



BELLEVUE  
COLLEGE

# BOARD OF TRUSTEES

COMMUNITY COLLEGE DISTRICT VIII



REGULAR MEETING

APRIL 22, 2020





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**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, April 22, 2020. The business session will begin at approximately 10:15 AM. In accordance with Governor Inslee's Amended Proclamation 20-25, Stay Home-Stay Healthy, this meeting will be conducted virtually. The meeting will be accessible to the public via Zoom. A telephone line will also be available. Richard Fukutaki, Chair, will preside.

**Meeting Call-In Details:**

Please click the link to join: <https://bellevuecollege.zoom.us/j/96194186616>

Or iPhone one-tap: +13462487799, 96194186616# or +16699006833, 96194186616#

Or dial in by telephone: +1 253 215 8782    Webinar ID: 961 9418 6616

International numbers available: <https://bellevuecollege.zoom.us/u/asz141XiZ>

**Providing a Public Comment:**

Students, faculty, staff, and community members may provide remarks to the Board during the "Public Comment" period of the meeting. All public comments are limited to two minutes. It is not the practice of the Board to respond directly to questions or comments during this portion of the meeting. There are two ways to provide public comment during this meeting:

- Provide your two-minute comment to the Board by accessing the meeting via the Zoom link or dialing the phone number listed above. You can indicate you want to provide a public comment by a "raised hand" within the Zoom meeting. To raise your hand when accessing the meeting by computer, click "Raise Hand" in your Zoom control bar. To raise your hand when accessing the meeting by telephone, enter \*9. Meeting attendees who indicate they want to provide a public comment will be unmuted one at a time to provide their comment to the Board.
- Email a written comment to [boardoftrustees@bellevuecollege.edu](mailto:boardoftrustees@bellevuecollege.edu) by 9:30 AM on Wednesday, April 22, 2020. All written comments will be shared with the trustees.

**AGENDA**

**9:30 AM      EXECUTIVE SESSION**

The Board will be meeting in executive session to evaluate the performances of public employees and qualifications of applicants for public employment, to discuss goals for

evaluation of the President, and to discuss matters with legal counsel regarding potential litigation and collective bargaining.

10:15 AM BUSINESS SESSION

- I. Call to Order
- II. Consent Agenda
  - A. Approval of Agenda for April 22, 2020
  - B. Approval of Meeting Minutes for February 29, 2020; March 1, 2020; and March 4, 2020

10:20 AM III. First Read Items

- A. Off-Cycle Tenure Candidate
- B. College Budget

Viens  
Craswell & Curran

10:45 AM IV. Action Items

- A. Sabbatical Candidates
- B. Interim President Profile
- C. Interim President Finalists

Viens  
Fukutaki  
Fukutaki

11:00 AM V. Board Report

11:05 AM VI. Public Comment

Adjournment

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



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

A special meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on February 29, 2020 at 3000 Landerholm Circle SE, Bellevue, WA 98007. Richard Fukutaki, Chair, presided.

**MINUTES**

The executive session was called to order at 12:00 PM.

**I. EXECUTIVE SESSION**

At 12:00 PM, Chair Fukutaki announced there would be an executive session for approximately 90 minutes to evaluate the performances of public employees and discuss matters with legal counsel regarding potential litigation. At 1:30 PM, Chair Fukutaki announced there would be a 60-minute extension to the executive session. At 2:30 PM, Chair Fukutaki announced there would be a 30-minute extension to the executive session. At 3:00 PM, Chair Fukutaki announced there would be a 30-minute extension to the executive session. The executive session adjourned at 3:30 PM.

The business session was called to order at 3:31 PM.

**II. ROLL CALL**

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

**III. AGENDA**

Trustee Chin made a motion to approve the agenda. Trustee Leigh seconded. The motion passed unanimously. Agenda (February 29, 2020) approved.

**IV. UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

Cora Nixon, staff member at Bellevue College, made a public comment about the Never Again is Now art installation.

Maya Laku, student at Bellevue College, made a public comment about the Never Again is Now art installation.

