



BELLEVUE
COLLEGE



Board of Trustees

Community College District VIII

REGULAR MEETING
October 9, 2024



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, October 9, 2024. The business session will begin at 2:30 PM. This meeting will be conducted both in-person in B201 and remotely via Zoom. A telephone line will also be available. Richard Leigh, Chair, will preside.

MEETING CALL IN DETAILS

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

Dial in by telephone: +1 253 215 8782

Webinar ID: 819 5676 9065

MEETING AGENDA

BUSINESS SESSION

- | | | |
|------|---|---|
| I. | Call to Order | Richard Leigh |
| | a. Welcome and Introductions | |
| | b. Approval of Agenda and Minutes | |
| | i. Agenda for October 9, 2024 | |
| | ii. Minutes for June 11, 2024; June 25, 2024; July 29, 2024; August 7, 2024; August 8, 2024; and September 25, 2024 | |
| II. | Constituent Reports | |
| | a. Foundation | Chelle Chase |
| | b. Student | Daniel Ngoy |
| | c. Classified | No report |
| | d. College Assembly | Becca Marion |
| | e. Faculty | Dr. Lindsay Haney |
| 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 BoardofTrustees@bellevuecollege.edu . | |
| IV. | Action | |
| | a. Creation of Policy 4920: Exempt Renewal and Termination | Frances Dujon Reynolds |
| | b. Revision of Policy 4650: Reasonable Accommodations | Frances Dujon Reynolds |
| | c. Negotiated Collective Bargaining Agreement between Bellevue College Association of Higher Education and the Board of Trustees of Community College District VIII | Frances Dujon Reynolds & Dr. Jess Clark |
| V. | Information | |
| | a. Housekeeping and Minor Edits to Policy Library | Dr. Lori Keller |

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

- b. Interim (Temporary) Approval of Policy 6650: Official Public Communications and Social Media

VI. Reports

- | | |
|--|--------------------|
| a. Diversity, Equity, and Inclusion Report | Dr. Consuelo Grier |
| b. President's Report | Dr. David May |
| c. Board Report | Richard Leigh |
| d. Board Resolution No. 307: Recognizing Trustee Merisa Heu-Weller | Richard Leigh |

VII. Open Government Training

Tricia Boerger

EXECUTIVE SESSION

The Board will convene in executive session under [RCW 42.30.110\(1\)](#) for the following purpose(s): (i) To discuss with legal counsel representing the agency litigation or potential litigation. No final action will be taken during this executive session.

ADJOURNMENT



**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 11, 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 2:00 PM.

EXECUTIVE SESSION

At 2:00 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. 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 2:30 PM.

ROLL CALL

A quorum of the Board was present.

Present: Chair Rich Fukutaki, Vice Chair Richard Leigh, 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: none.

There were 62 guests in attendance.

APPROVAL OF AGENDA AND MINUTES

Trustee Richard Leigh made a motion to approve the agenda (June 11, 2024) and minutes (May 15, 2024) Trustee Merisa Heu-Weller seconded.

The motion passed unanimously.

PROGRAM SPOTLIGHT

A. College in the High School

Michael Reese, Associate Dean, Academic Affairs, provided an overview of College in the High School.

CONSTITUENT REPORTS

A. College Assembly

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

- Under the new president and leadership team, this year has been marked by a focus on recovery and strategic planning. The councils have aligned with the president's long-term goals, achieving significant progress.
- The Resources and Planning Council and Infrastructure Council collaborated on a digital wayfinding initiative.
- Diversity and engagement were major themes, focusing on campus involvement and hybrid class trends. The Diversity Council has been examining student engagement with hybrid content and ensuring equitable access to services.
- Governance and planning processes saw increased excitement and participation. Many councils made new appointments, enhancing readiness for the upcoming year.
- The finalization of annual reports and new officer appointments is in progress.

B. Faculty

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

- It is pointed out that Bellevue College's leadership has a high turnover rate, including seven presidents, two provosts, and fifteen vice presidents in the past eight years.
- Lindsay Haney, associate professor of English, was introduced as the faculty union president for next year. He joined the meeting online and thanked Sue Nightingale for her many years of dedication.

C. Foundation

The Bellevue College Foundation (BCF) report was provided by Melissa Johnson, Executive Director of the Foundation.

- Special thanks to Dana Grey for her service as the Bellevue College Foundation President. She will continue on the Board as the Past President.
- The Foundation hosted a commencement breakfast, during which students were photographed with President May. Many families attended, and the Foundation captured alumni data and pictures to be posted on LinkedIn.
- The Foundation partnered with numerous teams on campus for the end-of-year celebration to celebrate longevity awards for faculty and staff. Excellence Award winners were acknowledged. The Foundations appreciate partnerships with the Office of Institutional Advancement, Marketing, HR, and the President's office in making this event possible.
- The Foundation hosted a President's Coffee last Friday. Special thanks to Trustee Greg Dietzel for the idea and location. It was a great success.

- Lisa Brock, on July 1st, will be voted in as President of the Bellevue College Foundation to serve for one more year.
- The Foundation highlights an exceptional fundraising year, with more than \$7m in revenue. Through three quarters, the Foundation is net \$5m over budget. It is important to the Foundation that the budget is a reflection of the mission and vision in dollars. Next year, an increase in campus investment will include more scholarship dollars, grant funding, and innovation support. The Foundation will work with Institutional Advancement to develop a strong alumni program.
- The Foundation board members are excited to participate in celebrating commencement this year.

