



BELLEVEUE
COLLEGE

Board of Trustees
Community College District VIII

Regular Meeting

November 14, 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, November 14, 2012. The business session will begin at 1:30 pm in room B201. Paul Chiles, Chair, will preside.

AGENDA

		Page
12:00 PM	LUNCH (A201) The trustees will have lunch together. No business will be conducted.	
1:00 PM	STUDY SESSION (B201) Health eWorkforce – Department of Labor Grant	Boyum
1:30 PM	BUSINESS SESSION (B201)	
	I. Call to Order	
	II. Roll Call and Introductions	
	III. Consent Agenda	
	A. Approval of Agenda for November 14, 2012	3
	B. Meeting Minutes from September 5, 2012	5
	C. Meeting Minutes from September 20, 2012	10
	D. Meeting Minutes from October 8-9, 2012	11
	E. Meeting Minutes from October 22-25, 2012	12
	F. Meeting Minutes from October 26, 2012	13
	G. Meeting Minutes from November 1, 2012	14
	H. Meeting Minutes from November 5, 2012	15
1:40 PM	IV. Constituent Reports	
	A. Faculty	Brown
	B. Classified Staff	Ng
	C. Student	Dzhuraeva
2:10 PM	V. Monitoring Reports (reports for this meeting in bold)	
	A. Student Success	All 17
	B. Instruction	All 18
	C. Workforce and Economic Development	All 19
	D. Student Services	All 20
	E. Equity & Pluralism	All 22
	F. Foundation	All 23
	G. Information Resources	Quarterly 24
	H. Capital Facilities	Quarterly 25
	I. New Campus Development	Quarterly

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

	J. Finance	Quarterly	
	K. Human Resources	Quarterly	26
	L. Enrollment Report	Quarterly	27
	M. Budget and Legislative Developments	As needed	
	N. Marketing and Public Relations	As needed	
2:30 PM	VI. Information		
	A. Institutional Dashboard	James	30
	B. Legislative Budget Process	White	32
	C. 2013 Defining Board Agenda	Corcoran	33
3:10 PM	VII. Action		
	A. Contract Terms for President	Chiles	39
	B. Negotiated Agreement between Bellevue College Association of Higher Education and the Board of Trustees of Community College District VIII	Portillo	40
	C. 2013 Board Meeting Dates	Corcoran	52
3:30 PM	VIII. Board Reports		
	A. TACTC Board of Directors	Gunn	
	B. TACTC Legislative Committee	Miller/Orrico	
	C. Presidential Search	Chiles/Orrico	
	D. Individual Member Reports		
3:45 PM	IX. Interim President's Report		
4:00 PM	X. Unscheduled Business/Community Testimony		
4:15 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 September 5, 2012 in room B201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Mr. Paul Chiles, Chair, presided.

EXECUTIVE SESSION

The meeting was called to order at 2:30 PM. Paul Chiles announced that there would be an executive session for approximately 70 minutes to discuss the performance of public employees. Cesar Portillo and Laura Saunders were invited to join the board. The executive session ended at 3:00 pm.

STUDY SESSION – SCIENCE CAMP

Jim Ellinger, biology faculty, presented an overview of the Bellevue College Science Camp. He outlined the daily activities for the students that emphasized experiential learning. This was Bellevue’s 21st year hosting the science summer camp. The camp has an excellent reputation and was fully enrolled so no advertising was needed.

Jim emphasized the need for good instructors at camp who can share expertise, enthusiasm and energy. This year \$2,000 was raised for scholarships for campers.

BUSINESS SESSION

The business session was called to order at 3:33 p.m.

I. ROLL CALL

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

INTRODUCTIONS

Laura Saunders, Interim President	Bruce Marvin, Asst. Attorney General
Lisa Corcoran, Exec. Asst. to the President	Tom Nielsen, Vice President of Instruction
Laurence Herron, Interim Vice President of Institutional Advancement	Russ Beard, Vice President of Information Resources
Jan Ng, Classified Employee Representative	Yoshiko Harden, Vice President of Diversity
Paula Boyum, Vice President of Workforce Development	Cesar Portillo, Vice President of Human Resources
Ray White, Vice President of Admin Services	Patty James, Associate Vice President of Effectiveness and Strategic Planning
Tom Pritchard, Vice President of Student Services	Jennifer Strother, Executive Director of Finance
Debra Born, Capital Planning and Projects Manager	Dexter Johnson, Executive Director of Physical Plant Operations

II. CONSENT AGENDA

Vicki Orrico moved to approve the consent agenda as amended to include the addition of a resolution regarding indemnification. Marie Gunn seconded.

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

III. **CONSTITUENT REPORTS**

Faculty Report

Doug Brown was not present, but submitted a written report to the board. The report covered collective bargaining agreement negotiations, tenure process concerns in respect to the public disclosure law, and appreciation for faculty representatives on the presidential search advisory committee.

Classified Staff Report

Jan Ng, representing classified staff, reported to the board on the Staff Training for Technical and Community Colleges (STTACC) meeting at Grays Harbor CC. Workshops included Persuasive Persuasion, Google Docs and practical strategies to assist veterans. The veterans workshop presented by Peter Schmidt will be presented at BC on Oct. 17th.

Student Report

Takhmina Dzhuraeva, ASG President was not present, but submitted a written report to the board. The report focused on the ASG/OSLA Student Voter Registration Drive, efforts to work with the library to extend library hours and discussions with the bookstore to begin carrying art kits again.

IV. **MONITORING REPORTS**

The board reviewed monitoring reports for Student Success, Instruction, Workforce and Economic Development, Student Services, Equity & Pluralism, the Foundation, New Campus Development, Finance, and Enrollment.

V. **FIRST READ**

A. 2013 Board Meeting Dates

Lisa Corcoran presented the proposed meeting dates for 2013 and the 2013-14 Academic Year. Steve Miller noted that he would be travelling during the first two weeks of February in 2013. In addition the board requested that an additional regular meeting be added to the board's schedule in December of 2012.

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

Cesar Portillo reported that faculty union and management have reached tentative agreement on compensation on turnover savings, agreed to a calendar, and clarified language.

VI. **ACTION ITEMS**

A. Resolution Authorizing Indemnification.

A Bellevue College employee has been named as a defendant in a lawsuit and requests approval to be defended by the state Attorney General's Office.

Motion 12:20

Vicki Orrico moved that the Board of Trustees of Community College District VIII adopt Resolution No. 307 authorizing the defense and indemnification of Duoc Tu. Steve Miller seconded the motion. The motion passed unanimously (5-0).

Resolution No. 307

Resolution Authorizing Indemnification

WHEREAS, a legal action, as designated below, has been commenced involving this institution of higher education; and

WHEREAS, the officers and employees of the institution designated below have requested the Board to authorize their defense under RCW 28B.10.842; and

WHEREAS, the Board has made a determination that such designated individuals were acting in the performance of their duties and in good faith; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Bellevue College, Community College District VIII hereby specifically finds that the individuals designated below acted within the scope of their authority and in good faith with regard to the conduct alleged by the plaintiff to be wrongful, and the Board specifically authorizes their defense and approves their indemnification by the State pursuant to RCW 28B.10.842.

Done in Open Meeting by the Board, THIS 5TH DAY OF SEPTEMBER, 2012.

BOARD OF TRUSTEES
Paul Chiles, Chair
Marie Gunn, Vice-Chair
Lisa Chin, Trustee
Steve Miller, Trustee
Vicki Orrico, Trustee

ATTEST:
Lisa Corcoran
Secretary, Board of Trustees
Community College District VIII

VII. BOARD REPORTS

TACTC – Marie Gunn reported on the June TACTC meeting. Presentations included Student Success and the ties to K-12, an interactive video presentation with Sal Kahn of the Kahn Academy. Big Bend showcased their aviation school. WELA participants shared their reports and success stories. Marie also recommended that BC submit their partnership with the City of Issaquah for development of East Campus for a TACTC Partnership award next year.

TACTC Legislative Committee– Vicki Orrico will be in Washington DC. and may have an opportunity to meet with legislators. Laura Saunders and Steve Miller attended SBCTC Executive Director Charlie Earl’s retirement party

Presidential Search – first cut off date for resumes has passed. The search is on schedule.

There were no member reports.

INTERIM PRESIDENT’S REPORT

Interim President Saunders reported on the following items:

Bellevue College chemistry instructor Dan Mitchell was ranked one of the top 25 faculty members in the nation by RateMyProfessors.com.

BC was awarded a \$550,000 grant from the National Science Foundation to continue the ComGen projects. The college also received an \$815,000 energy efficiency grant from the Washington State Department of Commerce.

Deric Gruen, sustainability and conservation resource manager, received the Diamond Award by Commuter Challenge in recognition of his efforts to reduce commute trips and encourage alternative transportation.

The leadership group was busy during summer quarter. There were two sessions of cultural competency training, a planning retreat for student success, a foundation retreat, WACTC retreat, TACTC retreat, and a leadership retreat.

Phil Needles, Dean of the Institute for Business and Information Technology (IBIT) accepted a position at an institution out of state.

VIII. UNSCHEDULED BUSINESS

There was no unscheduled business.

IX. ADJOURNMENT

There being no further business, the business meeting of the Board of Trustees adjourned the business session at 4:10 PM to reconvene in executive session to evaluate the qualifications of applicants for public employment.

The executive session adjourned at 4:40 p.m.

Paul Chiles, Chair
Board of Trustees

Board of Trustees Minutes

September 5, 2012

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ATTEST:

Lisa Corcoran

Secretary, Board of Trustees

Community College District VIII

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON

A special meeting of the Board of Trustees of Community College District VIII, state of Washington, was held September 20, 2012 at 3000 Landerholm Circle SE, Bellevue, WA. Mr. Paul Chiles, Chair, presided.

I. ROLL CALL

The special meeting was called to order at 2:00 p.m. on September 20, 2012. Mr. Chiles, Ms. Chin, Ms. Gunn, Mr. Miller and Ms. Orrico were in attendance. Interim President Laura Saunders, and Cesar Portillo, Vice President of Human Resources, were also invited to attend.

II. EXECUTIVE SESSION

It was announced that the board would be in executive session for four hours to evaluate the qualifications of applicants for public employment.

III. ADJOURNMENT

With no action being taken, the special meeting of the Board of Trustees adjourned at 6:00 p.m.

ATTEST:

Paul Chiles, Chair
Board of Trustees

Laura Saunders
Interim President
Community College District VIII

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON

A special meeting of the Board of Trustees of Community College District VIII, state of Washington, was held October 8-9, 2012 at 17620 International Blvd., Seattle, WA. Mr. Paul Chiles, Chair, presided.

I. ROLL CALL

The special meeting was called to order at 9:30 a.m. on October 8 2012 Mr. Chiles, Ms. Chin, Ms. Gunn, Mr. Miller and Ms. Orrico were present. Interim President Laura Saunders, and Cesar Portillo, Vice President of Human Resources were also in attendance.

