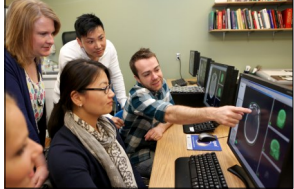




BELLEVUE
COLLEGE

BOARD OF TRUSTEES

COMMUNITY COLLEGE DISTRICT VIII



REGULAR MEETING

MAY 20, 2020



**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, May 20, 2020. The business session will begin at approximately 2:00 PM. In accordance with Governor Inslee's Amended Proclamation 20-25, Stay Home-Stay Healthy, this meeting will be conducted virtually. The meeting will be accessible to the public via Zoom. A telephone line will also be available. Richard Fukutaki, Chair, will preside.

Meeting Call-In Details:

Please click the link to join: <https://bellevuecollege.zoom.us/j/96607582481>

Or iPhone one-tap: +12532158782, 96607582481#

Or dial in by telephone: +1 253 215 8782

International numbers available: <https://bellevuecollege.zoom.us/u/aeeCIF5SQd>

Providing a Public Comment:

Students, faculty, staff, and community members may provide remarks to the Board during the "Public Comment" period of the meeting. All public comments are limited to two minutes. It is not the practice of the Board to respond directly to questions or comments during this portion of the meeting. You can provide your two-minute comment to the Board by accessing the meeting via the Zoom link or dialing the phone number listed above. You can indicate you want to provide a public comment by a "raised hand" within the Zoom meeting. To raise your hand when accessing the meeting by computer, click "Raise Hand" in your Zoom control bar. To raise your hand when accessing the meeting by telephone, enter *9. Meeting attendees who indicate they want to provide a public comment will be unmuted one at a time to provide their comment to the Board.

AGENDA

- 2:00 PM BUSINESS SESSION
- I. Call to Order
 - II. Consent Agenda
 - A. Approval of Agenda for May 20, 2020
 - B. Approval of Meeting Minutes for April 22, 2020; April 28, 2020; April 30, 2020; May 1, 2020; and May 14, 2020.
- 2:05 PM III. First Read Items

	A. Policy 1480: Clery Act Compliance	Curran
	B. S&A Budget	Kaptik
	C. 2020-2021 Board Meeting Schedule	Fukutaki
2:30 PM	IV. Action Items	
	A. Off-Cycle Tenure Candidate	Viens
	B. College Budget	Craswell and Curran
2:40 PM	V. President's Report	Jones
2:45 PM	VI. Board Report	
2:50 PM	VII. Unscheduled Business or Public Comment	
3:00 PM	EXECUTIVE SESSION	
	The Board will be meeting in executive session to evaluate the performances of public employees and qualifications of applicants for public employment, to discuss goals for evaluation of the President, and to discuss matters with legal counsel regarding potential litigation and collective bargaining.	
4:00 PM	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 April 22, 2020. In accordance with Governor Inslee's Amended Proclamation 20-25, Stay Home-Stay Healthy, this meeting was conducted virtually. The meeting was accessible to the public via Zoom. A telephone line was also available. Rich Fukutaki, Chair, presided.

MINUTES

The executive session was called to order at 9:30 AM.

I. **EXECUTIVE SESSION**

The Board met in executive session to evaluate the performances of public employees and qualifications of applicants for public employment, to discuss goals for evaluation of the President, and to discuss matters with legal counsel regarding potential litigation and collective bargaining. The executive session adjourned at 10:15 AM.

The business session was called to order at 10:19 AM.

II. **ROLL CALL**

Chair Rich Fukutaki, Vice Chair Greg Dietzel, Merisa Heu-Weller, Richard Leigh, Jinhua Johnson, Kristen Jones, and Bruce Marvin were present.

III. **AGENDA**

Trustee Leigh made a motion to approve the agenda (April 22, 2020). Trustee Dietzel seconded. The motion passed unanimously.

Trustee Heu-Weller made a motion to approve the meeting minutes (February 29, 2020; March 2, 2020; and March 4, 2020). Trustee Leigh seconded. The motion passed unanimously.

IV. **CONSTITUENT REPORTS**

Emmanuel Tshimanga, president of the Associated Student Government (ASG), submitted a written student constituent report to the Board of Trustees.

- ASG has continued to work on the S&A process and concluded the appeals process recently.
- Work continues to be done on the ASG bylaws and constitution. When the review is complete, revisions will be submitted to the Board of Trustees.
- \$100,000 has been allocated from the ASG reserve to purchase laptops to be loaned out to students during the pandemic.

- ASG is working on plans to meet virtually with all student organizations to discuss recent changes and involve them in the interim president selection.
- Tshimanga met with some of the student coordinators/representatives of student organizations to assure them that they have ASG’s full support in any initiatives they might bring forward.
- The ASG elections timeline is being finalized and will soon be communicated to the College.

V. **FIRST READ ITEMS**

A. Off-Cycle Tenure Candidate

Rob Viens, Associate Vice President of Academic Affairs, presented Timothy Chang—Basic and Transitional Studies, as an off-cycle tenure candidate to the Board.

B. College Budget

Jim Craswell, Interim Executive Director of Finance and Auxiliary Services, presented the proposed Bellevue College Operating Budget for fiscal year 2020-21. To assist the Board in considering the proposed budget, a comparison of the initial 2019-20 and the 2020-21 budget was provided.

