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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, December 8, 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 business session was called to order at 2:04 PM.

I. **ROLL CALL**

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

II. **AGENDA**

Trustee Dietzel made a motion to approve the agenda (December 8, 2021) and minutes (November 10, 2021). Trustee West seconded.

The motion passed unanimously.

III. **CONSTITUENT REPORTS**

A. Faculty

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

- Nightingale will go on sabbatical for the remainder of the school year, returning in the Fall of 2022. Chace Stiel will be stepping in as the BCAHE interim president in her absence.
- Faculty have concern over the churn in the upper Bellevue College administration and urged the Board of Trustees to slow down the changes and turnover. Faculty know that the pace of this churn is picking up speed, and it is getting harder to recruit quality new administrators and retain current administrators.

B. Foundation

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

- BCF closed the mini-grant work program and will announce finalists next week.
- The Foundation Excellence Award nominations are open through December 17. Excellence Awards recognize outstanding faculty and staff members who demonstrate excellence for their contributions to campus and the community. Awards are \$2,500 each and they go to recipients in the following categories: full-time faculty, part-time faculty, classified staff, and one administrative exempt staff member. Faculty, students, administrators, staff, and trustees can submit nominations.
- BCF has launched the year-end fund drives, which started the week of Thanksgiving and will run through the end of the year.
- BCF will open new scholarships in January and include new upcoming scholarships funded by Amazon.
- The save the date cards have gone out for the annual fundraising breakfast on April 20. The event is currently planned to be in-person and on campus in the new Student Success Center.

#### C. Student

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

- No new report. Thu gave a brief recap of last meeting's report.

#### D. Classified

The Classified report was provided by Becky Turnbull, Chief Shop Steward for the Washington Public Employees Association (WPEA).

- Becky Turnbull read an email/letter from a classified employee who has spent the last six years on the Resources and Planning Council and the college-wide Budget Stakeholders' Group. The letter questions whether Bellevue College had stable leadership and expressed a concern for how top-level decisions are made and a desire for consistency. The letter pointed out that Bellevue College is losing talent, institutional knowledge, and community.

#### E. College Assembly

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

- The provost announcement has sparked fears and people are concerned for cabinet members and supervisors.
- ctcLink has been hard on a lot of people. It has disrupted almost all aspects of college function this quarter and will continue to do so in Winter Quarter.
- Office space for adjunct faculty has been a concern, especially specifically for the Winter Quarter and coming back to campus.
- Adjunct faculty compensation for participation on committees that are under governance councils is a big concern. There's no clear path.
- The UW Bothell collaboration presented by Deans Liz Hollerman and Chris Bell seems to have support. Modeling a new contract with UW after the Eastern Washington University

agreement is highly discouraged. The EWU students came to the tutoring center, and they did not know if they were allowed to use that service. They felt isolated on the Bellevue College campus. We want UW Bothell students to feel a part of the Bellevue College family.

- Socia highlighted and thanked the Grounds Crew, the Office of Sustainability, and Campus Operations for hosting the free winter crafting event! The Bellevue College community made wreaths, snow people, and yarn pegboard snowflakes out of natural twine materials sustainably collected on campus and then prepared for use at the event by the grounds. They hosted about 30 participants. It was a great success. Various decorations and crafts have been donated or saved for future use over the years.

#### IV. **FIRST READ**

##### A. Revision of Policy 4300: Investigator Significant Financial Disclosure

Brandon Lueken, Director of Grant Development, presented revisions to Policy 4300: Investigator Significant Financial Disclosure. These revisions are being made in order to comply with requirements from the National Institute of Health (NIH) and broader federal guidelines about financial disclosure. This policy has not been substantially revised since some of the federal guidelines have changed. The updates represent federal requirements and are not intended to present as barriers to investigators pursuing projects.

##### B. Policy 6820: Grants and Contracts

Alicia Keating Polson, Executive Assistant to the President and Board of Trustees and Rules Coordinator, presented Policy 6820: Grants and Contracts. This policy outlines that Bellevue College (and not individuals and departments) is the legal recipient of grants and contracts. This policy was last revised in October 2015 and there are no current proposed changes; however, there is no record of this policy being approved by the Board of Trustees. Instead the only documented approval is by President's Cabinet; therefore, this policy is coming to the Board for approval.

##### C. Revision of Policy 7110: Reserve and Contingency Fund

Dennis Curran, Vice President of Administrative Services, presented revisions to Policy 7110: Reserve and Contingency Fund. Based on discussion with the Board of Trustees, Administrative Services proposes updating Policy 7110: Reserve and Contingency Fund Policy to change the reserve withhold from 15% to 25% of annual operating expenditures.

