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

A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, was held on Wednesday, November 6, 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 2:00 PM.

## **ROLL CALL**

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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.

Absent: none.

There were 59 guests in attendance.

## **APPROVAL OF AGENDA AND MINUTES**

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Trustee Dietzel made a motion to approve the agenda (November 6, 2024) and minutes (October 9, 2024.) Trustee Desh seconded.

The motion passed unanimously.

## **PROGRAM HIGHLIGHT**

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Dr. Judith Hernández Chapar, Vice President of Student Affairs, introduced Micalah Pieper, Welcome Center Director, who provided this month's program spotlight presentation, focusing on the Welcome Center.

The Welcome Center is dedicated to supporting prospective students by ensuring a smooth transition into college life. The team assists with onboarding and admissions, helping students navigate application processes, placement steps, financial aid, and registration. Additionally, the Welcome Center provides outreach to local schools and community organizations in the service area, sharing valuable resources and guidance to keep students and their families informed about available opportunities.

## **CONSTITUENT REPORTS**

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#### A. Student

The Student report was provided by Daniel Ngoy, President of Associated Student Government (ASG.)

- The WSA general assembly at WSU was attended with 10 students, where 5 initiatives were proposed that were all approved and adopted into the legislative agenda.
- A lobby day in Olympia is being planned for February. Fifty students have been surveyed for focus.
- It takes from months to a year to get a permanent ballot box on campus. This year, there were 205 pledges to vote, surpassing the goal of 100.
- Travel and activities for over 16 student clubs and organizations were funded.
- Students visited the office and frequently engaged with ASG.

#### B. Classified

The Classified report was provided by Becky Turnbull, WPEA Union Steward.

- At the end of September, the contract was voted against. WPEA has proposed an immediate return to the table with weekly 4-hour meetings. Additionally, there is a letter writing campaign.
- A classified staff potluck is being planned for early December.

#### C. Faculty

The Faculty report was provided by Dr. Lindsay Haney, President of the Bellevue College Association of Higher Education (BCAHE.)

- The immediate reinstatement of Diversity Caucus listserv – which had been established prior to office of DEI and contained members of BIPOC, LGBTQIA+, and other marginalized communities – has been requested.

#### D. College Assembly

The College Assembly report was provided by Daniel Ngoy, Vice Chair of College Assembly and President of Associated Student Government (ASG.)

- The Assembly Chair position recently became vacant. A new Chair will hopefully be installed by November 14th – nominations and voting are in progress.
- Council Chairs report productive meetings with their Resource Liaisons, who are members of President's Cabinet. These meetings have clarified the scope and scale of the work ahead this year, and regular meetings are anticipated.
- Each council has their goals for the year nearly complete, and at least three proposals are nearly ready to be submitted from Assembly to President's Cabinet.
- Areas that councils have focused on this fall include budget transparency, representation on various councils from across BC, revitalized gatherings for constituencies, emergency planning, and outdoor infrastructure to engage students, staff, and visitors with the recently certified Arboretum.
- Regarding future proposal opportunities, Infrastructure Council took a walking tour last week to visit the BC forest, pathways, patios, and planters that are maintained beautifully by Grounds & Maintenance, with ideas in mind for future campus culture and sustainability.

- Continued partnerships with the Vice Presidents who serve as our Resource Liaisons are looked forward to for timely proposals to improve morale, instruction, and student success at Bellevue College.

#### E. Foundation

The Bellevue College Foundation (BCF) report was provided by Chelle Chase, Foundation President-Elect.

- The Board congratulated Trustee Fukutaki on becoming ACCT Chair.
- Events are upcoming to celebrate the Heu-Weller Legacy Scholarship and the Athletics Hall of Fame.
- An alumni manager was recently hired.
- Next week: a donor scholar event to celebrate scholarship recipients and the donors and supporters that make the scholarships possible.

### **PUBLIC COMMENT**

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Ty Saxon, faculty member at Bellevue College, provided public comment on early tenure.

Marlowe Zoller, employee at Bellevue College, provided public comment on the support of student healthcare for international students.

Cora Nixon, staff member at Bellevue College, provided public comment on the Diversity Caucus.

### **FIRST READ**

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#### A. Revision of Policy 2020: Electronic Communication with Students

Dr. Lori Keller, Associate Director of Policies & Special Projects, presented the revision of Policy 2020: Electronic Communication with Students.

When ctcLink was launched at Bellevue College, there was uncertainty as to whether students would be required to use their assigned BC email as their primary email or if they could choose a different primary email. Policy 2020 has been revised to explain the issue fully, so students understand their responsibilities as it relates to official college communication. This update also repairs old hyperlinks and makes grammatical changes.

Students may receive official college communication by way of their BC-issued email address or one they provide and maintain in ctcLink. However, this is a primary communication method and students are expected to receive and read their emails. Secondary communications, such as text or Canvas notifications, may be opted-out. This policy defines and clarifies the distinction.

