



**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, May 15, 2024. 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

A quorum of the Board was present.

Present: Chair Rich Fukutaki, Vice Chair Richard Leigh, Trustee Greg Dietzel, Trustee Pradnya Desh, President David May, Assistant Attorney General Tricia Boerger, and Board Secretary Alicia Keating Polson.

Absent: Trustee Merisa Heu-Weller.

There were 32 guests in attendance.

APPROVAL OF AGENDA AND MINUTES

Trustee Greg Dietzel made a motion to approve the agenda (May 15, 2024) and minutes (April 17, 2024) Trustee Pradnya Desh seconded.

The motion passed unanimously.

PROGRAM SPOTLIGHT

A. Library

Karen R. Diller, Ph.D., Associate Library Director provided an overview of the library.

CONSTITUENT REPORTS

B. Classified

The Classified report was provided by Becky Turnbull, Secretary of Classified Council.

- Classified Staff recently conducted a survey to learn about classified staff satisfaction. A 21-question survey was sent to 374 full-time and part-time non-student staff members. The

survey was open for three weeks, ending on May 3rd. Out of the 374 classified staff, 56 responded, resulting in a 15% participation rate.

- Classified Council will read all the open-ended narrative responses over the summer to determine what recommendations we can make to improve morale.
- Special thanks to Arseniy Minasov, Survey and Evaluation Manager and Cora Nixon, Data Consultant from the Effectiveness Research and Analytics Office for improving and building the survey. The findings were presented at the most recent Classified council meeting. The results can be shared through SharePoint.
- Classified Staff from technical and community colleges statewide participated in a free Zoom training titled "Unlocking Your Superpowers" with Ben Messner. There were 65 participants. The training covered identifying skills and strengths through assessments.
- Special thanks to Bellevue College Human Resources for offering the Gallup Strengths Assessment and Coaching, sponsored by the Bellevue College Foundation.
- Washington Public Employees Association (WPEA), the union representing a majority of Bellevue College's classified staff, will begin bargaining the 2025-2027 contract next week. Becky Turnbull will represent the classified staff in negotiations.

C. College Assembly

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

- The new Chair of the College Assembly next year will be Becca Marion, Director of Housing.
- A focus for the College Assembly has been to update policies to represent changes on campus.
- Classified and Exempt Councils have many position openings which creates a challenge in filling governance positions for full participation.
- The Resources and Planning Council has become involved in digital wayfinding designing and planning. The merging between the physical campus and digital learning will remain a major theme this year. The Faculty Council is evaluating hybrid learning implementation in CTC link.
- Next year will be busy for all councils with accreditation and strategic plan which will begin in earnest in July.

D. Faculty

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

- Faculty welcomes Bellevue College's new Provost, Dr. Jessica Clark.
- Special thanks to Tyrell Bergstrom, Executive Director of Finance, for the Budget Town Hall presentation.
- The Faculty Union bargaining begins on Monday with the college. The Washington Public Employees Association (WPEA) bargains statewide with the Office of Financial Management (OFM). The Faculty Union bargains locally with Bellevue College. Nearly the entire Bellevue College group will be new to bargaining this year.
- The college previously faced significant delays in paying adjuncts, which was addressed through a summit that improved payment processes. A similar problem now exists with the processes for creating schedules and staffing in the computer system, affecting how

students see class offerings. Another summit is planned to address these issues and improve the scheduling and staffing processes.

E. Foundation

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

- April 8th was the annual golf tournament raising \$29,000 for the Bellevue College athletics program, with 100 golfers participating in the rain.
- The scholarship read week was a great success. Special thanks to the 172 readers who read a record number of applications, nearly 850. The Foundation anticipates awarding \$650,000 in scholarships, up from \$450,000 last year. Special thanks to Jessica Trumble, Director of Scholarship and Grants, for organizing a significant project overall and successful process.
- Special thanks to Michele Strange, acting VP of Diversity, Equity & Inclusion for an educational presentation delivered to the Foundation at the March board meeting. The board learned of the exceptional work that's being done around restorative justice, addressing harm and creating community.
- The Foundation board is currently working on budgeting. The Foundation is looking to invest over \$1 million more in the coming year than this year due to exceptional fundraising efforts.
- The W building fundraising committee has a kick-off meeting. There is robust commitment and enthusiasm around raising money for the W building.
- The Foundation is looking forward to support commencement and celebrating the students at graduation.

