



BOARD OF TRUSTEES
COMMUNITY COLLEGE
DISTRICT VIII



June 5, 2019
Regular Meeting

A regular meeting of the Board of Trustees of Community College District VIII,
 3000 Landerholm Circle SE, state of Washington, will be Wednesday, June 5, 2019.
 The business session will begin at 11:00 A.M. in room B201. Merisa Heu-Weller, Chair, will preside.

AGENDA

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|----------|--|----------------|
| 11:00 AM | BUSINESS SESSION (B201) | |
| | I. Call to Order | |
| | II. Roll Call and Introductions | |
| | III. Consent Agenda | |
| | A. Approval of Agenda for June 5, 2019 | |
| | B. Approval of Minutes from April 24, 2019 | |
| | C. Approval of Minutes from May 22, 2019 | |
| 11:15 AM | IV. Constituent Reports | |
| | A. Foundation | Chesemore |
| | B. Student | Hassan |
| | C. Classified | Turnbull |
| | D. Faculty | Nightingale |
| 11:30 AM | V. First Read | |
| | A. HS 21+ World Languages Exception | Jones |
| | B. Services & Activities Fee Budget | Jones |
| | C. Final Operations Budget | Craswell |
| | D. 1280 Commitment to Sustainability | Veins |
| 12:00 PM | VI. Action Items | |
| | A. 2500, Accommodations for Students with Disabilities | Jones |
| | B. 3010, Course Repeats | Jones |
| | C. 3100, Credit by Examination | Jones |
| | D. 3110, Awarding Non-Traditional Credit | Jones |
| | E. 6880, Student Records | Jones |
| | F. Off-Cycle Tenure | Jones |
| 12:15 PM | VII. Information Items | |
| | A. Marketing | Katherine Hall |
| | B. Student Success — iBest | Eric Nacke |

- 12:45 PM VIII. President's Report Weber
- 1:00 PM IX. Board Reports
- 1:10 PM X. Unscheduled Business and Community Testimony
- 1:25 PM XI. Business Meeting Adjournment
- 1:30 PM EXECUTIVE SESSION (A201)
The Board will be meeting in executive session to evaluate the performances of public employees, Board self-evaluations, and to discuss with legal counsel actual or potential litigation.

Next Meeting of Board of Trustees, June 21, 2019 at 11:00 am

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

If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 425-564-2303. The Board of Trustees may adjourn to an Executive Session to discuss items provided for in RCW 42.30.110 (1):

**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 April 24, 2019 at Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Merisa Heu-Weller, Chair, presided.

EXECUTIVE SESSION

Chair Merisa Heu-Weller announced that there would be an executive session for approximately ninety minutes to evaluate the performances of public employees, Board self-evaluations, and to discuss with legal counsel actual or potential litigation. The executive session adjourned at 3:00 p.m.

BUSINESS SESSION

The business session was called to order at 3:07 p.m.

I. **ROLL CALL**

Ms. Morrow, Mr. Leigh, Mr. Dietzel, Ms. Chin, Mr. Fukutaki, Ms. Heu-Weller, Mr. Marvin, and President Weber were present.

II. **CONSENT AGENDA**

Trustee Dietzel made a motion and Trustee Leigh seconded to approve the consent agenda. The motion passed unanimously. Agenda & minutes approved.

III. **CONSTITUENT REPORTS**

A. Foundation – Rebecca Chawgo, representing the Foundation, reported on the following:

- Rebecca Chawgo offered thanks for support of luncheon and shared that 182 scholarships going out to students next week.
- Chawgo mentioned a reminder about BC Bingo, scheduled for Friday, June 14th.

B. Associated Student Government (ASG) – ASG President Yasmin Hassan was unable to attend.

C. Classified Staff Report – Becky Turnbull, representing classified staff, reported on the following items:

- Becky Turnbull reported that Earth Week has had great energy and student involvement.
- Turnbull reported that Amy Mccrory, chair of Classified Council last year, has now been elected to Chair of College Assembly.

- Turnbull also reported that Paula McPherson, will receive her Ph.D. in education from Concordia and has been invited to be a commencement speaker at Concordia College representing women of color.
- Lastly, Turnbull shared that her first meeting with Dr. Weber was on April 14, 2017 when she interviewed. She thanked him for his work over the past two years and for empowering non-administrators.

D. Faculty – Sue Nightingale was unable to attend today

IV. **FIRST READ ITEMS**

- A. Policy 2210, International High School Completions: RaeEllen Reas
- This is a new policy to address new International High School Completion program for 16-17 year olds that have completed 10th grade in home country.
 - Trustee Heu-Weller asked if other colleges have similar policy.
 - Trustee Dietzel stated that possible legislation may be coming that may be relevant to this policy.
- B. Policy 2500, Accommodations for Students with Disabilities: RaeEllen Reas
- This language in this policy has been revised, and steps improved for students to request accommodations in conjunction with updated procedures.
 - Trustee Dietzel asked if there are HIPAA obligations? Attorney Marvin responded, these records then become part of student records and fall under the FERPA guidelines, not HIPAA.
- C. Policy 3010, Course Repeats: RaeEllen Reas
- The College has not been enforcing this policy, but we will need to once CTCLink goes live.
 - This policy allows the College to provide earlier intervention, which can be developed through individual departments.
 - Trustee Leigh asked when CTCLink will happen? In Fall 2021.
 - Trustee Fukutaki asked what happens if someone drops 3 times, what happens 4th time? No one has defined or determined this yet.
- D. Policy 3100, Credit by Examination: RaeEllen Reas
- RaeEllen Reas requesting deletion of Policy 3100, as Policy 3110 will take its place.
- E. Policy 3110, Awarding Non-Traditional Credit: RaeEllen Reas
- This Policy will allow the College to charge a fee for course challenge or prior learning.
 - Trustee Dietzel asked whether other colleges adopted this policy?
- F. Policy 6880, Student Records: RaeEllen Reas
- This Policy is a revised version of existing policy to address permanent transcripts and how to acquire copies. It also incorporates state retention requirements and language to reflect privacy and confidentiality.
- G. Off-Cycle Tenure: Kristen Jones
- George Juszynski, to be presented at June 5th Board meeting.

V. **ACTION ITEMS**

A. Authorization(s) of Indemnification

Motion 29:19

It was moved by Trustee Dietzel and seconded by Trustee Chin that the Board of Trustees of Community College District VIII hereby authorize the defense and indemnification of Ata Karim and Charles Sims.

The motion passed unanimously.

B. Policy 2400, Tuition and Fee Waiver

Motion 30:19

It was moved by Trustee Leigh and seconded by Trustee Chin that the Board of Trustees of Community College District VIII hereby approve the revisions to Policy 2400, Tuition and Fee Waiver.

The motion passed unanimously.

C. Policy 3000, Grading

Motion 31:19

It was moved by Trustee Morrow and seconded by Trustee Leigh that the Board of Trustees of Community College District VIII hereby approve the revisions to Policy 3000, Grading.

