



BELLEVEUE
COLLEGE

Board of Trustees
Community College District VIII

Regular Meeting

May 21, 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 Thursday, May 21, 2015. This meeting will be held at the college’s North Campus location. North Campus is located at 14673 NE 29th Pl., Bellevue, WA 98007. The business session will begin at 3:00 pm in room 1100. Steve Miller, Chair, will preside.

AGENDA

11:00 AM	North Campus Tour (Optional) North Campus Lower Lobby		
12:00 PM	WORKING LUNCH AND EXECUTIVE SESSION (North Campus Room 2071) There will be an executive session to discuss real estate, to review the performance of a public employee and to consider candidates for tenure.		
1:15 PM	STUDY SESSION Establishing Benchmarks for Closing the Gap		
2:00 PM	STUDY SESSION (Room 1100) Bellevue College Capital Projects		
3:00 PM	BUSINESS SESSION (Room 1100)		
	I. Call to Order		
	II. Roll Call and Introductions		
	III. Consent Agenda		
	A. Approval of Agenda for May 21, 2015		3
	B. Meeting Minutes from April 29, 2015		5
3:05 PM	IV. Constituent Reports		
	A. Faculty	Brown	
	B. Classified Staff	Turnbull	
	C. Student	Jenkins	
	D. Foundation	King	
3:45 PM	V. Monitoring Reports (reports for this meeting in bold)		
	A. Student Success	All	8
	B. Instruction	All	10
	C. Economic and Workforce Development	All	12
	D. Student Affairs	All	13
	E. Equity and Pluralism	All	14
	F. Institutional Advancement	All	15

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

	G.	Information Technology	Quarterly	
	H.	Capital Facilities	Quarterly	
	I.	Finance	Quarterly	16
	J.	Human Resources	Quarterly	
	K.	Enrollment Report	Quarterly	
	L.	Budget and Legislative Developments	As needed	
	M.	Marketing and Public Relations	As needed	
3:55 PM	VI.	Information Items		
	A.	Discussions with Washington State University	Beard	18
4:25 PM	VII.	Action Items		
	A.	2015-2016 International Student Contract	White	19
	B.	2015-2016 Services & Activities Budget	Karim	20
	C.	Sabbatical Leave Authorization	Nielsen	25
	D.	Tenure Recommendation	Nielsen	28
4:45 PM	VIII.	First Read		
	A.	2015-2016 Bellevue College Budget	White	31
	B.	Policy 2400 Tuition and Fee Waivers	White	35
	C.	Policy 2450 Official Withdrawal from a Course/s	Karim	38
4:50 PM	IX.	Board Reports		
	A.	TACTC Board of Directors		
	B.	TACTC and BC Legislative Committees	Miller	
	C.	Foundation Liaison	Heu-Weller	
	D.	Individual Member Reports		
5:00 PM	X.	President's Report	Rule	
5:15 PM	XI.	Unscheduled Business/Community Testimony		
5:30 PM	XII.	Adjournment		
		<i>Time and order are estimates only and subject to change.</i>		

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 on April 29, 2015 Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Mr. Steve Miller, Chair, presided.

EXECUTIVE SESSION

The executive session was called to order at 12:10 pm. Steve Miller announced that there would be an executive session for approximately two hours to discuss the selection of a site or the acquisition of real estate and to review the performance of a public employee. The executive session adjourned at 2:10 p.m.

STUDY SESSION

Ray White presented on the status of the Bellevue College budget and the college's strategy for addressing the budget in the event that the legislature does not pass a budget prior to year-end. Discussion included potential impacts to the college based on currently submitted budgets.

BUSINESS SESSION

The business session was called to order at 2:35 p.m.

I. **ROLL CALL**

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

II. **CONSENT AGENDA**

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

- Governance framework development
- FT/PT faculty ratio

Classified Staff Report

Becky Turnbull, representing classified staff, reported on the following items:

- New training opportunities available through human resources
- Acknowledged Rachel Wellman's work on Title IX.
- Status of budget in terms of funding contracts

ASG Report

Melantha Jenkins, ASG President, reported on the students concerns and perspectives on the discussions with WSU.

Foundation Report

Dale King, BC Foundation President, reported on

- BC Foundation Luncheon – over 600 people in attendance and monies exceeded the goal of \$250,000.
- Hiring processes are moving forward for an executive director and 50th anniversary manager. Hiring was completed for a web editor in chief.
- Developing a strategic plan for institutional advancement.

IV. MONITORING REPORTS

Discussion of demographics in student success monitoring report. Jim Bryan offered a brief overview of the Business Training Institute. It was noted that there is increasing enrollment in International education and due to the partnership with Bellevue College a new private high school in Congo is being named after Bellevue College.

V. INFORMATION ITEMS

A. All Washington Academic Team

Katherine Oleson presented the Phi Theta Kappa Scholarship All Washington Team from Bellevue College. Team member Allison Gilbert was introduced to the board.

B. Discussions with Washington State University

Russ Beard shared the status of the draft Memorandum of Understanding and the discussions with Washington State University.

C. Status of computer science baccalaureate degree.

President Rule discussed the next steps for the computer science baccalaureate degree.

VI. ACTION ITEMS

A. Major Capital Project Study

Ray White presented a proposal for a feasibility study for the renovation/construction plans for the Student Affairs area. He also notified the Board that the college has timeline, funding options and recommendations for further development.

Motion 13:15

Merisa Heu-Weller seconded the motion.

Lisa Chin moved that the Board of Trustees of Community College District VIII direct the vice president of administrative services and the college capital team to conduct a thorough feasibility study and prepare a report for the board's review that will include a concept proposal, Major Capital Project Study

The motion passed.

VII. FIRST READ

There were no discussion on the first read items.

