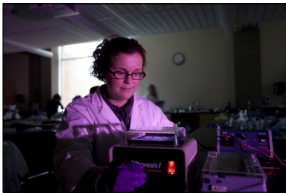




BELLEVUE
COLLEGE

BOARD OF TRUSTEES

COMMUNITY COLLEGE DISTRICT VIII



REGULAR MEETING

MARCH 4, 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, March 4, 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 March 4, 2020 | |
| | B. Approval of Minutes from January 29, 2020 and February 5, 2020 | |
| 2:10 PM | IV. Constituent Reports | |
| | A. Faculty | Nightingale |
| | B. Foundation | Chesemore |
| | C. Student | Tshimanga |
| | D. Classified | Turnbull |
| 2:25 PM | V. First Read Items | |
| | A. Sabbatical Candidate Review | Viens |
| 2:30 PM | VI. Action Items | |
| | A. Tenure Candidates | Viens |
| | B. Policy 6150, Serving Alcoholic Beverages on Campus | Curran |
| 3:10 PM | VII. Information Item | |
| | A. Human Resources Annual Report | Yaezenko |
| | B. Achieving the Dream Student Success Quarterly Report | Berry & Mayer |
| 4:20 PM | VIII. President's Report | Jones |
| 4:30 PM | IX. Board Reports | |
| 4:40 PM | X. Unscheduled Business or Public Comment | |

4:50 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 special meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on January 29, 2020 at the Mercer Island Community Center, 8236 SE 24th Street, Mercer Island, WA in Room 104.

MINUTES

The business session was called to order at 2:04 PM.

I. ROLL CALL

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

II. FINANCE

- A. Budget for FY 2020-21
- B. Budget Projections
- C. Fund Balance and Reserves

Jim Craswell, Interim Executive Director of Finance & Auxiliary Services, presented on finance and shared the new budget projection model.

- Trustee Dietzel would like to see the inclusion of completion data in future reports.
- The finance sub-committee will meet with Craswell and Curran in the spring to consult on the budget.
- Trustee Chin is concerned about the ability to use dedicated program funds as emergency reserve funding.
- The Board is in support of the recommendation that Bellevue College update the reserve requirement from 15% to 25% of operating budget.
- The trustees indicated that this report by Jim Craswell should receive an award because it was the clearest explanation of the finances that they have received so far.

III. PROJECT UPDATES

- A. Aquatic Center Review Process

Dennis Curran, Vice President of Administrative Services, presented an update on the aquatic center review process, including the timeline for the college and the city.

- B. Exempt Compensation/Classification Study

Suzette Yaezenko, Vice President of Human Resources, presented an update on the exempt compensation/classification study.

IV. **INNOVATION FUND AND INVESTMENT PROJECTS**

A. Comprehensive Marketing Plan

Gayle Barge, Vice President of Institutional Advancement, presented on the proposed comprehensive marketing plan.

- Barge will report on marketing numbers to the Board yearly.
- Trustee Dietzel remarked that he is happy to hear about the link between marketing and recruiting as he knows how important this link is.
- Trustee Chin says it is time for Bellevue College expand marketing.
- Trustee Fukutaki is concerned the plan is designed to break even in that projected revenue and expenses are close.
- Trustee Fukutaki thinks marketing and branding benefits that are harder to measure need to be included as well as the one presented in this pan.

B. Online Courses and Campus

Jerry Weber, President, presented on an expansion of online through the whole campus.

- Trustee Chin said that a business plan especially matters for an online campus. It is important to consider the audience, which classes to include, and how to do pathways.
- Trustee Chin wants to know how Bellevue College is staying mindful of students who are not served by online classes.

C. Safety and Security Systems

Dennis Curran, Vice President of Administrative Services, presented on safety and security systems.

