

Board of Trustees Community College District VIII

Special Meeting

March 9, 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 Thursday, March 9, 2017. The business session will begin at 3:30 p.m. in room B201. Dr. Lisa Chin, Chair, will preside.

#### AGENDA

- 3:00 PM EXECUTIVE SESSION (A201) There will be an executive session to discuss candidates for tenure, collective bargaining and evaluate qualifications of an applicant for public employment or to review the performance of a public employee.
- 3:30 PM BUSINESS SESSION (B201)
  - I. Call to Order
  - II. Roll Call and Introductions
- 3:40 PM IV. Information Item A. Presidential Search

3:50 PM	VI. Monitoring Reports (reports for this meeting in bold)	Monitoring Reports (reports for this meeting in bold)						
	A. Student Success	All	5					
	B. Instruction	All	7					
	C. Economic and Workforce Development	All	8					
	D. Student Affairs	All	9					
	E. Equity and Pluralism	All	10					
	F. Institutional Advancement	All	11					
	G. Information Technology	Quarterly	12					
	H. Capital Facilities	Quarterly						
	I. Finance	Quarterly	13					
	J. Human Resources	Quarterly						
	K. Enrollment Report-Fall Quarter	Quarterly						
	L. Budget and Legislative Developments	As needed						
	M. Marketing and Public Relations	As needed						
4:00 PM	VII. Spending Authorization							
	A. Street Vacation		15					
4:15 PM	VIII. Action Item							
	A. Tenure Recommendations for 2017-2018	Bangera	17					
4:30 PM	XI. Unscheduled Business/Community Testimony							

# BOARD OF TRUSTEES COMMUNITY COLLEGE DISTRICT VIII BELLEVUE, WASHINGTON

4:45 PM XII Business Meeting Adjournment Time and order are estimates only and subject to change.

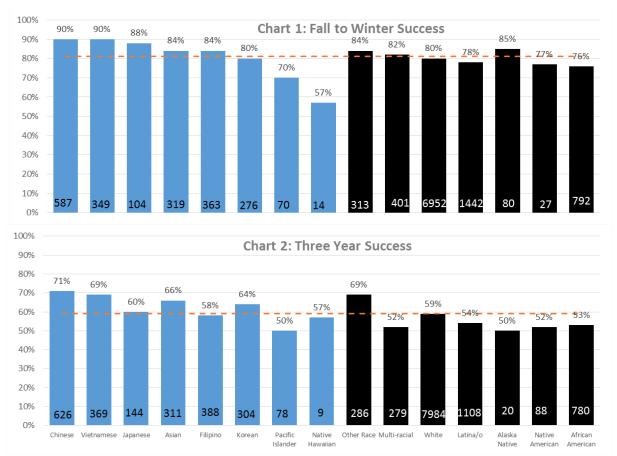
# **STUDENT SUCCESS**



#### FOCUS ON ASIAN POPULATIONS: HOW DO RETENTION AND PERSISTENCE PATTERNS VARY?

For the past 30 years, research studies indicate that aggregating all Asian students into a single racial/ethnic category can mask wide variation in educational outcomes among unique populations. Within the Washington State community and technical college system, data on disaggregated Asian racial/ethnic identities is collected for some but not all groups. The data in this monitoring report presents the available data, provides a brief interpretation, and makes some recommendations.

Charts 1 and 2 show fall to winter and three year student success rates (defined as enrollment, completion, or transfer) for all groups currently collected through the admissions application. These data are fall cohorts of students taking their first postsecondary class at BC, excluding Running Start and international. In order to increase population sizes, five years of data are combined (2010-14 for Chart 1, 2008-2012 for Chart 2). The blue bars represent Asian ethnicities and the black bars all other ethnicities (defined for both charts in the X axis of Chart 2). The dashed line represents the BC average. The data show substantial variation across disaggregated Asian ethnicities.



In national studies, Native Hawaiians, Pacific Islanders, and Southeast Asians—Vietnamese, Laotian, Hmong, and Cambodian—have often shown lower levels of educational access, persistence, and completion than other Asian groups. BC data show that this is likely to be true for Native Hawaiians and Pacific Islanders but probably not true for Vietnamese students. Because most Washington community and technical colleges utilize a common state-defined admissions application, collecting data for other Southeast Asian populations is not an option.

