



**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 Tuesday, June 20, 2023. This meeting was conducted in a hybrid fashion with the physical location in B201 and the remote location on Zoom: bellevuecollege.zoom.us/j/82273922556. A telephone line, +1 253 215 8782, was also available. Merisa Heu-Weller, Chair, presided.

MINUTES

Chair Heu-Weller called the business session to order at 4:02 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. A quorum of the Board was present.

There were 18 guests in attendance.

II. **APPROVAL OF AGENDA AND MINUTES**

Trustee Desh made a motion to approve the agenda (June 20, 2023) and minutes (May 17, 2023). Trustee Dietzel 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.

- Scholarship awards will be announced next week.
- The Foundation hosted an intimate donor engagement event on June 6, which was a behind the scenes tour of the Health Sciences, Education, and Wellness Institute (HSEWI) building to show off the programs and the campus. Thanks to Trustee Dietzel for attending.
- The year-end employee event was a great time to celebrate the excellence award winners of our faculty and staff.

- The Foundation had its annual retreat recently. Governor Locke provided his reflections on the year. Trustee Fukutaki attended.
- Special thanks from the Foundation board to Governor Gary Locke for his years of service. The Foundation is having an oak tree planted in his name. Thank you to Governor Locke for what he has done for Bellevue College and the Foundation over the last three years. The Foundation wishes all the best to Governor Locke and thanks him for his service.

B. Student

The Student report was provided by Rebecca Mujinga, President of the Associated Student Government (ASG), and Keegan Pham, Treasurer.

- At the beginning of the year, one of the ASG goals was to increase engagement around the campus by organizing different activities. ASG organized ten events. ASG is happy that 100 to 200 students participated in each event. ASG had more than a thousand students vote in the past year.
- ASG organized the Gala that was held two weeks ago. The objective of the Gala was to recognize people for their amazing work in helping students here at Bellevue College.
- The student technology fee committee had many funding requests.
 - The first is for graphing calculators. ASG purchased 20 graphic calculators to add to the library's quarterly loan program as students complained they could not borrow calculators during the exams.
 - ASG purchased 120 computers to address complaints that the computers at Bellevue College were outdated.
 - The third most significant request was related to the read-and-write software. This software assists students with disability and English language learners in reading.
- ASG changed the Bylaws to address confusion in the section regarding elections.
- ASG had the opportunity to discuss issues with the president, including ways to improve communication from all departments, additional security cameras on campus, and standardizing a wage for student workers.

C. Classified

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

- Classified employees continue to ask why qualified classified staff cannot teach classes that they taught in the past.
- During the Budget meeting, it was stated that the College plans to hire administrative assistance for the Deans, which is a concern from some offices that feel they need additional support as well.
- There are many vacant staff positions. The college could conduct stay interviews with folks who have worked at Bellevue College for ten years or longer.
- WPEA is currently bargaining the College's proposal to double the parking permit fee for classified staff.

- New classified contracts start July 1. The small raise each year of the contract will be nice as is the one-time retention of bonus.
- Thanks to the ASG students who advocated for purchasing more graphing calculators for the library through the student technology fees.
- Special thanks to Gary Locke for leading Bellevue College through three years of challenges. Classified staff appreciate all he has done for the staff, students, and the College and wish him well.
- There will be 12 certified therapy dogs in the library for finals week to de-stress between 12:30 and 1:30, and everyone is welcome.

D. College Assembly

The College Assembly report was provided by Brandon Leuken, the new Chair of College Assembly, Director of Grant Development, and Bellevue College employee for ten years.

- More than 100 faculty, student, classified, and exempt staff volunteered their time in eight councils and many different sub-committees across Bellevue College Governance this year.
- Some highlights from this year:
 - Across Governance, more student representatives attended meetings and were able to bring their authentic voices, concerns, and perspectives to various issues. In particular, the Council for Inclusion and Diversity, the Resources and Planning Council, and Student Council benefitted from active student engagement.
 - The President, Resource Liaisons, and other members of the President's Cabinet made themselves available to discuss matters of importance to the College, from a Tree Survey proposal in Infrastructure Council to the Council for Inclusion and Diversity making additional recommendations for the Interim and Temporary Appointment Guidelines.
 - Classified staff focused on professional development, awarding 11 scholarships to classified staff to support their further learning, be it formal classes, seminars, conferences, or other activities.
 - Faculty spent some of their time monitoring and finding ways to improve the faculty evaluation process.
 - The Student Council spent some of their time working on solving student issues navigating the website, pre and post new website implementation.
 - The Student Success Council and Student Council worked with Human Resources to ensure that pay for student jobs is standardized across campus. The Student Success Council also convened a Deans and Housing Staff panel to identify and catalog campus resources available to students.
- Areas for improvement:
 - Increased training for chairs and others on how to run a meeting, how the governance system works, and other logistical concerns that make staff feel confident in their governance participation.
 - Burnout and exhaustion, mostly caused by low staffing/high vacancy rate, means everyone is focused on doing the work rather than having time, space, and energy to plan out strategic directions and have broader conversations.