VIII. BOARD REPORTS

ACT –No report

ACT Legislative Committee – Trustee Miller has been in contact with budget chairs of house and senate.

Foundation Liaison – No report.

Individual Member Reports – No reports.

ACCT – No report.

IX. PRESIDENT’S REPORT

No report.

X. UNSCHEDULED BUSINESS

There was no unscheduled business.

XI. ADJOURNMENT

There being no further business, the meeting of the Board of Trustees adjourned at 5:03 p.m.

Steve Miller, Chair
Board of Trustees

ATTEST:

Lisa Corcoran
Secretary, Board of Trustees
Community College District VIII

STUDENT SUCCESS



ESTABLISHING BENCHMARKS FOR CLOSING THE GAP: THE VOLUNTARY FRAMEWORK OF ACCOUNTABILITY

The information provided in this version of the Student Success Monitoring Report is preparation for the May 21 Study Session.

In AY 2013-14, Bellevue College was one of 125 college participants in the Voluntary Framework of Accountability (VFA). VFA was conceived in 2009 as an initiative sponsored by the American Association of Community Colleges (AACC), the Association of Community College Trustees (ACCT), and the College Board. The VFA was designed to portray more appropriately the outcomes of community college students through the use of relevant, informative metrics that would provide meaningful benchmarks both for individual institutions to monitor and improve student success and for peer institution comparisons. Guided by a steering committee comprised of college presidents, accountability leaders, workforce development professionals, trustees, and institutional researchers, the VFA metrics were developed through a series of working groups and then pilot tested by over 50 community colleges. The data collection web interface and analytics tool were beta-tested during spring and summer of 2013 prior to the official VFA launch in fall 2013. Although the development of the VFA was supported through grant funding, colleges pay a membership fee to join the VFA.

The VFA consists of three student domains: Progress and Outcomes, Career and Technical Education (CTE), and Adult Basic Education (ABE). While the framework recognizes that colleges might not be able to participate fully in all domains, each year the reporting requirements of participating colleges expands requiring colleges to provide data for more variables. In AY 2013-14, BC staff submitted data only for the Progress and Outcomes domain, a requirement of participation that year. In AY 2014-15, selected portions of CTE data were required and reported. The ABE domain remains fairly immature in development due to the state-to-state variations regarding where ABE is housed within the state education system—many states house ABE within the K-12 public education system.

The Progress and Outcomes domain contains two cohorts of students new to the college—a six-year and a two-year—and then measures the progress and outcomes of those students. Within each cohort year there are a *main* cohort, which includes all students meeting the selection criteria as “new to BC” without regard for any prior postsecondary education acquired elsewhere by the students, and two sub-cohorts—*credential-seeking* and *first-time-in-college*—both are derived from the main cohort. All cohorts are disaggregated by gender, race/ethnicity, Pell status, first-term full-time/part-time status, and college-ready status. Students are tracked through multiple measures, including developmental math and English, to completion.

Metrics and Reporting requirements vary between the two-year and six-year cohorts. The *two-year cohort* tracks *progress* categories: first-term to next-term retention, credits attempted versus completed in the first term, credits attempted versus completed at the end of the second year, and status at the end of year two. The *six-year cohort* tracks outcomes related to progress through developmental education, credential attainment, and enrollment status at the end of six years.

Closing the Gap: Baseline Data

For AY 2014-15, Dr. Rule established an initiative (currently known as a *President’s Goal*) to *Refine, Prioritize, and Implement Student Success Strategies*. A key element of this initiative is to

“Establish and benchmark student success metrics based on already existing and selected student success indicators.”

This annual goal addresses the long-term planning goals established in the Strategic, Academic Master, and Student Affairs plans, demonstrating the linkage of the annual initiatives to those longer-term plans.

Table 1. below shows the results from first year of BC’s participation in VFA. These baseline data provide the starting point for establishing “Closing the Gap” targets. While setting targets based on only one year of data is unwise, developing the discipline of reviewing the data and understanding the context under which the data were developed and reported are essential first steps in that direction. Further, the data below represent the institution as a whole. To address the issues surrounding “Closing the Gap,” defining criteria for setting targets as well as taking a more in-depth look at the data is necessary. This will be the focus of the May 21 Study Session.

Table 1.			
Indicators	Baseline Data		
	BC	All VFA Schools	Targets
Voluntary Framework of Accountability			
2.A.1. First term performance: % of credits attempted that are successfully completed in the first term of enrollment by main cohort.	80.4%	67.9%	TBD
2.A.2. Persistence to next quarter: % of first term students in main cohort enrolled the following term.	70.7%	67.0%	TBD
2.A.3. Transition through developmental to college level: % of first-time-in-college cohort first quarter students who enrolled in developmental courses and meet discipline-specific college-level course requirements within six years. ¹	80.9%	47.9%	TBD
2.A.4. Credential completion: % of credential-seeking students who earn an award within six years.	36.4%	34.0%	TBD
2.A.5. Transfer without completion: % of credential-seeking students who do not earn a BC award and transfer within six years to another institution.	24.6%	26.7%	TBD

Report by: Patty James, Associate Vice President, Effectiveness and Strategic Planning
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¹ In the first year of the VFA, BC reported developmental enrollments based on course-taking behavior and not placement. The notable difference in achievement for BC over all other VFA colleges using the course-taking behavior approach leaves some question as to the utility of this benchmark. In future years, BC will use placement for this measure.

