



**BELLEVEUE**  
COLLEGE

Board of Trustees  
Community College District VIII

Regular Meeting

June 12, 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, June 12, 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	BUSINESS SESSION (B201)		
	I. Call to Order		
	II. Roll Call and Introductions		
	III. Consent Agenda		
	A. Approval of Agenda for June 12, 2013		3
	B. Meeting Minutes from May 22, 2013		5
2:10 PM	IV. Constituent Reports		
	A. Faculty		
	B. Classified Staff		
	C. Student		
2:40 PM	V. Monitoring Reports (reports for this meeting in bold)		
	A. <b>Student Success</b>	All	10
	B. <b>Instruction</b>	All	11
	C. <b>Economic and Workforce Development</b>	All	12
	D. <b>Student Services</b>	All	13
	E. <b>Equity and Pluralism</b>	All	14
	F. <b>Foundation</b>	All	15
	G. <b>Information Resources</b>	Quarterly	16
	H. Capital Facilities	Quarterly	
	I. New Campus Development	Quarterly	
	J. Finance	Quarterly	
	K. Human Resources	Quarterly	
	L. Enrollment Report	Quarterly	
	M. Budget and Legislative Developments	As needed	

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

	N. Marketing and Public Relations	As needed	
3:10 PM	VIII. Action Items		
	A. 2013-14 International Student Contract Program	White	17
	B. 2013-14 College Budget	White	18
	C. Parent Education Waivers	White	22
	D. 2013-14 Services & Activities Budget	Karim	24
	E. Board Elections – Chair and Vice Chair	Chiles	28
	F. Sabbatical Leave Authorization	Nielsen	29
	G. Technology Accessibility Policy	Beard	32
4:00 PM	IX. Board Reports		
	A. TACTC Board of Directors	Gunn	
	B. TACTC and BC Legislative Committees	Miller/Orrico	
	C. Individual Member Reports		
4:15 PM	X. President’s Report		
4:30 PM	XI. Unscheduled Business/Community Testimony		
4:45 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 May 22, 2013 in room B201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Mr. Paul Chiles, Chair, presided.

**EXECUTIVE SESSION**

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

**STUDY SESSION – STEM to Stern Program**

Paula Boyum introduced Cheryl Vermilyea and Teresa McClane to present the STEM to Stern Cohort Program. This program, originally funded by a National Science Foundation grant, links science technology, engineering and mathematics (STEM) students to other STEM students and STEM professionals. Students who have participated in the program shared their personal experiences.

**BUSINESS SESSION**

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

I. ROLL CALL

Mr. Chiles, Ms. Gunn, Mr. Miller, Ms. Orrico, 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	Russ Beard, Vice President of Information Resources
Tom Nielsen, Vice President of Instruction	Yoshiko Harden, Vice President of Diversity
Ata Karim, Interim Vice President of Student Services	Doug Brown, President, BCAHE
Jan Ng, Classified Employee Representative	Brandon Lueken, Program Coordinator, Student Programs
Takhmina Dzhuraeva, ASG President	Marika Reinke, Faculty Commons Director
Jennifer Strother, Executive Director of Finance and Auxiliary Services	Kelly Paustain, Budget, Grant & Contract Manager
Teresa McClane Jaswal, Assistant Director, Center For Career Connections and Women’s Center	Cheryl Vermilyea, Director, Center for Career Connections and Women’s Center
Sam Alebachew, student	Alicia Bowman, student

Alex Francisco, student

Phoenicia Quach, student

Matt Campos, student

Judy Woo, faculty

Kate Souza, faculty

Kristen Velez, student

Tanya Estes, faculty

Leslie Lum, faculty

Irene Ferrante, faculty

Kim Pollock, faculty

II. **CONSENT AGENDA**

Vicki Orrico moved to approve the consent agenda. Robert Rowe seconded.

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

III. **CONSTITUENT REPORTS**

Faculty Report

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

- Senate Bill 5905 – health care for part time employees
- Concerns about salaries and retention vs. cost of living in Bellevue

Steve Miller requested a one page summary regarding the health care concerns and impacts to students.

Classified Staff Report

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

- Concerns regarding the intent of reorganizations of departments on campus
- Safety issues and training – emergency management
- Proposal for a 50/50 matching fitness hour for staff
- Introduced Becky Turnbull as 2013-14 chief job steward

Student Report

Takhmina Dzhuraeva, ASG President, shared some of the 2012-13 ASG accomplishments which included:

- Funding eight water bottle fill stations throughout campus
- Negotiated and rewrote the Student Technology Fee (STF) contract in conjunction with Information Resources
- Registered 891 Bellevue College students to vote

IV. **MONITORING REPORTS**

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

- Retention and what criteria is considered for the designation of non-completers
- Description of competency based education model and incorporation of prior learning
- Positioning Bellevue College to be a statewide leader with technology related items and developing pathways to the baccalaureate degrees

- It was noted that the funds raised at the foundation luncheon increased to \$255,000 and the percentage of giving increased to 93%.

