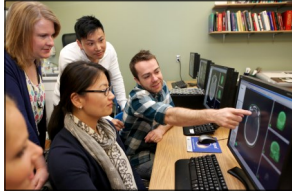# BELLEVUE COLLEGE

BOARD OF TRUSTEES

COMMUNITY COLLEGE DISTRICT VIII

REGULAR MEETING

FEBRUARY 5, 2020

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON

A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, February 5, 2020. The business session will begin at 2:00 PM in room B201. Richard Fukutaki, Chair, will preside.

AGENDA

2:00 PM   BUSINESS SESSION
- I. Call to Order
- II. Roll Call and Introductions
- III. Consent Agenda
  - A. Approval of Agenda for February 5, 2020
  - B. Approval of Minutes from January 8, 2020

2:10 PM   IV. Recognition of Transforming Lives Nominees

2:30 PM   V. Constituent Reports

A. Classified		Turnbull
B. Faculty		Nightingale
C. Foundation		Chesemore
D. Student		Tshimanga

2:50 PM   VI. First Read Items
- A. Policy 6150, Serving Alcoholic Beverages on Campus
- B. Tenure Candidate Review

3:10 PM   VII. Information Item

A. Program Highlight: Math Redesign (Corequisites)		Villines
B. Annual Report: Information Technology Services		Harrison
C. Enrollment Report		Jones

4:10 PM   VIII. President's Report   Weber

4:20 PM   IX. Board Reports

4:30 PM   X. Unscheduled Business or Public Comment

4:40 PM   EXECUTIVE SESSION

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.

6:00 PM   Adjournment

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

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON

A regular meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on January 8, 2020 at 3000 Landerholm Circle SE, Bellevue, WA 98007. Richard Fukutaki, Chair, presided.

MINUTES

The business session was called to order at 2:00 PM.

I.   **ROLL CALL**

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

II.   **CONSENT AGENDA**

Trustee Leigh made a motion to approve the consent agenda. Trustee Heu-Weller seconded. The motion passed unanimously. Agenda (January 8, 2020) and meeting minutes (December 11, 2019) approved.

II.   **CONSTITUENT REPORTS**

A.   Student

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

- ASG met over the break to evaluate the fall quarter and set goals for the current quarter. They are currently examining the impact of student fees and exploring options to make these more consistent and efficient. ASG is reviewing governing documents to insure ASG policies are up to date. In addition, they are reading the Meetings with Meals Policy closely to determine its impact on student organizations.
- ASG is setting up interviews for unfilled ASG positions. Board of Directors' meetings will be on Tuesdays from 2:30-3:30 PM.
- ASG is hosting a meeting with all student organizations to hear concerns and share ASG plans and initiatives. They are also engaging in activities to create and build school spirit.
- Trustee Fukutaki asked about the status of the ASG governing documents review. President Weber responded that ASG began a review last spring, but it was not finalized.

B.   Classified

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

- Turnbull shared that she is very happy with Suzette Yaezenko, Vice President of Human Resources, and her staff in Human Resources. She is happy that Yaezenko is engaged with Classified staff meetings and that she remembers conversations from meeting to meeting. Turnbull also expressed satisfaction with emails from Dennis Curran, Vice President of Administrative Services.
- Turnbull shared a story about her origin with her role with WPEA and how it came about that she was providing the Classified constituent report to the Board each month.
- In the future, Turnbull will work in collaboration with Valencio Socia, Classified Chair, to develop Classified constituent reports.

C. Faculty

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

- Bellevue College began the quarter with three fewer tenured faculty members.
- Trustee Fukutaki asked if there is a formal follow up procedure to find out why people are leaving. Nightingale responded that departing employees may do an exit interview, but they are not required to do one.
- Nightingale expressed her concern about the timing for off-cycle tenure candidates as off-cycle candidates do not receive tenure until winter quarter, which impacts their ability to apply for promotion.

D. Foundation

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

- Scholarship applications are now open. Students can fill out the single on-line application and be eligible for more than 175 scholarships.
- Lockwood grant applications are now open. This annual award was endowed by former Trustee Lee Kraft. The grant is open to all faculty members for projects that bring innovation to the classroom.
- The Foundation finished out their calendar year-end appeals successfully. Both the Foundation and KBCS appeals surpassed previous years' totals.
- May 13th the Foundation will host a lunch for alumni, former faculty and staff. Invites will go out in March.
- Preparations have begun for the March 30th golf tournament benefitting the Athletics department.
- Breakfast planning is moving along well. The Foundation has secured nine corporate sponsors to date.

