

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, October 5, 2010. The business session will begin at 2:00 p.m. in room B201. Vicki Orrico, Chair, will preside.

AGENDA

LUNCH – 12:00 PM – A201

The Trustees will have lunch together. No business will be conducted.

I. EXECUTIVE SESSION – 1:00 PM – A201

There will be an executive session for thirty minutes to review collective bargaining sessions with an employee organization.

II. STUDY SESSION – 1:30 PM – B201

Student Success – PreCollege Mathematics
Faculty: David Stacy, Martha Stevens and Jennifer Laveglia

Tom Nielsen

III. BUSINESS SESSION – 2:00 PM

IV. INTRODUCTIONS

V. ROLL CALL

VI. CONSENT AGENDA

October 5, 2011 Agenda

Lisa Corcoran

Tab 1

September 5, 2011 Board Meeting Minutes

Lisa Corcoran

Tab 1

VII. STAFF REPORTS

Enrollment Report, Summer Quarter 2011

Tom Nielsen

Tab 2

VIII. CONSTITUENT REPORTS – 2:15 PM

Faculty

Doug Brown

Classified

Melissa Sitzenstock

Student

Brandon Anderson

IX. ACTION ITEMS – 2:45 PM

Collective Bargaining Agreement

Cesar Portillo

Tab 3

2012 Board Meeting Dates

Lisa Corcoran

Tab 4

Presidential Profile

Marie Gunn

Tab 5

Employee Parking Fees

Rachel Solemsaas

Tab 6

Purchase of Adjacent Properties - Sunset Ranch Properties

Rachel Solemsaas

Tab 7

Please note: Times indicated on the agenda are only estimates and are subject to change.

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON

X. FUTURE ACTION ITEMS – 3:45 PM

XI. INFORMATION ITEMS – 3:50 PM

XII. STAFF AND BOARD REPORTS – 4:15 PM

Capital and Facilities Master Plan	Paul Chiles
Economic Development	
New Campus Development	Vicki Orrico
Foundation	Vicki Orrico
Long Range Finance/Resource Planning	Steve Miller
Strategic Plan/Accreditation	Marie Gunn
TACTC Board of Directors	Marie Gunn
TACTC and BC Legislative Committees	Steve Miller, Vicki Orrico
Work Plan Oversight	Paul Chiles, Marie Gunn
Interim President	Laura Saunders

XIII. UNSCHEDULED BUSINESS / COMMUNITY TESTIMONY – 4:30 PM

XIV. ADJOURNMENT – 5:00 PM

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 September 7, 2011 in room B201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Ms. Vicki Orrico, Chair, presided.

I. EXECUTIVE SESSION

It was announced that there would be an executive session for approximately 90 to discuss to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Laura Saunders, Cesar Portillo and Betty Asher were invited to join the board. The executive session began at 9:30 a.m. and ended at 11:02 a.m.

The study session was called to order at 11:08 a.m.

STUDY SESSION

Betty Asher, of the Presidential Search consulting firm Greenwood/Asher selected to assist the Board, was introduced. This study session is to provide an opportunity for the campus community to provide input for the presidential profile.

Dr. Asher asked five questions to solicit information to learn as much as possible about Bellevue College and to begin to establish a presidential profile.

1. What are the most significant opportunities and challenges the next President should be prepared to address within the first two to three years?
 - In this time of budget cuts a president must have the ability to prioritize and get buy-in from faculty staff and students.
 - Too many vice presidents.
 - Balancing the time and effort required to build a new campus against needs on main campus.
 - Maintaining quality of education - if quality declines, no one will want to come even if there is a new campus.
 - Open and forthcoming in negotiations with the union.
 - Leadership and transparency – so that there aren't pots of money over here and over there.

- Broadening of educational programs – Bellevue must have a much wider perspective of disciplines which need to be knitted together to maintain coherence of campus. BC is in the process of transitioning to a new type of college. The new president needs to help develop a collaborative relationship with the faculty of a baccalaureate institution. President will need to be adept at negotiating a new role for the college within the higher education community for which there is no local model. New relationships must be crafted with other institutions. There will need to be a collaborative relationship established.
 - The need to develop relationships to bridge the gaps with the SBCTC and other locations. Leadership for and support for pluralisms initiatives.
 - New president should be a courageous leader. Since the college is in transition the new president will need to make tough decisions and hold people accountable, but also build relationships.
 - State budget is not good, but the new president should help BC look into the difficulty together.
 - The incoming president will have to wrestle with the understanding of higher education in the nation and how Bellevue needs to change to meet that vision.
 - Ensure that the way Bellevue teaches agrees with the way students learn.
2. What are the strategic directions that you would like to see the new president do to advance the institution? How do you want the new president to spend his/her time?
- As Bellevue is developing new baccalaureate programs, it's essential that the college be engaged with the business community. New baccalaureate pathways need to be developed while working with the other colleges.
 - A new president who would be amenable to discussion with a broad community without preconceptions. New baccalaureate programs are a small footprint; what is the appropriate balance as a transfer institution and new developing role as an applied baccalaureate institution, BC needs to look at reassessing these roles in common with the different elements of the community including both the campus and business community. It feels as if it's time to reassess and reconsider directions that are being taken.
 - From a student perspective, returning students are looking at science and healthcare.