D. Student

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

- Last week, the Associated Student Government held the annual ASG gala to celebrate student achievement from this academic year. The event included catering, a photo booth, and music. The event was a huge success, with at least 350 students attending. Special thanks to Dr. May for attending and speaking. Special thanks to Sienna Jarrard, ASG Events Representative, for all the hard work and planning that made the Gala successful.
- On May 30th, over twenty student organizations and ASG collaborated to host the International Night Market. Over twenty-five volunteers worked at this event, sixteen performers and over four hundred students attended.
- ASG is aware of concerns stemming from a recent student travel opportunity and has forwarded these concerns to the appropriate college bodies. ASG is also aware that the campus is reviewing travel processes and hopes these concerns can be integrated into those discussions.
- Applications for a new student Trustee have gathered three times as many applicants as last year. ASG has filled 26 of 27 open positions, and the last position should be filled by September.

E. Classified

There was no report.

PUBLIC COMMENT

Amanda Chamba, student at Bellevue College, provided public comment on NCORE experience.

Graciella Nzowo, student at Bellevue College, provided public comment on ASG hiring process.

Sam Rosenfeld, student at Bellevue College, provided public comment on NCORE experience.

Momen Menir, student at Bellevue College, provided public comment on a variety of concerns at Bellevue College.

Sofia Foronda, former student at Bellevue College, provided public comment on NCORE experience.

Yee San Lim, student at Bellevue College, provided public comment on NCORE experience.

Maxime Shema, student at Bellevue College, provided public comment on NCORE experience.

Marita Bwalya, student at Bellevue College, provided public comment on NCORE experience.

Pavy Thao, employee at Bellevue College, provided public comment on student support experience.

FIRST READ

A. Revision of 4650: Reasonable Accommodations

Frances Dujon-Reynolds, Vice President of Human Resources, presented the proposed revision of Policy 4650: Reasonable Accommodations.

Policy 4650 was last substantively updated prior to 2009. Since then, a series of definitions, resources, and guidelines for employers and employees have been expanded and clarified. This revision serves to update Bellevue College's compliance with the Washington State Human Rights Commission and related laws under Revised Code of Washington (RCW) and Washington Administrative Code (WAC).

Specifically, the policy has an updated definition of disabled individuals according to the State Human Rights Commission. It eliminates outdated references to a reasonable accommodation WAC 251 that was repealed effective 2005. It clarifies the responsibilities of both employees and Bellevue College in the procedures to address reasonable accommodations.

Five comments were received during the 45-day comment period. Comments focused on clarifications of terms, challenges to definitions based on WA Human Rights Commission, concerns of accountability, and how neurodiversity fits into these accommodations.

B. Creation of 4920: Exempt Renewal and Termination

Frances Dujon-Reynolds, Vice President of Human Resources, presented the proposed creation of Policy 4920: Exempt Renewal and Termination.

This policy emerged from requests by exempt employees and the Human Resources Compliance Team who occasionally missed receipt or timely return of annual paper/digital re-employment contracts. The person-power burden of creating, disseminating, returning, and processing over 200 exempt contracts each June was deemed inefficient for both employees and Bellevue College. The risk of confusion if contract renewals were completed late or missed paychecks due to crossed paperwork offers an opportunity for a streamlined process.

Many peer colleges and universities have adopted automatic renewal of exempt contracts, with termination-only situations addressed individually. The college president's contract is not included in this automatic renewal.

This policy identifies the automatic annual renewal for exempt, non-union employees, with exceptions for terminations and separations clearly listed.

Five comments were received during 45-day comment period. Comments focused on clarifications, definitions, and process.

ACTION

A. 24-25 College Budget

Motion 16.24

Trustee Greg Dietzel moved that the Board of Trustees of Community College District VIII that the Board of Trustees of Community College District VIII approves the college budget plan, as proposed, for fiscal period 2024-2025. 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 Pradnya Desh seconded.

The motion passed unanimously.

B. 24-25 Services & Activities Fee Budget

Motion 17.24

Trustee Richard Leigh moved that the Board of Trustees of Community College District VIII that the Board of Trustees of Community College District VIII approve the 24-25 Services and Activities budget allocation recommendation of **\$7,760,879.31**.

Trustee Merisa Heu-Weller seconded.

The motion passed unanimously.

C. Associated Student Government Constitution

Motion 18.24

Trustee Yana Chubarov moved that the Board of Trustees of Community College District VIII that the Board of Trustees of Community College District VIII approve the revisions to the Associated Student Government Constitution.

Trustee Greg Dietzel seconded.

The motion passed unanimously.

D. Creation of 6110: Flag Displays on Campus

Motion 19.24

Trustee Merisa Heu-Weller moved that the Board of Trustees of Community College District VIII that the Board of Trustees of Community College District VIII approves the creation of Policy 6110: Flag Displays on Campus.

Trustee Richard Leigh seconded.

The motion passed unanimously.

E. Amendment to President's Contract

Motion 20.24

Trustee Rich Fukutaki moved that the Board of Trustees of Community College District VIII approve an amendment to the President's contract that extends the contract period by an additional year, provides a cost of living increase of 3% effective July 1, 2024, and provides deferred compensation of \$15,500 to be paid by July 31, 2024, to an approved deferred compensation program. Trustee Merisa Heu-Weller seconded. Trustee Chubarov did not participate in the vote.