The motion passed unanimously.

D. Policy 3210, Academic Forgiveness

Motion 32:19

It was moved by Trustee Chin and seconded by Trustee Fukutaki that the Board of Trustees of Community College District VIII hereby approve Policy 3210, Academic Forgiveness.

The motion passed unanimously.

E. Sabbatical Leave Recommendations

Motion 33:19

It was moved by Trustee Morrow and seconded by Trustee Fukutaki that the Board of Trustees of Community College District VIII concurs with the recommendation of the president and authorizes the sabbatical leaves equivalent to 6.00 FTEF, at the cost of \$224,198 for the 2019–20 academic year.

The motion passed unanimously.

VI. **INFORMATION ITEMS**

A. Aquatics Center – City of Bellevue

- City of Bellevue staff presented the new Aquatics Center concepts.
- President Weber stated that the Board may wish to dedicate time at next Board Retreat to talk about this project.
- Trustee Fukutaki asked if 500,000 people will be using or attending functions at facility? Yes, the City of Bellevue staff responded that up to 500,000 people in total could access the Center, but at varying times to ease traffic impacts.
- Trustee Leigh asked if the Center will include a parking structure on the BC campus? City of Bellevue staff indicated that a parking structure would probably be needed.
- Trustee Dietzel inquired about the timeline for this project? City of Bellevue will have details by end of fall with prepared package by First Quarter, 2020
- Trustee Chin asked how Bellevue College will handle traffic? Is the facility large enough? City of Bellevue staff indicated that a traffic study would be needed.
- The City of Bellevue staff indicated that consultants will determine usage needs depending upon group needs.

Other questions from Trustees:

- Trustee Fukutaki: Can we assign this to Dennis Curran and his group?
- Trustee Leigh: What will the state level funding be for high level LEEDS?
- Trustee Chin: What is BC liability? Can all levels of use be accommodated on campus? City of Bellevue staff indicated that these will be researched. Dennis Curran is assigned to the project.

B. Student Success Report — DECA

- Kyle Barber and Amanda Wallen with the DECA club presented the history and results of DECA.
- Trustee Heu-Weller asked how did Amanda get involved?
 - Amanda transferred to Washington for work and reached out to Kyle regarding the DECA marketing program.
- Trustee Chin thanked them for sharing a story of extraordinary success.

C. Enrollment Report – Alec Campbell

- Alec Campbell presented the Spring report, which is not quite complete yet.
 - Enrollment should be about the same as last year.
 - Increase 9% in Running Start.
 - International enrollment is rebounding after a decline since the 2016 presidential election.
 - Summer continues to be variable, which is a typical pattern each year.

D. Capital Plan – Dennis Curran

- Dennis Curran presented the Capital Plan for 2019 – 2021.
- Trustee Dietzel asked if there health and safety concerns, especially electrical, that are not on list?
- Trustee Fukutaki asked why there is a request for funds beyond the budgeted figures?
- Trustee Chin asked how will we prioritize spending if all funds are not available?

- Trustee Chin inquired about the HVAC replacement plan and requested five to ten year replacement projection costs for all campus buildings.
- President Weber indicated that the budget projections w4ill be discussed at the board retreat and administration will be gathering long-range costs for capital.

VII. **PRESIDENT’S REPORT**

A. President Weber provided his report. Key points included:

- Will present a Workforce housing update tomorrow at College Issues Day.
 - Bellevue College is exploring collaborating on both Lake Washington Institute of Technology property and Issaquah property for housing.
- Dr. Barge reported on Foundation Luncheon totals. Last year, the Foundation raised \$262,194 and this year increased funds to \$284,002. The Foundation is pleased to exceed their goal.

VIII. **BOARD REPORTS**

A. Transforming Lives – Trustee Fukutaki

- Trustee Fukutaki acknowledged Esther liayambo, who completed two certificates, medical and administrative assistant. He shared that Ann Minks and Amal Abdulrahman were instrumental too.
- Teassa Chism won the Faculty of the Year ACT Award.

B. Individual Member Reports

- Trustee Dietzel shared that Trustee Fukutaki has been appointed to the AACT Diversity Committee.

IX. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

There was no unscheduled business or community testimony.

X. **ADJOURNMENT**

There being no further business, the meeting of the Board of Trustees adjourned at 5:01 p.m.

Merisa Heu-Weller,
Chair Board of Trustees

ATTEST:

Kim Richards
Secretary, Board of Trustees
Community College District VIII

A special meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, was held on Wednesday, May 22, 2019. The business session will begin at 10:00 A.M. at the Mercer Island Community Center, 8236 SE 24th Street, Mercer Island, WA in the Room 104. Merisa Heu-Weller, Chair, will preside.

EXECUTIVE SESSION

The Board met in executive session to evaluate the performance of public employees, to discuss evaluations of the Board and the President, and to discuss matters with legal counsel regarding potential litigation and collective bargaining.

BUSINESS SESSION

The business session was called to order at 10:16 AM by Merisa Heu-Weller, Chair.

I. Call to Order

II. Roll Call and Introductions

Ms. Morrow, Mr. Dietzel, Ms. Chin, Mr. Fukutaki, Ms. Heu-Weller, Mr. Marvin and President Weber were present. Mr. Leigh was absent.

III. Consent Agenda

A. Approval of Agenda for Special Session May 22, 2019

Trustee Dietzel made a motion and Trustee Heu-Weller seconded to approve the consent agenda. The motion to approve agenda passed unanimously.

IV. ACTION ITEM

A. Capital Plan

- Request for approval of local funds for capital projects was presented to Board and thoroughly discussed. Trustees raised concerns that there has not been sufficient time to review the long-range Capital Plan information, and requested a ten-year plan at next Board meeting. President Weber and Jim Craswell stated that it may take up to two months to provide a detailed ten year plan.
- President Weber stated that the full scope of capital projects will be presented at the June 21st Board meeting. The largest current project is the B Building classroom renovation.
- Prior to spending funds, the SBCTC has to approve funds, and they may approve funds at the Special Meeting on May 28th.
- Bellevue College needs \$10 to \$20 million for capital projects. HVAC and security systems will be replaced over time. State does not have funds for all projects. Bellevue College can take care of urgent needs.
- Trustee Dietzel suggested that President Weber and Dennis Curran review preliminary numbers with the Board Finance sub-committee next week.

Trustee Dietzel moved that the Board authorize approval of the two-year capital work plan of \$7,229,000 inclusive of \$4,635,000 of local funds to be taken to SBCTC as the BC capital plan with a contingency that before funds are spent for projects, these will be approved by the Board of Trustees at the June 21st board meeting. Trustee Chin seconded the motion. The motion passed unanimously.