- Trustee Dietzel stressed the importance of balancing safety and privacy. It is very important to understand how these systems impact equity and to make sure the right stakeholders are engaged.
- Trustee Chin noted that Bellevue College needs to consider how parking tickets can be regressive and affect those with the least means.
- Trustee Heu-Weller is concerned about sending students to collections for overdue parking tickets.
- Trustee Leigh is concerned about lighting on campus.
- Trustee Chin asked if students have a voice in safety and security on campus.

V. **EXECUTIVE SESSION**

At 5:14 PM, Chair Fukutaki announced there would be an executive session for approximately 45 minutes to discuss goals for the evaluation of the President and collective bargaining. The Board returned to regular session at 6:00 PM.

VI. **ADJOURNMENT**

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 6:00 PM.

Richard G. Fukutaki, Chair
Board of Trustees

ATTEST:

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



**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 February 5, 2020 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, Merisa Heu-Weller, Jinhua Johnson, Jerry Weber, and Bruce Marvin were present.

II. CONSENT AGENDA

Trustee Heu-Weller made a motion to approve the consent agenda. Trustee Dietzel seconded. The motion passed unanimously. Agenda (February 5, 2020) and meeting minutes (January 8, 2020) approved.

II. RECOGNITION OF TRANSFORMING LIVES NOMINEES

The Association of College Trustees (ACT) Transforming Lives Awards recognize current or former students whose lives have been transformed by attending a Washington state community or technical college. This year, Bellevue College faculty and staff nominated twelve students for the ACT Transforming Lives Award.

The following students were nominated for the award and were recognized, along with their faculty/staff nominator:

Anush Mughnetsyan	Nominated by Barbara Brodsky
Liangchun Chen	Nominated by Judith Paquette
Vitaliy Manchik	Nominated by Linda Schinman
Courtney Hoffman	Nominated by Linda Schoenfeld
James Randall	Nominated by Nora Lance
Katherine Sun	Nominated by Subramanya Betageri
Nhu-y Do	Nominated by Grady Blacken
Lirine Tchatat	Nominated by Jacqueline Drak
Ndayishimiye Priame	Nominated by Nora Lance
Unica Le	Nominated by Gita Bangera
Joedy Morrow	Nominated by David Spataro
Kati Phillip	Nominated by Jennie Mayer

III. CONSTITUENT REPORTS

A. Classified

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

- Classified staff are looking forward to the Professional Development Day on February 17, 2020 as a way to connect with others outside of their network and learn something new.
- Bellevue College students now have free access to the King County Library System's Online Library through a variation of their college-issued ID number.
- Turnbull thanked President Weber for traveling to Olympia recently to advocate for the bill supporting affordable housing.

B. Faculty

The Faculty report was provided by Sajonna Sletten, Chair of the Bellevue College Faculty Council.

- Sletten shared that she is proud of, and especially proud to be a member of, the Faculty Council. She also thanked President Weber for bringing together the College Assembly and the Cabinet earlier in the year in a retreat and expressed her hope that this connection continues throughout the year and into the future.
- The Faculty Council has some points of primary focus this year, including 1) examining college policies and procedures; 2) providing more transparency about how class scheduling decisions are made; 3) putting together a quality of life task force, which examines issues like food on campus; 4) promoting equity training for faculty and the hiring of faculty of color; and 5) spending time gathering information and providing feedback on faculty needs.
- Sletten expressed concern about internal promotion processes.

