

**BELLEVEUE**  
COLLEGE

Board of Trustees  
Community College District VIII

Regular Meeting

November 20, 2013

### **Vision**

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

### **Core Values**

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

### **Mission**

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

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

#### ***Student Success***

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

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

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

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

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

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

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

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



A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, November 20, 2013. The business session will begin at 3:00 pm in room B201. Marie Gunn, Chair, will preside.

**AGENDA**

- 7:00 AM Eastside Economic Forecast Breakfast  
Meydenbauer Center
  
- 9:30 AM STUDY SESSION (A201)  
Review and update of the Board of Trustees Operating Procedures Manual.
  
- 12:00 PM LUNCH (A201)  
The trustees will have lunch together. No business will be conducted.
  
- 1:00 PM EXECUTIVE SESSION (A201)  
There will an executive session for 60 minutes to discuss collective bargaining and to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body or a member acting in an official capacity is, or is likely to become a party.
  
- 2:00 PM STUDY SESSION (B201)  
Transitions Team Nielsen
  
- 3:00 PM BUSINESS SESSION (B201)
  - I. Call to Order
  
  - II. Roll Call and Introductions
  
  - III. Consent Agenda
    - A. Approval of Agenda for November 20, 2013 3
    - B. Meeting Minutes from September 11, 2013 5
  
- 3:10 PM IV. Constituent Reports
  - A. Faculty Brown
  - B. Classified Staff Turnbull
  - C. Student Terry
  - D. Foundation Langton

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

3:50 PM	V.	Monitoring Reports (reports for this meeting in bold)		
	A.	<b>Student Success</b>	All	8
	B.	<b>Instruction</b>	All	9
	C.	<b>Economic and Workforce Development</b>	All	10
	D.	<b>Student Services</b>	All	11
	E.	<b>Equity &amp; Pluralism</b>	All	12
	F.	<b>Foundation</b>	All	13
	G.	Information Resources	Quarterly	
	H.	<b>Capital Facilities</b>	Quarterly	14
	I.	<b>Finance</b>	Quarterly	15
	J.	Human Resources	Quarterly	
	K.	<b>Enrollment Report</b>	Quarterly	17
	L.	Budget and Legislative Developments	As needed	
	M.	Marketing and Public Relations	As needed	
	VI.	First Read		
	A.	Policy 3000 Grading: Course Repeat Policy	Nielsen	20
4:20 PM	VI.	Action Items		
	A.	2014-15 Board Meeting Dates	Corcoran	22
	B.	Negotiated Agreement between Bellevue College Association of Higher Education and the Board of Trustees of Community College District VIII	White	24
4:30 PM	VIII.	Board Reports		
	A.	TACTC Board of Directors	Gunn	
	B.	TACTC Legislative Committee	Miller/Orrico	
	C.	Individual Member Reports		
4:40 PM	IX.	President's Report		
4:50 PM	X.	Unscheduled Business/Community Testimony		
5:00 PM	XI.	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 11, 2013 in room B201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Ms. Marie Gunn, Chair, presided.

**EXECUTIVE SESSION**

The executive session was called to order at 1:30 PM. Marie Gunn announced that there would be an executive session for approximately 60 minutes to discuss collective bargaining.

**STUDY SESSION**

The study session began at 2:38 p.m. Ray White updated the board on the budget and the status of the "T" Building. Dexter Johnson apprised the board on the capital projects that occurred over the summer.

**BUSINESS SESSION**

The business session was called to order at 3:15 p.m.

**I. ROLL CALL**

Ms. Gunn, Mr. Chiles, Ms. Chin, Mr. Miller, and Ms. Dzhuraeva were present.

**INTRODUCTIONS**

Dave Rule, President	Bruce Marvin, Asst. Attorney General
Lisa Corcoran, Executive Asst. to the President	Ray White, Vice President of Administrative Services
Laurence Herron, Interim Vice President of Institutional Advancement	Paula Boyum, Vice President of Economic & Workforce Development
Patricia James, Associate Vice President of Effectiveness and Strategic Planning	Russ Beard, Vice President of Information Resources
Tom Nielsen, Vice President of Instruction	Yoshiko Harden, Vice President of Diversity
Yvonne McGookin, Interim Vice President of Human Resources	Ata Karim, Interim Vice President of Student Services
Sarah Langton, BC Foundation President	Becky Turnbull, Classified Employee Rep.
Zawdie Stephens-Terry, ASG President	Doug Brown, President, BCAHE
Kelly Paustain, Director of Budget, Grants and Contracts	Jennifer Strother, Executive Director of Finance
Robert Rowe, former Student Trustee	Dexter Johnson, Exec. Director of Campus Ops.
Alex Clark, ASG environmental rep	Brandon Lueken, Student Programs
Donna Sullivan, Administrative Asst. to the Vice President of Instruction	Vickye Luke-Yabuki, Office of Instruction
Rosemary Hall, Faculty Emeritus	

II. **CONSENT AGENDA**

Paul Chiles moved to approve the consent agenda. Lisa Chin seconded.

The consent agenda was approved unanimously.

III. **CONSTITUENT REPORTS**

Faculty Report

Doug Brown, Bellevue College Association of Higher Education (BCAHE) President, discussed faculty salary concerns and congratulated the board on Takhmina's selection as the new student trustee.

Classified Staff Report

Becky Turnbull, representing classified staff, reported on the STTAAC Conference for classified staff and congratulated Vickye Lucke-Yabuki on her selection as

Student Report

Zawdie Stephens-Terry, ASG President, reported on the students four point plan for this year's ASG. He also discussed food programs for students that are under development and students concerns around financial aid.

Foundation Report

Sarah Langton reported on the new strategic plan for the foundation. One of the goals is for the foundation to proactively build relationships with campus and become more integrated with the college. As a fundraising board they would like to expand their capacity and are bringing on a development director. They are working to enhance the foundation's role as ambassadors for the college.

The luncheon for 2014 is scheduled for April 30<sup>th</sup> and the winter social is on December 12, 2013.

IV. **MONITORING REPORTS**

The board reviewed the monitoring reports with staff.

**FIRST READ**

A. 2014-15 Board Meeting Dates

The proposed dates were reviewed and trustees were asked to email Lisa Corcoran with any date conflicts.

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

Ray White distributed copies of the potential tentative agreements for the board's consideration. Final agreements will be available for consideration at the next board meeting.

V. **BOARD REPORTS**

TACTC –The next meeting is on Oct. 2<sup>nd</sup>.

TACTC Legislative Committee – Steve Miller and Vicki Orrico met with President Rule to begin establishing a legislative strategy.

Individual Member Reports –no individual reports.

VI. **PRESIDENT'S REPORT**

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

9/11 remembrance

ACCT conference on Oct. 2-5,

Information Technology updates

WACTC – Patty James is serving on the Allocation and Accountability Taskforce

WACTC – Dave Rule is serving on the Strategic Visioning Taskforce.

ACCT was selected to provide support for the Vice President for Human Resources search. Yvonne McGookin was selected as the Interim Vice President.

VII. **UNSCHEDULED BUSINESS**

There was no unscheduled business.

VIII. **ADJOURNMENT**

There being no further business, the meeting of the Board of Trustees adjourned at 4:48 PM.

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Marie Gunn, Chair  
Board of Trustees

ATTEST:

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Lisa Corcoran  
Secretary, Board of Trustees  
Community College District VIII

## STUDENT SUCCESS



### BENCHMARKS: HOW BC'S COMPARES TO OTHER COLLEGES

For several years, BC research staff have prepared and submitted data into the National Community College Benchmarking Project (NCCBP) along with nearly 500 colleges across the country. This consortium was designed to address the increasing interest of stakeholders in effectiveness and outcomes through comparative measures. The NCCBP collects data, as available, on completion and transfer, retention and persistence, student performance, satisfaction and engagement, job market, and other institution effectiveness metrics. Data for each data point are ranked by percentile—10<sup>th</sup>, 25<sup>th</sup>, 50<sup>th</sup>, 75<sup>th</sup>, and 90<sup>th</sup>. Below are **BC's most recent rankings** within selected categories.