- Trustee Heu-Weller asked if Craswell will be able to provide refreshed data at the May Board meeting for the trustees to review. Craswell said that he would provide updated data in May.
- Trustee Dietzel thanked the finance team for being able to examine the budget earlier this year. Bellevue College is in a better place financially right now because of work that has happened through the work of staff and faculty across the college over the last two to three years, which prepares the college to work through what has been a difficult time for all organizations.

VI. **ACTION ITEMS**

A. Sabbatical Candidates

Motion 18.20

It was moved by Trustee Leigh and seconded by Trustee Heu-Weller that the Board of Trustees of Community College District VIII hereby concurs with the recommendation of the Acting President and authorizes sabbatical leaves equivalent to 6.00 FTEF, at the cost of \$245,984.94 for the 2020–21 academic year.

The motion passed unanimously.

B. Interim President Profile

After Trustees Fukutaki and Leigh met with a broad representation of stakeholders across Bellevue College to discuss the need of the campus over the next 12-14 months, a position description for the Interim President was developed.

Motion 19.20

It was moved by Trustee Dietzel and seconded by Trustee Heu-Weller that the Board of Trustees of Community College District VIII hereby adopts the interim president profile developed by Chair Fukutaki and Trustee Leigh.

The motion passed unanimously.

C. Interim President Finalists

Trustees Fukutaki and Leigh presented the three finalists who will be considered for the Interim President position at Bellevue College: Yoshiko Harden, Gary Locke, and Raúl Rodríguez. Each finalist will be introduced to the Bellevue College community in virtual open forums and interviews, which will take place April 27—May 1.

Motion 20.20

Based on the recommendation of Chair Fukutaki and Trustee Leigh, Trustee Heu-Weller moved that the Board of Trustees of Community College District VIII select the following individuals as finalists for the Interim President position and invite them to participate in on-campus interviews: Yoshiko Harden, Gary Locke, and Raúl Rodríguez. The motion was seconded by Trustee Deitzel.

The motion passed unanimously.

VII. **BOARD REPORTS**

There were no reports from the Board.

VIII. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

Valencio Socia, staff member at Bellevue College, made a public comment about the importance of increasing marketing and recruitment of students.

Pavy Thao, staff member at Bellevue College, made a public comment about the campus community providing feedback on the interim president candidates.

IX. **ADJOURNMENT**

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 11:00 AM.

Richard G. Fukutaki, Chair
Board of Trustees

ATTEST:

Alicia Keating Polson
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, 3000 Landerholm Circle SE, state of Washington, was held on Tuesday, April 28, 2020. In accordance with Governor Inslee's Amended Proclamation 20-25, Stay Home-Stay Healthy, this meeting was conducted virtually. The meeting was accessible to the public via Zoom. A telephone line was also available. Rich Fukutaki, Chair, presided.

MINUTES

The executive session was called to order at 5:00 PM.

I. **EXECUTIVE SESSION**

At 5:00 PM, Chair Fukutaki announced there would be an executive session for approximately 90 minutes to evaluate the qualifications of applicants for public employment. The executive session adjourned at 6:29 PM.

The business session was called to order at 6:30 PM.

II. **ROLL CALL**

Chair Rich Fukutaki, Vice Chair Greg Dietzel, Merisa Heu-Weller, Richard Leigh, Jinhua Johnson, and Kristen Jones were present.

III. **AGENDA**

Trustee Leigh made a motion to approve the agenda. Trustee Dietzel seconded. The motion passed unanimously. Agenda (April 28, 2020) approved.

IV. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

There was no unscheduled business or community testimony.

V. **ADJOURNMENT**

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 6:32 PM.

Richard G. Fukutaki, Chair
Board of Trustees

ATTEST:

Alicia Keating Polson
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, 3000 Landerholm Circle SE, state of Washington, was held on Thursday, April 30, 2020. In accordance with Governor Inslee's Amended Proclamation 20-25, Stay Home-Stay Healthy, this meeting was conducted virtually. The meeting was accessible to the public via Zoom. A telephone line was also available. Rich Fukutaki, Chair, presided.

MINUTES

The executive session was called to order at 5:00 PM.

I. **EXECUTIVE SESSION**

At 5:00 PM, Chair Fukutaki announced there would be an executive session for approximately 90 minutes to evaluate the qualifications of applicants for public employment. The executive session adjourned at 6:29 PM.

The business session was called to order at 6:30 PM.

II. **ROLL CALL**

Chair Rich Fukutaki, Vice Chair Greg Dietzel, Merisa Heu-Weller, Richard Leigh, and Kristen Jones were present. Trustee Lisa Chin was in attendance at the executive session, but not the business session.

III. **AGENDA**

Trustee Dietzel made a motion to approve the agenda. Trustee Heu-Weller seconded. The motion passed unanimously. Agenda (April 30, 2020) approved.

IV. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

There was no unscheduled business or community testimony.

V. **ADJOURNMENT**

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 6:36 PM.

Richard G. Fukutaki, Chair

Board of Trustees

ATTEST:

Alicia Keating Polson
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, 3000 Landerholm Circle SE, state of Washington, was held on Friday, May 1, 2020. In accordance with Governor Inslee's Amended Proclamation 20-25, Stay Home-Stay Healthy, this meeting was conducted virtually. The meeting was accessible to the public via Zoom. A telephone line was also available. Rich Fukutaki, Chair, presided.

