



**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, February 14, 2024. Richard Leigh, vice chair, presided. This meeting was held in B201 and on Zoom. A telephone line was also available.

MINUTES

Vice Chair Leigh called the business session to order at 2:02 PM.

ROLL CALL

A quorum of the Board was present.

Present: Chair Rich Fukutaki (remote), Vice Chair Richard Leigh, Trustee Merisa Heu-Weller, Trustee Pradnya Desh, Trustee Yana Chubarov, President David May, Assistant Attorney General Tricia Boerger, and Board Secretary Alicia Keating Polson.

Absent: Trustee Greg Dietzel

There were 26 guests in attendance.

APPROVAL OF AGENDA AND MINUTES

Trustee Merisa Heu-Weller made a motion to approve the agenda (February 14, 2024) and minutes (December 14, 2023; January 17, 2024) Trustee Pradnya Desh seconded.

The motion passed unanimously.

CONSTITUENT REPORTS

A. Foundation

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

- The gala on March 9th is approaching quickly, with efforts underway to ensure its success. Appreciation is extended to Bellevue College President, Dr. May, the trustees for contributions, Melissa Johnson, Executive Director of BC Foundation, and her team for their hard work. Sponsorships from corporations have been secured, promising another successful event with nearly 250 attendees expected.
- The annual golf tournament will be held on April 8th at Glendale Golf Club.

- Scholarship Read Week is scheduled from April 14th to 21st, aiming to review over 1,000 applications. Each application will be read a minimum of three times. Volunteers are sought for reading scholarship applications, with a goal to recruit 250 to 300 readers.
- The foundation celebrates a successful year of fundraising efforts, thanks to the leadership of Melissa Johnson, Lisa Brock, and their team. We anticipate providing a comprehensive update on our achievements at year-end.

A. Classified

The Classified report was provided in writing.

- Classified employees are attending and enjoying the face-to-face Community-Building and Coffee events with Dr. May.
- Valencio Socia, Chair of Classified Council, sent out requests for onsite food preferences and options. There are several open positions for Classified Staff in Food Service. The absence of some of the facilities and staff affects present staff.
- In the restructuring of Multi-Cultural Services (MCS) there is confusion over duties. Staff reported they thought their area might be next to be targeted for elimination.
- There have been 112 open positions posted since June 30 according to the WPEA Vacancy List. About half are open now with some of these positions posted for 3 months or longer. This doesn't address failed searches or all project positions. BC also has many admin-manager slots open which makes it more difficult for Classified staff to develop working relationships and learn or re-learn policies, procedures, or practices smoothly.
- The Safety/Emergency Response Committee is soliciting new members to increase safety. This committee is activated in case of a campus event like a fire alarm or earthquake drill.

B. Student

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

- Student clubs have increased this year, with approximately 70 clubs chartered.
- ASG meetings have been adjusted to meet once a week, to accommodate increased student activity, reflecting heightened engagement and positive excitement among the student body.
- Plans for the Student Association (SA) process to restart soon, with applications for committee and elections opening this week. Efforts to improve offboarding and training processes for new board members are underway. Restructuring efforts are ongoing to enhance effectiveness.
- Efforts are underway to streamline processes and improve structures, informed by collaboration with other student bodies statewide. Two new officers will be added for next year to help with programming.
- Commencement preparations are underway with the help of Alicia Keating Polson, with plans to help students who can not afford graduation regalia. A program has been funded for two hundred caps, gowns, and stoles to be provided for the Bachelor graduates.
- Legislative advocacy efforts have focused on supporting mental health services and reducing education costs.

- Advocacy work in Olympia has faced challenges but remains vital, with ongoing testimony and meetings. Communication with legislators highlights the importance of higher education funding amidst competing priorities. Despite logistical challenges, there is considerable support for higher education initiatives. Efforts to convey the importance of these initiatives are ongoing, recognizing the complexities involved. Recognition of the team's commitment and resilience in facing challenges, including frequent travel and exhausting schedules.

