



BELLEVUE  
COLLEGE



# Board of Trustees

## Community College District VIII

---

SPECIAL MEETING  
March 16, 2022



---

**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, March 16, 2022. The business session will begin at 2:00 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/82275100863>

Or dial in by telephone: +1 253 215 8782    Webinar ID: 822 7510 0863

---

**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**

2:00 PM	BUSINESS SESSION	
	I. Call to Order	Richard Leigh
	II. Agenda and Minutes	
	A. Approval of Agenda for March 16, 2022	
	B. Approval of Minutes from February 16, 2022	
2:05 PM	III. Action Items	
	A. Tenure Candidates	Rob Viens
2:30 PM	IV. Constituent Reports	

		A. Student	Theint Thu or ASG Representative
		B. Classified	Becky Turnbull
		C. College Assembly	Valencio Socia
		D. Faculty	Chace Stiehl
		E. Foundation	Lisa Brock
3:00 PM	V.	Quarterly Finance Report	Dennis Curran and Jim Craswell
3:30 PM	VI.	Update on BC Priorities Project	Zach Morgan
3:50 PM	VII.	President's Report	Gary Locke
4:00 PM	VIII.	Board Report	Richard Leigh
4:10 PM	IX.	Unscheduled Business or Public Comment	
4:20 PM		EXECUTIVE SESSION	
		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.	
5:30 PM		Adjournment	

*Please note: Time and order are estimates only and are subject to change.*



---

**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, February 16, 2022. 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**

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

The business session was called to order at 3:06 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.

III. **AGENDA**

Trustee West made a motion to approve the agenda (February 16, 2022). Trustee Fukutaki seconded.

The motion passed unanimously.

Trustee Dietzel made a motion to approve the minutes (December 8, 2021; December 21, 2021; January 19, 2022). Trustee West seconded.

The motion passed unanimously.

IV. **TRANSFORMING LIVES RECOGNITION**

The Association of College Trustees (ACT) Transforming Lives Awards recognize current or former students whose lives have been transformed by attending a Washington state community or technical college. This year, Bellevue College faculty and staff nominated ten students for the ACT Transforming Lives Award.

The following students were nominated for the award and were recognized, along with their faculty/staff nominator:

Amanda Chamba	Nominated by Abner Pagunuran
Christopher Goodman	Nominated by Pilar Lopez
Florida Cishesa	Nominated by Frank Lee
Karen Jenkins	Nominated by Eric Stewart
Latasha Palmer	Nominated by Tim Jones
Lee Janzen	Nominated by Barbara Brodsky
Panida Lamb	Nominated by Heather Rane
Saidi Lwanga	Nominated by Nora Lance
Thao Mai	Nominated by Betty Torrell
Tyler Willis	Nominated by Kevy Wijaya

V. **CONSTITUENT REPORTS**

A. Foundation

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

- Lockwood Grant applications closed last week and the internal review process has begun.
- Radio station KBCS started planning their upcoming 50<sup>th</sup> anniversary.
- The BCF ratified their strategic plan at their last meeting and the upcoming BCD meeting will focus on goal setting for next year.
- Scholarships applications are now open and the Foundation staff are hosting informational sessions for students. BCF expects to award more than \$500,000 for the next school year.
- Brock expressed gratitude to the trustees for each hosting a table at the upcoming breakfast in April.

B. Student

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

- ASG is continuing efforts to create a stipend/form of compensation for students, which is aimed to encourage the participation of students.
- ASG recently appointed a new Emerging Tech representative. This individual will receive an introduction to processes and the idea for a course evaluation feedback system.
- The S&A Fee Committee was established and committee members participated in their second training yesterday. S&A Fee applications are due at 5 PM on February 16. ASG

requests support and provided a reminder to be respectful, professional, and have integrity so students can grow through the process.

C. Classified

- No new report.

