring 2016.

Student Housing: Spectrum Development Solutions has completed the feasibility studies and a financial model for the Student Housing. The architect selection process will be completed soon.

Proposed Funding

- *What?* – The finance and capital teams have studied various sources and combinations of funding for this project ($44m). **A mix of 75% debt and 25% cash is recommended.**
- *How?* – The college will borrow $36m using a certificate of participation (COP) - **a 20 year instrument with an assumed rate of 4.65%**. Eight million dollars will be paid from the college capital reserves.
  *Note: Another $8.5 million of these reserves will also set aside as a **debt service reserve** for the project.*
- *Why?* - The approach influenced by several factors.
  - Take advantage of favorable interest rates
  - Keeping student rents low
  - Meeting self-support operating requirements
  - Maintaining cash reserve for unanticipated operational costs

B Building Remodel: BC has hired Schacht Aslani Architects to redesign the B building second floor to house the RISE Center, physics classroom, and some general purpose classrooms. Construction will begin winter quarter.

Athletic Field Improvements: Zervas Architects and their consultant team have completed a predesign for the soccer/softball field upgrades and are now working to submit for permits and prepare bid documents.

Report by: Ray White, VP for Administrative Services
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HUMAN RESOURCES

Labor Relations

In both the current (2013 -2015) and upcoming (2015-2017) Classified Collective Bargaining Agreements union leadership and administration are required to collaborate in the development of Workplace Behavior training. At Bellevue College, this training focuses on setting and maintaining an environment where all employees can put forth their best effort to contribute to the mission of Bellevue College. In addition, Human Resources and representatives from the Washington Public Employees Association (WPEA) defined behavior that hinders employees and supervisors from achieving their best. This included definitions of illegal discrimination, sexual harassment, hostile work environment, and retaliation.

WPEA and HR representatives presented to the classified staff over the course of four meetings throughout the winter quarter. Human Resources staff began delivering the presentation at the beginning of the spring quarter and will deliver two additional presentations throughout the remainder of the quarter.

Recruitment and Hiring

Bellevue College faculty and staff are actively recruiting for thirteen (13) positions. Of those thirteen, (13), eight are full-time faculty positions. Search committees and hiring managers are also at various stages of several other recruitments.

Report by: Aaron Hilliard, Vice President of Human Resources,
            aaron.hilliard@bellevuecollege.edu

ENROLLMENT REPORT

TOTAL ENROLLMENT WINTER QUARTER 2015

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 winter enrollment report is being presented to the Board of Trustees.

Analysis
The report for winter quarter 2015 shows a slight overall decrease in FTES when compared to previous year. Although falling short of internal targets, Bellevue College continues to maintain significant enrollment beyond the state allocation and, if current trends continue, the college will easily meet its state enrollment commitment for the year.

For winter 2015 the college was down from target by 236.1 FTES or 2.2%
- Arts and Humanities Division were down from target by 117.8 FTES or 3.9%
- IBIT (Business) Division were down from target by 45.8 FTES or 4.4%
- Health Science Division were down from target by 19.1 FTES or 2.4%
- Science Division were down from target by 101.9 FTES or 3.4%
- Social Science Division were down from target by 53.2 FTES or 2.8%
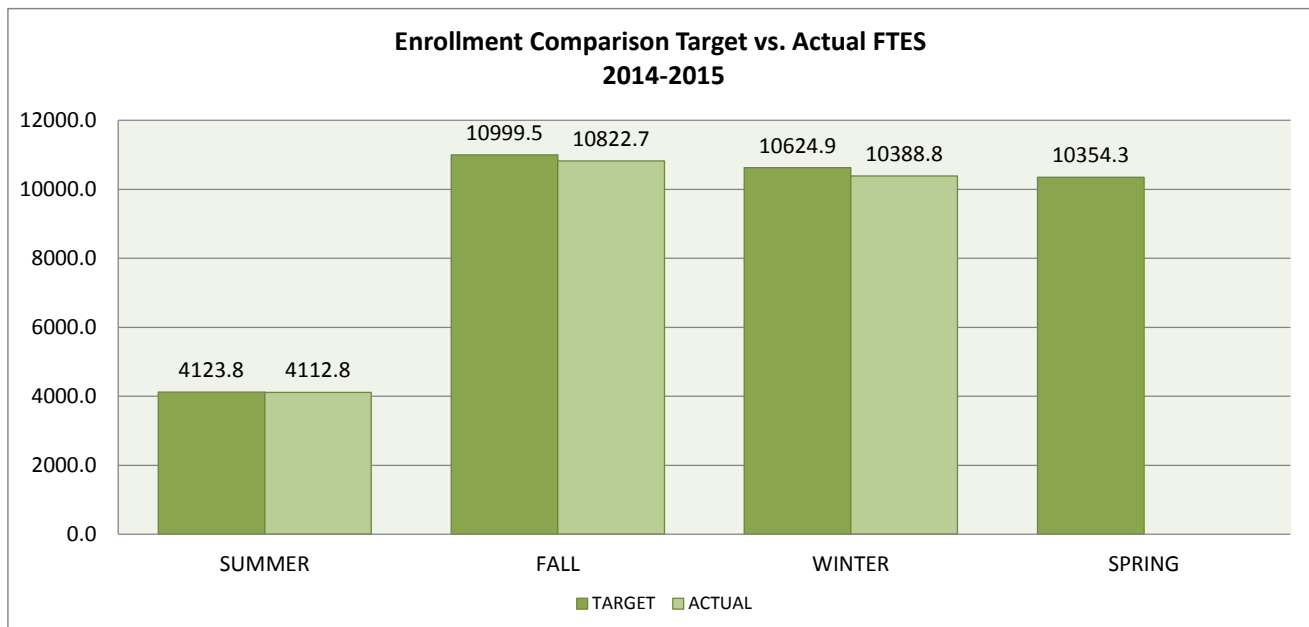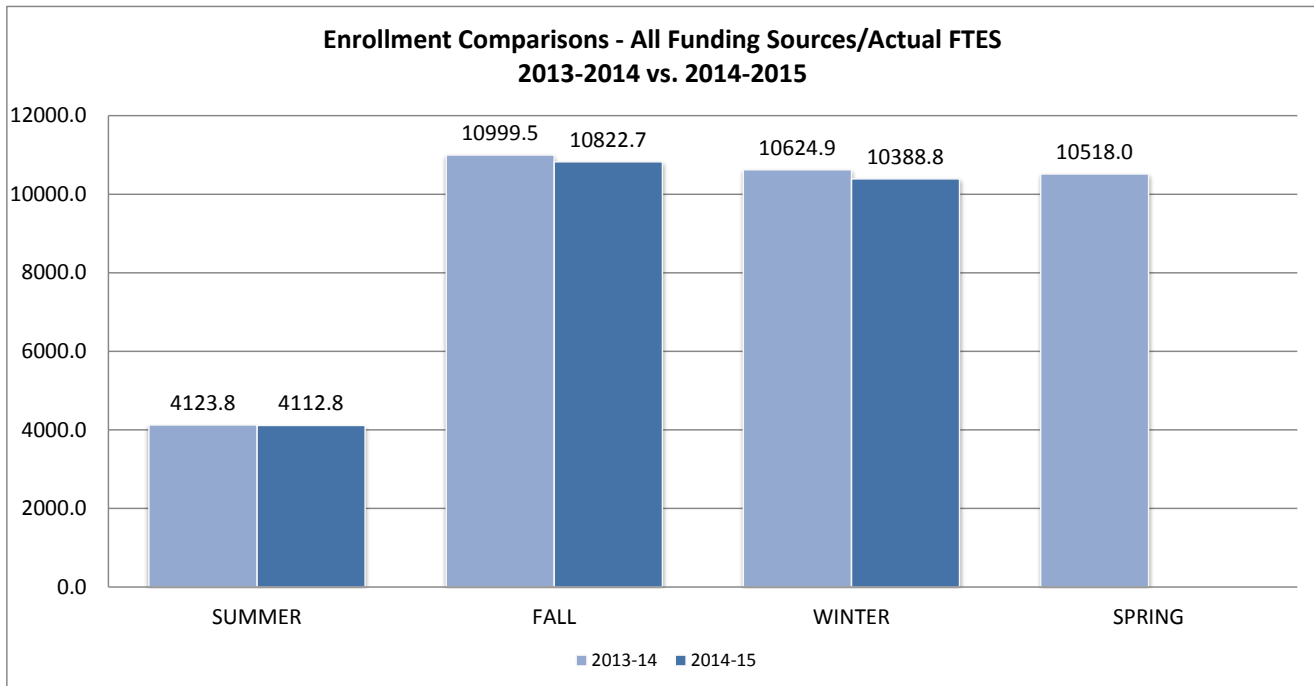- Other programs exceeded their target by 101.7 FTES or 12.4%

