



Vice President of Student Affairs

Search Profile

2023 / 2024



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Executive Summary

Bellevue College is seeking a strategic and visionary leader to serve as its Vice President of Student Affairs.

Reporting to the President, the Vice President of Student Affairs serves as the senior student affairs officer of the College and provides leadership of all student affairs programs, services, and activities. The Vice President serves on the President's Cabinet and is responsible for direct services provided to students, student information, student discipline, and student records.

This leader will enhance the student experience through collaboration with campus partners, expand efforts to maximize student success, retention, and enrollment, foster and support diversity, equity, and inclusion initiatives, and manage a complex portfolio while developing and supporting their team. The next Vice President will advance strategies and programs to increase persistence, retention, and academic success for all students with a focus on equity, access, and diversity.

Bellevue College is a diverse student-centered, comprehensive, and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social, and cultural life of its diverse community. Bellevue College is located just 10 miles east of Seattle and serves a student population of 20,000, with over 57% students of color and nearly 1,200 international students. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing racial equity, inclusion, and global awareness; and acting as a catalyst and collaborator for a vibrant region.

This role requires a master's degree or equivalent from a regionally accredited institution in student affairs, counseling, student personnel administration, or closely related field. Relevant work experience may be substituted for the education requirement on a year-by-year basis. The ideal candidate will have prior administrative and academic leadership experience from within higher education that shows increasing complexity and progressively responsible duties. Experience from within the Washington community and technical college system would be an advantage. This person will have demonstrated skills in planning, developing and monitoring budget, policies and procedures, and proven leadership in creating or directing programs and systems to enhance student access, success and completion.

The next Vice President will be a steadfast advocate for diversity, equity, inclusion, and belonging across all dimensions of the college. This person will have a demonstrated record of success championing leadership efforts that advance racial equity and foster a culture of belonging that advances racial, social, and economic justice. This person will have a demonstrated commitment to and track record of promoting and supporting the trajectory of students and the careers of individuals from historically excluded and underrepresented populations. The next Vice President will be self-motivated, proactive,

resourceful, adept at building relationships, empathetic, a servant leader, and service-oriented with a keen focus on the organization they serve.

For more information on the search process and how to nominate, express interest, or apply, please see the section on the Search Process.

Role & Responsibilities

The Vice President of Student Affairs serves as the senior student affairs officer of the college and provides leadership of all student affairs programs, services, and activities. Reporting to the President, the Vice President serves on the President's Cabinet and is responsible for direct services provided to students, student information, student discipline, and student records.

This position develops, monitors and promotes student success strategies and programs to increase persistence, retention, and academic success for all students with a focus on equity, access, and diversity. The Vice President serves as the lead and member of the Student Affairs Leadership Team and works collaboratively with other campus constituencies, including faculty, staff, and student groups, to help the College achieve its goals for student retention, success, and completion.

The Vice President of Student Affairs has overall responsibility for the Division of Student Affairs, comprised of departments that provide support services to help students achieve academic and personal success. Student Affairs is a division that supports students holistically.

This leader will advance leadership, management, and policies in collaboration with members of the President's Cabinet, faculty, staff, students, and external stakeholders.

The role and responsibilities for this position include the following:

Leadership

- Support the educational mission of the College by serving as the senior student affairs officer, directing a variety of enrollment services, student development services, and student programs based on the underlying principles of equity, access, and diversity.
- Demonstrate dynamic leadership for student success and completion efforts.
- Work collaboratively within the institution's governance structure, including appropriate functional and constituent councils, and with committees and the President's Cabinet for strategic planning, policy development, and implementation of college-wide programs and services.
- Oversee and be accountable for strategic and operational planning for student affairs that contribute to Bellevue College's comprehensive strategic plan.

- Provide and implement a vision for strong collaboration between academic and student affairs including reviving and co-chairing the Leadership of Academic and Student Affairs (LASA) team.
- Engage in key issues affecting the college or influencing public policy as advanced by the Washington State Legislature, State Board for Community and Technical Colleges and other national and internal entities related to higher education, especially regarding issues pertaining to student access, persistence, retention, and success.
- Implement change management strategies for promoting or implementing new initiatives or strategies that affect the workplace environment.
- Support and enhance the college's commitment to anti-racism, equity in student success and completion, social justice, environment sustainability, and support for international students.
- Chair the Student Affairs Leadership Team (SALT).
- Serve as chair or member of other campus committees or initiatives as needed or required.
- Oversee the utilization of information technology to provide student services; develop and implement plans for enhancements to the technology and methods used.
- Establish policies and procedures for the efficient and effective provision of student services and ensure that student services are provided in a manner consistent with college goals and applicable statutes and regulations.

