



**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, was held on Wednesday, September 29, 2021. In accordance with Governor Inslee's Proclamation 20-28.15, this meeting was conducted virtually. The meeting was accessible to the public via Zoom. A telephone line was also available. Richard Leigh, Chair, presided.

MINUTES

The study session began at 2:01 PM.

I. **STUDY SESSION**

Maria Rivas, ctcLink Project Manager and Rodger Harrison, Vice President of Information Technology Services, hosted a study session to discuss the status of ctcLink implementation at the College.

II. **EXECUTIVE SESSION**

At 2:53 PM, Chair Leigh announced there would be an executive session beginning at 3:00 PM that would last approximately 60 minutes to discuss matters with legal counsel regarding potential litigation, collective bargaining, real estate, and the performance of public employees. The Board returned to regular session at 4:02 PM.

The business session was called to order at 4:06 PM.

III. **ROLL CALL**

Chair Richard Leigh, Vice Chair Merisa Heu-Weller, Rich Fukutaki, Greg Dietzel, Gary Locke, and Bruce Marvin were present.

IV. **AGENDA**

Trustee Heu-Weller made a motion to approve the agenda (September 29, 2021) and minutes (June 16; July 16; and July 17, 2021). Trustee Fukutaki seconded.

The motion passed unanimously.

V. **CONSTITUENT REPORTS**

A. Student

The Student report was provided by Theint Thu, President of the Bellevue College Associated Student Government (ASG).

- ASG President Thu introduced the 2021-2022 ASG officers to the Board:
 - Vice-President: Elisa Nguyen
 - Treasurer: Adam Brewster
 - Legislative Affairs Rep: Braydon Gemar
 - Public Relations Rep: Vicky Luu
 - Secretary: Alison Tea
 - Events Rep: Quan Nghiem
 - Social Responsibility Rep: Hannah Lam
- Thu's goals as ASG President are to strictly implement and ensure that all individuals on campus abide by the ASBC Constitution, ASBC Bylaws, and ASBC Financial Code. She also intends to work with all officers to completely reconstruct the ASG Website—the face of ASG, to explicitly represent the legacy of all the work ASG has done at Bellevue College. She is also working with her ASG team to solidify a strong connection with students, faculty, and staff for the coming school year.
- ASG's major current projects include: revising the ASBC Constitution and Bylaws, writing a proposal to expand the S&A committee in the ASBC Financial Code, and revising the Governance Student Council Bylaws.

B. Classified

The Classified report was provided in writing from Becky Turnbull, Bellevue College Chief Shop Steward for the Washington Public Employee's Association (WPEA). Keating Polson read the report to the Board.

- Classified employee unions are in bargaining over some issues which they hope to have resolved by October 1.
- Staff are concerned about any proposal to outsource classified employee jobs, including those at the Bookstore.
- Turnbull hopes Food Services staff who have been directing traffic to COVID testing can once again prepare and serve food in the campus café and Pizza Kitchen.

C. College Assembly

The College Assembly report was provided by Valencio Socia, Chair of the College Assembly.

- The first meeting of College Assembly will be Monday, October 18 at 2:45 PM. Socia is working to instill more open meetings this year by utilizing Microsoft Teams regular meetings versus Microsoft Teams Live Event meetings.
- Councils have been asked if they are willing to reduce their meeting frequency for Fall Quarter due to the increased workload of ctclink and many other things happening at the College. College Assembly will meet once per month in the Fall Quarter and resume meetings twice per month in the Winter Quarter.
- Land and labor acknowledgements will be incorporated into this year's Assembly meetings.

- Tracy MacLean, the former Governance Coordinator, has left the College. Alicia Keating Polson is serving in that role in the interim as the permanent search is conducted.
- Socia would like to increase the number of students involved in Governance this year.
- Assembly will discuss their goals in the meeting on October 18 and review the summer retreat with the President's Cabinet.
- Socia spoke with President Locke about forming a governance review task force to review all Governance handbooks, bylaws, processes, etc.