- From a service perspective, as far as new initiatives, what Bellevue is doing is phenomenal and would like an initiative to maintain that momentum. When classes are full, there are budget constraints to opening additional classes. There should be a recommendation to maintain what we are doing and open additional classes so students can take classes that they need.
 - There are concerns regarding instructor pay cuts, reduced grounds maintenance and parking. Bellevue needs to maintain what we have and keep it up.
 - Maintain the quality of education: quality of instructors, quality of support staff, and quality of other things that are changing.
 - Dr. Asher asked about quality of facilities. It was noted that the science building is nice and new, but health sciences needs a new building. BC has cut to the bone in a lot of places.
 - Bellevue has a lot of programs and courses. In the next few years, it needs to honestly assess its position and evaluate how these can be consolidated and where there are redundancies. Bellevue has a lot of good support services for students, but not necessarily consolidated. Sometimes they are very siloed and don't work together well.
 - A strong forward looking leader who will work on the partnerships that Bellevue already has and look across the departments of the college that are the way BC governs itself so that the college can work together more effectively. A breakdown of traditional operational silos that institutions Bellevue's size tend to have.
3. What professional experiences does the new president need to have in order to excel here?
- It would be helpful if the new president has been a faculty member and can be viewed as a peer by faculty.
 - CEO of an academic institution should be an academic, but should be successful at fundraising and must like to do it. Bellevue needs additional sources of revenue. Candidate must enjoy telling stories and engaging others.
 - The president can't be too much of a fundraiser. An effective communicator and consensus builder is more important. BC would rather sacrifice funds for a location where everyone is working well together.
4. What kind of personal characteristics do you want in your new president?

- Someone that brings out the best in others. Someone with heart.
- Someone who has the mindset that every individual should have an opportunity for education no matter what their socio-economic background. President needs to be someone who thinks about every student that comes here, including students who have no place to live - students who are retraining.
- Communicator – who listens, not just talks.
- Someone who believes that good ideas can come from anywhere in the community.
- Over the years, BC has been an innovator and a visionary. A leader who would not be afraid to take some risks.

5. What are the points of pride?

- The president will be challenged and stretched by the campus community. The campus supports the Affirmation of Inclusion. Not just lip service.
- Everyone has a voice, faculty staff and students.
- The kind and quality of teaching. Bellevue provides bridges for students who would not be able to succeed otherwise. Students can succeed who would not do well in a university setting. Class sizes are small enough that students can be helped individually. Jean used to get thank you letters from parents thanking her for the opportunities that were offered to students.
- Collegiality is an emphasis here. Everyone depends on the relationships and the college runs on that rather than policies and procedures.
- BC always has the classes students need. Employees are proud to say where they work while out in the community and always gets a positive response.
- BC is proud of the pluralism effort. It is one of the few locations that has a pluralism office at the presidential level.
- There is pride in the innovation that occurs.

Dr. Asher answered questions about how the search process was going to work. The search firm will be talking to people around the country who will be interested or who they think should be interested. The consulting firm will work with the Presidential Search Advisory Committee. There will be ads placed and this will be a proactive recruitment.

It is rare that a candidate is selected who simply applies, usually it is someone who has been recruited; someone who has been identified as meeting the needs of the campus.

It was noted that it is helpful to the search committee to come to consensus regarding the attributes the campus is looking for.

The study session adjourned at 11:58 a.m. and will reconvene for business session at 1:00 p.m.

II. EXECUTIVE SESSION

Vicki Orrico announced that there would be an executive session for approximately 30 minutes to discuss collective bargaining sessions with an employee organization. Laura Saunders, Tom Nielsen and Cesar Portillo were invited to join the board. The executive session began at 12:30 p.m. and ended at 1:02 p.m.

III. STUDY SESSION

The study session began at 1:05 p.m.

Interim President, Laura Saunders introduced the study session. Following the GISS Institute in June, the Board will have a series of study sessions on student success. The focus this month is on Adult Basic Education. Dr. Saunders introduced Vice President Tom Nielsen and he thanked Joyce Carroll who worked with the Deans and introduced Maggie Harada, Dean of Arts & Humanities and Tonya Estes. Ms. Estes is an instructor in the Adult Basic Education program (ABE) and a tenure candidate.

As part of the Student Achievement Initiative, ABE has been working hard to improve Comprehensive Adult Student Assessment Systems (CASAS) scores and goal completion to record in the WABERS - online data system. These scores indicate improved literacy and an increase in momentum points by 22%.

This area included ABE and General Educational Development (GED). Most ABE students are GED or college bound and are actively pursuing the GED test.

ABE is like a school within a school and intake/courses are all done in house. In the past three years enrollment has increased fourfold due to better outreach and intake.

