

**COMMUNITY COLLEGE DISTRICT VIII
Bellevue College
Bellevue, Washington**

OVERVIEW

Sabbatical Leave Authorization for the 2009-2010 Academic Year

At the March 4, 2009 Board meeting, Board members were informed that the Sabbatical Leave Committee received requests from seven (7) faculty for sabbatical leave during the 2009-10 academic year. The total number of quarters requested is equivalent to 3.67 FTEF. The Board of Trustees has committed, through the Negotiated Agreement, to make "every reasonable effort to grant at least 5 FTE leaves annually, provided that at least that number of applicants have applied and are ranked by the Sabbatical Leave Committee..." (Article IX, Section IV, C). The number of leaves granted is subject to fiscal and budget constraints and also the calculation of potential cost of replacement.

Due to the budget constraints for the 2009-2010 academic year, and based on the college's process to develop a preliminary balanced budget for 2009-2010, the President recommends that the Board of Trustees grant one faculty member a .5 sabbatical leave for the 2009-2010 academic year and the cost of this proposal (including 18% for benefits) is \$12,293. The other faculty who requested sabbatical leaves this year will be encouraged to reapply for consideration in the 2010-11 academic year.

Recommendation: That the Board of Trustees of Community College District VIII concurs with the recommendation of the President and authorizes sabbatical leaves equivalent to .5 FTEF, at the cost of \$12,293 for the 2009-10 academic year.

Prepared by Tom Nielsen
Interim Executive Dean
May 14, 2009

**COMMUNITY COLLEGE DISTRICT VIII
Bellevue College
Bellevue, Washington**

OVERVIEW

**Approval to Seek Authorization to Offer
Bachelor of Applied Arts in Interior Design**

The 2009 Washington State Legislature approved language in bill ESHB 1244 granting Bellevue College (BC) the authority to create an additional applied baccalaureate degree in interior design. The language also required that the college obtain approval from the State Board for Community and Technical Colleges and the Higher Education Coordinating Board by July 31, 2009. Before the application goes to these state authorities the college must request authority from the Bellevue College Board of Trustees to offer a Bachelor of Applied Arts (BAA) in Interior Design. Once these approvals have been granted, the college will also need to file a proposal for substantive change with the college's regional accrediting body, the Northwest Commission on Colleges and Universities.

The current BC associate degree in Interior Design is a three-year program that holds accreditation from the Council for Interior Design Accreditation (CIDA), the national accrediting body for interior design educational programs. CIDA accreditation is an important validation of program quality and is recognized by the interior design industry throughout the US and Canada. The BC program is one of only two accredited programs in the state and is also the state's largest associate degree program. It has been highly successful in recruiting students and graduating professional practitioners who are sought by local and regional employers.

Starting in 2004, CIDA changed its accreditation standards to require that accredited programs must culminate in a minimum of a bachelor's degree. To maintain its eligibility, the BC program must offer a baccalaureate level program by CIDA's January 2010 deadline. This deadline is one of the primary drivers for requesting approval of the degree through this highly accelerated time frame.

The purpose for expanding the degree program to a baccalaureate degree is to effectively meet the needs of local and regional employers for a skilled interior design workforce, and address the changing nature of this specialty. The new program will also answer the increasing demand from students enrolled in the current BC Interior Design associate degree program for more advanced skills and a local, affordable path to a baccalaureate degree. In documenting the need and designing the curriculum, BC surveyed students and working interior design specialists, all of whom endorse and support the need for this degree. The degree and course changes will be presented for approval to the BC Curriculum Advisory Committee on May 22.

At the same time, rapid changes in industry demanding increased skills and knowledge from its professionals in all areas of interior design, including green and sustainable design, are creating a rising demand from practitioners for bachelor's degree programs

in their field. Most architectural and large interior design firms will not hire interior designers who hold less than a bachelor's degree.

To respond to these external pressures and to answer the expressed desires from current program students, Bellevue College has developed a proposal for a Bachelor of Applied Arts in Interior Design built as a 2+2 program upon the foundations of its current three-year associate program. The current three-year associate degree will be modified to a two-year Associate Degree in Design Studies which will serve as the foundation for the new bachelor's degree. The new BAA program also leverages curriculum from the Green and Sustainable Design certificate that was recently developed as part of the BC Interior Design program and that will launch in fall 2009.

