



BELLEVUE
COLLEGE



Board of Trustees

Community College District VIII

REGULAR MEETING
February 15, 2023



**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, February 15, 2023. 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: [Click to join meeting](#)

Or dial in by telephone: +1 253 215 8782 Webinar ID: 899 6530 3055

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 February 15, 2023	
	B. Approval of Minutes for January 18, 2023	
2:05 PM	IV. Constituent Reports	
	A. Student	ASG
	B. Classified	Representatives
	C. College Assembly	Becky Turnbull
	D. Faculty	Assembly
	E. Foundation	Representative
		Sue Nightingale
		Dana Gray
2:35 PM	V. First Read	
	A. Tenure Candidates	Rob Viens
2:40 PM	VI. Quarterly Reports	
	A. Enrollment	Zach Morgan,
		Christina Castorena,
		Rob Viens

		B. Finance	Dennis Curran
3:20 PM	VII.	Diversity, Equity, and Inclusion Report	Consuelo Grier
3:25 PM	VIII.	Presidential Search Process Update	Rich Fukutaki
3:30 PM	IX.	President's Report	Gary Locke
3:35 PM	X.	Board Report	Merisa Heu-Weller
3:40 PM	XI.	Unscheduled Business or Public Comment	
3:45 PM	EXECUTIVE SESSION The Board will be meeting in executive session to evaluate the qualifications of applicants for public employment, review the performance of public employees, and discuss matters with legal counsel regarding potential litigation.		
4:15 PM		Equity in the Hiring Process Training	Abner Pagunuran and Jahkari Aujla
5:00 PM	Adjournment		
5:00 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, January 18, 2023. This meeting was conducted in a hybrid fashion with the physical location in B201 and the remote location on Zoom. A telephone line was also available. Merisa Heu-Weller, Chair, presided.

MINUTES

The business session was called to order at 2:00 PM

I. ROLL CALL

Chair Merisa Heu-Weller, Vice Chair Rich Fukutaki, Trustee Greg Dietzel, Trustee Richard Leigh, Trustee Conor O’Meara, Trustee Pradnya Desh, 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 (January 18, 2023) and minutes (December 14, 2022.) Trustee Leigh seconded.

The motion passed unanimously.

III. 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 seven students for the ACT Transforming Lives Award.

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

Nominee	Faculty/Staff Nominator
Panida Lamb	Heather Rane
Tu-ahn Dao	Heather Rane
Haley Vest	Heather Rane
Kiseuk Ahn	Maria Cervantes
Sima Tamang	Li Liu
Rasheed Wallace	Amy Swanson
Mohamad Imran	Carli Yip

IV. **CONSTITUENT REPORTS**

A. Foundation

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

- Thank you to Trustees Heu-Weller, Fukutaki, Leigh, and Dietzel, and Interim President Locke for their attendance and support of the Foundation Gala. The evening was very successful: \$380,000 was raised against a goal of \$250,000. The student volunteers set the tone with elegance, great food, and fun.
- Thank you to Emily Feicht and Kelly Scibetta in the Foundation for their considerable work leading up to and the on the night of the event. Thank you to Melissa Johnson, Foundation Executive Director.
- Monday, March 27 is the Golf Scramble at Glenwood, which features golfing and dinner afterwards. More information will be provided in the coming weeks, and please consider attending.

B. Student

The Student report was provided by Sophia Oliveira, Events Representative, and Rebecca Mbaka, President of Associated Student Government (ASG).

- ASG is reviewing many funding requests, most of which come from clubs that would like to travel, attend conferences, or host events.
- ASG is trying to engage students on campus by organizing activities that will encourage students to attend for participation. Approximately 80 students attended the MLK Week activity, which included a PowerPoint presentation and Q&A section asking students to communicate with others seated at their tables.
- ASG is trying to plan a gala in Spring Quarter.
- Events Representative Oliveira reiterated concerns about ctcLink. Chair Heu-Weller thanked ASG for bringing these concerns to the Board and emphasized an appreciation for the open communication. Interim President Gary Locke and Associate Vice President Christina Castorena provided additional information regarding ASG's concerns.

C. Classified

There was no Classified report.

D. College Assembly

There was no College Assembly report.

E. Faculty

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

- The success of the Gala marks a time to revisit previous attempts to strengthen Faculty and Foundation relationships.
- Nightingale shared that mile 23 is where most marathoners bail out – Bellevue College feels like it is in mile 23 of the pandemic marathon; no one is running on adrenaline anymore. There are a lot of issues that make campus not a great place to be: heating issues that make it difficult to teach; staffing struggles; ctLink issues; faculty who completed OETA training have not received payment yet; no cafeteria; and few people on campus.
- A ray of hope comes as legislative session has begun; the state board (SBCTC) has asked for a significant salary increase for ctLink classified & exempt employees which should help resolve present staffing issues.
- The Board will soon be receiving packets from the TRC for the third-year tenure candidates and Nightingale feels the trustees will be just as impressed as always.

V. **ACTION ITEMS**

- A. Revision of WAC 132H-122, Policy 7200: Students' Financial Obligations and Repeal of Policy 7250: Non-Payment of Tuition and Course-related Fees

Motion 01.23

Trustee Leigh made a motion that the Board of Trustees of Community College District VIII approves revisions to WAC 132H-122 and Policy 7200: Students' Financial Obligations. Trustee Fukutaki seconded.

The motion passed unanimously.

Motion 02.23

Trustee Dietzel made a motion that the Board of Trustees of Community College District VIII approves the repeal of Policy 7250: Non-Payment of Tuition and Course-Related Fees. Trustee Leigh seconded.

The motion passed unanimously.

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- B. Revision of Policy 2100: Hazing

Motion 03.23

Trustee O'Meara made a motion that the Board of Trustees of Community College District VIII approves revisions to Policy 2100: Hazing. Trustee Leigh seconded.

The motion passed unanimously.

VI. **PRESIDENTIAL SEARCH PROCESS UPDATE**

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

- In December, it was announced that the search for the next president is live and the college has begun actively recruiting and accepting applications. The presidential search profile can be reviewed along with other relevant information on the BC Presidential Search website. This recruitment phase will continue throughout the month of January.
- Candidates are encouraged to submit application materials by February 3, 2023. The executive search firm, EQU Advisors, has been encouraged by the robust conversations they have had with well-qualified candidates. Potential candidates have also expressed excitement about the opportunities identified in the presidential profile and the BC Priorities Report. Anyone with a recommendation on a potential presidential candidate is encouraged to submit a nomination at the EQU Advisors website.
- The Presidential Search Advisory Committee will review applications and interview semi-finalists in February and anticipates interviews with finalist candidates will happen during the first two weeks in March. The successful candidate is expected to be announced by the Board of Trustees in late March and begin in the position on or by July 1, 2023.

VII. **PRESIDENT'S REPORT**

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

- Locke commended all staff for their work on the Gala, in addition to student & faculty volunteers and a student table sponsored by faculty & staff. Melissa Johnson, Foundation Executive Director, announced this morning that the Gala will be an annual event taking place in February.
- The MLK Week student panel event had an attendance of approximately 150-200 students and was sponsored in solidarity by the Black Student Union, ASG, and the Latinx Students of BC Club.
- The college will be hosting Hiawatha D. and Veronica Very, owners of the Wonder of Women (WOW) Art Gallery in Pacific Place, as keynote speakers. The keynote will take place Thursday, January 19 from 12:30 - 1:30 pm in Carlson Theater (E200), as well as be available via streaming.
- The college is still trying to finalize a contract with an outside firm to improve the registration process with involvement from students, faculty, parents, and other stakeholders.
- Enrollment is up 5% over projections and 3% over last year. However, the budget is still tight, and the process for setting next year's budget is about to start. Given limitations imposed by the State, the college is still trying to offer competitive salaries to solve hiring issues.
- Faculty need to have completed 20 hours of OETA this to teach this Spring and will need to complete an additional 20 hours to teach in Fall. Many faculty have already completed all 40 hours of required training this past Fall, far ahead of schedule.
- There are lots of decisions to make to set things up for the next president.