C. Foundation

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

- Mini-Grant awards were recently announced by the BCF. The following grants were awarded:
 - Action Research Inquiry on the Efficacy of Mozi as a Writing Intervention: Jeremiah Allen (English)
 - Studio Q Expansion: Creating a Media Space for College Community: Ron Austin (eLearning)
 - Accessibility Equipment for Everyday Class & Presentations: Sheena Davis (Occupational & Life Skills)
 - GPS Player Tracking (Playertek): Eduardo Millan (Athletics)
 - The Effect of Rising Water Temperatures on Salmon Microbiome: Reza Forough (English)
 - Post-Graduation Support Training Program for Students with Barriers to Employment: Pilar Lopez (Workforce Development)

- ASC Advanced Computer for Tutoring: Jonathan Molinaro (Academic Success Center)
 - Video Production for Guided Pathways: Anastasia Whitaker (Center for High School Programs)
- The BCF continues to plan the annual fundraising breakfast, which will be held on April 22 at the Meydenbauer Center.
- The BCF has spent significant time working on strategy this year. They will vote on an updated mission statement at their next meeting.
- Chesemore thanked the trustees for attending BFC meetings.

D. Student

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

- ASG has conducted interviews for the positions of public relations representative and social responsibility representative. Positions will be offered to candidates soon.
- As some students on the North campus feel disconnected from the services and resources of the main campus, Tshimanga has spent time meeting with a student from the North campus to discuss possibilities, for themselves and others, to join the main campus.
- Tshimanga will be meeting with the Vice President of Administrative Services to discuss the Meals with Meetings Policy and how it affects student organizations.
- ASG is currently working to meet with all student organizations to discuss and solicit feedback on changes brought by ASG.
- Students from ASG will be touring the Student Success Center in the next week.
- The Associate Vice President of Student Affairs will be invited to present on Student Affairs initiatives related to student success and student life.

IV. **FIRST READ ITEMS**

A. Policy 6150, Serving Alcoholic Beverages on Campus

Dennis Curran, Vice President of Administrative Services, presented the revision to Policy 6150. The policy revision 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.

- Trustee Fukutaki asked if it would be more appropriate for the Vice President of Administrative Services to be the approval authority in this policy, rather than the Provost. Curran noted that it is important for approval to be outside of his division.
- Trustee Dietzel asked which policy governs alcohol use in student housing and if the college is prepared to keep Running Start students safe and secure when they are on campus.

B. Tenure Candidate Review

Kristen Jones, Provost, reported eight candidates recommended for tenure this year and one candidate recommended for a fourth year. Jones stated she will answer any questions in executive session.

V. **INFORMATION ITEMS**

A. Program Highlight: Math Redesign (Corequisites)

Andria Villines, Senior Associate Professor and Mathematics Department Chair, presented on the Bellevue College Mathematics Department redesign efforts including corequisites. The national and Bellevue College data make a strong case for the success of corequisite classes in both increasing overall student completion of college level math and in 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 and was successful 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.

- Trustees Fukutaki asked if the college needs additional resources for corequisites. Villines responded that the Math Department will take any resources offered.
- Trustee Fukutaki asked if the college is turning away students from taking math in the first year due to a lack of classroom space and/or instructors. Villines said students are turned away only from taking math classes during popular times: there is still availability for afternoon and night math classes. Villines also noted that more classrooms available at popular times for math classes would be helpful.
- Trustee Dietzel asked when the corequisites would begin. Villines responded that implementation would be 2021 for the first course and 2024 for the second course. Trustee Dietzel is concerned this may be slow.
- Trustee Dietzel asked if the corequisite model is utilized anywhere else on campus and if lessons learned there may be applied to the math courses. Provost Jones responded that the English program is using a corequisite model with evidence that it is successful.
- Trustee Heu-Weller stated her expectation that the college examines this data by race. Villines confirmed the data is examined by race.

B. Annual Report: Information Technology Services (ITS)

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

- Trustee Fukutaki asked if technical standards currently exist or if ITS will be developing the standards. Harrison responded that there have been loose standards in place, but his team will be working to develop more extensive standards across the campus.

