



Board of Trustees  
Community College District VIII

Regular Meeting

November 19, 2014

### **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, November 19, 2014. The business session will begin at 3:00 pm in room B201. Steve Miller, Chair, will preside.

**AGENDA**

12:00 PM	LUNCH (A201)		
12:30 PM	EXECUTIVE SESSION (A201)		
	There will be an executive session to discuss collective bargaining, consider the selection of a site or the acquisition of real estate, and to discuss the evaluation of state employees.		
2:00 PM	STUDY SESSION		
	Radiation and Imaging Sciences		
3:00 PM	BUSINESS SESSION (B201)		
	I. Call to Order		
	II. Roll Call and Introductions		
	III. Consent Agenda		
	A. Approval of Agenda for November 19, 2014		3
	B. Meeting Minutes from September 10, 2014		5
	C. Meeting Minutes from September 30, 2014		8
3:10 PM	IV. Constituent Reports		
	A. Faculty	Brown	
	B. Classified Staff	Turnbull	
	C. Student	Jenkins	
	D. Foundation	King	
3:50 PM	V. Monitoring Reports (reports for this meeting in bold)		
	A. <b>Student Success</b>	All	9
	B. <b>Instruction</b>	All	11
	C. <b>Economic and Workforce Development</b>	All	12
	D. <b>Student Affairs</b>	All	13
	E. <b>Equity and Pluralism</b>	All	14
	F. <b>Foundation</b>	All	15
	G. <b>Technology</b>	Quarterly	16
	H. <b>Capital Facilities</b>	Quarterly	17
	I. <b>Finance</b>	Quarterly	18
	J. <b>Human Resources</b>	Quarterly	21

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

	K.	<b>Enrollment Report</b>	Quarterly	22
	L.	Budget and Legislative Developments	As needed	
	M.	Marketing and Public Relations	As needed	
4:10 PM	VI.	Action Items		
	A.	2015-2016 Board of Trustees Meeting Dates	Corcoran	25
	B.	Policy 6350 – Smoking on Campus	White	27
	C.	Policy 5250 Information Security	Beard	31
4:25 PM	VII.	Board Reports		
	A.	TACTC Board of Directors	Orrico	
	B.	TACTC and BC Legislative Committees	Miller/Orrico	
	C.	Foundation Liaison	Heu-Weller	
	D.	Individual Member Reports		
4:35 PM	VIII.	President’s Report	Rule	
4:45 PM	IX.	Unscheduled Business/Community Testimony		
5:00 PM	X.	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 September 10, 2014 in room B201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Mr. Steve Miller, Chair, presided.

**STUDY SESSION**

Patricia James and Tom Nielsen presented regarding Bellevue College baccalaureate programs. The presentation was a discussion of degree development both historical and future.

**STUDY SESSION**

“T” Building Tour – The board of trustees were provided with a tour of the “T” building which is currently under construction.

**BUSINESS SESSION**

The business session was called to order at 2:20 p.m.

I. **ROLL CALL**

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

II. **CONSENT AGENDA**

Vicki Orrico moved to approve the consent agenda as amended. Merisa Heu-Weller seconded.

The consent agenda was approved unanimously.

III. **CONSTITUENT REPORTS**

Faculty Report

Doug Brown, Bellevue College Association of Higher Education (BCAHE) President, provided a written report to the board.

Classified Staff Report

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

- Classified staff conference and professional development activities
- “B” building remodel. Enjoying the new layout and bookstore.
- Grounds custodial and maintenance staff are working hard on beautifying campus.

Update on WPEA bargaining, team consists of 11 college representatives and two WPEA staff. Staff are anticipating a COLA for state employees and a cap on insurance costs.

ASG Report

Melantha Jenkins, ASG President, provided a video report which emphasized this year’s Associated Student Government’s (ASG) goal to make ASG a more well-known entity on campus.

**Foundation Report**

Dale King, President of the Bellevue College Foundation, reported on the following items:

- Updated foundation's strategic plan over summer.
- Working on improving donor relations.
- Provide more opportunities for donors to participate in activities. This Saturday there will be a soccer game.
- Hosting October 16<sup>th</sup> appreciation event for advisory boards.
- November 5<sup>th</sup> is donor scholar reception.
- Luncheon is April 14<sup>th</sup> this year.
- Added new board members.
- Presented Stassney Obregon with a scholarship.

**IV. MONITORING REPORTS**

The monitoring reports were reviewed with some discussion regarding enrollment numbers and the change to staggered enrollment dates; instruction hiring and the diversity of hires; planning for economic and workforce development; the accomplishments in student services and the future goals including refinement and student retention goals which will be increased. The board noted the substantial changes that are being made around Title IX and also reviewed the financial report.

**V. INFORMATION ITEMS**

**A. Open Public Meetings Act**

Bruce Marvin conducted a mandatory training regarding the Open Public Meetings Act.

**VI. ACTION ITEMS**

**A. Student Code of Conduct**

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Motion 20:15

It was moved by Vicki Orrico and seconded by Merisa Heu-Weller that the student code of conduct policy and procedures be adopted for immediate implementation.

The motion passed unanimously.

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**B. Board Policies**

No action was taken on Policy 1100 – Delegation of Authority to the President or Policy 1650 Named Facilities.

**VII. BOARD REPORTS**

TACTC –TACTC was disturbed at the low attendance at the spring meeting. The board was reminded that there is a fall meeting in November as well as the legislative meeting. There will be a proposal for a name change at the fall conference.

TACTC Legislative Committee – no report

Foundation Liaison – no report

Individual Member Reports – no report

VIII. **PRESIDENT'S REPORT**

President Rule updated the board on the following items:

- The bus stop and transit service on campus was retained. Patrick Green updated the board on the proposed changes to facilitate the bus service.
- Yoshiko Harden and Sayumi Irei shared information regarding the Social Justice Leadership Institute.
- Interviews are scheduled for the Vice President of Institutional Advancement with an expected completion in the next few weeks.

IX. **UNSCHEDULED BUSINESS**

There was no unscheduled business.

