

**B** BELLEVUE  
COLLEGE

Board of Trustees  
Community College District VIII

Regular Meeting

March 7, 2012



### **Vision**

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

### **Core Values**

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

### **Mission**

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

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

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

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

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

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

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

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

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

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

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



A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, March 7, 2012. The business session will begin at 3:00 pm in room B201. Vicki Orrico, Chair, will preside.

**AGENDA**

		Page
12:00 PM	LUNCH (A201) The Trustees will have lunch together. No business will be conducted.	
12:30 PM	EXECUTIVE SESSION (A201) There will an executive session for 90 minutes to review the performance of a public employee, to consider the acquisition of real estate, and to evaluate the qualifications of an applicant for public employment.	
2:00 PM	STUDY SESSION Student Success – Student Achievement Initiative	5
2:30 PM	STUDY SESSION ComGen – NSF Grant Project	
3:00 PM	BUSINESS SESSION	
	I. Call to Order	
	II. Roll Call and Introductions	
	III. Consent Agenda	
	A. Approval of Agenda for March 7, 2012	3
	B. Meeting Minutes from November 30, 2011	7
	C. Meeting Minutes from January 27, 2012	13
	D. Financial Report for the Period Ending December 31, 2011	14
3:10 PM	IV. Constituent Reports	
	A. Faculty	
	B. Classified Staff	
	C. Student	
3:40 PM	V. Monitoring Reports	
	A. <b>Student Success</b>	All 23
	B. <b>Instruction</b>	All 24
	C. <b>Workforce and Economic Development</b>	All 25
	D. <b>Student Services</b>	All 26
	E. <b>Foundation</b>	All 27
	F. <b>Technology</b>	Quarterly 28
	G. <b>Capital Facilities</b>	Quarterly 29

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

	H.	New Campus Development	Quarterly	
	I.	Finance	Quarterly	
	J.	<b>Human Resources</b>	Quarterly	30
	K.	<b>Enrollment Report</b>	Quarterly	31
	L.	Budget and Legislative Developments	As needed	
	M.	Marketing and Public Relations	As needed	
4:00 PM	VI.	First Read		
	A.	Sabbatical Leave Requests		35
4:15 PM	VII.	Action Items		
	A.	Tenure Review Recommendations for the 2011-12 Academic Year		37
	B.	Capital Budget Expenditure – IBIT Construction Additional Funding		40
4:45 PM	VIII.	Board Reports		
	A.	TACTC Board of Directors	Gunn	
	B.	TACTC and BC Legislative Committees	Miller/Orrico	
	C.	Presidential Search	Gunn	
	D.	Individual Member Reports		
5:00 PM	VIII.	President’s Report		
5:15 PM	IX.	Unscheduled Business/Community Testimony		
5:30 PM	X.	Adjournment		
		<i>Time and order are estimates only and subject to change.</i>		



## REGULAR MEETING AGENDA ITEM

### STUDENT SUCCESS AND STUDENT ACHIEVEMENT INITIATIVE

INFORMATION

DISCUSSION

ACTION

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#### Description

In June 2011, Board members attended the Governance Institute for Student Success at which they examined data constructed from the Student Achievement Initiative (SAI) database. This study session will review the progress of an identified cohort of BC students from fall 2007. The importance of taking a cohort as far in the past as 2007 is the capacity provided to study the enrollment patterns of such students over a long period of time. This is similar to the “150% of time-to-degree” methodology used by the federal Department of Education for reporting graduation rates.

The SAI was introduced by the State Board for Community and Technical Colleges as a method for colleges to measure the progress of their students toward educational attainment.

The SAI was initially “seeded” with additional state funding awarded to each college. Over time the SAI has served as a form of performance funding through which a portion of each college’s base allocation becomes a part of the “SAI Pool”. While the SAI was intended for colleges to measure only their own institutional progress without comparisons to other colleges, comparison now occurs because reallocation takes place.

Since the introduction of funding for the SAI, the base allocation for Bellevue College has increased by \$76,857. This amount does not include one-time *grant* funding used in the first two performance years of the SAI. While this is not a large amount of money, the intent of the State Board for Community and Technical Colleges is to move base state funding away from an enrollment-driven model to a performance-driven model. The current SAI model does not take into account the effects of enrollment increases, only decreases.

The GISS institute this summer focused on SAI data, but urged that a cohort model be used.

#### Key Questions

- \* Does the cohort analysis provide the type and level of depth of information the Board needs for understanding the status of student success at BC?
- \* Does this information satisfy the Board’s interest in the SAI funding mechanism?

## **Analysis**

The fall 2007 cohort of First Year Experience students provides a ready-made cohort of first-time full-time students. This high level analysis is intended to provide sufficient information to “provoke” additional questions about these students or the programs and services available.

Students in the cohort tended to be younger (median age of 20), more male (53.45%), and generally comparable in race/ethnicity to BC’s typical “degree-seeking” population. Similar to patterns of attrition among the overall population, just under one-third (28%) of the cohort attended BC for only one year.

In terms of performance,

- six out of ten cohort students attempted a pre-college level course during their first year at BC;
- of these students, seven out of ten earned completed at least one pre-college level course; and
- four out of ten students in the entire cohort attempted and successfully completed at least one pre-college class.

From fall 2007 through fall 2011, students who did not attempt any pre-college credits in the first year earned a credential of at least 45 or more credits (known as the “Tipping Point” in the Student Achievement Initiative) at a higher rate than those who attempted pre-college credits their first year (25.8% over 22.7%).

## **Background/Supplemental Information**

Powerpoint presentation will be made available after the study session.

## **Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII is provided information related to student success at BC and has an opportunity to have any questions answered.

Prepared by: Patty James, Director, Institutional Effectiveness  
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January 2012

**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 November 30, 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 12:42 pm.

**I. STUDY SESSION**

The study session began with introductions. Tom Prichard, Vice President of Student Success introduced Glenn Jackson, Program Manager for the Career Education Options program, who introduced his team. Mr. Jackson shared a PowerPoint presentation detailing the program. Key points included eligibility for the program, resources provided, demographics of participants and completion statistics. CEO Student, Marcian Moxey, also provided a personal perspective of the program.

**II. BUSINESS SESSION**

The business session was called to order at 1:22 p.m.

**III. INTRODUCTIONS**

Laura Saunders, Interim President	Cheryl Bateman, Asst. Attorney General
Lisa Corcoran, Exec. Asst. to the President	Doug Brown, President, BCAHE
Faisal Jaswal, Assistant Dean of Student Programs	Russ Beard, VP of Information Resources
Jan Ng, Classified Employee Representative	Michelle Frederickson, student
Paula Boyum, VP of Workforce Development	Cesar Portillo, VP of Human Resources
Rachel Solemsaas, VP of Admin Services	Tom Pritchard, 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	Jake Atwell-Scrivner, ASG Legislative Liaison
Kelly Paustain, Manager, Budget Office	Miranda Kato, Ombuds Office
Brandon Anderson, ASG President	Marcian Moxey, student
Deric Gruen, Sustainability and Resource Conservation Manager	Kara Talbott, Development Director, BC Foundation
Cynthia Weintraub, Faculty, English Language Institute	

**IV. ROLL CALL**

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

**V. CONSENT AGENDA**

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

The agenda was amended to move the legislative budget forecast to the beginning of the agenda.

Mr. Miller made a motion to approve consent agenda as amended and Marie Gunn seconded the motion. The motion passed 5-0.

#### INFORMATION ITEM

##### Tab 6 - Legislative Budget Forecast

Rachel Solemsaas presented the legislative budget forecast. The PowerPoint presentation key points included a review of the budget reduction mandates and impacts, an update and review of the budget principles, and the reduction strategies that have been identified. In addition, Dr. Solemsaas noted that the Governor's budget proposed an elimination of state work study along with an overall 13% cut to the general fund support for BC.

Bellevue College hosted state legislators for a breakfast meeting earlier in the month, giving an opportunity for dialog about the budget outlook and the college's needs.