Supervision of Personnel

- Lead recruitment, selection, training and development, retention, and evaluation of a diverse staff and faculty.
- Build an effective leadership team that is results driven and characterized by collaboration, cooperation, and trust.
- Supervise designated exempt staff including approving/denying leave requests, evaluating employee performance on a yearly basis, resolving grievances in consultation with HR, establishing expectations, taking corrective action, and making recommendations for disciplinary action.

Advocacy

- Communicate effectively with students, the general public, and other student affairs officers across the state regarding issues affecting students.
- Oversee the provision of accurate and current college information to students to provide equitable access to college services and programs.
- Provide oversight of the campus student discipline officer to ensure that disputes under the code of conduct are resolved in a constructive manner that is conducive to learning, ensuring that students are afforded both due process and the opportunity to assume responsibility.
- Serve as the appeal officer for traffic court, for policy exceptions related to enrollment, and serve as a student advocate for other appeals.

Budget Management

- Collaborate with budget and finance staff to develop and oversee the student affairs division budget.
- Provide leadership in the allocation of Services and Activity Fees and recommend the annual Student and Activity Fee budget to the Board of Trustees.

Additional information on Bellevue College's current organizational structure can be accessed here: [Organizational Chart](#).

This person will be a demonstrated and experienced leader who will advance the following agenda items in collaboration with the college's senior leadership team and campus community:

Enhance the student experience through collaboration with campus partners

The next Vice President will be joining Bellevue College at an exciting and pivotal time that presents significant opportunity to enhance the student experience in collaboration with campus partners. This leader will be joining the College as the first Vice President for Students Affairs, alongside a recently appointed President, a new Provost and Vice President for Academic Affairs, and a newly-revised organizational structure. This provides an excellent time for leaders of their divisions to advocate for their respective areas while maintaining an institution-wide perspective within the senior team. The next Vice President for Student Affairs will identify and foster collaborations with all stakeholders, while establishing trust and credibility across the campus, particularly among the students.

Expand efforts to maximize student success, retention, and enrollment

As part of the developments referenced above, the next Vice President for Student Affairs will have an unprecedented opportunity to maximize student success and propel positive student outcomes. The next Vice President will partner closely with the President and senior leadership team to expand vital initiatives to maximize student success, retention, and enrollment. This work will build upon a strong foundation at Bellevue College which is seen as a beacon for student success through the determined work of faculty and staff. The next Vice President will be a steadfast advocate for assisting campus stakeholders in understanding their role in student success and achieving desired and equitable student outcomes.



Foster and support diversity, equity, and inclusion initiatives

Diversity, equity, and inclusion is a top priority universally across the campus and much of the discourse at Bellevue College is communicated through the lenses of diversity,

equity, and inclusion. However, there is a sense that more work can be done to live out these priorities through actions, especially in improving educational access, hiring faculty and staff from diverse backgrounds, and supporting historically excluded and underrepresented students. To support these actions, Bellevue College has a vibrant and active Office of Diversity, Equity and Inclusion working with campus partners to eliminate systemic disparities across the college. The next Vice President will work closely with the Vice President for Diversity, Equity and Inclusion on this work and be seen as an informed and active sponsor of these values.

Manage a complex portfolio while developing and supporting their team

The next Vice President will assume responsibility for a large and complex portfolio that contains key functions essential to the success of the College. This leader will also inherit an exceptional and committed group of colleagues and team members who will support these efforts. The next Vice President will be a gifted leader and manager, not only of offices, operations, and systems, but especially of people. The Vice President will lead with an orientation toward professional development, support, and advocacy for their team and the essential areas they lead. This person will empower their colleagues and team members to complete their best work with a common goal in mind of placing students and their success at the center of everything they do.

Qualifications & Qualities

Bellevue College seeks a strategic and visionary Vice President to help lead its campus and community into the future.

The next Vice President should embody many of the following professional qualifications and personal qualities:

- *Academic:* A master's degree or equivalent from a regionally accredited institution in student affairs, counseling, student personnel administration, or closely related field. Relevant work experience may be substituted for the education requirement on a year-by-year basis.
- *Experience:* Administrative and academic leadership experience from within higher education that shows increasing complexity and progressively responsible duties. Progressive experience within the Washington community and technical college system is preferred.
- *Leadership:* Work experience leading and managing staff through significant change is preferred in the context of the evolving higher education landscape.
- *Management:* Experience that demonstrates skills in planning, developing and monitoring budgets, policies, and procedures. Experience that demonstrates success in administering student affairs operations in a comprehensive degree granting two- or four-year institution of higher education is preferred.