INSTRUCTION

BELLEVUE COLLEGE NATIONAL CHAMPIONS IN COLLEGIATE DECA

Key Points

- The Bellevue College DECA team surpassed all expectations with their performance at the International Career Development Conference in Orlando, Florida. With 1500 participants from across the US, Canada and China, it was a highly competitive tournament, yet the team achieved several impressive titles for its inaugural year:
 - Susan Petris and Tana Rulkova were awarded the national championship in International Marketing.
 - Keith Monaghan and Olivia Wright placed in the top eight teams in the country for Financial Statement Analysis.
 - Andy Norris placed in the top ten in the country for Sales Management, as well as qualifying as a finalist in the International Sales Challenge.
 - Gebriel Amare was a finalist in Hotel and Lodging Management
 - Conner Watts had the top test score earned in Fashion Marketing.



- Collegiate DECA is an international organization focused on preparing students who are pursuing leadership and entrepreneurial pathways for careers in marketing, finance and management.
- In January 2015, Kyle Barber, a first-year tenure-track Marketing instructor in the Institute for Business and Information Technology (iBIT), organized the team and worked to prepare the twenty-three students for a regional competition in Victoria, BC in February. From that group, nineteen students qualified and headed to the National competition in Orlando, FL in April.
- Students who participate in the competitions receive credit for their work.

Instruction

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- Collaboration with Student Programs helped identify funding sources and provide assistance with travel.
- More information about DECA can be found at www.deca.org/collegeprograms
- Photos from the tournament can be found on the Bellevue College DECA Team's Facebook Page www.facebook.com/bellevuedeca

Next Steps

- The team is now actively recruiting new members, as well as additional faculty for coaching and support.
- While preparing academically for 2015-16 competitions, the team will work on large-scale fund-raising.

Report by: Tom Nielsen, Vice President of Instruction

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ECONOMIC & WORKFORCE DEVELOPMENT



CENTER OF EXCELLENCE FOR INFORMATION AND COMPUTING TECHNOLOGY (CoE FOR ICT)

The Center of Excellence for Information and Computing Technology ([CoE for ICT](#)), hosted at Bellevue College, is one of ten Washington's Centers of Excellence. The Center serves as a statewide liaison to business, industry, labor and the state's educational systems. The mission is to create a highly skilled and readily available workforce that is critical to the success of the industry which drives the state's economy and supports Washington families.

- A major Center initiative for 2014-15 was to create an information and awareness campaign to ensure the state's residents are aware of the wide variety of quality, affordable, and industry-aligned college IT programs in the state. The Center analyzed data from a survey of over 250 WA State residents about IT programs, as well as from four focus groups (high school, community college, parents of high school students, and unemployed/underemployed adults.) The findings will inform the design of a marketing strategy.
- The [IT Futures Summit](#) is an annual gathering of IT faculty from across the state and IT industry professionals. It offers professional development, networking, updates on the state of the industry, dissemination of Center research on new, emerging and disruptive technologies and the impact on IT programs.
- One of the most lauded services the Center offers to IT programs across the state is its [reviews of the state college's IT/CS programs](#). Since 2010, the Center has performed 41 ICT degree/certificate reviews (including proposals for IT applied baccalaureate degrees) at no charge for Washington State community and technical colleges. A report, detailing the analysis and recommendations, receives a final vetting by an industry review team before being delivered to the college's IT program.

Next Steps

- The advertising campaign will continue into 2015-16.
- The Center will continue its reviews of the state college's IT/CS programs.

Report by: Carl Ellis, Interim Vice President of Economic & Workforce Development
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STUDENT AFFAIRS



OUTREACH AND PROSPECTIVE STUDENT ENGAGEMENT

Outreach and prospective student engagement efforts have been attempted to attract more prospective students to Bellevue College as a destination of choice for individuals interested in pursuing higher education.

These efforts have included participation in Bellevue College Information Sessions, College Fairs, high school visits, community engagement events and activities and campus tours for groups and individuals. Currently this work is being carried out by one staff member and a group of student ambassadors through the Student Program and Activities department.

Below are the details of the attendees reached through the identified activities

Type of Events & Activities	Numbers of Attendees	Time frame
BC Information Sessions	189	November 2014 - March 2015
Campus visits - groups & individuals tours	465	July 2014 - March 2015
Community engagement events & activities	840	July 2014 - March 2015
College fairs	5762	July 2014 - March 2015
High school visits	585	July 2014 - March 2015
Total encounters/attendees	7841	

Next Steps

1. Increase collaboration with Bellevue College marketing efforts through Institutional Advancement
2. Continue to pursue targeted outreach and student recruitment to assist institutional efforts towards maintaining enrollment targets

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



LGBTQIA TASKFORCE

In 2014 the Lesbian, Gay, Bisexual, Trans, Queer/Questioning, Interested, Asexual (LGBTQia) task force was formed through the Office of Equity and Pluralism. Led by Aaron Reader, Director for Multicultural Services and Dr. Steven Martel, Faculty Counselor, the group is comprised of faculty, staff and students. The taskforce is focused on;

- Education and Awareness of issues which impact LGBTQia communities
- Building allies across campus and in the community
- Building more welcoming and inclusive spaces on campus
- Celebrating the richness and diversity within LGBTQia communities
- Safe and Safer Spaces trainings

Most recently the LGBTQia taskforce has worked in partnership with Facilities and with the support of President Rule to convert two multiple stall restrooms to gender neutral restrooms. The college currently has many single stall gender neutral restrooms. However, the single stall bathrooms are inconvenient for users because they are embedded within departments (behind reception areas) or “off the beaten path” many students use to navigate campus. The multi-stall restrooms identified for conversion to gender neutral are located outside of building C.

Many campuses in the SBCTC are reluctant to convert multi-stall restrooms for all gender use for fear of resistance from other groups. Building inclusive spaces is not always easily embraced. Kudos to BC for its willingness to “lean in” to provide members of campus with a safer, more comfortable, and more convenient space. Kudos to student leaders, Teague Crenshaw and Emily Merrill, for their efforts, leadership and advocacy on this initiative.