The Governor proposed and the SBCTC is supporting a revenue package proposed by Governor Gregoire.

#### VI. STAFF REPORTS

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

Dr. Rachel Solemsaas reviewed the quarterly financial report with the Board. She expressed her appreciation to Kelly Paustain for her assistance.

#### VII. CONSTITUENT REPORTS

##### Faculty Report

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

Cynthia Weintraub, ELI faculty, was invited to teach at Harvard in the summer quarter.

He noted that the establishment of the faculty commons is underway with the election of faculty representatives. The faculty has expressed concerns regarding having majority of running start students in classroom.

##### Classified Staff Report

Jan Ng, classified staff representative, reported that:

The planning for professional development day is well under way. She shared the schedule for the day. Communications skills are the number one topic requested. The keynote speaker is Helen Thayer. In addition to communication, there will also be a focus on sustainability.

The end of the quarter classified staff potluck is scheduled for December 7<sup>th</sup>.

##### Student Report

Brandon Anderson, Associated Student Government (ASG) President, shared some personal stories of students who were having difficulties. He noted that many students are "just holding on" right now.

Student activities this quarter included a State of the Student address, a Speak Out where students were invited to share personal stories, and a Teach In on "who broke the economy".



BC students also participated in a Day of Action held at the University of Washington.

Jake Atwell, Office of Student Legislative Affairs, Legislative Director was introduced and requested support for the student trustee bill.

The board suggested recommending a pilot of the student trustee program with conditions such as exclusion of students from any executive session.

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Motion 30:16

It was moved by Paul Chiles to support the student trustee bill as a pilot institution assuming there would be no inclusion students of executive session. Steve Miller seconded.

The motion passed unanimously (5-0).

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In closure, Brandon responded to the inquiry regarding what he would request of the board. He noted that students want to feel that they are being heard and he recommended that the board find opportunities to meet with students.

VIII. ACTION ITEMS

Tab 3 - Parking WAC and Policy

Deric Gruen presented the Parking Policy and WAC. He noted that the new policy will assist with collection on fines, provide local authority over hours of enforcement. Paul Chiles requested that there be a limit on how much can be charged for towing. This change should be in the procedures.

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Motion 30:17

It was moved by Marie Gunn and seconded by Steve Miller that Board of Trustees of Community College District VIII approve WAC 132-H and Policy 6200 as amended.

The motion passed unanimously (5-0).

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Motion 30:18

It was moved by Paul Chiles and seconded by Steve Miller that the College set a reasonable limit for what an owner must pay for towing.

The motion passed unanimously (5-0).

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Tab 4 Resolution recognizing Rachel Solemsaas

Chair Vicki Orrico read the resolution in to the record.

**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

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Motion 30:19

It was moved by Steve Miller and seconded by Paul Chiles that Board of Trustees of Community College District VIII approve Resolution No. 304 commending Rachel Solemsaas.

The motion passed unanimously (5-0).

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IX. INFORMATION ITEMS

Tab 5 – Work Plan Scorecard

Patty James presented the results of the Work Plan scorecard. This presentation shares the progress made on 2010-11 objectives.

Specific attention was paid to the Spectrum Disorder project and highlighted the positive results from the program.

Tab 6 – 2012 Defining Board Agenda

The board reviewed the defining board agenda and requested additional reports at every meeting regarding workforce development and student services. Specific questions sought a more in depth understanding of financial aid and whether the college is adequately addressing the financial needs of the students, which populations aren't being served, and how financial aid integrates with the foundation.

Other recommendations included setting up listening sessions for board members to interact with students. Lisa Chin will work with Laura Saunders to set this up.

Written staff reports were also suggested.

X. STAFF AND BOARD REPORTS

Capital and facilities master plan

No report.

Economic Development

No report.

New Campus Development

The new campus development is moving forward. More community outreach is recommended.

Foundation Campaign

The BC foundation held their inaugural 5k run which was followed by the dedication of the Courter Family Athletic Pavilion.

The foundation held its annual Donor & Scholar Reception on Nov. 16<sup>th</sup>. It was a wonderful event.

April 25<sup>th</sup> is the Foundation scholarship lunch for the *Become Exceptional* campaign.

Long Range Finance/Resource Planning

No report.

Strategic Plan/Accreditation

No report.

TACTC Board of Directors

No report.

TACTC and BC Legislative Committee

Steve Miller, Vicki Orrico, and Laura Saunders attended the TACTC Legislative Committee retreat. There were a number of interesting presentations.

Work Plan Oversight

No report.

Presidential Search Committee

Marie Gunn reported that the Presidential Search Committee is still doing outreach. There are weekly phone calls with the executive search firm. Currently, there are 65 nominations with 30 candidates in the pool. Reference checking has not yet been done. The date for primary consideration has concluded. The next search committee meeting is scheduled for December 12<sup>th</sup>.

Interim President's Report

Laura Saunders reported that Bellevue College's pitcher Adrian Sampson was listed as one of the top 100 Junior College pitcher in the nation.

The campus is holding an open workshop on sustainability for East Campus. Interviews are underway for the Vice President of Administrative Services and progress is being made on the Vice President for Diversity position. Allison Lau chaired a committee which reviewed the position and made recommendations to move forward.

There continue to be some glitches with running start registration due to the new state requirements.

The Higher Education Coordinating Board approved the Bachelor of Applied Science degree in Healthcare Technology and Management.

XI. UNSCHEDULED BUSINESS

There was no unscheduled business.

XII. ADJOURNMENT

There being no further business, the regular meeting of the Board of Trustees adjourned at 3:15 p.m. The next regular meeting will be held on January 18, 2012.

ATTEST:

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Vicki Orrico, Chair  
Board of Trustees

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Lisa Corcoran  
Secretary, Board of Trustees  
Community College District VIII

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

A special meeting of the Board of Trustees of Community College District VIII, state of Washington, was held January 27, 2012 in room A201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Ms. Vicki Orrico, Chair, presided.

I. ROLL CALL

The special meeting was called to order at 3:00 pm. Mr. Chiles, Ms. Chin, Ms. Gunn, Mr. Miller and Ms. Orrico were present. Interim President Laura Saunders, Assistant Attorney General Cheryl Bateman, and Vice President of Instruction Tom Nielsen were also in attendance.

II. EXECUTIVE SESSION

Ms. Orrico announced that there would be an executive session for approximately 50 minutes to discuss the evaluation of state employees.

III. BUSINESS SESSION

The business session was called to order at 3:50 p.m.

IV. INFORMATION ITEM

Tenure Review Recommendations for the 2011-12 Academic Year

Tom Nielsen presented the first read of the recommendations regarding tenure of the Tenure Review Committee for the 2011-12 academic year. Mr. Nielsen noted that there are six candidates being recommended for tenure, an additional candidate who is being recommended for fourth year candidacy and one recommendation to deny tenure. This item will be presented for approval at the March 7, 2012 meeting.

V. ADJOURNMENT

There being no further business, the special meeting of the Board of Trustees adjourned at 3:58 p.m. The next regular meeting will be held on March 7, 2012.

ATTEST:

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Vicki Orrico, Chair  
Board of Trustees

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Lisa Corcoran  
Secretary, Board of Trustees  
Community College District VIII





## REGULAR MEETING AGENDA ITEM

### FINANCIAL REPORT FOR PERIOD ENDING DECEMBER 31, 2011

INFORMATION

DISCUSSION

ACTION

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#### 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 December 31, 2011. This quarterly report documents 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 this 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; in addition to providing a record of adjustments and changes that differs 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 the 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 December 31, 2011:

- State and Local operating funds: Fall and winter 2011 enrollments are lower compared to 2010; however, enrollments are still exceeding targets. Expenditures normally posted to the State Allocation have been shifted to local operating funds in anticipation of additional state reductions. Local operating revenue is lower than the same period last year due to a transfer of Excess Enrollment tuition to dedicated local funds earlier than in previous years.
- 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 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 budget assumptions.