Background/Supplemental Information

- Enrollment Comparison: Target vs. Actual FTES – Winter Quarter 2015
- Enrollment Comparison For All Funding Sources: Actual FTES 2014-2015 vs. 2013-2014

Prepared by: Tom Nielsen, Vice President of Instruction
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BELLEVUE COLLEGE
Become Exceptional

TOTAL COLLEGE

All Divisions & Miscellaneous Programs	Winter FTES Target	Winter 2015 FTES	# Difference	% Difference	Winter 2014 FTES	# Difference	% Difference
	10625	10389	-236.1	-2.2%	10625	-236.1	-2.2%

Division	Winter FTES Target	Winter 2015 FTES	# Difference	% Difference	Winter 2014 FTES	# Difference	% Difference
Arts & Humanities	3043	2925	-117.8	-3.9%	3043	-117.8	-3.9%
Humanities	0	0	0.0	0.0%	0	0.00	0.0%
Art	217	210	-7.0	-3.2%	217	-7.00	-3.2%
Applied Linguistics	0	0	0.0	0%	0	0.00	0%
Communications	437	397	-39.8	-9.1%	437	-39.77	-9.1%
Dance	15	7	-8.0	-54.1%	15	-8.01	-54.1%
Drama	48	52	3.5	7.2%	48	3.48	7.2%
English	1003	999	-3.8	-0.4%	1003	-3.79	-0.4%
World Language	367	335	-32.7	-8.9%	367	-32.67	-8.9%
Interior Design	81	77	-4.1	-5.0%	81	-4.07	-5.0%
Music	157	150	-6.2	-4.0%	157	-6.22	-4.0%
Philosophy	193	191	-2.0	-1.0%	193	-1.98	-1.0%
ABE/GED	124	115	-9.0	-7.3%	124	-9.01	-7.3%
DEVED/ID	0	0	0.0	0.0%	0	0.00	0.0%
ESL	401	392	7.5	10.5%	401	7.46	10.5%
Health Sciences	791	772	-19.1	-2.4%	791	-19.1	-2.4%
Diagnostic Ultrasound	40	51	10.3	25%	40	10.26	25.4%
Early Childhood Educ	31	32	0.8	2%	31	0.75	2.4%
Education	30	45	15.3	51%	30	15.33	51.4%
Health	49	48	-1.5	-3%	49	-1.54	-3.1%
Indiv Studies	0	0	0.0	0%	0	0.00	0.0%
Imaging	0	0	0.0	0%	0	0.00	0.0%
Nursing	100	91	-8.8	-9%	100	-8.84	-8.9%
Nuclear Medicine Tech	11	11	-0.1	-1%	11	-0.13	-1.2%
Parent Ed	0	0	0.0	0%	0	0.00	0.0%
Physical Development	114	115	0.1	0%	114	0.11	0.1%
Radiologic Technology	59	60	0.8	1%	59	0.79	1.3%
Radiation Therapy	20	19	-1.1	-6%	20	-1.13	-5.7%
Recreation Education	0	0	0.0	0%	0	0.00	0.0%
Health Professions	146	112	-34.1	-23%	146	-34.09	-23.4%
Radiation Mgmt/Tech	36	35	-0.8	-2%	36	-0.75	-2.1%
Neuro Diagnostic Tech	13	15	2.1	16%	13	2.14	16.3%
Medical Informatics	0	0	0.0	0%	0	0.00	0.0%
Parent Education	143	141	-2.0	-1%	143	-2.00	-1.4%
Social Science	1919	1865	-53.2	-2.8%	1919	-53.2	-2.8%
Criminal Justice	84	81	-3.0	-3.6%	84	-3.01	-3.6%
Anthropology	132	129	-2.2	-1.7%	132	-2.22	-1.7%
Economics	236	189	-47.0	-19.9%	236	-46.98	-19.9%
Geography	128	124	-4.0	-3.1%	128	-4.01	-3.1%
History	219	207	-12.3	-5.6%	219	-12.34	-5.6%
International Studies	25	17	-7.7	-31%	25	-7.67	-30.7%
Political Science	116	146	30.1	26%	116	30.15	26.0%
Psychology	359	380	21.0	5.8%	359	21.00	5.8%
Business Admin Trans	260	220	-40.3	-15.5%	260	-40.34	-15.5%
Sociology	263	283	20.3	7.7%	263	20.32	7.7%
Cultural and Ethnic Studi	97	89	-8.1	-8.4%	97	-8.13	-8.4%
Interdisciplinary Studies	0	0	0.0	0.0%	0	0.00	0.0%

