



BELLEVUE
COLLEGE

Board of Trustees
Community College District VIII

Regular Meeting and
Board Retreat

July 8-10, 2016



Vision

Bellevue College is the region's college of choice, based on its excellence, innovation, and national recognition for exemplary programs.

Core Values

We, the Board of Trustees, faculty, staff and administration of Bellevue College, place students at the center of all we do and support and promote the excellence of their efforts. We affirm and embody pluralism; value collaboration and shared decision making; and honor creativity and innovation. We consider it our duty to anticipate changing demands in education and welcome the opportunity to shape its future. We acknowledge our responsibility to society and embrace the belief that widespread access to excellent postsecondary education is the cornerstone of a democratic society.

Mission

Bellevue College is a student-centered, comprehensive and innovative college, committed to teaching excellence, that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

Core Themes: *Mission Alignment*

Student Success

BC supports the success of all students in meeting their educational goals through its commitments to open access learning; to offer a portfolio of appropriate and well-chosen educational programs, services, and activities; and to its ongoing attention to student persistence and educational attainment.

Teaching and Learning Excellence

BC prepares and enables excellence in teaching and learning through its commitments to ensure relevance, responsiveness, and inclusiveness of curriculum; to maintain an effective teaching environment by supporting the teaching and professional achievement of all faculty; to provide for the accessibility of quality learning support services; and to monitor the academic and professional success of all students.

College Life and Culture

BC values a learning and working environment through its commitments to support a campus environment that is diverse, inclusive, open, safe, and accessible; to model a college community that affirms and embodies pluralism and values collaboration and shared decision making; and to honor and practice sustainability, creativity and innovation.

Community Engagement and Enrichment

BC strives to be a leader and partner in building a strong and vibrant region through its commitments to collaborate with businesses, industries, local school districts, primary transfer institutions, alumni, donors, and governmental and social services organizations to develop and refine educational programs that prepare individuals for academic success, employment, and lifelong learning; and to provide programs and space for use by the community at large.

Bellevue College Board Retreat

July 8-10, 2016

Revised Agenda

Sleeping Lady

Leavenworth, WA

Friday	Agenda Item	Location/Notes
12:00 PM	Welcome, Introductions, roll call, approval of agenda and lunch at Sleeping Lady Lodge	Kingfisher
1:00 PM	STUDY SESSION	Woodpecker
	Leadership through the Lens of Inclusion	
6:00 PM	Buffet Dinner	Kingfisher
7:00 PM	Board hosted social time	The Grotto
Saturday		
7:30 AM-8:30 AM	Breakfast	Kingfisher
8:00 AM	Breakfast/Executive Session for Trustees to review the performance of a public employee.	
9:00 AM	STUDY SESSION	Woodpecker
	Roles and responsibilities	
	Board self-assessment	
9:30 AM	WHERE WE ARE	Woodpecker
	Vision, Mission, Core Values, and Goals	
10:45 AM	BREAK	
11:00 AM	WHERE WE ARE GOING?	Woodpecker
	Strategic Directions: Focus on Student Success Tying it all together – Dimensions of Student Success	Woodpecker
12:00 PM	Lunch	Kingfisher
1:00 PM	Strategic Directions: Focus on Student Success Tying it all together – Prioritization	Woodpecker
3:00 PM	Action Item: Revisions to Policy 2600 Family Education Rights and Privacy Act: Disclosure of Student Information and Repeal of WAC 132H-410 Sections 010 through 110.	
3:15 PM	Unscheduled Business/Community Testimony	Woodpecker
3:30 PM	Break (A walk in the park)	
4:00 PM	Executive Session to discuss Collective Bargaining	Woodpecker
5:00 PM	Break before dinner	
6:00 PM	Dinner	Kingfisher
7:00 PM	Optional Social Time	The Grotto

Sunday		
7:30 AM – 8:30 AM	Breakfast	Kingfisher
9:00 AM	HOW WILL WE GET THERE? What's next and how long does it take?	Woodpecker
11:00 AM	Check-Out Departure for President's Cabinet	
12:00 PM	Lunch and Fundraising Discussion	Woodpecker
1:00 PM	Executive Session for Trustees to review the performance of a public employee	Woodpecker
2:00 PM	Adjourn	



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COLLEGE

REGULAR MEETING AGENDA ITEM

POLICY 2600 FAMILY EDUCATION RIGHTS AND PRIVACY ACT: DISCLOSURE OF STUDENT INFORMATION

INFORMATION

FIRST READ

ACTION

Description

Bellevue College is committed to ensuring that financial aid is distributed to the recipient in the most expedient manner. Revision of current policy permits Bellevue College to communicate necessary information to a third party to distribute financial aid to its students to meet this commitment. An emergency repeal of the directory rule is necessary because amending the definition of directory information using regular rulemaking cannot be accomplished in time for the distribution of financial aid for the Fall quarter 2016.