- *Student Success:* Proven leadership in creating or directing programs and systems to enhance completion and student success. Experience in innovative approaches to learning and student support (as well as the framework of Achieving the Dream and the principles of Guided Pathways) is preferred.
- *Diversity, Equity, Inclusion:* A steadfast advocate for diversity, equity, inclusion, and belonging across all dimensions of the college. A demonstrated commitment to and track record of promoting and supporting the trajectory of students and the careers of individuals from historically excluded and underrepresented populations.
- *Cultural Competence:* Demonstrated success in maintaining a high level of cultural competence and a commitment to racial equity in the workplace and educational environment.
- *Strategy:* Experienced in strategic thinking and planning, goal development, and plan implementation skills. Demonstrated ability to plan, prioritize, organize, innovate, and oversee complex work processes, process improvements, and projects.
- *Resourcefulness:* An ability to manage a broad, complex, and demanding portfolio with limited resources. The ideal candidate will be a creative leader who is able to take reasonable risks, make difficult decisions, and communicate them effectively across all groups.
- *Collaboration:* A collaborative approach with the ability to facilitate trust and growth across internal and external constituencies.
- *Communication:* An empathetic and collaborative communicator who is able to build and maintain trust quickly and inspire others by presenting credible visions of the future to all stakeholder groups.
- *Integrity and Accountability:* A leader with the highest level of ethics and integrity, someone that sets high expectations, and holds themselves and others accountable for following through on commitments.
- *Interpersonal skills:* Exemplary skills as demonstrated by being self-motivated, proactive, resourceful, adept at building relationships, empathetic, a servant leader, and service-oriented with a keen focus on the organization they serve.

Search Process & Appointment

Bellevue College invites nominations, expressions of interest, and applications as part of the search for their next Vice President of Student Affairs. Please visit the link [Submissions](#) to submit a nomination, express interest, and/or apply for the position.

Application Process

For full consideration, candidates should visit the link “Submissions” above, and complete the following steps by Friday, March 8, 2024. Applications received after that date may be considered until the position is filled.

1. Select “Apply” and complete the brief online application form.
2. Follow the directions to submit the following documents:
 - a. a letter of interest outlining their experience relative to the role and the description of the position;
 - b. a resume or curriculum vitae;
 - c. a diversity statement of no more than two (2) pages that describes and provides specific examples of how their educational and/or professional experiences, background, or philosophy demonstrate their commitment to diversity, equity, and inclusion, and how these prepare them to contribute to Bellevue College.
3. Additional information regarding references and due diligence will be requested from semi-finalists and finalists later in the process.
4. Prior to the start of employment, a full background check (including identity, degree verification, criminal records check, media check, and sexual misconduct check) will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

Timing

Candidate recruitment will occur until an appointment is made. We anticipate that semi-finalists and finalists will be interviewed beginning in April 2024. The start date for the position will be negotiated with the candidate of choice, but the college is anticipating the next Vice President will begin their work no later than July 1, 2024.

Compensation & Benefits

The anticipated annual salary range for the position is \$138,661/year - \$207,992/year. Typically, the new hire starts no higher than \$175,000 based on the Bellevue College Exempt salary schedule. The final annual salary will be commensurate with the successful candidate's qualifications and related experience. This position is eligible for relocation allowance.

A generous [benefits package](#) is offered through Washington State plans that includes multiple medical, dental, life and disability coverage choices for employees and dependents; choices of retirement and deferred compensation plans; paid holidays, sick, and vacation plans; transit program, reduced tuition, employee discounts and memberships, etc.

Bellevue College is an Equal Opportunity Employer in accordance with applicable federal and state laws and regulations.

Bellevue College is an Equal Opportunity Employer in accordance with applicable federal and state laws and regulations. Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

About Bellevue College

Bellevue College is a diverse student-centered, comprehensive, and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social, and cultural life of its diverse community. Bellevue College is located just 10 miles east of Seattle and serves a student population of nearly 20,000, with over 57% students of color and nearly 1,200 international students. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing racial equity, inclusion, and global awareness; and acting as a catalyst and collaborator for a vibrant region.

Bellevue College strives to create a vibrant and inclusive campus community that supports a diverse student body, faculty, and staff. As an essential part of the institution's mission and goals, diversity, equity, and inclusion are promoted and fostered in all aspects of college life. By enriching student life through leadership opportunities, personal learning, and cultural experiences, Bellevue College is committed to building an inclusive and diverse campus community that fosters creativity, innovation, and student success.

For more information on Bellevue College's awards and achievements, please visit: [Awards and Achievements](#).

