



**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 December 11, 2019 at 3000 Landerholm Circle SE, Bellevue, WA 98007. Richard Fukutaki, Chair, presided.

MINUTES

The business session was called to order at 2:03 PM.

I. **ROLL CALL**

Chair Rich Fukutaki, Vice Chair Greg Dietzel, Lisa Chin, Richard Leigh, Jerry Weber, and Bruce Marvin were present.

II. **CONSENT AGENDA**

Trustee Dietzel made a motion to approve the consent agenda. Trustee Leigh seconded. The motion passed unanimously. Agenda (December 11, 2019) and meeting minutes (November 13, 2019) approved.

II. **CONSTITUENT REPORTS**

A. Foundation

The Foundation report was provided by Jim Chesemore, Chair of the Bellevue College Foundation.

- Applications for the Foundation mini grants are now closed. These grants are designed to award innovation projects on the campus. The mini grants will be awarded in January.
- The Foundation is seeking leads on corporate sponsors.
- The Excellence awards for faculty and staff have now closed.
- Chesemore thanked Trustee Fukutaki for coming to the most recent Foundation meeting.
- Trustee Fukutaki asked Chesemore to discuss the Foundation's innovation grant with Dennis Curran, Vice President of Administrative Services, to see if there was potential coordination with Bellevue College's new innovation fund.

B. Faculty

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

- Part-time faculty promotion applications were due in the fall. Approximately 70 adjunct faculty received a promotion to Lecturer 1 or Lecturer 2 status, which comes with more responsibilities.
- There are approximately ten new faculty positions. Job descriptions are being written up currently. Nightingale has heard good things about the new Human Resources training as there is greater attention paid to recognizing our own biases in the hiring process.
- Nightingale provided the trustees with an editorial from the *Journal of Developmental Education* regarding implementation of guided pathways.

III. **INFORMATION ITEMS**

A. Policy 101

Tracy Biga MacLean, Associate Director of Effectiveness & Strategic Planning and Policy Coordinator, provided the trustees with a presentation on policy making at Bellevue College.

- Trustee Fukutaki asked about the Washington Administrative Code (WAC). Marvin provided an explanation of the WAC related to Board policies.
- Trustee Dietzel asked about the use of policy versus resolution. MacLean responded that resolutions can be used in a variety of ways, including a demonstration of Board support for a policy, a statement of the Board's principles, or as a ceremonial acknowledgement, such as recognizing an employee. In the past, resolutions have not been recorded very well, so it has not been easy to locate them.
- Trustee Dietzel asked what a well written policy would look like. MacLean said her preference is that policies be on the shorter side, time sensitive information be kept out of policies, and policies be stylistically consistent with existing policies.
- Trustee Dietzel asked if there were things that should be included in every policy? MacLean explained the categories listed down at the bottom of each policy, which provide consistency from policy to policy; however, not every policy would include the same categories.
- Trustee Dietzel asked what the process would be for the Board to revise a policy. MacLean answered that it would go through President Weber.

IV. **FIRST READ**

A. Policy 2950, Faith or Conscience Accommodations

Rae Ellen Reas, Dean of Student Central, presented the revisions to Policy 2950.

- During the 2019 legislative session, the state approved significant changes to the previous rules related to providing accommodations to students for reasons of faith or conscience. The new law went into effect on July 28, 2019. It required that Bellevue College's policy and procedure be fully implemented for fall quarter 2019 and the new information be included on Fall 2019 syllabi. Revisions to policy 2950 and associated procedures were adopted on a temporary basis, subject to the regular review process, and faculty were able to include the new information on their syllabi. The changes to the law included the following:

- Elimination of the two-day limit for approved accommodations.
- An exclusive focus on accommodating student absences related to the observance of religious holidays or religious activities.
- The inclusion of a requirement that faculty reschedule exams or class activities to accommodate absences or decreased participation due to students experiencing undue hardship.
- A requirement that all course syllabi include the policy or a link to the new policy and a link to our complaint process.
- The law also states that students must notify their instructors within the first two weeks of class if they need to be absent due to the observance of religious holidays or participation in religious activities. Additionally, students are required to work directly with their instructors when rescheduling exams or activities.
- There were no questions from the trustees on Policy 2950.

B. Policy 3120, Transfer and Course Substitution Credit

Reas also presented Policy 3120.

- This new policy establishes consistent standards for the acceptance of transfer credit and the approval of course substitutions. Standardizing these practices in a policy provides the following:
 - Preserves the integrity of the degrees and certificates Bellevue College offers by ensuring all students meet the program outcomes and the requirements established at the time the program received approval.
 - Routinely substituting program requirements may jeopardize the accreditation of degrees, or state approval status.
 - Failure to establish consistent course transfer standards often results in misinformation to students and programs working with students, and may jeopardize the ability of a student to graduate on time.
 - Provides a course transfer content standard in the evaluation of credit across the campus and within the Evaluations & Graduation Office, which may allow for increased acceptance of course transfer credit.
 - Places reasonable limits on the acceptance of course substitutions toward degree or certificate requirements. This does not apply to equivalent courses, which can be accepted as transfer credit versus an actual substitution of a degree or certificate requirement.
 - Defines the role of the Evaluations & Graduation Office.
- Trustee Leigh asked if the policy's standard of 51 percent is an arbitrary percentage. MacLean responded that the 51 percent only applies to Professional Technical Degrees and Certificates and does not apply to any other programs.
- Trustee Dietzel asked if faculty can make recommendations. Reas answered that faculty can make recommendations, but the Evaluation office still makes the determination.

