BELLEVUE COLLEGE

Board of Trustees
Community College District
VIII

Regular Meeting

June 28, 2017

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, June 28, 2017. The business session will begin at 3:00 pm in room B201. Lisa Chin, Chair, will preside.

AGENDA

2:00 PM   EXECUTIVE SESSION (A201)
            The Board of Trustees will meet in executive
            session to review the performance of a public
            employee and evaluate the qualifications of an
            applicant for public employment.

3:00 PM   BUSINESS SESSION (B201)

            I.   Call to Order

            II.   Roll Call and Introductions

            III.   Consent Agenda
                   A.   Approval of Agenda for June 28, 2017
                   B.   Meeting Minutes from June 7, 2017

3:15 PM   V.   Constituent Reports
                   A.   Faculty   Nightingale
                   B.   Classified Staff   Turnbull
                   C.   Foundation   Celis
                   D.   Students   Akeyo

3:30 PM   VI.   Monitoring Reports (reports for this meeting in bold)
                   A.   Student Success   All
                   B.   Instruction   All
                   C.   Economic and Workforce Development   All
                   D.   Student Affairs   All
                   E.   Equity and Pluralism   All
                   F.   Institutional Advancement   All
                   G.   Information Technology   Quarterly
                   H.   Capital Facilities   Quarterly
                   I.   Finance   Quarterly
                   J.   Human Resources   Quarterly
                   K.   Enrollment Report-Summer Quarter   Quarterly
                   L.   Budget and Legislative Developments   As needed
                   M.   Marketing and Public Relations   As needed

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON

3:35 PM	IV. Information Item	
	A. 2017-2018 Budget Development	White
	B. Financial Audit	White
	C. Review of Commencement	Karim
3:50 PM	VII. Action Item	
	A. 2017-2018 College Carry-over Budget	White
	B. President's Contract	Chin
4:10 PM	VIII. First Read	
	A. BCG 90001 - Policy 6750 Campus Printing	Beard
4:20 PM	IX. Board Reports	
	A. ACT Board of Directors	
	B. ACT Legislative Committee	Miller
	C. Foundation Liaison	Chin
	D. Individual Member Reports	
4:35 PM	X. Introduction of new President and comments by Interim President	Wakefield/Weber
4:45 PM	XI. Unscheduled Business/Community Testimony	
5:00 PM	XII. Business Meeting Adjournment	

Time and order are estimates only and subject to change.

A regular meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on June 7, 2017 at Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Mr. Steve Miller, Vice Chair, presided.

EXECUTIVE SESSION

The executive session was called to order at 11:00 a.m. Mr. Miller announced that there would be an executive session for approximately 30 minutes to evaluate the performance of public employees and to discuss issues related to collective bargaining. The executive session was adjourned at 11:55 a.m.

STUDY SESSION

Computer Science Program Update — Fatma Serce provided an update of the Computer Science bachelor's program, which began winter quarter 2017. We believe the program is the first and only one of its kind in the United States, allowing students to enter the program as freshmen and complete their degrees in the supportive and open environment of a community college. An overview of the curriculum, the involvement of industry, a status on recruitment, and other opportunities were discussed. Dr. Viens and Dr. Bangera discussed their vision and support for the success of this innovative model, which we believe can better support and serve women and people of color in computer science.

Strategic Plan Update — Rob Viens and Tracy Biga MacLean presented the work of the Strategic Plan Update Task Force. Members representing BC Governance councils served on the task force. Viens and MacLean described the process of updating the Strategic Plan, which began Fall Quarter 2016 and was recently completed. The purpose of the update was to align the existing priority initiatives with the four core themes, add meaningful metrics of achievement, and fill any existing gaps. The completed updated plan will be posted on the Future Vision section of the BC website.

BUSINESS SESSION

I.   The business session was called to order at 12:56 p.m.

II. Roll Call
     Ms. Albay, Mr. Dietzel, Ms. Heu-Weller, Mr. Miller and Interim President Jill Wakefield were present. Mr Fuktaki joined later.

III. Consent Agenda
     A. Mr. Miller made a motion to approve the consent agenda, and minutes from April 26, 2017. Ms. Heu-Weller seconded the motion. The motion passed.

IV. Constituent Reports
     A. Faculty
         Chace Stiehl (for Sue Nightingale), representing Bellevue College Association of Higher Education, reported on the following items:
         • College cash reserves. BC's fund balance is large compared to other colleges.