MINUTES

The executive session was called to order at 5:00 PM.

I. **EXECUTIVE SESSION**

At 5:00 PM, Chair Fukutaki announced there would be an executive session for approximately 90 minutes to evaluate the qualifications of applicants for public employment. At 6:30 PM, Chair Fukutaki announced there would be a 15-minute extension to the executive session. The executive session adjourned at 6:42 PM.

The business session was called to order at 6:45 PM.

II. **ROLL CALL**

Chair Rich Fukutaki, Vice Chair Greg Dietzel, Merisa Heu-Weller, Richard Leigh, and Kristen Jones were present.

III. **AGENDA**

Trustee Leigh made a motion to approve the agenda. Trustee Heu-Weller seconded. The motion passed unanimously. Agenda (May 1, 2020) approved.

IV. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

There was no unscheduled business or community testimony.

V. **ADJOURNMENT**

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 6:54 PM.

Richard G. Fukutaki, Chair

Board of Trustees

ATTEST:

Alicia Keating Polson
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, 3000 Landerholm Circle SE, state of Washington, was held on Friday, May 14, 2020. In accordance with Governor Inslee's Amended Proclamation 20-25, Stay Home-Stay Healthy, this meeting was conducted virtually. The meeting was accessible to the public via Zoom. A telephone line was also available. Rich Fukutaki, Chair, presided.

MINUTES

The executive session was called to order at 5:00 PM.

I. **EXECUTIVE SESSION**

At 5:00 PM, Chair Fukutaki announced there would be an executive session for approximately 75 minutes to evaluate the qualifications of applicants for public employment. The executive session adjourned at 6:15 PM.

The business session was called to order at 6:17 PM.

II. **ROLL CALL**

Chair Rich Fukutaki, Vice Chair Greg Dietzel, Merisa Heu-Weller, Lisa Chin, and Kristen Jones were present. Trustee Richard Leigh was in attendance at the executive session, but not the business session.

III. **AGENDA**

Trustee Dietzel made a motion to approve the agenda. Trustee Heu-Weller seconded. The motion passed unanimously. Agenda (May 14, 2020) approved.

IV. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

There was no unscheduled business or community testimony.

V. **ADJOURNMENT**

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 6:25 PM.

Richard G. Fukutaki, Chair

Board of Trustees

ATTEST:

Alicia Keating Polson
Secretary, Board of Trustees
Community College District VIII



REGULAR MEETING AGENDA ITEM

POLICY 1480: CLERY ACT COMPLIANCE

INFORMATION

FIRST READ

ACTION

Description

This policy provides guidance on the management of the Clery Act program at Bellevue College. The [Clery Act](#), or The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, is a federal law that requires most U.S. public colleges to disclose statistics about crime on and around their campuses and to provide information on safety and security policies. The law requires colleges to establish a policy outlining the details of how the college meets the requirements of the act. Two associated procedures, [1480P, Clery Act Compliance \(Procedures\)](#), and [1480P2, Timely Warnings and Emergency Notification \(Procedures\)](#), are also required to comply with the law and have already been approved by President's Cabinet.

Key Questions

- * What areas of the college are impacted by this policy?
- * How does the college notify members of the campus community about security threats?

Analysis

Policy 1480 provides an overview of BC's commitment to providing a safe campus environment and adherence to the Clery Act. The associated procedures provide more detailed guidance on the management of the Clery program. Specifically, 1480P lays out timelines, responsibilities, and training requirements. It mandates the need for the identification and training of Campus Security Authorities (CSAs). The procedure also provides guidance on the required annual security and fire report. Responsibilities are defined for the Campus Clery Coordinator, who oversees the program, CSA's, and the Public Safety Department. The procedure also explains the intersection and collaboration between several key campus offices, such as the Title IX office, athletics, housing, and student conduct.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves Policy 1480, Clery Act Compliance during their June 17, 2020 meeting.

Prepared by: Dennis Curran, Vice President, Administrative Services
Dennis.curran@bellevuecollege.edu

1480 CLERY ACT COMPLIANCE

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

POLICY

Bellevue College is committed to providing a safe learning, working and living environment for its students, faculty, staff and visitors. This policy, and associated procedures, support this commitment by providing college-wide guidance regarding the requirements and regulations of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act, originally known as the Campus Security Act, is a landmark federal law that requires most public and private United States colleges and universities to disclose statistics about crime on and around their campuses; and information about safety and security policies. The Clery Act is enforced by the U.S. Department of Education.

RESPONSIBILITIES

NA

DEFINITIONS

NA

RELEVANT LAWS AND OTHER RESOURCES

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ([20 USC § 1092\(f\)](#))

1480P, Clery Act Compliance (Procedures)

1480P2, Timely Warnings and Emergency Notification (Procedures)

REVISION HISTORY

[For Policy Coordinator's Use Only]

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

2020-2021 SERVICES & ACTIVITIES FEE BUDGET

INFORMATION

FIRST READ

ACTION

Description

RCW 28B.15.044 for the State of Washington grants authority to the Board of Trustees to approve the Associated Student Government’s Services and Activities (S & A) Budget. Further, it requires students to advance a budgetary recommendation for consideration of the Board of Trustees.

