



BELLEVue
COLLEGE

Board of Trustees
Community College District VIII

Special Meeting

October 18, 2017

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



A special meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, October 18, 2017. The business session will begin at 3:00 p.m. in room B201. Lisa Chin, Chair, will preside.

AGENDA

- 12:30 PM Athletic Fields Inauguration
Ceremony to open the Bellevue College Soccer/Softball Fields.

- 1:00 PM EXECUTIVE SESSION/LUNCH (A201)
There will be an executive session to discuss personnel matters and employee evaluation.

- 2:00 PM STUDY SESSION (B201) White
Student Success Center: Review of plans for new building.

- 3:00 PM BUSINESS SESSION (B201)
 - I. Call to Order
 - II. Roll Call and Introductions
 - III. Consent Agenda
 - A. Approval of Agenda for October 18, 2017
 - B. Meeting Minutes from September 6, 2017
 - C. Meeting Minutes from October 2, 2017

- 3:10 PM IV. Discussion Items
 - A. Planning for Future Meetings

- 3:20 PM VI. Action Items White
 - A. 2017-18 College Budget White
 - B. Biennial Minor Capital Program

- 3:40 PM VI. Information Items Campbell
 - A. Enrollment Report

- 4:00 PM VII. President's Report Weber

- 4:15 PM VII. Unscheduled Business/Community Testimony

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

4:30 PM VIII. Business Meeting Adjournment

Please note: Time and order are estimates only and are subject to change.

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

A regular meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on September 6, 2017 at Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Lisa Chin, Chair, presided.

EXECUTIVE SESSION

The executive session was called to order at 12:00 p.m. Dr. Chin announced that there would be an executive session to discuss collective bargaining, contract negotiations, and grievance proceedings and to evaluate the performance of a public employee. The executive session was adjourned at 1:25 p.m.

BUSINESS SESSION

I. The business session was called to order at 1:32 p.m.

II. Roll Call

Mr. Cha, Dr. Chin, Mr. Dietzel, Mr. Fukutaki, Ms. Heu-Weller, Mr. Miller and Dr. Weber were present. The board welcomed Mr. Cha, as the new student trustee.

III. Consent Agenda

A. Mr. Miller made a motion to:

- Amend the agenda to add item VI. B - Resolution supporting congressional legislative action to protect Deferred Action for Childhood Arrivals, and;
- Approve the minutes from the meeting held on June 28, 2017.

Mr. Fukutaki seconded the motion. The motion passed.

B. Mr. Miller made a motion to adopt the sabbatical notes to correct the June 7, 2017 Board Packet which had been missing its sabbatical leave attachment. Ms. Heu-Weller seconded the motion. The motion passed.

IV. Constituent Reports

A. Faculty

Sue Nightingale, representing faculty, reported on the following:

- Bargaining resumes next week.
- Presented data regarding retention of full-time faculty for 2013-14, 2014-15 and 2015-16.
- Recruitment and retention difficulties due to uncompetitive salaries.

B. Classified Staff

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

- Shared appreciation for the new walking path on campus.
- Recognized recent events that promote community among staff.

- Confident the institution is on the right path as an ATD college under the leadership of Dr. Weber.

C. Foundation

Laura Celis, representing the BC Foundation, reported on the following items:

- Excited about the momentum generated by last year's 50th anniversary and looking forward to a great year ahead. Thanked IA staff for their hard work and enthusiasm last year.
- The Foundation has been gifted a house in Sammamish in the will of Florence Wilkinson.
- Upcoming events: Friends of BC lunch and advisory committees.
- The newly formed BC Alumni Association has appointed officers and committees established.
- The 2018 Become Exceptional luncheon will be held on April 25, and the first major sponsor has been secured.
- Still need to recruit more foundation board members to replace those that have stepped down.

D. Student

There was no ASG report.

V. Monitoring Reports: The Board reviewed the following reports:

A. Student Success

There were questions followed by a discussion about Running Start.

B. Instruction

C. Economic and Workforce Development

D. Student Affairs

E. Equity and Pluralism

There was discussion about how the college is reaching out to DACA students. Communication will be going out from Dr. Weber.

Mr. Miller is available to present at an open forum Q&A.

F. Institutional Advancement

G. Finance

H. Enrollment Report Year End 2016-17

The Board would like a study session to further address enrollment.

I. Enrollment Report Summer 2017

VI. Action Item

The following items were considered for action.

A. Policy 6750 – Campus Printing

Motion

It was moved by Mr. Dietzel and seconded by Mr. Fukutaki that:

The Board of Trustees of Community College District VIII approve the Policy #6750 – Campus Printing.

The motion passed.