- How are we spending our money and why are we growing a fund balance?
- Interpretation is that money is for buildings.
- Consider faculty vs. buildings.

Mr. Miller thanked Chace for the presentation. Ongoing expenses over time require ongoing revenues. Fund balance can be spent on one-time priorities and buildings can be a good investment. We are open to getting more creative. Commitment is to faculty and staff and to ensuring the best for our students. The board's highest priority is to hire well-qualified staff/faculty and provide them good support.

B. Becky Turnbull, representing classified staff, reported on the following items:
- Thanked Dr. Wakefield's for improved communication.
- Acknowledged Dr. Wakefield's weekly meetings with classified staff following the last BOT meeting.
- Improved student response time.
- Reviewed the classified council's annual goals.
- Becky attended a mentoring conference. Let's look to each other to create a mentoring plan here at BC to represent classified and exempt staff.
- Vote of no confidence — More votes received. Appreciates everything that has been done in response.

C. Foundation
Laura Celis, President of the BC Foundation, reported on the following items:
- Become Exceptional Luncheon – thanked everyone for attending. $253,000 was raised, exceeding the goal of $250,000.
- Scholarships recipients for 2017-18 have been selected. $800,000 was awarded in scholarships.
- GiveBIG campaign in May received high returns this year.
- Lockwood Innovation Grants were awarded to Lisa LaPoint, Jennifer Prekeges and Bruce Woolcott.
- TEDex conference — videos have been uploaded to BC website.
- Blue and orange cords will be given to all Foundation scholarship recipients participating in commencement.
- Foundation will distribute alumni key chains to graduates.
- BC Alumni webpage has been created.

Ata introduced the men's and women's tennis teams and their coach, Jason Chapman. Both teams recently won the 2017 Northwest Athletic Conference (NWAC) Championships.

D. Students
ASG President, Sam Akeyo, reported on the following items:
- Appreciated representing students this year.
- Facilitated dialogue with President's office and students. President's response was appreciated.

- Requested the administration look at how student fees are used.
- Michael Cha will be the new ASG President.
- Hosted Power of One conference. Noted a new piece of art on campus outside HR.
- BC's transient student population means the same issues come up year after year. ASG wants to address these issues and requests the administration to do the same.

Mr. Miller thanked Sam and the group and appreciated constructive comments to identify areas of concerns and get ideas on how to improve.

Jill Wakefield responded that she has been very impressed with Say Akeyo's leadership of student government and commitment to resolving issues that impact students.

Ms. Albay and Ms. Heu-Weller thanked Sam for his work.

V. Monitoring Reports

The Board reviewed the following reports:
- Student Success — Alec pointed out number of Running Start students graduating with AAs
- Instruction — Fulbright scholar program is back.
- Economic and Workforce Development
- Student Affairs — Big redesign items coming online in the coming year.
- Equity and Pluralism
- Institutional Advancement — Jill thanked IA for coordinating the Margin-of-Excellence Awards and Year-End Celebration.
- Enrollment Report

VI. Information Item

A. Governance System Update

Patricia James acknowledged the team. Mr. Miller congratulated Ms. James and thanked her for her good work for Bellevue College. An annual report documents accomplishments of college governance this year. She noted that her office will be working to develop a clear process for approving policies and procedures. A new Assembly chair, Eric Davis, has been elected. The 2016-17 Annual Governance Report will be posted on website.

VII. Action Items

The following items were considered for action.

A. Tenure Recommendations

Motion

It was moved by Merisa Heu-Weller and seconded by Greg Dietzel that:

The Board of Trustees of Community College District VIII hereby grants tenure, effective winter quarter 2018, to Jennifer Le.

The motion passed.

Motion

It was moved by Rich Fukutaki and seconded by Merisa Heu-Weller that:

The Board of Trustees of Community College District VIII hereby grants tenure, effective winter quarter 2018, to Nan Ma.

The motion passed.

B. Sabbatical Leave Authorization

Motion

It was moved by Marianne Albay and seconded by Rich Fukutaki that:

The Board of Trustees of Community college District VIII concurs with the recommendation of the President and authorizes sabbatical leaves equivalent to 4.67 FTEF, at the cost of $142,355 for the 2017-18 academic year.

The motion passed.

C. 2017-18 Service and Activities Budget

Motion

It was moved by Greg Dietzel and seconded by Merisa Heu-Weller that:

The Board of Trustees of Community College District VIII approve the Services and Activities budget for the 2017-18 academic year.

