



BELLEVUE  
COLLEGE



# **Board of Trustees**

## **Community College District VIII**

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REGULAR MEETING  
November 29, 2023



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**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, November 29, 2023. The business session will begin at 2:00 PM. This meeting will be conducted both in-person in B201 and remotely via Zoom. A telephone line will also be available. Rich Fukutaki, Chair, will preside.

**MEETING CALL IN DETAILS**

[Join Business Session \[Zoom\]](#)

Dial in by telephone: +1 253 215 8782

Webinar ID: 852 7249 3500

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**MEETING AGENDA**

**BUSINESS SESSION**

- |      |   |                             |
|------|---|-----------------------------|
| I.   | Call to Order   | Rich Fukutaki               |
|      | a. Welcome and Introductions  |                             |
|      | b. Approval of Agenda and Minutes   |                             |
|      | i. Agenda for November 29, 2023   |                             |
|      | ii. Minutes for October 25, 2023  |                             |
| II.  | Constituent Reports   |                             |
|      | a. College Assembly   | Brandon Lueken              |
|      | b. Faculty  | Sue Nightingale             |
|      | c. Foundation   | Dana Gray                   |
|      | d. Classified   | No report                   |
|      | e. Student  | Sean Behl                   |
| III. | Public Comment  |                             |
|      | Students, faculty, staff, and community members may provide remarks to the Board during this portion of the meeting. Public comments are limited to 2 minutes. Public comment can also be provided in writing to <a href="mailto:BoardofTrustees@bellevuecollege.edu">BoardofTrustees@bellevuecollege.edu</a> . |                             |
| IV.  | Program Spotlight   |                             |
|      | a. School of Business & Technology Partnerships   | Liz Hollerman               |
| V.   | Action  |                             |
|      | a. Northwest Athletic Conference (NWAC) Interlocal Agreement of Participating Colleges  | Mike Kaptik                 |
| VI.  | Quarterly Report  |                             |
|      | a. Enrollment   | Zach Morgan & Steve Downing |

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

b. Finance

Rodger Harrison & Ty Bergstrom

VII. Reports

- a. Diversity, Equity, and Inclusion Report
- b. President's Report
- c. Board Report

Consuelo Grier  
David May  
Rich Fukutaki

EXECUTIVE SESSION

The Board will convene in executive session under [RCW 42.30.110\(1\)](#) for the following purpose: (b) to consider real estate for sale or lease; (g) To review the performance of a public employee; and (i) To discuss with legal counsel representing the agency litigation or potential litigation. No final action will be taken during this executive session.

ADJOURNMENT



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**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, October 25, 2023. Rich Fukutaki, chair, presided. This meeting was held in B201 and on Zoom. A telephone line was also available.

## **MINUTES**

Chair Fukutaki called the business session to order at 2:01 PM.

### **ROLL CALL**

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A quorum of the Board was present.

Present: Chair Rich Fukutaki, Trustee Merisa Heu-Weller, Trustee Greg Dietzel, Trustee Pradnya Desh, President David May, Assistant Attorney General Tricia Boerger, and Board Secretary Alicia Keating Polson.

Absent: Vice Chair Richard Leigh

There were 31 guests in attendance.

### **APPROVAL OF AGENDA AND MINUTES**

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Trustee Heu-Weller made a motion to approve the agenda (October 25, 2023) and minutes (September 20, 2023) Trustee Desh seconded.

The motion passed unanimously.

### **CONSTITUENT REPORTS**

#### **A. Student**

The Student report was provided by Sean Behl, President of Associated Student Government (ASG.)

- ASG is impressed with the large number of students coming in person to campus and attending club events and activities. The scheduled ASG events throughout the Fall quarter were well attended. The Halloween event, including pumpkin carving, food, and a movie, had over 300 attendees.
- ASG is expanding its legislative efforts this year. Three ASG officers traveled to Central Washington University to attend the Washington State Student General Assembly and helped develop the Student Legislative Agenda for the year with 14 other institutions.

- The BC Student Senate has finalized the structure and guiding senate documents with the aim of having applications open in two weeks.
- The Legislative Agenda will be available for the Board of Trustees to review at a future meeting.

## B. College Assembly

The College Assembly report was provided by Brandon Lueken, Chair of College Assembly.

- With a busy beginning to the year, many governance councils are currently setting goals. Councils bring set goals to the College Assembly and College Assembly's role is to help realize those goals.
- How courses are coded in ctclink, defining online courses as synchronous, asynchronous, or hybrid is being worked on. Most courses taught at BC are web enhanced.
- Brandon Lueken discussed the challenges of staff shortages, particularly in governance, with over 20 vacant positions. The issue was notably observed in faculty, where tenured faculty members were finding it difficult to manage their responsibilities.
- The College Assembly report emphasized the importance of accountability in their work, reflecting on the community's involvement in creating the 2013 strategic plan and the need to assess its effectiveness. The idea of using accountability as a basis for the next strategic plan was introduced, prompting discussion on the number of measures to include.
- There was mention of a future roadshow presenting an accountability report and planning for it. The discussion turned to the closing of initiatives, with an acknowledgment that the institution excels at starting new plans but struggles with execution and learning from them.
- A question was raised about collecting data on student preferences regarding class modalities and whether the college was considering the best interests of students. The response highlighted the completion of course surveys by students and efforts by academic affairs and professors to track course delivery and student feedback, particularly noting challenges with online courses.

## C. Faculty

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

- Mental health and the proposal to expand telehealth services for counseling was brought up. There is a recognition that Bellevue College is well-resourced in this area compared to other institutions, but the importance of in-person counseling during crises is highlighted.
- There are ongoing legislative efforts in the Washington Legislative Strategies Committee to address issues such as adjunct parity and parity pay.
- The faculty report addresses the mismatch between the state's generous grants and the low FAFSA completion rates. Concerns are raised about the delays in financial aid processing, impacting students' decisions to enroll. Efforts are underway to raise awareness of this issue and advocate for solutions to improve response times for financial aid applications, potentially increasing enrollment.
- Discussion of recent trends related to faculty leaving after receiving tenure. The issue is seen as complex, involving factors such as compensation, stress, workload, and the nature of the job. Concerns are raised about the relevance of the traditional tenure process and whether adjustments need to be made. It was noted that faculty who were not adjuncts before being

hired tend to be the ones leaving, and there was a suggestion that better communication about the salary structure might be needed.

- There is a recognition of the stress faculty face, particularly with increased expectations for student care and additional responsibilities beyond teaching. The impact of these stressors on faculty retention is acknowledged, and the need to monitor and address these issues was highlighted.

#### D. Foundation

The Foundation report was provided by Angie Graves, President of the Bellevue College Foundation.

- The Donor Scholar Event was a success. Two of the speakers were amazing scholarship recipients whose lives are being changed by their opportunity to learn at Bellevue College. Also heard was a donor with an incredibly moving story about why he gives to help fund BC scholarships.
- During the Bulldog Activities Day, the Foundation brought real live bulldogs to campus. There were lots of smiles from the students at this fun event.
- The Foundation Gala is scheduled for March 9, 2024. A request was made to the Trustees to think about who they are going to bring to fill a table and items to contribute to support the fundraising efforts of the Gala.
- A special thanks to the Board of Trustees for their ongoing support, time, dedication and attendance at fundraising events.

#### E. Classified Report

A written report was provided by Raymona Baldwin, Communication Liaison for the Washington Public Employees Association (WPEA) at Bellevue College.

- Raymona has agreed to do the communication liaison position for WPEA thru the 23-24 school year. She has worked at Bellevue for eight years in the Disability Resource Center as an Assistive Tech Specialist. She has been a Steward for 6 years and her specialization in the union is to work on 1 to 1 member advocacy and some reasonable accommodation advocacy.
- WPEA has two member meetings via zoom scheduled for November 2, 2023. Text and email reminders should go out to those that we have information for that are members in good standing/ dues paying members.
- November is Open Enrollment for the medical plans for the college. It has been noted that premiums are increasing and other changes. Raymona is open to hearing comments from Classified employees.