Division	Winter FTES Target	Winter 2015 FTES	Difference	% Difference	Winter 2014 FTES	# Difference	% Difference
Business (IBIT)	1050	1004	-45.8	-4.4%	1050	-45.8	-4.4%
Accounting	113	99	-14.0	-12.4%	113	-14.02	-12.4%
Sustainable Business Practices	17	0	-16.9	-100.0%	17	-16.86	-100.0%
Information Tech	54	26	-28.0	-51.9%	54	-28.01	-51.9%
Business Management	204	216	11.7	5.7%	204	11.67	5.7%
Marketing	68	77	9.2	13.6%	68	9.21	13.6%
Business Tech System	176	154	-22.7	-12.9%	176	-22.73	-12.9%
Business Intelligence	71	89	18.7	26.5%	71	18.69	26.5%
Network Services	54	41	-12.2	-22.7%	54	-12.18	-22.7%
Programming	119	140	21.3	18.0%	119	21.31	18.0%
Technical Support	18	19	-14.3	-9.1%	18	142.60	0.0%
Digital Media Arts	157	142	-23.3	-35.0%	157	-23.33	-35.0%
Science	3002	2900	-101.9	-3.4%	3002	-101.9	-3.4%
Astronomy	191	169	-22.1	-11.6%	191	-22.13	-11.6%
Biology	617	591	-25.9	-4.2%	617	-25.92	-4.2%
Botany	23	24	1.2	5.2%	23	1.20	5.2%
Chemistry	416	415	-0.9	-0.2%	416	-0.93	-0.2%
Computer Science	102	124	22.3	21.9%	102	22.33	21.9%
Environmental Science	55	54	-0.1	-0.1%	55	-0.07	-0.1%
Engineering	41	39	-2.1	-5.0%	41	-2.05	-5.0%
Geology	72	62	-9.3	-13%	72	-9.28	-12.9%
I.D. Math	403	338	-65.3	-16.2%	403	-65.28	-16.2%
Math	834	844	10.7	1.3%	834	10.72	1.3%
Meteorology	35	35	0.3	1.0%	35	0.35	1.0%
Oceanography	41	37	-4.4	-10.7%	41	-4.40	-10.7%
Physics	173	166	-6.4	-3.7%	173	-6.40	-3.7%
Other Programs	820	921	101.7	12.4%	820	101.7	12.4%
Alcohol/Drug	47	49	2.40	5.1%	47	2.40	5.1%
BAA Interior Design (FS5)	49	59	9.87	20.0%	49	9.87	20.0%
BSN Nursing (FS5)	7	14	7.13	100.8%	7	7.13	100.8%
BAS Radiation (FS5)	3	6	2.74	80.6%	3	2.74	80.6%
BAS Hlthcr Tech Mng (FS5)	18	45	26.32	143.6%	18	26.32	143.6%
BAS Info Sys/Info Tech	9	19	10.34	119.4%	9	10.34	119.4%
BAS Data Analytics*	0	5	5.33	0.0%	0	5.33	0.0%
Career Education Opt	107	98	-9.41	-8.8%	107	-9.41	-8.8%
ELI Internl Bus Prof	36	43	7.23	20.0%	36	7.23	20.0%
ELI University Prep	272	306	34.93	12.9%	272	34.93	12.9%
Experiential Learning	16	40	23.6	143.5%	16	23.62	143.5%
Fire Science**	22	0	-22.0	-100.0%	22	-22.00	-100.0%
Human Development	48	38	-10.20	-21.0%	48	-10.20	-21.0%
Cont Nurs Educ (FS 5)	16	5	-11.24	-71.3%	16	-11.24	-71.3%
Cert Nurs Assistant (FS 5)	7	7	0	0.0%	7	0.00	0.0%
College in the High School	157	182	24.60	15.6%	157	24.60	15.6%
Study Abroad	4	4	0.00	0.0%	4	0.00	0.0%
Tech Prep (Summer only)	0	0	0.00	0.0%	0	0.00	0.0%

Enrollment Comparisons - All Funding Sources/Actual FTES
2013-2014 vs. 2014-2015

	SUMMER	FALL	WINTER	SPRING
2013-14	4123.8	10999.5	10624.9	10518.0
2014-15	4112.8	10822.7	10388.8	

Enrollment Comparison Target vs. Actual FTES
2014-2015

	SUMMER	FALL	WINTER	SPRING
TARGET	4123.8	10999.5	10624.9	10354.3
ACTUAL	4112.8	10822.7	10388.8	

REGULAR MEETING AGENDA ITEM

ALL USA/ALL WASHINGTON ACADEMIC TEAM

☒ **INFORMATION**   ☐ **FIRST READ**   ☐ **ACTION**

Description

Phi Theta Kappa, the International Honor Society for Two Year Colleges, began the All USA Academic Team to recognize and honor two-year college students for their scholastic achievement and community and college service. Nominations to the All USA Academic Team are automatically named to All Washington Academic Team. A student's ranking on the state team is determined by the student's score in the national competition. In addition to the All USA Academic Team, scholars who apply for the All USA Team are automatically nominated for the Coca Cola Community College Academic Team administered by Phi Theta Kappa.

Key Questions

* What is the All USA/All Washington Academic Team?
* Which Bellevue College students are being recognized in 2015?

Analysis

This year two Bellevue College students were nominated for the All USA/All Washington Academic Team.

Allison Gilbert

After leaving Moldova during civil unrest, Allison found herself in Seattle without being able to speak English or having resources to support herself. Through several challenges, including homelessness, Allison began taking ESL courses. She now studies Biochemistry, and participates in genome research at Bellevue College. Allison plans to become a neurosurgeon.

John Kariungi

John won a green card to come to the US from Kenya. John is the youngest of six children, and helps to support his parents. He has developed his own website and enjoys graphic design, photography and learning new programming languages. John plans to work in Software and Web Development.

Background/Supplemental Information

Phi Theta Kappa Honor Society – www.ptk.org
All Washington Academic Team – www.spscc.ctc.edu/allwa

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REGULAR MEETING AGENDA ITEM

DISCUSSIONS WITH WASHINGTON STATE UNIVERSITY

☒ **INFORMATION**   ☐ **FIRST READ**   ☐ **ACTION**

Description

Russell Beard, Vice President of Information Technology, will provide an update on the discussions with Washington State University.

REGULAR MEETING AGENDA ITEM

STATUS OF COMPUTER SCIENCE BACCALAUREATE DEGREE

☒ **INFORMATION** ☐ **FIRST READ** ☐ **ACTION**

Description

Dr. David Rule, President, will provide a status report on the Computer Science Baccalaureate degree.

REGULAR MEETING AGENDA ITEM

Major Capital Project Study

☐ Information ☐ First Read ☒ Action

Description

As the college moves forward with the current plan to renovate the Student Affairs area, it has become increasingly apparent that renovation may not be the best course of action. The possibility of a new facility to house student affairs as well as other critical student support services may be a more viable and responsible option.

Key Questions

* Should the college investigate the feasibility of building new space instead of renovating existing space to meet student services demands?

Analysis

Consistent with the college master plan and existing capital plans, a complete renovation of the student services area in the B building was scheduled to begin this summer. Unfortunately, as programming needs were identified and latent conditions uncovered, the estimated construction costs have escalated and the viability of the renovation project has become questionable. At the same time, analysis has shown that the demand is far greater and more urgent than anticipated. Together, these factors suggest that exploring an alternative solution is warranted.