Key Questions

- * Will revision of current policy improve financial aid delivery to students?
- * Will changes to current policy keep us in compliance with federal regulations?
- * Will revision of policy permit us to share required information for financial aid disbursement through third party vendor?

Analysis

Regulations recently adopted by the United States Department of Education restrict the types of personally identifiable student information institutions of higher education can share with third parties who are responsible for distributing financial aid to students. Currently, student addresses, birthdates, phone numbers, and gender are not included in the College's definition of directory information, which is memorialized in WAC 132H-410-100. Without a mailing address, the third party contractor cannot mail checks to students who do not select a delivery option. Birthdates, gender and telephone numbers are used as a means of confirming the student's identity. The College is repealing the remainder of the FERPA rules because federal law does not require that they be memorialized as state regulations and because doing so will provide the administration with needed flexibility when it comes to making revisions to these policies.

Background/Supplemental Information

Policy 2600: Family Education Rights and Privacy Act: Disclosure of Student Information
WAC 132H-410

[Family Educational Rights and Privacy Act of 1974](#) (FERPA)

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves Policy 2600 Family Education Rights and Privacy Act: Disclosure of Student Information and authorizes the repeal of WAC 132H-410.

Prepared by: Ata U. Karim, Vice President of Student Affairs
Ata.karim@bellevuecollege.edu

2600 Family Education Rights and Privacy Act: Disclosure of Student Information

Original Date: 4/30/1998 * Last Revision Effective:
Policy Contact: Vice President, Student Affairs

POLICY

Bellevue College implements policy contained in this chapter in compliance with Public Law 93-380, the [Family Educational Rights and Privacy Act of 1974](#) (“FERPA”). This law establishes that the education records of students attending or having attended the college are confidential and can be released only with written permission of the student. The Family Educational Rights and Privacy Act also authorizes the college to release so-called “directory information” without that prior written permission.

The college has adopted procedures to implement the Family Educational Rights and Privacy Act. Questions pertaining to the procedures and their implementation should be directed to the vice president of student affairs.

DEFINITIONS

(If applicable)

Directory Information

- is that information routinely released without the student’s permission. This includes: name of student, student’s email address, degree or certificate awarded, dates of attendance, athletic statistics, scholarships received, membership or office in BC Student Government or honor society, part-time time or full time student status, previous schools attended.
- **For the sole purpose of disbursing financial aid funds to students, the College expands its definition of Directory Information to include; Address, Telephone Number, Gender and Birthdate. This additional information is shared only with the State Board for Community and Technical Colleges in the form of an electronic file to be transmitted to the financial vendor the college contracts with to disburse financial aid funds.**

Education Records

- any record (in handwriting, print, tapes, film, computer, e-mail, or other medium) maintained by Bellevue College or an agent of the college which is directly related to a student, except:
 - A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
 - Records created and maintained by public safety for law enforcement purposes.
 - An employment record of an individual whose employment is not contingent on the fact that he or she is a student (work-study employment is NOT an exception), provided that the record is used only in relation to the individual’s employment.
 - Records made or maintained by the counseling center, if the records are used only for treatment of a student and are made available only to those persons providing the treatment.
 - Alumni records which only contain information about a student after he or she is no longer in attendance at the college and which information does not relate to the person as a student.

Student

- any person who attends or has attended Bellevue College.

RELEVANT LAWS AND OTHER RESOURCES

- [20 USC 1232g](#)
- 34 C.F.R. 89
- ~~[WAC 132H-410-010 through 110](#)~~
- Bellevue College Procedure [#2600P Family Education Rights and Privacy Act: Disclosure of Student Information](#)

REVISION HISTORY

[For Policy Coordinator's Use Only]

APPROVED BY

President's Cabinet

Chapter 132H-410 WAC

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Last Update: 4/26/02

WAC

- 132H-410-010 Family Education Rights and Privacy Act—General policy.
- 132H-410-020 Definitions.
- 132H-410-030 Annual notification of rights.
- 132H-410-040 Primary rights of students.
- 132H-410-050 Inspection of education records.
- 132H-410-060 Limitation on right of access.
- 132H-410-070 Refusal to provide copies.
- 132H-410-080 Types, locations, and custodians of education records.
- 132H-410-090 Disclosure of education records.
- 132H-410-100 Directory information.
- 132H-410-110 Correction of education records.