V. **INFORMATION ITEM**

A. All USA/All Washington Academic Team

Two students from the Bellevue College Phi Theta Kappa, the International Honor Society for Two Year Colleges, were introduced to the board. Mustapha Ennaimy and Hatha Dam were selected for the 2012-13 All USA/All Washington Academic Team.

VI. **FIRST READ**

A. 2013-14 International Student Contract

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

B. 2013-14 College Budget

Ray White presented the possible budget scenarios for the board based upon the college's best knowledge at this time. The proposal includes additional motions authorizing the president to act on the plans presented to the board when budget and tuition authorization is received from the state.

C. Parent Education Waivers

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

D. 2013-14 Services & Activities Budget

ASG President Takhmina Dzhuraeva presented the proposal for the 2013-14 Services & Activities Budget for the Associated Student Government.

E. 2013-14 Tuition and Fee Schedule

No discussion as there is no information yet from the state.

F. Board Elections – Chair and Vice Chair

This is a first read and there was no discussion

G. Sabbatical Leave Authorization

Tom Nielsen presented the proposal for sabbatical leaves for the 2013-14 academic year.

H. Technology Accessibility Policy

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

VII. **ACTION ITEMS**

A. East Campus Physical Master Plan

Ray White reviewed the recommendations for the east campus physical master plan that is required to obtain the permit from the City of Issaquah. If granted, the permit would be in effect for thirty years.

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Motion 10:13

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

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

The motion passed unanimously (6-0).

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B. Presidential Contract Addendum

In order to align the president's contract with the college's academic year, it is recommended that the president's contract be revised to align with the fiscal/academic years.

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Motion 11:13

It was moved by Marie Gunn and seconded by Vicki Orrico 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, 2016.

The motion passed unanimously (5-0).

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VIII. **BOARD REPORTS**

TACTC –Marie Gunn noted that there were some informative presentations regarding STEM at the recent TACTC conference.

Individual Member Reports – It was noted that Paul Chiles term is expiring and the college is working to determine a process for making recommendations to the governor's office for a new trustee.

IX. **PRESIDENT'S REPORT**

President Rule reported to the board on the following key points:

- The campus climate survey draft results have been received. A committee has been formed to identify roll out plan for additional focus on the results. An email is being distributed on campus regarding results and next steps. The first day of opening week will be dedicated to conversation about the climate survey.
- President Rule has been reappointed to the AACCC Commission on Diversity, Inclusion & Equity.
- Bellevue College submitted two proposals for presentation at ACCT. The college was notified that only one proposal could be selected from the college. The college selected the proposal from Lisa Chin and Marci Muhlestein on OLS at Bellevue College.
- Ata Karim was selected as a participant in the Washington Executive Leadership Academy (WELA).
- Cesar Portillo has accepted a position in California and will be leaving BC in mid-June.



X. **UNSCHEDULED BUSINESS**

There was no unscheduled business.

XI. **ADJOURNMENT**

There being no further business, the meeting of the Board of Trustees adjourned at 5:07 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

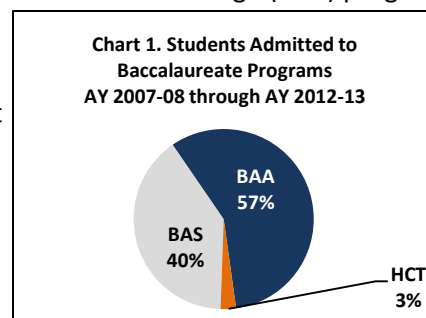
## STUDENT SUCCESS

### BACCALAUREATE DEGREES

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#### *About the programs*

- BC was one of the initial pilot colleges in Washington State authorized to offer applied baccalaureate degrees—sometimes called “upside down degrees”—that help students in selected professional-technical programs gain the knowledge needed to compete for jobs that require advanced qualifications in their field.
- BC accepted its first class of baccalaureate students into its Radiation and Imaging Sciences (BAS) program in AY 2007-08. In AY 2009-10, the Bachelor of Applied Arts in Interior Design (BAA) program admitted its first cohort, followed by the Bachelor of Applied Science in Healthcare Technology (HCT) in AY 2012-13.
- Since AY 2007-08, BC has accepted 361 students into these first three baccalaureate programs. **Chart 1** shows the distribution of these students across the three programs. (Keep in mind, HCT has been operational less than one year.)
- Demographics across all programs:
  - Nearly 80% of all students were female.
  - 72% were White; 15% were Asian; 5% were Hispanic; 3% self-identified as African American, Multi-racial, or Other race; and the remaining 5% did not self-identify a race or ethnicity.
  - 44.3% had previously earned a BC certificate or degree.



