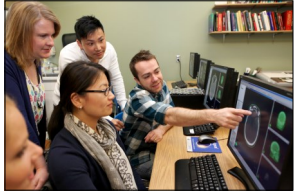




**BELLEVUE  
COLLEGE**

# BOARD OF TRUSTEES

COMMUNITY COLLEGE DISTRICT VIII



**SPECIAL MEETING  
SEPTEMBER 11, 2019**





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

A special meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, September 11, 2019. The business session will begin at 2:00 PM in room B201. Richard Fukutaki, Chair, will preside.

**AGENDA**

- |         |  |   |
|---------|--|---|
| 2:00 PM | BUSINESS SESSION (B201) <ul style="list-style-type: none"><li>I. Call to Order</li><li>II. Roll Call and Introductions</li><li>III. Consent Agenda<ul style="list-style-type: none"><li>A. Approval of Agenda for September 11, 2019</li><li>B. Approval of Meeting Minutes from June 21, 2019</li><li>C. Approval of Meeting Minutes from July 24, 2019</li></ul></li></ul> |   |
| 2:10 PM | IV. Constituent Reports <ul style="list-style-type: none"><li>A. Faculty</li><li>B. Classified</li><li>C. Foundation</li><li>D. Student</li></ul>  | Nightingale<br>Turnbull<br>Chesemore<br>Tshimanga |
| 2:20 PM | V. Information Items <ul style="list-style-type: none"><li>A. Quarterly Enrollment Report</li><li>B. Effectiveness and Strategic Planning Annual Report</li><li>C. Administrative Services Annual Report</li><li>D. Program Highlight: Harnessing Synergies for Transformative Learning</li></ul>  | Campbell<br>Campbell<br>Curran<br>Parekh          |
| 3:40 PM | VI. President's Report   | Weber   |
| 4:00 PM | VII. Board Reports   |   |
| 4:10 PM | VIII. Unscheduled Business/Community Testimony   |   |
| 4:20 PM | IX. Business Meeting Adjournment   |   |

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

4:30 PM EXECUTIVE SESSION (A201)

The Board will be meeting in executive session to evaluate the performances of public employees, to discuss goals for evaluation of the President, and to discuss matters with legal counsel regarding potential litigation and collective bargaining.



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

A meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on June 21, 2019 at Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Merissa Heu-Weller, Chair, presided.

**EXECUTIVE SESSION**

Chair Merisa Heu-Weller announced that there would be an executive session for approximately ninety minutes to evaluate the performances of public employees, discuss evaluations of the Board and the President, and discuss matters with legal counsel regarding potential litigation and collective bargaining. The executive session adjourned at 1:05 PM.

**BUSINESS SESSION**

The business session was called to order at 1:10 PM.

I. **ROLL CALL**

Ms. Morrow, Mr. Leigh, Mr. Dietzel, Mr. Fukutaki, Ms. Heu-Weller, Mr. Marvin, and President Weber were present.

Ms. Heu-Weller asked for a moment of silence in honor of Mary Kay Wegner, Interim CIO.

II. **CONSENT AGENDA**

Trustee Dietzel made a motion and Trustee Leigh seconded to approve the consent agenda. The motion passed unanimously. Agenda & minutes approved.

III. **ACTION ITEMS**

A. HS 21+ World Languages Exception

Motion 41.19

It was moved by Trustee Morrow and seconded by Trustee Dietzel that the Board of Trustees of Community College District VIII hereby approves a waiver in conjunction with BC's Adult Basic Education curriculum standards where HS 21/HSC students are required to complete the number of total credits, but not required to complete the 2.0 credits in World Languages.

The motion passed unanimously.

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B. Services & Activities Fee Budget

Motion 42.19

It was moved by Trustee Fukutaki and seconded by Trustee Leigh that the Board of Trustees of Community College District VIII hereby approves the Services and Activities budget for 2019-2020.

The motion passed unanimously.

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C. 1280 Commitment to Sustainability

This topic was tabled for a future meeting

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D. 2019 – 2020 Board Meeting schedule

Motion 43.19

It was moved by Trustee Dietzel and seconded by Trustee Fukutaki that the Board of Trustees of Community College District VIII hereby approves the schedule of meeting dates for 2019-2020.

The motion passed unanimously.

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E. Capital Projects Expenditures

Motion 44.19

It was moved by Trustee Dietzel and seconded by Trustee Fukutaki that the Board of Trustees of Community College District VIII hereby approves the expenditure of \$4,635,000 in local funds during the FY 2019-2021 biennium to complete the Capital Project Plan approved by the Board during their May 22, 2019 meeting.