F. Student

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

- Last month, Bellevue College ASG hosted the Washington Student Association (WSA) General Assembly, consisting of student leaders from across the state. The meeting focused on celebrating successes from the legislative session, building the agenda for next year, and electing new executive committee members.
- For the first time in WSA history, two Community and Technical College (CTC) students were elected to the executive committee. Those students are Sean Behl and Sienna Jarrard. Sienna is the first Running Start student and the youngest student ever to be elected to the executive committee.
- For nearly 100 years, the United States Student Association (USSA) helped facilitate and advocate for students at the federal level, but it collapsed shortly before the pandemic. Sean Behl reported on a meeting with 15 other student leaders from across the country, to discuss the reformation of the USSA and the necessary steps to bring student voices back to the nation's capital.
- The Associated Student Government of Bellevue College (ASGBC) became the first student association in the country to pass a resolution establishing its commitment to support this reformation of USSA, with many more schools expected to follow in the coming weeks and months.

- The ASGBC Board of Directors elections closed last week. In total 1,339 ballots were cast, which is a 30% increase over last year. The 2024-2025 ASGBC President is Daniel Ngoy and Vice President is Daniella Salima.
- ASG has 27 open positions for next year and is interviewing for the Board and Senate offices. Last year ASG received nearly 30 applications for the Board of Directors. In comparison, this year received over 100 applications for all positions. All interviews should be completed before June 6th.
- The Senate has been in operation for approximately three months and has passed ten resolutions and one bill. These resolutions targeted items such as campus safety, course modality, student transportation, student services, student life, and more.
- The 3rd annual Associated Student Government Gala, themed “A Sea of Celebration,” will be held on Thursday, June 6th, from 5-10pm in U301. All Trustees are invited to attend.

PUBLIC COMMENT

Jory Hamilton, student at Bellevue College, provided public comment on areas for improvement.

QUARTERLY REPORTS

A. Enrollment

The quarterly enrollment report was provided by Steve Downing, Dean of Enrollment Management.

Overall, credit enrollment for Winter 2024 has exceeded the revised projections by 8.5% and increased over Winter 2023 by 19.8%. Presently, for Spring 2024, enrollment is at 99% of the revised projections and have increased by 3% over Spring 2023. The 2024-2025 projections, from which enrollment revenue is calculated for the budget, have the college expecting a 2.2% increase over this year’s enrollments. A small pullback of -0.4% is expected for the 2025-2026 academic year, where some decline is expected as a result of lowered enrollments in the K-12 districts of the service area.

B. Finance

The quarterly finance report was provided by Ty Bergstrom, Executive Director of Finance and Auxiliary Services.

The FY24 year-end projections for expenses and revenue are 1.6% 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 is related to the increases in enrollment.

Goods and services expenses are projected to be about \$300,000 lower than budgeted as well. The equipment and furniture line has exceeded budget by \$723,000, due to the needs of re-opening and

the delayed maintenance and refresh cycles from the last several years of limited access to the campus.

In FY25, the college is projecting 5.5% tuition revenue growth, based on the State issued tuition increase of 3.2%, increased Running Start rates and projected higher enrollments college wide. Next year's enrollment is projected to be about 2.8% higher (10,863 FTE's) than the current year.

Close monitoring of enrollments, especially for international and state allocation eligible students 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 5.8% increase for faculty and a 3% increase for classified and exempt.

As mentioned previously, the budget plan for FY25 includes the restoration of temporary cuts. Instead of simply restoring the cuts, President's Cabinet looked at a wide variety of budget requests and adjusted funding to support Bellevue College's Core Themes. These adjustments were achieved thanks to some adjustments in revenue expectations and a reduction in the President's contingency to 2.5%.

2023-24 Expenses

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

FIRST READ

C. 24-25 College Budget

Ty Bergstrom, Executive Director of Finance and Auxiliary Services, presented the Bellevue College Operating Budget for fiscal year 2024-25 to the Board of Trustees for consideration.

The fiscal year 2024-25 budget highlights

Revenue

Tuition Rate Increase

- +3.2% State Tuition
- +5% Running Start

Enrollment Changes

- +1.7% State Enrollment (Including BAS programs)
- +1.6 % International Enrollment (including ELI)
- +2.1% Running Start Enrollment

Expenses

Wages and Benefits

- COLA: Faculty 5.8%, Exempt and Classified 3%

- 8% Lapsed Salaries Classified
- 8% Lapsed Salaries Exempt
- Continued adjustment of Adjunct Salaries and Expense Lines

2024-25 Limitations

- Reduced President’s Contingency from \$4.1M to \$3.6M
- Adjustments to estimated State Allocation will require amendments to the presented budget
- \$4.6 Million commitment to Capital to Refurbish old buildings.

It is recommended that the Board of Trustees of Community College District VIII approves the following budget plan for the fiscal year July 1, 2024 through June 30, 2025.