II. EXECUTIVE SESSION

It was announced that the board would be in executive session to evaluate the qualifications of applicants for public employment.

The board recessed at 1:30 p.m. for lunch.

The board reconvened in executive session at 2:10 p.m.

The board recessed for the evening at 5:30 p.m.

The board reconvened in executive session at 7:15 am on Tuesday, October 9, 2012.

The board recessed at 10:00 a.m.

The board reconvened in executive session at 1:15 p.m.

III. ADJOURNMENT

With no action being taken, the special meeting of the Board of Trustees adjourned at 7:15 p.m. on October 9, 2012.

ATTEST:

Paul Chiles, Chair
Board of Trustees

Lisa Corcoran
Secretary, Board of Trustees
Community College District VIII

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON

A special meeting of the Board of Trustees of Community College District VIII, state of Washington, was held October 22-25, 2012 at 3000 Landerholm Circle SE, Bellevue, WA. Mr. Paul Chiles, Chair, presided.

I. ROLL CALL

The special meeting was called to order at 7:00 a.m. on October 22, 2012. Mr. Chiles, Ms. Chin, Ms. Gunn, Mr. Miller and Ms. Orrico were present. Interim President Laura Saunders, and Cesar Portillo, Vice President of Human Resources were also in attendance.

II. EXECUTIVE SESSION

It was announced that the board would be in executive session to evaluate the qualifications of applicants for public employment.

Trustees participated in activities to evaluate candidates throughout each day which, in addition to an interview with the Board of Trustees, included a student forum, faculty forum, open public forum, a reception for the presidential candidate and a dinner with the candidate.

Activities were conducted on October 22, 23, 24 and 25, 2012.

III. ADJOURNMENT

With no action being taken, the special meeting of the Board of Trustees adjourned at 8:30 p.m. on October 25, 2012.

ATTEST:

Paul Chiles, Chair
Board of Trustees

Lisa Corcoran
Secretary, Board of Trustees
Community College District VIII

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON

A special meeting of the Board of Trustees of Community College District VIII, state of Washington, was held October 26, 2012 at 3000 Landerholm Circle SE, Bellevue, WA. Mr. Paul Chiles, Chair, presided.

I. ROLL CALL

The special meeting was called to order at 5:00 p.m. on October 26, 2012. Mr. Chiles, Ms. Chin, Ms. Gunn, Mr. Miller and Ms. Orrico were present. Interim President Laura Saunders, Cesar Portillo, Vice President of Human Resources, and Doug Brown, BCAHE representative were also invited to attend.

II. EXECUTIVE SESSION

It was announced that the board would be in executive session for two hours to evaluate the qualifications of applicants for public employment. Executive session was extended for an additional 90 minutes.

III. ADJOURNMENT

With no action being taken, the special meeting of the Board of Trustees adjourned at 8:30 p.m. on October 26, 2012.

ATTEST:

Paul Chiles, Chair
Board of Trustees

Lisa Corcoran
Secretary, Board of Trustees
Community College District VIII

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON

A special meeting of the Board of Trustees of Community College District VIII, state of Washington, was held November 1, 2012 at 3000 Landerholm Circle SE, Bellevue, WA. Mr. Paul Chiles, Chair, presided.

I. ROLL CALL

The special meeting was called to order at 5:00 p.m. on November 1, 2012. Mr. Chiles, Ms. Chin, Ms. Gunn, Mr. Miller and Ms. Orrico participated via telephone conference. Interim President Laura Saunders, and Cesar Portillo, Vice President of Human Resources, were also invited to attend.

II. COMMUNITY TESTIMONY

There was no community testimony.

III. EXECUTIVE SESSION

It was announced that the board would be in executive session for 30 minutes to evaluate the qualifications of applicants for public employment. Executive session was extended for an additional 20 minutes.

IV. ADJOURNMENT

With no action being taken, the special meeting of the Board of Trustees adjourned at 5:50 p.m. on November 1, 2012.

ATTEST:

Paul Chiles, Chair
Board of Trustees

Lisa Corcoran
Secretary, Board of Trustees
Community College District VIII

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON

A special meeting of the Board of Trustees of Community College District VIII, state of Washington, was held November 5, 2012 at 3000 Landerholm Circle SE, Bellevue, WA. Mr. Paul Chiles, Chair, presided.

I. ROLL CALL

The special meeting was called to order at 4:02 p.m. on November 5, 2012. Mr. Chiles, Ms. Chin, Ms. Gunn, and Ms. Orrico were present.

INTRODUCTIONS

Laura Saunders, Interim President	Bruce Marvin, Asst. Attorney General
Lisa Corcoran, Exec. Asst. to the President	Ray White, Vice President of Administrative Services
Paula Boyum, Vice President of Economic and Workforce Development	Tom Pritchard, Vice President of Student Services
Sylvia Unwin, Faculty	Doug Brown, President, BCAHE
Leslie Lum, Faculty	Molly Blume, Faculty
David Oar, Librarian	Bonnie Berry, Director of Grant Development
Paul Feavel, Director Foundation Finance and Planned Giving	Leslie Heizer Newquist, Director, Applied Baccalaureate Development
Margaret Turcott, Faculty	Rosemary Richardson, Emeritus Faculty
Deanna Tiplin, Administrative Mgr	Jorja Gunderson, Program Manager
Kara Talbott, BC Foundation Development Director	Beabe Akpojobwo, Adm. Asst. to the VP for Diversity
Chris Robertson, Student	Frank Lee, Faculty
Kyra Olson, Adm. Asst. to the VP for Economic and Workforce Development	Takhmina Dzhuraeva, ASG President
Marika Reinke, Faculty Commons Coordinator	Stephanie Rowe, Student
Faisal Jaswal, Asst. Dean, Student Programs	Donna Miguel, Faculty
Glenn Jackson, CEO Director	Jocelyn Anderson, Faculty
Rob Viens, Dean	Alex Clark, Student
Brandon Lueken, Program Coordinator	Thuy Pham, Student

II. AGENDA

Vicki Orrico moved to approve the November 5, 2012 agenda as presented. Lisa Chin seconded. The motion passed unanimously (4-0).

III. ACTION ITEM

A. Selection of new president and delegation of authority to negotiate contractual terms.

Motion 12:21

Vicki Orrico moved that the Board of Trustees of Community College District VIII appoint Dr. David Rule as President of Bellevue College, subject to his acceptance and that we authorize Paul Chiles and Cesar Portillo to extend the offer and negotiate a contract to be presented at the November 14th Board of Trustees meeting. Lisa Chin seconded the motion.

The motion passed unanimously (4-0).

IV. COMMUNITY COMMENTS

The board was asked what the starting date would be. The board is anticipating a January 2013 start.

Another inquiry was regarding the FT/PT faculty ratio at Dr. Rule's current institution and the support for increasing the ratio at Bellevue. The board noted that they were on record with their commitment to increasing the FT/PT faculty ratio at BC.

ASG President Takhmina Dzhuraeva thanked the board for the opportunity to provide student input and commented that Dr. Rule was the student's primary choice and that the students felt heard and included in the process.

Doug Brown, BCAHE President, stated that the faculty were looking forward to working with Dr. Rule.

V. ADJOURNMENT

With no action being taken, the special meeting of the Board of Trustees adjourned at 4:20 p.m. on November 5, 2012.

ATTEST:

Paul Chiles, Chair
Board of Trustees

Lisa Corcoran
Secretary, Board of Trustees
Community College District VIII



STUDENT SUCCESS

BENCHMARKING STUDENT SUCCESS DATA

Key Points

- With five years of data submitted into the National Community College Benchmarking Project (NCCBP), we are able to identify patterns in BC's performance compared to other colleges.
- Key benchmarks include persistence, success in developmental and college-level courses, transition from developmental to college-level courses, and institution-wide credit grades.
- Results are expressed in terms of percentiles—10th, 25th, 50th, 75th, and 90th—so BC's position within the range of other participating colleges can be seen.

Results (Data below reflect fall 2010 students unless otherwise noted.)

Persistence

<u>Measure/Results</u>	<u>Benchmark</u>
1. Fall to next term: about two-thirds (66.63%) of BC credit students who were enrolled in fall re-enrolled for winter.	BC ranked just below the 25 th percentile. (The 10 th percentile was 61.81%, the 90 th was 77.78%.)
2. Fall to fall: less than half (46.64%) of BC credit students enrolled in fall re-enroll the subsequent fall.	BC ranked between the 25 th and 50 th percentiles. The 10 th percentile was 40.36%, the 90 th was 54.52%.

Success in developmental and college level courses

<u>Measure/Results</u>	<u>Benchmark</u>
More than nine out of ten students enrolled in <u>developmental</u> writing or math stayed in the class to the end of the quarter. However, 81.98% of writing students earn a C or higher grade compared to 66.53% of math students.	Writing ranked well above and math just below the 90 th percentile at 97% and 87%, respectively.

Transition from developmental to college level courses

<u>Measure/Results</u>	<u>Benchmark</u>
Over 80% of Fall 2009 students who earned C or higher grades in math or writing and then enrolled in college-level courses in those disciplines earned C or higher grades in the college-level course.	BC ranked above the 90 th percentile for both disciplines.

Institution-wide credit course grades

<u>Measure/Results</u>	<u>Benchmark</u>
Over 80% of students enrolled in credit courses (developmental and college-level) earned a C or higher.	BC ranked above the 90 th percentile.

Next Steps

These data will be one source of information utilized in establishing targets for BC's Core Theme Indicators for measuring mission fulfillment. Careful attention must be paid to the fact that these data represent *all* students and do not address the performance gaps among underrepresented or marginalized populations which have been the focus of the Evidence Team for the past five years.

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

Special acknowledgement goes to Cora Nixon, Research Analyst, who prepares and submits NCCBP data.



INSTRUCTION

ADULT LITERACY RECOGNITION IN WASHINGTON LITERACY AND LEADERSHIP AT BELLEVUE COLLEGE

Key Points

Each fall adult literacy programs across the U.S. recognize the efforts of adult students and their educators. Adult literacy students are immigrants and refugees learning English, adults who need to improve their basic skills, people looking for the skills to change their life circumstances, and students transitioning to college. In recognition of Adult Literacy Week 2012, the program shared how students are assisted to realize their goals and are *Creating Opportunities to Become Exceptional*.

- Adult Basic Education (ABE) and GED Preparation offer English and math basic skills and GED Preparation courses. Students' goals include transitioning to college, completing the GED, and finding gainful employment. Since the goal for the majority of students is to transition to college classes, much effort has gone into restructuring and customizing advising and instruction to focus on strategies and processes that help students succeed academically.
- The English as a Second Language (ESL) program helps students by strengthening their reading, writing, listening and speaking skills to create accomplished communicators and leaders. The faculty assists by building job and academic skills and helping students learn how to engage with the community. All ESL classes have integrated technology into the curriculum. An example is *English Through the News*, a hybrid class that generates an online newspaper.
- I-BEST, Integrated Basic Education and Skills Training, is a partnership that is team-taught by instructors from developmental education and the Institute for Business and Information Technology with support from Workforce Education. Certificates are offered in Office Assistant and Accounting. I-BEST creates opportunities for basic skills students to earn college credits and enter the workforce faster.
- Unique to BC is Literacy and Leadership, an initiative of developmental education that celebrates the leadership abilities of students. This initiative culminates in May with a month-long festival of student presentations that focus on their mentors, leaders, and their own leadership skills. Adult Literacy Week is planned to be the first recognition of the students' work and the Leadership Festival serves as the capstone event of the year.