### **PUBLIC COMMENT**

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Sajonna Sletten, faculty member at Bellevue College, provided public comment on English as a Second Language program capacity.

### **PROGRAM SPOTLIGHT**

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#### A. Faculty Commons

Sajonna Sletten, Chair of the Faculty Commons and Senior Associate Professor of English as a Second Language, presented on the Faculty Commons.

The Faculty Commons at Bellevue College provides space and organized activities for faculty seeking opportunities for: Faculty Development; Community and Wellness; Mentoring and Advocacy; and Career Development. The Faculty Commons is a contractual entity that was designed into the BCAHE Faculty Contract during the 2010-11 negotiating year. The contractual mission of the Faculty Commons is designed to provide, facilitate, and support faculty-guided innovation and adaptation of curriculum and pedagogy as well as other forms of faculty professional development that contribute to student success and to the educational mission and goals of the College. The Commons supports both full-time and adjunct faculty.

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#### B. Center for Career Connections

Dan Fey, Director of the RISE Learning Institute and the Center for Career Connections, presented on the Center for Career Connections.

The Center for Career Connections at Bellevue College is a dynamic hub dedicated to empowering students, alumni, and community members in their pursuit of meaningful and rewarding careers. With its comprehensive array of resources and services, the center serves as a valuable bridge between education and the workforce. Whether it's career exploration, assessments, resume building, interview preparation, work study, or connecting individuals with internships and job opportunities, the Center for Career Connections is committed to fostering professional growth and helping people realize their full potential. Its team of professional staff are passionate about guiding students, alumni, and community members towards successful career paths, ensuring they are well-equipped to thrive in a competitive job market. The Center also houses the College's highly regarded student success cohort programs, including Neurodiversity Navigators, Disabled Students Navigating STEM, and STEM to Stern. At Bellevue College, the Center for Career Connections plays a pivotal role in shaping the futures of its students, alumni, and community members and enhancing their employability.

### **ACTION**

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#### A. Off Cycle Tenure

##### Motion 29.23

Trustee Dietzel moved that the Board of Trustees of Community College District VIII hereby grants tenure beginning Spring Quarter 2024 to Kattie Dang, Counseling Center (Counselor). Trustee Heu-Weller seconded.

The motion passed unanimously.



## REPORTS

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### A. President's Report

David May, President, provided the President's report:

- The search for a Provost & Vice President of Academic Affairs has officially launched. Applications are due by January 10th, and the goal is to have a provost selected by March, with a summer start date.
- The Vice President of Student Affairs position will be launched in the next few weeks.
- BC Bulldog Days were successful, fostering student engagement with activities such as a food drive and a chalk art contest. A scavenger hunt, deliberately designed to guide students to various campus locations, including the President's office, aimed to enhance student engagement, providing an enjoyable opportunity for them to gather, socialize, and indulge in candy.
- Enrollments are in a positive state, and campus housing is currently 95% full.
- A productive meeting with the Bellevue School District leadership occurred on campus last week to strengthen partnerships and improve the transition between the K-12 system and Bellevue College. An invitation was extended to Bellevue College Discovery Day on Saturday, November 18th. Bellevue School District leadership will relay this invitation widely to their students, families, and faculty.
- Recognition was given to Bellevue College student-athletes, particularly the volleyball and soccer teams, for their outstanding achievements in both academics and sports. Both the volleyball and soccer teams have made it to the playoffs. Student athletics do tremendous work on the fields, courts and in the class are to be commended.

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### B. Diversity, Equity, and Inclusion Report

- No report

### C. Board Report

- No report

## UNSCHEDULED BUSINESS

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There was no unscheduled business.

## EXECUTIVE SESSION

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At 3:30 PM, Chair Fukutaki announced the Board would convene for 20 minutes in executive session under [RCW 42.30.110\(1\)](#) for the following purpose: (g) To review the performance of a public employee. Chair Fukutaki announced that no final action would be taken during the executive session.

The executive session ended at 3:50 PM.



**ADJOURNMENT**

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There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 3:51 PM.

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Rich Fukutaki  
Chair, Board of Trustees  
Community College District VIII

ATTEST:

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



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## REGULAR MEETING AGENDA ITEM

### **PROGRAM SPOTLIGHT: SCHOOL OF BUSINESS & TECHNOLOGY PARTNERSHIPS**

#### **Information**

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##### **Description**

Program Spotlight presentations are designed to provide a brief overview and key insights about specific programs or initiatives at Bellevue College. This month's Program Spotlight presentation will be focused on partnerships supported by the School of Business & Technology.

Liz Hollerman, Dean of the School of Business & Technology, will provide the Board an update on a number of partnerships with external organizations, including Alaska Airlines, Costco Wholesale, PACCAR, Snoqualmie Tribe, among many others.



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## REGULAR MEETING AGENDA ITEM

# **NORTHWEST ATHLETIC CONFERENCE (NWAC) INTERLOCAL AGREEMENT OF PARTICIPATING COLLEGES**

### **Action**

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#### **Description**

The Northwest Athletic Conference (NWAC) is a sports association for community colleges in the U.S. states of Oregon, Washington and Idaho, along with the Canadian province of British Columbia. Bellevue College is a member of NWAC and last signed the NWAC Interlocal Agreement in 2013-2014 for a ten-year term. The NWAC Interlocal Agreement expires in 2023-2024 and requires Board approval to sign on to NWAC for another ten years.

See agreement on next page.

#### **Recommended Motion**

That the Board of Trustees of Community College District VIII approves the Northwest Athletic Conference (NWAC) Interlocal Agreement of Participating Colleges.

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Prepared by: Alicia Keating Polson, Executive Director of the President's Office

## **NORTHWEST ATHLETIC CONFERENCE INTERLOCAL AGREEMENT OF PARTICIPATING COLLEGES**

**WHEREAS**, the Washington Interlocal Cooperation Act, RCW 39.34.030, authorizes any two or more public agencies to enter into interlocal agreements for joint or cooperative action; and

**WHEREAS**, the undersigned public two-year colleges of the Pacific Northwest (“Participating Colleges”) established the Northwest Athletic Conference (“NWAC”), existing in various forms since 1946, for the purpose of sponsoring and regulating competition in intercollegiate athletics among the Participating Colleges; and

**WHEREAS**, the Participating Colleges desire to renew that NWAC Interlocal Agreement executed in 2013-14 for a ten-year term expiring in 2023-24;

**NOW, THEREFORE**, the Participating Colleges hereby mutually agree to be bound by the provisions of this renewed NWAC Interlocal Agreement.

1.     **Purpose.** This NWAC Interlocal Agreement (“Agreement”) establishes the Northwest Athletic Conference (“NWAC”) as a voluntary association of member institutions governed by contract for the purpose of sponsoring and regulating competition in intercollegiate athletics.

2.     **Parties.** The parties to this Agreement consist of the undersigned Participating Colleges and such other public two-year colleges of Washington, Oregon, Idaho, and British Columbia as may hereafter be accepted into membership and agree to be bound by this Agreement.

3.     **Governance.** The Participating Colleges agree to be bound by this Agreement and by all applicable provisions of the NWAC Athletic Code (“Codebook”) as now or hereafter adopted. In accordance therewith, the NWAC shall be funded by membership dues and governed by its Athletic Commission and NWAC Executive Board. The NWAC shall be staffed by an Executive Director reporting to the Executive Board. The NWAC’s administrative offices shall be located at a Participating College designated as NWAC’s fiscal agent.

4.     **Effective Date; Duration; Dissolution.** This Agreement, which must be approved by the governing boards of the Participating Colleges, shall become effective upon the date signed by the chief executive officers of the Participating Colleges and shall remain in effect until modified or terminated by mutual agreement. In the event the Participating Colleges should, by majority vote of the then-Participating Colleges, elect to end participation in NWAC, each member institution shall be equally responsible for a proportionate share of NWAC’s then existing assets and liabilities.