#### COMPLETIONS

Part-time, first-time students who *completed or transferred* within **3 years**

**79<sup>th</sup>**

Full-time, first-time students who *completed or transferred* within **6 years**

**97<sup>th</sup>**

#### PERSISTENCE

**35<sup>th</sup>**  
Credit students who enrolled next fall.

#### DEVELOPMENTAL COURSE RETENTION/ SUCCESS

**Ninety-eight<sup>th</sup>**  
Students passed a developmental writing class with a C or better

**82<sup>nd</sup>**

Students who passed a developmental math class with a C or better

#### COLLEGE-LEVEL COURSE SUCCESS

**88<sup>th</sup>**

Students who passed English 101 with a C or better

Students who passed **both** developmental and their first college-level math classes with a C or better.

**sixty-fifth**

**75<sup>th</sup>**

Students who passed college algebra with a C or better



## INSTRUCTION



### BUSINESS TRANSFER PROGRAM

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#### *Key Points*

- 250 graduates in 2013, 10% increase over 2012, with a dedicated 3 1/3 faculty and one half-time advisor. Transfers the greatest number of students to the University of Washington of any Bellevue College program.
- Alumni at major corporations such as Boeing, Microsoft, Amazon, PwC, Deloitte (Seattle and Montreal), Paccar, KPMG, Sony, Nestle, Alaska Air, managing family businesses, and starting their own companies around the world.
- Rigorous curriculum with common finals and projects benchmarked to four-year institutions, developed through intense collaboration with adjunct faculty and partner institutions such as University of Washington, Bothell.
- Business study center offers 50 hours of availability, serving 100 students per week. The study center also oversees proctored exams in all online classes.
- 20 co-curricular events supporting 1800 students per year bringing presenters such as Blake Nordstrom, Jim Senegal, and Nancy Koeper to campus.
- Intense counseling to assist students applying to elite institutions including writing assessment prep courses for students applying for University of Washington business schools.
- One third of Bellevue College's international students in credit courses are Business Transfer students, bringing in over \$3.5 million in 2011. A comprehensive program supports these students in their admission to colleges across the country.
- Under the auspices of the UW Foster School Consulting and Business Development Center, Bellevue College students and their Rotary mentors have provided 10,000 consulting hours with a market value of \$500,000 to over 40 businesses and non-profit organizations to date.
- Provides financial literacy information including courses on money management, investment and credit for students and the community under a grant from the Investor Protection Trust.

#### *Next Steps*

- To expand and serve a greater number of students, the Business Transfer Program proposes to add full-time faculty positions, expand the study center, convert the part-time advisor position to full-time, and implement a pilot program to increase enrollment of international students to be combined with a cohort of underserved/low-income students who self-select in pursuing a rigorous curriculum.

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

## ECONOMIC & WORKFORCE DEVELOPMENT



### FAST TRACK TO IT (FT2IT), DEPARTMENT OF LABOR GRANT

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#### *Key Points*

The college is a partner in a 7 college consortium Department of Labor grant administered through Collin College in Texas. The consortium is implementing new programs of study based on stackable certificates, as well as a virtual lab environment, designed to address workforce needs by providing students training for high-wage occupations in Information Technology and Geospatial Information Systems (GIS). Any IT student is permitted enrollment in the grant program but the outreach efforts focus on dislocated (TAA) students, veterans, women and minorities. The grant dates are 10/1/11 – 9/30/14. The award for BC is \$2,083,809.

#### *Key Grant Initiatives and deliverables:*

- At BC, the stackable certificates included in the grant are in the following Professional Tech areas: Programming, Networking, Business Intelligence, Database, and Cyber Security. BC has enrolled approximately 230 students.
- In spring, 2013 BC partnered with Everett CC on the grant in order to expand the student reach. Everett CC certificate programs include: Networking, Security, Continuing Ed certificates in Programming, and GIS. There are approximately 60 students enrolled in the grant.
- Benefits for the students at both Everett CC and BC include: an education navigator; a career coach to assist with identifying internships, resume writing, and job placement; new and updated curriculum based on input from national advisory boards; and access to a variety of virtual labs.
- The virtual lab environment is the result of a nearly \$400,000 investment in technology and equipment and is housed at the North Campus. Both BC and Everett CC students can access the virtual labs that enhance and embellish a student's learning experience.
- Faculty at both colleges have participated in week-long professional development workshops.
- A particular highlight is a grant-sponsored BC Networking cohort. The majority of the original 22 cohort students were dislocated workers. Several members of the cohort participated in *NetRiders*, a North-American Cisco Networking Competition. Nine students from WA State are advancing to Round 2. Five of the students are from BC, including 4 from the Networking cohort. Spokane CC has 4 students advancing to Round 2 of the competition.
- As of the 9/30/13 quarterly report (for 193 students) includes the following metrics: 16 students completed a certificate or degree; over 10,000 credit hours completed; Males = 143, Females = 50; Fulltime = 87; Parttime = 49 (some students were not enrolled in the fall 2013 quarter); Pell grant = 61; TAA = 6; Veterans = 18; participant age (mean) = 39.

#### *Next Steps*

- An Employer Panel and other student placement events are planned for 2014.
- A new networking cohort is scheduled to begin in the winter quarter 2014.
- The focus for the remainder of the grant will be on student retention, certificate completion, and job placement.

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



## STUDENT SERVICES

### FINANCIAL AID ACHIEVEMENTS

The Financial Aid Office is responsible for awarding, disbursing and reconciling over twenty-three individual programs including: federal grants and loans, private loans, departmental and miscellaneous scholarships, workforce education funding and institutional grants.

	AY 2013-14 (Year to Date)	AY 2012-13 (Entire Year)
FAFSA Applications Received	16,259	18, 651
Completed files*	5484	6924
Average processing time	30 days	90 days
Reviewed files	4895	6924
Packages files	3163	5008

Reduced processing time has resulted in less front counter and phone traffic. On average, the office is seeing 100 fewer students per week.

Of the 3,163 students have been awarded financial aid, the college has allocated the following:

Federal Grants (Pell, FSEOG)	\$ 8,545,106.27
Work Study (federal and state)	430,732.94
Loans (federal and private) <i>2012 BC loan default rate was 10.1%, national average is 13.4%.</i>	8,668,600.35
Institutional grants (BC grants and tuition waiver)	1,172,558.73
Scholarships (state, departmental, foundation & third party)	785,419.95
Workforce Education (OG, WR, BFET, WorkFirst)	1,040,658.00
State Need Grant	3,801,929.55
<b>Total allocated YTD</b>	<b>\$24,445,005.79</b>

Significant customer service improvements implemented over the last year:

- Increased student services hours for the first time in three years and anticipate additional hours in the near future
- Increased participation in outreach presentation and activities (6 outreach sessions since June)
- Will host third annual tax preparation/FAFSA workshop early next year
- Students receive funds faster than ever before. Financial aid disbursements now offered electronically via the BC OneCard. 1609 students have opted to receive funds electronically
- Cross-trained financial aid advisor to work as back-up to the Veterans' advisor providing additional support to veteran students.

#### *Next Steps*

- Provide more one on one customer service as file processing becomes more current
- Provide more personal follow-up by calling or emailing students with missing documents.

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

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*Events*

- The Office of Equity and Pluralism sponsored the first Critical Conversations event for 2013-14. Critical Conversations is a monthly program for faculty to discuss ways to cultivate more culturally inclusive teaching and learning methods. The session featured a student panel on heterosexism and homophobia. LGBTQ (Lesbian, gay, bisexual, transgender, and queer) students shared their experiences in the classroom and on campus.
- In partnership with the LGBTQ center, the Office of Equity and Pluralism sponsored “Sistah Sinema,” a film series dedicated to queer women of color. The first film, “Al Nisa,” told the stories of five Black Muslim Lesbians in Atlanta, Ga.
- Bellevue College co-sponsored the Western Washington Council on Black American Affairs (WRCBAA) regional conference. The conference theme was “We the People, Completing Our Journey.” Sessions covered leadership, mentoring, a president’s roundtable, and Seattle Times’ contributor, Jerry Large, facilitated a town hall meeting on stand your ground and stops and frisk laws. Special thanks go to Dr. David Rule and trustee, Paul Chiles.
- Bellevue College sponsored 43 faculty and staff members (the most of any college or university) to attend the annual Faculty/Staff of Color conference in Spokane. Special thanks to trustee, Lisa Chin, for leading a conference workshop on *Asian-American: Mapping Communities, Understanding Needs*.