The motion passed unanimously.

F. Board Officer Elections

Motion 21.24

Trustee Pradnya Desh moved that the Board of Trustees of Community College District VIII approve Richard Leigh as chair for the 24-25 academic year. Trustee Greg Dietzel seconded.

Trustee Merisa Heu-Weller moved that the Board of Trustees of Community College District VIII appoint Trustee Pradnya Desh as vice chair for the 24-25 academic year. Trustee Rich Fukutaki seconded.

The motion passed unanimously.

INFORMATION

A. Interim (Temporary) Approval of the Revision to Policy 6120 and WAC 132H-142: Expressive Activities

Lori Keller, Associate Director of Policies and Special Projects, presented the revisions to WAC 132H-142: Expressive Activities and Policy 6120: Use of Community College District VIII Facilities by College Groups and Non-College Groups for First Amendment Activities which were approved as interim (temporary) policies by the President's Cabinet in June 2024.

Recent events on college and university campuses across the United States have given rise to a renewed interest in policies and procedures around expressive activities and the use of higher education facilities. Bellevue College currently has a policy and a WAC (Washington Administrative Code) with slight differences between the two documents. The plan is to update WAC 132H-142 and adopt it as Policy 6120 simultaneously. Due to the academic year calendar, these revisions cannot go through 45-day comment period or public hearing this spring. Therefore, this revision and adoption by President's Cabinet will remain temporary until the academic year 2024-2025 begins in September and the full policy revision process can be followed. This interim approval will be filed at the Code Reviser's Office and posted in the Bellevue College policy library for up to six months.

Changes to the WAC include the following:

- The chapter title will be updated to "use of college facilities for expressive activity."
- Section 25, "first amendment and protection of college mission," will be deleted.
- Section 30 will be renamed "time, place, and manner restrictions," to clarify rules around requests for use of college facilities.
- Section 50, "role of the president in first amendment decisions," will be replaced with "distribution of materials," to improve readability.
- Section 60 will be renamed "trespass," instead of "criminal trespass."
- Section 70, "posting of bond and hold harmless statements," will be deleted.

Further, definitions were updated and clarity around the review process if a group or individual is requested to leave college property.

REPORTS

B. Diversity, Equity, and Inclusion Report

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

- As the climate intensifies with so much unrest, safety and community continue to be prioritized.
- These themes were also prominent throughout the National Conference on Race & Ethnicity:
 - Bellevue College attended the conference with a contingency of 16 students and 14 staff and faculty. Director of Equity Training & Development, Abner Pagunuran led a post-conference debrief for staff & faculty.
 - Throughout the conference, the Bellevue College sponsor table had lots of engagement from potential staff and faculty applicants. Thank you to all of the BC staff & faculty NCORE participants for your support in hosting the table.
 - And thanks again to the President's Office for sponsoring BC job openings on the NCORE job listings site. We are hopeful that this will support our efforts to increase the diversity of staff & faculty applicants at the college.
 - Lastly, Bellevue College had two successful presentations at the conference:
 - Michelle Strange presented "Embedding Restorative Practices into Strategic DEI Efforts in Higher Education"
 - VP of Student Affairs, Judy Hernandez Chapar led "What We Leave Behind & Bring with Us: An Immigrant's Healing Journey"
- Beyond the conference, Director of Equity Training & Development, Abner Pagunuran is diligently preparing for Equity PD Day, October 16 and collaborating with HR and Public Safety on addressing college equity PD requirements and accessibility in alignment with SB 5227.
- Acting Director of Diversity & Social Justice, Hassan Kirkland is leading efforts with Multicultural Services to expand the Social Justice Center to include a student resource space and the main space of SJC has also been transformed. With new art, posters, graphic art content, banners, flags, and other visual items, the space cultivates a welcoming and evocative environment for diverse communities on campus. The transformation of SJC is in effort to create more space for staff, faculty, students, and community to gather, connect, communicate, educate, and restore themselves on campus.
- With so much change ahead with the academic year's end, legislation, and ongoing climate concerns, the college is making proactive plans to serve the diverse and emerging needs of campus community.

C. President's Report

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

- Special thanks to Dana Gray for her service as president of the Bellevue College Foundation and for her amazing job this year working through some challenging moments.
- An expression of deep gratitude for Sue Nightingale, the president of the faculty union, and for her hard work and dedication to Bellevue College and the college faculty.
- Sean Behl, President of the Associated Student Government, has set a high standard of success for ASG. Job well done.
- Special thanks to Board of Trustees Chair Rich Fukutaki for his service this year as chair.
- The President's office is in the final stages of hiring the last vice president. By fall, Bellevue College will have a complete president's cabinet.

D. Board Report

Trustee Merisa Heu-Weller provided the Board report:

- Trustee Merisa Heu-Weller has served on the Bellevue College Board of Trustees since November 2013. This meeting marks her final session as she concludes her service.
- Trustee Merisa Heu-Weller extends heartfelt appreciation for the respectful debates that enrich the Board's dynamic and ultimately strengthen Bellevue College. She expresses her gratitude to the many individuals with whom she has collaborated and from whom she has learned. Engaging in the Board's work within this community and for future generations is a significant privilege. While it may be challenging and demanding, it has also been a profound source of joy for Trustee Heu-Weller.