5. **NWAC Code Controlling.** The Participating Colleges mutually agree to be bound by the NWAC Athletic Code incorporated herein by this reference, including its Constitution, Bylaws, and Sport Rules and Regulations. It is expressly agreed that the NWAC Code shall be controlling and shall provide the sole and exclusive remedy for resolving issues arising thereunder, including but not limited to student-athlete eligibility determinations and enforcement sanctions or penalties imposed for Code violations.

6. **Complete Agreement; Modification.** This Agreement constitutes the entire agreement between the parties and supersedes all previous agreements relating to the subject matter hereof. No modification or waiver of this Agreement shall be valid or binding unless in writing signed by the Participating Colleges.

7. **Governing Law; Venue; Severability.** This Agreement shall be governed by the laws of the State of Washington. Venue for any dispute under this Agreement shall be in Thurston County, Washington. If any provision of this Agreement shall be held invalid, such invalidity shall not affect the other provisions of the Agreement that can be given effect without the invalid provision, if such remainder is consistent with applicable law and with the fundamental purpose of this Agreement.

**IN WITNESS WHEREOF**, this Agreement, which may be signed in counterparts, has been executed by and on behalf of the Participating Colleges by their authorized representatives on the dates written below.

#### **PARTICIPATING NWAC COLLEGES**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
College / Member Institution



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## REGULAR MEETING AGENDA ITEM

### QUARTERLY ENROLLMENT REPORT

#### Information

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##### Description

A summary of credit enrollment figures from the 2022-2023 academic/ fiscal year, Summer 2023, and the interim status of Fall 2023 enrollment will be provided.

Bellevue College enrollments for 2022-2023 declined by about 2 percent from the prior year. Compared to the rest of SBCTC, our broader decline has not been as strong as theirs has been, though they have now begun their recovery a year earlier than we have (ours is now underway).

For this 2023-2024 academic/ fiscal year, summer quarter undergraduate enrollments exceeded projections, largely due to strong Running Start enrollments allowed for by recent legislative changes (as Running Start has historically not been available in summer quarters). For this fall quarter so far, enrollments once again exceeded our growth expectations, with strength in our dual enrollment programs and international enrollments most ahead, though most categories are ahead as well. Almost a third of our undergraduate students are new to the college, at levels not seen since 2018. We have adjusted our projections upward for the rest of this year, and are now anticipating 6.4% growth over last year. We are also anticipating approximately 2% growth for each of the following two years, with the growth anticipated to be limited due to uncertainty for international students regarding the upcoming presidential elections.

##### Background/Supplemental Information

Slide Deck: BoT Fall 2023 Enrollment





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# Fall 2023 Quarterly Enrollment Report