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

## FOUNDATION



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### *Foundation Impact on the College:*

- **Major Gifts:** The BC community successfully met Robin & Dave Nelson's \$50,000 challenge grant to motivate unrestricted giving. All board members responded positively, including special leadership gifts of Dale King motivated by the Nelson's challenge. In October the Foundation received an additional \$800,000 for the Walter Baz Scholarship Fund, bringing the fund to a total of \$2.1 million. The fund provides annual income for Interior Design student scholarships.
- **Commemorative Bricks:** renovation of the central campus plaza has been completed through support from a BCF grant. The plaza allows everyone in the BC community to invest in the college through a modest donation that buys a personalized brick.
- **Scholarships:** This year's Donor Scholar Reception, held in the BC Art Gallery on November 6, attracted more than 60 donors and students in celebration of the Foundation's work in providing 62 scholarships this fall, totaling \$139,000 to 59 students. The Foundation awarded \$15,000 in Mini-Grants to faculty November 15 to advance innovative teaching and learning projects. Twelve proposals totaling more nearly \$24,000 were submitted for Mini-Grants.
- The Foundation's Emeritus Board met October 11 at the Seattle Yacht Club. This fall the Emeritus Board is celebrating full funding of \$30,000 needed to endow and establish its President's Scholarship Fund, income from which is available for awarding by the President of the College.
- BC is the recipient of 14 paintings of Bellevue by local artist Brian Forrest. The paintings will be hung in the Faculty Commons.

### *Foundation News:*

- At its meeting on October 30, the BCF Board of Directors elected Berte Habib, long-time faculty leader, Margin of Excellence winner, scholarship donor, and former Foundation board member, to a three-year term on the Board of Directors.
- The BCF Directors Committee is implementing new procedures for identifying, qualifying, cultivating, and recruiting candidates for election to the BCF board. The goal is to increase board membership from 22 to at least 30 members elected from a very well qualified, experienced set of candidates.

### *Foundation Events and Planning for FY14:*

- The Foundation's 2014 Luncheon will occur on April 30. Development Chair Amy Hedin is leading a Luncheon Committee of board members larger in number than in previous years to ensure increased attendance, sponsorships, and gifts from attendees.
- Trustees are invited to a winter social December 12 hosted on campus by the BCF Board.
- **New Staff:** Rebecca Chawgo has joined BC as Director of Development and Taryn Eckert is the College's new Assistant Director of Development. Rebecca and Taryn, both providing extensive experience, will contribute valuable support for the Foundation luncheon and major gifts program.

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



## CAPITAL FACILITIES

**T-Building Construction** – The T-Building construction contract has been awarded to Bayley Construction. The contractor has mobilized and secured the site. Trees have been removed and the earthwork for the project has begun. After some permitting delays from the city, crews are now preparing to lay down manholes and storm pipe. Next steps will be to begin grading the site for building pad and start excavation for the footings. The project is scheduled to be completed by February 2015.



**B Building Remodel: Phase II** – Planning effort for the B Building remodel project is complete. The project was bid at the end of August and construction began in October. The remodel will include a renovated Bookstore and testing center for Bellevue College. Bookstore operations are temporarily located in the L building and the Disability Resource Center (DRC) is providing continued service to our students from our Library.



Phase III of this project is dependent upon the completion of the Health Sciences Building (2015) and the vacated spaces that project will create. Scope for phase III is expected to include improvements to both Student Services and instructional spaces. It may also include space for research facilities.



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



## FINANCIAL REPORT

**FOR PERIOD JULY 1, 2013 TO SEPTEMBER 30, 2013**

### *Description*

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

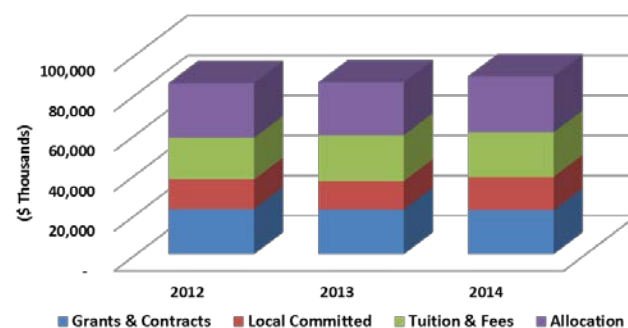
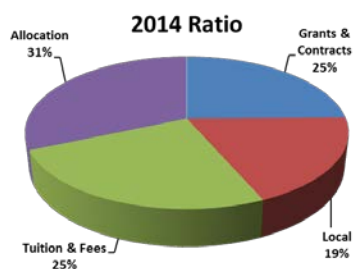
### **Key Questions**

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

### *Analysis*

- State operating fund revenues and expenses are consistent with expectations. While summer enrollment was down, fall was up slightly, resulting in slightly lower tuition revenue YTD.
- The computer service fund reflects the purchase of server equipment and funding for a network upgrade in addition to normal desktop replacements.
- Lower bookstore net results are partially due to fall quarter beginning a week earlier last year and higher operating costs.
- The parking fund shows the effect of lower permit sales, reduction in the student transportation fee (from \$2.00 to \$1.70), and a transfer to support the Campus Master Plan project.
- A brief analysis of annual revenues shows the total budget grew from \$85m to \$89m. The percent of revenues associated with tuition declined by about 1%, and was offset by the same percentage increase in state allocation. There was a slight reduction (1.3%) in contracts and an increase (2.2%) in local committed funds.

### *Revenue Analysis*



# FINANCIAL REPORT



## Supplemental Information

<b>NET GAIN(LOSS) Analysis Operating Funds</b>					
For the Period Ending September 30, 2013					
		FY 14 BUDGET	FY 14 ACTUAL	%	FY 13 ACTUAL
<b>OPERATING FUND:</b>					
STATE ALLOCATION					
	ALLOCATION	\$28,070,589	\$5,960,393	21%	\$6,047,382
	EXPENSE	\$28,070,589	\$5,960,393	21%	\$6,047,382
NET GAIN(LOSS) STATE ALLOCATION				\$0	\$0
LOCAL OPERATING					
	REVENUE	\$21,848,953	\$11,497,622	53%	\$11,673,968
	RESERVE	\$398,882	\$423,748	106%	\$1,147,233
	EXPENSE	\$22,247,835	\$3,875,176	17%	\$4,147,855
NET GAIN(LOSS) LOCAL OPERATING				\$7,622,446	\$7,526,113
DEDICATED LOCAL FUND					
	REVENUE	\$16,685,875	\$5,505,259	33%	\$5,325,337
	EXPENSE	\$16,685,875	\$3,704,106	22%	\$3,202,319
NET GAIN(LOSS) DEDICATED LOCAL FUND				\$1,801,153	\$2,123,018
GRANTS & CONTRACTS					
	REVENUE	\$22,009,943	\$3,892,275	18%	\$4,259,507
	EXPENSE	\$22,009,943	\$2,458,287	11%	\$2,207,956
NET GAIN(LOSS) GRANTS & CONTRACTS				\$1,433,988	\$2,051,551
<b>NET GAIN(LOSS) OPERATING FUNDS:</b>			<b>\$10,857,587</b>		\$11,700,682

<b>Net Income- Proprietary Funds</b>		
For the Period Ending September 30, 2013		
	FY 14	FY 13
<b>PROPRIETARY FUNDS:</b>		
STORES FUND	\$24,458	\$4,516
COMPUTER SERVICE FUND	-\$963,959	\$405,511
PRINTING FUND	\$8,755	\$41,237
MOTOR POOL	-\$1,148	-\$3,358
ASSOCIATED STUDENTS	\$1,064,963	\$1,216,888
BOOKSTORE	\$85,982	\$248,840
PARKING	\$132,876	\$523,461
FOOD SERVICES	-\$39,332	-\$78,622
OTHER AUXILIARY ENTERPRISES	\$166,974	-\$90,229
<b>Net Income Proprietary Funds</b>	<b>\$479,569</b>	\$2,268,244

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



## ENROLLMENT REPORT



### TOTAL ENROLLMENT SUMMER QUARTER 2013

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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 business-related professional-technical programs continue to experience an increase in enrollment, with upturns in programs such as Business Management and Marketing. Combined FTES, however, reflect a decrease in overall enrollment, with the final tally slightly lower than that for Summer Quarter 2012-13. In spite of this drop, 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 2013-14. Unofficial data to date for fall 2013 suggest a reversal of that trend, however, with enrollments that exceed the institution's projected target for fall quarter.