- Proprietary funds: These funds include ancillary and enterprise funds. Proprietary revenue exceeded expenditures with the exception of small losses in the Printing and Motor Pool funds due in part to differences in timing for allocating expenses to other funds. The Bookstore and Food Service are currently reflecting a loss due to expenses incurred ahead of revenue for Winter Quarter. Both operations show a reduction in loss compared to the same period last year as a result of cost cutting and inventory reduction measures.
- Fiduciary funds: This account holds assets in trust for the state or accounts for assets held for eventual disbursement to authorized recipients including individuals or private organizations. The Grants in Aid and Student Loan funds reflect distributions to students for winter quarter in advance of receipts from funding agencies.
- Capital projects: The capital funds are budgeted on a biennial basis. All revenue and expenditure activity is in line with the capital plan.

The following summarizes the budget revisions made for each fund:

- State and Local operating funds: The College's operating budget changes reflect an increase of \$944,120:
  - State allocation: The net increase of \$945,842 is comprised of the following:
    - \$ 3 FY 12 Budget Reduction Adjustment;
    - \$ 761,583 Worker Retraining – Variable;
    - \$ 10,427 Center of Excellence base allocation;
    - \$ 77,173 Basic Skills Enhancement;
    - \$ 14,000 Workforce Dev. Projects;
    - \$ 82,656 Student Achievement Initiative;
  - Local Operating: The net decrease of \$1,725 reflects;
    - \$ <1,725> ABE/EL civic Grant decrease;
- Local dedicated funds: The increase of \$687,424 reflects adjustments for:
  - \$ 71,342 Distance Education Distribution adjustments;
  - \$ 76,162 Contracts & Special projects;
  - \$ 54,345 Self-support One-Time Funding;
  - \$ 297,575 Worker Retraining One-Time Funding;
  - \$ 188,000 Continuing Education Growth Plan;
- Grants and contracts funds: The \$7,878,488 net increase reflects:
  - \$585,072 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;
    - \$ 27,653 BC Foundation Mini Grant;
    - \$ 31,500 SBCTC-Open Course Library development;
    - \$ 16,278 SBCTC – Tech Prep grant;

- \$ 57,100 City of Bellevue Prep 4 Work;
    - \$ 37,800 Lake Wash. Sch. Dist. Interpreters;
    - \$ 10,000 Bank of America Bus Pass – BFET;
    - \$ 200,000 Microsoft Project Succeed;
  - \$7,293,416 adjusted award and carry-over grant balances from 2010-11.
- Proprietary funds: The increase of \$44,180 reflects adjustments to:
  - \$25,993 Assoc. Student Government additional allocation
  - \$15,187 Other Auxiliary - Student Services new position
- Fiduciary funds: No Adjustments.
- Capital Projects: Budgets are balanced to state appropriations and use of local funds as approved by the board.

**Background/Supplemental 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: Ray White, Vice President of Administrative Services  
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 March 2012

COMMUNITY COLLEGE DISTRICT VIII  
 BELLEVUE COLLEGE  
 2011-12 Quarterly Financial Report  
 For the Period Ending  
 December 31, 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	945,842	26,511,049	4,548,908	10,311,451					
EXPENSE	25,565,207	945,842	26,511,049	4,548,908	10,311,451			-16,199,598	38.89%	
<b>TOTAL STATE ALLOCATION</b>	<b>25,565,207</b>	<b>945,842</b>	<b>26,511,049</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38.89%</b>
<b>LOCAL OPERATING</b>										
REVENUE	20,235,500	-1,725	20,233,775	11,156,239	16,237,316					80.25%
OPENING ENTRIES (Budgeted)	618,021	0	618,021							
EXPENSE	20,853,521	-1,725	20,851,796	5,723,895	12,702,694			-8,149,102	60.92%	
<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>3,534,622</b>	<b>0</b>	<b>0</b>			
<b>DEDICATED LOCAL FUND</b>										
REVENUE	13,961,684	687,424	14,649,108	5,493,183	10,258,527			-4,390,581	70.03%	
EXPENSE	13,961,684	687,424	14,649,108	2,917,802	5,504,252			-9,144,856	37.57%	
<b>TOTAL DEDICATED LOCAL FUND</b>	<b>13,961,684</b>	<b>687,424</b>	<b>14,649,108</b>	<b>2,575,381</b>	<b>4,754,275</b>	<b>0</b>	<b>0</b>			
<b>GRANTS &amp; CONTRACTS</b>										
REVENUE	13,671,347	7,878,488	21,549,835	3,874,472	8,771,096					40.70%
EXPENSE	13,671,347	7,878,488	21,549,835	2,564,864	5,343,823			-12,778,739	24.80%	
<b>TOTAL GRANTS &amp; CONTRACTS</b>	<b>13,671,347</b>	<b>7,878,488</b>	<b>21,549,835</b>	<b>1,309,608</b>	<b>3,427,273</b>	<b>0</b>	<b>0</b>			
<b>TOTAL OPERATING FUNDS:</b>	<b>74,051,759</b>	<b>9,510,029</b>	<b>83,561,788</b>	<b>9,317,333</b>	<b>11,716,170</b>	<b>0</b>	<b>0</b>			
<b>PROPRIETARY FUNDS:</b>										
<b>STORES FUND</b>										
REVENUE	350,000	0	350,000	82,610	157,026			-192,974	44.86%	
EXPENSE	350,000	0	350,000	59,930	145,280			-204,720	41.51%	
<b>TOTAL STORES FUND</b>	<b>350,000</b>	<b>0</b>	<b>350,000</b>	<b>22,680</b>	<b>11,746</b>	<b>0</b>	<b>0</b>			
<b>COMPUTER SERVICE FUND</b>										
REVENUE	410,000	0	410,000	402,002	404,835			-5,165	98.74%	
EXPENSE	410,000	0	410,000	26,161	404,536			-5,464	98.67%	
<b>TOTAL COMPUTER SERVICE FUND</b>	<b>410,000</b>	<b>0</b>	<b>410,000</b>	<b>375,841</b>	<b>299</b>	<b>0</b>	<b>0</b>			
<b>PRINTING FUND</b>										
REVENUE	1,058,747	0	1,058,747	231,978	448,470			-610,277	42.36%	
EXPENSE	1,058,747	0	1,058,747	228,540	455,374			-603,373	43.01%	
<b>TOTAL PRINTING FUND</b>	<b>1,058,747</b>	<b>0</b>	<b>1,058,747</b>	<b>3,438</b>	<b>-6,904</b>	<b>0</b>	<b>0</b>			