BC students from different ethnicities come from widely varying areas of King County. Table 1 uses the same data as Chart 1 above and shows the percentage of students whose home address is within the BC service area (i.e., the K-12 school district boundaries of Bellevue, Mercer Island, Issaquah, Snoqualmie Valley, and Skykomish). The data show that East Asian students—Chinese, Japanese, Korean—are most likely to live in the BC service area while Vietnamese and Filipino students are least likely to live in that area.

A more detailed analysis (not presented here) shows that a substantial number of BC's Vietnamese students live in South Seattle. Data from the Education and Research Data Center shows that students from South Seattle high schools who attend two-year colleges after high school are not very likely to attend BC. This suggests the possibility that the high level of success on the part of BC's Vietnamese students results from an unobserved selection mechanism through which the minority of Vietnamese students in Seattle who choose to come to BC are *ceteris paribus* more likely to succeed than others.

	% of N in BC			% of N in BC	
Ethnicity	service area	Ν	Ethnicity	service area	N
Korean	57%	276	Multi-racial	34%	401
Japanese	48%	104	Latina/o	31%	1442
Chinese	44%	587	American Indian	26%	792
Other Race	40%	313	Pacific Islander	24%	70
White	38%	6952	African American	22%	792
Alaska Native	37%	27	Vietnamese	17%	349
Asian	36%	319	Filipino	16%	363
Native Hawaiian	36%	14			

#### Table 1: Percent of students living in BC service area by race/ethnicity

## Conclusions

- BC should continue to examine data on student subpopulations. This does not mean that every data presentation should be disaggregated. This analysis **aggregated** five years of student data in order to get **disaggregated** population sizes of 100-600 for different Asian ethnicities. There are costs to that level of aggregation which will not always make sense. Additionally, further disaggregation—by gender, age, program of study, courses taken—will make for very small population sizes no matter how many years of data are aggregated. Examination of disaggregated data should be regular but not necessarily routine.
- BC and its trustees should invite the state board to expand the data collected on race and ethnicity to include additional Asian ethnicities, such as Hmong, Cambodian, Laotian, Indian, and Pakistani, as well as Latina/o populations (e.g., Guatemalan, Mexican, Honduran, Salvadoran), Whites (Russian, Ukrainian) and any information from students of African (as distinct from African-American) and Middle Eastern origin. In all of these cases, there is the possibility of hidden achievement gaps similar to those found for Asians.
- When thinking about achievement gaps at BC, Pacific Islanders and Native Hawaiians should be explicitly included.

Prepared by:Alec Campbell, Director of Research and Analysis, <a href="mailto:alec.campbell@bellevuecollege.edu">alec.campbell@bellevuecollege.edu</a>Submitted by:Patty James, Associate VP Effectiveness and Strategic Planning,patricia.james@bellevuecollege.edu

# **INSTRUCTION**



# **TRANSITIONS TEAM COMMITTEE**

#### Key Points

- The BC Transitions Team began in 2010 when the State Board for Community and Technical Colleges rolled out their campaign to improve the progression and retention of students moving from pre-college courses into college-level work. Attendance at state sponsored student success conferences was limited to 5-6 people per college. In order to accommodate internal demand for information and access to conference materials, BC attendees were tasked with delivering conference information and report-outs to the larger internal Transitions Team.
- Membership includes: Instruction, Developmental Education, Adult Basic Education, I-BEST, English as a Second Language, Workforce Education, Student Affairs, Advising, Financial Aid, Enrollment Services, and Effectiveness & Strategic Planning.
- The purpose of the Transitions Team is to **assemble stakeholders** from across the institution who serve students in Basic Skills, Developmental English, Developmental Math, and College Credit programs in order to: **analyze evidence; review best practices; recommend strategies** grounded in research.
- Accomplishments: Developed and published annual report; redesigned the math and English flowchart used to advise students on required math and English courses for usability; supported development of an ELI Bridge Program; guided institutional work on Multiple Means of Placement; garnered funding to support foundational development for High School 21+ program; promoted Universal Design for Learning training for pre-college faculty and NROC (a community-guided, non-profit organization focused on college and career readiness) Network pre-college English curriculum for ELI faculty.

