

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 30, 2011. The business session will begin at 1:00 p.m. in room B201. Vicki Orrico, Chair, will preside.

AGENDA

LUNCH – 12:00 PM – A201

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

I. STUDY SESSION – 12:30 PM – B201

Student Success Presentation – CEO Glenn Jackson

II. BUSINESS SESSION – 1:00 PM

III. INTRODUCTIONS

IV. ROLL CALL

V. CONSENT AGENDA

October 5, 2011 Board Meeting Minutes	Lisa Corcoran	Tab 1
October 25, 2011 Board Meeting Minutes	Lisa Corcoran	Tab 1

VI. STAFF REPORTS – 1:10 PM

Quarterly Financial Report, 1 <sup>st</sup> Quarter Ending September 30 <sup>th</sup>	Rachel Solemsaas	Tab 2
---	------------------	-------

VII. CONSTITUENT REPORTS – 1:15 PM

Faculty	Doug Brown	
Classified	Melissa Sitzenstock	
Student	Brandon Anderson	

VIII. ACTION ITEMS – 1:45 PM

Parking WAC and Policy		Tab 3
Resolution recognizing Rachel Solemsaas		Tab 4

IX. INFORMATION ITEMS – 2:00 PM

Work Plan Scorecard	Patty James	Tab 5
Legislative Budget Forecast	Laura Saunders	Tab 6
2012 Defining Board Agenda	Lisa Corcoran	Tab 7

X. STAFF AND BOARD REPORTS – 2:30 PM

Capital and Facilities Master Plan	Paul Chiles	
Economic Development		
New Campus Development	Vicki Orrico	

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

BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT VIII  
BELLEVUE, WASHINGTON

Foundation/Campaign	Vicki Orrico
Long Range Finance/Resource Planning	Steve Miller
Strategic Plan/Accreditation	Marie Gunn
TACTC Board of Directors	Marie Gunn
TACTC and BC Legislative Committees	Steve Miller, Vicki Orrico
Work Plan Oversight	Paul Chiles, Marie Gunn
President	Laura Saunders

XI. UNSCHEDULED BUSINESS / COMMUNITY TESTIMONY – 2:45 PM

XII. ADJOURNMENT –3:00 PM

*The Board will host a reception for new trustee, Lisa Chin following this meeting. The college community is invited to attend.*

**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 October 5, 2011 in room B201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Ms. Vicki Orrico, Chair, presided.

The board of trustees meeting began in open session at 1:05 pm.

I. EXECUTIVE SESSION

It was announced that there would be an executive session for approximately 30 minutes to review collective bargaining sessions with an employee organization. Laura Saunders and Cesar Portillo were invited to join the board. The executive session began at 12:30 pm and ended at 1:05 p.m. The board met in open session at 1:05 p.m.

II. STUDY SESSION

The study session began at 1:35 pm. Prior to the presentation, Vicki Orrico introduced Lisa Chin, founding director of Year Up Seattle, and Bellevue College's new trustee. Year-Up Seattle supports 18-24 year olds with education and work skills. Dr. Chin is a strong supporter and familiar with Bellevue College.

Tom Nielsen, Vice President of Instruction, introduced Bellevue College faculty, Martha Stevens, David Stacy and Jennifer Laveglia to present an overview of BC's precollege mathematics program and the efforts to improve student success.

The presentation included a demonstration of the Assessment and Learning in Knowledge Spaces (ALEKS) software which is being utilized to assist with retention and comprehension in the precollege mathematics program.

Each quarter the ALEKS program is being used as an online supplement in four classes and the students' success is compared to traditional student to determine the efficacy of the material.

Students begin with an assessment which creates a pie chart identifying areas for improvement. Faculty then review the assessment and assign goals for the student completion.

In addition to online accessibility, there are dedicated laptops which can be used in the classrooms for students use in a proctored situation. The software is in its 4<sup>th</sup> quarter of use at Bellevue.

The software provides additional resources and is proving to be a good fit for most students and helping prepare them for college level math courses. It encourages more small group and one on one interaction with students.

Steve Miller asked about some of the programs that are being used elsewhere such as the Emporium models. It was noted that Bellevue is already ahead of the percentage completions for those programs.

III. BUSINESS SESSION

The Business Session began at 2:00 p.m.

IV. INTRODUCTIONS

Laura Saunders, Interim President	Cheryl Bateman, Asst. Attorney General
Lisa Corcoran, Exec. Asst. to the President	Doug Brown, President, BCAHE
Melissa Sitzenstock, Classified Employee Representative	Russ Beard, Vice President of Information Resources
Jan Ng, Classified Employee Representative	Tom Nielsen, VP of Instruction
Paula Boyum, VP of Workforce Development	Cesar Portillo, VP of Human Resources
Rachel Solemsaas, VP of Admin Services	Tom Prichard, VP of Student Success
Laurence Herron, Interim VP of Institutional Advancement	Patty James, Director of Institutional Effectiveness and Research
Jennifer Strother, Executive Director of Finance	Jennifer Prekeges, Faculty

V. ROLL CALL

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

VI. CONSENT AGENDA

Tab 1 October 5, 2011 Agenda and September 5, 2011 Board Meeting Minutes

Mr. Miller made a motion to approve consent agenda and Ms. Gunn seconded the motion. The motion passed 4-0, Ms. Chin abstained.

VII. STAFF REPORTS

Tab 2 Enrollment Report, Summer Quarter 2011

Tom Nielsen presented the summer quarter enrollment report. Summer enrollment is slightly less than the previous year. Preliminary numbers on fall quarter indicate enrollment may be down up to 8%, but some areas have not yet reported. Enrollment numbers are still well within budget commitments. Decline

is slightly more in classroom rather than online, but it doesn't seem to indicate a particular trend. International student enrollment is up slightly. Math and science enrollment don't seem to be affected.

## VIII. CONSTITUENT REPORTS

### Faculty Report

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

- Faculty have been getting fall quarter under way. Doug expressed his appreciation to Jennifer Prekeges and Jennifer Stanton for their assistance with the faculty profile.
- Work is continuing on the Faculty Commons. It is planned to be functioning during early winter quarter. A Commons Council is being formed to create a work plan and get a coordinator. They may not make the proposed time frame.

Steve Miller expressed his appreciation to Doug Brown, Jennifer Prekeges and Jennifer Stanton for their engagement with the presidential search.

### Classified Staff Report

Jan Ng, classified staff representative, reported that:

The classified staff are working on communication through newsletter media. The A survey was conducted with classified staff to determine what professional development opportunities staff would be interested in. Some of the recent workshop topics included fitness, front desk best practices. Cal Crow will be presenting on resiliency during November.

Jan noted that some of the staff had been feeling the stress from budget cuts and pending reductions.

### Student Report

Brandon Anderson, Associated Student Government (ASG) President, reported that:

- Upcoming student events include the Council of Unions and Student Government (CUSP) with close to 400 students participating.
- The sustainability effort led by Megan Phan, ASG Environmental & Social Responsibility Representative has broadened to include participants throughout the state.
- Oct 24-28 is spirit week with a variety of daily student activities scheduled.

- A student survey was distributed to assist in developing a legislative platform. Close to 5% of students completed the survey. The survey data will be used as the basis for the platform.

Brandon presented a PowerPoint outlining the United States Student Association (USSA), the oldest student led organization in the country. BC participates in USSA and twice a year, USSA representatives get an opportunity to speak to the President of the U.S. Brandon and other USSA representatives had dinner with President Obama. The President is interested in their suggestions regarding public education issues.

Brandon also surveyed the board regarding what information they are seeking from his presentation at board meetings. The responses included a request for more informal items including students or upcoming events that the students would like to have the board participate in. The board is also interested in student legislative issues.

IX. ACTION ITEMS

Tab 3 Collective Bargaining Agreement

Cesar Portillo introduced Maria Woods, the new Human Resources Generalist. Cesar then presented the tentative negotiated agreement with the Bellevue College Association of Higher Education. He acknowledged the faculty and their commitment to the success of the institution and students. Cesar noted that it was a collaborative process even though there were some disagreements. Faculty leadership recognize the hard times ahead.

Specific attention should be made to the parking fees and turnover savings. The college bargaining team recommends the Board of Trustees approve the proposed 2011-2013 Negotiated Agreement as presented in the tentative agreement.

Motion 30:11

It was moved by Steve Miller and seconded by Marie Gunn that the Board of Trustees of Community College District VIII approve the 2011-13 Negotiated agreement between the Board of Trustees of Community College District VIII and Bellevue College Association of Higher Education as presented in the Tentative Agreements.

The motion was approved unanimously (4-0) with Mr. Chiles no longer present.

Tab 4 2012 Board Meeting Dates

Lisa Corcoran presented the recommended 2012 board meeting dates. Discussion included possible conflicts for Ms. Chin and the potential for additional meeting dates in February due to the Presidential Search.

Motion 30:12

It was moved by Steve Miller and seconded by Marie Gunn that the Board of Trustees of Community College District VIII approve the regular meeting dates for 2012 as presented.

The motion was approved unanimously (4-0).

Tab 5 – Presidential Profile

Marie Gunn presented Presidential Profile and thanked Doug and Jennifer for their contributions. Steve also expressed his appreciation to Marie and Lisa and noted that there had been a challenge with the time frame.

There was a concern that the previous draft was unfocused and presented more of a listing than a profile. A few additional edits were suggested in the opportunities section.

Other than a final review for grammar, spelling and formatting, no additional editing will be done.

Motion 30:13

It was moved by Marie Gunn and seconded by Lisa Chin that the Presidential Profile be approved with the additional edits presented by Steve Miller.

The motion passed unanimously (4-0).

Tab 6 Employee Parking Fee

Rachel Solemsaas resented the proposal to charge an employee parking fee.

Motion 30:14

It was moved by Marie Gunn and seconded by Steve Miller that the Board of Trustees of Community College District VIII approve the employee parking fee of \$15 per quarter as presented.

The motion passed unanimously (4-0).

Tab 7 – Purchase of Adjacent Properties – Sunset Ranch Properties

Rachel Solemsaas presented the background and supporting information regarding the recommended purchase of the Sunset Ranch properties.

Motion 30:15

It was moved by Marie Gunn and seconded by Lisa Chin that the Board of Trustees of Community College District VIII authorize the college administration to seek approval from the SBCTC to acquire and subsequently purchase the houses and properties at 2440 145<sup>th</sup> St. and 2626 145<sup>th</sup> Ave. SE in Bellevue using Local Capital funds.

The motion passed unanimously (4-0).

X. INFORMATION ITEMS

There is a House Higher Education Regional Meeting next Wednesday at Seattle University.

XI. STAFF AND BOARD REPORTS

Capital and Facilities Master Plan

No report.

Economic Development

No report.

New Campus Development

No report.

Foundation Campaign

Vicki Orrico reported that tomorrow is the annual foundation retreat. The theme is to weave key stakeholder groups into the foundation's strategic plan. The annual donor scholar reception is scheduled for next month. Seventy-seven scholarships have been awarded totaling almost \$110,000. There were 171 applications. Another application round opens next week for winter quarter. This Saturday morning is the Running of the Bulldogs race. Wednesday, April 25<sup>th</sup> is the annual foundation fundraiser luncheon.

Long Range Finance/Resource Planning

No report.



Strategic Plan/Accreditation

No report.

TACTC Board of Directors

Marie Gunn reported that Steve Miller and Vicki Orrico will be attending the TACTC Fall Conference on October 18<sup>th</sup>.

TACTC and BC Legislative Committee

Steve Miller and Vicki Orrico reported that: Steve will be attending ACCT national conference in Dallas.

Work Plan Oversight

No report.

Interim President's Report

Laura Saunders reported that BC has had a good fall start. There was an inspiring faculty meeting which included a spirited discussion of general education requirements and it was great to see faculty working together across disciplines. These meetings will continue to occur quarterly.

Even with the implementation of the new parking plan, it was a good start.

A legislative special session will begin on Nov. 28<sup>th</sup> with an anticipated 23% to 30% target for budget cuts. We are evaluating budget cuts to continue to ensure student success.

Outreach continues for the east campus. Meetings were held with the Issaquah chamber of commerce director and a series of meetings has been set up. Keith Niven, with Issaquah City Council attended with us and there were a lot of good exchanges. They are enthusiastic. Future Home of Bellevue College sign should be going up soon.

Although, BC did not receive the Dept. of Labor grants, the college will receive \$2 million over 3 years as part of a consortium in an IT area. In the workforce area, about 1000 veterans are currently receiving training.

The Art Gallery has a reception this afternoon – for faculty art and the planetarium has had regular shows and middle of day looks at sunspot activity.

The House Higher Ed Committee has been holding a series of Chautauqua open meetings around state. The next Chautauqua is scheduled for Oct. 12<sup>th</sup> and is featuring an industry panel on technology. Franklin Donohoe is serving on the panel for Bellevue College. Let Laura know if you would like to attend.

College Planning Day is scheduled for October 26<sup>th</sup> where additional updates will be shared on planned budget for 2012-13.

The Health Informatics degree is scheduled for review by SBCTC.

XII. UNSCHEDULED BUSINESS

There was no unscheduled business.

XIII. ADJOURNMENT

There being no further business, the regular meeting of the Board of Trustees adjourned at 3:07 p.m. The next regular meeting will be held on November 16, 2011.

ATTEST:

---

Vicki Orrico, Chair  
Board of Trustees

---

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 October 25, 2011 in room A201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Vicki Orrico, Chair, presided via teleconference.

I. SPECIAL SESSION

Paul Chiles called the meeting to order at 4:31 PM. Mr. Chiles, Ms. Gunn and Mr. Miller participated via teleconference, joined at 4:34 by Vicki Orrico via teleconference. Lisa Chin joined the meeting in person in A201 at 4:38 pm.

Laura Saunders and Lisa Corcoran were present in A201.

II. STUDY SESSION

Laura Saunders shared with the board information regarding a study written by Bill Chance that will be reported to the State Board for Community and Technical Colleges (SBCTC) in its upcoming meeting.

The report makes recommendations regarding the relocation of Cascadia Community College to Lake Washington Technical College (LWTC). The report recommends against relocation of CCC and confirms the co-location model. It recommends more efforts to make the co-location work and made other suggestions for the SBCTC to consider.

One of the suggestions is the pursuit of a merger between CCC and Bellevue Community College Districts. This report will become public tomorrow and Dr. Saunders would like the Board to be aware of it.

The board considered the advantages and disadvantages of a merger.

III. ADJOURNMENT

There being no further business, the special meeting of the Board of Trustees adjourned at 5:05 p.m. The next regular meeting will be held on November 30, 2011.

ATTEST:

\_\_\_\_\_  
Vicki Orrico, Chair  
Board of Trustees

\_\_\_\_\_  
Lisa Corcoran  
Secretary, Board of Trustees  
Community College District VIII

**REGULAR MEETING AGENDA ITEM**  
**November 30, 2011**

**Tab 2**

**Information**       **Discussion**       **Action**

**Topic**

Financial Report for Period Ending September 30, 2011

**Description**

The college provides periodic written reports to the Board of Trustees that identify budget changes or significant financial conditions for the board's discussion and action when necessary. The following report provides the college's financial status for the fiscal period July 1, 2011 to September 30, 2011. It includes budget adjustments made throughout the year for a variety of reasons, such as state allocation changes, changes in revenue based upon actual collection, new sources or changes in revenue sources, and/or adjustments in expenditures to align with collected revenue. This annual report documents all changes and provides a comparison of budgeted to actual revenue and expenditures to date. It should be noted that although some of the college's smaller funds for agency pass-through funds and endowment funds are not budgeted, their revenue and expenditures have been included in the attached report to provide a complete listing of the college's financial activities.

