



**BELLEVUE
COLLEGE**

Board of Trustees
Community College District VIII

Regular Meeting

November 9, 2016



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 9, 2016. The business session will begin at 1:00 pm in room B201. Lisa Chin, Chair, will preside.

AGENDA

11:00 AM	EXECUTIVE SESSION/LUNCH (A201)		
	There will be an executive session to discuss a candidate for tenure, collective bargaining and evaluate qualifications of an applicant for public employment or to review the performance of a public employee.		
1:00 PM	BUSINESS SESSION (B201)		
	I. Call to Order		
	II. Roll Call and Introductions		
	III. Consent Agenda		
	A. Approval of Agenda for November 9, 2016		3
	B. Meeting Minutes from September 7, 2016		5
	C. Meeting Minutes from October 26, 2016		9
1:10 PM	IV. Information Item		
	A. Presidential Search		
1:40 PM	STUDY SESSION (B201)		
	<i>How are BC Students Really Doing: A review of BC Success Rates</i>	James/Campbell	
	Review of Potential College Indicators/Benchmarks		
2:40 PM	V. Constituent Reports		
	A. Faculty	Nightingale	
	B. Classified Staff	Turnbull	
	C. Foundation	Celis	
	D. Student	Akeyo	
3:20 PM	VI. Monitoring Reports (reports for this meeting in bold)		
	A. Student Success	All	11
	B. Instruction	All	13
	C. Economic and Workforce Development	All	17

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

	D.	Student Affairs	All	18
	E.	Equity and Pluralism	All	19
	F.	Institutional Advancement	All	20
	G.	Information Technology	Quarterly	
	H.	Capital Facilities	Quarterly	21
	I.	Finance	Quarterly	23
	J.	Human Resources	Quarterly	
	K.	Enrollment Report-Summer Quarter	Quarterly	25
	L.	Budget and Legislative Developments	As needed	
	M.	Marketing and Public Relations	As needed	
3:30 PM	VII.	Action Item		
	A.	Tenure	Bangera	28
	B.	2017-2018 Board Meeting Dates	Corcoran	31
	C.	Governance Policy	James	
4:00 PM	VIII.	Board Reports		
	A.	ACT Board of Directors		
	B.	ACT Legislative Committee	Miller	
	C.	Foundation Liaison	Chin	
	D.	Individual Member Reports		
4:15 PM	IX.	Acting Presidents' Report	Wakefield	
4:30 PM	X.	Unscheduled Business/Community Testimony		
4:45 PM	XI.	Business Meeting Adjournment		
		<i>Time and order are estimates only and subject to change.</i>		
5:30 PM	XII.	BC Foundation Donor & Scholar Reception		
		<i>"L" Building Lobby</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 September 7, 2016 at Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Dr. Lisa Chin, Chair, presided.

EXECUTIVE SESSION

The executive session was called to order at 12:05 p.m. Dr. Chin announced that there would be an executive session for approximately 90 minutes to discuss collective bargaining and to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body or a member acting in an official capacity is, or is likely to become a party. The executive session was adjourned at 1:30 p.m.

BUSINESS SESSION

The business session was called to order at 1:39 p.m.

I. **ROLL CALL**

Dr. Chin, Mr. Fukutaki, Ms. Heu-Weller, Mr. Miller, Ms. Albay and Acting Co-Presidents Hilliard and Bangera were present. Mr. Hunter participated in the business session via conference call.

II. **CONSENT AGENDA**

Steve Miller made a motion to amend the agenda to add two items. The first added agenda item is an action items to approve the contract for an interim president and a discussion item for obtaining a search consultant for the presidential search. Merisa Heu-Weller seconded. The motion passed.

Steve Miller made a motion to accept the consent agenda as amended. Merisa Heu-Weller seconded the motion. The motion passed.

A. Contract for Interim President

Motion 31:16 - Contract for Interim President

Steve Miller made a motion to approve contract for Jill Wakefield as interim president. Marianne Albay seconded the motion.

The motion passed.

B. The board discussed the process for selecting an executive search firm to assist with the presidential search process.

Motion 32:16 – Committee Appointment

Steve Miller made a motion to authorize the board chair to appoint a committee to make recommendations to the board for an executive search firm. Merisa Heu-Weller seconded the motion.

The motion passed.

III. **CONSTITUENT REPORTS**

Faculty Report

Sue Nightingale, Bellevue College Association of Higher Education, reported on the following items:

- Today is wear red for education day.
- Bargaining is in progress. Some headway has been made in small items. Hoping college will make a visible commitment to faculty.
- Fall enrollment shows an 11% increase in enrollment of running start students. There is concern regarding how this change will impact the college.
- Coding Dojo

Classified Staff Report

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

- Classified Staff participated in STAAC conference. BC is the only college that pays expenses for staff to attend. BC has received the exemplary staff award five times. Bernadette Jeffers participated in ICS courses.
- Becky Turnbull represented WPEA at the Invest in Washington conference.
- Classified staff are leaving due to working conditions.

Associated Student Government (ASG) Report

ASG President Sam Akeyo, representing the ASG, presented on the following items:

- Training – ASG was elected this past May and is participating in a number of training opportunities.
- ASG has been building relationships around the college. They have met with Vice Presidents and governance council chairs.
- ASG retreat topics were identifying values, focus on items that will show the most yield. Vice Presidents are participating in office hours with students. ASG is reviewing the budgets for their organizations. Students are helping with funds for the rain garden and solar panels. ASG is interested in a Bellevue College Leadership Conference.
- OLSA is considering the student legislative agenda for this year.

Foundation Report

Laura Celis, President of the BC Foundation reported on the following items:

- The foundation raised 106% of the goal from last year.
- All giving areas have increased.
- During the summer, there was an executive committee meeting that participated in goal setting. Identified priorities are to increase the number of directors on their board.
- Gala committee is meeting and moving forward on the gala.
- Next week is the first alumni association meeting. They are hoping to identify leadership for the new group.

- The Foundation is hosting a reception for advisory boards during homecoming week. The reception is scheduled for Thursday, October 13th
- Opening application for mini grants is next week. The Lockwood Distinguished Faculty awards will be distributing two \$5,000 awards every month. They are currently accepting nominations.
- Laura Celis will be speaking at Microsoft for the Hispanic Heritage Month regarding education. Microsoft will be highlighting the BC Foundation as one of their giving organizations this year.
- A list of homecoming activities was distributed to the trustees.

IV. **MONITORING REPORTS**

Updated numbers for student success data was provided. There were clarifying questions regarding the definition of a flipped classroom, and how the updated workspace for Student Central is functioning. There were some inquiries regarding the year end financials.

V. **INFORMATION ITEMS**

- A. Discussions with Washington State University
Vice President Russ Beard discussed the document that was provided by Washington State University and the BC response to the document. There are concerns about the proposal and are waiting to see what the next steps will be. Concerns include that the proposed model is very expensive, benefits for BC students have not been identified, and that Bellevue College is not being treated as a full partner. The proposed model did not reflect indirect costs for student support.