#### Next Steps

- Due to its focus on strengthening cross-campus communication and equitably supporting student success, the Transitions Team will complete a petition to become an official Committee of the Student Success Council (SSC) through the BC Governance process.
- Team members will meet for a working session early in 2017 to take a deeper dive into BC's admission process, using a logic model approach.

Report by: Dr. Gita Bangera, Interim Vice President, Instruction <u>gita.bangera@bellevuecollege.edu</u>

# **ECONOMIC & WORKFORCE DEVELOPMENT**



# **WORKFORCE EDUCATION**

### Key Points

- Grant renewal time has begun for Workforce Education, timelines and guidelines have been established by the SBCTC.
- At this time, it is unknown how funding will be impacted for next year. It is anticipated that funding for 17-18 will remain at 16-17 levels.
- Currently, unduplicated headcount is ahead of last year and the department is trending toward meeting expected FTE Goals.
- Currently recruiting new members for the Workforce Education Advisory Council.
- Sarah Gray has been selected as the Associate Dean of Workforce Education.

## Next Steps

- Review grant procedures and identify opportunities to enhance course offerings to generate more FTE.
- The Workforce Education Advisory Council is being renamed the Workforce Development Advisory Council.

Report by: Albert Lewis, Vice President albert.lewis@bellevuecollege.edu

# **STUDENT AFFAIRS**



## INTERNATIONAL EDUCATION AND GLOBAL INITIATIVES

Bellevue College International Education and Global Initiatives continues to work towards meeting the goals set for recruitment, retention and student success set forth by the college.

#### **International Marketing and Student Recruitment:**

- Increased the number of FT F-1 International Students by 4% this winter (1298 Students) compared to winter 2016 (1245). Excluding Spring 2017, OIE's FTEs grew an average of 4.3% and headcounts at 3.7% in AY16-17 compared to AY15-16.
- 2. 27% = Decrease in agents fees, a \$276,000 saving/year
- **3.** Number of applications received is up 1.4% compared to the same period last year.

#### **Top 10 Countries:**

China (520), Japan (185), South Korea (99), Vietnam (87), Taiwan (78), Hong-Kong (51), Congo (50), Indonesia (39), Canada (14), Saudi Arabia (13).

#### **Retention and Student Success:**

- Fall 2016 new college-level int'l student cohort's fall to winter (from Qtr. 1 to Qtr. 2) retention rate is 87%, whereas Fall 2015 rate was 81%.
- After summer '16 (after August '16), there were total of 76 transfer-out students, of which 62 (82%) successfully transferred to university.
- In the last 6 consecutive quarters, average of 81% of the transfer-out students indicated that their overall experiences at BC were very satisfied or satisfied. Also, 83% of them indicated that they met their personal goals at BC.

#### Study Abroad and International Faculty Development Program:

- 1. Reaching out to key stakeholders on campus and building relationships with faculty, staff and administrators.
- 2. Developed Faculty Internationalization Survey in collaboration with Office of Instruction and Faculty Commons
- 3. Developed marketing materials for J-1 Exchange Visitors Program

#### **Next Steps:**

- Collect and analyze faculty survey data and develop international faculty development program
- Develop the framework for faculty led study abroad program
- Increase international students FTEs by 5% and Retention by 3.5% in 2017-2018

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

# Office of Equity and Pluralism (OEP)



## Current development:

- The Office of Equity Pluralism (OEP) led the Bellevue College Achieving the Dream (ATD) Team with nine staff and faculty members. The ATD summary will be sent to the President's Cabinet as well as all of campus.
- The Affirmative of Inclusion statement draft was completed with the Diversity and Inclusion Council governance team. The governance team will review.
- The OEP co-sponsored the College Issues Day on February, 9, 2017 with over 500 employees across campus participating.
- The OEP is spearheading improvements suggested at BC identified in a recent Office for Civil Rights audit.
- The OEP and Diversity Caucus launched the Courageous Conversations Series for faculty, staff, and students.
- Title IX cases total 45+ this quarter (reported as of 2/24/17).
- The OEP co-sponsored a series of the Black History Month events, such as Dr. Frank Roberts' Black History Month workshop.

