

BOARD OF TRUSTEES COMMUNITY COLLEGE DISTRICT VII

FEBRUARY 6, 2019

REGULAR MEETING



BELLEVUE
COMMUNITY
COLLEGE

**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, February 6, 2019. The business session will begin at 1:30 P.M. in room B201. Merisa Heu-Weller, Chair, will preside.

AGENDA

- | | | |
|----------|---|-------------|
| 12:00 PM | EXECUTIVE SESSION (A201)
The Board will be meeting in executive session to evaluate the performances of public employees, collective bargaining, and to discuss with legal counsel actual or potential litigation. | |
| 1:30 PM | BUSINESS SESSION (B201) | |
| | I. Call to Order | |
| | II. Roll Call and Introductions | |
| | III. Consent Agenda | |
| | A. Approval of Agenda for February 6, 2019 | |
| | B. Meeting Minutes from January 9, 2019 | |
| 1:40 PM | IV. Constituent Reports | |
| | A. Classified | Turnbull |
| | B. Faculty | Nightingale |
| | C. Foundation | Chesemore |
| | D. Student | Hassan |
| 2:00 PM | V. First Read | |
| | A. Tenure Candidate Review | Jones |
| 2:15 PM | VI. Action Items | |
| | A. Policy 1500 and 1500P and associated WAC, Access to Public Records, | Curran |
| | B. Policy 3200, Academic Standing | Kaptik |
| | C. Policy 3400, Advising | Kaptik |
| | D. Policy 5200, Student Network Web Space | Wegner |
| | E. Authorization of Indemnification | Marvin |
| | F. COLA Addendum to the President's Contract | Heu-Weller |

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

3:00 PM	VII. Information Items A. Student Success Report: New XR Lab B. Foundation Annual Report	McClendon Chawgo
3:30 PM	VIII. President's Report	Weber
3:45 PM	X. Unscheduled Business/Community Testimony	
4:00 PM	IX. Board Reports A. Individual Member Reports B. Legislative Advocacy C. Accreditation Review for Board	Dietzel & Weber Jones & Campbell
4:30 PM	XI. Business Meeting Adjournment	

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

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

A meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on January 9, 2019 at Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Richard Fukutaki, Vice-Chair, presided.

EXECUTIVE SESSION

Chair Merisa Heu-Weller presided over the executive session. The Board held an executive session to discuss to discuss labor relations, evaluate the performance of a public employee, and to discuss matters with legal counsel regarding potential litigation. The Board discussed the recent contract and heard an update on the implementation of the provisions. President Weber reviewed his work plan and goals with the Board. In addition, the Board discussed an addendum to his contract to make consistent the adjustment that all exempt staff have received this January. Finally, the Board discussed with AAG Marvin pending litigation.

BUSINESS SESSION

The business session was called to order at 1:45 pm.

III. **ROLL CALL**

Mr. Leigh, Mr. Dietzel, Ms. Chin, Mr. Fukutaki, Mr. Marvin, and President Weber were present. Chair Heu-Weller left before the open meeting began, and asked Vice Chair Fukutaki to preside over the meeting.

II. **CONSENT AGENDA**

Trustee Fukutaki made a motion to approve the consent agenda and to add the Indemnification Authorization agenda item. Trustee Dietzel seconded. The motion passed.

III. **ACTION ITEMS**

A. Indemnification Authorization

Trustee Chin moved that the Board of Trustees of Community College District VIII hereby authorize the defense and indemnification of Cynthia Gross, David Hall, Dexter Johnson, Ray White and Maria Wood. Trustee Leigh seconded.

The motion passed.

IV. **CONSTITUANT REPORTS**

A. Classified - President Weber reported on behalf of Becky Turnbull. The BC Governance Classified Council has started talks with Human Resources regarding the Council's goal of a shared leave pool for classified staff to help relieve some of the financial stress created by

family and medical emergencies. Classified Council also is talking with Human Resources about how to integrate the part-time hourly staff more fully into the realm of the classified staff including the college's classified outlook email group. Many employees started as part-time hourly before becoming full time. Last, on May 11, the Autism Spectrum Navigators program staff is hosting a conference with the RISE Learning Institute in collaboration with Microsoft's autism inclusive hiring program and Stairway to Stem. It is open to the public with a target audience of students, parents, and professionals.

- B. Faculty – Sue Nightingale gave a faculty update. The Faculty contract wrapped up end of last quarter. Ms. Nightingale worked with Finance and Jim Craswell to ensure the retroactive pay issues went smoothly. Ms. Nightingale reported 59 adjunct faculty promotions became effective in January. Faculty is cautiously optimistic, but have some questions about the Provost's new initiatives, and Ms. Nightingale is working with faculty to navigate their issues. Ms. Nightingale is gearing up for the legislative session. President Weber would like to meet with Ms. Nightingale, Trustee Leigh and Trustee Dietzel to coordinate, wherever possible, the legislative advocacy.
- C. Foundation – Jim Chesemore provided an update on the Foundation. The Foundation is currently taking applications for Lockwood Grant. The BC Foundation subcommittee is looking at applications for the Excellence Awards and the recipients will be announced shortly. The preparation for the Foundation Luncheon continues. Mr. Chesemore made a request for each trustee to host a table at the luncheon. The Foundation is also looking for some senior level connections into Boeing, Costco, and PACCAR from trustees that may have a relationship. Trustee Chin gave kudos to Mr. Chesemore and thanked Dr. Barge. The trustees expressed their support to commit to hosting tables at the Foundation luncheon.
- D. Student – Yasmin Hassan gave an update on what ASG is working on currently including a budget timeline and updating the content of the ASG website. The ASG leadership has been reaching out to help clubs with promotion by creating a club website and by helping them increase their presence on social media. ASG has created a platform for inspiring success stories called Bulldogs Barks. Finally, the ASG is working on an event in February called Share the Love Tour.

V. **FIRST READ ITEMS**

- A. Policy 3200, Academic Standing – Michael Kaptik gave an overview of the academic standing and advising policy. The goal was to align the policy and procedures to be consistent in terms of language and terminology, to make the current process clearer, and to allow staff to intervene with students earlier.
- B. Policy 3400, Advising – Mr. Kaptik indicated that it is a value statement and the language has been updated to be clearer for students.
- C. Policy 5200, Student Network Web Space – Mary Kay Wegner advised that there is no longer a network web space, and therefore, the policy is no longer needed.

VI. **INFORMATION ITEMS**

- A. Student Success Report – Provost Jones introduced Suzanne Beltz, Associate Dean in Nursing, who reported on early problem identification and interventions for nursing students. Trustee Leigh asked about applications, and the often-reported nursing shortage. The college has more qualified applicants than we have slots for. Dr. Beltz indicated the two biggest challenges for expansion of the program are the lack of clinical space and nursing faculty.
- B. Information Technology Services Annual Report – Mary Kay Wegner shared highlights of last year’s accomplishments and what is coming up in the year ahead. Target X was selected as the successful CRM tool vendor. Ms. Wegner gave an update of cTcLink and what the Board can expect over the next year. Christy Campbell is leading the project for the SBCTC in a positive direction and there is general confidence about the new cTcLink plan. The first quarter is the next deployment and all the indicators are improved. Ms. Wegner indicated that she would keep the Board updated. Trustee Fukutaki asked about the possibility of an app because students don’t use websites. Ms. Wegner indicated that ITS is looking at app development as are other areas of the college.
- C. Economic and Workforce Development Annual Report – Albert Lewis gave a review of the 2017-2018 fiscal year and presented goals for 2019. Mr. Lewis’ top goal is to create and implement BC Enterprises. Mr. Lewis also gave an update on OLS success stories.
- D. Accreditation Update – Alec Campbell reported that the college accreditation visit is March 13-15, 2019. Accreditation efforts are moving forward. A final document will be ready to send off to evaluators and the Board of Trustees. Dr. Campbell will provide an executive summary and highlights. The Board will be meeting with the accreditors on March 13. The Board will also have a preparation meeting prior to the visit following the February 6 Board of Trustees meeting.

VII. **PRESIDENT’S REPORT**

- A. President Weber gave an overview of the Board Retreat in which planning and goals were discussed including the work of the BC Futures Taskforce and the plans for the BC Strategic Review. President Weber also talked to the College Assembly this past week regarding the Strategic Review and will be talking more about that going forward. The financial plan and financial projections was also discussed at the retreat. President Weber thanked the Board for their feedback and their time, which included the whole day.

