



BELLEVUE
COLLEGE



Board of Trustees

Community College District VIII

SPECIAL MEETING
December 21, 2021



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

A special meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Tuesday, December 21, 2021. The business session will begin at 5:00 PM. 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.

MEETING CALL IN DETAILS

Business Session Call-In Details:

Please click the link to join: <https://bellevuecollege.zoom.us/j/82516871618>

Or dial in by telephone: +1 253 215 8782 Webinar ID: 825 1687 1618

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.

MEETING AGENDA

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|---------|---|---------------|
| 5:00 PM | BUSINESS SESSION | |
| | I. Call to Order | Richard Leigh |
| | II. Approval of Agenda for December 21, 2021 | |
| 5:05 PM | III. Action Item | |
| | A. Additional Day of Vacation Leave for Administrative Exempt Employees | Gary Locke |
| 5:10 PM | IV. Public Comment | |
| 5:20 PM | Adjournment | |
- Please note: Time and order are estimates only and are subject to change.*



REGULAR MEETING AGENDA ITEM

ADDITIONAL DAY OF VACATION LEAVE FOR ADMINISTRATIVE EXEMPT EMPLOYEES

INFORMATION

FIRST READ

ACTION

Description

This proposed resolution will grant every full-time, administrative exempt employee one additional vacation day (8 hours) to be used in calendar year 2022. This vacation day would be granted in recognition of the exemplary work these employees have already performed on the ctLink conversion and in consideration for future, additional work necessary to complete the project in 2022. The vacation day would be granted on a one-time basis and would have to be used during the 2022 calendar year. It is non-compensable (it cannot be cashed out) and is not subject to accrual. If the employee does not use the vacation day by December 31, 2022, the vacation day will be automatically extinguished and deducted from the employee's vacation leave balance.

The resolution is brought forward in part to bring administrative exempt staff into parity with classified staff, who have received a similar benefit. The Higher Education Community Colleges Coalition, which includes Bellevue College, recently signed a Memorandum of Agreement with the Washington Public Employees Association (WPEA) and the Washington Federation of State Employees (WFSE) granting an additional personal leave day for their represented employees to be used during the 2022 calendar year. As a result, classified employees at Bellevue College will be granted one additional personal leave day in 2022.

Supporting Materials

See Resolution No. 300 on next page.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approve Resolution No. 300 granting one additional vacation day to full-time administrative exempt employees.

Prepared by: Dennis Curran, Vice President of Administrative Services
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Bellevue College
Community College District VIII
Additional Day of Vacation Leave for Administrative Exempt Employees
December 2021

RESOLUTION NO. 300

A RESOLUTION of the Board of Trustees of Bellevue College of Community College District VIII granting one additional vacation day to full-time administrative exempt employees.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT VIII, STATE OF WASHINGTON:

WHEREAS, Bellevue College wishes to recognize that administrative exempt employees have dedicated significant time and energy to the implementation of ctcLink and in consideration for the additional work administrative exempt employees will be required to perform on ctcLink in 2022; and

WHEREAS, RCW 43.01.042 grants the Board authority to prescribe such rules and regulations as they may determine governing vacation leave for the College's administrative exempt employees; and

WHEREAS, a grant of an additional vacation day to administrative exempt employees will bring them in parity with the College's classified employees who recently entered into a Memorandum of Agreement with the Higher Education Community Colleges Coalition (which includes Bellevue College) granting classified employees an additional personal leave day to be used during the 2022 calendar year.;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Community College District VIII hereby grants on a one time basis, one non-compensable, vacation day (8 hours) to full-time administrative exempt employees for use in calendar year 2022. If the employee does not use the vacation day by December 31, 2022, the vacation day will be automatically extinguished and deducted from the employee's vacation leave balance.

APPROVED AND ADOPTED:

BOARD OF TRUSTEES

Richard Leigh, Board Chair