Sajonna Sletton, faculty member at Bellevue College, made a public comment about the Never Again is Now art installation.

**V. EXECUTIVE SESSION**

At 3:42 PM, Chair Fukutaki announced there would be an executive session for approximately 45 minutes to evaluate the performances of public employees and discuss matters with legal counsel regarding potential litigation. At 4:30 PM, Chair Fukutaki announced there would be a 30-minute extension to the executive session. At 4:58 PM, Chair Fukutaki announced there would be a 20-minute extension to the executive session. At 5:20 PM, Chair Fukutaki announced there would be a 30-minute extension to the executive session. The Board returned to regular session at 5:53 PM.

VI. **ADJOURNMENT**

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 5:53 PM.

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Richard G. Fukutaki, Chair  
Board of Trustees

ATTEST:

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



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

A special meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on March 2, 2020 at 3000 Landerholm Circle SE, Bellevue, WA 98007. Richard Fukutaki, Chair, presided.

**MINUTES**

The business session was called to order at 10:00 AM.

**I. ROLL CALL**

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

**II. AGENDA**

Trustee Heu-Weller made a motion to approve the agenda. Trustee Dietzel seconded. The motion passed unanimously. Agenda (March 2, 2020) approved.

**III. PRESS CONFERENCE**

The trustees participated in a press conference to address the recent defacement to an art installation on campus.

**IV. EXECUTIVE SESSION**

At 10:30 AM, Chair Fukutaki announced there would be an executive session for approximately 60 minutes to evaluate the performances of public employees and discuss matters with legal counsel regarding potential litigation. The executive session adjourned at 11:30 AM.

The business session was called to order at 11:31 AM.

**V. UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

Benayah Israel, staff member at Bellevue College, made a public comment about racism and inter-racism.

Amanda Tromba, student at Bellevue College, made a public comment about the leadership changes at the college.

Marqaez Johnson, student at Bellevue College, made a public comment about space on campus for student affinity groups.

Samuel Brit, student at Bellevue College, made a public comment to ask questions of the Board.

Levy Heder, student at Bellevue College, made a public comment to ask questions of the Board.

Teresa Descher, staff member at Bellevue College, made a public comment about healing for the college.

VI. **ADJOURNMENT**

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 12:25 PM.

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Richard G. Fukutaki, Chair  
Board of Trustees

ATTEST:

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





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**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 March 4, 2020 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, Kristen Jones, and Bruce Marvin were present.

**II. CONSENT AGENDA**

Chair Fukutaki amended the agenda to add two action items related to leadership changes (Resignation of President Jerry Weber and Appointment of Acting President) and table two information items (Human Resources Annual Report and Achieving the Dream Student Success Quarterly Report). Trustee Chin made a motion to approve the agenda. Trustee Dietzel seconded. The motion passed unanimously. Agenda (March 4, 2020) approved.

Trustee Leigh made a motion to approve the meeting minutes. Trustee Heu-Weller seconded. The motion passed unanimously. Meeting minutes (January 29, 2020 and February 5, 2020) approved.

**III. EXECUTIVE SESSION**

At 2:08 PM, Chair Fukutaki announced there would be an executive session for approximately 15 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. The Board returned to regular session at 2:19 PM.

Chair Fukutaki made the following announcements:

- We must all be mindful of our health. This is a great time to incorporate the Japanese bow into our greetings.
- This is a time to celebrate the faculty members who will be granted tenure today.
- We should also show patience and grace to Dr. Kristen Jones in her new leadership position as acting president.
- We should learn a lesson from the student affinity groups, especially from the Black Student Union. We should use this opportunity to see students as role models to create open dialogue about coming together as a campus.

#### IV. **CONSTITUENT REPORTS**

##### A. Faculty

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

- Elections for the BCAHE president have concluded and Nightingale was once again elected president.
- Nightingale is excited to hear from the tenure candidates in today's meeting.

##### B. Foundation

The Foundation report was provided by Rebecca Chawgo, Executive Director of the Bellevue College Foundation (BCF).

- Scholarship applications are due March 9.
- Applications for Lockwood Grants have closed and the committee has begun the review process.
- The Ribbon Cutting Ceremony for the new Student Success Center will be on April 8.