B. College Assembly

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

- Governance Councils are actively addressing various issues, including staffing concerns and the definition of the "new normal" for college operations after the pandemic. Despite the challenges posed by the transition to a post-pandemic environment, operations are generally proceeding smoothly.
- Continued efforts to address ongoing pressures on employees and staff shortages. Emphasis on identifying temporary versus systemic issues and establishing both short-term and long-term goals.
- Collaboration with the President's Cabinet to align council goals with broader institutional objectives. College Assembly is committed to addressing challenges and fostering long-term planning and strategic alignment within the college governance structure.
- Pending vote on potentially making the college a smoke-free campus, with uncertainty about the outcome.

C. Faculty

The Faculty report was provided by Sue Nightingale, President of BCAHE.

- Faculty concerns about personnel changes in student affairs. Faculty often engage with student affairs in problem-solving capacities. Recent personnel changes have impacted faculty's positive interactions with student affairs and resulted in a lack of community and connection contributing to a sense of disconnect among faculty members.
- The board will receive documents for third-year tenure candidates, showcasing impressive qualifications. Second-year tenure candidates, many of whom were existing adjuncts, present a substantial group with extensive combined experience. Consideration is urged regarding early tenure decisions, especially given the exceptional qualifications of the candidates.
- Discovery Day has been a great success. Consideration is requested for compensating adjunct faculty who volunteer at Discovery Day events, acknowledging their contributions to the success of these events. It is suggested that compensating adjuncts may help sustain the success of Discovery Days.
- Acknowledgment is given to Dr. David May for attending legislative meetings on behalf of faculty in Olympia. Their support during lobby days demonstrates a commitment to faculty interests and legislative advocacy.

Maria Michurina, faculty at Bellevue College, provided public comment on in-person tutoring cuts.

Zachary Rodan, student at Bellevue College, provided public comment on in-person tutoring cuts.

Chris Shelley, faculty at Bellevue College, provided public comment on the state of the college.

Jennie Mayer, faculty at Bellevue College, provided public comment on Achieving the Dream.

Pavy Thao, employee at Bellevue College, provided public comment on the Bellevue College Volleyball Club.

PROGRAM SPOTLIGHT

A. TRIO Student Support Services

Barb Brodsky, Director of TRIO Student Support Services, provided the Board with an overview of TRIO Student Support Services.

FIRST READ

A. Tenure Candidates

Dr. Rob Viens, Associate Vice President of Academic Affairs, presented a recommendation from the Tenure Review Committee regarding tenure appointments for full-time faculty members listed below. The recommendation 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.”

Third Year Candidate(s) Recommended for Tenure:

- Dellyssa Edinboro, Social Science (Ethnic and Cultural Studies)
- Jamiiru Luttaguzi, Science (Mathematics)
- Nicholas Russ, Social Science (Ethnic and Cultural Studies)
- Renee Nejo, School of Business and Technology (Digital Media Arts)
- Salam Awad, Social Science (Political Science)
- Tamara Boynton Howard, Health Sciences, Education and Wellness Institute (Healthcare Promotion and Management)

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, six tenure candidates will be presented for Board action at the next meeting. 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 six candidates.

B. 2024-2025 Board Meeting Dates

Alicia Keating Polson, Executive Director of the President’s Office, submitted the following dates for the Board’s consideration as regular meeting dates for the 2024-2025 academic year:

Date	Start Time
Wednesday, August 7, 2024	9 am
Thursday, August 8, 2024	9 am
Wednesday, October 9, 2024	2 pm
Wednesday, November 6, 2024	2 pm
Wednesday, December 4, 2024	2 pm
Wednesday, January 22, 2025	9 am
Wednesday, February 26, 2025	2 pm
Wednesday, March 19, 2025	2 pm
Wednesday, April 23, 2025	2 pm
Wednesday, May 21, 2025	2 pm
Wednesday, June 18, 2025	2 pm

The Washington Administrative Code (W.A.C) requires that a list of Board meeting dates be filed with the Code Revisers Office each calendar year so that the appropriate notice of meeting dates can be given to the public.