- The college is trying to form partnerships with the local business community to offer training customized for these organizations and their employees.

VIII. **BOARD REPORT**

There was no Board report.

IX. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

There was no unscheduled business or public comment.

X. **EXECUTIVE SESSION**

At 2:50 PM, Chair Heu-Weller announced there would be an executive session beginning at 2:55 PM that would last approximately 30 minutes to discuss matters with legal counsel regarding potential litigation. At 3:25 PM, Chair Heu-Weller announced the executive session would be extended by 15 minutes. The Board returned to regular session at 3:40 PM.

XI. **ADJOURNMENT**

There being no further business, Chair Heu-Weller adjourned the Board of Trustees meeting at 3:41 PM.

Merisa Heu-Weller, 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 regarding tenure appointments for full-time faculty members listed below has been submitted to the College President, 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.](#)"

Fourth Year Candidate(s) Recommended for an Extended Probationary Period

Mae Sellers Arts & Humanities (World Languages)

Third Year Candidate(s) Recommended for Tenure

April Ambalina	Health Sciences, Education and Wellness Institute (Nursing)
Diane Walser	Institute for Business and Information Technology (NSCOM)
Helton Leal	Science (Mathematics)
Jaclyn Schultz	Social Science (History)
Jessica Wang	Science (Meteorology)
Katrina Malkin	Health Sciences, Education and Wellness Institute (Nursing)
Komal Ram	Institute for Business and Information Technology (Business Management)
Leo Kiralla	Social Science (Psychology)
Michelle Schewe	Library Media Center (Student Success Librarian)
Pratima Suneel	Institute for Business and Information Technology (Info Systems Technology)
Shadia Kanan	Health Sciences, Education and Wellness Institute (Nursing)
Tessa Cornish	Science (Biology)

Key Questions

- * What is the reason for granting tenure to faculty?
- * Has a process for granting tenure been followed for each candidate under consideration, and what elements are included in the process?

Analysis

According to the Tenure Guidelines, 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.

This year, 12 tenure candidates will be presented for Board action at the next meeting and one candidate will be recommended for the Fourth Year Action Plan. The candidates have participated in a rigorous tenure review process as outlined in the College's tenure guidelines. A recommendation has been forwarded to the President by the Tenure Review Committee (TRC) to grant tenure to 12 candidates and extend the probationary period for one candidate.

As outlined in the Tenure Guidelines, the tenure process at Bellevue College normally consists of a three-year probationary period for each candidate, and includes three levels of review.

- 1) A Tenure Evaluation Subcommittee (TES), composed of members elected within the candidate's division and chosen by the candidate and approved by the Tenure Review Committee (TRC), is formed for each candidate. This group gathers information and data in support of the candidate's tenure, and provides mentoring and assists the candidate throughout the 3-year process.
- 2) The Tenure Review Committee, including six members elected by the faculty, reviews the documentation prepared by the TES to ensure that college and program 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 recommendations of the TES is sound, and provides a recommendation each year to the President.
- 3) During the first 2 years of a candidate's employment, the President uses the recommendation of the TRC to decide whether or not to continue the probationary period. In the third year, the President considers the recommendation of the TRC in formulating their recommendation to the Board of Trustees to grant tenure or to extend the probationary period.

Finally, the Board of Trustees, giving serious consideration to the recommendation of the President and the TRC, decides to grant or not grant tenure.

Background/Supplemental Information

An electronic notebook in .pdf format have been assembled for all tenure candidates, and all pertinent documents for each of the 13 cases has been shared for review by members of the Board of Trustees. Each member of the Board has access to the tenure documents via a secure SharePoint site.

Recommendation/Outcomes

This item will be presented for Board action at the March 15, 2023 meeting.

Prepared by: Dr. Rob Viens, Associate Vice President for Academic Affairs
rob.viens@bellevuecollege.edu



REGULAR MEETING AGENDA ITEM

ENROLLMENT QUARTERLY REPORT

INFORMATION

FIRST READ

ACTION

Description

A summary of credit enrollment figures for Fall 2022 and the interim status of Winter 2023 enrollment.

Key Questions

- * How well is the college meeting projected enrollments?
- * What does the college project future years' enrollments to be?

Analysis

Overall, Bellevue College credit enrollment for Fall 2022 fell short of projections by 2.6%, and dropped about 7.5% from Fall 2021. This drop in enrollment brings Bellevue College closer to our SBCTC counterparts in the long-term as those counterparts have largely mitigated their losses.

However, for Winter 2023, we have exceeded projections by about 4%, driven by sustained increases in international enrollment and strengthened enrollment in our traditional state enrollments.

We now project our enrollments for this year to be near what was projected when the 2022-2023 budget was adopted. Future years' enrollments are projected to decline at a slower pace than previously expected, though we are cognizant of the approaching 'demographic cliff' as the K-12 districts of our service area see shrinking enrollments in their younger grades.

Background/Supplemental Information

Slide Deck: BoT Winter 2023 Enrollment

Prepared by: Zachary Morgan, PhD | Executive Director, Effectiveness & Research
zach.morgan@bellevuecollege.edu