Chair's Remarks and Farewell to Trustee Merisa Heu-Weller

- Chair Rich Fukutaki thanks Trustee Merisa Heu-Weller for graciously agreeing to extend her tenure beyond the initial plan. Her support through the full academic year has been instrumental in ensuring a successful transition for Dr. May's first year.
- Over the past years, the Board has navigated numerous challenges, including changes in leadership, press conferences, appointments of vice presidents and the provost, and participation in various conferences and engagements at the federal level. Trustee Heu-Weller's steady and calming presence has been invaluable, and the Board of Trustees will miss her greatly.

UNSCHEDULED BUSINESS

There was no unscheduled business.

EXECUTIVE SESSION

At 4:17 PM, Chair Fukutaki announced the Board would convene for 60 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 5:17 PM.

ADJOURNMENT

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 5:18 PM.

Rich Fukutaki
Chair, Board of Trustees
Community College District VIII

ATTEST:

Alicia Keating Polson

Secretary, Board of Trustees
Community College District VIII



**BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON**

A special meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, was held on Tuesday, June 25, 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 5:03 PM.

ROLL CALL

A quorum of the Board was present.

Present: Chair Rich Fukutaki, Vice Chair Richard Leigh, Trustee Merisa Heu-Weller, Trustee Greg Dietzel, Trustee Pradnya Desh, President David May, and Board Secretary Alicia Keating Polson.

Absent: Assistant Attorney General Tricia Boerger

There were 24 guests in attendance.

APPROVAL OF AGENDA AND MINUTES

Trustee Desh made a motion to approve the agenda (June 25, 2024.) Trustee Heu-Weller seconded.

The motion passed unanimously.

PUBLIC COMMENT

Teresa Descher, staff member at Bellevue College, provided public comment on communication.

EXECUTIVE SESSION

At 5:17 PM, Chair Fukutaki announced the Board would convene for 15 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 5:32 PM.

ACTION

A. Tenure

Motion 22.24

Trustee Heu-Weller moved that the Board of Trustees of Community College District VIII hereby grants tenure for the 2024-2025 academic year to Christine Hundredmark. Trustee Dietzel seconded.

The motion passed unanimously.

UNSCHEDULED BUSINESS

There was no unscheduled business.

ADJOURNMENT

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 5:39 PM.

Rich Fukutaki
Chair, Board of Trustees
Community College District VIII

ATTEST:

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



**BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON**

A special meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, was held on Monday, July 29 2024. Richard Leigh, chair, presided. This meeting was held in B201 and on Zoom. A telephone line was also available.

MINUTES

Chair Leigh called the business session to order at 5:07 PM.

ROLL CALL

A quorum of the Board was present.

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

Absent: Assistant Attorney General Tricia Boerger

There were 4 guests in attendance.

APPROVAL OF AGENDA AND MINUTES

Trustee Dietzel made a motion to approve the agenda (July 29, 2024.) Trustee Desh seconded.

The motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

ACTION

A. Interim Approval of Revised WAC 132H-126: Student Conduct Code

Motion 23.24

Trustee Fukutaki moved that the Board of Trustees of Community College District VIII approves the interim (temporary) revisions to WAC 132H-126 Student Code of Conduct, including the updated mode of delivery ("service") options which shall be accomplished by a) hand delivery of the document to the party, or b) sending the document by email to the party's official college email. Trustee Desh seconded.

The motion passed unanimously.

UNSCHEDULED BUSINESS

There was no unscheduled business.

ADJOURNMENT

There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 5:20 PM.

Richard Leigh
Chair, Board of Trustees
Community College District VIII

ATTEST:

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



**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, August 7, 2024. Richard Leigh, chair, presided. This meeting was held in-person at The Resort at Port Ludlow, Olympic Room, and remotely via Zoom. A telephone line was also available.

MINUTES

Chair Leigh called the business session to order at 1:15 PM.

ROLL CALL

A quorum of the Board was present.

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

There was 1 guest in attendance.

APPROVAL OF AGENDA

Trustee Desh made a motion to amend the agenda to include a discussion on a reception to celebrate former Trustee Merisa Heu-Weller's 10+ years of service to the Bellevue College Board of Trustees. Trustee Dietzel seconded.

The motion passed unanimously.

Trustee Fukutaki made a motion to approve the amended agenda (August 7, 2024.) Trustee Desh seconded.

The motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

DISCUSSION TOPICS

- A. Reception to Celebrate Trustee Heu-Weller

Dr. Alicia Keating Polson led a discussion to plan an upcoming reception to celebrate Trustee Heu-Weller's service on the Board.

B. Strategic Planning Process

Dr. David May, President; Dr. Jess Clark, Provost; Dr. Jennifer Latino and Peter Cellier provided an overview of the upcoming strategic planning process.

C. Overview of Tenure

Dr. Jess Clark, Provost, provided an overview of tenure in higher education.

INFORMATION

Dr. Alicia Keating Polson, Executive Director of the President's Office, provided notification to the Board that Policy 1447 Sex Discrimination was temporarily adopted with approval from President's Cabinet to comply with new federal regulations on Title IX. The formal policy process, including the public comment period, will occur at the start of the Fall Quarter when all employees are back on contract. The Board will see this policy again later in the Fall Quarter at the conclusion of the formal policy-making process. This interim (temporary) policy approval will expire on January 30, 2025.

UNSCHEDULED BUSINESS

There was no unscheduled business.

ADJOURNMENT

There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 4:36 PM.