## Next Steps: What we'll pursue in the coming months

- Ongoing work with the Sistahs Having Outstanding Uniqueness Together (SHOUT) experience on March 28, 2017
- Working to invite a national level speaker for campus wide courageous conversations
- Co-sponsoring the Power of One national conference (LGBTQ) in April 2017 at Bellevue College

Report by: Sayumi Irey, Interim Vice President for Diversity sayumi.irey@bellevuecollege.edu

# INSTITUTIONAL ADVANCEMENT



#### **Key Points**

#### **Events**

Invitations have been sent for Bellevue College Foundation's largest fundraiser of the year, the Annual Luncheon, scheduled for Apr. 26. Already \$64,500 in sponsorship has been garnered, just over the 50 percent mark.

The Foundation has also secured a new gift of real estate. This donated house will go on the market next month with proceeds benefitting the Norm and Camille Stromer Scholarship Endowment.

#### Programs

The application process for scholarships was streamlined with a new website update, and marketing collateral was designed and disseminated to increase awareness and the number of applications submitted. In-person seminars will be hosted on Feb. 22 and Mar. 15 to further support students through the process.

Margin of Excellence winners have been selected and will be announced in the coming weeks, and Lockwood Innovation Grant applications are now being accepted through Feb. 28.

#### Communications

Contact information from over 650 prospective students has been collected from college fairs, and with the new CRM in place, targeted email communications will be launched to all prospective students, as well as students who registered but didn't attend, former students, and new students.

Positive news coverage included three pieces in 425business.com highlighting the new degree in Digital Marketing, TEDxBellevueCollege, and the \$250,000 scholarship endowment made by Berthe and Stanley Habib which was announced during the College's 50th Anniversary Gala.

#### **Marketing Services**

A new date of Apr. 4 has been set for TEDxBellevueCollege, which was postponed due to the campus closure on Feb. 7. All 12 of the speakers are on board for the event, which received tremendous interest from the community with over 600 people submiting an application for one of the coveted seats.

As part of the College's 50<sup>th</sup> Anniversary celebration, BC participated in a Black History Month Special Edition of USA TODAY with a full-page ad showcasing our diversity. The ad appears on the first page of this special edition.

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

# **INFORMATION TECHNOLOGY SERVICES (ITS)**



# WINTER QUARTER 2017

#### Key Points

- TeamDynamix Implementation
- Open Lab Remodel

#### Next Steps

- On Monday January 30, 2017, Information Technology Services launched a new service desk tool called TeamDynamix (TDX). Phase one of this launch replaces the helpdesk ticketing system developed by the college many years ago. TDX is a tool based on industry standards referred to as Information Technology Service Management (ITSM). ITSM is a set of industry principles that focuses on the service we provide to our constituents. With the launch of this tool, your IT department has access to deep set of reporting and analysis tools that will allow us to ensure that the needs of students, faculty and staff are addressed in the most timely and efficient manner possible. One of the next phases of this project will be to develop service level agreements (SLA) with each of the units we serve. TDX uses these agreements to measure the level of service we are providing and, in turn, it will provide all of the campus with an expectation of the service level they should expect.
- The beginning of winter quarter also brought a new look to our open lab in N250. After more

than a year of analyzing how students have used that lab in conjunction with many conversations and focus groups with students, we have introduced a large collaboration space based on their needs. We have reduced the number of computers available, but dramatically increased the number of places they bring their own systems to work on. We included small



gathering places for team collaboration and a Microsoft Hub for virtual collaboration. We followed the same approach when opening a new open lab in D101, but on a smaller scale.

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

# **FINANCIAL REPORT**



# FOR PERIOD OCTOBER 1, 2016 TO DECEMBER 30, 2016.

- 1. How has the financial environment changed since the current budget (June-16) was built?
- Changes in the enrollment pattern continue to be the largest change from the current budget. State enrollments dropped 5.2% for Winter quarter but were partially offset by gains in international and running start enrollment with winter enrollment from these three categories down .6% compared to winter quarter last year. Year-To-Date enrollment from these categories is nearly even with State enrollments down 3.4%. If the state enrollment trend continues to fall Spring quarter, the College may be under the State Board enrollment target for the year. The college has the ability to convert up to 2% of international enrollments to state enrollments if the college is under the enrollment target to prevent the college losing enrollment-based allocation in the next fiscal year.