The proposed dates meet the needs of the college in maintaining its administrative and contractual obligations and do not conflict with any major religious or secular holidays according to the common religious and U.S. public holiday calendar. None of the proposed dates conflict with school breaks during the 2024-2025 academic year for the Bellevue, Issaquah, and Mercer Island School District calendars. Further, the last meeting in June occurs before the final day of school for the school districts. The proposed meetings dates do not conflict with the ACCT Leadership Congress or ACCT National Legislative Summit.

There are a total of 11 regular meeting dates, including two dates for the summer Board retreat and one date for the winter Board retreat. Other dates may be scheduled further into the 2024-2025 year.

C. Deletion of Policy 6460: COVID-19 Vaccination

Frances Dujon-Reynolds, Vice President of Human Resources, presented the deletion of Policy 6460: COVID-19 Vaccination.

The federal COVID-19 Public Health Emergency (PHE) declaration ended on May 11, 2023. Also on May 11, 2023, Governor Inslee rescinded [Directive 22-13.1](#) ending the condition of employment related to COVID-19 vaccinations for Washington state executive cabinet and small cabinet agencies.

In accordance with the end of the federal COVID-19 PHE declaration and the elimination of COVID-19 vaccination requirements for some Washington state employees through [Directive 22-13.1](#), Bellevue College proposes the deletion of its COVID-19 vaccination policy and associated procedure. The deletion of policy 6460 and associated procedure is in line with current labor and workplace practices.

It is important to note that although the federal public health emergency has ended, the work must continue to limit the spread of COVID-19 and minimize the risk of serious illness and death. People should stay home when sick, wear a fitted face mask if exposed to the virus, and remain up to date with COVID-19 vaccine recommendations.

The repeal of policy 6460 and associated procedure will lead to an adjustment to the hiring practices currently upheld by Human Resources in that new employees will no longer be required to provide documentation on the COVID-19 vaccination but will not change guidelines regarding staying home if employees feel sick.

The 45-day Bellevue College comment period took place Wednesday October 25, 2023 through Friday December 1, 2023. Six individuals submitted comments; three in favor of deletion, three against deletion. Those in favor agreed the policy was not necessary, and those against deletion focused on immunocompromised individuals' risk of exposure.

D. Deletion of Policy 4550: Life Threatening Chronic or Debilitating Illness

Frances Dujon-Reynolds, Vice President of Human Resources, presented the deletion of Policy 4550: Life Threatening Chronic or Debilitating Illness.

Policy 4550, Life Threatening Chronic or Debilitating Illness was enacted by Bellevue College in May 1988. In the 35 years since that time, much has changed. Titles I and II of the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, and the Family Medical Leave Act now exist to protect people with disabilities, including people living with HIV, and provide reasonable accommodations to facilitate on-going employment or participation in educational activities.

Bellevue College maintains its policies and procedures regarding bloodborne pathogens, particularly for allied health education program participants, following the guidance of Washington State Department of Labor & Industries. Additionally, the college recently strengthened policy 1440, Harassment, Discrimination, and Retaliation, with a comprehensive coverage of discrimination concerns. This change does not and will not change the rights, responsibilities, status or support for any current employees who may be facing a life debilitating situation.

The 45-day Bellevue College comment period took place Wednesday October 25, 2023, through Friday December 1, 2023. One individual submitted a comment in favor of deletion.

E. Revision of Policy 1440: Discrimination, Harassment, and Retaliation

Frances Dujon-Reynolds, Vice President of Human Resources, presented the revision of Policy 1440: Discrimination, Harassment, and Retaliation.