- Trustee Fukutaki asked how the college's focus on sustainability affects printers. Harrison responded that his team is working on consolidating printers and lowering the total number on campus. ITS is also looking at ways in which copiers on campus can be more efficient.
- Trustee Dietzel asked who is responsible for ctcLink and TargetX integration. Harrison clarified he oversees those systems.
- Trustee Heu-Weller asked how many people are under the umbrella of ITS and to what extent ITS plans to automate to scale to the work load at the college. Harrison responded that his division has approximately 50 employees. ITS currently remotes into computers and uses knowledge-based articles to point individuals to self-help. The team will be looking at ways to automate further as they move forward.
- Trustee Dietzel recognized Harrison and the ITS team for the cybersecurity awareness campaign in October.

C. Winter Enrollment Report

Jones presented the winter enrollment report. Compared to 2018-19 annual enrollment is declining. Quarterly data show that enrollments were down substantially in Summer and down slightly in Fall and Winter. Disaggregated data shows: a) allocation eligible enrollment continues to decline; b) Running Start enrollments are up about 4% over last year; c) enrollment in bachelor's classes (300-level+) is about even with last year; d) international student enrollment outside of English Language Institute (ELI) is down, but in Winter it is about even with last year; e) ELI enrollments were down in Winter and Summer, about even with last year in Fall; and f) Career Education Options (CEO) enrollments have grown in each quarter, and are up about 13% versus last year. The Cabinet has a sense of urgency in addressing declining enrollment.

- Trustee Dietzel expressed an interest in enrollment and completion data being reported in the future.
- President Weber shared that future data will be broken down by race/ethnicity.

VI. **PRESIDENT'S REPORT**

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

- Several Bellevue College Cabinet members are participating in the Microsoft Campus Connections Summit this week.
- The Cabinet is working on putting together a list of corporate partnerships which will be shared with the Board in the future.
- A tour of the Student Success Center will be scheduled for the trustees.

VII. **BOARD REPORTS**

Trustee Dietzel attended a recent Bellevue Chamber of Commerce event which featured President Ana Mari Cauce of the University of Washington (UW). President Cauce complemented Bellevue College on two fronts. First, she indicated that Bellevue College is the largest feeder school to UW. Second, she publicly stated that the quality of Bellevue College students is as good or better than students that are native to UW. Trustee Dietzel thanked the faculty and staff of the college for working toward those outcomes.

VIII. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

There was no unscheduled business or community testimony.

IX. **EXECUTIVE SESSION**

At 4:45 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 5:45 PM, Chair Fukutaki announced there would be a 20 minute extension to the executive session. The Board returned to regular session at 6:05 PM.

X. **ADJOURNMENT**

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 6:05 PM.

Richard G. Fukutaki, Chair
Board of Trustees

ATTEST:

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



REGULAR MEETING AGENDA ITEM

SABBATICAL LEAVE AUTHORIZATION FOR THE 2020–21 ACADEMIC YEAR

☐ INFORMATION

☒ FIRST READ

☐ ACTION

Description

The purpose of a Sabbatical Leave shall be to improve the professional skills of the faculty member through study, research, and creative work. The College will receive direct benefit of such an experience through the increasing effectiveness of those persons participating in a professional leave program.

Key Questions

- * What is the purpose of sabbatical leave?
- * How many faculty members have applied for sabbatical leave for the 2020–2021 year?
- * What is the Board of Trustees' role in the sabbatical leave process?
- * How have sabbatical leaves been affected by ongoing budget constraints?

Analysis

The Sabbatical Leave Committee received requests from 10 faculty members for sabbatical leave, to occur during the 2020–21 academic year. The Sabbatical Leave Committee met in February to review and rank the proposals and is recommending the requested leaves for all 10 individuals totaling 6.00 FTEF. The Office of Human Resources has provided the committee with the FTE replacement cost for these sabbaticals. This information, along with the committee's recommendation, has been forwarded to the President.

The Board of Trustees has committed, through the Negotiated Agreement, to make "every reasonable effort to grant at least 5 FTE Sabbatical Leaves annually; provided that at least that number of applicants have applied and are ranked by the Sabbatical Leave Committee..." (Article 22, Section 3.6). The number of leaves granted is subject to fiscal and budget constraints and also the calculation of potential cost of replacement.