X. **EXECUTIVE SESSION**

The executive session was called to order at 4:08 p.m. Steve Miller announced that there would be an executive session for approximately 60 minutes to discuss collective bargaining and the evaluation of state employees.

XI. **ADJOURNMENT**

There being no further business, the meeting of the Board of Trustees adjourned at 5:00 p.m.

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Steve Miller, Chair  
Board of Trustees

ATTEST:

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Lisa Corcoran  
Secretary, Board of Trustees  
Community College District VIII

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

A special meeting of the Board of Trustees of Community College District VIII, state of Washington, was held September 30, 2014 in room B201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Mr. Steve Miller, Chair, presided.

**EXECUTIVE SESSION**

The board convened in executive session to discuss collective bargaining.

**BUSINESS SESSION**

The business session was called to order at 5:18 p.m.

**I. ROLL CALL**

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

**II. ACTION ITEMS**

- A. Negotiated Agreement between Bellevue College Association of Higher Education and the Board of Trustees of Community College District VIII.

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Motion 20:16

Vicki Orrico made a motion to approve the negotiated agreement between the Bellevue College Association of Higher Education and the Board of Trustees of Community College District VIII which is substantially in the form agreed to with a delegation to the Board chair for final and technical changes and execution. Lisa Chin seconded.

The motion passed. Student Trustee, Stassney Obregon abstained from voting due to legislation which does not allow student trustee votes on collective bargaining.

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**ADJOURNMENT**

The special meeting of the Board of Trustees adjourned at 5:23 PM.

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Steve Miller, Chair  
Board of Trustees

ATTEST:

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Lisa Corcoran  
Secretary, Board of Trustees  
Community College District VIII

## STUDENT SUCCESS

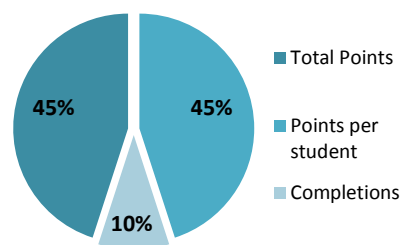
### STUDENT ACHIEVEMENT INITIATIVE: UPDATE AND SELECTED OBSERVATIONS

Although data were collected for AY 2012-13 using the revised Student Achievement Initiative (SAI) metrics, AY 2013-14 was the first year of full implementation. The revised SAI measures a college's student success through eight achievement areas (often called *Momentum Points*):

- Basic Skills—gains within Basic Skills courses generate multiple points plus a bonus point for every subsequent achievement area successfully completed within three years
- College Readiness—completion of pre-college math and English and advancement into college-level courses within those disciplines
- 1<sup>st</sup> 15, 30, and 45 college credits— the latter differentiates transfer and workforce pathways
- Quantitative—completion of college math
- Completion—selected certificates and degrees
- Progression/retention—awarded for increased achievement if enrolled the prior year

Funding is distributed across three performance categories: Completions, Points Per Student, and Total Points (less Completions). **Chart 1** illustrates this distribution.

Chart 1. SAI Funding Distribution



#### Performance Observations

While assumptions concerning trends cannot be based on two years of data there are a few areas in which BC faculty and staff are focusing.

**Basic Skills:** The Basic Skills category is an area of particular interest since students are enrolled in these courses for different purposes and their long-term educational goals may be in development. There are three sub-categories within Basic Skills: (1) courses that address learning needs of adults (ABE), (2) courses for students who need to complete a high school diploma (GED), and (3) courses for English language learners (ESL).

**Chart 2** shows the representation of students among these three sub-categories, while **Chart 3** shows the distribution of students earning points by each sub-category.

Several factors contribute to students garnering points: the enrollment category, the course level (ABE has four levels, ESL has six levels, and GED has two levels), and the measurement method.

#### Notes

- Just over one-half (53.9%) of all students in Basic Skills classes achieved a gain during the year.

Chart 2. AY 2013-14  
% Enrolled in Basic Skills by  
Category (n=1,530)

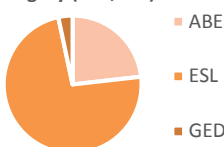
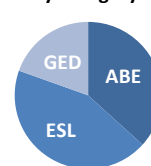


Chart 3. AY 2013-14  
% Basic Skills Points Earned  
by Category



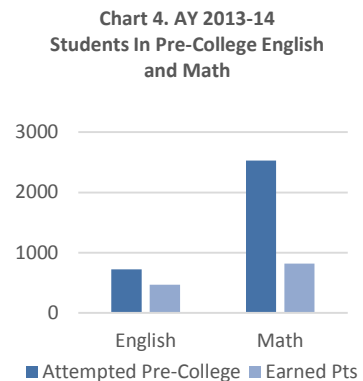
- For ABE and ESL, the majority of students were enrolled in higher course levels. These students tend to earn the majority of points as well. However, while ESL students comprised nearly three-fourths of all Basic Skills students (73.5%), just over one-half of ESL students earned SAI points (57.0%). For ABE, the picture is quite different. Less than one-fourth (23.2%) of all Basic Skills students took ABE classes, yet nearly one-half of those (47.9%) earned SAI points.
- Students making gains earned an average of 3 points during the year.

The SAI also rewards colleges for Basic Skills students who transition into college-level work within three years by awarding one additional point per measure per student.

- In AY 2013-14, there were 246 former Basic Skills students who transitioned into developmental and college-level courses and earned 784 points across all transitional categories in the SAI.

College Ready: The College Ready category focuses on progression from pre-college English and math into college-level courses of the same discipline. Students are awarded points ONLY when they successfully complete the highest pre-college level course—3 points for math and 2 for English—and another point if they successfully complete a college-level course from the same discipline within one year. Consequently, students who start at a lower level within the pre-college sequence and either do not complete the highest level pre-college course OR transition into a college-level course of the same discipline are not awarded any points for this category.

**Chart 4** compares the students who attempt *any* pre-college English or math with those who earn points for completing the highest level of those disciplines.