- Maintaining a sense of momentum and achievement during the year and from year to year – answering the existential question of "But what does Governance *do*?"
- The College Assembly will be working on continuing the success over the next year while also addressing some of the pressing concerns that members of governance have identified.

E. Faculty

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

- Graduation is Friday. A lot more faculty are attending this year, more than last year. It will be fun and very exciting.
- The Bellevue College DECA Team announced another national Championship. The Bellevue College Student Math League came in second in the Northwest.
- The Bellevue College planetarium projector needs to be replaced. The faculty has an ask for funding to replace the projector.
- Faculty tried to be intentional about having as many social activities as possible this year. At every one of those activities, the faculty expressed gratitude for the opportunity. Today we had pizza available for the faculty. Faculty would like it if the College could make a point to prioritize social activities next year.

IV. **PUBLIC COMMENT**

Judith Paquette, faculty at Bellevue College, provided public comment on Interim President Locke and his accomplishments over the last 3 years at the college.

Sara Sanders Gardner, staff member at Bellevue College, provided public comment on classified teaching.

V. **FIRST READ**

A. 23-24 Services & Activities Fee Budget

Rebecca Mbaka, ASG President, and Keegan Pham, ASG Treasurer, presented the 23-24 Services & Activities Fee Budget for a first read.

This year, the S&A committee looked at all funds in the 522 accounts. Estimates from Finance in early May (May 4) had the following values:

Total funds in 522 accounts:	\$12,037,630.00
522 funds allocated in sustainability accounts: (accounts 23150, 23003, 23152)	(\$2,521,036.00)
Accrued vacation/ sick leave	(\$93,923.00)
Other funds	(\$10,000.00)
Estimated funds used for rest of FY23	(\$500,000.00)
Total Available S&A funds	\$8,912,671.00

The committee reviewed the following:

New Asks	\$5,106,073
Rollover Asks	\$573,045
Health Clinic proposal	\$1,500,000 (new ask spring 2023)
C-building renovations	\$3,000,000 (approved by ASG spring 2022)
Total Asks	\$10,179,118

Committee Recommendation for 23-24 school year allocations:

Moneys allocated for 23-24 Use	\$5,074,211.00
Construction	\$3,801,462.00
C-Building Renovation	\$2,338,460.00
Health Clinic Proposal*	\$1,500,000.00
Total	\$8,912,671.00

*The recommendation of S&A funding to support the Health Clinic Proposal is contingent on the approval of the Health Clinic by the President's office.

Additional Committee Recommendations:

- If additional funds are found in end of year review (i.e., more leftover funds than expected, etc.), those funds will fill in gaps in construction recommendations.
- If there are less funds than projected, funds will come from the recommended construction projects to cover deficit in equal percentages.
- Construction projects should look to other sources to cover additional costs (SESF if sustainability-related, CPRC process, etc.) or scale down projects.
- Recommendation for Health Clinic should be reviewed at the campus level. Campus should:
 - Create a committee with a broad constituency to review proposal.
 - Conduct a campus-wide student survey to determine student wants and needs.
 - There should be a review of access and proportional use (staff, students, community, etc.) to determine how costs are shared.

ASG voted on June 5 to approve and forwarded the S&A budget recommendation to President's Cabinet. President's Cabinet reviewed the budget recommendation on June 6 and approved that the recommendation be forwarded to the Board of Trustees.

B. Revision of Policy 4700: Employee Professional Development and Training

Frances Dujon-Reynolds, Vice President of Human Resources, and Lori Keller, Associate Director of Policies & Special Projects, presented the Revision of Policy 4700: Employee Professional Development and Training.

