



**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, November 9, 2022. This meeting was conducted in-person in B201 and remotely via Zoom. A telephone line was also available. Merisa Heu-Weller, Chair, presided.

MINUTES

The business session was called to order at 2:06 PM

I. **ROLL CALL**

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

II. **AGENDA**

Trustee Leigh made a motion to revise the meeting agenda to include an action item to set the presidential salary compensation to be posted with the job listing and to approve the agenda (September 9, 2022). Trustee Fukutaki seconded.

The motion passed unanimously.

Trustee Fukutaki made a motion to approve the minutes (October 19, 2022). Trustee Leigh seconded.

The motion passed unanimously.

III. **CONSTITUENT REPORTS**

A. College Assembly

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

- The Councils are working hard on initiatives that may turn into proposals.
 - Infrastructure Council is discussing a night walk and a tree health survey.
 - Resources and Planning Council is discussing budget training and the Capital Projects Review Committee.
 - Classified Council and Exempt Council are discussing professional development, flex scheduling staffing, hybrid, and remote work.

- The Classified, Exempt, Resources and Planning, Infrastructure, Inclusion & Diversity, and Student Success Councils are all discussing the issues around succession, planning and cross training for continuing continuity, winter quarter registration, gender neutral bathrooms, access, hiring best practices including the presidential search.
- Interim President Gary Locke has been visiting each council. This is fantastic and appreciated. There have been great conversations and questions. Next year, when a new president is hired, it is hoped that they will also visit council meetings.

B. Faculty

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

- The untimely passing of the faculty member from the science division last week has been rough. The emotional reserves that people have are small and people are frayed.
- The faculty feels pressure to increase the amount of time, energy and emotions spent with our students. The students are coming in unprepared since the pandemic. Students do not have the same study skills and are experiencing anxiety.
- Faculty are receiving less support due to vacant positions such as program managers and program assistants. The half of the faculty which are on campus pick up an extra burden.
- There are complicated ctLink-related issues occurring with staff being overpaid and then having to collect those funds. One issue is the unhelpful display of a stipend on paychecks: payment for two different jobs of a similar type will be reflected on a paycheck as a combined amount. A suggested solution is to email staff a copy of the stipend form to create a record of this payment.

C. Foundation

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

- On January 7, 2023, the BCF hosts a Gala dinner, auction, and dance. The Foundation can use help in the following three areas:
 - Auction items. These include live and silent items, such as: vacation homes, restaurant or frequented businesses gift certificates, frequent flier miles, or unique experiences. The Foundation can put together vacation packages and would love ideas. Please contact Melissa Johnson, Foundation Executive Director, with questions, donations, or ideas.
 - Sponsorship. Please share any connections to organizations possibly willing to sponsor the gala. The Foundation can ask these organizations to become a sponsor for the gala.
 - Attendees. Please consider who you will invite to be seated at your table at the gala.

D. Student

The Student report was provided by Sophia Oliveira, Associated Student Government (ASG) Events Representative.

- ASG has worked on bylaws and changes for elections. The changes were made, and ASG launched the applications for ASG President candidates. Applications were closed on November 4th and there are six candidates. ASG hosted orientation sessions with all candidates and the Elections Committee. For the timeline, voting opens on November 28th and closes on November 30th. By December 2nd, there may be a result without appeals or issues.
- ASG hosted a launch campaign event yesterday where the ASG team was introduced to the students and candidates. The candidates introduced themselves and built connections with the student body.
 - The event was successful, with around 150 students coming in and interacting with candidates.
 - Challenges in organizing the event were faced due to the online scheduling of student engagement. ASG is concerned with efficiency and access to room reservations, catering, and setup (such as acquiring a podium and AV support for PowerPoint presentations.) ASG is concerned that online work is not providing the proper support. For this event, everything worked out as ASG has a good team and advisors for support.

E. Classified

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

- Campus Operations and Human Resources have worked to bring food trucks to campus one or two days a week while unable to fill all the positions in food services. The food has been great and folks like it.
- Thanks to Human Resources and Campus Operations for closing college offices from December 21st through 27th, allowing folks to use paid or personal leave before the end of the year.

IV. **FIRST READ**

A. Revision of WAC 132H-126 and Policy 2050: Student Conduct Code

Megan Kaptik, Manager of Student Conduct, presented the first read of revisions to WAC 132H-126 and Policy 2050: Student Conduct Code. Bellevue College needs to revise the Student Conduct Code based on three recent legal actions:

- On August 10, 2021, a decision from a federal district vacated a portion of the 2020 amendments to the Title IX regulations related to cross-examination. This needs to be removed from the Code.
- On March 15, 2022, President Biden signed the Violence Against Women Act Reauthorization Act of 2022 (VAWA) into law. This changed the definition of domestic violence and added definitions for different aspects of domestic abuse. VAWA takes effect October 1, 2022.

- On March 30, 2022, Governor Inslee signed Sam’s Law (HB 1751) into law. This bill requires the College to update the definition of hazing and extend the prohibition to include off-campus hazing. The College must be compliant before the start of fall term.

Because of the federal and state deadlines, changes were put into effect on WAC 132H-126 and Policy 2050: Student Conduct Code using the emergency code revising process. After approval from the Board on September 21, 2022, the revised WAC 132H-126 was submitted as an emergency revision to the WA State Office of the Code Revisor.

V. **QUARTERLY REPORT**

A. Enrollment

Zach Morgan, Executive Director of Effectiveness and Research presented the quarterly Enrollment Report.

Bellevue College enrollments for 2021-2022 declined by about 13% from the prior year. Enrollments still are generally stronger over the long-view compared to Bellevue College SBCTC counterparts, though this 1-year dip was more significant than several of those peers.