#### *Completion and Persistence*

- Beginning with the first graduation class of BAS students in June 2009, there have been 154 baccalaureate degrees conferred: 56 BAS and 98 BAA. Nearly two-thirds (62.5%) of the fall 2007 entering cohort for the BAS (n=40) had graduated as of winter 2012. Graduates in the BAS program took as few as 7 and as many as 16 quarters to complete their degrees. Of the remaining 15 from the original cohort, 1 is registered for summer 2013, 8 stopped attending after spring 2008, and 3 never started the program.
- Over 80% (83.3%) of the entering cohort of BAA students (n=42) had graduated as of winter 2012. Graduates in the BAA program took as few as 3 and as many as 10 quarters to complete their degrees. Of the remaining 7, 3 were last enrolled in AY 2011-12, 3 in AY 2012-13, and 1 is registered for fall 2013.

#### *Future Opportunities*

- Students will enter BC’s two newest baccalaureate programs—the Bachelor of Science in Nursing and the Bachelor of Applied Science in Information and Systems Technology—as early as fall 2013.

Report by: Patty James, Associate Vice President, Effectiveness and Strategic Planning  
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## INSTRUCTION



### FULL-TIME TENURE TRACK FACULTY HIRING

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#### *Key Points*

In September 2012, Instruction began hiring efforts for full-time, tenure track faculty positions to start in fall 2013. At the direction of the Interim President, and in collaboration with Human Resources and the Office of Equity and Pluralism, Instruction took an assertive approach to hiring diverse employees with the goal of contributing significantly to the College's commitment to pluralism and building a faculty membership that would more closely reflect our student population.

- Pluralism in the Selection Process training was developed by HR and offered as a mandatory step for hiring authorities and anyone wishing to participate on a faculty search advisory committee. The training combined on-ground and online delivery, was extremely well-attended, and received positive feedback from the attendees. As a result of the training, faculty job descriptions, job opening notices, and interview questions and criteria were reviewed for bias and revised using more inclusive language.
- A group of Instruction representatives attended the annual CCC Registry Job Fair in Los Angeles, CA as well as the National Conference on Minority Faculty/Staff Recruitment in Las Vegas, NV.
- Faculty positions were advertised in the National Registry of Diverse and Strategic Faculty, as well as in other more traditional ways. Advertising was also targeted by discipline, based on information provided by Faculty Screening Committees.
- The Vice President of Instruction worked closely with the Vice President of Human Resources, the Vice President of Diversity, the Interim President, and Faculty Screening Committees to review demographic information of the candidates, identify opportunities for creating additional faculty positions if strong pools of diverse candidates were present, and making thoughtful and deliberate decisions while respecting an open, fair, and transparent process.

Although the hiring process for this year is not yet complete, The Office of Instruction is encouraged by the progress made so far to reduce the gap between the demographics of the institution's full-time faculty membership and that of Bellevue College's students. The positive hiring results are certainly due to the active and intentional collaboration among all participants working to achieve a common goal.

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

## ECONOMIC & WORKFORCE DEVELOPMENT



### Overview Of Continuing Education: Preparing For Growth

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#### *Key Points*

#### **Continuing Education (CE) Operations and Finance**

- Estimated 2012-13 Year End Net Revenue of \$350K (100% of Budget and +\$120K year over year) on estimated revenue of \$4.5M (98% of Budget and +3% year over year)
- CE is self-sustaining with a positive financial contribution to BC
- North Campus classroom space at capacity for evening classes
- Jeff Brunson, Executive Director of Operations & Finance hired May 1, 2013

#### **CE Dean's Office, Business Training Institute and Marketing**

- CE Thought Council launched with 18 corporate executives.
- Business Relations Task Force (BRTF) working across campus to increase BC's corporate outreach and partnerships
- Hired Jim Bryan, Director of Corporate Relations; Jim has corporate training and sales/business development expertise
- CE contracted with Green Rubino to create personas, map website user experience, create wireframes, and design a new website
- BC - CE hosted 1st corporate outreach event on May 23<sup>rd</sup>, with >50 local business executives at North Campus to meet Dave Rule and hear Brad Smith (Microsoft EVP) discuss STEM needs