Next Steps

- The Bellevue College Board of Trustees is invited to join BC staff and faculty, along with other college and community leaders, on opening day of the Leadership Festival, May 22, 2013.
- Continue to increase transitions of Dev Ed students by expanding technology in the classroom, collecting data, aligning curriculum with learning standards, and building relationships.

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

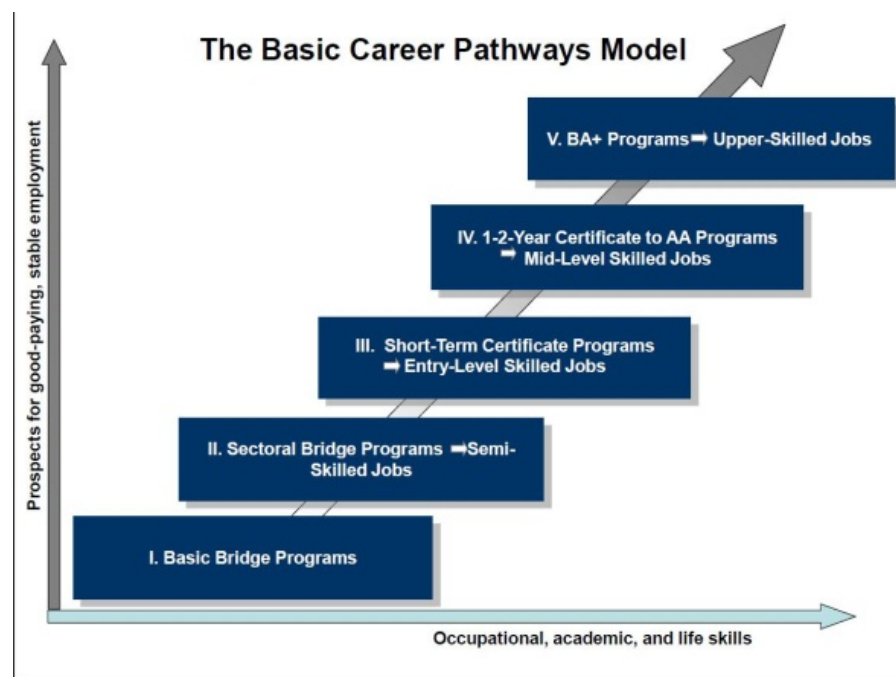


Economic & Workforce Development

BELLEVUE COLLEGE INVOLVEMENT IN NATIONAL ALLIANCE FOR QUALITY CAREER PATHWAYS

Key Points

- In today's shifting economy, strong education and career skills are more important than ever, particularly for the nearly 48 million workers who need better skills and wages for economic advancement



- In recent years a basic career pathways model has been implemented by many states and colleges. BC has developed career pathways for all of its professional/technical programs.

- The Center for Law and Social Policy (CLASP) is leading a new 10-state initiative, the Alliance for Quality Career Pathways (AQCP) to develop a single set of quality benchmarks and metrics for career pathways programs nationwide

- BC's Vice President of Economic & Workforce Development will participate in the four member AQCP Washington State team along with SBCTC staff and a representative from Air Washington that will focus on career pathways including on-ramps from adult education programs, workforce training programs, and in-school youth with emphasis on low-income underserved students.

Next Steps

- Bellevue College VP of Economic & Workforce Development participation in AQCP workgroup (October 2012 – December 2014)
- BC evaluates and improves the college's existing career pathways using newly developed framework and assessment tools

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

STUDENT SERVICES



ENROLLMENT SERVICES – NEW BUSINESS PROCESSES

Key Points:

Enrollment Services has undergone a number of changes in the past two years to improve service effectiveness and process efficiency. Admissions, Registration, Evaluations, Student IT, and Testing Services were consolidated into one unit and renamed Enrollment and Registrar Services. This merger has increased the success of staff support and information desks as well as reduced long lines, streamlined processes, and minimized student shuffle. A Student Ambassador Program began in spring 2011, employing work-study students to assist others with online services at the computer kiosks, answer general questions, and give directions in the lobby. A number of changes have also been made and new tools have been implemented for other online services. This has empowered students to manage their admission, registration, and prerequisite check processes. These efforts have achieved positive results. Student traffic both in-person and by phone during the opening week of fall quarter 2012 have declined significantly. Reasons for this decline include:

In-person Inquiry Decrease

- The number of students coming to the front desk of Enrollment Services has substantially decreased. This is due in part to:
 - Student ambassadors in the B-building answering general questions and guiding students to various departments.
 - the use of self-help computer kiosk stations with student ambassadors and staff showing students how to access and use Online Services.
 - Separation of admission and advising functions and moving them to the Entry and Advising Services department so that students no longer need to ask general questions of the Enrollment Services front desk. These types of inquiries are now managed by entry advisors.
 - Combining the Evaluations front desk with Enrollment Services which has eliminated the need for students to stop at two different departments.
- New technology eliminates the need for face-to-face assistance. In collaboration with Information Resources:
 - Online prerequisite checks. A new online prerequisite check system was implemented last summer. It allows students to submit requests and upload copies of their transcripts online to clear prerequisites. Students no longer need to provide hard copies in person. Results are received within three business days and the clearance is effective for all future quarters and all courses that have the same prerequisites.

- Online transcript requests. Students are being encouraged to use the online transcript request process instead of making in-person requests. This is quicker, more efficient and saves the students money.
- Online PIN reset. If students forget their personal identification numbers (PINs), they can now go online to reset their PINs instead of calling.
- Improved online application process:
 - Information Resources improved the download process allowing for faster application and data processing.
 - Efficient allocation of staff allows for fewer mistakes, quicker processing of online applications and better customer service.

Next Steps

- Continue documenting processes. This will assist with the new enterprise resource planning (ERP).
- Develop baseline data for student satisfaction.
- Begin analyzing how to integrate Financial Aid into the entry and registration model.
- Continue moving toward a “hub and spoke” entry, advising and registration model.

Conclusion:

In summary, Enrollment and Registrar Services has greatly improved in efficiency over the past two years with reorganization of management, implementation of a new service model, consolidation of resources, restructuring work processes, and enhancement of online services. Staff morale and efficiency are much higher than in the past. Business processes are completed in a timely manner. Students receive faster service in person, online, and by phone. Overall, student complaints have decreased significantly as the staff is more attentive and able to help in an effective manner.

Report by: Thomas W. Pritchard, Vice President of Student Services
thomas.pritchard@bellevuecollege.edu

OFFICE OF EQUITY AND PLURALISM



Key Points

- In partnership with Human Resources and Instruction, the office of Equity and Pluralism has developed and implemented required pluralism training for employees who serve on screening advisory committees.
- Yoshiko Harden, Dr. Lori Saffin (Sociology), Megan Hansen (English), and Dr. Ata Karim attended the AAC&U *Modeling Equity, Engaging Difference: New Framework for Diversity and Learning* conference held in Baltimore, Maryland. The group will focus on the development of cultural competency trainings for faculty and staff.
- The college subscribed to The Registry (www.theregistry.ttu.edu), a national registry designed to connect prospective faculty members from diverse backgrounds with colleges and universities seeking to recruit qualified faculty candidates.
- Yoshiko Harden presented with Donna Miguel, (English) during Faculty Professional Development Day (October 26). Their session entitled “*Getting on Board: Inclusion As It Relates to Race and Gender*” focused on the importance of alliance building between women of color and white women. The session was well received.
- Together, Multicultural Services and Equity and Pluralism hosted speaker Dr. Bernard Franklin on November 1, 2012. Dr. Franklin’s presentation focused on the challenges for men of color in higher education.

Current initiative:

- Develop a small work group comprised of faculty, staff, and students to identify resources for undocumented students, both current and prospective.

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

Key Points

FOUNDATION IMPACT ON THE COLLEGE:

- BCF Board of Directors voted on Wednesday, October 10th to raise \$1 million for the Undergraduate Research Center.
 - Rob Viens & Gita Bangera presented their proposal on the Undergraduate Research Center
 - Catherine Kwong, Susan Gjolmesli & Joyce Carroll presented their proposal on the 21st Century Testing Center

It was a difficult decision for the BCF Board to make as both proposals were well done and of significant importance. The BCF Board has begun fundraising for the project – a special committee met at the beginning of November. The BC Foundation thanks everyone who submitted proposals: Russ Beard, Tom Nielsen, Rob Viens and Catherine Kwong.

- Bricks
 - First installation of bricks went in at the beginning of the month in the area outside the B building facing the Jean Sarto Floten Student Union Building with the arced glass.
 - 47 bricks were purchased, fundraising \$8,800.
 - This is a great donor recognition piece, a fun way to attract new donors and to celebrate friends, family, coworkers and students.
 - Another opportunity to purchase a brick will be coming up soon. Please look for an announcement.

MISCELLANEOUS

- Several current and former BCF Board members attended the Presidential open forums and receptions in late October.
- Annual Donor & Scholar Celebration was held last week. Both BC and BCF Presidents gave remarks as well as BCF Scholarship Recipients. The event was held for the first time in the BC Art Gallery.
- BCF Board members as well as college employees attended National Philanthropy Day to celebrate outstanding philanthropists in the Seattle Area.

LUNCHEON:

- 2013 *Become Exceptional* Luncheon: WEDNESDAY, MAY 1, 2013 at the Meydenbauer Center in Bellevue. Keynote speaker is Gerald Chertavian CEO/Founder of Year Up.
- Sponsorships are progressing and currently ahead of last year at this point.

Report by: Kara Talbott, Development Director
kara.talbott@bellevuecollege.edu

INFORMATION RESOURCES



FALL QUARTER 2012

Key Points

- The deployment of the new Learning Management Solution (LMS) has gone extremely well, Canvas has now completely replaced Blackboard Vista and over the next few months, Canvas will also take the place of the MyBC class sites. This will unify the platform for delivering an online classroom for all students at BC. Canvas has also been adopted by the SBCTC and will be the Learning Management solution used by most of the community colleges.
- The foundation of a strategic plan for technology is well underway. Currently the Information Resources division is conducting research and providing feedback to the VP. The completed plan should be available for discussion with the board by February.