November 29, 2023

Zachary Morgan | Steve Downing

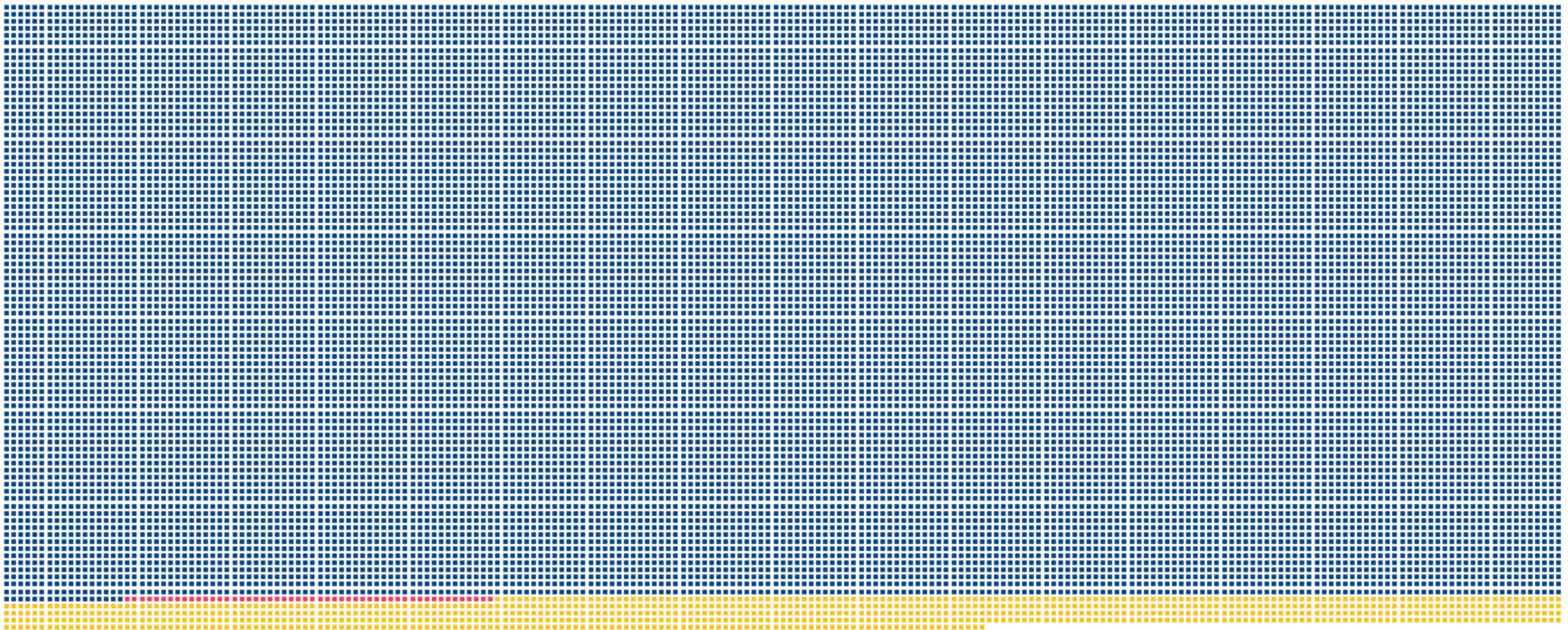


# **2022-2023 Final Enrollment**

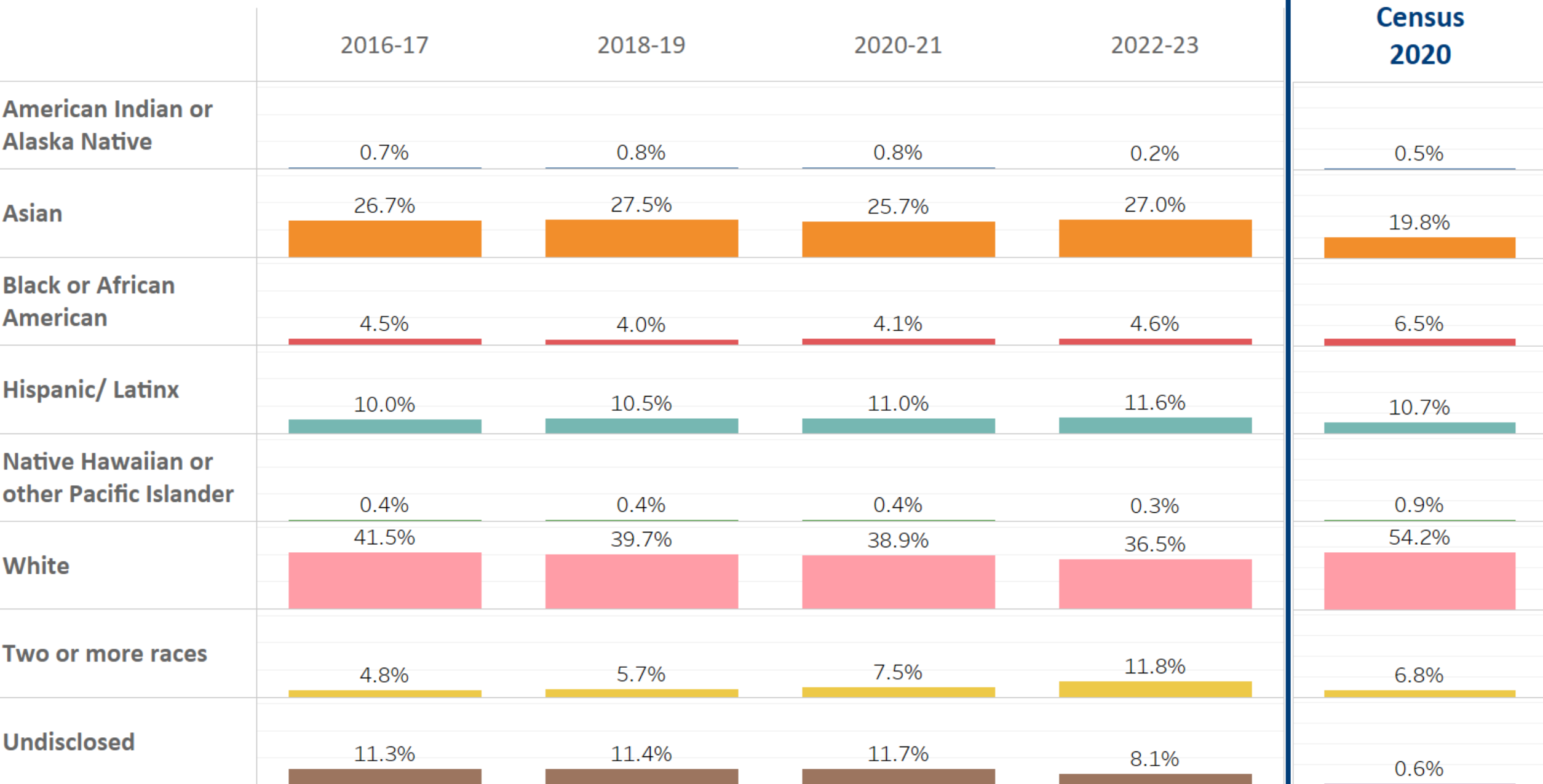
# 2022-2023 | Students Served

Undergraduate	18,194
Both Undergraduate and Continuing Education	52
Continuing Education	945

