



**BELLEVUE
COLLEGE**



Board of Trustees

Community College District VIII

REGULAR MEETING
October 19, 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, October 19, 2022. The business session will begin at 2:00 PM. This meeting will be conducted in a hybrid format. The in-person location will be B201, and the remote location will be via Zoom. A telephone line will also be available. Merisa Heu-Weller, Chair, will preside.

MEETING CALL IN DETAILS

Business Session Call-In Details: [Please click to join Zoom meeting](#)
Or dial in by telephone: +1 253 215 8782 Webinar ID: 856 8677 2426

MEETING AGENDA

2:00 PM	BUSINESS SESSION	
	I. Call to Order	Merisa Heu-Weller
	II. Introductions	
	III. Agenda and Minutes	
	A. Approval of Agenda for October 19, 2022	
	B. Approval of Minutes for September 21, 2022	
2:10 PM	IV. Constituent Reports	
	A. Faculty	Sue Nightingale
	B. Classified	Jan Ng
	C. College Assembly	Valencio Socia
	D. Foundation	Dana Gray
	E. Student	TBD
2:40 PM	V. Quarterly Report: Finance	Dennis Curran
3:00 PM	VI. Presidential Search Process Update	Rich Fukutaki
3:10 PM	VII. President's Report	Gary Locke
3:20 PM	VIII. Diversity, Equity, and Inclusion Report	Consuelo Grier
3:30 PM	IX. Board Report	Merisa Heu-Weller

3:40 PM X. Unscheduled Business or Public Comment

3:50 PM EXECUTIVE SESSION

The Board will be meeting in executive session to discuss matters with legal counsel regarding potential litigation.

4:50 PM Adjournment

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



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MINUTES

The business session was called to order at 2:05 PM

I. **ROLL CALL**

Chair Merisa Heu-Weller, Vice Chair Rich Fukutaki, Trustee Greg Dietzel, Trustee Richard Leigh, Trustee Pradnya Desh, Trustee Conor O'Meara, President Gary Locke, Assistant Attorney General Tricia Boerger, and Board Secretary Alicia Keating Polson were present.

II. **AGENDA**

Trustee Dietzel made a motion to approve the agenda (September 21, 2022) and minutes (June 15; July 28; July 29; August 25, 2022). Trustee Leigh seconded.

The motion passed unanimously.

III. **CONSTITUENT REPORTS**

A. Foundation

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

- The first BCF meeting of the year took place earlier in the day and welcomed two new board members. The new Executive Director of the Bellevue College Foundation is Melissa Johnson, taking over for Rebecca Chawgo. Chawgo's new position is Vice President of Institutional Advancement.
- This is the first Board of Trustees meeting Gray is attending. Gray take over for Lisa Brock, who moves into past president role.
- Dates and Reminders:
 - Governor Locke's State of Bellevue College is on October 11, 2022.
 - Donor and Scholar Reception is on November 3, 2022.
 - The Foundation Gala is on January 7, 2023.

B. Classified

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

- Classified Employee Input:
 - Since the pandemic, staff have adapted to many challenges to serve students. It is essential that classified staff feel that the college is supportive. Recently, many have felt that jobs have changed in ways that staff have no control over, such as the extra work to maintain expanded online services, along with requirements to be present on campus. Additionally, there seems to be no oversight on decisions about who is allowed a remote or hybrid work model.
 - Employees have expressed frustration with the last-minute decisions that are made by department managers, without input on how decisions will impact services, personal health, and job performance.
 - Concerns over staffing and overcrowded offices on campus.
 - During the opening day activities, which were mostly in person, people with disabilities or who are immune compromised may feel excluded by not offering online options.
 - Administrators should be encouraged to mask indoors to set an example across campus.
- Shoutout and thanks to the grounds crew, food services and custodians. The campus looks amazing. The coffee café staff is doing a wonderful job with a now busy campus, with a positive attitude and providing great customer service.