IX. **BOARD REPORTS**

- A. Trustee Chin thanked President Weber for the Board retreat earlier that morning and noted that it was one of the most enjoyable and informative meetings in the six plus years of serving as trustee.
- B. Trustee Dietzel will be attending the ACT Conference in Olympia in two weeks and will be meeting with key legislators and sharing with them the SBCTC objectives and discussing faculty pay.

X. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

- A. Saghar Rasoulamini - Ms. Rasoulamini spoke to raise some concerns about ASG support staff for student programs. Trustee Fukutaki thanked Ms. Rasoulamini for sharing her story. President Weber will work on the issue and will report back to the Board.

Meeting adjourned at 3:35 p.m.

Richard Fukutaki, Vice-Chair
Board of Trustees

ATTEST:

Natasha Pinto
Secretary, Board of Trustees
Community College District VIII

REGULAR MEETING AGENDA ITEM



BELLEVUE
COLLEGE

TENURE REVIEW COMMITTEE RECOMMENDATIONS

INFORMATION

FIRST READ

ACTION

Description

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.”](#)

Fourth Year Candidate(s) Recommended for Tenure

John Lott HSEWI (Neurodiagnostic Technology)

Third Year Candidate(s) Recommended for Tenure

Yancy Chow Social Sciences (Business Administration Transfer)
Shana Chung HSEWI (Health Management and Leadership)
Gwynne Crowder Science (Physics)
Carl Freeberg iBIT (Business Intelligence)
Trevor Gamble Science (Physics)
Heath Hayden Library Media Center (Library)
Ariane Hayes-Kouadio HSEWI (Allied Health)
Ron Holland Arts & Humanities (English)
Lisa Lapointe Library Media Center (Library)
Elena Maans Library Media Center (Library)
John Passmore Arts & Humanities (Interior Design)
Luke Rawlings Science (Mathematics)
Sharon Rompanen HSEWI (Early Childhood Education)
Donald Rowe iBIT (Accounting)
Fatma Serce Science (Computer Science)
Sajonna Sletten Arts & Humanities (Basic and Transitional Studies)
Yu-ting Su Counseling Center (Counseling)
Amy Swanson HSEWI (Health & Physical Education)
Jun Xu Arts & Humanities (English)

Third Year Candidate(s) Recommended for an Extended Probationary Period

Rachel Rosenthal HSEWI (Health Promotion and Management)

TENURE REVIEW COMMITTEE RECOMMENDATIONS

continued

Key Questions

- * What is the reason for granting tenure to faculty?
- * Has a process for granting tenure been followed for each candidate under consideration, and what elements are included in the process?

Analysis

According to the Tenure Guidelines, 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.

This year, 21 tenure candidates will be presented for Board action at the next meeting. The candidates have participated in a rigorous tenure review process as outlined in the college's tenure guidelines. A recommendation has been forwarded to the President by the Tenure Review Committee (TRC) to grant tenure to 20 candidates and extend the probationary period for one candidate.

As outlined in the Tenure Guidelines, the tenure process at Bellevue College normally consists of a three-year probationary period for each candidate, and includes three levels of review.

- 1) A Tenure Evaluation Subcommittee (TES), composed of members elected within the candidate's division and chosen by the candidate and approved by the Tenure Review Committee (TRC), is formed for each candidate. This group gathers information and data in support of the candidate's tenure, and provides mentoring and assists the candidate throughout the three-year process.
- 2) The Tenure Review Committee, including six members elected by the faculty, reviews the documentation prepared by the TES to ensure that college and program 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 recommendations of the TES is sound, and provides a recommendation each year to the President.
- 3) During the first two years of a candidate's employment, the President uses the recommendation of the TRC to decide whether or not to continue the probationary period. In the third year, the President considers the recommendation of the TRC in formulating her/his recommendation to the Board of Trustees to grant tenure or to extend the probationary period.

Finally, the Board of Trustees, giving serious consideration to the recommendation of the President and the TRC, decides to grant or not grant tenure.

Background/Supplemental Information

An electronic notebook in .pdf format have been assembled for all tenure candidates, and all pertinent documents for each of the 21 cases will be included for review by members of the Board of Trustees. Each member of the Board will be able to access the tenure documents via a secure SharePoint site.

Recommendation/Outcomes

This item will be presented for board action at the March 13, 2019 meeting.

Prepared by: Dr. Kristen Jones, Provost for Academic & Student Affairs
kristen.jones@bellevuecollege.edu



BELLEVUE
COLLEGE

REGULAR MEETING AGENDA ITEM

POLICY 1500 AND 1500P

INFORMATION

FIRST READ

ACTION

Description

Administrative Services is proposing updates to Policy 1500 and deletion of 1500P.

Key Questions

- * What is the rationale for the update to the policy?
- * Why is 1500P no longer necessary?

Analysis

New Public Records Act legislation took effect on July 23, 2017. To reflect the changes made to the Act, it is necessary to update policy 1500. This change will permit the college to charge a nominal fee for electronic records. Because policy 1500 is part of the Washington Administrative Code (WAC 132H-169-025) it has different formatting than regular Bellevue College policies and procedures. Because all information is contained in policy 1500 / WAC 132H-169-025, there is no longer a need for 1500P. Procedure 1500P is being included in this packet only because the material is now included in the WAC. In normal cases, the Board would not take action on procedures.

Preliminary paperwork to change WAC 132H-169-025 has been filed with the WA State Code Reviser's Office and the required public hearing has been held. If the board votes to approve this change, final paperwork will be filed and the rule will be adopted 31 days after that filing.

Background/Supplemental Information

Policy 1500 Current
Policy 1500 Redline
Policy 1500P Current

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the proposed updates to Policy 1500 and deletion of 1500P at the February 6, 2019 meeting.

Prepared by: Dennis Curran, Vice President, Administrative Services
dennis.curran@bellevuecollege.edu

1500P ACCESS TO PUBLIC RECORDS (PROCEDURES)

Original Date: 3/23/1999 * Last Revision Effective: 2/5/2015
Policy Contact: Vice President, Administrative Services

PURPOSE

The following procedures are established to meet the requirements for implementing policy #1500 – Access to Public Records.

PROCEDURES

Requests for Access

Requests for access to and/or copies of public records maintained at Bellevue College shall be made in one of the following ways:

- **Submit a request online** at www.bellevuecollege.edu/legal/publicrecords or
- Send a written request to us which should include:
 - your name, full mailing address, email address and telephone number;
 - a detailed description of the requested record(s); and
- Indicate whether you will:
 - review records at the college; or
 - have paper copies mailed; or
 - receive documents mailed via DVD; or
 - have documents emailed, when appropriate.
- Send your request by:
 - Email: recordsofficer@bellevuecollege.edu
 - Fax: (425) 564-4187
 - Mail to:

Records Officer
Bellevue College
3000 Landerholm Cir. SE
Room B202
Bellevue, WA 98007

Response to Requests

Generally, within five (5) **business days** of receiving a request the college will:

- provide copies or provide an estimate of when the records will be available; or
- reply that no responsive documents exist; or
- acknowledge the request and ask for additional clarification(s); or
- provide applicable exemption(s) to disclosure.

Notification

Records not exempt from disclosure may contain personal or other private information which may require us to notify affected individual(s) of the request. We may provide affected individual(s) a reasonable opportunity to seek court protection from disclosure.

Options If a Request Is Denied

- Requestor may provide a written request for review by the college.
- The requestor may ask for further review by the college president or his/her designee. The president or his/her designee will review the matter and promptly issue a decision.

Exemptions and Limitations

Some records are exempt from Washington's public disclosure law. Following are some examples: personal information, i.e., residential address or residential telephone number of an individual associated with the college; social security numbers; mailing lists of employees, volunteers and students to be used for commercial purposes; student education records as provided under FERPA, the Family Educational Rights and Privacy Act; library information about library users; health records; ADA disability records; all applications for

public employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant; test questions, scoring keys and other examination data used to administer any examination; data or maps which identify locations of archaeological sites; internal drafts, notes, and recommendations where opinions are expressed or policies are formulated or recommended may be exempt from disclosure until a decision has been made. When a decision has been made, they are public documents. Information regarding the infrastructure and security of computer and telecommunications networks to the extent they identify system vulnerabilities.