The motion passed unanimously.

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F. Final Operating Budget

Motion 45.19

It was moved by Trustee Leigh and seconded by Trustee Dietzel that the Board of Trustees of Community College District VIII approves the 2019-2020 college budget plan. This approval of the budget includes the Board of Trustees authorizing:

- The suspension for one year of 3% contingency fund mandated by BC Policy #7110 allowing for a 2% contingency totaling \$1.9 million for 2019-20;
- 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.

The motion passed unanimously.

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#### G. President's Contract

##### Motion 46.19

It was moved by Trustee Fukutaki and seconded by Trustee Leigh that the Board of Trustees of Community College District VIII hereby set President Weber's contract at an amount of \$273,261.

The motion passed unanimously.

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#### H. Board Reorganization

##### Motion 47.19

It was moved by Trustee Leigh and seconded by Trustee Dietzel that the Board of Trustees of Community College District VIII hereby elect Richard Fukutaki as Board Chair. It was also moved by Trustee Leigh and seconded by Trustee Fukutaki that Trustee Dietzel be appointed as vice chair for the period commencing July 1, 2019, and continuing until June 30, 2020.

The motion passed unanimously.

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### IV. **INFORMATION ITEMS**

#### A. Student Success Center

1. Mike Kaptik provided an update on the Student Success Center (SSC). The SSC is a new tool to refine services and provide additional opportunities. There are several current initiatives, including a welcome center, entry process, advising model review,

improved student centered approach, integrating CAS Standards and best practices, and improving assessments. Students want the SSC to improve involvement and improve navigation. Welcome center on 1<sup>st</sup> floor, 2<sup>nd</sup> floor is TRiO, Multicultural Services etc., 3<sup>rd</sup> multipurpose space.

2. Current limitations of space available
  - a. A large chunk of student services is in B building – image showed to prove different offices mixed together – highway of services not endpoint, B building is confusing for students to navigate,
  - b. One space to collaborate
  - c. Image showing students expectation of locations of SS on campus vs. actual locations comparison – actual locations are scattered across campus = not helpful
  - d. Cafeteria; programming/events and dining happening at once – not helpful – students need to eat lunch in peace.
3. Opportunities for the SSC
  - a. Students can call it home, celebrate, collaborate, educational tool, services flow and connections will improve for students; better flexibility, more space to serve more students during peak periods, can expand and contract as needed by demand.
  - b. One stop shop for orientation, services, and meetings.
4. Welcome Center

The Welcome Center is currently an office without a home. The SSC will build out an actual space to create connections and to have sit-down opportunities with prospective/current students. The Welcome Center will be next to orientation, testing, advising, etc. and make it easier for students to navigate than what we currently have.
5. Multicultural Services

Currently, multiple offices scattered everywhere. With the SSC, they will have a home. It will be a destination with identity and offer a community area. There will be access to additional spaces. It will contribute to better recruitment and be a place for community and social events.
6. TRiO

TRiO needs to show how they are different from Multicultural Services for students. There will be a distinct entrance and personality and be located right next to Multicultural Services.
7. Veterans Services

This space will provide a shared drop-in office and house the for Student Veteran Coordinator. It will host internal programming and provide meeting space.



8. Trustee Dietzel asked how reconfigurable is the SSC as Bellevue College may need to expand or shrink some services based on Achieving the Dream, guided pathways, strategic enrollment, etc.
  - a. The space is designed to balance physical walls with furniture systems to be reconfigurable so that it can be taken down and put up as needed.
  - b. Right now, Student Central has five cubicles in B building and are currently collecting data of students helped/hour. In the new building, there will be a lot of flexible space with flexible furniture; hallways can expand and contract. We know changes happen. Also working on new technology to schedule appointments; using apps so that when students are off campus, they can make appointments.
9. Top floor of the SSC will be available to rent in April 2020. The Student Gala will be at the end of May 2020 and Student Affairs has asked Events to hold the space.
10. Trustee Dietzel asked when at the traffic circle, how will visitors/students find out where to park?  
Staff is working on improving wayfinding. They have already put in a new ADA walkway to the east of S building. There will be signage from 148<sup>th</sup> to parking garage, then wayfinding from garage to SSC. People can park in lot 7 as well as garage.

