



**BELLEVUE**  
COLLEGE

Board of Trustees  
Community College District VIII

Regular Meeting

May 22, 2013

## **Vision**

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

## **Core Values**

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

## **Mission**

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

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

### ***Student Success***

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

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

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

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

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

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

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

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



A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, May 22, 2013. The business session will begin at 2:00 pm in room B201. Paul Chiles, Chair, will preside.

**AGENDA**

12:00 PM	LUNCH (A201)		
1:00 PM	EXECUTIVE SESSION (A201) There will be an executive session to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body or a member acting in an official capacity is, or is likely to become a party and to discuss the evaluation of state employees.		
2:00 PM	STUDY SESSION (B201) Stem to Stern Program	Boyum	
2:45 PM	BUSINESS SESSION (B201)		
	I. Call to Order		
	II. Roll Call and Introductions		
	III. Consent Agenda		
	A. Approval of Agenda for May 22, 2013		3
	B. Meeting Minutes from March 6, 2013		5
	C. Meeting Minutes from March 18-19, 2013		10
2:55 PM	IV. Constituent Reports		
	A. Faculty		
	B. Classified Staff		
	C. Student		
3:25 PM	V. Monitoring Reports (reports for this meeting in bold)		
	A. <b>Student Success</b>	All	11
	B. <b>Instruction</b>	All	12
	C. <b>Workforce and Economic Development</b>	All	13
	D. <b>Student Services</b>	All	14
	E. <b>Foundation</b>	All	15
	F. Technology	Quarterly	
	G. <b>Capital Facilities</b>	Quarterly	16
	H. New Campus Development	Quarterly	
	I. <b>Finance</b>	Quarterly	17

**BOARD OF TRUSTEES  
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BELLEVUE, WASHINGTON**

	J. Human Resources	Quarterly	
	K. <b>Enrollment Report</b>	Quarterly	19
	L. Budget and Legislative Developments	As needed	
	M. Marketing and Public Relations	As needed	
3:45 PM	VI. Information Items		
	A. All Washington Academic Team		23
3:55 PM	VII. First Read		
	A. 2013-14 International Student Contract Program	White	24
	B. 2013-14 College Budget	White	25
	C. Parent Education Waivers	White	28
	D. 2013-14 Services & Activities Budget	Karim	31
	E. 2012-13 Tuition and Fee Schedule (tentative, pending legislative action)	White	
	F. Board Elections – Chair and Vice Chair		35
	G. Sabbatical Leave Authorization	Nielsen	36
	H. Technology Accessibility Policy	Beard	38
4:30 PM	VIII. Action Items		
	A. East Campus Physical Master Plan	White	40
	B. Presidential Contract Addendum	Chiles	44
4:40 PM	IX. Board Reports		
	A. TACTC Board of Directors	Gunn	
	B. TACTC and BC Legislative Committees	Miller/Orrico	
	C. Individual Member Reports		
4:55 PM	X. President’s Report		
5:10 PM	XI. Unscheduled Business/Community Testimony		
5:25 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 March 6, 2013 in room B201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Mr. Paul Chiles, Chair, presided.

**EXECUTIVE SESSION**

The meeting was called to order at 1:00 PM. Paul Chiles announced that there would be an executive session for approximately 60 minutes to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body or a member acting in an official capacity is, or is likely to become a party and to discuss the evaluation of state employees. The executive session was extended for 10 minutes.

**STUDY SESSION – Information Resources Strategic Plan**

Russ Beard presented the Information Resources strategic plan. The presentation discussed the stages for the plan and outlined the three layers for development. The strategic plan will be used in the creation of a work plan to implement the strategic plan.

**BUSINESS SESSION**

The business session was called to order at 3:05 p.m.

I. ROLL CALL

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

INTRODUCTIONS

Dave Rule, President	Bruce Marvin, Asst. Attorney General
Lisa Corcoran, Executive Asst. to the President	Ray White, Vice President of Administrative Services
Laurence Herron, Interim Vice President of Institutional Advancement	Paula Boyum, Vice President of Economic & Workforce Development
Patricia James, Associate Vice President, Effectiveness and Strategic Planning	Jennifer Strother, Executive Director of Finance and Auxiliary Services
Jan Ng, Classified Employee Representative	Brandon Lueken, Program Coordinator, Student Programs
Takhmina Dzhuraeva, ASG President	Doug Brown, President, BCAHE
Vannarith Khov, ASG Technology Representative	Kevin Tu, ASG Chief Justice
Keaturah Anderson, Campus Life and Events Representative	Ray Butler, Faculty
Judith Paquette, Faculty	David Kopp, Faculty
Sherri Ballantyne, Assistant Dean, Financial Aid	Susan Miller, Faculty
Stella Orrechia, Faculty	Leslie Lum, Faculty
Tim Jones, Faculty	Nancy Gonlin, Faculty

II. **CONSENT AGENDA**

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

The consent agenda was approved unanimously (6-0).

III. **CONSTITUENT REPORTS**

Faculty Report

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

- Faculty hiring – BC is looking for 22 positions with 19 searches. There was some concern expressed regarding salaries and the comparison with the national market.
- Lobbying in Olympia and advocating for full scope bargaining Bill 1348.
- Faculty Commons is doing well.

Classified Staff Report

Jan Ng, representing classified staff, reported on the following key points:

- Some bills being introduced in the legislature are causing concern.
- There is concern and uncertainty as to the legislative funding for state employee contracts and Level M.

Student Report

Takhmina Dzhuraeva, ASG President, shared information regarding student activities in the following areas:

- Forty-one students, as well as faculty and staff, met in Olympia and scheduled thirteen appointments with legislative assistants to support funding for higher education.
- OSLA legislative agenda is focusing on new revenue, undocumented students and work study.
- Students have been meeting with Russ Beard, Vice President of Information Resources, to discuss the technology fee.
- A Pluralism Café was held with approximately 50 students and administration discussing efforts to increase faculty of color.

IV. **MONITORING REPORTS**

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

- Migration to the new Learning Management Solution was completed in six months compared to twenty-four months for most schools.
- Phase 1 of the B building remodel will begin. It's an 18 month renovation.

V. **FIRST READ**

A. East Campus Physical Master Plan

Ray White reviewed the recommendations for the east campus physical master plan that are required for the city of Issaquah permit process.

VI. **ACTION ITEMS**

A. Tenure Review Recommendations for the 2013-14 Academic Year

Tom Nielsen provided the recommendations from the tenure review committee for the 2013-14 academic year.

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Motion 01:13

It was moved by Marie Gunn and seconded by Lisa Chin that:

The Board of Trustees of Community College District VIII hereby grants tenure for the 2013-14 academic year to Jocelyn Anderson, Health Sciences, Education and Wellness Institute (Nursing).

The motion passed unanimously (5-0).

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Motion 02:13

It was moved by Lisa Chin and seconded by Marie Gunn that:

The Board of Trustees of Community College District VIII hereby grants tenure for the 2013-14 academic year to Stacey Austin, Health Sciences, Education and Wellness Institute (ENDT).

The motion passed unanimously (5-0).

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Motion 03:13

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 2013-14 academic year to Teaessa Chism, Health Sciences, Education and Wellness Institute (Nursing).

The motion passed unanimously (5-0).

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Motion 04:13

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

The Board of Trustees of Community College District VIII hereby grants tenure for the 2013-14 academic year to Rosemary Hall, Institute for Business and Information Technology (Paraprofessional Accounting).

The motion passed unanimously (5-0).

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Motion 05:13

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

The Board of Trustees of Community College District VIII hereby grants tenure for the 2013-14 academic year to Timothy Jones, Social Science (Political Science).

The motion passed unanimously (5-0).

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Motion 06:13

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 2013-14 academic year to David Kopp, Arts and Humanities (English).

The motion passed unanimously (5-0).

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Motion 07:13

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

The Board of Trustees of Community College District VIII hereby grants tenure for the 2013-14 academic year to Grace Robbins, Social Science (Economics).

The motion passed unanimously (5-0).

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Motion 08:13

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 2013-14 academic year to Chace Stiehl, Social Science (Economics).

The motion passed unanimously (5-0).

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Motion 09:13

It was moved by Marie Gunn and seconded by Steve Miller that:

The Board of Trustees of Community College District VIII hereby grants a fourth probationary year to Katrina Casprowiak, Arts and Humanities (Art) in that all conditions required by RCW 28B.50.852 for advancement to a fourth year have been met.

The motion passed unanimously (5-0).

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The board recessed for 10 minutes to congratulate the tenure recipients.

VII. **BOARD REPORTS**

TACTC –TACTC met January 29<sup>th</sup>-30<sup>th</sup> in Olympia. The meeting included a number of legislators. The tone this year seemed much more pro-education.

TACTC Legislative Committee – Legislation this year is focused on repairing the economy and creating jobs. Higher education has more vocal support than in previous years. Legislative priorities include identifying new dedicated revenue sources for higher education.

VIII. **PRESIDENT’S REPORT**

President Rule acknowledged Lisa Chins confirmation in the senate this week. He also discussed the WACTC and BAC meetings and current bills which are under consideration in the legislature which may have an impact on the college. President Rule also shared documentation of the potential impact of sequestration on the college. Other topics included notifying the board that the college is preparing an RFP for an external audit.