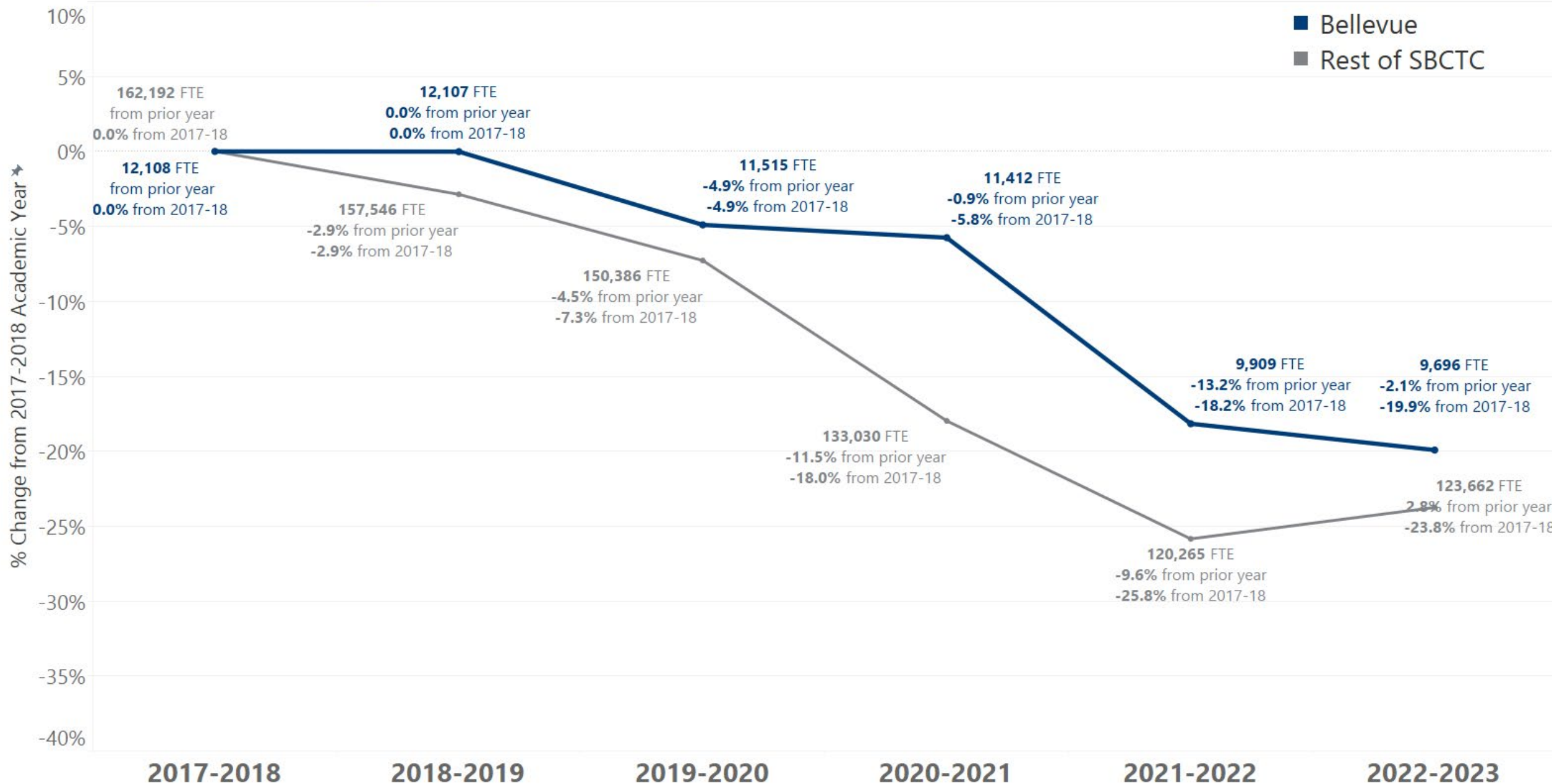
19,128 Students Served



# Race/Ethnicity of Undergraduate Students

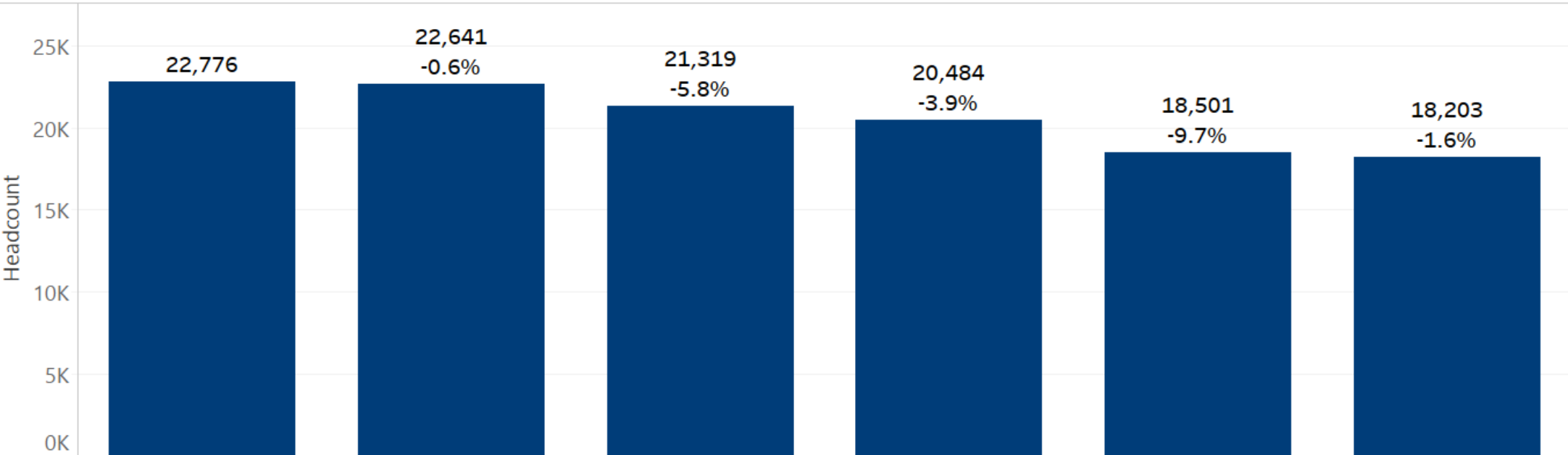


# Annual State-Reported FTE since 2017-2018: BC and Rest of SBCTC

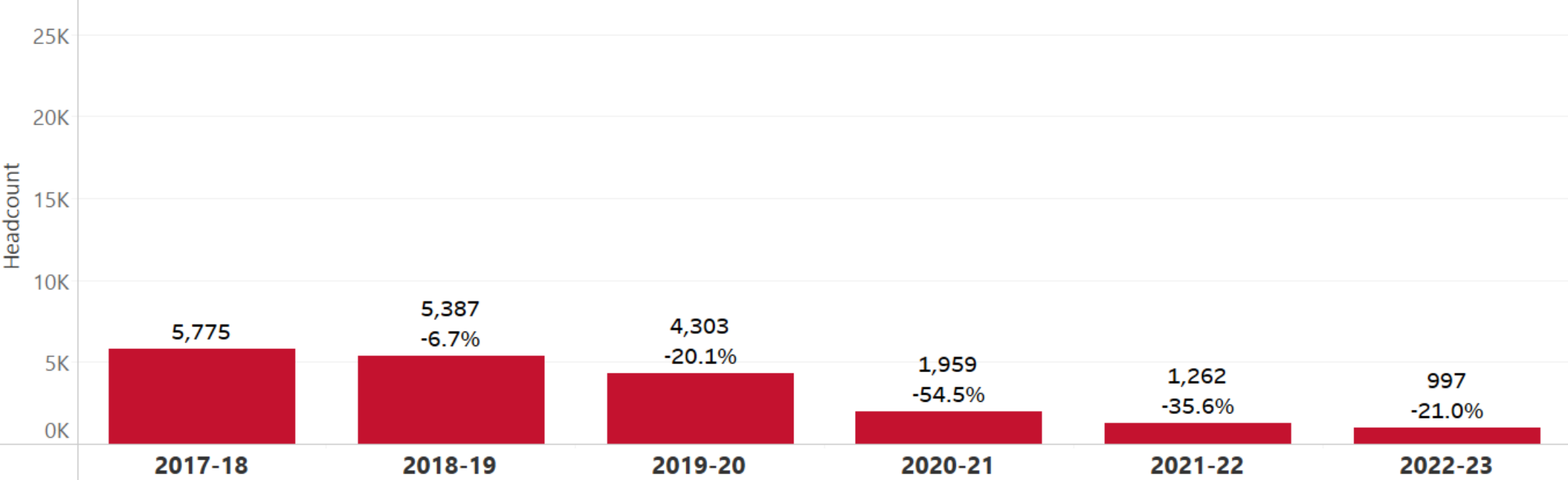


# Change in Headcount by Academic Career and Year, Compared to Prior Year

Undergraduate



Continuing Education

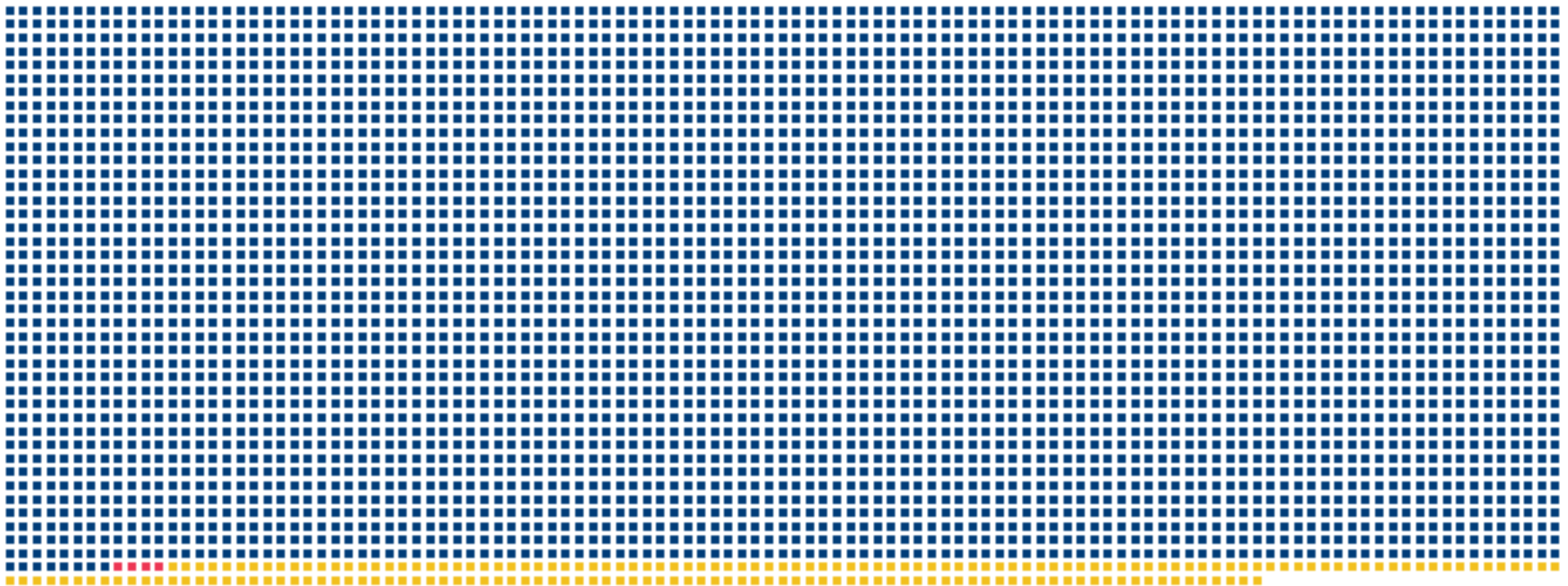


# Summer 2023 Enrollment Brief Summary

# Summer 2023 | Students Served

Undergraduate	4,723
Both Undergraduate and Continuing Education	4
Continuing Education	196