#### **Programs at Bellevue College Continuing Education**

- Team: Radhika Seshan started March 1<sup>st</sup> as Executive Director of Programs; strong experience in product development & higher education. Adding staff to address new offerings in healthcare, marketing, & analytics
- Brought together Professional & Community Programs into one department for improved efficiency and throughput on new courses

#### *Next Steps*

- Major operations projects: Key Performance Indicator dashboard, capacity planning, and customer relationship management
- Enhance program portfolio: Online & hybrid programs, pilot credit/non-credit partnership with IBIT and then grow offerings
- Business Relation Task Force corporate messaging, PowerPoint and executive in residence program
- CE strategic market analysis & programs plan rolled out

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

### BC STUDENT LEADERSHIP INSTITUTE: CAMP CASEY LEADERSHIP RETREAT

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Bellevue College is committed to educating students to become ethical, caring, knowledgeable, and inclusive leaders ready to engage and compete in a diverse world as global citizens. BC Student Leadership Institute is aimed at fulfilling this need for BC students. It consists of curricular and co-curricular learning experiences through out the academic year. The student leadership institute offers:

- Modularized Leadership Curriculum
- Leadership Portfolio Development
- Leadership Assessment Development
- Leadership Needs Assessment
- Exit Interviews for outgoing officers

Camp Casey Leadership Retreat launches this year long learning experience. Camp Casey is a four day leadership retreat that is sponsored by the Student Programs Office. Camp Casey was a former military barrack that is located on Whidbey Island. All student leaders: Associated Student Govt. officers, Office of Student Legislative Affairs, College Activities Board, Sustainability, Peer 2 Peer, PeerAssisted Leadership through Service Center and other students employed in Student Programs, club and program officers are encouraged to attend. The goal of Camp Casey is to develop leadership skills, learn more about themselves as a leader, get to know other students leaders, create ideas for club/program collaboration, and to get to know the Student Programs staff better.

Camp Casey started in 2007 with 50 attendees and has grown to 145 attendees for 2013. Camp learning outcomes focus on; personal intercultural functioning as leaders in a multicultural context, leadership capabilities, able to identify real life experience; and create a plan of how they can apply the operational and tactical skills they learned on the retreat during the upcoming year.

Student testimonials:

*"I attended last year. I knew few people from Student Programs but eventually being there, I got to know more students from different ethnicities. I learned to respect their background, religion and respect their tradition."* (Safae Zniber - BC student). This year's student commencement speaker.

*"I learned how to make friends and socialize. Learned how to work with a team. What it's like to be a leader. Learned about leadership skills."* (Jae hee Kim - BC student).

*"I learned how to think of others, be more open minded to other cultures and other people's lived experiences. Learned about various disabilities – hidden and obvious and how to assist them when needed. How to work better with teams and be inclusive. Learned how to better use my leadership skills."* (Stephanie Rowe – BC student)

*Next Steps*

- Transcript the co-curricular and curricular activities and classes to create a leadership concentration for BC students who participate in BC Student Leadership Institute.

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

## EQUITY AND PLURALISM



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### *Events*

- April 9, 2013- Critical Conversations series: “The White Elephant in the Room.” Presenters address the impact of whiteness in the classroom and focused on strategies to decenter it in the pursuit of equity and inclusion.
- April 23, 2013- Building Bridges: Alliances between Women of Color and White Women in the Academy. A continuation of 2012-13 brown bag series facilitated by Dr. Lori Safin (Sociology), Donna Miguel (English), Denise Johnson (Sociology), and Yoshiko Harden
- April 26, 2013- The Office of Equity and Pluralism co-sponsored Earth Week and First Nations Student Association event, END: CIV film and discussion facilitated by Dr. Waziyatawin, Indigenous Peoples’ Chair at University of Victoria, British Columbia. END:CIV examines our culture’s addiction to systematic violence and environmental exploitation, and probes the resulting epidemic of poisoned landscapes and shell-shocked nations
- Asian American & Pacific Islander (AA/API) Heritage Month activities include:
  - May 8, 2013- Mia Mingus, writer and community builder, will lecture on “Disability Justice 101: Ableism and Disability at the Intersection.”
  - May 21, 2013- Lisa Chin, Bellevue College Board of Trustee member, and director of Year Up (Puget Sound), will lecture on “Who is We?” Ethnic Identity in the Age of Dislocation.”