Next Steps

- An implementation team composed of instructional, technology and distant education representatives has worked since late April on training faculty in the migration of course sites from Blackboard/Vista to Canvas, the new LMS platform. The team is to be commended for an amazing accomplishment in helping nearly 250 faculty migrate over 700 course sites in time for the start of fall quarter. The next steps will be to move all course sites from MyBC to Canvas by the start of spring quarter. Once this is accomplished all BC students will have the same online experience regardless of the class being completely online, hybrid or web supported.
- Information Resources is building a plan for technology in a strategic manner rather than reactive. In the process of this work, the emphasis will be a user centric model for planning rather than system centric. An example of this is the changes that were made to the wireless network and student email addresses. By February of 2013, the strategic plan will be available to the board for feedback and input.

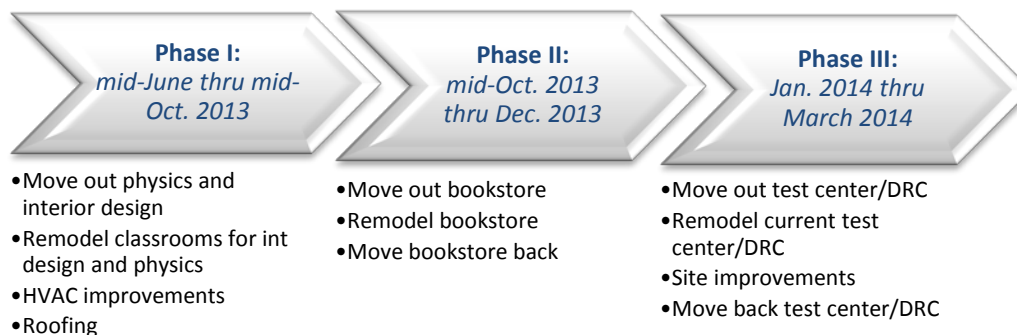
Report by: Russell Beard, Vice President of Information Resources
russ.beard@bellevuecollege.edu



CAPITAL FACILITIES

B Building Remodel –Departmental task forces are meeting regularly with Mahlum Architects to establish design scope and layout details. Schematic design will be complete by the end of November. Permit and bid documents then can be produced in time for start of construction at the end of spring quarter. Construction will be phased due to limited L-building surge space. Scope includes remodeling the bookstore, test center/DRC area, and (3) L-building classroom spaces into interior design labs so physics can relocate to current B-building interior design spaces. Addition of a shear wall, HVAC improvements, and re-roofing in portions of the B-building are also part of this project as are site improvements in the exterior plaza area north of the bookstore.

The following preliminary timeline represents expectations for the construction phasing.



Next Steps

- Consultants to produce permit documents before end of February 2013.
- Consultants to complete bidding documents by the end of March 2013.
- Advertise for bids in early April 2013/Start Phase I construction mid-June 2013.

New Health Sciences T-Building – Construction funding is anticipated to be available by July 1, 2013. The general building permit for this project has been approved by the City of Bellevue. Staff are reviewing draft bidding documents for compliance with campus standards and to be sure they meet current program requirements. Next step will be to update bidding documents and prepare for bidding in early April. Anticipating state construction funding in the 2013 session, construction is anticipated to start in early July 2013 and be complete by March 2015.

Project Facts

- LMN Architects
- \$39 million – state funded
- 70,000 square feet
- LEED Gold Standard

Programs Include

- Nursing and Health Professions
- Nuclear Medicine Technology
- Radiology and Imaging Sciences
- Healthcare Tech. and Management

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

HUMAN RESOURCES



Key Points

- The Human Resources re-organization started a few months ago and is now complete. The last vacant position is now filled by Alicia Tarigan.
- Prior to the quarter starting, HR informed the campus there would be limited availability for one week to focus on operational issues, which in turn would help Human Resources provide improved services to the campus community. This reprieve from the daily barrage of issues that come to Human Resources allowed time to focus on using LEAN principles to eliminate duplication and waste. Many processes were modified or eliminated with the goal of improving service.
- There has also been a physical transformation of the office to align with the restructure and efficiencies identified during the week long reprieve.
- HR began issuing Exempt and Faculty contracts via an automated electronic process, which saves the college over \$4,000 annually and increased accuracy.
- Human Resources, in collaboration with the Vice President for Diversity and Vice President for Instruction completed and began to deliver training for search advisory committees. The training is designed to help the search advisory committees recognize and eliminate biases, understand the need to ensure for reaching out to diversity communities. The goal is to ensure a fair and welcoming process.
- In collaboration with Multicultural Services, the Vice President for Diversity and the Associate Vice President of Effectiveness and Strategic Planning, the elements of an employee survey have been finalized. The survey will be distributed by the end November

Next Steps

- The performance evaluation process is being assessed for automation. This will enable Human Resources to automatically remind employees and supervisors of evaluation deadlines and be able to generate reports quickly and accurately for use by leadership.
- The on-boarding process for new employees is also being explored for automation and better utilization of technology.

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

ENROLLMENT REPORT



TOTAL ENROLLMENT SUMMER QUARTER 2012

Description

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

As part of the strategic enrollment and planning process, each quarter, an enrollment report for all fund sources (state-funded, self-support and other) is compiled for review and discussion.

Analysis

The Enrollment Report indicates that Summer Quarter 2012 FTES reflect the trend of softening enrollment, with the final tally slightly below that for Summer Quarter 2011-12. Assuming that this trend continues through the balance of 2012-13, we will nevertheless easily meet our state enrollment commitment and continue to exceed our quarterly internal target.

For summer 2012, targets were exceeded by 29.3 FTES or 0.7%

- Arts and Humanities Division exceeded their target by 7.1 FTES or 0.7%
- IBIT (Business) Division exceeded their target by 30.2 FTES or 9.2%
- Health Science Division exceeded their target by 9.1 FTES or 4.1%
- Science Division exceeded their target by 19.8 FTES or 1.6%
- Social Science Division were down from target by 63.6 FTES or 7.7%
- Other programs exceeded their target by 26.7 FTES or 10.1%

Background/Supplemental Information

Attachment A:

- Enrollment Comparison: Target vs. Actual FTES – Summer Quarter 2012
- Enrollment Comparison For All Funding Sources: Actual FTES 2012-2013 vs. 2011-2012

Prepared by: Tom Nielsen, Vice President
tom.nielsen@bellevuecollege.edu
425-564-2305

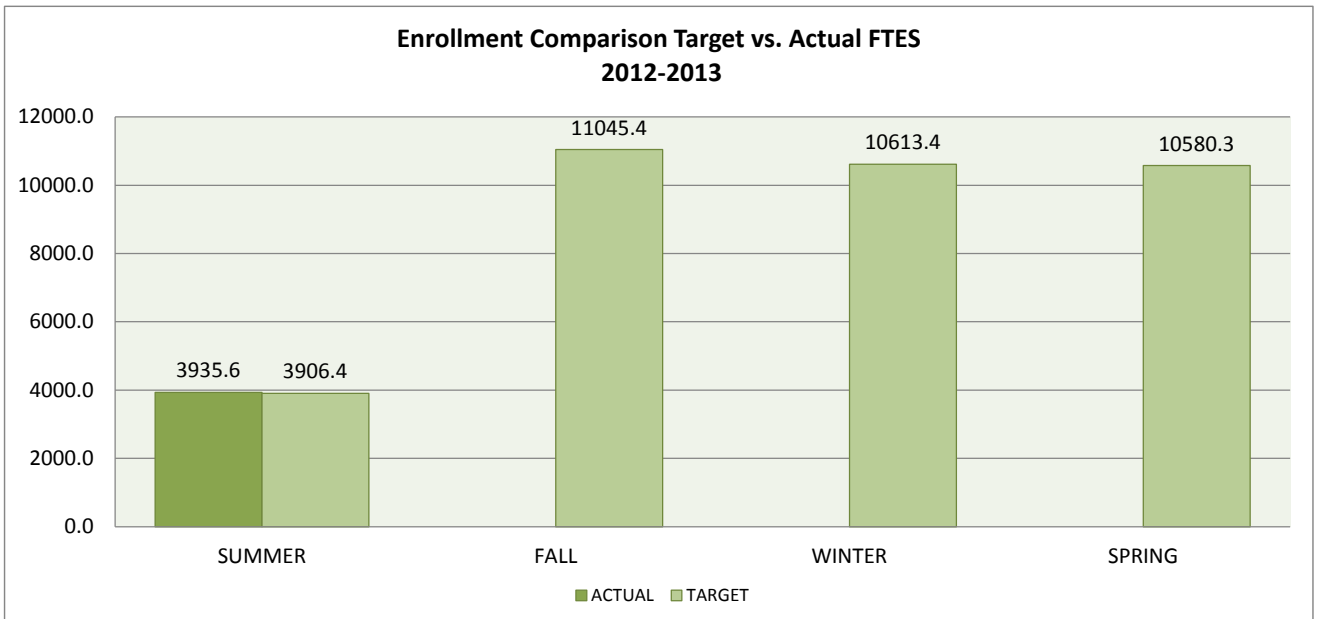
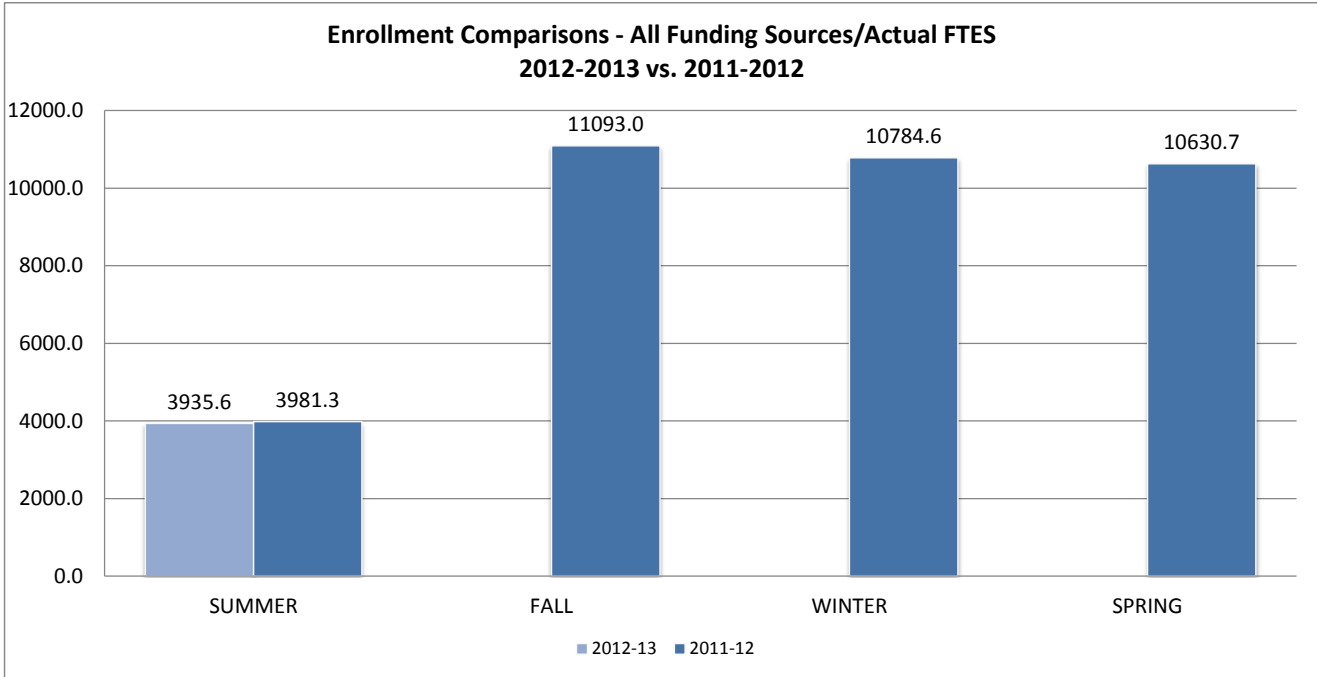
TOTAL COLLEGE				
All Divisions & Miscellaneous Programs	Summer 2012 FTES Target	Actual FTES	# Change	% Change
	3906	3935.63	29.3	0.7%

