

BELLEVEUE
COLLEGE

Board of Trustees
Community College District VIII

Special Meeting

September 16, 2015



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 special meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, September 16, 2015. The business session will begin at 2:00 pm in room B201. Steve Miller, Chair, will preside.

AGENDA

12:00 PM	WORKING LUNCH AND EXECUTIVE SESSION (A201) There will be an executive session to review the performance of a public employee and to consider candidates for tenure.		
1:00 PM	STUDY SESSION (B201) Campus Master Plan		
2:00 PM	BUSINESS SESSION (B201)		
	I. Call to Order		
	II. Roll Call and Introductions		
	III. Consent Agenda		
	A. Approval of Agenda for September 16, 2015		3
	B. Meeting Minutes from June 24, 2015		5
	C. Meeting Minutes from July 20, 2015		10
	D. Meeting Minutes from August 5, 2015		11
2:05 PM	IV. Constituent Reports		
	A. Faculty	Brown/Stiehl	
	B. Classified Staff	Turnbull	
	C. Foundation	King	
	D. Student	Amare	
2:45 PM	V. Monitoring Reports (reports for this meeting in bold)		
	A. Student Success	All	12
	B. Instruction	All	14
	C. Economic and Workforce Development	All	15
	D. Student Affairs	All	16
	E. Equity and Pluralism	All	17
	F. Institutional Advancement	All	18
	G. Information Technology	Quarterly	
	H. Capital Facilities	Quarterly	
	I. Finance	Quarterly	19
	J. Human Resources	Quarterly	
	K. Enrollment Report	Quarterly	
	L. Budget and Legislative Developments	As needed	

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

	M. Marketing and Public Relations	As needed	
3:00 PM	VI. Information Items		
	A. Discussions with Washington State University	Beard	
3:30 PM	VII. Action Items		
	A. Policy 2950 – Accommodations for Reasons of Faith or Conscience	Karim	21
	B. Policy 3110 – Awarding of Credit for Non-traditional Learning	Nielsen	23
	C. Policy 3200 – Student Academic Standing	Nielsen	26
	D. Tenure Recommendation	Nielsen	28
	E. Annual Contract – Chief Executive Officer	Miller	31
4:00 PM	VIII. First Read		
	A. Board of Trustees Meeting Dates for 2016-2017		32
4:05 PM	IX. Board Reports		
	A. ACT Board of Directors		
	B. ACT Legislative Committee	Miller	
	C. Foundation Liaison	Heu-Weller	
	D. Individual Member Reports		
4:20 PM	X. President’s Report	Rule	
4:35 PM	XI. Unscheduled Business/Community Testimony		
4:50 PM	XII. Adjournment		
	<i>Time and order are estimates only and subject to change.</i>		

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON

A regular meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on June 24, 2015 at Bellevue College 3000 Landerholm Circle SE, Bellevue, Washington. Mr. Steve Miller, Chair, presided.

EXECUTIVE SESSION

The executive session was called to order at 12:00 pm. Steve Miller announced that there would be an executive session for approximately an hour to discuss the selection of a site or the acquisition of real estate, to review the performance of a public employee and to consider candidates for tenure. The executive session adjourned at 1:05 p.m.

STUDY SESSION

Yoshiko Harden introduced Rachel Wellman, BC Title IX coordinator who presented on the Title IX requirements.

BUSINESS SESSION

The business session was called to order at 2:00 p.m.

I. **ROLL CALL**

Ms. Chin, Ms. Heu-Weller, Mr. Miller, Ms. Orrico and President Rule were present.

II. **CONSENT AGENDA**

Lisa Chin made a motion to approve the consent agenda. Merisa Heu-Weller seconded the motion.

The motion passed.

III. **CONSTITUENT REPORTS**

Faculty Report

Doug Brown, Bellevue College Association of Higher Education, reported on:

- WSU discussions
- Exploring competency based modes of curriculum
- Ongoing governance taskforce redevelopment

Classified Staff Report

Becky Turnbull, representing classified staff, reported on the following items:

- Thanked Dr. Rule for standing with classified staff for support for funding the contract.
- Sadness regarding the loss of Elson Floyd
- Report on successful activities and awards for classified staff.

Foundation Report

Rebecca Chawgo reported for the Foundation Board. The Foundation Board Officers for 2015-2016 were elected as follows:

- President, Dale King
- President-Elect, Laura Celis
- Treasurer, Chad Wall

- Secretary, Jim Coughlin

IV. **MONITORING REPORTS.**

The board reviewed the monitoring reports.

V. **INFORMATION ITEMS**

A. Discussions with Washington State University

Russ Beard shared the status of the discussions with Washington State University. Russ has been in contact with David Cillay, WSU Vice President for the Global Campus and they are continuing to move forward with discussions. The groups are working to identify the most difficult issues and tackle those first. Five work groups have been established to begin working on different challenges. It may grow to six or seven groups. The thought is to have two members from each institution on each work group. Working groups will work individually then come together to discuss issues. The target is to have information available for the legislative session for next year. Kick off meeting is tentatively scheduled for next week. Russ has agreed to continue chairing this effort.

B. Discussions with Marty Brown, Executive Director of the State Board for Community and Technical Colleges

Mr. Brown shared some of the state board's perspectives on the discussions with Washington State University. He also indicated that SBCTC would be doing an analysis of the services districts which would be discussed at the SBCTC September meeting.