RELEVANT LAWS AND OTHER RESOURCES

- RCW [34.05](#), [40.14.060](#), [42.56](#)
- WAC [132H-169](#)

REVISION HISTORY

Original 3/23/1999

Revisions 1/11/2005; 3/22/2005; 5/21/2009; 12/7/2010; 9/11/2012; 2/5/2015

APPROVED BY

President's Cabinet

1500 ACCESS TO PUBLIC RECORDS

Original Date: 3/23/1999 * Last Revision Effective: 2/5/2015
Policy Contact: Vice President, Administrative Services

POLICY

~~Bellevue College complies with the Washington state public disclosure laws (RCW 42.56) governing access to public records and provides the fullest assistance for access to public records. The College also protects the rights of others, for example, the right to privacy for student education records, employee personnel files while also minimizing disruption to the operation of college programs and services. Public records requests and compliance with those requests will be coordinated by the office of the vice president of administrative services. The purpose of this policy is to provide for public access to existing, identifiable, nonexempt public records of Bellevue College in accordance with the Public Records Act Chapter 42.56 RCW.~~

Description of the College.

(1) Mission—Governance. Bellevue College is a public institution of higher education established under Chapter 28B.50 RCW as a community college, which offers associate and applied baccalaureate degrees. The College is governed by a board of trustees appointed by the governor. The board appoints a president who serves as the chief executive officer responsible for the administration of the College.

(2) Main campus. The main campus of the College is located at 3000 Landerholm Cir. SE, Bellevue WA. The College also offers educational programs on-line and at other campuses located at 14673 NE 29th Pl., Bellevue WA.

(3) Policies and procedures. College policies meeting the definition of a "rule" under the administrative procedure act, Chapter 34.05 RCW, are adopted by the board of trustees and published in Title 132H of the Washington Administrative Code (WAC). Other College policies approved by the administration are published in policies and procedures available on the College website.

(4) Documents index. As an institution of higher education, the College generally does not have occasion to issue nonexempt "final orders," "declaratory orders," "interpretive statements," or "policy statements" as those terms are defined and used in the Public Records Act. The secretary of the College's board of trustees does maintain and publish on the College website a documents index of the board's approved meeting minutes, motions, and resolutions. Inquiries may be directed to the secretary of the board in the office of the president.

(5) College website. The College's official website, available at <https://www.bellevuecollege.edu/>, provides general information about the College and its board of trustees, administration, educational programs, and policies and procedures. Persons seeking public records of the College are encouraged to view the records available on the web site prior to submitting a records request.

Definitions.

(1) Public record. The term "public record" and other terms defined in the Public Records Act shall have the same meaning in this Chapter that they have under the Public Records Act.

(2) Public Records Act. References in this Chapter to the "Public Records Act" are to Chapter 42.56 RCW.

(3) Requester. A "requester" is any person or entity requesting public records of the College pursuant to the Public Records Act.

(4) College. The term "College" means Bellevue College.

Public records officer.

(1) Designation. A public records officer designated by the College shall be responsible for responding to public records requests in accordance with the provisions of this Chapter and applicable provisions of the Public Records Act, Chapter 42.56 RCW. The duties of the public records officer under this

Chapter may be delegated to one or more public records assistants designated by the College.

(2) **Duties.** The public records officer shall oversee the College's compliance with the Public Records Act. The records officer (or designee) and the College are responsible for providing the fullest assistance to requesters of public records, for ensuring that public records are protected from damage or disorganization, and for preventing records requests from excessively interfering with essential institutional functions or unreasonably disrupting the operations of the College. The College may take reasonable precautions to prevent a requester from being unreasonably disruptive or disrespectful to College staff.

(3) **Records office.** Inquiries regarding public records of the College may be addressed to the public records officer at the following office address:

Public Records Officer
Bellevue College
3000 Landerholm Cir. SE
Bellevue, WA 98007
(425) 564-2451
recordsofficer@bellevuecollege.edu

(4) **Office hours.** The customary office hours of the public records office are from 8:00 a.m. – 5:00 p.m., Monday through Friday, excluding legal holidays.

Requests for public records.

(1) **Written requests preferred.** Requests for public records of the College may be addressed to the public records officer at the address given in WAC 132H-169-020. The College encourages, but does not require, requesters to use the public records request form made available by the public records office or online at <https://www.bellevuecollege.edu/legal/publicrecords/>. Requests made orally, whether by phone or in person, may be confirmed in writing by the public records officer.

(2) **Contents of records requests.** A request for public records must include the following information:

(a) the name and contact information of the person requesting the records;

(b) the requester's mailing address, which may be an electronic mail address;

(c) the date and time of the request;

(d) a description of the requested records that is sufficiently detailed to enable the public records officer to identify and locate the records; and

(e) a statement indicating whether the requester wishes to inspect the records or to receive copies of the records in paper or electronic form.

(3) **Lists of individuals for commercial purposes.** State agencies and institutions are not permitted to provide lists of individuals for commercial purposes. A request for lists of individuals must be accompanied by the requester's signed declaration that the list will not be used for commercial purposes. The public records officer may inquire as to the requester's intended use of the list and may deny the request if it is evident from the request that the list will be used for a commercial purpose.

(4) **Assistance in identifying records.** The public records officer may assist requesters in identifying the specific records sought by the requester. With limited exceptions, a requester may not be required to state the purpose of the request. However, the records officer may ask the purpose of the request if such inquiry will assist in identifying the records requested.

Processing of records requests.

(1) **Applicable law.** Requests for public records will be processed in accordance with these rules

and applicable provisions of the Public Records Act, Chapter 42.56 RCW. Guidance concerning the application of these rules may be found in the advisory model rules adopted by the attorney general under Chapter 44-14 WAC.

(2) **Prioritizing of requests.** Public records requests generally will be processed in the order in which they are received by the records office and within the staffing limitations of the office. However, the records office may expedite requests for a single record or for only a few records, if such records are easily identifiable and can be readily retrieved. The records office may ask, but not require, a requester to prioritize the records the requester is seeking.

(3) **Clarification of requests.** The public records officer may request clarification of a records request in accordance with applicable provisions of the Public Records Act. The requester must respond to the request for clarification within thirty days of the request for clarification.

(4) **Providing records by installment.** If a requester submits multiple records requests, or if a request seeks a large number of records or many different types of records, the public records officer may provide access to the records in installments in accordance with applicable provisions of the Public Records Act.

(4) **Denial of bot requests.** The public records officer may deny a bot request as defined under the Public Records Act, RCW 42.56.080(3) if the records officer reasonably believes the request was automatically generated by a computer program or script.

Records exempt from inspection or copying.

(1) **Public Records Act exemptions.** The Public Records Act, Chapter 42.56 RCW, exempts from inspection or copying certain categories of records as set forth in the Public Records Act or under other statutes. The public records officer will disclose the existence of exempt records as required by law, but will deny the inspection or copying of such records to the extent that the records are exempt from inspection or copying under the Public Records Act or other applicable law.

(2) **Commonly applied exemptions.** The public records office maintains a list explaining the exemptions most commonly applied by the College in processing requests for public records. A copy of the list can be requested from the public records officer and will typically be provided by the records officer in responding to a request for records that are determined in whole or in part to be exempt from inspection or copying.

(3) **Determining applicable exemptions.** The public records officer may seek information from the requester sufficient to determine whether another statute prohibits disclosure of the requested records. For example, student education records generally may not be disclosed to third parties without the student's written consent.

Public records available for inspection.

(1) **Scheduling of appointments.** Public records identified as responsive to a public records request may be made available for inspection and copying during customary office hours by scheduling an appointment with the public records officer. The requester must review the assembled records, or installment of records, within thirty days of being notified that the records are available for review.

(2) **Protection of records.** The public records officer will be responsible for providing full access to public records made available for inspection, for protecting the records from damage or disorganization, and for preventing excessive interference with essential College functions. Public records made available for inspection may not be removed from the office without the permission of the records officer.

(3) **Copying of records.** The public records officer will arrange for copying of any records designated by the requester and will charge such copying fees as may apply under WAC 132H-169-070.

Copying fees—Payments.

(1) Fees and payment procedures. The following copying fees and payment procedures apply to requests to the College under Chapter 42.56 RCW and received on or after the effective date of this section.

(2) Inspection of records. There is no fee for inspecting public records made available for inspection by the public records officer under WAC 132H-169-060.