V. PRESIDENT REPORT

A. Strategic Review Process

- President Weber reported on updates and progress for the Strategic Review 2019-2020 process. A Strategic Review Coordinating Committee has been created and will begin its major work in the fall.
- This summer, there will be a focus on CTCLink and business processes.
- We have updated planning documents, core themes and timelines, and have incorporated 21st century skills and the “Changing Workforce” into the BC Futures report.
- President Weber is working toward five-year plan and that will be reviewed and changed each year.
 - Trustee Fukutaki asked how reviews will be done. President Weber would like an annual review during Board Retreat meetings.
 - Trustee Dietzel asked what the most challenging items are on the list. President Weber shared that the financial plan is the most challenging. Facilities will be manageable, but finding funds to fully upgrade facilities may be challenging.
- Trustee Dietzel and Heu-Weller thanked President Weber for providing Strategic Review information.

B. BC FUTURES REPORT

- President Weber presented the BC Futures report
- The Task Force is working on ideas of innovation as we move into the future. We are continuing to refine details.
- Discussed Recommendations to remain strong member of SBCTC and to pursue wider dialogue with state and pursue resources regionally, such as STEM. BC will be reaching out to local colleges to possibly create new partnerships.
- Staff are also looking at stronger university partners who can rapidly expand BA degrees. For instance, BC could bring in ten WSU online degrees, but need to do assessment of degrees that are strongest in market, and begin to offer them.
 - Trustee Chin requested that before we consider accelerating degrees, staff may want to look at colleges like Everett Community College. They pursued a center for these degrees and have not been satisfied with that expansion.
- Findings of group does not support a shift in operating model, which means there are not funds or resources to shift to a full four year institution.
- We are considering how to double our Tech Programs, but still need to do a comprehensive space analysis. BC has a four-year computer science degree, and may have funds to expand this degree next year.
- Next steps in BC Futures process: President Weber will ask for targeted faculty review, send request for review and feedback to BC campus and will bring final version to Board of Trustees meeting on June 21st.
- If Board Members have markups or feedback, please send to President Weber.
 - Trustee Fukutaki asked about how the BC Futures document aligns with strategic review.

- Trustee Heu-Weller requested that the BC Futures document to be stand-alone document with a thorough introduction. President Weber explained that the BC Futures report will be one stand-alone input to the strategic review.

VI. BOARD REPORT

Trustee Fukutaki made a request to change the time frame for June 21st Board Meeting. The meeting has been changed to 11 to 3 pm with the Business Section to begin at 1:00 pm.

ADJOURN FOR BUSINESS

Motion to adjourn meeting was made by Merisa Heu-Weller, Chair at 11:24 am.

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

Merisa Hue-Weller, Chair
Board of Trustees

ATTEST:

Kim Richards
Secretary, Board of Trustees
Community College District VIII

TEMPORARY WAIVER FROM HIGH SCHOOL GRADUATION REQUIREMENTS

INFORMATION

FIRST READ

ACTION

Description

Bellevue College's HS 21+ program is developing appropriately scaled world language curriculum in conjunction with BC's Adult Basic Education curriculum standards. The HS 21/HSC students are required to complete the number of total credits, but not required to complete the 2.0 credits in World Languages. The implementation of the 2.0 credit World Language requirement is to be effective by 2021.

Key Questions

- * What impact will the waiver have on Bellevue College?
- * How will this waiver serve more students?
- * How will this waiver remove barriers to student success and access to career readiness skills to better ensure success beyond academic settings?

Analysis

We are currently able to implement the all the graduation requirements, except for the World Language requirement. Our program is aligned to state graduation standards and in order to serve the students of our district partners, we are requesting the waiver in order to develop an appropriate world language curriculum for the HS 21/HSC program.

We have courses available that fully meet the graduation requirements in all content areas, except World Languages. Our program has developed high school level courses based on OSPI curriculum standards that fulfill all credit requirements for the 24 credit high school diploma. Additionally, student that meet eligibility requirements may take college-level coursework that transfers back into their high school diploma program. At the request of the participating districts which have implemented CCR graduation requirements for those classes prior to 2021, we are fully able to offer the 24 credit diploma option.

Background/Supplemental Information

See the attached waiver application.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves a waiver in conjunction with BC's Adult Basic Education curriculum standards where HS 21/HSC students are required to complete the number of total credits, but not required to complete the 2.0 credits in World Languages.

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

Resolution

RCW 28A.230.090 (1)(d)(ii) authorizes school districts, private schools, and community colleges to apply to the State Board of Education (SBE) for a temporary waiver from the career and college ready graduation requirements directed by Chapter 217, Laws of 2014 (E2SSB 6552) beginning with the graduating class of 2020 or 2021 instead of the graduating class of 2019.

Bellevue College is requesting a waiver for the two credits in World Languages for our high school completion program. We have developed courses for our HS 21+ program that fully meet the graduation requirements in all content areas, except World Languages. Our program has developed high school level courses based on OSPI curriculum standards that fulfill all credit requirements for the 24 credit high school diploma. Additionally, students that meet eligibility requirements may take college-level coursework that transfers back into their high school diploma program.

Bellevue College's HS 21+ program is currently developing appropriately scaled world language curriculum in conjunction with BC's Adult Basic Education curriculum standards. We should be ready to implement the 2.0 credit World Language requirement by 2021. The requested waiver will cover students from the graduating class of 2019 and 2020.

Bellevue College Board of Trustee Chair/Superintendent:

Merisa Heu-Weller
Chair, Board of Trustees

Date

APPLICATION
Temporary Waiver from High School Graduation Requirements
Under Chapter 217, Laws of 2014

Instructions

RCW 28A.230.090(1)(d)(ii) authorizes school districts, private schools, and community colleges to apply to the State Board of Education (SBE) for a temporary waiver from the career and college ready graduation requirements directed by Chapter 217, Laws of 2104 (E2SSB 6552) beginning with the graduating class of 2020 or 2021 instead of the graduating class of 2019. This law further provides:

“In the application, a school district must describe why the waiver is being requested, the specific impediments preventing timely implementation, and efforts that will be taken to achieve implementation with the graduating class proposed under the waiver. The state board of education shall grant a waiver under this subsection (1)(d) to an applying school district at the next subsequent meeting of the board after receiving an application.”

The SBE has adopted rules to implement this provision as WAC 180-51-068(11). The rules provide that the SBE must post an application form on its public web site for use by school districts. The rules further provide:

- The application must be accompanied by a resolution adopted by the district’s board of directors requesting the waiver. The resolution must, at a minimum:
 1. State the entering freshman class or classes for whom the waiver is requested;
 2. Be signed by the chair or president of the board of directors and the superintendent.
- A district implementing a waiver granted by the SBE under this law will continue to be subject to the prior high school graduation requirements as specified in WAC 180-51-068 during the school year or years for which the waiver has been granted.
- A district granted a waiver under this law that elects to implement the career and college ready graduation requirements in WAC 180-51-068 during the period for which the waiver is granted shall provide notification of that decision to the SBE.