Exempt Council's Proposal 1261: Exempt Professional Development Policy/Procedure, which recommended the creation of a policy/procedure related to exempt staff professional development was approved by the President's Cabinet on 5/12/2022. Over the summer and fall of 2022, an inventory of the policy and procedures (P&P) library was completed to determine which P&Ps referenced employee professional development. Policy 4700 and procedure

4700P cover classified staff professional development, but no P&P currently existed that include exempt staff or faculty members.

After consideration whether additional, separate policies were necessary for each employee classification, it was deemed sensible to streamline the P&P library and update policy 4700 and procedure 4700P to become a college-wide employee development and training policy and procedure with separate sections for each employee classification. Inclusive language was added to reaffirm the College's pursuit of becoming an anti-racist institution.

This will not change any existing policy and procedure for faculty or classified staff. Faculty CBA language is aligned with this revision, and classified policy and procedures did not change.

C. Revision of Policy 3550 Library Media Center

Amy Kinsel, Dean of Connected Learning, and Lori Keller, Associate Director of Policies & Special Projects, presented the Revision of Policy 3550 Library Media Center.

Academic Affairs proposed updates to the current Library Media Center (LMC) policy 3550. Changes are proposed to comply with Second Substitute House Bill (SSHB) 2513 (this bill prohibits colleges from withholding a student's official transcript for debt collection), to remove and/or update outdated information, and to further clarify rules and appeals process for fines.

Policy 3550 is also registered in the Washington Administrative Code as Chapter 132H-136, due to the financial issues concerning fines, their enforcement, and appeal. Changes to the chapter include the same policy edits regarding fines, and repeals 132H-136-020 Loans. This section was removed from BC Policy prior to 2015, and this will bring the WAC into line with Policy 3550. LMC operations may be impacted as the adoption of brief adjudicative proceedings is incorporated as the appeals process. Fines levied may be appealed using the brief adjudicative proceedings pursuant to WAC 132H-108, adopted by the director of the LMC and appropriate dean. The appeals process for fines are now explicitly outlined in the policy.

VI. **ACTION**

A. 23-24 College Budget

Motion 22.23

Trustee Deitzel moved that the Board of Trustees of Community College District VIII approve the college budget plan, as proposed, for the fiscal period 2023-2024. This approval of the budget includes the Board of Trustees authorizing:

- the College President to proceed with the **execution of the planned program;**
- the College President to **transfer funds** within the General Fund, or from local and other funds, to eliminate any cash deficit as required by RCW 43.88.2601, to **provide working capital, and to support approved projects** and activities;

- the **tuition and fee schedule** as established by law, by the State Board for Community and Technical Colleges, as implemented by the College President, and as listed in the College catalog;
- the College President to **accept allocation amendments** from the State Board for Community and Technical Colleges, to accept such grants and contracts as may be acquired during the budget period, and to report on such changes, at least quarterly, to the Board of Trustees;
- the **addition of staff and faculty positions** if necessary, to carry out the College's programs; and
- the College President to determine **the fee schedule for contract courses** and programs.

Trustee Desh seconded.

The motion passed unanimously.

B. Repeal of WAC 132H-121-020: General Conduct, Hazing Rules

Motion 23.23

Trustee Leigh moved that that the Board of Trustees of Community College District VIII approves the repeal of WAC 132H-121-020: General Conduct, Hazing Rules. Trustee Desh seconded.

The motion passed unanimously.

C. Board Election of Officers

Motion 24.23

Trustee Leigh moved that that the Board of Trustees of Community College District VIII hereby appoint Trustee Fukutaki as Board Chair. Trustee Desh seconded.

The motion passed unanimously.

Motion 25.23

Trustee Diezel moved that that the Board of Trustees of Community College District VIII hereby appoint Trustee Leigh as Board Vice Chair. Trustee Desh seconded.

The motion passed unanimously.

VII. QUARTERLY STUDENT SUCCESS REPORT

Jennie Mayer, Achieving the Dream (ATD) co-lead; Esteban Maldonado, Title III Director, ATD co-lead; Zach Morgan, Executive Director, Office of Effectiveness and Research; Rob Viens, AVP of

Academic Affairs; and Christina Castorena, AVP of Student Affairs, provided a summary of the progress made by Bellevue College's Achieving the Dream/Guided Pathways student success work.

Bellevue College's Student Success work is grounded in Guided Pathways as a model for redesigning an intentional student experience to eliminate equity gaps and improve student outcomes for all students. For the past seven years, Bellevue College employees and students have worked toward strategies for higher completion and retention rates. These strategies will only have an impact if the student on-boarding processes are designed to ensure students have access to high quality advising and instruction, with opportunities to engage in the Bellevue College community and use its resources.