B. Resolution supporting congressional legislative action to protect Deferred Action for Childhood Arrivals

Mr. Miller presented an overview of the resolution. The first reading is to be waived.

Motion

It was moved by Mr. Miller and seconded by Mr. Fukutaki that the Board of Trustees of Community College District VIII hereby adopts Resolution No. 314 supporting Congressional Legislative Action to protect Deferred Action for Childhood Arrivals.

The motion passed.

VII. First Read

A. 2017-18 College Budget

- Ray presented the 2017-18 budget.
- There was a discussion about CTC Link
- There was a question about COLAs.

B. Biennial Minor Capital Program

- Discussion about using local funds to keep projects moving forward.
- It was suggested that the list of projects be structured differently.
- Brainstorm a plan B. Review the process for ranking and selection.

VIII. Board Reports

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

IX. President's Report

- Dr. Weber thanked everyone for their help over the past month.
- Announced Donna Sullivan will be the new executive assistant.
- Thanked Kirsty Haining for providing interim support.

- Congratulated Dr. Sayumi Irely, who received the CTC Leadership Development Association Award of Excellence in Leadership.

X. **Unscheduled Business/Community Testimony**

There was no unscheduled business/community testimony.

XI. **Business Meeting Adjournment**

There being no further business, the meeting of the Board of Trustees adjourned at 3:20pm.

Lisa Chin, Chair
Board of Trustees

ATTEST:

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

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON

A special meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on October 2, 2017 at Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Lisa Chin, Chair, presided.

EXECUTIVE SESSION

The executive session was called to order at 8:00 a.m. Lisa Chin announced that there would be an executive session to discuss collective bargaining, contract negotiations, and grievance proceedings and to evaluate the performance of a public employee. The executive session was adjourned at 9:02 a.m.

BUSINESS SESSION

The business session was called to order at 9:05 a.m.

I. ROLL CALL

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

II. CONSENT AGENDA

Steve Miller requested that action item V. B, be moved to the top of the agenda.

Merisa motioned to approve the consent agenda as amended. Rich Fukutaki seconded. The consent agenda was approved unanimously.

III. ACTION ITEM

Negotiated Agreement between Bellevue College Association of Higher Education and the Board of Trustees of Community College District VIII.

Motion

Steve Miller made a motion to approve the negotiated agreement between Bellevue College Association of Higher Education and the Board of Trustees of Community College District VIII, for the period September 1, 2017 - August 31, 2020. Merisa Heu-Weller seconded.

The motion passed unanimously.

IV. DISCUSSION ITEM

A. Planning for Future Meetings

- 1) There has been a change to the format of the meeting scheduled on October 18, which had originally been planned as an all-day session; Dr. Weber suggested a shorter time period, and asked the trustees which topics they would like to discuss in

detail. The trustees will advise Dr. Weber. Dr. Chin would like to review the schedule for the rest of the year and any pressing issues.

2) Date change for November meeting.

Dr. Weber has a conflict on November 15, specifically in the afternoon. A new date, preferably earlier in the month, will be determined and the schedule will be updated.

3) Dinner/Retreat on November 28th and 29th, 2017.

Dr. Weber contacted consultants and will work with them to create the content for the retreat. He will provide a tentative agenda for the next meetings in October and November.

V. **ACTION ITEM**

Alteration to dates for public meetings.

This action item was postponed.

VI. **PRESIDENT'S REPORT**

Dr. Weber has been attending community events. He recently met with the Bellevue School District Superintendent and together they will be meeting various business leaders.

VII. **UNSCHEDULED BUSINESS**

There was no unscheduled business.

VIII. **ADJOURNMENT**

There being no further business, the meeting of the Board of Trustees adjourned at 9:15 a.m.

Lisa Chin, Chair
Board of Trustees

ATTEST:

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

2017-18 College Budget
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2017 – 18 COLLEGE BUDGET

INFORMATION

FIRST READ

ACTION

Description

The Bellevue College Operating Budget for fiscal year 2017-18 is presented to the Board of Trustees for consideration of approval at their November 15, 2017. To assist the Board in considering the proposed budget, a comparison of the initial 2016-17 and the 2017-18 budget is provided with the Reserve Report (Attachment #1). In addition a list of obligations and proposed on-going and one-time additions that have been included in this budget is provided. (Attachment #2).

Key Questions

- * What is the 2017-18 college’s budgetary plan for all funds, excluding Capital?

