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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, February 26, 2025. 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 2:05 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 John Clark, and Board Secretary Alicia Keating Polson.

Absent: none.

There were 57 guests in attendance.

## **APPROVAL OF AGENDA AND MINUTES**

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Trustee Desh made a motion to approve the agenda (February 26, 2024) and minutes (December 4, 2024 and January 22, 2025.) Trustee Dietzel seconded.

The motion passed unanimously.

## **CONSTITUENT REPORTS**

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### **A. Classified**

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

- The COLA is inadequate for staff in Bellevue. It is expensive to live and work in this area. There is a significant pay gap and wage compression.
- There has been confusion between Community Day and Professional Development Day with the proximity of the two events in the schedule. More communication during this time would be helpful.
- There will be a Classified Staff Potluck at the end of March.

## B. Faculty

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

- Faculty feel a lack of support from reduced communications and would like more opportunities for community building.
- Faculty want Bellevue College to be a safe place for their students.

## C. Foundation

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

- Congratulations to Trustee Fukutaki for his appearance on the cover of Trustee Quarterly.
- March 13 is the President's Breakfast. While not a fundraising event, it has been very successful with securing corporate sponsorships. So far, 150 people have registered toward the goal of 200.
- BCF strategic planning is paused until the college has finished its strategic plan so the two can be aligned.
- The golf tournament is coming up.
- The annual scholarship process is open for application and scholarship read week is a wonderful opportunity to participate.

## D. Student

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

- The team is getting more comfortable in their roles as both students and ASG officers.
- Lobby day was February 13 where 50 students meet with legislators in Olympia.
  - Senate Bill 5402 – to protect the Washington College Grant
  - House Bill 1751 – a sales and use tax exemption for required course materials
  - House Bill 1486 – to add a student representative on the SBCTC board.
- ASG will present their legislative agenda in Washington, DC.

## E. College Assembly

The College Assembly report was provided by Amy McCrory, Chair of College Assembly, in writing.

- A sub-committee of the College Assembly is developing the 2024-25 Retreat Agenda for the College Assembly, Cabinet, and President.
- College Assembly is working with BC Governance Coordinator Lori Keller to update documentation practices, ensuring consistency in terminology and titles.
- College Assembly is preparing for the 2025-26 BCG Nominations and Election Cycle for new and returning members.
- College Assembly has been asked to review a faculty report on the impact of social media on students, particularly in today's political climate.

- The Classified Council is concerned about the cafeteria closure in spring and summer, anticipating long lines and limited food options. They are working on solutions to improve accessibility and ensure reasonable meal options for classified staff.

## **PUBLIC COMMENT**

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Matt Kurvic, community member, provided public comment on the W Building.

Valencio Socia, staff member at Bellevue College, provided public comment on Food Services.

Marlowe Zoller, staff member at Bellevue College, provided public comment on federal actions.

## **FIRST READ**

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### **A. Tenure**

Dr. Jess Clark, Provost and Vice President of Academic Affairs, presented the candidates recommended for tenure.

A recommendation from the Tenure Review Committee regarding tenure appointments for full-time faculty members listed below has been submitted to the College President, in accordance with the “Collective Bargaining Agreement By and Between the Board of Trustees of Bellevue College – Community College District VIII and the Bellevue College Association of Higher Education.” On the basis of this recommendation and in accordance with the provisions of the Agreement, it is the recommendation of the President and the Tenure Review Committee that the faculty candidates listed below be granted tenure.

### **Candidates Recommended for Tenure**

Alice Jenkins	School of Business and Technology (Accounting)
Alicia Brender	Health Sciences, Education & Wellness Institute (Early Learning)
Ana Bravo-Camelo	Student Affairs (Counseling/Latina)
Cassie Cross	Arts and Humanities (English)
Christina Sciabarra	Social Science (Political Science)
Claire McKinley	Science (Environmental Science)
Deborah Leblang	Arts and Humanities (Art)
Elexa Moore	Connected Learning (Library Media Center)
Felipe Anaya	Connected Learning (Library Media Center)
Hadise Khaniyan	Health Sciences, Education & Wellness Institute (Health & Physical Ed.)
Ian Walker	Social Science (Geography)
Jennifer Celms	Health Sciences, Education & Wellness Institute (Nursing)
Michael Broome	Science (Mathematics)
Rachel Hutto	Science (Biology)
Stephanie Campbell	Health Sciences, Education & Wellness Institute (Diagnostic Ultrasound)
Zoe Aleshire	Arts and Humanities (Philosophy)

### **Analysis**

The reason for tenure, as stated in the Revised Code of Washington, is to protect faculty employment rights. Further, tenure protects academic freedom and promotes collegiality and professionalism among faculty.