VI. **FIRST READ**

- A. Governance Policy
Alice Jenkins reviewed the governance structure with the board. There were some questions regarding the bylaws and guidelines for all of the councils.

VII. **ACTION ITEM**

The following items were considered for action.

- A. Authorization of Indemnification

Motion 33:16

Steve Miller made a motion to authorize the defense and indemnification of Lisa Mary Tedeschi, Jessica N. Simpson, Sybil M. Weber and Mary-Dawn Thorpe. Merisa Heu-Weller seconded the motion.

The motion passed.

VIII. **BOARD REPORTS**

ACT –There was no report.

ACT Legislative Committee –There is nothing to report.

Foundation Liaison – The gala planned for January and everyone is encouraged to participate.

Individual Member Reports – There were no individual member reports.

IX. **PRESIDENT’S REPORT**

Co-Acting Presidents Hilliard and Bangera reported on the following items:

- Mr. Hilliard thanked board for opportunity to serve and cabinet for their support.
- Dr. Bangera echoed Mr. Hilliard’s remarks and thanked the office of instruction for their patience with her while she took on additional responsibilities.
- Congratulations to Interim Vice President Irey for her work with Social Justice Leadership Institute.
- There are four participants from Bellevue College in the Dean’s Academy this year.
- Vice President Al Lewis was featured in 425 Business Magazine this month.
- Associate Dean Rebecca Cory is participating in Washington Executive Leadership Academy.
- The Joint Review committee had a site visit and left with positive feedback.
- Julie Werner was thanked for role in the OCR audit process.
- Thanks to Vice Presidents Irey and Beard for assembling the opening day schedule.

X. **UNSCHEDULED BUSINESS**

Kent Stanford, President of the Washington Public Education Association presented WPEA concerns regarding inaction and lack of compliance with the collective bargaining agreement to the board of trustees.

The board adjourned the business session at 3:48 p.m. and reconvened in executive discussion to discuss collective bargaining.

ADJOURNMENT

There being no further business, the meeting of the Board of Trustees adjourned at 4:18 p.m.

Lisa Chin, 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 on October 26, 2016 at Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Dr. Lisa Chin, Chair, presided.

EXECUTIVE SESSION

The executive session was called to order at 9:00 a.m. It was announced that there would be an executive session for approximately 60 minutes to discuss collective bargaining, tenure, and to discuss with legal counsel representing the agency litigation or potential litigation to which the agency is, or is likely to become, a party.

BUSINESS SESSION

The business session was called to order at 10:10 a.m.

I. **ROLL CALL**

Dr. Chin, Mr. Miller, Ms. Albay, and Interim President Jill Wakefield were present. Ms. Heu-Weller and Mr. Fukutaki participated via teleconference. Mr. Hunter participated in executive session.

II. **FIRST READ**

A. Tenure Recommendation

The tenure recommendation for Heidi Songstad was considered for first read.

III. **ACTION ITEMS**

A. Authorization of Indemnification

Assistant Attorney General Bruce Marvin presented the authorization for indemnification recommendation. He noted that he was familiar with the case, evaluated it and recommends extending the indemnification.

Motion: 34:16

Steve Miller made a motion that the Board of Trustees of Community College District VIII authorize the defense and indemnification of Samantha G. Girard. Marianne Albay seconded the motion.

The motion passed.

B. Revisions to the 2014-2017 Collective Bargaining Agreement with the Bellevue College Association of Higher Education.

Interim President Dr. Jill Wakefield presented the revisions to the collective bargaining agreement to the board of trustees. The suggested revisions include turnover savings and access to non-state funds. All parties expressed appreciation to the bargaining teams, including Aaron Hilliard, lead negotiator for the administration and Sue Nightingale, president of the BCAHE.

Motion 35:16

Steve Miller moved to approve the revisions to the agreement as presented and negotiated and signed by Chace Stiehl and Aaron Hilliard. Rich Fukutaki seconded the motion.

The motion passed.

C. Selection of Search Firm for Presidential Search.

A committee comprised of Merisa Heu-Weller, Steve Miller, Sue Nightingale, Leslie Heizer-Newquist and Aaron Hilliard received and revised seven proposals for executive search consulting firms. The committee rated each submission, interviewed and scored four finalists. The committee recommends the selection of Gold Hill Associates as the top applicant for the presidential search executive search firm and Preston Pulliams, former chancellor of the Portland Community College District as the executive search consultant.

Motion 36:16 – Selection of a firm for Presidential Search

Steve Miller made a motion to accept the recommendation of the review committee and select Gold Hill Associates the executive search firm for the presidential search. Marianne Albay seconded the motion

The motion passed.

The board discussed the planned search process and identified potential next steps in the process including holding forums on the presidential profile, presidential search website, the search advisory committee and the proposed timeline.

IV. **UNSCHEDULED BUSINESS**

There was no unscheduled business.

V. **ADJOURNMENT**

There being no further business, the meeting of the Board of Trustees adjourned at 10:50 a.m.

Dr. Lisa Chin, Chair
Board of Trustees

ATTEST:

Lisa Corcoran
Secretary, Board of Trustees
Community College District VIII

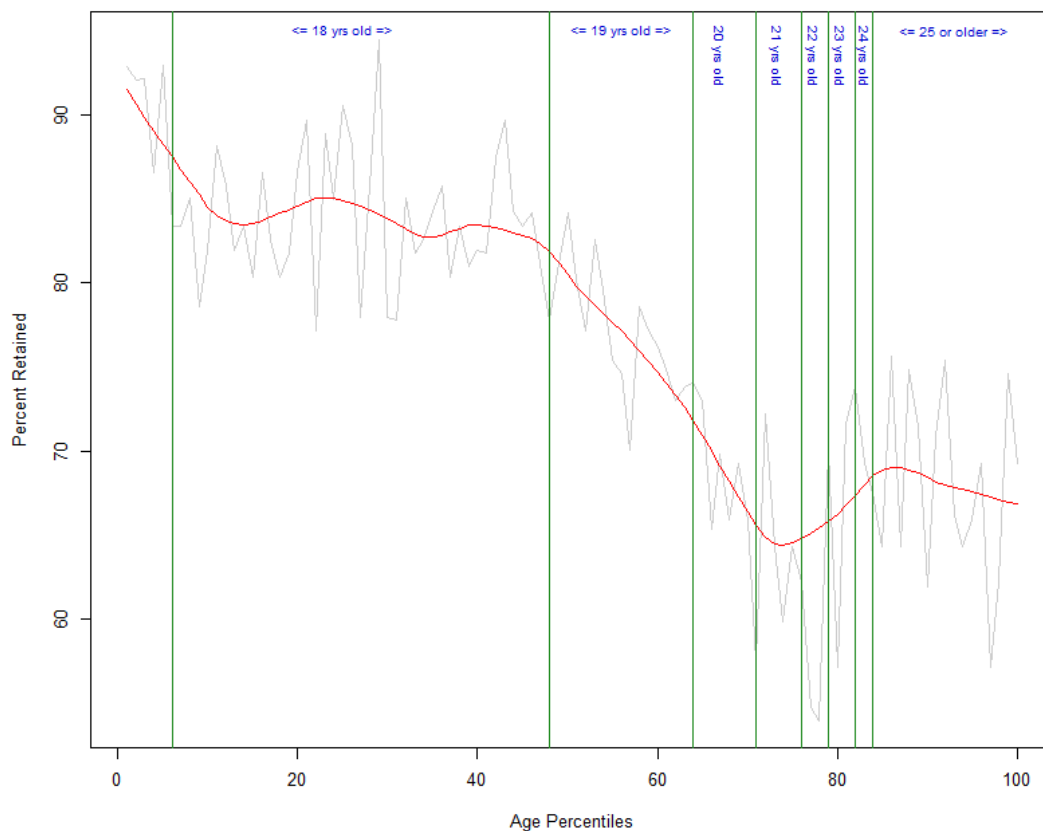


STUDENT SUCCESS

RETENTION

This month the Student Success Monitoring Report presents preliminary research from the Office of Effectiveness and Strategic Planning (ESP). While many correlates of retention are well documented in the literature (e.g., race/ethnicity and full- or part-time enrollment) we discovered a potential retention correlate not generally found in the retention literature. Chart 1 shows retention by age at time of first enrollment at Bellevue College. This analysis includes all non-dual enrollment, non-international postsecondary students.

Chart 1: Fall to Winter Retention Rate by Age at Start - 2015



The y-axis shows the retention rate while the x-axis shows age percentiles (the youngest 1% on the left and the oldest 1% on the right). The vertical green bars mark age in years. The soft gray line is the actual trend, the red line is a smoothed line which takes some of the noise out of the relationship. This graph shows that retention declines rapidly as age at first enrollment increases.

This finding indicates that students who delay entry to college are retained at lower rates than those who enter college immediately after graduating from high school.

- The difference in retention rates between 18-year-old entrants and 21-year-old entrants is roughly 20%.
- The difference is larger than those found between racial and ethnic groups and roughly equal to those found between full and part time enrollees.

This result is interesting for several reasons:

- 1) The vast majority of the retention literature discusses traditional (18-25) and non-traditional (over 25) students. Low retention among non-traditionally aged students is well established but differentiation within the “traditional” group has not been well studied. We may have found a previously unrecognized phenomenon.
- 2) We can begin outreach efforts well before classes start because we know the student’s age early and accurately.
- 3) Nearly half of our new students are 18 or younger, if they are more likely to be retained then we can more efficiently deploy our resources by focusing on older students.

Further, the finding holds up across a wide range of types of students. These small charts show the relationship between retention and age at entry for different populations of students.



Note that in the above graphs age is in years and not in percentiles which makes the drop off in retention appear to occur earlier. These graphs demonstrate that the effects of delayed entry into Bellevue College are not restricted to any one group as the same downward trend is evident in all of the graphs. These bivariate results were assessed in a multivariate context using logistic regression. The regression results were consistent with the conclusions discussed here.

These data are not definitive and ESP is continuing to pursue this line of questioning, but if the results hold up to further analysis they have the potential to help the college target interventions oriented towards student retention.

Prepared by: Alec Campbell, Director of Research and Analysis, alec.campbell@bellevuecollege.edu
Submitted by: Patty James, Associate VP Effectiveness and Strategic Planning
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OFFICE OF INSTRUCTION



NEW FULL-TIME TENURE TRACK FACULTY

Key Points

The Office of Instruction would like to take this opportunity to celebrate and briefly introduce the newest tenure-track faculty hires.

Marie Brissette, Arts and Humanities/Basic and Transitional Studies

Marie Brissette comes to Bellevue College from North Seattle College where she taught Accounting I-BEST, and Intensive English Program classes with an academic focus on English language learning for four years. At Tacoma Community College, Marie taught Medical Office Clerk I-BEST, and Adult English as a Second Language classes for three years.

Yanyu Chow, Social Science/Business Administration Transfer

Yanyu “Yancy” Chow received her PhD in Statistics and Applied Probability from the National University of Singapore. In her graduate research, she applied her statistical skills to the health sciences in her analysis of data related to cancer screenings and the study of computer models for mapping complex gene networks. She received several awards for her teaching at National University of Singapore and Wu Han University. Yancy’s passion for education is grounded in her family’s multiple generations of educators. Yancy, her husband and two young children are residents of Bellevue.

Shana Chung, Health Sciences, Education and Wellness Institute/Healthcare Management and Leadership

Shana Chung has an undergraduate degree in East Asian History from Harvard, a Master’s in Public Health and a Juris Doctor from the University of California. She has several years teaching experience at Bellevue College, as both an adjunct and full-time temporary faculty member. Her students inspire her to “think from the learner perspective.” She likes watching sports, particularly the Seahawks.

Gwynne Crowder, Science/Physics

Gwynne earned her Doctorate and Masters in physics and astronomy from the University of Wisconsin where she studied X-ray background radiation. Along with her teaching experience, Gwynne’s recent work has involved research and outreach for the LIGO (Laser Interferometer Gravitation-Wave Observatory) Scientific Collaboration. She is particularly interested in research-vetted improvements to pedagogy and in increasing opportunities for students underrepresented in the sciences.

Heath Davis, Library Media Center/Collections

Heath Ray Davis graduated from Pratt Institute with a Masters of Library and Information Science and completed a Masters of Cultural Studies at University of Washington, Bothell. She has been working in the Washington State Community and Technical College system since 2008 and has expertise in

copyright and Open Educational Resources (OERs). Currently, Heath serves as President of College Librarians and Media Specialists (CLAMS) in Washington State.

Carl Freeberg, Institute for Business and Information Technology/Business Intelligence

Carl holds an MBA in Finance from San Diego State University, and brings Bellevue College over 20 years' experience in the software industry. Carl is coming in to teaching as his second career, and he brings Business Intelligence and Information Systems students real-world, cutting-edge expertise in such subject areas as enterprise software, cloud computing and ROI justification.

Trevor Gamble, Science/Physics

Born in Flint Michigan, Trevor studied physics at the University of Michigan-Flint, then earned his doctorate at the University of California, Irvine. Since earning his degree he has been teaching physics and astronomy as an adjunct professor at MiraCosta College, Irvine Valley College and Crafton Hills College. His interests include pop science, basketball, science fiction, and talking.

Hong He, Health Sciences, Education and Wellness Institute/Associate Degree Nursing

Hong He comes to Bellevue College with over 25 years of professional nursing experience in Canada, China, and the United States. She earned both a Bachelor of Science and Master of Science in Nursing from Waynesburg University, Pittsburgh, PA. She promotes quality patient care and life-long learning through dedication to educating future nurses, engaging in evidence-based practice, and pursuing excellence in nursing education.