The S & A Budget is developed by a committee, comprised of four students, one administrator, and one each faculty and classified staff representatives. This year’s committee members are (asterisks denote voting members):

- *Naomie Mutanda - ASG Treasurer (Chair)
- *Emmanuel Tshimanga - ASG President (Co-Chair)
- *Carlos Marquez - Student at Large
- *Luis Gama - Student at Large
- *Rachel Wellman - Administrator
- *Trevor Gamble - Faculty
- *Lindsey Powers - Classified Staff
- Carrie Moore – Director of Student Programs
- Jim Craswell – Interim Executive Director of Finance
- Hristo Stoyanov – Budget Manager, Student Programs

The committee completed its deliberations and prepared a recommendation for the 2020-2021 year which was approved unanimously by the committee. The budget was then presented to the Associated Student Government which voted unanimously to approve.

Key Questions

- * Is the services and activities fee budget proposal equitable and does it address the needs of student funded programs?
- * How does the services and activities fee budget plan reflect a sustainable balanced budget?
- * What are some key considerations/strategies to maintain the growth and continued integrity of the services and activities budget and the programs it supports?

Analysis

The proposed S & A budget recommendations fund \$2,873,777 to student funded programs (\$2,761,261 with distribution from one reserve budget). The recommended budget model spends from revenues collected during the 2019-20 fiscal period as well as the full current (as of May 2020) balance of the one-time grant budget. The proposed 2020-2021 budget represents a 6.6% decrease from the 2019-2020 budget.

Background/Supplemental Information

2020-21 ASG Services and Activities Fee Budget Allocations and Request Summary
2020-2021 Services and Activities Fee Committee Recommendation Summary

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII consider the Services and Activities budget for approval at their June 17 meeting.

Prepared by: Dr. Brenda Ivelisse, Associate Vice President of Student Affairs
b.ivelisse@bellevuecollege.edu

Note: For reference purposes - total amounts for all budgets under the Office of Student Programs are in dark green on line 4. Total amounts for all budgets under Athletics are in dark blue on line 5. Individual budgets under these departments are in light green/light blue.

2020-2021 Services and Activities Fee Budget Request Summary

PROGRAM	Budget Number	Return to SA Fund	One Time Grants	2020-21 Allocation	Proposed increase %	Proposed increase	2020-21 Request	2019-20 Allocation
ALL STUDENT PROGRAMS			3000	1409290	13	173,473	1,468,334	1,294,861
ALL ATHLETICS PROGRAMS				229000	5	11,670	229,000	217,330
XR LAB	19xx			0		22,000	22,000	0
ASG	1900			150,778	-51	-155,278	150,778	306,056
STUDENT LEGISLATIVE COMMITTEE	1901			0	-369	-51,797	-37,753	14,044
CAMPUS ACTIVITIES BOARD	1902			353,735	27	83,759	388,735	304,976
CULTURAL ACTIVITIES FUND	1903			60,000	1	429	60,000	59,571
STUDENT PROGRAMS SUPPORT	1906			456,952	10	41,779	456,952	415,173
BAS DATA ANALYTICS	1907			0		0	0	0
PHI THETA KAPPA HONOR SOCIETY	1909			0	NA	4,640	4,640	0
ASBCC CLUB CONTINGENCY	1910			47,000	7	2,900	47,000	44,100
RADIATION AND IMAGING (BAS)	1911	4,359		-4,359	-100	19,902	0	-19,902
INTERNATIONAL STUDENT ASSOCIATION	1913			20,901	52	7,742	22,551	14,809
LGBTQ RESOURCE CENTER	1915			14,000	0	0	14,000	14,000
STUDENT BUSINESS CENTER	1916			238,295	71	99,144	238,295	139,151
BLACK STUDENT UNION (BSU)	1917			36,293	158	27,399	44,793	17,394
STUDENT SUSTAINABILITY ASSOCIATION	1918			0	NA	0	3,000	3,000
EL CENTRO LATINIO	1919			34,476	99	28,132	56,476	28,344
BUSINESS LEADERSHIP COMMUNITY (BLC)	1920			42,961	52	21,475	62,617	41,142
MULTICULTURAL SERVICES FUND	1921			39,017	53	21,951	63,242	41,291
RISE LEARNING INSTIUTE (MAKERSPACE)	1922			30,470	9	2,705	33,705	31,000
INTERCOLLEGIATE RENTALS	1923			12,000	0	0	12,000	12,000
LEADERSHP DEVELOPMENT STIPENDS	1925	13,544		-13,544	-100	-14,200	0	14,200
STUDENT LIFE WEBSITE & TECHNOLOGY	1926			92,521	33	23,071	92,521	69,450
BC ASSOCIATION OF VETERANS (BCAV)	1927			5,250	0	0	5,250	5,250
LIBRARY GALLERY SPACE	1928			0	50	8,700	26,200	17,500
SPEECH & DEBATE SOCIETY	1929	4,521		-4,521		0	0	0