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

INSTITUTIONAL ADVANCEMENT



Key Points

- The national search for the Foundation Executive Director position is in the final stage.
- The Web Editor-in-chief search is complete. James Hoehn will join our team on May 20th.
- Heather Komac will join the department on June 1st as the 50th Anniversary Project Management Associate.
- Institutional Advancement is finalizing its strategic plan vis-à-vis the college's strategic direction to ensure its efforts are appropriately focused and reflect Bellevue College of the future.
- BC Foundation participated in GiveBig. The Foundation worked with stakeholders across campus to provide sample language and graphics. Many groups participated with the greatest number of designated gifts received for KBCS and Autism Spectrum Navigators.
- The 50th Anniversary Steering Committee will meet in June.
- Institutional Advancement is working on a new department website.

Report by: Dr. Gayle Colston Barge, VP Institutional Advancement and Interim Executive Director
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FINANCIAL REPORT



FOR PERIOD JULY 1, 2014 TO MARCH 31, 2015

Key Questions

1. How has the financial environment changed since the current budget (Jun-14) was built?

While revenue estimates for tuition rates and state allocation are proving accurate, **enrollment figures have been lower than anticipated**. These enrollment levels have remained fairly constant across the quarters of the academic year and will result in roughly a \$314k overstatement of revenues.

Additionally, planning numbers used for **operating expenditures did not include faculty salary increases** made to the faculty agreement. With the expected increase in faculty salaries, our expenditures for the year are understated by \$649k. Together the increased salary expense and decline in enrollments **suggest a potential overstatement of the financial position by nearly \$1 million**.

2. How do actual revenues and expenditures compare to budgeted?

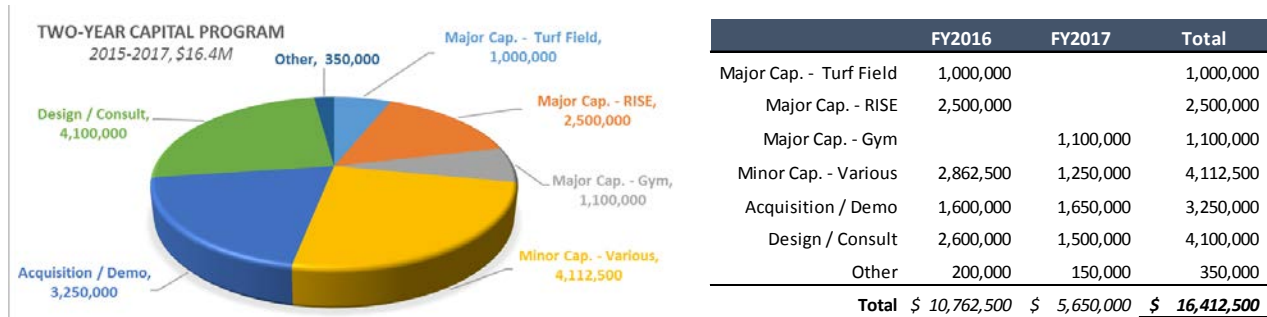
REVENUE AND EXPENSES					
For the Period Ending MARCH 31, 2015					
		FY 15 BUDGET	FY 15 ACTUAL	FY 14 ACTUAL	% Change FY15-FY14
OPERATING FUND:					
STATE ALLOCATION					
	ALLOCATION	27,503,554	19,033,271	18,727,159	1.6%
	REVENUE	21,692,412	21,302,359	21,004,241	1.4%
	RESERVE	1,198,591	1,198,653	423,748	
	EXPENSE	50,394,557	41,701,370	34,517,989	20.8%
DEDICATED LOCAL FUND					
	REVENUE	18,561,182	17,504,083	19,446,830	-10.0%
	EXPENSE	18,561,182	10,915,938	11,903,158	-8.3%
GRANTS & CONTRACTS					
	REVENUE	21,255,226	19,206,610	14,987,846	28.1%
	EXPENSE	21,255,226	8,102,428	10,364,827	-21.8%
PROPRIETARY					
	REVENUE	16,199,870	12,027,956	11,480,851	4.8%
	EXPENSE	16,002,494	10,921,146	11,771,069	-7.2%
TOTALS					
	REVENUE	105,212,244	89,074,279	85,646,927	4.0%
	EXPENSE	106,213,459	71,640,882	68,557,043	4.5%

3. Are there reasonable explanations for significant variances?

- Third quarter **tuition revenue** is projected to meet expectations.
- **Operating expenses** are higher than last year due primarily to salary increases, lower vacancies, and additional positions. Expenses this year also are affected by a timing difference in transfers third quarter reflecting \$5.1M in lower expenses last year relative to the same time this year.
- **Dedicated local revenue** is down along with expenses this year due to lower excess tuition revenue and one-time funding of computer services projects last year.
- **Grant and Contract revenue** is up this year due to timing and increase in payments for Running Start, Department of Labor grant activity, and lower year-to-date revenue transfers this year.
- **Proprietary Revenue** shows an increase this year over last primarily due to transfers last year for a shift in activity to the dedicated local fund from the computer services fund and from the parking fund for the Master Plan costs.

Revolving Quarterly Review - Capital Plan

The ongoing **Capital Program** at Bellevue represents a ‘snap shot’ of the rolling four-year schedule of work necessary to repair, improve, and maintain the physical campus and infrastructure. The work plan, while confirmed annually, is presented as a biennial budget to be consistent with state capital funding appropriations. For the **2015-2017 biennium**, it is expected that state funds will continue to finance only about one third of Bellevue’s required capital program - the remainder is paid from locally generated funds.