Analysis

The fiscal year 2017-18 budget was developed based on the following assumptions:

- * State Allocation increase includes funding for 2% COLA/ Health benefit pass through, tuition backfill, and enrollment growth.
- * To assist with state enrollments, the self-support bachelor programs, dedicated local fund, were moved into the state local operating fund.
- * Running Start has a projected 2% enrollment growth.
- * International Programs has a projected revenue decline, including English Language Institute enrollment decline from federal changes, and a projected switch of International students to state enrollment to meet increased state target.
- * Faculty 2% COLA is included, however contract negotiations are not completed at the time of this report.

Background/Supplemental Information

- Attachment 1: Proposed 2017-18 College Budget and Reserve report
- Attachment 2: Proposed 2017-18 State and Self-Support One-Time and Ongoing additions



2017-18 College Budget

Page 2

Budget Increase / Decrease Explanation	
•	OPERATING FUND
*	State allocation increase \$2,874,693:
•	\$1,028,552, base, performance, and enrollment adjustments;
•	\$1,077,679 compensation, benefit, pension increases;
•	\$768,462 tuition backfill worker retraining, & earmarks
*	Local Operating increase \$4,135,666:
•	\$4,007,848 tuition projection increase, bachelor and international;
•	\$ 127,818 opening fund balance (one-time) difference
*	Dedicated Local Fund decline <\$3,182,861>:
•	<\$2,008,698> bachelor program shift to state;
•	<\$1,174,163> excess Enrollment decrease, fee revenue adjustments;
*	Grant & Contract revenue decrease< \$,7,311,769>:
•	<\$3,456,246> state & federal grant reductions;
•	<\$1,471,324> fee decrease, includes international programs;
•	<\$2,384,199> reduction in contribution to reserve
•	PROPRIETARY FUNDS
*	Addition of a housing project with COP, budget adjustments to reflect department expectations, parking revenue
•	FINANCIAL AID FUNDS
*	Increase in state aid and reduction in state work study

Recommendation/Outcomes

It is recommended that the Board of Trustees of Community College District VIII approves the following budget plan for the fiscal year July 1, 2017 through June 30, 2018 at their meeting in November or a special meeting.

Annual Budget

Operating Funds	\$ 99,203,028
Proprietary Funds	\$ 22,216,225
Financial Aid Funds	<u>\$ 24,040,693</u>
Total 2017-18 Annual Budget	<u>\$ 145,459,946</u>

Reserve Funds



2017-18 College Budget

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Contingency Fund	\$ 2,188,821
Operating Reserve	\$ 11,361,636
Proprietary Reserve	\$ 3,332,434
Total 2017-18 Reserve Funds	<u>\$ 16,882,891</u>

Recommended Motion

The Board of Trustees of Community College District VIII approves the college budget plan, as proposed, for fiscal period 2017-2018. The Board of Trustees further authorizes:

- the College President to proceed with the **execution of the planned program**;
- 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 **addition of staff and faculty positions** necessary to carry out the College's programs; and
- the College President to determine **the fee schedule for contract courses** and programs.

Prepared by: Ray White, Vice President of Administrative Services
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COMMUNITY COLLEGE DISTRICT V111
 BELLEVUE COLLEGE
 Bellevue, Washington

Attachment # 1

2017-18 COLLEGE BUDGET and RESERVE REPORT

Proposed Revenue Plan by Fund
 includes comparison to initial 2016-17 college budget

	2016-17 INITIAL BUDGET	Increase/ (Decrease)	2017-18 INITIAL BUDGET
OPERATING FUND:			
STATE ALLOCATION	\$32,468,156	\$2,874,693	\$35,342,849
LOCAL OPERATING	\$22,740,379	\$4,135,666	\$26,876,045
DEDICATED LOCAL FUND	\$16,708,209	-\$3,182,861	\$13,525,348
GRANTS & CONTRACTS	\$30,770,555	-\$7,311,769	\$23,458,786
TOTAL OPERATING FUNDS:	\$102,687,299	-\$3,484,271	\$99,203,028
PROPRIETARY FUNDS:			
COMPUTER SERVICE FUND	10,001	\$0	10,001
PRINTING FUND	911,857	-\$30,527	881,330
ASSOCIATED STUDENTS	3,326,563	\$481,360	3,807,923
BOOKSTORE	3,876,600	-\$639,000	3,237,600
PARKING	2,834,775	\$68,838	2,903,613
FOOD SERVICES	1,953,370	-\$70,830	1,882,540
OTHER AUXILIARY ENTERPRISES	3,583,623	\$701,143	4,284,766
HOUSING	0	\$5,208,452	5,208,452
TOTAL PROPRIETARY FUNDS:	\$16,496,789	\$5,719,436	\$22,216,225
FINANCIAL AID FUNDS:			
GRANTS IN AID	12,265,256	\$731,316	12,996,572
STUDENT LOAN	10,000,000	\$0	10,000,000
STATE WORK STUDY	94,629	-\$14,008	80,621
FINANCIAL AID FUND	963,500	\$0	963,500
TOTAL FINANCIAL AID FUNDS:	\$23,323,385	\$717,308	\$24,040,693
TOTAL ANNUAL REVENUE:	\$142,507,473	\$2,952,473	\$145,459,946