ABE/GED students have complex lives with many challenges, so the program works hard on retention. Over the past two years, steps for success have included orientation and assessment, a revised curriculum and separating classes now for different levels.

Courses also contain a learn/do/make public component which allows students to share their knowledge with the community. It uses theme based classes which conclude in a public presentation. Last year's theme was a community garden. It's important for ABE students to feel included in the college community and this public aspect contributes to their sense of belonging.

Review of retention data indicates that the percentage of completion has increased while also doubling the number of students in program. The GED completion can also increase momentum points. Confusion in the record keeping requirements led to reduced recording of completions which has now been corrected.

There is now a dedicated ABE advisor to assist students and direct them into orientation classes. The transitions team, led by Joyce Carroll, is working on determining best way to continue enhance the program.

The pre-college student success committee is helping gather data to apply for additional grant funding.

Some of the challenges that have faced the program include no director until 2009-10, access, limited computer labs and students not qualifying for financial aid.

In response to questions on financial issues, it was noted that ABE students don't pay tuition. There is a \$25 fee per quarter. State funding for new ABE students is higher than for regular enrollment.

In an inquiry regarding online offerings, it was noted that last spring, BC bought GED Academy and piloted it as an add-on in the program. The software is a little too high level for some and many ABE students don't have a computer or internet access.

IV. BUSINESS SESSION

The business session began at 1:30 p.m.

V. INTRODUCTIONS

Laura Saunders, Interim President
Lisa Corcoran, Exec. Asst. to the President
Melissa Sitzenstock, Classified Employee Representative
Paula Boyum, VP of Workforce Development
Rachel Solemsaas, VP of Admin Services
Laurence Herron, Interim VP of Institutional Advancement
Jennifer Strother, Executive Director of Finance

Cheryl Bateman, Asst. Attorney General
Doug Brown, President, BCAHE
Russ Beard, Vice President of Information Resources
Tom Nielsen, VP of Instruction
Cesar Portillo, VP of Human Resources
Patty James, Director of Institutional Effectiveness and Research

VI. ROLL CALL

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

VII. CONSENT AGENDA

Tab 2 June 29, 2011 Board Meeting Minutes

Tab 3 July 26, 2011 Board Meeting Minutes

Mr. Miller made a motion to approve the consent agenda and Ms. Gunn seconded the motion. The motion passed unanimously 5-0.

Tab 4 Financial Report for the period ending June 30, 2011

Tab 5 Total Enrollment, Spring Quarter 2011 and Annual Enrollment Comparison Report

Enrollment levels for fall look flat. Deans are monitoring the wait lists and there is some enrollment pressure in the science area.

VIII. CONSTITUENT REPORTS

Faculty Report

Doug Brown, Bellevue College Association of Higher Education (BCAHE) president, reported that:

- As of end of day yesterday the bargaining agreement had been concluded. There was concern about the symmetry of the bargaining since administration brought in an outside negotiator. He is hoping that next time they would prefer to work with internal colleagues. The contract will go to membership next week and he expects it to pass, but not with as wide a margin as previous contracts.
- Presidential search – Mr. Brown didn't realize how many faculty were gone in August. Thanked board for giving 3 slots on the Presidential Search Committee to faculty. He is finding it challenging to adequately represent all of the areas on the committee and is hoping to have a roster before the first meeting.
- Presidential search committee member criteria – Mr. Brown would like to ensure that the search engages in strategic planning more than it has before. He wants to have this process to be thought out and he wants to maintain the history with college, but with representatives who also are looking for a future and not planning to retire soon.

- Mr. Brown expressed concern about east campus that BC is taking on this expansion. Faculty are aware of the difference between earmarked dollars and more flexible dollars, but they are also aware of the salary negotiations that allow the college flexibility in the discretionary areas. The fear is that planning may use discretionary funds that won't then be available for other uses such as part time faculty pay.
- Mr. Miller thanked Mr. Brown for his assistance this summer with the presidential search. The Board expressed its thanks to both bargaining teams.

Classified Staff Report

Melissa Sitzenstock, classified staff representative, reported that:

In the category of good news – staff can get work on their degrees. BC has 277 classified staff members and 122 staff members have received degrees from the college. However, only 4 people this year received degrees in the last year and that's a real downturn. It may be due to cap on tuition fee waiver. There have been many changes in the past 6-9 months and all departments have been affected. The Running Start legislative funding changes have caused a lot of problems.

Last week, the admissions applications for this year have increased compared to the previous year. Students are being placed in classes and the changes are getting more comfortable. There are more online services available and students are figuring them out.

Work has begun on professional development day at the end of January. Topics anticipated to be around change management, but there will be a survey to identify needs. Ms. Sitzenstock notified the board that she is co chief job representative and Jan Ng will take over at the first of the year.

Ms. Orrico asked about the discrepancy between applications and enrollments and Ms. Sitzenstock indicated that the yield rate is staying at about 60%; however, BC had a big upturn this month with over 200 applications submitted over Labor Day weekend. Speculation is that students are waiting to enroll so that they don't have to pay and are still saving money to make the payments. There is concern that with late applications, students won't be eligible for financial aid since the deadline for fall has passed.