The primary program outcome is the preparation of bachelor's degree graduates in the field of interior design who can adapt to substantial changes in their field, including changing industry and client expectations; continuous advances in technology, regulations and best practices; increased employer and professional society demand for bachelor's degrees; and the need for new approaches to design that focus on sustainability. The program plan assumes moderate growth for the BAA program similar to the growth rate experienced by the current associate degree program and job growth for the interior design professional field.

Recommendation: That the Board of Trustees of Community College District VIII hereby grants approval for the development of a Bachelor of Applied Arts in Interior Design.

Prepared by Elise Erickson for Tom Nielsen
Interim Executive Dean of Instruction
May 13, 2009

**COMMUNITY COLLEGE DISTRICT VIII
Bellevue College
Bellevue, Washington**

OVERVIEW

Formulation and Issuance of College Policies and Procedures

College administration has been working with All College Council to revise policy 1250 Formulation and Issuance of College Policies and Procedures in order to effectively separate policies from procedures. Currently, both policies and procedures are intermingled in the manual. The purpose of this recommended change is to separate and delineate the differences.

Policies are principles, rules, and guidelines formulated or adopted by the governing body of an organization to reach its long-term goals. They are designed to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them.

Procedures are the specific methods employed to express policies in action in day-to-day operations of the organization.

Together, policies and procedures ensure that a point of view held by the governing body of an organization is translated into steps that result in an outcome compatible with that view. While college faculty and staff may have input and provide recommendations, the Board alone should approve college policies. These policies provide direction to the president to enact procedures, which are the day-to-day rules that will carry out the board's intentions.

Over the years, clarity between what is policy and what is procedural has been lost with new rules that have not delineated the distinction, leading to confusion about what approval process is required. In reviewing and updating the college's policy and procedure manual in preparation for accreditation, it became clear that this distinction needs to be made more clearly defined as well as the approval process used for each.

Recommendation: That the Trustees of Community College District VIII approves the revised Formulation and Issuance of College Policies and Procedures Policy as presented in BT-A.3, 5-20-09, Attachment 1.

Prepared by Lucinda Taylor
Executive Assistant to the President and Secretary to the Board of Trustees
April 24, 2009

1250 FORMULATION AND ISSUANCE OF COLLEGE POLICIES AND PROCEDURES

Original Date: 3/18/2003 * Last Revision Effective: 5/21/2009

Policy Contact: Policy Coordinator, Administrative Services

POLICY

The board of trustees in consultation with the president develops, formulates and adopts policies for Bellevue College. As chief executive officer, the president or his or her delegate is responsible to see that these policies are carried out through formulating, distributing, implementing and enforcing appropriate college regulations. Staff delegated by the president to write, update, distribute, or enforce college procedures must follow the provisions set forth in the BC Policies and Procedures Manual (also referred to as "manual").

REVISION HISTORY

Original 3/18/2003

Revisions 2/17/2004; 1/13/2005; 3/22/2005; 3/17/2009; 5/21/2009

APPROVED BY

All College Council
Board of Trustees
President's Staff

**COMMUNITY COLLEGE DISTRICT VIII
Bellevue College
Bellevue, Washington**

OVERVIEW

Policy Revisions

The BC Policies and Procedures Manual was reviewed in preparation for the accreditation self-study visit next October by the Northwest Association of Colleges and Universities. In order to implement changes to Policy 1250 Formulation and Issuance of College Policies and Procedures, college staff has amended the current BC Policies and Procedures Manual to separate policies from implementation procedures in a more consistent fashion. During this review process college staff also updated all references to the college to Bellevue College, corrected grammar or punctuation, and updated outdated items, such as title changes. None of these changes amend any of the existing provisions contained in the manual. A list of all of the changes and the type of change that was made is included in Attachment 1.

Recommendation: That the Trustees of Community College District VIII approves the changes to the BC Policies and Procedures Manual as indicated in BT-A.4, 5-20-09, Attachment 1.