Last year eight faculty members submitted applications for sabbatical leaves during the 2019–20 academic year. The President recommended that the Board of Trustees grant sabbatical leaves for these eight individuals for a total number of quarters equivalent to 6.00 FTEF. The replacement cost was \$224,198 for the 2019–20 academic year.

The Acting President's recommendation on sabbatical leave requests will be presented to the Board of Trustees as an action item in April.

Background/Supplemental Information

Summary of Sabbatical Leave Requests for 2020–21.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII receives information about sabbatical leave requests as a future action item.

Prepared by: Dr. Kristen Jones, Provost for Academic & Student Affairs
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SUMMARY OF SABBATICAL LEAVE REQUESTS FOR 2020–21

ARON SEGAL, Senior Associate Professor (Social Science — Accounting Transfer)

Aron has served at Bellevue College for eight years. This is his first application for sabbatical leave, and he is requesting one quarter. During his leave, Aron plans to “return to industry” at a public accounting firm. He anticipates that this could serve the students of Bellevue College, both through his gaining a better understanding of best practices and using it to teach students, and by forming stronger relationships with an industry that will potentially employ many future students of Bellevue College. During this time, he also plans to work on developing Open Educational Resources of accounting courses. Aron believes that the current curriculum model reflected in accounting textbooks does not align with Bellevue College’s culture of sustainability, and he also wants to make materials more accessible to students.

DANIEL BEERT, Senior Associate Professor (Arts & Humanities — Interior Design)

Dan joined the Bellevue College full-time faculty in 2002 with seven years university teaching experience and ten years of interior design practice. He developed the visual presentation curriculum at both schools, offering students both traditional and digital design communication skills. In his program chair role, he was instrumental in developing and implementing the BAA in Interior Design, and in shepherding the program through a ten-year period of sustained success and enrollment growth – including leadership and advocacy for the upcoming transdisciplinary innovation building. In recent years, Dan has strengthened the design drawing and visual communication curriculum, created a successful study abroad program in Italy, and developed his creative abilities and contacts through a prior sabbatical. The proposed one-quarter sabbatical will build on these activities; further develop creative-artistic abilities through workshops, private lessons, and travel; explore potential locations for new study abroad opportunities; and provide case study research of a historic drawing workshop site in France.

FRANK LEE, Full Professor (Science — Engineering)

Frank has been Engineering Sciences program chair since 1990 (30 years), maintaining curriculum currency, student advising and adjunct faculty mentoring. In the early 2000s, Frank was active in faculty leadership, serving four years as a faculty association officer including two years as president. During 2014-2016, Frank was the site Principal Investigator for Bellevue College as part of a joint University of Washington grant titled “Consortium to Promote Reflection in Engineering Education (CPREE)”. In addition, Frank was head coach of BC’s women’s soccer team for three seasons (Go Bulldogs!). Frank plans to interact with local engineering companies to: survey the important characteristics employers seek in engineering students graduating from college and consider how to strengthen those characteristics in BC students; build ties such as company tours, student mentors, guest speaker visits; and evaluate how to incorporate the current skills used by practicing engineers into BC engineering courses.

J. ENGEL SZWAJA-FRANKEN, Associate Professor (Arts & Humanities — Spanish)

Engel joined BC in 2014. He has taught all levels of Spanish here, including developing a Spanish for Heritage Speakers course, as well as English composition and French, and he currently

Summary of Sabbatical Leave Requests for 2020–21

serves on the BCAHE Executive Council. He is active in the field of Latin American literature, and regularly presents his work at conferences. Climate change and sustainability have been key themes in his teaching in the English department. He intends to use the sabbatical leave period to develop materials on climate justice in Latin America for use in BC's first-year Spanish courses. These materials will use authentic texts and videos in Spanish adapted for the level of our students. In addition, Engel plans to conduct archival research on post-revolutionary Mexican literature in Mexico City's Hemeroteca Nacional to support the research project he has developed over the last ten years with the aim of publishing journal articles.