III.   **ACTION ITEMS**

A. Policy 2950, Faith or Conscience Accommodations

Motion 01.20

It was moved by Trustee Dietzel and seconded by Trustee Leigh that the Board of Trustees of Community College District VIII hereby authorizes Policy 2950, Faith or Conscience Accommodations.

The motion passed unanimously.

B. Policy 3120, Transfer and Course Substitution Credit

Motion 02.20

It was moved by Trustee Leigh and seconded by Trustee Heu-Weller that the Board of Trustees of Community College District VIII hereby authorizes Policy 3120, Transfer and Course Substitution Credit.

The motion passed unanimously.

C. Policy 3600, Copyright and the Right of Fair Use

Motion 03.20

D. It was moved by Trustee Heu-Weller and seconded by Trustee Dietzel that the Board of Trustees of Community College District VIII hereby authorizes Policy 3600, Copyright and the Right of Fair Use.

The motion passed unanimously.

E. Policy 6720, Bookstore

Motion 04.20

It was moved by Trustee Johnson and seconded by Trustee Dietzel that the Board of Trustees of Community College District VIII hereby authorizes Policy 6720, Bookstore.

The motion passed unanimously.

F. Indemnification Authorization

Motion 05.20

It was moved by Trustee Leigh and seconded by Trustee Heu-Weller that the Board of Trustees of Community College District VIII hereby authorizes the defense and indemnification of Leni Karr and Terri Hatcher.

The motion passed unanimously.

IV.   **INFORMATION ITEMS**

A.   Program Highlight: The Bulldog Trail

Brenda Ivelisse, Associate Vice President of Student Affairs, provided the trustees with a presentation on The Bulldog Trail at Bellevue College. The presentation provided an overview of the Bulldog Trail, highlighting the model's clear and structured framework that guides students from their initial connection with Bellevue College to graduation, transfer, and a career. The Bulldog Trail framework pays attention to the entire student experience, rather than to just one segment of it. *Explore. Connect. Engage. Learn. Achieve. Thrive. - a*re the six core phases of the Bulldog Trail. It purposefully supports initiatives that aid in its focus on equity and closing the achievement gaps.

- Trustee Leigh asked if the team plans to use student focus groups to find out what works? Ivelisse responded that the hope is to have a focus group for each phase to gain student feedback.
- Trustee Johnson asked if Achieving the Dream (ATD) is the system for the whole school and if the Bulldog Trail is different. Ivelisse responded that ATD is a national initiative that Bellevue College is participating in, which looks at best practices that are evidence-based, data-driven, and used nationally. The Bulldog Trail is a framework that follows ATD.
- Trustee Dietzel asked about how the Bulldog Trail will work for all of Bellevue College's diverse students. Ivelisse explained the Bulldog Trail is not meant to be a cookie cutter experience for students. It is meant to guide how students experience the college. It is also designed for the college to see the weaknesses in its approach.
- Trustee Dietzel asked how do we go faster and how much is real today. Ivelisse responded that many of the components of the Bulldog Trail exist today and the team is working on connecting the dots between existing areas.
- Trustee Heu-Weller shared that she likes how the Bulldog Trail is building on things that already exist. It is a better strategy to work from something that exists and then tweak from there, rather than start something brand new.

B.   BC Enterprises

Albert Lewis, Vice President of Economic and Workforce Development, and Jennifer Sohonie, Executive Director of Continuing Education, presented information regarding a new unit of Continuing Education Professional and Technology Education that consolidates and rebrands training for growth industries and high demand jobs and unveiled the new name: Tombolo Institute.