##### C. Student

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

- ASG has been working on the student and activities (S&A) allocation fee over the past week. Tshimanga expressed concern that some areas at the college are demonstrating a sense of entitlement to student fees, which college programs and organizations should begin moving away from. An open forum will be held to discuss and answer questions about S&A before the appeals process.
- Tshimanga is scheduled to meet with affinity groups delegates to discuss temporary measures to ensure students will have space in Student Programs to spend time and socialize. A meeting will soon be held with students to discuss space in Student Programs and some projects that ASG might be considering.
- Tshimanga announced, "We were saddened by the mural defacement and we stand in solidarity with all the students and faculty that were affected by this incident."

##### D. Classified

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

- Professional Development Day, held on February 17, was "super." Turnbull commended the planners and organizers for their great job.
- There is acute awareness of COVID-19 in the library, specifically in dealing with limited supplies. Turnbull requested that the trustees and administration be aware of the impact

a closed campus would have on classified employees as some individuals cannot afford to work from home.

V. **FIRST READ ITEMS**

A. Sabbatical Candidates Review

Rob Viens, Associate Vice President of Academic Affairs, presented the sabbatical candidates for 2020-2021. 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.

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.

VI. **ACTION ITEMS**

A. Resignation of President Jerry Weber

Chair Fukutaki announced that Bellevue College President Jerry Weber submitted a written notice of resignation to the Board of Trustees and requested that his resignation become effective upon Board approval, which includes approval of a resignation agreement submitted with his resignation. Chair Fukutaki read the resignation statement submitted by Dr. Jerry Weber.

Motion 06.20

It was moved by Trustee Chin and seconded by Trustee Dietzel that the Board of Trustees of Community College District VIII hereby approve the resignation and resignation agreement submitted by Dr. Jerry Weber.

The motion passed unanimously.

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B. Appointment of Acting President

Chair Fukutaki noted that the authority and obligation to employ the president of the college rests with the Board of Trustees under Bellevue College Policy 1000 and RCW 28B.50.140. Chair Fukutaki called for the Board to immediately appoint an acting president to guide the college until such time as an interim President can be identified and appointed.

Motion 07.20

It was moved by Trustee Heu-Weller and seconded by Trustee Dietzel that the Board of Trustees of Community College District VIII hereby appoint Dr. Kristen Jones as acting president for Bellevue Collect at a salary of \$273,261.

The motion passed unanimously.

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Acting President Kristen Jones read the resignation statement submitted by Dr. Gayle Barge who resigned from her position as vice president of institutional advancement.

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#### C. Policy 6150, Serving Alcoholic Beverages on Campus

##### Motion 08.20

Trustee Dietzel motioned for the Board of Trustees of Community College District VIII to approve revisions to Policy 6150: Serving Alcoholic Beverages on Campus. Trustee Leigh seconded this motion.

The motion passed unanimously.

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#### D. Tenure Candidates

##### Motion 09.20

Trustee Dietzel motioned 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. The motion was seconded by Trustee Chin.

The motion passed unanimously.

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##### Motion 10.20

Trustee Chin motioned that the Board of Trustees of Bellevue College hereby grants tenure for the 2020-21 academic year to Grady Blacken, Science (Chemistry). The motion was seconded by Trustee Heu-Weller.

The motion passed unanimously.

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##### Motion 11.20

Trustee Heu-Weller motioned 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). The motion was seconded by Trustee Leigh.

The motion passed unanimously.

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Motion 12.20

Trustee Leigh motioned that the Board of Trustees of Bellevue College hereby grants tenure for the 2020-21 academic year to Kelli Callahan, Social Science (Criminal Justice). The motion was seconded by Trustee Dietzel.

The motion passed unanimously.

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Motion 13.20

Trustee Dietzel motioned 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). The motion was seconded by Trustee Chin.

The motion passed unanimously.

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Motion 14.20

Trustee Chin motioned 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). The motion was seconded by Trustee Heu-Weller.

The motion passed unanimously.