WAC 132H-410-010 Family Education Rights and Privacy Act—General policy. Bellevue Community College implements policy contained in this chapter in compliance with Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 ("FERPA"). This law establishes that

the education records of students attending or having attended the college are confidential and can be released only with written permission of the student. The Family Educational Rights and Privacy Act also authorizes the college to release so-called "directory information" without that prior written permission.

The college has adopted procedures to implement the Family Educational Rights and Privacy Act. Questions pertaining to the procedures and their implementation should be directed to the associate dean of enrollment services.

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99. WSR 02-10-070, § 132H-410-010, filed 4/26/02, effective 5/27/02.]

WAC 132H-410-020 Definitions. For the purposes of this policy, the following definitions apply:

(1) Student. Any person who attends or has attended Bellevue Community College.

(2) Education records. Any record (in handwriting, print, tapes, film, computer, e-mail, or other medium) maintained by Bellevue Community College or an agent of the college which is directly related to a student, except:

(a) A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

(b) Records created and maintained by campus security for law enforcement purposes.

(c) An employment record of an individual whose employment is not contingent on the fact that he or she is a student (work-study employment is not an exception), provided that the record is used only in relation to the individual's employment.

(d) Records made or maintained by the student health center or the human development center, if the records are used only for treatment of a student and are made available only to those persons providing the treatment

(e) Alumni records which only contain information about a student after he or she is no longer in attendance at the college and which information does not relate to the person as a student.

(3) Directory Information. Directory information is that information routinely released without the student's permission. This includes: Name of student, student's e-mail address, degree or certificate awarded, dates of attendance, athletic statistics, scholarships

received, membership or office in BCC student government or honor society, part-time or full-time student status, and previous schools attended.

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99. WSR 02-10-070, § 132H-410-020, filed 4/26/02, effective 5/27/02.]

WAC 132H-410-030 Annual notification of rights. Bellevue Community College will provide students annual notification of their rights as defined by FERPA by publication in the student handbook and college catalog and by posting information in the student services building.

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99. WSR 02-10-070, § 132H-410-030, filed 4/26/02, effective 5/27/02.]

WAC 132H-410-040 Primary rights of students. The primary rights of students under FERPA are:

- (1) To inspect and review their education records;
- (2) To request amendment of their education records; and
- (3) To have some control over the disclosure of information from their education records.

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99. WSR 02-10-070, § 132H-410-040, filed 4/26/02, effective 5/27/02.]

WAC 132H-410-050 Inspection of education records. Students may inspect and review their education records upon written request to the associate dean of enrollment services identifying the record(s) the student wishes to inspect.

The associate dean of enrollment services will make the needed arrangements for access within forty-five days from the receipt of the student's written request. If the requested records are not maintained by the office of the associate dean, then the associate dean shall forward the request to the appropriate college official. If the requested records contain information about more than one student, the student may inspect and review only the records or portions of records which relate to him or her.

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99. WSR 02-10-070, § 132H-410-050, filed 4/26/02, effective 5/27/02.]

WAC 132H-410-060 Limitation on right of access. Bellevue Community College reserves the right to refuse to permit a student to inspect the following records:

(1) The financial statement of the student's parents;

(2) Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before January 1, 1975;

(3) Records connected with an application to attend Bellevue Community College or a component unit of BCC if that application was denied; and

(4) Those records which are excluded from the FERPA definition of education records.

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99. WSR 02-10-070, § 132H-410-060, filed 4/26/02, effective 5/27/02.]

WAC 132H-410-070 Refusal to provide copies. Bellevue Community College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

(1) The student has an unpaid financial obligation to the college.

(2) There is an unresolved disciplinary action against the student.

(3) The education record requested is an exam or set of standardized test questions.

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99. WSR 02-10-070, § 132H-410-070, filed 4/26/02, effective 5/27/02.]

WAC 132H-410-080 Types, locations, and custodians of education records. The following is a list of the types, locations, and custodians of education records the college maintains. The length of time the records are kept is indicated in parentheses. Requests for specific education records should be sent to the custodian and location indicated, at Bellevue Community College, 3000 Landerholm Circle SE, Bellevue, WA, 98007.