For Summer 2013, we were down from target by 179.1 FTES or 4.2%

- Arts and Humanities Division were down from target by 74.4 FTES or 7.5%
- IBIT (Business) Division exceeded their target by 6.8 FTES or 1.8%
- Health Science Division were down from target by 15.2 FTES or 6.5%
- Science Division were down from target by 23.5 FTES or 1.9%
- Social Science Division were down from target by 75.1 FTES or 9.9%
- Other Programs exceeded their target by 2.2 FTES or 0.3%

#### Background/Supplemental Information

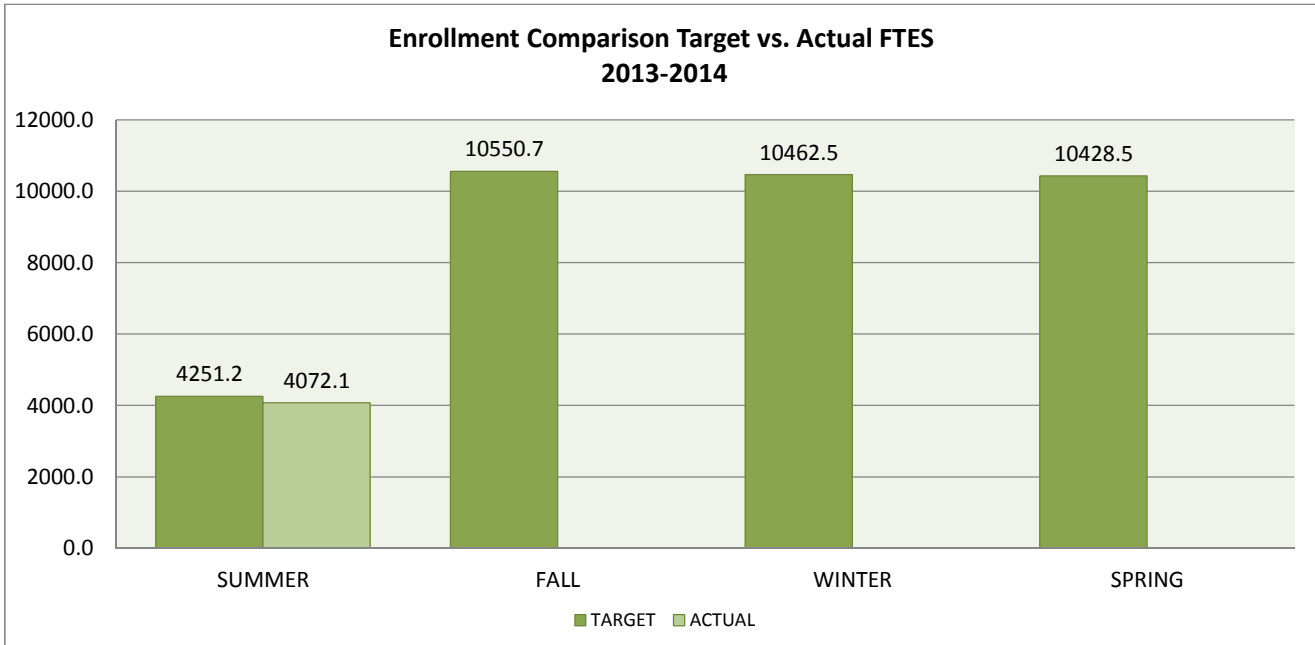
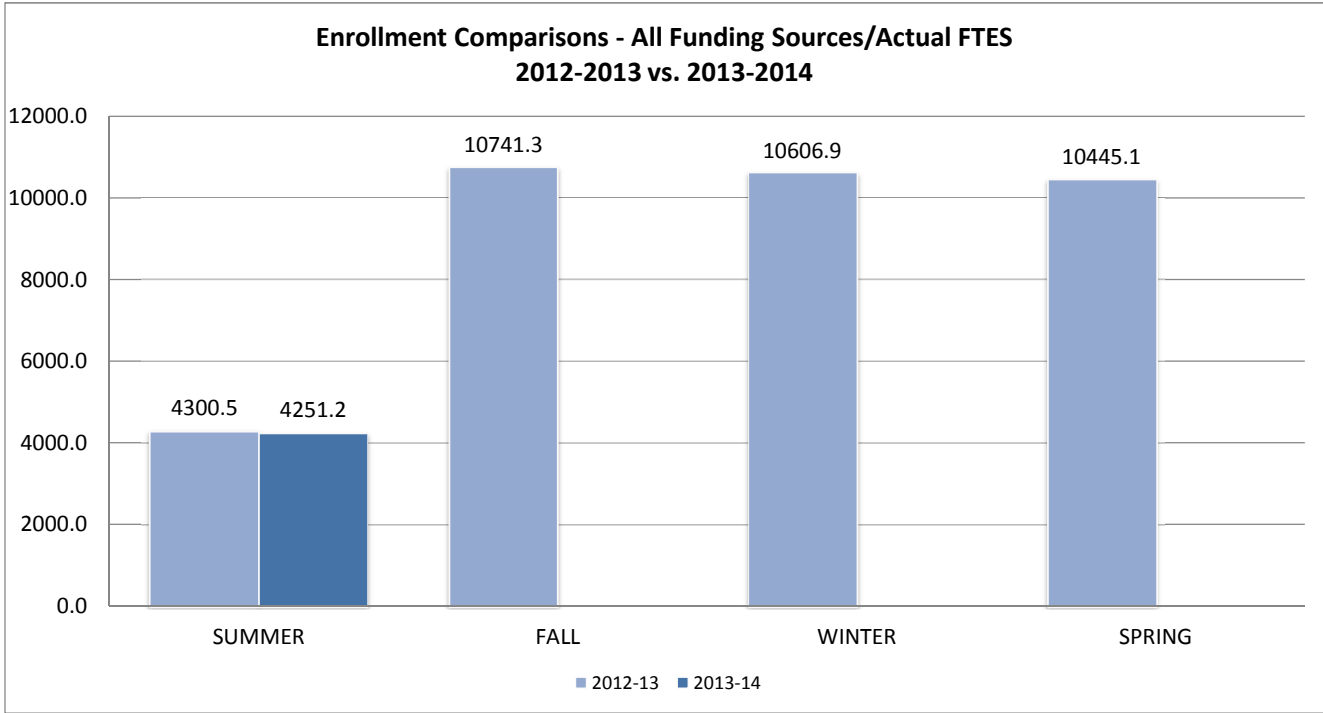
Attachment A:

- Enrollment Comparison: Target vs. Actual FTES – Summer Quarter 2013
- Enrollment Comparison For All Funding Sources: Actual FTES 2013-2014 vs. 2012-2013

