



**Board of Trustees
Community College District VIII**

Regular Meeting

November 8, 2017

A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, November 8, 2017. The business session will begin at 2:00 p.m. in room B201. Merisa Heu-Weller, Vice Chair, will preside.

AGENDA

- | | | |
|----------|--|---|
| 12:00 PM | EXECUTIVE SESSION/LUNCH (A201)
There will be an executive session to evaluate the performance of a public employee, discuss information regarding the infrastructure and security of computer and telecommunications networks, and security and service recovery plans, and to discuss with counsel representing the college litigation or potential litigation the college is or is likely to become a party to. | |
| 1:00 PM | STUDY SESSION (B201)
Student Success Center | White |
| 2:00 PM | BUSINESS SESSION (B201)

I. Call to Order

II. Roll Call and Introductions

III. Consent Agenda
A. Approval of Agenda for November 8, 2017
B. Meeting Minutes from October 18, 2017 | |
| 2:10 PM | IV. Constituent Reports
A. Faculty
B. Classified Staff
C. Foundation
D. Student | Nightingale
Turnbull
Celis
Castaneda |
| 3:00 PM | V. Discussion Items
A. Student Success – Achieving the Dream
B. Human Resources | Irey/Berry
Weber/Sims |
| 3:20 PM | VI. Action Items
A. Grading Policy 3000 | Bangera |

3:30 PM	VII. Information Items	
	A. Capital Facilities	White
	B. Finance Report, First Quarter	White
	C. Information Technology Services Security Update	Beard
4:00 PM	VIII. President's Report	Weber
4:15 PM	IX. Unscheduled Business/Community Testimony	
4:30 PM	X. 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 special meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on October 18, 2017 at Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Lisa Chin, Chair, presided.

EXECUTIVE SESSION

Dr. Chin announced that there would be an executive session for approximately 60 minutes to discuss evaluation of a public employee. The executive session was called to order at 1:00 p.m. The executive session adjourned at 2:00 p.m.

STUDY SESSION

Student Success Center construction project presented by Ray White.

The board reviewed the plans for the construction of a new building to support Student Success efforts. Discussion included construction costs of new building, current space issues, lack of sufficient facilities, and proximity to campus.

Vidya Ramachandran shared a fly-through video of the space. Discussion included usability of the roof, the consideration of Gold and Platinum certifications, and confirmation that this item was approved at a previous meeting of the Board of Trustees.

BUSINESS SESSION

The business session was called to order at 2:09 p.m.

I. **ROLL CALL**

Dr. Chin, Mr. Fukutaki, Mr. Cha and President Weber were present. Mr. Dietzel participated by teleconference.

II. **CONSENT AGENDA**

Mr. Fukutaki made a motion to approve the consent agenda. Mr. Cha seconded. The motion passed.

III. Discussion Item

- A. President Weber proposed a change to the schedule of reports to the Board of Trustees. This would include multi-year operational plans tied to the College's strategic plan. President Weber will share an outline with the Board at the November 29 retreat.

IV. **ACTION ITEMS**

A. 2017-2018 Bellevue College Budget

Discussion: Implications on college revenue resulting from the transition of self-support FTE's to state support and the subsequent impact on international student enrollment.

It was moved by Rich Fukutaki and seconded by Michael Cha that:

The Board of Trustees of Community College District VIII approve the budget plan, as proposed, for fiscal period 2017-2018. This recommendation of the budget includes the Board of Trustees authorizing:

- 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.

The motion passed.

B. Biennial Minor Capital Program

Mr. Dietzel recognized Ray White and his team for assisting with review of the information.

It was moved by Michael Cha and seconded by Greg Dietzel that:

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.

The motion passed.

V. **INFORMATION ITEMS**

Enrollment Report.

Alec Campbell presented data to inform marketing and student success efforts. Discussion included enrollment projections for Bellevue College and statewide, impact on allocation, and strategic marketing.

VI. **PRESIDENT'S REPORT**

President Weber reported on the following items:

- Report on the recent visit from Achieving the Dream (ATD) Coaches and the alignment of the College's efforts for continuous evaluation and improvement with student success strategies such as Guided Pathways and Strategic Enrollment Management. The College will share ATD's Institutional Change Assessment Tool (ICAT) with all employees in November. Additional sessions with the ATD Coaches may be planned based on the data that is collected.
- The College will conduct an operations survey to provide faculty and staff the opportunity to review and provide feedback on services. The results will provide baseline data for planning improvement efforts.

