Board of Trustees
Community College District VIII

REGULAR MEETING
May 19, 2021

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 19, 2021. The business session will begin at 3:00 PM. In accordance with Governor Inslee's Proclamation 20-28.5, which continues the prohibition on in-person meetings, this meeting will be conducted virtually. The meeting will be accessible to the public via Zoom. A telephone line will also be available. Greg Dietzel, Chair, will preside.

MEETING CALL IN DETAILS

Study Session Call-In Details:

Please click the link below to join:
https://bellevuecollege.zoom.us/j/86771500273?pwd=ZzVkdk9HZ3RrYXE2MXI0Z0hjSnJ6dz09

Meeting ID: 867 7150 0273   Passcode: study

Or dial in by telephone: +1 253 215 8782   Meeting ID: 867 7150 0273   Passcode: 770041

Business Session Call-In Details:

Please click the link to join: https://bellevuecollege.zoom.us/j/86345494294

Or dial in by telephone: +1 253 215 8782   Webinar ID: 863 4549 4294

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.

MEETING AGENDA

2:00 PM   STUDY SESSION

The Board will host a study session to discuss the future of online and   Viens
hybrid learning at the College.

3:00 PM   BUSINESS SESSION
- I.   Call to Order
- II.   Agenda and Minutes
  - A. Approval of Agenda for May 19, 2021
  - B. Approval of Minutes from April 21, 2021

3:05 PM   III.   Constituent Reports

A. College Assembly		McCrory
B. Faculty		Nightingale
C. Foundation		Brock
D. Student		Ahn
E. Classified		Turnbull

3:25 PM   IV.   First Read Items

A. Off-Cycle Tenure Candidates		Viens
B. Creation of Policy 1360: Survey Management		Morgan
C. Capital Projects and Local Funding Approval for 2021-2023 Biennium		Curran & Tribble
D. 2021-22 College Budget		Curran & Craswell
E. 2021-22 Service and Activities Fee Budget		Ivelisse, Ahn & Kaptik

4:45 PM   V.   Action Items

A. Revision of Policy 1250: College Policies and Procedures		MacLean
B. Deletion of Policy 5000: Acceptable Use of Bellevue College Computers		Harrison
C. Revision of Policy 5150: Acceptable Use of Information Technology		Harrison
D. Deletion of Policy 5160: Bellevue College Network and Internet Usage		Harrison
E. Deletion of Policy 5170: Library and Career Center Internet Usage		Harrison
F. 2021-2022 Board Meeting Dates		Keating Polson

5:00 PM   VI.   Reports

A. Enrollment		Morgan

5:20 PM   VII.   President's Report   Locke

5:30 PM   VIII.   Board Report   Dietzel

5:40 PM   IX.   Unscheduled Business or Public Comment

5:50PM   EXECUTIVE SESSION
The Board will be meeting in executive session to evaluate the performances of public employees and discuss matters with legal counsel regarding potential litigation and collective bargaining.

6:50 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, 3000 Landerholm Circle SE, state of Washington, was held on Wednesday, April 21, 2021. In accordance with Governor Inslee's Proclamation 20-28.5, which continues the prohibition on in-person meetings, this meeting was conducted virtually. The meeting was accessible to the public via Zoom. A telephone line was also available. Greg Dietzel, Chair, presided.

MINUTES

The business session was called to order at 2:02 PM.

I.   **ROLL CALL**

      Chair Greg Dietzel, Vice Chair Richard Leigh, Merisa Heu-Weller, Rich Fukutaki, Hannah Stoddard, Gary Locke, and Bruce Marvin were present.

II.   **AGENDA**

      Trustee Heu-Weller made a motion to approve the agenda (April 21, 2021) and minutes (March 24, 2021). Trustee Stoddard seconded.

      The motion passed unanimously.

III. **CONSTITUENT REPORTS**

      A. Classified

      The Classified report was provided by Becky Turnbull, Bellevue College Chief Shop Steward for the Washington Public Employee's Association (WPEA).

      •   Turnbull welcomed Vice President Consuelo Grier and shared she is happy to have her leadership at the College.
      •   Turnbull thanked the Board for their expedient action on the extension of vacation accrual leave balances, which was an item voted on in last month's meeting.
      •   The College and SBCTC are appreciated for working on BC staff concerns about ctcLink accessibility. A forum was held where a lot of staff were able to participate and ask questions.

      B. College Assembly

      The College Assembly report was provided by Amy McCrory, Chair of the College Assembly.

- General Governance nominations have ended and all open positions have be filled, with the exception of one Classified At-Large position.
- AJ Duxbury, current chair of the CID was nominated and elected as College Assembly chair for 2021-22.
- The Council for Inclusion and Diversity is concerned about soliciting student feedback on space allocation.

C. Faculty

The Faculty report was provided by Sue Nightingale, President of the Bellevue College Association of Higher Education (BCAHE).

- Nightingale shared, on the topic of the Legislative Agenda, that she is delighted that furloughs and will not be required and COLAS will not be taken back. She also expressed her excitement that Senate Bill 5194 will likely be signed into law, providing funding for 200 full-time positions across the state.
- Faculty have expressed anxiety about the results of the Return to Campus Survey and how that will affect what is happening in the fall.
- The Letter of Agreement from winter and spring will be rolling over into summer.
- Nightingale shared her happiness that some interim positions have been moved forward to permanent hires.
- Nightingale thanked the College for the motion to allow classified staff flexibility on their vacation and was pleased to see the notification on vaccination leave time.
- Nightingale emphasized the need for people to focus on their mental health and what they can do. The College is not pushing work, but everyone is taking on a lot – especially with the anti-racism work. Everything is hard right now.

D. Foundation

The Foundation report was provided by Rebecca Chawgo, Interim Vice President of Institutional Advancement and Executive Director of the Bellevue College Foundation (BCF).

- Learn. Engage. Invest. BC Foundation Speaker Series. *Night Two: Adaptability* will be hosted by Dr. Jenn Pang. *Night Three: Community Building with a focus on Healthcare* will be hosted by Jessica Berry. Chawgo expressed her hope that everyone will join one or more of the evenings.
- To date, the Foundation has raised 98% of the contributed revenue goal and is pressing towards the stretch goals.
- Chawgo shared that KBCS recently closed a pledge drive. 97% of the annual revenue goal has been reached, with stretch goals coming next.
- Scholarship applications have been increased more than 10% this year. As of today, dollars awarded with be increased 9% over last year. Additional support is anticipated to be secured before yearend for an increase of between 10-15%. Initial Scholarship awards will be announced on May 1.
- The Excellence Award winners will be announced tomorrow during College Issues Day. Chawgo also announced a great surprise: In light of the extra challenges this year, the

Foundation Board decided the Excellence Awards are not enough. The Board has allocated extra funding for "Above and Beyond – Covid Edition" awards and ten individuals will receive recognition and a $250 award.

E. Student

The Student report was provided by Ki Ahn, President of the Bellevue College Associated Student Government (ASG).

- ASG members are working on ASG elections for the upcoming year.

IV. **FIRST READ ITEMS**

A. Revision of Policy 1250: College Policies and Procedures

Tracy MacLean, Associate Director Planning and Accreditation, presented the proposed revision of Policy 1250. This revision addresses outdated information in the policy and brings it into better alignment with current practices and stipulations in the guiding provisions in the Washington Administrative Code (132H-106-010). The title has been shortened and the policy contact has been changed to the college president to avoid time sensitive information. References to a policies and procedures "manual" have been removed because current versions of all policies and procedures are posted on the BC public-facing website rather than in a printed document.

B. Deletion of Policy 5000: Acceptable Use of Bellevue College Computers

Rodger Harrison, Vice President of Information Technology Services, presented the proposed deletion of Policy 5000. ITS recommends that Policy 5000: Acceptable Use of BC Computers be deleted. The associated procedures, 5000P, have already been deleted. Because of the changing nature of technology, Policy 5000, is out of date. Much of its information is no longer relevant. Important information from Policy 5000 has been revised to be current and has been moved to Policy 5150: Acceptable Use of Information Technology, and its associated procedures, 5150P.

C. Revision of Policy 5150: Acceptable Use of Information Technology

Harrison next presented the proposed revision of Policy 5150. The revision of Policy 5150 has been fairly minor; it includes stylistic changes and a reduction in the "responsibilities" section. The more significant revision was to the associated procedures, 5150P. That recent revision included a name change, as well as the deletion of material that was moved to other procedures or to standard operating procedures for ITS use. There were also changes related to administrative data access, which were made in preparation for ctcLink security requirements. In addition, 5150P now consolidates language previously included in policies 5160 and 5170, which are recommended for deletion.

D. Deletion of Policy 5160: Bellevue College Network and Internet Usage

Harrison next presented the proposed deletion of Policy 5160. Material in this policy that is still applicable has been moved to 5150P: Acceptable Use of Information Technology.

E. Deletion of Policy 5170: Library and Career Center Internet Usage

Harrison then presented the proposed deletion of Policy 5170. Material in this policy that is still applicable has been moved to 5150P: Acceptable Use of Information Technology.

F. 2021-2022 Board Meeting Dates

Alicia Keating Polson, Executive Assistant to the President and Board of Trustees, presented the proposed 2021-2022 Board Meeting Dates. 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 2021-2022 academic year.

2021-2022 Academic Year

> Wednesday, July 21, 12-5 PM (summer retreat)
> Thursday, July 22, 12-5 PM (summer retreat)
> Wednesday, September 29, 2-6 PM
> Wednesday, October 20, 2-6 PM
> Wednesday, November 10, 2-6 PM
> Wednesday, December 8, 2-6 PM
> Wednesday, January 19, 2-6 PM
> Wednesday, February 16, 2-6 PM
> Wednesday, March 16, 2-6 PM
> Wednesday, April 20, 9:30 AM – 12:30 PM
> Wednesday, May 18, 2-6 PM
> Wednesday, June 15, 2-6 PM

V. **ACTION ITEMS**

A. Deletion of Policy 2600: Family Educational Rights and Privacy Act: Disclosure of Student Information

Motion 15.21

Trustee Stoddard moved that the Board of Trustees of Community College District VIII approves the deletion of Policy 2600: Family Education Rights and Privacy: Disclosure of Student Information. Trustee Fukutaki seconded.

The motion passed unanimously.

B. Sabbatical Leave Requests

Motion 16.21

Trustee Fukutaki moved that the Board of Trustees of Community College District VIII concurs with the recommendation of the Interim President and authorizes sabbatical leaves equivalent to 7.676 FTEF, at the cost of $323,114.81 for the 2021–22 academic year. Trustee Heu-Weller seconded.

The motion passed unanimously.

VI. **REPORTS**

A. College Budget Process

Jim Craswell, Interim Executive Director of Finance and Auxiliary Services, presented information about the process used by the College to determine the college budget. The overall financial outlook has changed dramatically over the past several months. OFM's call last spring for spending restraint in preparation for COVID-related tax revenue drop led to Governor Inslee's call for furloughs and spending reductions. Bellevue College responded quickly with a revised budget developed over the summer. Today, state tax revenues are now projected to accommodate a normal state allocation to the SBCTC colleges. The calls for additional furloughs and COLA freezes are gone. Federal stimulus spending has helped the state and the college financially weather the pandemic. BC Budget development is in full swing and a finalized budget is on track for a Board of Trustee first read on May 19, 2021.

B. S&A Fee Budget Process

Ki Ahn, President of ASG, presented an overview of the process used this year to determine S&A Fee allocations. ASG and the S&A committee are responsible for the management of the S&A fee allocation process. S&A funds are used to fund a variety of extra-curricular and co-curricular activities for students on the Bellevue College campus.

VII. **PRESIDENT'S REPORT**

Gary Locke, Interim President of Bellevue College, provided the President's Report.

- Enrollments are nearly even with last year, which is good news for Bellevue College during a time when many colleges are struggling with enrollment.
- Cabinet has received the final report issued by the Budget Stakeholder Group. Each recommendation will be explored in depth over the next several month, and the campus will be informed of progress.
- Thank you to Amy McCrory for serving as Chair of the College Assembly this past year.
- Congratulations to two Bellevue College students, Debora Nevins and Dave Young, were recently named to the All-Washington Academic Team.
- Last week we announced the availability of a $900 supplement available to students with the highest financial need. We expect to serve 2200 students with this funding.

- Thank you to Albert Lewis, Vice President of Economic and Workforce Development who will soon begin the next chapter of his career as Executive Vice President at Northwest State Community College, near Toledo, Ohio. His last day at Bellevue College will be March 7, 2021.
- Welcome to Consuelo Grier, Vice President of Diversity, Equity, and Inclusion, who began at the College on April 1, 2021. She is hitting the ground running and already provided significant leadership to the College.

VIII.   **BOARD REPORT**

- Trustees Fukutaki, Leigh, Heu-Weller, and Dietzel thanked Albert Lewis for his nearly six years of service to Bellevue College and wished him luck in his new position. The trustees also welcomed Consuelo Grier as the new Vice President of Diversity, Equity, and Inclusion and shared that Grier had the full support of the Board.
- Chair Dietzel thanked all those at the College who have been advocating on legislative issues and congratulations the BCF on their successful speaker series this week.

