

**BELLEVUE**  
COLLEGE

Board of Trustees  
Community College District VIII

Regular Meeting

June 13, 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, June 13, 2012. The business session will begin at 1:00 pm in room B201. Vicki Orrico, Chair, will preside.

**AGENDA**

		Page
12:00 PM	LUNCH (A201)	
12:30 PM	EXECUTIVE SESSION (A201) There will an executive session for 30 minutes to discuss the performance of public employees.	
	STUDY SESSIONS	
1:30 PM	Financial Aid	Ballantyne
2:00 PM	Science and Math Institute (SAMI)	Viens & Souza
2:30 PM	BUSINESS SESSION (B201)	
	I. Call to Order	
	II. Roll Call and Introductions	
	III. Consent Agenda	
	A. Approval of Agenda for June 13, 2012	3
	B. Meeting Minutes from May 16, 2012	5
	C. Meeting Minutes from May 22, 2012	10
	D. Meeting Minutes from May 23, 2012	11
2:40 PM	IV. Constituent Reports	
	A. Faculty	Brown
	B. Classified Staff	Ng
	C. Student	Dzhuraeva
3:10 PM	V. Monitoring Reports (reports for this meeting in bold)	
	A. <b>Student Success</b>	All 13
	B. <b>Instruction</b>	All 14
	C. <b>Workforce and Economic Development</b>	All 15
	D. <b>Student Services</b>	All
	E. <b>Foundation</b>	All 16
	F. <b>Information Resources</b>	Quarterly 17
	G. <b>Capital Facilities</b>	Quarterly 18
	H. New Campus Development	Quarterly
	I. Finance	Quarterly
	J. <b>Human Resources</b>	Quarterly 19

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

	K. <b>Enrollment Report</b>	Quarterly	20
	L. Budget and Legislative Developments	As needed	
	M. Marketing and Public Relations	As needed	
3:20 PM	VI. Information Items		
	A. Work Plan Scorecard – Objectives for 2012-13	James	24
3:30 PM	VII. Action Items		
	A. 2012-13 College Budget	White	27
	B. 2012-13 International Student Contract	White	32
	C. 2012-13 Tuition and Fee Schedule	White	33
	D. Policy Regarding First Amendment Activities	White	36
	E. 2012-13 Services & Activities Fee Budget	Pritchard/Groshong	47
	F. Student Trustee Policy	Pritchard/Jaswal	51
	G. Commendation for Pauline Christiansen	Nielsen	61
	H. Applied Baccalaureate Degree Plan	Nielsen	64
	I. Amendment to Sabbatical Leave Authorization	Nielsen	73
	J. Tenure Recommendation for the 2012-13 Academic Year	Nielsen	74
	K. Election of Board Chair and Vice Chair	Orrico	76
	L. Contract Extension – Chief Executive Officer, Interim President	Orrico	77
4:30 PM	VIII. Board Reports		
	A. TACTC Board of Directors	Gunn	
	B. TACTC and BC Legislative Committees	Miller/Orrico	
	C. Presidential Search	Chiles/Orrico	
	D. Individual Member Reports		
4:45 PM	IX. President’s Report		
5:00 PM	X. Unscheduled Business/Community Testimony		
5:15 PM	XI. Adjournment		

*Time and order are estimates only and subject to change.*

**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 May 16, 2012 in room B201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Ms. Vicki Orrico, Chair, presided.

The Board of Trustees meeting was called to order at 12:34 p.m.

**BUSINESS SESSION**

I. **ROLL CALL**

Mr. Chiles, Ms. Gunn, Mr. Miller and Ms. Orrico were present. Ms. Chin joined the meeting when the board reconvened at 4:25.

**INTRODUCTIONS**

Laura Saunders, Interim President	Cheryl Bateman, Asst. Attorney General
Lisa Corcoran, Exec. Asst. to the President	Tom Nielsen, VP of Instruction
Doug Brown, President, BCAHE	Russ Beard, VP of Information Resources
Jan Ng, Classified Employee Representative	Cesar Portillo, VP of Human Resources
Paula Boyum, VP of Workforce Development	Tom Pritchard, VP of Student Services
Ray White, VP of Admin Services	Brandon Anderson, ASG President
Laurence Herron, Interim VP of Institutional Advancement	Patty James, Associate Vice President of Effectiveness and Strategic Planning
Jennifer Strother, Executive Director of Finance	Matt Groshong, Dean, Student Services
Kelly Paustain, Manager, Budget Office	Jason Aqui, Director of Computing Services
Adrian Lee, Student	Jake Atwell-Scrivner, ASG Legislative Liaison
Faisal Jaswal, Asst. Dean, Student Programs	Rebecca Rohme, Student
Takhmina Dzhuraeva, ASG President-elect	Marika Reinke, Faculty

II. **CONSENT AGENDA**

Steve Miller moved to approve the consent agenda. Paul Chiles seconded the motion.

The consent agenda was approved unanimously (5-0).

III. **CONSTITUENT REPORTS**

**Faculty Report**

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

The faculty commons council has chosen a faculty commons coordinator, Marika Reinke. Ms. Reinke was introduced to the Board.

An ongoing challenge for the faculty is the PT/FT faculty ratio. A short-term proposal has been presented to planning council to reduce the imbalance.

The science department is sponsoring a series of lectures and a viewing event for the "Transit of Venus" a rare astronomical occurrence.

Bellevue College will have a large role in the 50<sup>th</sup> anniversary celebration of the Pacific Science center. Participation in the celebration was a competitive process.

The science division will be hosting an open house on June 9<sup>th</sup> for local youth as young as age 3.

Doug read a resolution from the Executive Council of the BCAHE regarding their concerns arising in the presidential search process.

#### Classified Staff Report

Jan Ng, classified staff representative, reported that:

Classified staff have been notified of reorganization in the financial aid and Human Resources departments. There will be a designated staff representative to handle staff/exempt issues. Some concerns were expressed regarding the continuity of services and it was noted that the new representative would be apprised of ongoing issues.

There will be a workshop tomorrow on Handling Conflict. Faisal Jaswal, Yvonne McGookin and Ata Karim are presenting at the workshop.

The classified staff would like to see more training of supervisors. It was noted that supervisors who have just been promoted may need training.

#### Student Report

Brandon Anderson, ASG President was joined by other ASG officers and incoming ASG officers. Brandon expressed his appreciation for the year. He introduced Jake Atwell-Scrivner, who spoke to the success of the student trustee bill.

Brandon expressed the students concern regarding the 12% tuition increase approved by the State Board for Community and Technical Colleges last week and would like to work with the board to address questions that students may have regarding this increase. There is a request for an open forum with the Board and the students.

Takhmina Dzhuraeva, the ASG President-elect, was introduced to the Board. Takhimina provided a brief biography and expressed her appreciation to Brandon for all of his work this year.

#### IV. INFORMATION ITEM

A. Katherine Oleson, faculty advisor to Phi Theta Kappa, introduced Casey Pinckney and Anh Nguyen, representatives to the All Washington Academic Team. Katherine reviewed the process for selection of the All Washington team.

#### V. MONITORING REPORTS

The board reviewed monitoring reports for on Student Success, Instruction, Workforce and Economic Development, Student Services, Foundation, and Finance.

VI. FIRST READ

A. 2012-13 International Student Contract Program.

Ray White presented for renewal the contract with BC foundation for international students.

B. 2012-13 College Budget

Ray White reviewed the budget development process with the Board.

C. 2012-13 services and activities budget.

Tom Pritchard presented the 2012-13 services and activities budget. He noted that incoming ASG President, Takhmina Dzhuraeva had chaired the committee. There were no recommended cuts to the budget and that there was additional student funding to create two student support positions, and increase some funding for some clubs. Faisal Jaswal, Associate Dean, Student Programs noted that every program received the level of funding that it had requested.

D. 2012-13 Tuition and Fee Schedule

Ray White presented the proposed 2012-13 Tuition and Fee Schedule. The schedule was distributed at the meeting since the state board had just approved it. The difference between FT and PT tuition was explained.

E. Board Election - Chair and Vice Chair

There were no questions or comments.

F. Contract – Chief Executive Officer

There were no questions or comments.

G. Student Trustee Policy

Tom Pritchard and Faisal Jaswal presented the proposal for the student trustee policy. They expressed their appreciation to the Board for their support and noted that Jake Atwell-Scriver, in particular, responsible for the student trustee process. Jake had recently received the United States Student Association student activist of the Year Award. The Student Programs Office is prepared to support the new student trustee.

Guidance will be required with respect to student participation in executive sessions. It was also recommended that information required for the gubernatorial application be included in the ASG application packet as well.

H. First Amendment Policy

Ray White presented the recommended changes to the first amendment policy. Some concern was expressed regarding the language prohibiting camping. With special permission from the president, the prohibition can be waived.

I. Applied Baccalaureate Degree Plan

Leslie Heizer Newquist, Director of Applied Baccalaureate Development, presented the applied baccalaureate degree plan. Questions were asked about the feedback the college has received from local employers, criteria for additional authorizations, and the response from other colleges.

The meeting adjourned at 2:25 pm so the board could participate in the Margin of Excellence Ceremony.

The Board of Trustees reconvened at 4:25 p.m. All trustees were present.

VII. Action Items

A. Sabbatical Leave Requests

Tom Nielsen presented the sabbatical leave requests. He answered questions indicating that there is not a rolling list of applicants and that previous applicants must reapply to be considered for sabbatical leave. Discussion included concern that applicants from the same department may cause staffing problems. The current applications have no conflicts with due to the timing of the leaves.

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Motion: 12:12

It was moved by Marie Gunn and seconded by Paul Chiles that:

The Board of Trustees of Community College District VIII concurs with the recommendation of the interim president and authorizes sabbatical leaves equivalent to 2.99 FTEF, at the cost of \$33, 150.86 for the 2012-13 academic year.

The motion was approved unanimously (5-0)

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B. BC Merger discussions

Laura Saunders presented the final report from the presidents to the SBCTC and the recommendation against the merger of Bellevue College and Cascadia Community College districts. The comprehensive report is available upon request.

Possible efficiencies will be explored included establishing an interlocal agreement regarding continuing education and consolidation of some business functions.

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Motion: 12:13

It was moved by Marie Gunn and seconded by Paul Chiles that:

The Board of Trustees of Community college District VIII agrees that pursuing merger or consolidation is not warranted.

The motion was approved with a vote of 4 yes and 1 abstention.

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VIII. BOARD REPORTS

TACTC Board of Directors

The spring TACTC meeting is scheduled for June 24-26 in Moses Lake.

TACTC and BC Legislative Committee

No report. The legislature is not in session.

Presidential Search Committee



No report.

Individual Member Reports

No reports

Interim President's Report

Laura Saunders brought a number of upcoming events to the board's attention including the Autism Awareness Video Game Tournament. She also called attention to the global accessibility disability activity day on the BC website. It was also noted that progress is being made on the Vice President for Diversity position, but it is not yet complete.

The college had held a public forum in Issaquah for input on the East Campus which was well attended by the community.

IX. UNSCHEDULED BUSINESS

There was no unscheduled business.

X. ADJOURNMENT

There being no further business, the business meeting of the Board of Trustees adjourned at 4:55 PM to reconvene in executive session to evaluate the qualifications of applicants for public employment.

The executive session adjourned at 6:00 p.m.

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 May 22, 2012 at 3000 Landerholm Circle SE in Bellevue, WA. Ms. Vicki Orrico, Chair, presided.

**I. ROLL CALL**

The special meeting was called to order at 3:30 p.m.

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

**II. EXECUTIVE SESSION**

Vicki Orrico announced that the board would be in executive session for 60 minutes to evaluate the qualifications of an applicant for public employment.

Laura Saunders, Interim President, Cesar Portillo, Vice President of Human Resources, the Presidential Search Advisory Committee and the BCAHE Executive Council were invited to join the board.

**III. ADJOURNMENT**

With no action being taken, the special meeting of the Board of Trustees adjourned at 4:30 p.m.

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 May 23rd, 2012 in room N201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Ms. Vicki Orrico, Chair, presided.

**I. BUSINESS SESSION**

The business session was called to order at 3:40 p.m.

**II. ROLL CALL**

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

**III.** The board began with a discussion of the issues surrounding the decision not to bring presidential candidates to campus. A lack of alignment within the board precluded the board's coming to an agreement prior to candidates withdrawal from the search.

Laura Saunders outlined a new search process that is currently under consideration. The previously established presidential profile only requires slight adjustments, but will primarily remain the same. A new search firm is being sought and an RFP has been posted to solicit new proposals. The board is planning to select a new search committee and encourage them to meet before the end of the academic year. The goal is to select a search firm by July 1<sup>st</sup>, begin advertising the 1<sup>st</sup> week in July and begin initial screening of candidates in mid to late August/early September. The Board of Trustees is considering providing early screening and forward 12-15 candidates to the search committee in mid-September. This process will allow candidates to be invited to campus in October.

Board training has been included in the RFP for the search firm.

In response to concerns voiced at the last Presidential Search Open Forum regarding potential activities which had been set aside during the Presidential Search, Interim President Laura Saunders shared some of the items from the previous year which were completed and others that are still under way. These items included: three vice president vacancies, Bellevue College/Cascadia Community College merger task force, and baccalaureate issues with the state legislature. Some of items of concern include: a lack of progress on east campus; reduced funding and outreach to the community; and the length of time associated with filling the vice president of diversity position.

Chair Orrico opened the discussion to items from the floor.

Comments and concerns included:

- Using the board as the initial filter and preference for the previous search process;
- Inquiry as to Jean Floten's role in the process. The board indicated that she had done some informal recruiting and counseling, but was not actively involved;
- The board indicated they were looking for a better institutional fit by using a new search firm;
- Insufficient use of faculty in the initial screening;

- Concern about the lack of progress in increasing student success;
- A request to the board to consider how candidates of color might be considered;
- Consider staff concerns as well.

IV. ADJOURNMENT

There being no further business, the special meeting of the Board of Trustees adjourned at 4:43 PM to executive session. Executive Session adjourned at 5:15 PM p.m.