2017-18 COLLEGE RESERVE REPORT	
	Reserve
RESERVE PER POLICY 7110	
Contingency Fund (3% State Operating)	\$2,188,821
Operating Reserve 15%	\$11,361,636
Proprietary Reserve 15%	\$3,332,434
TOTAL ANNUAL RESERVE REQUIREMENT	\$16,882,891
RESERVE FUNDS	
Parking Garage Reserve	\$5,310,722
Student Housing Reserve	\$2,000,000
Student Success Reserve	\$11,000,000
Subtotal Reserve	\$18,310,722
TOTAL RESERVED	\$35,193,613

COMMUNITY COLLEGE DISTRICT V111
BELLEVUE COLLEGE
 Bellevue, Washington

Attachment 2

2017-18 State Operating Funding				
DIVISION	REQUEST TITLE	TOTAL AMOUNT	ONE-TIME	ON-GOING
OBLIGATIONS				
ADMIN SVCS	ART STORAGE TRAILER LEASE	\$5,000	\$5,000	
ADMIN SVCS	CTC LINK PAYMENT	\$500,000	\$500,000	
ADMIN SVCS	SBCTC HIGHPOINT MOBILITY SOFTWARE	\$2,737		\$2,737
ADMIN SVCS	SBCTC CAMPUS CLARITY SOFTWARE	\$2,942		\$2,942
ADMIN SVCS	BANK MOBILE DISBURSEMENT FINANCIAL AID	\$5,000		\$5,000
ADMIN SVCS	EARLY LEARNING CENTER SALARY INCREASE	\$5,290		\$5,290
ADMIN SVCS	PUBLIC SAFETY COMMUNICATIONS OFFICER	\$48,468		\$48,468
ADMIN SVCS	EMERGENCY OPERATIONS OPERATIONS	\$45,000	\$45,000	
EQUITY & PLURALISM	TITLE IX OPERATING	\$116,865	\$36,100	\$80,765
HUMAN RESOURCES	CLASSIFIED RECLASS	\$90,750		\$90,750
HUMAN RESOURCES	NEW HR GENERALIST - TWO	\$171,500		\$171,500
INFO TECH SERVICES	DIRECTOR OF CHANGE MANAGEMENT (YR 3 OF 5)	\$127,582	\$127,582	
INFO TECH SERVICES	ENTERPRISE SOFTWARE OBLIGATION INCREASE	\$390,000		\$390,000
INSTRUCTION	FACULTY ROBES	\$10,650	\$10,650	
INSTRUCTION	DEGREE PROGRAM DEVELOPMENT	\$138,875	\$35,000	\$103,875
INSTRUCTION	FACULTY COMMONS FUNDING	\$144,458	\$144,458	
INSTRUCTION	FACULTY CONVERSION POSITIONS- THREE	\$110,470		\$110,470
INSTRUCTION	RISE OPERATING	\$5,000		\$5,000
INSTRUCTION	FACULTY SABBATICAL	\$243,363	\$243,363	
INSTRUCTION	BAS INTERIOR DESIGN	\$414,916		\$414,916
INSTRUCTION	BAS HLTHCR INFORMATICS	\$262,354		\$262,354
INSTRUCTION	BAS NURSING	\$218,485		\$218,485
INSTRUCTION	BAS HLTHCR MGT LDRSH	\$413,418		\$413,418
INSTRUCTION	NURSING ASST CERT	\$122,589		\$122,589
INSTRUCTION	BAS HLTHCR PROMO & MGT	\$185,627		\$185,627
INSTRUCTION	BAS COMPUTER SCIENCE	\$371,584	\$52,600	\$318,984
INSTRUCTION	BAS MOLECULAR BIO	\$321,828		\$321,828
INSTRUCTION	BAS DATA ANALYTICS	\$251,706		\$251,706
INSTRUCTION	BAS ISIT	\$330,517		\$330,517
INSTRUCTION	BAS APP ACCOUNTING	\$267,972		\$267,972
INSTRUCTION	BAS DIGITAL MARKETING	\$133,864		\$133,864
PRESIDENT'S OFFICE	TRVEL BUDGET INCREASE	\$20,000		\$20,000
PRESIDENT'S OFFICE	EXEC. ASSISTANT SALARY INCREASE	\$7,250		\$7,250
PRESIDENT'S OFFICE	GOVERNANCE COORDINATOR	\$82,675	\$82,675	
STUDENT AFFAIRS	MAXIENT 2017-18 ANNUAL SERVICE	\$6,000		\$6,000
STUDENT AFFAIRS	TES EVALUATION SERVICES	\$10,000		\$10,000
STUDENT AFFAIRS	QLESS ANNUAL FEE	\$23,000		\$23,000
STUDENT AFFAIRS	DEAN OF STUDENT LIFE	\$122,316		\$122,316
STUDENT AFFAIRS	PROJECT - PERM PROGRAM SPEC II E-TEXT MANAGER	\$66,018		\$66,018
STUDENT AFFAIRS	DRC SALARY INCREASE	\$3,910		\$3,910
STUDENT AFFAIRS	PROJECT - PERM PROGRAM ASSISTANT - PROCTOR	\$53,962		\$53,962
TOTAL OBLIGATIONS		\$5,853,941	\$1,282,428	\$4,571,513
NEW REQUEST				
ADMIN SVCS	CARPPOOLING AND ENERGY SOFTWARE	\$3,000	\$3,000	
ADMIN SVCS	NANO CLEANER	\$28,400	\$28,400	
EQUITY & PLURALISM	OEP OPERATNG BUDGET	\$45,000		\$45,000