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

TOTAL COLLEGE									
All Divisions & Miscellaneous Programs	Summer FTES Target	Actual FTES	# Difference	% Difference					
	4251	4072	-179.1	-4.2%					
Division	Summer FTES Target	Actual FTES	# Change	% Change	Division	Summer FTES Target	Actual FTES	# Difference	% Difference
<b>Arts &amp; Humanities</b>	<b>990</b>	<b>916</b>	<b>-74.4</b>	<b>-7.5%</b>	<b>Business (IBIT)</b>	<b>374</b>	<b>381</b>	<b>6.8</b>	<b>1.8%</b>
Humanities	0	0	0.0	0.0%	Accounting-Paraprofessionals	52	32	-19.9	-38.1%
Art	68	0	-67.8	-100.0%	Sustainable Business Practices	5	0	-4.7	-100.0%
Applied Linguistics	0	0	0.0	0%	Information Tech	9	9	0.0	0.0%
Communications	152	209	57.2	37.7%	Business Management	84	90	5.3	6.3%
Dance	11	4	-7.2	-62.6%	Marketing	12	20	8.0	68.7%
Drama	2	13	11.1	534.8%	Business Tech System	128	119	-8.8	-6.9%
English	359	347	-11.7	-3.3%	Business Intelligence	0	18	17.7	0.0%
World Language	93	78	-14.9	-16.0%	Network Services	4	13	8.3	191.7%
Interdisciplinary	0	0	0.0	0.0%	Programming	10	14	3.3	32.2%
Interior Design	38	13	-25.1	-65.3%	Database Admin	0	0	0.0	0.0%
Music	57	71	14.1	24.8%	Technical Support	0	0	0.0	0.0%
Philosophy	62	44	-17.8	-28.8%	Digital Media Arts	69	67	-2.5	-3.6%
ABE/GED	44	53	8.7	19.7%					
DEVED/ID	0	0	0.0	0.0%					
Experiential Learning	10	12	1.8	17.9%					
ESL	94	71	-22.9	-24.3%					
<b>Health Sciences</b>	<b>233</b>	<b>218</b>	<b>-15.2</b>	<b>-6.5%</b>	<b>Science</b>	<b>1231</b>	<b>1208</b>	<b>-23.5</b>	<b>-1.9%</b>
Diagnostic Ultrasound	0	0	0.0	0%	Astronomy	67	50	-17.1	-25.6%
Early Childhood Educ	27	27	-0.4	-1%	Biology	288	268	-20.0	-6.9%
Education	3	0	-2.7	-100%	Botany	0	8	7.6	0.0%
Health	6	7	0.6	10%	Chemistry	247	262	15.6	6.3%
Indiv Studies	0	0	0.0	0%	Computer Science	36	39	3.0	8.4%
Imaging	0	0	0.0	0%	Environmental Science	13	20	6.3	47.6%
Nursing	0	0	0.0	0%	Engineering	0	0	0.0	0.0%
Nuclear Medicine Tech	7	5	-2.3	-30%	Geology	31	23	-7.9	-26%
Parent Ed	7	6	-1.3	-19%	I.D. Math	134	111	-23.0	-17.1%
Physical Development	0	0	0.0	0%	Math	294	303	9.0	3.1%
Radiologic Technology	16	20	4.2	26%	Meteorology	10	11	1.3	13.3%
Radiation Therapy	47	45	-2.6	-6%	Oceanography	18.8	20.4	1.6	8.5%
Recreation Education	13	15	2.0	15%	Physics	92	92	0.0	0.0%
Health Professions	0	0	0.0	0%					
Radiation Mgmt/Tech	87	71	-15.5	-18%	<b>Other Programs</b>	<b>664</b>	<b>666</b>	<b>2.2</b>	<b>0.3%</b>
Neuro Diagnostic Tech	16	19	3.2	20%	Alcohol/Drug	15	15	0.75	5.2%
Medical Informatics	3	3	-0.3	-10%	BAA Interior Design (FS5)	8	3	-4.53	-60.2%
Parent Education	0	0	0.0	0%	BAS Radiation (FS5)	1	0	-1.46	-100.0%
<b>Social Science</b>	<b>759</b>	<b>684</b>	<b>-75.1</b>	<b>-9.9%</b>	BAS Hlthcr Tech Mng (FS5)	0	1	1.33	0.0%
Criminal Justice	27	26	-1.0	-3.7%	BAS Info Sys/Info Tech	0	0	0.00	0.0%
Anthropology	63	72	8.7	13.7%	BSN Nursing (FS5)	0	0	0.00	0.0%
Economics	106	73	-33.0	-31.1%	Career Education Opt	0	2	2.40	0.0%
Geography	67	60	-7.4	-11.0%	ELI Internl Bus Prof	52	37	-14.87	-28.6%
History	78	44	-34.0	-43.4%	ELI University Prep	173	182	8.39	4.8%
International Studies	9	10	0.7	7%	Fire Science	8	8	0.34	4.5%
Political Science	18	23	5.7	32%	Human Development	16	20	3.87	23.9%
Psychology	142	136	-5.3	-3.8%	Cont Nurs Educ (FS 5)	21	28	7.09	33.7%
Business Admin Trans	107	87	-19.3	-18.1%	College in the High School	0	0	0.00	0.0%
Sociology	94	114	20.4	21.7%	Study Abroad	1	1	-0.33	-33.3%
Cultural and Ethnic Studies	48	38	-10.5	-21.6%	Tech Prep (Summer only)	369	368	-0.74	-0.2%

**COMMUNITY COLLEGE DISTRICT VIII  
BELLEVUE COLLEGE  
SUMMER 2013**





## REGULAR MEETING AGENDA ITEM

### 3000 GRADING: *COURSE REPEAT POLICY*

INFORMATION

FIRST READ

ACTION

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#### Description

Current Policy Language:

Bellevue College utilizes a consistent, published letter grading system to reflect students' academic achievements. For students who do not wish to take a course for a letter grade, an optional pass/fail grading system is available, as is the option to audit a course. The student is responsible for initiating the removal of an incomplete grade or for correcting a grade he or she believes is incorrect. Students who have received a "D" or "F" in a course have the right, under certain circumstances, to repeat the course.

Modifications to the language in 3000 Grading, under the heading Repeating a Course, are recommended.

#### Key Questions

- \* What are the recommended modifications to 3000 Grading?
- \* In what ways do the modifications support student success?

#### Analysis

It is recommended that:

- students be allowed to repeat a course to improve their skills or the course grade, and that the "D" or "F" restriction be removed
- the highest grade awarded for the repeated course apply when computing the student's Bellevue College GPA
- the repeat grade be replaced on the student's transcript automatically as a standard business process, without the requirement for a student request for replacement.
- the information under the heading, *Repeating a Course*, be reorganized to reflect a more logical sequence of statements

Students have a variety of reasons for needing to repeat a course, for example, to gain entry to selective admission programs, so restricting course repeats to only the lowest grades can hinder their ability to be successful. Automatic application of the highest grade awarded supports student success by removing an extra administrative step for students that only 20% are now completing, even though they have repeated a course (there are approximately 2000 students currently enrolled in a repeat course).

Simplifying the process helps break down barriers created by difference in students' understanding of campus policies and procedures.

The policy change has been reviewed and approved by Educational Services Cabinet and President's Cabinet.

**Background/Supplemental Information**

3000 Grading Policy

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII consider the revisions to Policy 3000 Grading for approval at the next meeting.

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



## 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 2014-15 academic year.

#### **2014-15 Academic Year**

Wednesday, September 10, 2014

Wednesday, October 22, 2014 (tentatively scheduled as an all day retreat, time and location may vary)

Wednesday, November 19, 2014

Wednesday, January 28, 2015

Wednesday, March 4, 2015

Wednesday, April 29, 2015

Wednesday, June 10, 2015

Wednesday, June 24, 2015 (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 2014-15 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 October 9-15, 2014, the Hindu observance of Navaratri September 29- October 3, 2014, and the Islam observance of Eid al Adha October 4-7, 2014. 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 2015.

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 9, 2015. Finals are anticipated for March 18-20, 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 3, 2015.

### **Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approve the proposed schedule of meeting dates for 2014-2015.

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



**BELLEVUE  
COLLEGE**

## REGULAR MEETING AGENDA ITEM

### **NEGOTIATED AGREEMENT BETWEEN BELLEVUE COLLEGE ASSOCIATION OF HIGHER EDUCATION AND THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT VIII, SEPTEMBER 1, 2013- AUGUST 31, 2014**

INFORMATION

FIRST READ

ACTION

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#### **Description**

Representatives for the Bellevue College Association of Higher Education and Community College District VIII have been negotiating revisions to the collective bargaining agreement, to include the 2013-14 academic calendar and contract days, turnover savings and compensation, and initial modifications to the tenure process.

#### **Key Questions**

- \* Do the Tentative Agreements represent the mutual interests of the college and the faculty and should the Collective Bargaining Agreement be extended for one year with these changes?

#### **Analysis**

Both parties have reached tentative agreement on selected aspects of the CBA. The college bargaining team believes the Tentative Agreement represents the mutual interests of the college and the association and should be adopted for the 2013-2014 year.

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

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

#### **Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approve and extend (with proposed revisions) the Collective Bargaining Agreement between the Board of Trustees of Community College District VIII and Bellevue College Association of Higher Education for one year (August 31, 2014).