C. Yoshiko Harden introduced Krischanna Roberson and discussed the development of the Diversity and Equity plan.

VI. **ACTION ITEMS**

A. 2015-2016 College Budget

Ray White presented the proposal for the college budget and the plan for the mid-year review. Discussions around the costs of the CTC link assessment.

Motion 18:15

Lisa Chin made a motion to approve the budget plan for the fiscal period of 2015-2016. Merisa Heu-Weller seconded.

The motion was approved.

B. Policy 5050 – Electronic Communications

Russ Beard presented the policy regarding electronic communications. There was some discussion regarding the separation of personal and college statements and academic freedom. It was noted that guidelines for acceptable behavior are in the procedures.

Motion 19-15

Merisa Heu-Weller made a motion to approve policy 5050-Electronic Communication. Lisa Chin seconded.

The motion was approved.

- C. Policy 5150 – Acceptable Use of Information Technology
Russ Beard presented Policy 5150 for the board’s consideration.
-

Motion 20-15

Lisa Chin moved to approve policy 5150. Merisa Heu-Weller seconded

The motion was approved.

- D. Policy 2400 – Tuition and Fee Waiver
Ray White presented the recommended updates to Policy 2400 Tuition and Fee Waivers and noted that this is a compliance update.
-

Motion 21-15

Lisa Chin moved to approve the changes to Policy 2400 Tuition and Fee Waivers. Merisa seconded.

The motion was approved.

- E. Policy 2450 - Official Withdrawal from a Course/s

Tom Nielsen presented Policy 2450. This policy is being presented to provide context for a procedure.

Motion 22:15

Merisa Heu-Weller moved to approve Policy 2450 – Official Withdrawal from a Course/s.
Lisa Chin seconded

The motion was approved.

F. Election of Board Chair and Vice Chair

Motion 23:15

Merisa Heu-Weller moved to re-elect the current board chair and vice chair for a second term. Lisa Chin seconded.

The motion was approved with one abstention.

VII. **FIRST READ**

A. Policy 2950 – Accommodations for Reasons of Faith or Conscience

Ana Blackstad presented the policy to begin formalizing the process. Discussions of current practice, but acknowledgement of the lack of formal policies.

B. Policy 3110 – Awarding Credit for Non-Traditional Learning

Tom Nielsen brought forward this policy for consideration to support procedure for allowing this type of credit award.

C. Policy 3200 – Student Academic Standing

Tom Nielsen reviewed the policy to support the procedure for student academic standing.

D. Tenure Review Committee Recommendation

This is a review of the candidate.

VIII. **BOARD REPORTS**

ACT –No report

ACT Legislative Committee –No report.

Foundation Liaison – Interest in the vests and shirts.

Individual Member Reports – None

IX. **PRESIDENT’S REPORT**

President Rule thanked North Campus for hosting the board meeting the previous month and reported on the following items:

- Commencement went well. This was the third ceremony in Key Arena.
- “T” Building – HSEWI is moving in beginning tomorrow. The Institutional Advancement Office is working on the grand opening.
- The interviews for the Vice President of Economic and Workforce Development begin the week of July 6th. Carl Ellis remains as interim VPEWD.
- Nataly Morales, Greater King County Director from Senator Murray’s Office visited campus.

- The spring President's cabinet retreat featured a bus trip of the college's service district and meetings with local public officials.
- BC Autism Spectrum Navigators program was selected to present at ACCT.
- President Rule and Jean D'Arc Campbell, Dean of International Education and Global Initiatives are presenting at the Community Colleges for International Development Asia Pacific Forum in Honolulu.

X. **UNSCHEDULED BUSINESS**

There was no unscheduled business.

XI. **ADJOURNMENT**

There being no further business, the meeting of the Board of Trustees adjourned at 4:46 p.m.

Steve Miller, Chair
Board of Trustees

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 July 20, 2015 at Year-Up Puget Sound located at 2607 2nd Avenue, Seattle, WA. Mr. Steve Miller, Chair, presided.

The special meeting was called to order at 8:30 a.m.

I. **ROLL CALL**

Dr. Chin, Ms. Heu-Weller, and Mr. Miller were present.

II. **EXECUTIVE SESSION**

There was an executive session to review the performance of a public employee.

III. **UNSCHEDULED BUSINESS**

There was no unscheduled business.

IV. **ADJOURNMENT**

There being no further business, the meeting of the Board of Trustees adjourned at 10:00 a.m.

Steve Miller, Chair
Board of Trustees

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 August 5, 2015 in room A201, Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Mr. Steve Miller, Chair, presided.

The special meeting was called to order at 6:00 p.m.

I. **ROLL CALL**

Dr. Chin, Ms. Heu-Weller, Mr. Miller and President Rule were present.

II. **EXECUTIVE SESSION**

There was an executive session to review the performance of a public employee.

III. **UNSCHEDULED BUSINESS**

There was no unscheduled business.

IV. **ADJOURNMENT**

There being no further business, the meeting of the Board of Trustees adjourned at 7:35 p.m.