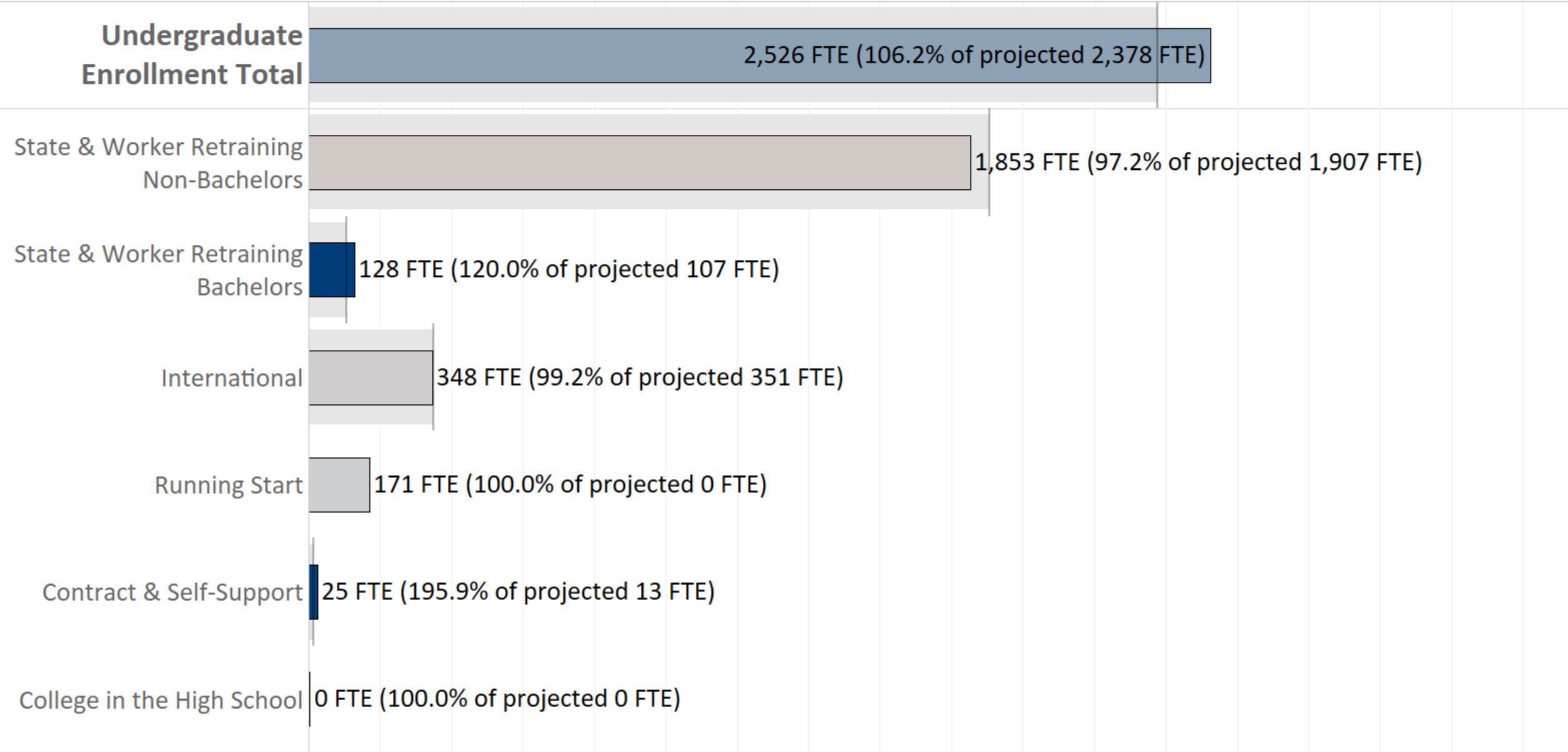
4,923 Students Served





# Summer 2023 | Enrollment Relative to Projections

Data as of 11/13/2023 3:43:30 PM



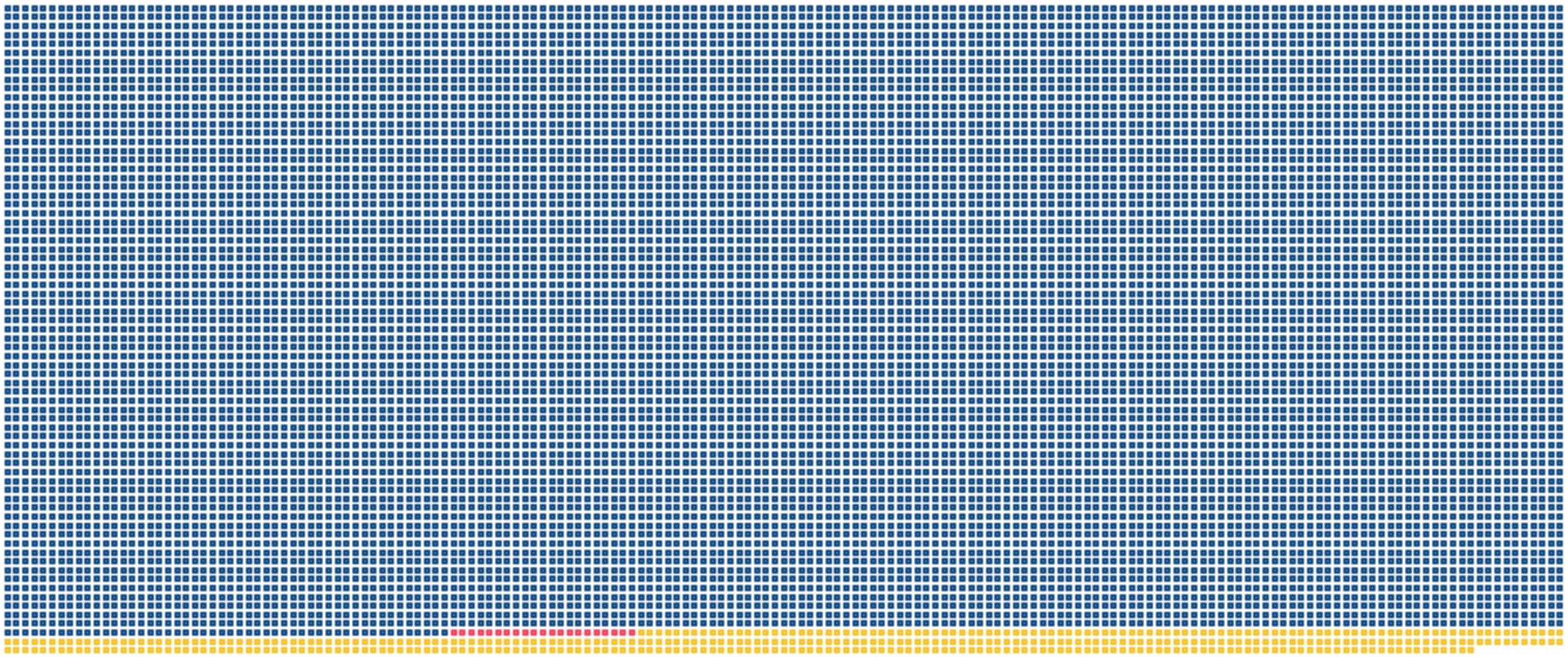
# **Fall 2023 Interim Enrollment Summary**

**Data as of 11/13/2023**

# Fall 2023 | Students Served

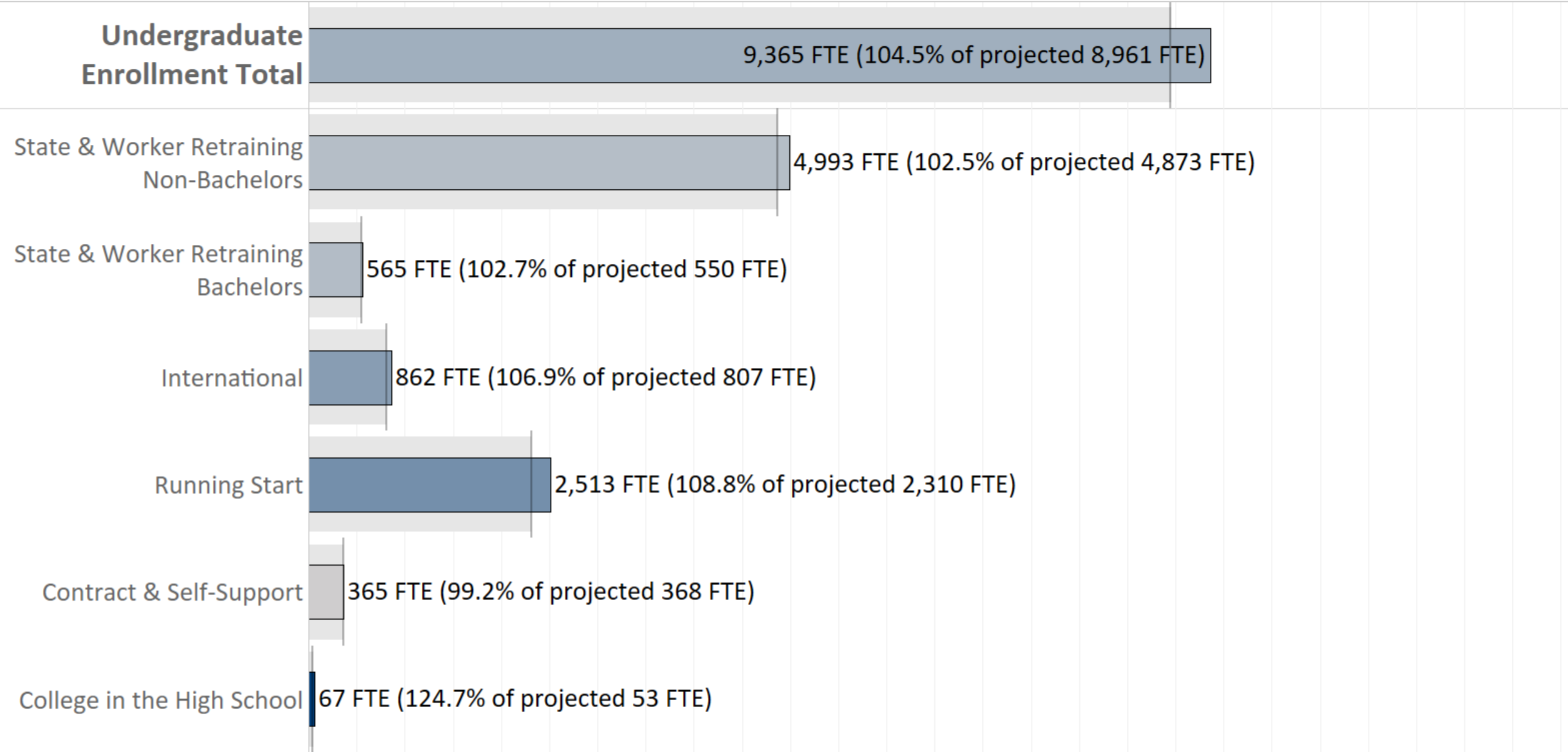
Undergraduate	12,300
Both Undergraduate and Continuing Education	21
Continuing Education	444