Student Report

Brandon Anderson, Associated Student Government (ASG) President, sent his regrets, but student government had training today in eastern Washington and he will be unable to attend the meeting. He is looking forward to meeting the board next month.

IX. ACTION ITEMS

Tab 6 ACCREDITATION REPORT

Patty James presented the proposed accreditation report to the Northwest Commission on Colleges and Universities. Ms. James discussed what the college needs to regarding mission fulfillment and that the college is going to hold itself responsible for meeting the standards that are established. Ms. James discussed the core themes, 15 commitments, 36 effects and 81 indicators of achievement. Targets will be set against each measure. This report submits to NWCCU the college's goals and the plan to accomplish those goals. The target is set at 75% attainment.

Motion 30:11

Mr. Paul Chiles moved and Mr. Steve Miller seconded the motion that the Board of Trustees of Community college District VIII approves the NWCCU Year One Report and the proposed Articulation of an Acceptable Threshold of Mission Fulfillment as described in the report.

The motion was approved unanimously (5-0).

X. FUTURE ACTION ITEMS

Tab 7 2012 Board Meeting Dates

Lisa Corcoran presented the future action item for meeting dates for the Board of Trustees for 2012.

XI. INFORMATION ITEMS

Tab 8 Budget – Planning for Further Reductions

Rachel Solemsaas presented anticipated budget reductions and the planning that has taken place at Bellevue College. BC has developed plans for Stage 1 and Stage 2 cuts which the governor has asked every agency to develop at 5% and 10%.

Bellevue has set aside reserves for a 5% level reduction. The campus will have to identify an additional \$842,000 if the reductions are at the 10% level.

There was an inquiry as to whether reduced enrollments would impact revenues. As of now, the financial targets are separate from enrollment targets.

Tab 9 Change in Weapons Policy

Rachel Solemsaas presented a review in the College's weapon's policy. In order to accommodate security personnel who may be picking up cash on campus, the policy needs to be revised to allow them to possess a weapon.

Motion 31:11

Mr. Steve Miller moved and Ms. Marie Gunn Miller seconded the motion that the Board of Trustees of Community College District VIII amended Policy 6420 as noted in the board materials to allow bank-related security personnel to be excluded from the weapons policy

The motion was approved unanimously (5-0).

Tab 10 Presidential Search Advisory Committee

It was noted that the Presidential Search Advisory Committee membership is still pending. Faculty member names will be available shortly.

XII. STAFF AND BOARD REPORTS

Capital and Facilities Master Plan

No Report.

New Campus Development

There was an open meeting yesterday for future vision and master plan over the next 10-20 years. There will be additional public outreach.

Foundation Report

The board welcomed Larry Herron, Interim Vice President for Institutional Advancement to Bellevue College. The annual goal for the Foundation is \$1,100,000 and the total raised to date is \$61,352. There is a new slate of officers for 2011-2012. The BC Foundation completed the Campaign to Advance Student Success and it reached 105% of its goal. There were over 170 applications submitted for scholarships this year with plans to award over \$100,000.

Upcoming Events

- Jean Sarto Floten Student Union Building Dedication on Wednesday, September 14th
- BC Foundation 5K run on Saturday, October 8th
- Donor & Scholar reception on Wednesday, November 16th
- Annual Foundation Luncheon on Wednesday, April 25th

Long Range Finance/Resource Planning

No Report

Strategic Planning/Accreditation

Report was included in Tab 6,

TACTC

No activities.

Work Plan Oversight

No Report

Interim President's Report

Dr. Saunders reported on the Enterprise Resource Plan (ERP) for the Community and Technical College system which included replacement of the HP system. This will require the system to borrow money at the state level. This year the focus will be on the RFP. Russ Beard is inviting three of the major vendors to the campus.

Interim President Saunders shared innovations in Bellevue's payroll office. Jim Craswell has brought a lot of professional improvements, including correcting timesheet issues. On Friday, Everett Community College will be reviewing Bellevue's model and may decide to participate with us. This is an example of continuous quality improvement.

Other items that are being evaluated for continuous quality improvement include Megamation, the work order system for facilities. Bellevue is working with Olympic College on this system.

Bellevue is planning to move email into the cloud next year and is working with the state system to make the move. It's in beta testing now.

At the president's retreat the commissions presented efficiencies in their respective areas for statewide adoption.

There was no news from the Dept. of Labor grant. A new NSF grant is being submitted in October.

XIII. UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY

There was no unscheduled business.

XIV. ADJOURNMENT

Board of Trustees Minutes
September 7, 2011

There being no further business, the regular meeting of the Board of Trustees adjourned at 2:55 p.m. The next regular meeting will be held on October 5, 2011.