Summer Quarter credit headcount and FTE are down from last year’s figures and projection, though growth in international enrollments and the new availability of summer Running Start enrollments helped mitigate those losses. For this Fall Quarter, growth in international education and other contract enrollments mitigated losses in other areas; the College’s overall enrollment is about 2.3% below what had been last projected. Marketing and recruitment efforts have generated a larger group of new students to Bellevue College than in the past 2 years, which is an encouraging sign provided the College’s work to retain those students. Projections have been adjusted to now project 4% to 5% drops each year for this year, fiscal year 2024, and fiscal year 2025.

VI. **PRESIDENTIAL SEARCH PROCESS UPDATE**

Vice Chair Fukutaki provided an update on the presidential search process.

Progress for the Presidential Search has been made since the last board meeting. EQU Advisors has been hired as the executive search firm to partner with Bellevue College for the presidential search. They have been helping to put together a timeline for the process. The timetable has been slightly adjusted and still includes being able to decide on a presidential candidate by the end of March 2023. The revised timetable will be available on the website when that goes live at the beginning of December.

EQU Advisors have gone through the full BC Priorities Report and all the data provided. EQU Advisors will be managing a written survey and hosting sessions with our community to receive feedback on what makes Bellevue College an exciting opportunity for prospective candidates. Input from the BC community will be critical to them as they recruit strong candidates on the college’s behalf.

The following individuals have agreed to serve as members of the Presidential Search Advisory Committee:

- Rich Fukutaki, Trustee & Search Advisory Committee Chair
- Dr. Consuelo Grier, Vice President of Diversity, Equity, and Inclusion & Search Advisory Committee DEI Advocate
- Richard Leigh, Trustee
- Frances Dujon Reynolds, Vice President of Human Resources
- Jennie Mayer, Chemistry Faculty and Achieving the Dream (ATD) Co-Lead
- Sara Sanders Gardner, Director of the Neurodiversity Navigators Program
- Dr. Alicia Keating Polson, Executive Director of the President's Office

The advisory search committee will finish polishing up the presidential profile alongside EQU Advisors consultants. That job listing will be posted in early December and open for 8-9 weeks.

Trustee Fukutaki invited discussion among the trustees regarding an appropriate salary range for the job listing. There are new requirements from the state of Washington to post a salary range that goes along with the presidential profile and job listing. Bellevue College is the largest single-campus community and technical college in Washington State. The salary range needs comparison to the marketplace. The search will be national. The range should be between 275,000-315,000, with flexibility for market changes that will attract a strong candidate.

Motion 37.22

Trustee Dietzel made a motion that the Board of Trustees of Community College District VIII approves, for purposes of the presidential job posting, a salary range of \$275,000 - \$310,000, plus a general description of standard benefits provided to Washington state employees and permissible compensation for community and technical college presidents included in WAC 131-16-500.

Trustee Leigh seconded.

The motion passed unanimously.

VII. **PRESIDENT'S REPORT**

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

- Complements to the Office of Institutional Advancement for putting on a remarkable discovery day. Thanks to Institutional Advancement and Student Affairs for a great Scholar Donor Day.
- Congratulations to the Marketing & Communication department within the Office of Institutional Advancement on being awarded eight District 7 Medallion Awards from the National Council for Marketing & Public Relations.
- International student enrollment is above projections for the Fall Quarter, with more enrolling for Winter Quarter. Enrollment is recovering with respect to international students. The International Education Department has diversified the source of those students. With the presentation on enrollment data, there is better information on students' educational goals, and retention can be the focus.

- Student Affairs and faculty are organizing registration week. As students enter finals week, faculty will encourage them to register for classes. This is an all-hands-on-deck effort to focus on retention and, at the same time, use marketing to focus on attracting more students. Students must be provided with a sense of community, culture, and support.
- The Office of Student Engagement is undergoing change. A consultant was hired to evaluate issues of permissible uses of student activity fees, staffing of the organization, some of the procedures by which students can access funds, and the type of support of advisors that students have. This consultant has finished meeting with many people on campus, including students, that would be part of the potential reorganization and realignment.
- Pierce College is in discussions with an outside firm to look at the impact of the ctLink with respect to financial aid processes, decisions, and disbursements. The state board is looking into joining that contract to determine what problems the state CTC system imposes and what changes to make. Many colleges are interested in engaging with this consultant to look at campus-specific processes and procedures, hassles, and hurdles imposed by the state. It is important to streamline the registration process to benefit new students and retain current students.
- Over \$700,000 has been allocated for technological upgrades for computers and equipment within our classrooms. This equipment is required for specific courses. Some of the current equipment is over 7-8 years old. Nearly \$300,000 is allocated for high-flex equipment for hybrid learning. The technology upgrades should be in classrooms by January.

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

No report was provided.

IX. **BOARD REPORT**

Congratulations to Trustee Rich Fukutaki on his election as the Association of Community College Trustees (ACCT) Secretary-Treasurer. ACCT is a national organization made up of more than 6500 trustees from community, technical, and junior colleges across the country.

X. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

Sara Sanders Gardner, Bellevue College staff member, made a comment on student retention.

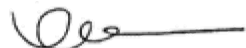
Teresa Descher, Bellevue College staff member, made a comment on Bellevue College athletics.

XI. **EXECUTIVE SESSION**

There was no executive session.

XII. **ADJOURNMENT**

There being no further business, Chair Heu-Weller adjourned the Board of Trustees meeting at 4:03 PM.



Merisa Heu-Weller, Chair
Board of Trustees

ATTEST:

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