The motion passed.

D. Election of Board Chair and Vice Chair

Motion

It was moved by Merisa Heu-Weller and seconded by Marianne Albay to elect Lisa Chin as the 2017-2018 board chair.

The motion passed.

It was moved by Rich Fukutaki and seconded by Greg Dietzel to elect Merisa Heu-Weller as the 2017-2018 vice chair.

The motion passed.

E. Acting President

Motion

It was moved by Merisa Heu-Weller and seconded by Rich Fukuatki to appoint Gita Bangera and Albert Lewis as acting co-presidents for the period July 1-31, 2017.

The motion passed.

VIII. First Read
   A. 2017-18 College Carry-over Budget
      i. Ray White — legislature has not finished putting together budget. This mechanism is a bridging strategy which describe continuing under funding assumptions of this year until a finalized budget can be presented.
      Senate budget would impact a lot of our students. Steve cautiously optimistic that it will end up somewhere in the middle. One vote majority in both houses now.
      Budget for board to act on should be available by the next meeting. May need a special meeting before.

IX. Board Reports
   A. ACT Board of Directors
   B. ACT Legislative Committee
   C. Foundation Liaison
   D. Individual Member Reports

X. Interim President's Report
   Dr. Wakefield has appreciated the opportunity to serve at BC this past year. New respect for BC and everything that happens here. Excellence at all levels. Acknowledged the Board. Steve Miller acknowledged Dr. Wakefield's willingness to work with staff.

XI. Unscheduled Business/Community Testimony

   Edie Heppler and Chuck Kimbrough, TSO President and Vice President respectively.
   • Thanked the board for their support.

   Abner Pagunuran, student.
   • Disappointing experience at BC.
   • Concerns about staffing in HR.

- Concerns about the selection of incoming president.
- Students should not be so easily dismissed.

Steve Miller responded that the board is not responsible for personnel issues. Appreciates Abner leveling with the Board and would like to know more. Acknowledged Abner's courage to speak at the meeting. Apologized for any times the Institution has not been responsive.

XII. Business Meeting Adjournment

There being no further business, the meeting of the Board of Trustees adjourned at 5:05 p.m.

_____
Lisa Chin, Chair
Board of Trustees

ATTEST:

_____
Julie Werner
Acting Secretary, Board of Trustees
Community College District VIII

Information Technology Services (ITS) Spring Quarter 2017

2017 Update to Information Technology Services Plan 2016-2018

The following is the one-year update on progress in completing the plan.

1.0: Technology Governance & Planning

- *1.2 Develop a technology project prioritization process.*

    - In February of 2017, a project management office (PMO) was formed within ITS utilizing existing resources. Some of the initial objectives are as follows:

        - Establishing a project intake process
        - Established a central list of projects
        - Provide regular project updates to the campus community
        - Cross department collaboration and communication

2.0: Student Success Outcomes

- *2.1 Develop and implement a technology accessibility plan.*

    - A draft recommendation is prepared for presentation to President's Cabinet.
    - The recommendation is based upon the input of a cross campus task force and the work of subject matter experts over the last two years.

- *2.2 Complete Case Management solution phase one and phase two planning and implementation.*

    - Phase one is complete.
    - We are developing a pro/con/cost report to decide the best approach for case management.
    - We still need to work out governance, establish a common set of functionalities, resolve the issues with the data import, and create a clear phase 2-implementation plan.

Information Technology Services (ITS) Spring Quarter 2017

- *2.3 Design and beta test analytics and prescriptive intervention solution.*

    - First phase has been completed. We have two working models, Math and English.
    - Achieving the Dream will provide insight into the best path in operationalizing this tool.

3.0: Technology and Pedagogy Integration

- *3.1 Develop an inclusive campus-wide strategic plan for the integration of technology and pedagogy.*

    - This is currently under way.
    - We have been working with eLearning to clarify roles.
    - The work has focused on Canvas support, but we have also discussed software selection and implementation.

4.0: ITS Customer Experience

- *4.1 Develop and implement consistent project management approach to ITS and campus-wide technology initiatives.*

    - Since forming the PMO team, we have been working with an outside vendor the last two months and have completed the templates to develop our baseline state and have targeted opportunities for processes, improvements and objectives in the coming year.