IX.   **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

Valencio Socia, staff member at Bellevue College, provided public comment congratulating the All-Washington team members and sharing information on the Budget Stakeholder Group report.

X.   **EXECUTIVE SESSION**
At 3:48 PM, Chair Dietzel announced there would be an executive session beginning at 3:55 PM that would last approximately 45 minutes to discuss matters with legal counsel regarding potential litigation, collective bargaining, and the performance of public employees. The Board returned to regular session at 4:40 PM.

XI.   **ADJOURNMENT**

There being no further business, Chair Dietzel adjourned the Board of Trustees meeting at 4:40 PM.

_____
Greg Dietzel, Chair
Board of Trustees

ATTEST:

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

OFF-CYCLE TENURE CANDIDATES

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

Description

A recommendation from the Tenure Review Committee regarding tenure appointment for the full-time faculty members listed below has been submitted to the 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."

Third-Year Candidate Recommended for Tenure

Sandi Xhumari   Science (Mathematics)

Zhenzhen He-Weatherford   Arts and Humanities (English)

Key Questions

∗ What is the reason for granting tenure to faculty?

∗ Has a process for granting tenure been followed for each candidate under consideration, and what elements are included in the process?

Analysis

According to the Tenure Guidelines, 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.

In addition to the eight candidates granted tenure at the March 24, 2021 meeting of the Board of Trustees, there are two final candidates for this academic year. These candidates will be presented for Board action at the June 16, 2021 meeting. These candidates' tenure timelines are "off-cycle" by one quarter due to a selection effective winter quarter 2019 (He-Weatherford) or an approved leave of absence (Xhumari). These candidates have participated in a rigorous tenure process as outlined in the college's tenure guidelines. A recommendation has been forwarded to the Board of Trustees and the President by the Tenure Review Committee (TRC) to grant tenure to the candidates listed above.

As outlined in the Tenure Guidelines, the tenure process at Bellevue College normally consists of a three-year probationary period for each candidate, and includes three levels of review.

1) A Tenure Evaluation Subcommittee (TES), composed of members elected within the candidate's division and chosen by the candidate and approved by the Tenure Review Committee (TRC), is formed for each candidate. This group gathers information and data in support of the candidate's tenure, and provides mentoring and assists the candidate throughout the three-year process.
2) The Tenure Review Committee, including six members elected by the faculty, reviews the documentation prepared by the TES to ensure that college and program 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 recommendations of the TES is sound, and provides a recommendation each year to the President.
3) During the first two years of a candidate's employment, the President uses the recommendation of the TRC to decide whether or not to continue the probationary period. In the third year, the President considers the recommendation of the TRC in formulating her/his recommendation to the Board of Trustees to grant tenure or to extend the probationary period.

Finally, the Board of Trustees, giving serious consideration to the recommendation of the President and the TRC, decides to grant or not grant tenure.

Background/Supplemental Information
An electronic notebook in .pdf format has been assembled for the tenure candidate, and all pertinent documents will be included for review by members of the Board of Trustees. Each member of the Board will be able to access the tenure documents via a secure SharePoint site.

Recommendation/Outcomes
This item will be presented for board action at the June 16, 2021 meeting.

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

BELLEVUE COLLEGE

CREATION OF POLICY 1360: SURVEY MANAGEMENT

☐ INFORMATION   ☒ FIRST READ   ☐ ACTION

Description

Bellevue College employees often need to collect perspectives from students, colleagues, and members of the local community to effectively plan and respond to needs. Using surveys to collect this information is vital for stakeholder-informed decision making. This policy is intended to ensure that surveys are effectively designed, scheduled, and distributed by establishing a review of major surveys and a survey registry. In addition to this policy, the College will adopt associated procedures, 1360P: Survey Management (Procedures), to guide employees in developing best practices for surveys and using the review and registry process.

Key Questions

* What surveys will be covered by this policy?
* Who will review surveys for sound methodology?

Analysis

Having the Office of Effectiveness and Research review and approve the surveys will ensure that the surveys are designed in a manner that is informed by best practices in survey research, maximizing the chances that the data collected are the result of a clear understanding of the questions and minimizing the effect of confusion, bias, and other factors that would decrease the meaningfulness of the data.

The registry and calendar of surveys will allow for others on campus to know what topics are already being covered through campus surveys to allow for collaboration across the college, as well as helping ensure that specific populations are not over-surveyed and that surveys do not unnecessarily overlap with each other in a way that can cause confusion and impact responses to both surveys.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the creation of Policy 1360: Survey Management at their June 16, 2021 meeting.

Prepared by: Zach Morgan, Executive Director, Effectiveness and Research
                 zach.morgan@bellevuecollege.edu

1360 SURVEY MANAGEMENT

Original Date: ✱   Last Revision Effective: [OBJ]
Policy Contact: Executive Director, Effectiveness and Research

POLICY

Members of the Bellevue College (BC) community often use surveys to collect information that informs decision making. Effectiveness and research provides assistance and expertise to faculty, staff, and students for survey research. To ensure that surveys are effectively designed, scheduled, and distributed, the college requires that major surveys be reviewed for best practices in survey design and research, approved for distribution, and registered with effectiveness and research. To ensure meaningful data collection and appropriate use of state resources, effectiveness and research will maintain a registry and calendar of surveys.

All major surveys conducted by a BC employee or student, or to be distributed to BC employees or students, except for those described below, must be submitted to and approved by the executive director of effectiveness and research or designee before distribution.

Exceptions include surveys that are:
- distributed to populations of fewer than 20 individuals;
- conducted as part of the college's course evaluation process;
- conducted by unions of their membership;
- used as part of an election, such as BC Governance elections
- conducted within the scope of a BC class, including those by individual faculty members collecting information from students within their courses or student surveys conducted as part of an assignment within the course; or
- forms
  - related to the application to or registration for programs, classes, workshops or events; or
  - used as part of regular human resources operations.

After a survey has been approved by effectiveness and research, future implementations do not require further review, but must be registered with effectiveness and research.

If a survey is not initially approved, individuals may work with effectiveness and research staff to address the methodological issues. If no agreement is achieved, individuals may appeal to the provost.

Surveys conducted as part of research that may lead to scholarship disseminated outside of BC (such as through presentation at a conference or publication) are also subject to review by the Bellevue College Institutional Review Board (see BC Policy #3655).

DEFINITION

"Survey": the use of questionnaires or interviews to collect information or opinions from specific populations, including questionnaires distributed through hard copy or digital formats. For the purposes of this policy, "major surveys" refers to those that are distributed to 20 or more individuals using college resources such as electronic communications for distribution.

RELEVANT LAWS AND OTHER RESOURCES

BC Policy #1360P, Survey Management (Procedures)
BC Policy #3655, Use of Human Participants in Research Activities
BC Policy #3655P, Use of Human Participants in Research Activities (Procedures)

REVISION HISTORY

[For Policy Coordinator's Use Only]

APPROVED BY

Board of Trustees

CAPITAL PROJECTS AND LOCAL FUNDING APPROVAL FOR 2021-2023 BIENNIUM

☐ INFORMATION   ☒ FIRST READ   ☐ ACTION

Description

The proposed 2021-2023 local and state funded capital projects list is presented to the Board of Trustees for consideration of approval at their June 16, 2021 meeting. The presentation includes funding costs and scoring of projects by the new Capital Projects Recommendation Committee (CPRC).

Key Questions
* What are the projected costs for the biennium?
* What funding is expected from the state?
* How was the capital project list created and evaluated?

Analysis

Review of proposed capital projects to be completed in the 2021-2023 biennium and CPRC scoring recommendations.

Background/Supplemental Information

What are the estimated funds needed for capital projects?

Total state funding $5,184,000
* $1,405,000 program funding
* $2,660,000 infrastructure replacement projects
* $1,119,000 unanticipated repair fund

Total local funding $10,113,000
* $6,730,000 essential infrastructure replacement
* $3,383,000 campus needs

How was the capital project list created?

Proposed capital projects are composed of three categories: program funds, essential infrastructure projects, and campus needs.

- Program funds are provided by the state to complete a specific project.
- Essential infrastructure projects are based on the SBCTC Facilities Condition Survey, failing systems, and code requirements. Projects are also part of the ten-year plan for required upgrades and repairs on campus.
- Campus needs were made up of 19 requests from employees. An open call for capital projects was sent to employees at the end of Fall Quarter 2020. Requests could be submitted by any employee with dean/director and area cabinet member approval.

How were the proposed capital projects evaluated?
All requests were reviewed and scored by the newly formed CPRC. The CPRC is intended to provide recommendations on the planned use of and allocation of local and state funds for capital projects.

The CPRC is led by the Executive Director of Physical Plant Operations and is composed of representatives from the Infrastructure Council, Resources and Planning Council, Faculty Council, Exempt Council, Council for Inclusion and Diversity, Classified Council, and Student Council. Non-voting advisory members include the Infrastructure Council Chairperson and appointments by the Vice President of Administrative Services, the Vice President of Information Technology Services, and the Budget Director.

The evaluation criteria were based on the following categories:
- Code compliance
- Enhance health, safety and/or address accessibility
- Help recruit and retain students
- Extracurricular impact
- Significantly enhance a department's service level to students
- Assists with continuity of operations
- Cost

A graph of the ranked scores can be found in the attached presentation.

List of projects:
CP21-01 C Building project:
> C building program improvements.

CP21-02 HVAC:
> Remove eight existing units and consolidate them into three new units in the C building. The new units would be powered by electricity instead of natural gas.

CP21-03 Electrical switchboards and transformers:
> Replace existing main switchboards and transformers with serviceable equipment to prevent failure and loss of building use in the A, B, and C buildings.

CP21-04 Elevators:
> Modernize circuit boards/wiring in the C and North Campus building, making these elements easier to update in the future.

CP21-05 Fire alarms:

Continue ongoing fire alarm improvements, providing an interlinked 24-hour system with monitoring capabilities in the A, C, N and R buildings.

CP21-06 Gym roof repairs:

Repairs for leaking gymnasium roof.

CP21-07 Library roof repair:

Repairs for leaking library roof.

CP21-08 Plumbing:

Sewer line replacement in the C building.

CP21-09 Theater floor replacement

Replacement of uneven floors in the Carlson and Stop Gap Theaters, also allowing access to the pit and trap doors.

CP21-10 Water bottle filling stations

Water bottle filling stations intended to reduce the reliance on plastics and to improve equitable and accessible access to drinking water on campus.

CP21-11 Roofing:

Local repairs to extend roof life on R and N buildings.

CP21-12 Greenhouse refurbishment

Greenhouse infrastructure repair and refurbishment to improve research and experiential learning in curriculum.

CP21-13 Science classroom (B262/B264) repair & remodel

Repair and remodel of B262/B264 to improve student experience and increase room capacity and course offerings.

CP21-14 Digital fabrication

Remodel of current transdisciplinary digital fabrication lab/project assembly workspaces (C168/C167) and woodshop upgrades (C160).

CP21-15 Classroom (A251) refurbishment

Refurbishment of A251 to improve functionality of space and increase capacity.

CP21-16 Parking lots/roads:

Updates for BC roads and parking lots (e.g., fixing potholes, repaving and striping). Next year lots 1a, 1b, 3a, 5 and 14 will need to be repaved.

CP21-17 R/L courtyard shelters

Covered spaces in the R/L courtyard for outdoor meetings.

CP21-18 Digital Media Services accessibility renovation

Improving accessibility at the TV studio and control room.

CP21-19 ASC space renovation

Improving accessibility at the ASC for reading and writing support.

CP21-20 Library study room sound proofing

Sound proofing for six study rooms in the D building/library area.

CP21-21 Library electrical renovation: Kitchen

Electrical upgrade in eLearning kitchen.

CP21-22 Library electrical renovation: Alcove

Addition of electrical outlet at south alcove for events.

CP21-23 Gym sound system replacement

    Replacement of current nonfunctional sound system so that outside sound systems would not need to be brought in for events.

CP21-24 Library electrical renovation: Lighting

    Adjustable warm lights for front and back offices in D150B.

CP21-25 Covered waiting area outside C

    Covered waiting area for students and staff near C167 that open directly to outdoor walkway.

CP21-26 T building swipe card access

    Proposal to upgrade five to twelve doors from key access to the swipe card system, which is already partially used in the T building.

CP21-27 North Campus garage enclosure

    Gate and fencing for the North Campus building garage.

Attached supplemental information:

- Capital project presentation.

Recommendation/Outcomes

It is recommended that the Board of Trustees of Community College District VIII consider approving the expenditure of local and state funds and the list of proposed capital projects for the 2021-2023 biennium at their June 16th, 2021 meeting.