President Rule notified the board that he is running for the board for the American Association of Community Colleges. Lisa Chin and President Rule are preparing a presentation proposal for the ACCT conference which will be held in October in Seattle. Trustees are encouraged to attend the conference.

Upcoming dates for activities include the annual Bellevue College Foundation Luncheon on May 1<sup>st</sup> and commencement at Key Arena on June 14<sup>th</sup>.

Kara Talbott thanked the board for their support and announced that she had accepted a position at Virginia Mason Hospital Foundation.

President Rule distributed a draft agenda for the board retreat on March 18<sup>th</sup> and 19<sup>th</sup>.

IX. **UNSCHEDULED BUSINESS**

There was no unscheduled business.

X. **ADJOURNMENT**

There being no further business, the meeting of the Board of Trustees adjourned at 4:40 PM.

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Paul Chiles, Chair  
Board of Trustees

ATTEST:

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Lisa Corcoran  
Secretary, Board of Trustees  
Community College District VIII

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

A special meeting of the Board of Trustees of Community College District VIII, state of Washington, was held March 18-19, 2013 in room B201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. The meeting was a study session. Mr. Paul Chiles, Chair, presided.

**I. ROLL CALL**

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

**II. STUDY SESSION – March 18th**

Ms. Polonio guided the board through a series of exercises designed to outline the roles and responsibilities of the board and the president, identify communication strategies and strengthen the board/president relationship.

**III. STUDY SESSION – March 19th**

The administration joined the board of trustees for a collaborative visioning process to assist in the development of campus-wide plans.

The board convened in executive session at 1:00 p.m. to review the performance of a public employee.

The board reconvened in study session at 2:00 p.m. to continue planning and establishing board priorities for 2013-14.

**ADJOURNMENT**

The meeting of the Board of Trustees adjourned at 2:45 PM.

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Paul Chiles, Chair  
Board of Trustees

ATTEST:

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Lisa Corcoran  
Secretary, Board of Trustees  
Community College District VIII

## STUDENT SUCCESS



### STUDENT RETENTION—SETTING EXPECTATIONS

#### Key Points

- The purpose in monitoring student retention is to ensure the college satisfies the needs of students in meeting their goals. The extent to which an institution retains a student depends on multiple factors, including individual student intentions.
- Monitoring retention at selective admissions institutions is fairly straightforward: the institution determines which students to offer admission, and creates an entering cohort of those who enroll.
- Open admissions institutions, like BC, are challenged in monitoring student retention because there are no admissions criteria. Determining an entering cohort depends on multiple responses to questions, such as “What is your highest level of education”, “How long do you plan to attend this college?”, or “How do you plan to use the credits you will earn at this college this term?”
- **Chart 1** shows the enrollment pattern of a cohort of fall 2010 students who had no previously earned postsecondary credits at BC (n=4174). The cohort was further disaggregated by the entry status of each student. (Term-to-term retention is visually displayed using a *sparkline* graphic.)

**Chart 1. Retention of Fall 2010 Cohort by Entry Status**  
Enrolled Terms

Entry Status	F10	W11	Sp11	F11	W12	Sp12	F12	W13	Sp13	Retention
	1st	2nd	3rd	5th	6th	7th	9th	10th	11th	
<b>All First BC enrolled</b>	<b>4174</b>	<b>3171</b>	<b>2825</b>	<b>2073</b>	<b>1890</b>	<b>1742</b>	<b>1057</b>	<b>889</b>	<b>799</b>	
New to College	1455	1208	1126	914	830	771	522	423	361	
Transferring credits	1936	1285	1114	762	686	620	452	405	385	
Workforce	114	82	60	39	35	31	15	12	13	
Running Start	481	431	395	245	238	219	19	11	9	
Contract International	145	126	123	107	96	97	46	36	29	
All Other	43	39	7	6	5	4	3	2	2	

- Nearly one-half of these new BC students (46.4%) transferred credits earned from another postsecondary institution to their BC experience. Another two-thirds (34.9%) were attending college for the first time.
  - Fewer than 4 out of 10 (39.2%) planned to attend BC long enough to complete a degree.
  - Nearly two-thirds (65.0%) were taking credit to gain skills for a future career or current job.
  - Nearly three-fourths (72.9%) started fall 2010 taking 10 or more credits.
- As of winter 2013, 15.3% had completed at least a certificate. Those who started fall 2010 taking 10 or more credits represent more than 9 out of 10 completers (92.6%). Those who transferred credits represented the majority of completers (39.3%), followed by new students (29.3%).

#### Next Steps

- Refining protocols to provide feedback to other units for improving services is a priority.
- When spring 2013 awards are finalized, these data will be updated.

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

## INSTRUCTION



### COMPETENCY-BASED EDUCATION

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#### *Key Points*

- Competency-based education (CBE) is a movement that has recently been gathering momentum in the SBCTC system, spearheaded and supported by the work of the WACTC Strategic Visioning Committee and now being carried forward by a "coalition of the willing" that includes a substantial number of representatives from the system's 34 colleges, including Bellevue College.
- CBE is built upon an operational paradigm in which students' learning achievement is fixed and time is variable, and students are able to spend as much or as little time as it takes to achieve an established level of competency in a subject area. Electronic delivery (e.g., via Canvas) is an enabler for this system, allowing students to work and progress independently at their own rate.
- This operational paradigm contrasts sharply with our current seat-time-based, industrial model of education, in which the schedule is fixed and learning is variable, and students learn only as much as they are able to absorb in an 11-week quarter—exiting each course with varying outcomes as documented by grades A through F.
- Bellevue College is participating in the system's efforts on two fronts: the first is participation in a grant from the Bill and Melinda Gates Foundation to Western Governors University (WGU), titled *Promoting and Advancing Competency-Based Education*. The second is participation with many sister institutions in developing a state-wide model for a competency-based Associate's degree.
- BC instructors in the Business Technology Systems program are working to fulfill grant requirements by developing curriculum, learning resources, and assessments for a competency-based version of their Business Software Specialist Certificate. The state-wide coalition of the willing, including BC administrators and faculty, is developing ways to create, revise, accommodate, and work-around the business practices that will be necessary to implement competency-based education.

#### *Next Steps*

- If successful, this is envisioned as another delivery modality choice for students. Competency-based education should be particularly attractive to non-traditional adult learners who are able to successfully work independently and who can apply applicable knowledge and competencies gained from work and life experiences toward college credits and credentials. The ability to move quickly through material in which competency already exists can substantially reduce students' time to earn credentials as well as the cost of those credentials.

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

## ECONOMIC & WORKFORCE DEVELOPMENT



### ADDRESSING THE CRITICAL TECHNOLOGY SKILLS SHORTAGE

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#### *Key Points*

The technology sector is now the state's major economic driver. The Washington Research Council reports that technology-related employment increased 119 percent over the past two decades, while the underlying state economy grew only 14 percent. The IT sector created two-thirds of Washington's job growth and more than half of employee-compensation growth over that time. IT now represents 27 percent of all jobs in the state. *(Susan Sigl, WTIA)*

Bellevue College is addressing the significant technology skills shortage in a number of ways:

- Paula Boyum, VP of Economic and Workforce Development, is serving on a special workforce committee of the Washington Technology Industry Association (WTIA). This committee, comprised of representatives of higher education and industry is developing strategies to increase the number of computer science and IT professionals.
- BC's Center of Excellence for Information & Computing Technology is providing statewide leadership by conducting a comprehensive analysis of current and future IT workforce needs. This includes an industry focus group held in March and an educator/industry summit scheduled at Microsoft on June 7. Information will be shared with education and industry partners statewide.
- Serving as a consortium partner in a Department of Labor grant administered through Collin College in Texas. Through this partnership, BC is creating IT career pathways, implementing a virtual IT lab, increasing the number of IT certificate and associate degree completers, and placing graduates into jobs.
- Development of a new IT applied baccalaureate program with the first class beginning in fall 2013.
- Strengthening of credit and non-credit IT certificate programs to address critical shortage area such as mobile applications and network security.

#### *Next Steps*

- BC's Center of Excellence will publish and disseminate results of research, focus group and IT summit.
- BC and the Center of Excellence are serving as key partners in the Seattle District's application for a round three Department of Labor Trade Adjustment Assistance grant (due July 3).
- Measure and document results of expanded training programs including completers and job placement of participants

Report by: Paula Boyum, Vice-President of Economic & Workforce Development  
paula.boyum@bellevuecollege.edu

## STUDENT SERVICES



### AUTISM SPECTRUM NAVIGATORS -SECOND-ANNUAL AUTISM AWARENESS VIDEO GAME TOURNAMENT

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CNN Health kicks off Worldwide Autism Awareness Month (Autism Acceptance Month in Washington State) with an article featuring a Bellevue College student who is set to graduate this quarter:

*"The college I attend has a program specifically created for students with autism and Asperger's, which helps them learn their strengths and weaknesses and how to advocate for themselves. I have learned what my needs are and how to ask for help, even though at times I wanted to give up. I have always been given the help I needed when I asked."*

In 2011, The Autism Spectrum Navigators (ASN) program at Bellevue College (BC) was developed following a year-long pilot study, which tracked 26 students who received ADA accommodations. 13 of those students received additional program services and the remaining students who did not receive additional program services served as the control group. All students in the study had a documented diagnosis of an Autism Spectrum Condition. The ASN program areas of focus: Executive Functioning, Social Interaction, Self-Advocacy, and Self-Regulation, were chosen not only because they are skills necessary for college success, but because they are common areas of difficulty for many individuals on the Autism Spectrum. As students increase their self-knowledge in these focus areas, they also increase their ability to manage college academics and navigate the social curriculum of college, as well as life beyond college. It is designed to increase accessibility to areas of college life and beyond, including academics, working with others, socializing, and being a part of the community. The ASN program celebrates the unique personality of each student, and respects their right to make individual choices. Services are delivered through weekly meetings with trained peer mentors, called Navigation Assistants, who are upper-level undergraduate students from nearby universities. Students also attend quarterly 2-credit classes as a group. These classes are designed to support their learning and growth. Topics include the program areas of focus, along with communication and health. New topics are being added quarterly. Now in its second year, the ASN program continues to enjoy stellar outcomes.