COMMUNITY COLLEGE DISTRICT VIII  
 BELLEVUE COLLEGE  
 2011-12 Quarterly Financial Report  
 For the Period Ending  
 December 31, 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	2,920			-13,080	18.25%
EXPENSE	16,000	0	16,000	2,920	3,772			-12,228	23.58%
<b>TOTAL MOTOR POOL</b>	<b>16,000</b>	<b>0</b>	<b>16,000</b>	<b>0</b>	<b>-852</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>ASSOCIATED STUDENTS</b>									
REVENUE	2,578,159	28,993	2,607,152	1,264,460	2,058,069			-549,083	78.94%
EXPENSE	2,578,159	28,993	2,607,152	295,652	752,312			-1,854,840	28.86%
<b>TOTAL ASSOCIATED STUDENTS</b>	<b>2,578,159</b>	<b>28,993</b>	<b>2,607,152</b>	<b>968,808</b>	<b>1,305,757</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>BOOKSTORE</b>									
REVENUE	4,746,110	0	4,746,110	1,620,606	2,179,321			-2,566,789	45.92%
EXPENSE	4,425,460	0	4,425,460	1,862,478	2,591,123			-1,834,337	58.55%
<b>TOTAL BOOKSTORE</b>	<b>4,746,110</b>	<b>0</b>	<b>4,746,110</b>	<b>-241,872</b>	<b>-411,802</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>PARKING</b>									
REVENUE	2,053,297	0	2,053,297	1,178,817	1,595,292			-458,005	77.69%
EXPENSE	2,053,297	0	2,053,297	189,897	1,090,705			-962,592	53.12%
<b>TOTAL PARKING</b>	<b>2,053,297</b>	<b>0</b>	<b>2,053,297</b>	<b>988,920</b>	<b>504,587</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>FOOD SERVICES</b>									
REVENUE	1,476,576	0	1,476,576	212,289	669,594			-806,982	45.35%
EXPENSE	1,476,576	0	1,476,576	307,113	707,243			-769,333	47.90%
<b>TOTAL FOOD SERVICES</b>	<b>1,476,576</b>	<b>0</b>	<b>1,476,576</b>	<b>-94,824</b>	<b>-37,649</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OTHER AUXILIARY ENTERPRISES</b>									
REVENUE	3,299,126	15,187	3,314,313	964,871	1,747,886			-1,566,427	52.74%
EXPENSE	3,299,126	15,187	3,314,313	784,016	1,557,578			-1,756,735	47.00%
<b>OTHER AUXILIARY ENTERPRISES</b>	<b>3,299,126</b>	<b>15,187</b>	<b>3,314,313</b>	<b>180,855</b>	<b>190,308</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL PROPRIETARY FUNDS:</b>	<b>15,988,015</b>	<b>44,180</b>	<b>16,032,195</b>	<b>2,203,846</b>	<b>1,555,490</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	1,670,160	4,814,640			-4,391,160	52.30%
EXPENSE	9,205,800	0	9,205,800	3,096,263	7,451,601			-1,754,199	80.94%
<b>TOTAL GRANTS IN AID</b>	<b>9,205,800</b>	<b>0</b>	<b>9,205,800</b>	<b>-1,426,103</b>	<b>-2,636,961</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	2,905,257			-4,094,743	41.50%
EXPENSE	7,000,000	0	7,000,000	1,911,357	5,420,381			-1,579,619	77.43%
<b>TOTAL STUDENT LOAN</b>	<b>7,000,000</b>	<b>0</b>	<b>7,000,000</b>	<b>-208,109</b>	<b>-2,515,124</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>FINANCIAL AID FUND</b>									
REVENUE	800,000	0	800,000	510,274	741,740			-58,260	92.72%
EXPENSE	800,000	0	800,000	214,567	478,327			-321,673	59.79%
<b>TOTAL FINANCIAL AID FUND</b>	<b>800,000</b>	<b>0</b>	<b>800,000</b>	<b>295,707</b>	<b>263,413</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 December 31, 2011

	FY 10	FY 11	FY 12	FY 10 - DEC. CUMULATIVE ACTUAL REVENUE & EXPENSE	FY 11 - DEC. CUMULATIVE ACTUAL REVENUE & EXPENSE	FY 12 - DEC. 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	800,000	800,000	663,771	788,340	741,740	88.50%	98.54%	92.72%
EXPENSE	750,000	800,000	800,000	505,171	564,887	478,327	67.36%	70.61%	59.79%
<b>TOTAL FINANCIAL AID FUND</b>	<b>750,000</b>	<b>800,000</b>	<b>800,000</b>	<b>158,600</b>	<b>223,453</b>	<b>263,413</b>	<b>0.7%</b>	<b>0.6%</b>	<b>0.7%</b>
AGENCY									
REVENUE	0	0	0	1,046,615	1,180,474	1,264,928	n/a	n/a	n/a
EXPENSE	0	0	0	747,449	863,130	1,112,692	n/a	n/a	n/a
<b>TOTAL AGENCY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>299,166</b>	<b>317,344</b>	<b>152,236</b>			
<b>TOTAL ENDOWMENT LOCAL REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,262</b>	<b>3,254</b>	<b>1,785</b>	n/a	n/a	n/a
<b>TOTAL FIDUCIARY FUNDS:</b>	<b>13,694,300</b>	<b>20,260,800</b>	<b>17,005,800</b>	<b>-1,658,033</b>	<b>-4,163,214</b>	<b>-4,734,651</b>	<b>12.2%</b>	<b>16.2%</b>	<b>14.6%</b>
<b>TOTAL ANNUAL REVENUE:</b>	<b>112,281,950</b>	<b>124,869,400</b>	<b>116,555,603</b>	<b>64,585,242</b>	<b>69,658,681</b>	<b>64,570,140</b>	<b>57.5%</b>	<b>55.8%</b>	<b>55.4%</b>
<b>TOTAL ANNUAL EXPENSE:</b>	<b>111,598,783</b>	<b>124,202,784</b>	<b>116,234,953</b>	<b>50,899,409</b>	<b>57,152,879</b>	<b>56,033,131</b>	<b>45.6%</b>	<b>46.0%</b>	<b>48.2%</b>
<b>NET GAIN (LOSS) YEAR TO DATE:</b>				<b>13,685,833</b>	<b>12,505,802</b>	<b>8,537,009</b>			

# STUDENT SUCCESS



## GRADUATION RATES AND MEASURES OF STUDENT SUCCESS

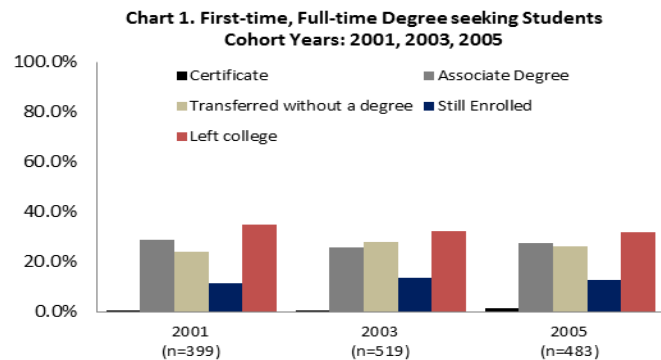
### Key Points

- The national graduation rate was introduced when the Federal Student-Right-To-Know (SRTK) legislation took effect just over two decades ago. Although there are arguments against using the same metric for selective admissions institutions (four-years) and those committed to open access (two-years), it is a national standard that is fairly well understood in the higher education community.
- The national graduation rate is calculated ONLY for annual cohorts of “first-time, full-time degree-seeking students” at 150% of “time-to-degree” (e.g., for a two-year associate’s degree, this is three years).
- The national graduation rate for the 2005 cohort of associate students was 29.2%. BC’s rate was 29.0%.

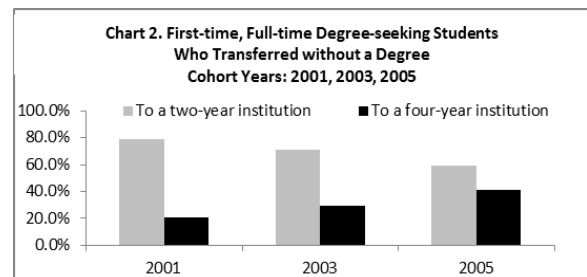
But there is more to student success than graduation rates.

**Chart 1** shows a more complete picture of student outcomes for three annual cohorts, 2001, 2003, and 2005.

- The percentage of students who *left college* (i.e., they are not enrolled in any postsecondary institution after three years) *exceeds* both graduation and transfer out rates.
- The percentage of students who *transfer without a degree* is very similar to those who complete a degree



**Chart 2** shows that students who transferred without a degree were more likely to attend another two-year college after leaving BC. The percentage of such students has declined over time.



### Next Steps

Further review of student performance disaggregated by selected demographics is underway and will be included in future reports. The outcomes of students who attend part-time will be included in this research.