Policy 1440: Discrimination, Harassment, and Retaliation was updated on September 19, 2023, to align with the Title IX policy, and was approved as an interim (temporary) policy by the President's Cabinet. It was temporarily adopted by Bellevue College to comply with federal regulations. Additional federal changes were expected from the Biden Administration in Fall 2023 but were not received.

The changes to Title IX in August of 2020 altered the standard legal definition of sexual harassment for specific Title IX situations. It does not alter the standard legal definition under any other federal, state, or local laws under which Bellevue College still has legal obligations. Policy 1440 discusses all protected class discrimination, including sex- and gender-based discrimination that follows the standard legal definition.

F. Creation of Policy 1445: Title IX Sexual Harassment

Dr. Consuelo Grier, Vice President of Diversity, Equity, and Inclusion, presented the creation of Policy 1445: Title IX Sexual Harassment.

Policy 1445: Title IX Sexual Harassment was approved as an interim (temporary) policy by the President's Cabinet in September 2021 to comply with Federal regulations; however, the policy was not formally ratified by the Board of Trustees due to additional revisions needed in the policy. These additional revisions were incorporated into an updated version of Policy 1445; therefore, President's Cabinet approved the revised Policy 1445 as an interim (temporary) policy on September 19, 2023.

Policy 1445 was temporarily adopted by Bellevue College to comply with federal regulations. Additional federal changes were expected from the Biden Administration but were not received in Fall 2023.

The changes to Title IX in August of 2020 altered the standard legal definition of sexual harassment for specific Title IX situations. It does not alter the standard legal definition under any other federal, state, or local laws under which Bellevue College still has legal obligations.

ACTION

A. Revision of 1550: Formal Hearing Rules for Contested Case Hearings

Motion 01.24

Trustee Pradnya Desh moved that the Board of Trustees of Community College District VIII approves the revision to Policy 1550: Formal Hearing Rules for Contested Case Hearings, and WAC 132H-108: Formal Hearing Rules for Contested Case Hearings. Trustee Merisa Heu-Weller seconded.

The motion passed unanimously.

INFORMATION

A. Housekeeping and Minor Edits to Policy Library

Dr. Lori Keller, Associate Director of Policies & Special Projects, presented the proposed housekeeping and minor edits to the policy library.

Bellevue College's policy library is consistently reviewed as part of an ongoing quality review process. Minor, or housekeeping edits, such as corrections of grammatical errors, updated hyperlinks, or updated job titles are often necessary. Housekeeping edits are proposed to College Assembly and President's Cabinet without going through the full creation, revision, deletion policy and procedure process. This takes place during a ten-day review period wherein Cabinet or Assembly are notified of the minor or housekeeping edits and during that time, either body may request a full review of the policy or procedure.

The following policies are proposed to receive minor or housekeeping edits in February 2024. Policies with minor or housekeeping edits have been reviewed by the policy contact and by Cabinet and Assembly. Any member of the Board of Trustees may also request a full review.

1480 Clery Act Compliance	Review only.
2450 Course Withdrawal	Last line replaced with link and navigation to BC webpage.
3350 Credit for Tech Prep	Change terminology from "2+2" to "CTE Dual Credit."
3010 Course Repeat	Policy contact title changed to "Chief Academic Officer."
4250 Standards of Ethical Conduct	Remove "President's Cabinet" from Approved By section.
4190 Volunteer Policy	Remove "Policy" and make "Volunteer" plural.
7120 Debt Service Limit	Add "annual" and "service" for clarification, Remove "policy" from title.
7150 Returned Checks (Students)	Remove the word "policy" from the title, remove "academic transcripts may be withheld," and change "collection services" to "collection agency."

QUARTERLY REPORT

A. Enrollment

Dr. Zach Morgan, Executive Director of Effectiveness, Research, and Analytics, and Steve Downing, Dean of Student Central, provided a review of final enrollment figures for Fall 2024, the interim status of Winter 2024, and revised projections for Spring 2024 and the 2024-25, 2025-26, and 2026-27 academic/fiscal years.

