



BELLEVUE  
COLLEGE



# **Board of Trustees**

## **Community College District VIII**

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REGULAR MEETING  
November 10, 2021



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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, November 10, 2021. The business session will begin at 2:00 PM. In accordance with Governor Inslee's Proclamation 20-28.15, this meeting will be conducted virtually. The meeting will be accessible to the public via Zoom. A telephone line will also be available. Richard Leigh, Chair, will preside.

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**MEETING CALL IN DETAILS**

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**Business Session Call-In Details:**

Please click the link to join: <https://bellevuecollege.zoom.us/j/88642436245>

Or dial in by telephone: +1 253 215 8782    Webinar ID: 886 4243 6245

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**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. You can 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.

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**MEETING AGENDA**

2:00 PM	BUSINESS SESSION	
	I. Call to Order	Richard Leigh
	II. Agenda and Minutes	
	A. Approval of Agenda for November 10, 2021	
	B. Approval of Minutes from October 20, 2021	
2:05 PM	III. Constituent Reports	
	A. College Assembly	Valencio Socia
	B. Faculty	Sue Nightingale

		C. Foundation D. Student E. Classified	Lisa Brock Theint Thu Becky Turnbull
2:25 PM	IV.	W Building Project Update	Dennis Curran & Will Tribble
2:45 PM	V.	Enrollment Report	Zach Morgan
3:05 PM	VI.	Diversity, Equity, and Inclusion Report	Consuelo Grier
3:15 PM	VII.	President's Report	Gary Locke
3:25 PM	VIII.	Board Report	Richard Leigh
3:35PM	IX.	Unscheduled Business or Public Comment	
3:45 PM	<p><b>EXECUTIVE SESSION</b>  The Board will be meeting in executive session to evaluate the performances of public employees, to discuss matters with legal counsel regarding potential litigation and collective bargaining, and/or consider real estate for sale or lease.</p>		
4:30 PM	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 regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, was held on Wednesday, October 20, 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 2:00 PM.

I. **STUDY SESSION**

Dennis Curran, Vice President of Administrative Services and Will Tribble, Executive Director of Campus Operations, hosted a study session to discuss possible new major projects at the College.

The business session was called to order at 3:03 PM.

II. **ROLL CALL**

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

Chair Leigh began the meeting by introducing Sascha West as the student member on the Bellevue College Board of Trustees. Governor Jay Inslee appointed him as the student trustee on October 16, 2021. He will serve in the role until June 30, 2022.

III. **AGENDA**

Trustee Fukutaki made a motion to approve the agenda (October 20, 2021) and minutes (September 29, 2021). Trustee Heu-Weller seconded.

The motion passed unanimously.

IV. **CONSTITUENT REPORTS**

A. Classified

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

- Classified staff have expressed concern about the new chief of staff position posting.

- Employees' desire and need for training are not being met during the pandemic.

#### B. College Assembly

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

- The College should collect data on LGBTQIA status as it is not currently collected.
- There is concern on the new class search function as staff feel they were not properly informed about the change to class search, which impacts their work with students.
- College Assembly held their first meeting of the Fall Quarter on October 18 and the councils shared their goals for the upcoming year.
- There are concerns from Governance members on the newly posted Chief of Staff position.

#### C. Faculty

The Faculty report was provided by Lindsay Haney, Vice President of the Bellevue College Association of Higher Education (BCAHE).

- BCAHE would like to begin faculty negotiations with administration earlier to allow time for faculty to incorporate contract changes.
- The College is in year three of not funding certain initiatives, so BCAHE may need to advise faculty to not be involved in projects where they feel they are not receiving proper compensation.
- Faculty have expressed concerns about the Chief of Staff position posting.
- Faculty are concerned about the verification of student vaccination and exemption documentation and would like more information.
- Faculty are working hard both on ground and online. They are ready to start to plan for the new normal, but everyone is still exhausted and overwhelmed by the pandemic.

#### D. Foundation

The Foundation report was provided by Lisa Brock, President of the Bellevue College Foundation (BCF).

- BCF recently held a successful virtual State of BC. During the virtual event, BCF announced a new collaboration with Amazon that will provide more opportunities for Bellevue College students to earn Amazon Web Services (AWS) certification and have greater access to internships and employment with AWS clients. Additionally, Amazon has contributed \$100,000 in funding for scholarships and student aid. The scholarships will be part of the Foundation Scholarship pool which students can apply for in January.
- The Donor and Scholar Reception is scheduled on November 4, 2021 at 6:30 PM and attendees will hear great stories from students who have received scholarships.
- The Mini-Grants application period will close on October 29, 2021. This grant opportunity is open to all staff and faculty. BCF will be awarding grants between \$300 and \$3,000.
- The recipient of the Merle S Landerholm Scholarship is Sasha West. This scholarship is in memory of BC's founding president Merle Landerholm and is annually awarded to the Bellevue College student trustee.