The purpose of the review is to analyze revenue and expenditure patterns against expectations, to identify emerging trends to see if they will have any bearing on future budgets and to provide a record of adjustments and changes that differ from the budget plan. A summary of the budget revisions to date is identified immediately after the analysis.

**Key Questions**

- \* What is the status of the college's financial activities for each fund?
- \* What are revisions or changes in the college's budgets and why did they occur?

**Analysis**

The following summarizes the financial status of the College's funds as of September 30, 2011:

- State and Local operating funds: Revenue includes the state allocation, tuition and other miscellaneous operating income; in addition one-time funding is budgeted as opening entries.
- Dedicated Local funds: These funds include self-support programs, such as continuing education, computer lab fees, and lab and course fee accounts. These programs continue to meet their projected revenue collections while posting lower expenditures than budgeted.
- Grants and Contracts: These funds include grants and contract programs, such as running start and international student programs. Expenditures are consistent with revenues and in accordance with planned budget assumptions.
- Proprietary funds: These funds include ancillary and enterprise funds. In this category, revenue exceeded expenditures with the exception of: Bookstore and Food Service which are currently reflecting a loss due to preparations for Winter Quarter.
- Fiduciary funds: This account contains assets held in trust for the state or accounts for assets which are held for eventual disbursement to authorized recipients, including individuals or private organizations. The Grants in Aid fund reflects distributions to students with funding to be collected from source agencies.
- Capital projects: The capital funds are budgeted on a biennial basis. All revenue and expenditure activity follows the capital plan.

The following summarizes the budget revisions made for each fund:

- Local operating funds: The College's operating budget changes reflect an increase of \$770,288:
  - State allocation: The net increase of \$772,013 is comprised of the following:
    - \$ 3 FY 12 Budget Reduction Adjustment;
    - \$ 761,583 Worker Retraining – Variable;
    - \$ 10,427 Center of Excellence base allocation
  - Local Operating: The net decrease of \$1,725 reflects;
    - \$ <1,725> ABE/EL civic Grant decrease;
- Local dedicated funds: The increase of \$507,337 reflects adjustments for:
  - \$ 71,342 Distance Education Distribution adjustments;
  - \$ 84,075 Contracts & Special projects;
  - \$ 54,345 Self-support One-Time Funding;
  - \$ 297,575 Worker Retraining One-Time Funding

- Grants and contracts funds: The \$7,596,856 net increase reflects:
  - \$221,272 in new grants;
    - \$ 65,000 DHS – KBCS Generator;
    - \$ 438 SBCTC – ABE Literacy Week;
    - \$ 24,000 High School Programs One-Time funding;
    - \$ 61,262 WDC – Health Professions;
    - \$ 54,041 Bellevue SD – Gifted Program;
    - \$ 16,531 BC Foundation Mini Grant;
  - \$7,375,584 adjusted award and carry-over grant balances from 2010-11.
- Proprietary funds: No Adjustments.
- Fiduciary funds: No Adjustments.
- Capital Projects: Budgets are balanced to state appropriations and use of local funds as approved by the board.

### **Background Information**

Attachment 1: Cumulative Financial Comparison of Budget versus Actual Revenue and Expenses by Fund

Attachment 2: Quarterly Comparison of FY 10, FY 11, FS 12 – Budget, Revenue, and Expense by Fund.

### **Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII reviews the quarterly financial reports as attached and has an opportunity to have any questions answered.

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

COMMUNITY COLLEGE DISTRICT VIII  
 BELLEVUE COLLEGE  
 2011-12 Quarterly Financial Report  
 For the Period Ending  
 September 30, 2011

COMPARISON OF BUDGETED VS. ACTUAL REVENUE AND EXPENSE BY FUND										
	2011-12 INITIAL BUDGET	CUMULATIVE BUDGET REVISIONS	2011-12 REVISED BUDGET	PERIOD ENDING				JUN 2012 CUMULATIVE ACTUAL REVENUE & EXPENSE	2011-12 DIFFERENCE ACTUAL LESS BUDGET	2011-12 YTD % BUDGET
				SEP 2011 CUMULATIVE ACTUAL REVENUE & EXPENSE	DEC 2011 CUMULATIVE ACTUAL REVENUE & EXPENSE	MAR 2012 CUMULATIVE ACTUAL REVENUE & EXPENSE				
<b>OPERATING FUND:</b>										
STATE ALLOCATION										
ALLOCATION	25,565,207	772,013	26,337,220	4,548,908				-21,788,312	17.27%	
EXPENSE	25,565,207	772,013	26,337,220	4,548,908				-21,788,312	17.27%	
<b>TOTAL STATE ALLOCATION</b>	<b>25,565,207</b>	<b>772,013</b>	<b>26,337,220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>LOCAL OPERATING</b>										
REVENUE	20,235,500	-1,725	20,233,775	11,156,239				-9,077,536	55.14%	
OPENING ENTRIES (Budgeted)	618,021	0	618,021							
EXPENSE	20,853,521	-1,725	20,851,796	5,723,895				-15,127,901	27.45%	
<b>TOTAL LOCAL OPERATING</b>	<b>20,853,521</b>	<b>-1,725</b>	<b>20,851,796</b>	<b>5,432,344</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>DEDICATED LOCAL FUND</b>										
REVENUE	13,961,684	507,337	14,469,021	5,493,183				-8,975,838	37.97%	
EXPENSE	13,961,684	507,337	14,469,021	2,917,802				-11,551,219	20.17%	
<b>TOTAL DEDICATED LOCAL FUND</b>	<b>13,961,684</b>	<b>507,337</b>	<b>14,469,021</b>	<b>2,575,381</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>GRANTS &amp; CONTRACTS</b>										
REVENUE	13,671,347	7,596,856	21,268,203	3,874,472				-17,393,731	18.22%	
EXPENSE	13,671,347	7,596,856	21,268,203	2,564,864				-18,703,339	12.06%	
<b>TOTAL GRANTS &amp; CONTRACTS</b>	<b>13,671,347</b>	<b>7,596,856</b>	<b>21,268,203</b>	<b>1,309,608</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>TOTAL OPERATING FUNDS:</b>	<b>74,051,759</b>	<b>8,874,481</b>	<b>82,926,240</b>	<b>9,317,333</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>PROPRIETARY FUNDS:</b>										
<b>STORES FUND</b>										
REVENUE	350,000	0	350,000	82,610				-267,390	23.60%	
EXPENSE	350,000	0	350,000	59,930				-290,070	17.12%	
<b>TOTAL STORES FUND</b>	<b>350,000</b>	<b>0</b>	<b>350,000</b>	<b>22,680</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>COMPUTER SERVICE FUND</b>										
REVENUE	410,000	0	410,000	402,002				-7,998	98.05%	
EXPENSE	410,000	0	410,000	26,161				-383,839	6.38%	
<b>TOTAL COMPUTER SERVICE FUND</b>	<b>410,000</b>	<b>0</b>	<b>410,000</b>	<b>375,841</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>PRINTING FUND</b>										
REVENUE	1,058,747	0	1,058,747	231,978				-826,769	21.91%	
EXPENSE	1,058,747	0	1,058,747	228,540				-830,207	21.59%	
<b>TOTAL PRINTING FUND</b>	<b>1,058,747</b>	<b>0</b>	<b>1,058,747</b>	<b>3,438</b>	<b>0</b>	<b>0</b>	<b>0</b>			

COMMUNITY COLLEGE DISTRICT VIII  
 BELLEVUE COLLEGE  
 2011-12 Quarterly Financial Report  
 For the Period Ending  
 September 30, 2011

	2011-12 INITIAL BUDGET	CUMULATIVE BUDGET REVISIONS	2011-12 REVISED BUDGET	PERIOD ENDING				2011-12 DIFFERENCE ACTUAL LESS BUDGET	2011-12 YTD % BUDGET
				SEP 2011 CUMULATIVE ACTUAL REVENUE & EXPENSE	DEC 2011 CUMULATIVE ACTUAL REVENUE & EXPENSE	MAR 2012 CUMULATIVE ACTUAL REVENUE & EXPENSE	JUN 2012 CUMULATIVE ACTUAL REVENUE & EXPENSE		
<b>MOTOR POOL</b>									
REVENUE	16,000	0	16,000	2,920			-13,080	18.25%	
EXPENSE	16,000	0	16,000	2,920			-13,080	18.25%	
<b>TOTAL MOTOR POOL</b>	<b>16,000</b>	<b>0</b>	<b>16,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>ASSOCIATED STUDENTS</b>									
REVENUE	2,578,159	0	2,578,159	1,264,460			-1,313,699	49.05%	
EXPENSE	2,578,159	0	2,578,159	295,652			-2,282,507	11.47%	
<b>TOTAL ASSOCIATED STUDENTS</b>	<b>2,578,159</b>	<b>0</b>	<b>2,578,159</b>	<b>968,808</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>BOOKSTORE</b>									
REVENUE	4,746,110	0	4,746,110	1,620,606			-3,125,504	34.15%	
EXPENSE	4,425,460	0	4,425,460	1,862,478			-2,562,982	42.09%	
<b>TOTAL BOOKSTORE</b>	<b>4,746,110</b>	<b>0</b>	<b>4,746,110</b>	<b>-241,872</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>PARKING</b>									
REVENUE	2,053,297	0	2,053,297	1,178,817			-874,480	57.41%	
EXPENSE	2,053,297	0	2,053,297	189,897			-1,863,400	9.25%	
<b>TOTAL PARKING</b>	<b>2,053,297</b>	<b>0</b>	<b>2,053,297</b>	<b>988,920</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>FOOD SERVICES</b>									
REVENUE	1,476,576	0	1,476,576	212,289			-1,264,287	14.38%	
EXPENSE	1,476,576	0	1,476,576	307,113			-1,169,463	20.80%	
<b>TOTAL FOOD SERVICES</b>	<b>1,476,576</b>	<b>0</b>	<b>1,476,576</b>	<b>-94,824</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>OTHER AUXILIARY ENTERPRISES</b>									
REVENUE	3,299,126	0	3,299,126	964,871			-2,334,255	29.25%	
EXPENSE	3,299,126	0	3,299,126	784,016			-2,515,110	23.76%	
<b>OTHER AUXILIARY ENTERPRISES</b>	<b>3,299,126</b>	<b>0</b>	<b>3,299,126</b>	<b>180,855</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>TOTAL PROPRIETARY FUNDS:</b>	<b>15,988,015</b>	<b>0</b>	<b>15,988,015</b>	<b>2,203,846</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>FIDUCIARY FUNDS:</b>									
<b>GRANTS IN AID</b>									
REVENUE	9,205,800	0	9,205,800	1,653,202			-7,552,598	17.96%	
EXPENSE	9,205,800	0	9,205,800	3,096,263			-6,109,537	33.63%	
<b>TOTAL GRANTS IN AID</b>	<b>9,205,800</b>	<b>0</b>	<b>9,205,800</b>	<b>-1,443,061</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>STUDENT LOAN</b>									
REVENUE	7,000,000	0	7,000,000	1,703,248			-5,296,752	24.33%	
EXPENSE	7,000,000	0	7,000,000	1,911,357			-5,088,643	27.31%	
<b>TOTAL STUDENT LOAN</b>	<b>7,000,000</b>	<b>0</b>	<b>7,000,000</b>	<b>-208,109</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>FINANCIAL AID FUND</b>									
REVENUE	800,000	0	800,000	510,274			-289,726	63.78%	
EXPENSE	800,000	0	800,000	214,567			-585,433	26.82%	
<b>TOTAL FINANCIAL AID FUND</b>	<b>800,000</b>	<b>0</b>	<b>800,000</b>	<b>295,707</b>	<b>0</b>	<b>0</b>	<b>0</b>		





COMMUNITY COLLEGE DISTRICT VIII  
 BELLEVUE COLLEGE  
 2011-12 Quarterly Financial Report  
 For the Period Ending September 30, 2010

QUARTERLY COMPARISON OF FY 10, FY 11, FY 12 - BUDGET, REVENUE, AND EXPENSE BY FUND									
	FY 10	FY 11	FY 12	FY 10 - SEP CUMULATIVE ACTUAL REVENUE & EXPENSE	FY 11 - SEP CUMULATIVE ACTUAL REVENUE & EXPENSE	FY 12 - SEP CUMULATIVE ACTUAL REVENUE & EXPENSE	2009-10 ACT/BDGT & BDGT/BDGT TOTAL	2010-11 ACT/BDGT & BDGT/BDGT TOTAL	2011-12 ACT/BDGT & BDGT/BDGT TOTAL
<b>OPERATING FUND:</b>									
STATE ALLOCATION									
ALLOCATION	32,213,717	32,404,397	26,337,220	6,881,864	7,021,734	4,548,908	21.36%	21.67%	17.27%
EXPENSE	32,213,717	32,404,397	26,337,220	6,881,864	7,021,734	4,548,908	21.36%	21.67%	17.27%
<b>TOTAL STATE ALLOCATION</b>	<b>32,213,717</b>	<b>32,404,397</b>	<b>26,337,220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28.7%</b>	<b>26.4%</b>	<b>22.8%</b>
LOCAL OPERATING									
REVENUE	18,251,211	18,104,536	20,233,775	8,937,122	11,015,923	11,156,239	48.97%	60.85%	55.14%
EXPENSE	18,251,211	18,104,536	20,851,796	3,495,074	4,301,993	5,723,895	19.15%	23.76%	27.45%
<b>TOTAL LOCAL OPERATING</b>	<b>18,251,211</b>	<b>18,104,536</b>	<b>20,851,796</b>	<b>5,442,048</b>	<b>6,713,930</b>	<b>5,432,344</b>	<b>16.3%</b>	<b>14.7%</b>	<b>18.1%</b>
DEDICATED LOCAL FUND									
REVENUE	14,229,443	14,431,713	14,469,021	4,964,389	6,031,813	5,493,183	34.89%	41.80%	37.97%
EXPENSE	14,229,443	14,431,713	14,469,021	2,253,985	2,613,360	2,917,802	15.84%	18.11%	20.17%
<b>TOTAL DEDICATED LOCAL FUND</b>	<b>14,229,443</b>	<b>14,431,713</b>	<b>14,469,021</b>	<b>2,710,404</b>	<b>3,418,453</b>	<b>2,575,381</b>	<b>12.7%</b>	<b>11.7%</b>	<b>12.5%</b>
GRANTS & CONTRACTS									
REVENUE	18,008,090	20,622,406	21,268,203	2,961,485	3,554,931	3,874,472	16.45%	17.24%	18.22%
EXPENSE	18,008,090	20,622,406	21,268,203	2,332,177	2,762,072	2,564,865	12.95%	13.39%	12.06%
<b>TOTAL GRANTS &amp; CONTRACTS</b>	<b>18,008,090</b>	<b>20,622,406</b>	<b>21,268,203</b>	<b>629,308</b>	<b>792,859</b>	<b>1,309,607</b>	<b>16.0%</b>	<b>16.8%</b>	<b>18.4%</b>
<b>TOTAL OPERATING FUNDS:</b>	<b>82,702,461</b>	<b>85,563,052</b>	<b>82,926,240</b>	<b>8,781,760</b>	<b>10,925,242</b>	<b>9,317,332</b>	<b>73.7%</b>	<b>69.6%</b>	<b>71.9%</b>
<b>PROPRIETARY FUNDS:</b>									
STORES FUND									
REVENUE	350,000	350,000	350,000	82,417	89,310	82,610	23.55%	25.52%	23.60%
EXPENSE	350,000	350,000	350,000	68,142	61,104	59,930	19.47%	17.46%	17.12%
<b>TOTAL STORES FUND</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>14,275</b>	<b>28,206</b>	<b>22,680</b>	<b>0.3%</b>	<b>0.3%</b>	<b>0.3%</b>
COMPUTER SERVICE FUND									
REVENUE	318,597	1,217,246	410,000	216,742	148,772	402,002	68.03%	12.22%	98.05%
EXPENSE	318,597	1,217,246	410,000	-27,308	-6,354	26,161	-8.57%	-0.52%	6.38%
<b>TOTAL COMPUTER SERVICE FUND</b>	<b>318,597</b>	<b>1,217,246</b>	<b>410,000</b>	<b>244,050</b>	<b>155,126</b>	<b>375,841</b>	<b>0.3%</b>	<b>1.0%</b>	<b>0.4%</b>
PRINTING FUND									
REVENUE	1,159,843	1,093,124	1,058,747	270,632	256,514	231,978	23.33%	23.47%	21.91%
EXPENSE	1,159,843	1,093,124	1,058,747	245,695	247,624	228,540	21.18%	22.65%	21.59%
<b>TOTAL PRINTING FUND</b>	<b>1,159,843</b>	<b>1,093,124</b>	<b>1,058,747</b>	<b>24,937</b>	<b>8,890</b>	<b>3,438</b>	<b>1.0%</b>	<b>0.9%</b>	<b>0.9%</b>
MOTOR POOL									