Recommendation/Outcomes

That the Board of Trustees of Community College District directs the vice president of administrative services and college capital team to conduct a thorough feasibility study and prepare a report for the board's review that will include a concept proposal, timeline, funding options and a recommendations for further development.

Prepared by: Ray White, Vice President of Administrative Services
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REGULAR MEETING AGENDA ITEM

2015-16 INTERNATIONAL STUDENT CONTRACT

☐ INFORMATION   ☒ FIRST READ   ☐ ACTION

Description

Six 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 Programs 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.

Recommendation/Outcomes

That, at the next meeting, the Board of Trustees of Community College District VIII reaffirms the contractual relationship with the Bellevue College Foundation for International Student Programs for FY 2015-16.

Prepared by: Ray White, Vice President of Administrative Services
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REGULAR MEETING AGENDA ITEM

2015-2016 COLLEGE BUDGET

☐ INFORMATION   ☒ FIRST READ   ☐ ACTION

Description

The Bellevue College Operating, Enterprise and Ancillary, Associated Student Government, and Financial Aid Budgets for fiscal year 2015-16 will be presented to the Board of Trustees for approval at their next meeting. As of this writing, **a compromise budget has not yet been drafted** or passed into effect. However, by studying the Governor, House and Senate budget proposals we are able to make some observations about the 2015-2016 budget environment.

Overview

The Governor's, Senate, and House budgets have been released. The state budget is now in the hands of the Budget Committee to reconcile these into a compromise / final budget proposal for the Governor's signature. While the House version is the most favorable to the college system, the budgets are largely similar (see attached summary). The college will be watching closely the **specific line items that have a potential fiscal impact for the college**.

- LEAN Reduction - all budgets provide reduction (roughly $100k for BC)
- Student Achievement Initiative – only in the Governor's budget (roughly $395k for BC)
- BS in Computer Science - House only (pass through of $1m in the second year)
- Year-Up Project - House only (pass through of $800k in the second year)
- Tuition Backfill (2% reduction) - Senate only (roughly $150-500k for BC)
- 3% Compensation Increases –
  - Gov. & House 3% FY16 & 1.8% FY17 (65% funding) WPEA/WFSE
  - Senate $1,000 per YR (85% funding)
- Health Insurance Employer Cost - pass through with potential impacts for self-support
- Pension Rate changes – pass through, all budgets provide funding although not for our self-support programs
- Technical changes revolving fund - all budgets provide reduction ($25-50k for BC)

Generally, BC is expecting to have **slightly less state funding** overall next year. Any **new funds will be largely pass-through** to cover things like health care costs and some part of a compensation increase. The college is **not anticipating any staffing or department budget reductions**. BC is expecting to absorb any funding reductions within existing operations. But it is clear that there will be **no new money to allocate to program** or campus operations. For this reason, the customary budget process was foregone this year. In spite of this gloomy outlook, Dr. Rule has set aside some one-time money to fund new innovation initiatives on campus. Nine proposals were submitted for consideration.

Background/Supplemental Information: Comparison of 2015-17 Biennial Budget Proposals

Prepared by: Ray White, Vice President of Administrative Services
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REGULAR MEETING AGENDA ITEM

2015-2016 SERVICES & ACTIVITIES FEE BUDGET

☐ INFORMATION   ☒ FIRST READ   ☐ ACTION

Description

RCW 28B.15.044 for 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 one each faculty and classified staff representatives. This year's committee members are (asterisks denote voting members):

Hevel Fernandez*- ASG VP of Finance (Chair)
Melantha Jenkins*- ASG President
Francisco Enriquez* - Student at Large
Fasika Fuller* - Student at Large
Sharon Kussy* - Administrator
James Torrence* - Faculty
Pamela Badger*- Classified Staff
Faisal Jaswal – Assistant Dean Student Programs

The committee completed its deliberations and has prepared a recommendation for the 2015-2016 year that will be presented for action at a future Board of Trustees meeting. The budget was approved unanimously by the committee.

Key Questions
- Is the services and activities fee budget proposal equitable and does it address the needs of student funded programs?
- How does the services and activities fee budget plan reflect a sustainable balanced budget?
- What are some key considerations/strategies to maintain the growth and continued integrity of the services and activities budget and the programs it supports?

Analysis

The proposed services and activities budget recommendations fund $2,130,000 to student funded programs. No programs will experience any budgetary cuts during this fiscal period. The recommended

Regular Meeting Agenda Item
2014-15 Services and Activities Fee Budget

budget model spends from revenues collected during the 2014-15 fiscal period and allows for growth of 3%.

Background/Supplemental Information
2015-16 ASG Services and Activities Fee Budget
Services and Activities Allocations

Recommendation/Outcomes
That the Board of Trustees of Community College District VIII consider the Services and Activities budget for approval at the next board meeting.

Prepared by: Dr. Ata Karim, Vice President of Student Services
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COMMUNITY COLLEGE DISTRICT VIII
Bellevue College
Bellevue, Washington

2015-16 ASG SERVICES AND ACTIVITIES FEE BUDGET

REVENUE

LOCAL FUNDS:	Initial Budgeted Revenue S&A (1999)	Initial Budgeted Revenue BAS (-1996)	One-time Budgeted Reserves (-1986)	Total Budgeted Rev. & Res.
Allocations to Student Programs	2,102,500	27,500	100,000	2,202,500
Student Programs Remodel Budget Allocation	77,064			77,064
ASG Reserve Budget Allocation	118,800			118,800
One-Time Grant Budget Allocation	193,336		(100,000)	93,336
Program Income	119,225			119,225
Program Fund Balances (projected)	136,413			136,413
Radiology BAS	27,500	(27,500)		27,500
TOTAL LOCAL FUNDS	**$ 2,774,838**			**$ 2,774,838**
TOTAL AVAILABLE FOR EXPENDITURE	**$ 2,774,838**			**$ 2,774,838**