Facts & Figures

About Bellevue College

- Founded in 1966
- Public (state-assisted)
- Open-access and community-based
- Coeducational

2022-2023 Enrollment

- Students: 19,134
- Students Enrolled for Credit: 18,204
- Fall Students Enrolled for Credit: 11,631



Demographics

- The average age of BC credit students is 25.9; the median age is 21.
- Full-time students: 51% (taking 12 or more credits)

International Enrollment

- International students (all visa types) enrolled in credit classes: 1,181
- Enrollment from 69 countries outside of the U.S.

Student Body Race/Ethnicity

- American Indian or Alaska Native: <1%
- Asian: 27%
- Black or African American: 5%
- Latina, Latino, Latinx, or Hispanic: 12%
- Native Hawaiian or other Pacific Islander: <1%
- White: 36%
- Two or more races: 12%
- Undisclosed: 8%

Employees

- Total employees: 1,402
 - Faculty: 757
 - Full-time faculty: 216
 - Part-time faculty: 541
 - Staff: 645

Employee Race/Ethnicity

- American Indian or Alaska Native: <1%
- Asian: 17%
- Black or African American: 5%

- Latina, Latino, Latinx, or Hispanic: 5%
- Native Hawaiian or other Pacific Islander: <1%
- White: 58%
- Two or more races: 6%
- Undisclosed: 8%

Academic Calendar

- Quarterly (summer, fall, winter, spring)
- Academic year runs July through June

Award Levels

- Bachelor's Degree
- Associate Degree
- Professional/Technical Degrees
- Certificates

Instructional Divisions

- Arts & Humanities
- Health Sciences, Education, and Wellness Institute (HSEWI)
- School of Business and Technology
- Science
- Social Science

Degrees & Certificates

- Transfer associate degree programs: 9
- Non-transfer associate degree programs: 2
- Bachelor's degrees: 14
- Professional-technical degrees: 22
- Certificate career-preparation programs: 66

Additional For-Credit Programs

- Basic Education for Adults
- Dual Credit Programs
- Parent Education
- Workforce Development

Non-Credit Programs

- Community Education
 - Art and Design
 - Personal Enrichment
 - World Languages
 - Retirees (TELOS)
 - Teen Program
- Tombolo Institute
 - Business
 - Technology

- Healthcare
- Corporate Training

Highest-Enrolled Programs

- Associate of Arts & Sciences (AAS) Direct Transfer Agreement
- Associate of Arts in Business (AA) Direct Transfer Agreement
- Associate of Arts in General Studies (AA)
- Associate in Science - Transfer (AS-T) Track 1
- Associate in Science - Transfer (AS-T) Track 2

Facilities

- Main campus – 100 acres in southeast Bellevue
 - 18 total buildings (totaling 982,000 square feet)
 - 12 academic buildings (totaling 735,500 square feet of classroom and instructional space)
 - 1 residence hall (including 400 beds in a mix of studios, 2 bedroom and 4 bedroom apartments)
 - Multiple sports facilities (including fitness center, challenge course, gymnasium, baseball field, soccer fields, and softball field)
 - 300-seat Carlson Theatre and 80-seat Stopgap Studio Theatre
 - Certified as a Level 1 Arboretum in 2022 (by ArbNet)
- North campus - two acres, one building (70,000 square feet)

Core Values and Mission

Core Values

We, the Board of Trustees, faculty, staff and administration of Bellevue College, place students at the center of all we do and support and promote the excellence of their efforts. We affirm and embody pluralism, value collaboration and shared decision making, and honor creativity and innovation. We consider it our duty to anticipate changing demands in education and welcome the opportunity to shape its future. We acknowledge our responsibility to society and embrace the belief that widespread access to excellent post-secondary education is the cornerstone of a democratic society.

Mission

Bellevue College is a student-centered, comprehensive and innovative college, committed to teaching excellence, that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

Core Themes

Objectives, Indicators, and Measures of Achievement

Bellevue College's four core themes collectively express the mission of the college. The college has established objectives, indicators, and measures of achievement in order to continuously assess mission fulfillment.

For more information, please see: [Core Themes, Objectives, Indicators, and Measures of Achievement](#).

Student Success

Bellevue College supports the success of all students in meeting their educational goals through its commitments to open access learning; a portfolio of appropriate and well-chosen educational programs, services, and activities; and ongoing attention to student persistence and educational attainment.



Teaching and Learning Excellence

Bellevue College prepares and enables excellence in teaching and learning through its commitments to ensure relevance, responsiveness, and inclusiveness of curriculum; to maintain an effective teaching environment by supporting the teaching and professional achievement of all faculty; to provide for the accessibility of quality learning support services; and to monitor the academic and professional success of all students.