Steve Miller, Chair
Board of Trustees

ATTEST:

Lisa Corcoran
Secretary, Board of Trustees
Community College District VIII

STUDENT SUCCESS



BC's FALL 2015 STUDENTS IN NUMBERS¹

Although students will continue to register for credit classes up to the last Friday before the start of the quarter, and non-credit programs will register students for classes throughout the quarter, following is a snapshot of the *postsecondary students*² registered for classes as of September 4, 2015. (Font color indicates the direction of change from comparable Fall 2014 data—**green** is positive; **red** is negative. Fall 2014 numbers shown in parentheses if different this year.)

11,396
(10,366)

Number of students registered for at least one class²

Percentage of students enrolled for 12 or more credits

33

25.1
(23.2)

Percentage of students attending BC for the first time

35

Percentage of students enrolled in at least one distance education class

Fifty-seven
(Sixty-one)

Percentage of spring 2015 students returning this fall

809
(578)

Number of international students registered³

Thirty-eight

Percentage of students who have earned 45 or more credits at BC

2,915
(2,983)

Number of students pursuing a professional-technical certificate or associate degree

1,987
(1,503)

Number of Running Start students enrolled

264

(160)

← Number pursuing a BC 4-year degree

¹ Data reported are as of 9/4/2015 and are subject to change.

² Courses include only postsecondary classes. *Postsecondary* is defined as any course that meets criteria for federal financial aid funding. This includes a limited number of pre-college courses in math and English as well as all courses numbered 100 and above.

³ Data do not include international students who enroll through the English Language Institute.

Observations on the Fall 2014 cohort of All New BC Postsecondary Students

There were 3,927 students in the cohort of all fall 2014 new students who were taking their first BC postsecondary classes. (Students who transferred in credits are included in this cohort.)

Retention

Fall to winter: 81.7%

Fall to spring: 72.1%

Fall to fall: 53.6%*

*based on data as of 9/4/2015. Includes 8 of the 28 students who earned a certificate or degree in AY 2014-15 and continued enrollment into fall 2015. The calculation for the retention rate was not reduced by the 20 students who graduated in AY 2014-15 and did not return.

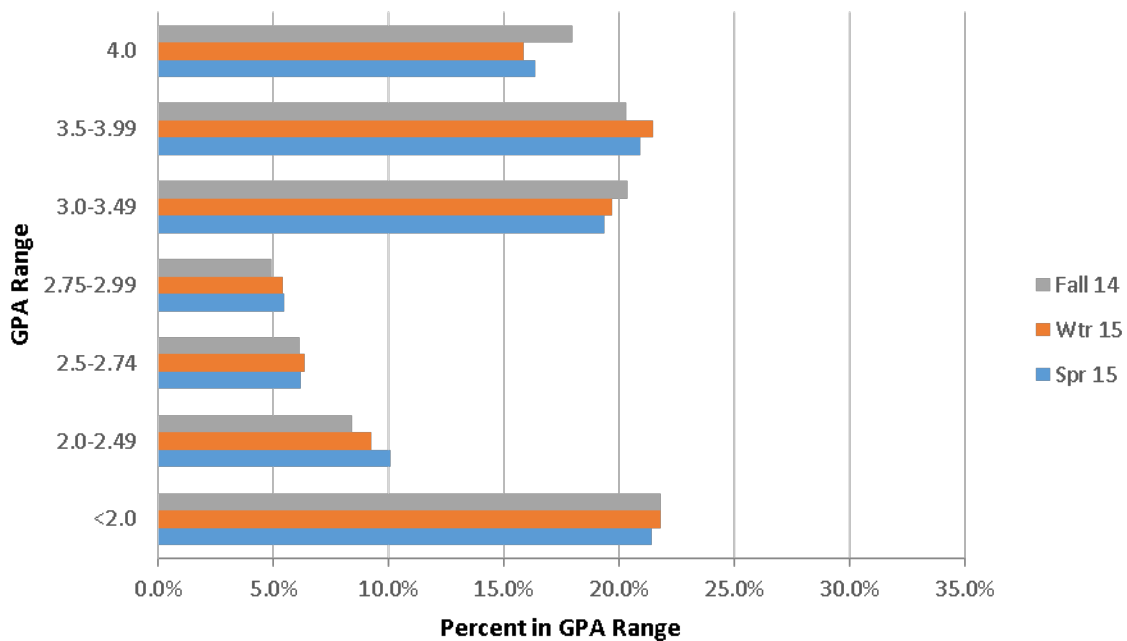
Performance

63.6% of students earned a GPA of 2.75 or higher in fall quarter.

This percentage was consistent across all three quarters with little variation.

On average students earned just over 10 credits in fall and just over 11 credits in winter and spring.

GPA's of Fall 2014 Cohort of New Students



Report by: Patty James, Associate Vice President, Effectiveness and Strategic Planning