ATTEST:

Vicki Orrico, Chair
Board of Trustees

Lisa Corcoran
Secretary, Board of Trustees
Community College District VIII

REGULAR MEETING AGENDA ITEM

Tab 2

October 5, 2011

☒ **Information** ☐ **Discussion** ☐ **Action**

Topic

Total Enrollment, Summer Quarter 2011 and Annual Enrollment Comparison Report

Description

The college continuously monitors and analyzes enrollment statistics and trends, particularly during registration and enrollment periods. Enrollment updates are regularly provided to the entire college during that time. Trends are analyzed, and strategies are put into place to address areas of concern.

As part of the strategic enrollment and planning process, each quarter, an enrollment report for all fund sources (state-funded, self-support and other) is compiled for review and discussion. In addition to the Summer Quarter Final Enrollment report, an annual report is produced that provides an overall enrollment summary for this year as compared to last year.

Key Questions

- * Was the college's enrollment target for state funded and self-support FTES met for Summer Quarter 2011, and how did that performance compare to Summer Quarter 2010?
- * Were there any areas of enrollment that experienced significant differences (increase or decrease) for Summer Quarter 2011 and what are the reasons for those changes?
- * How do the final figures for enrollment for academic year 2010-11 compare to the enrollment figures for academic year 2009-10?

Analysis

Based on available demographic information and taking into account the impact of other uncertain variables (economy and job availability, tuition increases, Running Start changes, etc.), the college last spring set a 2011-12 overall enrollment target that projected no year-to-year change from 2010-11. That predicted leveling of enrollment represents some relief from recent enrollment growth that resulted in record total enrollments as the College also absorbed record reductions in our state budget allocation.

Summer enrollments reflect the trend of steady enrollment, with the final tally slightly below that for 2010-11. Assuming that this trend continues through the balance of

2011-12, the College will nevertheless easily meet the state enrollment commitment, and will continue to maintain schedule efficiency in support of internal commitments that are based on excess enrollment revenue.

Summer 2011: Below target by 71.5 FTES or 1.4%

- Arts and Humanities Division was below target by 11.3 FTES or 1.0%
- Business (IBIT) Division was below target by 13.4 FTES or 4.0%
- Health Science Division was below target by 4.9 FTES or 2.1%
- Science Division exceeded target by 15.8 FTES or 1.3%
- Social Science Division exceeded target by 25.3 FTES or 3.1%
- Other Programs were below target by 83.0 FTES or 5.5%