Richard Leigh
Chair, Board of Trustees
Community College District VIII

ATTEST:

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



**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 Thursday, August 8, 2024. Richard Leigh, chair, presided. This meeting was held in-person at The Resort at Port Ludlow, Olympic Room, and remotely via Zoom. A telephone line was also available.

MINUTES

Chair Leigh called the business session to order at 9:00 AM.

ROLL CALL

A quorum of the Board was present.

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

There were 0 guests in attendance.

APPROVAL OF AGENDA

Trustee Desh made a motion to amend the agenda to include a discussion on strategic planning and tenure, as well as added an executive session to evaluate the performance of a public employee for 10 minutes. Trustee Dietzel seconded.

The motion passed unanimously.

Trustee Desh made a motion to approve the amended agenda (August 8, 2024.) Trustee Fukutaki seconded.

The motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

DISCUSSION TOPICS

A. Strategic Planning Process

The Board discussed the importance of receiving continual updates in Board meetings during the strategic planning process.

B. Overview of Tenure

The Board continued discussion on tenure based on yesterday's presentation which provided an overview of tenure in higher education.

C. President Report

Dr. David May, President, provided the president report.

EXECUTIVE SESSION

At 12:30 PM, Chair Leigh announced the Board would convene for 10 minutes in executive session under [RCW 42.30.110\(1\)](#) for the following purpose: (g) To review the performance of a public employee. Chair Leigh announced that no final action would be taken during the executive session.

The executive session ended at 12:40 PM.

UNSCHEDULED BUSINESS

There was no unscheduled business.

ADJOURNMENT

There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 12:41 PM.

Richard Leigh
Chair, Board of Trustees
Community College District VIII

ATTEST:

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



**BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON**

A special meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, was held on Wednesday, September 25, 2024. Richard Leigh, chair, presided. This meeting was held in B201 and on Zoom. A telephone line was also available.

MINUTES

Chair Leigh called the business session to order at 5:04 PM.

ROLL CALL

A quorum of the Board was present.

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

There were 2 guests in attendance.

APPROVAL OF AGENDA AND MINUTES

Trustee Desh made a motion to approve the agenda (September 25, 2024.) Trustee Fukutaki seconded.

The motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

UNSCHEDULED BUSINESS

There was no unscheduled business.

EXECUTIVE SESSION

At 5:07 PM, Chair Leigh announced the Board would convene for 30 minutes in executive session under [RCW 42.30.110\(1\)](#) for the following purpose(s): discuss issues related to collective bargaining in accord with [RCW 42.30.140\(4\)\(b\)](#). Chair Leigh announced that no final action would be taken during the executive session.

At 5:37 PM, Chair Leigh extended the executive session by 20 minutes.

At 5:57 PM, Chair Leigh extended the executive session by 5 minutes.

The executive session ended at 6:02 PM.

ADJOURNMENT

There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 6:02 PM.

Richard Leigh
Chair, Board of Trustees
Community College District VIII

ATTEST:

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



REGULAR MEETING AGENDA ITEM

CREATION OF POLICY 4920: EXEMPT RENEWAL AND TERMINATION

Action

Description

This policy emerged from requests by exempt employees and the Human Resources Compliance Team who occasionally missed receipt or timely return of annual paper/digital re-employment contracts. The person-power burden of creating, disseminating, returning, and processing over 200 exempt contracts each June was deemed inefficient for both employees and Bellevue College. The risk of confusion if contract renewals were completed late or missed paychecks due to crossed paperwork offers an opportunity for a streamlined process.

Many peer colleges and universities have adopted automatic renewal of exempt contracts, with termination-only situations addressed individually. The college president's contract is not included in this automatic renewal.

Analysis

This policy identifies the automatic annual renewal for exempt, non-union employees, with exceptions for terminations and separations clearly listed.

Background/Supplemental Information

Five comments were received during 45-day comment period. Comments focused on clarifications, definitions, and process.

Recommended Motion

That the Board of Trustees of Community College District VIII approves the creation of Policy 4920: Exempt Renewal and Termination.

Prepared by: Dr. Lori McRea Keller, Director of Policies & Special Projects

loreen.keller@bellevuecollege.edu

4920 EXEMPT RENEWAL AND TERMINATION

Original Date: * Last Revision Effective:
Policy Contact: Vice President, Human Resources

POLICY

Exempt employees (Administrators) are valued members of the Bellevue College community. Exempt employees are not union-affiliated or under a collective bargaining agreement, and employment contract renewals are not guaranteed. This policy outlines the renewal and termination provisions. It will apply to all exempt non-union employees.

Contracts

Each exempt employee will receive an employment contract upon hire that describes the terms and conditions for employment. The contract will continue until it is terminated by the employer (Bellevue College) without cause in its sole discretion by written notice to the employee. The employee may also terminate the contract at their choosing.

Separation Provisions

Should Bellevue College choose to end the contract of an exempt non-union employee, the College shall provide a minimum of 30 days' notice of separation with the exception of situations warranting immediate separation for cause. The 30 day notice period does not apply to the scheduled expiration of the contract. An exempt employee who holds a position in any of the following circumstances is not eligible for the 30 day notice or pay:

- Interim positions,
- Less than full-time,
- Less than one year in exempt, non-union service
- Terminated for cause
- Retires or resigns from Bellevue College
- Separated due to end of a grant contract.

The president's contract is an individually negotiated contract term as part of a complete employment package and may vary from this policy.