PROGRAM	Budget Number	2015-16 Allocation from BAS	2015-16 One-time Allocation	2015-16 S & A Allocation	2015-16 Request	1-time Grant	2014-15 Allocation	2014-15 Request
ASG	1900			200000	212,783		190,000	196,976
STUDENT LEGISLATIVE COMMITTEE	1901		1000	29000	39,354		28,968	40,924
CAMPUS ACTIVITIES BOARD	1902		7000	119000	161,765	2,000	80,000	89,900
CULTURAL ACTIVITIES FUND	1903			15000	13,000		13,000	13,000
SERVICE LEARNING	1905			0	-		-	-
STUDENT PROGRAMS SUPPORT	1906			245000	254,069	25,000	299,000	327,152
PHI THETA KAPPA	1909			16250	16,250		16,250	16,250
ASBCC CLUB CONTINGENCY	1910			15000	15,000		15,000	15,000
RADIATION AND IMAGING (BAS)	1911	5000			5,000		10,000	*10000*
MULTICULTURAL FESTIVAL	1912			0	-		-	-
INTERNATIONAL STUDENT ASSOC.	1913		1000	12000	14,225		12,000	12,000
FIRST YEAR EXPERIENCE	1914			0	-		-	-
LGBTQ	1915		1000	12000	12,000		12,000	13,000
PALS CENTER	1916		20000	80000	128,100	10,000	43,900	76,504
BSU	1917		1000	12000	16,024		12,000	14,424
STUDENT SCIENCE ASSOCIATION	1918			3000	3,000		3,000	3,000
EL CENTRO LATINIO	1919		1000	12000	25,272		12,000	23,785
BUSINESS LEADERSHIP CLUB	1920		1000	40000	50,176		40,000	39,707
MCS CULTURAL FUND	1921			27800	40,000		27,800	38,604
INTERCOLLEGIATE RENTALS	1923			12000	12,000		11,000	12,000
ALUMNI OUTREACH	1924			1000	500		500	500
CAREER CENTER INTERNSHIP	1925			32500	32,500		41,500	41,500
STUDENT PROGRAMS HOMEPAGE	1926			16134	16,134		12,000	11,000
BCAVETS	1927		1000	4500	11,422	500	4,500	9,000
LIBRARY GALLERY SPACE	1928			10750	11,069		10,750	10,750
SPEECH & DEBATE SOCIETY	1929		8000	19000	26,800	8,000	18,800	31,640
INTERCOLLEGIATE TOURNEY TRAVEL	1930			17000	18,500		17,000	19,000
DISABILITY RESOURCE CENTER	1931			25000	35,450		22,750	22,750
TELOS	1935			4500	4,500		4,500	500
BCC STUDENT HANDBOOK	1936		3000	22000	22,000		22,000	19,879
MUSICAL PRODUCTIONS CHORAL	1937			77000	84,500		76,756	84,500
DIGITAL MEDIA DESIGN	1938			4500	4,500		-	-
ACADEMIC SUCCESS CENTER	1939		2000	148,000	155,496		148,000	147,572
WATCHDOG (Formerly JIBSHEET)	1940		2000	68000	98,000	2,000	67,791	71,050
RADIO STATION KBCS	1941			26000	52,000		26,000	26,000
DRAMA PRODUCTIONS	1943		1000	21500	26,170	1,000	21,500	28,970

PROGRAM	Budget Number	2015-16 Allocation from BAS	2015-16 One-time Allocation	2015-16 S & A Allocation	2015-16 Request	1-time Grant	2014-15 Allocation	2014-15 Request
MUSIC PROD-INSTRUMENTAL	1944		2000	35225	40,000	2,000	35,225	41,100
EASTSIDE DANCE PRODUCTION	1945			0	-		11,150	13,300
CENTER FOR CAREER CONNECTIONS	1947			50000	53,160		50,000	50,000
STAGEFRIGHT DRAMA CLUB	1948			11000	15,719		10,000	12,000
ASIAN-PACIFIC ISLANDERS S A	1953			12000	12,000		12,000	13,000
OUTREACH SERVICES	1959		30000	0	44,000	10,000		
INTERCOLLEGIATE ATHLETICS	1962			68,000	68,000		68,000	68,594
MEN'S BASKETBALL	1964			9,900	9,900		9,900	10,650
MEN'S BASEBALL	1965			9,700	9,700		9,700	9,200
MEN'S AND WOMEN'S GOLF	1966			7,750	7,750		7,750	8,500
WOMEN'S BASKETBALL	1971			9,900	9,900		9,900	10,650
WOMEN'S VOLLEYBALL	1972			7,750	7,750		7,750	8,500
WOMEN'S SOFTBALL	1973			9,700	9,700		9,700	10,450
MEN'S SOCCER	1974			9,500	9,500		9,500	10,250
PERFORMING ARTS COORD.	1975			34,077	34,077		31,205	32,795
WELLNESS CENTER	1976			32900	32,900		31,900	32,635
WOMEN'S SOCCER	1977			9,500	9,500		9,500	10,250
WOMEN'S TENNIS	1978			4,635	4,635		4,635	4,635
MEN'S TENNIS	1979			4,635	4,635			
PEER-TO-PEER MENTORING	1980			98624	159,143		110,000	119,286
LEADERSHIP INSTITUTE	1981		6000	60000	71,600		60,000	72,100
STUDENT CHILDCARE CTR.	1982		10000	200000	240,000	20,000	200,000	220,000
INTERIOR DESIGN STU. ASSOC.	1985			10400	10,400		10,400	10,400
OPEN HOUSE	1987			12000	12,000		12,000	12,000
AMERICAN SIGN LANGUAGE	1988			4500	4,170		4,500	4,170
CHEER SQUAD	1989		2000	6500	14,880	2,250	6,250	8,500
MODEL UNITED NATIONS	1992			32370	32,370		32,370	32,370
NURSING STUDENT ASSOCIATION	1993			4500	7,150		1,400	1,400
ARABIC CULTURE STUDENT ASSOC.	19xx	4500			4,500			
DECA	19xy	4500			4,500			
CIVIL RIGHTS PILLGRIMAGE	19xz	4500			4,500			
BC INFO SYSTEMS & TECHNOLOGY ASSO	19xw	4500			4,500			
BELLETRIST LITERARY JOURNAL	19xv	4500			4,500			
TOTAL base		**27500**	**100000**	**2102500**	**2,574,598**	**82,750**	**2,085,000**	**2,283,072**
TOTAL base and one-time			**2,230,000**				**2,167,750**	

REGULAR MEETING AGENDA ITEM

SABBATICAL LEAVE AUTHORIZATION FOR THE 2015-16 ACADEMIC YEAR

☐ **INFORMATION**　　　　☒ **FIRST READ**　　　　☐ **ACTION**

Description

The purpose of a Sabbatical Leave shall be to improve the professional skills of the faculty member through study, research, and creative work. The College will receive direct benefit of such an experience through the increasing effectiveness of those persons participating in a professional leave program.

Key Questions

∗　What is the purpose of sabbatical leave?

∗　How many faculty have applied for sabbatical leave for the 2015-16 year?

∗　What is the Board of Trustees role in the sabbatical leave process?

∗　How have sabbatical leaves been affected by ongoing budget constraints?

Analysis

The Sabbatical Leave Committee received requests from ten (10) faculty for sabbatical leave, to occur during the 2015-16 academic year. The Sabbatical Leave Committee met in March to review and rank the proposals, and is recommending leaves for ten individuals totaling 5.67 FTEF. The Office of Human Resources has provided the committee with FTE replacement cost for the requested sabbaticals. This information, along with the committee's recommendation, has been forwarded to the President. The President's recommendation will be presented to the Board of Trustees as an action item in June.

The Board of Trustees has committed, through the Negotiated Agreement, to make "every reasonable effort to grant at least 5.0 FTE leaves annually, provided that at least that number of applicants have applied and are ranked by the Sabbatical Leave Committee..." (Article 20, Section 3.6). The number of leaves granted is subject to fiscal and budget constraints and also the calculation of potential cost of replacement.