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

### **JUNE 12, 2013: UPDATED FROM MAY 23 REPORT**

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#### *Foundation Impact on the College:*

- Foundation Scholarship Applications have opened online. More than 300 students have entered the site, though the great majority had not yet completed the online applications one week prior to the June 7 deadline. Staff are contacting applicants, and past experience tells us that the great majority of applications will be complete.
- Scholarship read day is scheduled for July 23. Thirty Foundation Board members, scholarship donors, College faculty and staff are expected for the all-day event, reading and scoring applications for scholarships administered by the Foundation.
- Fourteen original oil paintings collectively titled 'The Bel Red Paintings, An Expressionist's View' have been donated by the artist, Bellevue College graduate and commercial artist Brian Forrest. The paintings depict cityscapes and landscapes in Bel-Red, an area east of downtown Bellevue. Options are being developed to display the painting and enable Forrest to present the series in-person at an on-campus showing. The paintings have previously been exhibited at The Bravern and at The Marketplace at Factoria.
- 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.
- Paul Swegle, President of the Foundation Board, has accepted an invitation from Dave Rule to represent the Foundation and join the Trustees, President Rule, and senior management of the College on the dais during BC Commencement Ceremonies at Key Arena on June 14.

#### *Luncheon Final Results:*

- The 14<sup>th</sup> annual Become Exceptional Luncheon took place May 1 at the Meydenbauer Center with 641 attendees. Keynote speaker was Gerald Chertavian, Founder and CEO of Year Up.
- The Luncheon raised \$255,812. Sponsorship income was down from the previous year, but individual giving remained strong. Ninety-three percent of the attendees made gifts at the Luncheon, resulting in record 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

## INFORMATION RESOURCES



### SPRING QUARTER 2013

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#### *Key Points – Strategic Plan Progress*

- Funding has been secured and will be available on July 1, 2013 for the network upgrade. With that in mind the network team has been working to determine the appropriate solution. IR is on track to complete the entire project by the start of fall quarter.
- Information Resources is in conversations with VM Ware's End User Computing (EUC) Division to conduct an analysis of the persona and needs of our users. This will be a six to eight week engagement that will lay the foundation the Interaction Layer of the strategic plan.

#### *Next Steps*

- Procurement of the wireless network equipment will begin in early July. The data center and transport late will follow close behind. Under the current timeline the goal of converting the data center to a private cloud, as described in the strategic plan will be complete by the end of September. Parallel to this activity email services will be moving to Office 365. This is a statewide implementation driven by the efficiencies study from 2010.
- Information Resources is working with VM Ware EUC to conduct analysis of the needs and personas of BC users, both today and in the future. This study will be used to understand how the systems will need to work today and tomorrow to meet those needs. This study will also inform the next revision of the strategic plan. IR is deliberately focusing on the end users in order to expose the areas of inequity so that they can be addressed. Information Resources is committed to inclusion in all of the services we provide.

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





**BELLEVUE**  
COLLEGE

## 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 Program 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 fiscal year 2013-2014.

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



## REGULAR MEETING AGENDA ITEM

### 2013 – 14 COLLEGE BUDGET

INFORMATION

FIRST READ

ACTION

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#### Description

The Bellevue College Operating, Enterprise and Ancillary, Associated Student Government, and Financial Aid Budgets for fiscal year 2013-14 are presented to the Board of Trustees for approval. The Capital Budgets for Biennial 2013-14 is still under legislative action and will be presented to the Board of Trustees for approval in a future meeting. To assist the board in approving the proposed budget, a comparison of the initial 2012-13 with the 2013-14 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 additional On-Going Obligations, One-Time Funding, and Self-Support Program funding is attached for reference (Attachment #2).

#### Key Questions

- \* What is the 2013-14 college's budgetary plan for all funds?

#### Analysis

- Legislative action has not concluded, the FY14 budget was developed based on the following assumptions:
  - \* State Board (SBCTC) no tuition rate increase;
  - \* 3% temporary salary reduction \$840,566 restored;
  - \* One-Time Reduction \$430,007 restored;
  - \* 2% reduction in Enrollment

#### Background/Supplemental Information

- Attachment 1: 2013-14 College Budget and Reserve report.
- Attachment 2: 2013-14 On-Going Obligations, One-Time Funding, and Self-Support Program Funding.

#### Recommendation/Outcomes

It is recommended that the Board of Trustees of Community College District VIII approves the following budget plan for fiscal period 2013-2014.