Prepared by: William Tribble, Executive Director of Physical Plant Operations
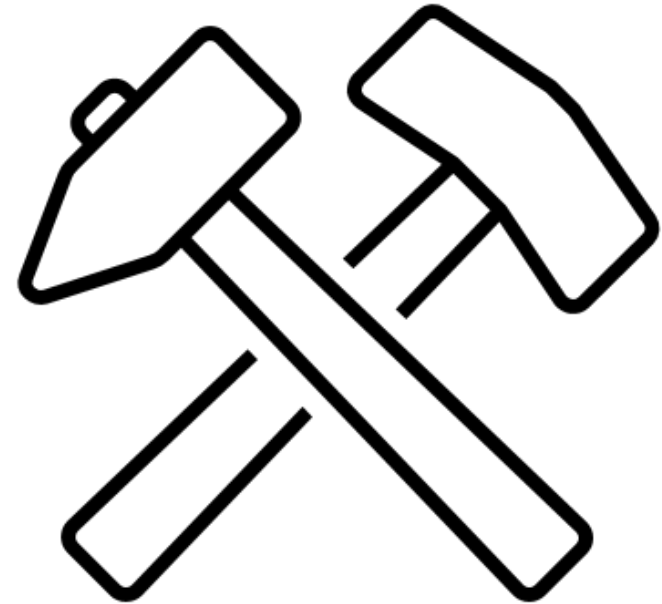   william.tribble@bellevuecollege.edu

CAPITAL PROJECTS

2021-2023 BIENNIUM FUTURE PLANNING

WHAT IS A CAPITAL PROJECT?

Capital Projects are considered to include the following project types:

- New construction

- Significant refurbishment / alterations or expansion of existing facilities

- Significant infrastructure repair or replacement projects

2021-2023 CAPITAL PROJECT FUNDING OVERVIEW

Total state funding $5,184,000

- $1,405,000 program funding
- $2,660,000 infrastructure replacement projects
- $1,119,000 unanticipated repair fund

Total local funding $10,113,000

- $6,730,000 essential infrastructure replacement
- $3,383,000 campus needs

2021-2023 Capital Project Funding

State Funding $5,184,000
34%

Local Funding $10,113,000
66%
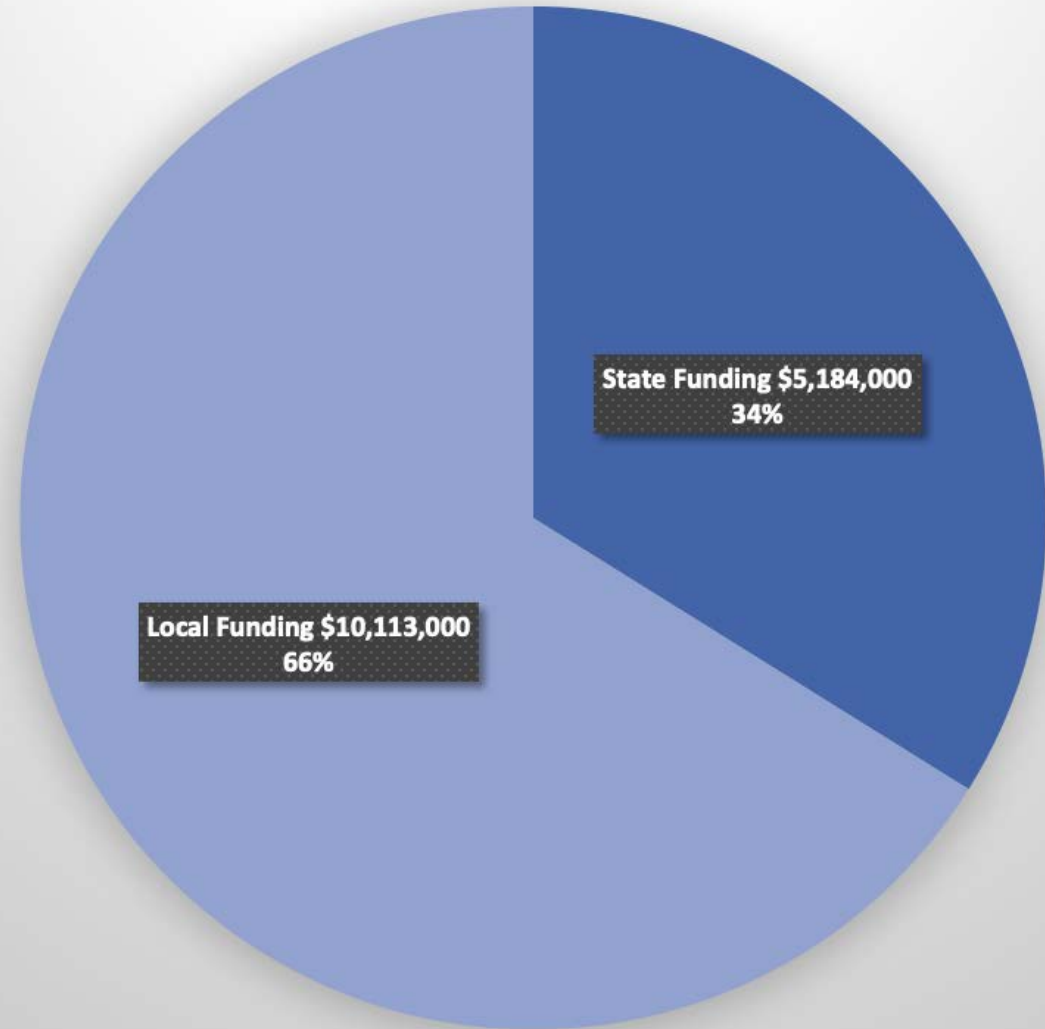
CAMPUS NEEDS & ESSENTIAL INFRASTRUCTURE

Campus Needs

- 19 requests from campus
- Projected local funding costs $3,383,000

Essential Infrastructure Projects

- 7 projects
- Projected local funding costs $6,730,000
- State contribution $2,660,000

Program funding

- C building upgrades $1,405,000

Total estimated cost: $14,178,000

CAPITAL PROJECT RECOMMENDATION COMMITTEE

The Capital Project Recommendation Committee (CPRC), as a standing committee formed under the auspices of the BC Infrastructure Council (IC), provides advice and support to the College President and IC in the analysis of expenditure of local and state funds as part of the Bellevue College Capital Project Plan.

The CPRC is intended to provide recommendations on the planned use of and allocation of Bellevue College local and state funds that are allocated for capital projects to be completed on the BC Campus.

CAPITAL PROJECT RECOMMENDATION COMMITTEE COMPOSITION

Voting Members	Executive Director of Physical Plant Operations serves as Chair	2 Infrastructure Council members	2 Resource and Planning Council members	1 Faculty Council member
	1 Exempt Council member	1 Council for Inclusion and Diversity member	1 Classified Council member	1 Student Council member
Advisory Members	1 representative assigned by the Vice President of Administrative Services	1 representative assigned by the College Budget Director	1 representative assigned by the Vice President of IT Services	Infrastructure Council Chairperson

CAPITAL PROJECT REQUESTS REVIEWED BY CPRC

CAMPUS NEEDS

- Open call for capital projects sent to employees at the end of fall quarter 2020.

- 19 total requests were received.

- Requests were reviewed and scored by the CPRC.

ESSENTIAL INFRASTRUCTURE PROJECTS

- Projects based on observed needs by Campus Operations.

- Projects are part of a ten-year plan for required upgrades and repairs on campus.

CPRC Evaluations - Campus Needs
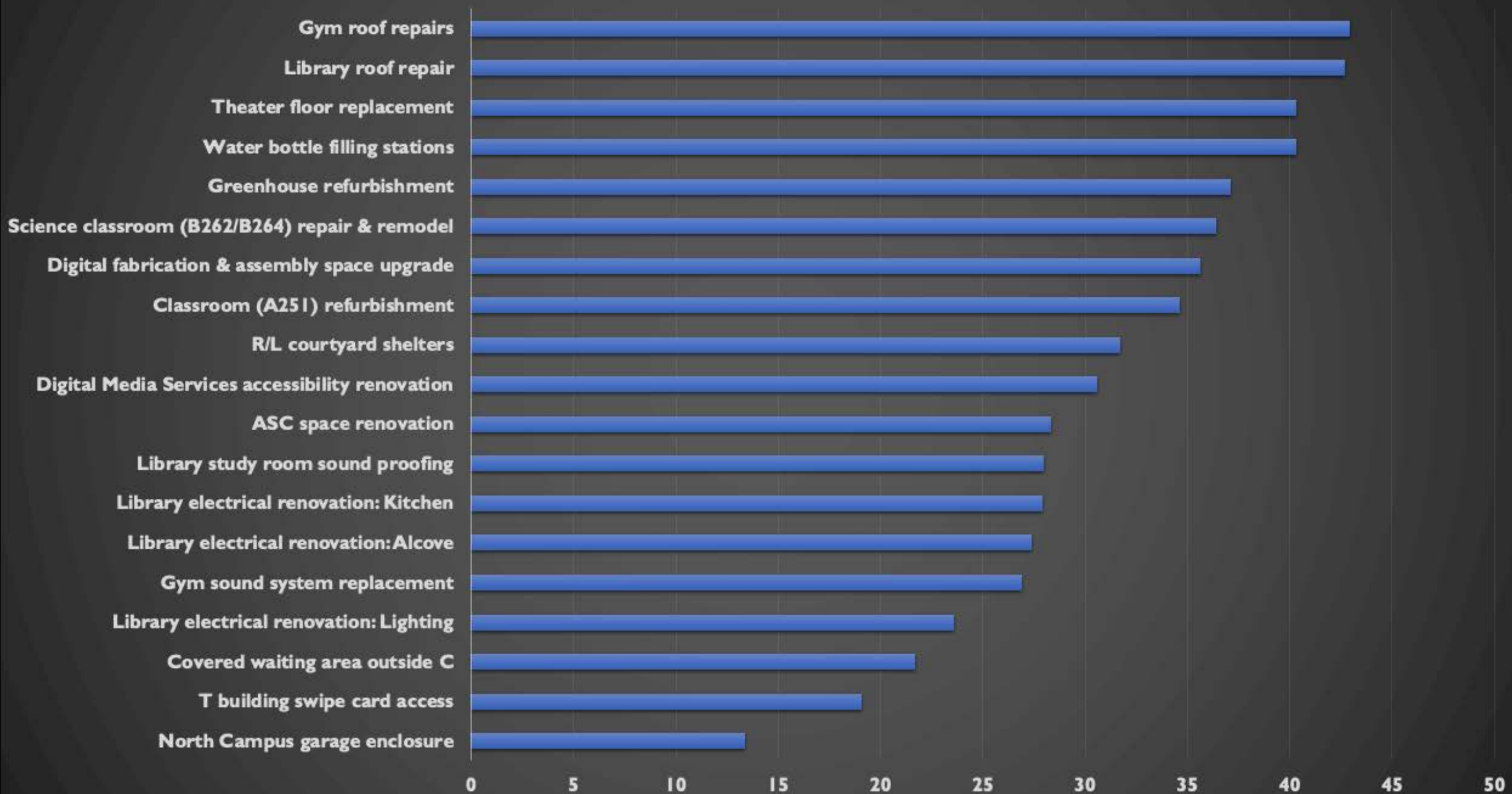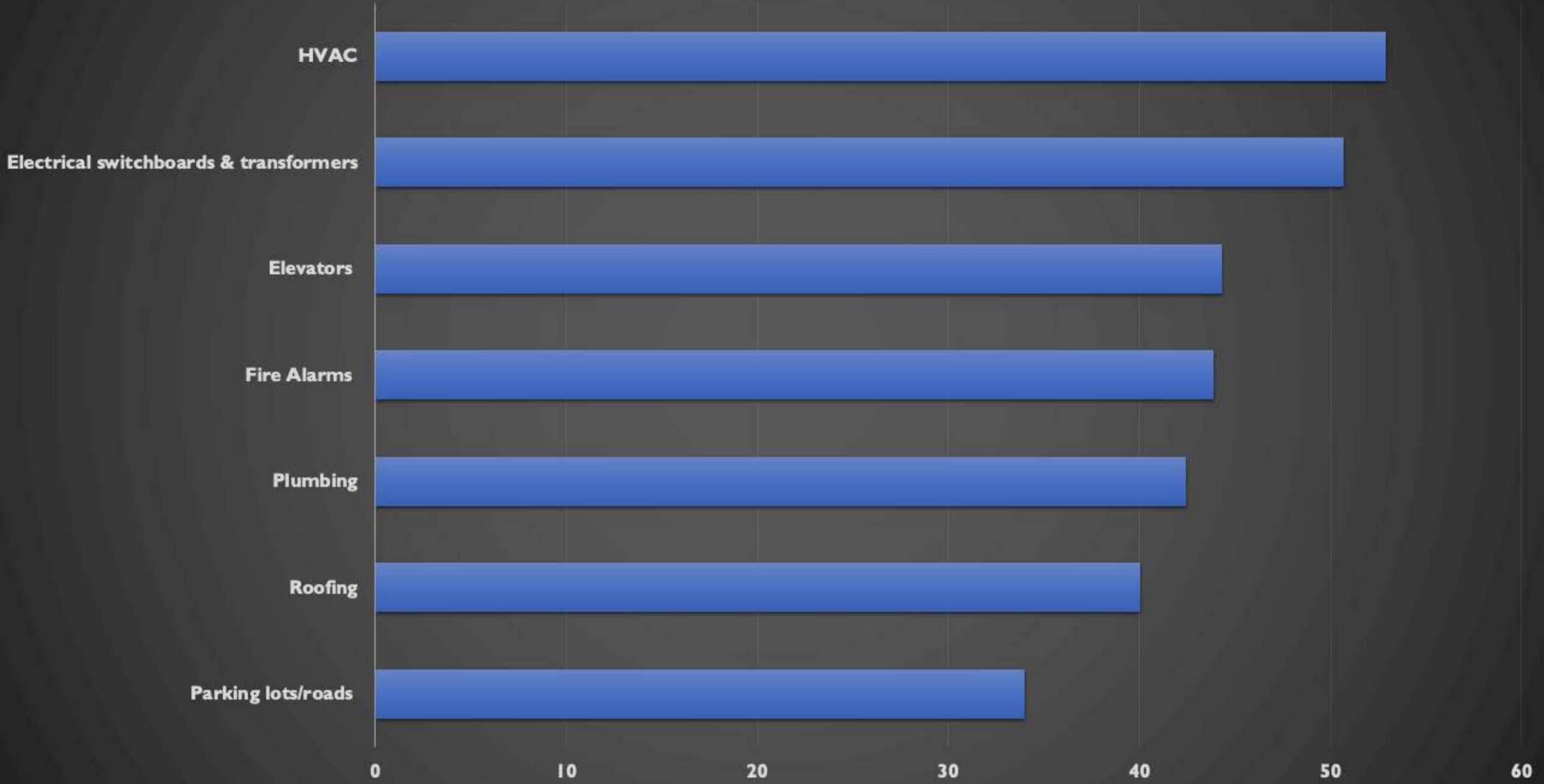
C BUILDING