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INSTRUCTION



STUDENT COURSE EVALUATION

Key Points

- Bellevue College currently uses two methods for evaluation of courses, one is a paper-and-pencil-based Scantron system which has been in use since the mid 1990's, and the other is an electronic online software product that was developed in-house in 2000.
- From spring quarter of 2014 through winter quarter of 2015, 22,503 paper evaluations were processed and 29,589 evaluations were completed using the current online evaluation product. Using and scanning paper evaluations is time consuming and counter-indicated by sustainability initiatives, and the online evaluation product was not designed to handle the capacity it now processes.
- Support systems for both of the current methods are at or past the end of their useful lifespans. In addition, neither of the current methods is compatible with or supportive of the college's need to collect, analyze, disseminate, and use data to inform decision-making.
- A task force was formed in September of 2014 to develop review criteria for a new course evaluation solution based on some key requirements, including accessibility, integration with Canvas, advanced reporting features, customization of questions, ease of administration particularly permission setting, and a mechanism for sending reminders to non-responders.
- Based on these requirements, the goal of the task force was to select a robust web-based evaluation product for students that can meet the diverse needs of instructors, administrators, and staff, and be available for all course modalities.
- The Task Force invited six vendors to present product demonstrations and subsequently selected three to move forward with accessibility testing.
- **Evaluation Kit** was recommended as the best product for the institution's needs, based on meeting or exceeding all criteria above and also because their interface is user friendly and easy to learn and they have the premier integration with Canvas.
- Use of Evaluation Kit was piloted by a group of instructors in summer quarter 2015. Among the other successes of this pilot was an 86% student response rate, attributable to integration with Canvas and automatic reminders sent to non-responders. Although response rates can vary dramatically from instructor to instructor and department to department, this is clearly a significant increase from the 45-68% response rates seen from spring 2014 through winter 2015.

Next Steps

- Full implementation is on track for fall 2015.

Report by: Tom Nielsen, Vice President, Instruction

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ECONOMIC & WORKFORCE DEVELOPMENT



BUSINESS TRAINING INSTITUTE (BTI)

Key Points

- Washington Work Starts Grant for Booking.com (200K potential) training program and development will be based on Booking.com hiring an additional 100 full time employees (FTEs) and the design and development of Excel and business intelligence training using Booking.com case studies and customer satisfaction surveys to increase overall customer satisfaction scores and increase employee retention.
- Esterline State Board for Community and Technical Colleges (SBCTC) Customized Training Program (CTP) grant to develop customized leadership E-Learning training program (100K potential)
- Axia Home Loan State Board for Community and Technical Colleges (SBCTC) Job Skills Program (JSP) grant (100K potential)
- Larson Motors State Board for Community and Technical Colleges (SBCTC) Job Skills Program (JSP) grant (75K potential)
- City University License (amount based on enrollments), agreement should be signed in the next two weeks.
- Alaska Airlines 1st course schedule for fall. First courses will be SharePoint, SQL and Data Base Design (potential 250K per year)
- Green River Community College Project Management curriculum license, contract is signed.
- Current contracts for fall deliveries: City of Newcastle coaching and mentoring training, Northwest Multiple Listing Services, T-Mobile, multiple training deliveries, Federal Emergency Management Agency (FEMA) Project Management training, HTC Corporation Mandarin Language training, MG2 Architecture (second cohort to kick off next fall), MG2 Architecture has also agreed to allow the Business Training Institute (BTI) to develop and publish a case study on the productivity gains they have recognized from this training initiative. Automic Software conflict resolution training, Bellevue College Occupational Life Skills (OLS) Coaching and mentoring training and team building training, King County Library Systems Project Management and Six Sigma training and team building training.
- Kick off of our new Diversity and Inclusion Certificate Program with new partner Virtcom Consulting, October 24, **“How to become a high value diversity leader.”** Blended learning solution one day on site at BC North Campus and 6 online follow-up engagements. Includes ROI of Diversity training and hiring initiatives.
- JSP Green and Black Belt Lean Six Sigma Boot Camp Kick Off in October.

Next Steps

- The Business Training Institute (BTI) will present in partnership with Mercer and Associates at the “Washington 100 Best Places to work for” October 12th
- Roll out Salesforce.com demo in September

Report by: Carl Ellis, Interim Vice President
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BELLEVUE
COLLEGE

STUDENT AFFAIRS

WORK PLAN 2015-2016

The Student Affairs division is committed to supporting the mission of the college and the office of the President through implementation of the Student Affairs Plan. In addition to continuous improvement of student success and support operations the following additional projects are being launched and or completed in AY 2015-2016.

1. **Student Central:** By merging Enrollment Services and Financial Aid service counters into one counter, to improve efficiency and customer service. Training is currently underway; combined counter will be operational in winter 2016.
2. **No Wrong Door Policy Standards (Phase 2):** Develop and implement training including culturally responsive customer service. Implement customer service components, assess and improve services as needed.
3. **Early Alert / Case Management software:** Adopt/implement solution in partnership with Instruction and Information Technology Services (ITS) by end of fall quarter. This adoption will improve ability to monitor and engage proactively with students through student success and support interventions for increased retention and persistence.
4. **Virtual Student Services:** Begin redesign of websites to facilitate access to information and services through improved websites. Create Student Affairs landing page on college website for easy access to Student Affairs related information and highlights of the work currently underway in Student Affairs.
5. **International Education:** Continue to work towards recruitment goals set for International Education and Global Initiatives set by the President in 2014-2015. Increase recruitment by 10 percent year over year. Continue to develop international education presence through increased opportunities for students and faculty. Increase
6. **Residence Hall Construction:** Participate in the residence hall construction process with the capital team and begin the student life development phase.

Next Steps

- Meet the established targets and outcomes for each of the identified work plan items.
- Align Student Affairs work plan with President's priorities.