- Trustee Dietzel shared that it is important that Tombolo Institute is branded closely with Bellevue College.
- Trustee Fukutaki asked if there was any consideration of looking at sponsorship from a donor for naming rights.
- Trustee Johnson asked about the difference between Tombolo Institute and Bellevue College? Sohonie responded that Tombolo is a branch within the college.
- Trustee Dietzel shared that Tombolo may have to put a lot of money behind the brand and asked if the consultants had provided a budget for what it's going to take to market Tombolo effectively. Sohonie responded that they have gotten a marketing budget.
- Trustee Leigh asked if Tombolo is a name change or also a separate legal entity. Lewis responded that it is not a separate legal entity.
- Trustee Fukutaki asked if the Tombolo team has considered a tagline. Sohonie responded that the tagline will be "Your bridge to the future."

V. **PRESIDENT'S REPORT**

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

- President Weber shared the concept of introducing a new annual focus each year to the college. The primary focus will be student success and equity, but additional foci include climate justice in 2019-2020 and health and wellness in 2020-2021.
- Bellevue College is using a new budget projection model that some Washington community and technical college presidents are interested in as a resource for financial planning.
- The legislative session begins January 13 and President Weber and some of the trustees will be making trips to Olympia to meet with legislators in the upcoming two months.

VI. **BOARD REPORTS**

Trustee Fukutaki announced that the Board is very supportive of what Tombolo Institute team is working on and wants to make sure they have the tools to be successful.

Trustee Heu-Weller is moderating a panel on January 9, 2020 at the University of Washington entitled "College Access, Free Tuition, and Financial Aid for the Middle Class: What's Next with Washington's Workforce Education Investment Act."

VII. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

There was no unscheduled business or community testimony.

VIII. **EXECUTIVE SESSION**
At 4:10 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 5:11 PM, Chair Fukutaki announced there would be a 20 minute extension to the executive session. The Board returned to regular session at 5:33 PM.

IX.   **ADJOURNMENT**

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 5:33 PM.

_____
Richard G. Fukutaki, Chair
Board of Trustees

ATTEST:

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

REGULAR MEETING AGENDA ITEM

POLICY 6150 SERVING ALCOHOLIC BEVERAGES ON CAMPUS

☐ INFORMATION   ☒ FIRST READ   ☐ ACTION

Description

Administrative Services has revised the policy and procedures for serving alcoholic beverages on campus. President's Cabinet has approved the new procedures. The name of the policy has been changed to more accurately reflect the scope of the policy. Other minor updates have been made to the policy to reflect current practices.

Key Questions

∗   Why has the position that can approve the service of alcoholic beverages been changed from president to provost?

∗   Under what circumstances can alcoholic beverages be served?

Analysis

In addition to a revised name, this policy updates the name of the WA State Liquor and Cannabis Board, defines "event sponsor," removes gendered language, and changes "president" to "provost" in the sentence describing approval. This brings the policy into alignment with the new procedures, which were more significantly revised.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves revisions to Policy 6150: Serving Alcoholic Beverages on Campus

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

6150 SERVING ALCOHOLIC BEVERAGES ON CAMPUS

Original Date: 10/1/1995   ✸   Last Revision Effective: 5/13/2015
Policy Contact: Vice President, Administrative Services

POLICY

Alcoholic beverages will not be served at Bellevue College without the approval of the provost or their designeepresident or his/her designee. The college reserves the right to deny any application on the basis that it may be inconsistent with the college's educational mission. Security personnel may be required to be present for any events serving alcohol. A Washington Sstate Lliquor and Cannabis Board control board permit must be obtained prior to serving or selling alcohol. Event sponsors will ensure that all provisions of the Washington Administrative Code and state legislation pertaining to alcohol permits and usage are followed.and all conditions and WAC legislation must be followed.

Alcoholic beverages may not be served at student club meetings or events.

Definitions

Event Sponsor: Representative of a BC internal department that is hosting an event or representative of an external party that is renting facilities at the college.

RELEVANT LAWS AND OTHER RESOURCES

- RCW 66.16.040
- Title 314 WAC 314-11-025, 314-18-070
- Bellevue College Procedure #6150P Alcoholic Beverages on Campus
- Bellevue College Policy #4500 Drug Free Environment

REVISION HISTORY

Original 10/1/1995
Revisions 3/22/2005; 3/10/2009; 5/21/2009; 5/13/2015

APPROVED BY

President's CabinetBoard of Trustees

6150 SERVING ALCOHOLIC BEVERAGES ON CAMPUS

Original Date: 10/1/1995   ✳   Last Revision Effective: 5/13/2015
Policy Contact: Vice President, Administrative Services

POLICY

Alcoholic beverages will not be served at Bellevue College without the approval of the provost or their designee. The college reserves the right to deny any application on the basis that it may be inconsistent with the college's educational mission. Security personnel may be required to be present for events serving alcohol. A Washington State Liquor and Cannabis Board permit must be obtained prior to serving or selling alcohol. Event sponsors will ensure that all provisions of the Washington Administrative Code and state legislation pertaining to alcohol permits and usage are followed.