In Fall 2023, Bellevue College served 12,768 students. Fall 2023 enrollments overall exceeding projections by 4.6%, driven by significant growth in Running Start (8% ahead of projections) and College in the High School (47% ahead). The rapid increase in College in the High School enrollments is due to legislative changes last year that made College in the High School free to students. Overall, this resulted in a 5.9% increase in state-reported enrollments over Fall 2022, with both Bellevue College and SBCTC overall seeing a strong recovery in enrollments after years of decline.

So far in Winter 2024, the college is serving 14,463 students. Projections that had largely been revised upward were again exceeded, being within a few percentage points of projections on most

groups, but having strong growth in baccalaureate enrollments (13% ahead) and explosive growth in College in the High School (97% ahead of projections). This influx of College in the High School students means a much greater proportion of new-to-BC students this quarter. It is also important to note a change in College in the High School enrollment patterns; in the past, Spring was the largest enrollment quarter for those students, as enrollments were processed at the end of year-long classes. Now, Winter will be the heavy enrollment quarter, with fewer enrollments in Spring.

In terms of the revision of projections, projections for Spring and the upcoming years are largely increasing, though a bit more caution is being expressed on international enrollments due to the upcoming election and what extent College in the High School will impact Running Start enrollments is awaited.

B. Finance

Ty Bergstrom, Executive Director of Finance and Auxilliary Services, and Sharon Kussy, Budget Director, provided provided the Board with an update on the budget for fiscal year ending June 2024 along with an update on the development of the FY25 budget.

Projected FY24 revenues are \$3.3 higher than budgeted, while expenses are \$800K higher. Current FY24EOY is projected to end with a small surplus of \$2.5M.

Projected tuition is \$4M higher than budgeted for FY24, and is based on actual enrollment numbers for summer, fall and winter, and projected enrollment numbers for the spring 2024 quarter.

FY25 revenue is projected to have 3.8% growth when compared to FY24 projections, but expenses are currently projected to be 7.8% higher (\$2.6M). The current \$2.6M deficit projected at the end of FY25 will be the focus of the next several weeks as the college prepares the budget for Board of Trustee approval.

FY24: The FY24 year-end projections for expenses and revenue are .6% and 2.5% (respectively) higher than budgeted. Fortunately, as revenues have outpaced expenses the college still projects a surplus at year end. Revenue increases are largely due to increased enrollments and a larger than expected allocation from the state. On the expense side, adjunct faculty salaries are \$700k 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.

FY25: In FY25, the college is projecting a 4.4% tuition increase, which may need to be adjusted when the state issues the actual tuition increase. As of the winter 2024 quarter, next year's enrollment is projected to be about 2.6% higher (10,814 FTE's) than the prior year.

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

- +5.87% COLA - Faculty
- +3% COLA – Staff
- Old Building fund budgeted at 4% of operations budget for the year

REPORTS

A. 2017 Strategic Plan Close-Out Report

Dr. Zach Morgan, Executive Director of Effectiveness, Research, and Analytics, provided the 2017 Strategic Plan Close-Out Report.

- Core components of Bellevue College's 2017 strategic plan are the mission, vision, values, and four core themes. Themes include student success, teaching and learning excellence, college life and culture, and community engagement and enrichment.
- Challenges in the 2017 Strategic Plan were the lack of metrics tied to initiatives made closing out the plan difficult.
- Development of a measurement framework focusing on strategic implementation utilizing a 5-point scale to assess strategic initiatives' progress and interviews conducted with strategic leaders to gauge collaboration, coordination, and planning made this report possible.
- Evaluation results in the four areas:
 - Student Success: Half of the initiatives are rated as developed, highlighting achievements like Achieving the Dream and Guided Pathways.
 - Teaching and Learning Excellence: Mixed progress, some initiatives initiated but others lacking.
 - College Life and Culture: Achieved status for improving information sharing, supported by external evaluation.
 - Community Engagement and Enrichment: Many initiatives were initiated, indicating promising starts.
- Analysis and discussion on reasons behind ratings, including external challenges like the pandemic. Acknowledgment of excellent work despite strategic plan limitations.
- Appreciation for individual efforts contributing to the college's advancement. Recognition of shared values and vision driving progress. Gratitude to colleagues for their contributions.