- State expenditure of $1,405,000 in program funding
- Focus on north portion of C building (where art classroom reside)
- Project scope to include essential infrastructure upgrades and replacement to facilitate major renovation of north wing

TRANS DISCIPLINARY INNOVATION CENTER

- $40,000,000 funded by the state for next biennium

- Begin design July 2021; commence construction May 2022; complete May 2023

- Three story building to be located north of parking garage

- 60,000 square feet projected to house Engineering, Arts, IBIT, Digital Media Arts and a small portion of Computer Science and Interior Design

QUESTIONS?

B ELLEVUE
COLLEGE

REGULAR MEETING AGENDA ITEM

2021– 22 COLLEGE BUDGET

☐ INFORMATION   ☒ FIRST READ   ☐ ACTION

Description

The Bellevue College Operating Budget for fiscal year 2021-22 is presented to the Board of Trustees for consideration of approval at their June 16, 2021 meeting. To assist the Board in considering the proposed budget, a comparison of the initial 2020-21 and the 2021-22 budget is provided.

Attachment 1: Proposed 2021-22 College Budget and Reserve Report
Attachment 2: Operating Projection Model

Key Questions

∗   What is the College's 2021-22 budgetary plan for all funds, excluding Capital?

The fiscal year 2021-22 budget highlights

2021-22 Revenue

Tuition Rate Increase

➢ +2.8% State Tuition
➢ +0.6 % Running Start

Enrollment Changes

➢ - 3.0 % State Enrollment (Non BAS)
➢ +10.0 % Enrollment (BAS)
➢   - 4.0 % International Enrollment (including ELI)
➢ + 4.0 % Running Start
       - 0.5 % Overall Enrollment Changes

2021-22 Expenses

Wages and Benefits

➢ +$0.7M COLA (1.7% Faculty Only)
➢ +$2.2M Guided Pathways Funding

- ➢ +$1.3M Faculty High Demand Funding
- ➢ +$0.4M New DEI Funding
- ➢ +$0.5M CTC-link Conversion Funding (Temp)
- ➢ +$0.4M Marketing
- ➢ +$0.8M   Net Operating Margin FY2022

Future Allocation Decisions
- ➢ $11.2M Estimated Local Capital Budget
- ➢ $10.0M Estimated 3yr Investment Plan

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, 2021 through June 30, 2022.

Annual Budget	
Operating Funds	$ 121,639,281
Proprietary Funds	$ 17, 646,778
Financial Aid Funds	$ 26,922,634
Total 2021-22 Annual Budget	**$ 166,208,693**
Reserve Funds	
Contingency Fund	$ 2,510,713
Operating Reserve	$ 30,406,820
Proprietary Reserve	$ 4,328,007
Total 2021-22 Reserve Funds	**$ 37,245,540**

Proposed Revenue Plan by Fund

Includes comparison to initial 2020-21 college budget

	2020-21 INITIAL BUDGET	Increase/(Decrease)	2021-22 INITIAL BUDGET
OPERATING FUND:			
STATE ALLOCATION	$43,484,270	$3,280,001	$46,764,271
LOCAL OPERATING	$23,691,454	$1,312,248	$25,003,702
DEDICATED LOCAL FUND	$16,108,449	-$5,078,895	$11,029,554
GRANTS & CONTRACTS	$32,566,639	$6,275,115	$38,841,754
TOTAL OPERATING FUNDS:	$115,850,812	$5,788,469	$121,639,281
PROPRIETARY FUNDS:			
COMPUTER SERVICE FUND	10,001	$0	10,001
PRINTING FUND	670,436	-$131,365	539,071
ASSOCIATED STUDENTS (non S&A)	334,750	$0	334,750
BOOKSTORE	2,429,600	$20,400	2,450,000
PARKING	2,844,967	-$6,000	2,838,967
FOOD SERVICES	2,434,201	-$373,961	2,060,240
OTHER AUXILIARY ENTERPRISES	4,958,193	$62,123	5,020,316
HOUSING	4,426,379	-$32,946	4,393,433
TOTAL PROPRIETARY FUNDS:	$18,108,527	-$461,749	$17,646,778
FINANCIAL AID FUNDS:			
GRANTS IN AID	$11,336,708	$6,850,004	18,186,712
STUDENT LOAN	$7,500,000	$0	7,500,000
STATE WORK STUDY	$275,556	$10,366	285,922
FINANCIAL AID FUND	$950,000	$0	950,000
TOTAL FINANCIAL AID FUNDS:	$20,062,264	$6,860,370	$26,922,634
TOTAL ANNUAL REVENUE:	$154,021,603	$12,187,090	$166,208,693

2021-22 COLLEGE RESERVE REPORT	
	Reserve
RESERVE FUND BALANCES	
Contingency Fund	$2,510,713
Operating Reserve 25%	$30,409,820
Proprietary Reserve 25%	$4,328,007
Debt Reserve	$10,689,394
Student Housing Reserve	$0
TOTAL RESERVED	$47,937,934

Recommended Motion

That the Board of Trustees of Community College District VIII approve the college budget plan, as proposed, for fiscal period 2021-2022 at their meeting on June 16, 2021. 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 if** necessary, to carry out the College's programs; and
- the College President to determine **the fee schedule for contract courses** and programs.

BC Projection Model

April 30, 2021 Forecast

		Projected FY20-21	New Year Projected FY21-22	FY 2122	Change
Revenue	**Total Tuition Reveue**	**54,669,920**	**56,450,949**	**3%**	**1,781,029**
1 State Tuition		21,256,352	21,195,984	0%	(60,368)
3 Bachelor Programs		3,352,598	3,791,118	13%	438,520
4 Running Start		22,014,799	23,523,242	7%	1,508,443
5 International(With ELI)		8,046,171	7,940,606	-1%	(105,566)
6 Other Student Fees & Grant Revenue		13,046,194	13,176,656	1%	130,462
7 State Operating Appropriation		43,084,692	43,291,407	0%	206,715
Additional State Appropriation		3,112,657	3,472,864	12%	360,207
8 Capital Approp- for Operating		590,300	590,300	0%	-
9 Reimbursements other agencies\carryover		1,623,162	1,829,599	13%	206,437
Total Operating Revenue Sources		**116,126,925**	**118,811,775**	**2%**	**2,684,850**
	% Change Over Prior Year	0%	2%		
Expenses	**Total Wages & Benefits**	**89,206,591**	**92,424,710**	**4%**	**3,218,119**
Full-Time Faculty		17,374,009	18,090,234	4%	716,225
Part-Time Faculty		16,484,144	16,756,930	2%	272,786
Cost of Stipends		3,362,559	3,259,144	-3%	(103,415)
Exempt Salaries		13,885,975	14,481,172	4%	595,197
Classified Salaries		13,762,246	14,403,110	5%	640,864
Other Salaries		2,334,119	2,561,473	10%	227,354
Benefits		22,990,224	23,859,333	4%	869,109
Salary/Benefit Transfers		(986,685)	(986,685)	0%	-
Goods & Services/ Personal Svcs		12,057,000	13,763,199	14%	1,706,199
Student Services		2,450,635	2,499,648	2%	49,013
Equipment, Furniture		1,971,665	2,523,731	28%	552,066
Travel		25,500	326,010	1178%	300,510
Non Salary Transfers		(295,735)	(295,735)	0%	-
Other Adjustments		700,341	-		(700,341)
Student Success COP and other		1,108,500	1,108,500	0%	-
Total Expenses		**107,224,497**	**112,350,063**	**5%**	**5,125,566**
	% Change Over Prior Year	**1%**	**5%**		
Operating Margin (No Depreciation)		**8,902,428**	**6,461,712**	**-27%**	**(2,440,716)**
Old Building Renovation Fund Contribution (5%)		5,361,225	5,617,503	5%	256,278
Net Operating Margin		3,541,203	844,209		(2,696,994)
		3.0%	0.7%		

BC Projection Model — Revenue, Expense & Net Margin

April 30, 2021 Forecast

		Actual FY18-19	Actual FY19-20	Projected FY20-21	New Year Projected FY21-22	Projected FY22-23	Projected FY23-24	Projected FY24-25
Revenue	**Total Tuition Reveue**	51,057,566	52,860,642	54,669,920	56,450,949	58,357,168	60,776,120	63,142,464
1 State Tuition		22,308,879	21,052,897	21,256,352	21,195,984	21,053,547	20,912,067	20,771,538
3 Bachelor Programs		2,440,978	2,723,811	3,352,598	3,791,118	4,270,315	4,810,083	5,171,801
4 Running Start		15,592,807	18,888,385	22,014,799	23,523,242	24,610,957	26,107,303	27,694,627
5 International(With ELI)		10,714,902	10,195,549	8,046,171	7,940,606	8,422,350	8,946,668	9,504,498
6 Other Student Fees & Grant Revenue		16,267,929	17,183,316	13,046,194	13,176,656	13,194,349	13,236,410	13,252,032
7 State Operating Appropriation		36,805,694	43,332,221	43,084,692	43,291,407	43,724,321	44,598,807	45,490,784
Additional State Appropriation				3,112,657	3,472,864	3,472,864	3,472,864	3,472,864
8 Capital Approp- for Operating		393,533	590,300	590,300	590,300	590,300	590,300	590,300
9 Reimbursements other agencies\carryover		1,448,037	1,676,903	1,623,162	1,829,599	1,579,464	1,526,128	1,470,380
Total Operating Revenue Sources		**105,972,760**	**115,643,383**	**116,126,925**	**118,811,775**	**120,918,466**	**124,200,630**	**127,418,823**
	% Change Over Prior Year	4%	2%	0%	2%	2%	3%	3%
Expenses	**Total Wages & Benefits**	$ 62,295,661	$ 87,053,535	89,206,591	92,424,710	94,055,673	96,906,944	99,843,753
Full-Time Faculty		15,418,267	16,787,278	17,374,009	18,090,234	18,488,219	19,042,866	19,614,152
Part-Time Faculty		17,905,343	17,994,635	16,484,144	16,756,930	17,125,582	17,639,350	18,168,530
Cost of Stipends		1,356,117	1,422,985	3,362,559	3,259,144	3,330,845	3,430,770	3,533,693
Exempt Salaries		13,165,647	14,366,397	13,885,975	14,481,172	14,481,172	14,915,607	15,363,075
Classified Salaries		11,421,440	12,970,879	13,762,246	14,403,110	14,403,110	14,835,204	15,280,260
Other Salaries		3,028,848	2,898,838	2,334,119	2,561,473	2,638,317	2,717,466	2,798,990
Benefits		20,465,214	21,465,460	22,990,224	23,859,333	24,575,113	25,312,366	26,071,737
Salary/Benefit Transfers		(722,101)	(852,938)	(986,685)	(986,685)	(986,685)	(986,685)	(986,685)
Goods & Services/ Personal Svcs		11,793,901	12,609,961	12,057,000	13,763,199	14,038,463	14,319,232	14,605,617
Student Services		2,549,232	2,402,584	2,450,635	2,499,648	2,549,641	2,600,633	2,652,646
Equipment, Furniture		1,433,049	2,546,010	1,971,665	2,523,731	2,574,206	2,625,690	2,678,204
Travel		803,506	506,450	25,500	326,010	432,530	541,181	552,005
Non Salary Transfers		(580,778)	(252,157)	(295,735)	(295,735)	(295,735)	(295,735)	(295,735)
Other Adjustments		1,282,650		700,341	-	-	-	
Student Success COP and other		167,000	1,108,500	1,108,500	1,108,500	1,108,500	1,108,500	1,108,500
Total Expenses		**99,487,334**	**105,974,883**	**107,224,497**	**112,350,063**	**114,463,278**	**117,806,445**	**121,144,989**
	% Change Over Prior Year	4%	7%	1%	5%	2%	3%	3%
Operating Margin (No Depreciation)		**6,485,426**	**9,668,499**	**8,902,428**	**6,461,712**	**6,455,188**	**6,394,185**	**6,273,834**
Old Building Renovation Fund Contribution (5%)		3,884,529	5,298,744	5,361,225	5,617,503	5,723,164	5,890,322	6,057,249
Net Operating Margin		2,600,897	4,369,755	3,541,203	844,209	732,024	503,862	216,585
		2.5%	3.8%	3.0%	0.7%	0.6%	0.4%	0.2%

Prepared by:

Jim Craswell, Interim Executive Director of Finance & Auxiliary Services | james.craswell@bellevuecollege.edu

REGULAR MEETING AGENDA ITEM

2021-22 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 campus Services and Activities (S&A) Budget. Further, it requires students to advance a budgetary recommendation for consideration by the Board of Trustees.