- English has three pre-college course levels. Two known factors have influenced the points awarded for pre-college English since the SAI was revised.
  1. The change in student level placement based on a reading assessment test places more students in college-level English and fewer in the highest level of pre-college English.
  2. The SAI requires a grade of 2.0 or higher in pre-college courses for point awards, even though BC students who earn a grade of C- in those courses meet the pre-requisite for English 101.
- Math has four pre-college course levels. Students who start at the lowest math level generally need more than one year to achieve these points.
  - Nearly one-half (46.9%) of students who attempted pre-college math and *did not earn* any points made progress through lower levels of the math sequence during the year.

The Transitions Team, convened by VPI Tom Nielsen and led by Associate Dean Joyce Carroll, will be engaging in more in-depth study of these important student outcomes.

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



### **RISE LEARNING INSTITUTE: RESEARCH INNOVATION SERVICE AND EXPERIENTIAL LEARNING INSTITUTE**

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#### *Key Points*

As of July 1, Dr. Gita Bangera accepted the new position of Dean of Undergraduate Research, leading the newly named RISE Learning Institute (based on its focus on research, innovation, and service and experiential learning). Since its establishment, the division has made significant progress:

- A \$900,000 National Science Foundation Advanced Technological Education (NSF-ATE) grant proposal has been submitted. The project would:
  - develop materials for incorporating research and 21<sup>st</sup> century skills and career exploration in chemistry curriculum;
  - recruit underrepresented students into STEM by developing culturally responsive curriculum; and
  - train faculty to incorporate the above innovations into their pedagogy.
- On invitation from the White House Office of Science and Technology Policy, Dean Bangera attended the White House STEM Summit, co-organized with Helmsley Charitable Trust, at California State University, Northridge. On behalf of Bellevue College, Dean Bangera began meaningful and promising dialogue with the Helmsley Charitable Trust and pledged BC's participation in improving STEM learning as part of President Obama's College Opportunity Day of Action on December 4, 2014.
- The dean, along with Michael Reese and Lindi Mujugira from the Center for Career Connections, initiated an arrangement with Fred Hutchinson Cancer Research Center to create an opportunity for Bellevue College students to participate in a year-long research project with Fred Hutch scientists.

#### *Next Steps*

- Among other projects being developed are:
  - In collaboration with Developmental Education instructor, Nancy McEachran, an experiential learning project for BC ESL and art students to create a "We are BC" mural as a first step towards developing a more inclusive learning environment.
  - In collaboration with Vice President of Information Resources, Russ Beard, a project involving students in developing a "data mesh" for identifying beneficial points of intervention.
  - NSF Major Research Instrumentation grant for purchasing an Ion Mobility Mass Spectrometer.

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

## ECONOMIC & WORKFORCE DEVELOPMENT



### CONTINUING EDUCATION

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*During the last six weeks the focus has been on reviewing goals and looking into new program and course opportunities in the Continuing Education unit. This unit is the largest in the state Community and Technical College system and will generate approximately \$4.5 million in revenues. The following is a list of the activities that have been undertaken:*

- The financial model for Continuing Education has been modified. A system has been implemented that measures the registrations at the 20<sup>th</sup>, 10<sup>th</sup>, and 5<sup>th</sup> day before classes begin. The goal is to be able to make decisions earlier for improved customer service and to assess the financial position of each class. If a class is cancelled due to low enrollment the staff will be able to notify the student in a timely manner and suggest alternate classes.
- The review has indicated that there is no need to refill seven positions that are currently vacant. This will substantially increase the profitability of Continuing Education.
- The staff developed an organizational chart that will lead to better efficiencies within the unit.
- The Vice President of Economic & Workforce Development has been spending the afternoons, 5 days a week, at the North Campus. The focus has been to identify issues, increase morale, and position the unit on a path for the future.
- A number of courses have been analyzed for community interest. Several are in the process of being retired or refocused.

*The following are next steps:*

- Program managers and senior staff will aggressively research and review new products.
- Increase efforts to develop contracts with industry.
- Vice President and staff will conduct a review as to a path forward.
- Review 5 interim positions within the next 2-3 months.
- Determine what the optimum staffing level would be in the future. There are currently 21 full-time employees working in Continuing Education.

Report by: Carl Ellis, Vice President of Economic & Workforce Development  
carl.ellis@bellevuecollege.edu

## STUDENT AFFAIRS



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The Student Affairs division has begun operational implementation of the strategic plan recommendations. For the 2014-2015 timeframe, two big ideas have been identified for development and are ready for deployment by the end of current academic year.

1. “No Wrong Door” framework
  - a. Deploy service philosophy based on the core values of student driven practices, service quality, and social justice.
  - b. Create a cultural shift in service mindset.
  - c. Empower and enhance staff’s skills and knowledge sets for in time, accurate, and culturally competent service.
2. Answer Center
  - a. Provide an integrated and organized physical and virtual entry point for Bellevue College services for prospective, new and continuing students.
  - b. Eliminate and or greatly reduce confusion and anxiety due to “Bellevue College shuffle.”
  - c. Increase efficiency and effectiveness of service using a tiered or segmented service model.
  - d. Enhance the quality of the service experience.
  - e. Eliminate current service silos created by individual front desks.
  - f. Create consistent, accurate, and organized communication and information for users.
  - g. Maximize service capacity of available resources through innovation.

Other initiatives underway include:

1. Earlier college application deadlines: Starting winter quarter 2015, the new application deadline will be 6 business days before classes start. This change should allow the college to process the student in a timely fashion so that they can attend their identified classes on the first day of the quarter.
2. Prepare for the B building renovation: Division staff have started working with an institutional consultant to get ready for a major renovation of B building. Leadership and staff will work with the design team to develop a service-centered design proposal that functionally express the core values outlined in the SA strategic plan.
3. Development of an online orientation for all students.
4. Completion coaching for increased retention and successful completion of credentials at Bellevue College.

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

[Ata.karim@bellevuecollege.edu](mailto:Ata.karim@bellevuecollege.edu)

## EQUITY AND PLURALISM



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### *Current initiative: Coalition for Racial and Gender Equity (CRGE) Affinity Group*

One goal for the 2014-15 academic year for the Office of Equity and Pluralism is to revive and successfully launch affinity groups for faculty and staff. Objectives of affinity groups include: improve employee engagement, provide learning and professional development opportunities for participants, and support the College's diversity and equity efforts. Affinity groups are open to all employees.