#### ASN Program Outcomes:

- 100% retention rate
- steady above-3.0-GPA group average
- 87% class completion rate.
- Three students have graduated with transfer degrees and three more will graduate this spring.
- There are currently 49 students in the program, and it is projected that there will be 75 students for fall quarter

#### The recent 2<sup>nd</sup> Annual Autism Awareness Video Game Tournament, April 14, 2013

- Over 300 people from the community to the campus, to play video games, see community game and autism transition vendors, hear special speakers and bid on items in the silent auction.
- Over \$8000 was raised to support the program, which will be used to pay for navigation assistants salaries

#### Next Steps

- Continue to increase and improve services to the AS students enrolled in the ASN program and become the premier ASN program in the country.

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

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*Key Points*

Foundation Impact on the College:

- The Foundation has awarded three Lockwood Foundation Innovation Grants:
  - \$2800 for ultrasound probe technology to Health Sciences Education and Wellness and Institute (HSEWI).
  - \$5360 to Project Chemtasia to support a videotaping project that will provide online support and supplementary materials for science laboratory work.
  - \$700 to purchase a 3-D camera and accessories to support anthropology classes, as well as instructional innovation in other disciplines.
- Foundation Scholarship Applications have opened online.
- Scholarship read day is scheduled for July 23.
- Bricks:
  - A contract has been awarded by the College for construction of a plaza for commemorative bricks in the area in front of the fountain. Work will begin the day after conclusion of spring final exams. The Foundation is granting funds to cover the installation of high quality bricks in distinctive patterns.

Luncheon:

- The 14<sup>th</sup> annual Become Exceptional Luncheon took place May 1 at the Meydenbauer Center with 650 attendees. Keynote speaker was Gerald Chertavian, Founder and CEO of Year Up.
- The Luncheon raised \$240,000. Sponsorship income was down from the previous year, but individual giving remained strong. Eighty-four percent of the attendees made gifts at the Luncheon, resulting in a record \$116,000 in on-the-day giving.

Foundation Planning:

- The Foundation Board of Directors will hold an all-day planning meeting on June 20. Foci of the session will be an in-depth review of the Foundation's current strategic plan and prioritization of plan goals that are suitable to achieve in 2013-2014. The Strategic Planning Committee of the Foundation Board has outlined revisions to the plan that aim to transition the Foundation to a more expansionary fund-raising program and to facilitate greater interaction between the Foundation Board and College stakeholders.

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

## CAPITAL FACILITIES



**BELLEVUE  
COLLEGE**

**B BUILDING REMODEL – PHASE ONE** - Remodeling includes updating and improving ventilation for general purpose classroom B204; Student Service area HVAC upgrade; and making minor revisions to the L-Building to accommodate relocated Interior Design studios from B223 and B225. Student Services area will remain open during HVAC up grades, detour signs will be posted directing pedestrians to the nearest accessible entrances during removal and install of new HVAC units. Occupancy of B204 and Interior Design spaces is planned by start of fall quarter 2013. Updating of these spaces will expand program space, generally eliminate environmental deficiencies, and increase program functionality and flexibility. Interior Design program space will be fully contained within the L-building. The Testing Center will be separated from the Disability Resource Center (DRC) spaces and spaces will be made code-compliant as well as satisfy standardized testing certification requirements. The bookstore, testing center, and DRC will move into temporary space this fall during phase two of construction whereas the bookstore and testing center are not expected to be occupied until spring to summer quarter 2014.

**HEALTH SCIENCES (T) BUILDING**-LMN Architects is revising draft bid documents completed in 2010 in anticipation of advertising for bids early this April and start of construction in early July. The building permit has been approved by the city. Construction start is contingent upon receipt of adequate state funding. Occupancy is planned for start of spring quarter 2015. Completion of this building will expand general purpose classroom space and update Health Science program space. Receipt of full funding for construction is uncertain given the state's current economic climate. Construction will impact parking temporarily and long term. Closure of the drop-off will impact vehicular circulation short-term.

**GYM BLEACHER REPLACEMENT**- This project is intended to replace the original gym bleaches with code compliant seating. Demolition and installation planned for August 2013. Completion of this project will permit gym staff to more easily and safely open and close seating for events. No activities or events will be scheduled during the installation of the new bleacher system.

**KELSEY CREEK ROAD REPAIRS**-This project is intended to make structural and surface repairs to prevent recurrent potholes, reduce unevenness, and replace worn-out pavement markings. Contractor bid documents are being revised by the campus architect to reflect a scope of work that can be achieved with current funding. Construction scheduled for this summer and will repair approximately 33,500 square feet pavement. Repair of unevenness on walkways at the north end of campus is part of this project.

**COURTYARD PAVER REPLACEMENT**- This project will incorporate inscribed pavers provided by the Foundation and will improve drainage in this courtyard area in front of the fountain. Closure of the area will inconvenience pedestrians for several weeks.

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

# FINANCE



## FINANCIAL REPORT

FOR PERIOD JULY 1, 2012 TO MARCH 30, 2013

### Description

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

#### Key Questions

- What is the status of the institution's financial activities for each fund?
- What emerging trends have bearing on expectations?

### Analysis

<b>NET GAIN(LOSS) Analysis Operating Funds</b>					
For the Period Ending MARCH 31, 2013					
		<b>FY 13 BUDGET</b>	<b>FY 13 ACTUAL</b>	<b>FY 12 ACTUAL</b>	<i>Actual % of Budget YTD</i>
<b>OPERATING FUND:</b>					
<b>STATE ALLOCATION</b>					
	ALLOCATION	\$25,855,662	\$22,579,008	\$17,061,254	87.3%
	EXPENSE		\$22,579,008	\$17,061,254	87.3%
<b>NET GAIN(LOSS) STATE ALLOCATION</b>			<b>\$0</b>	<b>\$0</b>	
<b>LOCAL OPERATING</b>					
	REVENUE	\$22,853,458	\$21,935,868	\$19,949,532	96.0%
	EXPENSE		\$15,292,504	\$19,949,532	66.9%
<b>NET GAIN(LOSS) LOCAL OPERATING</b>			<b>\$6,643,364</b>	<b>\$0</b>	
<b>DEDICATED LOCAL FUND</b>					
	REVENUE	\$14,132,292	\$17,683,741	\$18,743,123	125.1%
	EXPENSE		\$8,082,634	\$7,962,296	57.2%
<b>NET GAIN(LOSS) DEDICATED LOCAL FUND</b>			<b>\$9,601,107</b>	<b>\$10,780,827</b>	
<b>GRANTS &amp; CONTRACTS</b>					
	REVENUE	\$20,940,351	\$14,967,560	\$15,491,589	71.5%
	EXPENSE		\$6,557,851	\$8,230,129	31.3%
<b>NET GAIN(LOSS) GRANTS &amp; CONTRACTS</b>			<b>\$8,409,709</b>	<b>\$7,261,460</b>	
<b>NET GAIN(LOSS) OPERATING FUNDS:</b>			<b>\$24,654,180</b>	<b>\$18,042,287</b>	

- Revenues and expenses (tuition and fees collections) are generally consistent with expectations for the third quarter.
- Spending is on track to fully utilize the state allocation by year-end.
- Local dedicated revenue is lower relative to last year due to lower enrollment reflected primarily in lower excess tuition.

**Net Income-Proprietary Funds**  
For the Period Ending March 31, 2013

	FY 13	FY 12
<b>PROPRIETARY FUNDS:</b>		
STORES FUND	\$6,424	\$36,596
COMPUTER SERVICE FUND	\$293,307	-\$38,496
PRINTING FUND	\$39,647	\$17,694
MOTOR POOL	-\$6,463	\$773
ASSOCIATED STUDENTS	\$1,118,524	\$1,322,649
BOOKSTORE	\$132,597	\$65,358
PARKING	\$830,283	\$1,540,123
FOOD SERVICES	-\$4,322	-\$63,113
OTHER AUXILIARY ENTERPRISES	\$162,784	\$233,200
<b>NET GAIN(LOSS) PROPRIETARY FUNDS:</b>	<b>\$2,572,781</b>	<b>\$3,114,784</b>

- Proprietary Funds are performing as expected.
- Other Auxiliary Enterprises activity varies relative to last year mostly due to timing differences in inter-fund transfers of revenues and expenses.
- The Parking Fund reflects lower revenue due to internal transfers as well as timing of bus pass expenses and an early payment of principal on parking debt.
- Associated Students results reflect expenses from the renovation of the student programs offices this year.