## E. Student

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

- ASG is currently revising the ASBC Constitution. The basic overarching values and principles are being kept in the ASBC Constitution and all details have been moved to documents such as the ASBC Bylaws, ASBC Financial Code, and Student Council Bylaws. ASG is anticipating the revised Constitution will be voted on and approved before the start of the S&A (2023-2023) cycle.
- Revised Student Council Bylaws were sent to College Assembly for review.
- ASG discussed C-Building renovations with Mike Kaptik. ASG will seek feedback from students on the renovations.
- ASG approved funding of \$200 for a two-page ASG advertisement in the Watchdog Fall Welcome Guide.
- ASG approved the spending of \$37.95 for a student prize at the OIE New Student Orientation.

## V. Program Highlight

### A. Nursing Program Highlights and Innovations During the Pandemic

April Ambalina, Assistant Professor of Nursing; Antwinett O. Lee, Associate Dean of Nursing; and Katie Malkin, Assistant Professor of Nursing presented on the highlights and innovations from the Nursing program during the pandemic.

## VI. Action Items

### A. Revision of Policy 2020: Electronic Communication with Students

Motion 29.21

Trustee Fukutaki moved that the Board of Trustees of Community College District VII approves the revision of Policy 2020: Electronic Communication with Students. Trustee Dietzel seconded.

The motion passed unanimously.

### B. Revision of Policy 6900: Records Retention

Motion 30.21

Trustee Heu-Weller moved that the Board of Trustees of Community College District VII approves the revision of Policy 6900: Records Retention. Trustee Fukutaki seconded.

The motion passed unanimously.

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

Motion 31.21

Trustee Dietzel moved that the Board of Trustees of Community College District VII approves the revision of Policy 6100: College Property Use and WAC 132H-140. Trustee Heu-Weller seconded.

The motion passed unanimously.

D. Deletion of Policy 6520: Animals on Campus

Motion 32.21

Trustee Fukutaki moved that the Board of Trustees of Community College District VII approves the deletion of Policy 6520: Animals on Campus. Trustee Dietzel seconded.

The motion passed unanimously.

VII. **QUARTERLY REPORTS**

A. Finance Report

Dennis Curran, Vice President of Administrative Services and Jim Craswell, Executive Director of Finance and Auxiliary Services provided the quarterly Finance report.

The College weathered the first full fiscal year of the COVID pandemic with minimal financial impact. Student enrollment remained strong unlike peer SBCTC colleges around the state. The expected reduction of state allocation did not materialize as expected and the operating budget generated a \$5.8 million dollar surplus.

This current year enrollment has declined 15% in summer quarter and 7% in fall quarter, with declines noted in nearly all student enrollment types. Most notable is a 14% decline in Running Start as local high schools returned to on-ground classes. The College will be challenged to scale down class offerings to offset enrollment declines. The winter quarter schedule is currently being revised to meet lower student enrollment targets.

VIII. **DIVERSITY, EQUITY, AND INCLUSION REPORT**

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

- The Office of Diversity, Equity, and Inclusion (ODEI) is focusing on four main areas this year: capacity building, education/skill building, cultural shift, and constituency and community engagement.
- The Equity Education for All Committee has launched and a campus communication went out this morning formally announcing the current members.

- The Diversity and Equity campus climate survey continues to move ahead and will likely be launched later this quarter. Data from the survey will be available and accessible to the BC community, likely in the form of reports and infographics.
- Several DEI-related efforts are occurring across campus, including:
  - ODEI recently hosted a webinar with community partners at KCSARC and Lifewire to discuss domestic violence.
  - The Neurodiversity Navigators will hold an autism symposium entitled *Autistics Present Symposium: Foundations for Divergent Minds*.
  - The RISE Learning Institute will host a Diversity & Inclusion Job Fair on October 29, 21. This job fair follows a conversation they're having with area employers about investing in Inclusion.
  - Microsoft approached the College as part of their Accessibility University Initiative, along with four other institutions across the U.S. to provide \$100,000 unrestricted grant funding for one year. ODEI will partner with STEM to Stern and the Neurodiversity Navigators cohort programs, along with the Disability Resource Center to design curriculum.
  - Thanks are due to the Latinx Students Affinity Coordinator, the Office of Student Engagement, and all those who have been supporting the programming around Latino Heritage Month, which is being celebrated during the whole month of October.
  - The Black Students Coordinator and the Office of Student Engagement have hosted the Black Entrepreneurs Series featuring local and national entrepreneurs discussing their journeys with students, staff, faculty.
  - The 5th Annual Japan week was held the first week of October. Anne Stewart and the students she works with put on a series of really amazing events.
  - The Social Justice Center will launch programming beginning next week.
- This quarter, the college disbursed \$1,610,800 to students in Fall Quarter 2021 through the Higher Education Emergency Relief Funds (HEERF) received last year. The awards were approximately \$900/per student. These awards help relive financial barriers that students often have.