Report by: Patty James, Director, Planning and Effectiveness  
[patricia.james@bellevuecollege.edu](mailto:patricia.james@bellevuecollege.edu)  
March 2012



## BACCALAUREATE PROGRAM UPDATE

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### *Key Points*

- Language in the 2011 budget proviso authorized Bellevue College to: *offer applied baccalaureate degrees in information technology, health care services and management, biotechnology, and preprofessional preparation for medical fields. These degrees shall be directed at high school graduates and transfer-oriented degree and professional and technical degree holders.*
- The college established a new position, the Director of Applied Baccalaureate Development, to coordinate and direct the initial and on-going development of new and existing baccalaureate degrees. Leslie Heizer-Newquist was hired to fill this role.
- The following degrees have been identified to meet local needs:
  - Information Technology: a broad two-year introduction followed by specialized upper-division areas
  - Healthcare Technology and Management – addition of a management concentration to complement current healthcare information technology concentration;
  - Biosciences: concentrations in biotechnology and environmental technology; and
  - RN-Baccalaureate: pathway for nurses with an associate’s degree.
- Currently working with area employers, program faculty, and deans to identify and refine needs in each degree area.
- Surveying students at Bellevue College, other community and technical colleges, and area high schools to assess interest and viability of transfer pipelines.
- Progress report due to legislature in June 2012.
- Program enrollment will begin fall 2013 or 2014, depending on time required to develop curriculum to meet employer needs.

### *Next Steps*

- Later this spring, a request for formal approval of proposals for new degrees will be presented to the Board.

Report by: Tom Nielsen, Vice President of Instruction

[Tom.nielsen@bellevuecollege.edu](mailto:Tom.nielsen@bellevuecollege.edu)

March 2012



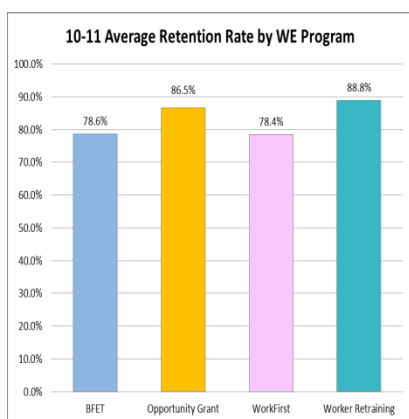
## WORKFORCE & ECONOMIC DEVELOPMENT

### WORKFORCE EDUCATION PROGRAMS – DEMOGRAPHICS, ENROLLMENTS & RETENTION

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#### Key Points

- Bellevue College maintains a strong portfolio of workforce education programs that provide services and funding to support individuals who are entering or re-entering the workforce. The programs have increased in size significantly in the past five years and the college now receives more than \$2.5 M per year in federal pass through and state funds to fund staff support and student expenses including tuition, fees and books. Funded programs include:
  - Basic Food Employment & Training Program (BFET) for individuals receiving food stamps;
  - Opportunity Grant for low income/low skilled adults with little or no college experience;
  - Worker Retraining for dislocated workers including displaced homemakers and honorably discharged unemployed veterans; and
  - WorkFirst - the state's welfare to work program for parents who receive temporary assistance for needy families.
- Annual enrollments are about 1,500 with 38% in health professions, 36% in business programs, and 32% in information technology/digital media
- Data for students enrolled in 2010-11
  - 70% were over the age of 30
  - 25% were single parents with dependents
  - 36% were students of color
  - 60% had less than an associate degree
- Retention of workforce funded students enrolled in 2010-11 (fall to spring) ranged from 78% - 88%



#### Next Steps

- Continue to seek funding to support workforce students
- Scale up retention strategies to other areas of the college

Report by: Paula boyum, Vice-President for Workforce Development  
[paula.boyum@bellevuecollege.edu](mailto:paula.boyum@bellevuecollege.edu)  
March 2012



## STUDENT SERVICES

### **BELLEVUE COLLEGE AND BELLEVUE SCHOOL DISTRICT PRESENT PATHWAYS TO HIGHER EDUCATION FOR LATINO FAMILIES**

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#### *Key Points*

- Student Services, Workforce Development, Multicultural Services, Student Programs, Workforce Education, Instruction and Bellevue School District (with input from Eastside Pathways) are collaborating to help Latino high school students and their families understand the importance of higher education in today's economy, and how to navigate the higher education system and achieve academic success. The event will be held March 8, 2012 in the BC cafeteria.
  - Students and families will be introduced to BC programs, support services and opportunities for non-native speakers.
  - Parents will have the opportunity to ask questions, create relationships with BC staff and learn about financial aid requirements and scholarships.
  - Current Latino students will host a panel to talk about their experiences here at the college and the help that exists.
- Bellevue College (BC) and Bellevue School District (BSD) will also learn what can be done to be more accessible to Latino students. This long-term, ongoing effort will help BC understand the importance of supporting Latino students through the admission process by:
  - Identifying barriers, whether real or perceived;
  - Identifying how we can become more welcoming to Latino students; and
  - Identifying support services that are needed.

#### *Outcomes*

At the end of the evening, students and parents will be able to:

- Contact the appropriate department/staff with any future questions.
- Look up information on the BC website.
- Talk to their high school counselor about going to BC or another institution of higher education.
- Leave the event knowing that BC and BSD care about their future.

#### *Next Steps*

- Incorporate what learning into BC work plans.
- Begin to understand BC's existing data as it relates to Latino students (and others).
- Continue to develop strategies to support Latino students.
- Begin to transform BC into a more welcoming college for Latino students.
- Explore possibilities with BC and BSD regarding other under-represented student populations.

Report by: Tom Pritchard, Vice President of Student Services

[thomas.pritchard@bellevuecollege.edu](mailto:thomas.pritchard@bellevuecollege.edu)

March 2012

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*Key Points*

- FOUNDATION REVENUE REPORT: (as of 2/17/2011)
  - Year Goal: \$1,100,000
  - Total Raised to Date: \$401,640
  - Left to Goal: \$708,952
  - Percent of Goal: 37%
- FOUNDATION IMPACT ON THE COLLEGE:
  - In February, the BC Foundation accepted applications for Lockwood Foundation Faculty Excellence and Innovation Awards. The grant is open to faculty members and supports new or ongoing projects that promote innovation in teaching and/or advance entrepreneurial models at the college. Typically, individual grants will range from \$2,500 to \$10,000. An announcement regarding recipients will be made in April.
  - On February 29<sup>th</sup> the BC Foundation was proud to name the Stan & Michele Rosen Academic Success Center in honor of Stan and Michele Rosen. The Rosens have been exceptional supporters of Bellevue College. After the renaming, award certificates were given to BC Foundation scholarship recipients and everyone joined together to enjoy refreshments and celebrate.
- SCHOLARSHIPS:
  - The next round of scholarships will open this spring. The BC Foundation is delighted that applicants will now be able to use the STARS system to submit their applications electronically. This new system will allow more students the opportunity to apply and will also help applicants with applying for all scholarships that they are eligible for. The BC Foundation expects to double the number of applications.
- SPECIAL EVENTS & LUNCHEON:
  - April 25, 2012 – 13<sup>th</sup> Annual *Become Exceptional* Luncheon
    - Keynote Speaker is Ronan Farrow, Special Advisor to the Secretary of State on Global Youth Issues
    - Emcee is Molly Shen of KOMO 4 News
  - May 16, 2012 – Margin of Excellence Awards Ceremony
    - 2:30pm – 5:00pm in the Carlson Theater
    - Celebration! to perform, as well as BC's Drama Department
    - Come celebrate Bellevue College's Outstanding Faculty and Staff!

Report by: Kara Talbott, Development Director  
[kara.talbott@bellevuecollege.edu](mailto:kara.talbott@bellevuecollege.edu)  
March 2012

## INFORMATION RESOURCES



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### *Key Points*

- Cougar Mountain Campaign – This campaign is raising funds to move the transmission tower of KBCS to Cougar Mountain.
- The selection of a new Learning Management Solution in support of online instruction is underway with implementation set for fall 2012.

### *Next Steps*

- Fundraising for the Cougar Mountain Project is well underway with over half of the \$180,000 raised that is needed to move the KBCS transmission antenna from its current location on campus, to the top of Cougar Mountain. This move will affectively allow the station to broadcast to over one million potential new listeners. Amy Goodman, host of *Democracy Now* will be in Seattle on March 3<sup>rd</sup> to host a fundraiser that will generate additional funds for this project.
- Information Resources is working with a voluntary task force of fifteen instructors who are assisting in making the decision on which Learning Management System the college will adopt this year. This change is needed because the current system is being discontinued by the manufacturer. Over the next few weeks, the task force will decide on a recommendation based upon vendor demonstrations and testing the available toolsets online. Once the decision is made the college will begin training and implementation with a goal of piloting over the summer and being in full production for the start of fall 2012.