**Annual Budget**

Operating Funds	\$ 80,997,927
Enterprise and Ancillary Funds	\$ 12,804,581
ASG Service and Activities Fees	\$ 3,020,651
Financial Aid Funds	\$ <u>23,580,500</u>
<b>Total 2013-14 Annual Budget</b>	<b>\$<u>120,403,659</u></b>

**Reserve Funds**

Contingency Fund	\$ 1,478,902
Operating Reserve	\$ 8,995,071
Ancillary & Auxiliary Reserve	\$ <u>2,373,785</u>
<b>Total 2013-14 Reserve Funds</b>	<b>\$ <u>12,847,758</u></b>

**Recommended Motion**

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

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

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

COMMUNITY COLLEGE DISTRICT V111  
 BELLEVUE COLLEGE  
 Bellevue, Washington

Attachment # 1

2012-13 COLLEGE BUDGET and RESERVE REPORT

**Revenue/Expenditure Plan by Fund**  
 Includes comparison to initial 2013-14 college budget

	2012-13 INITIAL BUDGET	Increase/ (Decrease)	2013-14 INITIAL BUDGET
<b>OPERATING FUND:</b>			
STATE ALLOCATION - 101	\$24,599,021	\$1,451,046	\$26,050,067
LOCAL OPERATING - 149	\$22,989,632	-\$718,819	\$22,270,813
DEDICATED LOCAL FUND - 148	\$13,293,776	\$2,654,059	\$15,947,835
GRANTS & CONTRACTS - 145	\$14,137,831	\$2,591,381	\$16,729,212
<b>TOTAL OPERATING FUNDS:</b>	<b>\$75,020,260</b>	<b>\$5,977,667</b>	<b>\$80,997,927</b>
<b>PROPRIETARY FUNDS:</b>			
STORES FUND - 440	350,000	-\$350,000	0
COMPUTER SERVICE FUND - 443	410,000	\$0	410,000
PRINTING FUND - 448	960,168	-\$21,867	938,301
MOTOR POOL - 460	16,000	\$0	16,000
ASSOCIATED STUDENTS - 522	2,744,225	\$276,426	3,020,651
BOOKSTORE - 524	4,265,510	-\$383,650	3,881,860
PARKING - 528	2,623,539	\$78,429	2,701,968
FOOD SERVICES - 569	1,526,231	\$0	1,526,231
OTHER AUXILIARY ENTERPRISES - 570	3,290,644	\$39,577	3,330,221
<b>TOTAL PROPRIETARY FUNDS:</b>	<b>\$16,186,317</b>	<b>-\$361,085</b>	<b>\$15,825,232</b>
<b>FIDUCIARY FUNDS:</b>			
GRANTS IN AID - 846	9,205,800	\$3,411,200	12,617,000
STUDENT LOAN - 849	9,700,000	\$300,000	10,000,000
FINANCIAL AID FUND - 860	800,000	\$163,500	963,500
AGENCY - 840	0	\$0	0
ENDOWMENT LOCAL REVENUE - 859	0	\$0	0
<b>TOTAL FIDUCIARY FUNDS:</b>	<b>\$19,705,800</b>	<b>\$3,874,700</b>	<b>\$23,580,500</b>
<b>TOTAL ANNUAL REVENUE:</b>	<b>\$110,912,377</b>	<b>\$9,491,282</b>	<b>\$120,403,659</b>

<b>2012-13 COLLEGE RESERVE REPORT</b>	
	Reserve
<b>RESERVE PER POLICY 7110</b>	
Contingency Fund 3%	\$1,478,902
Operating Reserve 15%	\$8,995,071
Ancillary & Auxiliary Reserve 15%	\$2,373,785
<b>TOTAL RESERVE</b>	<b>\$12,847,758</b>
<b>DEBT RESERVE FUNDS</b>	
Parking Garage Debt	\$5,592,326
<b>RESTRICTED FUNDS</b>	
Lab Fees & Special Projects	\$4,545,918
Grants and Contracts	\$3,415,497
Subtotal	\$7,961,415
<b>TOTAL RESERVED AND RESTRICTED</b>	<b>\$13,553,741</b>

<b>2013-2014 On-Going Funding Request</b>		
<b>TOTAL REQUEST</b>		<b>\$1,671,130</b>
<b>Department</b>	<b>Description</b>	<b>Amount</b>
<b>Funded On-Going Request</b>		
Student Services	Financial Aid Staffing (3)	\$126,972
Admin Services	Emergency Operations Program	\$12,000
Equity	Programs & Initiatives	\$30,000
Instruction	Faculty FT-PT Ratio: add 8 new FT positions	\$205,248
Econ & Wkfc Dev	Veterans Career Advancement	\$65,000
Institutional Adv	Specific Program Marketing	\$42,000
<b>Total Funded On-Going Request</b>		<b>\$481,220</b>