**COMMUNITY COLLEGE DISTRICT V111
BELLEVUE COLLEGE
Bellevue, Washington**

Attachment 2

EQUITY & PLURALISM	ACHIEVING THE DREAM PARTICIPATION	\$120,000	\$120,000	
EQUITY & PLURALISM	EDUCATIONAL EQUITY (EEQ) OPERATING	\$87,780	\$87,780	
HUMAN RESOURCES	HRIS APPLICANT TRACKING, ONBOARDING PERFORM & EVAL	\$46,000	\$24,446	\$21,554
HUMAN RESOURCES	PERSONNEL RECRUITING	\$119,000	\$119,000	
HUMAN RESOURCES	COMPLAINT INVESTIGATIONS	\$120,000	\$120,000	
HUMAN RESOURCES	LEADERSHIP DEVELOPMENT PRG	\$25,787	\$25,787	
INFO TECH SERVICES	COMPUTER CAPITAL REPLACEMENT	\$200,000	\$200,000	
INFO TECH SERVICES	CLASSROOM UPGRADES	\$150,000	\$150,000	
INSTITUTIONAL ADVANCEMENT	DIGITAL & BROADCAST MARKETING	\$80,000	\$80,000	
INSTRUCTION	DEGREE PROGRAM DEVELOPMENT	\$70,000	\$70,000	
INSTRUCTION	D240L CLASSROOM COMPUTER REPLACEMENT	\$30,672	\$30,672	
INSTRUCTION	ACADEMIC SUCCESS CENTER HOURLY SUPPORT	\$24,000	\$24,000	
INSTRUCTION	SIMULATION LAB TECH FT POSITION	\$80,064	\$80,064	
INSTRUCTION	CURRICULUM PROPOSALS SITE REPLACEMENT PROJECT	\$177,975	\$153,657	\$24,318
INSTRUCTION	RISE OPERATING	\$32,000	\$32,000	
INSTRUCTION	IBIT NEW COMPUTER LAB	\$95,700	\$95,700	
INSTRUCTION	CLASSROOM CLICKERS	\$31,650	\$31,650	
PRESIDENT'S OFFICE	LEAN ACTIVITIES	\$20,000	\$20,000	
PRESIDENT'S OFFICE	GOVERNANCE OPERATIONS	\$150,000	\$150,000	
STUDENT AFFAIRS	ADMISSIONS APPLICATION CLASSIFIED NEW POSITION	\$70,000	\$70,000	
STUDENT AFFAIRS	DISABILITY RESOURCES SUPPORT	\$30,000	\$30,000	
STUDENT AFFAIRS	ACADEMIC SUCCESS CENTER HOURLY SUPPORT	\$25,000	\$25,000	
STUDENT AFFAIRS	TERRA DOTTA DATABASE PURCHASE	\$20,000	\$20,000	
STUDENT AFFAIRS	ATHLETICS COACH STIPEND INCREASE	\$15,000	\$15,000	
TOTAL NEW REQUEST		\$1,897,028	\$1,806,156	\$90,872
		\$7,750,969	\$3,088,584	\$4,662,385
2017-18 Self Support Funding				
OBLIGATIONS				
STUDENT AFFAIRS	TRIO INDIRECT REFUND (YEAR 3 OF 5)	\$18,339	\$18,339	
STUDENT AFFAIRS	OIGI/ELI COLA & BENEFIT INCREASES	\$124,162		\$124,162
NEW REQUEST				
STUDENT AFFAIRS	ALEKS MATH ASSESSMENT	\$85,000	\$85,000	
STUDENT AFFAIRS	HIGH SCHOOL PROGRAM SPEC II - COMPLIANCE	\$60,000		\$60,000
STUDENT AFFAIRS	HOUSING DIRECTOR	\$50,472	\$50,472	
STUDENT AFFAIRS	HOUSING ADMIN POSITION	\$36,072	\$36,072	
STUDENT AFFAIRS	HOUSING MANAGEMENT SOFTWARE	\$25,000	\$25,000	
ADMIN SVCS	HOUSING PUBLIC SAFETY OFFICER	\$36,846	\$36,846	
		\$435,891	\$251,729	\$184,162
TOTAL ADDITIONS TO ALL FUNDS		\$8,186,860	\$3,340,313	\$4,846,547

