



BELLEVEUE
COLLEGE

Board of Trustees
Community College District VIII

Special Meeting

January 10, 2017



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 Tuesday, January 10, 2017. The business session will begin at 2:30 PM in Room B201. Lisa Chin, Chair, will preside.

AGENDA

12:00 pm	EXECUTIVE SESSION/LUNCH (A201) There will be an executive session to discuss collective bargaining.	
1:30 PM	STUDY SESSION Proposed Campus Master Plan (2016-2026)	
2:30 PM	BUSINESS SESSION (B201)	
	I. Call to Order	
	II. Roll Call and Introductions	
2:35 PM	III. First Read	
	A. Campus Master Plan	4
	B. Policy 1150-Contract and Purchasing Signature Authority	5
	C. Student Success Center Proposal	10
	IV. Action Item	
	A. Deferred Action for Childhood Arrivals (DACA) Resolution	13
3:05 PM	V. Information Item	
	A. Presidential Search Update	
3:20 PM	VI. President's Report	
3:35 PM	VII. Unscheduled Business/Community Testimony	
4:00 PM	VIII. Adjournment	

Time and order are estimates only and subject to change.



SPECIAL MEETING AGENDA ITEM

CAMPUS MASTER PLAN

INFORMATION

FIRST READ

ACTION

Description

In 2015, the college engaged Perkins and Will Architects to conduct a study of Bellevue's physical campus and produce a comprehensive master plan. The team met with students, staff, departments, the city of Bellevue and our local community solicit input and gather current information. They also collaborated with a BC steering committee to establish infrastructure goals and projections based on needs and enrollment. This study provides BC with a ten-year development plan and a thirty-year vision for our campus. The process was completed Fall 2016 and the resulting Campus Master Plan is presented for adoption by the Board.

Key Questions

- * What is the condition Bellevue College facilities and capacity for growth?
- * What themes can be developed to bring continuity and efficiency to the campus?
- * Are there opportunities and synergies that can be nurtured and exploited over time?
- * Does the master plan inspire, guide and support the future growth of the campus?

Analysis

Bellevue's recently completed master plan shows a current space deficiency of 70,000 square feet – growing to 280,000 gsf by 2026. The document presents both a ten-year plan and a thirty-year outlook for the development of the physical campus. Bellevue's Master Plan will guide our campus development, creating consistency and synergies over time. It will be instrumental in planning both on campus and within the surrounding communities. It will also help to secure funding for future state and local major capital projects.

Recommendation/Outcomes

It is recommended that the Board of Trustees of Community College District VIII considers the Bellevue College Master Plan for adoption at a future board meeting.

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



SPECIAL MEETING AGENDA ITEM

REVISION OF POLICY 1150 - Contract and Purchasing Signature Authority

INFORMATION

FIRST READ

ACTION

Description

The board is asked to review proposed changes to college policy 1150 regarding signature authority for purchasing and contracting. The changes are recommended to provide more clear and comprehensive guidance and to ensure appropriate levels of internal control.

Key Questions

- * Should the college limit, by type and amount, the authority for spending and contracting?
- * Does prudent internal control suggest the college adopt and enforce clear procedures that address various types of institutional commitment?
- * Where should authority rest for various operational commitments?
- * How much spending authority are appropriate for various levels and officers of the college?

Analysis

At the request of the board of trustees, a review of college contracting and purchasing was conducted. A task force was formed to study these policies, procedures and practices and make recommendations as appropriate. Indeed, they found that college practices are inconsistent and the policy, as written, fails to provide adequate and clear guidance. The task force recommendation calls for a new written procedure (1150p attached) and revision of existing policy language to include a reference to the new procedure. The new procedure is quite comprehensive and details appropriate authority for both the type and amounts of various contracts and purchases. Recommendations have been further reviewed and accepted by cabinet and the president's office.

Recommendation/Outcomes

It is recommended that the Board of Trustees of Community College District VIII review Policy 1150 and considers these revisions for adoption at a future board meeting. In the meantime, trustees may direct all comments and questions to either the president or vice president.