<b>2013-2014 One-Time Funding Request</b>		
<b>TOTAL REQUEST</b>		<b>\$1,680,572</b>
<b>Department</b>	<b>Description</b>	<b>Amount</b>
<b>Funded One-Time Request</b>		
Instruction	Faculty Commencement Regalia	\$5,000
Instruction	Faculty Commons	\$125,574
Instruction	Replace Voyager Online Catalog	\$45,000
Instruction	2013-14 Sabbaticals	\$94,808
Admin Services	Ops Health & Safety	\$12,000
Admin Services	Emergency Operations Program	\$15,500
Admin Services	Officer Body Armor	\$10,000
Instruction	PT Faculty Orientation	\$6,000
Equity & Pluralism	Western Region Council Sponsor	\$12,000
Human Resources	Increase Diversity of Recruitment Pools	\$59,000
Institutional Adv	PT Hourly Staff for front desk	\$14,000
<b>Total Funded One-Time Request</b>		<b>\$398,882</b>

<b>2013-2014 Self-Support Budget Request</b>		
<b>TOTAL REQUEST</b>		<b>\$1,355,056</b>
<b>Department</b>	<b>Description</b>	<b>Amount</b>
Admin Services	Bookstore Operations Model	\$17,400
Continuing Education	Program Manager, Healthcare & Online Programs	\$78,660
Continuing Education	Program Coordinator	\$53,207
Continuing Education	Director of Contract Training	\$103,330
Information Resources	Transition Manager	\$116,717
Information Resources	Computer Replacement	\$200,000
Instruction	Applied Baccalaureate: Admin & Dev	\$230,700
Instruction	Applied Baccalaureate: Health Care Tech Management New Program	\$50,000
Instruction	Applied Baccalaureate: Nursing New Program	\$138,625
Instruction	Applied Baccalaureate: Information System Development New Program	\$113,370
Instruction	Applied Baccalaureate: Enviromental Bio-Tech New Program	\$82,000
Student Programs	Admin Asst for Office of Sustainability	\$59,340
Int'l Student Programs	Assoc. Dir. Of Intl Student Success	\$75,900
Int'l Student Programs	Program Specialist 2	\$53,207
<b>Total Self-Support Program (On-Going &amp; One-Time) Funding</b>		<b>\$1,355,056</b>



## 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

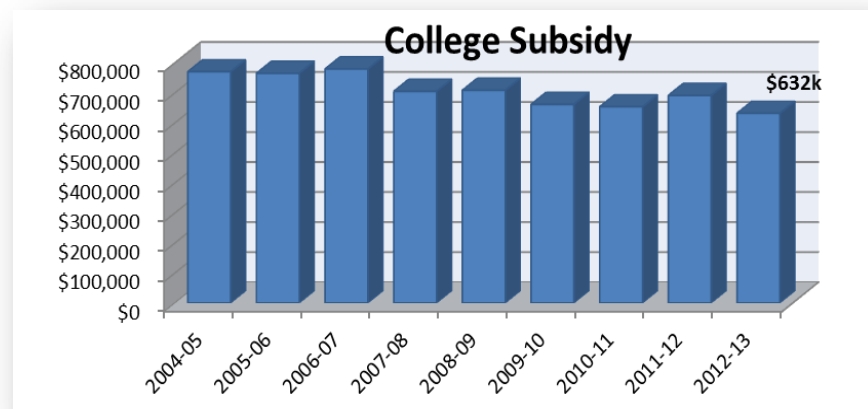
- \* What is the appropriate amount for this waiver?
- \* What factors should influence the decision to set this waiver amount?
- \* How does the current waiver support the Bellevue College mission?

#### Analysis

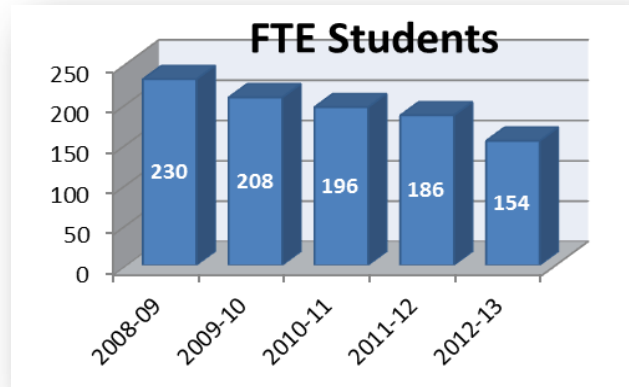
An in-depth study of the Parent Ed waiver and its impacts has been conducted. The expected outcome is a recommendation for the ongoing administration of a waiver that will address access, eligibility, and an appropriate level of institutional support.