- *4.2 Develop a service level agreement strategy.*

    - Our focus is now on establishing Service Level Agreements (SLA) for incidents and requests through the Team Dynamix Service Desk System (TDX).
    - We are meeting with different campus constituents to negotiate realistic expectations of service delivery.
    - This is tied to Phase 3 of the TDX implementation with a target completion of July 2017.

Information Technology Services (ITS) Spring Quarter 2017

- *4.3 Establish a comprehensive customer service feedback process.*

    - ITS established an annual ITS Service Desk survey in the fall.
    - ITS is also implementing random surveys in TDX that will be sent out on tickets closures.
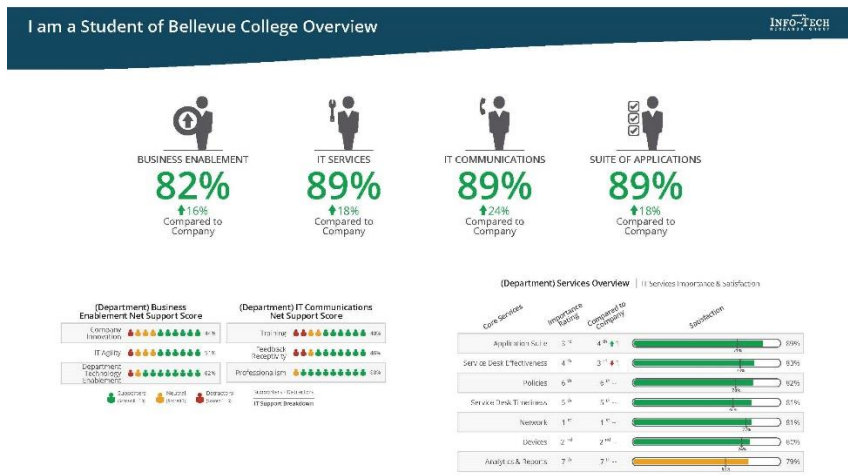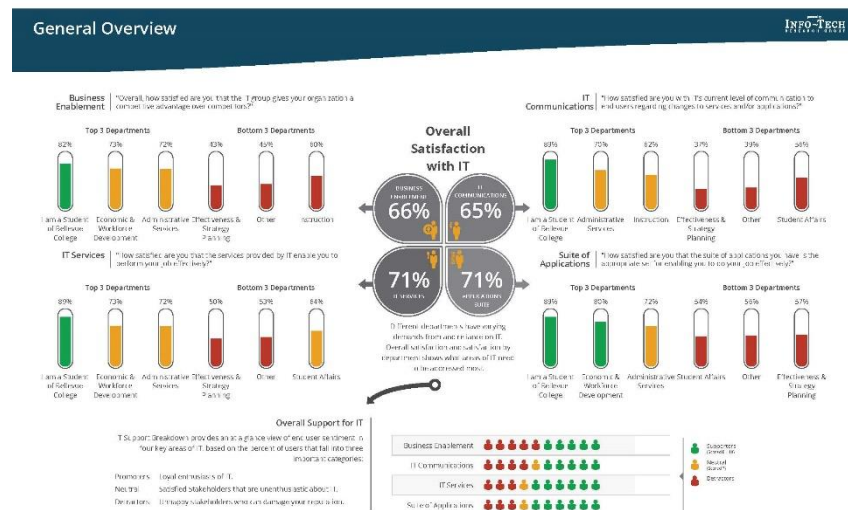
Information Technology Services (ITS) Spring Quarter 2017

5.0: Enterprise Resource Planning Readiness (CTCLINK)

- *5.1 Establish a college ERP project governance model and group for CTCLINK.*

  - Bellevue College is helping to facilitate process mapping across the state CTC system.
  - ITS will continue to monitor the progress of the project.