The tenure process at Bellevue College involves four levels:

- 1) The Tenure Evaluation Subcommittee (TES) gathers information, mentors the candidate, and prepares the tenure document.
- 2) The Tenure Review Committee (TRC), including six faculty members elected by the faculty at large, reviews the documentation prepared by the TES to ensure that similar standards and expectations are met across the many disciplines. The TRC provides an objective look at each document to make sure that the case supporting the recommendation of the TES is sound.
- 3) The College President, after reviewing the recommendations of the TRC, submits those recommendations and accompanying materials, along with his/her own recommendation, to the Board of Trustees.
- 4) Finally, the Board of Trustees, giving serious consideration to the recommendation of the President and the TRC, decides to grant or not grant tenure or extend the probationary period. During the first two years of candidates' employment, the President uses the recommendation of the TRC to decide whether or not to continue the probationary period.

Required documents have been gathered by the TES and the tenure candidates that provide evidence that the process described above has been strictly followed.

B. Revision of WAC 132H-106/Policy 1000 Board of Trustees, WAC 132H-133/Policy 7450 Commercial Activity, and Deletion of Policy 1050 Organization/Operation Information

Dr. Lori Keller, Associate Director of Policy and Government Relations, presented the proposed revision of WAC 132H-106/Policy 1000 Board of Trustees, WAC 132H-133/Policy 7450 Commercial Activity, and Deletion of Policy 1050 Organization/Operation Information

The Board of Trustees for Bellevue College undertook the process of updating the Board's Governance and Policy Manual in 2023. After the manual was approved, associated policies and Washington Administrative Code (WAC) chapters are being updated, adopted, and aligned for clarity and consistency. There are no major substantive changes to these policies or WACs. Instead, these revisions offer alignments to continue the process of streamlining our policies and WACs so that they mirror one another rather than utilizing different language.

These policies were open for 45-day college comment from December 3, 2024, to February 14, 2025. No comments were received. Public hearings were held for two WAC chapters, 106 and 133.

- WAC 132H-106 (policy 1000) was held on 1/24/25. Two attendees recommended no changes.
- WAC 132H-133 (policy 1050) was held on 1/24/25. There were no attendees.

C. Revision of Policy 2700 Participation in Intercollegiate Athletics and WAC 132H-400 Grounds for Athletic Ineligibility

Dr. Lori Keller, Associate Director of Policy and Government Relations, presented the proposed revision of Policy 2700 Participation in Intercollegiate Athletics and WAC 132H-400 Grounds for Athletic Ineligibility.

Policy 2700 Participation in Intercollegiate Athletics and WAC 132H-400 Grounds for Athletic Eligibility have not been revised in many years but have relatively few changes. The primary changes are to the title of the athletic conference where Bellevue College is a member and the terms for ineligibility. Because eligibility conditions change, it was determined to delete the current 2700P Student Athletic Participation (procedures) and instead refer inquiries directly to the Northwest Athletic Commission (NWAC).

Policy 2700 will be revised to include legend drugs – prescription drugs. Edits also include reference to athletic conference NWAC, updated titles, added WAC 132H-108 to resources, and the deletion of a reference to the 2700P procedures.

Policy was open for 45-day college comment from December 3, 2024 - February 11, 2025. No comments were received. A public hearing is not required for minor edits to WAC 132H-400.

D. Revision of Policy 6650 Official Public Communications and Social Media

Dr. Lori Keller, Associate Director of Policy and Government Relations, presented the proposed revision of Policy 6650 Official Public Communications and Social Media.

This is a time of significant change in the media and technological environment. 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 do not limit it 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.

This policy clarifies the role of Institutional Advancement and its oversight of 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.

The policy was adopted as interim on October 3, 2024, and the college community was invited to 45-day comment from October 3 to November 18, 2024. Three comments were received and incorporated into policy language.

E. Revision of Policy 6190 Integrated Pest Management

Dr. Jorge de la Torre, Vice President of Administrative Services, presented the proposed revision of Policy 6190 Integrated Pest Management.

This policy/procedure was last revised in 2005. Over twenty years, regulations, rules, and best practices for pest management have changed. Pests include plant or animal life that adversely

interfere with the health, safety, aesthetic, environmental or economic goals of the college. The College will utilize safe and effective practices to control structural, nuisance, greenhouse, and landscape pests. Updates reflect the Revised Code of Washington (RCW) and other state and federal regulations.

A 45-day comment period, from January 8-February 24, 2025, received one comment and minor edits were incorporated.

F. Revision of Policy 6850 Services Contracts

Dr. Jorge de la Torre, Vice President of Administrative Services, presented the proposed revision of Policy 6850 Services Contracts.