The S&A Budget recommendation is developed by the S&A committee. The committee is comprised of four students, one exempt staff member, one classified staff member, and one faculty member. This year's committee members are (asterisks denote voting members):

*Emmanuel Tshimanga (Student at Large- Committee Chair)
*Jordana Laura Gouveia de Oliveira (Student at Large)
*Kiseuk (Ki) Ahn (ASG President)
*Theint Thu /Quan Nghiem (ASG officers shared 1 seat on the Committee in order to replace Treasurer who stepped down right before the process.)
*Lindsey Powers (Classified)
*Rachel Wellman (Exempt)
*James Torrence (Faculty)

Committee Advisors:
Carrie Moore – Student Programs Director
Jim Craswell – Executive Director of Finance

The committee completed its deliberations and has prepared a recommendation for the 2021-2022 year. The budget recommendation was approved unanimously by the committee.

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 new funds for the 2021-22 S&A budget are estimated at $2,871,460.00. The total 21-22 S&A budget recommendation consists of these new funds plus unused funds from the 2020-21 S&A budget that groups wish to "rollover" to next year's budget.
The S&A committee reviewed 45 applications for 2021-22 S&A funds. Initial asks for S&A funds consisted of $3,140,265 from new 2021-22 funds and authorization to rollover $1,603,980 funds that were not used during 2020-21 fiscal year. The total initial ask for S&A funds for 2021-22 totaled $4,744,255.

The S&A Committee considered equity during all review and deliberations. The focus on equity flows through all of the guiding principles. The committee's guiding principles during review consisted of the following:
- 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?

The S&A Committee recommends the following S&A budget for the 2021-22 school year:

21-22 Fund Allocation: $ 2,871,460.00
21-22 Rollover (not to exceed): $ 1,492,709.00
21-22 Allocation for Reserves: $ 0.00

21-22 Total Allocation: $ **4,364,169.00**

ASG voted on May 1st to approve and forward the S&A budget recommendation to President's Cabinet. President's Cabinet reviewed the budget recommendation on May 4th and approved that the recommendation be forwarded to the Board of Trustees.

Background/Supplemental Information
2021-22 ASG S&A Fee Budget Recommendation table

Recommendation/Outcomes
That the Board of Trustees of Community College District VIII consider the Services and Activities budget for approval at the June 16, 2021 meeting.

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

2021-2022 Services and Activities Fee Budget Allocations Summary

Budget Items	Budget Number	Return To Fund Balance	One Time Grants	2021-22 Allocation Items			% 21-22 Funds Request Approved	% Rollover Requested Approved	2021-22 Ask Items			2020-21 NEW FUNDS Allocation (No rollover included)
				NEW 21-22 Funds Allocated	Rollover Allocated	TOTAL 2021-22 Allocation			NEW 21-22 Funds Requested	Rollover Requested	TOTAL 2021-22 Request (21-22 Funds + Rollover)	
ALL STUDENT PROGRAMS (Total from budget lines below)				943,502	465,420	1,408,922	97.10%	90.76%	971,656	512,805	1,484,461	1,409,290
ALL ATHLETICS PROGRAMS (totaled from budget lines below)				245000	0	245000	100.00%	N/A	245,000	0	245,000	229,000
BRAZILIAN STUDENT ORGANIZATION	XXXX			10000	0	10000	100.00%	N/A	10,000	0	10,000	0
WELLNESS CENTER FITNESS & INTRAMURALS	XXXX			24900	0	24900	100.00%	N/A	24,900	0	24,900	0
JAPAN CULTURAL EXCHANGE CLUB	1914			5716	0	5716	100.00%	N/A	5,716	0	5,716	0
SPEECH & DEBATE	1929			43000	0	43000	69.92%	N/A	61,500	0	61,500	(4,521)
UNITED NATIONS ASSOCIATION (NEW)	XXXX			500	0	500	100.00%	N/A	500	0	500	0
INFOSEC CLUB (NEW)	XXXX			6460	0	6460	7.72%	N/A	83,644	0	83,644	0
BC PRIDE AND RAINBOW CROSSWALKS (NEW)	XXXX			0	0	0	0.00%	N/A	35,000	0	35,000	0
COLLIMNATORS CLUB (NEW)	1968			1000	0	1000	100.00%	N/A	1,000	0	1,000	0
ASSOCIATED STUDENT GOVERNMENT	1900			114,545	143,186	257,731	100.00%	100.00%	114,545	143,186	257,731	150,778
STUDENT LEGISLATIVE COMMITTEE	1901			0	31,316	31,316	N/A	100.00%	0	31,316	31,316	0
CAMPUS ACTIVITIES BOARD	1902			0	300,000	300,000	N/A	100.00%	0	300,000	300,000	353,735
ASG CULTURAL ACTIVITIES FUND	1903			89,522	110,478	200,000	N/A	100.00%	0	110,478	110,478	60,000
STUDENT PROGRAMS SUPPORT	1906			675,506	151,741	827,247	100.00%	100.00%	675,506	151,741	827,247	456,952
BAS DATA ANALYTICS	1907			0	0	0	N/A	N/A	0	0	0	0
PHI THETA KAPPA HONOR SOCIETY	1909			0	0	0	N/A	N/A	0	0	0	0
RADIATION AND IMAGING BAS	1911						N/A	N/A				(4,359)
ASG CONTINGENCY EVENTS FUND	1910			411,106	93,007	504,113	N/A	100.00%	0	93,007	93,007	47,000
INTERNATIONAL STUDENT ASSOCIATION	1913			49,729	20,271	70,000	46.74%	100.00%	106,387	20,271	126,658	20,901
LGBTQ RESOURCE CENTER	1915			30,976	7,411	38,387	100.00%	100.00%	30,976	7,411	38,387	14,000
STUDENT BUSINESS CENTER	1916	47,385		0	127,755	127,755	0.00%	72.94%	28,154	175,140	203,294	238,295
BLACK STUDENT UNION (BSU)	1917			53,746	28,000	81,746	78.48%	100.00%	68,487	28,000	96,487	36,293
EL CENTRO LATINO	1919			16,063	44,374	60,437	82.74%	100.00%	19,413	44,374	63,787	34,476
BUSINESS LEADERSHIP COMMUNITY (BLC)	1920	9,496		0	10,504	10,504	0.00%	52.52%	38,750	20,000	58,750	42,961
MULTICULTURAL SERVICES FUND	1921			0	0	0	N/A	N/A	0	0	0	39,017
RISE LEARNING INSTITUTE (MAKERSPACE)	1922			22,212	6,000	28,212	81.48%	100.00%	27,260	6,000	33,260	30,470
LEADERSHIP DEVELOPMENT STIPENDS	1925						N/A	N/A				(13,544)
STUDENT LIFE WEBSITE & TECHNOLOGY	1926			1,205	8,349	9,554	100.00%	100.00%	1,205	8,349	9,554	92,521
BC ASSOCIATION OF VETERANS (BCAV)	1927			33,488	3,000	36,488	100.00%	100.00%	33,488	3,000	36,488	5,250
LIBRARY GALLERY SPACE	1928			0	0	0	N/A	N/A	0	0	0	0
DISABILITY RESOURCE CENTER	1931			3,000	0	3,000	100.00%	N/A	3,000	0	3,000	3,000
MATH LAB	1932			0	0	0	0.00%	N/A	123,882	0	123,882	80,000
BC STUDENT HANDBOOK	1936			0	26,280	26,280	N/A	100.00%	0	26,280	26,280	0
VOCAL AND CHORAL MUSIC ACTIVITIES	1937			0	0	0	N/A	N/A	0	0	0	0
DIGITAL MEDIA DESIGN	1938			0	0	0	N/A	N/A	0	0	0	0
ACADEMIC SUCCESS CENTER	1939			306,279	103,742	410,021	228.31%	100.00%	134,151	103,742	237,893	175,000
WATCHDOG STUDENT NEWSPAPER	1940			58,000	12,000	70,000	100.00%	100.00%	58,000	12,000	70,000	119,500
KBCS RADIO STATION	1941			0	0	0	N/A	N/A	0	0	0	0
DRAMA PRODUCTIONS	1943			0	0	0	N/A	N/A	0	0	0	0
INSTRUMENTAL MUSIC ACTIVITIES	1944			32,500	0	32,500	77.38%	N/A	42,000	0	42,000	0
BC DANCE PRODUCTIONS	1945			2,600	7,200	9,800	41.94%	100.00%	6,200	7,200	13,400	0
BELLETRIST LITERARY JOURNAL	1946			0	0	0	N/A	N/A	0	0	0	0

CENTER FOR CAREER CONNECTIONS	1947			27,940	9,000	36,940	90.55%	100.00%	30,855	9,000	39,855	40,997
STAGEFRIGHT DRAMA CLUB	1948			6,700	0	6,700	93.06%	N/A	7,200	0	7,200	14,000
ASIAN-PACIFIC ISLANDERS STUDENT ASSOC	1953			52,088	16,000	68,088	98.12%	100.00%	53,088	16,000	69,088	30,000
ARABIC CULTURE STUDENT ASSOCIATION	1954			29,888	7,500	37,388	100.00%	100.00%	29,888	7,500	37,388	0
DECA	1955			3,750	75,000	78,750	9.04%	100.00%	41,500	75,000	116,500	80,000
CIVIL RIGHTS PILGRIMAGE	1956	15,000		0	0	0	N/A	0.00%	0	15,000	15,000	0
BC INFO SYSTEMS & TECHNOLOGY ASSOCIATION	1957						N/A	N/A				(4,898)
HSEWI BAS	1958			0	0	0	N/A	N/A	0	0	0	1,650
INTERCOLLEGIATE ATHLETICS	1962			245,000	0	245,000	100.00%	N/A	245,000	0	245,000	229,000
STUDENT TRAVEL COORDINATOR	1975			0	0	0	N/A	N/A	0	0	0	89,082
WELLNESS CENTER: OUTDOOR RECREATION	1976			22,000	11,300	33,300	100.00%	100.00%	22,000	11,300	33,300	41,000
STUDENT VOLUNTEER CENTER	1980			40,000	77,289	117,289	100.00%	100.00%	40,000	77,289	117,289	50,399
LEADERSHIP INSTITUTE	1981			145,797	35,000	180,797	100.00%	100.00%	145,797	35,000	180,797	0
STUDENT CHILDCARE CENTER	1982			283,250	0	283,250	100.00%	N/A	283,250	0	283,250	283,250
INTERIOR DESIGN STUDENT ASSOCIATION	1985			0	0	0	N/A	N/A	0	0	0	0
STUDENT PROGRAMS SIGNATURE EVENTS	1987			22,994	27,006	50,000	100.00%	100.00%	22,994	27,006	50,000	22,350
AMERICAN SIGN LANGUAGE	1988						N/A	N/A	0	0	0	(7,458)
BC CHEER SQUAD	1989	18,430		0	0	0	N/A	0.00%	0	18,430	18,430	13,500
MODEL UNITED NATIONS	1992	20,960		0	0	0	0.00%	0.00%	3,680	20,960	24,640	0
NURSING STUDENT ASSOCIATION	1993			0	0	0	N/A	N/A	0	0	0	13,180
TOTAL ALLOCATIONS		111,271	0	2,871,460	1,492,709	4,364,169	107.99%	93.06%	2,658,916	1,603,980	4,262,896	2,873,777

2021-22 Service and Activities Fee Budget Recommendation

May 2021

Introduction

- Committee
- Process Information - Update
- Guiding Principles
- Available S&A 2021-22 Funds
- The Total Ask
- The Allocation Recommendation
- Recommendation Summary
- Impacts on Outcome
- Affinity Groups Allocation Summary
- Travel Funding
- Where the Funds are Going?
- 2021-22 Hot Spots

Voting Committee Members

- **Lindsey Powers (Classified)**

- **Rachel Wellman (Exempt)**

- **James Torrence (Faculty)**

- **Emmanuel Tshimanga (Student at Large)**

- **Jordana Laura Gouveia de Oliveira (Student at Large)**

- **Kiseuk (Ki) Ahn ASG President**

- **Theint Thu (ASg PR Rep)/Quan Nghiem (ASG Legislative Rep**) (ASG officers share 1 seat on the Committee. They replaced Nam Nguyen (Treasurer) after he had to step down.)