## IX. PRESIDENT'S REPORT

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

- HEERF Funds make a big difference on students' ability to pay for housing and books and supplies which were the top two areas where students indicated they had the most need followed by food security.
- Vaccination rates impact people's confidence and peace of mind and approximately 90% of BC faculty and staff are fully vaccinated. All the requests for exemptions, which were mostly medical exemptions, have been processed. One or two of the exemptions granted cannot be accommodated. Almost 95% of students have provided their vaccination attestations. 72% of all the students have had their attestations reviewed and approved. About 25% are still in process of review. Students have been notified that verification spot audits will be conducted. These audits will happen over the next couple months.
- The College recently conducted a survey of BC students that showed a large majority of students said they prefer only online classes. Approximately 25% said they want only on-



ground classes. Moving forward, the College must ensure a mix of options are available for students, especially in winter and spring quarter.

- Decreased enrollment this year impacts the BC budget. The budget will be balanced this year using some of the stopgap funds. The key to the budget is stabilizing and increasing enrollments. BC enrollment decline last year was only 1% compared to pre-COVID, whereas most of the other colleges around the state had anywhere from a 10-25% decrease in enrollment.
- Funds have been raised for one of the rainbow crosswalks on campus. Supplies will arrive soon and as the weather permits installation will begin.
- Solicitations will soon be underway for six outdoor art murals which will emphasize and promote diversity and social justice. A committee has been formed and they are going through final details of announcements and judging criteria.
- The Nursing program at BC has shown incredible flexibility, nimbleness, ingenuity, and creativity during the COVID crisis. Washington state is looking at how all the colleges across the state can try to meet the demand for nursing as there is a great nursing shortage.
- The Cabinet reviewed and has withdrawn the proposal for the posting for a chief of staff position.

X. **BOARD REPORT**

Trustee Dietzel welcomed Trustee West to the Board of Trustees and shared that he, along with Trustee Fukutaki, Trustee Leigh, and President Locke, attended the national Association of Community College Trustees (ACCT) Leadership Congress in San Diego, CA. At the conference, Trustee Fukutaki was elected to the ACCT Board of Directors.

XI. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

Michael Stewart, community member, provided public comment on Japan Week and Asian American Studies Program.

Amanda Chamba, student at Bellevue College, provided public comment on student outreach and affinity groups.

Teresa Descher, staff members at Bellevue College, provided public comment on the mental health of students and staff.

Pavy Thao, staff member at Bellevue College, provided public comment on requirements for affinity groups.

XII. **EXECUTIVE SESSION**

At 5:34 PM, Chair Leigh announced there would be an executive session beginning at 5:40 PM that would last approximately 60 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 6:34 PM.

XIII. **ADJOURNMENT**

There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 6:34 PM.

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Richard Leigh, 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

### W BUILDING PROJECT UPDATE

INFORMATION

FIRST READ

ACTION

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#### Description

The Washington State budget session that concluded in Spring 2021 provided funding to build a new center for learning and innovation on campus which will be called the W building. Plans call for the building to house business and information technology, art, and engineering, and includes a shared space for interior design and a smaller space for computer science.

#### Key Questions

- \* What programs will be in the new W building?
- \* What is the timeline for design and construction?

#### Analysis

- The College selected a contractor in October and will begin working with the design build team in November.
- The project design phase is scheduled to take place from November 2021 to May 2022.
- Construction of a 50,000 ft three-story building is anticipated to begin in Summer 2022.
- The building will be located *just* north of the parking garage and aims to be completed in Fall 2024.
- The target budget for the design and construction of the project, as established by the Maximum Allowable Design and Construction Cost (MADCC), for the Design-Build portion of the project is \$34,405,500, exclusive of Washington State sales tax. Overall project budget is \$42 million inclusive of design fees, permits, and sales tax.