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

1150 CONTRACT AND PURCHASING SIGNATURE AUTHORITY

Original Date: 8/17/2004 * Last Revision Effective: 5/21/2009
Policy Contact: Vice President, Administrative Services

POLICY

In order to carry on the day-to-day business of Bellevue College, it is necessary for the president to delegate signature authority to certain individuals.

Contract Signature Authority

The table in 1150P Contract and Purchasing Signature Authority Procedures lists the approved delegated signature authority for most documents.

Outside specific delegated signature authority, no individual has the authority to commit Bellevue College contractually to goods and service or any type of agreement. Contracts signed by unauthorized employees or agents are not valid and do not bind the college. Items requiring signature that are not addressed by this list must be submitted to the vice president of administrative services for approval.

All college contracts shall be reviewed and approved as to legal form and validity before execution.

Purchasing Signature Authority

Certain designated employees in college departments have authority to purchase goods and services directly with suppliers via procurement cards and requisitions. Purchasing guidelines and limits are listed in 1150P Contract and Signature Authority Procedures.

RESPONSIBILITIES

President's Cabinet

- Approves master signature authority list.

Vice President of Administrative Services

- Maintains the master signature authority list at the direction of president's cabinet.
- Ensures that the list is posted on the employee portal.

REVISION HISTORY

Original 8/17/2004

Revisions 3/22/2005; 5/21/2009

APPROVED BY

President's Cabinet

1150P CONTRACT AND PURCHASING SIGNATURE AUTHORITY PROCEDURES

Original Date: * Last Revision Effective:
 Policy Contact: Vice President, Administrative Services

PURPOSE

The following procedures are established to meet the requirements for implementing policy #1150 – Contract and Purchasing Signature Authority.

PROCEDURES

Employees executing contracts and/or make purchases on behalf of Bellevue College are responsible for assuring that they have authority to act on behalf of the college and that such authority is exercised in compliance with applicable conditions, restrictions and guidelines. These procedures provide a list of approved delegated signature authority and limits. Additional information may be obtained from the office of the vice president of administrative services and/or the purchasing office.

Contract Review

All college contracts, regardless of signature authority, must be submitted with a Contract Signature Approval form to the office of the vice president of administrative services for approval as to legal form. This office will submit the contract to the appropriate parties for approval and signature.

In addition to legal review, other offices who may be involved in the review/approval process include:

- Vice President of Information Technology – must approve all software purchases, software service agreements and statements of work on consulting project
- Purchasing Manager – ensure compliance with purchasing regulations
- Budget Director – for all grant budgets
- President- for any contract of \$500,000 or more

Contract Signature Authority

The following list shows the approved delegated signature authority.

Document	Signature Authority
Banking Agreements	Vice President of Administrative Services
Building Leases	President (after review by VP of Admin Svcs)
Debt Agreements/Certificate of Participation	President (after review by VP of Admin Svcs)
Clinical Agreements	Vice President of Administrative Services
Distance Ed Online Course Development	Vice President of Instruction
Employment Contracts/Administrator & Exempt	President
Employment Contracts/Faculty Full-Time	Vice President of Instruction or President
Employment Contracts/Faculty Part-Time	Dean
Equipment Leases	Vice President of Administrative Services
Goods and Services (from RFP)	Purchasing Manager
Goods and Services (non RFP)	Purchasing Manager
State Agency Host Services	President (after review by VP of Admin Svcs)
Instructional (Not Bellevue College Distance Ed)	Vice President of Administrative Services (after review by VP of Instruction)
Interlocal/Interagency Agreements	President (after review by VP of Admin Svcs)
Internship Worksite Agreements	Vice President of Administrative Services
Labor Contracts	Union Representative Board of Trustees
License Agreements (except Software)	Vice President of Administrative Services
Professional/Collegiate Membership Agreements	President
Memorandum of Understanding	Per type of contract
Personal Service/Provision of Services	Vice President of Administrative Services
International Student Programs Recruitment	Vice President of Administrative Services