BELLEVUE
COLLEGE

Winter 2023 BoT Enrollment Presentation

Zachary Morgan, Ph.D. | Executive Director, Effectiveness & Research

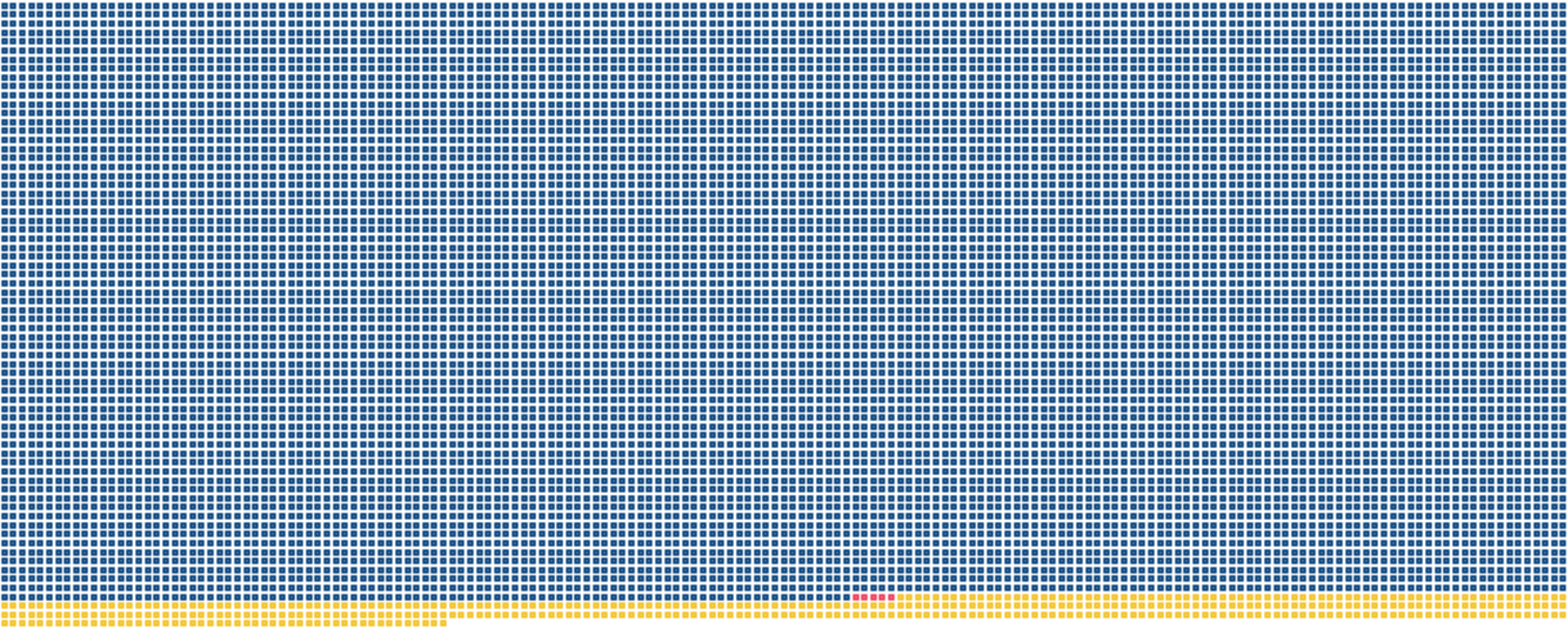
Fall 2022

Final Enrollment

2227 | FALL 2022 Students Served

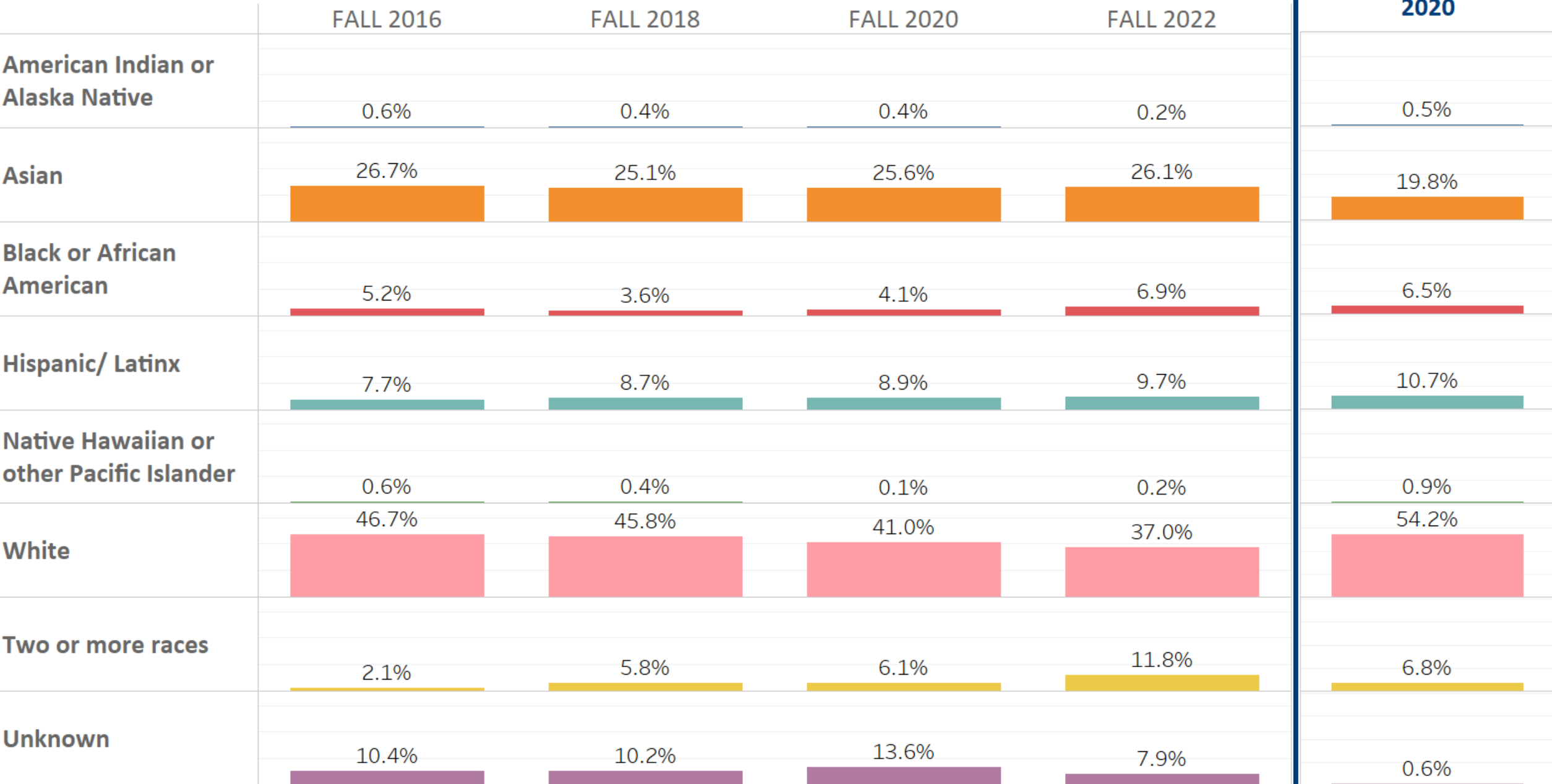
Undergraduate (Credit)	11,645
Both Credit and Non-Credit	5
Continuing Education (Non-Credit)	475

12,125 Students Served



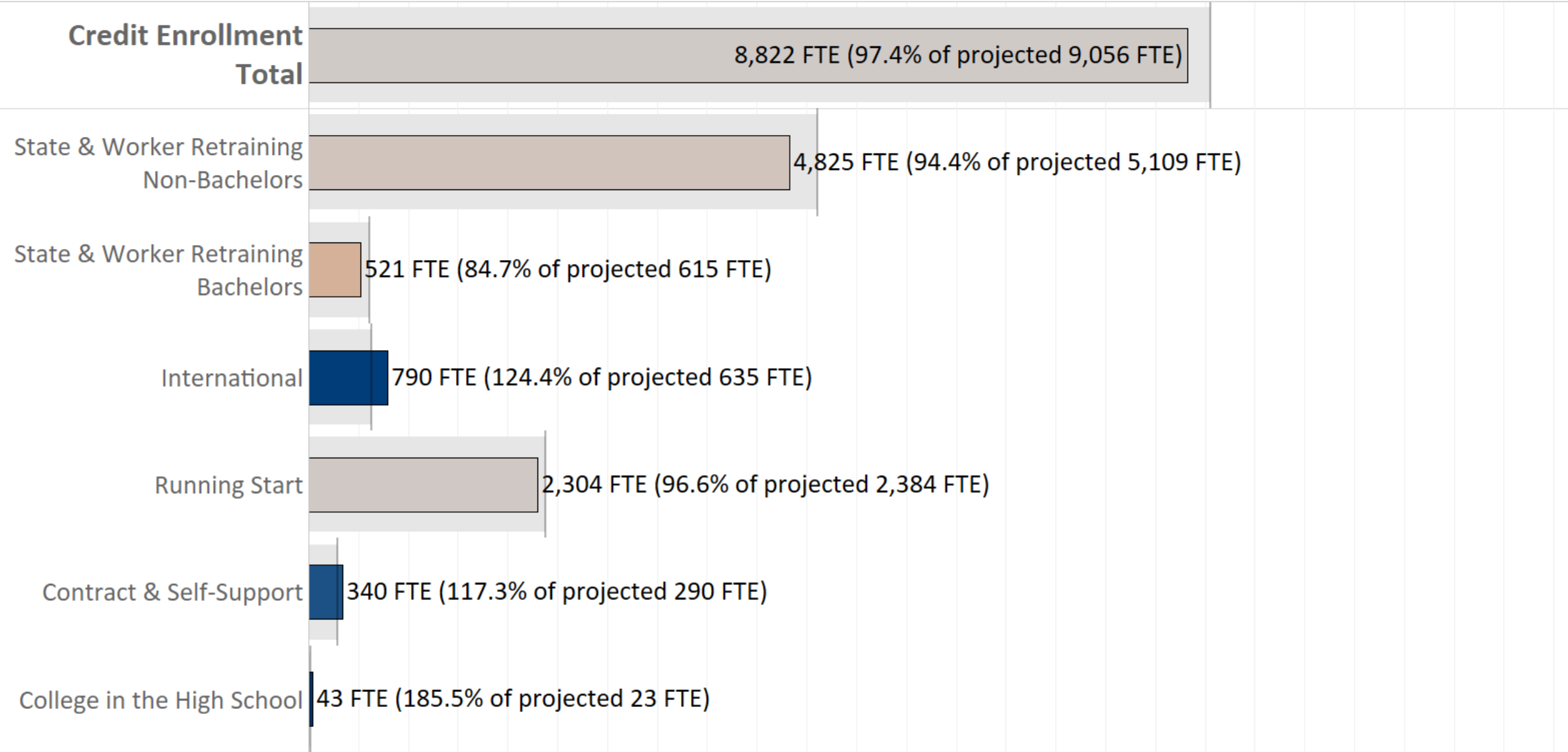
Race/Ethnicity of Credit Students | Fall Quarters