VII. **UNSCHEDULED BUSINESS**

Mr. Fukutaki attended the Association of Community College Trustees (ACCT) conference. There are many awards for which the College could submit nominations, as well as opportunities for presentations that would create national attention.

VIII. **ADJOURNMENT**

There being no further business, the meeting of the Board of Trustees adjourned at 3:00 p.m.

Lisa Chin, Chair
Board of Trustees

ATTEST:

Donna Sullivan
Secretary, Board of Trustees
Community College District VIII



REVISION TO POLICY 3000 (GRADING):

CHANGE PASS/FAIL TO SATISFACTORY/UNSATISFACTORY

☐ INFORMATION

☒ FIRST READ

☐ ACTION

Description

Policy 3000 is Bellevue College's grading policy. It covers the grades that can be assigned to students for their classroom work, and how these grades should be interpreted. Periodically, a need to revise the policy comes up.

At Bellevue College, neither a passing grade nor a failing grade is factored in to the student's GPA. However, Financial Aid and other institutions interpret that passing grade as if it were a 1.0. This is below Financial Aid's minimum requirement of a 2.0 GPA. As a result, students taking pass/fail courses may be unfairly penalized by the current grading system. This is not a fair representation of how a "passing" grade should be interpreted; in practicums and clinical courses a passing grade is a completely successful grade.

The proposed policy revision changes grading from a pass/fail system, to one of satisfactory/unsatisfactory. Similar to the college's prior grading scheme, these grades will also not factor in to a student's GPA; however, since Bellevue College policy defines satisfactory as equivalent to a 2.0 or higher score, it resolves the problem about how other institutions interpret these results. Furthermore, the change of language from pass/fail to satisfactory/unsatisfactory also frames a student's progress in a more positive light.

Key Points

- Faculty proposed this change because they prefer the label of "unsatisfactory" work rather than "failing" work. This is especially true in practicums and clinical classes where satisfactory work is "success."
- In the College's current grading scheme, there is a Pass/Fail (P/F) option, which is sometimes determined by the nature of the course, but can also be a grading scheme requested by the student. A "P" is given for a 1.0 or better; for a 0.0 grade the student gets an "F." The student receives credit for taking the course, but there is no impact on GPA. However, a student who gets an "A" still can only claim a 1.0 for the class for transfer or Financial Aid reasons.
- The proposed change replaces the Pass/Fail option with Satisfactory/Unsatisfactory (S/U). It is no longer up to the student to ask for this as a grading option; it will be determined solely on the needs of the course. "S" will be given for work reflecting a 2.0 or higher score; anything below that will receive a "U" grade. Neither grade will be reflected in the student's GPA.
- Students who have a GPA that is borderline for Financial Aid, which requires a 2.0 GPA, will no longer be penalized for taking an S/U class in the same way they are for a P/F.
- A very small percentage of students opted for pass/fail grading in the current policy as a way not to lower their GPA. With the current revision, students no longer have this option, as only the

instructor determines whether or not the class will be graded as satisfactory/unsatisfactory. However, students continue to have the option to audit courses.

- The P/F grade will be phased out over the course of a year.

Next Steps

After approval of this policy, the Pass/Fail grade will be phased out within this academic year and the Satisfactory/Unsatisfactory grade will take full effect in 2018-19.

Attachments

- 1) Clean version of the revised grading policy. Please note that for purposes of clarity, this version includes some formatting changes; however, no content changes were introduced.
- 2) Redlined version of the old policy with the revised policy (without formatting changes).
- 3) Grading policy as it currently stands (taken from BC website).

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

3000 Grading

Original Date: 6/2/1989 * Last Revision Effective: 2/5/2014

Policy Contact: Vice President, Instruction

Policy

Bellevue College utilizes a consistent, published letter grading system to reflect the student's achievements. For students who do not wish to take a course for a letter grade the option to audit a course is available.

The student is responsible for initiating the removal of an incomplete grade or for correcting a grade he or she believes is incorrect.

Students have the right to repeat the course as described in this policy.

Grading Criteria

"A" Grades Indicate "Outstanding" Achievement

- A 4.0 points per credit hour
- A- 3.7 points per credit hour

The "A" Student:

- demonstrates consistent mastery of learning outcomes for the course;
- demonstrates ability to interpret, integrate, and apply learning outcomes beyond the context of the course through application of critical and creative thinking skills;
- completes work assignments that consistently exceed requirement and that interpret and apply objectives in new, unique, or creative ways;
- demonstrates consistent leadership in class participation activities.