Report by: Russell Beard, Vice President of Information Resources  
[russ.beard@bellevuecollege.edu](mailto:russ.beard@bellevuecollege.edu)  
March 2012



## CAPITAL FACILITIES

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**IBIT Remodel (A Wing)** – This project is now moving ahead at a satisfactory pace. While substantial completion has slipped from January 14th to March 18th, there is now greater confidence in this deadline. Furniture has been ordered and a move-in strategy is being developed for IBIT instructors and staff.

The project has incurred additional costs since the Board approved the \$1,558,164 budget for IBIT in June of 2010. Existing conditions of the 44-year-old building structure and poor documentation of mechanical systems led to an unusually large number of unexpected latent conditions. Additional expenditures will exceed the initial authorization board by \$250,000.

At their February 1, 2012 meeting, the State Board for Community and Technical Colleges authorized the college to spend the extra local funds to complete the project. However, the additional \$250,000 has not yet been authorized by the Bellevue College Board of Trustees.

**Energy Retrofits (ESCO)** – This project will dramatically reduce energy consumption and drive significant cost savings. The work is scheduled for summer 2012 and will focus primarily on lighting, plumbing, and HVAC control measures. A final proposal for this work is being prepared which will document the following:

- an initial investment of \$1.8m (local funds),
- less roughly \$300k for utility rebates,
- annual utility savings of \$192k, and
- a payback period of 8.2 years.

**Nursing Mother Room** – An appropriate space has been identified in the C building to be converted into a room for nursing mothers. It is centrally located yet private and has a sink. Improvements (including carpet and a key pad lock on the door so nursing mothers could have regular access) can be accommodated internally.

### *Next Steps*

- Seeking Board approval for additional expenditures of local funds up to \$250,000 to complete the IBIT project.
- IBIT faculty are expected to be moved into the remodeled space early spring quarter.

Report by: Ray White, VP for Administrative Services

[ray.white@bellevuecollege.edu](mailto:ray.white@bellevuecollege.edu)

March 2012

## HUMAN RESOURCES



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Human Resources is dedicated to making Bellevue College the workplace of choice by creating and fostering an environment which allows the college to attract, hire, and retain the best people. The goal is to be a valued resource and a partner in reaching the college's goals by providing leadership, training, expertise and services.

### *Key Points*

- In a continuing effort to use technology effectively, a contract has been evaluated and negotiated for Skillsoft, an online learning system. SkillSoft provides the most comprehensive and current content offering in the e-learning industry, effectively covering the full range of enterprise needs. Learners can choose from a range of content modalities to suit their immediate need or desired learning style. Offering includes interactive courses, online books, book summaries, simulations and impactful videos—a rich variety of assets to meet unpredictable learning needs.
- The implementation process for Skillsoft online learning system has begun for BC employees and it has been presented to the Human Resources Management Commission for use system-wide thereby leveraging an economy of scale to obtain a reduced rate system-wide.
- HR has held several information sessions concerning the 3% salary cut all employee groups will take the 2012-2013 fiscal year. While there were some initial concerns, the information has generally been well received in part because of commitment of all employee groups to share equally in the cuts.
- End of the year reports were completed accurately and before the deadline. One such report supplies data to the federal government, through the Integrated Postsecondary Education Data System (IPEDS), on the composition of our faculty and staff. IPEDS is a system of interrelated surveys conducted annually by the U.S. Department's National Center for Education Statistics (NCES). IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid.

### *Next Steps*

- The next step is to roll out the SkillSoft training and continue to pursue system wide implementation of this, or a similar training tool.

Report by: Cesar Portillo, Vice President, Human Resources

[cesar.portillo@bellevuecollege.edu](mailto:cesar.portillo@bellevuecollege.edu)

March 2012





## ENROLLMENT REPORT

### TOTAL ENROLLMENT, FALL QUARTER

INFORMATION

DISCUSSION

ACTION

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#### Description

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

As part of the strategic enrollment and planning process, each quarter, an enrollment report for all fund sources (state-funded, self-support and other) is compiled for review and discussion. The final fall enrollment report is being presented to the Board of Trustees as an information item.

#### Key Questions

- \* Was the college's enrollment target for state funded and self-support FTES met for Fall Quarter 2011, and how did that performance compare to that of Fall Quarter 2010?
- \* Were there any areas of enrollment that experienced significant differences (increase or decrease) for Fall Quarter 2011 and what are the reasons for those changes?

#### Analysis

For Fall Quarter 2011 enrollments were down from our BC (internal) target by 409.5 FTES or 3.6%

- Arts and Humanities Division were down from target by 70 FTES or 1.0%
- Business (IBIT) Division were down from target by 100 FTES or 8.8%
- Health Science Division were down from target by 25.4 FTES or 2.9%
- Science Division were down from target by 47.6 FTES or 1.6%
- Social Science Division were down from target by 169.4 FTES or 7.6%
- Other Programs exceeded their target by 2.9 FTES or 0.5%

As expected and evident in this report, the college is experiencing a softening of enrollments during the 2011-12 academic year. The downturn is consistent with demographic forecasts and also reflects reduced Worker Retraining and WorkFirst resources. This modest reduction is providing some much-appreciated "breathing room" after several years of enrollment growth and consistent production above state FTES allocations (2010-11 actual FTES was 131.2% of state allocation). The numbers in the report reflect performance against our internal targets only; we will easily exceed our state enrollment target again this year. It is significant to note that, despite the reduction in student numbers, deans and program chairs have worked diligently to monitor and manage our schedule size and class enrollments to maintain efficiency while continuing to serve students well.

**Background/Supplemental Information**

Attachment 1: Enrollment Comparison: Target vs. Actual FTES – Fall Quarter 2011

Attachment 2: Enrollment Comparison For All Funding Sources: Actual FTES 2011-2012 vs. 2010-2011

**Recommendation/Outcomes**

The Board will have an opportunity to review and discuss the college's enrollment data and trends for Fall Quarter 2011.