	FY2016	FY2017	Total
Major Cap. - Turf Field	1,000,000		1,000,000
Major Cap. - RISE	2,500,000		2,500,000
Major Cap. - Gym		1,100,000	1,100,000
Minor Cap. - Various	2,862,500	1,250,000	4,112,500
Acquisition / Demo	1,600,000	1,650,000	3,250,000
Design / Consult	2,600,000	1,500,000	4,100,000
Other	200,000	150,000	350,000
Total	\$ 10,762,500	\$ 5,650,000	\$ 16,412,500

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



BELLEVUE
COLLEGE

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

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 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 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
2015-16 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 approve the 2015-2016 Services and Activities budget.

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	2,230,000
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			\$ 2,802,338
TOTAL AVAILABLE FOR EXPENDITURE	\$ 2,774,838			\$ 2,802,338

2015 S&A FUNDING REQUEST SUMMARY

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	-
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
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			21000	15,719		10,000	12,000

2015 S&A FUNDING REQUEST SUMMARY

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
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 PILGRIMAGE	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 final recommendation of the Sabbatical Leave Committee regarding sabbatical leave requests for the 2015-16 academic year?
- * What is the President's recommendation regarding the granting of sabbatical leaves for the 2015-16 academic year?
- * What is the replacement cost for this recommendation?
- * What is the Board of Trustees' role in the sabbatical leave process?

Analysis

At the April 29, 2015 Board meeting, Board members were informed that the Sabbatical Leave Committee has received requests from ten (10) faculty members for sabbatical leaves during the 2015-16 academic year. The total number of quarters requested was equivalent to 5.67 FTEF.

The Board of Trustees has committed, through the Negotiated Agreement, to make "every reasonable effort to grant at least 5 FTE leaves annually, provided that at least that number of applicants have applied and are ranked by the Sabbatical Leave Committee..." (Article 20.3.6). The number of leaves granted is subject to fiscal and budget constraints and the calculation of potential cost of replacement.

The Sabbatical Leave Committee has ranked the ten (10) requests and submitted its recommendation to the President. The President recommends that the Board of Trustees grant six (6) sabbatical leave requests equivalent to 3.66 FTEF, at the cost of \$128,519 for the 2015-16 academic year.

Background/Supplemental Information

Sabbatical Leave Requests for 2015-16 Summary

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII concurs with the recommendation of the President and authorizes sabbatical leaves equivalent to 3.66 FTEF, at the cost of \$128,519 for the 2015-16 academic year.

Prepared by: Tom Nielsen, Vice President of Instruction
tom.nielsen@bellevuecollege.edu

SABBATICAL LEAVE REQUESTS 2015-16 SUMMARY

PETER BENARCIK, Arts and Humanities

Through travel, research, documentation and course development Peter's goal for his sabbatical leave is to enhance and support his ability to educate through historical data, demonstrate through hands on learning, and inspire future Bellevue College students to consider careers in the fields of design, craft and manufacturing. Peter will enjoy unique access to museums and private collections throughout the US and focus his research on the interiors and products aspects of design, with an end goal of authoring a document for publication and the creation of course proposals specifically focused on the history of American-designed products.

DOUG BROWN, Science

Doug would like to take a one-quarter sabbatical to allow intensive focus on developing and adapting online and web-based tools for Bellevue College physics classes. Arising from the particular challenges of teaching introductory physics through an online modality, physics is one of a shrinking number of programs at the College without any online or hybrid offerings. Doug would make use of the training available at BC in online tools and pedagogy, then build on that foundation seeking out resources on the regional and national level for examples of innovations developed elsewhere.

JIM ELLINGER, Science

With one in three people likely to have a diagnosis of cancer in their lifetime, Jim sees a growing need for society to understand the disease in greater detail. Jim would like to develop an Introduction to Cancer course that would run as both a 5-credit hybrid and non-credit course for BC's Continuing Education program. Jim believes this new course will not only increase the offerings in the Science Division and be useful as the College explores future undergraduate degrees in Science, but has the potential to promote interest in cancer research and increase the diversity of the cancer research workforce.

NANCY GONLIN, Social Science

Sabbatical leave would give Nancy focused time to complete advanced training in eLearning and Universal Design for Learning (UDL) that would enrich learning for all students enrolled in online and hybrid courses. She plans to complete two Open Courses pertaining to MOOC for Online Educators and earn her eLearning certificate. Nancy also plans to broaden her knowledge of world archaeology through travel and fieldwork. Nancy plans to visit some of the most spectacular ruins in the Mediterranean region, with the help of her wide network of archeology contacts. Nancy has found that delivering these first-hand accounts to her students helps successfully convey the excitement of learning about the past.

ROBERT HOBBS, Science

The work Robert plans for his sabbatical leave will strengthen and expand professional contacts at the University of Colorado by way of several projects in the areas of undergraduate Learning Assistants, Physics Education Research and assessment of student learning in laboratory, and STEM outreach. Much of the work of these projects has already begun and include development of Laboratory Assistants training for two-year Science degree programs, improvement of existing laboratory instruction and assessment, and advancing a project focused on informal science learning.

JENNIE MAYER, Science

The goal of Jennie's sabbatical leave will be to transform the experience of chemistry students at Bellevue College. She has identified several projects that will focus her efforts toward this goal including developing a food chemistry course for non-majors (liberal arts), revising and updating her existing organic chemistry workbook which uses the Process Oriented Guided Inquiry Learning (POGIL) technique, and creating ways to integrate biological concepts for organic chemistry in an effort to make the subject more relevant and interesting to the audience with the goal of sharing the resulting resources across the state.



REGULAR MEETING AGENDA ITEM

TENURE REVIEW COMMITTEE RECOMMENDATIONS FOR THE 2015-16 ACADEMIC YEAR

INFORMATION

DISCUSSION

ACTION

Description

A recommendation from the Tenure Review Committee concerning one tenure candidate has been 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." On the basis of this recommendation and in accordance with the provisions of the Agreement, it is the recommendation of the President that the faculty candidate listed below be granted tenure.