Background Information

Attachment 1: Quarterly Enrollment Report by Program for Summer Quarter 2011

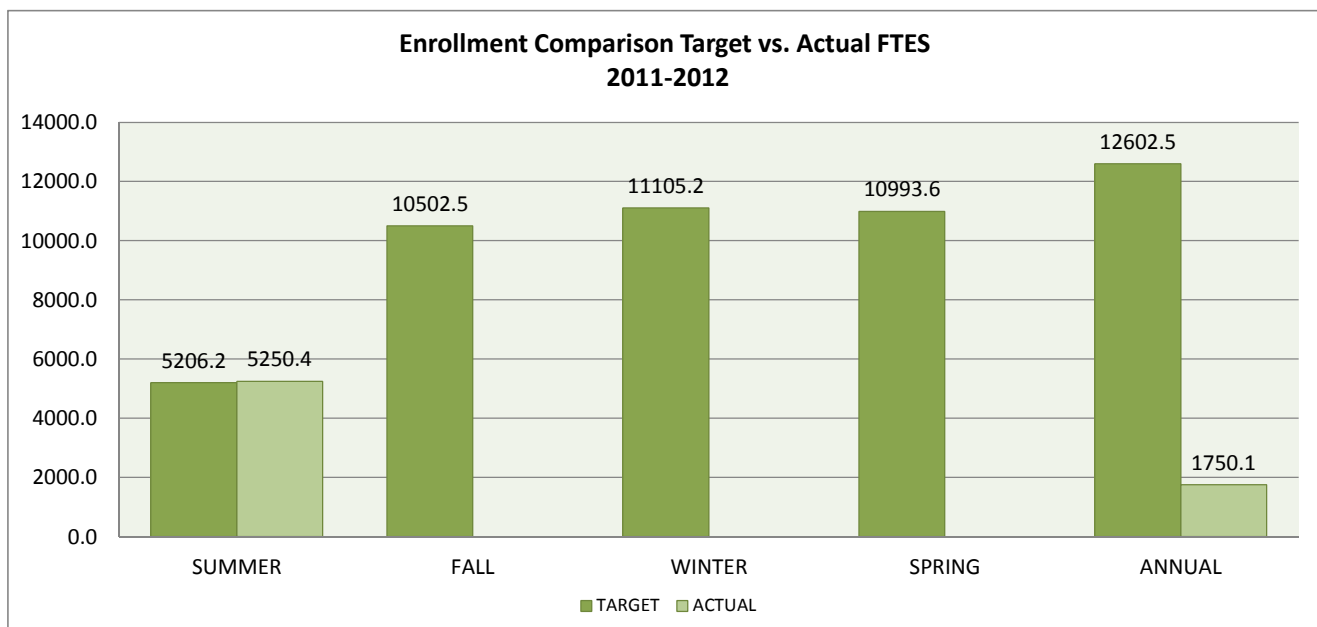
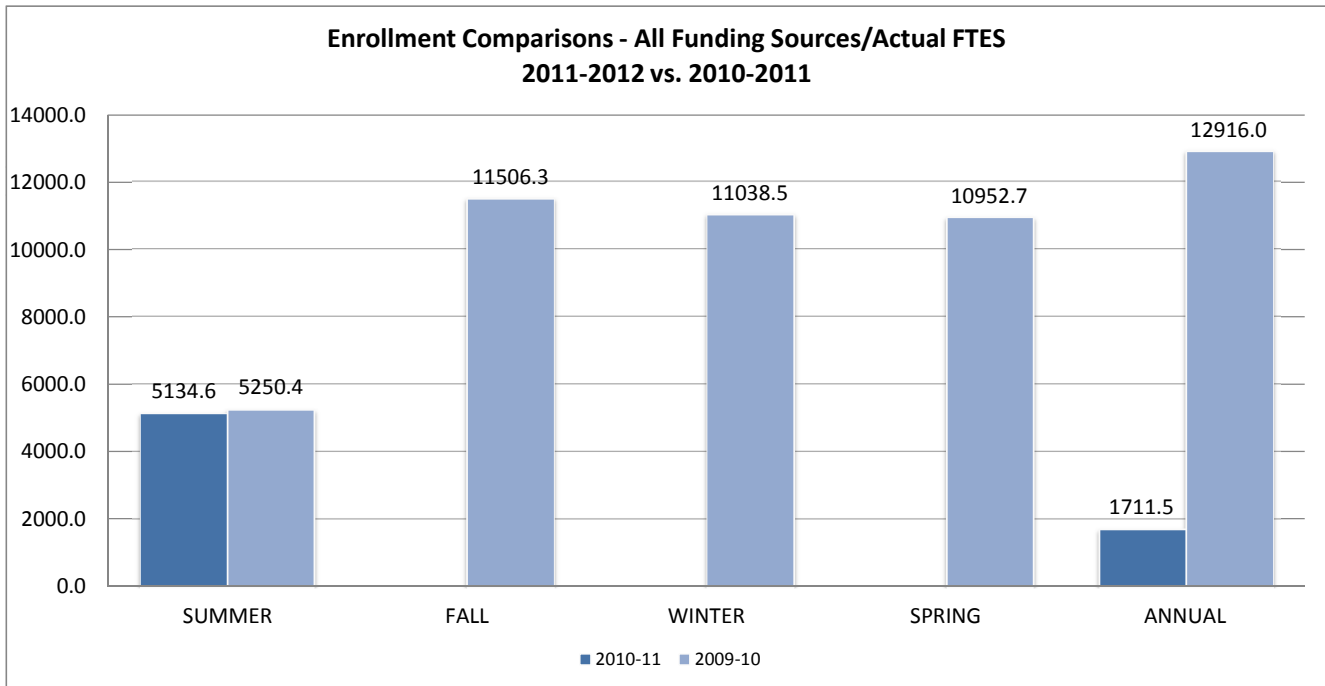
Attachment 2: Graphic representation comparing 2011-12 vs. 2010-11 data

Recommendation/Outcomes

The Board will have an opportunity to review and discuss the college's enrollment data and trends for Summer Quarter and an Enrollment Comparison Report for Academic Year 2011-12 vs. 2010-12.

Prepared by: Tom Nielsen, Vice President of Instruction
tom.nielsen@bellevuecollege.edu, 425-564-2442

**COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE COLLEGE
SUMMER 2011 ACTUALS, FALL/WINTER/SPRING 2011-2012 and ANNUAL 2011-2012**



REGULAR MEETING AGENDA ITEM

Tab 3

October 5, 2011

☐ Information ☐ Discussion ☒ Action

Topic

Negotiated Agreement between Bellevue College Association of Higher Education and the Board of Trustees of Community College District VIII, 2011 –2013.

Description

Representatives for the Bellevue College Association of Higher Education and Community College District VIII reached a tentative agreement to replace the 2010 - 2011 negotiated agreement. The faculty ratified the tentative agreement on September 14, 2011.

Key Questions

- * Do the Tentative Agreements represent the mutual interests of the college and the faculty and should they be approved?

Analysis

The college bargaining team believes the Tentative Agreements represent the mutual interests of the college and the association.

Background Information

The parties have engaged in negotiations with a collaborative, interest based approach and have been able to reach agreement on several significant issues and on a number of housekeeping items.

Recommendation/Outcomes

The college bargaining team recommends that the Board of Trustees of Community College District VIII approve the proposed 2011-2013 Negotiated Agreement between the Board of Trustees of Community College District VIII and Bellevue College Association of Higher Education as represented in the attached Tentative Agreements.