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



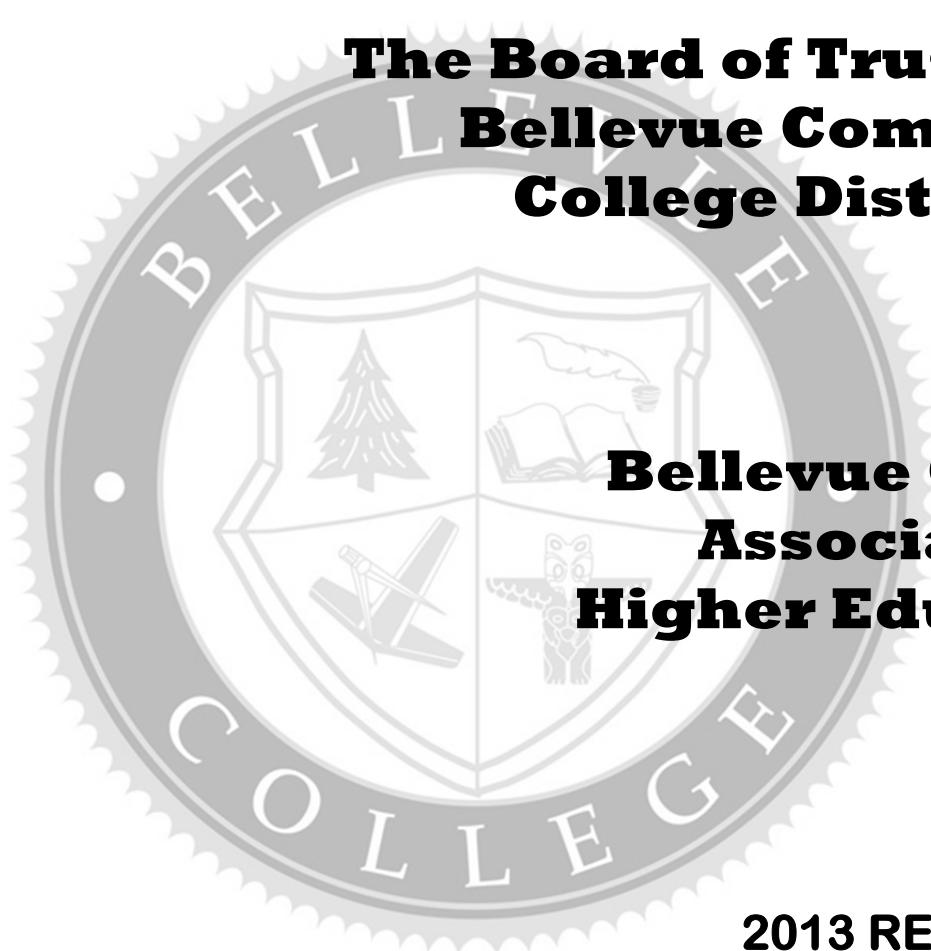
**Agreement Between**

**The Board of Trustees of  
Bellevue Community  
College District VIII**

**and**

**Bellevue College  
Association of  
Higher Education**

**2013 REVISIONS to  
2011 – 2014 Agreement**



## Article Eight – Faculty Rights

### SECTION VII – PARKING

A. **PARKING**

The employer shall provide parking facilities for the faculty. Effective ~~September 2014~~ **January 2014**, faculty will pay \$15.00 per quarter, including summer, for a parking permit for the duration of this agreement. **parking rates equal to the student parking permit fee schedule. This rate will be determined by the College President based on the annual recommendation from All College Council.**

B. **TRANSIT SUPPORT**

**The employer shall participate in a transit subsidy program. Funding for this program will come from revenues from employee parking permit and bus pass fees. The specific program and rate of subsidy will be set by the College President based on the annual recommendation from All College Council.**

C. **PROGRAM MANAGEMENT**

**The All College Council will make annual recommendations to the College President regarding parking rates, transit subsidy program rates, and alternative transportation measures that support college sustainability. All revenues from sales of employee parking permits will be dedicated to, and may be reinvested in,**

- a. **measures that support alternative transportation (e.g., transit subsidy),**
- b. **maintaining and operating the employee portion of BC parking facilities (dedicated employee spaces divided by total parking spaces), and/or**
- c. **college sustainability measures as recommended by this council.**

D. **TRANSPORTATION STIPEND**

**All employees will receive a transportation stipend equal to seventy-seven percent (77%) of the standard employee/student parking fee for each quarter in which they work fifty percent (50%) or more. This stipend is intended to partially offset the cost of parking and/or transportation however, there are no limitations set on how an employee spends the stipend.**

- a. **Employees who work less than 50% will, upon request, receive a rebate of seventy-seven percent (77%) on their purchased parking pass.**

# Article Eleven – Workload and Faculty Responsibilities

## SECTION I – ANNUAL CONTRACT YEAR

### A. CONTRACTUAL DAYS

~~For academic year 2013-14, the annual contractual year shall be one hundred sixty-nine (169) days. There will be 161 a maximum of 162 instructional days during Fall, Winter, and Spring Quarters, including finals. Five (5) Six (6) days shall be designated by the appropriate Division Dean Organizational Unit Administrator as specified in Section C below. The remaining days shall be designated "President's Days," and will include, but not be limited to, Orientation Week, College Issues Days, and Professional Development Days as designated in Appendix C.~~

The 169 174 days for English Language Institute (ELI) Lead Faculty contract year will commence on or after the first day of Summer Quarter in June of each academic year.

Full-time ELI faculty will teach at least a 50% load in Summer Quarter unless they have received prior approval. ELI faculty may teach full days ½ of summer term or ½ days for the full summer term.

In recognition of the longer workday during Summer Quarter, annually contracted days taught in Summer Quarter will be adjusted accordingly using a calculation of the number of class hours scheduled per day in Summer Quarter divided by 4.

Compensation for the workload beyond the annually contracted days up to the 50% requirement will be paid at the annual contract per diem rate for each additional teaching day adjusted for the longer Summer Quarter work day as stated above. Compensation for workload beyond the 50% requirement will be at the part-time rate.

The workload calculation for full-time ELI faculty Summer Quarter teaching days and the number of per diem days required for a 50% load will be reviewed by the Labor/Management Committee by March 31st of each year.

### B. OPENING DAY WEEK

~~For 2013 2014, Opening Day week shall commence on September 18 14. During Opening Day Week the following times shall be reserved for: (i) Wednesday for a campus-wide meeting presided over by the College President; a faculty meeting, and planned workshops and activities relevant to the entire campus community; the part-time faculty orientation; (ii) Thursday for an instructional issues Day comprised of a meeting presided by the Vice President in the morning and Organizational Unit/Department meetings in the afternoon; and (iii) Friday for class preparation.~~

### C. OUA DAYS

Organizational Unit Administrator (OUA) Days shall be designated by the appropriate ~~Division Dean Organizational Unit Administrator~~. Three (3) of the ~~five (5) six (6)~~ days may be utilized as individual preparation days during each year. The remaining days shall be designated by the appropriate ~~Dean OUA~~ as specified in, but not limited to, the list below. Presidential and organizational days already served prior to Orientation Week and approved by the ~~Division Dean Organizational Unit Administrator~~ shall be recognized as part of the one hundred ~~sixty-nine (169) seventy-four (174)~~ day contract year.

1. Preparation activities.
2. Regular curriculum development work.
3. College governance activities.
4. Institutional committees.
5. Special student activities.
6. Equipment and capital planning.
7. Operational budget planning.
8. Student advising.
9. Other appropriate professional duties.
10. Special projects which may include:
  - a. Activities required for establishing new program starts.
  - b. Preparation of special instructional areas requiring inventory and equipment planning.

- c. Development of grant **proposals**. requests.
- d. New program identification.
- e. Development **or adaption of instruction software**. and packaging of software for units for individualization of instruction.
- f. Development of **laboratory, experiential- or service-learning activities or curricula** film loops, slide films, and other visual aids.
- g. Development of course curriculum and/or support services for proposed new programs.
- h. Other appropriate projects.