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Motion 15.20

Trustee Heu-Weller motioned that the Board of Trustees of Bellevue College hereby grants tenure for the 2020-21 academic year to Tatiana Mihaylova, Science (Mathematics). The motion was seconded by Trustee Leigh.

The motion passed unanimously.

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Motion 16.20

Trustee Leigh motioned that the Board of Trustees of Bellevue College hereby grants tenure for the 2020-21 academic year to Heidi Richter, Science (Biology). The motion was seconded by Trustee Dietzel.

The motion passed unanimously.

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## Motion 17.20

Trustee Dietzel motioned that the Board of Trustees of Bellevue College hereby grants tenure for the 2020-21 academic year to Alexa Serrato, Science (Mathematics). The motion was seconded by Trustee Chin.

The motion passed unanimously.

## VII. **INFORMATION ITEMS**

### A. Human Resources Annual Report

This report was tabled until a future meeting.

### B. Achieving the Dream Student Success Quarterly Report

This report was tabled until a future meeting.

## VIII. **PRESIDENT'S REPORT**

Kristen Jones, Acting President of Bellevue College, emphasized her appreciation of the faculty and students who organized the remembrance event on March 3.

## IX. **BOARD REPORTS**

Trustee Leigh reported he was asked to speak to the Business Leader Community and really enjoyed his time. He noted that he was both inspired and excited by the next generation here on campus and in the community.

Trustee Johnson reported she recently attended the National Legislative Summit in Washington DC and met with Senator Maria Cantwell, Representative Adam Smith, and Representative Kim Schrier where she advocated for FAFSA, Pell Grants, and early child learning centers.

## X. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

AJ Duxbury, staff member at Bellevue College, made a public comment about "Never Again is Now" and moving forward.

Bonnie Berry, staff member at Bellevue College, made a public comment about Achieving the Dream and closing equity gaps.

Teresa Descher, staff member at Bellevue College, made a public comment about students.

Abner Pagunuran, staff member at Bellevue College, made a public comment about recent events and moving forward.

Jim Sisko, faculty member at Bellevue College, made a public comment about student and activities fees defunding.

Mingzhen Wu, student at Bellevue College, made a public comment to the Board about Dr. Weber.

XI. **EXECUTIVE SESSION**

At 3:20 PM, Chair Fukutaki announced there would be an executive session for approximately 130 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. At 5:30 PM, Chair Fukutaki announced there would be a 15 minute extension to the executive session. The Board returned to regular session at 5:45 PM.

XII. **ADJOURNMENT**

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 5:45 PM.

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Richard G. Fukutaki, Chair  
Board of Trustees

ATTEST:

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



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## REGULAR MEETING AGENDA ITEM

### OFF-CYCLE TENURE CANDIDATE REVIEW

☐ INFORMATION

☒ FIRST READ

☐ ACTION

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#### Description

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

#### Third-Year Candidate Recommended for Tenure

Timothy Chang

Basic and Transitional Studies (BaTS)

#### 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.

In addition to the eight candidates granted tenure at the March 4, 2020 meeting of the Board of Trustees, there is one final candidate for this academic year. The candidate will be presented for Board action at the May 20, 2020 meeting. This candidate's tenure timeline is "off-cycle" by one quarter due to a selection effective winter quarter 2018. The candidate has participated in a rigorous tenure process as outlined in the college's tenure guidelines. A recommendation has been forwarded to the Board of Trustees and the President by the Tenure Review Committee (TRC) to grant tenure to the candidate listed above.

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 her/his 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 the tenure candidate, and all pertinent documents 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 May 20, 2020 meeting.

Prepared by: Dr. Robert Viens, Associate Vice President for Academic Affairs  
[rob.viens@bellevuecollege.edu](mailto:rob.viens@bellevuecollege.edu)



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## REGULAR MEETING AGENDA ITEM

### 2020-21 COLLEGE BUDGET

☐ INFORMATION

☒ FIRST READ

☐ ACTION

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#### Description

The Bellevue College Operating Budget for fiscal year 2020-21 is presented to the Board of Trustees for consideration of approval at their May 20, 2020 meeting. To assist the Board in considering the proposed budget, a comparison of the initial 2019-20 and the 2020-21 budget is provided.