Termination for Cause

For exempt non-union employees, cause is defined as:

- Conviction of work-related crime;
- Conviction of a crime which prohibits successful performance of the job;
- Gross misconduct and/or insubordination;
- Willful and egregious violation of District rules, policies, procedures, or directives;
- Documented incompetence in the performance of professional duties;
- Neglect of duty or abandonment of position;
- Sexual harassment;
- Workplace violence;
- Knowing and willful breach of ethics;
- Conviction for aiding and abetting or participating in:
 - Any unlawful act of violence; or
 - Any unlawful act resulting in destruction of Bellevue College property; or
 - Any unlawful interference with the orderly conduct of the education process.

Reversion Rights

Exempt employees, except the president, who have been granted tenured faculty status with Bellevue College prior to holding an administrative appointment may return to the faculty bargaining unit in accordance with the provisions of the Tenure Act of 1969 if their contract as administrators is terminated (RCW 28B.50). Dismissal from the college for sufficient cause shall follow the provisions of RCW 28B.50 and the BCAHE Collective Bargaining Agreement dismissal provisions.

Exempt employees who have held permanent status in the classified service at the time of their appointment to exempt service have return rights to classified service in accordance with Civil Service Rules (RCW 41.06.070 and Title 357-19-195 WAC).

If a current exempt, non-union employee of Bellevue College accepts a temporary or interim assignment, Bellevue College will grant reversion rights to the employee upon completion of the temporary or interim appointment. If the situation permits, such an employee may be placed to the same position held by the employee prior to the temporary or interim assignment; if the situation does not permit, Bellevue College reserves the right to place the employee into an alternate position within the college within the same salary band and salary.

Employees who were not Bellevue College employees at the time of acceptance of an interim or temporary assignment have no reversion rights.

REVISION HISTORY

Original _____
Revisions

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

REVISION OF POLICY 4650: REASONABLE ACCOMMODATIONS

Action

Description

Policy 4650 was last substantively updated prior to 2009. Since then, a series of definitions, resources, and guidelines for employers and employees have been expanded and clarified. This revision serves to update Bellevue College's compliance with the Washington State Human Rights Commission and related laws under Revised Code of Washington (RCW) and Washington Administrative Code (WAC).

Analysis

Specifically, the policy has an updated definition of disabled individuals according to the State Human Rights Commission. It eliminates outdated references to a reasonable accommodation WAC 251 that was repealed effective 2005. It clarifies the responsibilities of both employees and Bellevue College in the procedures to address reasonable accommodations.

Background/Supplemental Information

Five comments were received during the 45-day comment period. Comments focused on clarifications of terms, challenges to definitions based on WA Human Rights Commission, concerns of accountability, and how neurodiversity fits into these accommodations.

Recommended Motion

That the Board of Trustees of Community College District VIII approves the revision of Policy 4650: Reasonable Accommodations.

Prepared by: Dr. Lori McRea Keller, Director of Policies & Special Projects
loreen.keller@bellevuecollege.edu

4650 REASONABLE ACCOMMODATIONS (DISABLED EMPLOYEES)

Original Date: 11/1/1995 * Last Revision Effective: 4/21/2015

Policy Contact: Vice President, Human Resources

POLICY

The Washington State Supreme Court has stated that employers have an obligation to reasonably accommodate employees who are mentally or physically incapacitated due to injury or illness (on or off the job) before any separation action is taken. Failure to reasonably accommodate a disabled employee constitutes discrimination.

For the purpose of the reasonable accommodation process, Disabled individuals are defined by the State Human Rights Commission per ~~WAC 162-22-020~~ RCW 49 60 040 as "persons with physical, mental, or sensory impairment(s) that ~~would~~ must have a substantially impede limiting effect upon the individual's ability to perform their job, the individual's ability to apply or be considered for a job, or the individual's access to equal benefits, privileges, or terms or conditions of employment" ~~that individual in obtaining and maintaining permanent employment and promotional opportunities. The impairments must be material rather than slight; static and permanent in that they are seldom corrected by medical replacement, therapy, or surgical means."~~

These guidelines are intended to provide guidance to both the college and the individual in a case where reasonable accommodation is potentially indicated.

General

These guidelines are to be used in ~~conjunction with the applicable HEPB rules. For easy reference, accordance with~~ the rules pertaining to reasonable accommodation ~~are: outlined in Chapter 357-26 WAC.~~

WAC 357-26	Separation
WAC 251-10-080	Reasonable Accommodation Reemployment
WAC 251-10-090	Reasonable Accommodation Reemployment Probationary
Period	
WAC 251-17-090	Examination Eligibility
WAC 251-18-180	Eligible Lists Definition Composition
WAC 251-19-100	Transfer Lateral Movement Voluntary Demotion
WAC 251-19-105	Accommodation Due to Disability
WAC 251-24-030	Training and Development Programs Contents

~~In addition to use of these guidelines, employees are encouraged to contact the Washington State Human Rights Commission for also provides~~ guidance pertaining to any reasonable accommodation issues or questions.

RESPONSIBILITIES

Responsibilities of the Employee

- An employee who is requesting reasonable accommodation will submit the request to ~~their~~his or her immediate supervisor and/or Human Resources.
- The request should state the nature of the disability and the accommodation desired.
- ~~The request should be accompanied by~~The employee may be asked by Human Resources for a medical statement which provides the following information:
 - ~~pertinent diagnosis~~information about the sensory, mental, or physical impairment including limitations in job performance caused by the impairment without accommodation;
 - prognosis;
 - anticipated duration of the ~~disability~~impairment;

- recommended accommodation and anticipated duration of the need for such accommodation.