Key Questions

- * Has the third year probationary tenure candidate fulfilled all the necessary responsibilities as described in Article Fifteen, Section II of the faculty contract as part of the process of receiving tenure?
- * Has the Tenure Review Committee thoroughly reviewed the required documents as described in the tenure guidelines, and deliberated the merits of the probationary candidate?
- * Has the pertinent documentation for the candidate been made available for review by the Board of Trustees?
- * What are the recommendations of the Tenure Review Committee regarding the tenure status for the probationary candidate for the 2015-16 year?

Analysis

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.

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.

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 distributed to each board member on a thumb drive. All pertinent documents for the tenure candidate are included for review by members of the Board of Trustees.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII hereby grants tenure for the 2015-16 academic year to Charlene Freyberg, Social Science (Criminal Justice).

Prepared by: Tom Nielsen, Vice President of Instruction
tom.nielsen@bellevuecollege.edu



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May 12, 2015

Dear Board of Trustees:

After a careful review of the tenure candidate's documentation and a personal interview, I recommend that you grant tenure to Charlene Freyberg, Social Science Division (Criminal Justice).

Sincerely,

David L. Rule, Ph.D.
President



REGULAR MEETING AGENDA ITEM

2015 – 16 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 are presented to the Board of Trustees for approval. The Capital Plan will be presented to the Board of Trustees for approval in a separate meeting. To assist the board in approving the proposed budget, a comparison of the initial 2014-15 with the 2015-16 budget and Reserve Report including contingency fund, operating, ancillary and auxiliary reserve, debt reserves, and restricted funds is provided (Attachment #1). In addition the list of Innovation Grant, One-Time Funding, and Self-Support Program funding is attached for reference (Attachment #2). This year's budget process did not include consideration of new ongoing obligations. The budget plan does, however reflect the ongoing obligations incurred during the 2014-15 fiscal year and a 3% COLA for staff.

Key Questions

- * What is the 2015-16 college's budgetary plan for all funds?

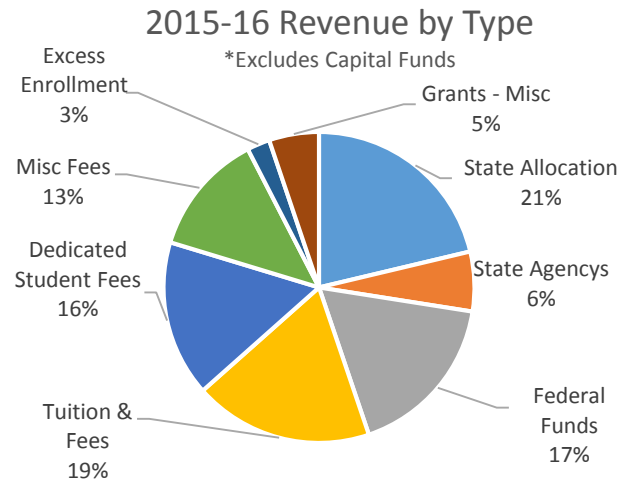
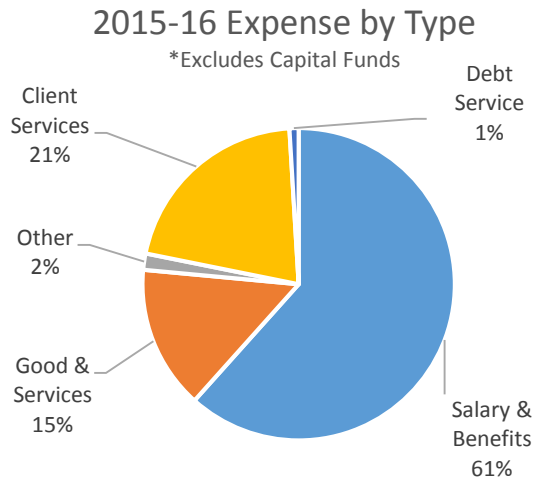
Analysis

- The FY16 budget was developed based on the following assumptions:
 - * State Board (SBCTC) no tuition rate increase;
 - * State Allocation Efficiency/LEAN reductions;
 - * Steady enrollments (2% decline from 2013-14);
 - * 3% COLA for all Classified, Exempt, and Full-Time Faculty (state funded @ 68%)
 - * Health Benefit Increase – Employer share

Background/Supplemental Information

- Attachment 1: 2015-16 College Budget and Reserve report.
- Attachment 2: 2015-16 Innovation Grant, One-Time Funds, and Self-Support Program Funding.

Expense & Revenue Charts by Type



Recommendation/Outcomes

It is recommended that the Board of Trustees of Community College District VIII consider the following budget plan for fiscal period 2015-2016 for approval at their next meeting.

Annual Budget

Operating Funds	\$ 93,706,406
Enterprise and Ancillary Funds	\$ 12,849,892
ASG Service and Activities Fees	\$ 2,847,877
Financial Aid Funds	\$ 24,030,205
Total 2015-16 Annual Budget	<u>\$133,434,380</u>

Reserve Funds

Contingency Fund	\$ 1,464,100
Operating Reserve	\$ 10,500,166
Ancillary & Auxiliary Reserve	\$ 2,354,665
Total 2015-16 Reserve Funds	<u>\$ 14,318,931</u>