Attachment 1: Proposed 2020-21 College Budget and Reserve Report.

Attachment 2: Operating Projection Model

#### Key Questions

- \* What is the 2020-21 college's budgetary plan for all funds, excluding Capital?

The fiscal year 2020-21 budget highlights

### Revenue

#### Tuition Rate Increase

- +2 % State Tuition
- +2 % Running Start

#### Enrollment Changes

- - 4 % State Enrollment (Including BAS programs)
- - 6 % International Enrollment (including ELI)
- +4 % Running Start Enrollment

### Expenses

#### Wages and Benefits

- +3 % COLA
- -3 % Classroom (AH)
- -10 % Lapsed Salaries Classified
- -15 % Lapsed Salaries Exempt

#### 2020-21 Changes

- Continued adjustment of Adjunct Salaries and Expense Lines
- 2.8 % reduction in classroom staffing (10 FTE)

- \$5 M commitment to Capital to refurbish old buildings
- \$2 M local funds dedicated to Innovation Projects

#### 2020-21 Limitations

- Reduced President's Contingency from \$2.8M to \$1.9M
- Adjustments to estimated State Allocation will require amendments to the presented budget

#### Annual Budget

Operating Funds	\$ 115,850,812
Proprietary Funds	\$ 20,534,777
Financial Aid Funds	<u>\$ 20,062,264</u>
<b>Total 2018-19 Annual Budget</b>	<b><u>\$ 156,447,853</u></b>

#### Reserve Funds

Contingency Fund (2%)	\$ 1,913,372
Operating Reserve (25%)	\$ 28,962,703
Proprietary Reserve	\$3,443,444
Debt Reserve	\$10,689,394
Student Housing Reserve	\$600,000
<b>Total Reserves</b>	<b><u>\$45,608,913</u></b>

#### Recommendation/Outcomes

That the Board of Trustees of Community College District VIII recommend the college budget plan, as proposed, for fiscal period 2020-2021 be approved at their next meeting. This recommendation of the budget includes the Board of Trustees authorizing:

- the College President to proceed with the **execution of the planned program**;
- the College President to **transfer funds** within the General Fund, or from local and other funds, to eliminate any cash deficit as required by RCW 43.88.2601, to **provide working capital, and to support approved projects** and activities;
- the **tuition and fee schedule** as established by law, by the State Board for Community and Technical Colleges, as implemented by the College President, and as listed in the College catalog;
- the College President to **accept allocation amendments** from the State Board for Community and Technical Colleges, to accept such grants and contracts as may be acquired during the budget period, and to report on such changes, at least quarterly, to the Board of Trustees;
- the **addition of staff and faculty positions** if necessary to carry out the College's programs; and
- the College President to determine **the fee schedule for contract courses** and programs.

Prepared by: Jim Craswell, Interim Executive Director of Finance & Auxiliary Services  
[Jim.Craswell@bellevuecollege.edu](mailto:Jim.Craswell@bellevuecollege.edu)