Responsibilities of the College

- The college will make a good-faith effort to accommodate the employee according to the following procedures:
 - Upon receipt of the employee's request, the supervisor shall notify the appropriate unit administrator and the ~~v~~Vice ~~P~~President of ~~H~~Human ~~R~~Resources or designee.
 - The ~~v~~Vice ~~P~~President of ~~H~~Human ~~R~~Resources or ~~their~~his/her designee will schedule a personal interview with the employee to discuss, consider, and gain an understanding of the employee's situation, capabilities, skills, knowledge, and ~~employment interests~~accommodation needs. As part of the interview, the ~~v~~Vice ~~P~~President of ~~H~~Human ~~R~~Resources or designee~~shall may~~ review with the employee information regarding transfer, lateral movement, voluntary demotion, ~~(WAC 251-19-100)~~, and separation of an employee due to mental, sensory, or physical ~~limitation as appropriate based on the individual circumstances of the employee's situation~~ incapacity, ~~(WAC 251-10-070)~~, and shall supply copies of the appropriate rules if requested.
 - Based on the accommodation request, medical statement, and interview, the ~~v~~Vice ~~P~~President of ~~H~~Human ~~R~~Resources or designee will propose an appropriate accommodation effort to the employee, supervisor, and unit administrator. ~~The accommodation may include, but is not limited to, any of the following examples:~~
 - Modification of the employee's regular job duties, work environment, and/or work schedule within the current position. Such modifications would enable the employee to perform the essential duties of the position.
 - Assignment to a different position within the current class. ~~The reassignment would enable the employee to perform the essential duties of the position.~~
 - Opportunity to apply for other employment within the institution. ~~per WAC _____ 251-17-090 and 251-01-415(1)(b).~~
 - Temporary appointment ~~in accordance with WAC 251-01-415(1) and (3) or exempt appointment in accordance with WAC 251-04-040(5). WAC _____~~
 - Leave of absence ~~per WAC _____ 251-22-165 or 251-22-167.~~
 - If all of the affected persons are unable to agree on the appropriate accommodation, the ~~v~~Vice ~~P~~President of ~~H~~Human ~~R~~Resources shall decide. That decision is subject to appeal only under other procedures of the college under grievance procedures outlined in the respective Collective Bargaining Agreements (CBA).
 - In the event that the employee is separated from the college, the ~~v~~Vice ~~P~~President of ~~H~~Human ~~R~~Resources shall provide to the employee information pertaining to reemployment ~~(WAC 251-10-080) and to the probationary period upon returning to work (WAC 251-10-090).~~
 - The college will provide assistance to a former employee who is seeking reemployment, such as, but not necessarily limited to, the following:
 - assessment of job classes for which the former employee is qualified;
 - assistance regarding the employment/application process;
 - placement on appropriate eligible lists through the competitive process per ~~WAC CBA _____ 251-17-090(4);~~
 - access to staff training programs relevant to job categories for which the former employee might become qualified.
 - ~~As appropriate to each situation, the vice president of human resources is responsible for providing the employee with information and copies of the rules regarding the following:~~
 - ~~examination and eligibility procedures and rules (WAC 251-17-090);~~
 - ~~definition and composition of eligible lists (WAC 251-18-80);~~
 - ~~training and development for returning employees (WAC 251-24-030).~~

- Dissemination. These guidelines shall be:
 - ~~posted on the personnel bulletin board;~~
 - given to each new employee;
 - given to any individual employee at the time of a request for accommodation;
 - given to any other employee upon request.

RELEVANT LAWS AND OTHER RESOURCES

Chapter 162.22 WAC Employment, Handicapped Persons

RCW 49 60 040; Discrimination, Human Rights Commission, Definitions

Chapter 357-26 WAC Reasonable Accommodation

REVISION HISTORY

Original 11/1/1995

Revision 5/21/2009; 4/21/2015

APPROVED BY

President's Cabinet

Board of Trustees

4650 REASONABLE ACCOMMODATIONS (DISABLED EMPLOYEES)

Original Date: 11/1/1995 * Last Revision Effective:

Policy Contact: Vice President, Human Resources

POLICY

The Washington State Supreme Court has stated that employers have an obligation to reasonably accommodate employees who are mentally or physically incapacitated due to injury or illness (on or off the job) before any separation action is taken. Failure to reasonably accommodate a disabled employee constitutes discrimination.

For the purpose of the reasonable accommodation process, disabled individuals are defined by the State Human Rights Commission per [RCW 49 60 040](#) as "persons with physical, mental, or sensory impairment(s) that must have a substantially limiting effect upon the individual's ability to perform their job, the individual's ability to apply or be considered for a job, or the individual's access to equal benefits, privileges, or terms or conditions of employment."

These guidelines are intended to provide guidance to both the college and the individual in a case where reasonable accommodation is potentially indicated.

General

These guidelines are to be used in accordance with the rules pertaining to reasonable accommodation outlined in Chapter 357-26 WAC.

[Washington State Human Rights Commission](#) also provides guidance pertaining to any reasonable accommodation issues or questions.