Division	Summer 2012 FTES Target	Actual FTES	# Change	% Change
Arts & Humanities	1055	1062	7.1	0.7%
Humanities	0	0	0.0	0.0%
Art	84	71	-12.7	-15.2%
Applied Linguistics	0	0	0.0	0%
Communications	183	186	2.7	1.5%
Dance	4	5	1.1	26.5%
Drama	3	2	-0.9	-31.0%
English	374	392	18.3	4.9%
World Language	91	97	5.8	6.4%
Interdisciplinary	0	0	0.0	0.0%
Interior Design	43	38	-4.6	-10.7%
Music	65	60	-4.7	-7.2%
Philosophy	66	69	3.0	4.6%
ABE/GED	45	40	-5.4	-12.0%
DEVED/ID	0	0	0.0	0.0%
Experiential Learning	10	7	-2.6	-25.6%
ESL	87	94	7.0	8.1%
Health Sciences	224	233	9.1	4.1%
Diagnostic Ultrasound	25	27	1.8	7%
Early Childhood Educ	2	3	1.1	67%
Education	6	6	0.2	3%
Health	0	0	0.0	0%
Indiv Studies	0	0	0.0	0%
Imaging	0	0	0.0	0%
Nursing	0	7	7.5	0%
Nuclear Medicine Tech	7	7	0.2	3%
Parent Ed	0	0	0.0	0%
Physical Development	20	16	-4.5	-22%
Radiologic Technology	44	47	3.0	7%
Radiation Therapy	13	13	-0.3	-2%
Recreation Education	0	0	0.0	0%
Health Professions	84	87	3.1	4%
Radiation Mgmt/Tech	18	16	-2.3	-13%
Neuro Diagnostic Tech	4	3	-0.7	-17%
Medical Informatics	0	0	0.0	0%
Parent Education	0	0	0.0	0%
Social Science	823	759	-63.6	-7.7%
Criminal Justice	28	27	-1.7	-5.9%
Anthropology	78	63	-14.7	-18.8%
Economics	106	106	-0.3	-0.3%
Geography	69	67	-2.0	-2.9%
History	92	78	-13.3	-14.6%
International Studies	6	9	3.3	56%
Political Science	19	18	-1.7	-9%
Psychology	173	142	-31.0	-18.0%
Business Admin Trans	115	107	-8.3	-7.3%
Sociology	84	94	9.7	11.5%
Cultural and Ethnic Studi	52	48	-3.5	-6.8%

Division	Summer 2012 FTES Target	Actual FTES	# Change	% Change
Business (IBIT)	330	360	30.2	9.2%
Accounting-Paraprofessiona	25	36	10.7	42.2%
Sustainable Business Practic	6	5	-0.9	-16.3%
Information Tech	9	9	0.3	3.8%
Business Management	87	84	-2.2	-2.6%
Marketing	18	12	-6.0	-34.0%
Business Tech System	122	128	6.6	5.5%
Business Intelligence	5	0	-4.7	-100.0%
Network Services	7	4	-2.5	-36.4%
Programming	6	12	5.8	93.9%
Database Admin	5	0	-4.7	-100.0%
Technical Support	0	0	0.0	0.0%
Digital Media Arts	42	69	27.6	66.4%
Science	1212	1232	19.8	1.6%
Astronomy	47	67	19.5	41.3%
Biology	306	289	-17.5	-5.7%
Botany	0	0	0.0	0.0%
Chemistry	280	247	-33.6	-12.0%
Computer Science	27	36	9.0	33.3%
Environmental Science	9	13	4.7	53.7%
Engineering	0	0	0.0	0.0%
Geology	24	31	6.8	28%
i.D. Math	133	134	1.7	1.2%
Math	272	294	22.4	8.2%
Meteorology	17	10	-6.7	-40.0%
Oceanography	22	19	-2.8	-13.0%
Physics	76	92	16.4	21.7%
Other Programs	263	290	26.7	10.1%
Alcohol/Drug	14	15	0.75	5.4%
BAA Interior Design (FS5)	14	8	-6.26	-45.4%
Career Education Opt	0	0	0.00	0.0%
ELI Internl Bus Prof	39	45	6.00	15.5%
ELI University Prep	155	178	22.50	14.5%
Fire Science	8	8	-0.80	-9.6%
Human Development	14	16	2.41	17.5%
Cont Nurs Educ (FS 5)	20	22	2.12	10.8%
College in the High School	0	0	0.00	0.0%
Tech Prep (Summer only)*	1153.360	364	-789.45	-68.4%

*Tech Prep grades are reported to the state, but their FTES are not reported to the state, so their FTES were not included in our actual/target FTES in this document.

**COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE COLLEGE
SUMMER 2012**





REGULAR MEETING AGENDA ITEM

INSTITUTIONAL DASHBOARD

INFORMATION

FIRST READ

ACTION

Description

Providing information for decision-makers typically involves a process of extracting, cleaning, compiling, and formatting data into displays. A dashboard display represents a snapshot of particular points data items at a point in time. In addition to these static displays routinely refreshed data requires additional software to generate visual displays of the information. Both static and “real-time” information can be displayed in “dashboards” for audiences who want to catch a quick look at particular data points.

Key Questions

- * Does this approach to an institutional dashboard meet the Board’s interest in monitoring particular types of information?
- * Does the Board have suggestions for additional dashboard items that would support their efforts in promoting Bellevue College?

Analysis

The Office of Effectiveness and Strategic Planning was charged by Interim President Saunders to develop an institutional dashboard. At this time a limited number of static data points were developed for testing a dashboard software product. Six primary categories were selected to address related research question:

Attraction—What proportion of local school district graduates attend BC?

Matriculation—What proportion of students who submit admission applications ultimately enroll in courses at BC?

Transition—What proportion of students in pre-college courses enroll in college-level courses?

Retention—What proportion of students who attempt postsecondary coursework earn credit for those courses?

Progression—What proportion of students who declare their intent to complete a BC degree meet that goal?

Completion—What proportion of students earn an associate degree or transfer within three years of first entering BC?

As the dashboard continues to evolve, more dynamic data will be incorporated as well as additional snapshots.

Background/Supplemental Information

Powerpoint presentation will be made available after the study session.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII understands the evolving status of the institutional dashboard and has an opportunity to provide input as well as have any questions answered.

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



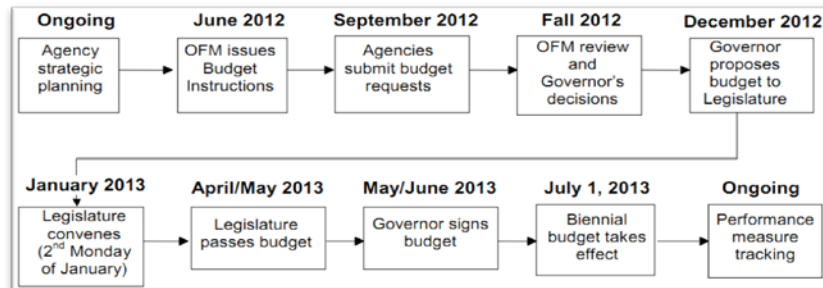
REGULAR MEETING AGENDA ITEM

LEGISLATIVE BUDGET PROCESS

INFORMATION

FIRST READ

ACTION



<http://www.ofm.wa.gov/reports/budgetprocess.pdf>

Description

The Revenue Forecast will be updated later this month. This will generate some discussion with the legislature, as the Office of Financial Management (OFM) usually uses that as an opportunity to update revenue and ‘entitlement’ forecasts that drive expenditures (e.g., K-12 enrollment, Medicaid, DOC inmates, etc).

There has been little information recently from Olympia regarding budget expectations or tuition increases. The governor will release her budget proposal in December, followed (likely in February) by the new governor’s budget plan and legislative proposals sometime in March.

Key Questions

- * Does the Board have sufficient information about trends affecting the college budget?
- * Is the Board provided a clear understanding of the legislative budget process and timeline?

Analysis

System business officers and state board staff generally agree that there are no indications of major changes in the budget outlook. Most colleges are assuming a “no change order” as they develop their planning strategies for the next biennium.

While enrollment levels have declined across the state by roughly eight percent, at Bellevue, year over year fall quarter enrollments are only down six percent. This trend must be considered as the budget plans are built for the college.

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



REGULAR MEETING AGENDA ITEM

DEFINING BOARD AGENDA

INFORMATION

FIRST READ

ACTION

Description

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

Key Questions

- * Do the proposed reports, study sessions and anticipated action and information items meet the needs of the college and the board?
- * Are there additional topics the board would like to review in study session (30 minutes to 60 minutes each or as information items (approximately ten minutes each)?

Analysis

Very few study sessions have been identified at this time for 2013. It is anticipated that topics will arise as the year progresses and it is anticipated that the new leadership may wish to have input into the topic selection. Input from the board will also assist staff in determining topics of use and interest to the board for the remaining available dates.

Background/Supplemental Information

Attachment 1 – 2013 Defining Board Agenda – Proposed Schedule

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII review the attached schedule of board items and identify any additional items for review and/or action during the coming year and suggest topics of interest for scheduled study sessions or information items.