COMMUNITY COLLEGE DISTRICT VIII  
 BELLEVUE COLLEGE  
 2011-12 Quarterly Financial Report  
 For the Period Ending September 30, 2010

	FY 10	FY 11	FY 12	FY 10 - SEP CUMULATIVE ACTUAL REVENUE & EXPENSE	FY 11 - SEP CUMULATIVE ACTUAL REVENUE & EXPENSE	FY 12 - SEP CUMULATIVE ACTUAL REVENUE & EXPENSE	2009-10 ACT/BDGT & BDGT/BDGT TOTAL	2010-11 ACT/BDGT & BDGT/BDGT TOTAL	2011-12 ACT/BDGT & BDGT/BDGT TOTAL
REVENUE	16,000	16,000	16,000	2,579	3,676	2,920	16.12%	22.98%	18.25%
EXPENSE	16,000	16,000	16,000	1,645	2,067	2,920	10.28%	12.92%	18.25%
<b>TOTAL MOTOR POOL</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>934</b>	<b>1,609</b>	<b>0</b>	<b>0.01%</b>	<b>0.01%</b>	<b>0.01%</b>
ASSOCIATED STUDENTS									
REVENUE	2,299,291	2,532,268	2,578,159	1,125,496	1,188,567	1,264,460	48.95%	46.94%	49.05%
EXPENSE	2,299,291	2,532,268	2,578,159	253,551	345,068	295,652	11.03%	13.63%	11.47%
<b>TOTAL ASSOCIATED STUDENTS</b>	<b>2,299,291</b>	<b>2,532,268</b>	<b>2,578,159</b>	<b>871,945</b>	<b>843,499</b>	<b>968,808</b>	<b>2.0%</b>	<b>2.1%</b>	<b>2.2%</b>
BOOKSTORE									
REVENUE	5,288,005	5,316,155	4,746,110	2,027,334	1,946,625	1,620,606	38.34%	36.62%	34.15%
EXPENSE	4,604,838	4,608,680	4,425,460	1,784,857	1,560,209	1,862,478	38.76%	33.85%	42.09%
<b>TOTAL BOOKSTORE</b>	<b>5,288,005</b>	<b>5,316,155</b>	<b>4,746,110</b>	<b>242,477</b>	<b>386,416</b>	<b>-241,872</b>	<b>4.7%</b>	<b>4.3%</b>	<b>4.1%</b>
PARKING									
REVENUE	1,749,441	1,878,870	2,053,297	853,808	933,607	1,178,817	48.80%	49.69%	57.41%
EXPENSE	1,749,441	1,878,870	2,053,297	117,149	92,959	189,897	6.70%	4.95%	9.25%
<b>TOTAL PARKING</b>	<b>1,749,441</b>	<b>1,878,870</b>	<b>2,053,297</b>	<b>736,659</b>	<b>840,648</b>	<b>988,920</b>	<b>1.6%</b>	<b>1.5%</b>	<b>1.8%</b>
FOOD SERVICES									
REVENUE	1,490,182	1,404,362	1,476,576	233,201	243,808	212,289	15.65%	17.36%	14.38%
EXPENSE	1,490,182	1,404,362	1,476,576	329,558	287,054	307,113	22.12%	20.44%	20.80%
<b>TOTAL FOOD SERVICES</b>	<b>1,490,182</b>	<b>1,404,362</b>	<b>1,476,576</b>	<b>-96,357</b>	<b>-43,246</b>	<b>-94,824</b>	<b>1.3%</b>	<b>1.1%</b>	<b>1.3%</b>
OTHER AUXILIARY ENTERPRISES									
REVENUE	3,213,830	3,336,886	3,299,126	973,632	1,026,130	964,871	30.30%	30.75%	29.25%
EXPENSE	3,213,830	3,336,886	3,299,126	785,992	930,678	784,016	24.46%	27.89%	23.76%
<b>TOTAL PROPRIETARY FUNDS:</b>	<b>15,885,189</b>	<b>17,144,911</b>	<b>15,988,015</b>	<b>2,226,560</b>	<b>2,316,600</b>	<b>2,203,846</b>	<b>14.1%</b>	<b>13.9%</b>	<b>13.9%</b>
FIDUCIARY FUNDS:									
GRANTS IN AID									
REVENUE	6,044,300	9,060,800	9,205,800	1,901,860	2,791,699	1,653,202	31.47%	30.81%	17.96%
EXPENSE	6,044,300	9,060,800	9,205,800	2,399,700	3,377,790	3,096,263	39.70%	37.28%	33.63%
<b>TOTAL GRANTS IN AID</b>	<b>6,044,300</b>	<b>9,060,800</b>	<b>9,205,800</b>	<b>-497,840</b>	<b>-586,091</b>	<b>-1,443,061</b>	<b>5.4%</b>	<b>7.4%</b>	<b>8.0%</b>
STUDENT LOAN									
REVENUE	6,900,000	10,400,000	7,000,000	1,116,749	1,339,325	1,703,248	16.18%	12.88%	24.33%
EXPENSE	6,900,000	10,400,000	7,000,000	1,179,831	1,928,528	1,911,357	17.10%	18.54%	27.31%
<b>TOTAL STUDENT LOAN</b>	<b>6,900,000</b>	<b>10,400,000</b>	<b>7,000,000</b>	<b>-63,082</b>	<b>-589,203</b>	<b>-208,109</b>	<b>6.1%</b>	<b>8.5%</b>	<b>6.1%</b>
FINANCIAL AID FUND									

COMMUNITY COLLEGE DISTRICT VIII  
BELLEVUE COLLEGE

2011-12 Quarterly Financial Report  
For the Period Ending September 30, 2010

	FY 10	FY 11	FY 12	FY 10 - SEP CUMULATIVE ACTUAL REVENUE & EXPENSE	FY 11 - SEP CUMULATIVE ACTUAL REVENUE & EXPENSE	FY 12 - SEP CUMULATIVE ACTUAL REVENUE & EXPENSE	2009-10 ACT/BDGT & BDGT/BDGT TOTAL	2010-11 ACT/BDGT & BDGT/BDGT TOTAL	2011-12 ACT/BDGT & BDGT/BDGT TOTAL
REVENUE	750,000	750,000	800,000	394,858	495,551	510,274	52.65%	66.07%	63.78%
EXPENSE	750,000	750,000	800,000	296,521	306,244	214,567	39.54%	40.83%	26.82%
<b>TOTAL FINANCIAL AID FUND</b>	<b>750,000</b>	<b>750,000</b>	<b>800,000</b>	<b>98,337</b>	<b>189,307</b>	<b>295,707</b>	<b>0.7%</b>	<b>0.6%</b>	<b>0.7%</b>
AGENCY									
REVENUE	0	0	0	529,066	774,651	775,424	n/a	n/a	n/a
EXPENSE	0	0	0	314,202	450,819	638,522	n/a	n/a	n/a
<b>TOTAL AGENCY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>214,864</b>	<b>323,832</b>	<b>136,902</b>			
<b>TOTAL ENDOWMENT LOCAL REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,675</b>	<b>2,674</b>	<b>1,782</b>	n/a	n/a	n/a
<b>TOTAL FIDUCIARY FUNDS:</b>	<b>13,694,300</b>	<b>20,210,800</b>	<b>17,005,800</b>	<b>-245,046</b>	<b>-659,481</b>	<b>-1,216,779</b>	<b>12.2%</b>	<b>16.4%</b>	<b>14.7%</b>
<b>TOTAL ANNUAL REVENUE:</b>	<b>112,281,950</b>	<b>122,918,763</b>	<b>115,302,034</b>	<b>33,475,909</b>	<b>38,865,310</b>	<b>35,677,285</b>	<b>29.8%</b>	<b>31.6%</b>	<b>30.9%</b>
<b>TOTAL ANNUAL EXPENSE:</b>	<b>111,598,783</b>	<b>122,211,288</b>	<b>115,599,405</b>	<b>22,712,635</b>	<b>26,282,949</b>	<b>25,372,886</b>	<b>20.4%</b>	<b>21.5%</b>	<b>21.9%</b>
<b>NET GAIN (LOSS) YEAR TO DATE:</b>				<b>10,763,274</b>	<b>12,582,361</b>	<b>10,304,399</b>			

**REGULAR MEETING AGENDA ITEM**  
**November 30 2011**

**Tab 3**

Information     Discussion     Action

**Topic**

Parking and Traffic: Policy 6200 and Washington Administrative Code (WAC) 132H-116

**Description**

The Transportation Task Force is recommending changes to the parking and traffic policy and corresponding sections of WAC 132H-116 in order to improve the implementation and enforcement of a fee-based parking system on campus.

**Key Questions**

- \* How will these changes support sustainable transportation management solution?
- \* What is the impact to the students, employees and visitors?

**Analysis**

The college implemented parking fees as a sustainable solution to transportation management and finance. Parking fees create an ongoing source of funding and provide a mechanism to manage demand for parking to available supply. The changes proposed simplify and streamline parking enforcement with the parking fee system.

Proposed revisions include clarification that visitors must acquire daily or guest permits, authorization of the use of collection agencies for unpaid fines, and removal of enforcement hours from the policy. Hours of enforcement are to be published separately, similar to Policy 6050 Campus Hours of Operation.

These changes will reinforce a unified parking permit system and ensure Public Safety is able to distinguish vehicles without authorization to park. By authorizing use of collections the College will expand its enforcement toolkit to assure participation in the parking fee system by all groups and reduce administrative burden across campus. Removing the hours of enforcement will give the College the ability to adjust enforcement to meet changing needs and available resources.

Students, employees and visitors will benefit from a simplified policy which improves service and assures that all groups are treated equitably. All groups will be required to display a valid permit on main campus parking during the published hours of enforcement and be held accountable through an expanded toolkit for collecting unpaid fines. Collectively the changes proposed support the parking fee system and sustainable transportation management.

### **Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII hereby approves WAC 132H-116 and Policy 6200 as amended.

### **Background Information**

The policy was reviewed and approved by the All College Council and President's Staff. The WAC amendment process has followed the guidelines of the Office of the Code Reviser, including Preproposal Statement of Inquiry (CR-101), Proposed Rule Making (CR-102) and a Public Hearing held September 8<sup>th</sup>, 2011.

Attachment 1: Policy 6200: Parking and Traffic

Attachment 2: WAC 132H-116

**Prepared by:** Rachel Solemsaas, VP Administrative Services  
[rachel.solemsaas@bellevuecollege.edu](mailto:rachel.solemsaas@bellevuecollege.edu), 425 564 2446

## **6200 PARKING AND TRAFFIC**

Original Date: 6/11/1992 \* Last Revision Effective:  
Policy Contact: Vice President, Administrative Services

### **POLICY**

Under [RCW 28B.50.140\(10\)](#), the board of trustees of Bellevue College has the authority to establish rules and regulations for pedestrian and vehicular traffic over property owned, operated, or maintained by the college district.

Bellevue College manages parking and traffic to assure a safe, accessible and financially and environmentally sustainable learning, working and living environment. Bellevue College supports commute trip reduction as a cost effective method to provide adequate parking.

No person shall park or leave any vehicle, whether attended or unattended, upon the campus of Bellevue College without a valid permit or authorization.

Parking is provided as a service to the students, faculty and staff without liability for damage or loss incurred. The issuance of a parking permit does not guarantee the availability of a parking space.

Drivers of vehicles shall obey the signs, barricades, structures, markings, and directions erected. Drivers shall also comply with the directions given them by a public safety officer or other public safety personnel controlling and regulating traffic or parking.

No person shall move, deface, or in any way change a permit, sign, barricade, structure, marking, or direction so placed, or previously placed, for the purpose of regulating traffic or parking.

Upon probable cause to believe that a violation of these rules and regulations has occurred, the vice president of administrative services and his or her designees may issue citations. If any citation remains unpaid Bellevue College may take additional actions.

### **DEFINITIONS**

A valid permit is:

- A current student or faculty/staff permit; or
- A temporary permit authorized by public safety.

### **RELEVANT LAWS AND OTHER RESOURCES**

- The motor vehicle and other traffic laws of the state of Washington
- WAC [132H-116-300 through 790](#)
- Bellevue College Procedure 6200P
- [Bellevue College Policy 4850 Commute Trip Reduction Program](#)

### **REVISION HISTORY**

Original 6/11/1992  
Revisions 1/11/2004; 5/10/2005; 5/21/2009

### **APPROVED BY**

All College Council  
Board of Trustees  
President's Staff

# 6200P PARKING AND TRAFFIC

Original Date: 6/11/1992 \* Last Revision Effective: 5/21/2009  
Policy Contact: Vice President, Administrative Services

## PURPOSE

The following procedures are established to meet the requirements for implementing policy [#6200- PARKING AND TRAFFIC](#)

## PROCEDURES

### Allocation of Parking Spaces

The parking space available on the campus shall be allocated by the vice president of administrative services or his/her designee ~~in such manner as will best obtain~~ consistent with the objectives of these regulations. The vice president of administrative services or his/her designee is further authorized to designate and mark the various parking areas on the campus with numbers or titles or both. This includes the authorization to reserve certain areas for vehicles displaying certain special permits.