Alcoholic beverages may not be served at student club meetings or events.

Definitions

Event Sponsor: Representative of a BC internal department that is hosting an event or representative of an external party that is renting facilities at the college.

RELEVANT LAWS AND OTHER RESOURCES

- RCW 66.16.040
- Title 314 WAC
- Bellevue College Procedure #6150P Alcoholic Beverages on Campus
- Bellevue College Policy #4500 Drug Free Environment

REVISION HISTORY

Original 10/1/1995
Revisions 3/22/2005; 3/10/2009; 5/21/2009; 5/13/2015

APPROVED BY

Board of Trustees

BELLEVUE COLLEGE

REGULAR MEETING AGENDA ITEM

TENURE CANDIDATE REVIEW

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

Description

A recommendation from the Tenure Review Committee regarding tenure appointments for full-time faculty members listed below has been submitted to the College President, in accordance with the "Collective Bargaining Agreement By and Between the Board of Trustees of Bellevue College – Community College District VIII and the Bellevue College Association of Higher Education."

Third Year Candidate(s) Recommended for an Extended Probationary Period

Sara Farag   Science (Computer Science)

Third Year Candidate(s) Recommended for Tenure

Grady Blacken	Science (Chemistry)
Marie Brissette	Arts and Humanities (Adult Basic Education/I-BEST)
Kelli Callahan	Social Science (Criminal Justice)
Lela Holden	Health Sciences, Education and Wellness Institute (Nursing)
Mark Mappala	Arts and Humanities (Interior Design)
Tatiana Mihaylova	Science (Mathematics)
Heidi Richter	Science (Biology)
Alexa Serrato	Science (Mathematics)

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.

This year, nine tenure candidates will be presented for Board action at the next meeting. The candidates have participated in a rigorous tenure review process as outlined in the college's tenure guidelines. A recommendation has been forwarded to the President by the Tenure Review Committee (TRC) to grant tenure to eight candidates and extend the probationary period for one candidate.

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 their 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 all tenure candidates, and all pertinent documents for each of the nine cases 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 March 4, 2020 meeting.

Prepared by: Dr. Kristen Jones, Provost for Academic & Student Affairs
                 kristen.jones@bellevuecollege.edu

PROGRAM HIGHLIGHT – MATH REDESIGN (COREQUISITES)

☒ INFORMATION ☐ FIRST READ ☐ ACTION

Description

Senior Associate Professor and Mathematics Department Chair, Andria Villines will present on the Bellevue College Mathematics Department redesign efforts including corequisites.

Key Questions

- Why pursue corequisites?
- How do we implement corequisites?
- When and how to use the Title III grant?

Analysis

The Math Department has been supportive of Bellevue College becoming an Achieving the Dream school with a special focus on making data useful and accessible to faculty and faculty professional development. The Math Department has stayed current in national trends in mathematics education via national and local conference attendance and has a strong commitment to student success and equity. Success in college level math is a predictor of degree completion and that degree completion has a great impact on individual earning power. The national and Bellevue College data make a strong case for the success of corequisite classes in increasing both overall student completion of college level math as well as reducing the equity gaps. Any type of change can be a challenge to implement, but it is especially challenging in a large department with more adjunct than fulltime faculty where each instructor has academic freedom. To gain the time and compensation necessary to build engagement and ownership in corequisites, the Math Department took the initiative to apply for several grants. Success came as part of the recent Title III grant. The Title III grant will support a summer workshop to begin the corequisite planning process followed by support for a curriculum development, review, and training process. Once the corequisite course for Math 099: Intermediate Algebra and Math& 141: Precalculus I is implemented, the department attention will shift to a redesign of the precollege sequence followed by the design of additional corequisite courses.