Agreements	
Product Reseller Agreements	Vice President of Administrative Services
Equipment Service Plans/Maintenance Agreements	Purchasing Manager
Enterprise Software License Agreements	Vice President of Administrative Services
Vendor Software License Agreements	Vice President of Administrative Services
Continuing Ed Contract Training Agreements	Dean of Continuing Education
Grant Applications < \$100,000	Vice President of Administrative Services
Grant Applications > \$100,000	President (after review by VP of Admin Svcs)
Grants Awarded < \$100,000	Vice President of Administrative Services
Grants Awarded > \$100,000	President (after review by VP of Admin Svcs)
Grant or Regulatory Compliance Reports	Grant Director or Area Vice President
Articulation Agreements	Vice President of Instruction
Client Services Contracts	Vice President of Administrative Services

Purchasing Signature Authority

Within each department, purchasing signature authority may be assigned to certain employees. All employees authorized to make purchases through the utilization of purchase orders or procurement cards will follow these basic guidelines and all other purchasing policies.

Authority Limits Regardless of Purchase Method

- Administrative assistants (and equal positions within the department) – not to exceed \$5,000
- Directors/Deans with budget signature authority – not to exceed \$100,000
- Vice Presidents – not to exceed \$250,000
- President – all purchases over \$250,000
- Board – all purchases over \$500,000

Procurement Card Transactions

Because procurement cards are designed for low-value, non-strategic purchases, the following guidelines apply:

- Single transactions are limited to \$1,000; monthly limit of \$5,000
- No food purchases allowed on procurement cards.

It is understood that certain positions will require an exception to these guidelines. One such exception is utilities and facilities capital projects. Requests for exceptions must be submitted in writing to the Vice President of Administrative Services.

RELEVANT LAWS AND OTHER RESOURCES

[RCW 39.26 Procurement of Goods and Services](#)

REVISION HISTORY

[For Policy Coordinator's Use Only]

APPROVED BY

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

1150 CONTRACT AND PURCHASING SIGNATURE AUTHORITY

Original Date: 8/17/2004 * Last Revision Effective: 5/21/2009
Policy Contact: Vice President, Administrative Services

POLICY

In order to carry on the day-to-day business of Bellevue College, it is necessary for the president to delegate signature authority to certain individuals.

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All college contracts shall be reviewed and approved as to legal form and validity before execution.

Purchasing Signature Authority

Certain designated employees in college departments have authority to purchase goods and services directly with suppliers via procurement cards and requisitions. Purchasing guidelines and limits are listed in 1150P Contract and Signature Authority Procedures.

~~There are many administrative tasks and functions which need to be approved and signed on behalf of Bellevue College, including but not limited to contracts, amendments, purchase orders, travel and leave authorization, and timesheets. A master list of signature authorities can be found in the forms library on the employee portal. This policy designates who, within Bellevue College, is authorized to sign and approve documents on behalf of the college. All previous delegations or communications on this subject are superseded.~~

~~Items requiring signature that are not addressed by this list must be submitted to the vice president of administrative services for approval.~~

RESPONSIBILITIES

President's ~~Staff~~Cabinet

- Approves master signature authority list.
- ~~• Authorizes distribution of list within the college community.~~

Vice President of Administrative Services

- Maintains the master signature authority list at the direction of president's [cabinetstaff](#).
- Ensures that the list is posted on the employee portal.

REVISION HISTORY

Original 8/17/2004

Revisions 3/22/2005; 5/21/2009

APPROVED BY

President's ~~Staff~~Cabinet



SPECIAL MEETING AGENDA ITEM

MAJOR CAPITAL PROJECT PROPOSAL

INFORMATION

FIRST READ

ACTION

Description

It is proposed that the college engage a design-build team for a major capital project. The proposed Student Success Center is a seventy thousand square foot building that will accommodate the student services programs currently located in the B building and will co-locate a variety of services such as International Programs, Residence Life, Academic Success Center and a student multi-purpose space. Total project cost is estimated to be \$35 million and will be funded half from debt and half from college capital reserves.

Key Questions

- * Does the proposed building represent the best use of capital reserves and debt capacity?
- * Have other strategies been considered and evaluated to meet the demands of program growth, aging infrastructure, student housing and a growing international program?
- * How will the funding burden impact the long-term financial health of the college?