Report by: Ata U. Karim, Vice President, Student Affairs
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EQUITY AND PLURALISM



MINORITY ACCESS- EXEMPLARY COLLEGE COMMITTED TO DIVERSITY AWARD

Bellevue College will receive an Exemplary College Committed to Diversity Award for 2015 by Minority Access, Inc. at the National Role Models Conference September 24-27 in Baltimore, Maryland. Minority Access is a nonprofit organization committed to increasing diversity, decreasing disparities and reducing incidences of environmental injustices. Their mission is to assist colleges and universities, the federal government and agencies of other governments and corporations in implementing programs and providing services to recruit, enhance and retain underserved and underrepresented populations. Minority Access has received national acclaim for its successful track record in advancing educational, research and employment opportunities through the National Role Models Project, National Role Models Conference, student internship programs, college readiness and access programs, and other enriching programs.

The National Role Models Conference recognizes' colleges and universities' commitment to diversity. Since its inception in 2000, over 250 colleges and universities have participated in the conference. Bellevue College was recognized for the Educational Equity Professional Development trainings for tenure-track faculty and the Pluralism in the Selection Process training for screening committee members.

Russ Beard, Beabe Akpojovwo, and Yoshiko Harden will attend the conference to receive the award on the college's behalf.

Report by: Yoshiko Harden, Vice President for Diversity/Chief Diversity Officer
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INSTITUTIONAL ADVANCEMENT



- The complete Institutional Advancement (IA) Division staff is now located on the first floor of the A building (across from the fountain). IA will serve as an agency partner for all areas of campus, to provide centralized marketing, creative, internal and external communications, public relations, web editorial, alumni and community relations, foundation and fund development services; direct the 50th Anniversary year-long celebration; assist students seeking scholarships and host donors visiting campus.
- 109 scholarships totaling \$232,057 were awarded which is a 35% increase over the prior fiscal year.
- The We are BC 1966 Giving Campaign kickoff will be held during Opening Day. This will be the College's annual fund named in honor of our founding year of 1966. The goal is to provide direct financial resources to address student needs and invest in teaching and learning excellence. The inaugural campaign will run from September 2015 through December 2016 in tandem with our 50th Anniversary. Subsequent campaigns will run from January to December.
- The IA Division has a new initiative to rebuild relationships with previous corporate partners. Costco is the first company to be a partner with \$31,500 awarded over a 3-year period.
- 50th Anniversary branding campaign highlights include: ads in the Mariners and Seahawks year books, Sound Publishing (Bellevue, Issaquah, Kirkland and Snoqualmie) and 425 magazine; community outreach includes hosting the Cycle the Wave race, Aki Matsuri cultural heritage event and sponsorship of the Issaquah Chamber of Commerce's annual Salmon Days event scheduled for October 3rd and 4th.
- The Robin and David Nelson Student Plaza will be dedicated in recognition of their generosity to the college on September 23rd.
- In concert with the inauguration of the College's 50th anniversary, over 130 banners were installed campus wide.
- Meltwater News is the College's new media intelligence platform for measuring and distributing media releases, social media monitoring and quantifying message impact.
- Two town hall meetings were held on September 8th and 9th to facilitate communications related to the potential BC-WSU partnership.
- Rebecca Chawgo was recently selected as a Class of 2017 member for Leadership Eastside.
- Searches for the Director of Marketing, Director of Development and Programs and Scholarship Manager positions are in process.
- Key website updates include: placing the Exceptional magazine online, creating photo galleries, converting scholarship information to webpages to facilitate access and developing an online metric to measure readership.

Report by: Dr. Gayle Colston Barge, VP Institutional Advancement

FINANCIAL REPORT



FOR PERIOD JULY 1, 2014 TO JUNE 30, 2015

1. What has changed from the assumptions used to build the 2014-15 budget?

- State enrollments declined while international and running start enrollments increased. State enrollment was within the budget expectations and international and running start enrollments exceeded budget.
- The college committed to an improvement in salary levels including the new faculty contract.

2. How do actual revenues and expenditures compare to budgeted?

- State tuition revenue was \$1.2 M more than budget due to conservative budget estimates.
- Dedicated local revenue was higher than budget due to capital transfers that were not in the operating budget. Expenses were within budget.
- Grants and Contracts revenue was lower than budget reflecting a revenue transfer to support approved capital spending for 2016-2017.
- Proprietary revenue and expenses were lower than budget primarily due to lower parking revenue and expenses.