Prepared by Lucinda Taylor
Executive Assistant to the President and Secretary to the Board of Trustees
April 24, 2009

Approval for Policy Revisions

College staff is asking the Board of Trustees to approve changes to the policies listed below with an effective date of May 21, 2009. Changes are of three types: 1) changing the name from Bellevue Community College to Bellevue College; 2) splitting out policies and procedures into two documents; and 3) housekeeping items (i.e. changing the title “Dean of Student Services” to “Vice President of Student Services”, grammar and/or punctuation).

Policy	Changes Made
1000 Board of Trustees	Name change
1050 Organization and Operation Information	Name change
1100 Delegation of Authority to President	Name change, housekeeping
1200 College Vision, Core Values, Mission and Goals	Name change
1250 Formulation and Issuance of College Policies	Name change
1400 Good Neighbor Policy	Name change
1440 Prevention of Discrimination Harassment and Retaliation	Name change and numbering change - was policy #4200
1550 Formal Hearing Rules for Contested Case Hearings	Split into two documents
1550P Formal Hearing Rules for Contested Case Hearings	New document after split, housekeeping
1650 Named Facilities	Name change
2050 Student Code	Name change, housekeeping, split into two documents
2050P Student Code	New document after split, name change, housekeeping
2100 Hazing	Name change, split into two documents
2100P Hazing	New document after split, name change, housekeeping
2200 Admission Rules	Name change, split into two documents
2200P Admission Rules	New document after split, name change, housekeeping

2350 Tuition and Fees	Name change, split into two documents
2350P Tuition and Fees	New document after split, name change, housekeeping
2400 Tuition and Fee Waivers	Name change, split into two documents, housekeeping
2400P Tuition and Fee Waivers	New document after split, name change, housekeeping
2600 Family Education Rights	Name change, split into two documents, housekeeping
2600P Family Education Rights	New document after split, name change, housekeeping
2700 Athletic Department Eligibility	Name change, split into two documents, housekeeping
2700P Athletic Department Eligibility	New document after split, name change, housekeeping
3300 Special Instructional Programs	Name change, housekeeping
3450 Classroom Behavior	Split into two documents, housekeeping
3450P Classroom Behavior	New document after split, housekeeping
3550 Library Media Center	Name change
4050 Cultural Pluralism	Name change
4100 Equal Employment Opportunity Affirmative Action Policy	Name change
4150 Equal Opportunity	Name change
4250 Standards of Ethical Conduct	Name change
4500 Drug Free Environment	Name change
4550 Chronic Illness	Name change
4900 Employee Retirement Policy	Name change
6100 Facilities Use Policy Statement of Purpose	Name change
6120 First Amendment Policy	Name change

6180 State Environmental Act	Name change
6200 Parking and Traffic	Name change, housekeeping
6220 Vehicle Use Policy	Name change
6350 Smoking on Campus	Name change, housekeeping
6420 Weapons and Fireworks Policy	Housekeeping
6520 Animals on Campus	Name change, housekeeping
7100 Investment of District Funds	Housekeeping
7200 Students Financial Obligations	Name change, split into two documents, housekeeping
7200P Students Financial Obligations	New document after split, name change, housekeeping
7300 Refunds of Administrative Fees	Name change, split into two documents, housekeeping
7300P Refunds of Administrative Fees	New document after split, name change, housekeeping
7450 Commercial Activity Policy	Name change, split into two documents, housekeeping
7450P Commercial Activity Policy	New document after split, name change, housekeeping

**COMMUNITY COLLEGE DISTRICT VIII
Bellevue College
Bellevue, Washington**

OVERVIEW

2009-10 Tuition and Fee Schedules

In order that the college may inform its students as expeditiously as possible about tuition changes for fall quarter, the new tuition and fees schedule is being presented for approval.

The Washington State Legislature approved a tuition increase up to 7 percent for community colleges and 14 percent for applied baccalaureate degrees, to be determined by the State Board for Community and Technical Colleges. At its May 6, 2009, meeting, the State Board adopted a 7 percent increase for lower division resident students for all credit loads. Lower division, non-resident rates were raised by the same dollar amount as resident tuition rates. Upper division tuition rates were increased by 14 percent for both resident and non-resident students, keeping these amounts pegged to the state's universities. No increases were authorized to student service and activities fees.