D. College Assembly

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

- The first College Assembly meeting of winter term was held in January and councils were asked to present progress on projects and proposals for the current academic year.
- A recent request to move meeting dates was denied because of issues with availability, so Socia is working with the council to ensure they still have representation at the College Assembly meetings.
- Began process of creating an official proposal to add summer quarter to governance handbook and bylaws, which would ensure compensation for faculty and student governance councils, if they choose to meet.
- Council Updates
  - Exempt: Working with Dennis Curran and others to continue compensation study, and requesting visibility/accessibility of the information.
  - Infrastructure: Created teams to propose improvements for digital and traditional signage on campus.
  - Faculty: Monitoring new policies, developing best practices for student success/retention, and looking into AI education programs.
  - Resources & Planning: Developed work groups to address healing relationships with students and amplifying their voices; create a policy to stipulate wide range of input for U Building; and address issues with S&A funding.
  - Student Success: Developed work groups to address data/participation, mental health, racial justice, online support, and student employment.
  - Inclusion & Diversity: Improving equitable hiring practices and retention, and following up with climate survey sent out last fall.
  - Classified: Hosting last open forum this month and beginning private meetings in March to finalize proposals to submit to College Assembly.
- Concerned with ctLink challenges, specifically the inefficiencies and increased amount of time it takes to complete tasks.
- Concerned with barriers and wait times for students to get help and connect with real people, causing issues in enrollment and retention.
- Concerned with priorities project, specifically regarding cost, time consumption, and lack of trust in the hired company.
- Concerned with lack of communication for construction of the U and W Buildings.
- Concerned with lack of focus on sustainability and climate justice.
- Request for student housing to have options for low-income and homeless students.
- Request for remote learning to be available for all degrees, specifically to develop a hyperflex model (asynchronous, with synchronous lectures as needed).
- Committee voted for Professional Development Day to move from February 21 to May 11.

- Exempt council developing proposal to request dedicated professional development funds, request to separate from current policy which combines funding with Classified council.
- Highlighted success of the “Tech Tuesdays” training, which began last spring and has expanded to allow collaboration across students, faculty, and staff.
- Concerned with the sense that upper leadership is ignoring policies and finding loopholes to push things forward without input from the BC community.
- Concerned with current hiring delays, request to create a quicker and simpler process.

#### E. Faculty

The Faculty report was provided by Chace Stiehl, Acting President of the Bellevue College Association of Higher Education (BCAHE).

- Emphasis on three issues
  - ctcLink: Alleviating exhaustion and maintaining talent, specifically with classified and exempt staff. Prioritizing enrollment as the top concern, making sure students are getting what they need.
  - COVID Plan: Creating and communicating a public plan, regardless of what direction the school goes in, so students know what to expect and can build their lives around it.
  - Economy: Recognizing issue for unprotected programs when enrollments are historically countercyclical (where economic improvements are correlated with decreased enrollment). Request to ask government for help in funding basic operations, while they have a tax surplus.

### VI. **PROGRAM HIGHLIGHT**

#### A. Umoja and Puente Programs

Judith Hernandez Chapar, Dean of Student Support, presented an overview of the Umoja and Puente Programs at Bellevue College.

Multicultural Services was created by Bellevue College to respond to and focus on the educational needs of Students of Color and other marginalized student populations including non-traditional, first generation, and immigrant students. The current focus is on developing specific student cohort programs like the Umoja and Puente Programs.

### VII. **FIRST READ**

#### A. Tenure Candidates

Rob Viens, Associate Vice President of Academic Affairs, reported that 12 candidates are recommended for tenure this year. Viens stated he will answer any questions in executive session.

#### **Third Year Candidate(s) Recommended for Tenure**

Alicia Dehart

Science (Mathematics)

Betty Torrell	Arts and Humanities (Interior Design)
Charlene Cheng	Institute for Business and Information Technology (Data Analytics)
Eric Stewart	Health Sciences, Education and Wellness Institute (Healthcare Informatics)
Evan Drake	Institute for Business and Information Technology (NSCOM)
Jacqueline Miller	Science (Molecular Biosciences/Life Science)
Jennifer Parada	Social Science (Psychology)
Liangmin Zhou	Science (Mathematics)
Marilu Bumgardner	Health Sciences, Education and Wellness Institute (Nursing)
Minnat Hamada	Health Sciences, Education and Wellness Institute (Nursing)
Patrick Torres	Science (Mathematics)
Tyler Saxon	Social Science (Economics)

VIII. **ACTION ITEMS**

A. Revision of Policy 4300: Investigator Significant Financial Disclosure

Motion 1.22

Trustee Dietzel moved that the Board of Trustees of Community College District VII approves the revision of Policy 4300: Investigator Significant Financial Disclosure. Trustee Heu-Weller seconded.