During the last two academic years, following a Professional Development Day panel discussing the intersections of racism and sexism experienced by women of Color at BC, several women across campus were inspired to form the group *Building Bridges: Alliances between Women of Color and White Women* to address the ways in which women can better support each other at our college. This year the name was changed to the *Coalition for Racial and Gender Equity (CRGE)*. The Coalition for Race and Gender Equity (CRGE) is a grassroots, social justice alliance of people from all racial/ethnic backgrounds and sexes/genders that focuses on race and gender equity at the College. It is a strategic alliance of employees whose ultimate aim is to encourage organizational change at the College.

### *Action items for 2014-2015 include:*

- Studying the gender/race ratio in leadership positions at BC
- Emphasizing the importance of Title IX, partner violence, and sexual harassment awareness and training
- Increasing mentorship practices women and people of color and creating better work/life balance
- Establishing a website that focuses on the intersection of race and gender
- Exploring ways to better engage white women in discussions not only about race but also about how the experience of gender is racialized (and the experience of race is gendered)
- Using data analysis to explore other gender/race equity issues
- Identifying ways men, as allies against sexism, can support women at BC

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

## FOUNDATION



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This fall, the Foundation will distribute up to \$20,000 in Mini-grant awards to faculty, staff, and administrators to support ongoing projects, one-time projects, or new programs. Mini-grants are designed to support BC projects and programs that may not be eligible for support through other college funding sources. Individual project awards range from \$300 - \$3,000.

The Foundation funds Mini-grants in the following categories: 1) Instructional Enhancements (which could include monies for computers, software, website development, maps, research, books, or guest speakers); 2) Community Engagement (which could include monies for workshops, lectures, events that promote BC and its students within the community, etc.); 3) Professional Development for faculty and staff (which could include monies for workshops or conferences); or 4) Special Projects that do not fit into the three previous categories.

Award decisions are made by the Foundation Grants Review Committee. This review process will take place in the month of November. All considered mini-grant applications have illustrated the support and approval of the appropriate departmental head and dean or the vice president overseeing the department. Preference is given to projects consistent with the college's strategic plan as well as the President's and Foundation's priorities and goals.

Mini-grant applications are evaluated based on: 1) the cost/benefit ratio; the contribution to the college's strategic goals; 2) the support provided to all students and the furtherance of BC's commitment to diversity and inclusion; and 3) the extent to which the project has a multi-year benefit, will become self-sustaining, provides cost or labor savings, or is a revenue generator.

Once awards are determined, the funds are granted to the college and made available for the particular project or program through an account established with the BC Budget Office and accessed through standard BC procedures. Grants must be used within 12 months of the funding availability date.

The program is funded by donors to the BC Foundation, including many BC faculty and staff. The applications process for the 2014-2015 Mini-grants opened on August 4 and closed on October 9, 2014. The mini-grant recipients will be announced by December.

Report by: Rebecca Chawgo, Director of Development  
rebecca.chawgo@bellevuecollege.edu

## INFORMATION RESOURCES



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### *Key Points*

- Migration to Office 365 will be complete by the end of 2014
- Division Name Change
- Expect an updated Technology Plan

### *Next Steps*

- After a successful pilot over the summer, faculty and staff are being migrated at a rate of 250 mailboxes an evening and are expected to be complete by the end of November. Students will be migrated over winter break. Once complete the college will be able to offer Microsoft Office Professional Plus for download to students at no additional cost.
- Information Resources will be changing the name of their division in order to better align with the Technology Plan published in March of 2013. The division will be named Information Technology Services with three unit changes below it. Network Security and Support Services will become the Infrastructure Team, Technology Development and Communications will become the Integration Team with both of those teams working within Enterprise Services. Computing Services will be changed to Technology Support Services. All of these changes support the move to aligning the division as a service agency adopting the best practices of Information Technology Service Management principles.
- Information Resources in the process of updating its technology plan, this update will include new initiatives that will lay out plans for an evidence architecture along with a plan for identity management. Writing this plan will be a collaborative effort from the entire division and then as the practice was two years ago, the plan will be vetted across campus prior to coming to the board for approval.

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

## CAPITAL FACILITIES



### T-Building Construction

The T-Building construction is progressing and is on schedule for completion Spring 2015. The building is now enclosed with curtain wall and windows installed. The exterior panel siding work is underway. The roof is being prepped to receive green roof in early November. The interior sheetrock walls are also shaping up. And on the outside of the building, geothermal field wells are currently being drilled.

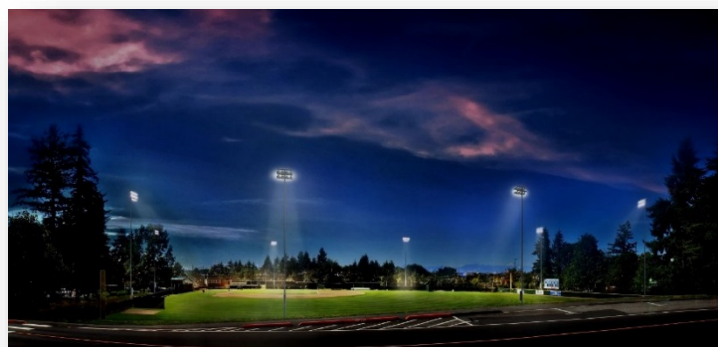


The capital projects team is working with vendors to procure the furniture and equipment for the project and is coordinating with BC's Health Science departments to establish a transition plan. The team has also selected Washington artist, Luke Blackstone to execute the art commission project.

**B Building Student Services Remodel:** BC has hired Mahlum Architects to complete the pre-design for the BC Student Services remodel.

**Student Housing:** BC has contracted with Spectrum Development Solutions to provide feasibility studies and a financial model for the Student Housing. This report is set to be completed by end of the year and will be presented to the Board of Trustees for consideration. Next steps will be to select a design team to carry the project forward.

**Athletic Field Improvements:** Musco Lighting has been hired to add lighting to the baseball field. Construction will begin mid-November. BC has also selected Zervas Architects and their consultant team to design the soccer/softball field upgrades with a potential field house to aid the fields. Construction for this project is scheduled to begin next summer.