JEN ANDERSON, Senior Associate Professor (Arts & Humanities — Communication Studies)

Jen has been teaching at Bellevue College since the fall of 2007. Jen teaches a variety of 100 and 200-level Communication Studies courses, as well as 300-level courses in the Interior Design and Health Care BAS Programs. In addition to teaching, Jen is the Faculty Development Coordinator in the Faculty Commons. Jen designed the Developing Instructor Academy which offers three strands of 8-week workshops focusing on the Nuts and Bolts of College Teaching, Student Engagement, and Transparent and Relevant Assessment. Since earning tenure in 2015, Jen has served on 5 Tenure Evaluation Subcommittees and is active on the ATD Faculty Development Team. Jen is interested in using her time on sabbatical to dive deeper into the "soft skills" employers want in their new hires and find a way to creatively enhance those skills for our students through project-based and problem-based learning strategies as well as community engagement in the classroom. She also wants to develop faculty workshops around the intentional integration and reflection of those skills in their courses.

JUDITH PAQUETTE, Full Professor (Social Science — Accounting Transfer)

Judith Paquette has been at Bellevue College for 22 years, first as an adjunct (1998-2002) and full time since fall 2002. She served as Business Transfer program chair for ten years, stepping down this past year. Her initiatives have included co-founding the Business Leadership Community in 2004 (a student lead organization, which hosts 18 events per year, significant governance work, and outreach to universities and the community). Judith hopes to use her sabbatical to gain hands on experience with a non-profit such as Startup425, which supports and trains underserved, nontraditional small businesses in business concepts. Judith also hopes to volunteer for a non-profit, Threads for Tomorrow, in Mexico, helping them create an accounting/bookkeeping system. She plans to take elements of these experiences to create more inclusive and diverse case studies for her business students, which traditional second year business curriculum typically overlooks.

RICARDO REYES CHAVEZ, Associate Professor (Science — Mathematics)

Ricardo has served seven years teaching mathematics at Bellevue College. Ricardo would like to focus on how he teaches and conducts his math course. Currently, he mainly uses traditional methods which he is of the opinion, are not appropriate for the 21st century commuter student. Ricardo believes traditional methods to teaching and managing a mathematics course have poor return on investment for the time Ricardo spends grading assignments and assessments; time in class can be better spent on practice rather than introducing theory.

Summary of Sabbatical Leave Requests for 2020–21

Ricardo plans to spend his sabbatical researching different modes of assessment to apply to his courses so that they become more equitable for his students' diverse learning styles. Ricardo has a vision and ideas he has gathered these past seven years of the ideal way for conducting a math course. His concepts will require a large number of hours to develop an improved process. The innovations he wishes to implement will also open more time to devote to serving his department and the college in governance.

TIM JONES, Full Professor (Social Science — Political Science)

Tim has taught at BC for 12 years. He chaired the Political Science and International Studies programs for six years and the Interdisciplinary Studies program for three years, and he currently leads the Tenure Mentoring Program. Tim has advised the award-winning Model United Nations program for ten years and the Civil Rights Pilgrimage program for six years. Notably, Tim won the Lockwood Distinguished Faculty Award in 2016. During his proposed year-long sabbatical, Tim intends to get more involved civically. Specifically, he intends to volunteer for one or more campaigns related to the 2020 election and to get more involved with Project Pilgrimage, which builds interracial and intergenerational community in the Puget Sound area. Tim intends to bring these experiences back to the classroom and he is hopeful that they will lead to more experiential learning opportunities for BC students. Finally, during his proposed sabbatical, Tim also intends to put more time and energy into his research.