The motion passed unanimously.

---

B. Revision of Policy 7110: Reserve and Contingency Fund

Motion 2.22

Trustee Fukutaki moved that the Board of Trustees of Community College District VII approves the revision of Policy 7110: Reserve and Contingency Fund. Trustee West seconded.

The motion passed unanimously.

---

C. Revision of Policy 3050: Credit Hours and Credit Load

Motion 3.22

Trustee Dietzel moved that the Board of Trustees of Community College District VII approves the revision of Policy 3050: Credit Hours and Credit Load. Trustee West seconded.

The motion passed unanimously.

---



D. Revision of Policy 2200: Admission Rules

Motion 4.22

Trustee Fukutaki moved that the Board of Trustees of Community College District VII approves the revision of Policy 2200: Admission Rules. Trustee West seconded.

The motion passed unanimously.

---

E. Amend Agenda and Add Action Item

Motion 5.22

Trustee Dietzel moved to add Policy 6820 to the meeting agenda and to be considered as an action item. Motion seconded by Trustee Heu-Weller.

The motion passed unanimously.

---

F. Revision of Policy 6820: Grants and Contracts

Motion 6.22

Trustee West moved that the Board of Trustees of Community College District VII approves the revisions to Policy 6820: Grants and Contracts. Trustee Fukutaki seconded.

The motion passed unanimously.

IX. **QUARTERLY REPORTS**

A. Enrollment Report

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

Across credit and non-credit classes, Bellevue College engaged with 13,263 students this past fall. Bellevue College enrollment for the Fall Quarter has declined from the prior year, due to about 6% fewer students and students taking 2% fewer credits on average. This decline of about 7.5% from Fall 2020 to Fall 2021 is relatively similar to the rest of SBCTC, and overall and long-term BC is still enrolling stronger than peer institutions.

Winter enrollment is down much more substantially than the decline the College saw in the fall, however. Presently, enrollment is down almost 18% relative to last year. There are three factors that likely contributed to the severity of the impact Bellevue College is seeing this winter that the College did not see in fall: vaccination requirements, ctLink implementation, and labor market trends.

Looking forward, Bellevue College is expecting enrollment this spring to be somewhere in between the decreases seen for fall and winter. Additionally, enrollment is expected to drop a bit further next year, though not as severely as the College is currently experiencing. However, Bellevue College is in an uncertain and unstable environment, making it paramount that the College diligently monitors and adapts to information as it comes in, while maintaining a level of composure and calm to not overreact.

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

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

- The work of the Office of DEI is centered around four buckets of work:
  - Capacity Building: All positions in office are officially filled. Onboarding the Gender-Based Violence Prevention coordinator and the Director for Restorative Practices. Bellevue College is the first college in the state to have a Director of Restorative Practices as a full-time dedicated position.
  - Education and Skill Building: Continuing to create training and professional development opportunities for faculty, staff, and eventually, students.
  - Culture Shifting: Held Diversity Caucus Retreat on Jan. 27, designed to address fatigue and grief. Will continue partnership with the Liberation Strategies program to work on restorative practices.
  - Constituency & Community Engagement: Equity Advisory Committee working on cataloging trainings and professional development across campus.
- Campus Climate Assessment closed on December 17.
- Remaining funds allocated for DEI strategic planning from the state were approved to roll over to next year.
- Celebrated hard work on Rainbow Crosswalk initiatives and newest campus artwork, "Unity." Look out for an invitation from the Anti-Blackness Taskforce to join virtual art reveal on February 22 from 3:30-4:30 PM.

#### XI. **PRESIDENT'S REPORT**

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

- Reemphasized research from Zach Morgan on drop in enrollment:
  - Focusing on operating efficiently with a smaller number of students, and stabilizing and increasing enrollment.
  - Anticipated dip into reserves and a substantial reduction of spending in next year.
- Finalizing details for a partnership with UW Bothell which will allow students to enroll/take UW courses in their undergraduate and graduate programs on the BC campus.
- Working with a community health provider to set up a student clinic on campus.

#### XII. **BOARD REPORT**

Trustee Fukutaki recently attended the ACCT National Legislative Summit in Washington DC with Trustees West and Dietzel.

XIII. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

Anne Matsumoto Stewart, faculty member at Bellevue College, provided a public comment on club activities and fundraising.

