

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



A meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on June 5, 2019 at Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Merisa Heu-Weller, Chair, presided.

BUSINESS SESSION

The business session was called to order at 11:24 a.m.

I. ROLL CALL

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

II. CONSENT AGENDA

Trustee Dietzel made a motion and Trustee Fukutaki seconded to approve the consent agenda. The motion passed unanimously. Agenda & minutes were approved.

III. CONSTITUENT REPORTS

A. Foundation – Rebecca Chawgo

- Rebecca Chawgo reminded everyone about the year-end event, and BC Bingo on Friday, June 14th, which will be in a new location in the Gymnasium.
- Chawgo invited the Board of Trustees to the BC Alumni Association event. The BC Alumni Association is partnering with the UW Alumni Association for the first “You now run in both packs” event on Friday, June 21st at 1pm, in the Cafeteria.
- Chawgo shared that the Foundation has received two grand piano donations and may receive a third piano.
- The Foundation is in final negotiations on a real estate transaction, which will result in a \$250,000 gift.

B. Associated Student Government (ASG) – Nathan Levi

- The first Student Awards Recognition Gala was huge success. All tickets sold out. Levin thanked Dr. Weber for helping make the event possible.
- The ASG will be filling new council chairs soon.
- Levi shared information about changes to be made to ASBC Constitution and By-Laws. The proposed changes were provided to the Board of Trustees with redlined items indicating where changes are to be made. Dr. Jones indicated that these changes will be reviewed and brought to the Board in the fall.

- Trustee Chin shared that she was impressed with the Student Awards Recognition Gala and commented that no one could have known that this was an inaugural event. Chin’s favorite part was that all attendees celebrated each award winner.
- C. Classified Staff Report – Mike Ortiz appeared for Becky Turnbull, representing classified staff.
- Ortiz thanked Dr. Weber for resolving a situation, and for coming to Bellevue College and getting to know the classified employees.
- D. Faculty – Sue Nightingale appeared
- Nightingale reported that it has been a busy year, with the current focus on hiring at the Dean level.
 - She reminded everyone that Ray White promised the opening of Student Success Building would provide new work space for faculty.
 - All staff are excited about the cost of living increases coming in July.
 - For first time ever, she looks forward to bargaining as all think creatively about the process. She hopes it will help with retention of nurse educators.
 - She shared that all faculty are glad Commencement is on campus again.

IV. FIRST READ ITEMS

A. HS 21+ World Languages Exception: Daryl Haynes

Bellevue College’s HS 21+ program is developing an appropriately scaled world language curriculum in conjunction with BC’s Adult Basic Education curriculum standards. While HS 21/HSC students are required to complete the total number of credits for graduation, they are not required to complete the 2.0 credits in World Languages. The implementation of the 2.0 credit World Language requirement is to be effective by 2021.

- Daryl Haynes and staff explained the need for the policy.
- This is a state level requirement that all CTCs need to apply to the Legislature for a graduation requirement waiver and BC is following suit with high schools by requesting the same waiver, which requires students have two years of foreign language. School districts have requested that the requirement be waived, not actual credits, and make it an elective. This will allow time for schools to adjust and implement options for world language requirements.
- At the CTC level, Bellevue College does not have this option yet, and the State Board has not provided standards yet, so we are seeking to adopt temporary waiver.
- This is an essential piece in attracting and keeping students in this Program.

B. Services & Activities Fee Budget: Kristen Jones, Mike Kaptik and Nathan Levi

RCW 28B.15.044 for the State of Washington grants authority to the Board of Trustees to approve the Associated Student Government’s Services and Activities (S & A) Budget. Further, it requires students to advance a budgetary recommendation for consideration by the Board of Trustees.

The S & A Budget is developed by a committee, comprised of four students, one administrator, one faculty and one classified staff.

- The Committee received \$3.5 million in requests. Its budget is \$2.8 million in funds. To ac the large number of requests, they decided to use reserves, and develop a budget that is 9% larger than last year. They are looking to allocate just over \$3 million.
 - Trustee Hue-Weller asked if hard choices needed to be made.
 - Nathan Levi shared that international travel expenses were trimmed.
- Trustee Dietzel asked about the use of \$177,000 of reserves. What is the total reserve? Dietzel requested to have this information available at next Board Meeting.
 - Nathan Levi responded that \$177,000 came from a number of locations, but did not have detail.