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

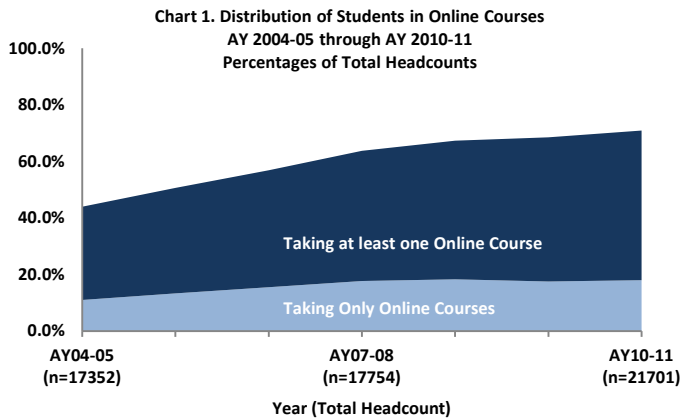
# STUDENT SUCCESS



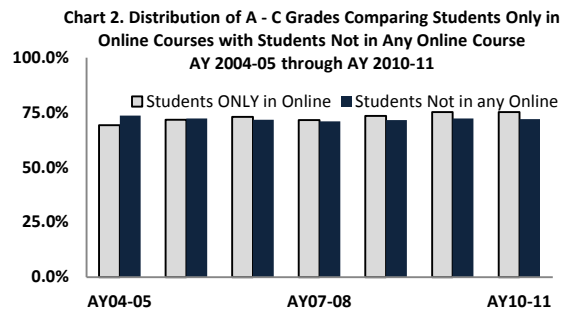
## DISTANCE EDUCATION: ONLINE ENROLLMENT AND SUCCESS PATTERNS

### Key Points

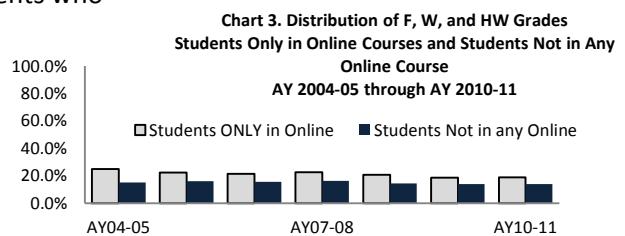
- The percentage of BC students enrolled in 100% online courses has grown substantially over the years. **Chart 1** illustrates the growth of online course-taking between AY 2004-05 and AY 2010-11 (college-level courses only). In that seven-year period, the number of students taking at least one online course has **doubled**, with nearly three out of four students taking at least one online class per year by AY 2010-11. **Chart 1** also shows the less dramatic increase in the percentage of students who enrolled **only in online** courses during that time period (increasing from 11.0% to 18.0%).



- Success in online course-taking has been of interest as well as the growth and availability of these courses. **Chart 2** compares A, B, and C grades of BC students **only in online** with those taking **no online** courses. Over time, the percentage of students **only in online** courses receiving such grades has exceeded that of students taking **no online** course (75.2% compared to 72.0% in AY 2010-11).



- The success picture changes when looking at students who fail or withdraw (F, W, and HW grades only). **Chart 3** shows a comparison of BC students who failed or withdrew from courses. The rate for students taking **no online** courses has been fairly stable over the years, while there has been a decrease over time for students **only in online** courses. Still, those **only in online** courses continue to fail or withdraw at higher rates than those who take **no online** course (18.7% compared to 13.9% in AY 2010-11).



### Next Steps

Additional information will be generated as we build out the metrics for measuring progress toward mission fulfillment through our Core Theme Indicators.

Report by: Patty James, Associate Vice President, Effectiveness and Strategic Planning  
[patricia.james@bellevuecollege.edu](mailto:patricia.james@bellevuecollege.edu)

## LEADERSHIP PROGRAM OF THE DEVELOPMENTAL EDUCATION DEPARTMENT

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### *Key Points*

- The Developmental Leadership program is dedicated to recognizing and advancing the leadership potential of ABE/ESL students. The program cultivates students' self-efficacy as leaders **and** literacy learners inside and outside of the classroom.
- To implement the program, faculty develop literacy and leadership instructional and assessment plans that are based on The Washington State Adult Learning Standards and establish collaborative student, staff and faculty learning communities in basic skills classes.
- Students not "traditionally" viewed as leaders are given the opportunity to demonstrate both leadership and literacy skills in public. Students' confidence increases, even if they can't speak English perfectly, as they "refocus" their learning on how to use language as a tool of empowerment. This helps students move toward "deep learning" – not merely book exercises or drills.
- Student and faculty work is showcased in a Spring Quarter Leadership Festival that is open to all members of the college community.
- As an example, students from an ESL Level 5 & 6 studied mentors in their lives. They wrote scripts about a mentor and recorded it using professional equipment. Mixing personal photos with creative commons licensed photos from Flickr, they produced a movie. Productions were shared with each other and the program. Movies produced since 2009 can be found at Listening Legacies: <http://www.garnetsstorygems.com/testmov.html>
- The program received a Commendation by the Washington State Board for Community & Technical Colleges

*"[for] the effort to promote leadership among ESL students [through] . . . the creation and strong support of the ESL Club which allows students to be their own leaders and raise their own expectations [and] the promotion and substantial growth of the ESL leadership program which focuses on encouraging progress by students who are traditionally the least motivated to make gains." (Basic Skills Program Monitoring Visit)*

### *Next Steps*

- Faculty continue to collaborate around this common departmental theme of leadership to develop instructional plans that are designed to help the students increase confidence and focus on skills and abilities they do have rather than those they don't.
- Faculty and students are proud of their work and are excited to share it with the larger campus community.

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



## WORKFORCE & ECONOMIC DEVELOPMENT

### HEALTH INFORMATION TECHNOLOGY

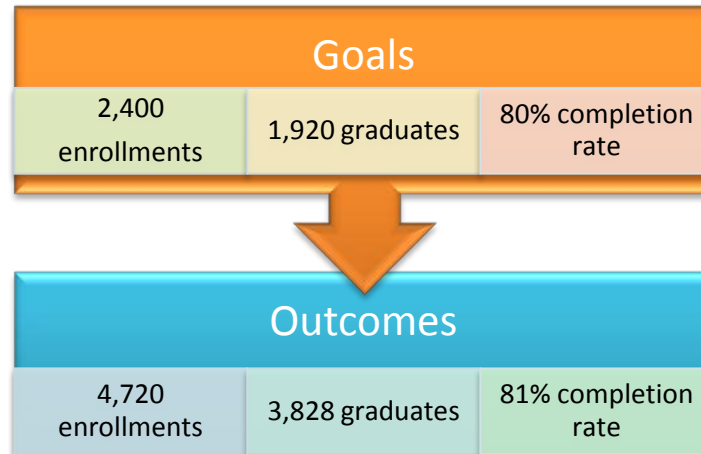
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#### *Key Points*

Bellevue College has a 10 year instructional history in health information technology (health IT), one of the first community colleges in the nation to undertake the program of study. In addition to Washington state High Demand funding, the Department of Labor, Department of Health and Human Services, and the National Science Foundation have awarded BC grants in this area.

In 2010, BC received \$6.4M to direct a 10-state, 23-college consortium, as part of the American Recovery and Reinvestment Act funding. BC is the only region of the country to complete grant activity on time, and exceed goals. Over 3,800 learners, many dislocated IT workers, have been trained in the 10 northwestern states. Nearly one thousand were U.S. Department of Veterans Affairs employees, seeking job and wage progression.

#### **BELLEVUE COLLEGE COMMUNITY COLLEGE CONSORTIUM TO EDUCATE HEALTH IT PROFESSIONALS - April, 2010 – April, 2012**



#### *Next Steps*

- \$502k in follow-on funding to create and disseminate additional online curricula for rural health providers and the U.S. Department of Veterans Affairs (Office of the National Coordinator for Health IT – through March, 2013)
- \$509k funding to create a national, entry level certification in partnership with the largest professional society in the sector, HIMSS (National Science Foundation – through August, 2013)

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

## BELLEVUE COLLEGE FOUNDATION



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### Key Points

#### FOUNDATION REVENUE REPORT:

BC Foundation is on track and set to reach or surpass fundraising goals as of \$1.1 million as of June 30, 2012.

#### LUNCHEON:

2013 *Become Exceptional* Luncheon: WEDNESDAY, MAY 1, 2013 at the Meydenbauer Center in Bellevue.

#### SCHOLARSHIPS:

The next round of scholarships will open this spring and applicants will now be able to use the STARS (Scholarship Tracking and Review System) system to submit their applications electronically.

- Emails were sent to every BC student enrolled in the spring quarter and to those enrolled in the fall quarter so they know scholarships are open. Students input their information online and the system identifies all the scholarships for which they are eligible.
- An extensive Scholarship Guidebook was published to detail all the scholarships on offer along with advice on how to write essays, get good recommendations, and how to work with the new system.
- The BCF is offering 38 different scholarships which will provide funding of about \$180,000.

#### SPECIAL EVENTS:

2012 BC 5K: Running of the Bull(dog)s is set for Saturday, October 13, 2012.

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



## INFORMATION RESOURCES



### SPRING QUARTER 2012

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#### *Key Points*

- Wireless access on the campus was reconfigured and made available using a new authentication process beginning on April 1, 2012. This was foundational project that was needed to support the growth of mobile applications used at the college.
- The selection of a new Learning Management Solution (LMS) has been completed; the college has a contract with Instructure and will be implementing the Canvas product over the next six months.

#### *Next Steps*

- Wireless access was dramatically simplified over the winter quarter and put in production at the start of spring quarter. Rather than having to register devices and put in a user name and password BC wireless is now set up to connect and, only have to accept a user agreement. Prior to this project, trouble tickets in support of accessing BC's wireless network generated the highest volume of support tickets. That issue is now resolved. This also paves the way for the college to explore the use of mobile devices for the learning experience. Over the course of next few months Information Resources will produce a "mobile strategy" for the college that will be informed by student focus groups and industry experts. Bellevue College will be the leader and innovator in the use of mobile technologies.
- Information Resources is working with Instruction to migrate all online courses from the current Blackboard/Vista platform to Canvas, the college's new learning management system. The implementation plan has all online courses in production on Canvas by the start of fall quarter 2012. The college will also use this transition to make the system available to all faculty to use for hybrid and web supported classes with no additional fee incurred. This will provide a single resource for our students to use where there are currently three.

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



## CAPITAL FACILITIES

**IBIT Remodel (A Wing)** – Except for some punch list items, the remodel of office space for the Institute for Business and Information Technology (IBIT) is now complete. The instructors and staff have settled into their new space and are back to business as usual. IBIT is located toward the south end of the A Building on the second floor (A254). Visitors are always welcome.

**B Building Remodel** –Planning efforts for the B Building remodel project have been re-started. A task force (representing the many stakeholders of this project) is now working to further define the vision and outcomes for the remodel. They will provide critical feedback that will inform the design team as conceptual drawings are developed.

While the ultimate remodel for the building will include many phases and could span many years, the following timeline represents our expectations for the first phase of this work.



### *Next Steps*

- The B Building task force will meet regularly through June and July to further develop a program of work for Phase I of this project.

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

## 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. Our goal is to be a valued resource and a partner in reaching the Colleges goals by providing leadership, training, expertise and services.

### *Key Points*

- Instrumental in sending six employees (two from Human Resources, one from Information Resources, one from Administrative Services, one from Student Services) for LEAN training. The cohort will be a resource to the college. Plans are in place to send three for training in July.
- Using LEAN principles, collaborated with Payroll and Budget Office to find efficiencies in the hiring process to eliminate duplication.
- Using LEAN principles, Human Resources has reorganized to streamline services to the campus community. Two positions will focus on specific employee groups from hire to separation. An Human Resources Generalist will focus on the life cycle of the classified and exempt employees. Another Human Resources Generalist will focus on the life cycle of faculty. Both will work collaboratively based on the flow of the academic year.
- Final details of SkillSoft implementation have been completed and a roll out is planned for later this month. SkillSoft provides the most comprehensive and current training 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.

### *Next Steps*

- Roll out SkillSoft late June.

Report by: Cesar Portillo, Vice President for Human Resources  
cesar.portillo@bellevuecollege.edu

## ENROLLMENT REPORT



### TOTAL ENROLLMENT WINTER QUARTER 2012

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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 winter enrollment report is being presented to the Board of Trustees as a discussion item.

#### Key Questions

- \* Was the college's enrollment target for state funded and self-support FTES met for Winter Quarter 2012, and how did that performance compare to Winter Quarter 2011?
- \* Were there any areas of enrollment that experienced significant differences (increase or decrease for Winter Quarter 2012)?

#### Analysis

Following a steady, continuous rise in enrollment spanning several years, a state-wide downturn in enrollments began last year. The report for winter quarter indicates a continuation of this trend for our college, as well as consistency with the state-wide trend toward greater declines in professional-technical programs than the declines in transfer programs. The numbers in the report reflect performance against our internal targets only; we will easily exceed our state enrollment target this year.

For Winter 2012 BC is down from the target by 320.6 FTES or 2.9%

- Arts and Humanities Division were down from target by 96.1 FTES or 2.8%
- Business (IBIT) Division were down from target by 109.3 FTES or 10%
- Health Science Division were down from target by 61 FTES or 6.9%
- Science Division were down from target by 106.4 FTES or 3.5%
- Social Science Division were down from target by 99.4 FTES or 4.6%

**Background/Supplemental Information**

Attachment A:

- Enrollment Comparison: Target vs. Actual FTES – Winter Quarter 2012
- Enrollment Comparison For All Funding Sources: Actual FTES 2011-2012 vs. 2010-2011

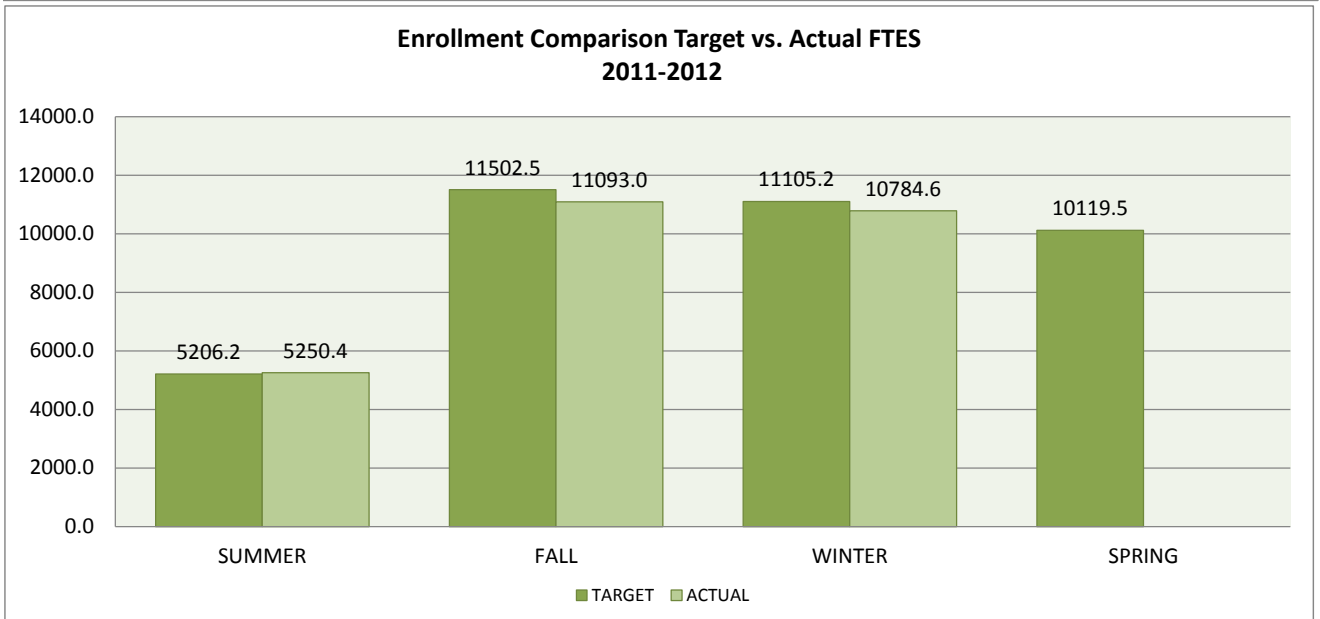
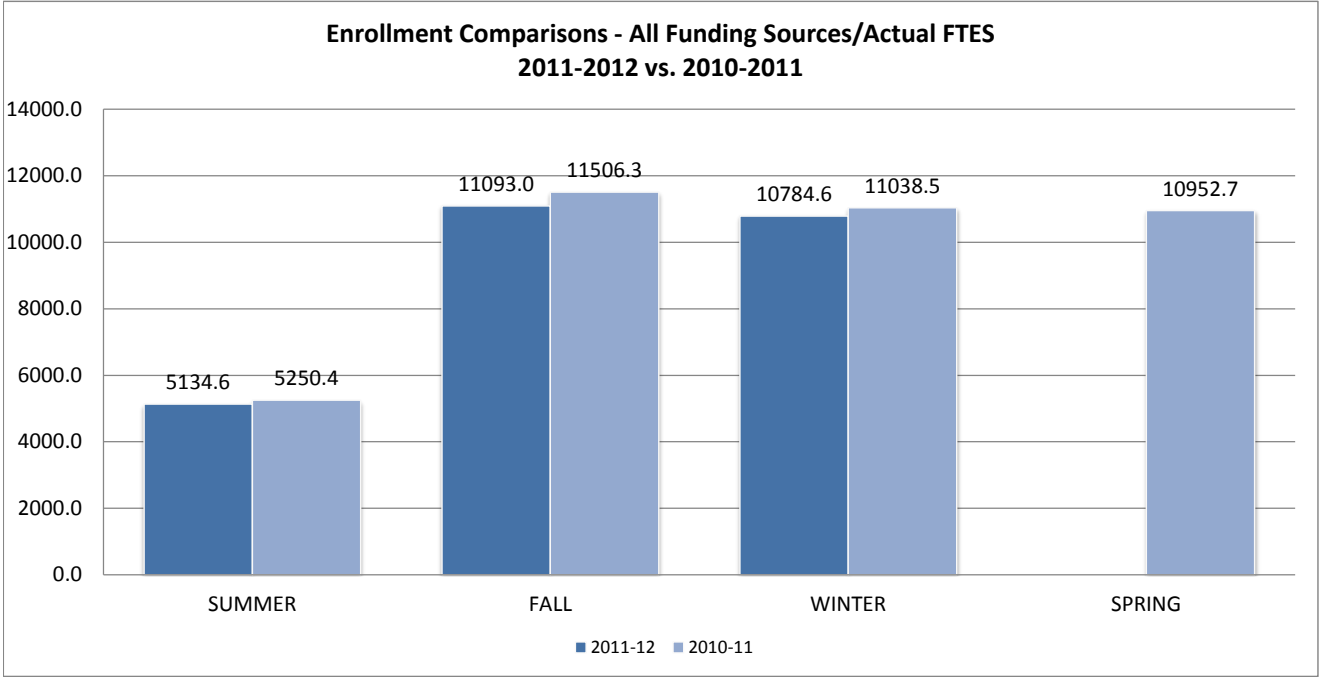
**Recommendation/Outcomes**