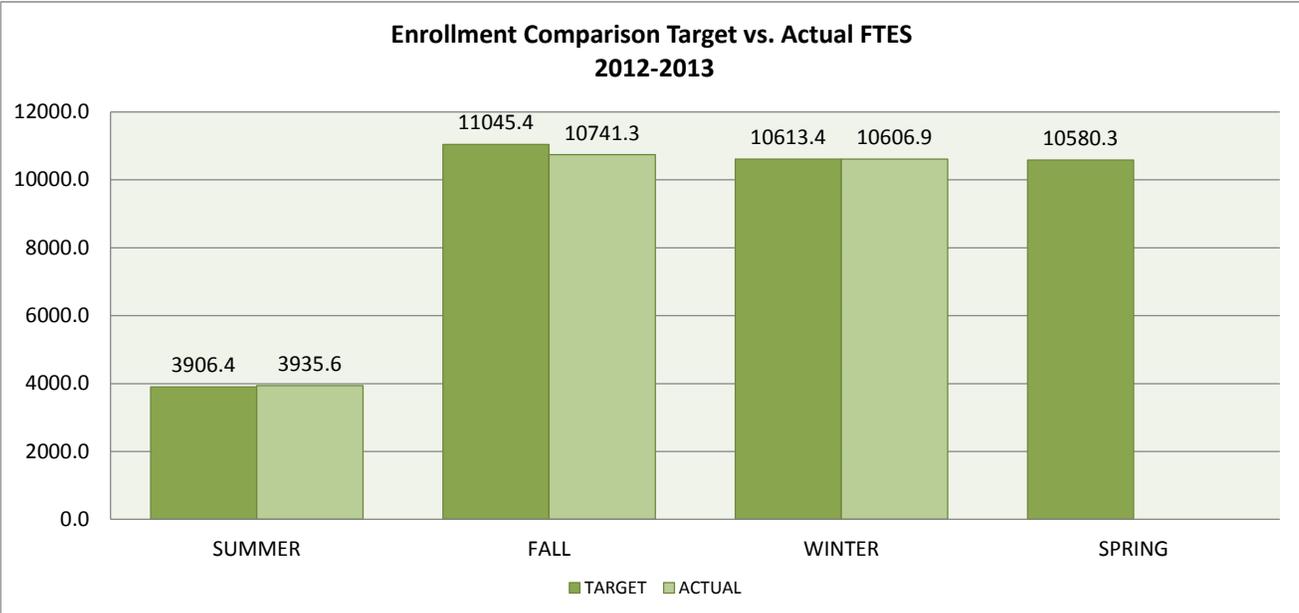
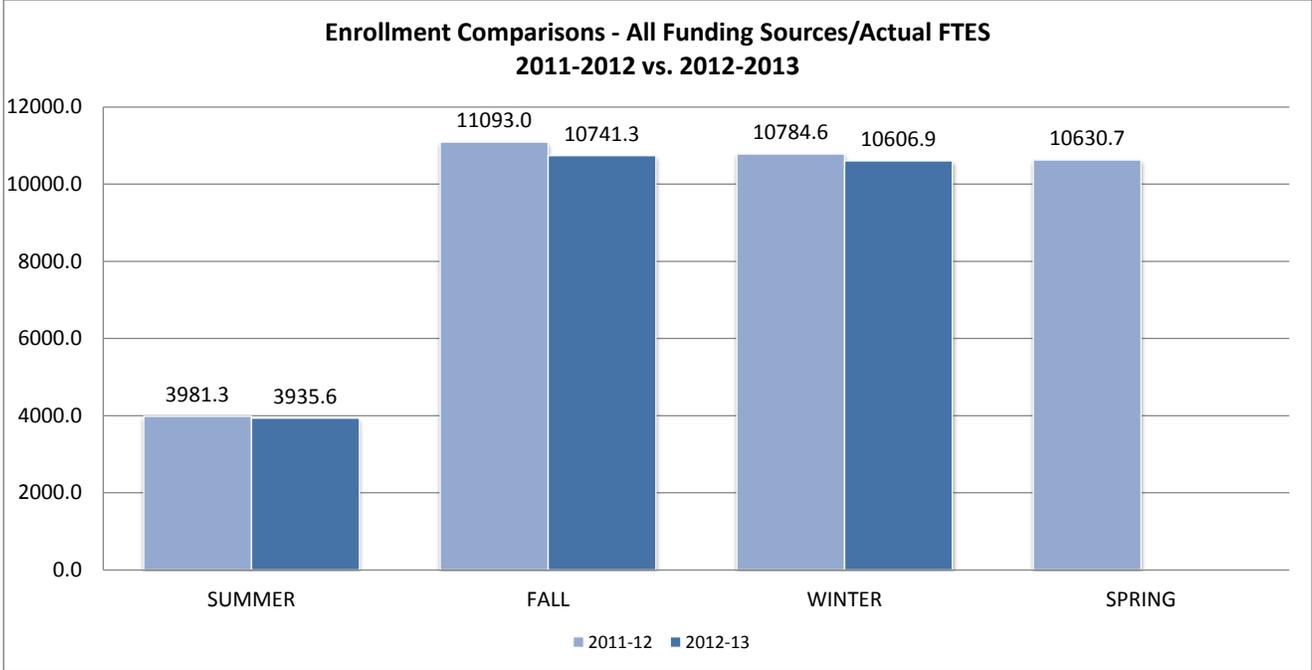
Report by: Ray White, Vice President for Administrative Services  
ray.white@bellevuecollege.edu

TOTAL COLLEGE				
All Divisions & Miscellaneous Programs	Fall 2013 FTES Target	Actual FTES	# Difference	% Difference
	10614	10607	-6.8	-0.1%

Division	Fall 2013 FTES Target	Actual FTES	# Change	% Change
<b>Arts &amp; Humanities</b>	<b>3200</b>	<b>3156</b>	<b>-44.1</b>	<b>-1.4%</b>
Humanities	0	0	0.0	0.0%
Art	225	209	-16.6	-7.4%
Applied Linguistics	0	0	0.0	0%
Communications	411	437	26.6	6.5%
Dance	14	15	1.0	7.0%
Drama	47	47	-0.2	-0.5%
English	1152	1113	-39.7	-3.4%
World Language	387	368	-19.3	-5.0%
Interdisciplinary	0	0	0.0	0.0%
Interior Design	117	97	-19.2	-16.4%
Music	147	169	22.1	15.0%
Philosophy	237	203	-33.2	-14.0%
ABE/GED	84	106	22.5	26.8%
DEVED/ID	14	7	-7.3	-52.4%
Experiential Learning	14	14	-0.2	-1.4%
ESL	352	372	19.5	5.5%
<b>Health Sciences</b>	<b>808</b>	<b>788</b>	<b>-19.7</b>	<b>-2.4%</b>
Diagnostic Ultrasound	27	31	3.9	14%
Early Childhood Educ	19	18	-0.9	-5%
Education	29	24	-4.9	-17%
Health	48	56	7.9	16%
Indiv Studies	0	0	-0.3	-100%
Imaging	0	0	0.0	0%
Nursing	100	119	19.0	19%
Nuclear Medicine Tech	11	11	-0.1	-1%
Parent Ed	2	0	-2.3	-100%
Physical Development	115	109	-5.5	-5%
Radiologic Technology	57	61	4.5	8%
Radiation Therapy	17	21	4.0	24%
Recreation Education	0	0	0.0	0%
Health Professions	131	140	8.5	7%
Radiation Mgmt/Tech	35	28	-7.1	-20%
Neuro Diagnostic Tech	19	16	-2.9	-15%
Medical Informatics	12	0	-12.3	-100%
Parent Education	186	155	-31.1	-17%
<b>Social Science</b>	<b>2069</b>	<b>1896</b>	<b>-173.3</b>	<b>-8.4%</b>
Criminal Justice	105	89	-15.8	-15.0%
Anthropology	193	150	-43.1	-22.4%
Economics	213	218	5.0	2.3%
Geography	144	123	-21.7	-15.0%
History	225	246	20.7	9.2%
International Studies	26	17	-9.0	-35%
Political Science	122	96	-26.5	-22%
Psychology	387	379	-8.4	-2.2%
Business Admin Trans	264	195	-68.7	-26.0%
Sociology	271	294	23.4	8.6%
Cultural and Ethnic Studi	120	91	-29.1	-24.4%