TONYA ESTES, Full Professor (Arts and Humanities — Basic & Transitional Studies)

After 16 years as an adjunct ESL instructor in our CTC system, Tonya joined Bellevue College in 2009 as a full-time faculty member in the Adult Basic Education/High School Completion program. From 2009-2016, she was the Chair of ABE/HSC and chaired I-BEST for two of those years. In 2011, she led a project on transforming pre-college education, which included faculty from Math, English, and ESL. In 2012 and 2013, she was instrumental in bringing the 40-hour FELI (Faculty Experiential Learning Institute) to campus, in which over 50 staff and faculty participated. In 2017, she became the Chair of the Faculty Commons, and was recently offered a 3-year extension through 2023. The Faculty Commons is uncommon in higher education. There is no literature on best practices for faculty to facilitate multiple-session workshops, and no colleges in the state follow BC's model. To increase the efficacy of offerings, Tonya plans to use one quarter of sabbatical leave to continue researching and creating an improved process for training and supporting faculty to develop and facilitate workshops.

WILLIAM RUSSELL PAYNE, Full Professor (Arts and Humanities — Philosophy)

Russ has taught philosophy at Bellevue College for 20 years, full-time since around 2004. Russ has served as the Philosophy Program Chair for over a decade and expects to for some while yet. He has also been active in governance serving recently on the Tenure Review Committee and currently as the Faculty Assessment Coordinating Team (FACT) representative Arts and Humanities. Several years ago, Russ authored an open source Introduction to Philosophy which he's been teaching successfully for several years. That experience along with ongoing developments in pre-dominate student learning styles, has suggested a round of revisions and some new features could benefit students substantially. He plans to use a quarter of sabbatical leave during spring 2021 to consolidate updates for his Introduction and to renew his study of Eastern Philosophy in anticipation of taking over Bellevue College's Eastern Philosophy course in a few years.



REGULAR MEETING AGENDA ITEM

TENURE CANDIDATES

☐ INFORMATION

☐ FIRST READ

☒ ACTION

Description

A recommendation from the Tenure Review Committee concerning nine tenure candidates has been submitted to the Board of Trustees, 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.”](#) On the basis of this recommendation and in accordance with the provisions of the Agreement, it is the recommendation of the President and the Tenure Review Committee that eight of the faculty candidates listed below be granted tenure and one be granted a three-quarter extension of the probationary period.

Key Questions

- * Has the third-year probationary tenure candidate fulfilled all the necessary responsibilities as described in Article 24 of the faculty contract as part of the process of receiving tenure?
- * Has the Tenure Review Committee thoroughly reviewed the required documents as described in the tenure guidelines, and deliberated the merits of each probationary candidate?
- * As a result of their deliberations, has the Tenure Review Committee recommended an extension of probationary status for any of the candidates?
- * Has the pertinent documentation for all nine candidates been made available for review by the Board of Trustees?

Analysis

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.

The tenure process at Bellevue College involves four levels:

- 1) The Tenure Evaluation Subcommittee (TES) gathers information, mentors the candidate, and prepares the tenure document.
- 2) The Tenure Review Committee (TRC), including six faculty members elected by the faculty at large, reviews the documentation prepared by the TES to ensure that similar 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 recommendation of the TES is sound.
- 3) The College President, after reviewing the recommendations of the TRC, submits those recommendations and accompanying materials, along with his/her own recommendation, to the Board of Trustees.
- 4) Finally, the Board of Trustees, giving serious consideration to the recommendation of the President and the TRC, decides to grant or not grant tenure or extend the probationary period. During the first two years of candidates' employment, the President uses the recommendation of the TRC to decide whether or not to continue the probationary period.

Required documents have been gathered by the TES and the tenure candidates that provide evidence that the process described above has been strictly followed.

Background/Supplemental Information

An electronic notebook in .pdf format has been assembled regarding the tenure candidates, and all pertinent documents for each case has been 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

Recommendation: that the Board of Trustees of Bellevue College hereby grants a fourth probationary year to Sara Farag, Science (Computer Science), in that all conditions required by RCW 28B.50.852 for advancement to a fourth year have been met.