Please send the application and school board resolution electronically to:

Parker Teed
Policy Analyst
360-725-6047
parker.teed@k12.wa.us

For questions, please contact:

Parker Teed
Policy Analyst
360-725-6047
parker.teed@k12.wa.us

Application

Please complete in full. Please identify any attachments provided by reference to the numbered items below.

1. Bellevue College

2. Contact information

Darrell Haynes; darrell.haynes@bellevuecollege.edu; 425.564.5212

3. 11 March 2019

4. Please explain why the district is requesting a waiver to delay implementation of career and college ready graduation requirements in WAC 180-51-068.

Bellevue College's HS 21+ program is developing appropriately scaled world language curriculum in conjunction with BC's Adult Basic Education curriculum standards. The HS 21/HSC students are required to complete the number of total credits, but not required to complete the 2.0 credits in World Languages. We should be ready to implement the 2.0 credit World Language requirement by 2021.

5. Please describe the specific impediments preventing implementation of the career and college ready graduation requirements beginning with the graduating class of 2019.

We are currently able to implement the all the graduation requirements, except for the World Language requirement. Our program is aligned to state graduation standards and in order to serve the students of our district partners, we are requesting the waiver in order to develop an appropriate world language curriculum for the HS 21/HSC program.

6. Please indicate below the graduating class for which the district will first implement the career and college ready graduation requirements.

Class of 2020

Class of 2021

7. Please describe the efforts that will be undertaken to achieve implementation of the career and college ready graduation requirements for the graduating class indicated above.

We have courses available that fully meet the graduation requirements in all content areas, except World Languages. Our program has developed high school level courses based on OSPI curriculum standards that fulfill all credit requirements for the 24 credit high school diploma. Additionally, student that meet eligibility requirements may take college-level coursework that transfers back into their high school diploma program. At the request of the participating districts which have implemented CCR graduation requirements for those classes prior to 2021, we are fully able to offer the 24 credit diploma option.

WAC 180-51-068

State subject and credit requirements for high school graduation—Students entering the ninth grade on or after July 1, 2015.

The statewide subject areas and credits required for high school graduation, beginning July 1, 2015, for students who enter the ninth grade or begin the equivalent of a four-year high school program, shall total twenty-four as required in this section, except as otherwise provided in subsections (11) and (12) of this section. All credits are to be aligned with the state's essential academic learning requirements developed under RCW [28A.655.070](#) for the subject. The content of any course shall be determined by the local school district.

(1) Four **English** credits.

(2) Three **mathematics** credits that satisfy the requirements set forth in (a) through (e) of this subsection:

(a) Unless otherwise provided for in (b) of this subsection, the three mathematics credits required under this section must include:

(i) Algebra 1 or integrated mathematics I;

(ii) Geometry or integrated mathematics II; and

(iii) A third credit of high school mathematics, aligning with the student's interests and high school and beyond plan as provided in (10) of this section, and preparing the student to meet state standards for graduation under the assessment system in RCW [28A.655.061](#), with agreement of the student's parent or guardian, or, if the parent or guardian is unavailable or does not indicate a preference for a specific course, agreement of the school counselor or principal. A request for agreement of the student's parent or guardian should be made in the predominant language of a parent(s) or guardian(s) who predominantly speak a language other than English, to the extent feasible. The school must in all cases give precedence to the direction of the parent(s) or guardian(s), if provided, in election of the third credit to meet the requirements of this section;

(b) A student who prior to ninth grade successfully completed algebra 1 or integrated mathematics I; and/or geometry or integrated mathematics II, but does not request high school credit for such course(s) as provided in RCW [28A.230.090](#), may either:

(i) Repeat the course(s) for credit in high school; or

(ii) Complete three credits of mathematics as follows:

(A) A student who has successfully completed algebra 1 or integrated mathematics I shall:

(I) Earn the first high school credit in geometry or integrated mathematics II;

(II) Earn the second and third high school credits in courses aligning with the student's interests and high school and beyond plan and preparing the student to meet state standards for graduation under the assessment system in RCW [28A.655.061](#); and

(B) A student who has successfully completed algebra 1 or integrated mathematics I, and geometry or integrated mathematics II, shall: Earn the first, second and third high school credits in courses aligning with the student's interests and high school and beyond plan and preparing the student to meet state standards for graduation under the assessment system in RCW [28A.655.061](#).

(c) A student who satisfactorily demonstrates competency in algebra 1 or integrated mathematics I pursuant to a written district policy, but does not receive credit under the provisions of WAC [180-51-050](#), shall complete three credits of high school mathematics in the following sequence:

(i) Earn the first high school credit in geometry or integrated mathematics II;

(ii) Earn the second and third high school credits in courses aligning with the student's interests and high school and beyond plan and preparing the student to meet state standards for graduation under the assessment system in RCW [28A.655.061](#).

(d) A student who satisfactorily demonstrates competency in algebra 1 or integrated mathematics I and geometry or integrated mathematics II pursuant to a written district policy, but does not receive credit for the courses under the provisions of WAC [180-51-050](#), shall complete three credits of high school mathematics in the following sequence: Earn the first, second and third credits in courses aligning with the student's interests and high school and beyond plan and preparing the student to meet state standards for graduation under the assessment system in RCW [28A.655.061](#).

(3) Three **science** credits, at least two of which must be in laboratory science as provided in subsection (15)(a) of this section. A student may choose the content of the third credit of science, based on the student's interests and high school and beyond plan, with agreement of the student's parent or guardian, or, if the parent or guardian is unavailable or does not indicate a preference for a specific course, agreement of the school counselor or principal. A request for agreement of the student's parent or guardian should be made in the predominant language of a parent(s) or guardian(s) who predominantly speak a language other than English, to the extent feasible. The school must in all cases give precedence to the direction of the parent(s) or guardian(s), if provided, in election of the third credit to meet the requirements of this section.

(4) Three **social studies** credits (2.5 credits prescribed courses, plus a .5 credit social studies elective) and a noncredit requirement. The social studies requirement shall consist of the following mandatory courses or equivalencies:

(a) One credit shall be required in United States history.

(b) Successful completion of Washington state history and government shall be required, subject to the provisions of RCW [28A.230.170](#), [28A.230.090](#) and WAC [392-410-120](#), and shall consider including information on the culture, history, and government of the American Indian peoples who were the first inhabitants of the state. Successful completion must be noted on each student's transcript. The Washington state history and government requirement may be waived by the principal for students who:

(i) Have successfully completed a state history and government course of study in another state; or

(ii) Are in eleventh or twelfth grade and who have not completed a course of study in Washington's history and state government because of previous residence outside the state.

(c) One credit shall be required in contemporary world history, geography, and problems. Courses in economics, sociology, civics, political science, international relations, or related courses with emphasis on contemporary world problems may be accepted as equivalencies.

(d) One-half credit shall be required in civics and include at a minimum the content listed in RCW [28A.230.093](#).