Division	Fall 2013 FTES Target	Actual FTES	# Difference	% Difference
<b>Business (IBIT)</b>	<b>911</b>	<b>1037</b>	<b>125.9</b>	<b>13.8%</b>
Accounting-Paraprofessiona	83	97	13.4	16.1%
Sustainable Business Practic	9	4	-5.1	-55.8%
Information Tech	21	37	16.2	76.2%
Business Management	240	244	3.8	1.6%
Marketing	59	76	16.3	27.4%
Business Tech System	179	187	8.1	4.6%
Business Intelligence	24	56	31.6	129.6%
Network Services	48	50	1.9	3.9%
Programming	84	78	-5.9	-7.1%
Database Admin	0	0	0.0	0.0%
Technical Support	17	32	14.8	85.9%
Digital Media Arts	146	177	30.9	21.1%
<b>Science</b>	<b>3008</b>	<b>2980</b>	<b>-28.7</b>	<b>-1.0%</b>
Astronomy	191	192	0.5	0.3%
Biology	652	610	-42.0	-6.4%
Botany	26	22	-3.6	-13.8%
Chemistry	422	389	-32.3	-7.7%
Computer Science	92	94	2.3	2.6%
Environmental Science	33	48	15.6	47.9%
Engineering	36	41	4.4	11.9%
Geology	61	62	1.4	2%
I.D. Math	447	477	30.7	6.9%
Math	802	780	-22.0	-2.7%
Meteorology	35	34	-0.3	-1.0%
Oceanography	41.2	40.33	-0.9	-2.1%
Physics	171.6	189.2	17.6	10.3%
<b>Other Programs</b>	<b>617</b>	<b>750</b>	<b>133.0</b>	<b>21.5%</b>
Alcohol/Drug	42	42	0.07	0.2%
BAA Interior Design (FS5)	32	55	23.67	75.0%
Career Education Opt	90	101	11.35	12.6%
ELI Internl Bus Prof	31	44	12.60	40.3%
ELI University Prep	209	264	54.33	26.0%
Fire Science	21	17	-3.87	-18.8%
Human Development	57	56	-1.27	-2.2%
Cont Nurs Educ (FS 5)	22	15	-6.19	-28.8%
College in the High School	109	149	40.30	37.1%
Study Abroad	5	7	1.98	39.5%
Tech Prep (Summer only)	0	0	0.00	0.0%

**COMMUNITY COLLEGE DISTRICT VIII  
BELLEVUE COLLEGE  
WINTER 2013**





## REGULAR MEETING AGENDA ITEM

### ALL USA/ALL WASHINGTON ACADEMIC TEAM

INFORMATION

FIRST READ

ACTION

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#### 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 2013?

#### Analysis

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

Mustapha Ennaïmy is originally from Morocco. Shortly after moving to the United States, he enrolled in Bellevue College, first in English as a Second Language courses, followed by college-level credit courses. He volunteers as a tutor in student services, is a member of the Computer Science Club, and serves as vice president of scholarship for the BC chapter of Phi Theta Kappa.

Hatha Dam, who lives in Renton, is an international student from Cambodia who is studying electrical engineering at Bellevue College. He is active in the Engineering Club and Phi Theta Kappa, and serves as a Student Ambassador for International Student Programs. A recipient of the Dale Hoffman Math Scholarship last year, Dam works as a tutor in BC's math lab.

Both Dam and Ennaïmy, who graduate this spring, have applied to attend the University of Washington in the fall as transfer students.

#### Background/Supplemental Information

Phi Theta Kappa Honor Society – [www.ptk.org](http://www.ptk.org)

All Washington Academic Team – [www.spscc.ctc.edu/allwa](http://www.spscc.ctc.edu/allwa)

Prepared by: Lisa Corcoran, Executive Assistant to the President  
[lisa.corcoran@bellevuecollege.edu](mailto:lisa.corcoran@bellevuecollege.edu)



## REGULAR MEETING AGENDA ITEM

### 2013-14 INTERNATIONAL STUDENT CONTRACT

INFORMATION

FIRST READ

ACTION

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#### Description

Four 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.

#### Background/Supplemental Information

This should be a list of any attachments, recommended websites or links.

#### 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 2013-14.

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



## REGULAR MEETING AGENDA ITEM

### 2013-2014 PRELIMINARY OPERATING BUDGET PLAN

INFORMATION

FIRST READ

ACTION

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#### Description

In consultation with the Planning Council and President's Staff, a preliminary balanced budget plan for 2013-14 has been prepared and will be presented for approval at the Board of Trustees June 12, 2013 meeting. Although the college does not yet have the final distribution of the state allocation, the financial outlook is clear enough to suggest appropriate funding levels for planning purposes.

#### Key Questions

- What will be the impacts of expected changes to Bellevue's financial environment - tuition, enrollment, allocation, and program costs?
- How will existing local resources be reallocated to meet the challenges of the prolonged financial crisis?
- What commitment of college reserves is appropriate to supplement the operating program?
- How will the college prioritize funds to continue addressing its core mission?

#### Analysis

While there were no cuts to higher education proposed, there has also been no restoration of previous cuts. What modest improvements are proposed are targeted funds and will not come close to offsetting the natural escalation of Bellevue's base operating costs. The budget plan incorporates the following assumptions and noteworthy changes in the financial landscape.

- 2% enrollment decline
- No tuition rate increase
- 3% salary restoration
- \$2 million escalation of operating base

After extensive analysis (including a review of state allocation, expected enrollment levels, revenue estimations, and adjustments to Bellevue's base budget for escalating obligations), it is estimated that \$480k is available to be committed toward ongoing obligations (operating base budget) of the college.

Further analysis of current year performance suggests that overall revenues will moderately exceed expenses due primarily to savings realized during the year. As a result, this budget proposal also recommends that \$399k be included in the operating budget to fund one-time expense items.

Regular Meeting Agenda Item  
2013-14 Preliminary Operating Budget Plan

A comprehensive and inclusive process has been used to identify college needs, study the financial environment, and consider recommendations for allocating funds effectively across campus.

**Background/Supplemental Information**

With these modifications, the proposed balanced budget for fiscal year 2013-2014 is summarized below.

Table 1

2013-14 Preliminary Balanced Budget Proposal	
<b>Operating Revenues</b>	
State Allocation	\$26,050,067
Local Operating	\$33,917,073
<b>TOTAL</b>	<b>\$59,967,140</b>
<b>Operating Expenditures</b>	
Salaries and Benefits	\$50,589,540
Other	\$68,497,498
Addl. Ongoing Obligation	\$481,220
Addl. One-Time Expenses	\$398,882
<b>TOTAL</b>	<b>\$59,967,140</b>

**Revenues**

- Local Operating: 56%
- State Allocation: 44%

**Expenses**

- Salaries and Benefits: 88%
- Other: 10%
- Ongoing Obligation: 1%
- One-Time Expenses: 1%

Table 2 shows the recommended allocation of available resources (**\$481k**) for specific measures across campus. These will become part of the college’s base budget as **ongoing obligations**.

Table 2

2013-2014 Operating Budget - Ongoing Obligations	
Financial Aid Staffing (3)	\$126,972
Emergency Operations Program	\$12,000
Equity Programs & Initiatives	\$30,000
Faculty Ratio: add 8 new FT positions	\$205,248
Veterans Career Advancement	\$65,000
Specific Academic Program Marketing	\$42,000
	<b>\$481,220</b>

Table 3 shows the recommended distribution of **one-time funds (\$399k)** to address the most critical needs across campus. Funding authorization for these measures will sunset at the end of the fiscal year, June 30, 2014.

Table 3

2013-2014 Operating Budget - One-Time Funding	
Faculty Commencement Regalia	\$5,000
Faculty Commons	\$125,574
Replace Voyager Online Catalog	\$45,000
2013-14 Sabbaticals	\$94,808
Campus Ops Health & Safety	\$12,000
Emergency Operations Program	\$15,500
Officer Body Armor	\$10,000
PT Faculty Orientation	\$6,000
Western Region Council Sponsor	\$12,000
Increase Diversity of Recruitment Pools Position	\$59,000
Advancement PT Staff for Front Desk	\$14,000
	<b>\$398,882</b>

The ongoing **Minor 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 **2013-2015 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. The work plan includes measures such as repairing worn metal staircases, remodeling a bathroom for ADA compliance, repaving roadways, and investing in Computer infrastructure. Major capital projects (typically over \$1 million) are reported separately on a project-by-project basis.

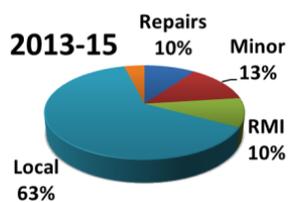


Table 4

2013-15 Capital Budget Schedule Summary	
State - Site, Roof, Infrastructure Repairs	674,454
State - Minor Capital Projects	900,000
State - Repairs and Minor Improvements (RMI)	683,900
Local - Minor Capital Program	5,323,500
<b>Total Program</b>	<b>\$ 7,581,854</b>

**Recommendation/Outcomes**

It is recommended that the Board of Trustees of Community College District VIII approves the college’s budget plan for fiscal period 2013-2014. In approving the budget, the Board of Trustees authorizes:

- the College President to proceed with the execution of the planned program;

Regular Meeting Agenda Item  
2013-14 Preliminary Operating Budget Plan

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

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



## REGULAR MEETING AGENDA ITEM

### EXTENSION OF PARENT ED WAIVER

INFORMATION

FIRST READ

ACTION

#### Description

Parent Education is a valued program at Bellevue College and is offered as part of the college's mission to serve our community. In the past a mandatory 85 percent tuition waiver was provided to all parent education students who are simultaneously participating in cooperative preschool programs. This waiver was established and described in WAC 131-28-026 and was one of only three ungraded waiver courses where the waiver was set by the State Board rather than the colleges. Last year, however, the responsibility for establishing a parent education waiver was moved to the individual colleges.

At their May meeting 2012, the Board of Trustees granted a one year extension to allow time for a thorough study of the impacts associated with changing Bellevue's Parent Education Waiver. This extension expires June 30, 2013.