B. Diversity, Equity, and Inclusion Report

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

- Beabe Akpojovwo, Director of ODEI will be out for a while. Programming needs will be rescheduled. Additional staffing needs are being addressed in her absence. For questions regarding the Social Justice Center and programming, the campus can inquire with either Jewell Evans, Executive Assistant for ODEI, or Consuelo Grier.
- A reminder of the March 1st deadline for the College Climate Survey. The resulting data will be transparent for the community. Special thanks to Dr. Zach Morgan, Executive Director of

Effectiveness, Research, and Analytics, and the entire team in the Office of Research and Analytics.

- Faculty fellows, Jabril Hassan and Jennifer Parada were hired in January to support restorative practices initiatives. They facilitated the successful implementation of restorative problem-solving activities during campus community day and the establishment of weekly restorative office hours for faculty to engage in open dialogue.
- Upcoming second cohort training for restorative facilitators in March, expanding the program beyond Bellevue College.
- A team from Bellevue College will be attending the Achieving the Dream Conference in Orlando, Florida next week.
- Legislative advocacy and policy review of Washington State Legislature Senate Bill 5227 and 5154 to align language with the needs of colleges, emphasizing equity in funding distribution.
- Acknowledgment of the significant workload on the Title IX team and HR in handling cases and rewriting policies.
- Announcement of the inaugural QTPOC (Queer & Trans People of Color) Conference on April 25 -26, at Bellevue College, providing a learning space for LGBTQ+ professionals of color, organized in collaboration with various college teams.

C. President's Report

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

- Interest has been expressed by the Board of Trustees in learning more about the College in High School program and Running Start, suggesting a future presentation for the board's consideration.
- The State has approved a Bachelor of Applied Science (BAS) program in radiation therapy, enhancing the programmatic array at Bellevue College. The radiation therapy lab showcases simulation capacity for student practice, contributing to a hands-on learning experience.
- Dr. Consuelo Grier's upcoming sabbatical from May to August will focus on extending dissertation research, addressing rest and recuperation for leaders of color at predominantly white institutions. Michelle Strange will serve as the acting vice president during Dr. Grier's sabbatical, representing Diversity, Equity, and Inclusion (DEI) efforts at the Cabinet level.
- Acknowledgment of Zack Morgan's dedication and contribution to developing a solid framework to assess the 2017 Strategic Plan implementation and evaluate accomplishments. Special thanks for today's presentation to the Board of Trustees.
- A men's basketball game at 7 o'clock tonight offers a fun opportunity for the Bellevue College community.

D. Board Report

There was no report.

UNSCHEDULED BUSINESS

There was no unscheduled business.

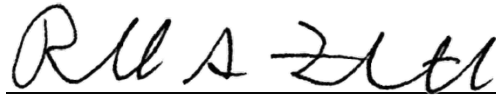
EXECUTIVE SESSION

At 4:24 PM, Chair Fukutaki announced the Board would convene for 25 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. In accordance with [RCW 28B.50.102 \(2\)](#), Trustee Chubarov did not participate in the executive session.

The executive session ended at 4:49 PM.

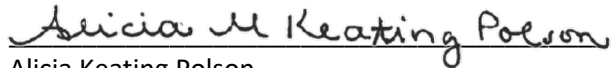
ADJOURNMENT

There being no further business, Vice Chair Leigh adjourned the Board of Trustees meeting at 4:50 PM.



Rich Fukutaki
Chair, Board of Trustees
Community College District VIII

ATTEST:



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