Annual Budget	
Operating Funds	\$ 140,213,975
Proprietary Funds	\$ 15,882,783
Financial Aid Funds	<u>\$ 18,285,017</u>
Total 2024-25 Annual Budget	<u>\$ 174,381,775</u>
Reserve Funds	
Contingency Fund (2.5%)	\$ 3,813,000
Operating Reserve (25%)	\$ 35,085,494
Proprietary Reserve	\$2,019,898
Debt Reserve	\$10,689,394
Student Housing Reserve	0
Total Reserves	<u>\$51,575,786</u>

D. 24-25 Services & Activities Fee Budget

Sean Behl, ASG President, presented the 24-25 Services & Activities Fee Budget to the Board of Trustees for consideration.

RCW 28B.15.044 for the State of Washington grants authority to the Board of Trustees to approve the campus Services and Activities (S&A) Budget. Further, it requires students to advance a budgetary recommendation for consideration of the Board of Trustees.

The S&A Budget recommendation is developed by the S&A committee. The committee is comprised of four students, one exempt staff member, one classified staff member and one faculty member. This year’s committee members are (asterisks denote voting members):

- * Heidi Ngo (ASG Treasurer)
- * Alarick Alfredo-Sorto (Student at Large)
- * Sean Behl (ASG President)
- * Graciella Nzowo (Student at Large)

- * Travis Sage (Classified)
- * Becca Marion (Exempt)
- * Ethan Anderson (Faculty)

Committee Advisor:
Mike Kaptik

The committee completed its deliberations and has prepared a recommendation for the 2024-2025 year. The budget recommendation was approved unanimously by the committee.

For reference, here are some key points for this year's process:

- There were 18 more applications this year (77 applications) versus last year's process (59 applications).
- Funds available this year (\$7,760,879.31) are 13% lower than last year's available funds (\$8,912,671.00).
- Funds requested this year (\$9,703,149) were 25% more than funds available (\$7,760,879.31).
- The 24-25 S&A committee reviewed the applications with the following priorities:
- The review of requests and allocations should allow for sustainable fund use this upcoming fiscal year and in future years beyond the current review cycle.
- Use of funds for travel and food should be sustainable and not impede on other priorities.
- The function/ organization has been actively using funds to engage students in the past academic year.
- The function/ organization has enriched student life and experience outside of class.
- The function/ organization increases student life and engagement on-campus.
- The opportunity helps students' academic success, this includes current and future academic success.
- There is an equity component to the request and DEI is factored into request.

Fund Allocation Summary

The S&A committee needed to reduce \$1,942,269.69 from requests to meet the available fund amount. Reductions were made in overall requests and travel funds requested. The overall cuts were made based on the committee's priorities.

In the case of travel funds requested, the committee had the following concerns:

- Total funds requested for travel consisted of \$1,205,532 (12% of total asks).
- Funds requested for 24-25 travel are significantly higher than 23-24 usage. It is expected that use of travel funds will be between \$400,000 and \$500,000 this fiscal year.
- Funds focused on travel are focused on a limited number of users and do not necessarily impact the overall on-campus experience.
- The committee recognizes that travel cost estimates are difficult to determine this far in advance.
- The committee recognized that it could not cut specific trips as its unknown if groups will still want to travel next year and will still need to determine costs, participants, etc.

Based on the above concerns, the Committee decided to separate funds requested for travel from each request in the committee's overall review. **Remaining travel funds of \$525,342.31 will be**

placed in a centralized account from which groups can request approval for use during the 24-25 school year (\$156,000 dollars of travel were kept in Athletics and ASG's budgets).

24-25 S&A Committee Recommendation Summary

Total Funds Requested	\$ 9,703,149.00
Available Funds	\$ 7,760,879.31
Reductions Needed	\$ 1,942,269.69
Proposed Reductions	\$ 1,418,080.00
Travel Reductions	\$ 524,189.69
Total Reduction	\$ 1,942,269.69

Travel Funds Remaining	\$ 525,342.31
% of Travel Fund Requested	50.05%

The full list of recommended allocations is attached. Funds allocated are in the column titled "Allocation Recommendation".

Additional Committee Recommendations

- If additional funds are found in end of year review (i.e.- more leftover funds than expected, etc.), those funds will be placed in travel funds and/or ASGBC General Funds.
- If there are less funds than projected, funds will come from the available travel funds.

ASG voted on May 3rd to approve and forwarded the S&A budget recommendation to President's Cabinet. President's Cabinet reviewed the budget recommendation on May 7th and approved that the recommendation be forwarded to the Board of Trustees.

E. Associated Student Government Constitution

Sean Behl, ASG President, presented the Associated Student Government (ASG) Constitution to the Board of Trustees for consideration.