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

2013 Defining Board Agenda

January 23, 2013

Executive Session

Tenure Review Recommendations

Tom Nielsen

Study Session

TBD

Consent Items

November 14, 2012 Board Meeting Minutes

Lisa Corcoran

Enrollment Report, Fall Quarter 2012

Tom Nielsen

Financial Report for the Period Ending December 31, 2012 (Tentative)

Ray White

Monitoring Reports

Student Success

Patty James

Instruction

Tom Nielsen

Economic and Workforce Development

Paula Boyum

Student Services

Tom Pritchard

Equity and Pluralism

Yoshiko Harden

Foundation

Larry Herron

New Campus Development

Ray White

Finance - 2nd Quarter report

Ray White

Enrollment Report – Fall Quarter

Tom Nielsen

First Read

Tenure Recommendations for the 2013-14 Academic Year

Tom Nielsen

Information

2013-14 Budget Preparation

Ray White

March 6, 2013

Executive Session

As needed

Study Session

Information Resources Strategic Plan

Russ Beard

Consent Items

January 23, 2013 Board Meeting Minutes

Lisa Corcoran

Monitoring Reports

Student Success

Patty James

Instruction

Tom Nielsen

Economic and Workforce Development

Paula Boyum

Student Services

Tom Pritchard

Equity and Pluralism

Yoshiko Harden

Foundation	Larry Herron
Information Resources	Russ Beard
Capital Facilities	Ray White
Human Resources	Cesar Portillo

<u>First Read</u> Sabbatical Leave Requests	Tom Nielsen
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<u>Action</u> Tenure Recommendations for the 2013-14 Academic Year	Tom Nielsen
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May 22, 2013

Executive Session
As needed

Study Session
TBD

<u>Monitoring Reports</u> Student Success	Patty James
Instruction	Tom Nielsen
Economic and Workforce Development	Paula Boyum
Student Services	Tom Pritchard
Equity and Pluralism	Yoshiko Harden
Foundation	Larry Herron
New Campus Development	Ray White
Finance – 3 rd Quarter	Ray White
Enrollment Report – Winter Quarter	Tom Nielsen

<u>Consent Items</u> March 6, 2013 Board Meeting Minutes	Lisa Corcoran
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<u>First Read</u> International Contract Program 2013-2014	Ray White
2013-2014 College Budget	Ray White
2013-2014 Services & Activities Budget	Tom Pritchard
Board Elections – Chair and Vice Chair	Paul Chiles
Annual Contract – Chief Executive Officer	Paul Chiles

<u>Action</u> Sabbatical Leave Requests	Tom Nielsen
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<u>Information</u> All Washington Academic Team	
Margin of Excellence Awards	
Work Plan Scorecard – Objectives for 2013-14	Patty James

June 12, 2013

Executive Session

CEO Evaluation, if needed

Study Session

2013-2014 College Budget

Ray White

Consent Items

May 22, 2013 Board Meeting Minutes

Lisa Corcoran

Monitoring Reports

Student Success

Patty James

Instruction

Tom Nielsen

Economic and Workforce Development

Paula Boyum

Student Services

Tom Pritchard

Equity and Pluralism

Yoshiko Harden

Foundation

Larry Herron

Information Resources

Russ Beard

Capital Facilities

Ray White

Human Resources

Cesar Portillo

First Read

BCAHE Contract Ratification

Cesar Portillo

Action

International Contract Program 2013-2014

Ray White

2013-2014 College Budget

Ray White

2013-2014 Services & Activities Budget

Tom Pritchard

Board elections - Chair and Vice Chair

Paul Chiles

Annual Contract – Chief Executive Officer

Paul Chiles

June 26, 2013 – Pending budget process needs

Action

2013-2014 College Budget

Ray White

(if adoption is not possible at June 13 meeting)

September 5, 2013

Study Session

TBD

Consent Items

June 12, 2013 Board Meeting Minutes

Lisa Corcoran

June 26, 2013 Board Meeting Minutes (if needed)

Lisa Corcoran

Monitoring Reports

Student Success

Patty James

Instruction	Tom Nielsen
Economic and Workforce Development	Paula Boyum
Student Services	Tom Pritchard
Equity and Pluralism	Yoshiko Harden
Foundation	Larry Herron
New Campus Development	Ray White
Finance – Year End	Ray White
Enrollment Report – Spring Qtr	Tom Nielsen

Action

BCAHE Contract Ratification	Cesar Portillo
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First Read

2014-15 Board Meeting Dates	Lisa Corcoran
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October 23, 2013 – tentatively scheduled as an all day retreat

Study Session

2012-13 Accomplishments	President’s Staff
Budget Update	Ray White
Board of Trustees Self Evaluation	Paul Chiles
Board of Trustees Goals for 2013-14	Paul Chiles
Other items TBD	

November 20, 2013

Study Session

TBD

Consent Items

September 5, 2013 Board Meeting Minutes	Lisa Corcoran
October 23, 2013 Board Meeting Minutes	Lisa Corcoran

Monitoring Reports

Student Success
Instruction
Economic and Workforce Development
Student Services
Equity and Pluralism
Foundation
Information Resources
Capital Facilities
Finance – 1st Qtr
Human Resources
Enrollment Report – Fall Quarter

Action

2014-15 Board Meeting Dates	Lisa Corcoran
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Information

Work Plan Scorecard – 2012-13 final
2014-15 Capital Budget Legislative Forecast
2014 Defining Board Agenda

Patty James
VP Admin Svcs
Lisa Corcoran



REGULAR MEETING AGENDA ITEM

CONTRACT TERMS FOR PRESIDENT

INFORMATION

FIRST READ

ACTION

Description

The Board of Trustees has selected a candidate to serve as President of Bellevue College. The dates of service and commensurate salary for this position must be determined.

Key Questions

- * What are the dates of services to be covered by the contract?
- * What is the salary to be offered to the President?

Background/Supplemental Information

The average SBCTC presidential salary is \$172,134. The more recently the president has been hired, the higher the salary. As the largest community college in the state of Washington, the president's salary should be commensurate with the size and complexity of the institution and the associated expectations.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the contract as negotiated with the presidential candidate.

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



REGULAR MEETING AGENDA ITEM

PROPOSED CHANGES TO THE NEGOTIATED AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT VIII AND THE BELLEVUE COLLEGE ASSOCIATION OF HIGHER EDUCATION

INFORMATION

FIRST READ

ACTION

Description

Representatives of the College and the BCAHE have reached tentative agreement on proposed changes to a limited number of articles in the collective bargaining agreement effective September 1, 2012 through August 31, 2013. Highlights of the changes are:

1. **Compensation.** Following legislative action allowing the use of salary turnover dollars to fund faculty increments, the parties reached agreement on the distribution of turnover funds to increase full-time faculty continuing to 2012-2013.
2. **Calendar.** The academic calendar for 2014-2015 will begin on July 1, 2014.
3. **Clean up of Reduction in Force.**
4. **Direct Deposit or Pay card.**
5. **Clean up of Course Capacity.**
6. **Faculty Peer Evaluation Form Revision**

Key Questions

- * Do the tentative agreements represent the mutual interest of the college and they faculty and should they be approved?

Analysis

The college bargaining team believes the tentative agreements represent the mutual interests of the college and the association.

Background/Supplemental Information

Documentation on recommended agreement changes.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the proposed changes to the limited articles in the collective bargaining agreement effective September 1, 2012 through August 31, 2013.

Prepared by: Cesar Portillo, Vice President of Human Resources
cesar.portillo@bellevuecollege.edu

Memorandum of Understanding

Faculty Peer Evaluation Form and Tenure Process Task Force

The purpose of this Memorandum of Understanding between Bellevue College (the "College") and the Bellevue College Association of Higher Education (the "Association") is to memorialize an agreement reached between the parties regarding Article Fifteen (Tenure) and Appendix B, Form B (Peer Evaluation Form).

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

In 2012, the BCAHE President will convene a task force to review and evaluate the College tenure process, including all elements of Article Fifteen of this Agreement, together with associated policies of the College and the Tenure Review Committee and all associated forms.

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

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

The task force will commence work in October 2012 and submit its final report and recommendations to Vice President of Instruction and BCAHE President no later than 04-March 2013.

The composition of the Tenure Process Task Force will include:

- Six faculty representatives, selected by the BCAHE President, no two of whom may have their principal appointment in the same organizational unit;
- One representative of the BCAHE Executive Council, selected by the BCAHE President;

- One representative of the Tenure Review Committee, selected by the Chair of the TRC;
- Two OUAs, selected by the Vice President of Instruction
- One (non-voting) Human Resources representative, selected by the Vice President of Human Resources.

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

Bellevue Community College Peer Evaluation

INSTRUCTIONS:

- Tenured Faculty should provide their names. Members of other employee groups who feel it necessary to remain anonymous should complete this form by hand and submit it in person to the appropriate committee member.
- Remember that all notes and documents (including emails) are subject to public disclosure. See Tenure Guidelines on MyBC for more details.
- If you have questions, please ask the Tenure Review Committee Chair.

The purpose of this evaluation is to aid the candidate's professional growth. A confidential summary of responses will be shared with the candidate.

Name of Evaluatee _____ Date _____

Name of Peer _____ Program/Dept. _____

Duration of Relationship _____ Frequency of Contact _____

In this section, mark (X) the appropriate box

	Often	Sometimes	Seldom	Don't Know
1. Attends scheduled meetings:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Responds to requests with timeliness and quality:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Keeps office hours and is accessible to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*In the next five questions, please evaluate the individual using your **specific**, first-hand knowledge and observations. Whenever possible, provide examples or illustrations. Begin your response in the space provided immediately following the question or use a separate sheet of paper for your responses (numbered accordingly).*

1. Discuss the quality of the evaluatee's contributions to disciplinary and curricular issues and the professional culture of your Department/Division. Examples: scholarship, contributions to pedagogical resources, curriculum development and design, work with program advisory groups.

2. Discuss the evaluatee's contributions to campus governance. Examples: contributions to committees, follow-up on commitments, ability to meet deadlines (especially those that affect others), or the ability to see his/her program in the context of the campus as a whole.

3. Discuss the professionalism and interpersonal skills of the evaluatee. Examples: collegiality, initiatives ability to handle stress, respect for others' time and views.

4. Discuss ways in which the evaluatee has demonstrated continuing professional growth. Examples: improvement of teaching and assessment, observed interactions with students, or knowledge of advising issues.