C. Final Operations Budget: Jim Craswell

The Bellevue College Operating Budget for fiscal year 2019-20 was presented to the Board of Trustees for consideration. The budget is scheduled to be approved at the June 19th, 2019 meeting. To assist the Board, Craswell highlighted the following:

- The operating budget details. A PowerPoint presentation has been made available on the Board of Trustees SharePoint Board site.
- The good news is that state tuition will increase 2.4% next year. Running Start tuition will also increase 4.3%, the second year in a row that tuition for this program will rise. Craswell stated that increases of this kind should not be expected in future years. .
- Another bit of good news is that running start enrollment will increase 9%.
- The bad news is that we are expecting another year of nearly 1% decline in state enrollment, 9.3% decline in international enrollment. Collectively, the rise in running start enrollment along with the decreases in state and international enrollments will mean an overall slight decrease in total enrollment.
- Staff are to receive a 3% COLA and a 5% King County premium raise in pay. The COLA will be essentially fully funded.
- With enrollment on a decline and staffing on an increase, the college's financial position is not sustainable. To adjust:
 - We are adjusting budgets based on historical data.
 - We will sweep lapsed salaries. As vacancies occur, decisions will be made about re-filling positions.
 - We are looking at 1% reduction in full-time staff and a 1% reduction in faculty classroom staff.
 - In the past, capital maintenance projects have been paid for by what is left over at the end of budget year. Craswell was glad to report that this year capital maintenance projects are built into our operating budget.
 - We have also asked for a waiver of BC Policy 7710, which states that we have a contingency fund of 3% of the total budget each year. We have

requested that this amount be reduced from 3% to 2% or \$2.7 million to \$1.9 million. , The rationale is that as we get more reality based in our budgeting, we will be more prudent with our spending and will need less contingency funding.

- Trustee Dietzel shared that it warms his heart to see the operating budget and the increase in faculty compensation. The College did not have a projection model last year. He stated that the staff did a great job of creating the model and this shows good progress.
- Trustee Dietzel commented that regarding minor capital projects, it is a great strategy to put aside \$2 million. He wants to reach a place where you can fully fund capital.
- Trustee Dietzel commented on the one time fiscal year expenses of 1.6 million. He understands why BC is doing this, but does not like it. This is a good strategy for handling downscaling, but is not happening as fast as is needed. This is hard work, and the slower you go, the harder it is.
- Trustee Dietzel understands why we are proposing the 2% contingency fund, but would like to see that back to 3%. Last year, we did not have this context, and had a hard problem last year, so great job in highlighting this information. Keep up the great work.
 - President Weber commented that we aware that we need to make strong adjustments in budget. We will start a new budget development project and are hoping to implement more significant changes.
- Trustee Chin echoed Trustee Dietzel’s words of thanks.
- Trustee Fukutaki pointed out that hard copy versus electronic numbers were different. Craswell replied and confirmed that the correct numbers are included in the PowerPoint detail.

A. 1280 Commitment to Sustainability, Rob Viens

This new policy describes the college’s values around sustainability. It serves a purpose similar to BC’s Affirmation of Inclusion, which conveys the college’s values regarding equity and inclusion. It clearly communicates the importance of sustainability to social justice and guides all college employees and students to be good stewards of college resources and people. It asks that all members of the college community consider the impacts of individual actions on future generations, society, and the global ecosystem.

- This Policy will prepare students to work on solutions around issues of justice and sustainability, and will demonstrate a commitment to social Justice and sustainability by making this a cornerstone of Bellevue College policy.

LVIII. ACTION ITEMS

A. Policy 2210, International High School Completions: RaeEllen Reas was withdrawn.

B. Policy 2500, Accommodations for Students with Disabilities: RaeEllen Reas

It was moved by Trustee Leigh and seconded by Trustee Dietzel that the Board of Trustees of Community College District VIII concurs with the recommendation of the president and authorizes Policy 2500.

The motion passed unanimously.

C. Policy 3010, Course Repeats: RaeEllen Reas

It was moved by Trustee Morrow and seconded by Trustee Leigh that the Board of Trustees of Community College District VIII concurs with the recommendation of the president and authorizes Policy 3010.

The motion passed unanimously.

D. Policy 3100, Credit by Examination: RaeEllen Reas

It was moved by Trustee Dietzel and seconded by Trustee Chin that the Board of Trustees of Community College District VIII concurs with the recommendation of the president and authorizes Policy 3110.

The motion passed unanimously.

E. Policy 3110, Awarding Non-Traditional Credit: RaeEllen Reas

It was moved by Trustee Chin and seconded by Trustee Leigh that the Board of Trustees of Community College District VIII concurs with the recommendation of the president and authorizes Policy 3110.

The motion passed unanimously.

F. Policy 6880, Student Records: RaeEllen Reas

It was moved by Trustee Morrow and seconded by Trustee Leigh that the Board of Trustees of Community College District VIII concurs with the recommendation of the president and authorizes Policy 6880.

The motion passed unanimously.

G. Off-Cycle Tenure: Kristen Jones

It was moved by Trustee Fukutaki and seconded by Trustee Chin that the Board of Trustees of Community College District VIII concurs with the recommendation of the president and authorizes Off-Cycle Tenure for George Juszynski.