INTERCOLLEGIATE TOURNEY TRAVEL	1930			20,000	0	0	20,000	20,000
DISABILITY RESOURCE CENTER	1931			3,000	-107	44,000	3,000	-41,000
MATH LAB	1932			80,000	54	40,140	114,300	74,160
TELOS STUDENT ORGANIZATION (TSO)	1935			0	0	0	0	
BC STUDENT HANDBOOK	1936			0		0	0	0
VOCAL AND CHORAL MUSIC ACTIVITIES	1937			0	64	52,000	133,000	81,000
DIGITAL MEDIA DESIGN	1938			0		0	0	0
ACADEMIC SUCCESS CENTER	1939			175,000	28	42,228	190,548	148,320
WATCHDOG STUDENT NEWSPAPER	1940		3,000	119,500	72	54,500	130,000	75,500
KBCS RADIO STATION	1941			0	25	8,000	40,000	32,000
DRAMA PRODUCTIONS	1943			0	9	2,000	25,000	23,000
INSTRUMENTAL MUSIC ACTIVITIES	1944			0	133	56,270	98,500	42,230
BC DANCE PRODUCTIONS	1945			0	47	1,400	4,400	3,000
BELLETRIST LITERARY JOURNAL	1946			0	-28	-1,460	3,801	5,261
CENTER FOR CAREER CONNECTIONS	1947			40,997	13	6,650	58,900	52,250
STAGEFRIGHT DRAMA CLUB	1948			14,000	8	1,000	14,000	13,000
CAREER CENTER INTERNSHIPS	1949			0	24	4,700	24,500	19,800
ASIAN-PACIFIC ISLANDERS STUDENT ASSOC	1953			30,000	95	18,207	37,393	19,186
ARABIC CULTURE STUDENT ASSOCIATION	1954			0		0	0	0
DECA	1955			80,000	826	95,010	106,510	11,500
CIVIL RIGHTS PILGRIMAGE	1956			0	0	0	15,000	15,000
BC INFO SYSTEMS & TECHNOLOGY ASSOCIATION	1957	4,898		-4,898		0	0	0
HSEWI BAS	1958			1,650		11,904	11,904	0
INTERCOLLEGIATE ATHLETICS	1962			75,000	0	0	75,000	75,000
WOMEN' GOLF	1963			9,000	2	200	9,000	8,800
MEN'S BASKETBALL	1964			12,000	5	600	12,000	11,400
MEN'S BASEBALL	1965			15,000	25	3,000	15,000	12,000
MEN'S GOLF	1966			9,000	2	200	9,000	8,800
WOMEN'S BASKETBALL	1971			12,000	5	600	12,000	11,400
WOMEN'S VOLLEYBALL	1972			11,000	6	670	11,000	10,330
WOMEN'S SOFTBALL	1973			13,000	8	1,000	13,000	12,000
MEN'S SOCCER	1974			14,000	17	2,000	14,000	12,000
STUDENT TRAVEL COORDINATOR	1975			89,082	8	6,492	89,082	82,590
WELLNESS CENTER	1976			41,000	24	8,000	41,000	33,000
WOMEN'S SOCCER	1977			14,000	17	2,000	14,000	12,000

WOMEN'S TENNIS	1978			6,500	12	700	6,500	5,800
MEN'S TENNIS	1979			6,500	12	700	6,500	5,800
STUDENT VOLUNTEER CENTER	1980			50,399	-16	-9,601	50,399	60,000
LEADERSHIP INSTITUTE	1981			0	-100	-20,500	0	20,500
STUDENT CHILDCARE CENTER	1982			283,250	0	0	283,250	283,250
INTERIOR DESIGN STUDENT ASSOCIATION	1985			0	-66	-8,621	4,400	13,021
STUDENT PROGRAMS SIGNATURE EVENTS	1987			22,350	132	12,700	22,350	9,650
AMERICAN SIGN LANGUAGE	1988	7,458		-7,458		0	0	0
BC CHEER SQUAD	1989			13,500	-7	-1,000	13,500	14,500
MODEL UNITED NATIONS	1992			0	77	14,310	32,810	18,500
NURSING STUDENT ASSOCIATION	1993			13,180	20	2,180	13,180	11,000
TOTAL				2,873,777	22	624,632	3,522,729	2,898,097
RESERVE BUDGETS								
STUDENT PROGRAMS CAP. CONSTRUCTION	1983			0	0	0	50,000	50,000
ASG RESERVE	1984			0	0	0	127,650	127,650
ONE-TIME GRANTS	1986			0		50,000	50,000	0
TOTAL				0			227,650	177,650
GRAND TOTAL ALLOCATION				2,873,777	-100			3,075,747

2020-2021 Services and Activities Fee Committee Recommendation Summary

The 2020-2021 Services and Activities Fee (S&A) committee met on February 19, 25- 27; Mar. 2, April 13-17 and 20, 2020 and has developed budget recommendations for the 2020-2021 S&A budget. Recommendations have been voted on and approved by ASG.

The total amount requested by applicants this year was \$ 3,522,729.

The total estimated amount of S+A fees collected is \$2,761,261 (Estimate provided by Finance department).

The proposed allocation budget for the functioning student programs is \$2,873,777.

The S+A Committee, prior to reviewing all applications came up with the following questions to assist in the review of the funding applications:

- Does the department/program focus on improving the student experience on campus?
- Does the department/program help students succeed academically?
- Does the department/program offer services and activities that enrich student life outside of class?
- Has the department/program actively engaged students in the past year?
- Is the department/program planning to increase student engagement in the upcoming year?
- Are the department/program services and activities open to all BC students?
- Does the department/program only want money for travel?
- If they ask for travel, is that all of their request or does the bulk of the request go to on campus student activities and services?
- Is this service/activity sustainable over time? What funding sources would they have if S&A does not fund?