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

#### **Recommendation/Outcomes**

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

**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

#### 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

#### Recommendation/Outcomes

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

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



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>



**BELLEVUE**  
C O L L E G E

## 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

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

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 final recommendation of the Sabbatical Leave Committee regarding sabbatical leave requests for the 2013-14 academic year?
- \* What is the President's recommendation regarding the granting of sabbatical leaves for the 2013-14 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 May 22, 2013 Board meeting, Board members were informed that the Sabbatical Leave Committee has received requests from seven (7) faculty for sabbatical leaves during the 2013-14 academic year. The total number of quarters requested was equivalent to 4.01 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 IX, Section IV, C). 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 seven requests and submitted its recommendation to the President. The President recommends that the Board of Trustees grant seven sabbatical leave requests equivalent to 4.01 FTEF, at the cost of \$94,808.00 for the 2013-14 academic year.

#### Background/Supplemental Information

Sabbatical Leave Requests for 2013-14 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 4.01 FTEF, at the cost of \$94,808 for the 2013-14 academic year.

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

## **SABBATICAL LEAVE REQUESTS 2013-14 SUMMARY**

### **MICHAEL CULPEPPER**, Arts and Humanities

Michael has requested a sabbatical leave equivalent to two quarters in which time he plans to establish a new multi-media method of interior design documentation, analysis and critique. Michael's study of a singular interior of importance will be used throughout the INDES curriculum. His analysis will be an example of the multiplicity of ideas and thoughts that can be pursued in critiquing and exploring interiors. He plans to work with other colleges and universities and the analysis will be seen across the country.

### **WEIHONG GEIGER**, Arts and Humanities

Weihong's sabbatical leave request is the equivalent of two quarters, which she would use to complete her Ph.D. Her work is in comparative cultural studies focusing on international business behavior of China, Japan, and the United States. Weihong hopes to develop Chinese culture-related classes as well as language classes focused on the use of Chinese language in a business setting. She also plans to develop a study abroad program that will take BC students to Japan and bring Japanese professors and students to Bellevue.

### **CATHY LYLE**, Science

Cathy is requesting a 1-quarter sabbatical leave to become proficient in ChemDraw, a powerful molecular modeling program for which the Science Division has recently purchased using Bellevue College Foundation funds. To be better prepared to create applications for beginning chemistry students that will help them learn more about the three dimensional nature of molecules, Cathy believes considerable time and focus will be required as the program has a steep learning curve.

### **STELLA ORECHIA**, Health Sciences, Education, and Wellness Institute

Stella is requesting a one-quarter sabbatical. This is a continuation of the application that was approved by the Board of Trustees last year. Stella's sabbatical leave plans include participation in a charity bike ride across America to benefit the International Rescue Committee (IRC) and Coalition of Refugees from Burma (CRB) for which she serves as a volunteer mentor. The sabbatical would culminate in a trip to a refugee camp in Thailand as well as a trip to Burma where she will volunteer for a grassroots human rights education and development organization. Stella will share what she learns with her students and present a slide show for the campus community.

### **MARY SLOWINSKI**, Institute for Business and Information Technology

Mary is requesting a one-quarter sabbatical leave in order to complete and defend her dissertation in Learning Science (Education) at the University of Washington. Her work concentrates on the scaling up of innovations in the two-year college environment, in particular the successful institutionalization of a faculty professional development workshop called the Teaching Skills Workshop. Mary believes that the knowledge she gains and shares as a result of her studies will be of great benefit to the college.

### **LAWRENCE SUSANKA**, Science

Larry is requesting sabbatical leave for three quarters in which time he plans to complete several projects. He would like to analyze data comparing BC classes to the online resource ALEKS; investigate the possibility of adding a Linear Analysis course to our math offerings; work with his Ph.D. thesis advisor in Minnesota to explore a topic in Probability and Potential Theory which would culminate in a paper; but foremost, Larry would like to develop a proposal to combine physics and calculus into a single course sequence that would offer 10 credits over three quarters to physics, engineering, and math majors.

### **LISA TEDESCHI**, Health Sciences, Education, and Wellness Institute

Lisa is requesting a one-quarter Sabbatical Leave that will allow her to pursue her goal of becoming a Credentialed Certified Nurse Educator, which she feels would further establish her as a leader in her profession and a role model to her students. Lisa also plans to write the Self-Study Report for Bellevue College's new RN-BSN Program for accreditation by the Commission on Collegiate Nursing Education (CCNE), which is the "gold standard of every nursing program in the country." Lisa feels that this work will contribute to Bellevue College's mission of delivering high quality education, and provide future nursing students with the best chance for educational and professional opportunities.



## 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 approves the Technology Accessibility Policy as presented.

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