"B" Grades Indicate "High" Achievement

- B+ 3.3 points per credit hour
- B 3.0 points per credit hour
- B- 2.7 points per credit hour

The "B" Student:

- demonstrates a high level of competence in learning outcomes for the course;
- demonstrates ability to interpret, integrate, and apply learning outcomes within the context of the course through application of critical and creative thinking skills;
- completes work assignments that consistently meet most requirements;
- contributes regularly to class participation activities.

"C" Grades Indicate "Satisfactory" Achievement

- C+ 2.3 points per credit hour
- C 2.0 points per credit hour
- C- 1.7 points per credit hour

The “C” Student:

- demonstrates a satisfactory level of competence in learning outcomes for the course;
- demonstrates competent ability to interpret, integrate, and apply learning outcomes within the context of the course;
- completes work assignments that satisfy minimum requirements for the course;
- satisfies minimum requirements for class participation activities.

“D” Grades Indicate “Poor” Achievement

D+ 1.3 points per credit hour

D 1.0 point per credit hour

The “D” Student:

- demonstrates minimum competence in some learning outcomes for the course;
- completes work assignments that usually meet minimum requirements;
- contributes inconsistently or infrequently to class participation activities.

“F” Grades Indicate “Unsatisfactory” Achievement

F 0 points per credit hour

The “F” Student:

- cannot demonstrate competence in many or fundamental outcomes for the course;
- submits work assignments that frequently do not meet minimum requirements, or does not complete the assigned work;
- does not satisfy minimum requirements for attendance or contribution to class activities. Students should be aware that the instructor determines whether the class will be evaluated using the “F” grade.

Satisfactory/Unsatisfactory = S/U

Satisfactory/Unsatisfactory (“S/U”) is a grade granted for specific courses as determined by the college. Students may not choose this grading option. An “S” grade indicates a letter grade of at least a “C.” A grade of “U” indicates a letter grade of less than a “C.” No points are calculated into the GPA for either grade.

“S” Grades Indicate “Satisfactory” Achievement

- an “S” grade indicates a letter grade of “C” or better;
- students earn credit, but no points are calculated into the GPA;
- the use of the “S” Grade is determined by the college;
- students may not choose the “S” grade as an option.

“U” Grades Indicate “Unsatisfactory” Achievement

- a “U” grade indicates a letter grade lower than a “C”;
- no points are calculated into the GPA;
- the use of the “U” grade is determined by the college.

Credit/Non-Credit = CR/NC

Credit-non-credit (“CR/NC”) is a grade granted for specific courses as determined by the college. Students may not choose this grading option. No points are calculated into the grade-point average.

Official Withdrawal = W

Official withdrawals are accepted and recorded on different schedules during the academic year and during Summer Quarter.

During Fall, Winter, and Spring Quarters withdrawals are recorded as follows:

- Through the tenth day of the quarter, the dropped course does not become part of the transcript.
- After the tenth school day and through the end of the seventh week of the quarter, the “W” grade will become part of the student’s transcript record, regardless of grade status at the time.
- No official withdrawal will be permitted after the start of the eighth week of the quarter.

During Summer Quarter withdrawals are recorded as follows:

- Through the sixth day of the quarter, the dropped course does not become a part of the transcript record.
- After the sixth day and through the end of the fifth week of the quarter, the “W” grade will become part of the student’s transcript record, regardless of grade status at this time.
- No official withdrawal will be permitted after the start of the sixth week of a Summer Quarter.

Hardship Withdrawal = HW

HW indicates a withdrawal request made because of extenuating circumstances after the official withdrawal period is over. The student must contact the instructor to request this withdrawal option, or the faculty member may initiate the contact. No points are calculated into the grade-point average.

Course in Progress = Y

This symbol indicates a course which, by authorization of the vice president of instruction, officially continues beyond the terminal date of the present quarter. Normally, the course is completed and graded on or before the termination of the subsequent quarter.

Incomplete = I

No points are calculated for this grade. An “I” grade indicates that the student has not completed specific prescribed requirements for a course, usually for unforeseen reasons beyond the student’s control. The student is responsible for requesting the assignment of an “I” grade and for demonstrating why the “I” is appropriate. Granting the request and assigning the “I” grade is the prerogative of the instructor. If a student has performed at a passing level during the quarter but for some reason is unable to complete the course requirements, he/she may be assigned an “I” grade at the course instructor’s discretion. The nature of the deficiency must be such that removal of an “I” grade is not contingent on subsequent enrollment in the same course by the student.