Committee members reviewed requests looking first at compliance – this included RCWs, Killian Guidelines and the Service and Activities (S+A) Fee Use- Compliance and Guidelines document that was developed last year with campus faculty and staff (faculty, Instructional staff, Student Affairs staff and Finance staff).

The recommendation calls for the funding of 45 program budgets; with the cancellation of 5 budgets for inactive programs.

The Committee chose to fund **\$112, 512** of the total allocation from the 522-264-1908 budget. \$112,512 represents approximately 2.5% of the total reserves available. (Total of all reserves available (excluding the ASG reserve fund which ASG controls) is \$ 4,476,361.

The Committee, realizing that continuing to allocate funds above the estimated amount available is not sustainable, worked to develop a budget that was more sustainable by working

toward clarity around eligibility for funding as well as focusing on a student engagement. While groups did not always receive the funds that they requested, the committee looked at current funds available to rollover to next year, how groups were spending current funds as compared to ask amounts asked and possible funding sources beyond S+A funds.

In terms of equity, the committee worked to fund groups across the board. Additionally, ASG is looking at updating its Financial Code to open the S+A process to more extra-curricular and co-curricular groups.

While the groups want to make sure that programs and activities can grow, careful considerations must be made to look at the scope of the total programs and services funded by students to ensure funding can be sustained.



REGULAR MEETING AGENDA ITEM

2020-2021 BOARD MEETING DATES

INFORMATION

FIRST READ

ACTION

Description

The Washington Administrative Code (W.A.C) requires that a list of Board meeting dates be filed with the Code Revisers Office each calendar year so that the appropriate notice of meeting dates can be given to the public.

The following dates are being submitted for the Board’s consideration as regular meeting dates for the 2020-2021 academic year.

2020-2021 Academic Year

- July retreat – dates to be determined
- Wednesday, September 9, 2020
- Wednesday, October 7, 2020
- Wednesday, November 4, 2020
- Wednesday, December 2, 2020
- Wednesday, January 20, 2020
- Wednesday, February 24, 2021
- Wednesday, March 24, 2021
- Wednesday, April 21, 2021
- Wednesday, May 19, 2021
- Wednesday, June 16, 2021

Key Questions

- * Do the proposed dates meet the needs of the college in maintaining its administrative and contractual obligations?
- * Do the proposed dates conflict with any major religious or secular holidays, local school district breaks, or other dates that might cause key personnel to be unavailable?
- * Do the proposed dates meet the needs of the individual trustees?

Analysis

The proposed dates meet the needs of the college in maintaining its administrative and contractual obligations and do not conflict with any major religious or secular holidays according to the [common religious and U.S. public holiday calendar](#). None of the proposed dates conflict with school breaks during the 2020-2021 academic year for the Bellevue, Issaquah, and Mercer Island School District calendars. Further, the last meeting in June occurs before the final day of school for the school districts. The proposed meetings dates do not conflict with the ACCT Leadership Congress or National Legislative Summit; the dates also do not conflict with ACT events in 2020-21.

The Wednesday, April 21, 2021 date coincides with the annual Foundation breakfast.

As requested by the Board, there are a total of 10 regular meeting dates and one retreat scheduled in July. Other dates likely will be scheduled as we enter the 2020-2021 year.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII vote to approve the proposed schedule of meeting dates for 2020-2021 at their June 17 meeting.

Prepared by: Alicia Keating Polson, Executive Assistant to the President and Board of Trustees
Alicia.keatingpolson@bellevuecollege.edu



REGULAR MEETING AGENDA ITEM

OFF-CYCLE TENURE CANDIDATE RECOMMENDATION

INFORMATION

FIRST READ

ACTION

Description

A recommendation from the Tenure Review Committee regarding tenure appointment for the full-time faculty member listed below has been submitted to the Acting College President, in accordance with the "Agreement Between the Board of Trustees of Community College District VIII and the Bellevue College Association of Higher Education." On the basis of this recommendation and in accordance with the provisions of the Agreement, it is the recommendation of the Acting President and the Tenure Review Committee that the faculty candidate listed below be granted tenure.

Third-Year Candidate Recommended for Tenure

Timothy Chang

Basic and Transitional Studies (BaTS)

Key Questions

- * Has this third-year probationary tenure candidate fulfilled all the necessary responsibilities as described in Article Twenty-three of the faculty contract as part of the process of receiving tenure?
- * Has the Tenure Review Committee thoroughly reviewed the required documents as described in the tenure guidelines, and deliberated the merits of this probationary candidate?
- * Has the pertinent documentation for this candidate been made available for review by the Board of Trustees?
- * What are the recommendations of the Tenure Review Committee regarding the tenure status for this off-cycle candidate for the 2020-21 year?

Analysis

The reason for tenure, as stated in the Revised Code of Washington, is to protect faculty employment rights. Further, tenure protects academic freedom and promotes collegiality and professionalism among faculty.