(3) Actual costs not calculated. Pursuant to RCW 42.56.120(2)(b), the College is not calculating all actual costs for copying records because to do so would be unduly burdensome for the following reasons: (i) The institution does not have the resources to conduct a study to determine all its actual copying costs; (ii) to conduct such a study would interfere with other essential College functions; and, (iii) through the 2017 legislative process, the public and requesters have commented on and been informed of authorized fees and costs, including for electronic records, provided in RCW 42.56.120(2)(b) and (c), (3), and (4).

(4) Default fees adopted. The College will charge for copies of records pursuant to the default fees in RCW 42.56.120(2)(b) and (c). The College will charge for customized services pursuant to 42.56.120(3). Under RCW 42.56.130, the College may charge other copy fees authorized by statutes outside of Chapter 42.56 RCW. The College may enter into an alternative fee agreement with a requester under RCW 42.56.120(4). The charges for copying methods used by the College are summarized in the fee schedule available on the College's website at <https://www.bellevuecollege.edu/legal/publicrecords/>.

(5) Advanced payment required—Fee waivers. Requesters are required to pay for copies in advance of receiving records or an installment of records. The records officer will notify the requester when payment is due. Fee waivers are an exception and are available for some small requests under the following conditions.

(a) It is within the discretion of the public records officer to waive copying fees when: (i) all of the records responsive to an entire request are paper copies only and consist of twenty-five or fewer pages; or (ii) all of the records responsive to an entire request are electronic and can be provided in a single email with attachments of a size totaling no more than the equivalent of 100 printed pages. If that email for any reason is not deliverable, records will be provided through another means of delivery, and the requester will be charged in accordance with this rule.

(b) Fee waivers are not applicable to records provided in installments.

(6) Copying fee deposits. The public records officer may require an advance deposit of ten percent of the estimated fees when the copying fees for an installment or an entire request, or customized service charge, exceed twenty-five dollars.

(7) Payment method. Payment should be made by check or money order payable to Bellevue College. The College prefers not to receive cash. For cash payments, it is within the public records officer's discretion to determine the denomination of bills and coins that will be accepted.

(8) Closure of request for nonpayment. The College will close a request when a requester fails by the payment date to pay in the manner prescribed for records, an installment of records, or a required deposit.

Review of denials of records requests.

(1) Petition for internal administrative review. A requester who objects to the denial, or partial denial, of a records request may petition in writing to the public records officer for a review of that decision. The public records officer will promptly refer the petition to the office of the president. A senior administrator designated by the president will consider the petition and will render a decision within two business days following the initial receipt of the petition by the public records officer. The time for considering the petition may be extended by mutual agreement of the College and the requester.

(2) Review by attorney general's office. A requester who objects to the denial, or partial denial, of a records request may request the office of the attorney general to review the matter as provided in RCW 42.56.530 and WAC 44-06-160. Requests for attorney general review must be directed to Public Records Review, Office of the Attorney General, P.O. Box 40100, Olympia, WA 98504-0100.

(3) **Judicial review.** A requester may petition the superior court for judicial review of the College's decision denying a public records request, whether in whole or in part, by following the procedures in RCW 42.56.550. The denial of a petition for internal administrative review under subsection (1) of this section shall constitute the final agency action subject to judicial review.

Court protection of public records.

(1) **Notifying interested persons.** The College, as required or permitted by law or contract, including any collective bargaining agreement, and in other appropriate circumstances, may notify persons named in a public record, or to whom the record specifically pertains, that release of the record has been requested and that such persons may apply to the superior court for a protective order under RCW 42.56.540.

(2) **Applying for court protection.** The College in appropriate circumstances may apply to the superior court for a protective order enjoining the examination of any specific public record in accordance with the procedures under RCW 42.56.540. Nothing in this Chapter shall be construed as either requiring or prohibiting the College's application to the court for such an order.

RELEVANT LAWS AND OTHER RESOURCES

- RCW ~~34.05, 40.14.060, 42.56~~
- WAC [132H-169](#)
- ~~Bellevue College Procedure #1500P Access to Public Records~~

REVISION HISTORY

Original 3/23/1999

Revisions 1/11/2005; 3/22/2005; 5/21/2009; 12/7/2010; 2/5/2015

APPROVED BY

President's Cabinet



BELLEVUE
COLLEGE

REGULAR MEETING AGENDA ITEM

POLICY 3200, STUDENT ACADEMIC STANDING

INFORMATION

FIRST READ

ACTION

Description

Student Affairs is proposing updates to Policy 3200, Student Academic Standing.

Key Questions

- * What is the rationale for the update to the policy?

Analysis

Policy 3200, Student Academic Standing, and its associated procedure are being revised to bring them into alignment. The policy language is being clarified and updated to reflect current practices. The definitions for “academic standing” and “academic progress” have been refined to assess both cumulative and quarterly GPA. Use of the quarterly GPA, as a factor in a student’s academic status, will allow Student Affairs staff to identify and interview students in academic distress with more flexibility. Changes to the procedure also include a title change to reflect the current structure. The steps that staff members take when a student doesn’t meet certain grade expectations have been reviewed and updated to better serve students. The titles of 3200 and 3200P will be changed to “Academic Standing” to show their relationship.

Background/Supplemental Information

Policy 3200 Current

Policy 3200 Redline

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII reviews the proposed updates to Policy 3200 and approves the changes at the February 6, 2019 meeting.

Prepared by: Michael Kaptik, Interim Associate Vice President, Student Affairs
Michael.kaptik@bellevuecollege.edu

3200 Student Academic Standing

Original Date: 06/24/2015* Last Revision Effective: 6/24/2015

Policy Contact: Vice President, Instruction

POLICY

Bellevue College is committed to the academic success of its students. The primary purpose of the Student Academic Standing Policy is to identify and alert students who are not making satisfactory academic progress and provide those students with assistance to improve their academic performance.

RESPONSIBILITIES

The Dean of Student Success will apply and enforce the procedures that accompany this policy.

DEFINITIONS

Academic Standing

- The cumulative grade point average (GPA) of a Bellevue College student.

Academic Progress

- Students must earn a cumulative GPA of 2.0 or better to maintain satisfactory academic progress and remain in good academic standing. The accompanying procedure identifies consequences and interventions that will be imposed progressively for students who are not in good academic standing.

RELEVANT LAWS AND OTHER RESOURCES

- RCW [28B.10.695](#)
- Bellevue College Procedure #3200P Student Academic Standing Procedures

REVISION HISTORY

Original 6/24/2015

Revisions 3/10/2010 (Replaces 3110 Award of Credit for Prior Learning); 9/11/2012; 4/6/2015; 9/16/2015

APPROVED BY

President's Cabinet

Board of Trustees

3200 ~~Student~~ Academic Standing

Original Date: 06/24/2015 * Last Revision Effective: ~~XXXX~~06/24/2015
Policy Contact: [Provost for Academic and Student Affairs](#)~~Vice President, Instruction~~

POLICY

~~Bellevue College is committed to the academic success of its students. The college identifies and alerts students who are not making satisfactory academic progress. The college applies progressive consequences and intervention for students who do not maintain satisfactory academic standing. The college also intervenes to provide students with support in their academic performance.~~

~~Bellevue College is committed to the academic success of its students. The primary purpose of the Student Academic Standing Policy is to identify and alert students who are not making satisfactory academic progress and provide those students with assistance to improve their academic performance.~~

RESPONSIBILITIES

~~The Dean of Student Success~~[Enrollment and Registrar Services](#) ~~will apply and enforce the procedures that accompany this policy.~~

DEFINITIONS

(If applicable)

Academic Standing

- The cumulative ~~and quarterly~~ [Grade Point Average](#) (GPA) of a Bellevue College student.

Academic Progress

- ~~When s~~Students [maintain a satisfactory academic standing, defined as a GPA of 2.0 or higher](#)~~better on cumulative and quarterly a quarter to quarter basis. must earn a cumulative and quarterly GPA of 2.0 or better to maintain satisfactory academic progress and remain in good academic standing. The accompanying procedure identifies consequences and interventions that will be imposed progressively for students who are not in good academic standing.~~

RELEVANT LAWS AND OTHER RESOURCES

- RCW [28B.10.695](#)
- Bellevue College ~~Procedure~~ #3200P ~~Student~~ Academic Standing (Procedures)

REVISION HISTORY

Original 6/24/2015

Revisions 3/10/2010; ~~(Replaces 3110 Award of Credit for Prior Learning)~~; 9/11/2012; 4/6/2015; 9/16/2015

APPROVED BY

President's Cabinet
Board of Trustees



BELLEVUE
COLLEGE

REGULAR MEETING AGENDA ITEM

POLICY 3400

INFORMATION

FIRST READ

ACTION

Description

Student Affairs is proposing the deletion of Policy 3400.