Proposed update to 6850 Services Contracts includes clarification of language to better explain rules for when and how services contracts may be used. Updates will align with updated RCW 39.26 terms and information. Additionally, examples of purchased services, procurements, leases, and rentals were added to illustrate types of services contracts.

The 45-day comment period was held January 6 – February 20, 2025 and produced no comments.

G. Revision of WAC 132H-122/Policy 7200 Student Financial Debts

Dr. Jorge de la Torre, Vice President of Administrative Services, presented the proposed revision of WAC 132H-122/Policy 7200 Student Financial Debts.

WAC 132H-122 Student Financial Debts and Policy 7200 Student Financial Debts were updated in 2023. Additional revisions are needed for clarity and compliance with RCW.

WAC 132H-122, adopted as policy 7200, was revised in January 2023. Two additional revisions were recommended regarding limits to the withholding of registration privileges. The college must limit withholding registration privileges to debts specified in the statute, tuition fees, room and board, and financial aid funds. Additionally, it was recommended that WAC 132H-122-020(c) be split and a new subpart (2) begin with language referencing college contact with student prior to a quarter when registration privileges may be withheld, including information to comply with RCW 28B.10.293(5).

Policy was open for 45-day college comment from January 6 - February 20, 2025. No comments were received. A public hearing for the WAC 132H-122 (same as 7200) was held on February 10, 2025. No comments were received during the public hearing. One written comment has been incorporated for clarity of process and the WAC language will be updated through the Code Reviser's Office.

H. Athletic Fee Waiver Change

Mike Kaptik, Dean of Student Life and Leadership, presented the proposed Athletic Fee Waiver Change.

In fall of 2024, the State Board for Community and Technical Colleges passed resolution 24-08-50 which changed the athletic waiver cap for colleges. Previously, the cap for the athletic waivers was 25 percent.

The State Board for Community and Technical Colleges authorized community and technical college boards of trustees to establish an operating fee waiver for grant-in aid eligible student athletes effective beginning fall quarter of the 2025-26 academic year:

- Colleges may waive up to 100% of the SBCTC established resident student operating fee rate for 15-credits for grant-in-aid eligible student athletes.
- Resident and non-resident grant-in-aid eligible student athletes are eligible for the operating fee waiver.
- Community college boards of trustees must take formal action to adopt a waiver for this purpose before a grant of the waiver may be provided to students.
- Waivers granted for this purpose will not be included in the statutory waiver limit established by RCW 28B.15.910 for the colleges as a whole.
- Each college shall adhere to the rules of the official Code Book of the Northwest Athletic Conference and shall establish its own policy for documenting student athlete eligibility.

#### I. 2025-2026 Board Meeting Dates

Dr. Alicia Keating Polson, Executive Director of the President's Office, presented the proposed 2025-2026 Board Meeting Dates.

The Washington Administrative Code (W.A.C) requires that a list of Board meeting dates be filed with the Code Revisers Office each calendar year so that the appropriate notice of meeting dates can be given to the public. The following dates are being submitted for the Board's consideration as regular meeting dates for the 2025-2026 academic year:

<b>Date</b>	<b>Start Time</b>
Wednesday, August 20, 2025	9 am
Thursday, August 21, 2025	9 am
Wednesday, September 24, 2025	2 pm
Wednesday, November 5, 2025	2 pm
Wednesday, December 10, 2025	2 pm
Wednesday, January 21, 2026	9 am
Wednesday, February 25, 2026	2 pm
Wednesday, March 18, 2026	2 pm
Wednesday, April 22, 2026	2 pm
Wednesday, May 13, 2026	2 pm
Wednesday, June 17, 2026	2 pm

The proposed dates meet the needs of the college in maintaining its administrative and contractual obligations and do not conflict with any major religious or secular holidays according to the common religious and U.S. public holiday calendar. None of the proposed dates conflict with school breaks during the 2025-2026 academic year for the Bellevue, Issaquah, and Mercer Island School District calendars. Further, the last meeting in June occurs before the final day of

school for the school districts. The proposed meetings dates do not conflict with the ACCT Leadership Congress or ACCT National Legislative Summit.

There are a total of 11 regular meeting dates, including two dates for the summer Board retreat and one date for the winter Board retreat. Other dates may be scheduled further into the 2025-2026 year.

## **INFORMATION**

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### **A. Housekeeping and Minor Edits to Policy Library**

Dr. Lori Keller, Associate Director of Policy and Government Relations, presented the proposed housekeeping and minor edits to 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 January and February 2025 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.