The Board will have an opportunity to review and discuss the college's enrollment data and trends for Winter Quarter 2012.

Prepared by: Tom Nielsen, Vice President  
[tom.nielsen@bellevuecollege.edu](mailto:tom.nielsen@bellevuecollege.edu)  
425-564-2305

TOTAL COLLEGE									
All Divisions & Miscellaneous Programs	Winter 2012 FTES Target	Actual FTES	# Change	% Change					
	11105	10785	-320.6	-2.9%					
Division	Winter 2012 FTES Target	Actual FTES	# Change	% Change	Division	Winter 2012 FTES Target	Actual FTES	# Change	% Change
<b>Arts &amp; Humanities</b>	<b>3417</b>	<b>3321</b>	<b>-96.1</b>	<b>-2.8%</b>	<b>Business (IBIT)</b>	<b>1097</b>	<b>988</b>	<b>-109.3</b>	<b>-10.0%</b>
Humanities	0	0	0.0	0.0%	Accounting	109	88	-21.0	-19.3%
Art	234	236	2.3	1.0%	Business Admin	14	10	-4.7	-33.1%
Applied Linguistics	0	0	0.0	0%	Information Tech	12	22	10.7	91.4%
Communications	460	440	-20.1	-4.4%	Business Management	240	252	11.9	4.9%
Dance	15	15	0.5	3.1%	Marketing	71	63	-8.1	-11.5%
Drama	60	49	-10.2	-17.1%	Business Tech System	263	206	-56.6	-21.5%
English	1108	1152	43.9	4.0%	Business Intelligence	45	26	-19.5	-43.2%
World Language	445	407	-38.3	-8.6%	Computer Science	54	50	-3.7	-6.8%
Interdisciplinary Studies	0	0	0.0	0.0%	Network Services	101	88	-13.0	-12.8%
Interior Design	131	122	-9.0	-6.9%	Programming	0	0	0.0	0.0%
Music	179	154	-24.8	-13.9%	Technical Support	31	18	-13.2	-42.1%
Philosophy	267	249	-17.5	-6.6%	Digital Media Arts	157	165	8.0	5.1%
ABE/GED	86	86	0.8	0.9%					
DEVED/ID	16	15	-0.7	-4.1%					
Experiential Learning	16	15	-1.3	-7.8%					
ESL	401	379	-21.7	-5.4%					
<b>Health Sciences</b>	<b>886</b>	<b>825</b>	<b>-61.0</b>	<b>-6.9%</b>	<b>Science</b>	<b>3023</b>	<b>2917</b>	<b>-106.4</b>	<b>-3.5%</b>
Diagnostic Ultrasound	33	35	2.1	6%	Astronomy	185	191	6.2	3.4%
Early Childhood Educ	50	19	-31.3	-62%	Biology	700	632	-68.1	-9.7%
Education	1	29	27.9	3491%	Botany	26	26	0.1	0.5%
Health	53	48	-4.4	-8%	Chemistry	439	422	-17.1	-3.9%
Indiv Studies	0	0	0.1	108%	Computer Science	87	92	4.7	5.4%
Imaging	12	0	-12.3	-100%	Environmental Science	40	38	-2.1	-5.2%
Nursing	111	110	-1.5	-1%	Engineering	34	36	2.9	8.5%
Nuclear Medicine Tech	12	11	-0.9	-8%	Geology	66	61	-5.3	-8%
Parent Ed	0	2	2.3	0%	I.D. Math	465	447	-18.8	-4.0%
Physical Development	126	115	-11.2	-9%	Math	757	732	-24.7	-3.3%
Radiologic Technology	60	57	-3.2	-5%	Meteorology	35	35	-0.3	-0.9%
Radiation Therapy	16	17	0.3	2%	Oceanography	48	41	-7.0	-14.5%
Recreation Education	0	0	0.0	0%	Physics	142	165	23.2	16.3%
Health Professions	130	131	0.8	1%					
Radiation Mgmt/Tech	47	35	-12.5	-26%					
Neuro Diagnostic Tech	17	19	2.5	15%					
Medical Informatics	20	12	-7.7	-38%					
Parent Education	197	185	-12.1	-6%					
<b>Social Science</b>	<b>2183</b>	<b>2083</b>	<b>-99.4</b>	<b>-4.6%</b>	<b>Other Programs</b>	<b>500</b>	<b>651</b>	<b>151.6</b>	<b>30.3%</b>
Criminal Justice	88	105	16.4	18.6%	Alcohol/Drug	35	42	6.90	19.7%
Anthropology	168	193	24.6	14.7%	BAA Interior Design (FS5)	38	32	-6.53	-17.2%
Economics	221	213	-7.6	-3.5%	Career Education Opt	68	102	34.39	50.8%
Geography	154	144	-9.6	-6.3%	CE-Computers	0	0	0.00	0.0%
History	288	239	-48.7	-16.9%	CE-Work Related Progs	0	0	0.00	0.0%
International Studies	27	26	-1.7	-6%	ELI Internl Bus Prof	27	31	4.20	15.5%
Political Science	125	122	-2.8	-2%	ELI University Prep	223	236	13.47	6.1%
Psychology	427	387	-40.0	-9.4%	Fire Science	20	21	0.40	2.0%
Business Admin Trans	274	264	-10.3	-3.8%	Human Development	73	57	-15.60	-21.4%
Sociology	271	271	-0.4	-0.1%	Tech Prep	0	0	0.00	0.0%
Ethnic Studies	139	120	-19.4	-13.9%	College in the High School	0	109	108.50	0.0%
					Cont Nurs Educ (FS 5)	16	22	5.85	37.4%

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





## REGULAR MEETING AGENDA ITEM

### BELLEVUE COLLEGE 2012-13 WORK PLAN

INFORMATION

DISCUSSION

ACTION

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#### Description

Bellevue College employees engaged in conversations throughout the year and on two dedicated College Planning Days to develop focused Objectives for AY 2012-13 that would (1) align with the college mission and values, (2) further BC's progress toward achieving mission fulfillment, (3) collaborate across units, where possible, (4) support continuous improvement, and (5) synchronize with the annual budget process for allocating resources. During this year of transition, each unit developed a purpose statement and identified goals, along with measures and targets. In addition, units formed *continuous improvement* Objectives tied to their purpose and goals.

President's Staff determined four key areas for which collaboration on Objectives could flow both down from the leadership and up from unit members. The Work Plan attached describes those focus areas.

#### Key Questions

- \* What are the areas of focus for the college in AY 2012-13?
- \* How do these Objectives align with the college mission and Core Themes?

#### Analysis

The AY 2012-13 Work Plan was developed to advance the college toward mission fulfillment. President's Staff developed four focus areas—*Student Transitions, Under-represented Student Populations, East Campus Development, and Baccalaureate degrees*—to guide development of their own and their units' work plans. Unit members developed Objectives based on identified priorities within their unit. In some cases, a re-organization of a unit or continuous improvement efforts were identified as the highest priorities for the coming year.

#### Background/Supplemental Information

Attachment 1: AY 2012-13 Work Plan

#### Recommendation/Outcomes

That the Board of Trustees of Community College District VIII is familiar with the AY 2012-13 Work Plan.

Prepared by: Patty James, Associate Vice President for Effectiveness and Strategic Planning  
patricia.james@bellevuecollege.edu



# Attachment 1: AY 2012-13 Preliminary Focused Objectives

Organized by President's Staff Member

Objective	Related Core Theme/Priority
<b>President's Staff</b>	
Student Transitions: Collaborate across college units to establish and advance student pathways and transitions into, through, and from BC	Student Success
Under-represented Student Populations: Improving their Success	Student Success
Degrees: Increase regional availability of affordable and relevant Baccalaureate degrees	Student Success
East Campus Development: Expand BC's program offerings into East King County	Student Success
<b>VP Administrative Services</b>	
Design and conduct annual campus survey.	Continuous Improvement
Design and conduct annual campus inspection.	Community Engagement and Enrichment
Set up process for tracking tort claims and legal actions filed against the institution.	College Life and Culture
Develop key performance indicators to gauge financial health (position and performance).	College Life and Culture
Implement energy utilization dashboard.	College Life and Culture
<b>VP Human Resources</b>	
Increase Diversity of Recruitment Pools	College Life and Culture
E-Learning	College Life and Culture
<b>VP Instruction</b>	
Course Success: Completion and Success in Developmental Math and Developmental English courses	Student Success
Transitions: establish and advance student pathways and transitions—into, through, and from BC	Student Success
Persistence: Students progress through Developmental Math and English	Student Success
Persistence: Students Make Level Gains and Demonstrate Successful Performance in Basic Skills (ESL/ABE/GED)	Student Success
Instruction: Unit Goals	Continuous Improvement
Degrees: Increase regional access to affordable and relevant Baccalaureate degrees	Student Success
Online: Advance institutional capacity to deliver instructional excellence in multiple modalities, focusing on digital delivery	Teaching and Learning
Assessment: Implement and monitor assessment of student learning at course, degree, and institution-levels	Teaching and Learning
<b>VP Information Resources</b>	
Improve Access to HP Data	College Life and Culture
Centralize Data Storage	Student Success
Restructure IR to foster collaboration and communication	Teaching and Learning
Prepare for new Learning Management System (LMS)	Teaching and Learning
Relocate KBCS transmission facility	College Life and Culture
Strategic Technology Plan	Student Success
<b>VP Workforce Development</b>	
Develop K-12 Center	Student Success
<b>AVP Effectiveness and Strategic Planning</b>	
Gain efficiencies in providing access to data	Student Success
Accreditation: Year Three Report	College Life and Culture
Planning and Effectiveness: Unit Goals	Continuous Improvement

# AY 2012-13 Preliminary Focused Objectives

Organized by Core Theme

## Student Success

Student Transitions: Collaborate across college units to establish and advance student pathways and transitions into, through, and from BC

Under-represented Student Populations: Improving their Success

Degrees: Increase regional availability of affordable and relevant Baccalaureate degrees

East Campus Development: Expand BC's program offerings into East King County

Course Success: Completion and Success in Developmental Math and Developmental English courses

Transitions: establish and advance student pathways and transitions—into, through, and from BC

Persistence: Students progress through Developmental Math and English

Persistence: Students Make Level Gains and Demonstrate Successful Performance in Basic Skills (ESL/ABE/GED)

Degrees: Increase regional access to affordable and relevant Baccalaureate degrees

Centralize Data Storage

Strategic Technology Plan

Develop K-12 Center

Gain efficiencies in providing access to data

## Teaching and Learning

Online: Advance institutional capacity to deliver instructional excellence in multiple modalities, focusing on digital delivery

Assessment: Implement and monitor assessment of student learning at course, degree, and institution-levels

Restructure IR to foster collaboration and communication

Prepare for new Learning Management System (LMS)

## College Life and Culture

Set up process for tracking tort claims and legal actions filed against the institution.

Develop key performance indicators to gauge financial health (position and performance).

Implement energy utilization dashboard.

Increase Diversity of Recruitment Pools

E-Learning

Improve Access to HP Data

Relocate KBCS transmission facility

Accreditation: Year Three Report

## Community Engagement and Enrichment

Design and conduct annual campus inspection.

## Continuous Improvement

Design and conduct annual campus survey.

Instruction: Unit Goals

Planning and Effectiveness: Unit Goals



## REGULAR MEETING AGENDA ITEM

### 2012 – 2013 COLLEGE BUDGET

INFORMATION

DISCUSSION

ACTION

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#### Description

The Bellevue College Operating, Enterprise and Ancillary, Associated Student Government, and Financial Aid Budgets for fiscal year 2012-13 and Capital Budgets for Biennial 2011-13 are presented to the Board of Trustees for approval. To assist the board in approving the proposed budget, a comparison of the initial 2011-12 with the 2012-13 budget and Reserve Report including contingency fund, operating, ancillary and auxiliary reserve, debt reserves, and restricted funds is provided (Attachment #1). In addition the list of additional On-Going Obligations, One-Time Funding, and Self-Support Program funding is attached for reference (Attachment #2).

#### Key Questions

- \* What is the 2012-2013 college's budgetary plan for all funds?