### Enforcement

The vice president of administrative services is responsible for parking and traffic management on campus. ~~Duly appointed~~ The public safety officers of Bellevue College ~~are is~~ delegated the authority to enforce all college parking and traffic rules and regulations.

The authority and powers conferred upon ~~the director of campus operations or~~ the director of public safety by these regulations may be delegated by them to their subordinates.

### Parking Fees

Parking fees may be adopted by the board of trustees, specifying the charge per quarter and year.

### Liability

Except for college-owned and/or ~~operated~~ vehicles, the college assumes no liability under any circumstances for vehicles on college properties.

### Parking Permits

No person shall park or leave any vehicle, whether attended or unattended, upon the campus of Bellevue College during the hours published on the Bellevue College website between 6:00 a.m. and 3:00 p.m. without properly displaying a valid Bellevue College permit, a disability placard or license plate or a government agency license plate issued or by without prior authorization of the public safety or cashiering offices. ~~Vehicles displaying government agency license plates do not need Bellevue College parking permits.~~

A valid permit ~~is~~ includes:

- o a current student or faculty/staff permit displayed in accordance with ~~(see subsection D below)~~;
- o a temporary permit authorized by public safety and displayed in accordance with instructions.

The college reserves the right to refuse the issuance of a parking permit.

### Authorization For Issuance Of Permits

The vice president of administrative services or his or her designee is authorized to issue all Bellevue College parking permits.

### Special Permits

Special permits are valid only in the areas specified, on the date(s) and/or times specified on the permits, and when must be displayed ~~visibly on the dashboard of the vehicle (see in accordance with subsection D below).~~ ~~Vehicles operated by students, faculty, and staff members must display a regular student or faculty/staff permit in addition to the special permit.~~

- **Carpool Permits.** Carpool permits may be issued to faculty, staff, or students. All members of the carpool must appear in person when applying for the permit. One ~~transferable~~ permit will be issued by the public safety office for each carpool. This permit ~~is transferable~~ shall only be used only among the registered members of the carpool. Carpool permits must be displayed in accordance with the instructions provided with the permit. ~~Each~~ Carpool vehicles must also display a regular student or faculty/staff permit.
- **Handicapped-Disabled Parking Permits.** Only vehicles displaying a valid state of Washington placard may park in spaces designated for the disabled. Vehicles with disability placards may park in all areas designated for parking.
- **Low Emissions Fuel Efficient (LEFE) Permits.** Only vehicles displaying a ~~current valid student or staff/faculty college~~ parking permit and a low emissions fuel efficient permit issued by the college may use LEFE stalls. Permits will only be issued to vehicles certified as LEFE by the Environmental Protection Agency (EPA).



- **Daily and Hourly Permits.** ~~Daily One-day and hourly~~ parking permits may be ~~requested-issued from-through~~ public safety ~~-authorized distribution points.~~ or may be printed from the Temporary Parking Permit site on MyBCC and given to visitors attending conferences, interviews, etc. These permits are valid in faculty/staff lots.
- **Other Special Guest Permits.** Public safety ~~has authority to~~ issues ~~special-temporary permits or special reserved permits to faculty members, staff, students, parents of Child Care or Headstart participants, volunteers working in Bellevue College programs, or vendorsto~~ guests as directed by President's Staff or if issuing such permits enhances the operation of the college.
- **Temporary Overnight Permits.** Drivers needing to leave vehicles on campus overnight or for extended periods of time (e.g., because the vehicle is inoperable, or because the driver will participate in a field trip) ~~may~~ must request and display an authorized temporary parking permits from public safety. ~~Drivers may also request temporary permits if they will be using a borrowed or rented vehicle.~~
- **Special Events.** The public safety office and events office assists college divisions which sponsor functions such as conferences, seminars, dinners, and similar events, in arranging reserved parking and direction signs as appropriate. Requests for such assistance must be received in-by public safety at least 48 hours in-with advance notice.

#### *Display Of Permits*

~~Student or Faculty/Staff Permits.~~ The vehicle pPermits issued by the Bellevue eCollege shall be affixed to the vehicle ~~indisplayed in~~ accordance with instructions ~~printed-issued within~~ the permit ~~backing or end tab~~. Permits not displayed in accordance with the provisions of this section shall not be valid and vehicles displaying the improperly placed permit shall be subject to citation.

~~Temporary or Special Permits.~~ The temporary permit shall be displayed on the dashboard of the vehicle in such a way that it is legible from outside the vehicle.

#### *Responsibility Of Permit Holder for vehicles*

The person to whom a permit is issued is responsible for the vehicle in or upon which the permit is displayed. He or she shall be held responsible for all violations of these rules and regulations charged to that vehicle. However, the operator of a vehicle will not be held relieved of responsibility for violating any rule or regulation simply because he or she is not also the permit holder.

#### *Transfer Of Permits*

With the exception of carpool permits, Pparking permits are not transferable between individuals. Permits may be moved between vehicles to which the permit is registered. If a vehicle is sold or traded, a replacement permit will be issued to the permit holder.

~~if he/she:~~

- ~~records the invalid permit number;~~
- ~~removes the invalid permit; and~~
- ~~brings the invalid permit or remnants thereof to public safety.~~

~~Public safety will then issue a replacement permit, and the permit holder will be registered under the new number.~~

#### *Replacement Permit*

Lost, stolen or destroyed Ppermits may be reissued through an appeal as authorized by the director of public safety for a \$20 fee.-

#### *Refunds*

Partial refunds for parking permits fees are available only in special circumstances through an appeal to the Director of Public Safety or his or her designee in the circumstances outlined in the appeal form on the Public Safety website.

Parking permit fees will be refunded at 100% less \$5 when the appeal is received by the fifth instructional day of the quarter.

Parking permit fees will be refunded at 50% when the permit is received the sixth instructional day through the twentieth calendar day of the quarter.

Parking permit fees will not be refunded after the twentieth calendar day of the quarter.

#### *Permit Revocation*

Parking permits are the property of the college and may be revoked by the vice president of administrative services or his/her designee for any of the following reasons:

- when the purpose for which the permit was issued no longer exists;

- when a permit is used by an unauthorized individual;
- falsification on a parking permit application;
- counterfeiting or alteration of permits;
- repeated violation of parking and traffic regulations; or
- failure to comply with a final decision of the Citation Review Committee or institutional hearing officer.

Parking permit revocations may be appealed to the Citation Review Committee and to the institutional hearing officer.

## Parking and Traffic Rules

### ~~Regulatory Signs, Markings, Barricades~~

~~The director of campus operations or his/her designee is authorized to erect signs, barricades, and other structures and to paint marks and other directions upon the streets and parking areas owned and operated by the college. Such signs, barricades, structures, markings, and directions shall be so made and placed as in the opinion of the director of campus operations will best achieve the goals of these regulations.~~

~~Drivers of vehicles shall obey the signs, barricades, structures, markings, and directions erected pursuant to this section. Drivers shall also comply with the directions given them by a public safety officer or other public safety personnel controlling and regulating traffic or parking.~~

~~No person without authorization from the director of campus operations or his/her designee shall move, deface, or in any way change a sign, barricade, structure, marking, or direction so placed, or previously placed, for the purpose of regulating traffic or parking.~~

### ~~Issuance Of Traffic Citations~~

~~Upon probable cause to believe that a violation of these rules and regulations has occurred, the vice president of administrative services and/or duly appointed public safety officers may issue citations setting forth the date, the approximate time, the locality, the nature of the violation, the permit number, license number, infraction, officer, and the amount of the fine(s) by affixing a copy thereof to the vehicle allegedly involved in such violation, by placing a copy thereof in some prominent place upon such vehicle, delivered by mail or by personal service.~~

### ~~Day And Evening Parking~~ Parking by Permit Type

Students, staff, and faculty may obtain ~~daytime and/or evening~~ parking on campus to the extent that spaces are available as follows:

- Student daytime parking is limited to areas designated Student Parking.
- Staff/faculty daytime parking is limited to areas designated Staff/Faculty Parking.
- Temporary parking permit validity is limited to the areas designated in the issuance of the permit.

Lot designations by permit type are published on the Bellevue College website and parking map or issued with the permit. Special instructions on lot designation by permit type may be issued by the Vice-President of Administrative Services or his or her designee.

- ~~Evening parking, after 3:00 p.m., for students, staff, and faculty is available in all designated parking areas with the exceptions of parking spaces for the handicapped, the college motor pool, and specifically signed reserved areas. Students may not park in those lots designated as "Staff/Faculty Parking" with signage stating "No Student Parking Anytime Mon-Fri".~~

### Parking Within Designated Spaces

- No vehicle shall be parked on the campus except in those areas set aside and designated as parking areas.
- No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall shall not constitute an excuse for a violation of this section.
- No vehicle shall be parked at any time in campus roadways, fire lanes, bus zones, loading zones, or service driveways; or on sidewalks; or in the landscaping except emergency vehicles and designated service vehicles.

### Parking - Operator's Responsibility

No person driving or in charge of a motor vehicle shall permit it to stand unattended without first:

- Stopping the engine, locking the ignition and removing the key.
- Effectively setting the brake and transmission to prevent movement of the vehicle.

### Motorcycles, Bicycles And Scooters

- Motorcycles, bicycles, and scooters are for the purpose of these regulations considered to be motor vehicles and are subject to all traffic and parking rules and regulations controlling other motor vehicles.
- Motorcycles and motorized scooters may ~~must~~ be parked in designated areas. in addition to the regular parking lots.
- Motorcycles and motorized scooters are not permitted at any time on paths, sidewalks, or authorized bicycle or pedestrian areas, or in buildings at any time.

- Bicycles shall be parked in designated areas only. Improperly parked bicycles may be impounded and a citation and/or a fine imposed upon the owner. Public safety patrol bicycles are exempt.
- No bicycles or foot-propelled devices shall be operated on campus walkways, corridors, hallways, or in buildings unless their use is required as part of the educational process in an authorized program with the exception of designated emergency or campus operations vehicles.

#### *Speed*

No vehicles shall be operated on the campus at a speed in excess of 20 miles per hour or such lower speed as is reasonable and prudent in the circumstances.

#### *Pedestrian's Right Of Way*

The operator of a vehicle shall yield the right of way, slowing down or stopping if need be, to so yield to any pedestrian, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible or unsafe for the driver to yield. Pedestrians shall use sidewalks where sidewalks are provided.

Whenever any vehicle slows or stops so as to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass the vehicle which has slowed or stopped to yield to pedestrian traffic.

#### *Report Of Accident Or Theft*

The operator of any vehicle involved in an accident on campus resulting in injury to or death of any person or ~~total or~~ claimed damage to either or both vehicles ~~of \$500 or more~~ shall within 24 hours report such accident to public safety. This does not relieve any person so involved in an accident from his ~~her or her~~ responsibility to file a state of Washington motor vehicle accident report ~~within 24 hours after such accident.~~

Students, faculty, staff, and visitors should report any thefts of or out of vehicles to public safety promptly.

#### *Visitor's Parking*

~~The director of public safety may allow visitors without permits to drive through the campus without parking and may also require visitors to wait at the entrances to campus during times when pedestrian and/or vehicular traffic congestion is above normal.~~

~~Guests of the college who are present to attend a conference, interview, etc., may be issued visitor permits valid for faculty/staff parking lots. Visitors on brief errands to campus may park in any student lot. Visitors are subject to the parking regulations of Bellevue College.~~

#### *Distribution Of Literature In Parking Lots*

Distribution of unauthorized literature ~~by placing the same~~ on motor vehicles parked on the premises of Bellevue College is hereby prohibited. Violators will be fined.

Literature includes but is not limited to:

- Pamphlets
- Flyers
- Stickers

#### *Special Parking And Traffic Regulations Restrictions Authorized*

During special occasions causing additional and/or heavy traffic and during emergencies, the director of public safety or his or her designee is authorized to impose additional traffic and parking regulations to achieve the specified objectives of this chapter.

#### *Exceptions To Parking And Traffic Restrictions*

The regulations governing permits and parking within designated spaces shall not apply to the drivers of state-owned vehicles operated by Bellevue College in the performance of assigned functions.

#### **Traffic Citations**

Upon probable-reasonable cause to believe that a violation of the parking and traffic rules and regulations has occurred, the vice president of administrative services and/or ~~duly appointed public safety officers~~ public safety may issue citations ~~setting forth the date, the approximate time, the locality, the nature of the violation, the permit number, license number, infraction, officer, and the amount of the fine(s) by affixing a copy thereof to the vehicle allegedly involved in such violation,~~ by placing a copy thereof in some prominent place upon such vehicle or, delivered by mail, electronic communications or by personal service.

#### *Fines, Penalties And Impounding*

- The current schedule and fines for parking and traffic violations shall be published by the college and made available for review in the public safety office website.

~~An individual receiving a parking and traffic citation must pay all fines listed on the citation or envelope notice within 20 the deadline calendar days after the date on the citation or envelope notice unless he/she elects to appeal the citation. Any person may file an appeal for any parking citation. Payments should be taken or mailed to the cashiering office.~~

- If any citation remains unpaid after ~~20 the deadline issued on the citation or envelope or after any appeal~~ calendar days from the date of the citation, Bellevue College may take any of the following additional actions including, but not limited to:
  - withhold degrees, transcripts, grades, refunds, and/or credits;
  - block or delay registration for the following quarter;
  - impound the violator's vehicle;
  - ~~○ deny future parking privileges, whether student or faculty/staff;~~
  - refuse to issue keys to students, faculty, or staff.
  - send the account to collections
- In addition to imposing fines, the vice president of administrative services and ~~duly the director of appointed public safety officers~~ or his or her designees are authorized to impound, immobilize, and take to such place for storage as the director of public safety or his or her designee selects, any vehicles parked on college property in violation of these regulations, with the following stipulations:
  - The expenses of such impounding, immobilization, and storage shall be charged to the owner or operator of the vehicle and must be paid prior to the vehicle's release.
  - The college shall not be liable for loss or damage of any kind resulting from such impounding, immobilization, or storage.
  - Impoundment of a vehicle does not remove the obligation for any fines associated with the violation(s).
  - Ground for impounding vehicles shall include but not be limited to the following:
    - blocking a roadway so as to impede the flow of traffic;
    - blocking a walkway so as to impede the flow of pedestrian traffic;
    - blocking a fire hydrant or fire lane;
    - creating a safety hazard in the opinion of a public safety officer;
    - ~~▪ blocking another legally parked vehicle;~~
    - parking in a marked "tow away" zone.
- An accumulation of traffic violations or severe infractions by a student or employee will be cause for disciplinary action, and the vice president of administrative services or his/her designee may initiate disciplinary proceedings against such students or employees.

#### *Appeal Of Fines And Penalties*

*Right to Appeal.* Anyone who has received a citation for an alleged violation of these parking and traffic rules has the right to appeal. Appeals must be made in writing and must be submitted to the public safety office within 20 the calendar days deadline listed on the citation or envelope after the date of the citation. ~~Appeal forms are available from the public safety office, cashiering office and the public safety web page.~~

If the alleged violator has paid the fine(s) associated with the parking and traffic citation, he/she has forfeited the right to appeal the citation.