##### D. Revision of Policy 3050: Credit Hours and Credit Load

RaeEllen Reas, Dean of Student Central, presented revisions to Policy 3050: Credit Hours and Credit Load. The current version of this policy includes two provisions that conflict with Procedure 2250P2: Credit Limitations, which was approved by the President's Cabinet in December 2020.

The current policy limits registration to 18 credits, supplies the criteria students must meet if they wish to register for more than 18 credits, and sets up an appeal process if the criteria is not met. Monitoring credit load and handling the appeal process takes place in Enrollment Services,

and the new procedure was created based on student enrollment data, and the need to address an issue with students who register for excessive credits that exceed the State Board guidance related to the amount of time students must spend in class and engage in out-of-class activities.

This revision addresses the conflict between 2250P2 Credit Limitations (Procedures) and this policy. It also updates the language to reflect the current version of the State Board for Community and Technical Colleges handbook, which supplies the guidance needed for assigning credit hours to classes.

#### E. Revision of Policy 2200: Admission Rules

Reas also presented revisions to Policy 2200: Admission Rules. This proposed revision applies specifically to all underage high school students registered for classes at the Bellevue College. College programs affected by this change include Running Start, Career Education Options, College in the High School, and Pacific NW College Credit. The focus of this revision centers on the requirement that all underage students submit the general college admission application as part of the entry process to the College and the programs these students take part in.

### V. **QUARTERLY REPORTS**

#### A. Student Success Report

Zach Morgan, Executive Director of Effectiveness and Research presented the quarterly student success report.

Achieving the Dream (ATD)/Guided Pathways provides the framework for Bellevue College's student success initiative with the goal of eliminating achievement gaps by race and ethnicity. Since the College joined the ATD network in 2017, it has started on a path of redesigning the student experience with equity in mind. Strategies which have been in development phase are now being piloted and scaled (First Year Seminar, UMOJA/PUENTE, and Math 099/141 corequisite), and others in full implementation mode (such as Early Alert).

Three institutional metrics have been identified by which success will be measured:

- 3-year completion and transfer rates
- Fall to fall retention rates
- Percentage of students completing college-level math in their first year

This presentation will include a review of institutional metric performance in 2020-21. It is still too early in implementation phase to see effects of some of these strategies on the metrics but some data on the Early Alert Program shows the impact this initiative is having on student success.

### VI. **DIVERSITY, EQUITY, AND INCLUSION REPORT**

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

- This year's focus for the Office of Diversity and Inclusion is capacity building, education and skill-building, cultural shift, and constituency and community engagement.
- The Equity Education for All Committee has held several meetings and the announcement of the full committee should go out to the campus shortly after the start of the year.
- The Social Justice Center, under the leadership of Beabe Akpojovwo, has had a phenomenal start, having both local and national speakers. Throughout the eight workshops this quarter, attendance ranged from small groups of 15 to 24 and large groups up to 170. Next week on the 16th, the final workshop for this quarter, "The Science and Experience of Social Justice," will be facilitated by Chris Wilson.
- The diversity and equity campus climate survey will close on December 17. Feedback has been positive. We will conduct a series of focus groups and follow-ups that will take place next year and will be in compliance with part of state bill 5227. Change happens at the speed of trust.
- Next quarter DEI will focus on community healing, restoration, and support, looking into providing mental health support for employees working on racial and community healing and meeting the equity-driven learning needs of our community.

## VII. PRESIDENT'S REPORT

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

- The Rainbow Crosswalk has recently been installed! It is perhaps the first on a community college campus in the state. It is the first of two and celebrates the diversity of our campus and our LGBTQ community.
- The letter sent out to the Faculty from Sue Nightingale, is greatly appreciated, encouraging patience and grace toward the staff and students related to ctLink challenges. The initial CTC link conversion went smoothly in terms of systems and payroll. There were hiccups last week for students registering for the classes they wanted. It has been very stressful on our staff.
- Regarding whether ctLink is preventing people from being hired, there are training seminars helping people understand how ctLink works for hiring and recruitment. These seminars help employees learn how to operationalize and utilize ctLink in day-to-day affairs. Right now, our focus is ensuring that students can get registered for Winter Quarter classes.
- Enrollments are down for this coming Winter Quarter and are down from last year's Winter Quarter, primarily in the Running Start program, which will remain an issue throughout the year. Running Start students sign up for an entire year. Enrollments are up compared to last Winter Quarter for students pursuing bachelor degrees. Enrollment is a little down for international students.
- We will be hiring 20 new faculty to start in Fall 2022. The state legislature granted 200 new faculty positions throughout the state, and Bellevue College received twelve, providing extra funding between the cost of an adjunct faculty and full-time faculty. Due to competition for faculty around the state and country, we need to get started as quickly as possible in recruitment and hiring.