## Proposed Revenue Plan by Fund

Includes comparison to initial 2020-21 college budget

	2019-20		2020-21
	INITIAL BUDGET	Increase/(Decrease)	INITIAL BUDGET
<b>OPERATING FUND:</b>			
STATE ALLOCATION	\$40,596,255	\$2,888,015	\$43,484,270
LOCAL OPERATING	\$26,106,913	-\$2,415,459	\$23,691,454
DEDICATED LOCAL FUND	\$16,142,923	-\$34,474	\$16,108,449
GRANTS & CONTRACTS	\$30,327,087	\$2,239,552	\$32,566,639
<b>TOTAL OPERATING FUNDS:</b>	<b>\$113,173,178</b>	<b>\$2,677,634</b>	<b>\$115,850,812</b>
<b>PROPRIETARY FUNDS:</b>			
COMPUTER SERVICE FUND	10,001	\$0	10,001
PRINTING FUND	670,436	\$0	670,436
ASSOCIATED STUDENTS	3,486,772	-\$725,772	2,761,000
BOOKSTORE	2,453,937	-\$24,337	2,429,600
PARKING	2,844,967	\$0	2,844,967
FOOD SERVICES	2,319,086	\$115,115	2,434,201
OTHER AUXILIARY ENTERPRISES	4,360,740	\$597,453	4,958,193
HOUSING	4,420,033	\$6,346	4,426,379
<b>TOTAL PROPRIETARY FUNDS:</b>	<b>\$20,565,972</b>	<b>-\$31,195</b>	<b>\$20,534,777</b>
<b>FINANCIAL AID FUNDS:</b>			
GRANTS IN AID	11,053,708	\$283,000	11,336,708
STUDENT LOAN	7,500,000	\$0	7,500,000
STATE WORK STUDY	285,513	-\$9,957	275,556
FINANCIAL AID FUND	950,000	\$0	950,000
<b>TOTAL FINANCIAL AID FUNDS:</b>	<b>\$19,789,221</b>	<b>\$273,043</b>	<b>\$20,062,264</b>
<b>TOTAL ANNUAL REVENUE:</b>	<b>\$153,528,371</b>	<b>\$2,919,482</b>	<b>\$156,447,853</b>

2019-20 COLLEGE RESERVE REPORT	
	Reserve
<b>RESERVE FUND BALANCES</b>	
Contingency Fund (2% State Operating)	\$1,913,372
Operating Reserve 25%	\$28,962,703
Proprietary Reserve 25%	\$3,443,444
Debt Reserve	\$10,689,394
Student Housing Reserve	\$600,000
<b>TOTAL RESERVED</b>	<b>\$45,608,913</b>

Projection Model: Operations Revenue and Expenditures						
Fiscal Year	Budget 1920	Projected FY 1920	Budget FY 2021	Projected FY 2122	Projected FY 2223	Projected FY 2324
<b>Revenue</b>						
State Tuition	24,935,845	24,008,584	23,376,299	23,206,969	23,055,265	22,921,847
Excess Tuition						
International(With ELI)	9,554,155	10,464,167	10,130,988	9,933,207	9,739,607	9,550,091
Running Start	18,756,193	17,867,351	19,010,733	20,166,586	21,392,714	22,693,391
BAS Self-Support						
Other Student Fees & Grant Revenue	14,247,735	15,844,023	16,637,571	16,353,790	16,096,629	15,865,634
Operating Appropriation	40,596,255	42,142,913	43,484,270	45,060,338	45,961,545	46,880,776
Capital Approp- for Operating	590,300	590,300	590,300	590,300	590,300	590,300
Reimbursements other agencies\carryover	4,832,240	1,412,404	1,833,182	1,291,315	1,247,756	1,206,263
<b>Total Operating Revenue Sources</b>	<b>113,512,723</b>	<b>112,329,742</b>	<b>115,063,343</b>	<b>116,602,505</b>	<b>118,083,816</b>	<b>119,708,302</b>
% Change Over Prior Year	7%	6%	2.4%	1%	1%	1%
<b>Expenditures</b>						
<b>Total Wages</b>	<b>\$ 66,173,308</b>	<b>\$ 65,631,117</b>	<b>\$ 67,631,355</b>	<b>\$ 70,340,399</b>	<b>\$ 72,065,129</b>	<b>\$ 73,857,580</b>
Full-Time Faculty	16,724,516	16,644,416	18,088,303	18,234,103	18,744,658	19,269,508
Part-Time Faculty	18,124,443	17,979,680	18,086,383	18,158,334	18,444,890	18,759,357
Cost of Stipends	1,440,980	1,325,928	1,591,172	1,604,097	1,649,011	1,695,184
Exempt Salaries	16,902,109	13,946,809	17,296,997	17,896,629	18,397,735	18,912,871
Classified Salaries	14,048,515	12,896,079	15,254,735	14,875,130	15,291,633	15,719,799
Unfilled Positions Budget	(3,621,223)		(5,457,540)	(3,293,445)	(3,385,662)	(3,480,460)
Other Salaries	2,553,968	2,838,205	2,771,305	2,865,552	2,922,863	2,981,320
Benefits	23,209,186	21,751,298	24,091,971	24,443,497	25,176,801	25,932,106
Salary/Benefit Transfers	(592,473)	(497,621)	(986,585)	(986,685)	(986,685)	(986,685)
Goods & Services/ Personal Svcs	11,704,388	12,136,889	14,227,052	12,627,219	12,879,764	13,137,359
Student Services	2,431,743	2,001,544	2,615,192	2,082,406	2,124,055	2,166,536
Equipment, Furniture	3,779,431	2,114,431	3,441,336	2,709,854	2,764,051	2,819,332
Travel	537,919	606,354	525,358	630,851	643,468	656,337
Non Salary Transfers	(215,474)	394,167	(347,735)	389,969	397,768	405,724
Support from Innovation Fund Balance			(691,155)			
Reduction in Capital commitment			(297,125)			
Fund 1-time FY 1920	1,176,195			-	-	-
Student Success COP and other	1,108,500	1,108,500	1,108,500	1,108,500	1,108,500	1,108,500
<b>Total Expenses</b>	<b>109,312,723</b>	<b>105,246,679</b>	<b>111,318,164</b>	<b>113,346,010</b>	<b>116,172,851</b>	<b>119,096,788</b>
% Change Over Prior Year	10%	5%	5.8%	4%	2%	3%
<b>Operating Margin (No Depreciation)</b>	<b>4,200,000</b>	<b>7,083,064</b>	<b>3,745,179</b>	<b>3,256,495</b>	<b>1,910,965</b>	<b>611,514</b>
% Margin	4%	6%	3%	3%	2%	1%
Old Building Renovation Fund Contribution (5%)	2,000,000	5,262,334	3,745,179	5,667,301	5,808,643	5,954,839
<b>Net Operating Margin</b>	<b>2,200,000</b>	<b>1,820,730</b>	<b>0</b>	<b>(2,410,806)</b>	<b>(3,897,677)</b>	<b>(5,343,325)</b>
		1.6%	0.0%	-2.1%	-3.3%	-4.5%