#### Analysis

- Legislative action includes a permanent reduction of \$170,214 for efficiency savings passed in the 2011-13 biennial budget including funds to support the Jefferson Education Center. In addition general one-time reduction of \$430,007.
- State Board (SBCTC) tuition increase of 12%;
- SBCTC reallocate funds for Student Achievement \$73,720 and Customized Training Program \$91,180;
- SBCTC Enterprise Resource Plan (ERP) tuition revenue reduction from 2% in FY12 to 3% FY13.
- 3% temporary salary reduction \$840,566 – all classified, exempt, and full-time faculty will take a 3% salary reduction in FY13;
- PER/TRS Pension rate changes and COLA suspended, PEBB rate reduction, and Workers Compensation funding adjustments \$472,273;
- SBCTC Education Equipment capital funding \$896,572;
- Local Capital ESCO energy retrofits \$1,800,000;
- Local Capital Minor Local projects FY13 \$250,000, Music Room \$220,000, additional T-Building reserve \$1,500,000

## Background/Supplemental Information

Attachment 1: 2012-13 College Budget and Reserve report.

Attachment 2: 2012-13 On-Going Obligations, One-Time Funding, and Self-Support Program Funding.

## Recommendation/Outcomes

It is recommended that the Board of Trustees approve the 2012-2013 Bellevue Community College Budget as follows:

### 2012-13 Annual Budget

Operating Funds	\$ 75,020,260
Enterprise and Ancillary Funds	\$ 13,442,092
ASG Service and Activities Fees	\$ 2,349,025
Financial Aid Funds	\$ <u>19,705,800</u>
Subtotal 2011-12 Annual Budget	\$110,517,177

2011-13 Biennium Capital Budget	\$ <u>30,047,430</u>
<b>Total Budget</b>	<b><u>\$140,564,607</u></b>

### Reserve Funds

Contingency Fund	\$ 1,478,902
Operating Reserve	\$ 7,563,186
Ancillary & Auxiliary Reserve	\$ <u>2,368,668</u>
<b>Total 2012-13 Reserve Funds</b>	<b><u>\$ 11,410,756</u></b>

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

COMMUNITY COLLEGE DISTRICT V111  
 BELLEVUE COLLEGE  
 Bellevue, Washington

Attachment # 1

2012-13 COLLEGE BUDGET and RESERVE REPORT

**Revenue/Expenditure Plan by Fund**  
 Includes comparison to initial 2011-12 college budget

	2011-12 INITIAL BUDGET	Increase/ (Decrease)	2012-13 INITIAL BUDGET
<b>OPERATING FUND:</b>			
STATE ALLOCATION - 101	\$25,565,207	-\$966,186	\$24,599,021
LOCAL OPERATING - 149	\$20,853,521	\$2,136,111	\$22,989,632
DEDICATED LOCAL FUND - 148	\$13,961,684	-\$667,908	\$13,293,776
GRANTS & CONTRACTS - 145	\$13,671,347	\$466,484	\$14,137,831
<b>TOTAL OPERATING FUNDS:</b>	<b>\$74,051,759</b>	<b>\$968,501</b>	<b>\$75,020,260</b>
<b>PROPRIETARY FUNDS:</b>			
STORES FUND - 440	350,000	\$0	350,000
COMPUTER SERVICE FUND - 443	410,000	\$0	410,000
PRINTING FUND - 448	1,058,747	-\$98,579	960,168
MOTOR POOL - 460	16,000	\$0	16,000
ASSOCIATED STUDENTS - 522	2,578,159	\$166,066	2,744,225
BOOKSTORE - 524	4,746,110	-\$480,600	4,265,510
PARKING - 528	2,053,297	\$570,242	2,623,539
FOOD SERVICES - 569	1,476,576	\$49,655	1,526,231
OTHER AUXILIARY ENTERPRISES - 570	3,299,126	-\$8,482	3,290,644
<b>TOTAL PROPRIETARY FUNDS:</b>	<b>\$15,988,015</b>	<b>\$198,302</b>	<b>\$16,186,317</b>
<b>FIDUCIARY FUNDS:</b>			
GRANTS IN AID - 846	9,205,800	\$0	9,205,800
STUDENT LOAN - 849	7,000,000	\$2,700,000	9,700,000
FINANCIAL AID FUND - 860	800,000	\$0	800,000
AGENCY - 840	0	\$0	0
ENDOWMENT LOCAL REVENUE - 859	0	\$0	0
<b>TOTAL FIDUCIARY FUNDS:</b>	<b>\$17,005,800</b>	<b>\$2,700,000</b>	<b>\$19,705,800</b>
<b>TOTAL ANNUAL REVENUE:</b>	<b>\$107,045,574</b>	<b>\$3,866,803</b>	<b>\$110,912,377</b>
<b>CAPITAL PROJECTS: 2009-2011</b>			
STATE APPROPRIATIONS	3,498,284	\$896,572	4,394,856
LOCAL CAPITAL FUND	21,632,578	\$4,019,996	25,652,574
<b>TOTAL CAPITAL PROJECTS FUNDS:</b>	<b>\$25,130,862</b>	<b>\$4,916,568</b>	<b>\$30,047,430</b>
<b>GRAND TOTAL ALL REVENUE FUNDS :</b>	<b>\$132,176,436</b>	<b>\$8,783,371</b>	<b>\$140,959,807</b>

<b>2012-13 COLLEGE RESERVE REPORT</b>	
	Reserve
<b>RESERVE PER POLICY 7110</b>	
Contingency Fund 3%	\$1,478,902
Operating Reserve 15%	\$7,563,186
Ancillary & Auxiliary Reserve 15%	\$2,368,668
<b>TOTAL RESERVE</b>	<b>\$11,410,756</b>
<b>DEBT RESERVE FUNDS</b>	
Parking Garage Debt	\$5,716,816
<b>RESTRICTED FUNDS</b>	
Lab Fees & Special Projects	\$4,244,008
Grants and Contracts	\$1,245,878
Subtotal	\$5,489,886
<b>TOTAL RESERVED AND RESTRICTED</b>	<b>\$11,206,702</b>

**BELLEVUE COLLEGE**  
Bellevue, Washington

**2012-13 On-Going Obligations, One-Time Funding, Self-Support Program Funding**

<b>Ongoing Obligations</b>		
<b>Department</b>	<b>Description</b>	<b>Amount</b>
Admin Services	Records Request Permanent PT Staff Postion-Exempt	\$38,615
Admin Services	Internal Set-up & Tear Down	\$35,446
HSEWI	PT Nursing Program	\$35,000
Information Resources	Developer Position	\$80,000
Office of Instruction	Transitions Officer	\$70,000
Office of Instruction	Asst. Deans in 5 Divisions	\$115,350
Presidents Office	Institutional Memberships	\$25,000
Student Services	DRC-Program Asstg. Afternoon/Evenings	\$40,460
Student Services	Autism Spectrum Navigators Program	\$57,900
Student Services	Academic Advisor	\$16,106
Student Services	Credentials Evaluator	\$55,250
Workforce Development	Grant Office operating budget	\$15,000
<b>TOTAL ON-GOING OBLIGATIONS</b>		<b>\$584,127</b>

<b>One-Time Funding</b>		
<b>Department</b>	<b>Description</b>	<b>Amount</b>
Adm Svs / Info Resources	EZ GO Carts (2)	\$24,000
Admin Services	Boom Lift	\$12,000
Admin Services	Handheld Tablets - Maintenance	\$7,000
Admin Services	Hand-Held Scanner/Asset & Inventory	\$14,388
Admin Services	Uniforms for Ops Personnel	\$16,500
HSEWI	Develop RN Baccalaueate degree FY 13,FY14	\$10,845
HSEWI	Reaccreditation JRDDMS	\$7,000
Human Resources	Student Populations VP training	\$5,000
Information Resources	PT WEB Designer	\$40,000
Information Resources	Server Capitalization	\$100,000
Information Resources	Computer replacement budget	\$100,000
Information Resources	Centralized Data Storage	\$50,000
Information Resources	PT Developer	\$40,000
Information Resources	Television Services & KBCS	\$31,200
Inst. Advancement	Foundation Business Manager	\$14,000
Office of Instruction	Faculty Robes	\$5,000

**COMMUNITY COLLEGE DISTRICT V111  
BELLEVUE COLLEGE  
Bellevue, Washington**

Attachment #2

**2012-13 On-Going Obligations, One-Time Funding, Self-Support Program Funding**

Office of Instruction	Faculty Commons	\$125,000
Office of Instruction	Accreditation Support	\$45,000
Office of Instruction	Learning Management System	\$65,000
Office of Instruction	State Authorization DE	\$50,000
Office of Instruction	Data Visualization Position	\$87,000
Office of Instruction	PT Faculty Orientation	\$6,000
Office of Instruction	Sabbaticals	\$43,704
Office of Instruction	Curriculum Management Tool	\$7,000
Presidents Office	Research Database hourly employee	\$45,000
Student Services	Prerequisite Check System hourly	\$20,000
Student Services	Switchboard coverage hourly	\$36,300
<b>Student Services</b>	<b>Counseling Faculty Program Chair</b>	<b>\$13,000</b>
Workforce Development	K-12 Initiative and Center	\$54,096
Workforce Development	Sustain Veterans Support Programs	\$37,013
<b>Total One-Time Operating Budgets</b>		<b>\$1,111,046</b>

**Self-Support Program Funding**

Department	Description	Amount On-Going
Student Services	High School Programs FY 13/14	\$50,000
Student Services	ELI marketing/advertising/student activities	\$18,000
Student Services	International Student Programs Student Advisor	\$39,037
Student Services	International Student Programs Commision/travel increase	\$85,000
<b>Total Self-Support On-Going Funding</b>		<b>\$192,037</b>

Department	Description	Amount One-Time
Arts & Humanities	Electronic Classrooms B256,B257	\$40,000
HSEWI	BAS-Healthcare Tech & Mgmt to self-support	\$50,000
Information Resources	KBCS Cougar Mountain Project	\$30,000
Office of Instruction	College In High School	\$25,000
Office of Instruction	Bacc. Development yr 2 2014 launch FY 13/14	\$183,264
Office of Instruction	ACE 5-day FELI training	\$50,000
Office of Instruction	Testing Center /Proctor Center	\$7,000
<b>Total Self-Support One-Time Funding</b>		<b>\$265,264</b>



## REGULAR MEETING AGENDA ITEM

### 2012-13 INTERNATIONAL STUDENT CONTRACT

INFORMATION

FIRST READ

ACTION

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#### Description

In 2008, the State Board for Community and Technical Colleges (SBCTC) provided colleges the option of counting international students as part of the college's state-funded enrollment target or engaging in a contractual relationship with a community entity to offer the program (SBCTC Policy 4.70.30). In addition, if a college chooses the second option, the SBCTC requires that the college's board reaffirm annually that it is continuing this contractual arrangement because the college is unable to accommodate international student programs within the current state funded enrollment target. Bellevue College has opted to offer the program through a contractual arrangement with the Bellevue College Foundation, since the college has been oversubscribed in meeting its state enrollment target in previous years, and intends to continue this option.

#### Key Questions

- \* Does continuing the contractual arrangement for International Programs with the Bellevue College Foundation support the college's mission by supporting its international program?

#### Analysis

The college continues to be overenrolled and cannot support international student program enrollments within the current state funded enrollment allocations. The existing contractual relationship with the Bellevue College Foundation supports the college's international student program. The contract stipulates the fees and number international student enrollment 2012-13, has been approved by the SBCTC and covers both direct and indirect costs.

#### Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the renewal of the contractual relationship with the Bellevue College Foundation for International Student Programs for FY2012-13.

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





## REGULAR MEETING AGENDA ITEM

### 2012-13 TUITION AND FEE SCHEDULE

INFORMATION

FIRST READ

ACTION

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#### Description

In order for the college to inform its students as expeditiously as possible about tuition changes for fall quarter, the new tuition and fee schedule is being presented for approval on June 13. The new tuition and fees were approved by the State Board at their May 10, 2012 meeting. This document will provide the board context and information relevant to this upcoming decision.

#### Key Questions

- \* What is the 2012-13 tuition rate schedule for resident and non-resident lower and upper division offerings at Bellevue College?
- \* Does the college continue to offer access to tuition aid and waivers for its needy students?

#### Analysis

The State Board is responsible for adopting operating fees, building fees, the maximum allowable student activity fees for the community colleges, and the tuition for upper division students enrolled in the system's applied baccalaureate programs. On May 10th, the State Board adopted the 2012-13 tuition rates, effective fall quarter 2012. Changes in tuition and fees must be consistent with the provisions in the operating budget bill and other statutes.

The Washington State Legislature approved a tuition increase of up to 12 percent for community colleges and 12 percent for applied baccalaureate degrees. Based on the anticipated tuition schedule, the State Board adopted an average 12 percent increase to tuition rates for resident students by applying a higher rate increase for 11-18 credits resulting in a reduction of the part-time premium. Non-resident tuition is expected to increase by the same dollar amount as resident tuition.

In addition, legislation has granted the Board of Trustees authority to increase lab, class, contract and administrative fees that were previously governed by I-960. These fees are not increasing for 2012-13 in recognition of the relatively higher tuition increase both this year and last year.

The college continues to support student tuition and fee aid to make college accessible and affordable..

Colleges are authorized to charge tuition to Running Start students when the student's credit load exceeds the level that will be reimbursed by school districts.

**Background/Supplemental Information**

2012-13 Tuition and Fee Schedule

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII endorses the tuition increases approved by the State Board for Community and Technical Colleges reflected in the included 2012-13 Tuition and Fee Schedule.

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

**BELLEVEUE COLLEGE TUITION RATES**  
**Including Non-Resident Differential Waivers & Bachelor's Program Tuition**  
**2012-2013**

Number Credits	Tuition for "200" LEVEL COURSES AND BELOW				BACHELOR'S PRG - ABOVE "200" LEVEL	
	Resident Tuition	Non-Resident Tuition	NR 40% Waiver Fee Pay	NR On-Line Fee Pay	Resident Fee Pay	Non-Resident Fee Pay
1	\$ 106.84	\$ 278.84	\$ 215.24	\$ 119.84	\$ 245.45	\$ 598.42
2	213.68	557.68	430.48	239.68	490.90	1,196.84
3	320.52	836.52	645.72	359.52	736.35	1,795.26
4	427.36	1,115.36	860.96	479.36	981.80	2,393.68
5	534.20	1,394.20	1,076.20	599.20	1,227.25	2,992.10
6	641.04	1,673.04	1,291.44	719.04	1,472.70	3,590.52
7	747.88	1,951.88	1,506.68	838.88	1,718.15	4,188.94
8	854.72	2,230.72	1,721.92	958.72	1,963.60	4,787.36
9	961.56	2,509.56	1,937.16	1,078.56	2,209.05	5,385.78
10	1,068.40	2,788.40	2,152.40	1,198.40	2,454.50	5,984.20
11	1,121.39	2,846.40	2,208.67	1,252.08	2,464.38	5,994.77
12	1,174.38	2,904.40	2,264.94	1,305.76	2,474.26	6,005.34
13	1,227.37	2,962.40	2,321.21	1,359.44	2,484.14	6,015.91
14	1,280.36	3,020.40	2,377.48	1,413.12	2,494.02	6,026.48
15	1,333.35	3,078.40	2,433.75	1,466.80	2,503.90	6,037.05
16	1,386.34	3,136.40	2,490.02	1,520.48	2,513.78	6,047.62
17	1,439.33	3,194.40	2,546.29	1,574.16	2,523.66	6,058.19
18	1,492.32	3,252.40	2,602.56	1,627.84	2,533.54	6,068.76
19 & OVER	(1)	(2)	(3)	(4)	(5)	(6)

**"200" Level Courses & Lower**

- (1) Residents pay \$1,492.32 for 18 cr + \$96.26 additional per credit beyond 18
  - (2) Non-Residents pay \$3,252.40 for 18 cr + \$268.26 additional per credit beyond 18
  - (3) Non-Residents 40% Waiver pay \$2,602.56 for 18 cr + \$199.46 additional per credit beyond 18
  - (4) Non-Residents On-Line Courses pay \$1,627.84 for 18 cr + \$96.26 additional per credit beyond 18
- Bachelor's Program Above "200" Level Courses**
- (5) Bachelor's Program Residents pay \$2,533.54 for 18 cr + \$234.87 additional per credit beyond 18
  - (6) Bachelor's Program Non-Residents pay \$6,068.76 for 18 cr + \$587.84 additional per credit beyond 18

**Additional fees per credit are:**

A comprehensive fee of \$1.50 per credit with a \$15 Max; A commute reduction fee of \$2.00 per credit with a \$20 Maximum;

A technology fee of \$3.50 per credit 1-10 credits and \$3.50 per credit beyond 18 ; A environmental sustainability fee of \$1.00 per credit with a \$10 Max.