*Citation Review Committee.* Appeals shall be considered by the Bellevue College Citation Review Committee, which is made up of two students (one the ASG-BCC Chief Justice), a faculty representative and a classified staff representative. The Citation Review Committee shall hold hearings regularly throughout the academic year. The committee shall consider each appeal on its merits based upon these parking and traffic regulations. Appellants shall be notified of the hearing dates so that they may state their cases and present any additional evidence in person. The committee shall decide the cases of appellants who do not attend the hearing in person based on the statements given on the appeal form, with no penalty for non-appearance. Appellants who do not attend the hearing shall be sent written notification of the committee's decision.

The Citation Review Committee may uphold, reduce, or waive the fine(s) associated with the parking and traffic citation. Any fine(s) still levied against the appellant must be paid within 15 calendar days after the date of the hearing unless the appellant wishes to pursue a second-level appeal. Non-payment after 15 calendar days may result in any of the college actions listed above.

*Second Level Appeal.* An appellant who is not satisfied with the decision of the Citation Review Committee has the right to a second-level appeal before an institutional hearing officer appointed by the president of Bellevue College. The appellant must contact the institutional hearing officer within 15 calendar days after the Citation Review Committee hearing to request a second-level appeal. The institutional hearing officer shall notify the appellant of his/her decision in writing. The institutional hearing officer's decision is final.

Any appellant who has paid the fine(s) confirmed or set by the Citation Review Committee has forfeited the right to a second-level appeal.

## DEFINITIONS

### Board

- The board of trustees of Bellevue College, Community College District VIII, state of Washington.

### Campus

- Any or all real property owned, operated, controlled, or maintained by Bellevue College, Community College District VIII, state of Washington.

### Carpool

- ~~Any group of three or more faculty, staff, or students who commute to the college in the same vehicle~~ in a group number deemed efficient to the objectives of this policy as determined by the VP

## of Administrative Services.-

### College

- Bellevue College or any additional community college hereafter established within Community College District VIII, state of Washington, and collectively, those responsible for its control and operations.

### Faculty members

- Any employee of Bellevue College, Community College District VIII who is employed on a full-time or part-time basis as a teacher, counselor, librarian, or other position for which the training, experience, and responsibilities are comparable as determined by the appointing authority, including administrative appointment.

### Foot propelled device

- Wheeled devices including but not limited to skateboards, roller skates, roller blades, etc., designed or used for recreation and/or transportation purposes.

### Public Safety Officers

- Employees of the college accountable to the vice president of administrative services and responsible for campus security, safety, and parking and traffic control.

### Staff

- The administrative and classified members employed by the college.

### Student

- Any person enrolled in the college.

### Vehicle

- An automobile, truck, motorcycle, scooter, or bicycle, both engine-powered and non-engine-powered.

### Visitors

- Persons who come onto campus as guests or who lawfully visit the campus for purposes in keeping with the college's role as an institution of higher learning in the state of Washington and are neither employees nor registered students of the institution.

## **RELEVANT LAWS AND OTHER RESOURCES**

### **~~Applicable Parking and Traffic Rules and Regulations~~**

~~The applicable parking and traffic rules and regulations upon the campus are:~~

- ~~The motor vehicle and other traffic laws of the state of Washington (RCW Title 46);~~
- The traffic code of the eCity of Bellevue;
- The Bellevue College Parking and Traffic Regulations.

In case of conflict among the provisions of the motor vehicle and other traffic laws of the state of Washington or the traffic code of the city of Bellevue and the Bellevue College parking and traffic regulations, the provisions of the state of Washington motor vehicle laws shall govern.

## **REVISION HISTORY**

Original 6/11/1992

Revisions 1/11/2004; 5/10/2005; 5/21/2009

## **APPROVED BY**

All College Council  
Board of Trustees  
President's Staff

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-310 Objectives of parking and traffic rules and regulations.** The objectives of these regulations are:

(1) To protect and control pedestrian and vehicular traffic on property owned, operated, or maintained by the college district.

(2) To ~~((assure))~~ ensure access at all times for emergency equipment.

(3) To minimize traffic disturbances.

(4) To facilitate the operation of the college by ~~((assuring))~~ providing adequate access to vehicles.

(5) To allocate limited parking space for the most efficient use.

(6) To protect state property.

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-315 Definitions.** For the purpose of this chapter, the following terms and definitions shall apply:

(1) Board: The board of trustees of Community College District VIII, state of Washington.

(2) Campus: Any ~~((or))~~ and all real property owned, operated, controlled, or maintained by Community College District VIII, state of Washington.

(3) Car pool: ~~((Any group of three or more))~~ Faculty, staff, or students who commute to the college in the same vehicle under Bellevue College Policy and Procedure 6200.

(4) College: Bellevue ~~((Community))~~ College, ((or)) established within Community College District VIII, state of Washington, includes any ((additional community college hereafter established within Community College District VIII, state of Washington, and collectively,)) and all branch or other locations established by Bellevue College, and includes those responsible for its control and operations.

(5) Faculty members: Any employee of Community College District VIII who is employed ~~((on a))~~ full-time or part-time ((basis)) as a teacher, counselor, librarian or other position for which the training, experience and responsibilities are comparable as determined by the appointing authority, including administrative appointment.

(6) Foot propelled device: Wheeled devices including but not

limited to skateboards, roller skates, roller blades, etc. designed or used for recreation and/or transportation purposes.

(7) Public safety officers: Employees of the college accountable to the vice-president of administrative services and responsible for campus security, public safety, and parking and traffic control.

(8) Staff: The administrative and classified members employed by the college.

(9) Student: Any person enrolled in ~~((the))~~ classes at Bellevue College.

(10) Vehicle: An automobile, truck, motorcycle, scooter or bicycle, both engine-powered and ~~((nonengine-powered))~~ not.

(11) Visitor(s): Person(s) who come on to campus as guest(s), or who lawfully visit the campus for purposes in keeping with the college's role as an institution of higher learning in the state of Washington and are neither employees nor registered students of the institution.

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-320 Applicable parking and traffic rules and regulations.** The applicable parking and traffic rules and regulations ~~((upon the campus are))~~ for Bellevue College include:

(1) The motor vehicle and other traffic laws of the state of Washington. Title 46 RCW.

(2) The traffic code of the city of Bellevue.

(3) The Bellevue ~~((Community))~~ College parking and traffic regulations. In case of conflict among the provisions of the motor vehicle and other traffic laws of the state of Washington or the traffic code of the city of Bellevue and Bellevue ~~((Community))~~ College parking and regulations, the provisions of the state of Washington motor vehicle laws shall govern.

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-330 Enforcement of parking and traffic rules and regulations.** The vice-president of administrative services is responsible for parking and traffic management on campus. Duly appointed public safety officers of Bellevue ~~((Community))~~ College are delegated the authority to enforce all college parking and traffic rules and regulations.



AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-350 Permits required for vehicles on campus.** No person shall park, or leave any vehicle, whether attended or unattended, upon the campus of Bellevue (~~Community~~) College (~~between 6:00 a.m. and 3:00 p.m.~~) without properly displaying a valid Bellevue College permit (~~issued by the public safety or cashiering offices~~), a disability placard or license plate, or a government agency license plate. Drivers needing to leave vehicles on campus overnight or for an extended period of time must display a special permit under Bellevue College Policy and Procedure 6200.

(1) A valid permit (~~is~~) includes:

(a) A current student or faculty/staff permit (~~displayed in accordance with WAC 132H-116-356~~).

(b) A temporary permit (~~authorized by public safety and displayed in accordance with instructions~~).

(2) The college reserves the right to (~~refuse to issue~~) deny a parking permit.

(~~(3) Vehicles displaying government agency license plates do not need BCC parking permits.~~)

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-351 Authorization for issuance of permits.**

(~~(1)~~) The vice-president of administrative services or his or her designee is authorized to issue all parking permits under Bellevue College Policy and Procedure 6200.

(~~Special permits are valid only in the areas specified, on the date(s) specified on the permits, and when displayed on the dashboard of the vehicle. Vehicles operated by students, faculty and staff members must display a regular student or faculty/staff permit in addition to the special permit.~~)

(1) ~~Car pool permits may be issued to faculty, staff and students. All members of the carpool must appear in person when applying for the permit. One transferable permit will be issued by the public safety office for each car pool. This permit is transferable only among the registered members of the car pool. This permit must be displayed in accordance with the instructions provided with the permit. Each carpool vehicle must also display a regular student or faculty/staff permit.~~

(2) ~~Handicapped parking permits. As of Fall 1995, BCC no longer issues special parking permits for disabled students, faculty, or staff. Only vehicles displaying a valid state of Washington placard may park in spaces designated for the disabled.~~

(3) ~~Visitor permits. One-day parking permits may be requested from public safety and given to visitors attending conferences,~~

~~interviews, etc. These permits are valid in faculty/staff lots except E-1.~~

~~(4) Other special permits. Public safety may issue special permits to faculty members, staff, students, parents of child care or headstart participants, volunteers working in BCC programs, or vendors if issuing such permits enhances the operation of the college.~~

~~(5) Temporary permits. Drivers needing to leave vehicles on campus overnight or for extended periods of time (e.g., because the vehicle is inoperable, or because the driver will participate in a field trip) may request temporary parking permits from public safety. Drivers may also request temporary permits if they will be using a borrowed or rented vehicle.~~

~~(6) Special events. The public safety office will assist college divisions which sponsor functions such as conferences, seminars, dinners, and similar events, in arranging reserved parking and direction signs as appropriate. Requests for such assistance must be received in public safety at least forty-eight hours in advance.)~~

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-352 Permit revocations.** Parking permits are the property of the college, and may be recalled by the vice-president of administrative services or his or her designee (~~for any of the following reasons:~~

~~(1) When the purpose for which the permit was issued no longer exists.~~

~~(2) When a permit is used by an unauthorized individual.~~

~~(3) Falsification on a parking permit application.~~

~~(4) Repeated violation of parking and traffic regulations.~~

~~(5) Counterfeiting or altering of permits.~~

~~(6) Failure to comply with a final decision of the citation review committee, or institutional hearing officer.~~

~~Parking permit revocations may be appealed to the citation review committee and to the institutional hearing officer) under Bellevue College Policy and Procedure 6200.~~

AMENDATORY SECTION (Amending Order 115, Resolution No. 206, filed 6/17/92, effective 7/18/92)

**WAC 132H-116-353 Right to appeal revocation.** Parking permit revocations under this chapter may be appealed (~~pursuant to the~~

~~procedures in WAC 132H-120-062)) under Bellevue College Policy and Procedure 6200.~~

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-354 Transfer of permits.** (1) With the exception of carpool permits, parking permits are not transferable. If a vehicle is sold or traded, a replacement permit will be issued to the permit holder (~~(if he/she:~~

~~(a) Records invalid permit number;~~

~~(b) Removes invalid permit; and~~

~~(c) Brings invalid permit or remnant thereof to public safety.~~

~~Public safety will then issue a replacement permit and [the] permit holder will then be registered under the new number)) upon notification.~~

(2) Permits may be reissued as authorized by the director of public safety.

AMENDATORY SECTION (Amending Order 115, Resolution No. 206, filed 6/17/92, effective 7/18/92)

**WAC 132H-116-355 Responsibility (~~(of person to whom permit issued))~~ for vehicles.** The person to whom a permit is issued is responsible for the vehicle upon which the permit is affixed. He or she shall be held responsible for all violations of these rules and regulations charged to that vehicle. However, the operator of a vehicle will not be relieved of responsibility for violating any rule or regulation of this chapter simply because he or she is not also the holder of the permit.

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-356 Display of permits.** (~~((1) Student or faculty/staff permits. The vehicle permit issued by the college shall be affixed to the inside of the rear window on the lower left corner. If the vehicle is a convertible or a truck-camper or has no permanently fixed rear window, the permit shall be affixed to the front windshield.))~~ The permit issued by the college shall be

displayed in accordance with the instructions issued with the permit. Permits not displayed in accordance with the provisions of this section shall not be valid and vehicles displaying the improperly placed permit shall be subject to citation.

~~((2) Temporary or special permits. The temporary permit shall be displayed on the dashboard of the vehicle in such a way that it is legible from outside the vehicle.))~~

AMENDATORY SECTION (Amending Order 115, Resolution No. 206, filed 6/17/92, effective 7/18/92)

**WAC 132H-116-357 Parking fees.** Parking fees may be adopted by the board of trustees(~~(, specifying the charge per quarter and year)~~).

NEW SECTION

**WAC 132H-116-358 Disability parking.** Only vehicles displaying a valid state of Washington disability parking placard or license plate may park in spaces designated for the disabled. Vehicles displaying a valid state of Washington disability parking placard or license plate may park in designated parking areas pursuant to Bellevue College Policy and Procedure 6200 and RCW 46.16.381.

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-360 Visitors**~~(**Exemption from permit requirements**)~~). ~~((1) The director of public safety may allow visitors without permits to drive through the campus without parking.~~

~~(2) The director of public safety or his or her designee may require visitors to wait at the entrances to the campus during times when pedestrian and/or vehicular traffic congestion is above normal. (See WAC 132H-116-430.)~~

~~(3) Guests of the college who are present to attend a conference, interview, etc., may be issued visitor permits valid for faculty/staff parking lots.~~

~~(4) Visitors on brief errands to campus may park in any~~

~~student lot.))~~ Visitors are subject to the visitor parking regulations of Bellevue College under Bellevue College Policy and Procedure 6200.

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-405 Allocation of parking spaces.** ~~((The))~~ Parking ~~((space available on the campus))~~ shall be allocated by the vice-president of administrative services or his or her designee ~~((in such manner as will best obtain))~~ consistent with the objectives of these regulations. ~~((The vice-president of administrative services or his or her designee is further authorized to designate and mark the various parking areas on the campus with numbers or titles or both. This includes the authorization to reserve certain areas for vehicles displaying certain special permits.))~~

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-410 Parking within designated spaces.** (1) No vehicle shall be parked on the campus except in those areas set aside and designated as parking areas.

(2) No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall shall not constitute an excuse for a violation of this section.

(3) No vehicle shall be parked at any time in campus roadways, fire lanes, bus zones, loading zones, or service driveways; or on sidewalks; or in the landscaping except emergency vehicles and designated service vehicles.

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-415 ~~((Day and evening))~~ Parking by permit type.** Students, staff and faculty may obtain ~~((day and/or evening))~~

parking on campus to the extent spaces are available as follows:

(1) Student (~~((daytime))~~) parking permit validity is limited to areas designated student parking.

(2) Staff/faculty (~~((daytime))~~) parking permit validity is limited to areas designated staff/faculty parking.

(3) (~~((Evening parking, after 3:00 p.m., for students, staff and faculty is available in all designated parking areas with the exceptions of the parking spaces for the handicapped, the college motor pool, and specifically signed reserved areas. Students may not park in those lots designated as "staff/faculty parking" with signage stating "no student parking anytime Mon-Fri."))~~) Temporary parking permit validity is limited to the areas designated in the issuance of the permit.