#### Background/Supplemental Information

W Building PowerPoint Presentation

#### Prepared by:

Dennis Curran, [dennis.curran@bellevuecollege.edu](mailto:dennis.curran@bellevuecollege.edu)  
Vice President of Administrative Services



# W BUILDING

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Board of Trustees Meeting | November 10, 2021

# Agenda

- Project Budget
- Building Location
- Project Description
- Project Team
- Timeline
- Q&A



# Construction Budget

The target budget for the design and construction of the project, as established by the Maximum Allowable Design and Construction Cost (MADCC), for the Design-Build portion of the project is \$34,405,500, exclusive of Washington State sales tax.

Overall project budget is \$42 million inclusive of design fees, permits and sales tax.





# Building Location



# W Building Project Description

- In total, the new building will provide 3 general purpose classrooms, 4 cross disciplinary collaborative classrooms and 13 dedicated class labs.
- 52,000 gross square feet (GSF) of new area to the campus.
- This new space will accommodate and promote active teaching and learning techniques. Project specific requirements include:
  - LEED Silver
  - Flexible learning spaces
  - Industry standard low and high-tech “makerspace”

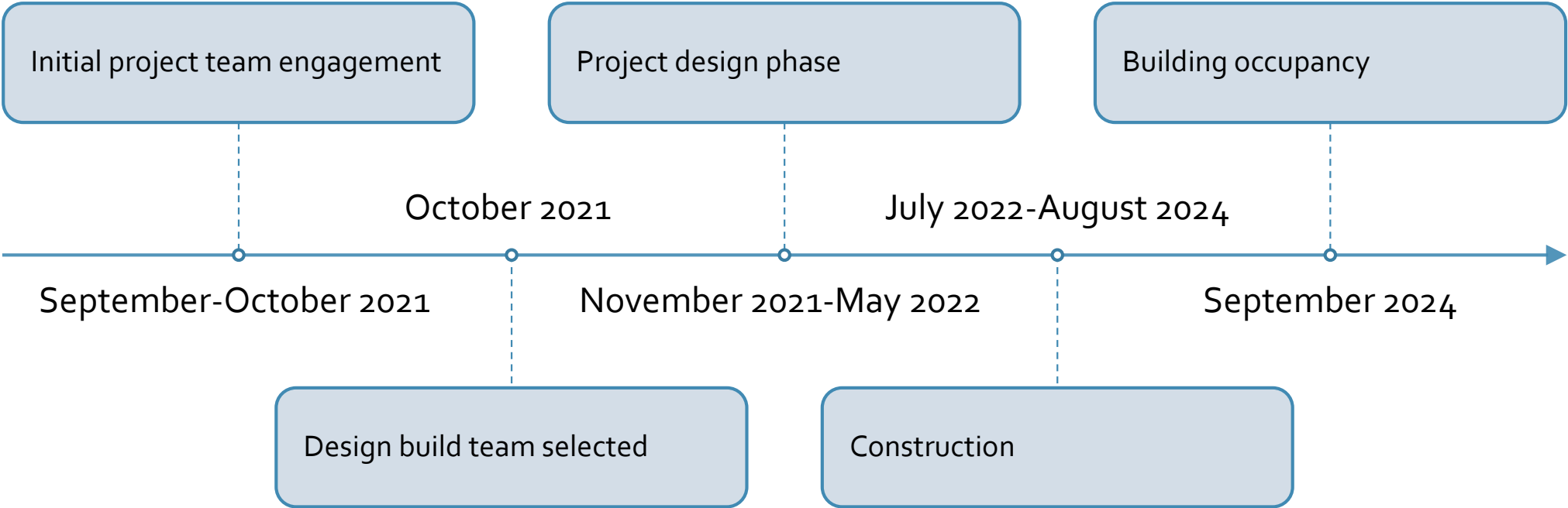




# W Building Project Description

- The W building will co-locate Digital Media Arts, iBIT, Art, and Engineering.
- The building will also provide flexible ancillary space to Interior Design and Computer Science.
- Co-locating these departments will mimic real-world industry collaborations and thus will encourage interdisciplinary engagement.
- The classrooms and labs will be designed for multiple delivery modes including:
  - Lecture
  - Collaborative
  - Project-based learning
  - Hybrid models where content is online and application is in class.
- Central to the building will be the makerspace - a hands-on lab that contains a variety of low and high-tech fabrication tools that will enable the programs in the building and from across campus to collaborate and create together.

# Tentative Project Schedule





**QUESTIONS?**





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## REGULAR MEETING AGENDA ITEM

### ENROLLMENT REPORT

INFORMATION

FIRST READ

ACTION

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#### Description

A brief summary of credit enrollment figures from the 2020-2021 academic/ fiscal year, Summer 2021, and the interim status of Fall 2021 enrollment.

#### Key Questions

- \* How has the number of students and their enrollments changed over the past several years?
- \* In which areas are there signs of possible enrollment growth?