Analysis

Bellevue's recently completed master plan shows an existing space deficiency of 70,000 gross square feet. And by 2026 that need will be 280,000 gsf. A space study requested by the Board of Trustees in 2015 identified that the Student Success Center to be the best and highest use of capital resources in the near-term. The study suggested a rough program, site and funding strategy (see attached concept paper). The proposed Student Success Center is consistent with long-range planning for campus development and supports current strategic goals.

Recommendation/Outcomes

It is recommended that the Board of Trustees of Community College District VIII directs the president and capital team to proceed with the design and construction of the Student Success Center. A status update will be presented to the board when the site, program, and costs are finalized.

Prepared by: Ray White, Vice President of Administrative Services
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Proposal - Student Success Center

White / Karim November 2016

What are we building?

The proposed Student Success Center is a **seventy thousand square foot building** focused on providing a welcoming environment for new students and support to encourage students to reach graduation. Designed to be high touch and high tech, the building will integrate technology to provide support services at all stages of the student’s experience. It will accommodate the student services programs currently located in the B building and will co-locate a variety of programs such as International Programs, Residence Life, Academic Success Center and a student multi-purpose space. Total project cost is estimated to be **\$35 million** and will be funded **half from debt and half from college capital reserves**. The project will...

- add **functional synergies** to leverage services,
- provide **support for international** students,
- create a true student center **supporting residence life**,
- serve as a **catalyst for campus planning**, and
- become a powerful resource for **student success and retention**.

Program Element	Sq. Ft.	%
<i>Student Services</i>	18,308	44%
<i>Academic Success Ctr.</i>	9,328	16%
<i>Banquet/Multi-Purpose.</i>	6,000	10%
<i>International Programs</i>	3,670	10%
<i>Workforce Education</i>	4,600	8%
<i>Learning Commons</i>	3,000	5%
<i>Res. Life Services</i>	2,000	3%
<i>Commuter Lounge</i>	1,000	2%
<i>Testing for DRC</i>	950	2%
<i>Coffee Shop</i>	330	1%
<i>Public Safety</i>	300	1%
<i>Net S.F.</i>	49,486	
<i>Gross S.F.</i>	70,694	

Who will benefit?

The project has **direct and indirect benefit for stakeholders** on campus and within the community.

- **BC Students** – Innovative model of support and added services will increase student success. - *80% of program*
- **Potential Students** – Iconic, modern Student Success Center will be a powerful tool for recruiting domestic and foreign students. - *35% of program*
- **International Students** – Services and activities for international students are centralized and located near student housing. - *25% of program*
- **On-Campus Residents** – Resources and activities for residential students are located near housing and available extended hours. - *16% of program*
- **Local Community** – A rooftop banquet facility will be a popular meeting and event space for campus and community use. - *11% of program*
- **BC Faculty and Staff** – Front-line staff will have appropriate space to serve students with excellence. Vacated spaces may be repurposed to relieve existing campus needs e.g., adjunct faculty work spaces. - *76% of program*

Why does this make sense?

For an upfront investment of \$35m, the Student Success Center will provide positive annual return (see table). After annual operating costs and debt service of \$1.3m, the **project is estimated to net an annual financial return of \$1.7m**. However, the return on investment (ROI) is **also realized in non-financial benefits**.

Non-financial Returns

- **Serving Students Better** - Directly supports institutional goals of student success, retention, and closing the equity gap. The Student Success Center will be located at the center of campus, adjacent to academic, athletic, and residential zones.
- **24x7 Support of Residence Life** – Housing offices and residential support are located in the building adjacent to student housing. Critical student services are consolidated into one facility allowing late night and weekend access.

- **Growing International Program** – Consolidating support and activities for BC’s international students (est. 2,000 overall) into the building program and adjacent to student housing.
- **Providing Relief for Staff and Faculty** – Project addresses immediate needs by providing adequate space for existing programs to effectively serve students. Vacated B building space will be available for renovation to meet a backlog of space needs including workspace for adjunct faculty.
- **Creating BC Pride** – The visibility of a welcoming, modern Student Success Center will help brand BC as the college of choice for prospective students (and their families). It will contribute to higher levels of retention and graduation.
- **Clearing the Way for Campus Development** – Supports long-term campus development by solving for capital needs unsupported by the state while clearing the way for a very competitive proposal for state funding in the 2017-2019 biennium. By vacating strategic spaces across campus, we create renovation opportunities and surge space for future growth.