C. College Assembly

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

- The Summer Governance retreat was a great success. All members of Governance were invited, and it is hoped that all Governance members will continue to be invited to all future retreats. It is important because the various members of governance councils will be the future chairs and leaders within Governance.
- Last Spring Quarter Governance Elections took place.
 - More marketing and outreach are needed to fill numerous empty seats on councils.
 - Students are now represented on the functional councils. There has been inconsistency of student representation for many years.
 - Limitations on what Governance can do is an issue. Transparency and open communication are needed to share ideas in solving problems without pressure from upper administration to limit what is on council meeting agendas.
 - Faculty in the tenure track process, classified employees going through reclassification, and exempt staff seeking promotion are reluctant to serve on Governance councils.
- Murals on campus are beautiful and the campus is bustling.
- Food Services employees in the coffee shops and pizza kitchen are doing an amazing job. The cafeteria is still closed.

D. Faculty

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

- BCAHE leadership is elected by full-time, adjunct, and continuing education faculty totaling upwards of 850 faculty.
- The Board will hear a presentation on the online excellence training academy later in this meeting. The negotiations that were involved were easy and went smoothly. The only complaints heard so far regarding mandatory training are from faculty with degrees in online education who would like to opt-out of the training. Faculty jumped in during the summer and have made considerable progress on this training.
- During negotiations, BCAHE asked that two of our established adjunct faculty be included in the hiring process for full-time tenure track positions. During the last round of hiring, we had 17 current adjunct faculty hired out of 24 positions. The retention of adjunct faculty who become tenured is excellent.
- We must have 75 faculty tenure subcommittee members in addition to the current ones. This will be a heavy lift to support tenure track faculty.
- Many ctclink issues that are statewide problems are being discovered here at Bellevue College. This is partially due to our excellent people.
- Faculty members are nervous about the emergency COVID-19 declarations ending from the state.

IV. **ACTION ITEMS**

A. Extension of Emergency Revision of WAC 132H-126 (Policy 2050 Student Conduct Code)

Motion 33.22

Trustee Leigh moved that the Board of Trustees of Community College District VIII approves the extension of the emergency revisions to WAC 132H-126 (BC Policy 2050 Student Conduct Code) and the emergency resubmission to WA State Office of the Code Revisor.

Trustee Dietzel seconded.

The motion passed unanimously.

V. **PROGRAM HIGHLIGHT**

A. Online Excellence Teaching Academy

Rob Viens, Associate Vice President of Academic Affairs; Betsy Zahrt Geib, Project Instructional Designer; Sukirti Ranade, Director of eLearning; and Ron Austin, Digital Learning & Multimedia Manager; presented an overview of the Online Excellence Teaching Academy.

The two-year journey through the new world of remote learning was an educational experience. Among its lessons are:

- (1) Online education is here to stay as a growing part of instruction;
- (2) Faculty want support to design and deliver top notch online courses; and
- (3) There is significantly more competition in the online education landscape and it is essential to stand out when students choose where to enroll.

The College and BCAHE have agreed on a plan to launch the new Online Excellence Teaching Academy which will be managed by Bellevue College's Office of eLearning. This program is designed to address the three challenges above by providing faculty with tools for online excellence which, in turn, fosters a strong reputation for the College's online offerings, much like the reputation the College has always had for on ground instruction. The goal of the Online Excellence Teaching Academy is to support and nurture existing work, build capacity to support faculty by adding staff to eLearning, and help Bellevue College maintain its status as the college of choice in this new academic landscape.

VI. **PRESIDENT'S REPORT**

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

- Classes started Monday. Bellevue College has about 12,000 students enrolled. About 46% of courses are on ground or hybrid.
- We are trying to figure out more flexible work hours for all our staff to support work-life balance and allow more individuals to work from home. We are also looking at a new evaluation system for exempt staff and will get that in place by Spring.
- We were able to hire many new adjunct faculty as extra money was passed during the legislative session so that 12 of our current adjunct positions could be full-time tenured track positions.
- Christina Castorena is the new Interim Associate Vice President of Student Affairs and Melissa Johnson is the new Executive Director of the Bellevue College Foundation. These are two great new additions to Bellevue College.

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

Consuelo Grier, Vice President of Diversity, Equity, and Inclusion (DEI) at Bellevue College, provided the Office of DEI (ODEI) report.