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-431 Regulatory signs, markings, barricades, etc.**

(1) The (~~((director of campus operations is))~~) vice-president of administrative services and his or her designees are authorized to erect signs, barricades, and other structures and to paint marks and other directions upon the streets and parking areas owned (~~((and)),~~) operated, and maintained by the college. (~~((Such signs, barricades, structures, markings, and directions shall be so made and placed as in the opinion of the director of campus operations will best achieve the goals of these regulations.))~~)

(2) Drivers of vehicles shall obey the signs, barricades, structures, markings, and directions erected pursuant to this section. Drivers shall also comply with directions given to them by a campus public safety officer or other public safety personnel controlling and regulating traffic or parking.

(3) No person without authorization from the director of campus operations shall move, deface, or in any other way change a sign, barricade, structure, marking or direction so placed, or previously placed, for the purpose of regulating traffic or parking.

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-470 Exceptions to parking and traffic restrictions.** The regulations governing permits and parking within designated spaces shall not apply to the drivers of state-owned vehicles operated by Bellevue (~~((Community))~~) College in the

performance of assigned functions.

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-590 Motorcycles, bicycles, scooters.** (1) Motorcycles, bicycles and scooters are for the purpose of these regulations considered to be motor vehicles and are subject to all traffic and parking rules and regulations controlling other motor vehicles and Bellevue College Policy and Procedure 6200.

(2) Motorcycles and motorized scooters (~~(may)~~) must be parked in designated areas (~~(in addition to the regular parking lots)~~).

(3) Motorcycles and motorized scooters are not permitted on paths, sidewalks, or authorized bicycle or pedestrian areas or in buildings at any time.

(4) Bicycles shall be parked in designated areas only. Improperly parked bicycles may be impounded and a citation and/or a fine imposed upon the owner.

(5) No bicycles or foot propelled devices shall be operated on or in campus walkways, corridors, hallways or buildings unless their use is required as part of the educational process in an authorized program.

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-615 Issuance of traffic citations.** Upon (~~(probable)~~) reasonable cause to believe that a violation of these rules and regulations has occurred, the vice-president of administrative services and/or duly appointed public safety officers may issue citations (~~(setting forth the date, the approximate time, the locality, the nature of the violation, the permit number, license number, infraction, officer, and the amount fine(s), by attaching or affixing a copy thereof to the vehicle allegedly involved in such violation, by placing a copy thereof in some prominent place within such vehicle, by mail, or by personal service)~~) under Bellevue College Policy and Procedure 6200.

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-620 Fines, penalties and impounding.** (1) The current schedule and fines for parking and traffic violations shall be published by the college and made available for review in the public safety office.

(2) An individual receiving a parking and traffic citation must pay all fines (~~listed on the citation notice within twenty calendar days after the date on the citation notice unless he/she elects to~~). Any person may file an appeal ((the)) for any parking citation under Bellevue College Policy and Procedure 6200. (~~Payments should be taken or mailed to the cashiering office.~~)

(3) If any citation remains unpaid after (~~twenty calendar days from the date of the citation~~) the deadline issued on the citation or after any appeal, Bellevue ((Community)) College may take (~~any of the following~~) actions including, but not limited to:

(a) Withhold degrees, transcripts, grades, refunds, and/or credits;

(b) Block or delay registration for the following quarter;

(c) Impound the violator's vehicle;

(d) Deny future parking privileges, whether student or faculty/staff;

(e) Refuse to issue keys to students, faculty or staff;

(f) Send the account to collections.

(4) In addition to imposing fines, the vice-president of administrative services and (~~duly appointed~~) the director of public safety ((officers)) are authorized to impound, immobilize and take to such place for storage as the director of public safety selects, any vehicles parked on college property in violation of these regulations with the following stipulations and under Bellevue College Policy and Procedure 6200:

(a) The expenses of such impounding, immobilization and storage shall be charged to the owner or operator of the vehicle and must be paid prior to the vehicle's release.

(b) The college shall not be liable for loss or damage of any kind resulting from such impounding, immobilization or storage.

(c) Impoundment of a vehicle does not remove the obligation for any fines associated with the violation.

~~((d) Grounds for impounding vehicles shall include, but not be limited to the following:~~

~~(i) Blocking a roadway so as to impede the flow of traffic;~~

~~(ii) Blocking a walkway so as to impede the flow of pedestrian traffic;~~

~~(iii) Blocking a fire hydrant or fire lane;~~

~~(iv) Creating a safety hazard in the opinion of a public safety officer;~~

~~(v) Blocking another legally parked vehicle;~~

~~(vi) Parking in a marked "tow-away" zone.)~~

(5) An accumulation of traffic violations by a student will be cause for disciplinary action, and the vice-president of administrative services or his or her designee may initiate



disciplinary proceedings against such students.

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-630 Appeals of fines and penalties.** (1) Right to appeal. Anyone who has received a citation for an alleged violation of these parking and traffic rules has the right to appeal under Bellevue College Policy and Procedure 6200. ~~((Appeals must be made in writing and must be submitted to administrative services within twenty calendar days after the date of the citation. Appeal forms are available from the public safety, cashiering and administrative services offices.~~

~~If the alleged violator has paid the fine(s) associated with the parking and traffic citation, he/she has forfeited the right to appeal the citation.))~~

(2) Citation review committee. Appeals shall be considered by the ~~((BCC))~~ Bellevue College citation review committee ~~((, which is made up of two students (one the ASBCC chief justice), a faculty representative and a classified staff representative. The citation review committee shall hold hearings regularly throughout the academic year. The committee shall consider each appeal on its merits based upon these parking and traffic regulations. Appellants shall be notified on the hearing dates so that they may state their cases and present any additional evidence in person. The committee shall decide the cases of appellants who do not attend the hearing in person based on the statements given on the appeal form, with no penalty for nonappearance. Appellants who do not attend the hearing shall be sent written notification of the committee's decision))~~.

The citation review committee may uphold, reduce, or waive the fine(s) associated with the parking and traffic citation. Any fine(s) still levied against the appellant must be paid within ~~((fifteen calendar days after the date of the hearing))~~ the deadline unless the appellant wishes to pursue a second-level appeal under Bellevue College Policy and Procedure 6200. Nonpayment after ~~((fifteen calendar days))~~ the deadline has passed may result in any of the college actions ~~((listed))~~ referred to under WAC 132H-116-620.

(3) Second level appeal. An appellant who is not satisfied with the decision of the citation review committee has the right to a second-level appeal before the institutional hearing officer appointed by the president of Bellevue ~~((Community))~~ College under Bellevue College Policy and Procedure 6200. ~~((The appellant must contact the institutional hearing officer within fifteen calendar days after the citation review committee hearing to request a second-level appeal. The institutional hearing officer shall notify the appellant of his/her decision in writing. The institutional hearing officer's decision is final.))~~

Any appellant who has paid the fine(s) confirmed or set by the citation review committee has forfeited the right to a second-level appeal.

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-655 Report of accident and theft.** The operator of any vehicle involved in an accident on campus (~~((resulting in injury to or death of any person or total or claimed damage to either or both vehicles of \$500,))~~) shall within twenty-four hours report such accident to the public safety department under Bellevue College Policy and Procedure 6200. This does not relieve any person so involved in an accident from his or her responsibility to file a state of Washington motor vehicle accident report within twenty-four hours after such accident.

Students, faculty, staff, and visitors should report any theft of or out of vehicles to the public safety department promptly.

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-750 Delegation of authority.** The authority and powers conferred upon the (~~((director of campus operations))~~) vice-president of administrative services or the director of public safety by these regulations may be delegated by them to their subordinates.

AMENDATORY SECTION (Amending WSR 04-01-046, filed 12/11/03, effective 1/11/04)

**WAC 132H-116-790 Prohibition of literature.** Distribution of literature by placing (~~((the same))~~) unauthorized literature on motor vehicles parked on the premises of Bellevue (~~((Community))~~) College is hereby prohibited. Literature includes but is not limited to:

- (1) Pamphlets
- (2) Flyers
- (3) Stickers.

AMENDATORY SECTION (Amending Order 115, Resolution No. 206, filed 6/17/92, effective 7/18/92)

**WAC 132H-116-791 Enforcement.** Parking rules and regulations will be ~~((enforced))~~ enforceable throughout the calendar year. Parking and traffic rules and regulations are ~~((enforced))~~ enforceable on a twenty-four hour daily basis.

REPEALER

The following section of the Washington Administrative Code is repealed:

WAC 132H-116-730	Regulatory signs, markings, barricades, etc.
------------------	--

**REGULAR MEETING AGENDA ITEM**  
**November 30, 2011**

**Tab 4**

Information     Discussion     Action

**Topic**

Commendation for Rachel Solemsaas

**Description**

The Bellevue College Board of Trustees wishes to honor Bellevue College Vice President of Administrative Services Rachel Solemsaas for her dedication, leadership and collaborative work during difficult economic times.

**Key Question**

\* Is a resolution the appropriate way to recognize Dr. Rachel's Solemsaas's leadership, dedication and expertise as she leaves Bellevue College?

**Analysis**

The past three years have been a difficult economic climate for higher education. During that time, Dr. Solemsaas has shown outstanding leadership in a collaborative manner which has allowed Bellevue College to remain a financially solid educational institution.

**Background Information**

Attachment 1: Commendation for Rachel Solemsaas.

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII hereby adopts Resolution 304: Commendation of Rachel Solemsaas, for her outstanding service to Bellevue College.

**Prepared by:** Laura Saunders, Interim President  
Laura.saunders@bellevuecollege.edu, 425-564-2301

**COMMUNITY COLLEGE DISTRICT VIII  
Bellevue College  
Bellevue, Washington**

**RESOLUTION NO. 304**

**COMMENDATION for RACHEL SOLEMSAAS**

WHEREAS, Dr. Rachel Solemsaas has served as Vice President of Administrative Services for Bellevue College for the past three years, and

WHEREAS, Dr. Solemsaas embodied a commitment to lifelong learning by pursuing and completing her doctoral degree; and

WHEREAS, Dr. Solemsaas has contributed to the efficient operation of the college through her leadership in the budget planning process and careful deliberate and collaborative decision making in difficult economic times; and

WHEREAS, Dr. Solemsaas guided the college community through complex budget issues utilizing clear presentations and easily understood language, and

WHEREAS, Dr. Solemsaas exemplified commitment to inclusive operations by scheduling and participating in nighttime meetings with night and swing shift employees; and

WHEREAS, Dr. Solemsaas has provided leadership to the Asian American and Pacific Islander Coalition; and

WHEREAS, Dr. Solemsaas has played a key role in managing the college's physical resources, supervising the relocation of the college's north campus and expansion into east campus; and

WHEREAS, Dr. Solemsaas has demonstrated a commitment to community support by serving as a governing board member for Dawson Place; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Bellevue Community College, Community College District VIII, does hereby commend and offer its most sincere appreciation to Rachel Solemsaas for her outstanding service to the citizens of this community.

PASSED, THIS 30<sup>TH</sup> DAY OF NOVEMBER, 2011.

BOARD OF TRUSTEES

\_\_\_\_\_  
Vicki Orrico, Chair

\_\_\_\_\_  
Paul Chiles, Vice-Chair

\_\_\_\_\_  
Steve Miller, Trustee

\_\_\_\_\_  
Marie Gunn, Trustee

\_\_\_\_\_  
Lisa Chin, Trustee

ATTEST:

\_\_\_\_\_  
Lisa Corcoran  
Secretary, Board of Trustees  
Community College District VIII

**REGULAR MEETING AGENDA ITEM**  
**November 30, 2011**

**Tab 5**

**Information**       **Discussion**       **Action**

**Topic**

Institutional Work Plan Scorecard

**Description**

Members of President's Staff adopted work plans for AY 2010-11 in fall 2010. This report provides information on the disposition of the Objectives for AY 2010-11.

The scorecard reflects the final status of work plan items for AY 2010-11. Items are classified into one of four categories:

- Completed: Final Results
- Objectives Continue in 2011-12
- No report
- Alternative Solution Pursued.

Each item in the work plan is linked to a Core Theme—Student Success, Teaching and Learning Excellence, College Life and Culture, or Community Engagement and Enrichment.

The scorecard has a summary page showing the status for each of the four Core Themes with navigational links to detailed pages describing the progress and status of each work plan item (click where indicated to move to the detail or simply scroll through the document).

A new section, *Highlights*, shows the results selected Objectives.

**Key Questions**

- \* What is the final status of the focused initiatives within the college's work plan for 2010-11?

**Analysis**

Of the 36 initiatives in the work plans:

- 15 (41.7%) were Completed
- 19 (52.8%) were Continued in AY 2011-12 (this includes multi-year Objectives)
- 2 (5.6%) Pursued Alternative Solutions.

## **Background Information**

Attachment 1: Work Plan Scorecard Final 2011

## **Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII reviews the work plan scorecard as attached and has an opportunity to have any questions answered.

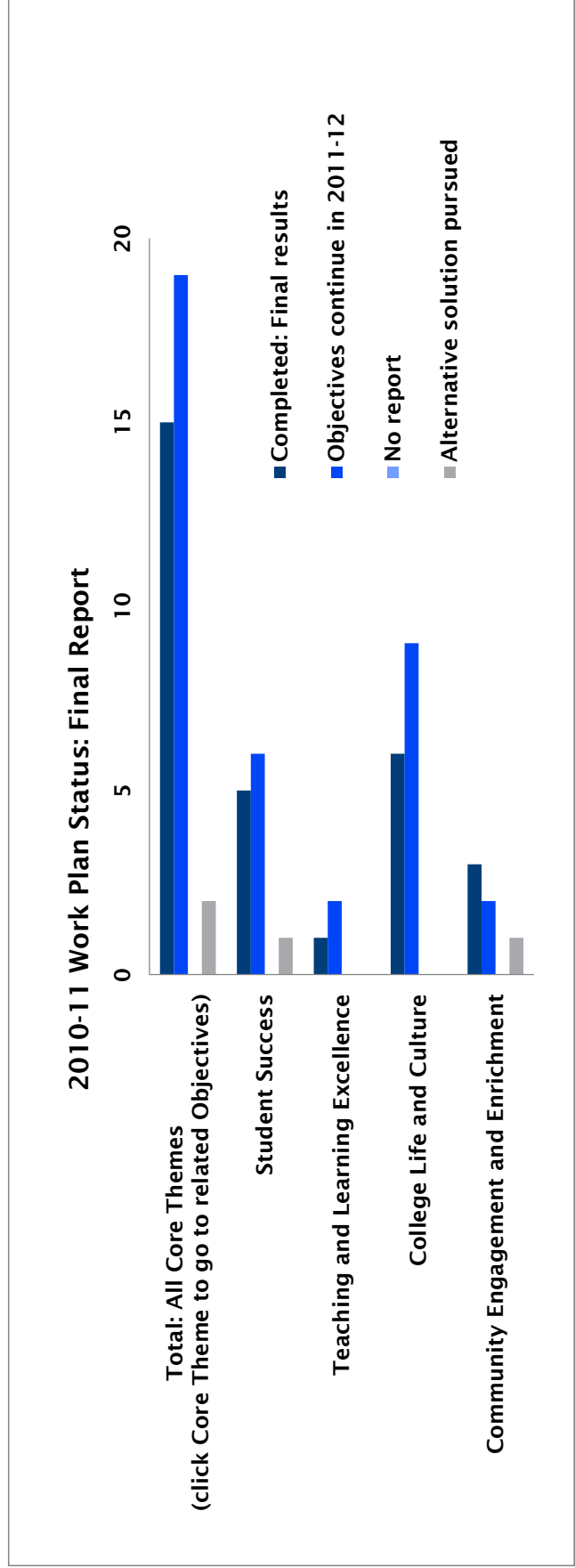
**Prepared by:** Patty James, Director, Institutional Effectiveness  
patricia.james@bellevuecollege.edu, 425-564-3152



# 2010-11 Work Plans Scorecard of Progress Final Report

[Click here to view the Highlights](#)

Objectives	Objective Status <small>(click on column heading to go to Status Page)</small>			
	Completed: Final results	Objectives continue in 2011-12	No report	Alternative solution pursued
#	#	#	#	#
%	%	%	%	%
<b>Total: All Core Themes</b> <small>(click Core Theme to go to related Objectives)</small>	<b>36</b>	<b>19</b>	<b>0</b>	<b>2</b>
	<b>41.7%</b>	<b>52.8%</b>	<b>0.0%</b>	<b>5.6%</b>
<b>Student Success</b>	<b>12</b>	<b>6</b>	<b>0</b>	<b>1</b>
	<b>41.7%</b>	<b>50.0%</b>	<b>0.0%</b>	<b>8.3%</b>
<b>Teaching and Learning Excellence</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>
	<b>33.3%</b>	<b>66.7%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>College Life and Culture</b>	<b>15</b>	<b>9</b>	<b>0</b>	<b>0</b>
	<b>40.0%</b>	<b>60.0%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Community Engagement and Enrichment</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>1</b>
	<b>50.0%</b>	<b>33.3%</b>	<b>0.0%</b>	<b>16.7%</b>



## AY 2010-11 Planning Objectives YEAR-END HIGHLIGHTS

### Core Theme Student Success

**Objective** STEM-related courses

**Lead** Boyum

**Measure** Second year enrollment

**Results**

25 of 27 students completed the cohort and plan to pursue STEM careers.