In addition, new legislation has authorized the Board of Trustees to increase without limitation lab, class, contract and administrative fees that have been previously governed by I-960. College staff recommends that these fees increase by 5.2 percent, which is based on the Washington State Fiscal Growth Factors (implicit growth factor for personal consumption).

Three charts are included. The first shows the complete tuition and fee schedule that includes the tuition and fees approved by the SBCTC along with student approved fees for commute reduction, technology, and the comprehensive fee that the Board is asked to adopt. The second and third are informational, showing the amount of financial aid to be awarded and BC's tuition waiver programs.

Recommendation: That the Board of Trustees of Community College District VIII approves the tuition increases approved by the State Board for Community and Technical Colleges which are reflected in BT-A.5, 5-20-09, Attachment 1, Bellevue College Tuition Rates.

Prepared by Rachel Solemsaas
Vice President of Administrative Services
May 12, 2009

BELLEVUE COLLEGE TUITION RATES
Including Non-Resident Differential Waivers & Bachelor's Program Tuition
2009-2010

BT-A.5
5-20-09
Attachment 1

Number Credits	Tuition for "200" LEVEL COURSES AND BELOW				BACHELOR'S PRG - ABOVE "200" LEVEL	
	Resident Tuition	Non-Resident Tuition	NR 40% Waiver Fee Pay 29	NR On-Line Fee Pay 31	Resident Fee Pay 65	Non-Resident Fee Pay 66
1	\$ 89.00	\$ 261.00	\$ 171.40	\$ 102.00	\$ 181.00	\$ 513.00
2	178.00	522.00	342.80	204.00	362.00	1,026.00
3	267.00	783.00	514.20	306.00	543.00	1,539.00
4	356.00	1,044.00	685.60	408.00	724.00	2,052.00
5	445.00	1,305.00	857.00	510.00	905.00	2,565.00
6	534.00	1,566.00	1,028.40	612.00	1,086.00	3,078.00
7	623.00	1,827.00	1,199.80	714.00	1,267.00	3,591.00
8	712.00	2,088.00	1,371.20	816.00	1,448.00	4,104.00
9	801.00	2,349.00	1,542.60	918.00	1,629.00	4,617.00
10	890.00	2,610.00	1,714.00	1,020.00	1,810.00	5,130.00
11	923.00	2,647.00	1,739.00	1,053.00	1,817.00	5,137.00
12	956.00	2,684.00	1,764.00	1,086.00	1,824.00	5,144.00
13	989.00	2,721.00	1,789.00	1,119.00	1,831.00	5,151.00
14	1,022.00	2,758.00	1,814.00	1,152.00	1,838.00	5,158.00
15	1,055.00	2,795.00	1,839.00	1,185.00	1,845.00	5,165.00
16	1,088.00	2,832.00	1,864.00	1,218.00	1,852.00	5,172.00
17	1,121.00	2,869.00	1,889.00	1,251.00	1,859.00	5,179.00
18	1,154.00	2,906.00	1,914.00	1,284.00	1,866.00	5,186.00
19 & OVER	(1)	(2)	(3)	(4)	(5)	(6)

"200" Level Courses & Lower

- (1) Residents pay \$1,154 for 18 cr + \$76.50 additional per credit beyond 18
- (2) Non-Residents pay \$2,906 for 18 cr + \$248.50 additional per credit beyond 18
- (3) Non-Residents 40% Waiver pay \$1,914 for 18 cr + \$150.50 additional per credit beyond 18
- (4) Non-Residents On-Line Courses pay \$1,284 for 18 cr + \$76.50 additional per credit beyond 18

Bachelor's Program Above "200" Level Courses

- (5) Bachelor's Program Residents pay \$1,866 for 18 cr + \$168.50 additional per credit beyond 18
- (6) Bachelor's Program Non-Residents pay \$5,186 for 18 cr + \$500.50 additional per credit beyond 18

Included in the above fees are:

A comprehensive fee of \$1.50 per credit with a \$15. Max; A commute reduction fee of \$2.00 per credit with a \$20. Max.;

A technology fee of \$3.50 per credit 1-10 credits and \$3.50 per credit beyond 18'; A environmental sustainability fee of \$1.00 per credit with a \$10 Max.