## REGULAR MEETING AGENDA ITEM

### POLICY REGARDING FIRST AMENDMENT ACTIVITIES

INFORMATION

FIRST READ

ACTION

#### Description

The college has reviewed policy 6120 Use of Community College District VIII Facilities by College Groups and Non-College Groups for First Amendment Activities. Based upon model college policies and a review of Bellevue’s current policy and W.A.C. 132H-142-010-080, it is recommended that the policy and WAC be amended to reflect current best practices. These changes are recommended to ensure that the policy balances the needs and interests of the college to fulfill its mission with the rights of groups and individuals to engage in first amendment activities.

#### Key Questions

- \* What spaces exist that are public forums?
- \* What access should be provided to non-college groups and individuals and what restrictions should be applied to the use of campus?
- \* What access should be provided to college groups and individuals and what restrictions should be applied?

#### Analysis

In reviewing the current Bellevue College policy, it is recommended that the policy and W.A.C. be reorganized to reflect a more logical sequence of statements. Additional statements more clearly define the College’s primary purpose and intent of the policy.

The revised policy also brings the policy into alignment with the current practice of the college by specifying the location and reflecting current reporting relationship. The revised policy contains stronger trespass language and specifically restricts camping and personal habitation.

The policy has been reviewed and approved by All College Council, President’s Staff, Interim President, and Cheryl Bateman, AAG. The revised W.A.C. is currently in the rule-making process with a public hearing scheduled for June 28<sup>th</sup>. With the Board’s approval, the policy may be implemented prior to the implementation of the revised W.A.C..

#### Background/Supplemental Information

W.A.C. 132H-142 – Proposed Amended Chapter 6120 Use of Community College District VIII Facilities By College Groups And On-College Groups For First Amendment Activities

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves the revisions to Policy 6120 Use of Community College District VIII Facilities by College Groups and Non-College Groups for First Amendment Activities and W.A.C. 132H-142 010 through 080.

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

# 6120 USE OF COMMUNITY COLLEGE DISTRICT VIII FACILITIES BY COLLEGE GROUPS AND NON-COLLEGE GROUPS FOR FIRST AMENDMENT ACTIVITIES

Original Date: 4/14/2005 \* Last Revision Effective: 5/21/2009

Policy Contact: Vice President of Administrative Services

## POLICY

Bellevue College is an educational institution provided and maintained by the people of the state of Washington. College facilities are reserved primarily for educational use, including, but not limited to, instruction, research, public assembly of college groups, student activities and other activities directly related to the educational mission of the College. The public character of the college does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the college's buildings, facilities and grounds are dedicated and said buildings, facilities and grounds are not available for unrestricted use by non-college groups. While said buildings, facilities and grounds are not available for unlimited use by college groups, it is recognized that Bellevue College students and employees should be accorded opportunity to utilize the facilities and grounds of the college to the fullest extent possible. The purpose of these time, place and manner regulations is to establish procedures and reasonable controls for the use of college facilities for both non-college and college groups. It is intended to balance the college's responsibility to fulfill its mission as a state educational institution of Washington with the interests of non-college groups or college groups who are interested in using the campus for purposes of constitutionally protected speech, assembly or expression. The college intends to open its facilities to non-college groups to a lesser extent as set forth herein.

### First Amendment Activities and Protection of the College Mission

The college recognizes and supports the rights of groups and individuals to engage in first amendment activities. This policy shall be interpreted and construed to support such activities while simultaneously balancing the needs and interests of the college to fulfill its mission as a state educational institution of Washington.

## PROCEDURES IMPLEMENTATION

### Request For Use of Facilities

Subject to the regulations and requirements of this policy, college or non-college groups may use the campus limited forums for those activities protected by the first amendment. Examples of first amendment activities would include, but not necessarily be limited to, informational picketing, petition circulation, the distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, mass protests, meetings to display group feelings or sentiments and/or other types of constitutionally protected assemblies to share information, perspective or viewpoints.

Non-college groups that intend to be on campus to engage in first amendment activities (hereinafter "the event") ~~shall provide~~ are encouraged to provide notice to the campus public safety department no later than ~~forty-eight~~ twenty-four (24) hours prior to the event along with the following information:

- The name, address and telephone number of the individual, group, entity or organization sponsoring the event (hereinafter "the sponsoring organization"); and
- The name, address and telephone number of a contact person for the sponsoring organization; and
- The date, time and requested location of the event; and
- The nature and purpose of the event; and
- The type of sound amplification devices to be used in connection with the event, if any; and
- The estimated number of people expected to participate in the event.

Signs shall be no larger than three feet by five feet (3' x 5') and no individual may carry more than one sign.

~~If more than thirty (30) people are expected to participate in the event, the event must be held in the southern courtyard, just north of the Carlson Theater.~~

The use of sound amplification devices is limited to the limited public forum area as long as the sound amplification device is used at a volume which does not disrupt or disturb the normal use of classrooms, offices or laboratories or any previously scheduled college event or activity.

College groups are encouraged to notify the ~~campus public safety department~~ student programs office no later than 48 hours in advance of an event. However, unscheduled events are permitted so long as the

event does not interfere with any other function occurring at the facility.

College group events shall not last longer than eight hours from beginning to end. Non-college events shall not last longer than five hours from beginning to end.

There shall be no overnight camping on college facilities or grounds. Camping is defined to include sleeping, carrying on cooking activities, or storing personal belongings, for personal habitation, or the erection of tents or other shelters or structures for the purposes of personal habitation.

Information may be distributed as long as it is not obscene or libelous or does not advocate or incite imminent unlawful conduct. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed information. College groups may post information on bulletin boards, kiosks and other display areas designed for that purpose, and may distribute materials throughout the open areas of campus. Non-college groups may distribute materials only at the site designated for non-college groups. To avoid excessive littering of the campus and/or greatly increased work requirements for college physical plant employees, groups are asked to cooperate with the college in limiting the distribution of information leaflets or pamphlets to the limited public forum site.

Speech that does no more than propose a commercial transaction shall not occur in connection with the event.

College facilities may not be used for commercial sales, solicitations, advertising or promotional activities, unless: (a) such activities serve educational purposes of the college; and (b) such activities are under the sponsorship of a college department or office or officially chartered student club.

The limited public forum used by the group should be cleaned up and left in its original condition and may be subject to inspection by a representative of the college after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary clean-up or for the repair of damaged property.

All fire, safety, sanitation or special regulations specified for the event are to be obeyed.

The college cannot and will not provide utility connections or hook-ups for purposes of first amendment activities conducted pursuant to this policy.

The event must not obstruct vehicular, bicycle, pedestrian or other traffic or otherwise interfere with ingress or egress to the college, or to college buildings or facilities, or to college activities or events.

The event must not create safety hazards or pose unreasonable safety risks to college students, employees or invitees to the college.

The event must not interfere with educational activities inside or outside any college building or otherwise prevent the college from fulfilling its mission and achieving its primary purpose of providing an education to its students.

The event must not materially infringe on the rights and privileges of college students, employees or invitees to the college.

The event must also be in accordance with any other applicable college policies and regulations, regulations and policies of Bellevue College, local ordinances and/or state or federal laws.

#### **Additional Requirements For Non-college Groups**

The limited public forum may not be used on the same date as any previously scheduled college event or activity at the site (aside from regularly scheduled classes) where it is reasonably anticipated that more than five hundred (500) people will attend the college event or activity.

College buildings, rooms, and athletic fields may be rented by non-college groups in accordance with the college's facilities use policy. Non-college groups may otherwise use college facilities as identified in this policy.

The College designates the following area(s) as the sole limited public forum area(s) for use by non-college groups for First Amendment activities on campus:

Building C courtyard area for groups less than 30  
Southern courtyard, just north of Carlson Theater if over 30 participants are expected.

### **The Role of the President in First Amendment Decisions**

The president of the college may authorize first amendment activities which are reasonably determined not to cause disruption of college activities despite a literal violation of this policy statement. Such determinations shall be made without consideration of the content or message of the first amendment activities.

The president of the college or designee may at any time, terminate, cancel or prohibit the event if it is determined, after proper inquiry, that the event does constitute or will constitute a clear and present danger to the college's orderly operation.

### **Criminal Trespass**

Any person determined to be violating these regulations is subject to an order from the college public safety department to leave the college campus. Persons failing to comply with such an order to leave the college campus are subject to arrest for criminal trespass.

### **Posting of a Bond and Hold Harmless Statement**

When using college buildings or athletic fields, an individual or organization may be required to post a bond and/or obtain insurance to protect the college against cost or other liability in accordance with the college's facility use policy.

When the college grants permission to a college group or non-college group to use its facilities it is with the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage.

### TRESPASS

Non-college groups who violate these regulations will be advised of the specific nature of the violation, and if they persist in the violation, will be requested by the campus president or designee to leave the college property. Such a request will be deemed to withdraw the license or privilege to enter onto or remain upon any portion of the college facilities of the person or group of persons requested to leave, and subject such individuals to arrest under the provisions of chapter 9A.52 RCW or municipal ordinance.

Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accord with established college policies.

Persons who violate a district policy or rule may have their license or privilege to be on district property revoked and be ordered to withdraw from and refrain from entering upon any district property. Remaining on or reentering district property after one's license or privilege to be on district property has been revoked shall constitute trespass and such individual shall be subject to arrest for criminal trespass.

### **~~First Amendment Activities and Protection of the College Mission~~**

~~The college recognizes and supports the rights of groups and individuals to engage in first amendment activities. This policy shall be interpreted and construed to support such activities while simultaneously balancing the needs and interests of the college to fulfill its mission as a state educational institution of Washington.~~



## DEFINITIONS

For the purposes of this policy non-college groups shall mean individuals, or combinations of individuals, who are not currently enrolled students or current employees of Bellevue College or who are not officially affiliated or associated with a recognized student organization or a recognized employee group of the college.

For purposes of this policy, college groups shall mean individuals who are currently enrolled students or current employees of Bellevue College or who are affiliated with a recognized student organization or a recognized employee group of the college.

College facilities include all buildings, structures, grounds, office space and parking lots.

The College is a limited public forum for non-college groups. The limited public forum does not include college buildings or athletic fields. College buildings, rooms, and athletic fields may be rented in accordance with the college's facilities use policy.

## RELEVANT LAWS AND OTHER RESOURCES

- [WAC 132H-142-010-080](#)

## REVISION HISTORY

Original 4/14/2005  
Revisions 5/21/2009

## APPROVED BY

Board of Trustees  
President's Staff

AMENDATORY SECTION (Amending WSR 05-07-069, filed 3/14/05, effective 4/14/05)

**WAC 132H-142-015 Definitions.** For the purposes of this policy noncollege groups shall mean individuals, or combinations of individuals, who are not currently enrolled students or current employees of Bellevue Community College or who are not officially affiliated or associated with a recognized student organization or a recognized employee group of the college.

For purposes of this policy, college groups shall mean individuals who are currently enrolled students or current employees of Bellevue Community College or who are affiliated with a recognized student organization or a recognized employee group of the college.

College facilities include all buildings, structures, grounds, office space and parking lots.

The college is a limited public forum for noncollege groups. The limited public forum does not include college buildings or athletic fields. College buildings, rooms, and athletic fields may be rented in accordance with the college's facilities use policy.

AMENDATORY SECTION (Amending WSR 05-07-069, filed 3/14/05, effective 4/14/05)

**WAC 132H-142-020 Statement of purpose.** Bellevue Community College District VIII is an educational institution provided and maintained by the people of the state of Washington. College facilities are reserved primarily for educational use including, but not limited to, instruction, research, public assembly of college groups, student activities and other activities directly related to the educational mission of the college. The public character of the college does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the college's buildings, facilities and grounds are dedicated and said buildings, facilities and grounds are not available for unrestricted use by noncollege groups. While said buildings, facilities and grounds are not available for unlimited use by college groups, it is recognized that Bellevue Community College students and employees should be accorded opportunity to utilize the facilities and grounds of the college to the fullest extent possible. The purpose of these time, place and manner regulations is to establish procedures and reasonable controls for the use of

college facilities for both noncollege and college groups. It is intended to balance the college's responsibility to fulfill its mission as a state educational institution of Washington with the interests of noncollege groups or college groups who are interested in using the campus for purposes of constitutionally protected speech, assembly or expression. The college intends to open its facilities to noncollege groups to a lesser extent as set forth herein.

NEW SECTION

**WAC 132H-142-025 First amendment activities and protection of the college mission.** The college recognizes and supports the rights of groups and individuals to engage in first amendment activities. This policy shall be interpreted and construed to support such activities while simultaneously balancing the needs and interests of the college to fulfill its mission as a state educational institution of Washington.

AMENDATORY SECTION (Amending WSR 05-07-069, filed 3/14/05, effective 4/14/05)

**WAC 132H-142-030 Request for use of facilities.** Subject to the regulations and requirements of this policy, college or noncollege groups may use the campus limited forums for those activities protected by the first amendment. Examples of first amendment activities would include, but not necessarily be limited to, informational picketing, petition circulation, the distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, mass protests, meetings to display group feelings or sentiments and/or other types of constitutionally protected assemblies to share information, perspective or viewpoints.

Noncollege groups that intend to be on campus to engage in first amendment activities (hereinafter "the event") (~~shall~~) are encouraged to provide notice to the ((campus public safety department)) student programs office no later than ((forty-eight)) twenty-four hours prior to the event along with the following information:

(1) The name, address and telephone number of the individual, group, entity or organization sponsoring the event (hereinafter "the sponsoring organization"); and

(2) The name, address and telephone number of a contact person for the sponsoring organization; and

- (3) The date, time and requested location of the event; and
- (4) The nature and purpose of the event; and
- (5) The type of sound amplification devices to be used in connection with the event, if any; and
- (6) The estimated number of people expected to participate in the event.

Signs shall be no larger than three feet by five feet (3' x 5') and no individual may carry more than one sign.

~~((If more than thirty people are expected to participate in the event, the event must be held in the southern courtyard, just north of the Carlson Theater.))~~

The use of sound amplification devices is limited to the limited public forum area as long as the sound amplification device is used at a volume which does not disrupt or disturb the normal use of classrooms, offices or laboratories or any previously scheduled college event or activity.

