



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

A regular meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on November 13, 2019 at 3000 Landerholm Circle SE, Bellevue, WA 98007. Richard Fukutaki, Chair, presided.

MINUTES

The business session was called to order at 2:06 PM.

I. **ROLL CALL**

Chair Rich Fukutaki, Vice Chair Greg Dietzel, Lisa Chin, Merisa Heu-Weller, Richard Leigh, Jinhua Johnson, Jerry Weber, and Bruce Marvin were present.

II. **CONSENT AGENDA**

Trustee Chin made a motion to approve the consent agenda. Trustee Leigh seconded. The motion passed unanimously. Agenda (November 13, 2019) and meeting minutes (October 2, 2019) approved.

II. **CONSTITUENT REPORTS**

A. Faculty

The Faculty report was provided by Sue Nightingale, president of the Bellevue College Association of Higher Education.

- The week of October 28 was Campus Adjunct Equity Week. Nightingale sent out daily FYI emails throughout that week to share information about adjunct faculty at Bellevue College. Regarding the following, Nightingale asserted the following
 - Bellevue College is reliant on adjunct faculty in both headcount and in full time equivalent (FTE) faculty. Bellevue College ranks 33 out of 34 institutions when comparing the percent of FTE adjunct faculty to other community and technical colleges (CTC) in Washington. These numbers are hard to compare within the CTC system as there is a lot of variety between the colleges, but it is still something important to look at. The statewide average percent of FTE adjunct faculty is 49%. In order for Bellevue College to reach the statewide average, the institution would have to hire an additional 70 faculty.
 - There is a substantial job difference between full time faculty and adjunct faculty. Full time faculty are required to hold five office hours per week. Adjunct have a smaller number of required office hours, from 30 minutes a week per class to one hour per week per class depending on their rank.

- Each year there are six days when the entire faculty meets to learn about new initiatives, participate in training, and professional development. College-wide initiatives are discussed in these days, such as Guided Pathways, Achieving the Dream, and climate justice. For full time faculty these are paid and required work days. Adjunct faculty can be paid for one date, two dates, or none depending on their status. The non-attendance of adjunct faculty to these days has an impact at Bellevue College.
- Trustee Chin asked what is an ideal ratio of full time faculty to adjunct faculty. Nightingale said that Bellevue College will always need adjunct faculty as it allows the institution to be nimble and suggested a ratio of 60/40.
- Trustee Chin suggested holding a study session on the topic of adjunct faculty as the trustees would benefit from hearing more about the topic.

B. Classified

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

- Jennifer Pritchard from the Science and Math Institute (SAMI) reports that the 8th Annual Super Science Day was a huge success. Many families were visiting Bellevue College for the first time.
- The Neurodiversity Navigators held the 4th Annual Autistics Present Symposium on October 19 on the Bellevue College campus. This year's symposium focused on autistic youth, with seven speakers aged 13 through 22, an autistic youth Mistress of Ceremonies and an autistic youth closing speaker. The symposium had over 100 attendees.
- Classified staff are excited about the opening of the new Student Success Center, but some have expressed concerns about issues related to the new space, specifically related to the storage of personal stuff, concerns with open offices versus private office, and not being able to select individual's office chairs.
- Trustee Dietzel asked Turnbull to congratulate the event planners from SAMI and Neurodiversity Navigators for their successful events.

C. Foundation

The Foundation report was provided by Lisa Brock, Chair-Elect of the Bellevue College Foundation.

- Brock thanked Trustees Fukutaki, Dietzel, Heu-Weller, and Johnson for attending the Donor & Scholar Reception.
- The Foundation is in its annual cycle of awarding mini-grants and launching year-end campaigns to raise additional funds.
- Planning continues to be underway for the annual Foundation breakfast. Eight corporate donors have been confirmed. The Foundation would appreciate any connections to other businesses who may be interested in sponsorship.
- The Foundation is working on its strategic plan and will vote on their mission statement in an upcoming meeting.

- The Foundation is working on Board development. Their goal to recruit two or three new Foundation board members and they would appreciate any introductions.
- The Foundation thanked the trustees for participating in their Foundation Board meetings this quarter.
- Trustee Heu-Weller said the Donor & Scholar Reception is her favorite event to attend every year and this year's speaker was wonderful. Trustee Fukutaki added that the Donor & Scholar Reception was the nicest one he has attended.

D. Student

The student report was provided by Emmanuel Tshimanga, president of the Associated Student Government (ASG).

- ASG has hired three additional students to serve in positions, which provides ASG enough students to hold public meetings. Public ASG meetings are being held every other Tuesday at 2:30-3:30 PM. Tshimanga has been working on getting the new students up and running in their positions. ASG is still recruiting additional students to serve in the other unfilled positions.
- ASG is planning a meeting for all student organizations to help them be more successful. ASG is also interested in figuring out what issues student organizations are facing and how ASG can help them address those issues.
- Trustee Dietzel asked if the legislative affairs position had been filled as having this position brings value to legislative advocacy. Tshimanga said that the position had not been filled yet.

III. **ACTION ITEMS**

A. 1280 Commitment to Sustainability

The trustees requested that the policy document include the complete language underneath the policy before they will vote on it. Policy 1280 Commitment to Sustainability will be brought back to the Board meeting in December for a vote.