#### Key Questions

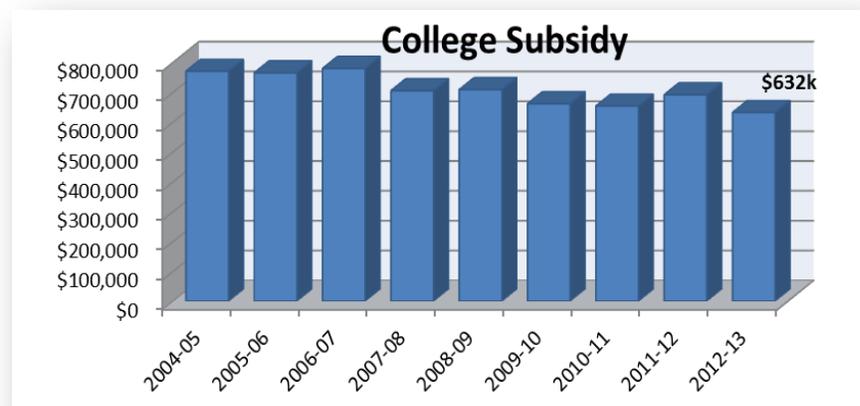
- What is the appropriate amount for this waiver?
- What factors should influence the decision to set this waiver amount?
- How does the current waiver support the Bellevue College mission?

#### Analysis

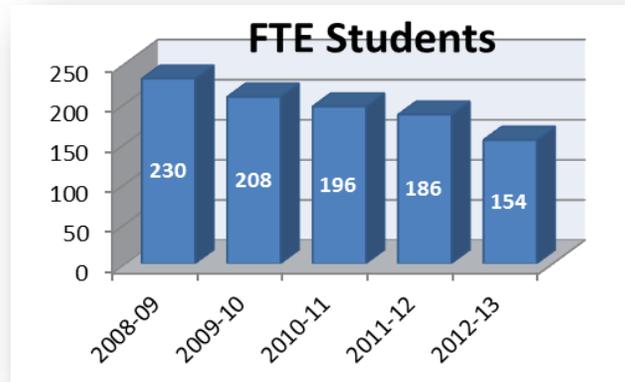
An in-depth study of the Parent Ed waiver and its impacts has been conducted. The expected outcome is a recommendation for the ongoing administration of a waiver that will address access, eligibility, and an appropriate level of institutional support.

This waiver represents a community benefit that is subsidized by the college. The new ruling provides the local authority to determine both the nature and amount of subsidy the college will support moving forward. The following table illustrates Bellevue's history of unrealized revenues.

\* Because the college is in a status of excess enrollment, this program is not counted towards state enrollment targets; therefore, unrealized revenues are moderated by reduced payment of building fees to the state – roughly \$70k.



Enrollment in Parent Education has been dropping over recent years as seen with full-time equivalent student (FTES) data below. While it is difficult to correlate the enrollment decrease to specific factors, increasing the cost, it is presumed, will not improve enrollments.



**Background/Supplemental Information**

Other colleges have not, or not significantly, changed their waiver policy for 2013-14. North Seattle Community College, the largest Parent Education program in the state, is maintaining the 85% waiver, as is Shoreline Community College; Edmonds Community College reduced the waiver minimally, from 85 to 83%.

The program is exploring how to diversify the populations it serves with the waiver, and the college is analyzing relative program subsidies.

**Recommendation/Outcomes**

It is recommended that the Board of Trustees of Community College District VIII maintain the current Parent Education waiver rate of 85% and add the waiver to the list of standing waivers in Policy 2400 - *Tuition and Fee Waivers*. It is further advised that the college conduct a periodic review of the waiver.

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



## REGULAR MEETING AGENDA ITEM

### SERVICES AND ACTIVITIES FEE BUDGET

INFORMATION

FIRST READ

ACTION

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#### Description

In RCW 28B.15.044 the State of Washington grants authority to the Board of Trustees to approve the Associated Student Government's Services and Activities (S & A) Budget. Further, it requires students to advance a budgetary recommendation for consideration by the Board of Trustees.

The S & A Budget is developed by a committee, comprised of four students, one administrator, one classified staff and a faculty representative. This year's committee members are (asterisks denote voting members):

Takhmina Dhzuraeva\* - ASG President  
Giulia Balzola\* - Student at Large  
Stephanie Rowe\* - Student at Large  
Dustin Boehlke\* - ASG VP of Finance (Chair)  
Jennifer Strother\* - Administrative Services  
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 2013-2014 year that will be presented for final action at the June Board of Trustees meeting. Please find attached the approved S & A budget that was approved by the committee for your review.

#### 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?

#### Background/Supplemental Information

2013-14 ASG Services and Activities Fee Budget  
Services and Activities Allocations

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

**2013-14 ASG SERVICES AND ACTIVITIES FEE BUDGET**

**REVENUE**

	<b>Initial Budgeted Revenue</b>	<b>One-time Budgeted Reserves (522.264.1986)</b>	<b>Total Budgeted Rev. &amp; Res.</b>
<b><u>LOCAL FUNDS:</u></b>			
Allocations to Student Programs	1,892,500	82500	1,975,000
Student Programs Remodel Budget Allocation	77,064		77,064
ASG Reserve Budget Allocation	118,800		118,800
One-Time Grant Budget Allocation	165,586	-82500	83,086
Program Income	273,784		273,784
Program Fund Balances (projected)	487,917		487,917
Radiology BAS	5,000		5,000
	<hr/>		
<b>TOTAL LOCAL FUNDS</b>	<b>\$ 3,020,651</b>		<b>\$ 3,020,651</b>
<b>TOTAL AVAILABLE FOR EXPENDITURE</b>	<b><u><u>\$ 3,020,651</u></u></b>		<b><u><u>\$ 3,020,651</u></u></b>

## 2013 S&A FUNDING REQUEST SUMMARY

PROGRAM	Budget Number	Increase (%)	Increase (w. one-time)	Increase (base)	One time	2013-14 Allocation	2013-14 Request	2012-13 Allocation
ASG	1900	5.3	7,221	3,221	4,000	178,000	184,028	174,779
STUDENT LEGISLATIVE COMMITTEE	1901	0.3	-	-		28,968	29,043	28,968
CAMPUS ACTIVITIES BOARD	1902	40.8	18,000	8,000	10,000	68,000	84,480	60,000
CULTURAL ACTIVITIES FUND	1903	0.0	-	-		13,000	13,000	13,000
SERVICE LEARNING	1905	0.0	-	-			-	-
STUDENT PROGRAMS SUPPORT	1906	6.0	14,790	9,790	5,000	259,000	264,058	249,210
SUMMER THEATER - CANCELLED	1907	-100.0	(2,500)	(2,500)		-	-	2,500
PHI THETA KAPPA	1909	0.0	-	-		16,250	16,250	16,250
ASBCC CLUB CONTINGENCY	1910	0.0	-	-		15,000	15,000	15,000
RADIATION AND IMAGING (BAS)	1911	0.0	-	-		-	-	-
MULTICULTURAL FESTIVAL	1912	0.0	-	-		-	-	-
INTERNATIONAL STUDENT ASSOC.	1913	50.0	4,000	-	4,000	8,000	12,000	8,000
FIRST YEAR EXPERIENCE	1914	0.0	-	-		-	-	-
LGBTQ	1915	0.0	-	-		12,000	12,000	12,000
PALS CENTER	1916	0.0	-	-		30,900	30,900	30,900
BSU	1917	0.0	-	-		12,000	12,000	12,000
STUDENT SCIENCE ASSOCIATION	1918	0.0	-	-		3,000	3,000	3,000
EL CENTRO LATINIO	1919	85.0	5,000	-	5,000	12,000	22,197	12,000
BUSINESS LEADERSHIP CLUB	1920	24.1	4,822	-	4,822	20,000	24,822	20,000
MCS CULTURAL FUND	1921	37.1	1,000	-	1,000	27,800	38,100	27,800
INTERCOLLEGIATE RENTALS	1923	0.0	-	-		11,000	11,000	11,000
ALUMNI OUTREACH	1924	0.0	-	-		500	500	500
CAREER CENTER INTERNSHIP	1925	0.0	2,000	-	2,000	30,500	30,500	30,500
STUDENT PROGRAMS HOMEPAGE	1926	20.4	2,000	-	2,000	9,913	11,935	9,913
BCAVETS	1927	0.0	2,000	-	2,000	4,500	4,500	4,500
LIBRARY GALLERY SPACE	1928	60.3	3,500	-	3,500	6,500	10,420	6,500
SPEECH & DEBATE SOCIETY	1929	93.8	6,300	2,300	4,000	18,800	31,982	16,500
INTERCOLLEGIATE TOURNEY TRAVEL	1930	0.0	-	-		17,000	17,000	17,000
DISABILITY RESOURCE CENTER	1931	0.0	-	-		22,750	22,750	22,750
MATH LAB CANCELLED	1932	-100.0	(50,180)	(50,180)				50,180
READING LAB / WRITING LAB CANC	1933	-100.0	(36,192)	(36,192)				36,192
BCC STUDENT HANDBOOK	1936	0.0	-	-		19,879	19,879	19,879
MUSICAL PRODUCTIONS CHORAL	1937	6.0	-	-		75,250	79,790	75,250
DIGITAL MEDIA DESIGN	1938	0.0	-	-		4,500	4,500	4,500
ACADEMIC SUCCESS CENTER	1939	158.8	88,172	86,372	1,800	140,772	140,772	54,400
WATCHDOG (Formerly JIBSHEET)	1940	7.7	-	-		66,791	71,932	66,791
RADIO STATION KBCS	1941	0.0	-	-		26,000	26,000	26,000
DRAMA PRODUCTIONS	1943	65.8	3,500	2,500	1,000	21,500	31,500	19,000
MUSIC PROD-INSTRUMENTAL	1944	11.9	778	-	778	35,225	39,400	35,225
EASTSIDE DANCE PRODUCTION	1945	10.8	850	-	850	11,150	12,350	11,150
CENTER FOR CAREER CONNECTIONS	1947	0.0	-	-		46,500	46,500	46,500
STAGEFRIGHT DRAMA CLUB	1948	20.0	-	-		10,000	12,000	10,000