Biennial Minor Capital Program

INFORMATION

FIRST READ

ACTION

Description

Each year Bellevue College receives funding (approx. \$2.5m) from the state for minor capital repairs, maintenance and improvements as part of the state capital budget plan. This is supplemented by local funds (\$2-4m) to address our ongoing needs. While capital planning at BC is done on a biennial schedule, a work plan for minor capital is submitted annually.

This year, in addition to the two-year small capital work plan of \$6.9 million (attached), it is recommended that the board authorize the temporary use of \$3 million in local funds to keep the local capital program progressing until the state capital budget can be adopted and disbursed.

Key Questions

- * Does the proposed program address the minor capital needs of the college?
- * Should the college use local funds until state appropriated funds are released?

Analysis

The two-year work plan is consistent with past history and practice. It reflects the need to upgrade existing facilities to meet life/safety and ADA codes and provide effective instructional spaces. Local supplemental funding for these projects (\$6.9 million over two years) is available and earmarked well in advance.

This year, due to an ongoing political stalemate, Washington's legislature has been unable to pass a state capital budget. This has delayed the state portion of funding for this work plan and created unique and unprecedented challenges for the college.

During this delay, most system colleges are electing to continue some or all projects by "fronting" the money from local sources until the state capital funds are released. It is recommended that Bellevue follows this protocol as well - self-funding up to \$3 million of repairs/improvements to be reimbursed by state allocation when it becomes available. (Current expectation is that state funds may not be available until at least March 2018.)



Biennial Minor Capital Program

Background/Supplemental Information

While the possibility is very small, should the state capital budget fail to pass altogether, the college may not recover the funds spend. However, of the \$3 million, we believe that the college would knowingly elect to spend approximately \$1.4 million from local funds anyway on life/safety initiatives and critical repairs. And while the other \$1.6 million of local funds would probably not have been spent at this time, they are not a loss. Our campus community will be served by the completion of these important projects. Further, costs associated with stalling the contracted work could easily exceed the \$1.6 million.

A list of projects proposed for supplemental local funding for the two year period 2017-2019 is attached and summarized below.

2017-19 Minor Capital Budget Program - Estimated Maximum Cost			
Project	Project Type	Est. Cost Year One	Est. Cost Year Two
LOCAL FUNDS			
Student Housing Parking	<i>Campus Enhancement</i>	\$ 350,000	
Pre-Design of Student Success Bldg	<i>Campus Enhancement</i>	\$ 560,000	
A & B Building Sprinkler Addition	<i>Code Req/Life Safety</i>	\$ 200,000	\$ 200,000
Phased Exterior Light Project	<i>Life Safety</i>	\$ 200,000	\$ 200,000
Phased Fire Alarm Upgrades	<i>Life Safety</i>	\$ 400,000	
HVAC Replacement Study	<i>End of Life Replacement</i>	\$ 110,000	
ELC Parking (lot 99)	<i>Campus Enhancement</i>	\$ 300,000	
G Building Remodel	<i>Campus Enhancement</i>	\$ 1,000,000	\$ 2,857,000
Student Housing Food Service Equip	<i>Campus Enhancement</i>	\$ 250,000	
Athletic Fields	<i>Campus Enhancement</i>	\$ 200,000	
House Demo	<i>Campus Enhancement</i>		\$ 100,000
Sub Total		\$ 3,570,000	\$ 3,357,000
Total Local Funds			\$ 6,927,000
STATE FUNDS			
HVAC Replacement	<i>End of Life Replacement</i>		\$ 656,500
Switch Gear Replacement	<i>End of Life Replacement</i>		\$ 422,500
Site Repairs	<i>End of Life Replacement</i>		\$ 216,000
Repairs and Minor Improvement	<i>End of Life Replacement</i>	\$ 250,000	\$ 312,000
G Building Remodel	<i>End of Life Replacement</i>	\$ 500,000	\$ 643,000
Sub Total		\$ 750,000	\$ 2,250,000
Total State Funds			\$ 3,000,000
Total Minor Capital Program 2017-2019			\$ 9,927,000



Biennial Minor Capital Program

Recommended Motion

The Board of Trustees of Community College District VIII approves the 2017-2019 Minor Capital Program as proposed in two parts;

- a. the two-year minor capital work plan of \$6,927,000 and
- b. the temporary use of up to \$3 million in local funds to keep the capital program progressing until the delayed state capital budget can be adopted and disbursed.