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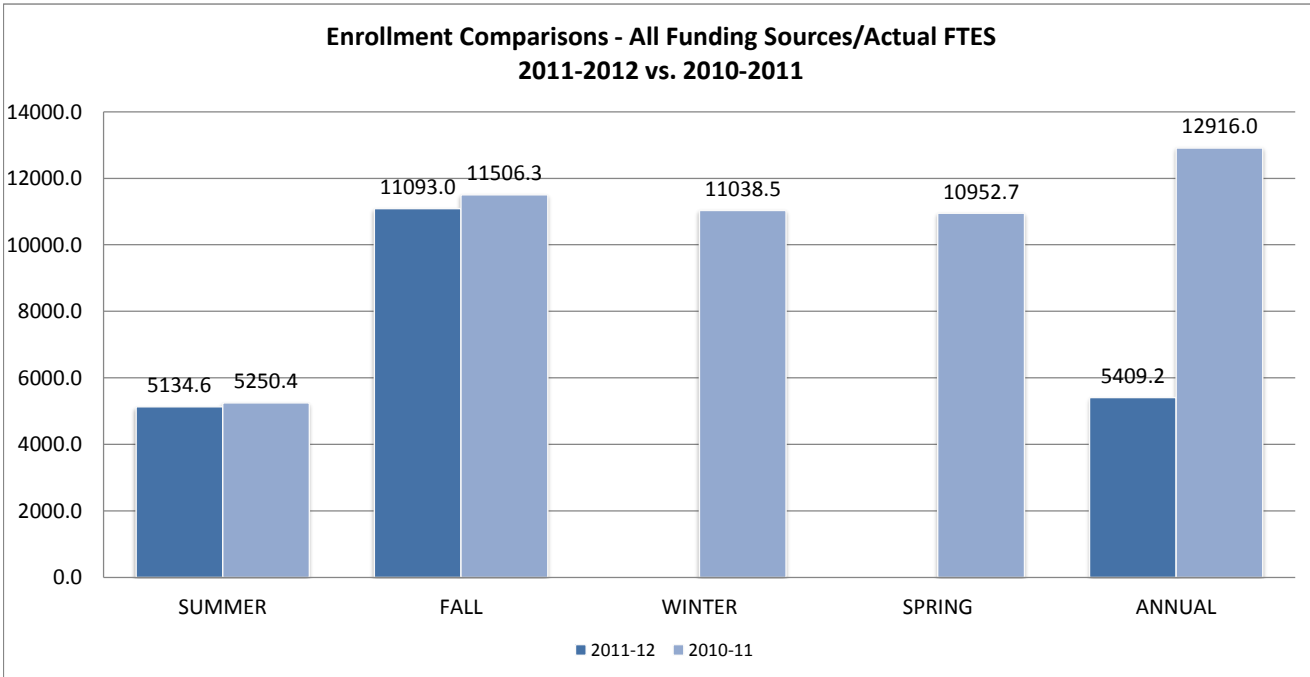
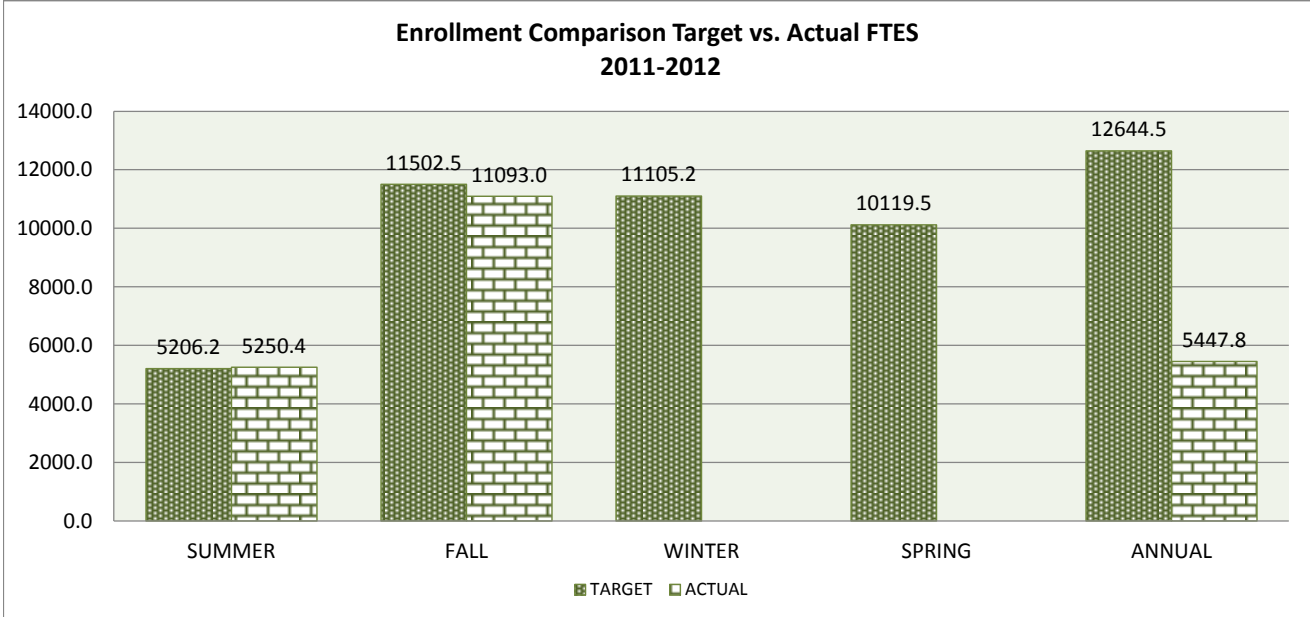
January 2012

TOTAL COLLEGE				
All Divisions & Miscellaneous Programs	Fall 2011 FTES Target	Actual FTES	# Change	% Change
	11503	11093	-409.5	-3.6%

Division	Fall 2011 FTES Target	Actual FTES	# Change	% Change
<b>Arts &amp; Humanities</b>	<b>3626</b>	<b>3556</b>	<b>-70.0</b>	<b>-1.9%</b>
Humanities	0	0	0.0	0.0%
Art	259	239	-20.0	-7.7%
Applied Linguistics	6	0	-6.1	-100%
Communications	506	465	-41.3	-8.2%
Dance	13	14	0.7	5.2%
Drama	43	52	9.5	22.1%
English	1176	1191	14.6	1.2%
World Language	471	453	-18.5	-3.9%
Interior Design	0	0	0.0	0.0%
Music	148	155	6.8	4.6%
Philosophy	196	174	-21.9	-11.2%
Speech	238	236	-2.0	-0.8%
ABE/GED	114	110	-4.5	-3.9%
DEVED/ID	30	33	3.3	11.1%
Experiential Learning	14	21	6.9	49.8%
ESL	409	412	2.4	0.6%
<b>Health Sciences</b>	<b>869</b>	<b>844</b>	<b>-25.4</b>	<b>-2.9%</b>
Diagnostic Ultrasound	34	34	0.0	0%
Early Childhood Educ	33	27	-5.8	-18%
Education	28	16	-12.1	-43%
Health	61	58	-3.1	-5%
Indiv Studies	0	0	0.3	471%
Imaging	0	0	0.0	0%
Nursing	94	108	13.4	14%
Nuclear Medicine Tech	10	10	0.0	0%
Parent Ed	1	0	-1.3	-100%
Physical Development	143	117	-25.5	-18%
Radiologic Technology	54	55	0.7	1%
Radiation Therapy	19	21	1.4	7%
Recreation Education	2	0	-1.9	-100%
Health Professions	134	152	19.0	14%
Radiation Mgmt/Tech	39	32	-7.0	-18%
Neuro Diagnostic Tech	21	22	0.9	5%
Parent Education	196	192	-4.3	-2%
<b>Social Science</b>	<b>2241</b>	<b>2072</b>	<b>-169.4</b>	<b>-7.6%</b>
Criminal Justice	95	86	-8.3	-8.8%
Anthropology	177	177	-0.5	-0.3%
Economics	232	241	8.3	3.6%
Geography	153	139	-13.7	-9.0%
History	311	206	-105.0	-33.7%
International Studies	17	35	18.3	108%
Political Science	132	148	16.6	13%
Psychology	421	408	-12.8	-3.0%
Business Admin Trans	294	263	-31.0	-10.5%
Sociology	247	294	47.1	19.1%
Ethnic Studies	162	74	-88.5	-54.6%

Division	Summer 2011 FTES Target	Actual FTES	# Change	% Change
<b>Business (IBIT)</b>	<b>1136</b>	<b>1036</b>	<b>-100.0</b>	<b>-8.8%</b>
Accounting	114	88	-26.7	-23.3%
Business Admin	8	8	0.0	0.0%
Information Tech	28	17	-10.3	-37.4%
Business Management	269	270	1.1	0.4%
Marketing	76	81	5.3	7.0%
Business Tech System	272	205	-66.7	-24.6%
Business Intelligence	39	27	-11.8	-30.2%
Computer Science	41	50	9.3	22.8%
Network Services	94	87	-6.3	-6.8%
Programming	8	9	0.3	4.1%
Medical Informatics	0	0	0.0	0.0%
Technical Support	18	45	27.0	148.8%
Digital Media Arts	170	149	-21.2	-12.5%
<b>Science</b>	<b>3010</b>	<b>2963</b>	<b>-47.6</b>	<b>-1.6%</b>
Astronomy	186	181	-5.2	-2.8%
Biology	679	660	-19.0	-2.8%
Botany	37	38	1.5	4.0%
Chemistry	422	405	-17.4	-4.1%
Computer Science	87	77	-10.0	-11.4%
Environmental Science	56	43	-13.3	-23.8%
Engineering	40	39	-1.5	-3.8%
Geology	64	70	6.3	10%
I.D. Math	488	471	-17.4	-3.6%
Math	726	734	7.7	1.1%
Meteorology	45	47	1.3	3.0%
Oceanography	34	45	11.2	32.9%
Physics	146	154	8.2	5.6%
<b>Other Programs</b>	<b>620</b>	<b>622</b>	<b>2.9</b>	<b>0.5%</b>
Alcohol/Drug	48	47	-1.21	-2.5%
BAA Interior Design (FS5)	42	37	-4.67	-11.2%
Career Education Opt	59	93	33.48	56.4%
CE-Computers	3	0	-3.33	-100.0%
CE-Work Related Progs	0	0	0.00	0.0%
ELI Internl Bus Prof	46	47	0.80	1.7%
ELI University Prep	309	280	-29.13	-9.4%
Fire Science	26	21	-5.27	-19.9%
Human Development	72	80	7.90	11.0%
Tech Prep	0	0	0.00	0.0%
Cont Nurs Educ (FS 5)	15	19	4.3	29.4%