Positioning KBCS for Growth and Sustainability

- In the last two years, significant changes at 91.3 KBCS have influenced the station's growth.
- Most notably, the KBCS Cougar Mountain Antenna Upgrade Project, a transformation to the programming schedule, staffing changes, and the strengthening of the partnership with the Bellevue College Foundation.
- The growth has been reflected in the number of listeners reached, the station's ratings, and increased revenue.
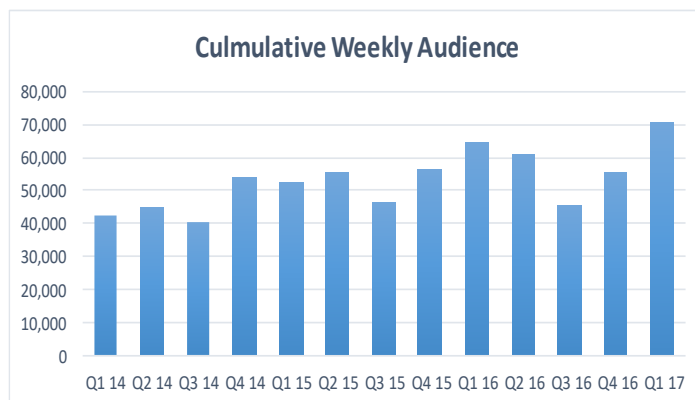
Information Technology Services (ITS) Spring Quarter 2017
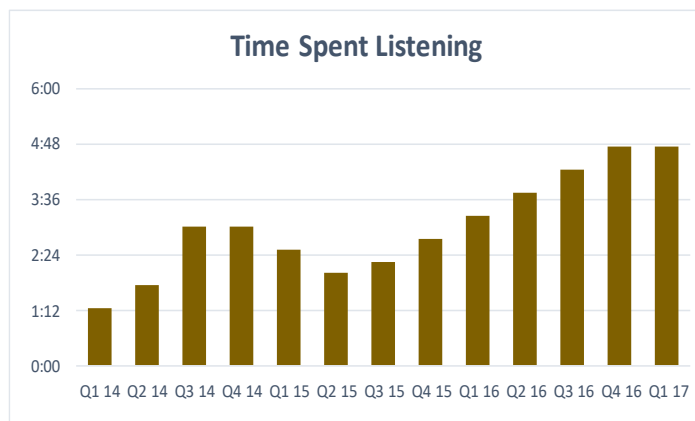
Average Quarter Hour Share
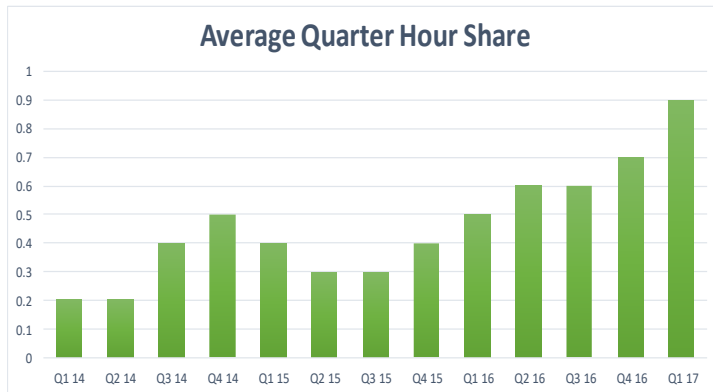
MARKET SHARE

The KBCS average share of Seattle metro radio listening is now akin to KEXP (alternative), C89.5 (dance), and KING-FM (classical).

Culmulative Weekly Audience

REACH

The number of people listening to KBCS each week has grown steadily over the last five years.

Time Spent Listening

ENGAGEMENT

Listeners now spend almost 5 hours with KBCS every day.