An “I” will be posted to the transcript when submitted by the instructor with a contractual form which specifically indicates the work the student must complete to make up the deficiency and the date by which the deficiency must be resolved. Both the instructor and the student must sign the contract. The work for the course must be completed before the end of the next quarter (by the end of the following fall term if the “I” is given in the spring term), and an extension can be granted only with the instructor’s approval. If the student fails to complete the designated assignment(s), an “F” grade will be posted.

Removal of an Incomplete Grade

After the student completes the course requirements, resolving the deficiencies outlined on the contractual form within the negotiated time limit, the instructor is then responsible for returning the change of grade form to the records office for processing.

Audit = N

Not counted for credit or grade-point average. A student must declare intention to audit a course within the first ten (10) days of a quarter by filing the request in the registration office.

Auditing a Course

An optional audit grade is available to all students and is governed by the following provisions and stipulations:

- Students may ask to audit a course by filing a request form at the registration office by the tenth instructional day of the quarter (for Fall, Winter, and Spring; Summer Quarter has an alternate schedule). The intent to audit may also be determined at the time the student enrolls for the course.
- Any person may enroll in a credit course as an auditor upon payment of the required enrollment fees.
- Auditors in a course are required to participate in all activities and meet all minimum standards expected of other students in the course, except that they will be excused from the final examination. Instructors are not required to transmit a traditional letter grade for an auditor.
- Audited courses do not satisfy the requirements for an Associate of Arts degree or a certificate.
- A grade of “N” earned in an audited course will not be factored into the student’s grade-point average.

Correcting a Grade

If a student wishes to contest the accuracy of a grade, it is important to consult with the instructor involved immediately.

The instructors receive audit sheets of all grades they have in all classes during the first ten (10) days of the next regular quarter. Errors may be noted on this audit sheet, and corrected, with minimal problem to the student. After the tenth day of the following quarter, the student has only one (1) year in which to correct a grading error. If the instructor is no longer employed at this college, or is away from the campus for an extended time, students wishing to correct a grading error should talk with the division dean of that faculty member. After one year, grades are not changed except for extraordinary reasons.

Repeating a Course

Students may repeat a course taken at Bellevue College in order to improve their skills or the course grade. All course repeats must comply with the Procedures for Repeating a Course.

- The course repeat policy only applies to courses that are taken at Bellevue College.
- A course may be repeated only twice (taken a total of three times) unless otherwise specified in the college catalog.
- Credit for any course is earned only once (except courses designed to be taken multiple times, as noted in the Bellevue College Catalog).
- Only the highest grade awarded will be used in computing the Bellevue College GPA.
- Each grade received will remain on the student's transcript; the Registrar will place an "R" next to other grade(s) received for that course.
- Courses must be repeated for a letter grade unless the course is offered only as satisfactory/unsatisfactory.
- The course repeat process DOES NOT apply to grade symbols: I, NC, W, HW, Y or Z.
- The Bellevue College repeat policy may or may not be recognized by other institutions, at their sole discretion.
- To repeat a course, students must re-register and pay all necessary tuition and fees.

Revision History

Original 6/2/1989

Revisions 12/31/1999; 3/22/2005; 5/21/2009; 9/11/2012; 2/5/2014; 10/26/2017

Approved By

Faculty Council
Student Success Council
College Assembly
President's Cabinet

3000 Grading

Original Date: 6/2/1989 * Last Revision Effective: 2/5/2014

Policy Contact: Vice President, Instruction

Policy

Bellevue College utilizes a consistent, published letter grading system to reflect the student's achievements. For students who do not wish to take a course for a letter grade, ~~an optional pass/fail grading system is available, as is~~ the option to audit a course is available.

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- completes work assignments that consistently meet most requirements;
- contributes regularly to class participation activities.

"C" Grades Indicate "Satisfactory" Achievement

C+ 2.3 points per credit hour

C 2.0 points per credit hour

C- 1.7 points per credit hour

The “C” Student:

- demonstrates a satisfactory level of competence in learning outcomes for the course;
- demonstrates competent ability to interpret, integrate, and apply learning outcomes within the context of the course;
- completes work assignments that satisfy minimum requirements for the course;
- satisfies minimum requirements for class participation activities.

“D” Grades Indicate “Poor” Achievement

D+ 1.3 points per credit hour

D 1.0 point per credit hour

The “D” Student:

- demonstrates minimum competence in some learning outcomes for the course;
- completes work assignments that usually meet minimum requirements;
- contributes inconsistently or infrequently to class participation activities.