College groups are encouraged to notify the ~~((campus public safety department))~~ student programs office no later than forty-eight hours in advance of an event. However, unscheduled events are permitted so long as the event does not interfere with any other function occurring at the facility.

College group events shall not last longer than eight hours from beginning to end. Noncollege events shall not last longer than five hours from beginning to end.

There shall be no overnight camping on college facilities or grounds. Camping is defined to include sleeping, carrying on cooking activities, or storing personal belongings for personal habitation, or the erection of tents or other shelters or structures for the purposes of personal habitation.

Information may be distributed as long as it is not obscene or libelous or does not advocate or incite imminent unlawful conduct. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed information. College groups may post information on bulletin boards, kiosks and other display areas designed for that purpose, and may distribute materials throughout the open areas of campus. Noncollege groups may distribute materials only at the site designated for noncollege groups. To avoid excessive littering of the campus and/or greatly increased work requirements for college physical plant employees, groups are asked to cooperate with the college in limiting the distribution of information leaflets or pamphlets to the limited public forum site.

Speech that does no more than propose a commercial transaction shall not occur in connection with the event.

College facilities may not be used for commercial sales, solicitations, advertising or promotional activities, unless:

- Such activities serve educational purposes of the college; and
- Such activities are under the sponsorship of a college department or office or officially chartered student club.

The limited public forum used by the group should be cleaned up and left in its original condition and may be subject to inspection by a representative of the college after the event.

Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary clean-up or for the repair of damaged property.

All fire, safety, sanitation or special regulations specified for the event are to be obeyed.

The college cannot and will not provide utility connections or hook-ups for purposes of first amendment activities conducted pursuant to this policy.

The event must not obstruct vehicular, bicycle, pedestrian or other traffic or otherwise interfere with ingress or egress to the college, or to college buildings or facilities, or to college activities or events.

The event must not create safety hazards or pose unreasonable safety risks to college students, employees or invitees to the college.

The event must not interfere with educational activities inside or outside any college building or otherwise prevent the college from fulfilling its mission and achieving its primary purpose of providing an education to its students.

The event must not materially infringe on the rights and privileges of college students, employees or invitees to the college.

The event must also be in accordance with any other applicable college policies and regulations, regulations and policies of Bellevue Community College, local ordinances and/or state or federal laws.

AMENDATORY SECTION (Amending WSR 05-07-069, filed 3/14/05, effective 4/14/05)

**WAC 132H-142-040 Additional requirements for noncollege groups.** The limited public forum may not be used on the same date as any previously scheduled college event or activity at the site (aside from regularly scheduled classes) where it is reasonably anticipated that more than five hundred people will attend the college event or activity.

College buildings, rooms, and athletic fields may be rented by noncollege groups in accordance with the college's facilities use policy. Noncollege groups may otherwise use college facilities as identified in this policy.

The college designates the following area(s) as the sole limited public forum area(s) for use by noncollege groups for first amendment activities on campus:

- Building C courtyard area for groups less than thirty; and
- Southern courtyard, just north of Carlson Theater if over thirty participants are expected.

NEW SECTION

**WAC 132H-142-075 Trespass.** Noncollege groups who violate these regulations will be advised of the specific nature of the violation, and if they persist in the violation, will be requested by the campus president or designee to leave the college property. Such a request will be deemed to withdraw the license or privilege to enter onto or remain upon any portion of the college facilities of the person or group of persons requested to leave, and subject such individuals to arrest under provisions of chapter 9A.52 RCW or municipal ordinance.

Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accord with established college policies.

Persons who violate a district policy or rule may have their license or privilege to be on district property revoked and be ordered to withdraw from and refrain from entering upon any district property. Remaining on or reentering district property after one's license or privilege to be on district property has been revoked shall constitute trespass and such individual shall be subject to arrest for criminal trespass.

REPEALER

The following section of the Washington Administrative Code is repealed:

WAC 132H-142-080	First amendment activities and protection of the college mission.
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## REGULAR MEETING AGENDA ITEM

### SERVICES AND ACTIVITIES FEE BUDGET

INFORMATION

FIRST READ

ACTION

#### Description

In RCW 28B.15.044 the State of Washington grants authority to the Board of Trustees to approve the Associated Student Government’s Services and Activities (S & A) Budget. Further, it requires students to propose the budget recommendation for consideration by the Board of Trustees.

The S & A Budget is developed by a committee, comprised of four students, one administrator, one classified staff and a faculty representative. This year’s committee members are (asterisks denote voting members):

Takhmina Dhzuraeva\* - ASG VP of Finance  
(Chair)  
Giulia Balzola\* - Student at Large  
David Avila\* - Student at Large  
Brandon Anderson\* - ASG President

Jennifer Strother\* - Administrative Services  
James Torrence\* - Faculty  
Pamela Badger\* - Classified Staff  
Faisal Jaswal – Assistant Dean Student Programs

The committee completed its deliberations and recommends approval of the attached 2012-2013 S & A Budget.

#### Key Questions

- \* Is the services and activities fee budget proposal equitable and does it address the needs of student funded programs?
- \* How does the services and activities fee budget plan reflect a sustainable balanced budget?
- \* What are some key considerations/strategies to maintain the growth and continued integrity of the services and activities budget and the programs it supports?

#### Background/Supplemental Information

2012-13 ASG Services and Activities Fee Budget  
Services and Activities Allocations

#### Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approve the Bellevue College Associated Student Government’s 2012-2013 Service and Activities Budget as recommended by the Service and Activities Fee Budget Committee.

Prepared by: Tom Pritchard, Vice President of Student Services  
tom.pritchard@bellevuecollege.edu

**ASG SERVICES AND ACTIVITIES PROGRAM**

**2012-13 FUNDING: ALL SOURCES**

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<b>ALLOCATION:</b>	
2011-12 Budgeted	1,692,021
Proposed Increases	164,979
<hr/>	
Proposed Allocation - 2012-2013 <i>(attached)</i>	<b>\$ 1,857,000</b>
<b>OTHER:</b>	
Student Programs Remodel Budget Allocation	77,064
ASG Reserve Budget Allocation	118,800
One-Time Grant Budget Allocation	-
Program Income	262,691
Program Fund Balances <i>(projected)</i>	177,958
Radiology BAS	15,000
<hr/>	
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$ <u>2,508,513</u></b>



## 2012-13 S&A FUNDING REQUEST SUMMARY

PROGRAM	Budget Number	2011-12 Allocation	\$ Increase	% Increase	2012-13 Allocation
ASG	1900	169,751	5,028	3.0%	174,779
STUDENT LEGISLATIVE COMMITTEE	1901	28,968	-	0.0%	28,968
CAMPUS ACTIVITIES BOARD	1902	56,000	4,000	7.1%	60,000
CULTURAL ACTIVITIES FUND	1903	13,000	-	0.0%	13,000
SERVICE LEARNING	1905	-	-	-	-
STUDENT PROGRAMS SUPPORT	1906	193,335	55,875	28.9%	249,210
SUMMER THEATER	1907	2,000	500	25.0%	2,500
PHI THETA KAPPA	1909	16,250	-	0.0%	16,250
ASBCC CLUB CONTINGENCY	1910	15,000	-	0.0%	15,000
RADIATION AND IMAGING (BAS)	1911	-	-	-	-
MULTICULTURAL FESTIVAL	1912	-	-	-	-
INTERNATIONAL STUDENT ASSOC.	1913	8,000	-	0.0%	8,000
FIRST YEAR EXPERIENCE	1914	-	-	-	-
LGBTQ	1915	11,500	500	4.3%	12,000
STUDENT BUSINESS CENTER	1916	30,900	-	0.0%	30,900
BSU	1917	8,900	3,100	34.8%	12,000
STUDENT SCIENCE ASSOCIATION	1918	3,000	-	0.0%	3,000
EL CENTRO LATINIO	1919	6,000	6,000	100.0%	12,000
	1920	15,000	5,000	33.3%	20,000
MCS CULTURAL FUND	1921	27,800	-	0.0%	27,800
INTERCOLLEGIATE RENTALS	1923	11,000	-	0.0%	11,000
ALUMNI OUTREACH	1924	500	-	0.0%	500
LEADERSHIP WORK GRANTS	1925	27,000	3,500	13.0%	30,500
STUDENT PROGRAMS HOMEPAGE	1926	7,500	2,413	32.2%	9,913
BCAVETS	1927	4,500	-	0.0%	4,500
LIBRARY GALLERY SPACE	1928	6,500	-	0.0%	6,500
SPEECH & DEBATE SOCIETY	1929	8,500	8,000	94.1%	16,500
INTERCOLLEGIATE TOURNEY TRAVEL	1930	16,000	1,000	6.3%	17,000
DISABILITY SUPPORT SERVICES	1931	21,750	1,000	4.6%	22,750
MATH LAB	1932	50,180	-	0.0%	50,180
READING LAB / WRITING LAB	1933	36,192	-	0.0%	36,192
BCC STUDENT HANDBOOK	1936	19,879	-	0.0%	19,879
MUSICAL PRODUCTIONS CHORAL	1937	73,450	1,800	2.5%	75,250
DIGITAL MEDIA DESIGN	1938	-	4,500	-	4,500
ACADEMIC SUCCESS	1939	54,400	-	0.0%	54,400
JIBSHEET	1940	66,291	500	0.8%	66,791
RADIO STATION KBCS	1941	26,000	-	0.0%	26,000
DRAMA PRODUCTIONS	1943	18,000	1,000	5.6%	19,000
MUSIC PROD-INSTRUMENTAL	1944	34,125	1,100	3.2%	35,225
EASTSIDE DANCE PRODUCTION	1945	10,900	250	2.3%	11,150
CENTER FOR CAREER CONNECTIONS	1947	45,000	1,500	3.3%	46,500
STAGEFRIGHT DRAMA CLUB	1948	9,500	500	5.3%	10,000
INTERCOLLEGIATE ATHLETICS	1962	67,594	-	0.0%	67,594
MEN'S BASKETBALL	1964	9,650	-	0.0%	9,650
MEN'S BASEBALL	1965	8,200	-	0.0%	8,200
MEN'S AND WOMEN'S GOLF	1966	7,500	-	0.0%	7,500
WOMEN'S BASKETBALL	1971	9,650	-	0.0%	9,650
WOMEN'S VOLLEYBALL	1972	7,500	-	0.0%	7,500
WOMEN'S SOFTBALL	1973	9,450	-	0.0%	9,450
MEN'S SOCCER	1974	9,250	-	0.0%	9,250
PERFORMING ARTS COORD.	1975	28,676	420	1.5%	29,096
WELLNESS CENTER	1976	30,900	-	0.0%	30,900
WOMEN'S SOCCER	1977	9,250	-	0.0%	9,250
WOMEN'S TENNIS	1978	3,385	250	7.4%	3,635
PEER-TO-PEER MENTORING	1980	46,575	43,793	94.0%	90,368

## 2012-13 S&A FUNDING REQUEST SUMMARY

LEADERSHIP INSTITUTE	1981	40,000	-	0.0%	40,000
STUDENT CHILDCARE CTR.	1982	190,000	10,000	5.3%	200,000
INTERIOR DESIGN STU. ASSOC.	1985	9,200	1,200	13.0%	10,400
OPEN HOUSE	1987	12,000	-	0.0%	12,000
AMERICAN SIGN LANGUAGE	1988	2,600	-	0.0%	2,600
CHEER SQUAD	1989	6,000	250	4.2%	6,250
MODEL UNITED NATIONS	1992	28,370	2,000	7.0%	30,370
NURSING STUDENT ASSOCIATION	1993	1,400	-	0.0%	1,400
IAAP (INTRNT'L ASSOC OF ADMIN PROF)	1994	2,300	-	0.0%	2,300
<b>TOTAL</b>		<b>1,692,021</b>	<b>164,979</b>		<b>1,857,000</b>



## REGULAR MEETING AGENDA ITEM

### STUDENT TRUSTEE POLICY

INFORMATION

FIRST READ

ACTION

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#### Description

The Bellevue College Associated Student Government and Office of Legislative Affairs recommends that the Board of Trustees consider appointing a student board member to the Bellevue College Board of Trustee. An application/selection process for this student trustee is also provided for the Board's consideration.

#### Key Questions

- \* Does the process meet approval for screening student candidates for the board?
- \* What are the recommended dates to cutoff dates for applications this year?

#### Background/Supplemental Information

Colleges and universities across the country have all had one main priority – serve their constituents. These constituents do not look the same, believe in the same ideas, are part of the same classes, do not have the same major but all still fall under the same category – student. This group is the pulse, the heartbeat of the school and must be taken into account when decisions about the direction of the institution are made.

There are many ways that students can voice their opinions and desires for their respective institutions. Student government, clubs and classes are just a few ways but sometimes it is not enough. The student voice needs to be brought to the entity of the institution that guides the direction of the university or college. That entity is the Board of Trustees.

Four year institutions in this state have fought for this right because they believed it was essential to the school to have the input from the biggest constituent group. The decisions the Board of Trustees made affected this group directly, therefore creating the need for the student voice to be heard.

Over ten years ago the four-year institutions put before the legislature a bill that would allow the Board of Trustees at the universities of Central, Eastern and Western, the Evergreen State

College, as well as the Board of Regents at the University of Washington and Washington State University to add another member to their existing Boards. That member would be a student, creating a ten-member Board of Regents at the state schools and eight-member Board of Trustees at the regional schools and Evergreen. Following the decade-long success of this initiative, the community and technical colleges believed it was their turn.

Bellevue College proposed the idea five years ago to make it an option for the respective Boards of Trustees at each community and technical college in the state to add a student to their Boards. Through the persistence and hard work of the previous Student Government/ Office of Student Legislative Affairs teams over time, the vision has come to fruition.

Substitute Senate Bill 5217, sponsored by Senator Paul Shin, was signed into law by Governor Christine Gregoire this past legislative session. This bill allows each community and technical college the opportunity to add a sixth member to their current Board of Trustees. It is not mandatory as it is for the four-year institutions; it is merely an option for these schools to exercise. The student would be added by a majority vote of the current Board members.

As a member of the Board of Trustees, the student trustee will not only be part of one of the main decision-making entities for Bellevue College, the student trustee will also provide a student voice to the Board.

### **Supplemental Information**

Attachment 1: Student Trustee Application

Attachment 2: Resolution No. 305 - Student Trustee

### **Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves Resolution No. 305 appointing an additional sixth voting member that is a student, to the Board of Trustees. In addition that the Board of Trustees approve the process by which the Student Trustee is selected.

Prepared by: Jake Atwell-Scrivner, Legislative Director, Office of Student Legislative Affairs

[oslalegdir@bellevuecollege.edu](mailto:oslalegdir@bellevuecollege.edu)

Faisal Jaswal, Assistant Dean of Student Programs, Bellevue College

[faisal.jaswal@bellevuecollege.edu](mailto:faisal.jaswal@bellevuecollege.edu)



**BELLEVUE  
COLLEGE**

*Become Exceptional*

**Bellevue College Student Trustee Position on the Board of Trustees  
Application**

**POSITION:** Student position on the Board of Trustees

**DEPARTMENT:** Associated Student Government of the Associated Students of Bellevue College

**OPENS:** \_\_\_\_\_, 2012

**CLOSES:** \_\_\_\_\_, 2012

**(Print Please)**

**Student Name** \_\_\_\_\_

**Student Number** \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**Local Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**(Applications and all required documents must be submitted by 5pm Pacific Standard Time to the Student Programs Office in room C-212.)**

**MINIMUM QUALIFICATIONS:** *Applicants must meet the minimum qualifications at the time of application;*

- a. Must have 24 college level credits with Bellevue College.
- b. Must be at least a part time student at the time of application.
- c. Must have a minimum grade point average of 2.7.
- d. Must be planning to be enrolled at the BC for the 2012-2013 academic year.
- e. Must attend Board of Trustees Meeting once a month from June 2012 to June 2013.