D. Faculty

The Faculty report was provided by Sue Nightingale, President of the Bellevue College Association of Higher Education (BCAHE).

- The faculty union team just completed the bargain for the Collective Bargaining Agreement and Nightingale is proud of the work the union team accomplished. A lot of improvements were made on the faculty side and college side. The agreement made progress on lessening the gap between full-time faculty and part-time faculty. Union and college team worked well together this year. Despite the increase in part-time faculty salaries, the ratification was not easy and many faculty spoke out on dissatisfaction with pay.
- This year may be the most difficult quarter of Bellevue College history. There are not enough people to get the work done as the College is down many team members. Top administrative positions are unfilled and many employees are working 12+ hour days.

E. Foundation

The Foundation report was provided by Dana Gray, President-Elect of the Bellevue College Foundation (BCF).

- KBCS just completed their first membership drive of the year and surpassed last year's Fall drive totals.
- Mini-grant applications are now open. In conjunction with Faculty Commons, several information sessions will be available.
- The annual State of BC Breakfast will be virtual this year for safety's sake on October 12, 2021.
- Nearly \$500,000 in scholarships were awarded to students for 2021-2022.

VI. **First Read Items**

A. Revision of Policy 2020: Electronic Communication with Students

RaeEllen Reas, Dean of Student Central, presented revisions to Policy 2020: Electronic Communication with Students. The current version of Policy 2020 is outdated and does not reflect current practice. In the last two years, the College purchased TargetX, a CRM designed to enhance communication between the College and students, and Signal Vine, which the College will use as a text messaging tool. The current version Policy 2020 does not reflect these

additional communication features; therefore, updated language is included in a revised Policy 2020.

B. Revision of Policy 6900: Records Retention

Dennis Curran, Vice President of Administrative Services, presented revisions to Policy 6900: Records Retention. The current policy is outdated and does not reflect current practice and legal requirements for retention of records. Since the last update of this policy, the Washington State Records Committee has enacted two new records retention schedules that the College must follow. This revision modifies the language and citations to be in accordance with the new retention schedules.

C. Revision of Policy 6100 (WAC 132H-140 College Property Use)

Curran also presented revisions to Policy 6100 (WAC 132H-140 College Property Use). Policy 6100, currently "Facilities Use," is mostly the same text as 132H-140 Washington Administrative Code (WAC). This proposed revision changes the name to "College Property Use" and replaces the current language of the policy with the text of the WAC. Further, this policy and WAC are being revised in order to update language and definitions to be in alignment with other WACs, Revised Codes of Washington, ordinances, policies, and procedures. The updates also clarify rules for facilities use. Additional changes include updating outdated information (e.g., the name of the college and college contacts).

D. Deletion of Policy 6520: Animals on Campus

Curran also proposed the deletion of Policy 6520: Animals on Campus. The information about animals on campus is included in WAC 132H-140 (listed as the previous agenda item), so the current, separate policy, 6520, is proposed to be deleted. The language about animals on campus has been updated in WAC 132H-140 to be in alignment with current Disability Resource Center practices on the presence of animals with accommodations.

VII. **Action Items**

A. Negotiated Collective Bargaining Agreement between Bellevue College Association of Higher Education and the Board of Trustees of Community College District VIII.

Motion 28.21

Trustee Heu-Weller moved to approve the negotiated collective bargaining agreement between Bellevue College Association of Higher Education and the Board of Trustees of Community College District VIII, for the period September 1, 2021 - August 31, 2024. Trustee Dietzel seconded.

The motion passed unanimously.

VIII. **REPORTS**

A. Diversity, Equity, and Inclusion (DEI) Report

Consuelo Grier, Vice President of Diversity, Equity, and Inclusion provided the monthly DEI report.