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

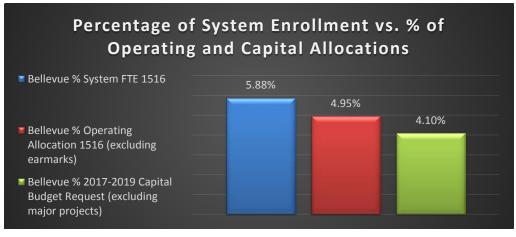
- Operating tuition is comparable to budget year-to-date. Excess enrollment is under budget due to both a drop in state enrollment and an increase in the college's allocation target.
- Operating expenses increased by \$3.3 M over last year and were consistent with approved budget.
- Proprietary revenues and expenses are largely in line with budget year-to-date.

For the Period Ending DECEMBER 31, 2016					
FY 16					Actual % of
		FY 17 BUDGET	FY 17 ACTUAL	ACTUAL	Budget YTD
OPERATING FUND:					
STATE OPERATING	ALLOCATION	\$32,731,231	\$13,595,046	\$12,514,441	41.54%
	REVENUE	\$20,980,768	\$15,453,615	\$16, 179, 461	73.66%
	RESERVE	\$2,069,695	\$2,069,695	\$1,185,496	100.00%
	EXPENSE	\$55,781,694	\$26,630,176	\$23,371,483	47.74%
DEDICATED LOCAL					
	REVENUE	\$17,464,941	\$11,135,858	\$9,782,968	63.76%
	EXPENSE	\$17,464,941	\$7,376,216	\$7,917,992	42.23%
GRANTS & CONTRACTS					
	REVENUE	\$24,040,746	\$12,385,133	\$11,752,737	51.52%
	EXPENSE	\$24,040,746	\$8,703,775	\$9,880,754	36.20%
PROPRIETARY:					
	REVENUE	\$16,358,990	\$7,959,846	\$8,279,930	48.66%
	EXPENSE	\$16,205,570	\$7,851,581	\$8,009,895	48.45%

#### 3. Are there reasonable explanations for significant variances?

- Grants and Contracts revenues reflect higher international enrollments.
- Expenses in grants and contracts are down this year primarily due to transfers of operating expenses into grants and contracts last year to support the mid-year budget review expenses and the 50<sup>th</sup> anniversary expenses. Expenses also decreased this year due to ending of a Department of Labor grant and lower activity for the BFET grant.
- Dedicated Local Revenues show an increase this year largely due to revenue transfers to support the office of international Education and Global Initiatives and infrastructure repair projects. Revenue has also increased for self-support bachelors programs.
- Expenses in Dedicated Local funds are down compared to last year primarily due to timing of transfers of operating expense into the dedicated local fund and lower Continuing Education expenses this year.
- The state allocation is higher this year compared to last year due to funding for cost of living and benefit increases.

#### **Ratio Analysis**



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

# **REGULAR MEETING AGENDA ITEM**



## **SPENDING AUTHORIZATION**

FIRST READ

$\ge$	ACTION
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## Description

The college seeks to purchase the right of way for a section of roadway within the adjacent Sunset Ranch neighborhood. College owned properties now surround this dead-end street and the college is working with the city to vacate it.

In August, the college secured SBCTC approval to acquire the land. At that time, a request was made that the city consider waiving their fee for the vacation. However, by the time the request was received by the city council in January, the construction window was looming and there was simply insufficient time to discuss more creative options with the city.

The college's request to waive the fee was withdrawn and a new approval was acquired from the state board to purchase the right of way. Approval for spending local capital funds not to exceed \$900k was secured February 3<sup>rd</sup> (attached).

## Analysis

This purchase is consistent with Bellevue's long history of purchasing properties near or adjacent to campus as they become available. This right of way has strategic value for the development of campus and is required for the current construction of student housing (phase I). Board policy, recently adopted, requires approval of all purchases greater than \$500,000.00.