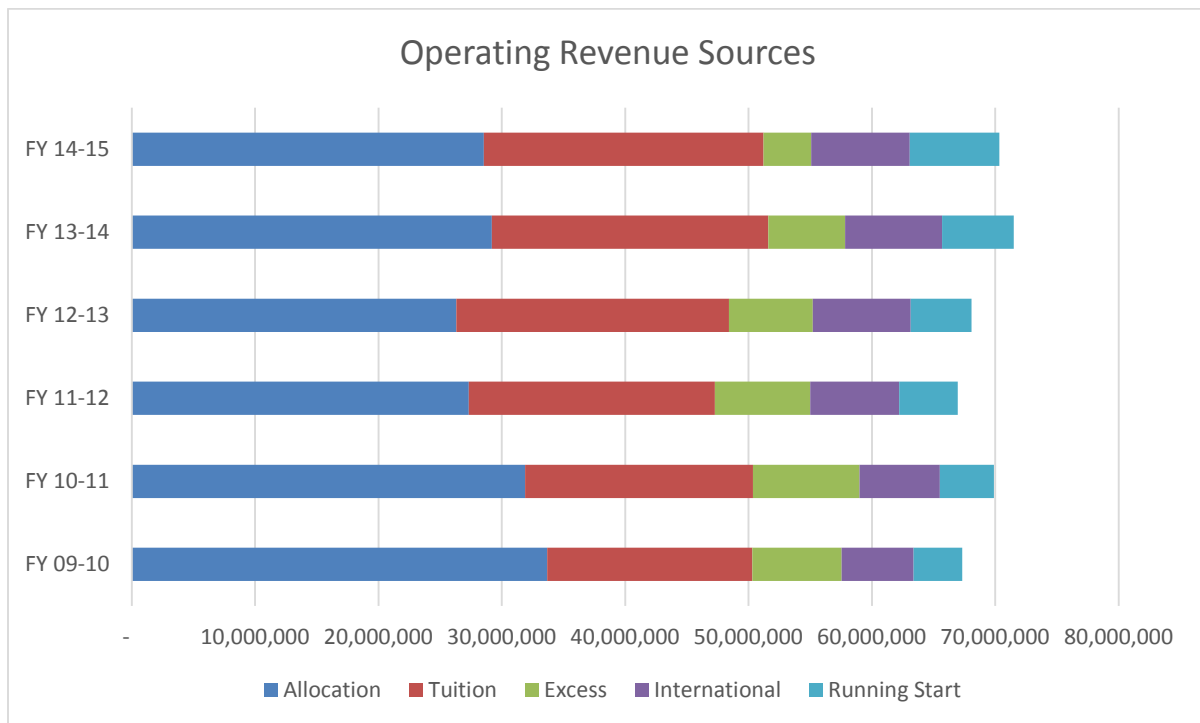
NET GAIN(LOSS) Analysis Operating Funds For the Period Ending JUNE 30, 2015				Actual % of Budget YTD	
		FY 15 BUDGET	FY 15 ACTUAL	FY 14 ACTUAL	
OPERATING FUND:					
STATE OPERATING	ALLOCATION	\$28,540,199	\$28,534,637	\$29,196,044	99.98%
	REVENUE	\$21,692,412	\$22,915,357	\$22,586,217	105.64%
	RESERVE	\$1,198,591	\$1,198,653	\$423,748	100.01%
	EXPENSE	\$51,431,202	\$51,463,160	\$51,007,373	100.06%
DEDICATED LOCAL					
	REVENUE	\$18,611,888	\$20,111,912	\$17,748,737	108.06%
	EXPENSE	\$18,611,888	\$17,211,149	\$16,206,572	92.47%
GRANTS & CONTRACTS					
	REVENUE	\$21,264,117	\$9,976,972	\$21,411,292	46.92%
	EXPENSE	\$21,255,226	\$17,256,536	\$15,237,177	81.19%
PROPRIETARY:					
	REVENUE	\$16,199,870	\$15,737,277	\$15,037,276	97.14%
	EXPENSE	\$16,002,494	\$15,016,599	\$15,615,082	93.84%

3. Are there reasonable explanations for significant variances?

- **Operating** expense was \$3.5M higher than 2014 primarily due to increased salary expenses. Revenue was nearly even with 2014.
- **Dedicated local** revenue was higher than last year due to 2014 funding for capital projects . Expenses were higher than last year primarily due to higher IT and international program expenses.
- **Grants and Contracts** revenue showed a large decrease relative to last year due to a year-end transfer to fund 2016-2017 capital projects . Grant revenues otherwise increased primarily due to the increase in Running Start enrollments and an increase in other grant activity.
- **Proprietary** revenue and expenses reflect a reclassification of 2014 activity from the computer services fund.

Revolving Quarterly Review - Trend Analysis

Year-over-year comparison shows that the decline in enrollments from 2014 is reflected in Excess Enrollment. The financial impact of this decline is partially offset by strong Running Start enrollments.



Report by: Ray White, Vice President of Administrative Services
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REGULAR MEETING AGENDA ITEM

POLICY 2950-ACCOMMODATIONS FOR REASONS OF FAITH OR CONSCIENCE – STUDENTS

INFORMATION

FIRST READ

ACTION

Description

Bellevue College is committed to ensuring that students with faith- or conscience-based beliefs have equal opportunity to access and benefit from the college’s educational offerings and services. Currently no policy exists that covers accommodations for reasons of faith or conscience for students. This policy addresses this gap.

Key Questions

- * Why is an accommodations for reasons of faith or conscience for students needed?
- * Will adherence to this policy maintain compliance with federal and state regulations?
- * Will this policy affirm Bellevue College’s commitment to equity and social justice and affirmation of inclusion?

Analysis

This policy has been written to address the absence of a policy related to accommodations for reasons of faith or conscience for students. Currently there is no policy that addresses accommodation needs for students on the basis of faith or conscience. This policy will enact the institutional commitment towards, inclusion, equity and social justice. Currently there is an accommodation policy for employees for reasons of faith or conscience.

Background/Supplemental Information

Washington’s Law Against Discrimination (WLAD) RCW 49.60.215

RCW 28B.10.039

Title VI of the Civil Rights Act of 1964

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approve Policy 2950-Accommodations for Reasons of Faith or Conscience – Students.