Ron Holland, Arts and Humanities/English

Ron Holland holds an MA-TESOL, and during his fourteen plus years of teaching has taught ESL, ABE English, Pre-College English, and college level English courses. In addition, he has worked in Student Affairs serving first generation college students and students from diverse backgrounds as an advisor and assistant director. In addition to direct instruction, most recently he served as faculty in Bellevue College's writing lab. In his free time he loves to appreciate nature and root for the Seahawks.

Alana Jaeck, Counseling Center/Human Development

Alana received a Bachelor of Arts in Communication from the University at Albany and a Master of Arts in Education in Community Counseling from Seattle University. She has worked with a diverse range of students in several different capacities related to the college experience, including personal and career counseling. Alana is also passionate about her work with hospice and providing support surrounding grief and loss.

George Juszynski, Health Sciences, Education and Wellness Institute /Neurodiagnostic Technology

George comes to the Neurodiagnostic Technology program with more than 25 years professional experience as an NDT technician and manager. He has Bachelors' degrees in Psychology and Environmental Science/Urban Planning. He is in the process of completing an MS in Environmental Studies, Geography and GIS at Huxley College of the Environment. Since coming to the Pacific Northwest, George has become a bicycle commuter. He finds that one can never see enough of the planet, or have enough friends.

Lisa LaPointe, Library Media Center/Librarian – Undergraduate Research

Lisa holds a Bachelor of Fine Arts degree in studio art from Marshall University and a Master of Library and Information Science from Louisiana State University. She has spent the majority of her library career in academic libraries and is passionate about helping students succeed.

Sajonna Lewis, Arts and Humanities/Basic and Transitional Studies

Sajonna earned both a Bachelor of Arts in Spanish and a Master of Education in Teaching English to Speakers of Other Languages from Seattle University. Sajonna served as ESL/ABE Instructor and Advisor at Highline College where she established an ESL/ABE student leadership institute as well as a pre-college faculty community group. Sajonna has also taught College Preparation, Healthcare, and Business. She was born and raised in Washington State and now lives in Renton, WA, with her husband and two children.

Elena Mans, Library Media Center/Librarian

Elena received her Bachelors degree in U.S. History and Master of Library and Information Science from Dominican University outside of Chicago, IL. She started her work in higher education as a Sustainability Coordinator. She worked as a librarian at a community college in the Chicago suburbs where she also created and taught a course in Sustainability. When not at BC she enjoys long nature walks and curling up with a good book.

John Passmore, Arts and Humanities/Interior Design

John earned a BFA in painting and photography from the University of Louisville. He earned a Master of Architecture from University of Washington and a second postgraduate degree from the Southern California Institute of Architecture. He has worked for various firms in Los Angeles including Frank Gehry, Jerde Partnership, and Steinberg Architects. He has been at BC for the last 5 years as both adjunct and temporary full time faculty.

Luke Rawlings, Science/Mathematics

Born and raised in Memphis, TN, Luke earned his bachelor's degree in mathematics from Christian Brothers University. A former competitive gymnast, Luke enjoyed a long career as a professional dancer/singer/actor in New York. Following that, he earned his masters in pure mathematics from the City College of New York, while employed as an adjunct faculty member in the mathematics department. Luke finished his doctoral degree in Mathematics Education with an emphasis in the teaching of college mathematics from Columbia University, Teachers College.

Sharon Romppanen, Health Sciences, Education and Wellness Institute /Early Childhood Education

Sharon Romppanen begins her tenure track role in Early Learning and Teacher Education with extensive teaching experience, including almost 20 years at Bellevue College, in both Early Learning &Teacher Education and Parent Education. She has a Bachelor's in Education and a Master's in Educational Studies from Wheelock College in Boston, Massachusetts. Whether it's beachcombing, biking, hiking, gardening or playing with her dogs, she likes being outside for any reason.

Rachel Rosenthal, Health Sciences, Education and Wellness Institute /Healthcare Promotion and Management

Dr. Rosenthal holds a Ph.D. in Pharmaceutical Sciences with an emphasis in psycho-social, behavioral, and economic pharmacy with specialties in patient safety and public health program management from

the University of Florida where she also completed her post-doctoral studies in patient-centered care. Dr. Rosenthal also holds a Masters of Public Health (M.P.H.) degree in Community Education with an emphasis in epidemiology and biostatistics from Armstrong State University, and a Bachelor's degree in Psychology and International studies from Armstrong State University.

Donald Rowe, Institute for Business and Information Technology/Accounting-Paraprofessional

Donald Rowe holds a Master's and BA from the University of Washington, is a Certified Public Accountant and brings over 20 years' experience as an accountant to the program. Donald also brings over five years' experience as an adjunct instructor in accounting and computer applications from Seattle Central College. Donald was the 2013 Seattle Central College Teacher of the Year (sponsored by the Vietnamese Student Association).

Fatma Serce, Science/Computer Science-Transfer

Fatma received her Doctorate and Master's degrees in Information Systems, and a second MS in Computer Education and Instructional Technology from the Middle East Technical University/Informatics Institute. She worked as an Assistant Professor at Atılım University, Turkey and served as Vice Chair in the School of Information Systems Engineering and Vice Dean of the Faculty of Engineering. She moved to US from Turkey in 2013.

Amy Swanson, Health and Physical Education

A first-generation college graduate, Amy has been teaching for Health and Physical Education at Bellevue College for several years. She earned a Bachelor of Science in Exercise Science from Pacific Lutheran University and is working on her Master's of Science in Public Health from the University of Arizona, Tucson. Amy is inspired by learning and growth in herself and others. She enjoys hiking with her husband and rescue dog and competing in triathlons.

Jun Xu, English

Jun Xu holds a Ph.D. in Language and Rhetoric and another Ph.D. in Bio-organic Chemistry, and she has taught both chemistry and composition on the college level for more than ten years. She was a screenwriter and an athlete, too. She loves nature, books, and food; she lives in Kent with her husband and her dog Shade.

Yu-Ting Su, Counseling/Human Development

Yu-ting was born and raised in Taipei, Taiwan. She attended the National Chengchi University in Taiwan where she obtained her B.S. in Psychology and M.S. in Industrial and Organizational Psychology. She obtained her Ph.D. in Counseling Psychology from Indiana University, Bloomington in 2012. She is passionate about helping individuals deal with issues related to depression, anxiety, substance abuse, cultural adjustment, loss and grief, and other major life transitions. She has been a part-time and temporary fulltime counselor at the BC Counseling Center since early 2015.

- Faculty are now active in the work of their divisions, serving on governance committees and participating in the first year of Bellevue College's rigorous tenure process.

Report by: Dr. Gita Bangera, Interim Vice President of Instruction
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ECONOMIC & WORKFORCE DEVELOPMENT



WORKFORCE EDUCATION

Key Points

- Workforce Education (WE) has suffered a reduction in funding for the 16-17 school year. The reduction in grant dollars is a reflection of lower than expected enrollments in the WE school years 2013-2014 and 2014-2015.
- Staff size has been reduced commiserate with the goals established for 2016-2017.
- A new model has been implemented to increase student success by cross-training program managers in all funding streams so that students no longer have to wait for a specific program manager.
- Training has been provided to streamline and standardize case notes so that any program manager can effectively and efficiently review student records and quickly ascertain next steps.