The tenure process at Bellevue College involves four levels:

- 1) The Tenure Evaluation Subcommittee (TES) gathers information, mentors the candidate, and prepares the tenure document.
- 2) The Tenure Review Committee (TRC), including six faculty members elected by the faculty at large, reviews the documentation prepared by the TES to ensure that similar standards and expectations are met across the many disciplines. The TRC provides an objective look at each document to make sure that the case supporting the recommendation of the TES is sound.
- 3) The College President, after reviewing the recommendations of the TRC, submits those recommendations and accompanying materials, along with his/her own recommendation, to the Board of Trustees.
- 4) Finally, the Board of Trustees, giving serious consideration to the recommendation of the President and the TRC, decides to grant or not grant tenure or extend the probationary period. During the first two years of candidates' employment, the President uses the recommendation of the TRC to decide whether or not to continue the probationary period.

Required documents have been gathered by the TES and the tenure candidates that provide evidence that the process described above has been strictly followed.

Background/Supplemental Information

The tenure timeline for this candidate is "off-cycle" by one quarter due to a selection effective winter quarter 2018. To facilitate review by members of the Board of Trustees, an electronic notebooks in .pdf format has been assembled for the tenure candidate, and all pertinent documents will be included. Each member of the Board will be able to access the tenure documents via a secure SharePoint site.

Recommendation/Outcomes

That the Board of Trustees of Bellevue College hereby grants tenure for the 2020–21 academic year to Timothy Chang, Basic and Transitional Studies (BaTS).

Prepared by: Dr. Robert Viens, Associate Vice President for Academic Affairs
rob.viens@bellevuecollege.edu



REGULAR MEETING AGENDA ITEM

2020-21 COLLEGE BUDGET

INFORMATION

FIRST READ

ACTION

Description

The Bellevue College Operating Budget for fiscal year 2020-21 is presented to the Board of Trustees for consideration of approval. To assist the Board in considering the proposed budget, a comparison of the initial 2019-20 and the 2020-21 budget is provided.

Attachment 1: Proposed 2020-21 College Budget and Reserve Report.

Attachment 2: Operating Projection Model

Key Questions

- * What is the impact of the state's guidance to plan for a 15% reduction in state allocation?
- * What is the 2020-21 college's budgetary plan for all funds, excluding Capital?

On May 13th the Governor directed that all state agencies begin a hiring freeze and discontinue equipment purchases and personal services contracts. OFM followed with a memo directing agencies to identify budget reductions with a 15% target. While both letters apply only to state government agencies they recommend Higher Ed take similar steps. The college is submitting the planned budget for Board of Trustee approval and will return no later than September 1st with a spending reduction plan to meet anticipated revenue loss.

The fiscal year 2020-21 budget highlights

Revenue

Tuition Rate Increase

- +2 % State Tuition
- +2 % Running Start

Enrollment Changes

- - 4 % State Enrollment (Including BAS programs)
- - 6 % International Enrollment (including ELI)
- +4 % Running Start Enrollment

Expenses

Wages and Benefits

- +3 % COLA
- - 3 % Classroom (AH)
- -10 % Lapsed Salaries Classified
- -15 % Lapsed Salaries Exempt

2020-21 Changes

- Continued adjustment of Adjunct Salaries and Expense Lines
- 2.8 % reduction in classroom staffing (10 FTE)
- \$5 M commitment to Capital to refurbish old buildings
- \$2 M local funds dedicated to Innovation Projects

2020-21 Limitations

- Reduced President's Contingency from \$2.8M to \$1.9M
- Expected adjustments to estimated State Allocation will require amendments to the presented budget

Annual Budget

Operating Funds	\$ 115,850,812
Proprietary Funds	\$ 18,108,527
Financial Aid Funds	\$ 20,062,264
Total 2018-19 Annual Budget	<u>\$ 154,021,603</u>

Reserve Funds

Contingency Fund (2%)	\$ 1,913,372
Operating Reserve (25%)	\$ 28,962,703
Proprietary Reserve	\$3,443,444
Debt Reserve	\$10,689,394
Student Housing Reserve	\$600,000
Total Reserves	<u>\$45,608,913</u>

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the 2020-2021 college budget plan. 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 or reduction of staff and faculty positions** as necessary to carry out the College's programs and meet the operational budget forecast; and
- the College President to determine **the fee schedule for contract courses** and programs.

Prepared by: Jim Craswell, Interim Executive Director of Finance & Auxiliary Services
Jim.Craswell@bellevuecollege.edu

Proposed Revenue Plan by Fund

Includes comparison to initial 2019-20 college budget

	2019-20		2020-21
	INITIAL BUDGET	Increase/(Decrease)	INITIAL BUDGET
OPERATING FUND:			
STATE ALLOCATION	\$40,596,255	\$2,888,015	\$43,484,270
LOCAL OPERATING	\$26,106,913	-\$2,415,459	\$23,691,454
DEDICATED LOCAL FUND	\$16,142,923	-\$34,474	\$16,108,449
GRANTS & CONTRACTS	\$30,327,087	\$2,239,552	\$32,566,639
TOTAL OPERATING FUNDS:	\$113,173,178	\$2,677,634	\$115,850,812
PROPRIETARY FUNDS:			
COMPUTER SERVICE FUND	\$10,001	\$0	10,001
PRINTING FUND	\$670,436	\$0	670,436
ASSOCIATED STUDENTS (non S&A)*	\$334,750	\$0	334,750
BOOKSTORE	\$2,453,937	-\$24,337	2,429,600
PARKING	\$2,844,967	\$0	2,844,967
FOOD SERVICES	\$2,319,086	\$115,115	2,434,201
OTHER AUXILIARY ENTERPRISES	\$4,360,740	\$597,453	4,958,193
HOUSING	\$4,420,033	\$6,346	4,426,379
TOTAL PROPRIETARY FUNDS:	\$17,413,950	\$694,577	\$18,108,527
FINANCIAL AID FUNDS:			
GRANTS IN AID	\$11,053,708	\$283,000	11,336,708
STUDENT LOAN	\$7,500,000	\$0	7,500,000
STATE WORK STUDY	\$285,513	-\$9,957	275,556
FINANCIAL AID FUND	\$950,000	\$0	950,000
TOTAL FINANCIAL AID FUNDS:	\$19,789,221	\$273,043	\$20,062,264
TOTAL ANNUAL REVENUE:	\$150,376,349	\$3,645,254	\$154,021,603