**Objective** Asperger's Syndrome or Autistic Syndrome Disorder

**Lead** Pritchard

**Measure** Continued enrollment

**Results**

Hypothesis 1

The Cohort passed, collectively 78 classes out of 88 attempted; 88.6% of classes were passed. The Comparison group passed, collectively 75 classes out of 94 attempted; 79.8 % of classes were passed.

Hypothesis 2

Overall the Cohort GPA was 3.04 and the Comparison Group GPA was 2.35.

Hypothesis 3

In both Winter and Spring Quarters 100% of Cohort students were retained. In the Comparison Group, 9 of 13 students (69%) were retained Winter Quarter, and 10 of 13 (77%) were retained for Spring Quarter.

Hypothesis 4

In both Winter and Spring Quarters 100% of Cohort students were retained. In the Comparison Group, 9 of 13 students (69%) were retained Winter Quarter, and 10 of 13 (77%) were retained for Spring Quarter.

Hypothesis 5

The Cohort did not pass 9 of their attempted classes, while the Comparison Group did not pass 18 of their attempted classes. (Each group had 1 Incomplete, which accounts for the total number of classes attempted.)

**Objective** Developmental math and English

**Lead** Nielsen

**Measure** Course grades = C or better

**Results**

**Success measures**

Developmental Education

Annual--2009-10 = 78.9%; 2010-11 = 87.9%      3-yr Avg--0708-0910 = 83.1%; 0809-1011 = 84.6%

English

Annual--2009-10 = 36.1%; 2010-11 = 37.1%      3-yr Avg--0708-0910 = 38.0%; 0809-1011 = 36.9%

Math

Annual--2009-10 = 59.1%; 2010-11 = 58.2%      3-yr Avg--0708-0910 = 57.6%; 0809-1011 = 58.0%

**Completion measures**

Developmental Education

Annual--2009-10 = 87.9%; 2010-11 = 100%      3-yr Avg--0708-0910 = 91.3%; 0809-1011 = 94.3%

English

Annual--2009-10 = 86.0%; 2010-11 = 85.3%      3-yr Avg--0708-0910 = 84.7%; 0809-1011 = 85.5%

Math

Annual--2009-10 = 74.5%; 2010-11 = 76.8%      3-yr Avg--0708-0910 = 73.9%; 0809-1011 = 75.2%

AY 2010-11 Planning Objectives  
YEAR-END HIGHLIGHTS

Go to next page of *Highlights*

Core Theme  
Teaching and Learning Excellence

Objective Course strategies

Lead Nielsen

Measure Faculty survey

**Results**

Over 180 faculty used techniques intended to improve student engagement in selected courses.

Objective continues into AY 2011-12.

Objective Health IT programs

Lead Boyum

Measure Course and degree transferability; employment

**Results**

Health IT baccalaureate proposal approved by SBCTC, HECB Education Committee; Anticipated full approval of HECB by Nov. 30; degree to be offered starting fall 2012.

AY 2010-11 Planning Objectives  
YEAR-END HIGHLIGHTS

Go to next page of *Highlights*

Core Theme  
College Life and Culture

Objective Hiring and Selection Training

Lead Portillo

Measure Resource evaluation

**Results**

Neogov fully operational.

140 employees trained to use NeoGov; 78 positions have been posted on Neogov.

Hiring committees now access application materials within 24 hours of the position closing compared to the 5-day lag with the manual process.

Committees are now able to meet sooner, review more quickly and invite highly qualified candidates to interview sooner than in the past.

Objective Telephony system

Lead Beard

Measure Phone performance

**Results** Telephone system nearly completed. Instituted training and implementation for the call center.

Objective Improve institutional planning

Lead Solemsaas

Measure Purpose, goals, measures, targets set

**Results**

Year One Accreditation report submitted.

Each unit purpose defined.

2011-2012 work plan approved.

2011-2020 strategic plan approved.

Objective Prepare for centralized HP system (Lift and Shift)

Lead Beard

Measure Access to data

**Results** Lift and Shift successfully completed.

**AY 2010-11 Planning Objectives  
YEAR-END HIGHLIGHTS**

[Go to first page of Highlights](#)

**Core Theme  
Community Engagement and Enrichment**

**Objective** Student Success Campaign

**Lead** Hills

**Measure** Dollars raised

**Results** More than \$7.035 million raised.

**Objective** Foundation Luncheon

**Lead** Hills

**Measure** Sponsorship and speaker quality

**Results** Raised more than \$330,000 for the college at the luncheon.

**Objective** Cross-unit engagement team

**Lead** Boyum

**Measure** Businesses support college initiatives

**Results** Nine industry partners were included in NSF data visualization grant and will serve on the advisory board; partners for development of new baccalaureate programs to be identified.

## Completed: Final results

Core Theme	Key Focus Area	Objective	Lead
Student Success	Access	STEM Pathways	Boyum
Student Success	Retention/Persistence	STEM-related courses	Boyum
Student Success	Retention/Persistence	Asperger's Syndrome or Autistic Syndrome Disorder	Pritchard
Student Success	Course success	Nursing courses (first year of data available)	Nielsen
Student Success	Course success	Developmental math and English (first year of data available)	Nielsen
Teaching and Learning Excellence	Course success	Health IT programs	Boyum
College Life and Culture	Diversity	Multicultural competency	Bennett
College Life and Culture	Work Environment	Hiring and Selection Training	Portillo
College Life and Culture	Collaboration	Employee technology skills	Portillo
College Life and Culture	Business Process Improvement	Improve institutional planning	Solemsaas
College Life and Culture	Business Process Improvement	Prepare for centralized HP system (Lift and Shift)	Beard
College Life and Culture	Collaboration	Telephony system	Beard
Community Engagement and Enrichment	Contribution to Community's Vitality	Board engagement with community and donors	Hills
Community Engagement and Enrichment	Contributions to BC Foundation	Student Success Campaign	Hills
Community Engagement and Enrichment	Contributions to BC Foundation	Foundation Luncheon	Hills

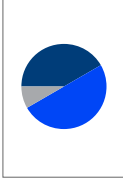
## Objectives continue in 2011-12

Core Theme	Key Focus Area	Objective	Lead
Student Success	Retention/Persistence	SOC progress from developmental to college-level (discipline-specific) through cross-functional support teams	Pritchard
Student Success	Retention/Persistence	Progress through learning transitions and pathways	Nielsen
Student Success	Retention/Persistence	Developmental to college-level courses (discipline-specific)	Nielsen
Student Success	Retention/Persistence	Basic Skills	Nielsen
Student Success	Course success	Faculty engagement with Student Services	Nielsen
Student Success	Course success	Learning communities	Bennett
Teaching and Learning Excellence	Course success	Program/department interventions in targeted courses	Nielsen
Teaching and Learning Excellence	Course success	Course strategies	Nielsen
College Life and Culture	Diversity	Project Implicit	Solemsaas
College Life and Culture	Work Environment	Conflict resolution training	Portillo
College Life and Culture	Work Environment	Supervisor management skills	Portillo
College Life and Culture	Environmental	Commute Trip Reduction	Solemsaas
College Life and Culture	Advisory Committees	Program advisory committee compliance	Boyum
College Life and Culture	Collaboration	Capital project completion	Solemsaas
College Life and Culture	Business Process Improvement	Decision-making data structures	Beard
College Life and Culture	Business Process Improvement	Align budgeting and planning	Solemsaas
College Life and Culture	Business Process Improvement	Data access post-migration from HP3000	Beard
Community Engagement and Enrichment	Contribution to Community's Vitality	Foundation aligned with college Vision 2020	Hills
Community Engagement and Enrichment	Partnerships with Businesses Address Workforce Needs	Cross-unit engagement team	Boyum

## Alternative solution pursued

Core Theme	Key Focus Area	Objective	Lead
Student Success	Retention/Persistence	Early Alert System for faculty	Pritchard
Community Engagement and Enrichment	Contributions to BC Foundation	Scholarship fund availability	Hills

**Legend:**  
5 Completed: Final results  
6 Objectives continue in 2011-12  
0 No report  
1 Alternative solution pursued



Key Focus Area	Objective	Measure		Current Status	Comment or Critical Success Factors
		Lead	Measure		
<b>Access</b>	STEM Pathways	Completeness of offerings	Boyum		Development of STEM pathways slated for infusion into the development of four new baccalaureate programs.
	Progress through learning transitions and pathways	Follow-on course enrollment	Nielsen		Foundation for Transitions Team established; reinforced by commitment to Eastside Pathways community initiative. Summer joint retreat further reinforced need to collaborate across divisions to help students succeed.
	Developmental to college-level courses (discipline-specific)	Retention, Completion, Persistence rates	Nielsen		Multi-year Objective. The first year of data due end of AY 2011-12.
	Basic Skills	Level gains	Nielsen		Multi-year Objective. The first year of data due end of AY 2011-12.
	STEM-related courses	Second year enrollment	Boyum		25 of 27 students completed the cohort and plan to pursue STEM careers. Fall 2010: 32 Students GPA Cumulative 1st Quarter: 2.56; Cum for 3 quarters: 2.11 There are two students who failed every class taken. This drags down the Group GPA for the cohort. Most of the failing grades were in Math classes. Retention: 1st to 2nd Quarter = 76%; 2nd to 3rd Quarter = 96%; Fall to Fall = 61% Reasons for leaving: Only 4 students discontinued for academic performance reasons. All other students discontinued due to re-location, jobs, and health reasons Winter 2011: 18 Students GPA Cumulative 1st Quarter: 2.5; Cum for 2 quarters: 2.65 One student failed all classes attempted. Retention: 1st to 2nd Quarter = 55%; 2nd to 3rd Quarter = 70%; Winter to Fall = 39% Reasons for leaving: Only 1 student discontinued for academic performance. Others left for jobs, re-location, and health reasons Spring 2011: 12 Students GPA Cumulative 1st Quarter: 2.92; Cum for 1 quarter: 2.92 Retention: 1st to 2nd Quarter = 63% Reasons for leaving: 1 academic performance. Others left for jobs, re-location, and health reasons Fall data has some questions. NOTE: It is extremely important to be cautious about the data as the cohort size is very small and the performance of a single student impacts the GPA calculations.
<b>Retention/ Persistence</b>	SOC progress from developmental to college-level (discipline-specific) through cross-functional support teams	Follow-on course	Pritchard		
	Asperger's Syndrome or Autistic Syndrome Disorder	Continued enrollment	Pritchard		Hypothesis 1: The Cohort passed, collectively 78 classes out of 88 attempted; 88.6% of classes were passed. The Comparison group passed, collectively 75 classes out of 94 attempted; 79.8 % of classes were passed. Hypothesis 2: Overall the Cohort GPA was 3.04 and the Comparison Group GPA was 2.35. Hypothesis 3: In both Winter and Spring Quarters 100% of Cohort students were retained. In the Comparison Group, 9 of 13 students (69%) were retained Winter Quarter, and 10 of 13 (77%) were retained for Spring Quarter. Hypothesis 4: In both Winter and Spring Quarters 100% of Cohort students were retained. In the Comparison Group, 9 of 13 students (69%) were retained Winter Quarter, and 10 of 13 (77%) were retained for Spring Quarter. Hypothesis 5: The Cohort did not pass 9 of their attempted classes, while the Comparison Group did not pass 18 of their attempted classes. (Each group had 1 incomplete, which accounts for the total number of classes attempted.)
	Early Alert System for faculty	Faculty response rate	Pritchard		HP solution deemed not viable. Objective removed from the queue until new ERP adopted.
	Nursing courses	Course grades = B or better	Nielsen		Modest improvements are reflected in grades C or above, P, or Cr in all Nursing courses using 3-year rolling average; not so with annual comparison: Annual data: 2009-10 at 97.0%; 2010-11 at 96.5% 3-year rolling average: 0708-0910 at 95.4%; 0809-1011 at 96.1%
	Developmental math and English	Course grades = C or better	Nielsen		Success measures DeVEd: Annual--2009-10 = 78.9%; 2010-11 = 87.9%; 3-yr Avg--0708-0910 = 83.1%; 0809-1011 = 84.6% English: Annual--2009-10 = 36.1%; 2010-11 = 37.1%; 3-yr Avg--0708-0910 = 38.0%; 0809-1011 = 36.9% Math: Annual--2009-10 = 59.1%; 2010-11 = 58.2%; 3-yr Avg--0708-0910 = 57.6%; 0809-1011 = 58.0% Completion measures DeVEd: Annual--2009-10 = 87.9%; 2010-11 = 100%; 3-yr Avg--0708-0910 = 91.3%; 0809-1011 = 94.3% English: Annual--2009-10 = 86.0%; 2010-11 = 85.3%; 3-yr Avg--0708-0910 = 84.7%; 0809-1011 = 85.5% Math: Annual--2009-10 = 74.5%; 2010-11 = 76.8%; 3-yr Avg--0708-0910 = 73.9%; 0809-1011 = 75.2%
<b>Course success</b>	Faculty engagement with Student Services	Participation rates	Nielsen		The data that would be reported here are also being reported elsewhere. This year, we learned that while faculty participation in student services Objectives is necessary, the reporting is better handled as an element of a student services Objective. That is what we will do in the future.
	Learning communities	ENGL 092 = C or better	Bennett		Goal of 75% of students achieving a C or better was not reached in the winter quarter class. Only 50% of students reached this goal. Instructor reported increased classroom management issues with this cohort including substance abuse, incarceration, ADD/ADHD and other learning disabilities and the loss of 25% of the class due to non-attendance. No report from spring quarter.