Key Questions

- * Why is Policy 3400 no longer relevant?

Analysis

Over the years, academic advising at BC has undergone numerous changes. At present, advising is not mandatory and is delivered in various modalities—one-on-one, group sessions, and online. Policy 3400, Academic Advising, is more of a values statement about advising and is inaccurate in describing current advising practices. It also partially overlaps with 3200P Academic Standards (Procedures), which is being revised to reflect current practices. Academic and Student Affairs recommends deleting this policy because it could potentially confuse students. Current accurate information about integrated, holistic advising will still be provided on the Academic Advising website. Should circumstances change, for example, should the college adopt mandatory advising, this policy will be revised and reinstated to reflect the new practice.

Background/Supplemental Information

Policy 3400 Current

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the deletion of Policy 3400 at the February 6, 2019 meeting.

Prepared by: Michael Kaptik, Interim Associate Vice President, Student Affairs
Michael.kaptik@bellevuecollege.edu

3400 ACADEMIC ADVISING

Original Date: 9/1/1995 * Last Revision Effective: 4/7/2015
Policy Contact: Vice President, Instruction

POLICY

Academic advising at Bellevue College is designed to assist students in planning their educational programs, selecting courses, and preparing for transfer or employment.

It is recommended that students consult with an advisor during their first quarter of study at Bellevue College, and after they have completed forty-five (45) credits. It is required that students consult with an advisor if they have been placed on academic probation or fail to meet other academic standards of the college.

The college has adopted group advising to accommodate the numbers of enrolled students attending.

REVISION HISTORY

Original 9/1/1995

Revisions 11/16/2004; 3/22/2005; 5/21/2009; 9/11/2012; 4/7/2015

APPROVED BY

President's Cabinet



BELLEVUE
COLLEGE

REGULAR MEETING AGENDA ITEM

POLICY 5200 STUDENT NETWORK WEB SPACE USAGE

INFORMATION

FIRST READ

ACTION

Description

Information Technology Services is proposing the deletion of Policy 5200.

Key Questions

- * Why is Policy 5200 no longer relevant?

Analysis

Current college policy #5200 – [Student Network Web Space Usage](#) addresses technical assets and services no longer in place at the college. Removal from the Bellevue College Policies and Procedures Manual and from the public-facing college policies site is necessary.

In 2014, the college network, which at the time branched into an administrative network and an academic or “student” network, merged into a single, logical administrative network entity. All services previously provided independently by the student network, including services supporting websites for students and student organizations, were removed and/or merged into the administrative network, its supporting systems, or with new cloud-based application providers. Any still-relevant information in 5200/5200P will be addressed in other policies and procedures as needed.

The former VP ITS supported this deletion, and it is currently recommended by the CIO of the college, the current policy contact.

Background/Supplemental Information

Policy 5200 Current

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the deletion of Policy 5200 at the February 6, 2019 meeting.

Prepared by: Mary Kay Wegner, Interim Chief Information Officer, Information Technology Services
marykay.wegner@bellevuecollege.edu

5200 STUDENT NETWORK WEB SPACE USAGE POLICY

Original Date: 7/10/2003 * Last Revision Effective: 4/28/2015
Policy Contact: Vice President, Information Technology Services

POLICY

Bellevue College provides computing technology resources for students, staff, and faculty to facilitate and support the educational and institutional missions of the college. As part of these purposes, Bellevue College provides web server access on the student network for students, staff, and faculty to support academic work or college activities.

This policy establishes procedures and guidelines for how access to the student network web server is granted, how it is managed, who may request access, appropriate use of the server, length of use, and terms of use.

Applicability

This policy applies to all Bellevue College students and college employees as well as any individual not employed by the college who may require access to the student network web server. This policy does not address or supersede any procedures or policies for requesting server accounts on the administrative network web server, nor does it supersede any requirements of Bellevue College policy #5160 – Bellevue College Network and Internet Usage or Bellevue College policy #5170 - Library Internet Usage.

Users must comply with all guidelines and procedures outlined in this policy, as well as in all other Bellevue College policies, including policy #4400 - Acceptable Use of State Resources, policy #5150 – Acceptable Use of Bellevue College Networks and Systems, and policy #5000 – Acceptable Use of Bellevue College Computers. Users who are approved to access the student network web server will also apply the terms of this policy when navigating through networks or computing systems beyond the local Bellevue College systems.

Policy Intent

It is the intent of this policy to support Bellevue College's mission of encouraging students to become responsible, analytical, creative and productive citizens and to facilitate the exchange of information among students to create a sense of community. This policy is not intended to limit academic freedom in any way, but provides for the proper exercise of those freedoms.

This policy shall also encourage pluralism within Bellevue College's multicultural society and support the educational needs of the diverse college community. The goal of offering web space is to provide an open and effective method for using the Internet as an efficient information technology infrastructure for instructional, research, and informational use.

Accessibility

It is the policy of Bellevue College to provide access to web server hosting and storage space for students, staff, faculty and individuals who meet the criteria for authorized use. In addition, access to the student network web server may be granted to individuals or groups having direct business with the college or supporting college activities which require such access.

Access to the student network web server may only be requested for educational and/or college-related activities; commercial or personal use is specifically prohibited.

Criteria for Authorized Use

All server access is granted by the director of computing services, or authorized designee. To be granted access to web space on the student network, the individual must be:

- A currently enrolled student at Bellevue College who is using the web server to support activities for a Bellevue College-chartered club or organization as defined by student programs policy.
- A Bellevue College faculty or staff member who requires access to the student network web server to support daily activities and work.
- A currently enrolled student at Bellevue College who requires access to the student network web server to fulfill a curriculum component or internship work.

By using this web service, users agree to all terms outlined in this policy and agree that Bellevue College's role in managing this system is only as an information carrier. Users will never consider transmission through this system as an endorsement by Bellevue College.

Authority

The director of computing services is assigned as the facility program manager for all computing resources and facilities on campus, and has primary responsibility for all aspects of the operation of student network computing technology on campus. The director has the authority to interpret this policy, all Bellevue College IT security policies and standards, and any directives from the state and/or the college administration regarding student network computing facilities, the physical and virtual facilities used to support the those facilities, and the student network.

Bellevue College, through its administrative representatives, reserves the right to determine, at any time, what constitutes appropriate use of the Bellevue College network and technology resources, including any network access and/or any computing services provided by Bellevue College.

Use of Academic Network Web Pages

Authorized users of Bellevue College student network web space may:

- Post web content or sites that are consistent with Bellevue College policies #4400 - Acceptable Use of State Resources, #5150 – Acceptable Use of Bellevue College Networks and Systems, and #5000 – Acceptable Use of Bellevue College Computers.
- Advertise the universal resourceLocator (URL) of any site approved for posting on Bellevue College-provided server space.
- Use Bellevue College-provided server space in a manner that is consistent with the mission, goals, and educational purpose of Bellevue College.

Using Bellevue College technology resources, including Bellevue College-provided web sites, for uses and/or communications that are specifically prohibited in Bellevue College policy #4400 - Acceptable Use of State Resources, or which violate any other Bellevue College policy and/or state and federal rule and/or law is strictly forbidden. Violation of any of these is grounds for immediate loss of privileges to the resource.

Prohibitions

Inappropriate usage of the student network web space includes, but is not restricted to, using provided web space and/or the student network to:

- Send and/or receive messages that are discriminatory based on race, creed, color, gender, religion, ethnic origin, disability, or sexual orientation;
- Interfere with or disrupt student network users, services or equipment;
- View, copy, alter or destroy any data, software, documentation or data communications belonging to Bellevue College, or to another individual, without permission;
- Allow another individual (authorized or not to use the Bellevue College technology resource) to use provided web space or web account passwords;
- Post materials for commercial purposes;
- Impinge copyrighted material without permission;
- Conduct political campaigning or lobbying for votes;
- Distribute pornography of any type;
- Provide any personal information about others without their permission;
- Send and/or receive messages that are sexist or to send messages that constitute sexual harassment;
- Create, disseminate, or execute self-replicating or destructive programs (e.g., viruses, worms, Trojan horses) or to distribute any computer programs intended to disrupt normal computer use;
- Subvert, attempt to subvert, or assist others to subvert, or breach, the security of any Bellevue College network or technology resource, or to facilitate unauthorized access; or
- Participate in activities involving non-disclosure or masquerading as defined in this policy, hiding either their true identity or the true source of the web pages.