“F” Grades Indicate “Unsatisfactory” Achievement

F 0 points per credit hour

The “F” Student:

- cannot demonstrate competence in many or fundamental outcomes for the course;
- submits work assignments that frequently do not meet minimum requirements, or does not complete the assigned work;
- does not satisfy minimum requirements for attendance or contribution to class activities. Students should be aware that the instructor determines whether the class will be evaluated using the “F” grade.

“S” Grade Indicates “Satisfactory” Achievement

- An “S” grade indicates a letter grade of “C” or better
- Students earn credit, but no points are calculated into the GPA
- The use of the “S” Grade is determined by the college.
- Students may not choose the “S” grade as an option

“U” Grade Indicates “Unsatisfactory” Achievement

- A “U” grade indicates a letter grade lower than a “C”
- No points are calculated into the GPA
- The use of the “U” grade is determined by the college

Passing = P

~~No points are calculated for a “P” grade, which is issued in two separate instances: for those courses institutionally recognized as using the “P” grade and for courses graded using “A” through “F” in which a student elects to be evaluated “pass/fail”. In the latter instance, all “P” grades must be supported with traditional letter grades, and when the student fails to receive a grade of “A” through “D”, a grade of “F” will be assigned and calculated into the grade point average.~~

~~Courses which a student elects to take “pass/fail” may not be used to satisfy distribution requirements in the arts and sciences or science degrees. A student must declare intention for a “P/F” grade within the first ten (10) days of the quarter by filing the request in the student service center.~~

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Hardship Withdrawal = HW

HW indicates a withdrawal request made because of extenuating circumstances after the official withdrawal period is over. The student must contact the instructor to request this withdrawal option, or the faculty member may initiate the contact. No points are calculated into the grade-point average.

Audit = N

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Course in Progress = Y

This symbol indicates a course which, by authorization of the vice president of instruction, officially continues beyond the terminal date of the present quarter. Normally, the course is completed and graded on or before the termination of the subsequent quarter.

Incomplete = I

No points are calculated for this grade. An “I” grade indicates that the student has not completed specific prescribed requirements for a course, usually for unforeseen reasons beyond the student’s control. The student is responsible for requesting the assignment of an “I” grade and for demonstrating why the “I” is appropriate. Granting the request and assigning the “I” grade is the prerogative of the instructor. If a student has performed at a passing level during the quarter but for some reason is unable to complete the course requirements, he/she may be assigned an “I” grade at the course instructor’s discretion. The nature of the deficiency must be such that removal of an “I” grade is not contingent on subsequent enrollment in the same course by the student.

An “I” will be posted to the transcript when submitted by the instructor with a contractual form which specifically indicates the work the student must complete to make up the deficiency and the date by which the deficiency must be resolved. Both the instructor and the student must sign the contract. The work for the course must be completed before the end of the next quarter (by the end of the following fall term if the “I” is given in the spring term), and an extension can be granted only with the instructor’s approval. If the student fails to complete the designated assignment(s), an “F” grade will be posted.

Pass/Fail Grading System

~~Students may ask to be graded on a pass/fail basis in a course by filing a request form at the registration office by the tenth instructional day of the quarter (for Fall, Winter, and Spring; Summer Quarter has an alternate schedule). Pass/fail may also be determined at the time the student enrolls for the course.~~

- ~~• A pass/fail option cannot be used for a course for which a student has already received a letter grade.~~
- ~~• Instructors are required to transmit a traditional letter grade for transcript support for each student who elects the pass/fail option, except in those courses which have been approved by the institution for pass/fail grading; e.g., physical education activity, clinical nursing courses, etc. The records office will retain the letter grade for later release to authorized~~

~~agencies who may request it, but will print “pass” or “fail” on the student grade report and permanent record.~~

- ~~• No more than fifteen (15) credits may be taken pass/fail in satisfying requirements for an Associate Degree. Courses requiring a “P” grade are not included in the fifteen (15) credits.~~
- ~~• A grade of “P” earned in a course taken pass/fail will not be factored into the student’s grade-point average, but a grade of “F” will be calculated as 0 points for GPA purposes.~~

Auditing a Course

An optional audit grade is available to all students and is governed by the following provisions and stipulations:

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- Audited courses do not satisfy the requirements for an Associate of Arts degree or a certificate.
- A grade of “N” earned in an audited course will not be factored into the student’s grade-point average.