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





## REGULAR MEETING AGENDA ITEM

### SABBATICAL LEAVE AUTHORIZATION FOR THE 2012-13 ACADEMIC YEAR

INFORMATION

DISCUSSION

ACTION

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#### Description

The purpose of a Sabbatical Leave shall be to improve the professional skills of the faculty member through study, research, and creative work. The College will receive direct benefit of such an experience through the increasing effectiveness of those persons participating in a professional leave program.

#### Key Questions

- \* What is the purpose of sabbatical leave?
- \* How many faculty have applied for sabbatical leave for the 2012-13 year?
- \* What is the Board of Trustees's role in the sabbatical leave process?
- \* How have sabbatical leaves been affected by ongoing budget constraints?

#### Analysis

The Sabbatical Leave Committee met in February and identified a chair at that time. The Office of Human Resources provides the committee with FTE replacement cost for the requested sabbaticals. The committee deliberates and makes a recommendation to forward to the President.

The Sabbatical Leave Committee has received requests from five (5) faculty for sabbatical leave during the 2012-13 academic year and one (1) faculty for sabbatical leave during the 2013-14 year. The total number of quarters requested is equivalent to 4.68 FTEF. The Board of Trustees has committed, through the Negotiated Agreement, to make "every reasonable effort to grant at least 5 FTE leaves annually, provided that at least that number of applicants have applied and are ranked by the Sabbatical Leave Committee..." (Article IX, Section IV, C). The number of leaves granted is subject to fiscal and budget constraints and also the calculation of potential cost of replacement.

Last year seven faculty submitted applications for sabbatical leaves totaling 3.67 FTEF. Due to budget constraints, the President recommended that the Board of Trustees grant sabbaticals for three faculty members. However, the total number of quarters requested was reduced from the equivalent of 2.67 FTEF to 1.85 FTEF as a result of the budget. The replacement cost for last year was \$42,988. The cost of this expense was covered by one-time-only funds.

The President will make a recommendation for consideration and action at the May meeting.

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII receives information about sabbatical leave requests as a future action item.

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March 2012



## REGULAR MEETING AGENDA ITEM

### TENURE REVIEW COMMITTEE RECOMMENDATIONS FOR THE 2012-13 ACADEMIC YEAR

INFORMATION

DISCUSSION

ACTION

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#### Description

A recommendation from the Tenure Review Committee concerning eight tenure candidates has been submitted to the Board of Trustees, in accordance with the "Agreement Between the Board of Trustees of Community College District VIII and the Bellevue College Association of Higher Education." On the basis of this recommendation and in accordance with the provisions of the Agreement, it is the recommendation of the President that six of the faculty candidates listed below be granted tenure, one candidate receive an additional probationary year, and one candidate not be granted tenure.

#### Key Questions

- \* Have the third year probationary tenure candidates fulfilled all the necessary responsibilities as described in Article Fifteen, Section II of the faculty contract as part of the process of receiving tenure?
- \* Has the Tenure Review Committee thoroughly reviewed the required documents as described in the tenure guidelines, and deliberated the merits of each probationary candidate?
- \* As a result of their deliberations, has the Tenure Review Committee recommended an additional year of probationary status for any of the candidates?
- \* As a result of their deliberations, has the Tenure Review Committee recommended not granting tenure for any of the candidates?
- \* Has the pertinent documentation for all eight candidates been made available for review by the Board of Trustees?
- \* What are the recommendations of the Tenure Review Committee regarding the tenure status for the eight probationary candidates for the 2012-13 year?

#### Analysis

The reason for tenure, as stated in the Revised Code of Washington, is to protect faculty employment rights. Further, tenure protects academic freedom and promotes collegiality and professionalism among faculty.

The tenure process at Bellevue College involves three levels:

1. The Tenure Evaluation Subcommittee (TES) gathers information, mentors the candidate, and prepares the tenure document.



2. The Tenure Review Committee (TRC), including six faculty members elected by the faculty at large, reviews the documentation prepared by the TES to ensure that similar standards and expectations are met across the many disciplines. The TRC provides an objective look at each document to make sure that the case supporting the recommendation of the TES is sound.
3. Finally, the Board of Trustees, giving serious consideration to the recommendation of the TRC, decides to grant or not grant tenure. During the first two years of candidates' employment, the President uses the recommendation of the TRC to decide whether or not to continue the probationary period.

Required documents have been gathered by the TES and the tenure candidates that provide evidence that the process described above has been strictly followed.

### **Background/Supplemental Information**

Electronic notebooks in .pdf format have been distributed to each board member on a thumb drive. An executive summary and all pertinent documents for each tenure candidate are included for review by members of the Board of Trustees.

### **Recommendation/Outcomes**

Recommendation: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2012-13 academic year to Ryan Bauer, Science Division (Math).

Recommendation: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2012-13 academic year to Tonya Estes, Arts & Humanities (Developmental Education).

Recommendation: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2012-13 academic year to Gina Fiorini, Science Division (Chemistry).

Recommendation: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2012-13 academic year to Samantha Girard, Health Science, Education and Wellness Institute (Nursing).

Recommendation: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2012-13 academic year to Mausumi Maulik, Science (Math).

Recommendation: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2012-13 academic year to Daniel Mitchell, Science Division (Chemistry).

Recommendation: That the Board of Trustees of Community College District VIII does not grant a tenure for the 2012-13 academic year to Leticia Lopez, Arts and Humanities Division (English).

Recommendation: That the Board of Trustees of Community College District VIII hereby grants a fourth probationary year to Simrat Ghuman, Science Division (Math), in that all conditions required by RCW 28B.50.852 for advancement to a fourth year have been met.

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## REGULAR MEETING AGENDA ITEM

### REQUEST FOR ADDITIONAL SPENDING AUTHORITY – IBIT REMODEL (A WING)

INFORMATION

DISCUSSION

ACTION

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#### Description

This project has incurred additional costs since the Board approved the \$1,558,164 budget for IBIT in June of 2010. The college seeks additional spending authority to complete the project.

#### Key Questions

- \* Is the additional work reasonable and necessary to complete the project as specified?
- \* Is the use of additional local funds warranted for this purpose?

#### Analysis

Existing conditions of the 44-year-old building structure and poor documentation of mechanical systems led to an unusually large number of unexpected latent conditions. Additional expenditures will exceed the initial authorization board by \$250,000. The change in project scope has been reviewed by college staff, Bellevue College's state project manager (E&AS), and the vice president for administrative services. It is agreed that the work is reasonable and necessary for completion of the project.

#### Background/Supplemental Information

At their February 1, 2012 meeting, the State Board for Community and Technical Colleges authorized the college to spend the extra local funds to complete the project. However, the additional \$250,000 has not yet been authorized by the Bellevue College Board of Trustees.

#### Recommendation/Outcomes

That the Board of Trustees of Community College District VIII authorizes the use of additional local funds of \$250,000 to complete the IBIT Remodel (A Wing) Project.

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