College Life and Culture

Bellevue College values a learning and working environment through its commitments to support a campus environment that is diverse, inclusive, open, safe, and accessible; to model a college community that affirms and embodies racial equity and values collaboration and shared decision making; and to honor and practice sustainability, creativity and innovation.

Community Engagement and Enrichment

Bellevue College strives to be a leader and partner in building a strong and vibrant region through its commitments to collaborate with businesses, industries, local school districts, primary transfer institutions, alumni, donors, and governmental and social services organizations to develop and refine educational programs that prepare individuals for academic success, employment, and lifelong learning; and to provide programs and space for use by the community at large.

BC Priorities Project

As part of preparation for the search for a permanent college president, the Board of Trustees requested campus leadership to embark on a project to identify the priorities and values that will guide the college through the next 3-5 years. This project, the BC Priorities Project, was designed to help the Board and Bellevue College's leadership team to focus on what is most important to the campus and the greater community and inform the development of materials and criteria to identify the best leaders to continue moving the college forward. For more information, please visit the [BC Priorities Project Report](#).

Student Success

Achieving the Dream

In 2017, Bellevue College joined the Achieving the Dream (ATD) network. As a member, the college has access to leadership and data coaches who will help close equity gaps and improve graduation and retention rates for all students. For more information, please visit: [Achieving the Dream \(ATD\)](#).



Based on the ATD's [Institutional Capacity Assessment Tool \(ICAT\)](#), an integrated, institution-wide approach to student success called [Guided Pathways](#) was adopted. These include three workgroups comprised of members from across the college whose mission is to work on specific student success priorities.

BC Pathways

The BC Pathways program develops career and academic pathways for students including structured exploratory experiences for undecided students. For more information, please visit: [BC Pathways](#).

Integrated Student Supports (ISS)

ISS coordinates and systematizes student support efforts campus-wide to help students identify their education and career plan and provide proactive and frequent supports until they finish. For more information, please visit: [Integrated Student Supports](#).

Faculty Professional Development (FPD)

The Faculty Professional Development group ensures students are taught by skilled instructors who are equipped with effective research-based tools and culturally-responsive practices to help close equity gaps and increase student success. For more information, please visit: [Faculty Professional Development](#).

ATD embraces the principle of “systemic change” as the college works to implement and sustain holistic changes that improve student outcomes. By helping students make more informed choices about what courses to take (BC Pathways), providing the targeted support they need (ISS), and developing effective, equity-focused tools for faculty to incorporate into their classrooms (FPD), this work will help close equity gaps and help students achieve their academic and career goals.

Accreditation

Bellevue College is accredited as a baccalaureate degree-granting institution by the Northwest Commission on Colleges and Universities (NWCCU), a regional accrediting body recognized by the U.S. Department of Education. NWCCU accreditation was most recently reaffirmed in 2019. For more information, please visit: [Northwest Commission on Colleges and Universities](#).

Leadership and Governance

Bellevue College is led by visionary, innovative, and service-oriented leaders across both their [Board of Trustees](#) and [senior leadership team](#), which both work in close collaboration with the President.

The Board of Trustees is composed of six members, appointed by the Governor of Washington and confirmed by the Senate. Five of the members serve a five-year term and the student member serves a one-year term.

Legal power and responsibility for the operation of Bellevue College rest with the Board of Trustees. The Board of Trustees is an agency of the state and derives its authority as described in [RCW 28B.50.100](#). It is the responsibility of the Board of Trustees to establish policy and to evaluate the total college program.

President David May, Ph.D.

Dr. David May began his tenure as President at Bellevue College on July 1, 2023.

A Pacific Northwest native, Dr. May is in his third decade as an educator and leader in higher education in the state of Washington. Dr. May has focused his career on student success and regional partnerships. Holding a doctorate in political science from Washington State University, Dr. May is an expert in the area of Supreme Court politics. He is passionate about the role of higher education in producing responsible and engaged citizens and as an engine of social mobility.



Recognizing the critical role of public higher education as a point of access, opportunity, and excellence, Dr. May continues to focus on expanding educational opportunities for the entire range of diverse students that make up our region and our state. As the Interim President of Eastern Washington University, Dr. May was committed to ensuring student success and safety as we lived through and emerged from the pandemic and preparing the institution and its students to be leaders in the social, economic, and political recovery of our communities.

In his time off, Dr. May spends time with his wife, daughter, and their dog Roscoe. He enjoys travel with his family and year-round outdoor activities including biking, hiking, and backcountry skiing.