Next Steps

- Program managers are actively co-enrolling students into multiple programs based on eligibility to maximize FTE across all funding sources.
- WE has partnered with the faculty and Student Affairs to market the resources available to students in WE.

Report by: Albert Lewis, Vice President
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STUDENT AFFAIRS



STUDENT SUCCESS COACHING PROGRAM

Program launched in summer quarter 2016, the mission of this program is to ensure institutional support at critical touchpoints during the student lifecycle, aiding students in finding solutions and strategies to persist towards the completion of educational goals. Three cohorts of students served, specifically:

- Cohort 1: Students with less than 30 credits who stopped out during Winter or Spring 2016.
- Cohort 2: Currently enrolled students with 90 or more college level credits not yet graduated.
- Cohort 3: Students referred to the coaching program by faculty for an *Early Alert* intervention.

Results from the coaching program:

- Cohort 1: 926 students contacted and offered assistance in re-enrolling for Fall 2016. Of those, 43% enrolled. This service was provided via email, phone and in person.
Findings: Reasons for students stopping out included 1) lack of identified academic/career pathways, 2) lack of knowledge about institutional policies, 3) loss of financial aid, and 4) family responsibilities.
- Cohort 2: 579 students with 90 or more college level credits not yet graduated were contacted to provide assistance developing graduation plans. Plans developed with 13% of these students. The remaining students knew what classes were needed to graduate or had already transferred.
Findings: Students want more support in the graduation and transfer process which can cause a delay for some. Students are transferring prior to degree completion. Non-completion of required classes, especially math or transfer requirements, create a barrier to graduation.
- Cohort 3: Fourteen summer quarter faculty contacted coaches for assistance with multiple students via the Early Alert program. 64% of these students received interventions. Of those, 1/3 passed their classes, 2/3 withdrew or failed their class.
Findings: Students referred at the beginning of the quarter passed their classes and those referred at the end of the quarter did not pass their class. Early referral is critical.

Next Steps

Given capacity of coaches the following students groups will be targeted for 2016-17:

- 1000 new students, specifically starting BC in Fall quarter.
- Students denied graduation.
- Math Early Alert, students referred by math faculty for academic support and intervention.
- Currently enrolled students with 70 or more college level credits at the end of spring quarter who have not yet graduated to ensure all have graduation plans.

Report by: Ata Karim, Vice President Student Affairs

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EQUITY AND PLURALISM



Key Points:

- Staff and Faculty of color mentoring program (pilot) has begun this fall quarter.
- 1st time staff and faculty meet and greet during the 2nd week of the quarter. Over 70 participated.
- Office of Equity and Pluralism was awarded as one of the National Role Models in Washington D.C.
- Fall quarter Basic Conflict Resolution workshop was offered to Bellevue College staff, students, and faculty members during August 2016. Over 30 members across several departments attended.
- Diversity and Equity Plan is now on the college website.
<http://www.bellevuecollege.edu/futurevision/plans/equity/>
- The office reported 79 cases during summer quarter. See breakdown below.

Case Type	Number of Individuals (Cases)
Academic Integrity	14
Bias/hate incident	6
BIT (Concern)	29
Conduct	17
Title IX	13
TOTALS	79

Next Steps:

- Gather quantitative data on faculty of color on campus.
- Continue collaboration with the Diversity and Inclusion Council (DIC) governance team.
- Co-sponsor a Black Lives Matter town hall meeting on Nov. 8th.

Report by: Sayumi Irey, Interim Vice President for Diversity



INSTITUTIONAL ADVANCEMENT

Key Points

Foundation Director of Development, Mareth Flores, has been appointed to the City of Bellevue Diversity Advisory Network.

Fundraising is on pace to reach the fiscal year goal. To date, the Foundation has raised 32% of contributed revenue goal of \$1.325 million.

Events

The Foundation sponsored the following events during Homecoming:

Exceptional 50 - more than 100 people attended including current and former Trustees, Foundation Board, faculty, staff, and alumni.

Advisory Board Reception - 350 community volunteers who devote their time and talent to support our academic, professional, technical, and certificate programs were honored.

In an historic first, Bellevue College will be the site for the Washington State Supreme Court's visit on November 14th and 15th. A reception for the justices will be hosted by the Foundation on November 14th. The Donor Scholar Reception will be held on November 9th.

Alumni Association

The inaugural Alumni Association meeting was attended by over 20 graduates who discussed the goals of the group. A follow up meeting will be held in early November.

Programs

Two major application periods conclude in late October: mini-grants application - October 26th and Margin of Excellence application – October 31st.

Communications

4 articles and 900 social media posts resulted in 4M coverage

Achieved social media growth goals of 10% across key platforms

Launched Snapchat and grew 200% in first month

Fall 2016 issue of *Exceptional Magazine* was published

Key articles included statement of [enrollment growth](#) and [BC in top 25 in the nation for average salary](#) in the Puget Sound Business Journal.

Marketing Services

The BC Marketing Department received **12 awards** at the regional NCMPR (National College Marketing and Public Relations Association) meeting: 4 Gold, 6 Silver and 2 Bronze. This was the most of any college and the most BC has ever won.

Report by: Dr. Gayle Colston Barge, VP Institutional Advancement
gayle.barge@bellevuecollege.edu

CAPITAL FACILITIES



BELLEVUE
C O L L E G E

Student Housing: BC has hired NAC Architects to be the designer and Walsh Construction as our GCCM contractor. Notice to proceed (NTP) was issued in September 2016 to begin early clearing and grading work. The Building design is 90% complete and is now with the city for the permitting process. Ground up construction will begin February 2017. Phase I will house 350 beds and will be apartment style units.



Master Planning: The master planning process is in its final draft stage. Bellevue hired Perkins & Will for this work in summer 2015. This study will provide BC with a 10-year infrastructure plan and a 30-year vision. A draft plan was presented to the city and the neighborhood community.

Athletic Field Improvements: Zervas Architects and their consultant team are designing the soccer/softball field upgrades. The scope will include softball and soccer field with artificial turf designed per NCAA standards. The project will be re-bid in January 2017 and construction will begin in March. The new facility will be available fall 2017.



B Building RISE/Physics Remodel: Bellevue has hired Schacht Aslani Architects to redesign the second floor of the B building to house the RISE Center and physics labs. The construction is in progress and scheduled to be completed in Spring 2017.

Cafeteria Staff Restroom Renovation: The staff restroom at the C building cafeteria is currently being renovated to accommodate three all-gender and ADA restrooms. The project was completed in October.

B144 Renovation: Room B144 (physics classroom) is currently being renovated to temporarily accommodate the Office of International Education and Global Initiatives. The construction is scheduled to be completed December 2016.