## **PART ONE**

### **REQUIRED DOCUMENTS TO SUBMIT WITH THE ASG APPLICATION:**

*To be eligible for this position, applicants must meet the minimum qualifications and must submit a complete application packet which includes the following\*:*

1. Please attach a resume (no longer than two pages in length maximum).  
Please include your relevant experience and activities in:
  - a. Employment/Internship
  - b. Community Service
  - c. Extracurricular Activities
  - d. Leadership Experience
  - e. Examples of Advocacy
2. Please select two to three activities (as listed above) to elaborate upon, one of which highlights your contributions to the BC community. Please provide as much detail as possible, but no more than 2 one-sided pages maximum, double-spaced, 12-point font and 1-inch margins.
3. Cover Letter.
4. Please include an unofficial transcript.
5. Academic Plan for the 2012-2013 academic year signed by an advisor.
6. Please include at least two (but no more than three) letters of reference pertaining to volunteer, academic, school or work-related activities (Written on \_\_\_\_\_, 2012 or later). These letters must be attached to your application. Please include the contact information for these references, as the Committee will conduct reference checks.
7. Availability during the summer for training/availability during the year for Board meetings/availability to connect with Student Government.
8. Essay Questions:  
*Please answer the following questions. Limit your entire response to all four questions, together, to a total of four, double-spaced pages. Please label each page with your name and page number.*
  1. Please explain your position on each of the following issues, be as specific as you can:
    - a. Cost of attendance, including but not limited to tuition,
    - b. Diversity (school population),
    - c. One additional issue currently pertinent to BC students
  2. Please answer the following questions regarding constituent relations.
    - a. How do you envision the relationship between the Student Trustee and the various student groups and constituents?

- b. How do you envision the role of Student Trustee as it relates to integrating and building community between the two campuses (Main campus and North campus)?
  - c. Given how you've responded in parts (a) and (b), how would you make your decisions as a Trustee?
3. Consider the following scenario and answer the question below:  
Given there are often differences of opinion within the student body regarding certain issues, how would you respond to a situation where your opinion is different from the majority of students and you have the ability to influence the administration on that issue?
4. Consider the following scenario and answer the question below:  
Imagine you are now a member of the Bellevue College Board of Trustees and the rest of the Board disagrees with you on a particular issue. What would be your approach to addressing and influencing the Board on this issue?

**PART TWO**

**Application for Gubernatorial Appointment to the Bellevue College Board of Trustees**

Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_  
(Middle – optional) \_\_\_\_\_

Board for which you are applying for: Bellevue College Board of Trustees

**Contact Information:**

Phone Number: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: Washington Zip Code: \_\_\_\_\_

May we contact you via email regarding your application? \_\_\_\_\_ Yes \_\_\_\_\_ No

How may we best contact you? \_\_\_\_\_ Email \_\_\_\_\_ Business Phone  
\_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone

\*\*Legislative District in which you reside: \_\_\_\_\_

\*\*Congressional District in which you reside: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Graduated? \_\_\_ Yes \_\_\_ No

Year: \_\_\_\_\_

College: \_\_\_\_\_ Graduated? \_\_\_ Yes \_\_\_ No

Year: \_\_\_\_\_

Degree: \_\_\_\_\_

**Current Employment**

Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: Washington Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Fax: \_\_\_\_\_

Email address: \_\_\_\_\_  
Employment Date: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ ext. \_\_\_\_\_

Professional Licenses held (if applicable):

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### References

Professional Reference 1: \_\_\_\_\_  
Title: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ ext. \_\_\_\_\_

Professional Reference 2: \_\_\_\_\_  
Title: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ ext. \_\_\_\_\_

Personal Reference 1: \_\_\_\_\_  
Title (optional): \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ ext. \_\_\_\_\_

Personal Reference 2: \_\_\_\_\_  
Title (optional): \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ ext. \_\_\_\_\_

Previous Employment or Experience:

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Memberships in professional, civic organizations or government boards or commissions  
(please include offices held and dates of terms):

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Community service/volunteer activities:

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Could you or your family be affected financially by decisions made by the board for which you are applying?  Yes  No

If yes, please explain:

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Board meetings are held during the day. Are you able to come prepared and actively participate in day meetings?  Yes  No

Why do you want to serve on the Board of Trustees at Bellevue College?

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**Personal Information**

Gender:  Male  Female

Are you a citizen of the United States?  Yes  No

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mmddyyy)

Are you registered to vote in Washington State?  Yes  No

Have you ever been convicted of or found to have committed a crime or offense? (Do not include traffic offenses for which the fine was less than \$200.00)

Yes  No

If yes, please explain:

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**RACE INFORMATION:**

Alaskan Native  American Indian

- If you are Alaskan Native or American Indian, please check one of the following:

Aleut  Eskimo

- If you are American Indian, please list your enrolled or principal tribe:

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\_\_\_ Latino(a), Hispanic or Spanish

- If you are Latino(a), Hispanic, or Spanish, please check one selection below:  
 \_\_\_ Cuba \_\_\_ Mexican, Mexican-American, Chicano \_\_\_ Puerto Rican
- Other Latino(a), Hispanic, or Spanish group, such as Colombian, Dominican, etc.:

\_\_\_\_\_

\_\_\_ Asian or Pacific Islander American (If you are Asian or Pacific Islander, please check one of the following)

- \_\_\_ Asian Indian    \_\_\_ Chinese    \_\_\_ Filipino    \_\_\_ Japanese    \_\_\_ Korean
- \_\_\_ Vietnamese                      Other: \_\_\_\_\_

\_\_\_ Black/African American    \_\_\_ White/Caucasian

Other Race: \_\_\_\_\_

**DISABILITY INFORMATION**

Do you have a permanent physical, sensory, or mental condition that limits your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, and learning? \_\_\_ Yes    \_\_\_ No

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VETERAN INFORMATION**

Have you ever been on active duty with the U.S. Armed Forces? \_\_\_ Yes                      \_\_\_ No

Branch of Service: \_\_\_\_\_

Type of Discharge: \_\_\_\_\_

Campaigns:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby authorize that my criminal record history and tax records be released to the Governor or the Governor’s representative and certify that the information provided in this application is true, correct, and complete to the best of my knowledge.

\_\_\_\_\_ (Print name)    Date: \_\_\_\_\_

\_\_\_\_\_ (Signature)    Date: \_\_\_\_\_

\*\* <http://apps.leg.wa.gov/DistrictFinder/>

\* Items that are submitted in addition to those listed above will not be taken into consideration to insure equity.

**ELECTION COMMITTEE SHALL CONSIST OF:**

- Assistant Dean of Student Programs or designee (chair)
- One ASG Executive Board member
- One OSLA representative
- One (1) BC student at large appointed by the Assistant Dean of Student Programs

**APPLICATIONS MUST BE SUBMITTED TO:**

Student Programs, C212  
Bellevue Community College  
3000 Landerholm Circle, SE  
Bellevue, WA 98007-6484

**Student Programs Office Hours:** 8:00a.m. - 5:00 p.m., Monday-Friday. Closed weekends and holidays.

For information or to request an application send an email to [asgchief@bellevuecollege.edu](mailto:asgchief@bellevuecollege.edu) or call 425-564-2339.

**COMMUNITY COLLEGE DISTRICT VIII**

**Community College District VIII**

**Bellevue College**

**Bellevue, Washington**

**RESOLUTION NO. 305**

**Student Trustee**

WHEREAS, the Washington state legislature passed legislation allowing the appointment of student members on the board of trustees of community colleges; and

WHEREAS, the governor of the state of Washington has signed legislation which allows the governor to appoint a sixth trustee; and

WHEREAS, the Bellevue College Associated Student Government Board of Directors has passed a resolution to add the process of selecting the student trustee to the bylaws; and

WHEREAS, the Bellevue College Board of Trustees supports students and their efforts to pursue a stronger student voice in college governance; and

WHEREAS, the Bellevue College Associated Student Government has created a process to identify potential student trustees; and

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Bellevue College, Community College District VIII does hereby create a sixth trustee position to be held by a student put forth by the student body and appointed by the Governor.

PASSED, THIS \_\_\_ DAY OF \_\_\_\_\_, 2012.

BOARD OF TRUSTEES

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

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

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

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

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

ATTEST:

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



**BELLEVUE  
COLLEGE**

## REGULAR MEETING AGENDA ITEM

### COMMENDATION FOR RETIRING BELLEVUE COLLEGE FACULTY PAULINE CHRISTIANSEN

INFORMATION

FIRST READ

ACTION

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#### Description

The Bellevue College Board of Trustees wishes to honor long standing Bellevue College Faculty Member Pauline Christiansen as she retires after more than forty-four years of service. Pauline began as an English Full-time faculty in September of 1967, became tenured in 1971 and is the most senior employee at the college. She retires at the end of June 2012.

#### Key Questions

- \* What is a fitting way to recognize the dedication and accomplishments of Bellevue College Senior Faculty Member Pauline Christiansen as she prepares to retire?

#### Analysis

Given that Pauline Christiansen has been an outstanding employee of Bellevue College since September 11, 1967 and has received numerous awards and accolades during her tenure at Bellevue College, it would be appropriate to adopt Resolution No. 306 recognizing her commitment and dedication to Bellevue College and its students.

#### Background Information

Attachment 1: Commendation for Pauline Christianson

#### Recommendation/Outcomes

That the Board of Trustees of Community College District VIII hereby adopts Resolution No. 306 Commendation of Pauline Christianson for her commitment and dedication to Bellevue College and its students.

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

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

**RESOLUTION NO. 306**

**COMMENDATION FOR PAULINE CHRISTIANSEN**

WHEREAS, PAULINE CHRISTIANSEN has faithfully served as faculty of Bellevue College for over forty-four years, having joined Bellevue Community College in its second year of operation; and

WHEREAS, Pauline served as the first official chair of the English Department where under Pauline's leadership assisted Bellevue College in receiving national recognition by presentations at national conferences and giving nineteen workshops over a five year period, both locally and nationally; and

WHEREAS, Pauline was the first faculty member in Arts and Humanities to have a textbook published; and

WHEREAS, Pauline was an innovator in the use of film video tape presentations on English Mechanics and Style for use in English classes and made them available to other schools nationwide; and

WHEREAS, Pauline pioneered the use of powerpoint presentations on famous writers and poets for use in Humanities classes which are still available and used today; and

WHEREAS, Pauline, working with a technical student, created the first homepage for the English department and established a structure to assist other instructors in establishing their own webpages; and

WHEREAS, Pauline has always received consistently outstanding evaluations by her students and is loved for her teaching; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Bellevue College, Community College District VIII hereby commends Pauline Christiansen for her commitment and dedication to Bellevue College, education, teaching and students.

PASSED, THIS 13<sup>TH</sup> DAY OF JUNE, 2012.

BOARD OF TRUSTEES

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Vicki Orrico, Chair

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Paul Chiles, Vice-Chair

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Lisa Chin, Trustee

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Marie Gunn, Trustee

---

Steve Miller, Trustee

ATTEST:

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Lisa Corcoran  
Secretary, Board of Trustees  
Community College District VIII



## REGULAR MEETING AGENDA ITEM

### APPLIED BACCALAUREATE DEGREE PLAN

INFORMATION

DISCUSSION

ACTION

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#### Description

In a budget proviso for the 11-13 operating budget the Legislature stated that:

(7) Bellevue college is authorized 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. In fiscal year 2012, Bellevue College will develop a two-year plan for offering these new degrees. The plan will assume funding for these new degrees shall come through redistribution of its current per full-time enrollment funding. The plan shall be delivered to the legislature by June 30, 2012.

Below is a brief description of each of these degrees, which the Board is being asked to approve at its June meeting.

#### Analysis

Bellevue College currently has three applied baccalaureate degrees: Radiation and Imaging Sciences, Interior Design, and Healthcare Technology and Management. The Radiation and Imaging Sciences and Interior design degrees have graduated students; Healthcare Technology and Management will admit the first group of students for fall quarter, 2012.

The four new degrees now in development will add to the range of offerings and build on existing programs to meet the needs of the surrounding community. The college has submitted statements of need to SBCTC in three degree areas: Biological and Environmental Technology; Information and Systems Technology; and RN-B, which is a Bachelor of Science in Nursing degree for nurses with an RN credential and an associate's degree in nursing. The college is also adding a Healthcare Management track to its recently approved Healthcare Technology and Management degree umbrella: this new track does not require a statement of need to SBCTC, as the umbrella degree is already approved. BC will submit a statement of need for a fourth degree in Data Analytics to SBCTC for consideration at their fall meeting.

Regarding funding for the new baccalaureate degrees, Bellevue College plans to operate new baccalaureate degrees as self support. Currently, the Interior Design baccalaureate degree operates under a self-support model, and the recently approved Healthcare Technology and Management degree will do the same.



**Background/Supplemental Information**

Attached are summary statements of need for the new degrees; full statements of need and supporting documentation are available on request.

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII is informed about the applied baccalaureate degrees that are being submitted for preliminary approval to the State Board, and for final approval by the Board of Trustees and the Legislature.

Prepared by: Leslie Heizer Newquist, Director Applied Baccalaureate Development  
[leslie.newquist@bellevuecollege.edu](mailto:leslie.newquist@bellevuecollege.edu)

### Summary of Proposed New Baccalaureate Degrees / Concentration:

- Biological and Environmental Technology – New BAS
- Healthcare Technology and Management –New Concentration in Management
- Information and Systems Technology – New BAS
- RN-Baccalaureate – new BS
- Data Analytics – new BAS

### Bachelor of Applied Science in Biological and Environmental Technology

**The Degree:** Bellevue College is planning to implement a bachelor's of applied science in **Biological and Environmental Technology** to fulfill its legislative mandate in the area of *Biotechnology*. The degree will have two concentrations: one in Biological Science/Technology and the other in Environmental Science/Technology. The college chose these two tracks for based on feedback from local employers and state employment projections. Graduates of both program tracks will have knowledge and skills common to all bench scientists, as well as understanding of the complex regulatory environment surrounding the bio- and environmental sciences; however, their specialization in either biological or environmental science will prepare them for jobs in different settings.

**The Jobs:** Graduates with a biological focus will be ready to work as entry-level scientists in biotechnological research, pharmaceutical development, and life sciences product development. Graduates of the environmental science track will be prepared to work as laboratory scientists in settings such as the public and private research laboratories; as field and laboratory scientists for private environmental consulting companies; and as project management scientists in a range of settings.

**Local and Regional Need:** Puget Sound is a center for environmental research and remediation, as well as for life sciences, biomedical research, and biotechnology, and jobs for laboratory scientists are in demand.<sup>1</sup> The college established, through employer interviews and an employer survey, regional demand for laboratory scientists at the baccalaureate level. When employers were asked what level of education and/or experience they look for when hiring an Environmental Scientist, 57% of respondents said that they hire exclusively Bachelor degree or above graduates, and 23% hire significantly more bachelor than associate degree graduates. Only 4% required a master's or higher degree.<sup>2</sup> Both public and private employers mentioned that they appreciate the flexibility inherent in hiring a new scientist with a bachelor's degree.