Removal of an Incomplete Grade

After the student completes the course requirements, resolving the deficiencies outlined on the contractual form within the negotiated time limit, the instructor is then responsible for returning the change of grade form to the records office for processing.

Correcting a Grade

If a student wishes to contest the accuracy of a grade, it is important to consult with the instructor involved immediately.

The instructors receive audit sheets of all grades they have in all classes during the first ten (10) days of the next regular quarter. Errors may be noted on this audit sheet, and corrected, with minimal problem to the student. After the tenth day of the following quarter, the student has only one (1) year in which to correct a grading error. If the instructor is no longer employed at this college, or is away from the campus for an extended time, students wishing to correct a grading error should talk with the division dean of that faculty member. After one year, grades are not changed except for extraordinary reasons.

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Original 6/2/1989

Revisions 12/31/1999; 3/22/2005; 5/21/2009; 9/11/2012; 2/5/2014

CAPITAL FACILITIES

☒ INFORMATION

☐ FIRST READ

☐ ACTION

Description

Capital projects at BC are categorized by size into three groups; Majors, Minors and Repairs. The following list provides an update on our most currently active projects on campus. For a comprehensive list and/or more details, please contact the vice president of Administrative Services.

Key Questions

- * Does the capital program effectively serve the college community?
- * Is the Board of Trustees familiar with the ongoing capital program and the aware of the individual status of significant projects on campus?

Analysis

Most of our work focuses on life/safety repairs and the maintenance of campus buildings and infrastructure. However, the growth needs and aspirations of the college are being addressed as well through several major development projects.

Background/Supplemental Information

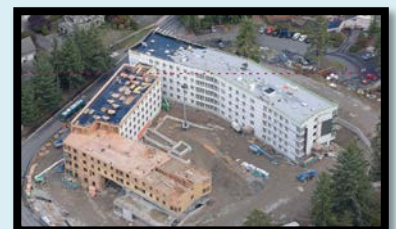
MAJOR CAPITAL PROJECTS (> \$5M)

STUDENT HOUSING

The student housing construction project 40% complete. Construction will be completed in summer 2018 with fall occupancy.

Project Cost: \$51.8 M

Funding Source: Local



ATHLETIC FIELD PROJECT

Construction is now complete. The new facility incorporates both a soccer field and softball field built to meet NCAA standards. The venue will allow for simultaneous play of both collegiate soccer and softball games throughout the year.

Project Cost: \$8 M

Funding Source: Local



STUDENT SUCCESS CENTER

Schematic design for the Student Success Center is complete and the design development phase has begun. The building will be 70,000 S.F and four stories high. The selected site is on the southwest edge of Landerholm Circle. The project is currently on budget and on schedule.

Project Cost: \$35 M

Funding Source: Local



MINOR RENOVATION PROJECTS (\$1M - \$5M)

RISE/PHYSICS CENTER

The construction of the RISE/Physics Center has now been completed within the allocated budget.

Project Cost: \$5 M

Funding Source: State and Local

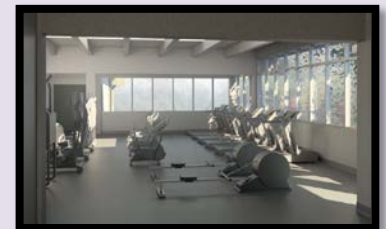


G BUILDING RENOVATION

The west wing of the G building will be renovated to upgrade building systems, create ADA compliance consolidated locker facilities, create all gender facilities and expand the fitness center. Construction will be completed by fall 2019.

Project Cost: \$5 M

Funding Source: State and Local



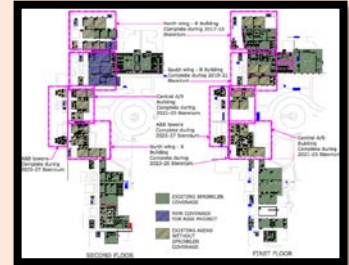
CAPITAL REPAIRS AND MINOR IMPROVEMENT PROJECTS (< \$1M)

A & B SPRINKLER SYSTEM:

To comply with a master agreement with City of Bellevue BC will add sprinklers to the A & B buildings. We are committed to installing 20% of the project each biennium. Phase I installation is to be completed in the 2017-19 biennium.

Project Cost: \$1 M over several Phases

Funding Source: State and Local



Lot 99 PARKING LOT ADDITION:

A new parking lot, currently under construction, will replace the parking capacity lost by the construction of the student housing project. This project will be completed Fall 2017.