5. Please make an overall assessment of the evaluatee's contributions to the college.

Discussion Document

Ideas regarding Tenure Process Task Force

Tenure process issues include:

- Peer evaluation quality and confidentiality
- Alignment of process and related documents/forms with negotiated evaluative criteria
- Explicit attention to cross-cultural communication
- TES balance between disciplinary expertise and broad faculty perspective
- Integration of professional development program (via Faculty Commons) and assessment program (via Assessment Coordinating Team) into tenure process

Proposed Task Force:

Appointed by BCAHE President:

- Six faculty reps spanning all organizational units
- One BCAHE EC rep
- One TRC rep

Appointed by College VPIS:

- Two OUAs

Charge elements:

- Commence work by 01-Oct; complete work by 01-Mar
- Start process with a broadly representative meeting/retreat to identify and clarify issues
- Hold open hearings to solicit diverse input on principal issues
- Present final report by 31-Mar to BCAHE President and College VPIS

Initial meeting/ retreat composition:

- Broad divisional representation of program chairs, including appropriate proportions of prof/tech and transfer representatives
- BCAHE officers and broad representation from Executive Council
- TRC Chair and additional reps
- All OUAs
- VPIS

Report due date:

- 31 March

Name		Salary (from 11-12 data)	Retirement	SSI/Medicare	Total	
AE-DY Ron Radvilas	TT	\$66,955	\$4,017.30	\$5,122.06	\$76,094.36	1
AE-GD Ken Wilson	TT	\$66,955	\$4,017.30	\$5,122.06	\$76,094.36	2
AE-AR Richard Bratz	TT	\$66,955	\$4,017.30	\$5,122.06	\$76,094.36	3
AE-BT Sally Green	TT	\$66,955	\$4,017.30	\$5,122.06	\$76,094.36	4
AE-EB Michael Righi	TT	\$66,955	\$4,017.30	\$5,122.06	\$76,094.36	5
AE-BA Steve Cross	TT	\$66,955	\$4,017.30	\$5,122.06	\$76,094.36	6
AE-AY Pauline Christiansen	TT	\$66,955	\$4,017.30	\$5,122.06	\$76,094.36	7
AE-EL David Stacy	TT	\$66,955	\$4,017.30	\$5,122.06	\$76,094.36	8
AE-EG Linda Rumans	TT	\$66,955	\$4,017.30	\$5,122.06	\$76,094.36	9
AE-AS Gln Bridwell (10-11 Salary; Admin 11-12)	TT	\$66,094	\$3,965.64	\$5,056.19	\$75,116.83	10
AE-EC Judy Roberts	TT	\$65,065	\$3,903.90	\$4,977.47	\$73,946.37	11
AE-CY Mike Littlefield* (not claimed in 2011 Turnover)	TT	\$82,310	\$3,736.60	\$4,766.72	\$70,815.32	12
AE-FI Francisco Ebrao* (not claimed in 2011 Turnover)	TT	\$54,740	\$3,284.40	\$4,187.81	\$62,212.01	13
AE-FL Allison Lau	TT	\$53,708	\$3,222.48	\$4,108.66	\$61,039.14	14
AE-FJ Leticia Lopez	TT	\$51,815	\$3,108.90	\$3,963.85	\$58,887.75	15
AE-EQ Martha Stevens	TT	\$51,815	\$3,108.90	\$3,963.85	\$58,887.75	16
AE-AH Robert Backstrand	TT	\$51,815	\$3,108.90	\$3,963.85	\$58,887.75	17
AE-BW Susan Hakoda	TT	\$51,815	\$3,108.90	\$3,963.85	\$58,887.75	18
AE-BL Sue Clary	TT	\$51,034	\$3,062.04	\$3,904.10	\$58,000.14	19
AE-FN Simrat Ghuman	TT	\$51,034	\$3,062.04	\$3,904.10	\$58,000.14	20
AE-GC Charlene Freyberg (TFT 2011-12)	TT	\$51,034	\$3,062.04	\$3,904.10	\$58,000.14	21
AE-EZ Al Farrand (TFT 2011-12)	TT	\$51,034	\$3,062.04	\$3,904.10	\$58,000.14	22

*10-11 Salary

\$1,315,908.00 \$78,954.48 \$100,666.96 \$1,495,529.44

Total for Top 18

\$1,111,772.00 \$66,706.32 \$85,050.66 \$1,263,528.88

Department						
AE-FI History -Brian Casserly	1.3	\$50,173	\$3,010.38	\$3,838.23	\$57,021.61	1
AE-GQ Pre-College Math - Eric Laub	1.3	\$50,173	\$3,010.38	\$3,838.23	\$57,021.61	2
AE-EC Dev Ed - Nancy McEachran	1.3	\$50,173	\$3,010.38	\$3,838.23	\$57,021.61	3
AE-GP Nutrition - Shannon Fenster	1.3	\$50,173	\$3,010.38	\$3,838.23	\$57,021.61	4
AE-BA Counselor - Steven Martell	1.3	\$50,173	\$3,010.38	\$3,838.23	\$57,021.61	5
AE-AY English 2 - Elizabeth Harazim	1.3	\$50,173	\$3,010.38	\$3,838.23	\$57,021.61	6
AE-AS Psychology - Elizabeth Anthony	1.3	\$50,173	\$3,010.38	\$3,838.23	\$57,021.61	7
AE-GS New Position History - Sabrina Sanchez	1.3	\$50,173	\$3,010.38	\$3,838.23	\$57,021.61	8
AE-FL Counselor 2 - Bethann Luzzi	1.3	\$50,173	\$3,010.38	\$3,838.23	\$57,021.61	9
AE-EL Math 12-13 - Jasmine Cetrone	1.3	\$50,173	\$3,010.38	\$3,838.23	\$57,021.61	10
AE-FN Math 12-13 - Hugh Foskett	1.3	\$50,173	\$3,010.38	\$3,838.23	\$57,021.61	11
AE-EQ Math 12-13 - Sasha Malinsky	1.3	\$50,173	\$3,010.38	\$3,838.23	\$57,021.61	12
AE-EZ English 1 - Sean Allen	1.3	\$50,173	\$3,010.38	\$3,838.23	\$57,021.61	13
AE-EB Criminal Justice - Charlene Freyburg	1.5	\$51,815	\$3,108.90	\$3,963.85	\$58,887.75	14
AE-CY Inform Systems - Thomas Lee	1.5	\$51,815	\$3,108.90	\$3,963.85	\$58,887.75	15
AE-AR BA Transfer Actg - Aron Segal	1.6	\$53,708	\$3,222.48	\$4,108.66	\$61,039.14	16
AE-BT Radiation Therapy - Linda Schinmen	1.8	\$57,494	\$3,449.64	\$4,398.29	\$65,341.93	17
AE-DY BAS - RATEC - Maurya Radvilas	1.10	\$61,279	\$3,676.74	\$4,687.84	\$69,643.58	18
AE-GD Music	TFT		\$0.00	\$0.00	\$0.00	19
AE-FJ English 12-13	TFT		\$0.00	\$0.00	\$0.00	20
AE-AH DMA 12-13	TFT		\$0.00	\$0.00	\$0.00	21
AE-EG CS/Programming 12-13	TFT		\$0.00	\$0.00	\$0.00	22
AE-GC Economics 12-13	TFT		\$0.00	\$0.00	\$0.00	23
AE-BL Dev Ed/ESL 12-13	TFT		\$0.00	\$0.00	\$0.00	24
AE-BW BTS/Bus/Mkig temp	TFT		\$0.00	\$0.00	\$0.00	25

Total for 18

\$928,360.00 \$55,701.60 \$71,019.54 \$1,065,081.14

Turnover Savings: 18 hires minus 18 leaving \$208,447.74

Less benefits at 18.85% **\$173,324.29**

Notes on Position Control Color Coding

Vacant in 2011-12

11-12 TT Resignations/Retirement/etc.

12-13 Growth Position

Some Position Control Numbers used in this Turnover document may be adjusted on Position Control List subsequent to negotiations.

F-T faculty employed two terms 2011-12 will move one step with the negotiated increment amount.
 Faculty who were not employed two terms in 11-12 will remain at their 11-12 step placement.
 Step II.4 can be deleted.
 A new step can be created at the top for potential increment movement in the future.
 No faculty will be placed on the new top step.

11-12 Step #	Faculty Count 2011-12	Proposed Step Amount 2012-13	Step Amount Cost 12-13	2011-2012 Salary	2012-2013 Salary with Step Amount	12-13 Step #	12-13 Salary with 5 days pay cut	Salary Difference with pay cut	Salary Difference from 11-12	12-13 Salary with 97% pay	
I.3A	0	0.00	0	50,173	50,173	I.3	48,731	-\$1,442	-\$1,442	48,668	
I.3	9	1,219.64	10,977	50,173	51,393	I.4	49,916	-\$1,477	-\$257	49,851	451557
I.4	9	1,219.64	10,977	51,034	52,254	I.5	50,752	-\$1,502	-\$282	50,666	459306
I.4	1	188.00	188	52,066	52,254	I.5	50,752	-\$1,502	-\$1,314	50,666	52066 Anderson, Jocelyn
I.5	6	1,219.64	7,318	51,815	53,035	I.6	51,511	-\$1,524	-\$304	51,444	310890 Lee, Tom
I.6	0	1,219.64	0	53,708	54,928	I.7	53,349	-\$1,578	-\$359	53,280	0
I.7	0	1,219.64	0	55,601	56,821	I.8	55,188	-\$1,633	-\$413	55,116	0
I.7	1	969.00	969	55,852	56,821	I.8	55,188	-\$1,633	-\$664	55,116	55852 Austin, Stacey
I.8	0	1,219.64	0	57,494	58,714	I.9	57,026	-\$1,687	-\$468	56,952	0
I.8	1	190.00	190	58,524	58,714	I.9	57,027	-\$1,687	-\$1,497	56,953	58524 Duffy, Daniel
I.9	1	1,219.64	1,220	59,385	60,605	I.10	58,863	-\$1,742	-\$522	58,787	59385 Hatcher, Terry
I.10	0	1,219.64	0	61,279	62,499	I.11	60,703	-\$1,796	-\$576	60,624	0
I.11	0	1,219.64	0	63,171	64,391	I.12	62,540	-\$1,850	-\$631	62,459	0
I.12	0	1,219.64	0	65,065	66,285	I.13	64,380	-\$1,905	-\$685	64,296	0
I.13	0	1,219.64	0	66,955	68,175	I.14	66,216	-\$1,959	-\$739	66,129	0
I.14	0	1,219.64	0	68,848	70,068	I.15	68,054		-\$794	67,966	
Count	28		31,838								
II.4A	11	0.00	0	51,815	51,815	II.4	50,326	-\$1,489	-\$1,489	50,261	1447580
II.4	11	1,219.64	13,416	51,815	53,035	II.5	51,611	-\$1,524	-\$304	51,444	569965
II.5	11	1,219.64	13,416	53,708	54,928	II.6	53,349	-\$1,578	-\$359	53,280	590788
II.6	8	1,219.64	9,757	55,601	56,821	II.7	55,188	-\$1,633	-\$413	55,116	444808
II.7	2	1,219.64	2,439	57,494	58,714	II.8	57,026	-\$1,687	-\$468	56,952	114988
II.8	18	1,219.64	21,954	59,385	60,605	II.9	58,863	-\$1,742	-\$522	58,787	1068930
II.9	7	1,219.64	8,537	61,279	62,499	II.10	60,703	-\$1,796	-\$576	60,624	428953
II.10	8	1,219.64	9,757	63,171	64,391	II.11	62,540	-\$1,850	-\$631	62,459	505368
II.11	11	1,219.64	13,416	65,065	66,285	II.12	64,380	-\$1,905	-\$685	64,296	715715
II.12	40	1,219.64	48,786	66,955	68,175	II.13	66,216	-\$1,959	-\$739	66,129	2678200
II.13	0	1,219.64	0	68,848	70,068	II.14	68,054		-\$794	67,966	
Count	116		141,478								
Total	144		173,316.24								

2012 Turnover less benefits \$173,324.29
 Step Amounts:
 144 Faculty @ 1,219.64

Special Notes:
 Step I.3 from 2010-11 + New increment amount = 2011-12 Step I.4, etc.