#### Analysis

While the number of unique credit students has continued to drop in the 2020-2021 academic/fiscal year, FTE enrollment was largely unchanged due to an increase in the average number of credits taken by students.

For this 2021-2022 academic/fiscal year, Summer credit headcount and FTE are significantly down from the previous years' unexpectedly high figures, and interim Fall 2021 numbers are similarly down from the previous year. However, with new student numbers only 1% shy of the previous year there is a large population of students for whom strong retention efforts may help mitigate further enrollment decline.

#### Background/Supplemental Information

Slide Deck: BoT Fall 2021 Enrollment Slides

Prepared by: Zachary Morgan, PhD | Executive Director, Effectiveness & Research  
[zach.morgan@bellevuecollege.edu](mailto:zach.morgan@bellevuecollege.edu)

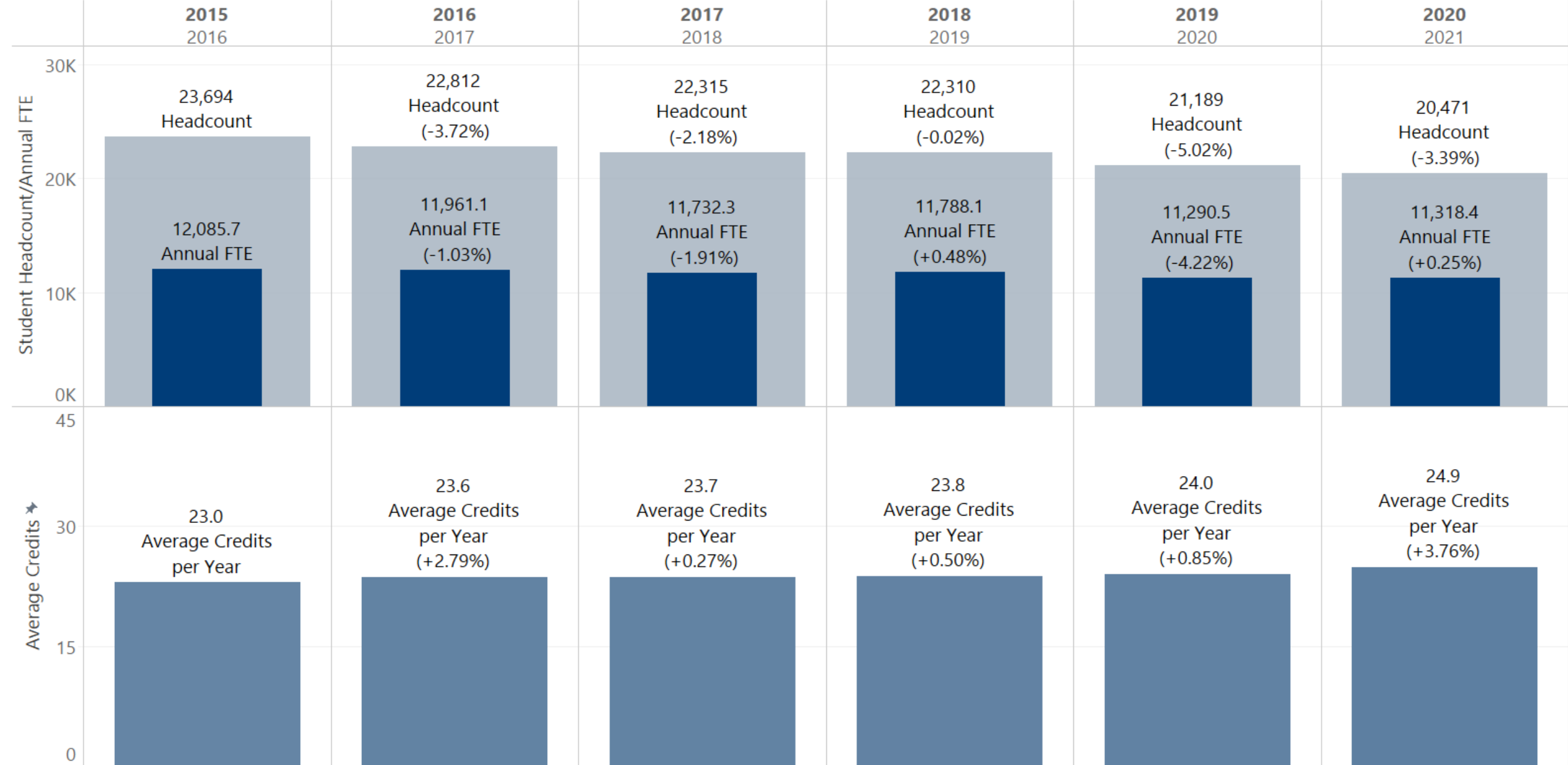


BELLEVUE  
COLLEGE

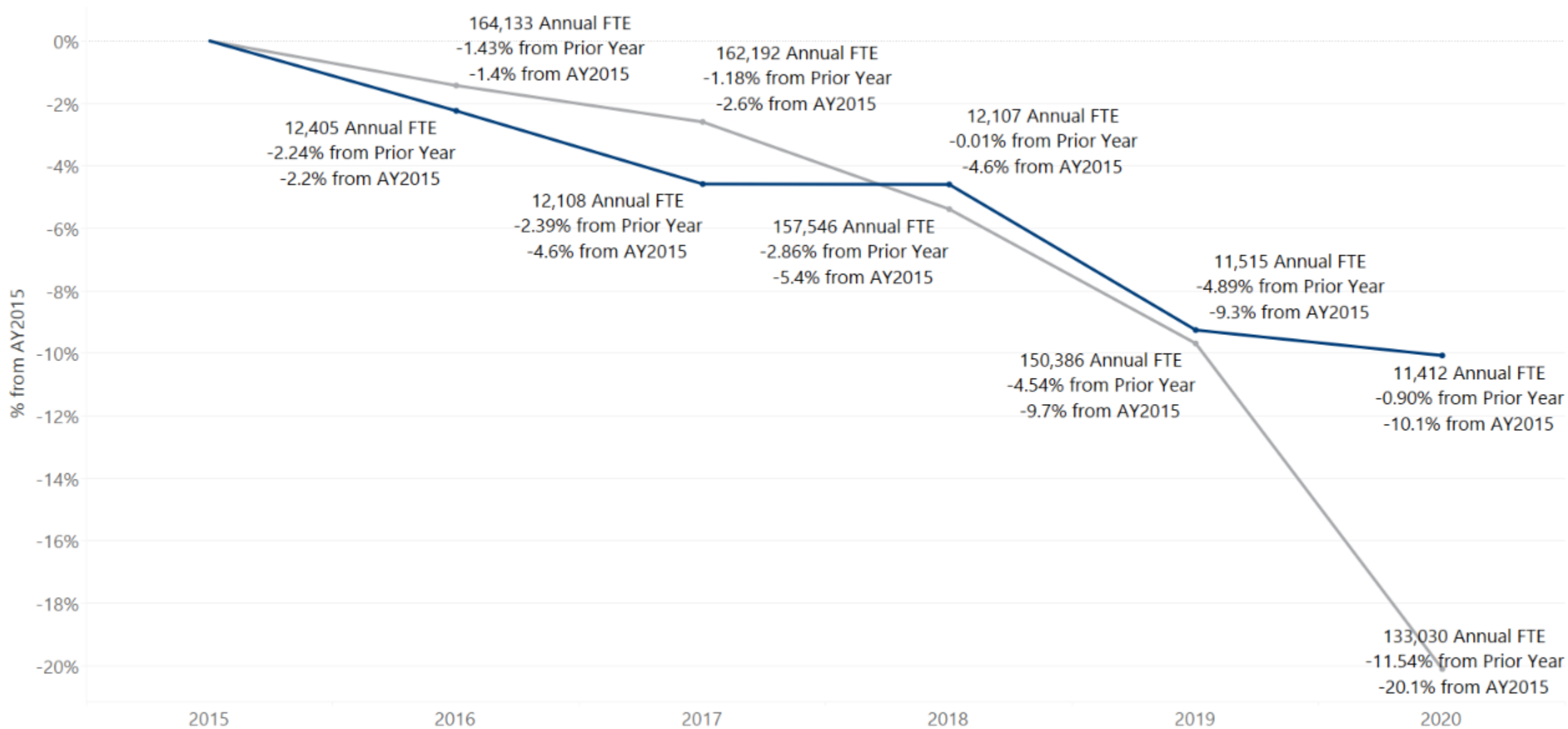
# Fall 2021 BoT Enrollment Presentation

Zachary Morgan, Ph.D. | Executive Director, Effectiveness & Research

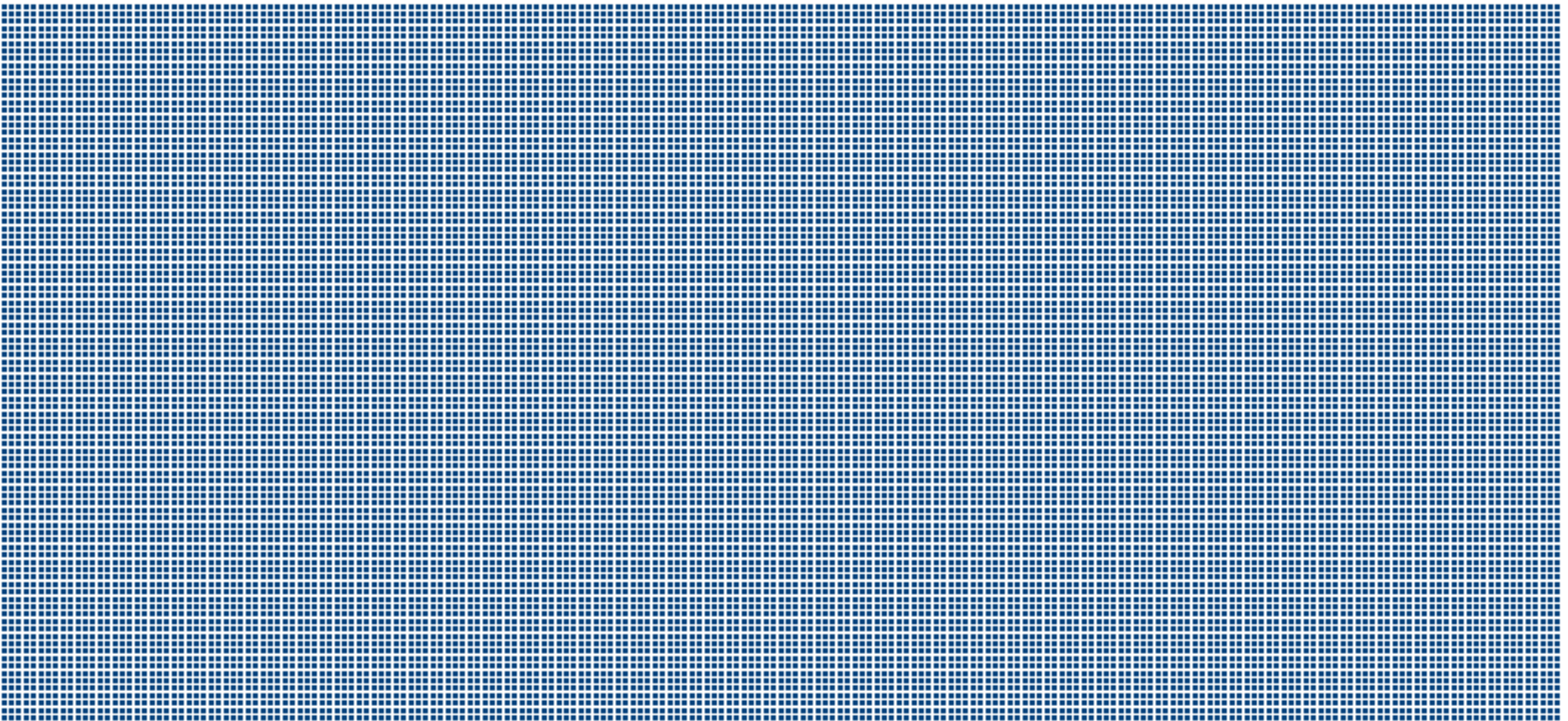
# Annual Trends in Credit Enrollment through 2020-2021