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

## FINANCIAL REPORT



**FOR PERIOD JULY 1, 2014 TO SEPTEMBER 30, 2014**

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### **New Quarterly Reporting Format**

The finance team will be offering a new format for the quarterly board report. Each quarter it will include a narrative addressing these three questions.

1. *How has the financial environment or assumptions changed since the current budget was developed?*
2. *How do actual revenues and expenditures compare to budgeted?*
3. *Are there reasonable explanations for significant variances?*

There will also be a section for addressing important aspects of the college's finances in greater detail on a rotating basis. These topical studies will include BC's capital plan, ratio analysis and trend analysis. On an annual basis, a more thorough annual report will be provided that will cover financial performance, position, financial statements and any internal or external audit results. The following is a draft of the proposed reporting schedule.

### **Proposed Annual Reporting Schedule**

	<b>Summer</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
<b>Quarterly Reports</b>	<i>Ratio Analysis</i>	<i>Trend Analysis</i>		<i>Capital Plan</i>
<b>Budget Development</b>		<i>Mid-Year Review</i>		<i>Oper. Budget Adopted</i>
<b>Annual Review</b>			<i>Annual Report</i>	

*\*Note: For the current year, the annual report would be delayed*

As this approach to financial reporting is modified over the next three quarters, board feedback will be very valuable. Please direct comments, questions and concerns to the vice president of administrative services.

***How has the financial environment or assumptions changed since the current budget was developed?***

While revenue estimates for tuition rates and state allocation are proving accurate, **enrollment figures are lower than anticipated**. Latest fall figures show a decline over last year of -3.1% and BC's operating budget was built on planning figures of -2.0%. If these enrollment levels remain constant through the academic year, the result will be a \$314k overstatement of revenues.

Additionally, planning numbers used for **operating expenditures did not include faculty salary increases** made to the faculty agreement. With the expected increase in faculty salaries, the expenditures for the year are understated by \$649k.

Together the increased salary expense and decline in enrollments **suggest a potential overstatement of the financial position by nearly \$1 million**.

***1. How do actual revenues and expenditures compare to budgeted?***

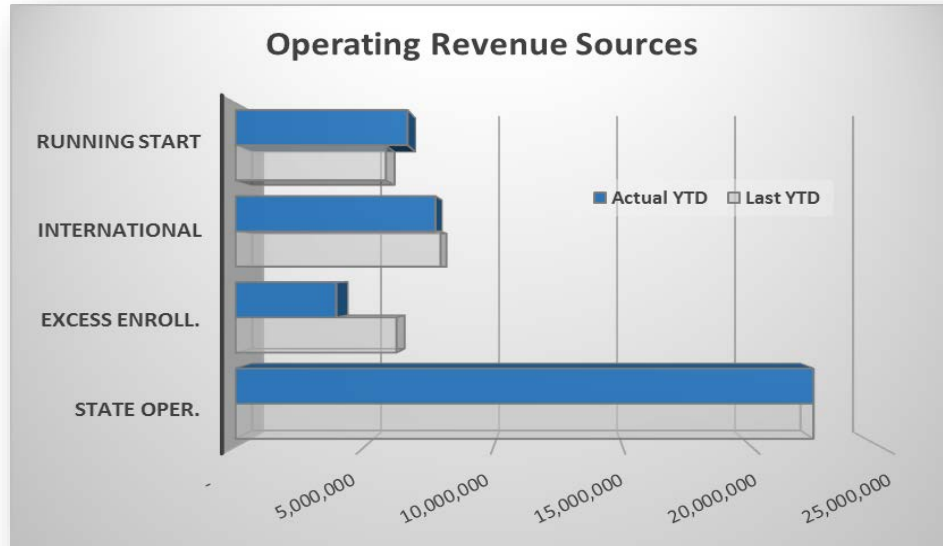
REVENUE AND EXPENSES For the Period Ending September 30, 2014					
		Total Budgeted	Year-to-Date Actual	Last Year-to-Date Actual	Year-to-Year Change
STATE OPERATING					
	ALLOCATION	\$26,831,927	\$4,420,063	\$5,960,393	-26%
	REVENUE	\$21,934,235	\$10,811,727	\$11,497,622	-6%
	RESERVE	\$1,198,591	\$1,198,653	\$423,748	183%
	EXPENSE	\$50,020,456	\$10,907,405	\$9,835,569	11%
DEDICATED LOCAL					
	REVENUE	\$18,641,430	\$6,882,185	\$5,505,259	25%
	EXPENSE	\$18,421,816	\$4,020,614	\$3,704,106	9%
GRANTS & CONTRACTS					
	REVENUE	\$20,886,843	\$3,760,823	\$3,892,275	-3%
	EXPENSE	\$20,886,843	\$2,603,664	\$2,458,287	6%
PROPRIETARY					
	REVENUE	\$16,077,032	\$4,764,545	\$5,435,741	-12%
	EXPENSE	\$15,879,656	\$3,540,077	\$4,956,172	-29%
TOTALS					
	REVENUE	105,570,058	31,837,996	32,715,038	-3%
	EXPENSE	105,208,771	21,071,760	20,954,134	1%

***2. Are there reasonable explanations for significant variances?***

- State revenues are lower due to lower enrollments.
- Dedicated local revenues and expenses are up mainly due to baccalaureate program increases and several capital design projects that are being accounted for in this fund.
- Proprietary revenue and expenses are lower due to prior year transfers for the computer services activity, the transfer of KBCS Listener Support activity to the Foundation, and reduced facility rentals and food service activity due to summer kitchen plumbing repairs.

### Revolving Quarterly Review - Trend Analysis

Year-over-year comparison shows that the 3% decline in overall enrollments is primarily manifested in Excess Enrollment figures. The financial impact of this decline is partially offset by strong Running Start enrollments.