Background/Supplemental Information
A PowerPoint presentation will be shared as part of the presentation.

Recommendation/Outcomes
The Board of Trustees will learn about the Math Department and their efforts to support student success including the scope and challenges of their Title III grant commitments.

Prepared by: Kristen Jones, Provost for Academic and Student Affairs
                  kristen.jones@bellevuecollege.edu

ANNUAL REPORT: INFORMATION TECHNOLOGY SERVICES

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

Description

Information Technology Services (ITS) is comprised of five departments: Digital Media Services, Enterprise Services, IT Business Operations, Technology Support Services (TSS), and the Office of the Vice President.

- Digital Media Services runs the College Channel, works with the City of Bellevue, handles television and video production, and provides instruction for students obtaining certificates in digital media arts.
- Enterprise Services, which covers the Infrastructure and Integration teams, manages the IT infrastructure and software services used by the entire college (phone system, network, databases, website, user access and authentication, etc.).
- IT Business Operations handles asset management for the campus: reviewing and renewing contracts; serving as contact for hardware and software purchase requests; researching, receiving, and recommending end-point devices and IT projects; and maintaining the budgets.
- TSS handles first-line support for employees and students by running the Service Desk, TechHub and open labs for drop-in support as well as by sending out field technicians to support desktops, laptops, mobile devices and printers in classrooms, labs, and offices across both campuses. TSS also oversees Printing Services.
- Finally, the Office of the Vice President sets the goals and priorities for the entire unit, but also encompasses Project Management, Training, and IT Security.

ITS has been in transition for some time with several changes in leadership in the past two years. Negative aspects of change were compounded as the unit coped with a high number of vacant positions. Staffing for most of 2018-19 was at 75%; however, throughout this time of transition, ITS had many successes and achievements. The PowerPoint presentation will cover some of these highlights in addition to the scope of work.

The current fiscal year holds a lot of promise for progress. Vacancies are being filled and staffing levels are increasing. The Office of the Vice President has been working collaboratively on a Technology Enablement Plan that will help bring transparency to decision-making. This objective and other goals for 2019–20 will be detailed in the attached slides.

Key Questions

* What did ITS accomplish over the past year?
* What are the unit's priorities for the coming year and how will success be measured?
* Are there any major costs involved in meeting the objectives and key results (OKRs) for the coming year?

Analysis

Over the course of the last year ITS achieved a number of important initiatives despite challenges in staffing levels and changes in leadership. ITS lowered the average time to resolve tickets from 5 days to 3.4 days. Several IT security enhancements were implemented, including safe links, scanning of attachments, suspicious activity notifications, upgraded edge authentication servers, and anti-spoofing technology. In the coming year (2019–20) ITS plans to increase operational transparency for campus users and to build efficiencies into internal processes. Through these actions, ITS will continue to look for and generate data to measure current and future performance.

Background/Supplemental Information

A PowerPoint presentation will be included.

Recommendation/Outcomes

The Board of Trustees is familiarized with the IT Services 2018–19 accomplishments and 2019–20 OKRs.

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

REGULAR MEETING AGENDA ITEM

WINTER ENROLLMENT REPORT

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

Description

The attached tables provide data on overall enrollment for Bellevue College for the 2019-2020 academic year. Data for summer and fall is final, winter quarter data is provisional, based on the official census day for Bellevue College.

Key Questions
1) What enrollment trends do the data reveal?
2) Is the college likely to meet the State Board enrollment allocation?

Analysis

Compared to 2018-19 annual enrollment is declining. Quarterly data show that enrollments were:
- Down substantially in Summer.
- Down slightly in Fall and Winter.

Disaggregated data show
- Allocation eligible enrollment continues to decline.
- Running Start enrollments are up about 4% over last year.
- Enrollment in bachelor's classes (300-level+) is about even with last year.
- International enrollment outside of English Language Institute (ELI) is down, but in Winter it is about even with last year.
- ELI enrollments were down in Winter and Summer, about even with last year in Fall.
- Career Education Options (CEO) enrollments have grown in each quarter, and are up about 13% versus last year.

Background/Supplemental Information

Supplemental information will be provided.

Recommendation/Outcomes

Prepared by: Dr. Kristen Jones, Provost for Academic & Student Affairs
kristen.jones@bellevuecollege.edu