PROGRAM	Budget Number	Increase (%)	Increase (w. one-time)	Increase (base)	One time	2013-14 Allocation	2013-14 Request	2012-13 Allocation
INTERCOLLEGIATE ATHLETICS	1962	0.0	-	-		67,594	67,594	67,594
MEN'S BASKETBALL	1964	0.0	-	-		9,650	9,650	9,650
MEN'S BASEBALL	1965	0.0	-	-		8,200	8,200	8,200
MEN'S AND WOMEN'S GOLF	1966	0.0	-	-		7,500	7,500	7,500
WOMEN'S BASKETBALL	1971	0.0	-	-		9,650	9,650	9,650
WOMEN'S VOLLEYBALL	1972	0.0	-	-		7,500	7,500	7,500
WOMEN'S SOFTBALL	1973	0.0	-	-		9,450	9,450	9,450
MEN'S SOCCER	1974	0.0	-	-		9,250	9,250	9,250
PERFORMING ARTS COORD.	1975	7.2	2,109	2,109		31,205	31,205	29,096
WELLNESS CENTER	1976	0.0	-	-		30,900	30,900	30,900
WOMEN'S SOCCER	1977	0.0	-	-		9,250	9,250	9,250
WOMEN'S TENNIS	1978	0.0	-	-		3,635	3,635	3,635
PEER-TO-PEER MENTORING	1980	9.4	18,510	8,510	10,000	98,878	98,874	90,368
LEADERSHIP INSTITUTE	1981	42.0	16,500	-	16,500	40,000	56,813	40,000
STUDENT CHILDCARE CTR.	1982	0.0	-	-		200,000	200,000	200,000
INTERIOR DESIGN STU. ASSOC.	1985	0.0	-	-		10,400	10,400	10,400
OPEN HOUSE	1987	0.0	-	-		12,000	12,000	12,000
AMERICAN SIGN LANGUAGE	1988	60.4	1,570	1,570		4,170	4,170	2,600
CHEER SQUAD	1989	72.1	2,250	-	2,250	6,250	10,759	6,250
MODEL UNITED NATIONS	1992	20.2	2,000	-	2,000	30,370	36,500	30,370
NURSING STUDENT ASSOCIATION	1993	0.0	-	-		1,400	1,400	1,400
IAAP (INTRNT'L ASSOC OF ADMIN PROF)	1994	-100.0	-	-		2,300	-	2,300
<b>TOTAL</b>			<b>118,000</b>	<b>35,500</b>	<b>82,500</b>	<b>1,892,500</b>	<b>2,020,788</b>	<b>1,857,000</b>



## REGULAR MEETING AGENDA ITEM

### ELECTION OF BOARD CHAIR AND VICE CHAIR

INFORMATION

FIRST READ

ACTION

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#### Description

The terms of the current chair and vice chair end on June 30, 2013. Bellevue College bylaws 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 2013-14 academic year?
- Will the board follow precedent?

#### 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. The precedent, based on an agreement made by the 2001 Board was that a trustee beginning the last year of his/her term should be elected chair for the ensuing year and that the vice-chair should be the trustee who is in the penultimate year of his/her term. Based upon this agreement, the nominee would be Marie Gunn for the position of chair for 2013-14 and the nominee for vice-chair would be Lisa Chin.

#### Recommendation/Outcomes

Chair and Vice Chair elections will be presented for action at the June 12, 2013 meeting.

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



## REGULAR MEETING AGENDA ITEM

### SABBATICAL LEAVE AUTHORIZATION FOR THE 2013-14 ACADEMIC YEAR

INFORMATION

FIRST READ

ACTION

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#### 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 2013-14 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 seven (7) faculty for sabbatical leave, to occur during the 2013-14 academic year. The total number of quarters requested is equivalent to 4.01 FTEF. The Sabbatical Leave Committee met in March to review and rank the proposals. 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 IX, Section IV, C). The number of leaves granted is subject to fiscal and budget constraints and also the calculation of potential cost of replacement.

Last year six (6) faculty submitted applications for sabbatical leaves totaling 4.666 FTEF; one application was subsequently withdrawn leaving five (5) applications totaling 3.666 FTEF. One application included a request for .666 FTEF equivalent leave in 2013-14, which could not be approved at that time. The Interim President recommended that the Board of Trustees grant sabbatical leave for five (5) faculty members totaling 2.999 FTEF. The replacement cost for last year was \$33,150.86. 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  
[tom.nielsen@bellevuecollege.edu](mailto:tom.nielsen@bellevuecollege.edu), 425-564-2442



## REGULAR MEETING AGENDA ITEM

### TECHNOLOGY ACCESSIBILITY POLICY

INFORMATION

FIRST READ

ACTION

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#### Description

Bellevue College is committed to providing accessible technology services. In an effort to meet this commitment, all technology services are required to meet minimum requirements set forth by standards outlined by Section 508 standards of the Rehabilitation Act.

This policy begins to address the gap between physical accessibility and accessibility to technology services. Vendors will be required to demonstrate their compliance with Section 508 and its guidance for accessibility in electronic and information technology.

#### Key Questions

- Is Bellevue College obligated to provide access to technology as an accommodation?
- Will there be exceptions to this policy?

#### Analysis

This policy will proactively place Bellevue College as a leader in addressing the accessibility of technology services.

#### Background/Supplemental Information

<http://www.section508.gov/index.cfm?fuseAction=policies>

#### Recommendation/Outcomes

That the Board of Trustees of Community College District VIII reviews the Technology Accessibility Policy as presented for consideration as an action item at the June 12, 2013 meeting.

Prepared by: Russ Beard, Vice President of Information Resources  
Russ.beard@bellevuecollege.edu

## 5X00 Technology Accessibility

Original Date: \* Last Revision Effective:  
Policy Contact: Vice President of Information Resources

### POLICY

Bellevue College is committed to providing accessible technology services. In an effort to meet this commitment, all technology services are required to meet minimum requirements set forth by standards outlined by Section 508 standards of the Rehabilitation Act.

### RESPONSIBILITIES

All college units

- are required to follow this policy and its procedures when developing, procuring or maintaining technology services.

Information Resources

- is expected to publish resources to help college units meet these requirements.

### RELEVANT LAWS AND OTHER RESOURCES

- Section 508 requires that Federal Departments/Agencies' Electronic and Information Technology (EIT) is accessible to people with disabilities.  
<http://www.section508.gov/index.cfm?fuseAction=policies>

### REVISION HISTORY

[For Policy Coordinator's Use Only]

#### APPROVED BY

Information Resources Management Team September 2012  
Technology Advisory Committee December 2012  
All College Council January 2013  
President's Staff February 2013



## REGULAR MEETING AGENDA ITEM

### EAST CAMPUS PHYSICAL MASTER PLAN

INFORMATION

FIRST READ

ACTION

#### History

In the Bellevue College (BC) 2008 Master Plan updated in 2010, it is stated “As the college with both the highest state FTE allocation and the highest continuous excess enrollment in the state system over the last five years, additional space is critical”. The Master Plan also noted that BC “has identified the need to deliver services at a location further east than its main campus; to do this effectively requires development of a satellite campus.” In addition, consistent rapid growth has encouraged the development of an east satellite (or “East Campus”) to help offset space needs on the main campus.

#### Milestones

- Fall 2010 - BC works with the City of Issaquah to acquire a 20-acre parcel within Issaquah Highlands intended to serve as the site for East Campus.
- Fall 2011 - BC engages the City of Issaquah to help secure a Site Development Permit for the land.
- Spring 2012 - A design team begins working with the campus community, the City of Issaquah, professional consultants, and a steering committee to develop a comprehensive site plan.
- Fall 2012 – Three alternative concepts are presented for campus-wide discussion and input.
- Winter 2013 – A final *site master plan* is derived from the alternatives and discussion.

#### Master Planning

The Physical Master Plan provides the general lay-out of buildings, parking, open spaces, pedestrian spaces, and special site features. This will serve as the basis for issuance of a Site Development Permit and for development of a more detailed Master Plan for the East Campus. The Site Development Permit establishes the entitlement and long term goals for site development.

During site analysis studies conducted prior to purchase of the site, it was determined that the site provides adequate space and services to accommodate about 428,000 square feet of classroom, meeting rooms, office and accessory space, 1,650 parking spaces, and a potential outdoor teaching laboratory, and approximately 4,000 FTEs. Further assessment of site capacities will occur during Master Plan preparation.



