

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 June 20, 2018 at Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Merisa Heu-Weller, Chair, presided.

EXECUTIVE SESSION

Trustee Heu-Weller announced that there would be an executive session for approximately one hour to evaluate the performances of public employees and discuss collective bargaining. The executive session adjourned at 2:00 pm.

BUSINESS SESSION

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

I. ROLL CALL

Mr. Cha, Mr. Dietzel, Mr. Fukutaki, Ms. Heu-Weller, Mr. Leigh, Mr. Marvin, and President Weber were present.

II. CONSENT AGENDA

Greg Dietzel made a motion and Richard Leigh seconded to approve the consent agenda. The motion passed unanimously.

III. CONSTITUENT REPORTS

- A. Bellevue College Association of Higher Education will present a report at the September meeting.
- B. Jim Chesemore, Chair of the Foundation Board will present a report at the September meeting.
- C. Amber Castaneda, Associated Student Government (ASG) President, represented student government and reported on the following items:
 - a. Despite issues with voting through Canvas, the revised ASBC Constitution has been approved and adopted. More discussion on this topic followed with the first action item.

IV. ACTION ITEMS

- A. ASG Constitution
 - Mike Kaptik, Dean of Student Life, represented the students. Key points included:
 - a. ASG considered carefully the changes recommended by the Trustees.
 - b. Simple majority and student majority means the same thing. Both terms refer to students who vote. It was decided after some discussion that this is acceptable language.
 - c. In Article 9, there is ambiguity regarding the process for the vice president to be appointed president by the board of directors if a vacancy occurs.

- d. Students will review, update and clarify the constitution each year.
- e. Since students already voted, they will go through this process prior to the next election period and bring the document back to the Board of Trustees for approval.

Motion 02:18

It was moved by Trustee Leigh and seconded by Trustee Fukutaki that the Board of Trustees of Community College District VIII approve the amendments to the ASBC Constitution.

The motion passed unanimously.

B. Service and Activities Budget

Dean Kaptik presented the information regarding the Service and Activities Budget. Key points included:

- a. There are categories of funds that need to be named more appropriately, in particular the mentoring program.

Motion 03:18

It was moved by Trustee Fukutaki and seconded by Trustee Leigh that the Board of Trustees of Community College District VIII approve the Services and Activities Budget.

The motion was passed unanimously.

C. 2018-19 College Budget

Vice President White presented the 2018-19 budget. Key discussion points included:

Motion 04:18

It was moved by Trustee Dietzel and seconded by Trustee Fukutaki that the Board of Trustees of Community College District VIII approve the proposed 2018-19 College Budget as detailed in the packet.

The motion was passed unanimously.

D. President's Contract

Trustee Heu-Weller presented. Key discussion points included:

- a. The contract will include 2% salary increase.
- b. The contract will be extended for three years.
- c. Trustee Heu-Weller acknowledged the job that President Weber has done and noted that the Board looks forward to working together with him in the year ahead.
- d. Dr. Weber remarked that he appreciates the Board and all the faculty and staff.

Motion 05:18

It was moved by Trustee Fukutaki and seconded by Trustee Leigh to set President Weber's contract at an amount of \$260,100.

Motion passed unanimously.

V. FIRST READ ITEMS

A. Policy 1440, Discrimination, Harassment and Retaliation

Interim Vice President of Equity and Pluralism, Sayumi Irey presented revisions to the policy.

Key discussion points included:

- a. Jill Powell, Tracy Maclean, and Megan Kaptik, also contributed to the presentation.
- b. The prior document was not current, not accessible, and lacked clarity.
- c. The revisions are intended to best serve students.
- d. Discussion of scope and definitions. Many factors depend on the membership of the person/s involved and the details of the incident. The College is obligated to respond to anything that happens on campus and may also have a responsibility for incidents occurring off campus, depending on the situation. It could also depend on the impact to the College being able to serve its mission. It was noted that the goal is to have students communicate more so incidents can be addressed case by case.
- e. Having policies like this in place helps reduce liability based on the expectations of the Office of Civil Rights.
- f. Online reporting called *Maxient* is confidential, but not completely anonymous.
- g. It was noted that policy change documents being presented to the Board need to include the comments that help the board understand what was moved and why.

B. Policy 1450, General Complaints

Interim Vice President of Equity and Pluralism, Sayumi Irey presented. Key discussion points included:

- a. Tracy Biga Maclean noted that Policy 1450 includes language about discrimination that has now been clarified to address general complaints separate from this one which addresses complaints involving protected classes.

C. Tenure Recommendations (off-cycle)

President Weber noted that a secure link to the candidate's tenure document will be provided to the Board this week.