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<sup>1</sup> <https://fortress.wa.gov/esd/employmentdata/reports-publications/occupational-reports/occupations-in-demand> 04.20.12

<sup>2</sup> See Appendix A in full statement of need for complete employer survey results

Employers noted that a master's degree may be too specialized for the flexibility they expect from their employees, and that a baccalaureate-level employee is more affordable for the employer.<sup>3</sup>

On April 2, 2012, the city of Seattle introduced legislation to waive the business and operating tax on government research and development funding for life science companies and nonprofits,<sup>4</sup> noting that life sciences jobs have grown nearly 9 percent in the past several years. Major area employers of laboratory scientists in the bio- and environmental sciences include: Amgen, Dendreon, Fred Hutchinson Cancer Research Center, Golder and Associates, King County Environmental Research Labs, Novo Nordisk, Phillips, Seattle Children's Hospital, and the University of Washington. Many smaller companies and jurisdictions in Puget Sound also employ laboratory scientists. In Eastern Washington, Pacific Northwest National Laboratory (PNNL) in Richland and WSU in Pullman are also large bioscience and environmental science employers.

**Start Date:** The first students in the new Biological and Environmental Technology degree will be enrolled in fall quarter, 2014.

### **Bachelor of Applied Science in Healthcare Technology and Management: Management Concentration**

**The Degree:** To fulfill its legislative mandate in the area of *Healthcare Services and Management*, Bellevue College plans to add a Healthcare **Management Concentration** to the recently approved **Healthcare Technology and Management Degree (HCTM)**. Currently, this degree has a Healthcare Information Technology (HIT) concentration. The new Healthcare Management concentration will teach students leadership, an business and administrative functions of healthcare, and a basic understanding of health IT. The concentration will be designed for students with two-year degrees in healthcare-related or business-related fields.

**The Jobs:** Graduates in this concentration will be qualified as managers and administrators in hospitals, clinics and healthcare centers.

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<sup>3</sup> Employer interview notes: King County 2.1.12, private contractor 2.1.12; see appendix A for full employer survey results.

<sup>4</sup> <http://council.seattle.gov/2012/04/02/seattle-city-council-moves-to-strengthen-seattles-life-sciences-industry/>  
4.5.12

**Local and Regional Need:** Medical and health services managers are “in demand” regionally in King, Pierce and Snohomish counties, as well as statewide.<sup>5</sup> Hiring authorities at Swedish Health Services and Overlake Hospital noted a need for baccalaureate level managers in two categories: first, continuing education for current employees who are rising, or have risen, to supervisory roles in units that do not require a baccalaureate degree for entry. For example, a supervisor in a catheterization laboratory may have moved into that role from a position as a technician, but have had no formal education as a manager. Similarly, respiratory therapists, surgical technicians, occupational therapy assistants, physical therapist assistants, and other medical professionals with two-year degrees may wish to move into management roles. In addition to the need for advanced education for current employees, healthcare providers need managers in outpatient clinics, administrative services, and freestanding single-service centers such as dialysis clinics. One hiring authority noted that for these types of roles, a graduate of a four-year management degree who was familiar with healthcare would be a good candidate.

**Start Date:** Because Healthcare Management is a concentration under an existing approved degree, the college does not need to submit a full proposal to SBCTC. Therefore, there is a faster track with this degree option, and plans are to enroll students in the new Management Concentration in winter quarter, 2013.

### **Bachelor of Applied Science in Information Systems and Technology**

**The Degree:** Bellevue College plans to develop a bachelor of applied science degree in Information Systems and Technology (IST) to meet its legislative mandate in *information technology*. The entry-level credential for many information technology jobs is fast becoming a 4-year degree. The Bureau of Labor Statistics considers a bachelor’s degree as entry level education for the following IT occupations: computer programmer, computer systems analyst, database administrator, information security analyst, web developer, network architect, systems administrator and software developer.<sup>6</sup>

**The Jobs:** Graduates of Bellevue College’s IST degree will work as systems and network administrators and security specialists, software and application developers, and business and data analysts.

**Local and Regional Need:** Information technology is an economic driver in Puget Sound, home to Adobe, Amazon, Expedia, Microsoft, T-Mobile, Google and numerous other technology centered or technology-driven companies, many of which have eastside headquarters in the Bellevue/Redmond/Sammamish corridor.

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<sup>5</sup> <https://fortress.wa.gov/esd/employmentdata/reports-publications/occupational-reports/occupations-in-demand>

<sup>6</sup> <http://www.bls.gov/ooh/computer-and-information-technology/home.htm> 04.05.12

In order to assess in detail regional market need for IT professionals at the bachelor degree level, Bellevue College distributed an online employer survey. The survey received 109 unique responses and indicated a local and regional need for more bachelor level IT professionals.<sup>7</sup>

When asked if they had experienced problems finding IT professionals with the bachelor's degree to fill their employment needs, 68% of question respondents stated that they had experienced problems "frequently" or "sometimes", with 24% of question respondents choosing "frequently".<sup>8</sup> When asked why they experience difficulty hiring IT professionals, respondents stated the following reasons:

- High competition and a shortage of qualified candidates, especially in the Puget Sound area;
- Lack of candidates with the required skills or required specialization.

Eighty-five percent of respondents agreed with the statement "Currently the need for IT professionals is growing."

After analyzing survey results, the college convened an employer focus group, with hiring authorities from Information Technology companies such as Microsoft, Google and Amazon, as well as smaller technology companies such as 3Tier and major employers of IT professionals such as mobile telecommunications companies and hospitals. The focus group participants identified strong industry trends that needed to be infused throughout the degree curriculum, including mobile and cloud computing.

The IST degree will be flexibly structured to make it available to students graduating from high school as well as to transfer students who have information technology-related (IT) associate degrees. Incumbent workers needing to add advanced skills will be able to choose from menu of certificates created from upper division courses within the degree.

**Start Date:** The first students in the new Bachelor of Science in Information and Systems Technology degree will be enrolled in fall quarter, 2013.

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<sup>7</sup> See full statement of need, appendix A, for complete employer survey results.

<sup>8</sup> Ibid.

## Bachelor of Science in Nursing: RN-Baccalaureate

**The Degree:** Bellevue College is planning to implement an **RN-Baccalaureate degree** to fulfill the legislative mandate for *preprofessional preparation in medical fields*. The degree will be designed for nurses who have previously earned the registered nurse (RN) credential and an associate's degree in nursing (ADN). In approximately one year of full-time study, admitted students would be able to earn a bachelor of science (BSN) in nursing.

**The Jobs:** Graduates of the program will be eligible for management positions, the majority of which are open only to nurses with the BSN. The BSN also qualifies graduates for positions at magnet hospitals and as community health nurses. For nurses who wish to continue their education, a BSN provides the foundation for graduate school.

**Local and Regional Need:** Nursing is a healthcare field with strong local and regional need. Nurses are currently in demand in every county in Washington State,<sup>9</sup> and projections for nursing indicate a growing need for RNs. The Washington Center for Nursing predicts that RN demand will outpace RN supply by 2017 or earlier. By 2031, supply is expected to be short of demand by as many as 21,000 RNs, even with an increase of RN graduates.<sup>10</sup> External trends have led to an increasing need for nurses with not only an RN license, but also with a bachelor of science in nursing degree. Of particular note are the following drivers of increased demand:

- Requests to Bellevue College from both Swedish and Overlake to implement an RN-Baccalaureate program.
- Many area hospitals have moved to “all RN” hiring, and many of these have specific plans to increase the percentage of RNs with the BSN.<sup>11</sup>
- Magnet status achieved and sought by area hospitals. Two area hospitals have achieved “nurse magnet” status, which requires that all nurse leaders hold at least a baccalaureate degree in nursing.<sup>12</sup>
- *The Future of Nursing: Leading Change, Advancing Health*, a 2010 Institute of Medicine (IOM) report, that recommended increasing the percentage of nurses with a BSN degree or above to 80% by 2020.<sup>13</sup>

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<sup>9</sup> <https://fortress.wa.gov/esd/employmentdata/reports-publications/occupational-reports/occupations-in-demand> 04.04.12

<sup>10</sup> <http://www.wacenterfornursing.org/> 03.27.12

<sup>11</sup> Conversations with area hospitals, January / February 2012.

<sup>12</sup> <http://www.nursecredentialing.org/Magnet/ProgramOverview/New-Magnet-Model.aspx> 03.26.12

<sup>13</sup> <http://www.rwjf.org/humancapital/product.jsp?id=72857> 12.07.11

Bellevue College is well positioned to add a BSN program: current nursing faculty are all qualified to teach at the baccalaureate level, and the college has strong relationships with area employers, ensuring adequate clinical placements.

**Start Date:** The first students in the new RN-Baccalaureate degree will be enrolled in fall quarter, 2013.

### **Bachelor of Applied Science in Data Analytics**

**The Degree Concept:** Over the past six months, in the process of developing degrees or concentrations in Biotechnology, Healthcare Management, Information Technology, and Preprofessional Preparation for Medical Fields, the college has become aware of the need for an additional baccalaureate degree in the emerging area of data analytics. This interdisciplinary baccalaureate degree spans all of the degree areas mandated by the legislature. Several external trends have emphasized the need for additional education in the area of analytics.

#### **External Trends:**

**Big Data:** Big Data is an "explosive" trend, according to Cynthia Nustad, CIO of HMS, a firm that helps contain healthcare costs for Medicare and Medicaid programs.<sup>14</sup>

**Advances in analytic technologies and business intelligence** are now available to work with massive amounts of data. These advanced analytics allow companies to pose more complicated questions and gather more useful information to help run their businesses.<sup>15</sup>

**Infusion of analytics in a wide range of industry sectors:** As large amounts of structured and unstructured data are being collected in all industry sectors, the emergence of easy-to-use yet sophisticated analytics tools and portals is increasing rapidly. Analytics applications are being developed and implemented in healthcare, business, finance and other industries to increase operational efficiency and support professionals and administrators in all levels of decision-making.

Because analytics crosses over many disciplines, including math and statistics, databases and business intelligence, and targeted sectors such as healthcare, business, and finance, the college will pull together an interdisciplinary workgroup to develop this new degree concept and have a statement of need available by fall quarter, 2012.

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<sup>14</sup> 5 business analytics tech trends and how to exploit them, IT World, March 26, 2012

<http://www.itworld.com/software/261572/5-business-analytics-tech-trends-and-how-exploit-them?page=0,1>

<sup>15</sup> Ibid.

**Start Date:** Fall 2014 is projected as the start date for a new baccalaureate degree in Data Analytics.





## REGULAR MEETING AGENDA ITEM

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

INFORMATION

DISCUSSION

ACTION

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#### Description

The purpose of this amendment shall be to provide corrected information to the Board of Trustees regarding the total number of quarters, as well as the accurate replacement cost, for the sabbatical leave requests recommended by the interim president and approved by the Board at the May 16, 2012 meeting.

<h4>Key Questions</h4> <ul style="list-style-type: none"><li>* What is the accurate total number of quarters for the recommended leave?</li><li>* What is the accurate replacement cost for the recommended leave?</li></ul>
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#### Analysis

At the May 16, 2012 meeting, Board members approved Sabbatical Leaves for five (5) faculty members. The total number of quarters requested for 2012-13 was reported to be equivalent to 2.999 FTEF. Since that time, two errors were discovered which necessitates amendments. The accurate total number of quarters requested is equivalent to 2.665 FTEF and the total replacement cost is \$72,524.

The Interim President recommends that the Board of Trustees grant five sabbatical leave requests at the amended equivalent of 2.665 FTEF, at the amended cost of \$72,524 for the 2012-13 academic year.

#### Recommendation/Outcomes

That the Board of Trustees of Community College District VIII concurs with the recommendation of the Interim President and authorizes sabbatical leaves at the amended equivalent of 2.665 FTEF, at the amended cost of \$72,524 for the 2012-13 academic year.

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



## REGULAR MEETING AGENDA ITEM

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

INFORMATION

DISCUSSION

ACTION

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#### Description

A recommendation from the Tenure Review Committee concerning a fourth year tenure candidate 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 the candidate listed below not be granted tenure.

#### Key Questions

- \* Has the fourth year probationary tenure candidate 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 the candidate?
- \* Has the pertinent documentation 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 candidate 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. All pertinent documents are included.

**Recommendation/Outcomes**

Recommendation: That the Board of Trustees of Community College District VIII does not grant tenure for the 2012-13 academic year to Robert Backstrand, Institute for Business and Information Technology.

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



**BELLEVUE**  
COLLEGE

## REGULAR MEETING AGENDA ITEM

### ELECTION OF BOARD CHAIR AND VICE CHAIR

INFORMATION

FIRST READ

ACTION

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#### Description

The terms of the current chair and vice chair end on June 30, 2012. Bellevue College bylaws require that a new chair and vice chair be elected.

#### Key Questions

- \* Who shall serve as Chair and Vice Chair of the Board of Trustees for the 2012-13 academic year?
- \* Will the board follow precedent?

#### Analysis

As per the Bellevue College bylaws for the Board of Trustees (WAC 132H-106-040), the board annually elects from its membership a chair and vice-chair to serve for the ensuing year. The precedent, based on an agreement made by the 2001 Board was that a trustee beginning the last year of his/her term should be elected chair for the ensuing year and that the vice-chair should be the trustee who is in the penultimate year of his/her term. Based upon this agreement, the nominee would be Paul Chiles for the position of chair for 2012-13 and the nominee for vice-chair would be Marie Gunn.

#### Recommendation/Outcomes

That the Board of Trustees of Community College District VIII closes the nominations for the position of chair and vice chair and elects Paul Chiles as Board Chair and Marie Gunn as Vice-Chair for the period commencing July 1, 2012 and continuing until June 30, 2013.

Prepared by: Lisa Corcoran, Executive Asst. to the President and Secretary to the Board of Trustees  
lisa.corcoran@bellevuecollege.edu



**BELLEVUE**  
COLLEGE

## REGULAR MEETING AGENDA ITEM

### CONTRACT EXTENSION – CHIEF EXECUTIVE OFFICER, INTERIM PRESIDENT

INFORMATION

FIRST READ

ACTION

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#### Description

The President's contract is typically reviewed for extension each year at this time after an annual evaluation. The current interim president's contract will expire on June 30, 2012.

#### Key Questions

- \* Shall the Board approve an extension of the Chief Executive Officer's contract, extending it beginning July 1, 2012?
- \* Are there any amendments which should be made to the new contract?

#### Analysis

Since the Presidential Search has been continued into the 2012-13 academic year, a Chief Executive Officer will need to be appointed to facilitate the continued operation of the college.

#### Recommendation/Outcomes

That the Board of Trustees of Community College District VIII extends the contract of the chief executive officer of Community College District VIII, effective July 1, 2012 through June 30, 2013 or until such time as a new president takes office, or as is mutually agreed to by both parties. .

Prepared by: Lisa Corcoran, Executive Asst. to the President and Secretary to the Board of Trustees  
lisa.corcoran@bellevuecollege.edu