12,765 Students Served

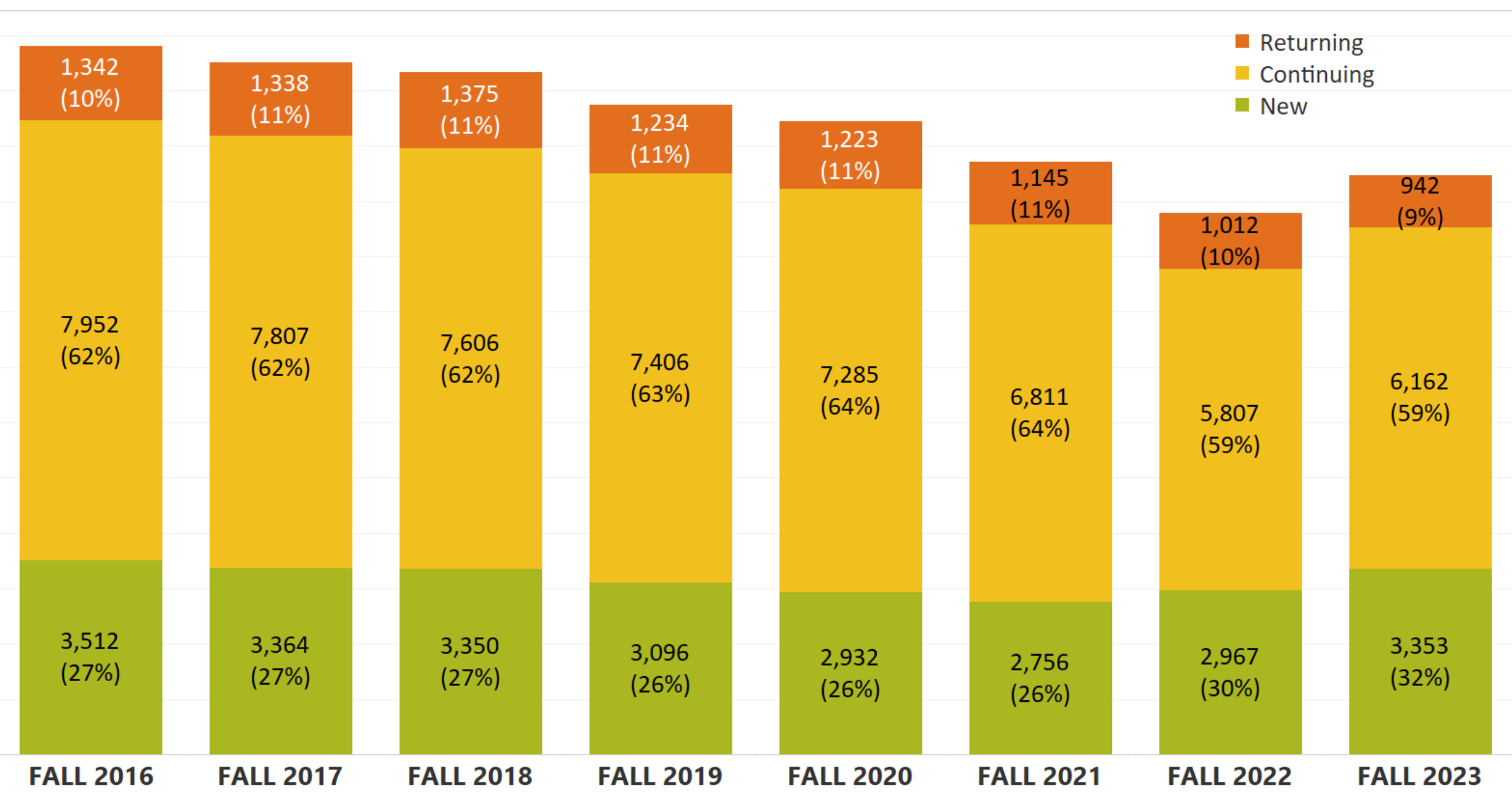


# Fall 2023 | Enrollment Relative to Projections

Data as of 11/13/2023 3:43:30 PM



Proportion of New, Continuing, and Returning Undergraduate Students (Headcount) Over Time