Last year nine (9) faculty submitted applications for sabbatical leaves totaling 5.99 FTEF. The President recommended that the Board of Trustees grant sabbatical leave for eight (8) faculty members totaling 4.99 FTEF. The replacement cost for last year was $98,171. The cost of this expense was covered by one-time-only funds.

The President will make a recommendation for consideration and action at the June meeting.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII receives information about sabbatical leave requests as a future action item.

Prepared by: Tom Nielsen, Vice President of Instruction
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REGULAR MEETING AGENDA ITEM

TENURE REVIEW COMMITTEE RECOMMENDATIONS

☐ **INFORMATION**   ☒ **FIRST READ**   ☐ **ACTION**

Description

A recommendation from the Tenure Review Committee regarding tenure appointment for a full-time faculty member listed below is being submitted to the 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.

Third Year Candidates Recommended for Tenure

Charlene Freyberg   Social Science (Criminal Justice)

Key Questions
- ∗ What is the reason for granting tenure to faculty?
- ∗ Has a process for granting tenure been followed for each candidate under consideration, and what elements are included in the process?

Analysis

According to the Tenure Guidelines, the reason for tenure, as stated in the Revised Code of Washington, is to protect faculty employment rights. Further, tenure protects academic freedom and promotes collegiality and professionalism among faculty.

In addition to the eleven candidates recommended for tenure at the March 4, 2015 meeting of the Board of Trustees, one tenure candidates will be presented for Board action at the June 10, 2015 meeting. The candidate, whose tenure timeline was extended due to an approved leave of absence, has participated in a rigorous tenure process as outlined in the college's tenure guidelines. A recommendation has been forwarded to the Board of Trustees and the President by the Tenure Review Committee (TRC) to grant tenure to the candidate.

The tenure process at Bellevue College involves four levels:

1. The Tenure Evaluation Subcommittee (TES) gathers information, mentors the candidate, and prepares the tenure document.
2. The Tenure Review Committee (TRC), including six faculty members elected by the faculty at large, reviews the documentation prepared by the TES to ensure that similar standards and expectations

are met across the many disciplines. The TRC provides an objective look at each document to make sure that the case supporting the recommendation of the TES is sound.

3. The College President, after reviewing the recommendations of the TRC, submits those recommendations and accompanying materials, along with his/her own recommendation, to the Board of Trustees.

4. Finally, the Board of Trustees, giving serious consideration to the recommendation of the President and the TRC, decides to grant or not grant tenure or extend the probationary period. During the first two years of candidates' employment, the President uses the recommendation of the TRC to decide whether or not to continue the probationary period.

Required documents have been gathered by the TES and the tenure candidates that provide evidence that the process described above has been strictly followed.

Background/Supplemental Information
An electronic notebook in .pdf format has been assembled for the tenure candidate, and all pertinent documents for will be included for review by members of the Board of Trustees.

Recommendation/Outcomes
This item will be presented for board action at a future board of trustees meeting.

Prepared by: Tom Nielsen, Vice President of Instruction
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REGULAR MEETING AGENDA ITEM

POLICY 5050 - ELECTRONIC COMMUNICATION

☐ INFORMATION   ☒ FIRST READ   ☐ ACTION

Description

This policy replaces the existing Email Usage Policy 5050. This revision is designed to address all forms of electronic communications rather than just email. Updating this policy maintains compliance with the standards set by the Office of the Chief Information Officer of Washington State.

Key Questions

Will adherence to this policy maintain compliance with regulations regarding electronic communications set by the state's CIO?

Analysis

This policy has been written to extend to all manner of electronic communications rather than just email. Currently the college uses many platforms for communications; Email, Skype for Business, Live Meeting, Collaborate, etc. This policy will assist all college users in understanding the appropriate use of those tools.

Background/Supplemental Information

http://www.bellevuecollege.edu/policies/id-5050/

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approve Policy 5050 - Electronic Communication Policy at a future meeting.

Prepared by: Russell Beard, Vice President of Information Technology Services
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5050 ~~E-MAIL USAGE~~ELECTRONIC COMMUNICATION

Original Date: 6/14/2005   ✱   Last Revision Effective: ~~9/11/2012~~3/23/2015
Policy Contact: Vice President, Information ~~Resources~~Technology Services

POLICY

~~In order~~Bellevue College requires that individuals using college information technology and its electronic communications systems do so in a manner that is professional, efficient, and which protects the reputation, image and integrity of the college. Campus users are obliged to use business communication tools in a responsible, effective and constructive manner.

Procedures, standards, practices, processes and/or controls related to using electronic communication systems will be implemented by the college under this policy to ensure ~~that~~ their proper use, to protect college information, and to preserve the reputation of the college and the integrity and reliability of the ~~Bellevue College internal networks are not compromised by inappropriate use or configuration of the e-mail tools provided to Bellevue College~~ college's information technology.

This policy and all associated procedures and standards apply to all authorized users of college electronic communication systems, including employees, ~~a number~~students and guests, unless otherwise stated.

RESPONSIBILITIES

Information Technology Services (ITS) Vice-President
Has responsibility for maintenance and administration of this policy. ITS will draft updates and changes to this policy and its associated procedures when required, with input from the Technology Advisory Committee. Changes will be approved following relevant campus procedures.

Student Affairs (SA) Vice-President
Will review updates and changes to this policy providing input on its implications for students.

Human Resources (HR) Vice-President
Will provide oversight for policy development related to employees and to enforce compliance with all college policies, as well as federal, state and local regulations. The HR VP will review updates and changes to this policy and its procedures in light of current college policies, providing guidance on its implications for employees and other affected individuals or groups.

College Community
All users of Bellevue College ~~IT~~information technology have a responsibility to:
- Comply with all college policies, procedures and standards;
- Understand their responsibilities and all expectations as articulated in college policy #4400: Acceptable Use of State Resources; and
- Be mindful of the appropriate use of information technology and electronic communication systems.

DEFINITIONS

All definitions pertaining to information security policies, procedures and standards are ~~in place to define the practices, processes and controls related to using Bellevue College-provided e-mail resources. Bellevue College users will comply with all provisions of these standards~~centralized in the **220 - Information Security Definitions** standards document.

RELEVANT LAWS AND REFERENCES

Washington Administrative Code
Bellevue College Policy # 4400: Acceptable Use of State Resources

- Bellevue College Procedure # 5050P: E-mail Usage Procedures
Bellevue College IT Security Standard5050P: Electronic Mail Configuration Communication (Procedures)
  - Bellevue College IT Security Standard: E-mail Accounts
  - Bellevue College IT Security Standard: E-mail Guidelines
  - Bellevue College IT Security Web Site

REVISION HISTORY

Original 6/14/2005
Revision 5/12/2009; 9/11/2012; 3/23/2015

APPROVED BY

President's Staff

Cabinet

REGULAR MEETING AGENDA ITEM

POLICY 5150 - ACCEPTABLE USE OF INFORMATION TECHNOLOGY

☐ **INFORMATION**   ☒ **FIRST READ**   ☐ **ACTION**

Description

This policy replaces the existing Policy 5150, Acceptable Use of the Bellevue College Network and Bellevue College Data Management Systems. This policy covers the general use of Information Technology at Bellevue College. This revision has been updated in order to maintain compliance with the Office of the Chief Information Officer of Washington State.