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

Information Technology Services (ITS) Spring Quarter 2017

KBCS REVENUE SOURCES

	FY14	FY15	FY16	FY17*
■ Membership & Marketing Revenue	$641,395.00	$588,196.00	$662,879.00	$567,794.00
■ Other Revenue	$31,000.00	$31,000.00	$231,000.00	$228,000.00
■ CPB Revenue	$145,962.00	$103,727.00	$0.00	$0.00
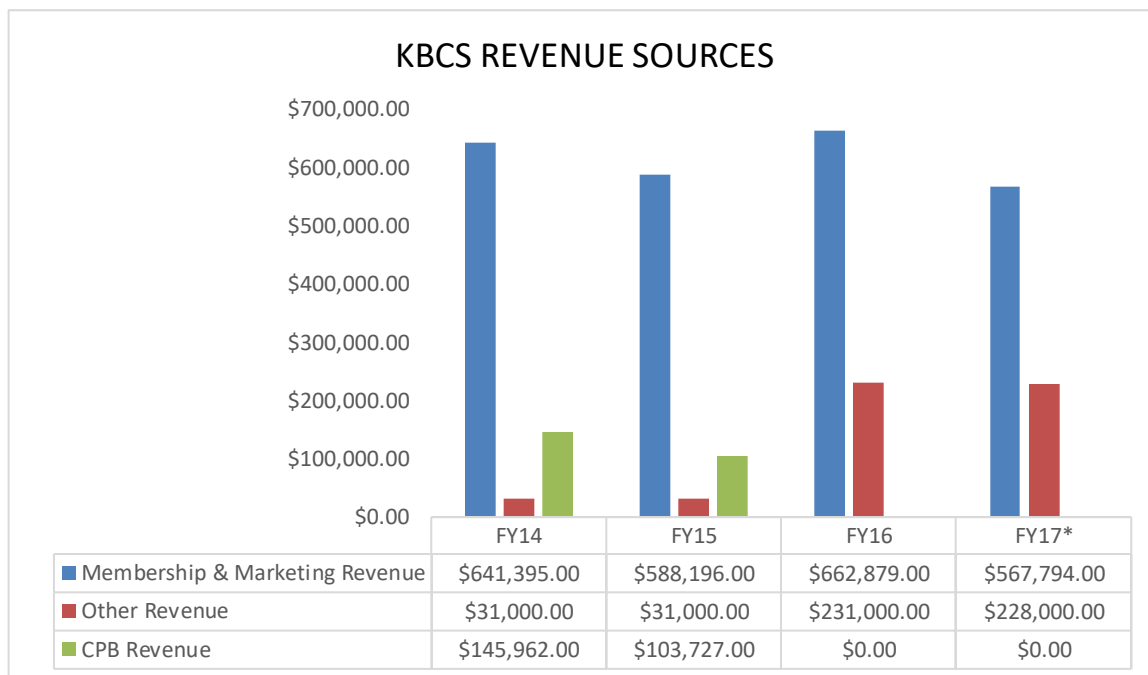
*Through April 2017. Membership & Marketing Revenue for FY17 is expected to surpass FY16.

Information Technology Services (ITS) Spring Quarter 2017

KBCS Membership

	FY14	FY15	FY16	FY17*
Total Members	3,776	3,807	3,326	3,818
Sustainers	955	1,202	1,244	1,577
New Members	866	967	674	958
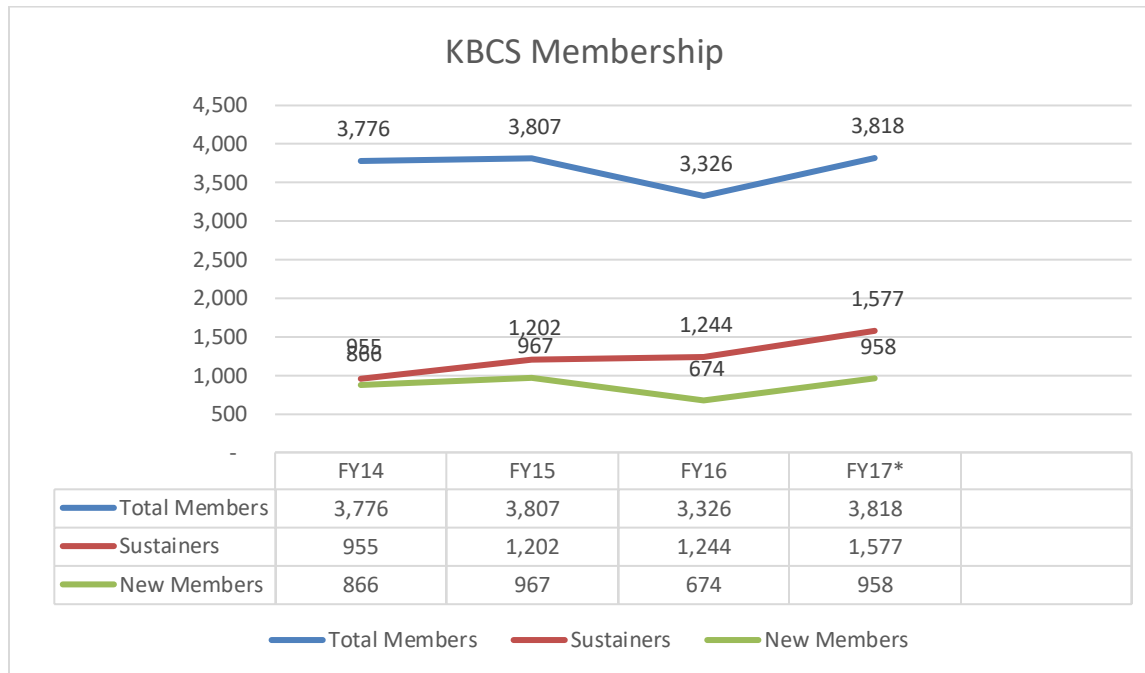
*Through April 2017

In FY17, total membership grew nearly **15%**. Effective fundraising efforts, a focus on sustaining membership, and an expanded audience increased new members by more than **41%** and sustaining memberships by nearly **27%**.