King County
Census
2020

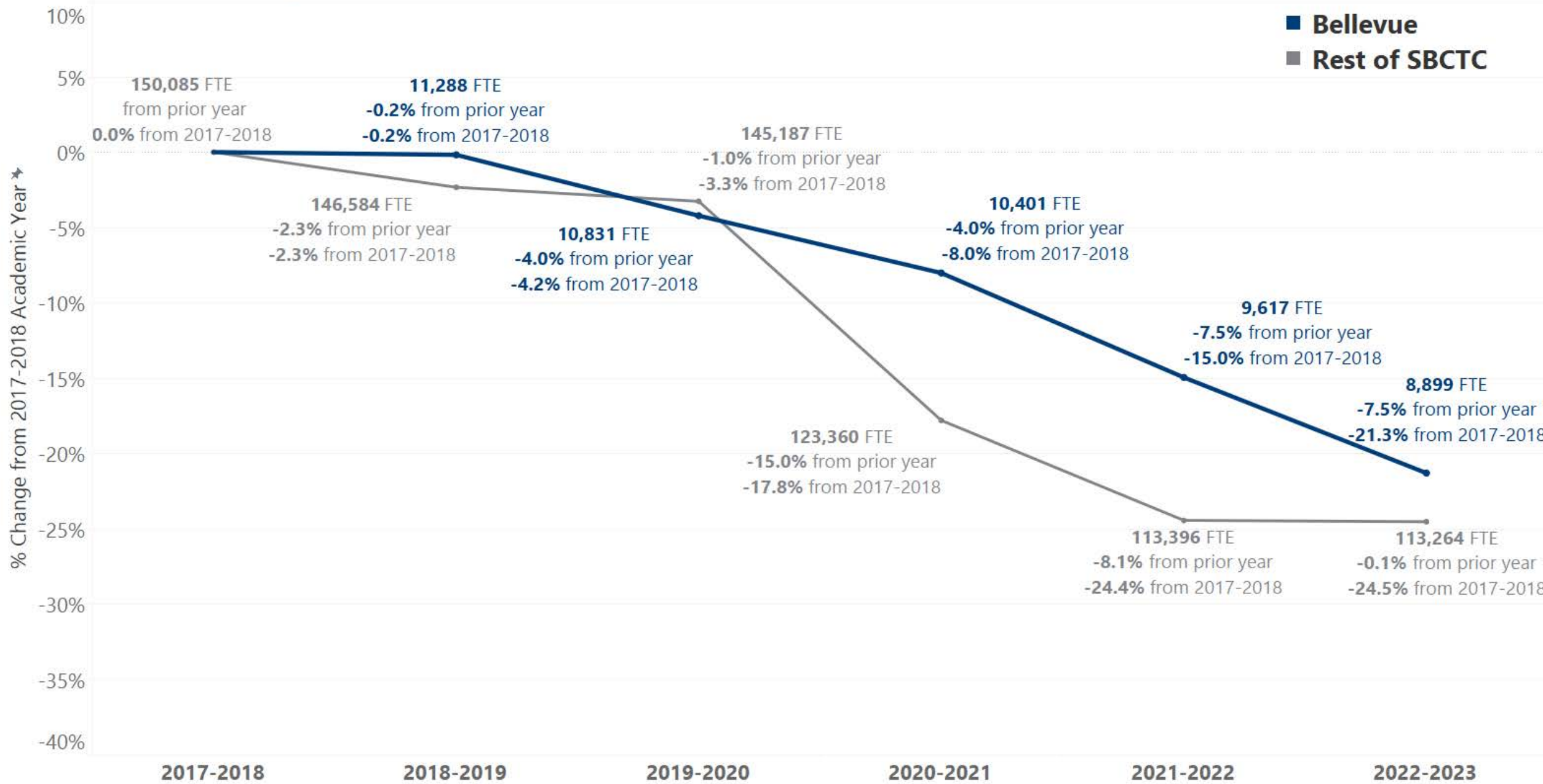


2227 | FALL 2022 | Enrollment Relative to Projections

Data as of 1/31/2023 2:05:05 PM (165 days from the start of quarter)