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## REGULAR MEETING AGENDA ITEM

### SABBATICAL LEAVE AUTHORIZATION FOR THE 2020–21 ACADEMIC YEAR

☐ INFORMATION

☐ FIRST READ

☒ ACTION

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#### 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 final recommendation of the Sabbatical Leave Committee regarding sabbatical leave requests for the 2020–21 academic year?
- \* What is the Acting President’s recommendation regarding the granting of sabbatical leaves for the 2020–2021 academic year?
- \* What is the replacement cost for this recommendation?
- \* What is the Board of Trustees’ role in the sabbatical leave process?

#### Analysis

At the March 4, 2020 Board meeting, Board members were informed that the Sabbatical Leave Committee has received requests from 10 faculty members for sabbatical leaves during the 2020–21 academic year. The total number of quarters requested was equivalent to 6.00 FTEF.

The Board of Trustees has committed, through the Negotiated Agreement, to make “every reasonable effort to grant at least five (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.

The Sabbatical Leave Committee has ranked the 10 requests and submitted its recommendation to the Acting President. The Acting President recommends that the Board of Trustees grant 10 sabbatical leave requests equivalent to 6.00 FTEF, at the cost of \$245,984.94 for the 2020–21 academic year.

#### Background/Supplemental Information

Summary of Sabbatical Leave Requests for 2020–21.

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII concurs with the recommendation of the Acting President and authorizes sabbatical leaves equivalent to 6.00 FTEF, at the cost of \$245,984.94 for the 2020–21 academic year.

Prepared by: Dr. Rob Viens, Associate Vice President for Academic 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.