Prepared by: Cesar Portillo, Vice President of Human Resources
cesar.portillo@bellevuecollege.edu, 425-564-2445

Proposed Changes to the Negotiated Agreement Between
the Board of Trustees of Community College District VIII
and the Bellevue College Association of Higher Education

Representatives of the College and the BCAHE have reached tentative agreement on a proposed negotiated agreement to be effective September 1, 2010 through August 31, 2013. Highlights of the changes not already presented to the Board during the June board meeting are:

1. **Parking.** Faculty will pay \$15.00 per quarter, including summer, for a parking permit for the duration of this agreement
2. **Compensation.** Following legislative action allowing the use of salary turnover dollars to fund faculty increments, the parties reached agreement on the distribution of turnover funds to increase full-time faculty continuing to 2011-2012.

Prepared by: Cesar Portillo, Vice President of Human Resources
cesar.portillo@bellevuecollege.edu, 425-564-2445

REGULAR MEETING AGENDA ITEM

Tab 4

October 5, 2011

☐ Information ☐ Discussion ☒ Action

Topic

2012 Board of Trustees Meeting Dates

Description

The Code Reviser (Washington Administrative Code) requires that a list of Board meeting dates be filed with their office each calendar year so that appropriate notice can be given to the public.

The following dates are being submitted for the Board's consideration as regular meeting dates for the year 2012.

Wednesday, January 18

Wednesday, March 7

Wednesday, May 16 (Coincides with Margin of Excellence Awards)

Wednesday, June 13

Wednesday, June 27 (pending budget process needs)

Wednesday, September 5

Wednesday, October 10 (Tentatively scheduled as an all-day retreat)

Wednesday, November 14

Key Questions

- * Do the proposed dates meet the needs of the college in maintaining its administrative and contractual obligations?
- * Do the proposed dates conflict with any major religious or secular holidays or other dates that might cause key personnel to be unavailable?
- * Do the proposed dates meet the needs of the individual trustees?

Analysis

The proposed dates meet the needs of the college in maintaining its administrative and contractual obligations and do not conflict with any major religious or secular holidays. The Bellevue School District (BSD) calendar has also been taken into consideration and none of the proposed dates conflict with BSD breaks.

Background Information

The first meeting of the year should be scheduled as late as possible in January or early February to allow the Tenure Review Committee (TRC) as much time as possible to complete their recommendations. The BC Foundation Board of Directors (BCF) meets January 25, 2012.

State law requires that a tenure decision be made before the start of the candidate's 9th consecutive quarter (not counting summer) and the timing is such that a meeting needs to be scheduled in March. In addition, the BCAHE negotiated contract requires that, if the Board disagrees with the recommendations of the TRC, this disagreement must be determined in open session and that the Board must then meet with the TRC at least five days before they make their final decision. In order to allow for this possibility and to avoid meeting during finals week, the March meeting should occur prior to March 11, 2012. Finals are scheduled for March 20-22, 2012 and the BCF is scheduled to meet on March 28, 2012.

The Margin of Excellence Awards ceremony is scheduled for May 16, 2012 and we ask that the Trustees attend the ceremony as a study session. The BCF is scheduled to meet on May 23, 2012.

The budget needs to be approved in June and typically a second, tentative meeting is scheduled to accommodate a late decision by the legislature. The year-end event is scheduled for June 6, 2012 and the BCF is scheduled to meet on June 20, 2012.

The September meeting should be scheduled for the first or second Wednesday of the month to allow any negotiated changes in faculty salary to be implemented by the September 25 paycheck. (This assumes that a tentative agreement has been reached and that there is a salary change to implement.)

The October meeting is typically the first meeting for any newly appointed trustee and is an ideal time for a retreat to review the college's strategic planning for the coming year. Other considerations for October include the Jewish observance of Sukkot October 1-7, 2012 the Hindu observance of Navaratri October 16 – 23, 2012, and the Islam observance of Eid al Adha October 26-29, 2012. The Interfaith calendar at <http://www.interfaithcalendar.org/2012.htm> to determine primary sacred times for world religions.

Recommendation/Outcomes

That the Board of Trustees of Community College District VII approves the regular meeting dates for 2012 as presented.

Prepared by: Lisa Corcoran, Exec Asst. to the President and Sec. to the Board of Trustees
lisa.corcoran@bellevuecollege.edu, 425-564-2302

REGULAR MEETING AGENDA ITEM

October 5, 2011

Tab 5

☐ Information ☐ Discussion ☒ Action

Topic

Presidential Profile

Description

As Bellevue College searches for a new President, the College is creating a Presidential Profile to assist Greenwood/Asher, the executive search consulting firm, in identifying the essential duties, challenges and opportunities for the position. The profile also examines some of the challenges and leadership opportunities that the position will face in the upcoming years.

The Presidential Profile also presents some of the key characteristics of Bellevue College and what attributes will be needed to become a leader at Bellevue College.

This profile was created utilizing input from a variety of sources. The campus held multiple open forums in which all members of the campus community were invited. Additionally, the Presidential Search website was created and provided a tool to submit suggestions. An email account, presidentialexec@bellevuecollege.edu was also established to provide an ongoing means of communicating ideas regarding the presidential search process and the presidential profile.

After a draft of the profile was created, edited and refined, the Presidential Search Advisory Committee will review the compiled document, provide additional refinements and submit the profile to the Board of Trustees for final approval.