- The Office of Diversity, Equity, and Inclusion (ODEI) identified four key areas of focus for the 2021-2022 academic year:
 - Capacity building (hiring, budget, physical space, and the social justice center)
 - Education/skill building (coaching, thought partnership, formalized trainings and training collaborations, Gender-based violence prevention workshops)
 - Cultural shift (setting/resetting campus expectations, embedding restorative practices into a number of areas)
 - Constituency and community engagement (meetings, committee work, communication avenues, inventory of our current and ongoing work)
- As ODEI continues to work on connecting with the College community and learn through data gathering and supportive work, they will think about longer-term strategic planning and supporting colleagues and team members across campus in collaborative efforts.
- This summer, ODEI held a Trauma-Informed Intervention Training, which focused on reactions to trauma in the moment, long term impact of trauma & memory, and trauma informed communication. More than 90 individuals participated each day of the three-day training and provided positive reviews.
- This quarter will mark the start of the inaugural Equity Education for All Committee. The committee is charged with ensuring that all students and employees are given the opportunity to engage in equity education, tracking and evaluating students' and employees' ongoing participation in equity education and its impact on teaching, learning, and campus climate.
- As part of a joint effort between ODEI and Office of Institutional Effectiveness, the Diversity & Equity Campus Climate Survey will be launched later in the fall quarter. The plan is to survey the campus every other year, and do a series of focus groups and listening and feedback sessions on the years in-between so that assessment and understanding the community is an ongoing process.
- This summer, there were two state bills that were approved providing additional funding for equity-driven work at the community and technical colleges. SB 5194 Equity and Access and SB 5227 Diversity in Higher Education. Bellevue College is well poised to meet the requirements but also to collaborate with the other colleges in the system to ensure these initiatives can be successful.
- There are a number of other exciting things happening across campus and Grier looks forward to including other equity-driven updates from departments and offices across campus throughout the year. Many at the College feel incredibly stretched thin AND feel an enormous sense of urgency around equity-driven and social justice work. This creates stresses on the College community, and especially on the part of those who feel personally invested in these efforts.
- The College received a renewal of the Department of Justice grant which supports Gender-Based Violence Prevention work, which gives the College another three years of funding for this work which has been greatly advanced by the current Gender-Based Violence Prevention Coordinator Behnaz Abolshams.

IX. **PRESIDENT'S REPORT**

Gary Locke, Interim President of Bellevue College, provided the monthly president report.

- The groups working on both sides of the faculty negotiation teams deserve thanks.
- Eight new tenure track faculty were recently hired. Two were promoted from the ranks of our adjuncts—Nicholas Russ and Renee Nejo. All eight faculty members bring a diversity of experiences and interests and have taught at an impressive list of American and foreign institutions.
- The College has a lot of unfilled positions, which leads to some savings, but also leads to stress among employees due to workload.
- Enrollment is decreased by 7%, which will put a large strain on this year's budget.
- In accordance with Governor Inslee's Proclamation 21-14.1, all Bellevue College employees including those who work remotely, must be fully vaccinated by October 18, 2021 unless granted a medical or religious exemption. As of today, 85% of full-time employees have completed the required attestation form.
- With classes resuming, we will be re-engaging students to be involved in redesigning space for students to ensure that students are driving that process.

X. **BOARD REPORT**

Chair Leigh announced that three of the trustees (Trustees Leigh, Fukutaki, and Dietzel) and President Locke will attend the upcoming Association of Community College Trustees (ACCT) Leadership Congress in San Diego, CA on October 12-16, 2021.

XI. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

There was no unscheduled business or community testimony.

XII. **EXECUTIVE SESSION**

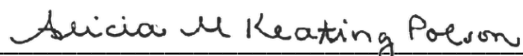
At 5:25 PM, Chair Leigh announced there would be an executive session beginning at 5:35 PM that would last approximately 15 minutes to discuss matters with legal counsel regarding potential litigation, collective bargaining, and the performance of public employees. The Board returned to regular session at 5:50 PM.

XIII. **ADJOURNMENT**

There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 5:51 PM.


Richard Leigh, Chair
Board of Trustees

ATTEST:


Alicia Keating Polson

Secretary, Board of Trustees
Community College District VIII