BELLEVUE COLLEGE FINANCIAL AID

PROGRAM TITLE	0708		0809 (As of 5/6)	
	AMOUNT(\$)	COUNT	AMOUNT(\$)	COUNT
SUB/UNSUB/PLUS LOANS	3,907,040	842	4,735,132	853
3.5 % FIN'L AID FUND	605,041	720	576,608	526
MULTI CLTRL EMGER LN	1,125	5	5,282	8
WORKER RETRN	-	-	79,757	54
BCC READ	2,966	3	3,000	3
GEAR UP	13,330	5	3,999	2
FOUNDATION SCHS	145,669	78	77,758	56
MISC SCHS	322,787	181	310,246	203
SEOG	149,695	185	117,808	150
PELL	2,929,346	1,282	3,391,216	1,252
SNG	2,000,072	1,254	1,993,111	1,228
WSNG-PILOT PGR	13,914	69	12,628	68
ATHLETIC SCHS	41,044	77	54,587	95
COSTCO SCHS	858	3	1,081	1
CHORAL SCHS	15,807	11	12,455	11
INSTRUM SCHS	2,728	8	1,867	5
CAREER CENTER SCHS	14,646	106	17,927	76
DSHS WORK FIRST 1U13	168,111	145	222,909	159
TANF-WF FA 1O23	31,194	59	34,763	56
WORK RETRN FA 1O21	640,771	412	860,011	572
OPPORTUNITY GRANT	279,684	146	285,157	142
WAVE SCHS	9,032	6	11,716	6
ACADEMIC CMPT GRANT	13,734	33	5,294	13
846 TOTAL	6,795,388	4,063	7,417,533	4,098
GRAND TOTAL	11,308,595	5,630	12,814,312	5,539

BELLEVUE COLLEGE TUITION WAIVERS

NAME	0708		0809 (As of 5/7)	
	AMOUNT(\$)	# of waivers	AMOUNT(\$)	# of waivers
Needy FA	73,557	73	70,692	50
Child of Deceased LOW/FF MIA	7,414	7	9,256	8
Senior Citz	10,100	60	9,100	56
College Emp	29,408	56	44,304	66
Over 18 credits Vocational	40,652	71	10,872	30
Refugee NR	44,131	16	66,105	21
Nonresident (29) (40% waiver)	81,289	66	69,507	60
Running Start Fees(Lab/Supply fees)	42,532	884	146,843	1,245
NR Operating (31) (100% waiver Dist Ed)	212,443	124	223,327	142
Lab/Suply Fees	872	16	4,639	39
Classified Student Employee	57,805	79	68,598	89
Senior Spec	462	1	-	-
Athlete	33,896	84	39,654	94
Military Eligible Veteran	99,287	281	95,286	255
Survivor of Decased or Disabled Qlfing Vet	43,957	23	70,594	43
Military	838	3	3,084	7
ABE/ESL/GED	988,200	1,599	1,020,750	1,678
Parent Ed-	704,673	1,236	708,434	1,232
GRANT TOTAL	2,471,516	4,679	2,661,044	5,115

**COMMUNITY COLLEGE DISTRICT VIII
Bellevue College
Bellevue, Washington**

OVERVIEW

Waiver Policy for Running Start Fees

Background:

The Washington state Legislature passed 2SHB 2219 that requires Running Start students to begin paying mandatory student and class fees at community colleges (except for service and activity fees) and that waivers to such fees must be available to low income Running Start students. This change needs to be reflected in BC's Policies and Procedures Manual, Policy 2400 Tuition and Fee Waivers. College staff will develop procedures that will implement the new law and college policy.