VI. INFORMATION ITEMS

A. Student Success – Achieving the Dream (ATD)

ATD co-leads, Bonnie Berry and Jennie Mayer presented. Key discussion points included:

- a. Ms. Berry introduced Jennie Mayer, faculty member, who has stepped in to allow Interim Vice President Irey the time to focus on recruiting diverse faculty.
- b. Trustees watched a 3-minute video from the SBCTC on Guided Pathways.
- c. The importance of student advising, particularly for students of color who may not be advised appropriately, was noted. This is an issue nationwide at high schools and colleges.

- d. There are specific measures, a grand measurement to move up the overall student success rate, then drilling down.
- e. The College will look at the top five programs and the bottom five based on what students earn. This will give a clear picture and allow team members to focus on addressing the gaps. Many efforts are already underway and this will help coordinate a consistent approach.
- f. The hiring of a Provost and formation of priority workgroups will help move toward development of the necessary integrated advising. It was noted that faculty are a critical piece. Bellevue College has an external ATD coach who will also help. Further planning and examination of structures and systems will be needed, but President Weber is pleased with the process so far.
- g. Meta-majors can help students who don't know what they want as well as those who do. Students can begin under a broad umbrella and hone it down as they progress.
- h. This will help clarify the role of faculty in terms of advising.

B. Centralized Marketing – Annual Report

Vice President Gayle Barge and Director of Marketing, Katherine Hall presented. The following key points were discussed:

- a. Vice President Barge reported that the College is at 111% of goal, not including the house property which brings an additional \$600 thousand.
- b. Marketing staff were recognized, particularly a BC alum and digital marketing student who is handling social media.
- c. Initial impressions when first beginning to develop the plan included opportunities with prospective students and a road map to help reach them. Also identified were opportunities with Running Start students who are already engaging with the College. This will all be coordinated and linked with the Strategic Enrollment Management plan, which is the value of a cross-college advisory committee.
- d. As the strategies are being developed, there are metrics on activity and then there are outcomes. Outcomes would be helpful and interesting. Customer Relations Management (CRM) is an important part of the strategy. Trustee Dietzel encouraged this not to become an implementation project. The need for a program manager to lead was noted. After baseline data is established, the CRM can be used to track it all.
- e. Discussion of BC branding as a place of employment attracting people who can best help serve the mission.
- f. The Board is looking forward to learning more and continuing the work.
- g. Vice President Barge thanked President Weber for his leadership.

C. Accreditation

Interim Associate Vice President of Effectiveness and Strategic Planning (ESP), Alec Campbell, presented along with Accreditation Liaison Officer, Tracy Biga Maclean. Key discussion points included:

- a. ESP office is driving efforts to create the Year Seven Report.
- b. ESP collaborated with Marketing Department to develop Core Themes icons.
- c. Vice President Barge is serving as Chair of the Accreditation Leadership Team.
- d. There will be a mock accreditation visit in October.
- e. A report will go to the Board at the December meeting for a vote in January.
- f. The actual accreditation visit will be March 13-15, 2019.
- g. The Northwest Commission on Community Colleges and Universities (NWCCU) will vote on the College's accreditation status in June 2019.
- h. A Board of Trustees policy review calendar is needed and this is being developed.
- i. Evaluators typically like to meet with board so this will need to be coordinated.
- j. A version of Standard Two is available and can be shared with the Trustees via the new SharePoint site.
- k. A more analytical model began in 2010 and the process has been evolving. Required evidence is mostly policies and procedures. An audit was conducted and now there is a master list. The governance system is also helping this process. There is a policy contact for every policy and those employees are being asked to prioritize policies needing updating.
- l. Accreditors will meet with the Board March 13. There may be a mock interview in February.

VII. PRESIDENT'S REPORT

A. President Weber provided a progress report. Key Points included:

- a. President Weber thanked Executive Assistant Donna for support and Dr. Barge for the State of BC Breakfast event.
- b. President Weber also thanked Dr. Gita Bangera for serving as Interim Vice President of Instruction. He has tasked Dr. Bangera with leading the development of the Innovations Transdisciplinary Building.

VIII. BOARD REPORTS

- A. Trustee Dietzel went to many of the graduations and commencement ceremonies. These went very well. It was an intimate feeling and very positive.
- B. Board did not get 5's across the board. Access to information is going to be improved by a new SharePoint site to include a calendar for Board's involvement in events and activities.

IX. UNSCHEDULED BUSINESS

A. None

Meeting adjourned at 2:40 p.m.

Board of Trustees Minutes

June 20, 2018

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Merisa Heu-Weller, Chair

Board of Trustees

ATTEST:

Donna Sullivan

Secretary, Board of Trustees

Community College District VIII