BC Portal Project: As part of a study to enhance the front entrance of the campus a new pull out area is currently under design. Phase I, which includes logo installation, was completed this summer.

Lot 99 Parking Lot Addition: A new parking lot addition is under design to replace the parking lost for ELC staff and parents due to the student housing construction. The project is scheduled to be completed fall 2017.



Parking , Street and Breezeway Lighting Study: Hargis Engineers have been hired to study the exterior and breezeway lighting systems. Currently all exterior lighting are under performing and require constant maintenance. This study will identify all the deficiencies in the system and provide recommendations to resolve the problems.

Exterior Stairway replacement: Five exterior staircases are being replaced with pre-fabricated concrete stairs. Work is underway and the project is scheduled to be completed in November.

Other Repair Projects: Completed Summer 2016

- Early Learning Center roof and repairs
- C,D & E transformer switch replacement
- B207 Evaluations renovation



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

FINANCIAL REPORT



FOR PERIOD JULY 1, 2016 TO SEPTEMBER 30, 2016.

1. How has the financial environment changed since the current budget (June-16) was built?

- Change in the enrollment mix continues to be the largest change from the current budget.
 - State enrollments dropped 2.3% for fall quarter but were again offset by gains in international and running start enrollment with fall enrollment overall up 1.3%.

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

- Tuition is lower than budgeted year-to-date primarily due to a drop in enrollment.
- While consistent with the approved budget, operating expenses are \$4.9M over the previous year. This is mostly due to pass-through costs such as health care and COLAs.
- Proprietary revenues and expenses are aligned with budget expectations year-to-date.

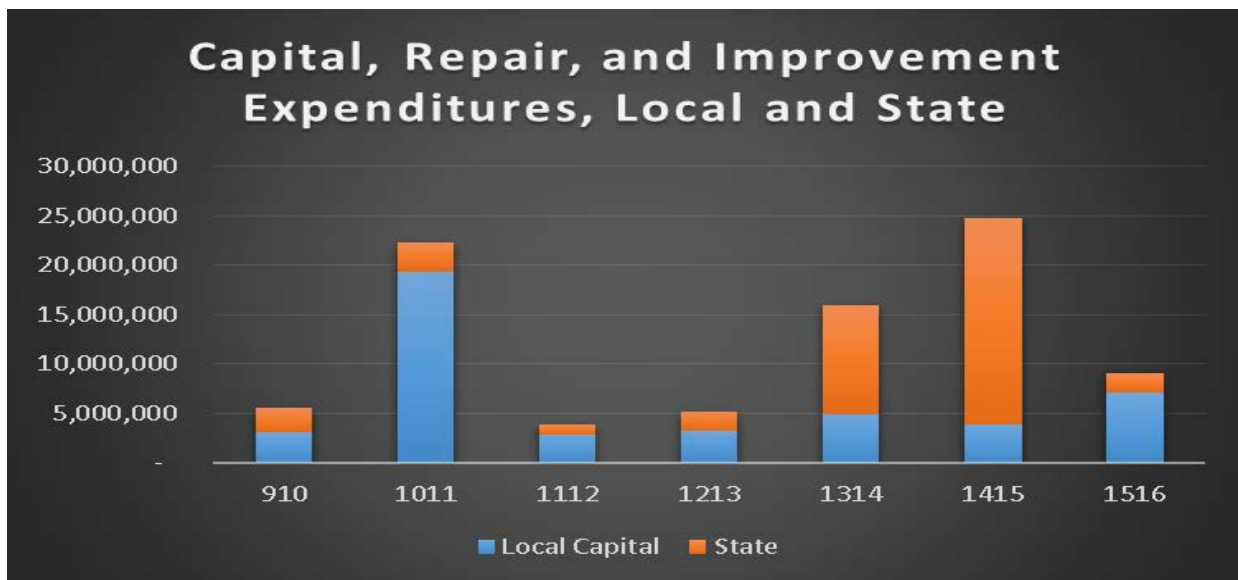
Revenue and Expense Analysis Operating Funds For the Period Ending September 30, 2016					
		FY 17 BUDGET	FY 17 ACTUAL	FY 16 ACTUAL	Actual % of Budget YTD
OPERATING FUND:					
STATE OPERATING	ALLOCATION	\$33,253,981	\$ 5,662,216	\$ 4,974,260	17.0%
	REVENUE	\$21,074,847	\$ 9,483,128	\$ 9,988,597	45.0%
	RESERVE	\$ 2,106,502	\$ 2,792,920	\$ 1,185,496	132.6%
	EXPENSE	\$56,341,251	\$ 14,280,099	\$ 12,079,392	25.3%
DEDICATED LOCAL					
	REVENUE	\$17,438,533	\$ 4,956,974	\$ 6,222,244	28.4%
	EXPENSE	\$17,438,533	\$ 3,038,136	\$ 4,120,986	17.4%
GRANTS & CONTRACTS					
	REVENUE	\$23,826,557	\$ 6,097,267	\$ 4,512,405	25.6%
	EXPENSE	\$23,826,557	\$ 2,049,599	\$ 3,084,584	8.6%
PROPRIETARY:					
	REVENUE	\$15,942,969	\$ 4,679,017	\$ 4,861,140	29.3%
	EXPENSE	\$15,789,549	\$ 3,748,507	\$ 3,924,184	23.7%

3. Are there reasonable explanations for significant variances?

- Year-to-date expenses in operating funds are up about \$82K reflecting increases in benefits and salaries (COLA). The increase is mostly offset by additional state allocation.
- Grants and contracts revenues reflect a \$1.7M transfer out last year to fund expenses in the Office of International Education. This year, revenue transfers have not been made, which results in the large increase in Grants and Contracts revenues.

- Dedicated local revenues were increased last year by the \$1.7M transfer funding the Office of International Education. (see above)
- Excluding transfers, grants and contracts revenue was down about \$157K primarily due to the ending of the Department of Labor grant in September last year.
- Expenses in grants and contracts and dedicated local funds are down primarily due to the ending of the DOL grant and the timing of transfers into these funds from operating funds.
- Actual contribution to reserves (\$2.8M) are higher than anticipate due to stronger financial performance in 2015-16.
- In reserves, actuals show additional funds anticipated to be needed for, as yet, unbudgeted expenses.

Trend Analysis: Capital, Repair, and Improvement Expenses



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

ENROLLMENT REPORT



TOTAL ENROLLMENT SUMMER QUARTER 2016

Description

The college continually monitors and analyzes enrollment statistics and trends, particularly during registration and enrollment periods. Enrollment updates are widely shared with college administrators. The Office of Instruction analyzes trends and puts strategies in 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 combined FTES reflect an increase in overall enrollment, with the final tally at two percent higher than that for Summer Quarter 2015-16. The report documents notable growth in the Institute for Business and Information Technology (iBIT) for programs such as accounting, and business management. Biology and physics in the science division experienced an increase over last summer's data, as did social science programs such as political science. Health care programs overall experienced a downturn; however, enrollments continue to increase in programs such as diagnostic ultrasound and nursing. The report also reflects an impressive increase in tech prep enrollments. Targets for 2016-17 were set using the actual values from last year.