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

### *Key Points*

- **Recruitment :**
  - There are currently 38 staff recruitments that are either posted, or in the search committee review or interview process. These positions cover all non-academic divisions of the college and are possible only with the participation of employees from across campus.
  - There are three faculty positions that have been approved or moving through the committee process.
- **Retirements:**
  - Nine faculty members have given their intent to participate in the early notification incentive and provided their early notice of their intent to retire.
- **Activities:**
  - Four staff members from Human Resources, Alicia Tarigan, Sarah Andrews, Kinh Tran, and Angela (Shan) Gao, attended the annual Faculty and Staff of Color Conference in Vancouver, WA in early November. The attendance at this conference demonstrates the commitment of Human Resources staff to pluralism and to their own professional development.
  - Aaron Hilliard participated in a presentation of Bellevue College's recruitment efforts to the Oregon Community College Association with Dr. Rule and Dr. Irey from the Faculty Commons. Presenting gave an opportunity to evaluate what the process and look for opportunities for improvement. Presenting also allowed an opportunity to acknowledge the collaboration that occurs at Bellevue amongst the various divisions that are involved in the recruitment process as subject matter experts or as advocates for pluralism.
  - The benefits enrollment process is open to all eligible Bellevue College employees through November 30, 2014. The benefits staff is working diligently to answer employee questions regarding benefit plans and/or eligibility questions. The benefits staff is also working with payroll to assure that employees who experience a change in status as a result of meeting or losing eligibility is provided with the necessary information to make appropriate decisions regarding their benefit status.
  - Human Resources and Public Safety will work to better communicate, schedule, enroll, and record mandatory trainings for the Public Safety officers and staff. The ideal is to use the Skill-Soft system for all training functions relieving the staff in public safety from duplicated administrative functions.

### *Next Steps*

Review of all hiring activity that has taken place during the first half of the 2014/2015 fiscal year.  
Evaluate the allocation of staff resources for hiring procedures.  
Benefits Open Enrollment completion.

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

## ENROLLMENT REPORT



### TOTAL ENROLLMENT SUMMER QUARTER 2014

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#### *Description*

The college continually monitors and analyzes enrollment statistics and trends, particularly during registration and enrollment periods. Enrollment updates are regularly provided to the entire college during that time. Downward and upward trends are analyzed, and strategies are put into place to address areas of concern. As part of the strategic enrollment and planning process, each quarter, an enrollment report for all fund sources (state-funded, self-support and other) is compiled for review and discussion.

#### *Analysis*

The Enrollment Report indicates that health care programs continue to experience an increase in enrollment, with upturns in programs such as Diagnostic Ultrasound, Nursing, and Radiation Management and Technology. The report also documents continued growth in the English Language Institute's University Preparation program and Tech Prep enrollments. Combined FTES, however, reflect a decrease in overall enrollment, with the final tally slightly lower than that for Summer Quarter 2013-14. Anecdotal reports suggest that a later start date for summer quarter, pushing the end date into conflict with fall start dates for semester-based institutions, may have contributed to the enrollment decline. In spite of the overall decline, the college would nevertheless easily meet its state enrollment commitment for the year even if the softening enrollment trend were to continue through the balance of 2014-15.

For Summer 2014, Bellevue College was down from its target by 11.0 FTES or 0.3%

- Arts and Humanities Division were down from their target by 54.2 FTES or 5.6%
- IBIT (Business) Division were down from their target by 60.8 FTES or 16.0%
- Health Science Division exceeded their target by 48.3 FTES or 22.1%
- Science Division were down from their target by 104.5 FTES or 8.7%
- Social Science Division were down from their target by 1.4 FTES or 0.2%
- Other Programs exceeded their target by 161.7 FTES or 24.3%