Click here to return to main page

**2010-11 Work Plans**

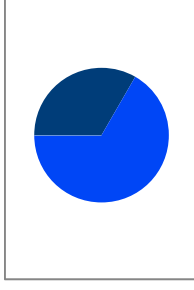
**Scorecard**

**Core Theme:**

**Teaching and Learning Excellence**

**Legend:**

Completed: Final results	1
Objectives continue in 2011-12	2
No report	0
Alternative solution pursued	0



Key Focus Area	Objective		Measure		Lead	Current Status	Comment or Critical Success Factors
	Course strategies	Program/department interventions in targeted courses	Survey	Assessment activity documented	Health IT programs	Health IT programs	Health IT programs
<b>Course success</b>	Course strategies	Program/department interventions in targeted courses	Survey	Assessment activity documented	Nielsen	Over 180 faculty used techniques intended to improve student engagement in selected courses. Objective continues into AY 2011-12.	
					Nielsen	Fourteen programs reported on best practice strategies that were tried in selected courses. Most programs spent AY 2010-11 analyzing information and designing interventions to be implemented next year. Objective continues into AY 2011-12.	
	Health IT programs	Health IT programs	Course and degree transferability; employment	Course and degree transferability; employment	Boyum	Health IT baccalaureate proposal approved by SBCTC, HECB Education Committee; Anticipated full approval of HECB by Nov. 30; degree to be offered starting fall 2012.	



**Legend:**  
 Completed: final results 6  
 Objectives continue in 2011-12 9  
 No report 0  
 Alternative solution pursued 0



Key Focus Area	Objective	Measure	Lead	Current Status	Comment or Critical Success Factors
<b>Diversity</b>	Multicultural competency	Employee satisfaction survey	Bennett	6	Intercultural Communication Series Number of Workshops Offered = 3; Number of Total Attendees = 36; Completed Evaluations = 18 Majority of respondents agreed or strongly agreed that they: gained self-awareness; discovered personal triggers and filters; examined cultural assumptions and values. Safe Space Number of Workshops Offered = 2; Number of Total Attendees = 25; Completed Evaluations = 10 All respondents agreed or strongly agreed that: they developed an awareness of issues faced by the LGBTQ community; they increased their understanding of homophobia, biphobia, transphobia, and heterosexism; the atmosphere of the workshop was open for participants to express themselves and ask questions; the activities and discussions promoted self-awareness of biases and perceptions of the LGBTQ community; they can apply what they learned to their work here at BC; the facilitation team demonstrated cooperation and support; overall, the workshop was well organized.
	Project implicit	Complaints: campus climate	Solemsaas	6	Objective not implemented. Will not be carried into next year due to personnel changes.
	Hiring and Selection Training	Resource evaluation	Portillo	9	Neogov was fully operational at the end of spring quarter. Hiring managers were trained as positions were being considered and posted. A total of 140 employees have been trained in using NeoGov. A total of 78 positions have been posted using NeoGov since it was implemented in July. We are now able to give hiring committees access to application materials within 24 hours of the position closing compared to the manual process when we would provide the application materials no later than 5 days after the position closing. Because we are able to move quickly with the release of materials, committees are now able to meet sooner, review more quickly and invite highly qualified candidates to interview sooner than we would in the past.
<b>Work Environment</b>	Conflict resolution training	Complaint reduction	Portillo	6	Over 50 people were trained in the first two sessions held in May. Additional sessions are scheduled for fall 2011.
	Supervisor management skills	Training utilization	Portillo	9	There were 7 supervisor management related training sessions offered attended by a total of 167 participants. Aside from these trainings, we also sponsored or co-sponsored 22 other training sessions which attracted a total of 325 participants. The courses filled quickly after opening and more are planned for the fall 2011.
<b>Environmental</b>	Commute Trip Reduction	Carbon emissions reduction	Solemsaas	6	Measure A: Unfortunately a 5% increase in carbon emission resulting from increase # of students who are commuters (Carbon footprint report in FY 09-10 at 32774 versus FY 08-09 at 32188). Year end results have not changed from 5721 update. Carbon footprint analysis is done once a year. Measure B: Total Programs: 21, increased from 3 (ORCA, carpool & home guarantee), a 600% increase. Efforts to implement program continues. Measure C: 892 participants representing about 303 employees. Increase in CTR participation about 4.9%.
	Program advisory committee compliance	State requirements compliance	Boyum	6	Ten advisory committees were reviewed in HSEWI and IBIT. A number of needed improvements were identified across the majority of committees including: rotation of chairs, ensuring that the external committee chair conducts the meetings, committee membership, and documentation of agendas and meetings. A meeting of program chairs and deans is being scheduled for early winter quarter to communicate requirements and needed improvements.
<b>Advisory Committees</b>	Employee technology skills	Business efficiency	Portillo	6	30% of employees reported having gained knowledge from the training.
	Telephony system	Phone performance	Beard	6	Telephone system nearly completed. Instituted training and implementation for the call center.
<b>Collaboration</b>	Capital project completion	At or below budget; master plan updated	Solemsaas	6	Facilities Master Plan Projects for 2010-2011: East Campus Acquisition - Completed. Liberty II building acquisition and remodel - Completed. Basement remodel delayed until January 2012. IA/payroll/HR remodel - Completed. IBIT remodel - design completed and construction timelines adjusted due to other projects, design costs on budget. B - building bookstore remodel - Delay due to change in business model, funding available for next budget period. Health Science Building Design - On time and on budget.
	Align budgeting and planning	Planning and budget integrated	Solemsaas	6	Limited progress. Planning and budgeting integration introduced for Fall 2011. Enhanced FMS query delayed as it requires technical development resources. SPOL budget module not deployed until utility of doing so determined. This Objective will be continued into 2011-12.
<b>Business Process Improvement</b>	Improve institutional planning	Purpose, goals, measures, targets set	Solemsaas	6	Year One Accreditation report submitted with core themes addressing mission fulfillment. Each unit purpose defined. 2011-2012 work plan approved by the Board in June. 2011-2020 strategic plan document approved.
	Decision-making data structures	Access to data	Beard	6	In a reassessment of this project and the desired outcomes, a tool was designed and provided to instructional deans and the VP for instruction. The finished product is planned for use in the next phase--creating a dashboard. Objective continued into 2011-12.
	Data access post-migration from HP3000	Access to data	Beard	6	Schema created for financial data. Testing scheduled prior to adding to the operational data store (ODS). Integration of financial aid and degree audit data into staging area delayed due to SBCTC schedule. Spring 2012 is SBCTC target. Objective continued into 2011-12.
Prepare for centralized HP system (Lift and Shift)	Access to data	Beard	6	All testing completed, Objective complete.	

Click here to return to main page

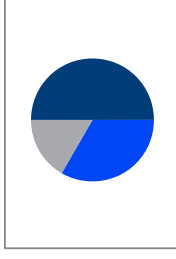
2010-11 Work Plans

Scorecard

Core Theme:

Community Engagement and Enrichment

Legend:



Key Focus Area	Objective	Measure		Lead	Current Status	Comment or Critical Success Factors
		Measure	Lead			
<b>Contribution to Community's Vitality</b>	Board engagement with community and donors	Community recognition	Hills			Social media training conducted for Board 4/12/11 By end of year there were over 250 connections: LinkedIn - 34; Twitter - 94; Facebook 129
	Foundation aligned with college Vision 2020	Foundation strategic plan	Hills			The board of the foundation elected to launch its planning during the summer and fall of 2011 as the college is still working the plan and a new president will have impact on the overall direction. The foundation board planning is designed to align with the Core Themes and adjust to changes in college planning.
	Student Success Campaign	Dollars raised	Hills			More than \$7.035 million raised.
<b>Contributions to BC Foundation</b>	Foundation Luncheon	Sponsorship and speaker quality	Hills			Raised more than \$330,000 for the college at the luncheon.
	Scholarship fund availability	Warning system	Hills			Compliance achieved with both UPMIFA and Board adopted policy regarding endowment spending. Due to a fairly robust market, scholarship spending increased over prior years.
<b>Partnerships with Businesses Address Workforce Needs</b>	Cross-unit engagement team	Businesses support college initiatives	Boyum			Nine industry partners were included in NSF data visualization grant and will serve on the advisory board; partners for development of new baccalaureate programs to be identified.

**REGULAR MEETING AGENDA ITEM**

**Tab 6**

**November 30, 2011**

**Information**     **Discussion**     **Action**

**Topic**

Legislative Budget Forecast

**Description**

As the state's revenue and economy have declined the Governor has called a special session of the Legislature beginning November 28. We have been alerted to plan for a further 2011-2013 biennial budget cut, with amounts ranging from 5% to 30%. Current guidance centered on a 15% target and the Governor's budget proposal released during the week of November 21<sup>st</sup> calls for a 13% reduction for community and technical colleges. Rachel Solemsaas will present background information on the budget and planning undertaken for the college.

The budget background, principles and plans will be presented to the Board for their information. No action is required at this point.

**Key Questions**

- \* Does the Board have sufficient information about the trends affecting the College budget?
- \* Does the Board understand the decisions that the College is making to meet the forecasted revenue reduction?

**Analysis**

Information on the budget cuts already taken to establish the 2011-2013 initial budget, the state requirements and the preliminary plans and impacts of the budget cuts now required will be presented.

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII understands the budget strategies proposed to meet the required reduction.

**Prepared by:** Laura Saunders, Interim President  
Rachel Solemsaas, Vice President for Administrative Services  
laura.saunders@bellevuecollege.edu, 425-564-2301

**REGULAR MEETING AGENDA ITEM**  
**November 30, 2011**

**Tab 7**

Information     Discussion     Action

**Topic**

2012 Defining Board Agenda

**Description**

Each fall, the board is asked to review the proposed schedule of reports, study sessions and anticipated action and information items for the coming year. Some items are predetermined based upon the needs of the college and others are at the board's discretion.

**Key Questions**

- \* Do the proposed reports, study sessions and anticipated action and information items meet the needs of the college and the board?
- \* Are there additional topics the board would like to review in study session (approximately one hour each) or as information items (approximately ten minutes each)?

**Analysis**

In 2011 board study sessions focused on Student Success. This activity is scheduled to continue into the beginning of 2012 with an information item on the Student Achievement Initiative and with additional topics anticipated.

There are currently several study sessions available for topics as yet to be determined. There will be topics that arise as the year progresses, but input from the board will assist staff in determining topics of use and interest to the board for the remaining available dates.

**Background Information**

Attachment 1 – 2012 Defining Board Agenda - Proposed Schedule

**Recommendation/Outcomes**

The board will review the attached schedule of board items and identify any anticipated additional items for review and/or action during the coming year and suggest topics of interest for scheduled study sessions or information items.

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

BC BoT Meeting 11-30-11

Tab 7

Page 1 of 1

## 2012 Defining Board Agenda

### January 18, 2012

#### Executive Session

Tenure Review Recommendations

Tom Nielsen

#### Study Session

Student Success – Student Achievement Initiative

Patty James

#### Consent Items

November 30, 2011 Board Meeting Minutes

Lisa Corcoran

Enrollment Report, Fall Quarter 2011

Tom Nielsen

Financial Report for the Period Ending December 31, 2011 (Tentative)

VP Admin Svcs

#### First Read

Tenure Review Recommendations for the 2011-12 Academic Year

Tom Nielsen

#### Information

2012-13 Budget Preparation

VP Admin Svcs

---

### March 7, 2012

#### Executive Session

As needed

#### Study Session

ComGen – NSF Grant Project

Dr. Gita Bangera

#### Consent Items

January 18, 2012 Board Meeting Minutes

Lisa Corcoran

#### First Read

Sabbatical Leave Requests

Tom Nielsen

#### Action

Tenure Review Recommendations for the 2011-12 Academic Year

Tom Nielsen

*Reception for Newly Tenured Faculty*

**May 16, 2012**

Executive Session

As needed

Study Session

Student Success – Science and Math Institute (SAMI)

Consent Items

March 7, 2012 Board Meeting Minutes	Lisa Corcoran
Enrollment Report, Winter Quarter 2012	Tom Nielsen
Financial Report for the Period Ending March 31, 2012	VP Admin Svcs

First Read

International Contract Program 2011-2012	VP Admin Svcs
2012-13 College Budget	VP Admin Svcs
2012-13 Services & Activities Budget	Tom Pritchard
Board Elections – Chair and Vice Chair	Vicki Orrico
Annual Contract – Chief Executive Officer	Vicki Orrico

Action

Sabbatical Leave Requests	Tom Nielsen
Baccalaureate Plan	Laura Saunders

Information

All Washington Academic Team	Vicki Orrico
Margin of Excellence Awards	
Work Plan Scorecard – Objectives for 2012-13	Patty James

---

**June 13, 2012**

Executive Session

CEO Evaluation, if needed

Study Session

2012-13 College Budget

Consent Items

May 16, 2012 Board Meeting Minutes	Lisa Corcoran
------------------------------------	---------------

First Read

BCAHE Contract Ratification	Cesar Portillo
-----------------------------	----------------

Action

International Contract Program 2012-2013	VP Admin Svcs
2012-13 College Budget	VP Admin Svcs
2012-13 Services & Activities Budget	Tom Pritchard
Board elections - Chair and Vice Chair	Vicki Orrico
Annual Contract – Chief Executive Officer	Vicki Orrico

---

**June 27, 2012 – Pending budget process needs**

Action

2012-13 College Budget  
(if adoption is not possible at June 13 meeting) VP Admin Svcs

---

**September 5, 2012**

Study Session

TBD

Consent Items

June 13, 2012 Board Meeting Minutes Lisa Corcoran  
June 27, 2012 Board Meeting Minutes (if needed) Lisa Corcoran  
Enrollment Report, Spring Quarter 2012 Tom Nielsen  
Financial Report for the Period Ending June 30, 2012 VP Admin Svcs

Action

BCAHE Contract Ratification Cesar Portillo

First Read

2013 Board Meeting Dates Lisa Corcoran

---

**October 10, 2012 – tentatively scheduled as an all day retreat**

Study Session

2011-12 Accomplishments President's Staff  
Budget Update VP Admin Svcs  
Board of Trustees Self Evaluation Vicki Orrico  
Board of Trustees Goals for 2012-13 Vicki Orrico  
Other items TBD

---

**November 14, 2012**

Study Session

TBD

Consent Items

September 7, 2011 Board Meeting Minutes Lisa Corcoran  
October 12, 2011 Board Meeting Minutes Lisa Corcoran  
Enrollment Report, Fall Quarter 2011 Tom Nielsen  
Financial Report for the Period Ending September 30, 2011 VP Admin Svcs

Action

2013 Board Meeting Dates Lisa Corcoran

## 2012 Board Report Schedule

### Information

Work Plan Scorecard – 2011-12 final  
2011-12 Capital Budget Legislative Forecast  
2012 Schedule of Board Reports

Patty James  
VP Admin Svcs  
Lisa Corcoran