Key Questions

Are we in compliance with the state's guidelines that govern how Information Technology is used at Bellevue College?

Analysis

This revision removes language better suited for a procedure instead of a policy. It consolidates the use of the network into the general use of Information Technology in an attempt to be better understood. This revision addresses changes by the state's CIO that require the college to address and audit.

Background/Supplemental Information

http://www.bellevuecollege.edu/policies/id-5150/

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approve Policy 5150 – Acceptable Use of Information Technology Policy at a future meeting.

Prepared by: Russell Beard, Vice President of Information Technology Services
                 russ.beard@bellevuecollege.edu

5150 ACCEPTABLE USE OF INFORMATION TECHNOLOGY

Original Date: 6/10/2003　　*　　Last Revision Effective: ~~9/11/12~~ 3/23/15
Policy Contact: Vice-President, Information ~~Resources~~Technology Services

POLICY

~~Bellevue College owns the Bellevue College network systems and applications. This policy is intended to provide Bellevue College network users with guidelines for responsible and appropriate utilization of this resource. This policy supplements the Bellevue College Acceptable Use of State Resources Policy; all of its tenets and any other applicable Bellevue College policies, procedures and/or standards apply to the use of the assets defined in this policy as well. Bellevue College reserves the right to determine at any time what constitutes appropriate use of the Bellevue College network and any computing access and services provided by Bellevue College. This policy also complies with current Office of the Chief Information Officer (OCIO) policies.~~

Bellevue College technology users are trusted to safeguard all state resources, including physical information technology and electronic files and records that are stored on college systems.

All access to and use of college-owned information technology is intended for the conduct of official college business. Users are expected to maintain the integrity and reliability of college information technology and preserve the security and privacy of college information.

This policy and the procedures established to implement its requirements supplement Bellevue College policy #4400 - Acceptable Use of State Resources; all of its tenets and any other college policies, procedures and/or standards, including the Agreement between the Board of Trustees of Bellevue College District VII and Bellevue College Association of Higher Education, apply to the use of technology assets.

The college reserves the right to determine what constitutes appropriate use of its information technology, and will implement additional policies and procedures as needed to ensure such appropriate use, and to guarantee compliance with Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 (FERPA), which establishes the confidentiality and proper handling of student education records.

All users shall be notified in writing of these policies before being authorized to access any college information technology resources.

~~**Applicability**~~

~~This policy applies to all Bellevue College employees, students and non-employees who may be authorized to use the Bellevue College network as defined by this policy. They shall be notified in writing of these policies before being granted permission to access this resource. No part of this policy supersedes the Acceptable Use of State Resources Policy. This policy shall also apply to the use of all state resources at Bellevue College facilities as defined by policy and/or as defined by state or federal law. Its principles extend to and include any use or attempted use of the Bellevue College network, regardless of point of origin. Bellevue College users shall also apply this policy when using the Bellevue College network to navigate thorough networks beyond the local systems.~~

Applicability
This policy and its procedures apply to all college employees, students and non-employees who may be authorized to use any college-owned information technology or system. It also applies to the use of all applicable state resources at any college facilities, as defined by state or federal law.

Its principles extend to and include any use or attempted use of college information technology, whether accessed from on or off-campus. Campus users shall also apply this policy when using college information technology to navigate to networks beyond local college systems.

Use of the Bellevue College Network and Data Management Systems

Use of the Bellevue College network and Bellevue College data management systems shall be for the purpose of facilitating the exchange and storage of information, including information on students and/or employees, and compliance with and furtherance of, the education, research, and administrative missions of the college. The use of the Bellevue College network and Bellevue College data management systems will be consistent with the purposes and objectives of Bellevue College and the Community and Technical College system (see Washington State Executive Order 91-10, Sec. III [A]) and RCW 42.52).

Goals

The goals of this policy are to:

- Help assure the integrity and reliability of the Bellevue College internal networks, hosts on those networks, the Bellevue College databases, legacy systems, web-accessible resources, and any computing resource connected to them.
- Ensure the security and privacy of Bellevue College computer systems, networks and data.
- Ensure the protection and retention of sensitive college data.
- Establish appropriate guidelines for the use of the Bellevue College network and Bellevue College-owned data, whether accessed from on or off-campus.

Permission

It is not the intent of this policy to limit academic freedom in any way, but to provide an appropriate framework for proper exercise of those freedoms. Furthermore, it is not the intent of this policy to impinge on the intellectual property rights of authorized users.

Bellevue College employees and students may:

- Use Bellevue College-owned networks, computers, programs and data to which each individual has authorized access;
- Use Bellevue College provided networking, including access to the internet;
- Use these computing and networking facilities and resources in a manner that is consistent with the mission and educational purpose of Bellevue College.

Prohibitions

Utilizing the Bellevue College Network and the Bellevue College Data Management Systems for uses and/or communications that are specifically proscribed in the Bellevue College Acceptable Use of State Resources policy or which violate any other Bellevue College policy and/or state and federal rule or law is strictly prohibited. Specifically prohibited uses of the Bellevue College network and Bellevue College data management systems include:

- Subverting, attempting to subvert, or assisting others to subvert or breach the security of any Bellevue College data, network, or technology resource, or to facilitate unauthorized access;
- Use of any Bellevue College network or Bellevue College data management system to create, disseminate or execute self-replicating or destructive programs (e.g., viruses, worms, Trojan horses);
- Participating in activities involving disclosure or masquerading;
- Viewing, copying, altering or destroying data, software, documentation or data communications belonging to Bellevue College or to another individual without permission;

- Individuals allowing another individual (whether they might otherwise be authorized to use the Bellevue College network and/or Bellevue College data management systems or not) to use their login account password.
- Accessing data for any purpose other than to perform the official duties of a Bellevue College position.
- Unauthorized disclosure of information to a third party.
- Bypassing the Bellevue College data management systems "time-out" feature, unless specifically authorized by the vice president of Information Resources.

Personal Use

Bellevue College allows de minimus personal use of the Bellevue College network by employees consistent with WAC 292-110-010 (3) and WAC 292-110-010 (6), unless such use is specifically prohibited by this policy. This personal use is defined in the Bellevue College Acceptable Use of State Resources policy.

Authorized Use

As with the Acceptable Use of State Resources policy, it is not the intent of this policy or its associated procedures to limit academic freedom in any way, or to impinge on the intellectual property rights of authorized users, but instead provides an appropriate framework for proper exercise of those freedoms.

Authorized users may:

- Use college-owned networks (including access to the internet), computers, programs and electronic information to which each individual has authorized access; and

- Use college information technology in a manner that is consistent with the mission and educational purpose of the college.

Employees should take no actions incompatible with their obligations to the public and should take care to use college information technology only for authorized purposes.