IV. **INFORMATION ITEMS**

A. Program Highlight: Climate Justice in the Curriculum

- Sonya Doucette, Chemistry and Environmental Science Senior Associate Professor, and David Spataro, Political Science Associate Professor, presented on climate justice work in the curriculum at Bellevue College. The Sustainability Curriculum Committee launched the Climate Justice in the Curriculum project in Spring 2019. Collaboration partners includes Provost Jones, President Weber, the Office of Sustainability, and the Faculty Commons. The project focuses on implementing short, but impactful, climate justice lessons across the curriculum. To date, faculty from 14 programs from across Bellevue College have participated.

- Trustee Chin said that it is always amazing to see Bellevue College be a leader. She asked how trustees can be supportive of the college's efforts. Doucette suggested bringing the community into climate justice events, teach-ins with community involvement, steady funding sources, and releasing faculty from duties to focus their work in climate justice.
- Trustees Chin suggested the Board hold a study session on climate justice in a future meeting.
- Trustee Dietzel commended Doucette and Spataro on their framing of this critical issue and asked if they are focusing on solutions, along with awareness. Doucette said that faculty are focused on solutions and they primarily draw from the book *Drawdown*.
- Trustee Heu-Weller asked if Doucette and Spataro were connected with Microsoft Worldwide Sustainability and that she would introduce them.
- Trustee Leigh said it might be interesting to strengthen high school involvement by providing curriculum to local high schools centered on climate justice.

B. College Finances: Fund Balance Review

- Jim Craswell, Interim Executive Director of Finance, and Dennis Curran, Vice President of Administrative Services, presented an update on the fund balance. The finance department reorganized the accounts to make it clear that 25% (3-month reserve) is set aside for available reserves. A capital sustainability fund was established with \$9 Million to fund restoration of an aging campus. An innovation fund was established with \$2 Million to provide resources for expenditures that will generate new revenue or reduce current expenses.
- Trustee Fukutaki suggested changing the name of the capital sustainability fund to a renovation or maintenance fund.
- Trustee Chin said the new innovation fund was indicative of innovative thinking and she commended Craswell and Curran on developing creative solutions that benefit the college.
- Trustee Dietzel said we need to insure we are incorporating increased student success in financial modeling as students become more successful, they may be enrolled at Bellevue College for less time overall.

C. Academic and Student Affairs Annual Report

- Kristen Jones, Provost; Brenda Ivelisse, Associate Vice President of Student Affairs; and Rob Viens, Associate Vice President of Academic Affairs presented the Academic and Student Affairs Annual Report. Within the framework of Achieving the Dream (ATD), Academic and Student Affairs is focused on advancing the President and Cabinet goal of eliminating achievement gaps and increasing the success of all students.
- The Leadership of Academic and Student Affairs (LASA) provides oversight for joint Academic and Student Affairs initiatives. The presentation provided an overview of their 2018-2019 work and their Objectives and Key Results (OKRs) for 2019-2020.
- Trustee Leigh asked how realistic the timeframe is for annual scheduling? Viens thinks annual scheduling is realistic for 2020-21 as several programs are already thinking this way. Initially, students will be able to see the schedule a year in advance; yet, they will still register quarter by quarter; however, in the future, students may be able to register

a year in advance. Trustee Johnson indicated that having registration a year in advance would be helpful for students.

- Trustees Fukutaki asked how LASA and ATD are connected? The trustees and presenters engaged in a conversation about this topic.
- Trustee Dietzel indicated his concern that there is not an explicit tie between ATD goals and LASA OKRs.
- Trustee Fukutaki appreciated the honest assessment of OKRs from last year.
- Trustee Fukutaki asked if Target X integrates with ctcLink? Rodger Harrison, Vice President of Information Technology Services indicated that the expectation is that the ctcLink and the Target X systems will integrate and cross flow back and forth.

V. **PRESIDENT'S REPORT**

Jerry Weber, President of Bellevue College, provided the President's Report.

- Several Bellevue College staff, including Gayle Barge, Vice President of Institutional Advancement; Brenda Ivelisse, Associate Vice President of Student Affairs; Jean D'Arc Campbell, Dean of International Education and Global Initiatives; Kathryn Pappas, Assistant Director for International Education and Global Initiatives; and Jerry Weber, President; conducted an international recruitment trip in Congo. Campbell provided an update on the recruiting trip to the trustees.
- Bellevue College will be hosting a luncheon with local legislators on December 11 to share information with the legislators about Bellevue College.

VI. **BOARD REPORTS**

Trustee Fukutaki recognized Gilbert Villalpando and Beabe Akpojovwo for their work in coordinating the Faculty and Staff of Color Conference. Trustee Fukutaki attended and felt it was a terrific experience. Next year, the conference will celebrate its 25th anniversary in Vancouver, WA.

VII. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

There was no unscheduled business/community testimony.

VIII. **EXECUTIVE SESSION**

At 4:48 PM, Chair Fukutaki announced there would be an executive session for approximately 60 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. At 5:50 PM, Chair Fukutaki announced there would be a 40 minute extension to the executive session. The Board returned to regular session at 6:30 PM.

IX. **ADJOURNMENT**

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 6:30 PM.

Richard G. Fukutaki

Richard G. Fukutaki, Chair
Board of Trustees

ATTEST:

Alicia M Keating Polson

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