#### [1100 Delegation of Authority to President](#)

- Removal of outdated resolution 236 (11994 delegation of authority)
- Removal of cabinet as approving body
- Addition of a reference link to WAC 132H-106

#### [1150 Contract and Purchase Signature Authority](#)

- Review only

#### [6210 Travel](#)

- Review only

#### [Policy 4500 Drug Free Environment](#)

- Update terms, hyperlinks, approving body

#### [Policy 5150 Acceptable Use of Technology](#)

- Correct spelling error
- Update FERPA hyperlink

#### [Policy 4700 Employee Development and Training](#)

- Update collective bargaining agreement links

## **QUARTERLY REPORTS**

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### **A. Enrollment**



Steve Downing, Dean of Student Central, provided a review of final enrollment figures for fall 2024 and the interim status of Winter 2025 enrollment, and revised projections for Spring 2025 and the 2025-2026 academic/fiscal year.

In Fall 2024, 13,370 students were served. Fall enrollments overall exceeded projections by 6.4%. Results above projections were seen in many categories of enrollment, including state non-bachelors, international, Running Start and College in the High School. All categories of enrollments increased from Fall 2023 to Fall 2024, with overall enrollment increasing by 8.79%.

So far for Winter 2025, 15,704 students are being served. Projections in most categories have been exceeded, with overall enrollments being 1.4% above projections. Notably, the College in the High School projection was overly optimistic. While there was still growth experienced from Winter 2024 of 2.8%, this indicates the extent of expanded enrollments may have been achieved based on the legislative changes making the program free of charge.

In terms of revising projections, projections have increased for state lower division, international and Running Start. Additionally, moderate growth for 2025-2026 is also projected. Continued concern exists around the volatility of international enrollments which may be affected by potential visa limits or restrictions imposed by the current administration.

#### B. Finance

Jorge de la Torre, Vice President of Administrative Services, and Ty Bergstrom, Executive Director of Finance, provided an update on the current status for the fiscal year ending June 30, 2025, along with an update on the projections of the current Fiscal Year 2026 budget.

The Fiscal Year 2025 anticipated year-end net operating margin increased to \$876,000 from the projected \$1.8 M shortfall present in fall quarter's update. Fiscal Year 2025 revenues are \$3.7 M (2.7%) higher than budgeted, while expenses were \$2.9 M (2%) higher. Tuition is expected to come in at \$4.9M (8.5%) higher than budgeted for Fiscal Year 2025 and is 12.8% higher than the prior fiscal year.

Fiscal Year 2026 revenue is projected to have 1.3% (\$1.9 M) growth when compared to the current projected Fiscal Year 2025 revenues, but expenses are currently projected to be 4.2% higher (\$6 M). The current projects show Fiscal Year 2026 ending with a \$3.3 M operating margin deficit. This is in large part attributable to the \$2.8 M reduction in funding due to OFM's error. The administration is closely monitoring budget status and reviewing options for budget recalibration.

## MONTHLY REPORTS

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#### A. President Report

David May, President, provided the President report:

- At the Achieving the Dream (ATD) Conference in Philadelphia, Bellevue College was announced as an ATD Leader College.

- The President's Breakfast is March 13. There will be a workforce development panel.
- The first alumni event was 2/25 – a first step in Alumni connection and Thomas Duke is doing amazing work in this area.
- There are new staff members in Academic Affairs: Dr. Emily Heffernan is the new Dean of Science. Dr. Jeff Horn is the new Dean of Social Science. Lindsay Stewart is the new Associate Dean of Nursing.
- Communication is challenging with so much uncertainty. The college is being asked to wait for guidance and working to get the guidance needed to send additional communication. Emphasis on communication is getting it right the first time.

## B. Board Report

Trustee Fukutaki provided updates:

- The ACCT NLS from February 10-12 had the highest attendance in history. Washington State also had record attendance. Bellevue College Trustees met with both senators and three representatives. The congressional forum provided a good understanding of attitudes towards community colleges around the country – there is strong support for the community and technical college system.
- Trustee Fukutaki visited San Antonio for the Bellwether awards.

## UNSCHEDULED BUSINESS

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There was no unscheduled business.

## EXECUTIVE SESSION

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At 4:15 PM, Chair Leigh 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 Leigh announced that no final action would be taken during the executive session.

At 4:45 PM, Chair Leigh extended the executive session by 10 minutes.

At 4:55 PM, Chair Leigh extended the executive session for 60 minutes.

The executive session ended at 5:55 PM.

## BUSINESS MEETING

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Chair Leigh called the business session back to order at 6:00 PM.

Trustee Fukutaki discussed the upcoming participating of the Board and president in the Governance Leadership Institute through ACCT.

## ADJOURNMENT

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There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 6:04 PM.




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Richard Leigh

Chair, Board of Trustees  
Community College District VIII

ATTEST:

Alicia M Keating Polson

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