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2017-2019 Minor Capital Budget Program - *Estimated Maximum Cost*

Project	Description	Project Type	Est. Cost 2017-2018	Est. Cost 2018-2019	Impacts
Student Housing Parking	During the community engagement and SEPA process it was strongly recommended that we add some additional parking to serve the student housing building. We have incorporated a 38 stall parking lot addition to the Student Housing contract which was not initially programmed or funded.	Campus Enhancement	\$ 350,000		This project is already part of Walsh contract. We will default payment to contractor leading to legal implications.
Pre-Design of Student Success Building	The request is to fund the design of this project for the next 6 months. There will be a presentation in October to present the design and receive feedback.	Campus Enhancement	\$ 560,000		This is part of the Design/Build team Schematic design proposal. We will default payment to the contractor leading to legal implications.
A & B building Sprinkler Addition	The Physics/Rise project triggered a code requirement to sprinkler the entire A & B building. BC entered into a master agreement with City of Bellevue agreeing to add sprinklers to the A & B Building in a phased manner. We are obligated to install 20% of the entire project every biennium. The request for 400,000\$ is to complete phase 1 in the 2017-19 Biennium. This will also be supplemented by state funds once these are approved by the legislature.	Code Req/Life Safety	\$ 200,000	\$ 200,000	Signed agreement with City of Bellevue will be at default. Violation of the agreement will lead to City pursue abatement and Civil enforcement.
Phased Exterior Light Project	Due to the several complains received regarding the lack of lighting at some parking lots on campus, a lighting study was performed to identify the parking lot lighting deficiencies on campus. The study revealed that several of our parking lots are below the code required lighting levels. The request for \$400,000 is to tackle the areas that are the most critical in regards to life safety.	Life Safety	\$ 200,000	\$ 200,000	Will remain a life safety and safety issue leading to potential law suits.
Phased Fire Alarm Upgrades	Many of our older buildings have fire alarms that have failed or nearly failing. The request for \$400,000 is to provided additional funds to the failed units in B, C and Parking Garage buildings and to upgrade the devices to bring them up to code. This is an ongoing effort to maintain our aging campus.	Life Safety	\$ 400,000		Will remain a life safety issue and non-compliance with building code will lead to fines civil enforcements.
HVAC Replacement Study	HVAC units on all the older buildings are at end of their useful life. Several have failed and some being replaced this biennium with state funded repair money. BC will be looking at HVAC replacements in the next few upcoming years. The request for \$110,000 is to do a consolidated study of all our HVAC unit and determine their current condition and remaining useful life for each unit. This information will be used to strategize the upcoming HVAC units. This will be a supplement to the state funds once they are approved by the legislature.	End of Life Replacement	\$ 110,000		we be unable to plan for the aging infrastructure replacement. Will have to face unforeseen failure leading to occupant discomfort.
ELC Parking (lot 99)	A new parking lot addition is currently out to bid to replace the parking loss for Early Learning Center staff and Parents due to the Student housing construction. The Project is scheduled to begin summer 2017.	Campus Enhancement	\$ 300,000		This project has already begun based on union negotiations. We will default payment to contractor leading to legal implications
G Building Remodel	Part of expected state funding will be \$1.2 million to renovate the Gym building to accommodate some program needs and capture under-utilized space in the locker room areas. BC hired NAC architects to perform a schematic design and identify all the deficiencies in the building. During this phase it was discovered that several systems namely HVAC, fire alarm and electrical are at end of useful life. The antiquated boiler system needs to be replaced with a more efficient system to provide hot water to the users. The restrooms and locker rooms are not ADA compliant and need to be renovated as well as part of the ADA audit. There are several requests for all gender locker/shower facility which is also not currently available. The number of plumbing fixtures also doesnot meet code. The current fitness center is substantially under-sized for a campus of our size and is in desperate need of expansion until something larger can be developed. Several scenarios were designed and estimated. The best approach to take would be to do it all this biennium which will require additional funding of \$3 million from the college. The bare minimum we would need to do to update the building systems and reclaim under-utilized space would be a request of \$2 Million. However, Phasing this renovation will cause significantly more disruption. Hence would be better as fully-fund up-front in order to complete this project in one phase.	Campus Enhancement	\$ 1,000,000	\$ 2,857,000	Remain ADA non-compliant lack of All Gender facility under-utilized space Lack of fitness facility.
Student Housing Food Services Equipment	Food Services equipment was value engineered as part of construction process. The request is for all the equipment and infrastructure rquired for the café.	Campus Enhancement	\$ 250,000		Unable to operate the food services at the new building.
Athletic Fields	Additional request for \$200,000 is to add a concrete pre-cast restroom unit and Storage unit. The roofs for the dug-outs and batting cage that are not currently in scope can also be provided with this additional fund.	Campus Enhancement	\$ 200,000		
House Demo	Funds cover demolition of house 21 and house 6 that are currently a health hazard for the community.	Campus Enhancement		\$ 100,000	Health effect for the community and neighborhood.
Sub Total			\$ 3,570,000	\$ 3,357,000	
Cash Flow for State Projects	We are seeking approval to move forward on projects we expect will be funded with state appropriations. We are assigning a high likelihood that we will receive state appropriations but-for the first time in many years, the state capital appropriation has been delayed.	Temp. local funding of state projects	\$ 750,000	\$ 2,250,000	Expected to be reimbursed.
Subtotal			\$ 4,320,000	\$ 5,607,000	