ASG has updated its constitution to document the following:

- Updates to positions titles and functions.
- Edits to clarify phrasing and interpretations.
- Addition of ASGBC Senate structure, roles and functions.

Additionally, the ASG Board of Directors voted and approved the changes submitted and a ballot measure for the changes was placed on the May 6-9, 2024 ASG Election for BC students to review and vote on the changes

F. Creation of 6110: Flag Displays on Campus

A recent U.S. Supreme Court decision noted the absence of a flag display policy for the City of Boston and held that the city's refusal to fly a religious flag violated the plaintiff's First Amendment rights when the city had indiscriminately allowed various other flags to be flown at the request of the public. For more information, see *Shurtleff v. City of Boston* (2022) and Washington-based Municipal Research and Services Center's (MSRC) website on this matter. MRSC shares: "The following local flag display policies were adopted after the Shurtleff decision and make clear the intent to establish flag display as governmental speech:

- Bellingham Resolution No. 2022-13 (2022)
- Lacey Resolution No. 11120 (2022)
- Sequim Ordinance No. 2022-023 (2022)"

The City of Bellevue has a flag display policy under development in 2024 and recently shared their efforts to date. If Bellevue College periodically flies a non-governmental flag, such as the Pride flag or commemorative flags, this is considered government speech. However, if Bellevue College chooses to fly certain flags at the request of the public, it should have clear policies regarding the flag selection process.

ACTION

A. Board of Trustees Governance and Policy Manual

Motion 14.24

Trustee Richard Leigh moved that the Board of Trustees of Community College District VIII that the Board of Trustees of Community College District VIII approves the revisions to the Board of Trustees Governance and Policy Manual. Trustee Greg Dietzel seconded.

The motion passed unanimously.

REPORTS

A. Diversity, Equity, and Inclusion Report

Michelle Strange, Acting Vice President of Diversity, Equity, and Inclusion (DEI), provided the DEI report:

- Diversity, Equity & Inclusion Restorative faculty fellows Jennifer Parada, Jabril Hassen and Jeremiah Allen are working to integrate restorative circles.
- DEI is making plans for a college contingency for the National Conference on Race and Ethnicity (NCORE), bringing 16 college students and 14 staff and faculty together. Bellevue College will sponsor a table to promote the college and alignment with strategic goals to diversify Bellevue College staff and faculty.
- The BC President's office will sponsor job postings on the NCORE job site to recruit diverse candidates.
- The Social Justice Center is continuing to expand and host dynamic programs under the direction of Hasaan Kirkland, Acting Director of DEI.
- Special thanks to the planning committee for the successful Queer and Trans People of Color (QTPOC) Conference hosted at Bellevue College.

B. President's Report

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

- Special thanks to the Foundation Board having committed significant funding to address the potential fallout from the FAFSA debacle. This funding can help students during the delayed awarding period caused by federal rollout issues. The federal government's delayed rollout of the simplified FAFSA has resulted in significant stress for financial aid staff, with delayed awarding until the second week of June. There are concerns about a high error rate in awarding financial aid, with some colleges preparing for a 25% error rate. Types of errors could include under awarding, easier to correct through repackaging and re-awarding as new data comes in. Over awarding will be challenging to handle, as asking students to return excess funds is not preferable. The institution may need to cover these costs.
- The Foundation Board agreed to fund the purchase of an electric vehicle for the college, replacing an old mail vehicle. This is a significant step towards sustainability.
- New vice presidents are being hired, including a Vice President for Administrative Services. The cabinet is expected to be fully staffed soon.
- From July 1, 2023, to May 5, 2024, there were 2,228 appointments attended by 562 students at Bellevue College Counseling Services. Services include personal counseling and crisis drop-in appointments. There have been 70 outreach events focused on mindfulness, suicide prevention, cultural adjustment, trauma response, self-care, and mental health, with no waitlist for students seeking help.
- The Tenure Reception, one of the favorite events of the year, is this evening.

C. Board Report

There was no Board report.

UNSCHEDULED BUSINESS

There was no unscheduled business.

EXECUTIVE SESSION

At 4:10 PM, Chair Fukutaki announced the Board would convene for 30 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 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.

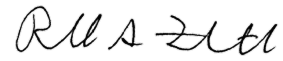
At 4:40 PM, Chair Fukutaki extended the executive session by 35 minutes.

At 5:15 PM Chair Fukutaki extended the executive session by 13 minutes.

The executive session ended at 5:28 PM.

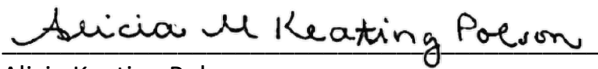
ADJOURNMENT

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 5:30 PM.



Rich Fukutaki
Chair, Board of Trustees
Community College District VIII

ATTEST:



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