Fall State-Reported FTE since 2017-2018: BC and Rest of SBCTC



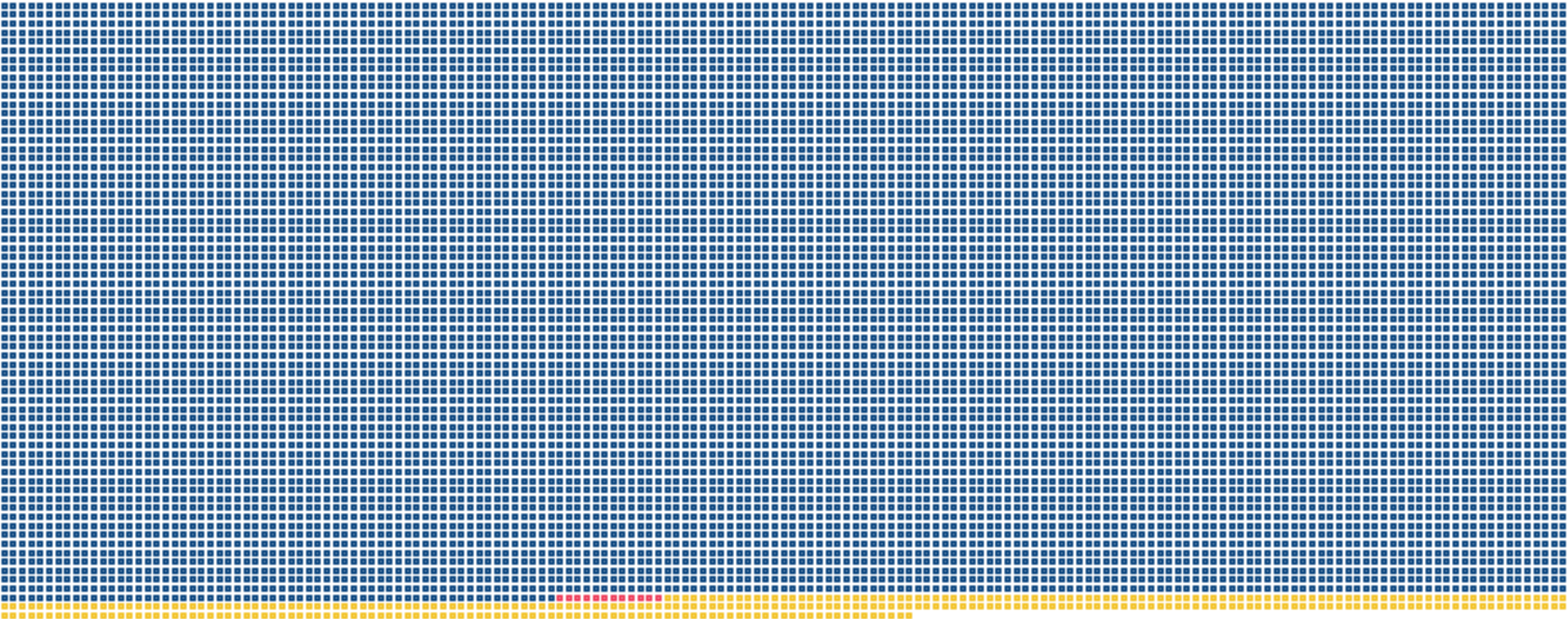
Winter 2023 Interim Enrollment Summary

Data as of 1/31/2022

2231 | WINTER 2023 Students Served

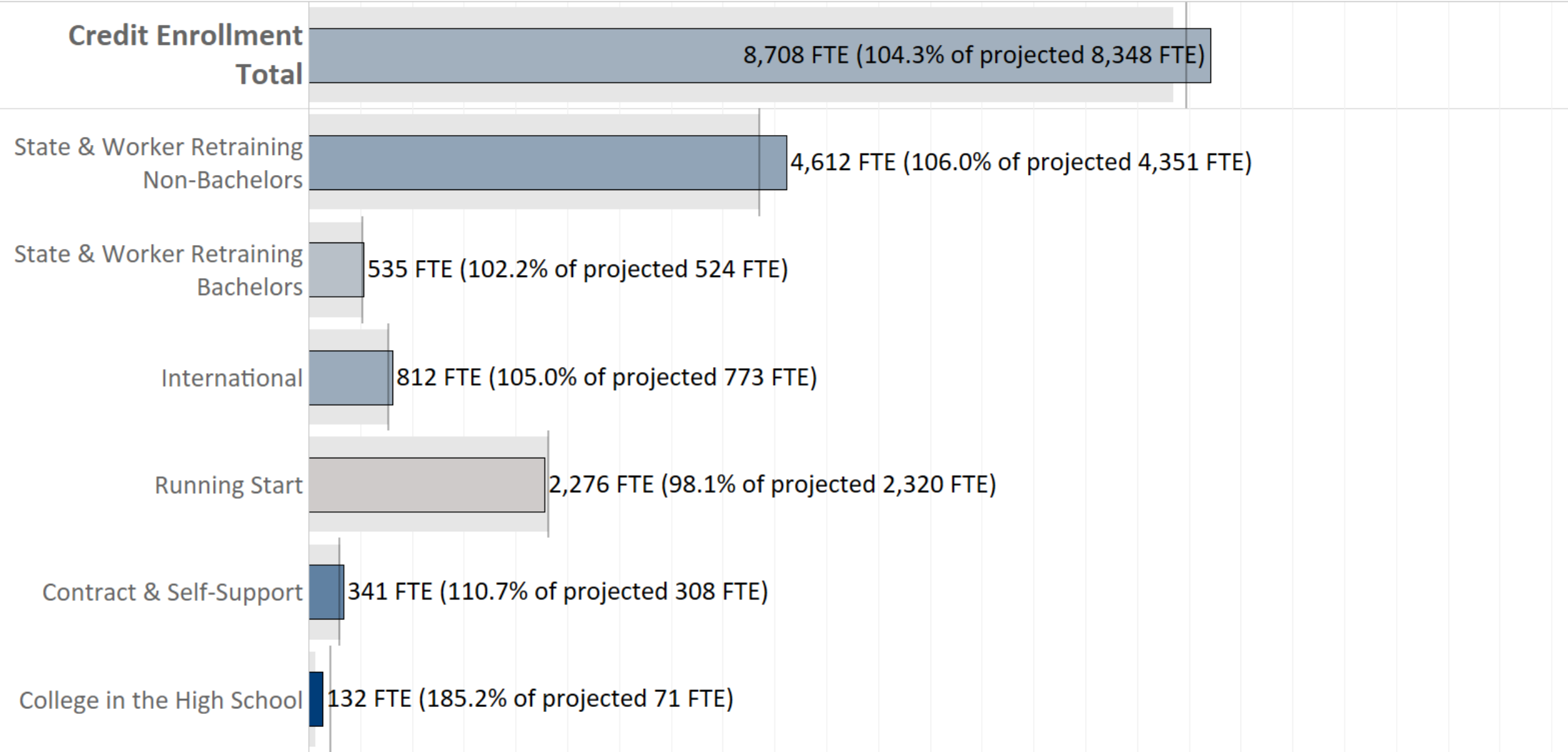
Undergraduate (Credit)	11,612
Both Credit and Non-Credit	12
Continuing Education (Non-Credit)	378

12,002 Students Served

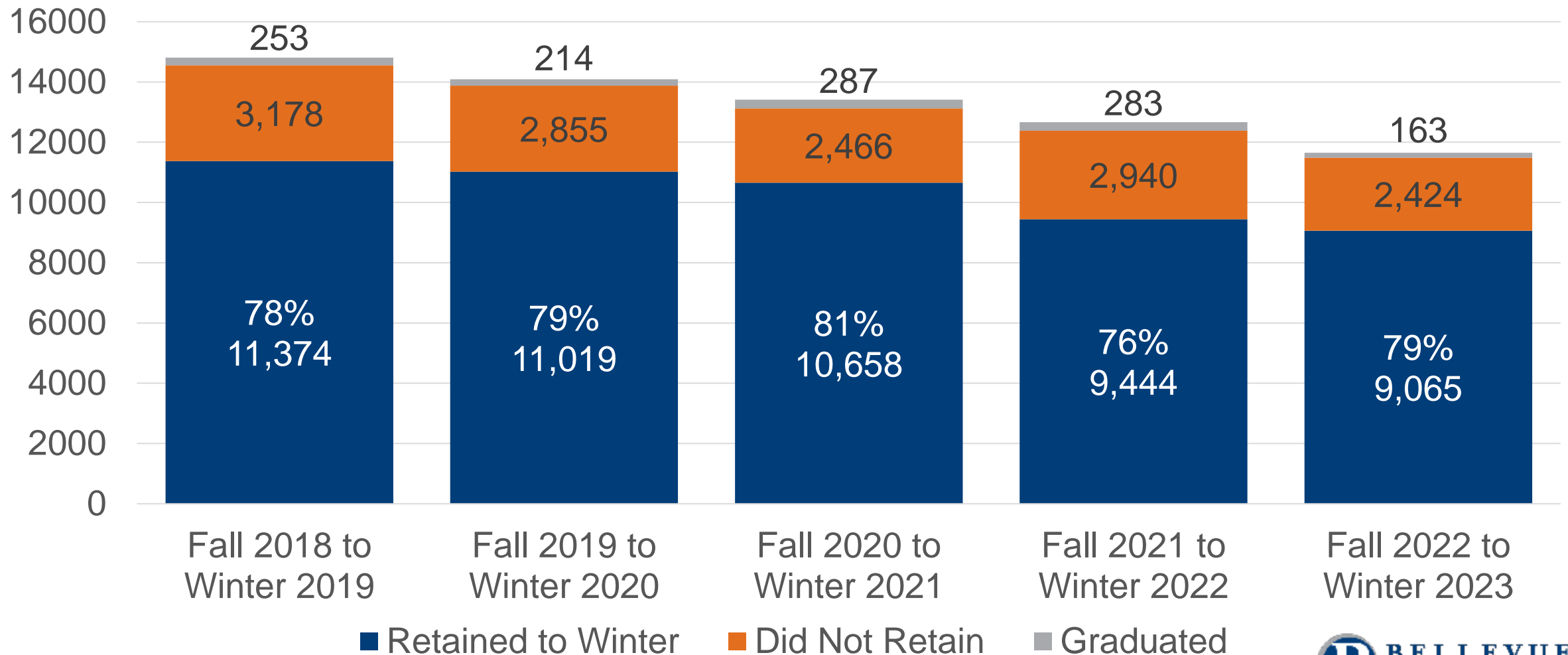


2231 | WINTER 2023 | Enrollment Relative to Projections

Data as of 1/31/2023 2:05:05 PM (28 days from the start of quarter)