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

2015-16 COLLEGE BUDGET and RESERVE REPORT

Revenue Plan by Fund
 Includes comparison to initial 2014-15 college budget

	2014-15 INITIAL BUDGET	Increase/ (Decrease)	2015-16 INITIAL BUDGET
OPERATING FUND:			
STATE ALLOCATION	\$26,886,833	\$1,510,828	\$28,397,661
LOCAL OPERATING	\$23,041,560	\$394,737	\$23,436,297
DEDICATED LOCAL FUND	\$18,314,674	-\$147,524	\$18,167,150
GRANTS & CONTRACTS	\$20,985,017	\$2,720,281	\$23,705,298
TOTAL OPERATING FUNDS:	\$89,228,084	\$4,478,322	\$93,706,406
PROPRIETARY FUNDS:			
COMPUTER SERVICE FUND	10,001	\$0	10,001
PRINTING FUND	938,301	\$0	938,301
ASSOCIATED STUDENTS	3,161,773	-\$313,896	2,847,877
BOOKSTORE	4,002,400	-\$206,300	3,796,100
PARKING	3,046,239	-\$52,281	2,993,958
FOOD SERVICES	1,575,993	\$91,627	1,667,620
OTHER AUXILIARY ENTERPRISES	3,342,325	\$101,587	3,443,912
TOTAL PROPRIETARY FUNDS:	\$16,077,032	-\$379,263	\$15,697,769
FIDUCIARY FUNDS:			
GRANTS IN AID	12,651,865	\$264,602	12,916,467
STUDENT LOAN	10,000,000	\$0	10,000,000
STATE WORK STUDY	75,000	\$75,238	150,238
FINANCIAL AID FUND	963,500	\$0	963,500
AGENCY	0	\$0	0
ENDOWMENT LOCAL REVENUE	0	\$0	0
TOTAL FIDUCIARY FUNDS:	\$23,690,365	\$339,840	\$24,030,205
TOTAL ANNUAL REVENUE:	\$128,995,481	\$4,438,899	\$133,434,380

2015-16 COLLEGE RESERVE REPORT	
	Reserve
RESERVE PER POLICY 7110	
Contingency Fund (2.8% State Operating)	\$1,464,100
Operating Reserve 15%	\$10,500,166
Ancillary & Auxiliary Reserve 15%	\$2,354,665
TOTAL RESERVE	\$14,318,931
DEBT RESERVE FUNDS	
Parking Garage Debt	\$5,094,521
Student Housing Reserve	\$2,000,000
RESTRICTED/ DEDICATED FUNDS	
Lab Fees & Special Projects	\$7,031,612
Grants and Contracts	\$1,716,325
Subtotal	\$8,747,937
TOTAL RESERVED AND RESTRICTED	\$15,842,458

* Capital Fund Reserves are not reported in these figures.

BELLEVUE COLLEGE

Bellevue, Washington

2015-16 On-Going Innovation Grants, One-Time Funding, Self-Support Program Funding

Innovation Grant Funding		
Department	Description	Amount
Instruction	National Repository of Online Courses & ED Ready Math Readiness	\$14,000
Administrative Svc	Talk-A-Phone Emergency Call Boxes	\$43,417
Instruction	RISE & LMC Collaboratory	\$61,808
Instruction	ALMA Library system replace Voyager	\$90,000
Student Services	Bridge to Success "BOOT CAMP"	\$40,775
Total Innovation Grant Funding		\$250,000

One-Time Funding		
Department	Description	Amount
Instruction	Faculty Robes	\$8,000
Instruction	50th Anniversary	\$150,000
Instruction	Faculty Commons	\$137,854
Instruction	Undergrad Research	\$150,000
Administrative Svc	CTC Payment 1of 2 yrs	\$500,000
Instruction	Sabbatical	\$300,872
Total One-Time Operating Budgets		\$1,246,726

Self-Support Program Funding		
Department	Description	Amount
Instruction	Bridge Loan - BSN Data Analytics (final amount)	\$93,060
Instruction	BSN Accounting	\$100,000
Instruction	BAS Molecular BioSciences	\$86,000
Continuing Ed	OLS	\$181,500
Administrative Svc	Employee Bus Pass	\$160,000
Student Services	International Recruitment Manager	\$87,714
Human Resources	HR Generalist @ 60%	\$49,478
Instruction	Baccalaureate Development	\$135,600
Total Self-Support On-Going Funding		\$893,352



REGULAR MEETING AGENDA ITEM

POLICY 2400 - TUITION AND FEE WAIVERS

INFORMATION

FIRST READ

ACTION

Description

Tuition and fee waivers are established for specific categories of students as permitted by state law and the State Board of Community and Technical Colleges (SBCTC). According to the SBCTC, “Tuition waivers allow students to attend publicly funded community and technical college by “waiving” all or part of tuition and fees under certain criteria.”

The following recommended changes serve to update the college’s policy to meet the criteria established by the state of Washington:

- Running Start student waivers have decreased from 18 to 15 credits.
- Language has been added to include waivers for wrongfully convicted individuals and their children and step-children.
- Transportation waivers are now included for eligible non-financial aid students.
- A link to the SBCTC Tuition Waivers and Residency classifications has been added to the Relevant Laws and Other Resources section.

Key Questions

- * Are the changes in compliance with Washington state law?

Analysis

The revisions to college policy 2400 reflect current legislative and SBCTC guidelines.

Background/Supplemental Information

2400 Tuition and Fee Waivers Draft Changes

[State Board for Community & Technical Colleges Tuition Waivers and Residency Classification](#)

RCW [28B](#)

WAC [131-28-026\(4\)\(a\)](#)

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the proposed changes to Policy 2400 Tuition and Fee Waivers.

Prepared by: Ray White, VP of Administrative Services
ray.white@bellevuecollege.edu

2400 TUITION AND FEE WAIVERS

Original Date: 9/12/1995 * Last Revision Effective: 9/11/2012
Policy Contact: Vice President, Student Services

POLICY

The board of trustees of Bellevue College establishes and revises tuition and fee waivers for specific categories of students as permitted by state law and by the State Board for Community and Technical Colleges. The college may waive all or some portion of tuition and/or fees for state-supported courses.