- President Locke reported he has been working with the state legislature and the Governor's office on increasing the caps on nursing student enrollment. Each community college and four-year school is limited in the number of nursing students they admit because of limitations on clinical placements. The Nursing Commission limits the number of enrollments at each college. Limitations cannot be lifted unless more hospitals accept more students for clinical placements. He has worked with legislators, the Governor's office, hospitals, the Nursing Association, the Nursing Commission, four-year and two-year colleges, and faculty at Bellevue College to discuss the issue.
- Dr. Kristin Jones will be leaving Bellevue College at the end of 2021. During her tenure at Bellevue College, Dr. Jones has provided consistent and compassionate leadership for the College. When she was hired in July 2018 as Bellevue College's first Provost, her vision resulted in greater collaboration between Student Affairs and Academic Affairs. Her dedication to supporting and advancing the College's ATD, Guided Pathways, and Title III initiatives has significantly impacted our ability to better support student success. Throughout her tenure, she demonstrated her willingness to accept and take on additional responsibility. Dr. Jones' significant leadership has been a great benefit to Bellevue College and I thank her for her service. Dr. Jones is dedicated to the faculty, the staff, and the students and is very much respected and loved by many people on the campus.
- Today it was announced that Frances Dujon-Reynolds has been selected for the position of Vice President of Human Resources. Frances brings more than 20 years of experience as an acclaimed leader in human resources and people development. For the past two and a half years, she led the People and Culture Team at the Girl Scouts of Western Washington, with a portfolio over human resources, diversity, equity and inclusion, and research and evaluation. Prior to that role, she was the HR Director of the Washington State Bar Association for over 13 years with responsibility for staff and leadership development, employee relations, talent management, and diversity, equity, and inclusion. Frances has a Master of Science degree in Industrial Organizational Psychology. She has served on the boards for the Seattle Chapter of the Society for Human Resources Management and the Puget Sound Association of Legal Administrators. Frances will begin her position at Bellevue College on January 3, 2022.

## VIII. **BOARD REPORT**

Chair Leigh provided the Board report.

- Leigh shared some facts regarding ctclink and Bellevue College. First, 1.2 million enrollment records were converted at 99.93% accuracy. This is the most records for any college to date in the state system. Nearly 8,000 students have activated their accounts in ctclink and this number is climbing every day. Student Central has received over 3,000 ticket requests from students asking for assistance and dedicated staff are spending countless hours responding to and assisting these students. Dedicated ctclink support staff have received over 1,300 phone calls, and almost 1,000 students and 400 employees have utilized ctclink Zoom support rooms. To all who have dedicated their time and energy to implement CTC link, the trustees send a heartfelt thank you and a job well done.
- Congratulations to Trustee West on his appointment to the Student Trustee Advisory Committee for the Association of Community College Trustees (ACCT). Trustee West's voice

will be amplified as he represents Bellevue College and the state of Washington on a national level.

- The Board of Trustees commends the Guided Pathways and ATD (Achieving the Dream) team. We always thought of the goals as aspirational. We want to aim high because we want the best students. We appreciate all the effort.
- Appreciation and a big shout out to Dr. Jones for keeping everybody on track during this time and for keeping Bellevue College going forward during difficult times. We are very appreciative of what Dr. Jones has done for Bellevue College.

IX. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

Laura Nudelman, faculty member at Bellevue College, provided public comment on the departure of the provost.

Adin Pennington, former student at Bellevue College, provided public comment about the funding of the music department.

Christina Sciabarra, faculty member at Bellevue College, provided public comment on the departure of provost.

Jenn Pang, staff member at Bellevue College, provided public comment on the departure of provost.

Santi Soza, former student at Bellevue College, provided public comment about the funding of the music department.

Megan Moreau, former student at Bellevue College, provided public comment about the funding of the music department.

Andy Emery, former student at Bellevue College, provided public comment about the funding of the music department.

Teresa Descher, staff member at Bellevue College, provided public comment on the departure of provost.

Melissa Martinez, staff member at Bellevue College, provided public comment on the departure of provost.

Pavy Thao, staff member at Bellevue College, provided public comment on student engagement/student programs design role.

Sara Sanders Gardner, staff member at Bellevue College, provided public comment on the departure of provost and ctclink.

Sajonna Sletton, staff member at Bellevue College, provided public comment on departure of staff.

Valencio Socia, staff member at Bellevue College, provided public comment on difficulties faced by faculty and staff.

X. **EXECUTIVE SESSION**

At 5:20 PM, Chair Leigh announced there would be an executive session beginning at 5:25 PM that would last approximately 35 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 6:00 PM.

XI. **ADJOURNMENT**

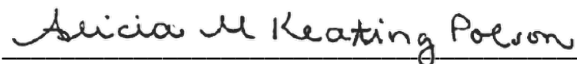
There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 6:00 PM.



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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