User permissions and privileges to the student network web server may be immediately withdrawn for any violation of Bellevue College IT security policies and procedures. The process provided to adjudicate the loss of these privileges is described in the "Procedures" document 5200P - Student Network Web Space Usage Procedures which supports this policy.

Student Network

Student network web accounts are established on and controlled by login and password-secured accounts managed through the Bellevue College student network. Any authorized user who is granted access to the web server will be assigned student network login accounts in compliance with Bellevue College policy #5150 – Acceptable Use of Bellevue College Networks and Systems and the Bellevue College IT security standard addressing password management. These accounts will be created and disseminated following the procedures outlined in that policy.

RESPONSIBILITIES

The College

- Bellevue College and its representatives have responsibilities for providing the contracted equipment and services and for the logging and monitoring of the network and computing systems.

All Users

- All authorized users are responsible for using Bellevue College computing resources in an effective, efficient, ethical and lawful manner. Such uses must be consistent with the purposes and objectives of Bellevue College. Bellevue College is not responsible for any damage which may occur from the use of the student web space or for any inappropriate usage by the student.
- Users who post pages to Bellevue College-provided web space have a responsibility to know, understand, and meet all the expectations of this and all other Bellevue College IT security policies and standards. They also have an obligation to obey and/or comply with the directions of the director of computing services, and/or an authorized designee, with regard to their web space usage.

Web Maintainer

- Every assigned web space will have an assigned user responsible for maintaining the site as well as for being the contact person with computing services, hereafter called the web maintainer. This is intended to provide Bellevue College and the users of the web space with good lines of communication. This web maintainer will be responsible for ensuring the site has:
 - **An environment conducive to learning:** Any web maintainer who uses Bellevue College-provided web space to harass, defame, or make derogatory remarks shall bear full responsibility for these actions.
 - **An accurately represented environment:** The web maintainer agrees not to use the provided web space to transmit, or cause to be transmitted, any message in which the origination is deliberately hidden or misleading.
 - **An environment free of illegal or malicious acts:** The web maintainer agrees never to use a system to perform an illegal or malicious act. Any attempt to increase the level of access which has been authorized, or any attempt to deprive other authorized users of resources or access to any Bellevue College computer system shall be regarded as malicious, and may be treated as an illegal act.
 - **A secure environment:** The web maintainer is responsible for proper password maintenance, including safeguarding the password. Web pages which provide loopholes in computer security systems or which can be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources, or otherwise make use of computing resources without authorization, are not allowed and will immediately be disabled.
 - **On-going site maintenance:** The web maintainer is responsible for making routine content changes and updating graphics or page formatting on a regular basis.
 - **A proper backup:** The web maintainer is responsible for backing up their data. Computing services does not back up web storage space.
- Web maintainers for chartered club pages will ensure that their site does not contain a Bellevue College logo, any other official stamp or mark of the college, or any college information prohibited by Bellevue College policy #6650 – College Relations and Communications. Sites will also comply with all web page standards and site requirements as determined by web services. Web maintainers assume any civil and/or criminal liability which may arise from the individual use or misuse of Bellevue College technology resources.

Faculty Representative

- The faculty member either advising a student club or requiring students to use Bellevue College-provided web space as part of their classroom curriculum has responsibilities as well. These include:

- Faculty representatives have the responsibility for periodically checking the site for appropriateness, policy compliance, and to make certain the web maintainer is keeping the site appropriately updated.
- A club's faculty advisor must approve the site, review the site for compliance with this policy, and identify the assigned web maintainer before space for the site will be granted.
- The faculty advisor for a club is responsible for notifying computing services when a club site needs to be removed from the student web server, in the event of a change of individual assigned as web maintainer, and/or when the privileges of a web maintainer need to be removed. A new web space usage contract will be signed for any new web maintainer.

Computing Services (CS)

- Computing services has responsibility for all support for student network web pages. Additionally, computing services has responsibility for enforcement of this policy and all Bellevue College policies, and will coordinate with other campus units as necessary to ensure compliance with all mandates and requirements.

Web Services (WS)

- Web services is responsible for communicating college web page standards to the college community as a whole and will be responsible for reporting any non-compliant student pages to the respective student organization's faculty representative.

Student Programs

- The office of student programs will be responsible for maintaining an online public listing of all chartered club websites within the student programs home page. The director of student programs, or an authorized designee, will be responsible for reviewing student sites for appropriateness and for adherence to Bellevue College web site policies, procedures and standards.

Policy Maintenance

- Computing Services
 - The responsibility for the maintenance and administration of this policy rests with the director of computing services. CS has primary responsibility for the computer labs, electronic classrooms, and all issues related to student technology use at Bellevue College.
 - Computing services is responsible for drafting any updates and changes to the policies and procedures, with input from other information resources units, as needed. CS will also maintain an electronic copy of this policy and any related procedures and standards accessible to the public on the academic support web site.
- Information Technology Services (ITS)
 - An additional responsibility for maintenance and administration of this policy rests with the vice president of information technology services. ITS is responsible for reviewing and approving any updates and changes to the policies and procedures. ITS may distribute the policy for campus review and will submit it for final approval by the college president. Once the policy has been approved, ITS will announce the new or revised policy to the campus providing a brief description of the policy and its implications for employees and other affected individuals or groups.
- Human Resources (HR)
 - The vice president of human resources is responsible for reviewing any updates and changes to this policy and procedures in light of current policies, providing input on the policy and its implications for affected individuals or groups.

DEFINITIONS

All terms defined in Bellevue College policy #4400 – Acceptable Use of State Resources are applicable in this policy. In addition, the following are defined:

Software

- Unless otherwise stated, "software" refers to and includes all freeware, shareware, and third-party products, as well as commercially acquired products.

Disclosure

- This occurs when an unauthorized user gains access to information. Disclosure often occurs when messages are forwarded to unauthorized users.

Hacking

- Unauthorized access to accounts, files or data held on Bellevue College computing systems, or the use of Bellevue College computing systems and networks to access any other system without authority is a violation of these policies and potentially a criminal offense. Such unauthorized access is prohibited, and will result in immediate revocation of privileges.

Masquerading

- This is when a user presents him/herself to the system as another user. This may be done in order to gain unauthorized access to information or resources, to disseminate (mis)information in another's name, or to block or deny a system from operating correctly.

Bellevue College Network

- This includes the administrative and student local area networks (LAN), the wide area networks (WAN) supporting sites separated from the main Bellevue College campus, internet connectivity, networked infrastructure devices such as hubs, switches and servers, CTC-Net, and all other computers, networks and electronic messaging systems operated for the benefit of Bellevue College employees and students.

Bellevue College Technology Resources

- Includes, but is not limited to, Bellevue College-owned desktop, laptop or mainframe computer hardware or software; software licenses; workstations; data systems; personal digital assistants; electronic messaging systems; e-mail systems; pagers; telephones—both wired and cellular; SCAN services; voice mail systems; fax machines; Bellevue College network resources, whether wire-based or wireless; internet connections, accounts or access; and documentation photocopiers authorized by Bellevue College to be used by employees, students and/or other campus users.

Bellevue College Chartered Club

- Groups of students wishing to render a service to other Bellevue College students, to accomplish objectives deemed necessary for their further education, or to facilitate a service to the community or College District VIII may organize as a chartered ASG group by following the ASG club chartering procedures on file with the office of student programs.

Unauthorized Access

- Includes gaining access to accounts, resources, messages or files to which one is not granted privilege by the owner or sender.