## Article Twelve – Salaries and Benefits

### SECTION I – FULL-TIME FACULTY SALARY

#### B. FULL-TIME FACULTY SALARY SCHEDULE

Effective July 1, 2012 **July 1, 2013**

Range & Step	2012-2013 <del>2013-2014</del> Salary Schedule
I.3*	48,731 <del>50,173</del>
I.4	49,916 <del>51,037</del>
I.5	50,752 <del>52,257</del>
I.6	51,511 <del>53,118</del>
I.7	53,349 <del>53,899</del>
I.8	55,188 <del>55,792</del>
I.9	57,027 <del>57,685</del>
I.10	58,863 <del>59,578</del>
I.11	60,703 <del>61,469</del>
I.12	62,540 <del>63,363</del>
I.13	64,380 <del>65,255</del>
I.14	66,216 <del>67,149</del>
I.15	68,054 <del>69,039</del>
<b>I.16</b>	<b>70,931</b>
<del>II.4</del> <b>II.5</b>	<del>50,326</del> <b>52,679</b>
<del>II.5</del> <b>II.6</b>	<del>51,511</del> <b>53,899</b>
<del>II.6</del> <b>II.7</b>	<del>53,349</del> <b>55,792</b>
<del>II.7</del> <b>II.8</b>	<del>55,188</del> <b>57,685</b>
<del>II.8</del> <b>II.9</b>	<del>57,026</del> <b>59,578</b>
<del>II.9</del> <b>II.10</b>	<del>58,863</del> <b>61,469</b>
<del>II.10</del> <b>II.11</b>	<del>60,703</del> <b>63,363</b>
<del>II.11</del> <b>II.12</b>	<del>62,540</del> <b>65,255</b>
<del>II.12</del> <b>II.13</b>	<del>64,380</del> <b>67,149</b>
<del>II.13</del> <b>II.14</b>	<del>66,216</del> <b>69,039</b>
<del>II.14</del> <b>II.15</b>	<del>68,054</del> <b>70,932</b>

Note: ~~New Hires cannot be placed above Range 1, Step 3 unless extraordinary circumstances prevail.~~

~~\*\*Annual Salary for the 2012-2013 academic year reflects: faculty compensation will be reduced for full-time faculty by eliminating five paid days (2 paid days from opening week, 1 college issues day, and 2 OUA days.~~

**SECTION II – PART-TIME FACULTY SALARY PROGRAMS****B. PART-TIME SALARY SCHEDULE**

Effective July 1, 2008

	<b>BASE RATE</b>	<b>SENIOR RATE</b> Step 1*	<b>SENIOR RATE</b> Step 2**
Category A	\$26.68 per contact hour	\$30.40 Per contact hour	\$31.82 per contact hour
Category B	\$37.98 per contact hour	\$43.44 Per contact hour	\$45.57 per contact hour
Category C	Prorata (1)	Prorata (2)	Prorata (3)

Effective July 1, 2014 **13**:

Prorata (1): The number of CHEs times 0.64836665 of Col. I, Step 3 of the full-time faculty salary schedule divided by 45

Prorata (2): The number of CHEs times **0.64573840** ~~0.64675374~~ of Col. I, Step 6 of the full-time faculty salary schedule divided by 45

Prorata (3): The number of CHEs times **0.62522951** ~~0.64463809~~ of Col. I, Step 10 of the full-time faculty salary schedule divided by 45

## Article Twenty-One – Duration

- A. This agreement shall remain in force and effect from September 1, 2011 through August 31, ~~2013~~ **2014**.
- B. Bargaining for a successor Agreement may begin on or after October 15, ~~2012~~ **2013**.
- C. Articles in this Agreement relating to economics, fringe benefits, or salaries may be opened for bargaining at any time in the event the Legislature of the State of Washington provides funds for such purposes not already contemplated by this Agreement.
- D. ~~For 2012-2013 the following shall be opened at the request of either party:  
Article Eleven Section I B – 2012 Opening Week  
Appendix C – 2013-2014 calendar~~

## **Appendix A-1**

### **Memorandum of Understanding Faculty Tenure and Associated Provisions**

*The purpose of this Memorandum of Understanding between Bellevue College (the "College") and the Bellevue College Association of Higher Education (the "Association") is to memorialize an agreement reached between the parties regarding Article Fifteen (Tenure), Appendix A, and Appendix B, Form B (Peer Evaluation Form). This MOU shall be in force for the 2013-14 academic year.*

#### **Evaluative Criteria (Appendix A)**

*It is understood by the parties that Appendix A is intended to provide exemplars of ways to demonstrate proficiency within evaluative categories for both tenure-track and tenured faculty; it is not intended to be a checklist of requirements for tenure candidates. The Vice President of Instruction shall be responsible for communicating this understanding in writing, no later than 01-October-2013, to all faculty involved in the tenure process during the 2013-14 school year.*

#### **Peer Evaluations (Appendix B)**

*In the 2013-14 academic year, peer evaluations of faculty will be completed using Appendix B, Form B 2012-13 Version.*

#### **Tenure Evaluation Subcommittee (TES) Composition**

*The parties agree that for the 2013-14 academic year, Article 15, Section III, A shall be revised as follows:*

##### **A. SELECTION**

- 1. The tenured faculty of the candidate's Organizational Unit shall elect two (2) tenured faculty members to the Evaluation Subcommittee.*
- 2. The candidate shall select the third tenured faculty member.*
- 3. The fourth member shall be the appropriate Organizational Unit Administrator.*
- 4. The Evaluation Subcommittee shall be formed by the sixth week of the faculty member's first quarter.*
- 5. At least one (1) faculty members of the Evaluation Subcommittee shall be within the candidate's Organizational Unit. It is recommended that one faculty member be from outside the candidate's Organizational Unit.*
- 6. The Chairperson shall be a faculty member.*
- 7. A vacancy shall be filled following the procedures set forth above.*
- 8. It is recommended that program chairs not serve on evaluation subcommittees.*

#### **Tenure Process Timeline**

*The parties agree that for the 2013-14 academic year, Article 15, Section IV, D.1 shall be revised as follows. These revised timelines shall apply to any faculty member beginning their tenure probationary period on or after Fall 2013.*

##### **1. Timelines**

- a. First Year: The recommendation of the Tenure Review Committee to grant tenure, extend the probationary period, or terminate the employment of the candidate must be made by the 35<sup>th</sup> instructional day of the third consecutive probationary quarter, excluding Summer Quarter and approved leaves of absence.*
- b. Second Year: The recommendation of the Tenure Review Committee to grant tenure, extend the probationary period, or terminate the employment of the candidate must be made by the 25<sup>th</sup> instructional day of the sixth consecutive probationary quarter, excluding Summer Quarter and approved leaves of absence.*
- c. Third Year: The recommendation of the Tenure Review Committee to grant or deny tenure or to extend probation for a fourth year must be made by the 10<sup>th</sup> instructional day of the eighth consecutive probationary quarter, excluding Summer Quarter and approved leaves of absence.*
- d. Fourth Year: The recommendation of the Tenure Review Committee must be made by the 10<sup>th</sup> instructional day of the ninth, tenth, or eleventh consecutive probationary quarter as applicable, excluding Summer Quarter and approved leaves of absence.*



**Orientation, Mentoring, and Educational Equity through Faculty Commons**

*The purpose of the orientation and first year candidate mentoring program is to establish a learning culture and community of practice for tenure candidates, demystify and outline the tenure process, support an intentional practice of cultural awareness and provide and coach best practices in teaching and learning.*

*First year tenure candidates are expected to attend and fully participate in an orientation and mentoring program arranged by the Faculty Commons. First year candidates will be compensated \$150 for a full day orientation before Fall quarter begins. The stipend will be funded by the Office of Instruction.*

*One mentor will be assigned to each first year tenure candidate by the Faculty Commons. Mentors will be considered tenure process neutral and will not fill out a peer evaluation or otherwise inform the process. Mentors recruited by the Faculty Commons will be compensated \$500 for their participation in the Faculty Commons mentoring program. In the event a mentor accepts more than one tenure candidate, the mentor will receive a stipend of \$350 per additional tenure candidate. Funding for participation will be provided by the Office of Instruction.*

*The equivalent of two 5-credit releases per academic year for the work of the Mentoring Program Lead will be funded by the Office of Instruction. The other two 5-credit releases will be funded through the Faculty Commons.*

*First year candidates are required to attend and participate in the Educational Equity orientation and workshop series coordinated by the Faculty Commons and co-sponsored by the Office of Instruction and the Office of Equity and Pluralism. First year candidates will attend an orientation and planned workshops during winter and spring quarters.*

**Tenure Process Task Force (Continued from 2012-13)**

*The work of the Tenure Process Task Force (TPTF), convened in 2012-13, will continue, with a final report and associated recommendations submitted to the Vice President of Instruction and the BCAHE President no later than January 2014. The charge of the TPTF continues to be to review and evaluate the College tenure process, including all elements of Article Fifteen of this Agreement, together with associated policies of the College and the Tenure Review Committee and all associated forms.*

*The issues addressed by the task force will be determined by its members and will include, but not be limited to:*

- *Guidelines for and quality of peer evaluations;*
- *Expectations and provisions for attributability and anonymity in peer evaluations;*
- *Explicit attention to inter-cultural communication among participants in the tenure process, including probationary faculty, faculty and other colleagues, TES and TRC members, etc.;*
- *Appropriate balance between disciplinary expertise and broad faculty perspective on a TES;*
- *Appropriate explicit integration of professional development program (via Faculty Commons) and assessment program (via Assessment Coordinating Team) into tenure process.*