The college community submitted input and feedback 4/26/24 - 6/10/24. Nine comments were received focused on clarity and instruction-related communications. College-wide feedback was incorporated.

### **INFORMATION**

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#### A. 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 November 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.

##### [2000 Student Responsibility for Adherence to College Policies & Procedures](#)

- Updated titles and references to "published" documents.

##### [3110 Academic Credit for Prior Learning](#)

- Updated hyperlink and office/officer title.

##### [7050 College Signators](#)

- Updated title.

#### QUARTERLY REPORTS

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#### A. Enrollment

Dr. Judith Hernández Chapar, Vice President of Student Affairs, introduced Steve Downing, Dean of Enrollment Management, who provided a summary of credit enrollment figures from the 2023-2024 academic/ fiscal year, Summer 2024, and the interim status of Fall 2024 enrollment.

Enrollments for 2023-2024 increased by about 9 percent from the prior year. Nearly all other SBCTC colleges saw similar growth with the system changes from 22-23 to 23-24 coming in at an 8% increase.

For this 2023-2024 academic/ fiscal year, summer quarter undergraduate enrollments exceeded projections, led by strong Running Start enrollments allowed for by recent legislative changes (as Running Start has historically not been available in summer quarters.) For this fall quarter so far, enrollments once again exceeded growth expectations, with most categories ahead of projections. Almost a third of undergraduate students are new to the college. Projections have been adjusted upward for many categories for the rest of this year, and growth is now anticipated over last year.

#### B. Finance

Dr. Jorge de la Torre, Vice President of Admin Services, introduced Ty Bergstrom, Executive Director of Finance, who provided an update on the results for the fiscal year ending June 30, 2024, along with an update on the projections of the current Fiscal Year 2025 budget.

The Fiscal Year 2024 year-end net operating margin increased to \$1.7M from the \$1.1M projected in late Spring 2024. Fiscal year 2024 revenues were \$3M (3%) higher than budgeted, while expenses were \$1.3M (1%) higher. Tuition was \$4.9M (9.4%) higher than budgeted for fiscal year 2024 and is 15.8% higher than the prior fiscal year.

Fiscal year 2025 revenue is projected to have 5.2% (\$2.9M) growth when compared to the adopted budget, but expenses are currently projected to be 3.2% higher (\$4.5M). The current projections show fiscal year 2025 ending with a \$1.8M operating margin deficit. This is in large part attributable to the \$1.6 M reduction in funding due to OFM's error. The administration is closely monitoring budget status and reviewing options for budget recalibration.

## REPORTS

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

Dr. Consuelo Grier, Vice President of Diversity, Equity, and Inclusion (DEI), in response to national election, campus climate, and comments made prior and during Board meeting, acknowledged that business as usual felt disconnected with the outside world.

In response to comments made prior to, and during BOT meeting, Dr. Grier expressed concerns about faculty union's actions and remarks related to the pause of the diversity caucus listserv being incomplete, inaccurate, and rooted in misogynoir.

Updates:

- The 2024 Equity Professional Development Day was successful and boasted high engagement.
- Post-election listening and processing circles were organized by Dir. Of Restorative Practices, Michelle Strange, and facilitated by trained facilitators across campus groups.
- Student groups are now meeting regularly in the Social Justice Center space on a weekly basis and SJC has been able to host other affinity groups across campus for meetings and events. The expansion of the space is a true asset to the college and community and has been wonderful to see its vibrancy.

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### B. President's Report

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

- President May thanked Dr. Grier for the work she does in her role as Vice President of Diversity, Equity and Inclusion.
- A president's town hall is scheduled for November 18.
- At the December Board meeting, EAB will provide a presentation on strategic planning.
- Dean Liz Hollerman has been selected as the interim Associate Vice President of Academic Affairs.
- The Bellevue Bus Connector Project has reenergized, and future updates will be forthcoming.

### C. Board Report

Board members provided individual Board reports:

- Chair Leigh reported that he is proud of Trustee Fukutaki and his new role as ACCT Chair.
- Trustee Fukutaki welcomed Trustee Sotelo, and thanked Bellevue College and Dr. Alicia Keating Polson for the support they provide.

### **UNSCHEDULED BUSINESS**

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There was no unscheduled business.

### **EXECUTIVE SESSION**

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At 3:45 PM, Chair Leigh announced the Board would convene for 30 minutes in executive session under [RCW 42.30.110\(1\)](#) for the following purpose: (i) 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 4:15 PM.

### **ADJOURNMENT**

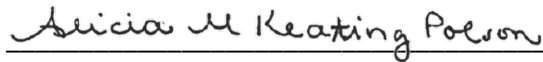
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There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 4:15 PM.



Richard Leigh  
Chair, Board of Trustees  
Community College District VIII

ATTEST:



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