Project Cost: \$300,000

Funding Source: Local



PROJECT REQUEST REPORT (PRR) FOR STATE FUNDING:

Bellevue College will submit a request for a state funded major capital project in December 2017. We have hired Schacht Aslani Architects to lead the effort and write the project request report (PRR). We are currently focusing our efforts on a building that will be transdisciplinary with Arts, Interior Design, Engineering and Digital Media all designed around a common “Maker space” that will enable the college to carry out its mission of innovation through transdisciplinary education that leads to excellence. The reports will be scored aggressively against all other technical and community colleges and the top scoring reports get into the funding pipeline. We have strategically chosen a project that will fetch us the most points given that our classroom utilization, enrollment trends and space/FTE are exceedingly supporting a new building

Project Cost: \$50,000

Funding Source: Local

State Funded Projects Under Design Development

- HVAC Replacements – Most of our HVAC unit in our older buildings are original and is at end of useful life. We will be replacing most of them over several years. We have current funding to replace 15 of the several hundred HVAC unit on the

roof. The HVAC units that have failed and/or have systemic issue are identified by a thorough HVAC study and the replacement will be phased according to that report.

Project Cost: \$700,000

Funding Source: State

- Electrical Switch Gear Replacement – Switchgear is a piece of equipment that controls the reliable Electrical supply. This piece of equipment in our older building are at its end of useful life. We will be replacing Switch gears in A, B and G Buildings summer 2018. It is to be noted that last biennium we replaced C, D & E Building equipment.

Project Cost: \$400,000

Funding Source: State

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

FOR PERIOD JULY 1, 2017 TO SEPTEMBER 30, 2017.

1. How has the financial environment changed since the current budget (June-17) was built?

- Enrollment in Intensive English programs is down relative to last year.
- Budget does not yet reflect negotiated changes of the faculty contract for this fiscal year.
- State target enrollments are down 1%. This deficit would have been 5% had the college not converted Bachelors programs to state support. Overall enrollment (including international, Running Start, contract, self-support and state target enrollments) is down 3% relative to last year.

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

- Tuition figures are consistent with expectations. Revenues are up 5% over last year due to the conversion of self-support bachelors fees and a 2.2% tuition increase.
- Operating expenses increased by \$855K and are consistent with the budget.
- Proprietary revenues and expenses are largely in line with budget year-to-date.

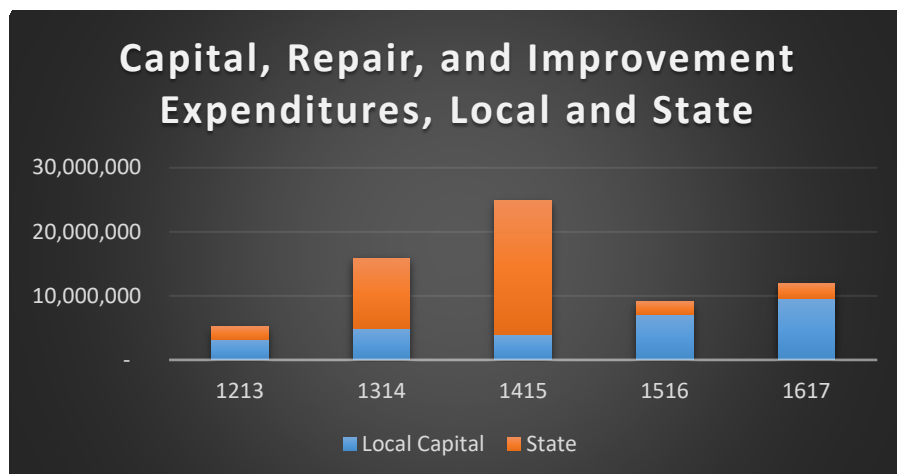
		FY 18 BUDGET	FY 18 ACTUAL	FY 17 ACTUAL	Actual % of Budget YTD
OPERATING FUND:					
STATE OPERATING	ALLOCATION	\$35,137,589	\$ 5,924,204	\$ 5,662,216	16.9%
	REVENUE	\$24,997,839	\$ 9,979,633	\$ 9,483,128	39.9%
	RESERVE	\$ 1,878,206	\$ 1,878,206	\$ 2,792,920	100.0%
	EXPENSE	\$62,013,634	\$ 15,135,885	\$ 14,280,099	24.4%
DEDICATED LOCAL					
	REVENUE	\$13,583,315	\$ 4,722,455	\$ 4,956,974	34.8%
	EXPENSE	\$13,583,315	\$ 2,357,134	\$ 3,038,136	17.4%
GRANTS & CONTRACTS					
	REVENUE	\$23,462,020	\$ 5,757,487	\$ 6,097,267	24.5%
	EXPENSE	\$23,462,020	\$ 1,744,055	\$ 2,049,599	7.4%
PROPRIETARY:					
	REVENUE	\$17,009,866	\$ 4,173,890	\$ 4,679,017	24.5%
	EXPENSE	\$16,823,367	\$ 3,857,564	\$ 3,748,507	22.9%