Type (retention period)	Location	Custodian
Admissions records (1 year after last date of attendance)	Admissions office	Associate dean of enrollment services
Cumulative academic transcript (75 years after last date of attendance)	Records office	Associate dean of enrollment services
Disciplinary records (5 years after resolution of disciplinary action)	Student services office	Dean of student services
Financial aid records (5 years after last date of attendance)	Financial aid office	Director of financial aid & student employment

Type (retention period)	Location	Custodian
Financial records (3 years after last date of attendance)	Finance office	Director of finance
Student employment records (1 year after last date of attendance)	Student employment office	Director of financial aid & student employment

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99. WSR 02-10-070, § 132H-410-080, filed 4/26/02, effective 5/27/02.]

WAC 132H-410-090 Disclosure of education records. The college will disclose information from a student's education records only with the written consent of the student except that records may be disclosed without consent when the disclosure is:

(1) To school officials who have a legitimate educational interest in the records.

(a) A school official is:

(i) A person employed by the college in an administrative, supervisory, academic or research, or support staff position, including health center staff.

(ii) A person appointed to the board of trustees.

(iii) A person employed by or under contract to the college to perform a special task, such as an attorney or auditor.

(iv) A person who is employed by campus security.

(v) A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

(b) A school official has a legitimate educational interest if the official is:

(i) Performing a task that is specified in his or her position description or contract agreement.

(ii) Performing a task related to a student's education.

(iii) Performing a task related to the discipline of a student.

(iv) Providing a service or benefit relating to the student or student's family, such as health education, counseling, advising, student employment, financial aid, or other student service related assistance.

(v) Maintaining the safety and security of the campus.

(2) To school officials of another school, upon request by that school, in which a student seeks or intends to enroll.

(3) To certain officials of the U.S. Department of Education, the comptroller general, and to state and local educational authorities, in connection with audit or evaluation of certain state- or federally supported education programs.

(4) In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.

(5) To state and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974.

(6) To organizations conducting certain studies for or on behalf of the college.

(7) To accrediting organizations to carry out their functions.

(8) To parents of an eligible student who is claimed as a dependent for income tax purposes.

(9) To comply with a judicial order or a lawfully issued subpoena.

(10) To appropriate parties in a health or safety emergency.

(11) To individuals requesting directory information so designated by the college.

(12) The results of any disciplinary proceeding conducted by the college against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99. WSR 02-10-070, § 132H-410-090, filed 4/26/02, effective 5/27/02.]

WAC 132H-410-100 Directory information. Bellevue Community College designates the following items as directory information, which may be disclosed without the student's prior written consent, unless the student notifies the college to the contrary in writing by September 15 of the academic year:

- (1) Name of student
- (2) Student's e-mail address
- (3) Degree or certificate awarded
- (4) Dates of attendance
- (5) Athletic statistics
- (6) Scholarships received
- (7) Membership or office in BCC student government or honor society
- (8) Part time or full time student status
- (9) Previous schools attended

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99. WSR 02-10-070, § 132H-410-100, filed 4/26/02, effective 5/27/02.]

WAC 132H-410-110 Correction of education records. Students have the right to ask that records be corrected if they believe those rec-

ords are inaccurate, misleading, or in violation of their privacy rights. The following procedures are in place for correcting education records.

(1) The student must formally ask the associate dean of enrollment services to amend a record. The request should identify the specific record, the part or the record to be amended, and the reason why the student believes it is inaccurate, misleading, or in violation of his or her privacy rights.

(2) The college decides whether or not to comply with the student's request.

(a) If the college decides that the information is indeed inaccurate, misleading, or in violation of the student's privacy rights, it will amend the record and notify the student in writing that it has done so.

(b) If the college decides to deny the request, the college will notify the student of that decision and advise the student of his or her further rights:

(i) The student has the right to place in the record a statement commenting on the challenged information and/or a statement of the student's reasons for disagreeing with the college's decision. This statement will be maintained as part of the student's education record

as long as the contested portion is maintained. If BCC discloses the contested portion of the record, it must also disclose the student's statement.

(ii) The student has the right to request a hearing to challenge the information which the student believed to be inaccurate, misleading, or in violation of privacy rights.

(3) If the student so requests, the college will arrange a hearing and notify the student reasonably in advance of the date, place, and time of the hearing.

(4) The hearing will be conducted by a hearing officer who is a disinterested party. This hearing officer may be a college official. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend an education record. The student may be assisted at the hearing by one or more individuals, including an attorney.

(5) The hearing officer will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R.
and 99. WSR 02-10-070, § 132H-410-110, filed 4/26/02, effective
5/27/02.]