V. **PRESIDENT'S REPORT**

President Weber provided his report. Key points included:

- A. Changes with Year Up (YU)
  1. Al Lewis said YU recruits from Seattle. YU decided to collaborate more with Seattle Colleges. It is increasingly difficult to get students from Seattle to Bellevue.
  2. President Weber said YU wanted to be on main campus, but we didn't have the space. Bellevue College may be able to accommodate next year with the new Student Success Center.
  3. Al Lewis said students did not have easy access to student services (i.e., food, library, counseling, advising, bookstore, etc.).
- B. President Weber thanked Terri Tanino and Divya Nair for assisting with the meeting.
- C. Bellevue College is working with Bellevue School District (BSD) and the City of Bellevue to fund unhoused or homeless students in Student Housing. The City of Bellevue will help pay for students to be in Student Housing. This initiative will hopefully be launched in Summer 2020 or Fall. There is a need to start working with students from when they are in high school.

VI. **BOARD REPORTS**

- A. Trustee Fukutaki:
  1. Congratulations for Bellevue College's first lavender graduation. It was a perfect day celebrating students and he is looking forward to this being a regular event.

2. The OLS graduation is a great example of a wonderful program that changes people's lives. Congratulations to staff and Bellevue College.
3. Special thanks to Tracy and Tana for their prep work on the Utah accreditation meeting. The shorter the meeting, the better the result. The meeting started 10 minutes late and ended 10 minutes early, and there were no questions from commission. Great materials, good job.
4. SBCTC is undertaking a goal to make diversity, equity, and inclusion (DEI) a priority. The same mission statement has been used since 2006; a workgroup has worked over the last 3-4 months on a new statement for all colleges. This statement will be presented to the state board next week. Each college will be able to take the statement and figure out how to use it moving forward for policy changes. The Board has volunteered for diversity training. It will happen in two parts; first segment will be in the summer and the second segment will be in the fall. The goal is for DEI to be the fiber and DNA of Bellevue College. It is everyone's responsibility. The equity gap needs to be eliminated.

B. Trustee Jody Morrow

This is Trustee Morrow's last meeting. It was a pleasure for her to work with the Board and she thanked all.

VII. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

- A. Sue Nightingale: Health Management BAS program, capstone presented an evaluation on AAA's wellness program to the CEO and CFO of AAA.
- B. Trustee Fukutaki recognized Trustee Heu-Weller as outgoing chair of the Board.
- C. Mingzhen Wu, Student Assistant for CAB, expressed his concerns on changes in the Student Program area. Among his issues are the following:
  1. Student Programs staff gives students warning saying it is too noisy and in Winter quarter, students were kicked out because they were too loud. Now he goes to other places. Some students think Student Programs is supposed to be for students, so students shouldn't have to be too quiet. Staff can close their doors, since they have offices.
  2. Last year the kitchen in C212 could be used by students. Now it is only for staff use.
  3. Nametags used to be really nice before. Now it is just a sticker on old nametags; staff explained it is because of turnover each year. Students don't like it. Foundation made a tag for him for his birthday. He was told he can't wear it because only he has that kind of nametag.
  4. The PALS center used to have a table for students to hang out. Director of Student Programs wants to keep it quiet, so removed the table.

VIII. **ADJOURNMENT**

There being no further business, the meeting of the Board of Trustees adjourned at 2:16 PM.

**EXECUTIVE SESSION**

Merisa Heu-Weller, Chair, announced that the Board was moving back to executive session for approximately sixty minutes to evaluate the performances of public employees, discuss evaluations of the Board and the President, and discuss matters with legal counsel regarding potential litigation and collective bargaining. The executive session adjourned at 3:30 PM.

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Merisa Heu-Weller, Chair  
Board of Trustees

ATTEST:

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Terri Tanino  
Acting Secretary, Board of Trustees  
Community College District VIII



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

A special meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on July 24, 2019 at the Mercer Island Community Center, 8236 SE 24th Street, Mercer Island, WA in Room 104. Richard Fukutaki, Chair, presided.

**WORKING SESSION**

The Board of Trustees met in a working session for approximately four hours to participate in an Equity Summit.

**BUSINESS SESSION**

The business session was called to order at 5:11 PM.

I. **ROLL CALL**

Mr. Leigh, Mr. Dietzel, Mr. Fukutaki, Ms. Heu-Weller, Ms. Chin, Mr. Marvin, and President Weber were present.

II. **CONSENT AGENDA**

Trustee Dietzel made a motion and Trustee Leigh seconded to approve the consent agenda. The motion passed unanimously. Agenda approved.