Prorata Calculations

2010-2011 5-credit Class Salary	CHE Factor	FT Step Equivalent	CHE Value
Base Rate	3,614.50	0.63297974	I.3 \$722.90
Senior Rate I	3,811.15	0.62446430	I.6 \$762.23
Senior Rate II	4,138.88	0.59601169	I.10 \$827.78

Notes:
 Thomas Lee is in this count (I.5) because he earns an increment but is listed in turnover at his 11-12 step
 The increment values for three returning faculty are adjusted to bring their 12-13 salary into alignment with their step value.
 The salary listed in Column F is the contractual Salary. Column G identifies the 12-13 steps.
 Columns to the right of column G are for comparison purposes only.
 Steps I.3A and Steps II.4A are used for this table. They are not included in the contract

T/A 7/31/12

Letter of Agreement

The purpose of the Letter of Agreement between Bellevue College (the "College") and the Bellevue College Association of Higher Education (the "Association") is to memorialize an agreement reached between the parties regarding Reduction of Force (RIF) units, Article 17.C.7 of the collective bargaining agreement.

Recitals

As part of an organizational structure update, Bellevue College Instructional division and unit names have been changed to align with and reflect the current teaching environment.

Agreement

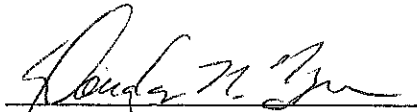
Now, therefore, the parties agree as follows:

Currently, there is only one RIF unit for both Business Transfer Accounting *and* Paraprofessional Accounting named: Accounting/Paraprofessional Accounting

Accounting/Paraprofessional Accounting will be separated into two distinct units: Business Transfer and Paraprofessional Accounting. Faculty currently in the RIF unit Accounting/Paraprofessional Accounting will be placed in the RIF unit of their home programs.

Should faculty desire to be placed in an alternate RIF unit can apply at the next review cycle, consistent with the BCAHE contract.

The parties further agree that Appendix H-1 – Program Chair Compensation, Organizational Unit list of the collective bargaining agreement will be amended in accordance with this agreement.



Doug Brown
President – BCAHE

Date



Cesar Portillo
Vice President – Human Resources

Date

Letter of Agreement

The purpose of the Letter of Agreement between Bellevue College (the "College") and the Bellevue College Association of Higher Education (the "Association") is to memorialize an agreement reached between the parties regarding Section III – Other Remuneration and Benefits.

Recitals

As of June 7, 2012, Third Substitute House Bill 2585 allows institutions of higher education with respect to payroll to require the following payment methods: (a) For employees who have an account in a financial institution, payment to any financial institution for either: (i) Credit to the employees' accounts in such financial institution; or (ii) immediate transfer to the employees' accounts in any other financial institutions; and (b) For employees who do not have an account in a financial institution, payment by alternate methods such as payroll cards. Bellevue College has successfully implemented a pay card process and has been offering this as an option to our employees for close to a year.


Agreement

Now, therefore, the parties agree as follows:

Effective July 1, 2012, the College will require all employees to receive payment of wages either by direct deposit to an account in a financial institution or by the use of a payroll card consistent with HB 2585..


~~Nothing in this Agreement will constitute a waiver of the Union's right to negotiate the impact. The Employer will notify the Association of changes to the payroll card options and the Association may request discussions about and/or negotiations on the impact of these changes.~~

The College recognizes the cyclical nature of the academic year and due consideration will be given to the academic year when considering modifications to the pay card. The College agrees to notify the Association no fewer than 30 45 days prior to the proposed implementation of any changes in approved payroll card offerings, and the Association reserves the right to negotiate the impact of any such changes. It is the intention of the College to provide notification when faculty are on campus and would be able to engage in a discussion and/or negotiations, if the Association exercises that right.

 7/25/12

Douglas N. Brown
President – BCAHE

Date

 07.25.2012

Cesar Portillo
Vice President – Human Resources

Date

Letter of Agreement

The purpose of the Letter of Agreement between Bellevue College (the "College") and the Bellevue College Association of Higher Education (the "Association") is to memorialize an agreement reached between the parties regarding the 2013-14 Academic Calendar (Appendix C).

Recitals

The Bellevue College academic calendar represents a balance among many competing considerations. The Financial Aid Office has sometimes urged that the Summer Quarter start date be set on or after 01-July to match the beginning of the Federal Fiscal Year in order to reduce the complexity of required document processing, and/or to match the funding structure of veterans benefits. Both are appropriate considerations. One of several countervailing considerations is the potential significant loss of Summer Quarter enrollment arising from conflict between the resulting Summer Quarter end date and the start date of Fall Semester in several universities.

Owing to a variety of other considerations, the start date of the 2014 Summer Quarter is forced to a relatively late date; it cannot be earlier than 30 June.

Agreement

Now, therefore, the parties agree as follows:


1. The start date of the 2014 Summer Quarter will be 01-July; the corresponding final exam date will be 14-August.
2. This agreement regarding the 2014 Summer Quarter start date bears no implication for any subsequent year's academic calendar.
3. The College will design and implement a study of Student Services processes comparing the 2013 and 2014 Summer Quarters in order to quantify the relative advantage of matching the start date with the Federal Fiscal Year.
4. The College and the Association will jointly design and implement a study of the impact on enrollment of the delayed 2014 Summer Quarter start date.



7/25/12

Douglas N. Brown
President - BCAHE

Date

 07.25.2012

Cesar Portillo
Vice President - Human Resources

Date

June 2013							September 2013							January 2014							May 2014																																					
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																															
2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1
23	24	25	26	27	28	29	29	30	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1																
30																																																										

Opening Week Day	3
Professional Development Day	1
College Festivities Day	2
Holiday - Unpaid Day	162
Instructional Day	168
Total	168

July 2013							October 2013							February 2014							June 2014																																								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
28	29	30	31																																																										

Break Between Terms	Start Date
Final Exam Day	Numbers of Each Day in Term
	54
	54
Total	54

August 2013							November 2013							March 2014							July 2014																																								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
28	29	30	31																																																										

Break Between Terms	Start Date
Final Exam Day	Numbers of Each Day in Term
	54
	54
Total	54

September 2013							December 2013							April 2014							August 2014																																								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
28	29	30	31																																																										

Break Between Terms	Start Date
Final Exam Day	Numbers of Each Day in Term
	54
	54
Total	54

No Presidential Day

2 Presidential Days

4 Presidential Days

Need to Add CID and PDD (TUES and one day not MON)

Need to Add a (WED) CID (3 BSD are on Calendar)

Addendum to Appendix O
Memorandum of Understanding
Course Capacities

The purpose of this Memorandum of Understanding between Board of Trustees of Community College District VIII (the "College") and the Bellevue College Association of Higher Education (the "Association") is to memorialize an agreement reached during the 2012 contract negotiations.

The College and the Association agree that for 2012-2013, the capacities of the attached list of courses previously capped at forty (40) or forty-two (42) will be reduced to a capacity of thirty-six (36). This list supersedes that included in Appendix O of the 2011-13 Negotiated Agreement.

For the District

For the Association

President

BCAHE President

JRM 07.25.2012

Contract Administrator

BCAHE Vice President

Date

Date



REGULAR MEETING AGENDA ITEM

PROPOSED BOARD OF TRUSTEES MEETING DATES

INFORMATION

FIRST READ

ACTION

Description

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

The following dates are being submitted for the Board's consideration as regular meeting dates for the remainder of the 2012-13 academic year and the 2013-14 academic year.

2012-13 Academic Year

Wednesday, January 23, 2013

Wednesday, March 6, 2013

Wednesday, May 22, 2013

Wednesday, June 12, 2013

Wednesday, June 26, 2013 (tentative, pending budget process needs)

2013-14 Academic Year

Wednesday, September 11, 2013

Wednesday, October 23, 2013 (tentatively scheduled as an all day retreat, time and location may vary)

Wednesday, November 20, 2013

Wednesday, February 5, 2014

Wednesday, March 5, 2014

Wednesday, May 7, 2014

Wednesday, June 11, 2014

Wednesday, June 25, 2014 (tentative, pending budget process needs)

Key Questions

- * Do the proposed dates meet the needs of the college in maintaining its administrative and contractual obligations?
- * Do the proposed dates conflict with any major religious or secular holidays or other dates that might cause key personnel to be unavailable?
- * Do the proposed dates meet the needs of the individual trustees?

Analysis

The proposed dates meet the needs of the college in maintaining its administrative and contractual obligations and do not conflict with any major religious or secular holidays. The Bellevue School District, Issaquah School District and Mercer Island School District calendars have also been taken into consideration and none of the proposed dates conflict with school breaks during the 2012-13 academic year. School district calendars are not yet available for the 2013-14 school year.

Background/Supplemental Information

The first meeting of the year should be scheduled as late as possible in January or early February to allow the Tenure Review Committee (TRC) as much time as possible to complete their recommendations. The TACTC Winter Conference is scheduled for January 29th – 30th in Olympia, WA.

State law requires that a tenure decision be made before the start of the candidate's 9th consecutive quarter (not counting summer) and the timing is such that a meeting needs to be scheduled at the beginning of March. In addition, the BCAHE negotiated contract requires that, if the Board disagrees with the recommendations of the TRC, this disagreement must be determined in open session and that the Board must then meet with the TRC at least five days before they make their final decision. In order to allow for this possibility and to avoid meeting during finals week, the March meeting should occur prior to March 11, 2013 and March 10, 2014. Finals are scheduled for March 18-20, 2013 and are anticipated for March 17-20, 2014.

The May board meeting is usually scheduled in mid-month to accommodate any tuition recommendations from the SBCTC and any budget information from the legislature. It is also scheduled to coincide with the Margin of Excellence Awards ceremony. However, in 2013 the typical schedule conflicts with the Jewish holiday of Shavuot so the date of May 22nd is recommended. In 2014 the date of May 7th is recommended so as not to conflict with the Buddhist holiday of Visakha Puja. The Margin of Excellence Awards ceremony schedule is currently under review.

The budget must be approved in June and a second tentative meeting is typically scheduled to accommodate a late decision by the legislature. The year-end events are scheduled for June 5, 2013 and June 4, 2014.

The September meeting should be scheduled for the first or second Wednesday of the month to allow any negotiated changes in faculty salary to be implemented by the September 25 paycheck. This assumes that a tentative agreement has been reached that may have salary implications.

The October meeting is an ideal time for a retreat to review the college's strategic planning for the coming year. Other considerations for October include the Jewish observance of Sukkot September 19-25, 2013, the Hindu observance of Navaratri October 5-13, 2013, and the Islam observance of Eid al Adha October 15-18, 2013. The Interfaith calendar at <http://www.interfaithcalendar.org/index.htm> was used to determine primary sacred times for world religions.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII review the proposed schedule of meeting dates for 2012-13 and 2013-14 and that the proposed meeting dates be presented for approval at the November 14, 2012 meeting.

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