Process Information - Update

- **45** Funding Applications submitted and reviewed.

- Only **4** groups appealed. (Last year, there were **15** appeals....)

- Committee spent **2.5** hours in training plus individually reviewed guiding documents.

- Committee spent **28** hours together reviewing and deliberating over applications.

- Committee members spent countless time outside meetings individually reviewing applications.

Guiding Principles

The Committee considered equity during all review and deliberations, to the best of their ability. The focus on equity flows through all of the guiding principles.

Guiding Principles

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?

Available S&A 2021-22 Funds:

$2,871,460

- Up from 3.99% from 2020-21 S&A funds ($2,761,261)
- Funds for the 2021-22 S&A budget were collected during the 2020-21 school year.

S&A – The Total Ask

The S&A "Total Ask" consists of the following:

The Total Ask

=

Requested amount from available 21-22 S&A Funds

+

Requested amount from 20-21 Budget (Rollover)

S&A – The Initial Total Ask

The S&A "Total Ask" consists of the following:

$4,744,255

=

Requested amount from available 21-22 S&A Funds:
$3,140,265

+

Requested amount from 20-21 Budget (Rollover):
$1,603,980

S&A – After Committee Questions about the Initial Total Ask – Revised Ask

The S&A Revised "Total Ask" consists of the following:

$4,262,896

=

Requested amount from available 21-22 S&A Funds:
$2,658,916

+

Requested amount from 20-21 Budget (Rollover):
$1,603,980

S&A – After Committee Questions about the Initial Total Ask – Revised Ask

Committee questions about campus asks resulted in groups revising requests or removing request.

- Requested amount from available 21-22 S&A Funds reduced by **$481,349.**
- Resulting change in requested amount from available 21-22 S&A Funds resulted in available surplus - **$212,544**.

S&A – The Allocation Recommendation

The S&A "Total Allocation" consists of the following:

The Total Allocation

=

**Approved funds from available 21-22 S&A funds
(approved by S&A Committee)**

+

**Approved rollover from 20-21 Budget
(approved by S&A Committee)**

S&A – The Allocation Recommendation

The S&A "Total Allocation" recommendation consists of the following:

$4,364,169

=

Approved funds from available 21-22 S&A funds
(approved by S&A Committee):

$2,871,460

+

Approved rollover from 20-21 Budget
(approved by S&A Committee):

$1,492,709

S&A – The Allocation Recommendation

The S&A "Total Allocation" includes recommendation by committee to insert **$212,544 surplus** into ASG budgets to support extra-curricular and co-curricular asks during 21-22 academic year.

Committee recommendation does not put any funds in reserve accounts for 21-22 budget year.

21-22 S&A Recommendation – Summary

	Revised Ask	**Total Allocation**	**% Difference (Allocation to Ask)**
Total	**$4,262,896**	**4,364,169**	**102.38%**
2021-22 Funds	**$2,658,916**	**$2,871,460**	**107.99%**
Rollover	**$1,603,980**	**$1,492,709**	**93.06%**

** Rollover amounts will be verified at end of fiscal year and if line-item fund total is below rollover recommendation, line-item rollover amount will be adjusted to amount remaining.

Impacts on Outcome

- **Rollover Included in the 2021-22 Budget Recommendation**
  - Moved in direction that all funds should be approved. Receiving rollover fund (remaining funds in account from this year's budget) should not be assumed.
  - Rollover funds recommended for allocation amount to 58% of this year's available 2020-21 funds. (Previous rollovers were not as high).
- **Asks Exceed Yearly Funds**
  - Total requests (yearly ask and rollover) equaled **$4,262,896** which significantly exceeds available yearly funds.
- **S&A open to more groups**
  - Number of student groups that submitted S&A requests for 1st time: 5
  - Total allocated to first-time S&A requests from student organizations: $23,676
- **Committee Focus**
  - Even with surplus, committee was committed to reviewing requests with same lens and focus (no blank check mentality).
- **Compliance/ Guidance**

Allocated Funds for Affinity Groups w/ Affinity Coordinators

Affinity Groups with Student Affinity Coordinators: 7

Group	21-22 Allocations	20-21 Allocations	19-20 Allocations	Notes
Arabic Culture	$29,888	$ -	$ -	Total 21-22 Request: $37,388. New funds requested: $29,888. Total 21-22 allocation = $39,388 including rollover from 20-21, up to $7,500
APISA	$52,088	$ 30,000	$ 19,186	Total 21-22 Request: $69,088. New funds requested: $53,088, a 77% increase. Total 21-22 allocation = $68,088 including rollover from 20-21, up to $16,000
BCAV	$33,488	$ 5,250	$ 5,250	Total 21-22 Request: $36,488. New funds requested: $33,488, an 538% increase. Total 21-22 allocation = $36,488 including rollover from 20-21, up to $3,000
BSU	$53,746	$ 36,293	$ 17,394	Total 21-22 Request: $96,487. New funds requested: $68,487, an 89% increase. Total 21-22 allocation = $81,746 including rollover from 20-21, up to $28,000
El Centro	$16,063	$ 33,476	$ 28,344	Total 21-22 Request: $63,787. New funds requested: $19,413, an 44% decrease. Total 21-22 allocation = $60,437 including rollover from 20-21, up to $44,374
ISA	$49,729	$ 20,901	$ 14,809	Total 21-22 Request: $126,658. New funds requested: $106,387, a 409% increase. Total 21-22 allocation = $70,000 including rollover from 20-21, up to $20,271
LGBTQA+ Resource Center	$30,976	$ 14,000	$ 14,000	Total 21-22 Request: $38,387. New funds requested: $30,976, an 121% increase. Total 21-22 allocation = $38,387 including rollover from 20-21, up to $7,411.
TOTAL	$265,978	$ 139,920	$ 98,983	$126, 058 more given to the student affinity groups in 21-22 funds (not including rollover) - 47.4% increase.

Travel Funding

Travel Request Matrix developed and used by 21-22 S&A committee. Committee recommends that next year's application have a detailed travel request section to give the committee more information while reviewing requests.

Amount Requested	Competitive Groups	Student Organizations
0-15K	Up to 100%	Up to 100%
15-30K	Up to 95%	Up to 95%
30-45K	Up to 85%	Up to 85%
45K plus	Up to 75%	Up to 75%

* Competitive groups include activities such as DECA, Athletic Teams, etc.

Where are the Funds Going?

	New 21-21 Fund Allocation	Total Funds (Including Rollover) Allocation	% New 21-22 Funds	% Total Funds
Student Programs (Office and Functions)	$ 943,502.00	$1,408,922.00	32.86%	32.28%
Student Organizations	$ 668,503.00	$1,020,924.00	23.28%	23.39%
Tutoring	$ 306,279.00	$ 410,021.00	10.67%	9.40%
Affinity Groups and Clubs	$ 312,170.00	$ 408,250.00	10.87%	9.35%
Campus Activities Board	$ -	$ 300,000.00	0.00%	6.87%
All Other (Non-listed Campus Provided Services or Experiences)	$ 112,756.00	$ 287,802.00	3.93%	6.59%
Childcare Center	$ 283,250.00	$ 283,250.00	9.86%	6.49%
Athletics	$ 245,000.00	$ 245,000.00	8.53%	5.61%
Total	$2,871,460.00	$4,364,169.00	100.00%	100.00%

2021-22 Hot Spots

- **Rollovers/ Sustainability:**
  - As a campus, we need to do better in budgeting asks and expending funds. Goal is to reduce rollovers, so funds are used for stated purpose and more readily available.
  - With increased access to funds, the hope is more groups will make requests.
  - Sustainability of budget will need to be closely monitored based on the above factors.

- **Conditional Approval:**
  - Committee has given several groups conditional funding pending review with Dean of Student Life to build out programs that ensure students can participate in the activities and fund use is consistent with committee's wishes and the campus compliance standards/ guidance documents.
  - Other groups were told to come request funds when future plans were clearer.

2021-22 Hot Spots

- **Tutoring**
  - The total Tutoring ask for the campus:
    - Academic Success Center (**$237,893** in total funds)
      - **$134,151** in 21-22 S&A funds
      - **$103,742** in rollover
    - Math Lab (**$123,882** in 21-22 S&A funds)
    - Business Learning Community (**$48,246** in 21-22 S&A funds)

  - Based on how the groups work together, the S&A committee recommended allocating all tutoring funds (**$410,021**) directly to the Academic Success Center. (**9.4%** of total funds allocated)

2021-22 Hot Spots

- **Tutoring (con't)**

- The S&A Committee has concerns that tutoring is set up and paid for differently across campus (S&A, lab fees, other funding sources).

- The committee also has concerns regarding the rising salary cost that S&A has been asked to take on in the past two years.

- The S&A Committee has asked the College to review and assess the campus tutoring model with a goal of the Academic Success Center presenting findings and recommendations to ASG prior to the S&A 22-23 budget cycle.

21-22 S&A Budget Recommendation Summary

Committee Recommended the following:

21-22 Fund Allocation: $ 2,871,460.00

21-22 Rollover(not to exceed): $ 1,492,709.00

21-22 Allocation for Reserves: $ 0.00

21-22 Total Allocation: $ **4,364,169.00**

Questions?

REVISION OF POLICY 1250: FORMULATION AND ISSUANCE OF COLLEGE POLICIES AND PROCEDURES

☐ INFORMATION   ☐ FIRST READ   ☒ ACTION

Description

This revision addresses outdated information in the policy and brings it into better alignment with current practices and stipulations in the guiding provisions in the Washington Administrative Code (132H-106-010). The title has been shortened and the policy contact has been changed to the college president to avoid time sensitive information. References to a policies and procedures "manual" have been removed because current versions of all policies and procedures are posted on the BC public-facing website rather than in a printed document.

Key Questions

* Does this revision modify any aspect of the approval process for policies and procedures?
* What is the role of the Board of Trustees in policies?

Analysis

In addition to updating the title, policy contact, and location of current policies and procedures, this revision clarifies the role of the Board of Trustees in establishing policy; and the role of the college president in establishing and implementing associated procedures.

Background/Supplemental Information

WAC 132H-106-010

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the revision of Bellevue College Policy 1250: Formulation and Issuance of College Policies and Procedures.

Prepared by: Kristen Jones, Provost
Kristen.jones@bellevuecollege.edu

1250 COLLEGE POLICIES AND PROCEDURES

Original Date: 3/18/2003 ✳ Last Revision Effective: 2/5/2015
Policy Contact: President

POLICY

The board of trustees, in consultation with the college president, establishes policy for Bellevue College. As chief executive officer, the president or their delegate is responsible for enacting these policies through appropriate college procedures. The president delegates responsibility to draft, update, distribute, and enforce these procedures to staff.

RELEVANT LAWS AND OTHER RESOURCES

- WAC 132H-106-010

REVISION HISTORY

Original 3/18/2003
Revisions 2/17/2004; 1/13/2005; 3/22/2005; 3/17/2009; 5/21/2009; 9/11/2012; 2/5/2015

APPROVED BY

Board of Trustees

1250 ~~FORMULATION AND ISSUANCE OF~~ COLLEGE POLICIES AND PROCEDURES

Original Date: 3/18/2003   ✳   Last Revision Effective: 2/5/2015
Policy Contact: President~~Policy Coordinator, Administrative Services~~

POLICY

The board of trustees, in consultation with the college president, establishes~~develops, formulates and adopts~~ polic~~ies~~y for Bellevue College. As chief executive officer, the president or their ~~his or her~~ delegate is responsible for enacting~~to see that~~ these policies through ~~are carried out through formulating, distributing, implementing and enforcing~~ appropriate college procedures~~regulations~~. The president delegates responsibility to~~for~~ ~~Staff delegated by the president to~~ draft~~ingwrite~~, updat~~eing~~e, distribut~~eing~~e, and~~or~~ enforc~~eing~~e these~~college~~ procedures to staff. ~~must follow the provisions set forth in the BC policies and procedures manual (also referred to as "manual").~~

RELEVANT LAWS AND OTHER RESOURCES

- WAC 132H-106-010

REVISION HISTORY

Original 3/18/2003
Revisions 2/17/2004; 1/13/2005; 3/22/2005; 3/17/2009; 5/21/2009; 9/11/2012; 2/5/2015

APPROVED BY

~~All College Council~~
Board of Trustees
~~President's Cabinet~~

BELLEVUE COLLEGE

DELETION OF POLICY 5000: ACCEPTABLE USE OF BELLEVUE COLLEGE COMPUTERS

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

Description

ITS recommends that Policy 5000: Acceptable Use of BC Computers be deleted. The associated procedures, 5000P, have already been deleted. Because of the changing nature of technology, Policy 5000, is out of date. Much of its information is no longer relevant. Important information from Policy 5000 has been revised to be current and has been moved to Policy 5150: Acceptable Use of Information Technology, and its associated procedures, 5150P.