- It's nice to see so many people on college opening days this week for the start of classes. It felt like a college again and a nice start to the academic year.
- ODEI had a wonderful retreat this summer and we are thinking about how we want to move forward and continue collaborating across the campus as we think more about strategic planning.
- ODEI will continue to focus on capacity building, education, and skill building, particularly as we build out the equity education areas across the campus. ODEI will continue to focus our efforts on cultural shift, beginning with training and is thinking about community engagement, getting beyond our desks, beyond zoom, and thinking about the community beyond walls.
- October 17th is the equity-focused professional development day. Training and professional development will focus on anti-racism, equity, and inclusion. The infusion of state funding and the commitment to equity-focused training in our institution has enabled us to bring speakers from across the country and locally.
- The Social Justice Center will be having an open house. The invitations will get out in October.
- It is Latinx Heritage Month. It runs from September 15th to October 15th.

- A special shout-out and thank you to BC Chaverim for putting together a list of upcoming Jewish high holidays and some ways that staff and faculty can support one another and our students in terms of planning.
- October is domestic violence awareness month. Val Tovar, the gender-based violence prevention coordinator in DEI will be sharing the calendar of events and ways for the community to support survivors of domestic violence.
- Reminder: the equity fund can help support ideas that propel anti racism, equity, inclusion, and a sense of belonging across our college. We have only received one request for fall quarter.

VIII. **BOARD REPORT**

- The Foundation Gala is on January 7, 2023. Special thanks to Rebecca Chawgo and appreciation for her help in inviting people.
- Vice Chair Rich Fukutaki sits on the Wels Institute, Washington Equity, and Leadership Systems.
- The State Board trustees and DEI committee approved a presidential search through an equity lens document that will be broadcast through the community and technical college system. Vice Chair Fukutaki and Trustee Leigh have been working with President’s Office, Human Resources, and the Office of Diversity, Equity, and Inclusion on the presidential search process and timeline. The Bellevue College Priorities Project report and the climate survey have been extremely helpful in informing the presidential search process.

IX. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

There was no unscheduled business and no community testimony.

X. **EXECUTIVE SESSION**

At 3:33 PM, Chair Heu-Weller announced there would be an executive session beginning at 3:40 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 4:40 PM.

XI. **ADJOURNMENT**

There being no further business, Chair Heu-Weller adjourned the Board of Trustees meeting at 4:40 PM.

Merisa Heu-Weller, Chair
Board of Trustees

ATTEST:

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



REGULAR MEETING AGENDA ITEM

QUARTERLY REPORT: FINANCE

INFORMATION

FIRST READ

ACTION

Description

The purpose of this presentation is to provide the Board with an update on the budget for fiscal year ending June 2022 along with an update on the FY23 budget. The FY22 year-end resulted in a net operating deficit of \$179k.

Total FY22 revenues reported of \$113.4M were below the budget by 6% and below the prior year by 5%. Tuition of \$48M reported is below the budget by 15% and below the prior year's \$53.08M by 10% due to lower enrollment numbers.

FY22 expenses amounted to \$113.5 M (including old building fund and COP building debt) and were below budget by 5% and flat compared to last year.

Key Questions

- Will enrollment projections be in line with the budget for Winter & Spring 2023.
- What steps will be taken to manage class offering and fill rates in the event enrollment continues to decline in winter and spring?

Analysis

The FY22 year-end closed better than projected, largely due to a final allocation from SBCTC that was about \$1M more than expected.

In FY23, tuition increased 2.4% and enrollment was projected to be down about 4.5% (9,034 FTE's) from the year prior. As of 10/10/23, fall enrollment is 2% lower (8,843 FTE's) than the initial projections for the fall. Budgeted expenses include \$800K for marketing, and \$1M in ctclink staffing support, which is funded through injections from the college reserves.

Closely monitoring student enrollment for international students and state allocations will be key to meeting our budget for tuition revenues. State appropriation included a COLA increase and \$300K Guided Pathways increase.