(5) Two **health and fitness** credits (.5 credit health; 1.5 credits fitness). Students may be excused from the fitness requirement under RCW [28A.230.050](#). Such excused students

shall be required to demonstrate proficiency/competency in the knowledge portion of the fitness requirement, in accordance with written district policy.

(6) Two **arts** credits. The essential content in this subject area may be satisfied in the visual or performing arts. One of the two arts credits may be replaced with a personalized pathway requirement as provided in subsection (15)(c) of this section.

(7) One credit in **career and technical education**. A career and technical education (CTE) credit means a credit resulting from a course in a CTE program or occupational education credit as contained in the CTE program standards of the office of the superintendent of public instruction. "Occupational education" means credits resulting from a series of learning experiences designed to assist the student to acquire and demonstrate competency of skills under student learning goal four and which skills are required for success in current and emerging occupations. At a minimum, these competencies shall align with the definition of an exploratory course as contained in the CTE program standards of the office of the superintendent of public instruction. An exception may be made for private schools as provided in WAC [180-90-160](#).

(a) Students who earn a graduation requirement credit through a CTE course determined to be equivalent to a non-CTE course will not be required to earn a second credit in the non-CTE course subject. The single CTE course meets two graduation requirements.

(b) Students who earn a graduation requirement credit in a non-CTE course determined to be equivalent to a CTE course will not be required to earn a second credit in the CTE course subject. The single non-CTE course meets two graduation requirements.

(c) Students satisfying the requirement in (a) or (b) of this subsection will need to earn five elective credits instead of four. Total credits required for graduation will not change.

(8) Two credits in **world languages or personalized pathway requirements**. If the student has chosen a four-year degree pathway under subsection (10) of this section, the student shall be advised to earn two credits in world languages.

(9) Four credits of electives.

(10) Each student shall have a high school and beyond plan to guide his or her high school experience, including plans for post-secondary education or training and career. The process for completing the high school and beyond plan is locally determined and designed to help students select course work and other activities that will best prepare them for their post-secondary educational and career goals. Students shall create their high school and beyond plans in cooperation with parents/guardians and school staff. School staff shall work with students to update the plans during the years in which the plan is implemented in order to accommodate changing interests or goals.

(11) A school district wishing to implement the requirements for high school graduation for students who enter the ninth grade or begin the equivalent of a four-year high school program on July 1, 2016, or July 1, 2017, rather than July 1, 2015, may apply to the state board of education for a temporary waiver of the requirements of this section. The state board of education shall post an application form on its web site for use by districts seeking this waiver.

(a) An application for a waiver must:

(i) Meet the requirements of chapter 217, Laws of 2014 (E2SSB 6552), which include describing why the waiver is being requested, the specific impediments preventing timely implementation of the high school graduation requirements established in subsections (1) through (9) of this section, and the efforts that will be taken to achieve implementation with the graduating class proposed under the waiver.

(ii) Be accompanied by a resolution adopted by the district board of directors requesting the waiver. The resolution must state the entering freshman class or classes for whom the waiver is requested, and be signed by the board chair or president and the district superintendent.

(b) A district implementing a waiver shall continue to be subject to the requirements of WAC [180-51-067](#) during the school year or years for which the waiver has been granted.

(c) Nothing shall prevent a district granted a waiver from electing to implement subsections (1) through (10) of this section during the term for which the waiver is granted. A district granted a waiver that elects to implement subsections (1) through (10) of this section shall provide notification of such decision to the state board of education.

(d) The state board of education shall post the application for each waiver on its public web site.

(12) A school district that grants high school diplomas may waive up to two of the credits required for graduation under this section for individual students for reason of unusual circumstances, as defined by the district. Unless otherwise provided in law, students granted a waiver under this subsection must earn the seventeen required subject credits in subsections (1) through (7) of this section, which may be by satisfactory demonstration of competence under WAC [180-51-050](#). The waiving of credits for individual students for reason of unusual circumstances must be in accordance with written policies adopted by resolution of each board of directors of a district that grants diplomas.

(13) Equivalent career and technical education (CTE) courses meeting the requirements set forth in RCW [28A.230.097](#) can be taken for credit in place of any of the courses set forth in subsections (1) through (6) of this section, if the courses are recorded on the student's transcript using the equivalent academic high school department designation and course title.

(14) Students who complete and pass all required International Baccalaureate Diploma Programme courses are considered to have satisfied state subject and credit requirements for graduation from a public high school, subject to the provisions of RCW [28A.230.090](#), [28A.230.170](#), and chapter [28A.230](#) RCW.

(15) Definitions:

(a) "Laboratory science" means any instruction that provides opportunities for students to interact directly with the material world, or with data drawn from the material world, using the tools, data collection techniques, models and theories of science. A laboratory science course meeting the requirement of subsection (3) of this section may include courses conducted in classroom facilities specially designed for laboratory science, or coursework in traditional classrooms, outdoor spaces, or other settings which accommodate elements of laboratory science as identified in this subsection;

(b) "Personalized pathway" means a locally determined body of coursework identified in a student's high school and beyond plan that is deemed necessary to attain the post-secondary career or educational goals chosen by the student;

(c) "Personalized pathway requirements" means up to three course credits chosen by a student under subsections (6) and (8) of this section that are included in a student's personalized pathway and prepare the student to meet specific post-secondary career or educational goals.

[Statutory Authority: 2014 c 217 and RCW [28A.230.090](#). WSR 14-19-032, § 180-51-068, filed 9/8/14, effective 10/9/14.]

2019-2020 SERVICES & ACTIVITIES FEE BUDGET

INFORMATION

FIRST READ

ACTION

Description

RCW 28B.15.044 for the State of Washington grants authority to the Board of Trustees to approve the Associated Student Government's Services and Activities (S & A) Budget. Further, it requires students to advance a budgetary recommendation for consideration of the Board of Trustees.

The S & A Budget is developed by a committee, comprised of four students, one administrator and one each faculty and classified staff representatives. This year's committee members are (asterisks denote voting members):

Nathan Levi* - ASG Treasurer (Chair)

Jasmin Hassan* - ASG President

Jinhua Johnson* - Student at Large

Simon Soeprono* - Student at Large

Sharon Kussy* - Administrator

Trevor Gamble* - Faculty

Alison Johnson* - Classified Staff

Carrie Moore – Dean of Student Life

Jim Craswell – Executive Director of Finance

The committee completed its deliberations and has prepared a recommendation for the 2019-2020 year that will be presented for action at the June Board of Trustees meeting. The budget was approved unanimously by the committee.

Key Questions

- Is the services and activities fee budget proposal equitable and does it address the needs of student funded programs?
- How does the services and activities fee budget plan reflect a sustainable balanced budget?
- What are some key considerations/strategies to maintain the growth and continued integrity of the services and activities budget and the programs it supports?

Analysis

The proposed services and activities budget recommendations fund \$2,898,097 to student funded programs (3,075,747 with distributions to 2 reserve budgets). The recommended budget model spends from revenues collected during the 2017-18 fiscal period as well as the full current (as of April 2019)

balance of the One-time grant budget. The proposed 2019-2020 year budget represents a 9% increase from the 2018-2019 year budget.