Financial Returns

- **International Program Growth** – With significant investment in student housing and supporting infrastructure, the international program is expected to grow from 1,100 to 2,000 FTE – generating annual revenues of more than \$28 million. Assignable square feet attributed to support of International Programs is roughly 10% of this project. For this, we are assuming a supporting contribution of **2% of the gross annual international revenues, or \$560,000.**
- **Facility Rental** – The banquet facility is expected to rent for \$1,000 per event. Revenue **assumptions for annual rental revenue is \$50,000.**
- **Lease Savings** – To accommodate existing space needs and future surge space for major renovations, the college will lease nearby commercial office space and back office functions will be relocated off-campus. This **leased space will cost \$900,000 annually.**
- **Retention and Recruitment** – While it is difficult to predict how much retention and recruitment will be increased with the improved services and branding this project will bring, a **one percent increase in both** is assumed in this financial model – contributing \$730,000 each.

International Growth	2% Gross Revenues	560,000
Facility Rental	50 events @ \$1,000	50,000
Lease Savings	30k s.f. @ \$30ft	900,000
Retention	1% - st, RS, intl.	730,000
Recruitment	1% - st, RS, intl.	730,000
Annual Return		\$2,970,000

How will we fund and execute this?

It is proposed to **fund the project half (\$17.5m) through a certificate of participation (COP)** with the state and **half with college capital reserves.** This strategy allows flexibility for future college projects by leaving excess capacity for capital funding from both debt and savings. The nature of the project, and the desire to expedite the delivery, suggest that we **use the progressive, design-build method of delivery.**

When would this happen?

Internal and external factors combine to create some urgency for this project. Internally, heightened support for housing and international students is eminent, as is the need for surge space for renovations. External factors, such as interest rates, materials pricing and the bid environment, are worsening. Given the ‘go ahead’, and using the design-build delivery model, the **project could be completed within two years.** More information (i.e. program, costs, and site selection) will be available after the design-build team conducts initial feasibility and design studies in roughly six months.

SPECIAL MEETING AGENDA ITEM



RESOLUTION SUPPORTING DEFERRED ACTION FOR CHILDHOOD ARRIVALS

INFORMATION

FIRST READ

ACTION

Description

The Bellevue College Board of Trustees would like to recognize and reaffirm its commitment to all student attending Bellevue College. In the state of Washington there are thousands of students who have requested consideration under the deferred action for childhood arrivals program. The Board of Trustees would like to show their support for protecting all Bellevue College students and encourage elected officials to adopt federal legislation supporting these students.

Recommendation/Outcomes:

That the Board of Trustees of Community College District VIII hereby adopts Resolution No. 312 supporting the deferred action for childhood arrivals program.

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

RESOLUTION NO. 312

RESOLUTION SUPPORTING DEFERRED ACTION FOR CHILDHOOD ARRIVALS

WHEREAS, Bellevue College reaffirms its commitment to protecting the safety, security, and well-being of every student and each staff member. We welcome and affirm the values of diversity and inclusiveness, as well as the right of all students to be free from unlawful interference with the attainment of their educational goals; and

WHEREAS, Bellevue College is committed to lawfully supporting all students, including undocumented students. We do not make admissions decisions about students based on their immigration status, and we do not request immigration documentation except as needed to determine the eligibility for resident tuition rates; and

WHEREAS, Bellevue College will continue to comply fully with federal privacy laws that provide legal protections for our students' education records, including any information regarding their immigration status. Bellevue College campus safety personnel do not question, detain, or arrest individuals solely because they may lack documentation of legal status; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Bellevue College, Community College District VIII hereby have and will continue to urgently and forcefully advocate to all of our elected and appointed federal officials for the continuation of deferred action for childhood arrivals [DACA] and adoption of federal legislation which provides long term security and opportunity for these students. We believe everybody should have the opportunity to learn, expand their horizons and contribute to our communities.

Done in Open Meeting by the Board, THIS 10TH DAY OF JANUARY, 2017.

BOARD OF TRUSTEES

By: _____
Lisa Chin, Chair