Key Questions

- * Does the profile accurately reflect the essential characteristics and attributes needed to become a successful leader at Bellevue College?
- * Does the profile accurately reflect Bellevue College?

Background Information

The Presidential Search Advisory Committee will be doing the final review and edit of the Presidential Profile on Friday, September 30th. The recommended version of the profile will be provided to the Board for review as a handout at the Board Meeting due to the short timeline.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the Presidential Profile as presented.

Prepared by: Lisa Corcoran, Exec. Assist. to the President/Secretary to the Board of Trustees
lisa.corcoran@bellevuecollege.edu, 425-564-2302

REGULAR MEETING AGENDA ITEM
October 5th, 2011

Tab 6

☐ Information ☐ Discussion ☒ Action

Topic

Employee Parking Fee

Description

Bellevue College desires a sustainable transportation management solution that would expand multimodal access to the campus and is viable for the College, students and employees. Existing resources, such as student fees and diminishing college operating funds, can no longer support parking operations and maintenance, bus pass programs and other commute trip reduction efforts.

A task force of students, faculty and staff was convened last year to explore alternatives. This task force forwarded a recommendation to charge a parking fee to users of campus parking lots to help sustain the existing transportation programs. This recommendation has received tentative agreement from BCAHE, WPEA and WFSE representatives.

Key Questions

- * How will charging a parking fee to the users of campus parking lots support multimodal access to the campus?
- * What is the impact of the proposed fees to employees?

Analysis

The most cost effective way to improve access to campus, meet commute trip reduction goals and support College efforts to reduce the carbon footprint is by establishing a fee for parking while supporting commuting alternatives for students and employees.

The parking fee and bus pass program will help maintain an adequate supply of parking. Without the fee and bus pass program, driving is less expensive than using public transportation with the cost of public transportation exceeding \$260 per quarter. As more people drive to campus, the demand for parking would exceed supply making it increasingly difficult to park on main campus.

Constructing new parking to meet demand is costly. By managing parking through permit fees and encouraging alternatives, the College can avoid this cost and maximize the use of the existing 4,000 parking spaces. Parking fees will also help ensure

compliance with the permitting system, the Commute Trip Reduction Law and will reduce traffic congestion. Revenue from parking funds may be used towards deferred maintenance of parking lots.

The College already requires a permit for employee parking; this measure would require employees to purchase their permits for a fee of \$15 per quarter, including summer quarter, in order to park in designated employee parking lots.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approve employee parking fees as presented.

Prepared by: Rachel Solemsaas, Vice President of Administrative Services
rachel.solemsaas@bellevuecollege.edu, 425-564-2446

REGULAR MEETING AGENDA ITEM

October 5, 2011

Tab 7

☐ Discussion ☒ Action

Topic

Purchase of Adjacent Properties – Sunset Ranch Properties

Description

The 2008 facility master plan (FMP) includes the College's continued expansion plan and long-term goal of acquiring properties adjacent to the College campus in an area called Sunset Ranch, a residential development of 42 single family homes. The College has already acquired 12 of these homes and now has an opportunity to purchase two additional properties (see attachment A).

Key Questions

***How does the purchase of these properties benefit the college's strategic goals?**

***Is the purchase of these properties within the college's financial plan?**

Analysis

The Sunset Ranch subdivision consists of 42 houses, including 12 houses that the College already owns. Over the years, the college has capitalized these properties for facilities expansion such as the relocation of the Eastern Washington University (EWU) offices, KBCS radio station, International Service Program (ISP) offices; housing accommodations for the college's visiting scholars and storage spaces. As shown on the map (Attachment A), acquiring the houses immediately adjacent to the campus would allow for **expansion, potential new construction, and reduce concerns of adjacent residents regarding noise and light pollution.**

Mr. Vanriijn approached the College in February 2011 and Ms. Situ in September 2011 regarding purchasing their property. These houses are adjacent to another property that the College already owns and would expand the College's presence in Sunset ranch. An appraisal was secured and, with the assistance from the state's general administration real estate services staff, the College negotiated an acceptable purchasing term within the amount allowable by the state and within the College's capital budget adopted for 2011-2012. In the short term the houses will be used for

storage or interim offices and eventually, along with the adjacent property, a base will be established for dormitories or other campus priorities.

Background Information

Attachment A: BC campus map

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII authorize the College administration to seek approval from the SBCTC to acquire and subsequently purchase the houses and properties at 2440 145th St. and at 2626-145th Ave SE in Bellevue using Local Capital funds.

Prepared by: Rachel Solemsaas, VP Administrative Services
rachel.solemsaas@bellevuecollege.edu, 425-564-2446



BELLEVUE COMMUNITY COLLEGE
CONCEPT PLAN

SCALE: 1" = 100'-0"

NORTH ▲

0 100' 200'

revised 03.24.08

- EXISTING BUILDINGS
- PLANNED ADDITIONS
- PLANNED BUILDINGS
- PLANNED STRUCTURED PARKING
- NON-BCC STRUCTURES