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2020–21 academic year to Grady Blacken, Science (Chemistry).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2020–21 academic year to Marie Brissette, Arts and Humanities (Adult Basic Education/I-BEST).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2020–21 academic year to Kelli Callahan, Social Science (Criminal Justice).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2020–21 academic year to Lela Holden, Health Sciences, Education and Wellness Institute (Nursing).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2020–21 academic year to Mark Mappala, Arts and Humanities (Interior Design).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2020–21 academic year to Tatiana Mihaylova, Science (Mathematics).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2020–21 academic year to Heidi Richter, Science (Biology).

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure for the 2020–21 academic year to Alexa Serrato, Science (Mathematics).

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



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 designee](#)~~president 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 ~~State~~ [Liquor 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 Cabinet~~[Board of Trustees](#)

6150 SERVING ALCOHOLIC BEVERAGES ON CAMPUS

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Policy Contact: Vice President, Administrative Services

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REVISION HISTORY

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

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

ANNUAL REPORT: HUMAN RESOURCES

☒ INFORMATION

☐ FIRST READ

☐ ACTION

Description

The Office of Human Resources encompasses multiple HR functions within four primary service areas: Benefit Services, Employment Services, Pay and Position Services, and Training and Development. HR provides expertise, consultation, and service to meet the needs of our employees and operations across the institution. HR, in collaboration with the BC community, advance College efforts to attract, select, retain, develop, and engage excellent faculty and staff.

The year 2019 brought many changes to the Office of Human Resources. With new leadership, HR took concerted efforts to review and adjust how the Division did business to meet the needs of the BC Community. HR successfully accomplished a number of important projects, which are detailed in the presentation slides.

Looking forward to 2019-2020, there are a number of exciting opportunities on the horizon. HR is focused on improving a number of strategic areas that have wide-reaching impact on the College. Objectives and Key Results (OKRs) are in the presentation 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, HR achieved a number of key accomplishments. Most significant was the full re-design of BC recruitment and selection process; launch of staff learning programs, including supervisory excellence; full re-design of case management; and significant HR compliance audits. In the

coming year (2019-2020), HR will continue to improve processes to become better positioned to support College initiatives, as well as the priorities of faculty, staff, and students.

Background/Supplemental Information

A PowerPoint presentation will be included.

Prepared by: Suzette Yaezenko, Vice President of Human Resources
Suzette.Yaezenko@bellevuecollege.edu



REGULAR MEETING AGENDA ITEM

ACHIEVING THE DREAM (ATD) STUDENT SUCCESS QUARTERLY REPORT

☒ INFORMATION

☐ FIRST READ

☐ ACTION

Description

ATD provides the framework for Bellevue College's student success initiative with the goal of eliminating achievement gaps by race and ethnicity. We have identified three institutional measures by which we will measure our success:

- 3 year completion and transfer rate
- Fall to fall retention/persistence rate
- Percentage of students completing college level math in their first year

The presentation will include an update on the progress that has been made on ATD initiatives since the October 2019 report. In addition, a three year review of institutional metric data will be shared and data being collected for our leading indicators will be discussed.

Key Questions

- What has been accomplished since October 2019?
- What data are we using to measure our progress?

Analysis

Workgroups were formed around BC's three ATD strategies – Integrated Student Supports, Guided Pathways, and Faculty Professional Development. Significant work has been completed and achievable goals have been set for the coming year. The workgroups are making progress on our goals for 19-20. In addition, we are implementing processes for tracking our leading indicators and have determined a baseline for our institutional metrics.

Background/Supplemental Information

A PowerPoint presentation will be shared as part of the presentation.

Recommendation/Outcomes

The Board of Trustees will learn about BC's student success initiatives and how we measure our success.

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