Amanda Chamba, student at Bellevue College, provided a public comment on space allocation and C building.

Fernando Perez, faculty member at Bellevue College, provided a public comment on student engagement.

Jordana, student at Bellevue College, provided a public comment on student engagement.

Sofia Foronda, student at Bellevue College, provided a public comment on the MCS move to C building.

Judith Paquette, faculty member at Bellevue College, provided a public comment on student engagement.

Eva, staff member at Bellevue College, provided a public comment on student engagement and events.

Pavy Thao, staff member at Bellevue College, provided a public comment on applying for funding student clubs and student engagement.

Valencio Socia, staff member at Bellevue College, provided a public comment on the C building renovations and student engagement.

XIV. **EXECUTIVE SESSION**

At 6:02 PM, Chair Leigh announced there would be an executive session beginning at 6:15 PM that would last approximately 40 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 6:50 PM.

XV. **ADJOURNMENT**

There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 6:50 PM.

---

Richard Leigh, Chair  
Board of Trustees

ATTEST:

---

Alicia Keating Polson  
Secretary, Board of Trustees  
Community College District VIII



---

## REGULAR MEETING AGENDA ITEM

### TENURE CANDIDATES

INFORMATION

FIRST READ

ACTION

---

#### Description

A recommendation from the Tenure Review Committee concerning 12 tenure candidates has been submitted to the Board of Trustees, in accordance with the [“Collective Bargaining Agreement By and Between the Board of Trustees of Bellevue College – Community College District VIII and the Bellevue College Association of Higher Education.”](#) On the basis of this recommendation and in accordance with the provisions of the Agreement, it is the recommendation of the President and the Tenure Review Committee that all 12 faculty candidates listed below be granted tenure.

#### Key Questions

- \* Has the third-year probationary tenure candidate fulfilled all the necessary responsibilities as described in Article 24 of the faculty contract as part of the process of receiving tenure?
- \* Has the Tenure Review Committee thoroughly reviewed the required documents as described in the tenure guidelines, and deliberated the merits of each probationary candidate?
- \* As a result of their deliberations, has the Tenure Review Committee recommended an extension of probationary status for any of the candidates?
- \* Has the pertinent documentation for all 12 candidates been made available for review by the Board of Trustees?

#### Analysis

The reason for tenure, as stated in the Revised Code of Washington, is to protect faculty employment rights. Further, tenure protects academic freedom and promotes collegiality and professionalism among faculty.

The tenure process at Bellevue College involves four levels:

- 1) The Tenure Evaluation Subcommittee (TES) gathers information, mentors the candidate, and prepares the tenure document.
- 2) The Tenure Review Committee (TRC), including six faculty members elected by the faculty at large, reviews the documentation prepared by the TES to ensure that similar standards and expectations are met across the many disciplines. The TRC provides an objective look at each document to make sure that the case supporting the recommendation of the TES is sound.
- 3) The College President, after reviewing the recommendations of the TRC, submits those recommendations and accompanying materials, along with his/her own recommendation, to the Board of Trustees.
- 4) Finally, the Board of Trustees, giving serious consideration to the recommendation of the President and the TRC, decides to grant or not grant tenure or extend the probationary period. During the first two years of candidates' employment, the President uses the recommendation of the TRC to decide whether or not to continue the probationary period.

Required documents have been gathered by the TES and the tenure candidates that provide evidence that the process described above has been strictly followed.

### **Background/Supplemental Information**

An electronic notebook in .pdf format has been assembled regarding the tenure candidates, and all pertinent documents for each case has been included for review by members of the Board of Trustees. Each member of the Board will be able to access the tenure documents via a secure SharePoint site.

### **Recommendation/Outcomes**

*Recommendation:* that the Board of Trustees of Bellevue College hereby grants tenure for the 2022–23 academic year to Alicia Dehart, Science (Mathematics).

*Recommendation:* that the Board of Trustees of Bellevue College hereby grants tenure for the 2022–23 academic year to Betty Torrell, Arts and Humanities (Interior Design).

*Recommendation:* that the Board of Trustees of Bellevue College hereby grants tenure for the 2022–23 academic year to Charlene Cheng, Institute for Business and Information Technology (Data Analytics).

*Recommendation:* that the Board of Trustees of Bellevue College hereby grants tenure for the 2022–23 academic year to Eric Stewart, Health Sciences, Education and Wellness Institute (Healthcare Informatics).