RESPONSIBILITIES

Responsibilities of the Employee

- An employee who is requesting reasonable accommodation will submit the request to their immediate supervisor and/or Human Resources.
- The request should state the nature of the disability and the accommodation desired.
- The employee may be asked by Human Resources for a medical statement which provides the following information:
 - information about the sensory, mental, or physical impairment including limitations in job performance caused by the impairment without accommodation;
 - prognosis;
 - anticipated duration of the impairment;
 - recommended accommodation and anticipated duration of the need for such accommodation.

Responsibilities of the College

- The college will make a good-faith effort to accommodate the employee according to the following procedures:
 - Upon receipt of the employee's request, the supervisor shall notify the appropriate unit administrator and the vice president of human resources or designee.
 - The vice president of human resources or their designee will schedule a personal interview with the employee to discuss, consider, and gain an understanding of the employee's situation, capabilities, skills, knowledge, and accommodation needs. As part of the interview, the vice president of human resources or designee may review with the employee information regarding transfer, lateral movement, voluntary demotion, and separation of an employee due to mental, sensory, or physical limitation as appropriate

- based on the individual circumstances of the employee's situation and shall supply copies of the appropriate rules if requested.
- Based on the accommodation request, medical statement, and interview, the vice president of human resources or designee will propose an appropriate accommodation effort to the employee, supervisor, and unit administrator. The accommodation may include, but is not limited to, any of the following examples:
 - Modification of the employee's regular job duties, work environment, and/or work schedule within the current position. Such modifications would enable the employee to perform the essential duties of the position.
 - Assignment to a different position within the current class. The reassignment would enable the employee to perform the essential duties of the position.
 - Opportunity to apply for other employment within the institution.
 - Temporary appointment.
 - Leave of absence.
 - If all of the affected persons are unable to agree on the appropriate accommodation, the Vice President of Human Resources shall decide. That decision is subject to appeal only under grievance procedures outlined in the respective Collective Bargaining Agreements (CBA).
 - In the event that the employee is separated from the college, the vice president of human resources shall provide to the employee information pertaining to reemployment.
 - The college will provide assistance to a former employee who is seeking reemployment, such as, but not necessarily limited to, the following:
 - assessment of job classes for which the former employee is qualified;
 - assistance regarding the employment/application process;
 - placement on appropriate eligible lists through the competitive process per CBA;
 - access to staff training programs relevant to job categories for which the former employee might become qualified.
 - Dissemination. These guidelines shall be:
 - given to each new employee;
 - given to any individual employee at the time of a request for accommodation;
 - given to any other employee upon request.

RELEVANT LAWS AND OTHER RESOURCES

[Chapter 162.22 WAC](#) Employment, Handicapped Persons

[RCW 49 60 040](#); Discrimination, Human Rights Commission, Definitions

[Chapter 357-26 WAC Reasonable Accommodation](#)

REVISION HISTORY

Original 11/1/1995

Revision 5/21/2009; 4/21/2015

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

HOUSEKEEPING AND MINOR EDITS TO POLICY LIBRARY

Information

Description

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 October 2024. Policies are hyperlinked below. 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.

[Policy 1600: Registered Sex Offender Notification](#)

- Change title to "Guidelines for Sex and Kidnapping Offender Notifications," add the word "kidnapping" to policy language.

[Policy 5450 Web Advertisements and Sponsorships](#)

- Review only

Recommended Action

No action is required unless the Board would like to request a full review of any of the above listed policies.

Prepared by: Dr. Lori McRea Keller, Director of Policies & Special Projects

loreen.keller@bellevuecollege.edu



REGULAR MEETING AGENDA ITEM

INTERIM (TEMPORARY) APPROVAL OF POLICY 6650: OFFICIAL PUBLIC COMMUNICATIONS AND SOCIAL MEDIA

Information

Description

During a time of significant change in the media and technological environment, Bellevue College Policy 6650 has lagged. Last updated in 2015, the current policy no longer reflects the newest technology and realities of social media. Revisions to this policy include references to social media but does not limit to any specific media format. This policy is not intended to govern or restrict personal presence on the web or to abridge or otherwise restrict principles of academic freedom.

Analysis

This policy clarifies the role of Institutional Advancement and its oversight of all official public communication and social media. It emphasizes the impact of social media and its reach, and grants Bellevue College the right to remove posts or comments that violate applicable laws including, but not limited to, copyright and trademark, spam, commercial, off-topic, obscene, harassing, or derogatory, or those that violate the use policies promulgated by the applicable social media provider.

Background/Supplemental Information

This revised policy will be adopted as interim as of October 3, 2024. This interim (temporary) policy will expire April 3, 2025. The college community will be invited to 45-day comment from October 3 to November 18, 2024. After the comment period, the revised policy will be presented to the Board.

Recommended Motion

No action needed.

Prepared by: Dr. Lori Keller, Associate Director of Policies & Special Projects



REGULAR MEETING AGENDA ITEM

BOARD RESOLUTION NO. 307: RECOGNIZING TRUSTEE MERISA HEU-WELLER

Information / First Read / Action

Description

This resolution recognizes Merisa Heu-Weller's exemplary service on the Bellevue College Board of Trustees, highlighting her decade-long commitment to the college. Appointed by Governor Jay Inslee in 2013 and re-appointed in 2018, Merisa has been a steadfast advocate for higher education. The Board will vote on adopting this resolution to honor her contributions and lasting impact on the college community.

Background/Supplemental Information

See Resolution 307

Recommended Motion

That the Board of Trustees of Community College District VIII approves Resolution No. 307 recognizing Trustee Merisa Heu-Weller

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