Key Questions

∗ How will information about use of BC computers be communicated to users?

∗ Why is this change being made now?

Analysis

The deletion of policies 5000, 5160, and 5170 and the consolidation of those topics into Policy 5150 and its associated procedures, 5150P, will result in fewer policies and procedures with more current information. 5150/5150P have been structured to make it easy for employees, students, and ITS staff to find important information.

Background/Supplemental Information

N/A

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the deletion of Bellevue College Policy 5000: Acceptable Use of Bellevue College Computers.

Prepared by: Rodger Harrison, Vice President of Information Technology Services
Rodger.harrison@bellevuecollege.edu

5000 ACCEPTABLE USE OF BELLEVUE COLLEGE COMPUTERS

POLICY

Bellevue College owns all Bellevue College computing systems and applications. This policy is intended to provide campus users with guidelines for responsible and appropriate utilization of these campus computing and technology resources. This policy supplements the Bellevue College acceptable use of state resources policy; all of its tenets and other applicable Bellevue College policies, procedures and/or standards apply to the use of the assets defined in this policy as well. Bellevue College reserves the right to determine, at any time, what constitutes appropriate use of Bellevue College technology resources and the Bellevue College network resources, access and/or services provided by Bellevue College. This policy also complies with current Office of the Chief Information Officer (OCIO) policies.

Applicability

This policy applies to all Bellevue College employees, students and/or non-employees who may be authorized to use any Bellevue College technology resources as defined by this policy. They shall be notified in writing of these policies before being granted permission to access this resource. No part of this policy supersedes the acceptable use of state resources policy.

This policy shall also apply to the use of all state resources at Bellevue College facilities as defined by policy and/or as defined by state or federal law. Its principles extend to and include any use of Bellevue College technology resources, regardless of its location. Bellevue College users shall also apply this policy when using Bellevue College technology resources to navigate through networks or computing systems beyond the local systems.

Use of Bellevue College Technology Resources

Use of the Bellevue College technology resources shall be for the purpose of facilitating the exchange of information and furtherance of education, research, and administration missions of the college. The use of Bellevue College technology resources will be consistent with the purposes and objectives of Bellevue college and the community and technical college system (see Washington State Executive Order 91-10, Sec. III [A]) and RCW 42.52).

Goals

The goals of the acceptable use of Bellevue College computers policy are to:
- Help assure the integrity and reliability of the Bellevue College internal networks, hosts on those networks and any computing resource connected to them.
- Ensure the security and privacy of the Bellevue College computer systems and networks.
- Ensure the protection and retention of sensitive college data.
- Establish appropriate guidelines for the use of Bellevue College-owned technology on and off-campus.

Permission

It is not the intent of this policy to limit academic freedom in any way, but to provide an appropriate framework for the proper exercise of those freedoms. Furthermore, it is not the intent of this policy to impinge on the intellectual property rights of authorized users.
Bellevue College employees and students may:
- Use Bellevue College owned computers, programs and data to which each individual has authorized access;
- Use Bellevue College provided networking, including access to the Internet;
- Use computing and networking facilities and resources in a manner that is consistent with the mission and educational purpose of Bellevue College.

Prohibitions

Utilizing Bellevue College technology resources for uses and/or communications that are specifically proscribed in the Bellevue College acceptable use of state resources policy or violate any other Bellevue College policy and/or state and federal rule or law is strictly prohibited. Specifically prohibited uses of Bellevue College technology resources include:

- Subverting, attempting to subvert, or assisting others to subvert or breach the security of any Bellevue College network or technology resource, or to facilitate unauthorized access;
- Use of any Bellevue College technology resource to create, disseminate or execute self-replicating or destructive programs (e.g., viruses, worms, Trojan horses);
- Participating in activities involving disclosure or masquerading;
- Viewing, copying, altering or destroying data, software, documentation or data communications belonging to Bellevue College or to another individual without permission;
- Individuals allowing another individual (whether they might otherwise be authorized to use the Bellevue College technology resource or not) to use their login account password.

Personal Use

As defined in the Bellevue College acceptable use of state resources policy, Bellevue College allows "de minimis" personal use of Bellevue College technology resources by employees consistent with WAC 292-110-010 (3) and WAC 292-110-010 (6), unless such use is prohibited by this policy, or is specifically identified as a prohibited use in the Bellevue College acceptable use of state resources policy.

RESPONSIBLITIES

All users of the Bellevue College network have a responsibility to comply with this policy and to understand their responsibilities and all expectations as spelled out in the acceptable use of state resources policy. This includes the requirement for confidentiality, retention and access to public records detailed there.

Bellevue College and its representatives also have responsibilities under this policy, including:

Policy Maintenance
- Information technology services (ITS)
  - o The primary responsibility for maintenance and administration of this policy rests with the vice president of information technology services. ITS is responsible for drafting any updates and changes to the policies and procedures, with input from the technology advisory committee. After appropriate campus review and final approval by the college president, ITS will announce the new or revised policy to the campus providing a brief description of the policy and its implications for employees and other affected individuals or groups.
- Technology Advisory Committee (TAC)
  - o The technology advisory committee (TAC) is responsible for reviewing Bellevue College technology strategies and serving as a conduit for dialogue between ITS and the campus regarding all technology policies and procedures. Membership of this group is representative of the campus, and supports the dean of information technology services by advocating for and presenting the campus technology needs.
- Human Resources (HR)
  - o The vice president of human resources is responsible for reviewing any updates and changes to this policy and procedures in light of current policies, providing input on the policy and its implications for employees and other affected individuals or groups.

DEFINITIONS

All terms defined in the acceptable use of state resources policy are applicable in this policy. In addition, the following are defined:

Software
- Unless otherwise stated, "software" refers to and includes all freeware, shareware, and third-party products, as well as commercially acquired products.

Bellevue College network
- This includes the administrative and academic local area networks (LAN), the wide area networks (WAN) supporting sites separated from the main Bellevue College campus, internet connectivity, networked infrastructure devices such as hubs, switches and servers, CTC-Net, and all other computers, networks and electronic messaging systems operated for the benefit of Bellevue College employees and students.

Bellevue College technology resources
- Includes, but is not limited to, Bellevue College-owned desktop, laptop or mainframe computer hardware or software; software licenses; workstations; data systems; personal digital assistants; electronic messaging systems; E-mail systems; pagers; telephones—both wired and cellular; SCAN services; voice mail systems; fax machines; Bellevue College network resources, whether wire-based or wireless; Internet connections, accounts or access; and documentation photocopiers authorized by

Bellevue College to be used by employees, students and/or other campus users.

Disclosure

- This occurs when an unauthorized user gains access to information. Disclosure often occurs when messages are forwarded to unauthorized users.

Masquerading

- This is when a user presents him/herself to the system as another user. This may be done in order to gain unauthorized access to information or resources, to disseminate (mis)information in another's name, or to block or deny a system from operating correctly.

Unauthorized Access

- Includes gaining access to accounts, resources, messages or files to which one is not granted privilege by the owner or sender.

RELEVANT LAWS AND OTHER RESOURCES

- Revised Code of Washington
- Washington Administrative Code
- Washington State OCIO Securing Information Technology Assets Policy
- Washington State Auditor's Office IT Security Audit Standards
- Washington State Ethics Board Rules
- Bellevue College Policy # 5250: Information Technology (IT) Security
- Bellevue College Policy # 4400: Acceptable Use of State Resources
- Bellevue College Policy # 5150: Acceptable Use of Bellevue College Networks and Systems
- Bellevue College Policy # 5100: Software Licensing Compliance
- Bellevue College Policy # 1500: Access to Public Records
- Bellevue College Procedure # 5000P: Acceptable Use of Bellevue College Computers
- Bellevue College IT Security Standard: Security Program and Strategy
- Bellevue College IT Security Standard: Connecting Non-Bellevue College Equipment to the Bellevue College Networks
- Bellevue College IT Security Standard: Security Privileges
- Bellevue College IT Security Standard: Software Management
- Bellevue College IT Security Standards: Use of Bellevue College Resources Off-Campus

REVISION HISTORY

Original 6/10/2003
Revision 5/21/2009; 7/28/2012; 9/11/2012; 4/21/2015

APPROVED BY

President's Cabinet

REVISION OF POLICY 5150: ACCEPTABLE USE OF INFORMATION TECHNOLOGY

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

Description

The revision of Policy 5150 has been fairly minor; it includes stylistic changes and a reduction in the "responsibilities" section. The more significant revision was to the associated procedures, 5150P. That recent revision included a name change, as well as the deletion of material that was moved to other procedures or to standard operating procedures for ITS use. There were also changes related to administrative data access, which were made in preparation for ctcLink security requirements. In addition, 5150P now consolidates language previously included in policies 5160 and 5170, which are recommended for deletion.

Key Questions
- ∗ What is now covered in Policy 5150?
- ∗ Why is this change being made now?

Analysis

The deletion of policies 5000, 5160, and 5170 and the consolidation of those topics into Policy 5150 and its associated procedures, 5150P, will result in fewer policies and procedures with more current information. 5150/5150P have been structured to make it easy for employees, students, and ITS staff to find important information.

Background/Supplemental Information

N/A

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the revision of Bellevue College Policy 5150: Acceptable Use of Information Technology.

Prepared by: Rodger Harrison, Vice President of Information Technology Services
Rodger.harrison@bellevuecollege.edu

5150 ACCEPTABLE USE OF INFORMATION TECHNOLOGY

Original Date: 6/10/2003 ✷ Last Revision Effective: 6/24/2015
Policy Contact: Vice President, Information Technology Services

POLICY

Bellevue College technology users are expected to safeguard all state resources, including physical information technology and electronic files and records that are stored on college systems.

College-owned information technology, including networks, access to the Internet, computers, programs and electronic information, should be used in a manner consistent with the mission and educational purpose of the college. Users are expected to maintain the integrity and reliability of college information technology and preserve the security and privacy of college information.

The college reserves the right to determine what constitutes appropriate use of its information technology. All users will be notified in writing of these policies and associated procedures before being authorized to access any college information technology resources.

Applicability

This policy and associated procedures apply to all college employees, students and non-employees who may be authorized to use any college-owned information technology or system through BC login credentials and/or additional permissions, whether accessed from on or off-campus. Campus users should also apply this policy when using college information technology to navigate to networks beyond local college systems.

RESPONSIBLITIES

- **Vice President of Human Resources (VP HR).** The VP HR is responsible for addressing violations of BC Policy 5150, Acceptable Use of Information Technology, and its associated procedures, including 5150P, Social Engineering Risk Reduction (Procedures), when those violations involve employees.

- **Student Conduct Officer**. The student conduct officer is responsible for addressing violations of BC Policy 5150, Acceptable Use of Information Technology, and its associated procedures, including 5150P, Social Engineering Risk Reduction (Procedures), when those violations involve students.

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DEFINITIONS

- All definitions pertaining specifically to information security policies, procedures and standards are centralized in the Information Security Definitions document.

RELEVANT LAWS AND OTHER RESOURCES

- Family Educational Rights and Privacy Act (FERPA)
- Washington State Executive Ethics Board Rules, especially WSR 09-16-046
- Agreement between the Board of Trustees of Bellevue College District VIII and Bellevue College Association of Higher Education

REVISION HISTORY

Original 6/10/2003
Revisions 3/22/2005; 9/20/2005; 5/21/2009; 7/28/2012; 9/11/2012; 4/28/2015; 6/24/2015

APPROVED BY

Board of Trustees

5150 ACCEPTABLE USE OF INFORMATION TECHNOLOGY

Original Date: 6/10/2003 ✱ Last Revision Effective: 6/24/2015
Policy Contact: Vice President, Information Technology Services

POLICY

Bellevue College technology users are expected~~trusted~~ to safeguard all state resources, including physical information technology and electronic files and records that are stored on college systems.

~~C~~Use of ~~c~~ollege-owned information technology, including networks, access to the Internet, computers, programs and electronic information, should be used in a manner consistent with the mission and educational purpose of the college.~~is intended for the conduct of official college business and limited community access to the Internet.~~ Users are expected to maintain the integrity and reliability of college information technology and preserve the security and privacy of college information.

~~This policy and the procedures established to implement its requirements supplement Bellevue College policy #4400, Acceptable Use of State Resources, all of its tenets and any other college policies, procedures and/or standards, including the Agreement between the Board of Trustees of Bellevue College District VII and Bellevue College Association of Higher Education, apply to the use of technology assets.~~

The college reserves the right to determine what constitutes appropriate use of its information technology.~~,~~ ~~and will implement additional policies and procedures as needed to ensure such appropriate use, and to guarantee compliance with Public Law 930389, the Family Educational Rights and Privacy Act of 1974 (FERPA), which established the confidentiality and proper handling of student education records.~~ All users will~~shall~~ be notified in writing of these policies and associated procedures before being authorized to access any college information technology resources.

Applicability

This policy and associated~~its~~ procedures apply to all college employees, students and non-employees who may be authorized to use any college-owned information technology or system through BC login credentials and/or additional permissions~~. It also applies to the use of all applicable state resources at any college facilities, as defined by state or federal law.~~

~~Its principles extend to and include~~, whether accessed from on or off-campus. Campus users should~~all~~ also apply this policy when using college information technology to navigate to networks beyond local college systems.