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

Heath Hayden, Interim Dean of Library and eLearning, presented the revisions to Policy 6720.

- Policy 3600 establishes how the college adheres to copyright law and the circumstances under which copyrighted material may be used for scholarly purposes using the right of fair use. It is being revised for the following reasons:
 - Compliance with current practices.
 - Eliminate unnecessary language.
 - Add references to the four principles of fair use.
 - Designate a copyright officer for Bellevue College.
- Trustee Dietzel asked how Bellevue College knows the institution is being compliant. Hayden responded there is no formal structure and the institution provides education. The library team and eLearning have access to instructor's course, so if they see a violation, they will address it. The library is the copyright and free use hub on campus. Hayden is the copyright officer and frequently gets questions from faculty and staff.

D. Policy 6720, Bookstore

Curran and Kristen Connelly, Bookstore Director, presented the revisions to Policy 6720.

- The revision to Policy 6720 updates language from "textbooks" to "course materials" to reflect current usage and law.
 - 28B.10.590 Course Materials – Cost Savings
(2a) "Materials" means any supplies or texts required or recommended by faculty or staff for a given course.
 - 28B.10.916 Supplemental instructional materials for students with print access disability
(6a) "Instructional material or materials" means textbooks and other materials that are required or essential to a student's success in a postsecondary course of study in which a student with a disability is enrolled. The determination of which materials are "required or essential to student success" shall be made by the instructor of the course in consultation with the official making the request in accordance with guidelines issued pursuant to subsection (10) of this section. The term specifically includes both textual and no textual information.
- The revision includes minor changes for clearer language.
- Trustee Dietzel expressed concern about the use of the word "All" in the policy as he sees it may limit the bookstore. Curran and Connelly will address this question when it comes up for a vote in January.

V. **ACTION ITEM**

Policy 1280, Commitment to Sustainability

Motion 49.19

It was moved by Trustee Leigh and seconded by Trustee Chin that the Board of Trustees of Community College District VII hereby authorizes Policy 1280 Commitment to Sustainability.

The motion passed unanimously.

VI. **PRESIDENT'S REPORT**

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

- Bellevue College passed the peer review process for ctLink. President Weber thanked Alec Campbell for his leadership in organizing the college's successful peer review.
- The budget development process is beginning.
- Weber will be speaking on a workforce disruption panel discussing the ethical use of artificial intelligence at the Technology Alliance conference
- Jones and Weber are holding dialogue circles with faculty and staff from across the institution asking the questions: how should we be preparing students for the future, and how can we best prepare the college for the future?
- Gilbert Villalpando, Interim Vice President of Diversity, Equity, and Inclusion (DEI) provided a status report on DEI.
 - Trustee Chin said it is great we are doing this work in DEI. One of the things the Board talked about in retreat is that DEI is more than just a class; it is changing the fabric of the institution. Trustee Chin would like to see a study session on the long term approach to DEI at Bellevue College. In the information presented so far, she sees the college taking a very traditional approach and she would like to see the college taking a more innovative, progressive approach similar to how they spoke about DEI in the Board retreat.
 - President Weber shared that the goals of the DEI plan will be brought to the January or February Board meeting with specific outcomes, measures, and strategies included.
 - Trustee Leigh is very interested in the unintended consequences of policies and hiring processes as it relates to DEI.
 - Trustee Dietzel asked how are we going to make the plan for DEI real? How are we going to get there?

VII. **BOARD REPORTS**

Trustee Dietzel shared that we are heading into the legislative session and himself and Richard Leigh are the legislative representatives for the Board. Trustee Dietzel also complemented the whole college on the legislator luncheon.

Trustee Fukutaki thanked Alec Campbell, Associate Vice President of Effectiveness and Strategic Planning, for all that he has done to provide data, so trustees can be more data driven as a Board.

VIII. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

There was no unscheduled business or community testimony.

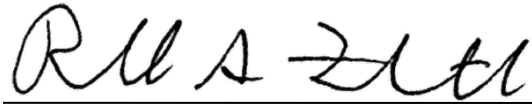
IX. **EXECUTIVE SESSION**

At 3:31 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 4:18 PM, Chair Fukutaki announced there would be a 15 minute extension to the executive session. The Board returned to regular session at 4:33 PM.

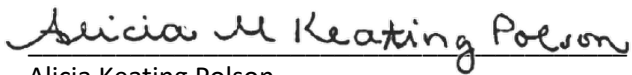
X. **ADJOURNMENT**

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 4:33 PM.



Richard G. Fukutaki, Chair
Board of Trustees

ATTEST:



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