## Background/Supplemental Information

Memorandum from Marty Brown, SBCTC, approving local capital expenditure. Ref.: 17-30-56

## **Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves an expenditure not to exceed \$900,000.00 for the acquisition of right of way from the City of Bellevue.

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



February 3, 2017

#### MEMORANDUM

Ref.: 17-30-56

TO:	David-Rute	JILL	WAFE	FIELD
101	shower i have the second	111		

FROM: Marty Brown 145

SUBJECT: LOCAL CAPITAL EXPENDITURE REQUEST APPROVAL – BELLEVUE COLLEGE – Purchase Right of Way from City of Bellevue as approved in Resolution 16-05-12. Property to be used for student housing

Project: Resolution 16-05-12 approved the acquisition of the right of way in the Sunset Ranch subdivision on 145<sup>th</sup> Ave, SE in Bellevue Washington. The resolution was approved as a "no cost" transfer from the city with a clause the college would come back with a local capital expenditure request if the acquisition incurred expenditures. The City of Bellevue has changed their conditions to request fair market value of the property.

OFM Project #: N/A

SBCTC Project #: M523

Account Code: 147

Expenditure Authority #: R10

Amount Authorized: \$900,000.00

The revised capital allocation schedule for this project is available on the SBCTC website at <a href="https://captrack.sbctc.edu/CollegeSelect.asp">https://captrack.sbctc.edu/CollegeSelect.asp</a>

If you have any questions concerning this allocation, please contact Cheryl Bivens at (360) 704-4386 or email <u>cbivens@sbctc.edu</u>.

cc: Ray White Jennifer Strother

1300 Quince St SE P.O. Box 42495 Olympia, WA 98504-2495

# **REGULAR MEETING AGENDA ITEM**



## **TENURE REVIEW COMMITTEE RECOMMENDATIONS FOR THE 2017-18 ACADEMIC YEAR**

INFORMATION

FIRST READ

## Description

A recommendation from the Tenure Review Committee concerning thirteen tenure candidates 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 and the Tenure Review Committee that thirteen of the faculty candidates listed below be granted tenure.

## **Key Questions**

- \* Have the third year probationary tenure candidates 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 each probationary candidate?
- \* As a result of their deliberations, has the Tenure Review Committee recommended an extension of probationary status for any of the candidates?
- \* Has the pertinent documentation for all thirteen candidates 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 thirteen probationary candidates for the 2017-18 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**

Electronic notebooks in .pdf format have been distributed to each board member on a thumb drive. All pertinent documents for each tenure candidate are included for review by members of the Board of Trustees.

#### **Recommendation/Outcomes**

<u>Recommendation</u>: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2017-18 academic year to Kyle Barber, Institute for Business and Information Technology (Marketing Management).

<u>Recommendation</u>: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2017-18 academic year to Catherine Berkenfield, Arts and Humanities (English).

<u>Recommendation</u>: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2017-18 academic year to Mari Brunson, Arts and Humanities (World Languages).

<u>Recommendation</u>: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2017-18 academic year to Eric Davis, Social Science (Sociology).

<u>Recommendation</u>: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2017-18 academic year to Reza Forough, Science (Biology).

<u>Recommendation</u>: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2017-18 academic year to Robert Guyton, Science (Mathematics).

<u>Recommendation</u>: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2017-18 academic year to Craig Hurd-McKenney, Arts and Humanities (English).

<u>Recommendation</u>: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2017-18 academic year to Naomi Jones, Science (Biology).

<u>Recommendation</u>: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2017-18 academic year to Ann Minks, Health Sciences, Education and Wellness Institute (Allied Health).

<u>Recommendation</u>: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2017-18 academic year to Fernando Perez, Arts and Humanities (English).

<u>Recommendation</u>: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2017-18 academic year to J. Engel Szwaja-Franken, Arts and Humanities (Spanish).

<u>Recommendation</u>: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2017-18 academic year to Caleb Teel, Science (Physics).

<u>Recommendation</u>: That the Board of Trustees of Community College District VIII hereby grants tenure for the 2017-18 academic year to Ricardo Chavez, Science (Mathematics).

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