Background/Supplemental Information

2019-20 ASG Services and Activities Fee Budget Recommendation table

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII consider the Services and Activities budget for approval at the June 19, 2019 meeting.

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

2019-2020 Services and Activities Fee Budget Recommendation

PROGRAM	Budget Number	2019-20 Allocation	Proposed increase %	Proposed increase	2019-20 Request	2018-19 Allocation
ASG	1900	306,056	74	130,527	306,056	175,529
STUDENT LEGISLATIVE COMMITTEE	1901	14,044	-46	-11,742	14,044	25,786
CAMPUS ACTIVITIES BOARD	1902	304,976	141	189,976	324,976	135,000
CULTURAL ACTIVITIES FUND	1903	59,571	465	60,500	73,500	13,000
STUDENT PROGRAMS SUPPORT	1906	415,173	5	20,173	415,173	395,000
BAS DATA ANALYTICS	1907	0	-77	-2,315	685	3,000
PHI THETA KAPPA	1909	0	NA	11,017	11,017	0
ASBCC CLUB CONTINGENCY	1910	44,100	283	42,500	57,500	15,000
RADIATION AND IMAGING (BAS)	1911	-19,902	-100	20,000	0	-20,000
INTERNATIONAL STUDENT ASSOC.	1913	14,809	14	1,809	14,809	13,000
LGBTQ CENTER	1915	14,000	0	0	14,000	14,000
PALS CENTER	1916	139,151	47	46,651	146,651	100,000
BSU	1917	17,394	153	21,394	35,394	14,000
STUDENT SCIENCE ASSOCIATION	1918	3,000	NA	3,000	3,000	0
EL CENTRO LATINIO	1919	28,344	200	27,944	41,944	14,000
BUSINESS LEADERSHIP CLUB	1920	41,142	0	0	47,000	47,000
MCS CULTURAL FUND	1921	41,291	48	13,745	42,245	28,500
RISE LEARNING INSTIUTE (MAKERSPACE)	1922	31,000	21	5,275	31,000	25,725
INTERCOLLEGIATE RENTALS	1923	12,000	0	0	12,000	12,000
ALUMNI OUTREACH (CANCELLED)	1924		-100	17,785	0	-17,785
LEADERSHP DEVELOPMENT STIPENDS	1925	14,200	8	1,000	14,200	13,200
SP WEBSITE & TECHNOLOGY	1926	69,450	17	11,580	81,030	69,450
BCAVETS	1927	5,250	-5	-250	5,250	5,500
LIBRARY GALLERY SPACE	1928	17,500	137	14,753	25,503	10,750
SPEECH & DEBATE SOCIETY	1929	0	0	0	10,000	10,000
INTERCOLLEGIATE TOURNEY TRAVEL	1930	20,000	0	0	20,000	20,000
DISABILITY RESOURCE CENTER	1931	-41,000	-100	-7,000	0	7,000
MATH LAB	1932	74,160	27	19,650	91,650	72,000
TELOS (SELF-FUNDED)	1935		0	0	0	0
BC STUDENT HANDBOOK	1936	0	-100	13,000	0	-13,000
VOCAL AND CHORAL MUSIC ACTIVITIES	1937	81,000	73	57,000	135,000	78,000

DIGITAL MEDIA DESIGN	1938	0	-100	9,000	0	-9,000
ACADEMIC SUCCESS CENTER	1939	148,320	39	55,923	199,923	144,000
WATCHDOG (Formerly JIBSHEET)	1940	75,500	0	0	75,500	75,500
RADIO STATION KBCS	1941	32,000	0	0	32,000	32,000
DRAMA PRODUCTIONS	1943	23,000	9	2,000	25,000	23,000
INSTRUMENTAL MUSIC ACTIVITIES	1944	42,230	121	49,500	90,500	41,000
BC DANCE PRODUCTION	1945	3,000	33	1,000	4,000	3,000
BELLETRIST LITERARY JOURNAL	1946	5,261	109	5,010	9,587	4,577
CENTER FOR CAREER CONNECTIONS	1947	52,250	7	3,750	57,250	53,500
STAGEFRIGHT DRAMA CLUB	1948	13,000	8	1,000	14,000	13,000
CAREER CENTER INTERNSHIPS	1949	19,800	16	3,200	23,000	19,800
ASIAN-PACIFIC ISLANDERS S A	1953	19,186	37	5,186	19,186	14,000
ARABIC CULTURE STUDENT ASSOC.	1954	0	-100	-14,000	0	14,000
DECA	1955	11,500	75	57,000	133,000	76,000
CIVIL RIGHTS PILGRIMAGE	1956	15,000	67	6,000	15,000	9,000
BC INFO SYSTEMS & TECHNOLOGY ASSOCIATION	1957	0	-100	-1,000	0	1,000
HEALTHCARE TECHNOLOGY AND MANAGEMENT	1958	0	-206	10,316	5,316	-5,000
BC AMBASSADORS (CANCELLED)	1959		-100	-33,000	0	33,000
INTERCOLLEGIATE ATHLETICS	1962	75,000	0	0	75,000	75,000
WOMEN'S GOLF	1963	8,800	12	1,000	9,500	8,500
MEN'S BASKETBALL	1964	11,400	9	1,000	12,000	11,000
MEN'S BASEBALL	1965	12,000	18	2,000	13,000	11,000
MEN'S GOLF	1966	8,800	12	1,000	9,500	8,500
WOMEN'S BASKETBALL	1971	11,400	9	1,000	12,000	11,000
WOMEN'S VOLLEYBALL	1972	10,330	20	2,000	12,000	10,000
WOMEN'S SOFTBALL	1973	12,000	18	2,000	13,000	11,000
MEN'S SOCCER	1974	12,000	18	2,000	13,000	11,000
STUDENT TRAVEL COORD.	1975	82,590	4	3,394	82,590	79,196
WELLNESS CENTER	1976	33,000	0	0	33,000	33,000
WOMEN'S SOCCER	1977	12,000	18	2,000	13,000	11,000
WOMEN'S TENNIS	1978	5,800	18	1,000	6,500	5,500
MEN'S TENNIS	1979	5,800	18	1,000	6,500	5,500
STUDENT VOLUNTEER CENTER	1980	60,000	79	47,331	107,331	60,000
LEADERSHIP INSTITUTE	1981	20,500	-73	-56,500	20,500	77,000
STUDENT CHILDCARE CTR.	1982	283,250	9	25,000	300,000	275,000
INTERIOR DESIGN STU. ASSOC.	1985	13,021	129	9,021	16,021	7,000