III. **INFORMATION ITEMS**

A. Survey for Board Meeting Reports

1. Trustee Fukutaki discussed a survey to find out what the Trustees are interested in learning about during the Program Highlights report during future Board of Trustees meetings.
2. Trustee Heu-Weller suggested that priority go to programs that wish to receive feedback from the Board.
3. Trustee Chin asked that Program Highlights be related to the problems the Board is helping solve for the campus and ways the Board is assisting in moving the campus forward.
4. Trustee Dietzel said guided pathways is really important and should be a part of the Achieving the Dream updates, so the Board is prepared to share data with legislators.

B. Financials – Reserves

1. Jim Craswell, Interim Executive Director of Finance, presented the report and made note that as the books have not officially closed as of this date, some numbers may change, and he will send out final numbers as soon as they are available. Craswell noted the following:
  - An additional \$1 million from the Washington State Board for Community & Technical Colleges (SBCTC) came in at the end of FY19.
  - High school and international programs brought in more funds than anticipated.
  - The fund balance at end of FY19 is \$76 million of which \$17.7 million in unrestricted.
  - Operating reserve is currently at \$16.9 million and auxiliary reserve is at \$8.6 million.
  - Finance will give a more detailed report at a later date on the allocation of unrestricted funds.
2. Trustee Dietzel asked about financial strategy. He noted the operating budget needs to sustain itself and be able to afford deferred maintenance for Bellevue College.
3. Trustee Leigh shared there are major savings available through the governor's office and Bellevue College should be looking at those opportunities.

#### C. Board Meeting and Organization

1. Time for meetings
  - a. Trustee Fukutaki suggested Board of Trustees meeting times shift to 2:00 – 6:00 PM, rather than 12:00 – 4:00 PM, to better engage the community and accommodate Trustees schedules.
  - b. Sue Nightingale and Becky Turnbull need to be consulted regarding faculty and classified needs regarding a change in board meeting times.
2. Board assignments and committees
 

The Board discussed the following assignments for next year:

  - a. Sub-Committee for Finance: Trustees Dietzel and Fukutaki. Trustee Fukutaki will transition out of this committee and appoint a replacement.
  - b. Legislative: Trustees Dietzel and Leigh will continue.
  - c. Liaison to Foundation: tabled.
  - d. Heu-Weller will provide mentorship to the new student member of the Board of Trustees, Jinhua Johnson. Trustee Dietzel will provide onboarding for Trustee Johnson.
3. Legislative advocacy
  - a. Trustee Dietzel posed the question in thinking about legislative advocacy: how is each college demonstrating they are using their money well and getting results? Bellevue College needs to demonstrate we are good stewards.
  - b. Trustees Fukutaki, Dietzel, and Leigh and Student Trustee Johnson will attend the ACCT Congress in San Francisco, CA.

#### IV. **ACTION ITEMS**

A. 2019-2020 Board Meeting Schedule

It was moved by Trustee Leigh and seconded by Trustee Heu-Weller that the Board of Trustees of Community College District VIII hereby approves the proposed schedule of meeting dates for 2019-2020

The motion passed unanimously.

V. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

Donald Rowe, IBIT faculty, asked if the balance sheet and income statement were audited annually and was told there is an annual audit. He discussed his observation on the budget.

VI. **ADJOURNMENT**

There being no further business, the meeting of the Board of Trustees adjourned at 6:19 PM.

**EXECUTIVE SESSION**

Richard Fukutaki, Chair, announced there would be an executive session for approximately ninety minutes to evaluate the performances of public employees, discuss goals for the evaluation of the President, and discuss matters with legal counsel regarding potential litigation and collective bargaining. The executive session adjourned at 7:45 PM.

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Richard Fukutaki, Chair  
Board of Trustees

ATTEST:

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Terri Tanino  
Acting Secretary, Board of Trustees  
Community College District VIII



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REGULAR MEETING AGENDA ITEM

**ENROLLMENT REPORT**

INFORMATION

FIRST READ

ACTION

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**Description**

This is a report on current enrollment trends affected Bellevue College. The report will look particularly at Running Start, International, Bachelor of Applied Science (BAS) and State Support enrollments. It will also evaluate state support enrollments relative to state allocations.

**Key Questions**

- \* How is Bellevue College's enrollment changing?
- \* How does Bellevue College stand with regard to state enrollment allocation?