RELEVANT LAWS AND OTHER RESOURCES

- [Washington Administrative Code](#)
- Bellevue College Policy # 1500: Access to Public Records
- Bellevue College Policy # 4400: Acceptable Use of State Resources
- Bellevue College Policy # 5000: Acceptable Use of Bellevue College Computers
- Bellevue College Policy # 5150: Acceptable Use of Bellevue College Networks and Systems
- Bellevue College Policy # 5160: Bellevue College Network and Internet Usage
- Bellevue College Policy # 5170: Library and Career Center Internet Usage
- Bellevue College Policy # 5300: Computer Labs
- Bellevue College Policy # 6650: College Relations and Communications
- Bellevue College Procedure #5200P: Academic Network Web Space Usage Procedures
- Bellevue College IT Security Standard: Password Management
- Bellevue College IT Security Standard: Web Space Usage

REVISION HISTORY

Original 7/10/2003

Revision 5/21/2009; 4/28/2015

APPROVED BY

President's Cabinet



BELLEVUE
C O L L E G E

REGULAR MEETING AGENDA ITEM

INDEMNIFICATION AUTHORIZATION

INFORMATION

FIRST READ

ACTION

Description

Bellevue College employees have been named as defendants in a lawsuit and request approval for indemnification to be defended by the State Attorney General's Office. The lawsuit is *Robert Herburger v. Bellevue College, et al.* Girard Weber and Aaron Hilliard have requested indemnification.

Recommendation/Outcomes:

That the Board of Trustees of Community College District VIII hereby authorize the defense and indemnification of Girard Weber and Aaron Hilliard.

Prepared by: Peyton Mizell, Co-Interim Secretary to the Board of Trustees
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BELLEVUE
C O L L E G E

REGULAR MEETING AGENDA ITEM

CONTRACT AMENDMENT

INFORMATION

FIRST READ

ACTION

Description

The Washington State Operating Budget for 2017-19 provided funds for a 2% cost of living increase for exempt and classified staff, effective January 1, 2019. Adoption of this amendment to the President's employment contract will grant the President the 2% cost of living adjustment authorized by the Legislature.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII authorizes an increase in the President's compensation to equal the cost of living increase that exempt staff received on January 1, 2019, effective as of January 1, 2019.

Prepared by: Peyton Mizell, Co-Interim Executive Assistant to the Board of Trustees
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REGULAR MEETING AGENDA ITEM



BELLEVUE
COLLEGE

STUDENT SUCCESS — THE NEW XR LABORATORY

INFORMATION

FIRST READ

ACTION

Description

The newly developed XR Lab, located within the Bellevue College eLearning Center, continues the exploration of virtual world technologies, by

- Partnering with Bellevue College faculty to provide live VR learning experiences for students to augment current curricula in a variety of disciplines;
- Providing an access point for access to XR technologies for students and faculty;
- Partnering with institutions for information sharing and future collaborations such as the Pacific Science Center, Seattle AR/VR Meetups, Google Tours, University of Washington CoMotion Lab, HTC Vive, Microsoft Mixed Reality, Valve, Enterprize, Rumii, Arkitek Studios, and others; and
- Partnering with the Communications Studies department to host the ongoing *Virtual Reality: Communications and Design* course through the expanding multimedia theater facility.

Key Points

- James Riggall, BC Visiting Scholar and CEO of Bitlink (Tasmania, Australia), and Vivienne McClendon, Dean of the Library and eLearning, will give a Student Success Report on the new XR Laboratory.
- They will discuss the development of the lab's physical space, the XR course, student engagement and industry connections.

Prepared by: Kristen Jones, Provost for Academic & Student Affairs
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BELLEVUE
COLLEGE
FOUNDATION

Foundation Overview

February 6, 2019

Bellevue College Foundation

FY18 – FY23

Executive Summary

Introduction

The Bellevue College Foundation (the foundation) is committed to student success and will work together with Bellevue College (the college) to build a culture of philanthropy. The foundation's purpose is to provide scholarships, grants, and programmatic funding to Bellevue College and its students. The foundation's goal over the next five years is to increase its impact on the community by increasing the number and value of scholarships and grants awarded, as well as increasing the amount of programmatic support provided to the college. This Executive Summary includes the goals for FY18 within the context of a strategic overview for FY18 – FY23.

Bellevue College Foundation Mission and Vision

The mission of the Bellevue College Foundation is to raise funds to provide quality education and learning opportunities for all Bellevue College students. The foundation, through a unique blend of cutting-edge, innovative, and exemplary programs, will enable Bellevue College to attract, without financial barriers, the best and brightest students and faculty.

The foundation's strategic plan advances the mission and vision impact through initiatives in three areas:

- Capacity - grow its capacity as a foundation;
- Role - review and expand its role; and
- Relationship - further develop the foundation's relationship with the college.

STRATEGIC DIRECTION

1. Enhance Bellevue College's reputation, visibility, and influence.
2. Broaden and deepen constituent engagement with the college and develop meaningful relationships with Bellevue's students, faculty, staff, friends, and alumni.
3. Expand philanthropic support to the college, raising \$2 million annually by 2023 for Bellevue College's students, faculty, staff, and core institutional priorities.

GOALS FOR FY19

Strategic Direction 1: Enhance Bellevue College's reputation, visibility, and influence.

- Strengthen Bellevue College's visibility and presence as a collaborative, community partner in concert with a commitment to social justice and servant leadership.
- Support President Weber's community outreach efforts.
- Through scholarships, enhance relationships with feeder schools and expand visibility with potential students.
- Continue working with the Foundation Board of Directors as advocates and champions for BC.

Strategic Direction 2: Broaden and deepen constituent engagement with the college and develop meaningful relationships with Bellevue's students, faculty, staff, friends, and alumni.

- Create an early engagement strategy to strengthen the bond between Bellevue College and its students and young alumni.
- Evaluate and refine events to strategically engage key constituents.

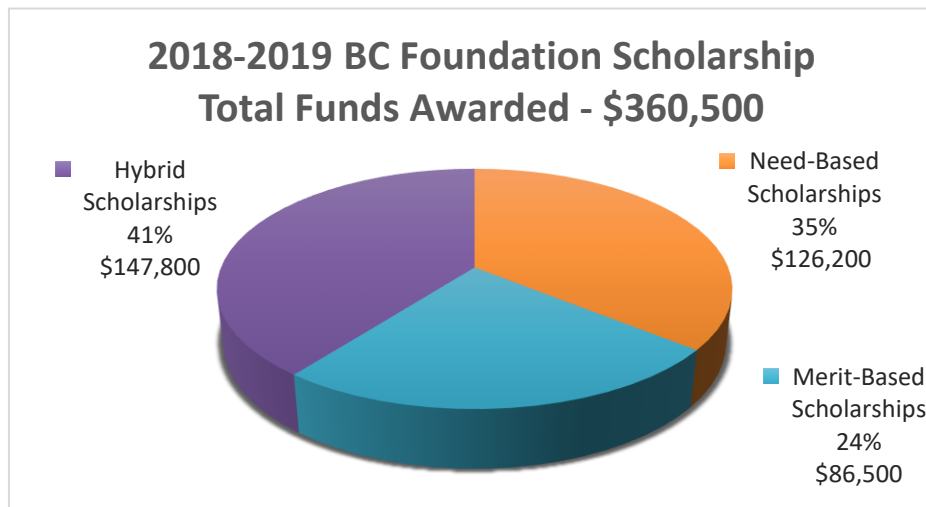
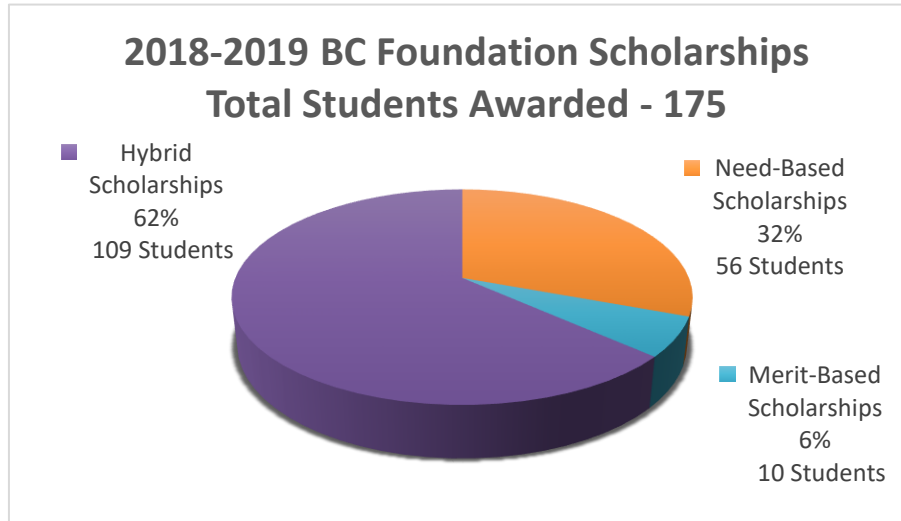
Strategic Direction 3: Expand philanthropic support to the college, raising \$2 million annually by 2023 for Bellevue College's students, faculty, staff, and core institutional priorities.