3. Are there reasonable explanations for significant variances?

- An increase of expenses in operating funds partially reflects a higher cost of employee benefits and cost of living increases.
- State allocation increased over last year including some funding for benefits and salary increases.
- Grants and Contracts revenues are down 5% primarily due to the decrease in the Intensive English Language program enrollment. Revenues and expenses declined as well due to the ending of a Department of Labor grant.
- Dedicated Local revenues and expenses were also lower due to the shift of the self-support bachelor's programs to state support revenues. Proprietary revenues are down relative to last year due to a budgeted transfer of \$300K to fund the student housing rain garden, a transfer of revenue last year to fund the radio station, and lower bookstore revenue.

Trend Analysis: Capital, Repair, and Improvement Expenses

Spending for Bellevue's capital program vary each year. However, the overall trend reflects increasing costs for the repairs, replacement and maintenance of aging facilities and infrastructure. Large state-funded expenditures in FY 2014 and 2015 were related to the completion of the T Building.



Report by: Ray White, Vice President of Administrative Services

INFORMATION SECURITY UPDATE

☒ INFORMATION

☐ FIRST READ

☐ ACTION

This report will provide an overview of the activity at Bellevue College to maintain the security and integrity of the information that the college is responsible to protect. IT security is an ongoing and complex task. The College is audited according to the standards set by the Washington State Office of the Chief Information Officer and monitors the best practices of the industry. The following report is a sample of the recent activity and projects with implementation imminent.

Identity management as it relates to the security of the infrastructure environment

- The Bellevue College Infrastructure unit has developed an automated process to keep user directory and status information current. This project will result in the use of personnel data maintained by Human Resources to maintain accurate status of the directory providing access to the college. One of the most common breaches in data security is the lack of currency in the directory systems that control access to the data. Stale user accounts are one of the most common tools used in breaching networks. The week of September 25, 2017, the new process automatically updated 950 personnel records. As a result, department security groups and user accounts synchronize nightly to reflect changes made by HR in the personnel system.

Perimeter Network Project – Completion December 2017

- The college is updating and centralizing firewalls to a single pair capable of securing the network at the edge, core, wireless and cloud. The existing firewall is a Cisco ASA 5540 purchased in August 2008 and is only capable of 650Mbps firewall throughput. The new 'next generation' firewall a Fortinet FG-3200D that can handle 80Gbps firewall throughput. The faster throughput and processing power will allow centralization from 2 firewall pairs to a single redundant highly available pair and allow for the addition of student housing connectivity which would otherwise be a third pair.
- The centralized design will remove complexity and provide a single point of administration into the network traffic for analysis and increase response rates to threats. The next generation Fortinet firewall goes beyond simple port/protocol inspection and blocking that the current Cisco device offers. The Fortinet also offers application-level inspection, intrusion

prevention/detection, and deep packet inspection and dynamically learns from other user organizations traffic patterns, which provides greater security against 0-day attacks.

- The upgrade will remove the current bottleneck of a max of 650Mbps and allow traffic to flow at speeds of 10-40Gbps with a capability to go up to 80Gbps for firewall throughput.
- The new connection structure will improve the resilient connectivity of the college by allowing the network traffic to flow out a different outbound connection in the event of a connections failure. For example, the student housing internet connection and wireless internet connection will be able to fail over to the other outbound internet connection in the event one of the ISP's fail.

Continuity of Operations Plan Update - Completion May 2018

- ITS has been conducting a review and update of the college's IT continuity plan. Most of the work will involve the remediation procedures that outline the steps needed to rebuild or reestablish service availability in the event of a major outage. Several sections require a complete rewrite due to the change from an on premise service to one that is hosted off premise. Office 365 is one of those and involves services related to email and data storage, two very critical services for the college. Those procedures will be complete by December 2017.

Report by: Russell Beard, Vice President, Information Technology Services
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