*The composition of the Tenure Process Task Force will continue to include:*

- *Six faculty representatives, selected by the BCAHE President, no two of whom may have their principal appointment in the same organizational unit;*
- *One representative of the BCAHE Executive Council, selected by the BCAHE President;*
- *One representative of the Tenure Review Committee, selected by the Chair of the TRC;*
- *Two OUAs, selected by the Vice President of Instruction*
- *One (non-voting) Human Resources representative, selected by the Vice President of Human Resources.*

*The task force is encouraged to incorporate the greatest possible scope of input for its deliberations by means of surveys, division-level and/or program-level hearings, etc.*





## Appendix C-1

### Part-Time Faculty Pay Dates 2011-12

Fall Quarter	Winter Quarter	Spring Quarter	Summer Quarter
October 10	January 25	April 25	July 10
October 25	February 10	May 10	July 25
November 10	February 24	May 25	August 10
November 23	March 9	June 11	August 24
December 9	March 26	June 25	
December 23	April 10		

### Part-Time Faculty Pay Dates 2012-13

Fall Quarter	Winter Quarter	Spring Quarter	Summer Quarter
October 10	January 25	April 25	July 10
October 25	February 11	May 10	July 25
November 9	February 25	May 24	August 9
November 26	March 11	June 10	August 26
December 10	March 25	June 25	
December 24	April 10		

### **Part-Time Faculty Pay Dates 2013-14**

<b>Fall Quarter</b>	<b>Winter Quarter</b>	<b>Spring Quarter</b>	<b>Summer Quarter</b>
<b>October 10</b>	<b>January 24</b>	<b>April 25</b>	<b>July 25</b>
<b>October 25</b>	<b>February 10</b>	<b>May 9</b>	<b>August 11</b>
<b>November 8</b>	<b>February 25</b>	<b>May 23</b>	<b>August 25</b>
<b>November 25</b>	<b>March 10</b>	<b>June 10</b>	
<b>December 10</b>	<b>March 25</b>	<b>June 25</b>	
<b>December 23</b>	<b>April 10</b>	<b>July 10</b>	

## Appendix H-1 – Program Chair Compensation

### 1. Allocation of Program Chair Release Time to Organizational Units

Organizational Unit	2011-12 2013-14 Release Time	2013-14 Additional Stipends*	2012 Summer Stipend
Social Science	14	\$4200	\$1566
Arts & Humanities	28	\$8400	\$4045
Science	19.7 + \$1000	\$5910	\$4605
IBIT	12 15	\$4500	\$3464
HSEWI	21.5 21	\$6300	
Counseling	\$1750 Stipend	\$300	

Note: Allocation within Organizational Units is determined by Organizational Unit needs.

2. \*For academic year 2013-2014 Program Chair release times compensation will be increased supplemented by a stipend of \$300.00 for each 1/9 release upon evidence that the departmental assessments of student learning outcomes are complete.

### 3. 2012-13 Actual Compensation and Program Alignment

Organizational Unit	Program	2012-13 Contractual Release Time	12-13 Dsc RT*	2013 Summer*
AH	Adult Basic Ed/ESL	3/9		\$1011.25
AH	Art	4/9		
AH	Communication Studies	3/9		
AH	English	6/9		\$1011.25
AH	Interior Design	3/9	3/9	\$1011.25
AH	Music	2/9		
AH	Philosophy	1/9		
AH	Theatre Arts	2/9		
AH	World Languages	3/9		\$1011.25
HD	Human Development (HD) Counseling	\$1750		
HSEWI	Dianostic Ultrasound	2/9	1/9	\$3,000
HSEWI	Early Learning and Teacher Education	3/9		
HSEWI	Electroneurodiagnostic Technology (ENDT)	0	3/9	\$3,000
HSEWI	Health/PE/PhysDev	3/9		
HSEWI	Nuclear Medicine Technology	3/9		\$2,092
HSEWI	Nursing	4.5/9		\$3,000
HSEWI	Radiation Therapy/Dosimetry	3/9	3/9	\$18,752
HSEWI	Radiologic Technology/Imaging	3/9		\$3,000
IBIT	Accounting/Paraprofessional Acct/Bus Trans	0	3/9	\$800
IBIT	Business/Marketing Management	3/9		\$800
IBIT	Business Technology Systems (BTS)	3/9		\$800
IBIT	Digital Media Arts	3/9		\$800
IBIT	Information Systems	3/9		\$800
S	Earth and Space Science	2/9		\$657
S	Engineering Sciences	2/9# + \$1000		\$657
S	Life Sciences	3/7 + 1/9		\$1316
S	Math	6/9		\$1316
S	Physical Sciences	3/7 + 1/9		\$1316
SS	Administration of Criminal Justice	1/9		\$700.00
SS	Anthropology	1/9		
SS	Accounting/Business Administration Transfer	3/9		
SS	Economics	2/9		
SS	Ethnic Studies	1/9		
SS	Geography	1/9		
SS	History	1/9		
SS	International Studies/Political Science	1/9		\$700
SS	Psychology	2/9		
SS	Sociology	1/9		

\* Discretionary Release Time (Dsc RT) and Summer Stipends are reported from all funding sources for Program Chair responsibilities.

Letter of Agreement  
Compensation

**Full-time Salaries and 2013-14 Calendar Year**

Full time salaries are based on the previously negotiated scale for 2013-14 (which includes restoration of the 3%). The academic calendar worked for this salary is 169 days. Revisions to Article 11 reflect this change.

The workdays to be eliminated from the previously-negotiated 2013-14 academic calendar (to bring the total to 169) are two days of Opening Week, one College Issues day, one dean-directed OUA day, and one instructional day in spring quarter.

For 2013-14, one dean-directed OUA day will be used on the Thursday of opening week as an instructional issues day. Part time faculty working more than 50% in fall quarter are eligible to be paid \$155 to attend, per LOA.

For 2013-14, one Special Presidential Day will be offered to full-time faculty at their per diem rate per LOA. This day is also added to the list of days which part-time faculty can attend for professional development stipends (Article 12, Section III.E) in 2013-14.

**Turnover Savings & Disbursement**

- The 2013 turnover savings will be divided equally among eligible faculty and distributed as modified increments per historical practice.

**Part-time Salary**

The legislative restoration allocation shall be applied to fund adjunct increments from SR1 to SR2 to all faculty eligible as of the first day of Fall Quarter 2013.

\_\_\_\_\_  
Doug Brown  
President – BCAHE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ray White  
Vice President – Administrative Services

\_\_\_\_\_  
Date

Letter of Agreement  
Program Chair Compensation

Program Chairs serve an important role as “middle managers” on campus. The elected position was designed to foster the development of administrative skills within the faculty ranks providing the college with potential Division Deans and VPs that possess a broader understanding of campus governance, management and institutional memory. Currently three of the five Deans once served as Program Chairs on campus.

In recognition of the increased demands upon this position, and prior to a formal Program Chair Workload Analysis, the College and the Association agree to the following provisions for the 2013-14 academic year:

Additional Stipends

The current program chair compensation will be supplemented by a stipend of \$300.00 for each 1/9 release upon evidence that the departmental assessments of student learning outcome are complete.

Additional/Modified Release Time

3/9 release time units will be added to IBIT to address a release time need in Accounting.

3/9 will be added to HSEWI in recognition of the addition of the Neurodiagnostic Technology program.

1/9 will be added to HSEWI to enable parity among the allied health departments: DUTEC, NMTEC, RATEC, RADON, NDT.

HSEWI's allocation will be reduced by 4.5/9 because former Nursing program chair duties are transferred to the exempt Associate Dean of Nursing.

Program Chair Workload Analysis

During Fall Quarter 2013, all Program Chairs, in consultation with Division Deans, shall identify workload demands associated with Chair positions and relevant supporting metrics. The VPI and BCAHE president shall convene a team to collect and analyze data and produce a recommendation for updated compensation and release time levels for program chairs. This recommendation shall be made no later than 15 January 2014 and used by the BC and BCAHE Bargaining Team to identify appropriate levels of compensation and/or release time for subsequent years.

\_\_\_\_\_  
Doug Brown  
President – BCAHE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ray White  
Vice President – Administrative Services

\_\_\_\_\_  
Date