OPEN HOUSE	1987	9,650	-4	-350	9,650	10,000
AMERICAN SIGN LANGUAGE	1988	0	-100	-4,500	0	4,500
CHEER SQUAD	1989	14,500	0	0	14,500	14,500
MODEL UNITED NATIONS	1992	18,500	12	4,030	37,030	33,000
NURSING STUDENT ASSOCIATION	1993	11,000	0	0	13,000	13,000
TOTAL		2,898,097	35	912,283	3,505,511	2,593,228
RESERVE BUDGETS						
STUDENT PROGRAMS CAP. CONSTRUCTION	1983	50,000			50,000	50,000
ASG RESERVE	1984	127,650			127,650	127,650
ONE-TIME GRANTS	1986	0			50,000	50,000
TOTAL		177,650			227,650	227,650
GRAND TOTAL ALLOCATION		3,075,747	9			2,820,878

S&A Funding Criteria for 2019-2020 fiscal year

(Agreed upon by the S&A Fee committee)

1. Student Pay Equity
2. Efficiency of resources & quality of services to students
3. College Vision and Mission and Student funded program
4. Priority of student-led clubs and programs
5. Program-specific goal and application of funds
6. Sustainability and responsibility of the model
7. Equity between programs
8. Availability of alternative funding sources

Taking into account the spending pattern, rollover, S&A Guideline for permissible use of S&A Money.

Current programs to be maintained for the upcoming year.

2019– 20 COLLEGE BUDGET

INFORMATION

FIRST READ

ACTION

Description

The Bellevue College Operating Budget for fiscal year 2019-20 is presented to the Board of Trustees for consideration of approval at their June 19th, 2019 meeting. To assist the Board in considering the proposed budget, highlights are listed below and the following attachments are provided.

Attachment 1: Proposed 2019-20 College Budget and Policy Mandated Reserve Report.

Attachment 2: Operating Projection Model

Key Questions

- * What is the 2019-20 college's budgetary plan for all funds?

The Fiscal Year 2019-20 Budget Highlights

Tuition Rate Increase

- +2.4% State Tuition
- +4.3% Running Start

Enrollment Changes

- - 0.7% State Enrollment (Including BAS programs)
- - 9.3% International Enrollment (including ELI)
- +9.0% Running Start

Wages and Benefits

- +3.0% COLA
- +5.0% King County Premium Pay

Note: Wage increases funded by the state are projected at 95% versus 65% in prior years. Faculty COLA will be decreased since faculty received 2% of the COLA (Pre-paid in last year's bargaining agreement).

The Fiscal Year 2019-20 Budget Highlights (Continued)

This budget presented continues the process of scaling down the organization to better align with revenue sources and student enrollment declines. The expense reduction processes will continue for several years as required to balance years beyond 2019-20. (See Attachment 2 Projection Model).

In addition, the college is adjusting towards a budgets based on the history of actual expenses and costs rather than replicating prior year budgets, bringing greater accuracy and accountability to budget management. The impact on this year's budget is the following:

- Budgeted salaries and expense lines reduced or increased to match historical trends, including lapsed salaries from vacant positions being swept rather than rolled forward.
- Administrators monitor adjunct lines and class sizes with a goal of 1% reduction in instructional costs.
- Positions replacements monitored with the goal of a 1% reduction in total staff positions.
- Instead of relying on variable one-time funds, \$2 Million local funds dedicated to Capital Maintenance Projects.

2019-20 New Limitations on Contingency Funds:

- BC Policy 7110 requires a 3% contingency. Administration is proposing to reduce this for next year so that the operating contingency lowers from \$2.7M to \$1.9M (from 3% to 2%). *NOTE: Reduction requires Board approval to waive Policy 7110.*

2019-20 Budget Totals

Annual Budget

Operating Funds	\$ 113,173,178
Proprietary Funds	\$ 20,565,972
Financial Aid Funds	<u>\$ 19,789,221</u>
Total 2018-19 Annual Budget	<u>\$ 153,528,371</u>

Reserve funds mandated by BC policy

Contingency Fund	\$ 1,863,873
Operating Reserve	\$ 12,426,914
Proprietary Reserve	<u>\$ 2,561,880</u>
Total 2018-19 Reserve Funds	<u>\$ 16,852,667</u>

Recommended Motion

That the Board of Trustees of Community College District VIII approves the 2019-20 college budget plan. This approval of the budget includes the Board of Trustees authorizing:

- the suspension for one year of 3% contingency fund mandated by BC Policy #7110 allowing for a 2% contingency totaling \$1.9 million for 2019-20;
- the College President to proceed with the execution of the planned program;
- the College President to transfer funds within the General Fund, or from local and other funds, to eliminate any cash deficit as required by RCW 43.88.2601, to provide working capital, and to support approved projects and activities;
- the tuition and fee schedule as established by law, by the State Board for Community and Technical Colleges, as implemented by the College President, and as listed in the College catalog;
- the College President to accept allocation amendments from the State Board for Community and Technical Colleges, to accept such grants and contracts as may be acquired during the budget period, and to report on such changes, at least quarterly, to the Board of Trustees;
- the addition of staff and faculty positions if necessary to carry out the College's programs; and
- the College President to determine the fee schedule for contract courses and programs.

Prepared by:

Jim Craswell, Interim Executive Director of Finance & Auxiliary Services

Jim.Craswell@bellevuecollege.edu

Attachment 1

2019-20 Proposed Revenue Plan by Fund

	2018-19 INITIAL BUDGET	Increase/ (Decrease)	2019-20 INITIAL BUDGET
OPERATING FUND:			
STATE ALLOCATION	\$36,952,403	\$3,643,852	\$40,596,255
LOCAL OPERATING	\$27,129,539	-\$1,022,626	\$26,106,913
DEDICATED LOCAL FUND	\$14,190,811	\$1,952,112	\$16,142,923
GRANTS & CONTRACTS	\$25,140,297	\$5,186,790	\$30,327,087
TOTAL OPERATING FUNDS:	\$103,413,050	\$9,760,128	\$113,173,178
PROPRIETARY FUNDS:			
COMPUTER SERVICE FUND	10,001	\$0	10,001
PRINTING FUND	745,961	-\$75,525	670,436
ASSOCIATED STUDENTS	4,038,473	-\$551,701	3,486,772
BOOKSTORE	3,137,500	-\$683,563	2,453,937
PARKING	2,844,967	\$0	2,844,967
FOOD SERVICES	2,236,132	\$82,954	2,319,086
OTHER AUXILIARY ENTERPRISES	4,414,237	-\$53,497	4,360,740
HOUSING	3,584,770	\$835,263	4,420,033
TOTAL PROPRIETARY FUNDS:	\$21,012,041	-\$446,069	\$20,565,972
FINANCIAL AID FUNDS:			
GRANTS IN AID	11,230,696	-\$176,988	11,053,708
STUDENT LOAN	7,500,000	\$0	7,500,000
STATE WORK STUDY	310,022	-\$24,509	285,513
FINANCIAL AID FUND	950,000	\$0	950,000
TOTAL FINANCIAL AID FUNDS:	\$19,990,718	-\$201,497	\$19,789,221
TOTAL ANNUAL REVENUE:	\$144,415,809	\$9,112,562	\$153,528,371