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

Policy 2950 – Accommodations for Reasons of Faith or Conscience-Students

Original Date: 4/9/2015 * Last Revision Effective:
Policy Contact: Vice President of Student Affairs

POLICY

Bellevue College is committed to ensuring that students with faith- or conscience-based beliefs have equal opportunity to access and benefit from the College's educational offerings and services. To this end and in compliance with Title VII of the Civil Rights Act of 1964 and Washington's Law Against Discrimination, Bellevue College will adopt procedures for reasonably accommodating the faith or conscience based beliefs, observances, and practices of its students.

RELEVANT LAWS AND OTHER RESOURCES

Title VII of the Civil Rights Act of 1964
Washington's Law Against Discrimination

REVISION HISTORY

[For Policy Coordinator's Use Only]

APPROVED BY

President's Cabinet
All College Council



REGULAR MEETING AGENDA ITEM

POLICY 3110 - AWARDING CREDIT FOR NON-TRADITIONAL LEARNING

INFORMATION

FIRST READ

ACTION

Description

This policy replaces the existing Awarding Credit for Non-Traditional Learning Policy 3100. The revision clarifies that the college will establish procedures and guidelines for the awarding of credit for non-traditional learning and moves procedural language to the accompanying 3110P procedures document.

Key Questions

- * Are the standards set by the State Board reflected in the revised policy?
- * Will adherence to the policy maintain compliance with accreditation requirements?
- * In what ways does this policy support student success?

Analysis

This policy revision has been designed to align with the standards set by the State Board for Community and Technical Colleges and the Northwest Commission for Colleges and Universities, with language clarifying that the college recognizes four categories of Credit for Non-Traditional Learning:

1. Credit by Testing
2. Prior Experiential Learning
3. Extra-Institutional Learning
4. Course Challenges (formerly Credit by Examination)

This policy will assist students in understanding the college's expectations and requirements for awarding non-traditional credit for work completed in private study, at non-accredited institutions, military training, other industry related certificates and trainings, and for certain examinations. By giving credit for non-traditional learning, and making explicit and transparent the opportunities and requirements, more students should be able to take advantage of these opportunities to accelerate their paths toward desired goals and credentials.

This policy was presented to the Board of Trustees for their consideration at the June 24, 2015 meeting.

Background/Supplemental Information

<http://www.bellevuecollege.edu/policies/id-3110/>

<http://www.bellevuecollege.edu/policies/id-3110p/>

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approve Policy 3110 – Awarding Credit for Non-Traditional Learning.

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

Policy 3110 – Awarding Credit for Non-Traditional Learning

Original Date: * Last Revision Effective:
Policy Contact: Vice President of Instruction

POLICY

The college awards credit for non-traditional learning for work completed in private study, at non-accredited institutions, military training, other industry related certificates and trainings, and for certain examinations. The following applies:

- Transferability of awarded credits are subject to the policies of the receiving institution and the college makes no claim regarding the application or transfer of awarded credits to the programs at other institutions.
- Awarded credits are subject to review and recommendation by faculty.
- The college will establish procedures and guidelines for students to request the awarding of non-traditional credit.

In accordance with the standards set by the State Board for Community and Technical Colleges and the Northwest Commission on Colleges and Universities, the college recognizes four categories of Credit for Non-Traditional Learning:

1. Credit by Testing
2. Prior Experiential Learning
3. Extra-Institutional Learning
4. Course Challenges (formerly Credit by Examination)

RESPONSIBILITIES

(if applicable)

The Evaluations Office unit administrator, in consultation with instructional departments and programs, has responsibility for enforcing procedures that accompany the policy.

RELEVANT LAWS AND OTHER RESOURCES

- [Academic Credit for Military Training: RCW 28B.10.057](#)
- [Department of Defense MOU – Higher Education](#)
- [NWCCU Accreditation Policy: Transfer and Award of Academic Credit](#)
- [NWCCU Standards 2.A.14, 2.C.7, and 2.C.8](#)
- [PLA – Washington State Board for Community and Technical Colleges](#)

REVISION HISTORY

[For Policy Coordinator's Use Only]

APPROVED BY

[Click Here to Insert Text - i.e. President's Staff, Board of Trustees]



REGULAR MEETING AGENDA ITEM

POLICY 3200 - STUDENT ACADEMIC STANDING

INFORMATION

FIRST READ

ACTION

Description

Bellevue College procedure 3200P covers academic progress, probation, dismissal, reinstatement and appeals; however, there is no accompanying policy document. The proposed policy, 3200 Student Academic Standing, will serve as that document.

Key Questions

- * What is the recommended language for 3200 Student Academic Standing?
- * In what ways does the policy support student success?

Analysis

Proposed Language:

Bellevue College is committed to the academic success of its students. The primary purpose of the Student Academic Standing Policy is to identify and alert students with low academic achievement and provide those students with assistance to improve their academic performance.

Academic Standing is defined in the policy as the cumulative grade point average (GPA) of a Bellevue College Student.

Satisfactory Academic Progress is defined in the policy as a cumulative GPA of 2.0 or better. The policy will clarify the College's expectation of students to maintain satisfactory academic progress, and establish consequences and supportive interventions to promote student progress and success, as identified in the accompanying procedures.

The policy was presented to the Board of Trustees for their consideration at the June 24, 2015 meeting.

Background/Supplemental Information

<http://www.bellevuecollege.edu/policies/id-3200p/>

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves Policy 3200 Student Academic Standing.