2017-19 Minor Capital Budget Program - Estimated Maximum Cost

Project	Project Type	Est. Cost Year One	Est. Cost Year Two
LOCAL FUNDS			
Student Housing Parking	<i>Campus Enhancement</i>	\$ 350,000	
Pre-Design of Student Success Bldg	<i>Campus Enhancement</i>	\$ 560,000	
A & B Building Sprinkler Addition	<i>Code Req/Life Safety</i>	\$ 200,000	\$ 200,000
Phased Exterior Light Project	<i>Life Safety</i>	\$ 200,000	\$ 200,000
Phased Fire Alarm Upgrades	<i>Life Safety</i>	\$ 400,000	
HVAC Replacement Study	<i>End of Life Replacement</i>	\$ 110,000	
ELC Parking (lot 99)	<i>Campus Enhancement</i>	\$ 300,000	
G Building Remodel	<i>Campus Enhancement</i>	\$ 1,000,000	\$ 2,857,000
Student Housing Food Service Equip	<i>Campus Enhancement</i>	\$ 250,000	
Athletic Fields	<i>Campus Enhancement</i>	\$ 200,000	
House Demo	<i>Campus Enhancement</i>		\$ 100,000
Sub Total		\$ 3,570,000	\$ 3,357,000
Total Local Funds			\$ 6,927,000
STATE FUNDS			
HVAC Replacement	<i>End of Life Replacement</i>		\$ 656,500
Switch Gear Replacement	<i>End of Life Replacement</i>		\$ 422,500
Site Repairs	<i>End of Life Replacement</i>		\$ 216,000
Repairs and Minor Improvement	<i>End of Life Replacement</i>	\$ 250,000	\$ 312,000
G Building Remodel	<i>End of Life Replacement</i>	\$ 500,000	\$ 643,000
Sub Total		\$ 750,000	\$ 2,250,000
Total State Funds			\$ 3,000,000
Total Minor Capital Program 2017-2019			\$ 9,927,000



**BELLEVUE
COLLEGE**

REGULAR MEETING AGENDA ITEM

ENROLLMENT REPORT

INFORMATION

FIRST READ

ACTION

Description

A description and analysis of current enrollment, enrollment trends and an explanation of the current allocation model.

Key Questions

- * How is Bellevue College's enrollment allocation determined?
- * What do current enrollments indicate about the ability of the college to meet its enrollment target in 2017-18?
- * What disaggregated enrollment trends are evident at Bellevue College?

Analysis

Despite declining enrollments Bellevue College's enrollment allocation has increased in the past few years. This year Bellevue College's enrollment target has risen by 358 FTE (4.6%). This is caused by two factors:

- The allocation model is based on a three year average with a one year lag. Thus current allocations are driven by enrollments in 2013 – 2015, a period in which the college was substantially above target
- The college has consistently met its allocation targets while other colleges have not. This results in a reallocation of FTE to Bellevue College.

Bellevue College continues to experience modest enrollment declines among state supported students. Given the increase in the college's allocation, it is unlikely that the college will meet its allocation target in the current year.

Enrollment trends vary substantially by age and gender. In general the college sees increased running start enrollment, decreased direct from high school enrollment, increased indirect from high school enrollment and decreased enrollment of older (over age 30) students.

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