2022-23 Expenses

- +3.25% COLA's - Staff
- +4.67% COLA's – Faculty

- +2 % Adjuncts additional increase
- Old Building fund budgeted at 4% of operating budget for the year

Background/Supplemental Information

Financial report slide deck attached

Prepared by:

Terry Mansour, Executive Director of Finance and Auxiliary Director

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BC Finance Report – Oct 2022

- FY21-22 EOY final
 - Stronger than expected gains at end of year
 - \$ 0.2 million net operating loss (\$4M loss projected last spring)
 - \$ 2.2 million increase in restricted program funds
- 2022-23 fall enrollment firming up, will re-project winter/spring later in the fall



BELLEVUE
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2022-23 Enrollment

Enrollment Projection/Actual (FTE)

10\10\22

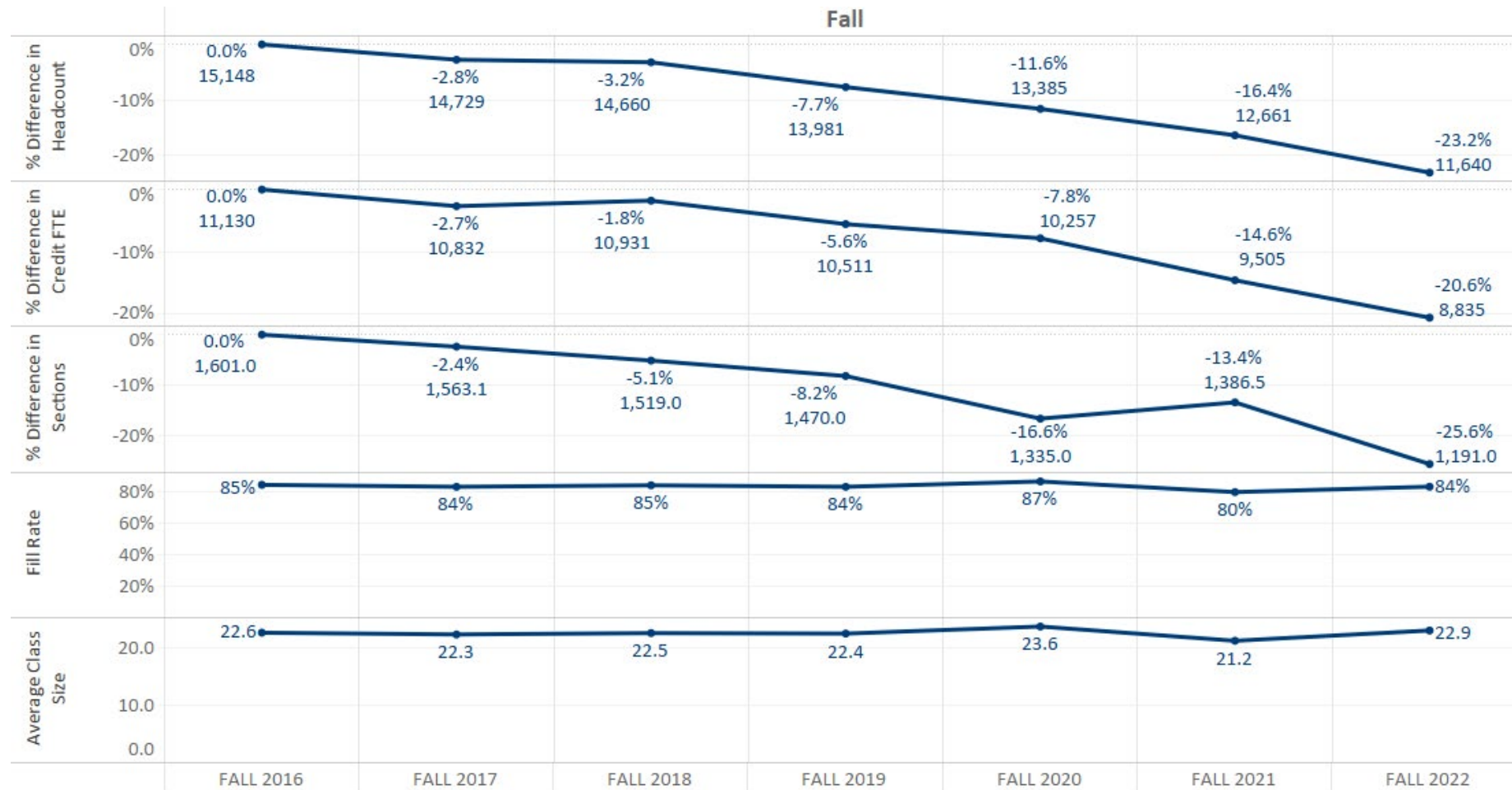
Enrollment Forecast	Summer Projection		Change
	2022-23	2022-23	
Grand Total	2,608	2,412	(196)
			-8%
Allocation Eligible	2,212	1,864	(348)
			-16%
Running Start	0	117	117
Int'l & Int'l BAS	270	342	72
			27%
Domestic Bachelors	126	89	(37)
			-29%