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

3200 STUDENT ACADEMIC STANDING

Original Date: February 2015 * Last Revision Effective:
Policy Contact: Office of Instruction

POLICY

Bellevue College is committed to the academic success of its students. The primary purpose of the Student Academic Standing Policy is to identify and alert students who are not making satisfactory academic progress and provide those students with assistance to improve their academic performance.

RESPONSIBILITIES

(if applicable)

The Dean of Student Success will apply and enforce the procedures that accompany this policy.

DEFINITIONS

(If applicable)

Academic Standing

- The cumulative grade point average (GPA) of a Bellevue College student.

Academic Progress

- Students must earn a cumulative GPA of 2.0 or better to maintain satisfactory academic progress and remain in good academic standing. The accompanying procedure identifies consequences and interventions that will be imposed progressively for students who are not in good academic standing.

RELEVANT LAWS AND OTHER RESOURCES

- RCW [28B.10.695](#)
- Bellevue College Procedure #3200P Student Academic Standing Procedures

REVISION HISTORY

[For Policy Coordinator's Use Only]

APPROVED BY

[Click Here to Insert Text - i.e. President's Staff, Board of Trustees]



REGULAR MEETING AGENDA ITEM

TENURE RECOMMENDATION

INFORMATION

DISCUSSION

ACTION

Description

A recommendation from the Tenure Review Committee concerning one 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 faculty candidate listed below be granted tenure.

Key Questions

- * Has the 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, and in particular, has this candidate fulfilled the conditions of the two quarter extension to her probationary status?
- * Has the Tenure Review Committee thoroughly reviewed the required documents as described in the tenure guidelines, and deliberated the merits of the probationary candidate?
- * Has the pertinent documentation for the candidate 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 probationary candidate for the 2015-16 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 four 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. The College President, after reviewing the recommendations of the TRC, submits those recommendations and accompanying materials, along with his/her own recommendation, to the Board of Trustees.
4. Finally, the Board of Trustees, giving serious consideration to the recommendation of the President and the TRC, decides to grant or not grant tenure or extend the probationary period. 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

The tenure review process includes the possibility for extension of the standard nine quarter review period. The Board of Trustees granted approval for a two quarter extension for this candidate at its meeting on March 4, 2015. To facilitate review by members of the Board of Trustees, an electronic notebook containing all pertinent documents for the tenure candidate in .pdf format has been distributed to each board member on a thumb drive.

Recommendation/Outcomes

Recommendation: That the Board of Trustees of Community College District VIII hereby grants tenure, effective spring quarter 2016, to Linda Schinman, Health Sciences, Education and Wellness Institute (Radiation Therapy).

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



3000 Landerholm Circle SE • Bellevue, WA 98007-6484 • www.bellevuecollege.edu

September 8, 2015

Dear Board of Trustees:

After a careful review of the tenure candidate's documentation and a personal interview, I recommend that you grant tenure to Linda Schinman, Health Sciences, Education and Wellness Institute (Radiation Therapy).

Sincerely,

David L. Rule, Ph.D.
President



BELLEVUE
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REGULAR MEETING AGENDA ITEM

ANNUAL CONTRACT – CHIEF EXECUTIVE OFFICER

INFORMATION

FIRST READ

ACTION

Description

The President's contract is reviewed for extension each year after the annual evaluation.

Key Questions

- * Shall the Board approve an extension of the Chief Executive Officer's contract extending it by one year, effective July 1, 2015 through June 30, 2018?

Analysis

The board reviewed the President's performance, which included a 360 evaluation, during executive session.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the contract of the chief executive officer of Community College District VIII, including any amendments, effective July 1, 2015 through June 30, 2018.

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



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 2016-17 academic year.

2016-17 Academic Year

Wednesday, September 7, 2016

Wednesday, October 12, 2016 (tentatively scheduled as an all day retreat, time and location may vary)

Wednesday, November 16, 2016

Wednesday, January 25, 2017 or February 1, 2017

Wednesday, March 1, 2017 or March 8, 2017

Wednesday, April 26, 2017

Wednesday, June 7, 2017

Wednesday, June 21, 2017 (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.

Background/Supplemental Information

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

The October meeting is an ideal time for a retreat to review the college's strategic planning for the coming year. Other considerations for September and October include the Jewish observance of Sukkot October 17- 23, 2016, the Hindu observance of Navaratri October 1-10, 2016, and the Islam observance of Eid al Adha September 11-14, 2016. The Interfaith calendar at <http://www.interfaithcalendar.org/index.htm> was used to determine primary sacred times for world religions.

The first meeting of the year should be scheduled as late as possible in January or early February to allow the Tenure Review Committee (TRC) as much time as possible to complete their recommendations. The TACTC Winter Conference in Olympia, WA has not yet been determined for 2017.

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 1 or 8, 2017. Finals are anticipated for March 20-22, 2017.

The April/May board meeting is usually scheduled to accommodate any tuition recommendations from the SBCTC and any budget information from the legislature.

The budget must be approved in June and a second tentative meeting is typically scheduled to accommodate a late decision by the legislature. The year-end event including the Margin of Excellence is scheduled for June 7, 2015.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII review the proposed schedule of meeting dates for 2016-2017 and that the proposed meeting dates be presented for approval at the November 18, 2015 meeting.

Prepared by: Lisa Corcoran, Executive Assistant to the President
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