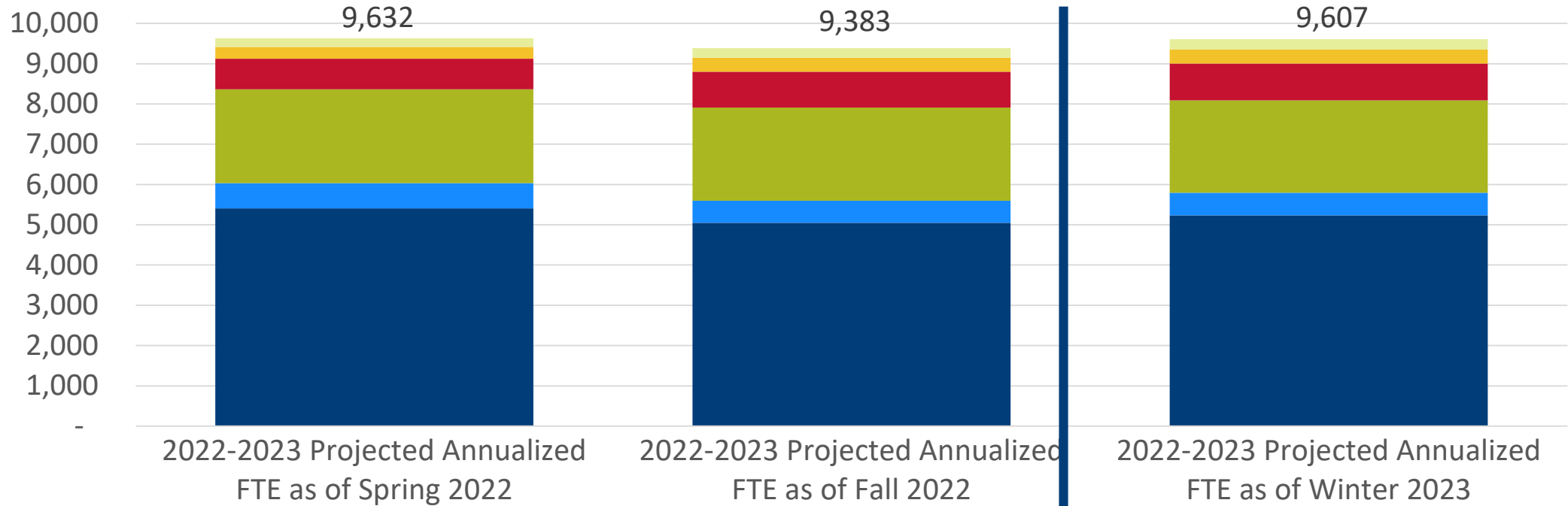


Retention Effectiveness: Fall to Winter Retention Rate, Excluding Graduates



Projections Update

History of 2022-2023 Annualized Enrollment Projections

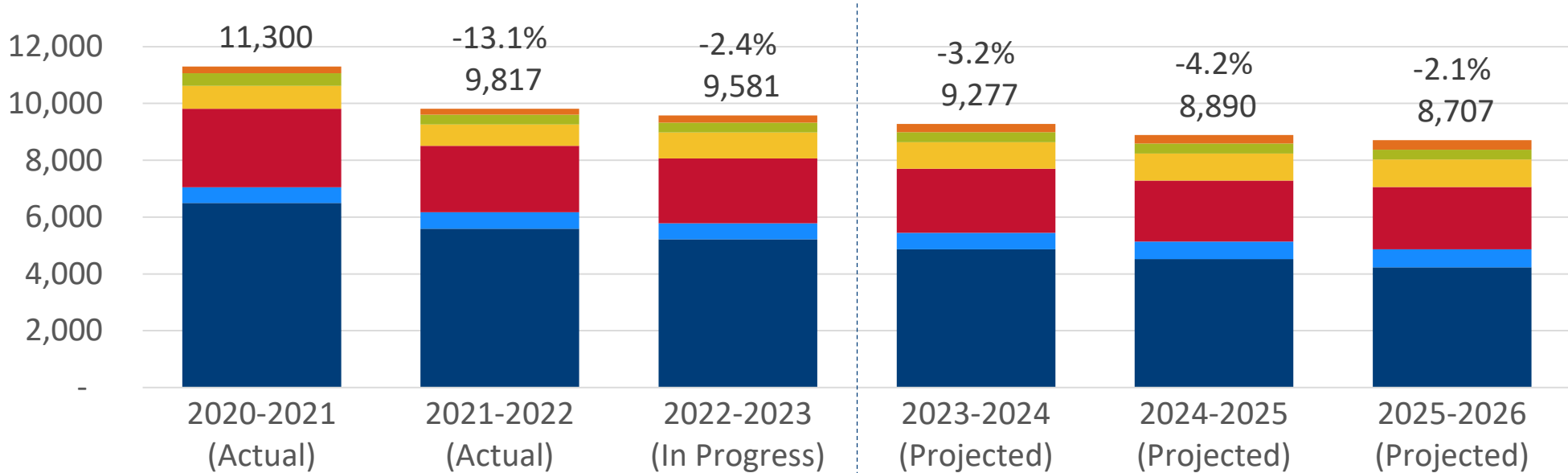


Category	2022-2023 Projected Annualized FTE as of Spring 2022	2022-2023 Projected Annualized FTE as of Fall 2022	2022-2023 Projected Annualized FTE as of Winter 2023
Total	9,632	9,383	9,607
College in HS	216	239	259
Contract & Self-Support	294	343	345
International	755	892	917
Running Start	2,334	2,309	2,289
State & WR Bachelors	625	552	562
State & WR Non-Bachelors	5,408	5,048	5,236