#### **Background/Supplemental Information**

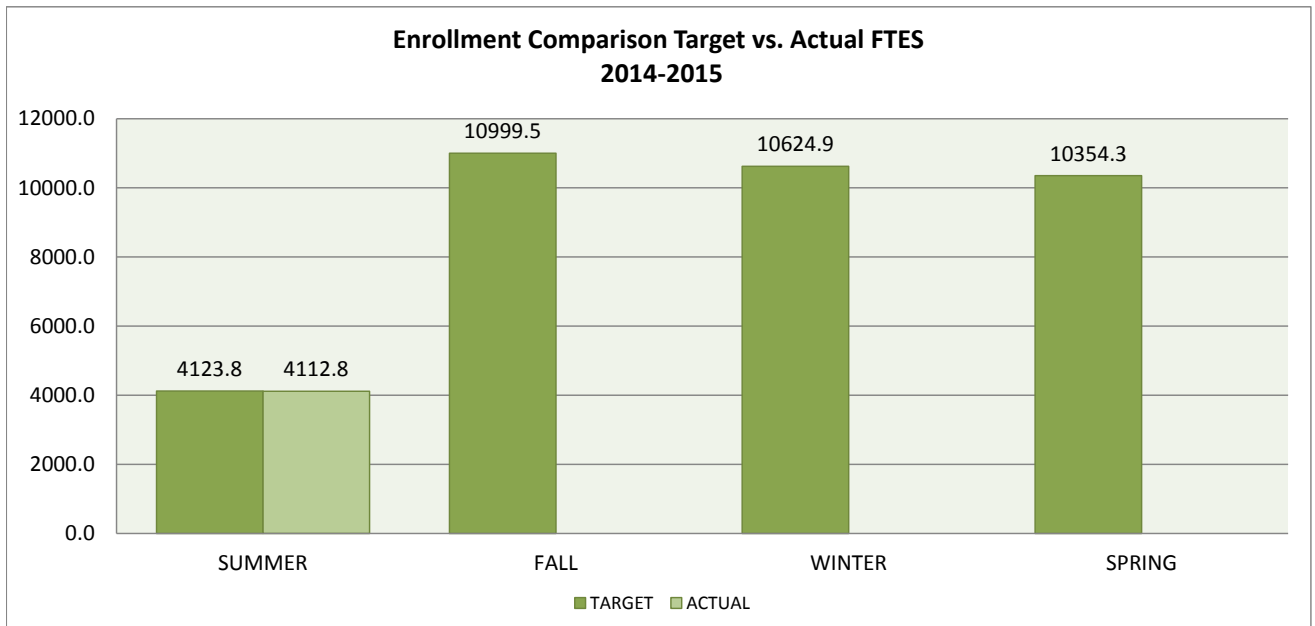
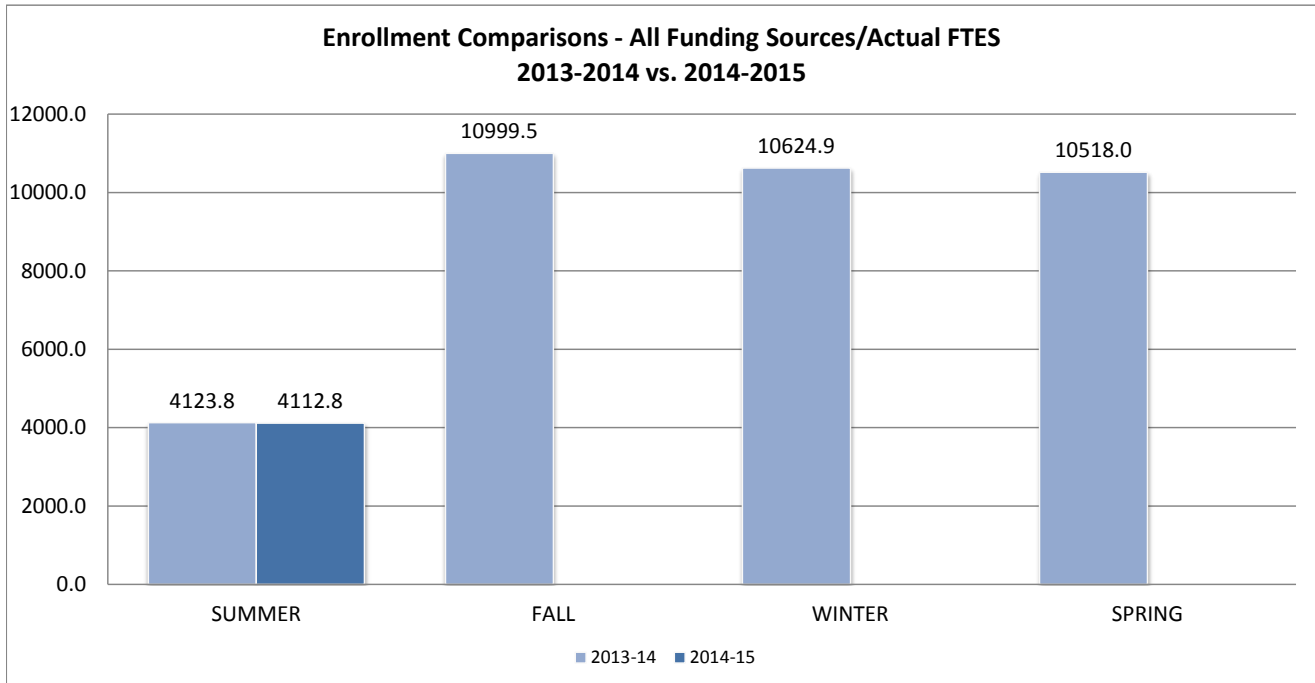
Attachment A:

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

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



**COMMUNITY COLLEGE DISTRICT VIII  
BELLEVUE COLLEGE  
SUMMER 2014**





**BELLEVUE**  
COLLEGE

## REGULAR MEETING AGENDA ITEM

### PROPOSED BOARD OF TRUSTEES MEETING DATES

☐ INFORMATION

☐ FIRST READ

☒ ACTION

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#### Description

The Washington Administrative Code (W.A.C.) requires that a list of Board meeting dates be filed with the Code Revisers Office each calendar year so that the appropriate notice of meeting dates can be given to the public.

The following dates are being submitted for the Board's consideration as regular meeting dates for the 2015-16 academic year.

#### **2015-16 Academic Year**

Wednesday, September 9, 2015

Wednesday, October 21, 2015 (tentatively scheduled as an all day retreat, time and location may vary)

Wednesday, November 18, 2015

Wednesday, February 3, 2016

Wednesday, March 9, 2016

Wednesday, April 27, 2016

Wednesday, June 8, 2016

Wednesday, June 22, 2016 (tentative, pending budget process needs)

#### **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, Issaquah School District and Mercer Island School District calendars have also been taken into consideration and none of the proposed dates conflict with school breaks during the 2015-16 academic year.

### **Background/Supplemental Information**

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 that may have salary implications.

The October meeting is an ideal time for a retreat to review the college's strategic planning for the coming year. Other considerations for September and October include the Jewish observance of Sukkot September 27- October 4, 2015, the Hindu observance of Navaratri October 13-21, 2015, and the Islam observance of Eid al Adha September 23-26, 2015. The Interfaith calendar at <http://www.interfaithcalendar.org/index.htm> was used to determine primary sacred times for world religions.

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 TACTC Winter Conference in Olympia, WA has not yet been determined for 2016.

State law requires that a tenure decision be made before the start of the candidate's 9<sup>th</sup> consecutive quarter (not counting summer) and the timing is such that a meeting needs to be scheduled at the beginning of 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 2 or 9, 2015. Finals are anticipated for March 21-23, 2015.

The April/May board meeting is usually scheduled to accommodate any tuition recommendations from the SBCTC and any budget information from the legislature.

The budget must be approved in June and a second tentative meeting is typically scheduled to accommodate a late decision by the legislature. The year-end event is scheduled for June 1, 2015.

### **Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approve the proposed schedule of meeting dates for 2015-2016.

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

## REGULAR MEETING AGENDA ITEM



### POLICY 5250-INFORMATION SECURITY

☐ INFORMATION

☐ FIRST READ

☒ ACTION

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#### Description

This policy acts as an umbrella policy over all the Information Technology Security standards and procedures required by the Washington State Office of the Chief Information Officer. This policy reflects the changes needed to ensure that the Bellevue College policy aligns with the state technology policy and standards after the Washington state office was realigned by the governor's office. This is not a new policy.

#### Analysis

This policy maintains compliance with all Washington State guidelines.

#### Background/Supplemental Information

<https://ocio.wa.gov/>

#### Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves changes to Policy 5250-Information Security.