RESPONSIBLITIES

All users of the Bellevue College network and Bellevue College data management systems have a responsibility to comply with this policy and to understand their responsibilities and all expectations as spelled out in the Acceptable Use of State Resources policy. This includes the requirement for confidentiality, retention and access to public records detailed there.

Bellevue College and its representatives also have responsibilities under this policy. These include the responsibilities for logging and monitoring, for the monitoring of data management systems and for the monitoring of electronic messaging systems as enumerated in the Bellevue College Acceptable Use of State Resources policy. Additional specific responsibilities include:

Policy Maintenance

Human Resources (HR) Vice-President

Will provide oversight for policy development related to employees and to enforce compliance with all college policies, as well as federal, state and local regulations. The HR VP will review updates and changes to this policy and its procedures in light of current college policies, providing guidance on its implications for employees and other affected individuals or groups.

- **Human Resources (HR)**
  The vice president of Human Resources is responsible for reviewing any updates and changes to this policy and procedures in light of current policies, providing input on the policy and its implications for employees and other affected individuals or groups.

Student Services (SS) Vice-President

Will review updates and changes to this policy in light of applicable student data management policies, providing input on the policy and its implications for students and other affected individuals or groups.

- ~~**Student Services (SS)**~~
  ~~The vice president of Student Services is responsible for reviewing any updates and changes to this policy and procedures in light of current data management policies, providing input on the policy and its implications for employees and other affected individuals or groups.~~

Information Technology Services (ITS) Vice-President

Has responsibility for maintenance and administration of this policy. ITS will draft updates and changes to this policy and its associated procedures when required, with input from the Technology Advisory Committee. Changes will be approved following relevant campus procedures.

The ITS VP also will delegate responsibilities to authorized employees for the support and management of all campus information technology in accordance with the guidelines in college policies and procedures.

- ~~**Information Resources (IR)**~~
  ~~The primary responsibility for maintenance and administration of this policy rests with the vice president of Information Resources. IR is responsible for drafting any updates and changes to the policies and procedures, with input from the Technology Advisory Committee. After appropriate campus review and final approval by the college president, IR will announce the new or revised policy to the campus providing a brief description of the policy and its implications for employees and other affected individuals or groups.~~

College Community

All users of information technology owned by Bellevue College have a responsibility to:

- Comply with all college policies, procedures and standards, including those pertaining to acceptable use;
- Actively participate in appropriate use of information technology;
- Report security breaches and violations of security policies; and
- Understand their responsibilities and all expectations as articulated in college policy #4400: Acceptable Use of State Resources.

- ~~**Technology Advisory Committee (TAC)**~~
  ~~The Technology Advisory Committee (TAC) is responsible for reviewing Bellevue College technology strategies and serving as a conduit for dialogue between IR and the campus regarding all technology policies and procedures. Membership of this group is representative of the campus, and supports the vice president of Information Resources by advocating for and presenting the campus technology needs.~~

DEFINITIONS

All terms defined in policy #4400 – Acceptable Use of State Resources are applicable in this policy. In addition, all definitions pertaining specifically to information security policies, procedures and standards are centralized in the **220** - *Information Security Definitions* standards document.

~~All terms defined in the Acceptable Use of State Resources Policy are applicable in this policy. In addition, the following are defined:~~

~~**Bellevue College Data Management Systems**~~

- This includes the student management system, human resources, finance, cashiering, degree audit and individual databases created by individual departments or the College.

Bellevue College Network

- This includes the administrative and academic local area networks (LAN), the wide area networks (WAN) supporting sites separated from the main Bellevue College campus, internet connectivity, networked infrastructure devices such as hubs, switches and servers, CTC-Net, and all other computers, networks and electronic messaging systems operated for the benefit of Bellevue College employees and students.

De Minimis

- The use of state resources is considered de minimis if the actual expenditure of state funds is so small as to be insignificant or negligible, any such use of the resource is brief in duration, occurs infrequently and is the most effective use of time or resources, if the use does not disrupt or distract from the conduct of state business due to volume or frequency, if the use does not disrupt or distract from the conduct of state business due to volume or frequency, the use does not disrupt other state employees and does not obligate them to make a personal use of state resources; and the use does not compromise the security or integrity of state property, information, or software.

Disclosure

- This occurs when an unauthorized user gains access to information. Disclosure often occurs when messages are forwarded to unauthorized users.

Masquerading

- This is when a user presents him/herself to the system as another user. This may be done in order to gain unauthorized access to information or resources, to disseminate (mis)information in another's name, or to block or deny a system from operating correctly.

Unauthorized Access

- Includes gaining access to accounts, resources, messages or files to which one is not granted privilege by the owner or sender.

RELEVANT LAWS AND OTHER RESOURCES

- Family Educational Rights and Privacy Act (FERPA)
- Revised Code of Washington
- Washington Administrative Code
- Washington State Ethics Board Rules, especially WSR 09-16-046
- Agreement between the Board of Trustees of Bellevue College District VIII and Bellevue College Association of Higher Education
- Policy #1500: Access to Public Records
- Policy #2600: Family Education Rights and Privacy Act: Disclosure of Student Information
- Policy #4400: Acceptable Use of State Resources
- Procedure #5150P: Acceptable Use of Information Technology (Procedures)
- Standard #220: Information Security Definitions

- Revised Code of Washington
- Washington Administrative Code
- Washington State OCIO Securing Information Technology Assets Policy
- Washington State Department of Information Services IT Security Audit Standards
- Washington State Ethics Board Rules
- Bellevue College IT Security Policy
- Bellevue College IT Security Strategy
- Bellevue College Acceptable Use of State Resources Policy
- Bellevue College Procedure #5150P: Acceptable Use of the Bellevue College Network and Bellevue College Data Management Systems

REVISION HISTORY

Original 6/10/2003

Revision 3/22/2005; 5/21/2009; 7/28/2012; 9/11/2012 Revisions 3/22/2005; 9/20/2005; 5/21/2009; 7/28/2012; 9/11/2012; 3/23/2015

APPROVED BY

President's Staff Cabinet

REGULAR MEETING AGENDA ITEM

ELECTION OF BOARD CHAIR AND VICE CHAIR

☐ INFORMATION   ☒ FIRST READ   ☐ ACTION

Description

The terms of the current chair and vice chair end on June 30, 2015. Bellevue College bylaws and Washington state RCW require that a new chair and vice chair be elected.

Key Questions

- Who shall serve as Chair and Vice Chair of the Board of Trustees for the 2015-16 academic year?

Analysis

As per the Bellevue College bylaws for the Board of Trustees (WAC 132H-106-040), the board annually elects from its membership a chair and vice-chair to serve for the ensuing year. RCW 28B.50.130 mandates that "…it shall elect from among its members a chair and vice chair, each to serve for one year, and annually thereafter shall elect such officers to serve until their successors are appointed or qualified."

Recommendation/Outcomes

Chair and Vice Chair elections will be presented for action at a future board of trustees meeting.

Prepared by: Lisa Corcoran, Executive Assistant to the President
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