The Physical Master Plan, now being recommended for approval, is the end result of this work. Three master plan concepts were developed and presented for review by the Board of Trustees, a steering committee, and by the faculty, staff, and students in a four-hour open house held on January 10, 2012. Feedback received from these events included both positive comments about the design and areas of concern. This feedback was incorporated into the development of the Concept D that is being recommended today.

Elements of the three alternatives that were often viewed as positive included:

- Capturing the views (all concepts)
- Having large plazas and open spaces (Concept 2, with Concept 1 to a lesser extent)
- Serving the site with a loop road (all concepts)
- Good, interconnected parking that improved parking accessibility (in other words, being able to access much of the parking with one access point, rather than having to enter and exit a number of parking facilities in order to find an empty parking space) (Concept 3)
- Keeping most buildings at one elevation in order to improve non-motorized accessibility (Concept 3)

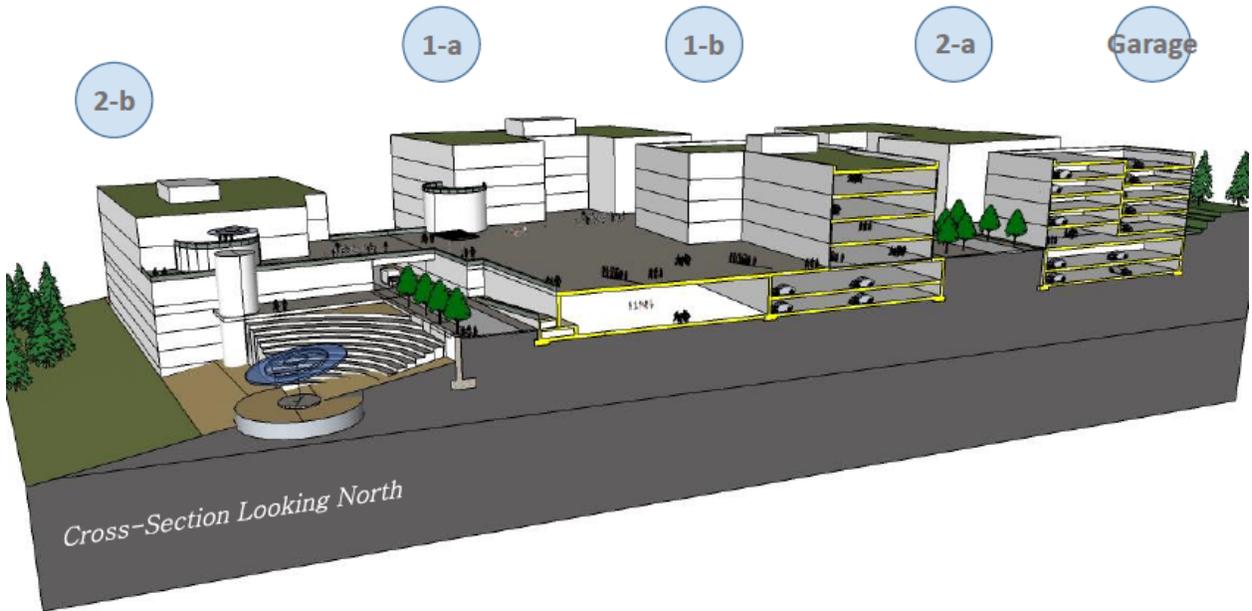
Elements of the three alternatives that were often viewed as concerns included:

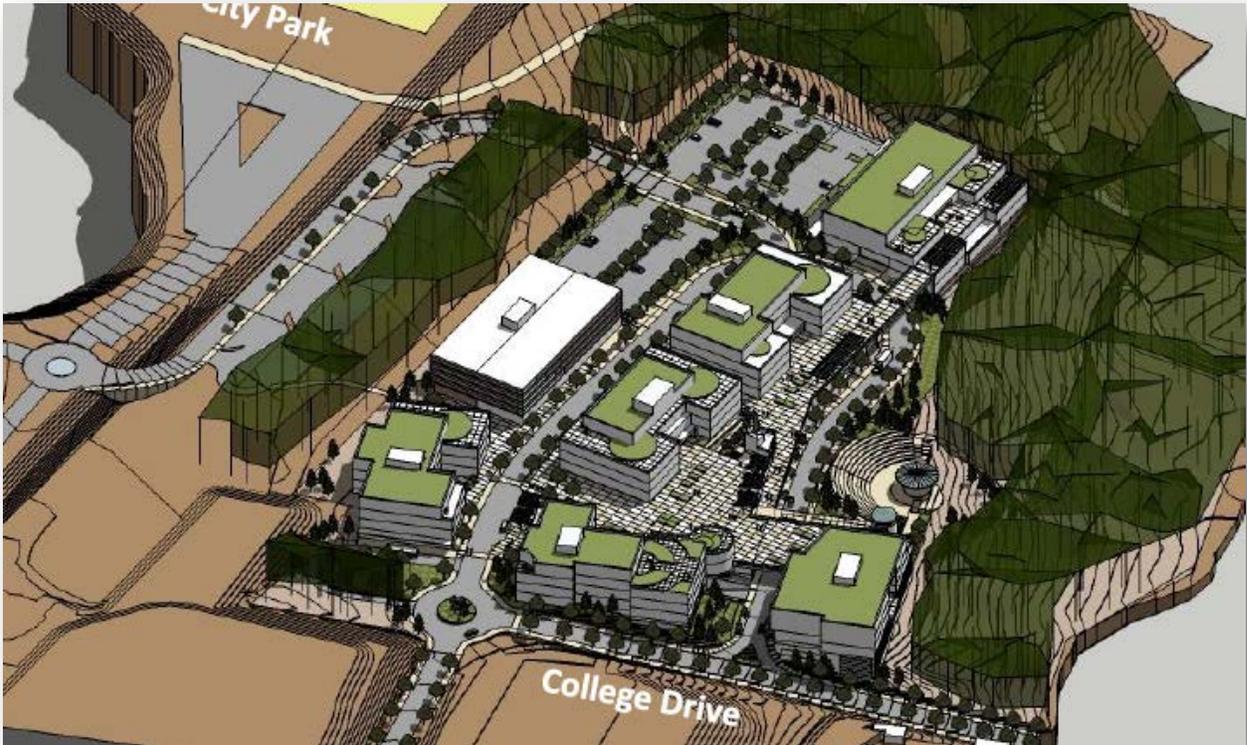
- Small open/plaza spaces (Concept 3)
- Could use more of the site (Concept 3)
- Covered too much of the site, removed too much tree/natural landscape (Concept 2)
- Disconnected parking facilities (Concept 2)
- Challenging non-motorized accessibility (Concept 2)

With these comments in mind, the planning team used Concept 1 as a “chassis”, incorporated the expressed advantages and concerns into *Concept D’*. In this model Concept 1 is modified by

- setting more buildings at the same elevation;
- moving one building west of the Lower Loop Road to emphasize the cross-connectivity of the campus plazas;
- moving the free standing parking garage north closer to the building on the east side of the Upper Loop Road;
- adding an east access point out of campus to connect to the Central Park access road by crossing the BPA right of way; and
- adding a transit center at the northeast corner of the site.

The concept was reviewed with the steering committee who indicated that the revised Concept D’ satisfactorily incorporated solutions to their concerns. With this support, this alternative is being brought to the Board of Trustees to seek approval to move ahead with preparation of the final Physical Master Plan and submittal of the Site Development Application, based on Concept D’ to the City of Issaquah.





**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves the East Campus Physical Master Plan model as presented be adopted as the concept for the purposes of site permitting and further development of the Site Master.

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



**BELLEVUE  
COLLEGE**

## REGULAR MEETING AGENDA ITEM

### PRESIDENTIAL CONTRACT ADDENDUM

INFORMATION

DISCUSSION

ACTION

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#### Description

In order to align the president's contract with the college's academic year, there is a proposed addendum to the contract which designates the appointment of the president as January 2, 2013, until June 30<sup>th</sup> 2016. The current contract appointment is January 2, 2013 through and including January 1, 2016.

#### Recommendation/Outcomes

That the Board of Trustees of Community College District VIII accept the proposed addendum to the president's contract and designate the appointment of the president as January 2, 2013 until June 30<sup>th</sup>, 2013.

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

**BELLEVUE COLLEGE, DISTRICT NO. 8**

**PRESIDENTIAL CONTRACT  
ADDENDUM NO. 1**

Amending the terms and conditions of appointment of the President of  
Bellevue College, District 8

The Board of Trustees acting by duly passed motion at its regular meeting on \_\_\_\_\_, 2013, and the President hereby modify the President's Contract dated \_\_\_\_\_, 2012, which sets forth the terms and condition of the appointment of the President.

A new contract date shall be inserted in the second sentence of Part II. APPOINTMENT so that it now reads: "This appointment will run from January 2, 2013, until June 30, 2016, subject to extension as provided herein."

The terms and conditions of the President's Contract are expressly incorporated herein by reference, except as expressly modified in this addendum.

**IN WITNESS WHEREOF**, the Board and the President have executed this agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

By: \_\_\_\_\_  
Dr. David Rule  
President

By: \_\_\_\_\_  
Paul Chiles  
Chair, Board of Trustees

Approved as to Form  
Office of Attorney General,  
State of Washington

\_\_\_\_\_  
H. Bruce Marvin  
Assistant Attorney General