## 5250 INFORMATION SECURITY

Original Date: 6/10/2003    Last Revision Effective: 10/28/2014  
Policy Contact: Vice President, Information Technology Services

### POLICY

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Bellevue College is committed to providing adequate security and protection of all electronic data and information within its domain of ownership and control. The college will establish procedures and standards which will guide and assist technology users in:

- Protecting the integrity, availability and confidentiality of information assets managed by college employees.
- Protecting information assets from unauthorized release or modification, and from either accidental or intentional damage or destruction.
- Protecting technology assets such as hardware, software, telecommunications and network infrastructure from unauthorized use or misuse.

These procedures and standards will comply with the Washington state [Office of the Chief Information Officer \(OCIO\)](#) policies, and will establish a shared, trusted environment for the protection of sensitive data and accomplishment of business transactions.

### Applicability

This policy applies to all members of the college community, with specific duties and responsibilities placed upon departments within Information Technology Services (ITS). This policy applies to all campus facilities, equipment and services that are managed by ITS, including off-site data storage, computing and telecommunications equipment, and internet-related applications and connectivity. This policy also applies to technology services purchased from other state agencies or commercial concerns.

### Intended Exemptions

It is not the intent of this policy to restrict academic freedom in any way, nor to impinge on the intellectual property rights of authorized college technology users.

It is the intent of the college to take precautions to prevent revealing specific security policies, procedures, standards and practices containing information that may be confidential or private as it applies to college business, communications, and computing operations or employees. Therefore, this policy exercises appropriate exemptions from public disclosure granted in the [OCIO Securing Information Technology Assets](#) policy and RCW [42.56](#).

Persons responsible for distribution of any of related information security documents should consider the sensitive nature of the information, as well as related statutory exemptions from public disclosure before disclosing this information.

### RESPONSIBILITIES

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#### Information Technology Services (ITS) Vice-President

It is the responsibility of the ITS vice-president to provide oversight and management of all tasks and processes which directly pertain to maintaining information security on campus.

#### Campus Technology Users

It is the responsibility of all members of the college community to comply with all college policies, procedures and standards, including those pertaining to information security and campus technology use.

## DEFINITIONS

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### Office of the Chief Information Officer (OCIO)

- The Washington state office of the chief information officer (OCIO)

### Office of the Chief Information Officer Securing Information Technology Assets Policy

- Also called the [OCIO Securing Information Technology Assets](#) policy. This is the published policy of the Washington state office of the chief information officer regarding information technology security. The purpose of this policy is to create an environment within state of Washington agencies that maintains system security, data integrity and privacy by preventing unauthorized access to data and by preventing misuse of, damage to, or loss of data.

### Information Assets

- All types of data stored or transmitted on behalf of the college. This may include (but is not limited to) employee data, student personal data or other college data.

### Technology Assets

- All software, hardware, or network infrastructure owned by the college.

### Unauthorized Use

- Any action that is in conflict or directly violates Bellevue College policies, procedures or standards for information security and campus technology usage. This also includes unlawful use in violation of local, state and/or federal law.

### Information Technology (IT)

- A term that broadly defines all types of technology-delivered resources such as information, data, databases, equipment, applications, software or web-based resources.

### Policy

- The official or prescribed plan or course or method of action selected from among alternatives used to guide and determine present and future decisions.

### Security Standard

- Criterion established by the college as an approved authoritative model, requirement, rule or principle that is to be followed or used as a basis for judgment. In order to protect college information and technology assets, the OCIO requires all state agencies adhere to current common IT security standards.

## RELEVANT LAWS AND OTHER RESOURCES

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- [RCW 42.56](#)
- [RCW 43.41A](#)
- [OCIO Security Information Technology Assets policy](#)

## REVISION HISTORY

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Original 6/10/2003

Revision 5/21/2009; 7/28/2012; 9/13/2012; 10/28/14

**APPROVED BY**

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President's Cabinet

## REGULAR MEETING AGENDA ITEM



### POLICY 6350 – SMOKING ON CAMPUS

☐ INFORMATION

☐ FIRST READ

☒ ACTION

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#### Description

The BC Smoking on Campus Policy needs to be updated to include the use of electronic cigarettes and to remove some procedure language from the policy.

#### Key Questions

- \* How will the college regulate the use of electronic cigarettes on campus?
- \* Are the proposed revisions consistent with state laws regarding tobacco use?

#### Analysis

Current policy does not address the use of electronic cigarettes indoors. After considerable discussion, it is recommended that the use of these devices be regulated in a consistent manner with tobacco use on campus. This recommendation is consistent with the practices of other state agencies and King County. A further consideration is that treating e-cigarettes differently would create challenges for the enforcement of tobacco cigarette use on campus.

#### Background/Supplemental Information

All College Council forwarded the attached changes to President's Cabinet in February 2013. President's Cabinet approved the document in November 2014.

#### Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the updated Smoking on Campus Policy for immediate implementation.

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

## 6350 SMOKING ON CAMPUS

Original Date: 7/11/1990 \* Last Revision Effective: 5/21/2009  
Policy Contact: Vice President, Administrative Services

### POLICY

In accordance with the Washington Clean Indoor Air Act of 1985 ([RCW 70.160](#)) and in recognition of the Executive Order Establishing Governor's Policy on Smoking in State Facilities, it shall be the policy of Bellevue College to limit smoking and tobacco use on campus as follows:

- Smoking, use of electronic cigarettes, and tobacco use is permitted only in designated locations. ~~Administrative services will designate locations outside the campus courtyard on the main campus.~~
- Smoking, use of electronic cigarettes, and tobacco use ~~shall not be permitted~~ is prohibited in college vehicles.

~~Campus operations will provide signage at the three main entrances to campus to inform people of our policy. Signs and ashtrays will be placed at the main pedestrian entrances to campus from our parking lots. A map depicting designated smoking and tobacco use areas is available from campus operations. Information about smoking areas at off campus locations will be posted at each site.~~

### RELEVANT LAWS AND OTHER RESOURCES

- RCW [70.160](#)
- WAC [132H-121-010](#)

### REVISION HISTORY

Original 7/11/1990  
Revisions 9/12/2000; 5/10/2005; 5/21/2009

### APPROVED BY

Board of Trustees  
President's Staff