- Increase donated revenue by 4% in FY 2019 and 50% overall by FY 2023.
- Develop an overall case statement for the Bellevue College Foundation with a comprehensive fundraising strategy aligned with core institutional proprieties.
- Increase collaborative opportunities with KBCS to strengthen donor relations and constituency relationships.
- Develop and implement the inaugural Landerholm Society with five founding members.

SPECIFIC AREAS OF FOCUS

Scholarships

All scholarships funded through the BC Foundation support students enrolled at Bellevue College. Scholarships are awarded based on financial need, academic achievement, or a combination of both. For the 2018-19 school year, the foundation awarded 175 students scholarships totaling \$360,500.



The primary goals for scholarships are to focus on increasing applications and awards. For the next five years, the foundation is committed to increasing completed applications by 20% annually, building to a consistent application pool of 500 or more in FY23. Every year, the foundation will focus on increasing the dollars awarded for scholarships. By FY23, scholarship awards are planned to be more than \$400,000 annually.

Mini-Grants

Investment from donors allows the foundation to foster innovative education enhancements for BC students. Mini-Grants currently provide \$20,000 of support to projects and programs that would otherwise go unfunded. Faculty and staff can apply for grants for pilot programs, equipment, special training, cross-departmental projects, or other opportunities. The foundation will increase total applications submitted by 10% annually for five years.

Lockwood Innovation Grants

The foundation administers the Lockwood Innovation grants annually. This \$10,000 grant is available to faculty in support of new or ongoing projects that illustrate innovation in teaching and/or advance entrepreneurial models at the college. These grants are made possible through a generous endowment from the Lockwood Foundation. The foundation's goals around the Lockwood Innovation grants are to increase the visibility and number of applications. By FY23, the foundation is forecasting an 80% increase in applications for the Lockwood grants.

Faculty and Staff Excellence Awards

Since 1984, the Foundation has been annually recognizing faculty and staff members who go above standard levels of quality in support of educational excellence and BC students. Formerly known as the Margin of Excellence Awards, the Faculty and Staff Excellence Awards include peer recognition and a cash award. The foundation has increased the award amount to \$2,500 per recipient. Goals for these awards include increasing the awards given, streamlining the application process, and expanding the number of nominations. The application process has been modified to incorporate the college's core themes. From FY19 to FY23 the foundation's goal is to increase nominations by 5% annually.

Emergency Support

Foundation "Safety Net" programs enable students to complete or continue their studies without disruption that could defeat educational goals, and also help faculty and staff faced with unforeseen challenges that might create long-term hardship or threaten the ability to continue employment at the college. There are specific "Safety Net" programs for general student populations, veterans, GED students, international students, Early Learning Center students, and faculty and staff members. In FY18, substantial work went into establishing a streamlined, auditable application process. The foundation's goals for these programs are to continue to refine the communication and evaluation process to ensure equitable

and expedient award distribution. The foundation will diversify and expand the funding vehicles for the Student Resource Network (the general Student Safety Net.)

Programmatic Support

The foundation raises funds for a wide range of BC programs, activities, and departments fostering academic innovation and excellence. Some of these programs include Radiation Therapy, Early Learning Center, KBCS, International Student Programs, Athletics, Autism Spectrum Navigators, Science and Math Institute, and Nursing.

In FY17, the foundation added a dedicated development officer to KBCS in order to increase contributed revenue. This staffing has proven to be a successful model. By FY23, the goal is to have at least two additional development officers assigned to specific programs where the funding potential and fundraising activities would warrant a solely-dedicated development officer.

The foundation annually looks to increase collaborative opportunities with various BC programs to strengthen relations and constituency relationships. For example in FY19, the foundation is working with the Athletics department to strategically organize and promote the annual Athletics golf tournament in order to increase contributed revenue while minimizing expenses.

Foundation Marketing and Branding

The college's four core themes, student success, teaching and learning excellence, college life and culture, and community engagement and enrichment, emphasize the enduring strengths of the college and inform decisions about its strategic objectives and tactics. The foundation has adapted the college's four themes into three primary marketing themes to better articulate and illustrate a case for support to donors.

All foundation communications, appeals, and messaging will be funneled through: Student Success, Academic Innovation, and Community Building.

These three marketing themes summarize the primary reasons donors have interest in and will invest in the college. These themes anchor positive, consistent messaging and are vital to efforts to engage and empower stakeholders as advocates for building capacity and increasing contributions. The foundation is focusing on cohesive branding and a strong overall case statement revision in FY19.

Development Goals for FY19 – FY 23

The foundation's strategic plan supports the college's work and the foundation's mission and vision through actions by staff and the Foundation Board of Directors, with guidance from the Executive and Development Committees to increase gift income and build capacity. The development goals are comprehensive and include refining and expanding current giving campaigns and appeals, increasing volunteer activity, grow the donor base by 13% by FY20 and increasing donated revenue by 4% in FY19 and 50% (over FY14 results) by FY23.¹ Contributed revenue and endowment value are increasing exponentially as outlined below. Contributed revenue YTD for FY19 is \$1,417,716.

¹.FY17 and FY18 contributed revenue included a significant matured planned gift in each year skewing higher than renewable annual support.

Fiscal Year	Contributed Revenue	Endowment Value
FY14	\$1,330,049	\$6,808,403
FY15	\$1,557,947	\$6,992,712
FY16	\$1,655,615	\$7,010,883
FY17 ¹ .	\$2,934,704	\$8,363,099
FY18 ¹ .	\$2,668,637	\$9,614,793

Individual Support

Currently, individual support is the largest source of support to the Foundation, and a prime opportunity to build capacity while increasing contributed income. The current pool of donors is small for an institution of the college's size and stature. It is heavily populated by luncheon attendees, program donors, and a limited number of major gift prospects. Increasing the pool of individual prospects and donors is a critical priority. Increasing the number of smaller annual supporters will provide more stability to the overall capacity of the foundation. Individual giving is solicited through annual campaign appeals, major gifts work, planned giving requests, the luncheon, and additional fundraising events. Comprehensive goals and strategies are targeted to increase individual support.

Planned Giving Support

Planned Giving efforts are integrated into individual solicitations and development communications without a specific budgeted target. Planned Giving relationships are often long without designated gift dates. A significant pool of planned gifts must be in place before budgeting gifts received would be prudent. Without a high-volume of potential gifts, gift maturity is sporadic in timing and inconsistent in value. For example, two planned gifts matured in the current and past fiscal year resulting in a total of more than \$1.5 million added to the Bellevue College Endowment Fund. Planned Giving goals include beginning in FY19, the creation of a planned and leadership giving group called the Landerholm Society. Integrating planned giving messaging into development collateral materials and the website by FY21.

Institutional Support

As the impact of the 2017 tax reform is not yet known, it may have an adverse effect on individual giving. Institutional donors present to the foundation a large, potentially stable, supply of private source income. The foundation has a large, relatively untapped pool of corporate and foundation support. In FY18 corporations and foundations only provided approximately three percent of the total contributed income to the college.

Corporate support at the college has come primarily via the annual luncheon and a small number of restricted gifts. A focus of activity going forward will be engaging with potential corporate supporters through connections with internal stakeholders and connections of leadership volunteers. The foundation has evaluated vast opportunities and has built a series of goals to increase support in this area.

Bellevue College Alumni Association

At the request of the college, the Bellevue College Foundation Board of Directors adopted bylaws and formed the Bellevue College Alumni Association (BCAA) in FY15. While there has been a slower recruitment rate than initially projected, the membership is growing. With current resources, the foundation is focusing on three groups of alumni. The focus will be on former foundation scholarship recipients, specialized program alumni, and self-identified individuals.

The foundation is also focusing on engaging new graduates. While this has a long return on investment, it has helped increase our roster which has topped 500 members. The foundation is working to build more trust on campus so that other programs who have strong ties to their alumni will be willing to share their databases with the BCAA to invite their program alumni to join. The BCAA potentially comprises significant numbers of advocates and supporters. Available resources will be used to build relationships with the college's alumni.