The following waivers have been established and may be granted by the college:

General Waivers

- **Vocation training over eighteen (18) credits.** The college may waive overload fees for resident or non-resident students enrolled in more than eighteen (18) credits in a vocational preparatory program.
- **Children of deceased or disabled law officers and firefighters.** The college may waive all or a portion of tuition and services and activities fees.
- **Needy students.** The college may waive all or a portion of tuition and services and activities fees (not to exceed 3% of estimated tuition revenues) for resident needy students as designated by the financial aid office. Up to 25% of the maximum waiver capacity may be used for other than needy resident students, with the exception of waivers for athletics.
- **Eligible veterans or National Guard members who have served in a war or conflict fought on foreign soil or in international waters, or served in support of those that were.** The college may waive 25% of the operating tuition fee.
- **Child and spouse of eligible veteran who is totally disabled or POW/MIA or deceased.** The college must waive 100% tuition and services and activities fees.
- **Athletes.** Beginning with Fall Quarter 2007 the college may waive 25% tuition and service and activities fees for all enrolled Bellevue College athletes that are grant-in-aid eligible.
- **Eligible running start students'** tuition and operating fees are waived up to ~~eighteen~~fifteen combined college and high school (185) credits. Need based waivers are available for qualifying low-income running start students for all fees other than tuition and operating fees.
- **Wrongfully convicted individuals and their children and step-children.** The college must waive all tuition and fees for wrongfully convicted individuals, their children and step-children. Recipients may attend full-time or part-time. Total credits earned using the waiver may not exceed two-hundred quarter credits, or the equivalent of semester credits.

Waivers for Non-Resident Differential in Tuition and Fees

- **U.S. citizens and resident aliens.** The college may waive 40% of the non-resident operating fee differential, not building fee differential, after the student has enrolled and paid as a non-resident for at least one quarter. The waiver is applicable starting the second quarter and thereafter.
- **Distance learners.** The college may waive the non-resident operating fee differential, not building fee differential, for students enrolled only in distance education classes.
- **Congressional dependents.** The college may waive all or a portion of the non-resident differential.
- **Higher education employees, spouses and dependents.** The college may waive all or a portion of the non-residential differential for those persons living in the state of Washington and employed in higher education on at least a half-time basis and for their spouses and dependents.
- **International student exchange.** The college may waive all or a portion of the non-residential differential, limited to 100 full-time students statewide.
- **Refugees.** The college may waive all or a portion of the non-residential differential of operating fees for refugees, their spouses and dependents with parole status, immigrant visa, or citizenship applications.

Space-Available Waivers

- **Seniors taking credit and/or auditing courses.** The college may waive all or a portion of tuition and services and activities fees with a minimum registration fee of \$5.
- **State employees.** The college may waive all or a portion of tuition and services and activities fees for at least half-time state employees. Preference for registration may be given to Bellevue College employees.

Ungraded Courses

- **ABE/ESL/GED.** The college may waive all of the tuition for needy students, who must provide documentation from organization(s) that verify the student's low income status.

Transportation

- The college may waive up to 100% of parking permit costs and 100% of bus permit costs for eligible non-financial-aid students meeting need-based criteria established by the college.

RELEVANT LAWS AND OTHER RESOURCES

- Board of Trustees Resolution 233
- RCW [28B](#)
- WAC [131-28-026\(4\)\(a\)](#)
- State Board for Community & Technical Colleges Tuition Waivers and Residency Classification
- Bellevue College Procedure #2400P Tuition and Fee Waivers

REVISION HISTORY

Original 9/12/1995

Revisions 10/22/1997; 3/22/2005; 12/13/2005; 9/12/2007; 5/21/2009; 9/11/2012

APPROVED BY

Board of Trustees
President's Staff



REGULAR MEETING AGENDA ITEM

POLICY 2450-OFFICIAL WITHDRAWAL FROM A COURSE/S

INFORMATION

FIRST READ

ACTION

Description

Currently no policy exists that covers the official withdrawal from a course(s) exists in the policy and procedures handbook. This policy fills the current gap addressing this area.

Key Questions

- * Why is a withdrawal from course(s) policy needed?
- * Will adherence to this policy maintain compliance with regulations as stated in the Revised Code of Washington (RCW)?

Analysis

This policy has been written to address the absence of a policy related to Official withdrawal from a course(s). Currently there is a procedure 2450P that does not have an accompanying policy. This policy rectifies that omission. The procedure 2450P has also been revised to fit in with Policy 2450 - Official withdrawal from a course(s).

Background/Supplemental Information

RCW 28B.15.605: Refunds or cancellation of fees — Community colleges and technical colleges

RCW 28B.10.270: Rights of Washington national guard and other military reserve students called to service

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approve Policy 2450 – Official Withdrawal from a Course/s at a future meeting.

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2450 Official Withdrawal from a Course/s

Original Date:

Policy Contact: Vice President, Student Affairs

Policy

Students may initiate an official withdrawal during the established deadlines as listed on the academic/enrollment calendar. In accordance with state law the college may grant an exception to the withdrawal and refund deadlines for students who experience a serious medical situation or for those fulfilling a state or federal military service obligation that exceeds 30 calendar days. Accommodations, other than a withdrawal, are allowed for service members fulfilling a military service obligation that is 30 days or less.

The college will establish procedures and guidelines for students who wish to withdraw from a class or classes.

Relevant Laws and Other Resources

- [RCW 28B.15.605](#): Refunds or cancellation of fees — Community colleges and technical colleges
- [RCW 28B.10.270](#): Rights of Washington national guard and other military reserve students called to service

Approved By