~~Authorized users may:~~
~~Use college-owned networks (including access to the Internet), computers, programs and electronic information to which each individual has authorized access, and~~
~~Use college information technology in a manner that is consistent with the mission and educational purpose of the college.~~

RESPONSIBLITIES

- **Vice President of Human Resources (VP HR).** The VP HR is responsible for addressing violations of BC Policy 5150, Acceptable Use of Information Technology, and its associated procedures, including 5150P, Social Engineering Risk Reduction (Procedures), when those violations involve employees.

- **Student Conduct Officer**. The student conduct officer is responsible for addressing violations of BC Policy 5150, Acceptable Use of Information Technology, and its associated procedures, including 5150P, Social Engineering Risk Reduction (Procedures), when those violations involve students.

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- ~~Human Resources (HR) Vice President: Will provide oversight for policy development related to employees and to enforce compliance with all college policies, as well as federal, state local regulations. The HR VP will review updates and changes to this policy and its procedures in light of~~

current college policies, providing guidance on its implications for employees and other affected individuals or groups.
- Student Services (SS) Vice President. Will review updates and changes to this policy in light of applicable student data management policies, providing input on the policy and its implications for students and other affected individuals or groups.
- Information Technology Services (ITS) Vice President. Has responsibility for maintenance and administration of this policy. ITS will draft updates and changes to this policy and its associated procedures when required, with input from the Technology Advisory Committee. Changes will approved following relevant campus procedures.
-
  The IR VP also will delegate responsibilities to authorized employees for the support and management of all campus information technology in accordance with the guidelines in college policies and procedures.
  College Community. All users of information technology owned by Bellevue College have a responsibility to:
  Comply with all college policies, procedures and standards, including those pertaining to acceptable uses;
  Actively participate in appropriate use of information technology;
  Report security breaches and violations of security policies; and
  Understand their responsibilities and all expectations as articulated in college policy #4400, Acceptable Use of State Resources.

DEFINITIONS

- All terms defined in policy #4400 – Acceptable Use of State Resources are applicable in this policy. In addition, Aall definitions pertaining specifically to information security policies, procedures and standards are centralized in the Information Security Definitions document.

RELEVANT LAWS AND OTHER RESOURCES

- Family Educational Rights and Privacy Act (FERPA)
- Washington State Executive Ethics Board Rules, especially WSR 09-16-046
- Agreement between the Board of Trustees of Bellevue College District VIII and Bellevue College Association of Higher Education
- Policy #1500: Access to Public Records
- Policy #2600: Family Education Rights and Privacy Act: Disclosure of Student Information
- Policy #4400: Acceptable Use of State Resources
- Procedure #5150P: Acceptable Use of Information Technology (Procedures)
- Standard #220: Information Security Definitions

REVISION HISTORY

Original 6/10/2003
Revisions 3/22/2005; 9/20/2005; 5/21/2009; 7/28/2012; 9/11/2012; 4/28/2015; 6/24/2015

APPROVED BY

Board of Trustees

BELLEVUE COLLEGE

DELETION OF POLICY 5160, BELLEVUE COLLEGE NETWORK AND INTERNET USAGE

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

Description

Material in this policy that is still applicable has been moved to 5150P: Acceptable Use of Information Technology.

Key Questions

∗ In what way is Policy 5160 out of date?

∗ Why is this change being made now?

Analysis

The deletion of policies 5000, 5160, and 5170 and the consolidation of those topics into Policy 5150 and its associated procedures, 5150P, will result in fewer policies and procedures with more current information. 5150/5150P have been structured to make it easy for employees, students, and ITS staff to find important information.

Background/Supplemental Information

N/A

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the deletion of Bellevue College Policy 5160: Bellevue College Network and Internet Usage.

Prepared by: Rodger Harrison, Vice President of Information Technology Services
                Rodger.harrison@bellevuecollege.edu

5160 BELLEVUE COLLEGE NETWORK AND INTERNET USAGE

Original Date: 7/15/2008   ✳   Last Revision Effective: 4/28/2015
Policy Contact: Vice President, Information Technology Services

POLICY

Bellevue College operates a private telecommunications network as part of its physical infrastructure. The purpose of this policy is to clearly delineate the limitations of the Internet and computing technology access available through that network.

This policy applies to all networked computing technology available on campus and to all users of that technology. This includes access to both internal network services and to the wider Internet via the college network, through both wired and wireless means.

Bellevue College's Internet access is through a private network provided exclusively for the benefit of Bellevue College students, employees, staff, visitors, conference attendees, invitees and other directly involved in campus life and the academic community. The private Bellevue College network is available through both wired and wireless terminals, but access is not extended to the public at-large.

To ensure the continued privacy of the Bellevue College network, security measures, policies and standards are implemented to only grant access to the network through campus facilities or through authorized user authentication and access codes, such as login accounts and passwords.

Public access to the Bellevue College wireless network is not allowed. Any potential public access to the Bellevue College network which may extend beyond the physical confines of the college, such as through wireless networking, will be configured by Bellevue College technical support personnel to require the registration of such a wireless devise by an authorized Bellevue College user prior to granting network access.

RESPONSIBLITIES

The major responsibilities of each party in connection with this policy are as follows:

Information Technology Services (ITS)
- Responsibility for maintenance and administration of this policy rests with the vice president of information technology services. ITS is responsible for drafting any updates and changes to the policies and procedures, with input from the technology advisory committee. After appropriate campus review and final approval by the college president, ITS will announce the new or revised policy to the campus, providing a brief description of the policy and its implications for employees and other affected individuals or groups.

Technology Advisory Committee (TAC)
- The technology advisory committee (TAC) is responsible for reviewing Bellevue College technology strategies and serving as a conduit for dialogue between ITS and the campus regarding all technology policies and procedures. Membership of this group is representative of the campus, and supports the vice president of information technology services by advocating for and presenting the campus technology needs.

RELEVANT LAWS AND OTHER RESOURCES

- Bellevue College Policy #5250 Information Technology (IT) Security
- Bellevue College Policy #4400 Acceptable Use of State Resources
- Bellevue College Policy #5150 Acceptable Use of Bellevue College Networks and Systems
- Bellevue College Policy #5300 Computer Labs
- Bellevue College IT Security Standards addressing:
  IT Security Program and Strategy
  Password Management
  Password Management Exceptions
  Security Privileges
  User Management
  Wireless Network Configuration and Management

REVISION HISTORY

Original 7/15/2008
Revision 5/21/2009; 4/28/2015

DELETION OF POLICY 5170, LIBRARY AND CAREER CENTER INTERNET USE

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

Description

Material in this policy that is still applicable has been moved to 5150P: Acceptable Use of Information Technology.

Key Questions

* In what way is Policy 5170 out of date?
* Why is this change being made now?

Analysis

The deletion of policies 5000, 5160, and 5170 and the consolidation of those topics into Policy 5150 and its associated procedures, 5150P, will result in fewer policies and procedures with more current information. 5150/5150P have been structured to make it easy for employees, students, and ITS staff to find important information.

Background/Supplemental Information

N/A

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the deletion of Bellevue College Policy 5170: Library and Career Center Internet Use.

Prepared by: Rodger Harrison, Vice President of Information Technology Services
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5170 LIBRARY AND CAREER CENTER INTERNET USAGE

Original Date: 7/15/2008   ✳   Last Revision Effective: 4/28/2015
Policy Contact: Vice President, Information Technology Services

POLICY

Bellevue College operates a private telecommunications network as part of its physical infrastructure. As a state-funded public institution Bellevue College also has a responsibility to support community needs. One aspect of this public support is that some members of the community may periodically use Bellevue College facilities, including the computing technology that may be installed in those facilities. The purpose of this policy is to clearly delineate the limitations of the internet and computing technology access available to the public at those facilities.

This policy applies to all computing technology on campus that may be publicly accessible and to all users of that technology. This includes access to both internal network services and to the wider internet via the college network, through both wired and wireless means.

Bellevue College's internet access is through a private network provided exclusively for the benefit of Bellevue College students, employees, staff, visitors, conference attendees, invitees and others directly involved in campus life and the academic community. The private Bellevue College network is available through both wired and wireless terminals, but access is not extended to the public at-large, except on a limited basis, only through on-campus Bellevue College facilities such as the library, career center, and north campus areas.

To ensure the continued privacy of the Bellevue College network, security measures, policies and standards will be implemented to only grant access to the network to those using physical campus facilities or through authorized user authentication and access codes, such as login accounts and passwords. Public access through Bellevue College facilities will be limited to only include internet access. To control this limited public access, Bellevue College support personnel may configure and use automatic login accounts in accordance with the requirements of the Bellevue College IT security standard addressing password management exceptions.

Public access to the Bellevue College wireless network is not allowed. Any potential public access to the Bellevue College network which may extend beyond the physical confines of the college, such as through wireless networking, will be configured to require the registration of such a wireless device by an authorized Bellevue College user prior to granting network access.

RESPONSIBLITIES

The major responsibilities of each party in connection with this policy are as follows:

Information Technology services (ITS)
- Responsibility for maintenance and administration of this policy rests with the vice president of information technology services. ITS is responsible for drafting any updates and changes to the policies and procedures, with input from the technology advisory committee. After appropriate campus review and final approval by the college president, ITS will announce the new or revised policy to the campus, providing a brief description of the policy and its implications for employees and other affected individuals or groups.

Technology Advisory Committee (TAC)
- The technology advisory committee (TAC) is responsible for reviewing Bellevue College technology strategies and serving as a conduit for dialogue between ITS and the campus regarding all technology policies and procedures. Membership of this group is representative of the campus, and supports the vice president of information technology services by advocating for and presenting the campus technology needs.

RELEVANT LAWS AND OTHER RESOURCES

- Bellevue College Policy #5250: Information Technology (IT) Security
- Bellevue College Policy #4400: Acceptable Use of State Resources
- Bellevue College Policy #5150: Acceptable Use of Bellevue College Networks and Systems
- Bellevue College Policy #5300: Computer Labs
- Bellevue College Policy #5350: Computer Facilities Rental
- Bellevue College IT Security Standards addressing:
  IT Security Program and Strategy

Non-Employee Access to Bellevue College Systems and Data
Password Management
Password Management Exceptions
Security Privileges
User Management
Wireless Network Configuration and Management

REVISION HISTORY

Original 7/15/2008
Revision 5/21/2009; 9/13/2012; 4/28/2015

APPROVED BY

President's Cabinet

2021-2022 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 2021-2022 academic year.

2021-2022 Academic Year

> Thursday, July 15, 12-5 PM (summer retreat)
> Friday, July 16, 12-5 PM (summer retreat)
> Wednesday, September 29, 2-6 PM
> Wednesday, October 20, 2-6 PM
> Wednesday, November 10, 2-6 PM
> Wednesday, December 8, 2-6 PM
> Wednesday, January 19, 2-6 PM
> Wednesday, February 16, 2-6 PM
> Wednesday, March 16, 2-6 PM
> Wednesday, April 20, 9:30 AM – 12:30 PM
> Wednesday, May 18, 2-6 PM
> Wednesday, June 15, 2-6 PM

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 2021-2022 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. ACT has not yet announced its dates for 2021-2022 but, based on the pattern from the last two years, no conflicts are anticipated.

As requested by the Board, there are a total of 10 regular meeting dates and one retreat scheduled in July. Other dates will likely be scheduled further into the 2021-2022 year.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the schedule of meeting dates for 2021-2022.

Prepared by: Alicia Keating Polson, Executive Assistant to the President and Board of Trustees
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BELLEVUE COLLEGE

ENROLLMENT REPORT

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

Description
The charts describe the enrollment trends in for-credit student headcounts and full-time equivalents over the past several years, with a particular focus on Winter 2021 relative to Fall 2020 and previous winter quarters. Interim data for Spring 2021 will be shown as well.

Key Questions
- How has the number of students and their enrollments shifted over the past several years?
- How has the composition of our student body shifted over the past several years?

Analysis
Generally, for-credit enrollment at Bellevue College continued to decline for Winter 2021, partially mitigated by a large increase in enrollment from Running Start students.

The average for-credit student at Bellevue College is taking more credits per quarter, driven both by the greater proportion of Running Start students but a greater proportion of full-time non-international non-Running Start students. As a result, while the number of students is decreasing substantially, the decrease in enrollments is much less severe. The less steep enrollment declines are in sharp contrast to fellow SBCTC schools whose enrollments have taken a much sharper turn for the worse.

The general racial and ethnic diversity of the for-credit student body continues to shift, with a much greater share of Running Start enrollments identifying as having two or more racial identities and international students increasingly identifying with unlisted racial identities.

Background/Supplemental Information
The dashboards that serve as slides for this presentation have been published on Tableau (optimized for full screen on 1900x1080 resolution):

https://tableau.sbctc.edu/#/site/BC/views/Spring2021BoTPresentation/TitleCard

Prepared by: Zachary Morgan, Ph.D., Executive Director, Effectiveness and Research
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