Current issues:

1. State law RCW 28A600.390 -- The Running Start program is available for eligible 11th and 12th grade students. Eleventh and twelfth grade students or students who have not yet received the credits required for a high school diploma and are eligible to be in the 11th and 12th grades may apply and enroll in courses or programs. There is no tuition charge to the students up to 18 credits. FTEs are counted as State FTEs.
2. HB2119 amending RCW 28A requires need based waivers for all fees other than tuition or operating fees must be made available for low-income Running Start students utilizing the same criteria as eligibility for K-12 subsidized food programs.

Attachment 1 includes the changes to the college's Tuition and Fee Waiver Policy recommended for Board consideration.

Recommendation: That the Board of Trustees of Community College District VIII approves the revised waiver policy as reflected in BT-A.6, 5-20-09, Attachment 1, 2400 Tuition and Fee Waivers.

Prepared by Rachel Solemsaas
Vice President of Administrative Services
May 13, 2009

2400 TUITION AND FEE WAIVERS

Original Date: 9/12/1995 * Last Revision Effective: 5/21/2009
Policy Contact: Vice President, Student Services

POLICY

The board of trustees of Bellevue College establishes and revises tuition and fee waivers for specific categories of students as permitted by state law and by the State Board for Community and Technical Colleges. The college may waive all or some portion of tuition and/or fees for state-supported courses.

The following waivers have been established and may be granted by the college:

General Waivers

- Vocation Training over 18 credits: The college may waive overload fees for resident or non-resident students enrolled in more than 18 credits in a vocational preparatory program.
- Children of Deceased or Disabled Law Officers and Firefighters: The college may waive all or a portion of tuition and services and activities fees.
- Needy Students: The college may waive all or a portion of tuition and services and activities fees (not to exceed 3% of estimated tuition revenues) for resident needy students as designated by the financial aid office. Up to 25% of the maximum waiver capacity may be used for other than needy resident students, with the exception of waivers for athletics.
- Eligible Veterans or National Guard Members who have served in a war or conflict fought on foreign soil or in international waters, or served in support of those that were: The college may waive 25% of the operating tuition fee.
- Child and Spouse of Eligible Veteran that is Totally Disabled or POW/MIA or Deceased: The college must waive 100% tuition and services and activities fees.
- Athletes: Beginning with Fall Quarter 2007 the college may waive 25% tuition and service and activities fees for all enrolled Bellevue College athletes that are grant-in-aid eligible.
- Eligible running start students' tuition and operating fees are waived up to 18 credits. Need based waivers are available for qualifying low-income running start students for all fees other than tuition or operating fees.

Waivers for Non-Resident Differential in Tuition and Fees

- U.S. Citizens and Resident Aliens: The college may waive 40% of the non-resident operating fee differential, not building fee differential, after the student has enrolled and paid as a non-resident for at least one quarter. The waiver is applicable starting the second quarter and thereafter.
- Distance Learners: The college may waive the non-resident operating fee differential, not building fee differential, for students enrolled only in distance education classes.
- Congressional Dependents: The college may waive all or a portion of the non-resident differential.
- Higher Education Employees, Spouses and Dependents: The college may waive all or a portion of the non-residential differential for those persons living in the state of Washington and employed in higher education on at least a half-time basis and for their spouses and dependents.
- International Student Exchange: The college may waive all or a portion of the non-residential differential, limited to 100 full-time students statewide.
- Refugees: The college may waive all or a portion of the non-residential differential of operating fees for refugees, their spouses and dependents with parole status, immigrant visa, or citizenship applications.

Space-Available Waivers

- Seniors taking credit and/or auditing courses: The college may waive all or a portion of tuition and services and activities fees with a minimum registration fee of \$5.
- State employees: The college may waive all or a portion of tuition and services and activities fees for

at least half-time state employees. Preference for registration may be given to Bellevue College employees.

Ungraded Courses

- ABE/ESL/GED: The college may waive all of the tuition for needy students, who must provide documentation from organization(s) that verify the student's low income status.

RELEVANT LAWS AND OTHER RESOURCES

- Board of Trustees Resolution 233
- RCW [28B](#)
- WAC [131-28-026\(4\)\(a\)](#)

REVISION HISTORY

Original 9/12/1995

Revisions 10/22/1997; 3/22/2005; 12/13/2005; 9/12/2007; 5/21/2009

APPROVED BY

Board of Trustees
President's Staff