# Compared to SBCTC Overall, All FTE Enrollments

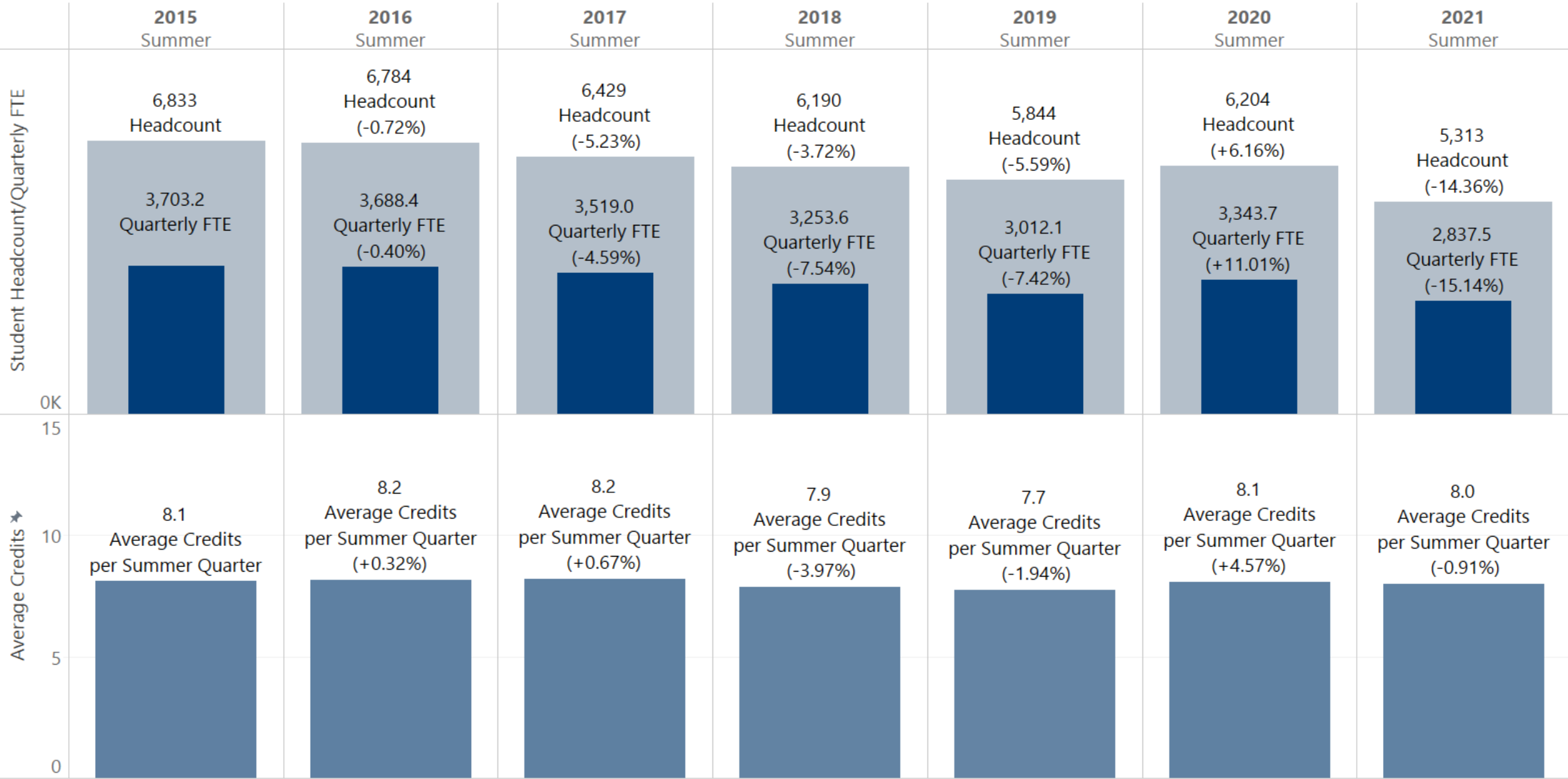


**20,471 Unique Credit Students, 2020-2021**





# Trends in Summer Credit Enrollment Through 2021



# Summer Enrollment Summary

**Overall Credit Enrollment  
Down 15% from Summer 2020**

**International  
Credit FTE  
Down 29% from  
Summer 2020**

**Bachelors Credit  
FTE  
Up 4% from  
Summer 2020**

**CEO Credit FTE  
Up 26% from  
Summer 2020**

**Worker  
Retraining Credit  
FTE  
Up 27% from  
Summer 2020**

*Student enrollments may overlap, especially between International & Running Start*

# Interim State of Fall 2021 Credit Enrollment

*As of October 21, 2021*

**Overall Credit Enrollment  
Down 8% from Fall 2020**

**International  
Credit FTE  
Down 10%  
from Fall 2020**

**Running Start  
Credit FTE  
Down 14%  
from Fall 2020**

**Bachelors  
Credit FTE  
Up 11% from  
Fall 2020**

**CEO Credit FTE  
Down 14%  
from Fall 2020**

**Worker  
Retraining  
Credit FTE  
Up 6% from Fall  
2020**

*Student enrollments may overlap, especially between International & Running Start*

# Fall New Credit Students, Headcount

**Total New Students: 2566**

**Down 1% from Fall 2020 New Students**

**International  
New Students  
160  
Up 167% from  
Fall 2020**

**Running Start  
New Students  
1143  
Down 11% from  
Fall 2020**

**Bachelors  
New Students  
189  
Down 7% from  
Fall 2020**

**CEO  
New Students  
49  
Down 36% from  
Fall 2020**

**Worker  
Retraining  
New Students  
21  
Down 38% from  
Fall 2020**

# Changes as We Shift Into the ctcLink Era

- More Sophisticated Enrollment Projections, and Benchmarking Against Those Projections
- Including Non-Credit / Continuing Education Students
- Partnership with Enrollment Leadership in Student Affairs
- Greater Emphasis on Headcount in addition to FTE

**What Topics Would the Board Like Covered?**