The motion passed unanimously.

LIX. **INFORMATION ITEMS**

A. Marketing – Katherine Hall

- Katherine Hall shared that BC is focusing on core marketing themes and implementing consistent brands. We have increased stories in social media by 22%, especially within top online outlets such as 425 magazine and the Seattle

Times, and have published print articles as well in 425 magazine, including the article featuring President Weber as a thought leader.

- Our social media channels give prospective students a window into BC student life. The Visit Virtual Tour is used to bring in new students and has been successful.
- We are implementing a marketing calendar, which will assist with internal processes.
- The foundation of our marketing has been on our quarterly campaigns. Within those campaigns, we have set benchmarks and now have dedicated webpages.
- Institutional Advancement won a national award for a direct mailpiece.
 - President Weber talked to the Board about the strategic review, and this is an area that we will do a deeper dive into moving forward.
 - Trustee Heu-Weller asked if there ways that the Board can be supportive with international challenges in coming year?
 - Hall's response is that yes, you can help with CRMs.
 - Trustee Fukutaki asked what the conversation rate means?
 - Hall responded that the conversion rate shows how many of the students who used the Virtual Tour have applied, asked for more information or inquired about additional information. Conversion numbers are good.

B. Student Success Report — iBest

- Eric Nacke, Claudia Castle and Eiko Niebuhr presented the iBest Program via a PowerPoint presentation and students shared personal stories.
- This is a state-supported program for basic and transitional studies designed to accelerate pathways for pre-college students.
- This Program can increase opportunities for students toward receiving higher wages and more advancement in career and college paths.
- The Program is developing and seeing growth each year.
 - Trustee Fukutaki asked students how they found the Program.
 - One student shared that a Navigator came to class and the other shared that her husband did a website search.
 - Trustee Fukutaki asked how many students are in the program each year. Nacke replied that there are about 75 students.
 - Trustee Fukutaki asked what the full potential of the program is and what limits the Program?
 - Eric Nacke responded that funding and staffing are the elements that limit growth in the Program. Nacke has been working toward one new pathway each year, and believes that he could grow the Program more.
 - Trustee Leigh asked how did you select the new Accounting Program?
 - Eric Nacke stated that they assessed the number of students interested and then used a lot of collaboration..

- Trustee Dietzel went to the BaTS graduation last year and noticed that students were thrilled. This was great to see. He asked what we can do as a college to send more to that graduation ceremony.
 - Eric Nacke hopes to expand more pathways and make sure there are support for students to get there.

LX. **PRESIDENT’S REPORT**

- Bellevue College will host the PIN Conference this fall. Jean D’arc Campbell and team are coordinating this conference. Anthony Scalcito and Dan Brickman, Microsoft executives, will speak at the Conference. Attendees will be arriving from around the world.
- The League for Innovation Conference will be in Seattle in March 1 through 4, 2020. Dr. Gayle Barge will be working on details for this Conference.
- Thank you to Sue Nightingale and Greg Dietzel for legislative efforts. We sent the Thank You video to legislators.
- We will be receiving additional funds for Guided Pathways (\$100,000) and there will be much more funding in the following year for Guided Pathways.
- President Weber went to a meeting last night with a new CEO Group. This Group has kicked off discussion around housing, transportation and other regional issues and includes CEOs from REI, Microsoft, Aegis, Symetra and Microsoft. We are talking about these ideas and may consider public/private partnerships.
- President Weber reviewed the tentative 2019 – 2020 Board schedule with comments about potential changes.
 - Trustee Chin would like to see potential topics noted on the schedule.
 - Trustee Heu-Weller would like to do deep dive on sustainability. Rob Viens spoke to upcoming sustainability work on campus.
 - The President’s Office will send a revised board meeting schedule, and will present final scheduled for approval at June 21st meeting.
 - Kristen Jones solicited ideas from Board Members for the standing Student Success reports.

LXI. **BOARD REPORTS**

A. The ACT Trustee Conference was a success. Trustee Dietzel was appointed as one of the two Legislative Leads for the State, and Trustee Fukutaki has been appointed to the Association of Community Colleges Trustees’ Diversity and Equity Committee. Trustee Leigh was nominated from the floor for the Nominating Committee, which is a gateway to the Board. Also, Teassa Chism was honored as Faculty of the Year at the Conference. She gave a heartwarming speech, which is available on video.

LXII. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

There was no unscheduled business or community testimony.

LXIII. **ADJOURNMENT**

There being no further business, the meeting of the Board of Trustees adjourned at 1:04 p.m.

Merisa Heu-Weller, Chair
Board of Trustees

ATTEST:

Kim Richards
Secretary, Board of Trustees
Community College District VIII