Annualized FTE is the sum of Quarterly FTE divided by 3

Annualized FTE Projections through 2024-2025



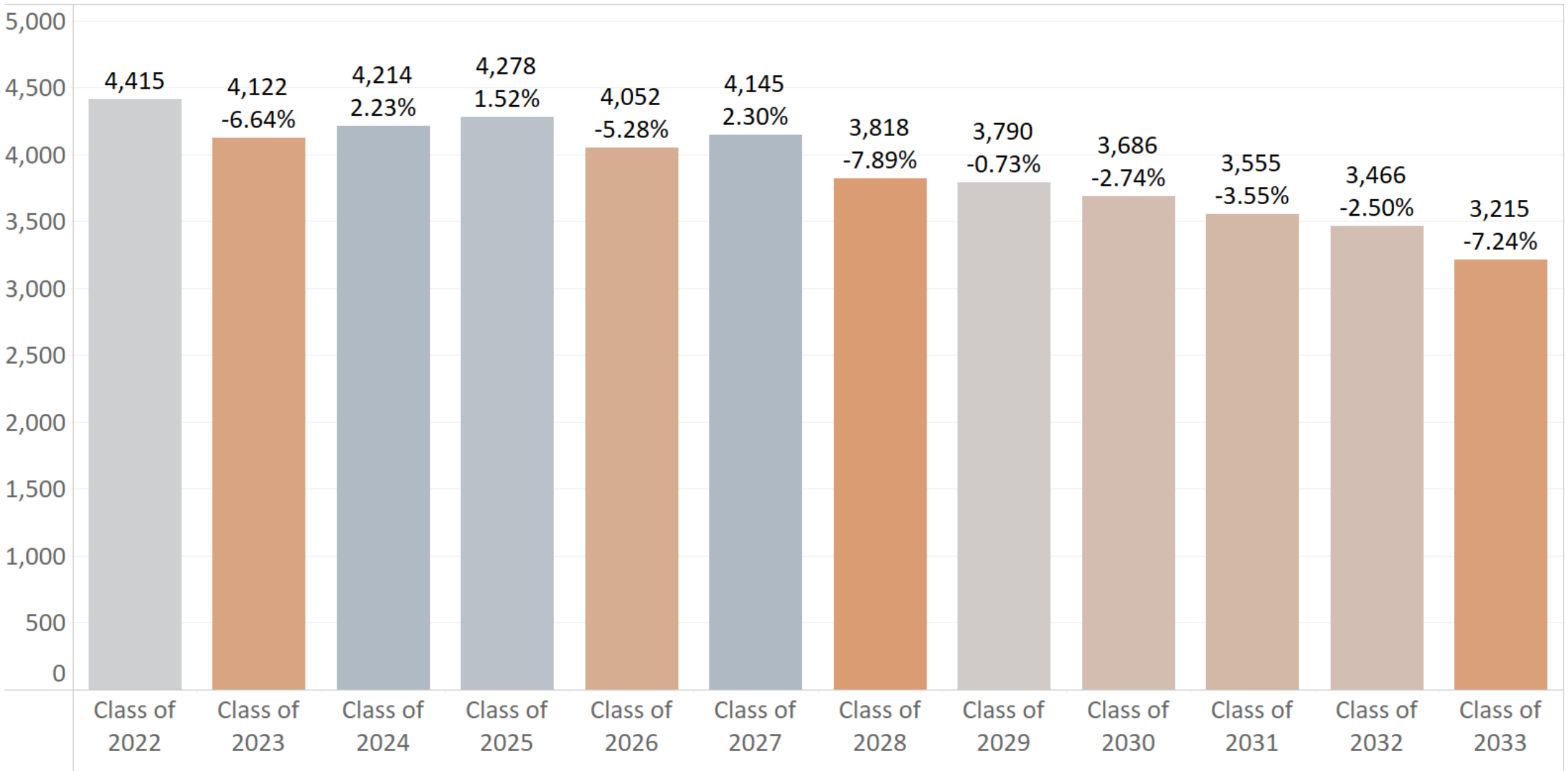
	2020-2021 (Actual)	2021-2022 (Actual)	2022-2023 (In Progress)	2023-2024 (Projected)	2024-2025 (Projected)	2025-2026 (Projected)
Total	11,300	9,817	9,581	9,277	8,890	8,707
College in HS	239	210	259	292	303	335
Contract & Self-Support	445	343	344	348	348	348
International	807	753	911	931	950	969
Running Start	2,760	2,337	2,289	2,263	2,150	2,193
State & WR Bachelors	554	587	561	579	614	631
State & WR Non-Bachelors	6,495	5,587	5,217	4,864	4,525	4,231



Annualized FTE is the sum of Quarterly FTE divided by 3

Service Area Graduating Class Size Based on Current Size

% Change calculated from prior graduating class size



Enrollment Projections Team

Rebecca Chawgo, *Institutional Advancement*

Eric Davis, *Science Division, Academic Affairs*

Steve Downing, *Enrollment Management*

Kazumi Hada, *International Education & Global Initiatives*

Michael Kaptik, *Student Life*

Terry Mansour, *Finance & Auxiliary Services*

Greg Schmidt, *Effectiveness & Research*

Anna Sherwood, *Marketing & Communications*

Additional Background Information

Year Over Year Credit Enrollment | Fall 2022

11,651
Credit Students

(-8.0% from Fall 2021)

8,823
Annual Credit FTE

(-7.5% from Fall 2021
-2.6% from Projected Fall 2022)

132,338
Credits

(-7.5% from Fall 2021)

11.4
Avg. Credits / Student

(+0.8% from Fall 2021)

Year Over Year Credit Enrollment | Fall 2022

Running Start

2,755 Students
(-0.5% from
Fall 2021)

2,334 FTE
(-5.4% from
Fall 2021)

12.7 Avg. Credits
(-5.2% from
Fall 2021)

International

772 Students
(+16.3% from
Fall 2021)

792 FTE
(+24.5% from
Fall 2021)

15.4 Avg. Credits
(+6.9% from
Fall 2021)

Bachelors

(Enrollments in 300 & 400
Level "Upper Division" Courses)

907 Students
(-6.0% from
Fall 2021)

571 FTE
(-8.2% from
Fall 2021)

9.4 Avg. Credits
(-3.1% from
Fall 2021)

Year over Year Credit Enrollment | Winter 2023

11,594
Credit Students

(+0.5% from Winter 2022)

8,698
Credit FTE

(+1.1% from Winter 2022
+4.4% from Projected Winter 2023)

130,470
Credits

(+1.1% from Winter 2022)

11.25
Avg. Credits / Student

(+0.6% from Winter 2022)

Quarter Still in Progress

Year Over Year Credit Enrollment | Winter 2023

Running Start

2,696 Students
(-1.1% from
Winter 2022)

2,285 FTE
(-4.9% from
Winter 2022)

12.7 Avg. Credits
(-3.8% from
Winter 2022)

International

811 Students
(+21.4% from
Winter 2022)

808 FTE
(+22.1% from
Winter 2022)

15.0 Avg. Credits
(+0.7% from
Winter 2022)

Bachelors

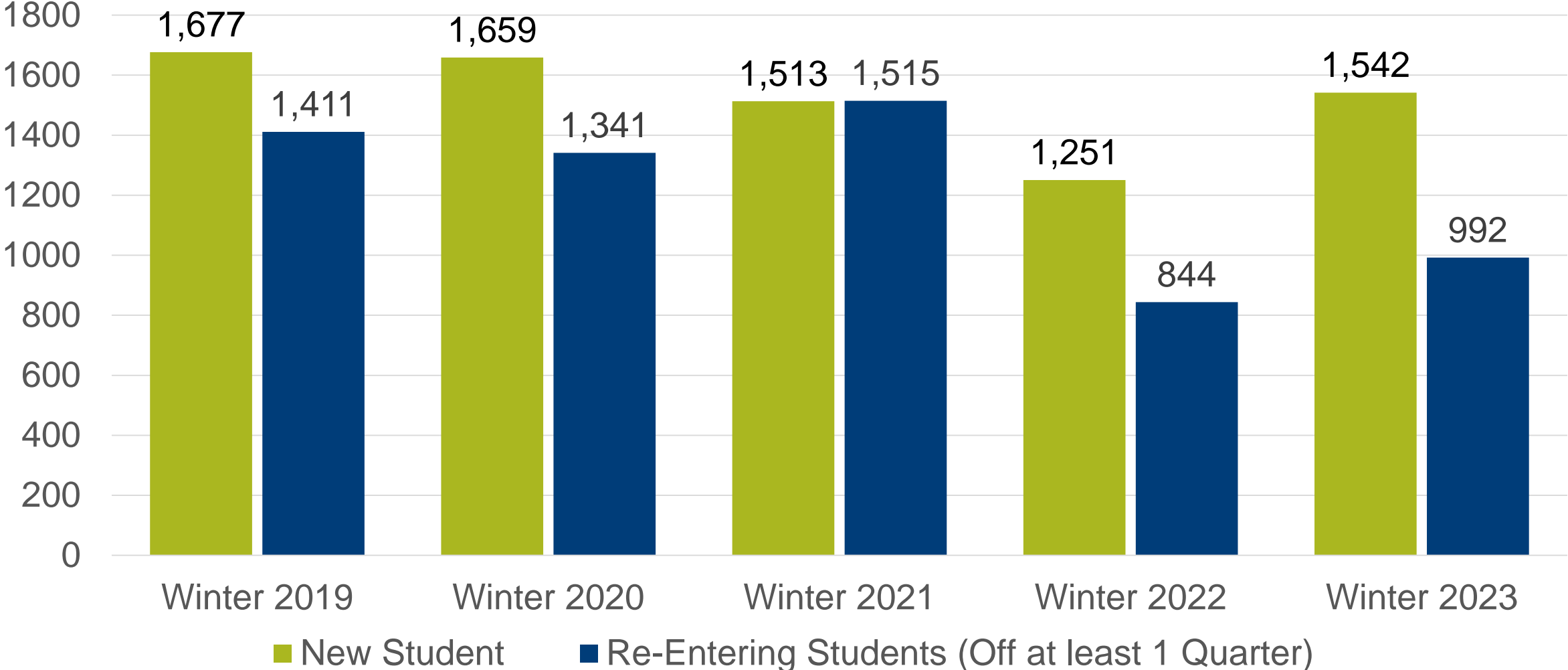
(Enrollments in 300 & 400
Level Courses)