2019-20 COLLEGE RESERVE REPORT	
	Reserve
RESERVE FUND BALANCES	
Contingency Fund (2% State Operating)	\$1,913,372
Operating Reserve 25%	\$28,962,703
Proprietary Reserve 25%	\$3,443,444
Debt Reserve	\$10,689,394
Student Housing Reserve	\$600,000
TOTAL RESERVED	\$45,608,913

* Revised to exclude S&A Fee budgets which will be approved at the June 17th 2020 Board of Trustees Meeting

Projection Model: Operations Revenue and Expenses

Fiscal Year	Budget 1920	Projected FY 1920	Budget FY2021	Projected FY 2122	Projected FY 2223	Projected FY 2324
Revenue						
State Tuition	24,935,845	24,058,750	23,376,299	23,277,049	23,135,336	23,012,465
Excess Tuition						
International(With ELI)	9,554,155	9,450,262	10,130,988	8,972,197	8,798,734	8,628,890
Running Start	18,756,193	17,693,890	19,010,733	19,970,804	21,185,029	22,473,078
BAS Self-Support						
Other Student Fees & Grant Revenue	14,247,735	15,844,023	16,637,571	16,358,424	16,105,896	15,879,542
Operating Appropriation	40,596,255	42,142,913	43,484,270	45,060,338	45,961,545	46,880,776
Capital Approp- for Operating	590,300	590,300	590,300	590,300	590,300	590,300
Reimbursements other agencies\carryover	4,832,240	1,412,404	1,833,182	1,292,090	1,248,874	1,207,725
Total Operating Revenue Sources	113,512,723	111,192,543	115,063,343	115,521,201	117,025,713	118,672,777
% Change Over Prior Year	7%	5%	3.4%	1%	1%	1%
Expenditures						
Total Wages	\$ 66,173,308	\$ 66,213,461	\$ 67,631,355	\$ 70,148,139	\$ 71,874,882	\$ 73,669,313
Full-Time Faculty	16,724,516	16,941,853	18,088,303	18,234,103	18,744,658	19,269,508
Part-Time Faculty	18,124,443	17,954,965	18,086,383	17,966,074	18,254,644	18,571,091
Cost of Stipends	1,440,980	1,287,762	1,591,172	1,604,097	1,649,011	1,695,184
Exempt Salaries	16,902,109	14,241,834	17,296,997	17,896,629	18,397,735	18,912,871
Classified Salaries	14,048,515	12,951,896	15,254,735	14,875,130	15,291,633	15,719,799
Unfilled Positions Budget	(3,621,223)		(5,457,540)	(3,293,445)	(3,385,662)	(3,480,460)
Other Salaries	2,553,968	2,835,151	2,771,305	2,865,552	2,922,863	2,981,320
Benefits	23,209,186	21,544,250	24,091,971	24,443,497	25,176,801	25,932,106
Salary/Benefit Transfers	(592,473)	(592,473)	(986,585)	(986,685)	(986,685)	(986,685)
Goods & Services/ Personal Svcs	11,704,388	11,868,931	14,227,052	12,627,219	12,879,764	13,137,359
Student Services	2,431,743	1,934,959	2,615,192	2,082,406	2,124,055	2,166,536
Equipment, Furniture	3,779,431	1,917,975	3,441,336	2,709,854	2,764,051	2,819,332
Travel	537,919	592,118	525,358	630,851	643,468	656,337
Non Salary Transfers	(215,474)	(215,474)	(347,735)	389,969	397,768	405,724
Support from Innovation Fund Balance			(691,155)			
Reduction in Capital commitment			(297,125)			
Fund 1-time FY 1920	1,176,195			-	-	-
Student Success COP and other	1,108,500	1,108,500	1,108,500	1,108,500	1,108,500	1,108,500
Total Expenses	109,312,723	104,372,247	111,318,164	113,153,750	115,982,604	118,908,521
% Change Over Prior Year	10%	5%	6.7%	4%	3%	3%
Operating Margin (No Depreciation)	4,200,000	6,820,296	3,745,179	2,367,451	1,043,109	(235,744)
% Margin	4%	6%	3%	2%	1%	0%
Old Building Renovation Fund Contribution (5%)	2,000,000	5,218,612	3,964,225	5,657,687	5,799,130	5,945,426
Net Operating Margin	2,200,000	1,601,684	(219,046)	(3,290,237)	(4,756,022)	(6,181,171)
		1.4%	-0.2%	-2.8%	-4.1%	-5.2%

*Revised 5/14/20