For Summer 2016 Bellevue College exceeded targets by 85 FTES or 2.0%

- Arts and Humanities Division exceeded their target by 5.3 FTES or 0.6%
- IBIT Division exceeded their target by 3.5 FTES or 1.1%
- Health Science Division (non-self-support) were down from their target by 7.5 FTES or 2.9%
- Science Division exceeded their target by 4.5 FTES or 0.4%
- Social Science Division exceeded their target by 3.2 FTES or 0.4%
- Other Programs exceeded their target by 76 FTES or 7.2%

Background/Supplemental Information

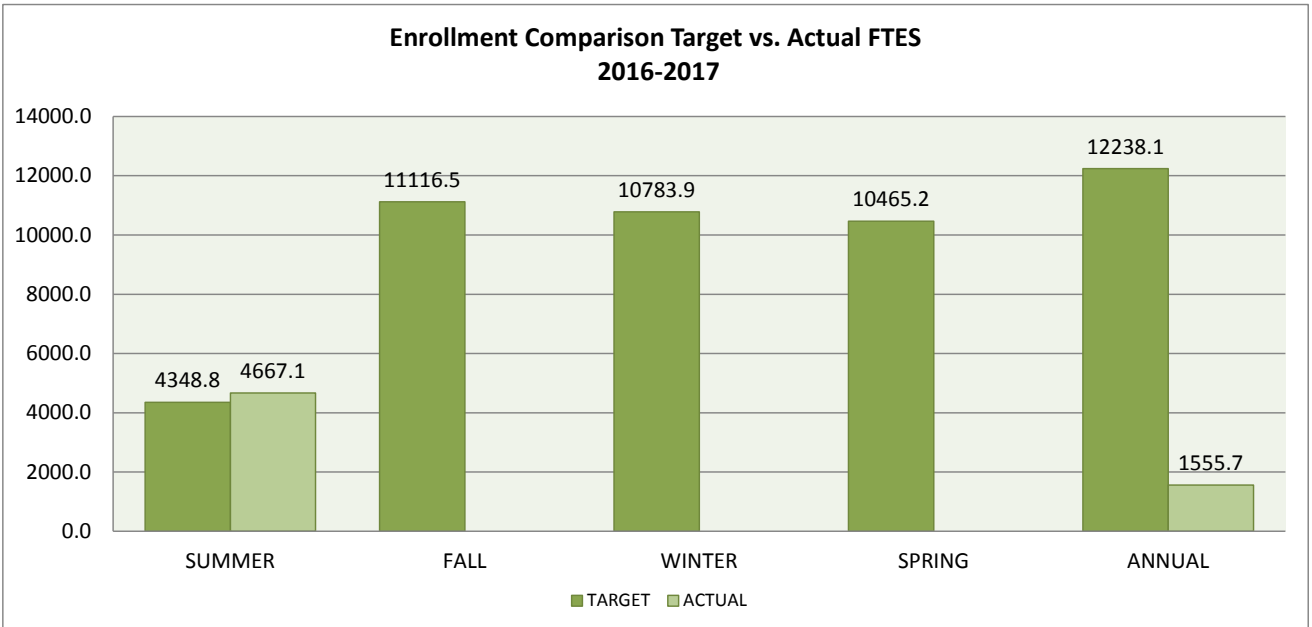
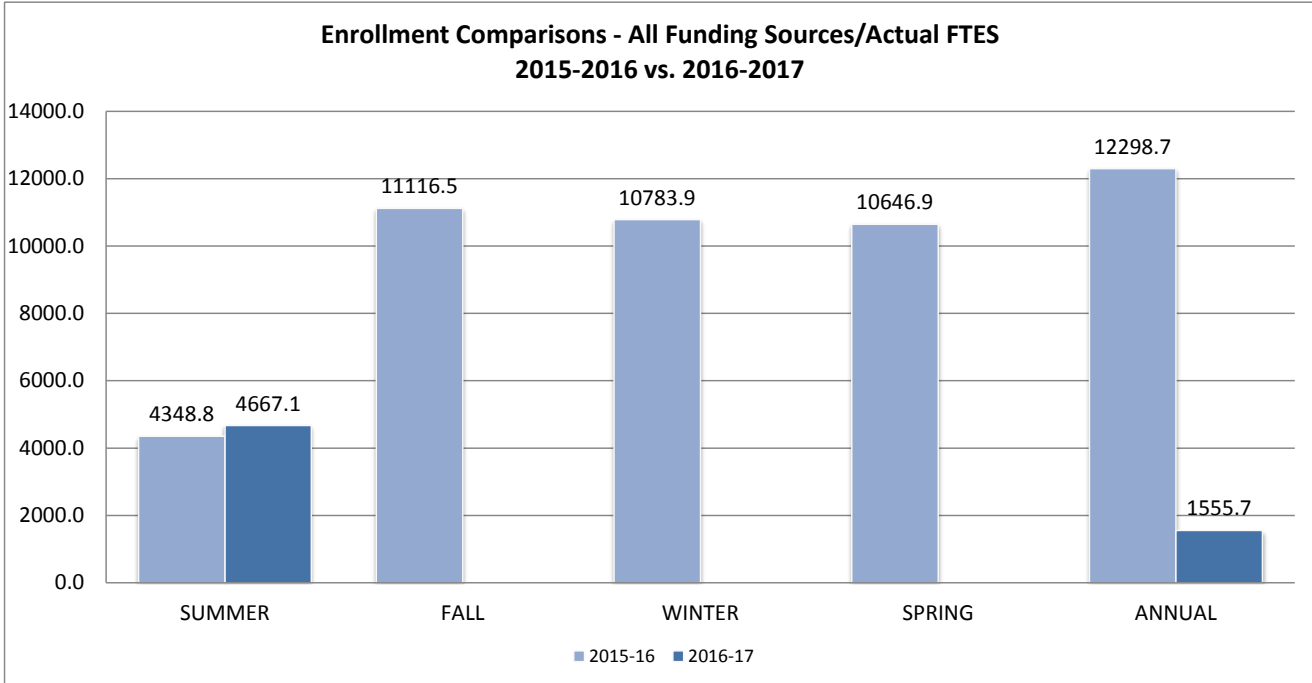
Attachment A:

- Enrollment Comparison: Target vs. Actual FTES – Summer Quarter 2015
- Enrollment Comparison For All Funding Sources: Actual FTES 2016-2017 vs. 2015-2016