REGULAR MEETING AGENDA ITEM

2017-18 BUDGET DEVELOPMENT UPDATE

☒ **INFORMATION**   ☐ **FIRST READ**   ☐ **ACTION**

Description

- The final FY 17-18 State Operating budget has been placed on hold pending action by the legislature. We anticipate a June 30th budget approval by the legislature with SBCTC approval by July 14th. With the Board of Trustees approval, the college will operate business as usual using the 16-17 budget amounts until a final budget has been approved.
- The estimated SBCTC allocation based on the House budget included a $1.1m increase of non-provision/earmark funds for Bellevue College.
- A request for current obligation increases and new requests was distributed to the college by the budget office.
- The Resource and Planning Council members were asked to prioritize the submitted requests using a scoring matrix. The individual member scores were combined and an average score was assigned for guiding President's Cabinet in final funding choices.
- President's Cabinet conducted a first review and agreed on an increased obligations list. In addition all Vice President's provided a prioritized list of their area's requests.

Next Steps

- President's Cabinet will meet on July 11th to finalize the priority of new one-time and on-going requests and will make a decision regarding available funding for those requests.
- The 2017-18 Operating budget will be reviewed by the President and presented to the Board of Trustees for approval at their next scheduled meeting.

Report by: Kelly Paustain, Director of Budget and Grant Compliance
                    kpaustai@bellevuecollege.edu

REGULAR MEETING AGENDA ITEM

AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING 6/30/2016

☒ **INFORMATION**   ☐ **FIRST READ**   ☐ **ACTION**

Description

Board members have received a copy of the college's first audited financial statements for the year-ended 6/30/2016. Financial statements with the same format, will be prepared and audited annually to meet accreditation requirements.

Key Questions

∗ What standard is used for the financial statement format and what information is presented?

∗ What is the audit opinion?

Analysis

The financial statements follow governmental accounting standards that treat all the college activities as a single enterprise. The financial statements of Bellevue College, are intended to present the financial position, and the changes in financial position, and where applicable, cash flows of only the respective portion of the activities of the state of Washington that is attributable to the transactions of the College and its aggregate discretely presented component units.

The College received an unqualified opinion from the State Auditor's office. The opinion states that the financial statements present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate discretely presented component units of the Bellevue College, as of June 30, 2016, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

REGULAR MEETING AGENDA ITEM

Background/Supplemental Information

The financial statements will be posted on the Bellevue College website and linked to the State Board and State Auditor's websites: http://s.bellevuecollege.edu/wp/sites/169/2014/10/annual-financial-report-fy2016.pdf

Recommendations/Outcomes

The financial statements will be prepared and audited annually to meet new accreditation requirements which will be in place for Bellevue College starting for the 2017-18 fiscal year.

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

REVIEW OF COMMENCEMENT

COMMENCEMENT CEREMONY 2017

☒ INFORMATION ☐ FIRST READ ☐ ACTION

Description

- This year's commencement ceremony took place at Key Arena, Seattle, on June 16.
- 601 students walked at the ceremony.
- 2834 graduation applications were received – an increase of approximately 30-40 compared with last year.
- Commencement address was given by Lt. Governor Cyrus Habib, faculty tribute by Mr. Eric Davis, and student speaker was Mr. Phillip Nguyen.
- Over 60 staff worked at the event, checking-in, lining up, and marshalling students and faculty.

Prepared by: Rae Ellen Reas and Chris Bell, Co-Chairs, Commencement Committee
raeellen.reas@bellevuecollege.edu   chris.bell@bellevuecollege.edu

REGULAR MEETING AGENDA ITEM

2017-18 COLLEGE CARRY-OVER BUDGET

☐ INFORMATION ☐ FIRST READ ☒ ACTION

Description

The development of the Bellevue College Operating, Proprietary, and Financial Aid Budgets for fiscal year 2017-18 has been delayed for the following reason:

- A State budget has not been approved by the state legislature for the fiscal year starting July 1, 2017

Therefore, it is proposed that the Board of Trustees direct the college and President to continue operations using local funds under the funding and operational assumptions of the existing budget plan starting July 1, 2017. A comprehensive operating budget for 2017-2018 will be proposed for adoption at the Fall 2017 meeting of the Board of Trustees when more complete information is available.