# Projections Update

## Enrollment Projections Team

**Tyrell Bergstrom, *Finance and Auxiliary Services***

**JeanD'Arc Campbell, *International Education and Global Initiatives***

**Rebecca Chawgo, *Institutional Advancement***

**Anneke Hercules, *Enrollment Services***

**Sharon Kussy, *Budget***

**Michael Reese, *Academic Affairs***

**Greg Schmidt, *Effectiveness, Research & Analytics***

**Anna Sherwood, *Marketing & Communications***

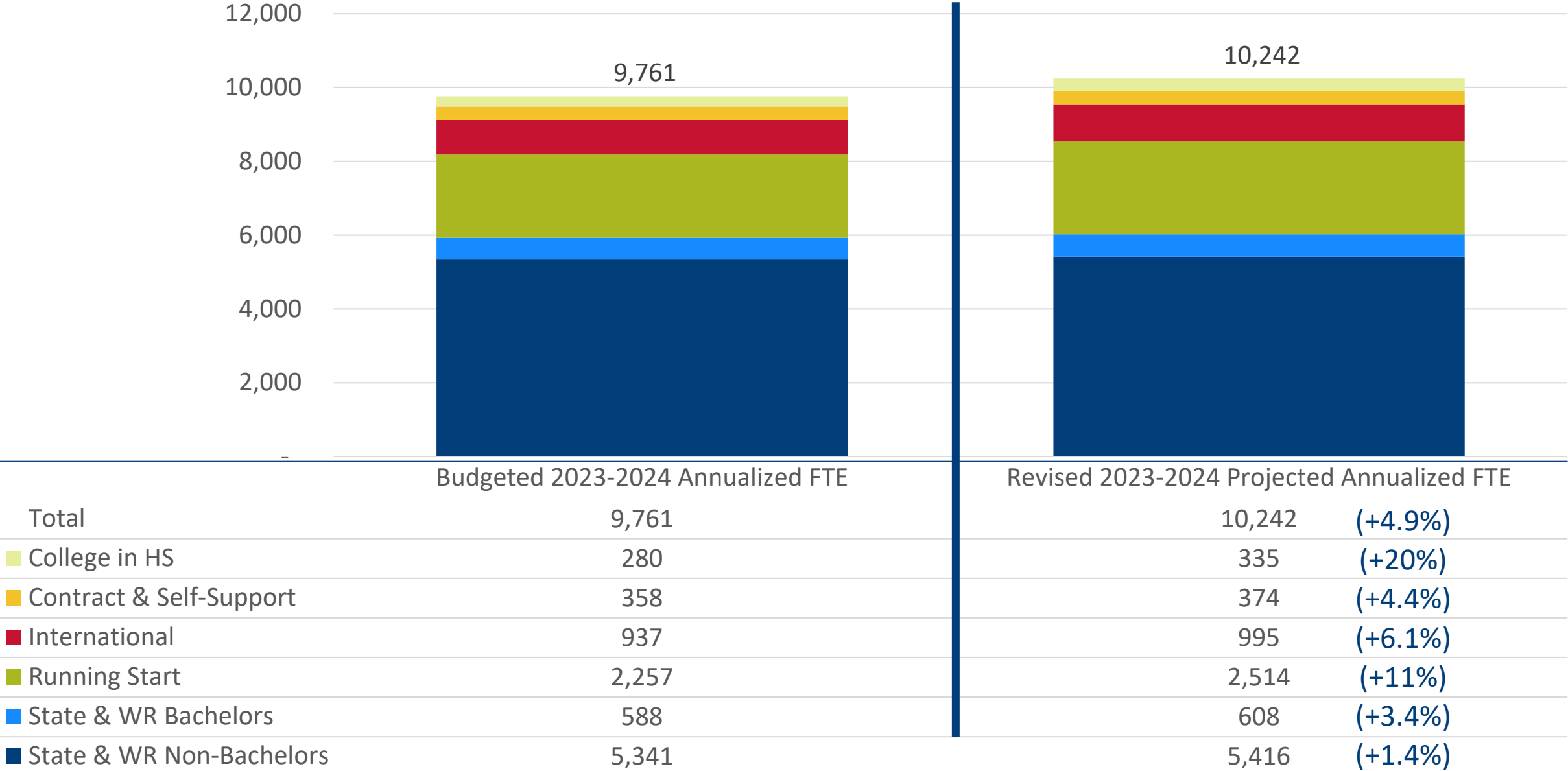
**Rob Viens, *Academic Affairs***

# 2023-2024 Budget FTE Projections and Actuals

Group	Summer 2023		Fall 2023		Winter 2024		Spring 2024	
	Projected	Actual	Projected	Actual	Previously Projected	Now Projected	Previously Projected	Now Projected
Total	2,378	2,526	8,953	9,370	9,168	9,637	8,784	9,171
State & Worker Retraining Non-Bachelors	1,907	1,854	4,873	5,002	4,621	4,703	4,621	4,689
State & Worker Retraining Bachelors	107	128	550	563	557	570	551	564
International	351	348	807	864	824	884	828	889
Running Start	0	171	2,310	2,514	2,275	2,479	2,187	2,378
Contract & Self-Support	13	25	368	382	341	352	352	362
College in the High School	0	0	45	67	550	649	245	289

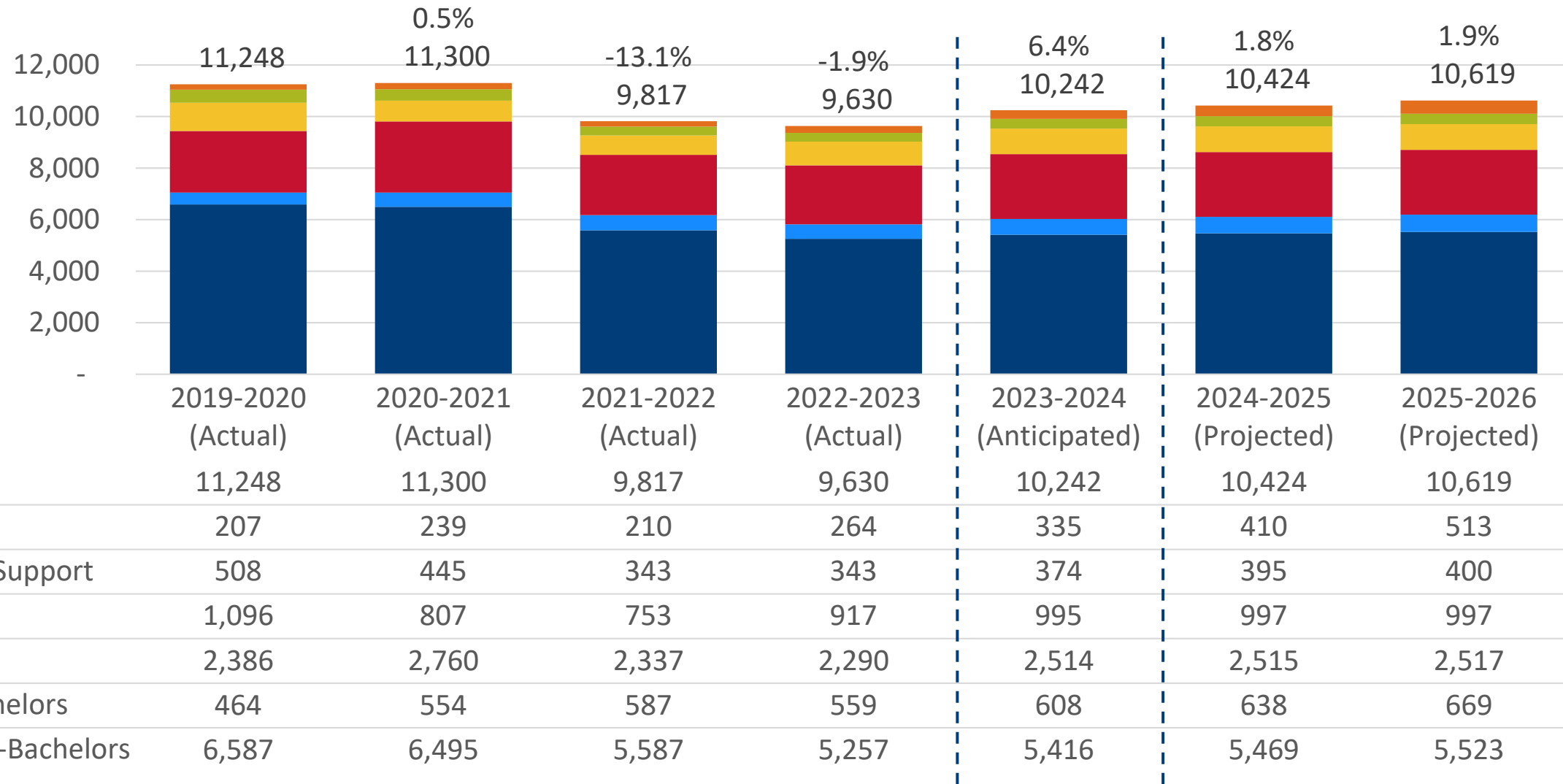


# Revision of 2023-2024 Annualized Enrollment Projections



Annualized FTE is the sum of Quarterly FTE divided by 3

# Annualized FTE Projections through 2024-2025



Annualized FTE is the sum of Quarterly FTE divided by 3



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Questions?





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## REGULAR MEETING AGENDA ITEM

### QUARTERLY REPORT: FINANCE

#### Information

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##### Description

The purpose of this presentation is to provide the Board with an update on the final results for the fiscal year ending June 30, 2023, along with an update on the projections of the current Fiscal Year 2024 budget.

The FY23 year-end net operating margin increased to \$1.6 M from \$211,000, 7.4% higher than budgeted. FY23 revenues were \$3.6 M (2.9%) higher than budgeted, while expenses were \$2.2 M (1.9%) higher. Tuition was \$300,000 (.6%) higher than budgeted for FY23 and is 3.6% higher than the prior fiscal year.

FY24 revenue is projected to have 3.6% (\$4.7M) growth when compared to the adopted budget, but expenses are currently projected to be 3% higher (\$4M). The current projects show FY24 ending with a \$693,489 operating margin surplus.

##### Analysis

The FY24 tuition rates increased by 3% and rose an additional 6% based on increased enrollment numbers, overall increasing the tuition revenues by 6.1% moving from \$51.5M to \$54.7M. Additionally, \$1.6 million in carryover remains to bolster the projected operating margins, inclusive of an additional \$450,000 from State Board Reserves.

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 staff.

2023-24 Expenses reflect increases of:

- +8.9% COLA - Faculty
- +9.5%COLA-Adjunct Faculty
- +4.0% COLA – Staff
- Old Building fund budgeted at 3.5% of operations budget for the year

Further expense assumptions include an 8% unfilled position rate used for lapse salaries and a 7% lapse Goods and Services rate. The FY24 budget assumed a number of expense reductions, most of which were assumed temporary. As the year progresses and enrollment numbers increase, some cuts will likely need to be restored based on demonstrated demand.

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.

**Background/Supplemental Information**

Financial report slide deck