Progress toward an impactful on-boarding process will be reported so every student in the ATD cohort will be advised, access career exploration and career pathways, create education plans, register smoothly, find ways to connect with others, and take courses toward graduation with supports along the way.

VIII. **PRESIDENT'S REPORT**

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

- Special thanks to the Board of Trustees for the incredible work and support during the last three years. And special thanks to Alicia Keating-Polson, Executive Director of the President's Office, who interacts with the Cabinet and keeps Bellevue College leadership going.
- Special thanks to Sharon Kussy, Budget Director, and Jim Craswell, Executive Director of Finance, for bringing a more holistic view and structure to the Bellevue College budget development process over the last three years.
- Bellevue College needs to reach out and form greater educational partnerships with organizations. We just got word that the Snoqualmie Tribe has given Bellevue College the okay to go onto the Casino grounds to offer English as a second language. The Tribe will be paying for this. We will not use State tuition dollars. The program will be completely funded by the tribe, starting in the Fall.
- Bellevue College might want to revisit the policy of reserving 25% of its operating budget. For this year alone, 2.7 million dollars is required to meet that threshold. As a government agency, Bellevue College is funded by the State. Is such a large reserve of 25% necessary when it could be used for important initiatives on this campus? Look at that with the incoming president.
- Issues surrounding diversity, equity, inclusion were a hot topic when Governor Locke joined Bellevue College. The impetus for the change was the turmoil on campus over the last several years. The diversity has increased among Bellevue College students, faculty, and staff. "There is a lot more to do." Says Governor Locke, "We are making progress. Bellevue College is a great institution. It has good bones, and I know that all of you will carry on and do well for the College."

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

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

- It is commencement season. Shout out to the staff, faculty, and students who have worked on graduation and commencement.
- The Multicultural Graduation and the Lavender Graduation had wonderful alumni speakers and a moving piece to recognize folks who were not able to have a Lavender Graduation. ODEI will continue to have those ceremonies across campus.
- ODEI continues to focus work on capacity-building, education & skill-building, cultural shifting, and community engagement.
- ODEI continues to reimagine staffing needs and positions in collaboration with the other offices across the campus. When the last gender-based violence prevention coordinator left Bellevue College, DEI spent time with student affairs to rethink the best way to structure this role. The role should work out of student affairs. Work is being done to shift the position.
- ODEI is in the process of hiring due to a bump in state funding. Supporting antiracist and equity-focused professional development, training, and expanding services to students, plans to add another position to ODEI. More attention is needed to support the Equity Education Advisory Committee (EEAC) in managing contractual obligations around training.
- There was a strong showing of Bellevue College folks, about 25 people from across divisions, at the National Conference on Race and Ethnicity in New Orleans. There was a nice community dinner, a pre-conference breakfast, and a post-conference lunch wrap-up.
- ODEI is identifying speakers and content areas for equity focus, professional development day, and campus community days as an additional culture-shifting effort for next year.
- Special thanks to Governor Locke. ODEI appreciates support at Bellevue College campus under the leadership of Governor Locke.

X. **BOARD REPORT**

There was no Board report.

XI. **UNSCHEDULED BUSINESS**

There was no unscheduled business.

XII. **EXECUTIVE SESSION**

At 5:58 PM, Chair Heu-Weller announced the Board would convene for 45 minutes in executive session under [RCW 42.30.110\(1\)](#) for the following purpose: (g) To review the performance of a public employee; and (i) To discuss with legal counsel representing the agency litigation or potential litigation. Chair Heu-Weller announced that no final action would be taken during the executive session. In accordance with [RCW 28B.50.102 \(2\)](#), Trustee O'Meara did not participate in the executive session.

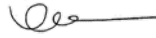
At 6:40 PM, Chair Heu-Weller extended the executive session by 20 minutes.

At 7:00 PM, Chair Heu-Weller extended the executive session by 15 minutes.

The executive session ended at 7:15 PM.

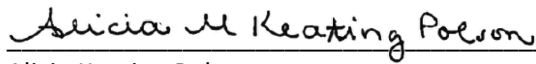
XIII. **ADJOURNMENT**

There being no further business, Chair Heu-Weller adjourned the Board of Trustees meeting at 7:16 PM.



Merisa Heu-Weller, Chair
Board of Trustees

ATTEST:



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