Prepared by: Dr. Gita Bangera, Interim Vice President, Instruction
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TOTAL COLLEGE									
All Divisions & Miscellaneous Programs	Summer 2016 FTES Target	Summer 2016 FTES	# Difference	% Difference					
	4349	4434	85.0	2.0%					
Division	Summer 2016 FTES Target	Summer 2016 FTES	# Difference	% Difference	Division	Summer 2016 FTES Target	Summer 2016 FTES	# Difference	% Difference
Arts & Humanities	897	902	5.3	0.6%	Business (IBIT)	326	329	3.5	1.1%
Humanities	0	0	0.0	0.0%	Accounting	37	53	16.4	44.3%
Art	55	48	-7.1	-12.8%	Sustainable Business Practices	0	0	0.0	0.0%
Communications	202	193	-9.3	-4.6%	Information Tech	18	19	1.3	7.4%
Dance	0	0	0.0	0.0%	Business Management	57	67	10.0	17.6%
Drama	8	9	1.1	14.1%	Marketing	22	0	-21.9	-99.7%
English	306	337	30.8	10.1%	Business Tech System	94	92	-2.5	-2.7%
World Language	77	76	-1.0	-1.3%	Business Intelligence	32	18	-14.0	-43.3%
Interior Design	11	20	8.9	81.8%	Network Services	0	0	0.0	0.0%
Music	63	57	-6.0	-9.6%	Programming	9	33	24.0	266.7%
Philosophy	48	53	4.7	9.6%	Technical Support	11	0	-14.3	-9.1%
ABE/GED	44	39	-4.5	-10.3%	Digital Media Arts	46	47	-23.3	-35.0%
DEVED/ID	0	0	0.0	0.0%	Science	1085	1090	4.5	0.4%
ESL	83	70	7.5	10.5%	Astronomy	48	46	-2.4	-5.0%
					Biology	234	241	7.5	3.2%
					Botany	8	8	0.4	5.3%
					Chemistry	227	216	-11.3	-5.0%
Health Sciences	258	251	-7.5	-2.9%	Computer Science	40	43	3.3	8.3%
Diagnostic Ultrasound	44	51	6.4	14%	Environmental Science	16	18	1.7	10.4%
Early Childhood Educ	18	9	-8.5	-48%	Engineering	0	0	0.0	0.0%
Education	7	17	10.2	153%	Geology	14	6	-8.0	-57%
Health	0	4	4.0	0%	I.D. Math	109	109	0.0	0.0%
Imaging	0	0	0.0	0%	Math	298	300	2.7	0.9%
Nursing	15	23	8.3	56%	Meteorology	7	12	4.7	66.7%
Nuclear Medicine Tech	6	5	-1.0	-17%	Oceanography	18	18	0.8	4.5%
Parent Ed	0	0	0.0	0%	Physics	68	73	5.2	7.7%
Physical Development	21	20	-1.1	-5%	Contract and Self-Support	1049	1125	76.0	7.2%
Radiologic Technology	46	47	0.3	1%	Alcohol/Drug	21	8	-12.73	-60.8%
Radiation Therapy	12	13	0.8	7%	BAA Interior Design (FS5)	3	8	4.87	173.9%
Recreation Education	0	0	0.0	0%	BSN Nursing (FS5)	10	12	7.13	100.8%
Allied Health	64	41	-23.1	-36%	BAS HPM (FS5)*	0	0		
Radiation Mgmt/Tech	22	18	-3.9	-18%	BAS Radiation (FS5)	4	0	2.74	80.6%
Neuro Diagnostic Tech	3	3	0.0	0%	BAS HCML (FS5)*	0	3	26.32	143.6%
Medical Informatics	0	0	0.0	0%	BAS Hlthcr Tech Mng (FS5)	10	9	26.32	143.6%
Parent Education	0	0	0.0	0%	BAS Computer Science (FS5)*	0	0	0.00	0.0%
					BAS Molecular Biosciences (FS5)*	0	0	0.00	0.0%
					BAS Accounting (FS5)	0	0	0.00	0.0%
					BAS Info Sys/Info Tech	0	0	0.00	0.0%
					AA Info Sys/Info Tech**	0	0	0.00	0.0%
					BAS Data Analytics	0	0	0.00	0.0%
Social Science	733	736	3.2	0.4%	Career Education Opt	6	7	1.06	18.1%
Criminal Justice	33	29	-4.0	-12.1%	ELI University Prep	260	206	-54.60	-21.0%
Anthropology	53	60	7.0	13.3%	ELI Intern Bus Prof	43	35	-7.3	-17.1%
Economics	98	89	-9.0	-9.2%	Experiential Learning	9	52	43.2	502.1%
Geography	58	59	1.0	1.8%	Human Development	22	24	1.38	6.2%
History	64	72	8.0	12.5%	Cont Nurs Educ (FS 5)	5	5	-0.11	-2.2%
International Studies	6	18	12.3	206%	Cert Nurs Assistant (FS 5)	11	10	-0.93	-8.3%
Political Science	22	31	9.0	41%	College in the High School	0	0	0.00	0.0%

**COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE COLLEGE
SUMMER 2016**





REGULAR MEETING AGENDA ITEM

TENURE REVIEW COMMITTEE RECOMMENDATIONS FOR THE 2016-17 ACADEMIC YEAR

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 Twenty-two of the faculty contract as part of the process of receiving tenure?
- * Has the Tenure Review Committee thoroughly reviewed the required documents as described in the tenure guidelines, and deliberated the merits of the 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 2016-17 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 timeline for this candidate is "off-cycle" by two quarter due to an approved leave of absence. 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.

Recommendation/Outcomes

Recommendation: That the Board of Trustees of Community College District VIII hereby grants tenure, effective spring quarter 2017, to Heidi Songstad, Arts and Humanities (Developmental Education/GED).

Prepared by: Dr. Gita Bangera, Interim Vice President of Instruction
gita.bangera@bellevuecollege.edu



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

November 2, 2016

Dear Board of Trustees:

After careful review of tenure candidate Heidi Songstad's documentation and a personal interview, I recommend that the board of trustees grant tenure to Ms. Songstad.

Sincerely,

A handwritten signature in black ink that reads "Jill A Wakefield". The signature is written in a cursive, flowing style.

Jill A. Wakefield, Ed.D.
Interim President



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 2017-18 academic year.

2017-18 Academic Year

Wednesday, September 6, 2017

Wednesday, October 18, 2017 (tentatively scheduled as an all day retreat, time and location may vary)

Wednesday, November 15, 2017

Wednesday, February 7, 2018

Wednesday, March 7, 2018

Wednesday, April 25, 2018

Wednesday, June 6, 2018

Wednesday, June 20, 2018 (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 5-11, 2017, the Hindu observance of Navaratri September 21-29, 2017, and the Islam observance of Eid al Adha September 1-4, 2017. 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 ACT Winter Conference in Olympia, WA has not yet been determined for 2018.

State law requires that a tenure decision be made before the start of the candidate's 9th consecutive quarter (excluding 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 as early as possible in March. Finals are anticipated for March 19-21, 2018.

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 6, 2015.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approve the proposed schedule of meeting dates for 2017-2018.

Prepared by: Lisa Corcoran, Executive Assistant to the President
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