**Analysis**

Overall, enrollment is roughly stable at around 12,000 FTE. This stability masks significant changes in the composition of enrollment as BAS and Running Start enrollments increase and International enrollments remain stable as a proportion of all enrollment. At the same time, traditional enrollment of recent high school graduates and students over 25 have declined.

Bellevue College has not met its state allocation for the past two years. This is consistent with statewide trends. In the most recent year, no college in the SBCTC system met its allocation target and only two colleges reached a higher percentage of their allocation than Bellevue College.

**Background/Supplemental Information**

College enrollment data can be found [here](#).

The state allocation monitoring report can be found [here](#).

Prepared by: Alec Campbell, Associate Vice President of Effectiveness and Strategic Planning  
Alec.campbell@bellevuecollege.edu



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REGULAR MEETING AGENDA ITEM

**ANNUAL REPORT: EFFECTIVENESS AND STRATEGIC PLANNING (ESP)**

INFORMATION

FIRST READ

ACTION

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**Description**

The PowerPoint reviews and scores ESP's 2018-19 Objectives and Key Results (OKRs) and provides ESP's 2019-20 OKRs.

**Key Questions**

- \* How did ESP do on last year's priorities?
- \* What are ESP's priorities for the coming year and how will they measure their success?

**Analysis**

ESP had mixed results last year. Some OKRs were achieved while others were not. In the coming year, ESP has five points of emphasis around grant revenue, data, and governance.

**Background/Supplemental Information**

A PowerPoint presentation will be included.

Prepared by: Alec Campbell, Associate Vice President of Effectiveness and Strategic Planning  
Alec.campbell@bellevuecollege.edu





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REGULAR MEETING AGENDA ITEM

**ANNUAL REPORT: ADMINISTRATIVE SERVICES**

INFORMATION

FIRST READ

ACTION

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**Description**

The Administrative Services Division encompasses four major areas: Public Safety, Campus Operations, Finance and Legal Matters. Those departments oversee the auxiliary functions (Early Learning Center, Book Store, and Food Services and Events), Payroll, Custodial, Contracts, Maintenance and a number of other important functions. As a whole, they provide a wide range of services and interlocking support to the entire campus.

The Division leadership changed hands in the middle of the year so there was not a set of goals established for the 2018-2019 year. However, the Division still successfully accomplished a number of important projects, which are detailed in the presentation slides on the following pages.

Looking forward to 2019-2020, there are a number of exciting opportunities on the horizon. The Division is focused on improving a number of strategic areas that have wide-reaching impact on the College. Those areas include Food Services, Public Safety, Budget and Finance, Parking, and campus wellness. Details on the 2019-2020 Objectives and Key Results (OKRs) are in the attached slides.

**Key Questions**

- \* What did the Division accomplish over the last year?
- \* What is the Division planning to do for the coming year?
- \* Are there any major costs involved in meeting the OKRs for the coming year?

**Analysis**

Over the course of the last year the Division achieved a number of important goals despite the fact that leadership changed hands in the middle of the year. Most significant was the completion of the fitness center project and the establishment of a budgeting process that better positioned Bellevue College to make informed budget decisions. In the coming year (2019-2020) we will continue to improve the budget process and a number of other financial programs. It will also be an opportunity to improve customer service in a number of areas that impact a wide-range of students and employees.

**Background/Supplemental Information**

A PowerPoint presentation will be included.

**Recommendation/Outcomes**

The Board of Trustees is familiarized with the Administrative Services Division 2018-2019 accomplishments and 2019-2020 OKRs.

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



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REGULAR MEETING AGENDA ITEM

**PROGRAM HIGHLIGHT: RISE COMMUNITY IMMERSIONS - HARNESSING SYNERGIES FOR TRANSFORMATIVE LEARNING**

INFORMATION

FIRST READ

ACTION

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**Description**

*Key Points*

- Associate Director, Service Learning & Community Engagement, of the RISE Learning Institute Sapan Parekh and members of the RISE team will present on student success work.
- The presentation will describe the RISE Learning Institute’s RISE Community Immersions, including the previous salmon immersion and proposed upcoming programming.

*Our vision: Transformative learning for every BC student*

Research. Innovation. Service. Experiential Learning. Our name indicates our mission—to ensure that these high-impact experiences are at the heart of a BC education.

At RISE, we build the cross-campus collaborations, innovative programs, and community connections that power transformative learning.

Prepared by: Kristen Jones, Provost for Academic & Student Affairs  
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