Enrollment Forecast	Fall projection		Change
	2022-23	2022-23	
Grand Total	8,743	8,467	(276)
			-3.2%
Allocation Eligible	5,109	4,834	(275)
			-5.4%
Running Start	2,384	2,320	(64)
			-2.7%
Int'l & Int'l BAS	635	792	157
			24.7%
Domestic Bachelors	615	521	(94)
			-15.3%

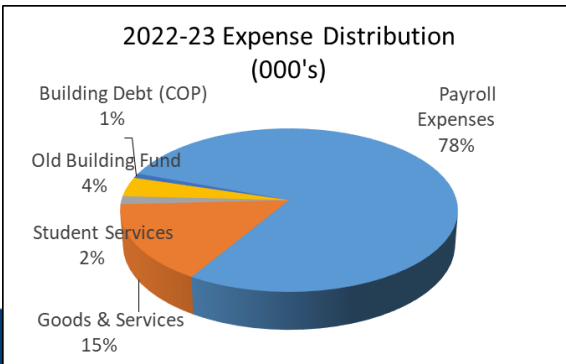
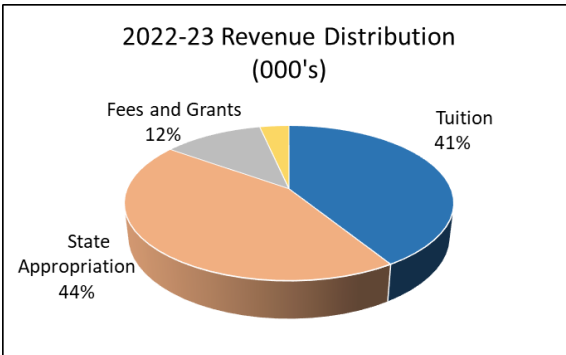
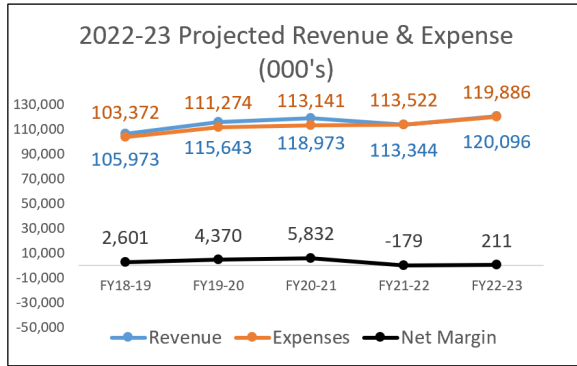
Note: Excludes College in the High School and Contract students

Six Year Fall Enrollment/Section Management as compared to Fall 2016

10\12\22



BC Operations Budget



(\$ in Thousands)	Actual FY18-19	Actual FY19-20	Actual FY20-21	Actual FY21-22	Budget FY22-23
Revenue					
Tuition	51,058	52,861	53,089	47,970	49,405
State Appropriation	37,199	43,923	48,167	50,804	52,530
Fees and Grants	16,268	17,183	16,187	12,886	14,041
Other Reimbursements	1,448	1,677	1,531	1,683	4,121
Total Operating Revenue	105,973	115,643	118,973	113,344	120,096
% change over prior year	4%	2%	3%	-5%	1%
Expenses					
Payroll Expenses	82,039	87,054	90,369	89,854	93,702
Goods & Services	14,732	15,410	14,318	15,511	18,538
Student Services	2,549	2,403	1,957	1,646	1,926
Old Building Fund	3,885	5,299	5,388	5,406	4,611
Building Debt (COP)	167	1,109	1,108	1,106	1,109
Total Operating Expenses	103,372	111,274	113,141	113,522	119,886
% change over prior year	5%	8%	2%	0%	6%
Net Operating Margin	2,601	4,370	5,832	-179	211