REGULAR MEETING AGENDA ITEM

Recommended Motion

That the Board of Trustees of Community College District VIII approve the college to continue operations in the new fiscal year starting July 1, 2017 with the existing budget plan. This recommendation of the budget includes the Board of Trustees authorizing:

- the College President to proceed with the **execution of the planned programs;**
- the College President to **transfer funds** within the General Fund, or from local and other funds, to eliminate any cash deficit as required by RCW 43.88.2601, to **provide working capital, and to support approved projects** and activities;
- the **tuition and fee schedule** as established by law, by the State Board for Community and Technical Colleges, as implemented by the College President, and as listed in the College catalog;
- the College President to **accept allocation amendments** from the State Board for Community and Technical Colleges, to accept such grants and contracts as may be acquired during the budget period, and to report on such changes, at least quarterly, to the Board of Trustees;
- the College President to determine **the fee schedule for contract courses** and programs.

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

REGULAR MEETING AGENDA ITEM

#6750 - CAMPUS PRINTING

☐ INFORMATION   ☑ FIRST READ   ☐ ACTION

Description

The Bellevue College Board of Trustees is being asked to review and accept a new policy titled **#6750 – Campus Printing.** A complete copy of the draft policy is contained in the current board packet. It has been recommended to the college President by the college's *Infrastructure Council*, and subsequently considered by the President's Cabinet. The policy contact is the Vice President of Information Technology Services.

Creation of this new policy is a thoughtful and necessary response to a state mandate. Its development arose from a recent series of instructions to all WACTC colleges from the Department of Enterprise Services (DES). DES handles overall IT support contracts and purchasing regulations for the state. In order to comply with the legislative expectations related to all printing services and to printing support as governed by DES, it was determined the college needed to address those expectations with new, written procedures. In order to create an appropriate foundation for those planned new procedures, which will address the purchasing, support and overall management of campus printers by Information Technology Services, this new policy **#6750 – Campus Printing** was created. The existing 6750P procedure and all printing-related procedures developed in the future will be associated with this new, master policy.

> **Key Questions**
> * How should the college respond to changes in state law regarding printing?
> * What steps should the college take to ensure responsible printing, keeping environmental sustainability in mind?

Analysis
Policy 6750 will establish a framework for campus printing moving forward.

REGULAR MEETING AGENDA ITEM

Background/Supplemental Information
Policy #6570 draft.docx

Recommendation/Outcomes
That the Board of Trustees of Community College District VIII approves policy 6750.

Prepared by: Mary Kay Wegner, Change Management Director (Russ Beard, VP Information
                Technology Services' designee), marykay.wegner@bellevuecollege.edu

6750 Campus Printing

Policy Contact: Vice President, Information Technology Services

Policy
It is the policy of Bellevue College to provide quality and cost effective print, copy, and scan services to meet the needs of students, faculty and staff, while at the same time directly supporting the fiscal and sustainability goals of the institution.

The college will establish procedures under this policy, as needed, to:
- Regulate printing services provided on campus,
- Administer overall campus print hardware and software purchasing, deployment and management, and
- Manage information technology support services related to the use of college printing.
- All subordinate procedures, standards and/or processes established under this policy will be developed with an intent to help:
  - Reduce college expenses related to consumables and soft printing technologies;
  - Reduce impact on the climate by minimizing the number of printing devices used at the college;
  - Reduce the maintenance expenses of all college print/copy/scan hardware devices; and
  - Meet all expectations set forth in Washington state law and applicable federal, state and local regulations related to the governance of printing services and support offered.

Responsibilities:

Information Technology Services Vice-President (ITS-VP)

Has responsibility for maintenance and administration of this policy. ITS will draft updates and changes to this policy and its associated procedures when required, with input from College Governance.

Changes are approved following relevant campus procedures.

Relevant Laws and Other Resources
- Revised Code of Washington (RCW) 43.19.742
- Washington Administrative Code (WAC) 200-380-020
- Policy #4400 - Acceptable Use of State Resources
- Policy #5150 - Acceptable Use of the Bellevue College Network and Bellevue College Data Management Systems

Revision History

Draft Date: 5/15/2017

Approved By

Board of Trustees (date TBD)