*Recommendation:* that the Board of Trustees of Bellevue College hereby grants tenure for the 2022–23 academic year to Evan Drake, Institute for Business and Information Technology (NSCOM).

*Recommendation:* that the Board of Trustees of Bellevue College hereby grants tenure for the 2022–23 academic year to Jacqueline Miller, Science (MBS/Life Science).

*Recommendation:* that the Board of Trustees of Bellevue College hereby grants tenure for the 2022–23 academic year to Jennifer Parada, Social Science (Psychology).

*Recommendation:* that the Board of Trustees of Bellevue College hereby grants tenure for the 2022–23 academic year to Liangmin Zhou, Science (Mathematics).

*Recommendation:* that the Board of Trustees of Bellevue College hereby grants tenure for the 2022–23 academic year to Marilu Bumgardner, Health Sciences, Education and Wellness Institute (Nursing).

*Recommendation:* that the Board of Trustees of Bellevue College hereby grants tenure for the 2022–23 academic year to Minnat Hamada, Health Sciences, Education and Wellness Institute (Nursing).

*Recommendation:* that the Board of Trustees of Bellevue College hereby grants tenure for the 2022–23 academic year to Patrick Torres, Science (Mathematics).

*Recommendation:* that the Board of Trustees of Bellevue College hereby grants tenure for the 2022–23 academic year to Tyler Saxon, Social Science (Economics).

Prepared by: Dr. Rob Viens, Associate Vice President for Academic Affairs  
[rob.viens@bellevuecollege.edu](mailto:rob.viens@bellevuecollege.edu)



---

REGULAR MEETING AGENDA ITEM

**QUARTERLY FINANCE REPORT**

INFORMATION

FIRST READ

ACTION

---

**Description**

A mid-year Finance report for fiscal year 2021-22 is presented to the Board of Trustees. Continued enrollment declines through winter quarter have impacted the annual financial projections as follows:

- \$12 million revenue shortfall - Declining Student Enrollment.
- \$5.5 million projected loss for 2021-22

**Key Questions**

- \* What is the current forecast for revenue and expenses for 2021-22?
- \* What steps have been taken to mitigate the losses?
- \* What is the path forward in developing next year's budget?

**Analysis**

The college weathered the first full fiscal year of the COVID pandemic with minimal financial impact. Year two of the pandemic however, is trending toward an overall 12% enrollment reduction with an additional 3% enrollment decline forecast for 2022-23.

This year's anticipated revenue loss of \$12 million has been partially mitigated by scaling back class scheduling to match enrollment decline, and reducing staff related expenses where possible. Development for next year's budget is underway with continued scaling down of expenses to meet revenue and enrollment decline.

**Background/Supplemental Information**

Financial report slide deck attached

**Recommendation/Outcomes**

Report provided as Information only

Prepared by: Jim Craswell, Executive Director of Finance and Auxiliary Services





---

## REGULAR MEETING AGENDA ITEM

### UPDATE ON BC PRIORITIES PROJECT

INFORMATION

FIRST READ

ACTION

---

#### Description

An update on the status of the *Priorities Project* and outline of next steps in the project.

#### Key Questions

- \* What has been accomplished for the project so far?
- \* What are the next steps in the process?

#### Analysis

The *Priorities Project* is an initiative charged by the Board to identify the priorities and values to guide the College in the next three to five years and support the identification and selection of the next president of the College. Over the past month, Attain Partners facilitated 26 confidential interviews, 18 focus groups, and 2 town halls across both internal and external constituencies. Presently, a survey is available to students, employees, and alumni to capture more broadly the issues and priorities of the college. A report from Attain synthesizing the findings of these stakeholder feedback activities is expected by the end of March.

Following the receipt of the synthesis report, the project team will work to share the findings with the college community and initiate the iterative development of the *Priorities Report*. The report will reflect on the findings and make recommendations to the Board, to executive leadership, and to all members of the college community as decision-makers in our own right. The iterative development is an approach by which the college community will be able to follow along with and contribute to the drafting of the report, version by version, from initial to final draft. The final report is expected to be shared with the Board at the June 15 meeting.

#### Background/Supplemental Information

*Slide Deck: Priorities Project Board Update 2022-03-16*

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