FY21-22 Review

Tuition

15% below budget
10% below prior year

State Appropriation

8% over budget
\$3m end of year allotment
With \$2m in revolving fund expenses back to SBCTC

Dedicated program Revenue

\$2.2m restricts use of funds

Expenses

Good & Services
13% below budget, but
\$2m EOY over projection

BC Operations Budget

	Actual FY19-20	Actual FY20-21	Actual FY21-22	Budget FY22-23
Revenue				
Total Tuition Revenue	52,860,642	53,088,568	47,969,817	49,404,794
1 State Tuition	21,052,897	20,187,058	18,958,162	17,538,644
3 Bachelor Programs	2,723,811	3,298,827	3,622,726	3,895,350
4 Running Start	18,888,385	21,387,080	17,626,837	19,737,778
5 International(With ELI)	10,195,549	8,215,604	7,762,092	8,233,022
6 Other Student Fees & Grant Revenue	17,183,316	16,186,691	12,885,949	14,040,805
7 State Operating Appropriation	43,332,221	44,464,010	46,730,672	48,161,368
Additional State Appropriation		3,112,657	3,483,474	3,778,418
8 Capital Approp- for Operating	590,300	590,300	590,300	590,300
9 Reimbursements other agencies\carryover	1,676,903	1,530,842	1,683,400	4,120,727
Total Operating Revenue Sources	115,643,383	118,973,068	113,343,612	120,096,412
% Change Over Prior Year	2%	3%	-5%	1%
Expenses				
Total Wages & Benefits	\$ 87,053,535	90,369,347	89,854,150	93,702,223
Full-Time Faculty Salaries	16,787,278	17,397,038	18,024,214	20,499,067
Adjunct Faculty Salaries	17,994,635	16,906,038	15,692,188	13,273,500
Cost of Stipends	1,422,985	3,729,290	3,077,868	2,779,007
Exempt Salaries	14,366,397	14,052,725	15,129,957	17,844,113
Classified Salaries	12,970,879	13,678,385	15,181,477	17,399,264
Unfilled Positions Budget				(2,962,793)
Other Salaries	2,898,838	2,359,069	2,264,224	2,622,200
Benefits	21,465,460	23,235,579	21,416,509	23,234,550
Salary/Benefit Transfers	(852,938)	(988,777)	(932,287)	(986,685)
Goods & Services/ Personal Svcs	12,609,961	11,977,696	14,990,078	19,865,758
Student Services	2,402,584	1,957,233	1,645,817	1,926,144
Equipment, Furniture	2,546,010	2,544,826	722,677	95,094
Travel	506,450	33,689	219,607	479,004
Non Salary Transfers	(252,157)	(237,735)	(421,790)	(263,958)
Old Building Renovation Fund (5%)	5,298,744	5,387,659	5,405,827	4,610,994
Other Adjustments				(1,637,905)
Student Success COP and other	1,108,500	1,108,125	1,106,000	1,108,500
Total Expenses	111,273,628	113,140,840	113,522,366	119,885,854
% Change Over Prior Year	8%	2%	0%	6%
Operating Margin (No Depreciation)	4,369,755	5,832,229	(178,754)	210,558

FY22-23 Outlook

Tuition

2.4% tuition rate increase
4.5% projected enrollment decline for the fall

State Appropriation

COLA increase
\$300K Guided Pathways increase

Expenses

\$2.9M projected savings from lapse salary
\$1M in ctcLink support
\$800K for marketing

Path Forward

- Continue to collaborate with Institutional Research to monitor enrollment trends and adjust budget projections accordingly.
- Continue to work with Academic Affairs to ensure enrollment projections meet section offerings.
- Begin early winter to work with the BRAC to develop the budget for FY 2024.

Questions