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## REGULAR MEETING AGENDA ITEM

### INTERIM PRESIDENT PROFILE

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#### Description

Rich Fukutaki, Board Chair, and Richard Leigh, Board Member, are leading the interim president search process for the Board of Trustees and began by gathering information from a broad variety of sources. It was important to learn from others how to conduct an expedited search for an Interim President. Toward that end, Trustees Fukutaki and Leigh spoke with the following groups and individuals:

- Washington State Board of Community and Technical Colleges (SBCTC)
  - Jan Yoshiwara
  - John Boesenberg
- Peer College Trustees – Two Colleges
  - Focused on Clark College which recently named their new President and went through a search for an Interim President a year ago
- Peer College Presidents – Four
  - Gained an outside perspective on the search and insight into possible candidates
- Former College Presidents – Three
  - Gathered additional information on the process as well as potential leads on candidates
- Search Firms and Human Resources
  - Collected information on how to expedite the search process

Concurrently, Trustees Fukutaki and Leigh met with a broad representation of the campus and the Acting President's direct reports. The purpose of these meetings was to discuss the needs of the campus over the next 12-14 months. For instance, which skills and experiences were considered to be most important and what could be accomplished during the interim timeframe. Groups and individuals included:

- President Cabinet Members
- Union Representatives
- College Assembly
- BC Foundation Board
- BC Staff & Faculty Affinity Group Leaders
- BC Students
- Community Members with current or past affiliation with the College

From these meetings, the position description for the Interim President was developed. The key priorities of the Interim President as identified by the College are to address diversity, equity and inclusion issues and opportunities and to ensure that the College continues to move forward with its critical initiatives and operations.

**Background/Supplemental Information**

The interim presidential profile is included on the next page.

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves the interim president profile.

Prepared by: Alicia Keating Polson, Executive Assistant to the President and Board of Trustees  
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# INTERIM PRESIDENT PROFILE

## OVERVIEW

As the largest college in the Washington State Community and Technical College system, the Bellevue College Board of Trustees seeks to hire an inspirational leader as Interim President. In this unprecedented time of turmoil and uncertainty, the Interim President will need to listen, learn quickly, and manage a range of staff, operational needs and financial resources.

## DESCRIPTION

The top priorities for this position are:

- Address diversity, equity and inclusion (DEI) issues and opportunities;
- Ensure continuity of the College's operations;
- Accelerate critical internal initiatives, especially regarding student success;
- Manage financial sustainability; and,
- Engage external community and stakeholders.

## POSITION DUTIES

- Effectively execute the core functions of the office of the president and prioritize DEI, student outcomes and institutional success.
- Lead the campus community through work necessary to ensure that Bellevue College is a welcoming environment for all students, staff and faculty. Listen and interact with all constituent groups to identify the issues, implement immediate changes where possible and work with DEI office on long range solutions.
- Lead, and manage the Cabinet to operate as a high-performance team building an environment of clear priorities, equity, trust, empowerment, and accountability. Serve as a role model for the broader college community.
- Align resources to support the Provost with implementation of student success initiatives, including Achieving the Dream (ATD) and Guided Pathways (GP). Collaborate with instructional leaders, faculty, and staff to track all student success metrics.
- Evaluate operating budget, reserves and financial planning to ensure financial stability in the short term and position the College for the long term.
- Build effective external relationships with school districts, local employers, local community, community and technical college system and legislators as the primary "face of Bellevue College."
- Perform other duties as assigned by the Board of Trustees.

## QUALIFICATIONS/CORE COMPETENCIES

- Prior experience inspiring, leading and managing complex public, private and/or not-for-profit organizations of considerable size.
- Demonstrated success in maintaining a high level of sensitivity to diversity and a commitment to cultural pluralism in the workplace and educational environment.
- Management and supervisory experience of senior management team.

- Demonstrated ability to plan, prioritize, organize and oversee complex work processes, process improvements or projects and make hard decisions.
- Ability to work collaboratively and be an active listener.
- Outstanding communications skills: listening with empathy and compassion; inspiring public speaker; and, articulate and transparent communicator.

**PREFERRED QUALIFICATIONS:**

- Experience in higher education.
- Experience with higher education policy at the state level.
- Doctorate or terminal degree.
- Experience successfully leading and maximizing complex organizations.

**TERM:**

Begins upon signing of contract through June 30, 2021 or until a President is hired and onboarded. Onboarding activities may extend the period for an additional month beyond President's start date.