864
(-6.6% from
Winter 2022)

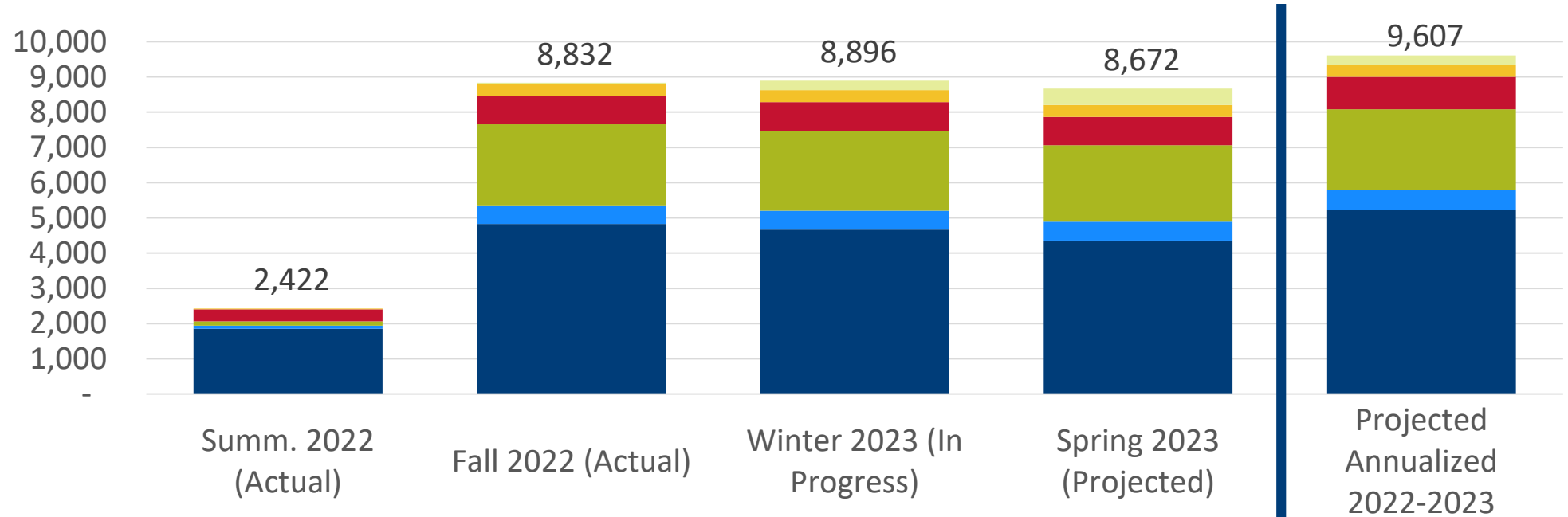
588 FTE
(-7.1% from
Winter 2022)

10.2 Avg. Credits
(-1.0% from
Winter 2022)

Recruitment Effectiveness: New Students and Re-Entering Students



Revising This Year's FTE Projections



Category	Summ. 2022 (Actual)	Fall 2022 (Actual)	Winter 2023 (In Progress)	Spring 2023 (Projected)	Projected Annualized 2022-2023
Total	2,422	8,832	8,896	8,672	9,607
College in HS	-	43	268	465	259
Contract & Self-Support	15	339	340	340	345
International	341	793	811	807	917
Running Start	125	2,305	2,271	2,165	2,289
State & WR Bachelors	89	522	539	537	562
State & WR Non-Bachelors	1,852	4,830	4,667	4,358	5,236



Annualized FTE is the sum of Quarterly FTE divided by 3



REGULAR MEETING AGENDA ITEM

FINANCE QUARTERLY REPORT

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 2023 along with an update on the development of the FY24 budget. The FY23 year-end is projected to have a surplus of \$73K.

Projected FY23 revenues are \$5.2M higher than budgeted, while expenses are \$5.4M higher. Current FY23 EOY is projected to end with a small surplus of \$73K.

Projected tuition is just \$2.2M higher than budgeted for FY23, and is based on actual enrollment numbers for summer, fall and winter, and projected enrollment numbers for the spring 2023 quarter.

FY24 revenue is projected to have 0% growth when compared to FY23 projections, but expenses are currently projected to be 1.6% higher (\$1.9M). The current \$2M deficit projected at the end of FY24 will be the focus of the next several weeks as the college prepares the budget for Board of Trustee approval.

Key Questions

- Will enrollment projections be in line with the budget for Spring 2023 and Academic year 23-24?
- What steps will be taken to manage class offerings and fill rates in response to changes in enrollments?

Analysis

FY23: The FY23 year-end projections for expenses and revenue are both about 4% higher than budgeted. Fortunately, they both rose proportionally so that the college still projects a surplus at year end. Revenue increases are largely due to increased enrollments in international students and a larger than expected allocation from the state. On the expense side, adjunct faculty salaries are \$1.9M higher than expected. While normally a cause for alarm, fill rates and section offerings have actually improved, so the increase in adjunct faculty expenses are more likely due to the large reduction taken out of that expense when the budget was built last year. Goods and services expenses are projected to be about

\$1M lower than budgeted as well. Year-end projections for remaining expense categories are only marginally different than budgeted.

FY24: In FY24, the college is projecting a 2.4% tuition increase, which may need to be adjusted when the state issues the actual tuition increase. As of the winter 2023 quarter, next year's enrollment is projected to be about 3.8% lower (8,637 FTE's) than the prior year. The budget also includes funds from reserves to fund positions for ctLink workload increases.

Close monitoring of enrollments, especially for international students and state allocations will be key to meeting our budget for tuition revenues. The college will continue to update enrollment projections with each passing quarter, while continuing to keep a close eye on section offerings and fill rates.

Projected salary expenses and state appropriation revenues are based on the Governor's budget, which includes an 8.9% increase for faculty and a 4% increase for classified and exempt.

2023-24 Expenses

- +8.9% COLA - Faculty
- +4.0% COLA – Staff
- +.2 % Adjuncts additional increase
- Old Building fund budgeted at 4% of operations budget for the year

Background/Supplemental Information

Financial report slide deck attached

Prepared by:

Dennis Curran, Vice President of Administrative Services

Email: dennis.curran@bellevuecollege.edu