2019-20 Mandated BC Policy Reserves

	Reserve
RESERVE PER POLICY 7110	
Contingency Fund *(2% State Operating)	\$1,863,873
Operating Reserve 15%	\$16,975,977
Proprietary Reserve 15%	\$2,561,880
TOTAL ANNUAL RESERVE REQUIREMENT	\$21,401,730
OTHER MANDATED RESERVE FUNDS	
Debt Reserve	\$13,063,000
Student Housing Reserve	\$2,000,000
Subtotal Reserve	\$15,063,000
TOTAL RESERVED	\$36,464,730

2% pending BOT approval, temporary reduction in BC Policy 7110

Attachment 2 Projection Model

FISCAL YEAR	Actuals	Actual			Projections		
	FY1617	FY1718	Projected FY 1819	BUDGET FY 1920	FY2021	FY2122	FY2223
Sources Operating Budget Funds							
State Tuition	\$ 23,647,503	\$ 24,172,716	\$ 24,477,287	24,935,845	\$ 25,310,612	\$ 25,698,309	\$ 26,099,722
Excess Tuition	-	-	-	-	-	-	-
Total State Tuition	\$ 23,647,503	\$ 24,172,716	\$ 24,477,287	\$ 24,935,845	\$ 25,310,612	\$ 25,698,309	\$ 26,099,722
International(With ELI)	11,631,120	11,887,727	10,447,629	9,554,155	8,719,233	7,958,473	7,265,209
Running Start	11,141,935	12,105,455	16,496,039	18,756,193	20,853,135	23,184,516	25,776,545
BAS Self-Support	2,348,010	-	-	-	-	-	-
Other Student Fees & Grant Revenue	15,724,211	15,157,279	14,225,190	14,247,735	14,343,905	14,479,540	14,655,894
Total Revenue	\$ 64,492,779	\$ 63,323,177	\$ 65,646,145	\$ 67,493,928	\$ 69,226,885	\$ 71,320,838	\$ 73,797,369
Operating Appropriation	34,404,080	35,153,879	35,904,014	40,540,211	42,596,255	43,874,143	45,190,367
Capital Approp- for Operating	590,300	590,300	590,300	590,300	590,300	590,300	590,300
Reimbursements other agencies\carryover	1,937,390	1,525,053	1,214,518	4,832,240	3,090,047	1,479,327	1,469,599
Total Operating Budget Sources	\$ 101,424,549	\$ 100,592,409	\$ 103,354,977	\$ 113,456,679	\$ 115,503,487	\$ 117,264,609	\$ 121,047,636
%Inc/(Decr) Over Prior Year	0.2%	-1%	3%		2%	2%	3%
\$ Inc/(Decr) Over Prior Year	\$ 245,184	\$ (832,140)	\$ 2,762,568	\$ 10,101,702	\$ 2,046,808	\$ 1,761,121	\$ 3,783,027
Proposed Staffing Reduction							
Uses Operating Budget Funds					0.00%	0.00%	0.00%
Full-Time Faculty	13,167,284	13,851,117	15,750,055	16,724,516	17,226,251	17,743,039	18,275,330
Part-Time Faculty	15,941,325	16,225,000	17,974,456	18,124,443	18,027,400	18,724,179	19,494,765
Faculty Contract Addition	-	-	-	-	-	-	-
Cost of Stipends	1,740,828	1,368,756	1,156,208	1,440,980	1,484,210	1,528,737	1,574,599
Exempt Salaries	13,939,754	13,795,743	13,224,607	16,902,109	17,409,172	17,931,447	18,469,391
Classified Salaries	9,628,142	10,345,211	11,429,924	14,048,515	14,469,970	14,904,070	15,351,192
Unfilled Positions Budget	-	-	-	(3,621,223)	(2,901,002)	(2,600,526)	(2,678,542)
Other Salaries	3,201,973	3,289,007	2,946,342	2,553,968	2,605,047	2,657,148	2,710,291
Benefits	18,859,165	19,827,049	20,605,434	23,209,186	24,369,645	25,588,128	26,867,534
Salary/Benefit Transfers	(225,095)	(570,435)	(518,906)	(592,473)	(610,247)	(628,555)	(647,411)
Goods & Services/ Personal Svcs	12,953,080	11,103,385	10,942,356	11,223,890	11,448,368	11,677,335	11,910,882
Student Services	2,928,985	3,045,165	2,546,978	2,431,743	2,480,378	2,529,985	2,580,585
Equipment, Furniture	1,897,545	2,316,871	1,653,416	3,779,431	3,855,020	3,932,120	4,010,762
Travel	738,882	794,224	740,941	537,919	548,677	559,651	570,844
Non Salary Transfers	(83,772)	(186,461)	(122,030)	(215,474)	(219,783)	(224,179)	(228,663)
Fund 1-time FY 1920	-	-	2,858,196	1,600,649	-	-	-
Transfer to Capital	-	-	-	2,000,000	2,000,000	2,000,000	2,000,000
Capital Expenses	(726,509)	-	167,000	1,108,500	1,408,500	1,408,500	1,408,500
Total Expenses	\$ 93,961,587	\$ 95,204,632	\$ 101,354,976	\$ 111,256,679	\$ 113,601,607	\$ 117,731,079	\$ 121,670,059
Net (No Depreciation)	\$ 7,462,962	\$ 5,387,777	\$ 2,000,000	\$ 2,200,000	\$ 1,901,880	\$ (466,470)	\$ (622,423)
Operating Margin	7%	5%	2%	2%	2%	0%	-1%

1280 COMMITMENT TO SUSTAINABILITY

INFORMATION

FIRST READ

ACTION

Description

This new policy describes the college's values around sustainability. It serves a purpose similar to BC's Affirmation of Inclusion, which conveys the college's values regarding equity and inclusion. It clearly communicates the importance of sustainability to social justice and guides all college employees and students to be good stewards of college resources and people. It asks that all members of the college community consider the impacts of individual actions on future generations, society, and the global ecosystem.

Key Questions

- * What led to the development of this new policy?
- * How will this policy be implemented?

Analysis

Over the past two decades, Bellevue College has grown to be a leader in the areas of social justice and sustainability. These are a part of our core values as an institution and are fundamental driving forces that will shape the future of our region, our country and the global community. As a college, we have a responsibility to prepare our students to address these issues, through our practices, as well as through our teaching. Up until now, much of the work around sustainability and social justice has occurred through grassroots efforts, and student- or employee-led initiatives. This policy would strengthen these efforts by adding the full support of the college behind these important foundational principles.

Background/Supplemental Information

N/A

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves Policy 1280 Commitment to Sustainability.

Prepared by: Rob Viens, Dean of Science

1280 COMMITMENT TO SUSTAINABILITY

Original Date: * Last Revision Effective:
Policy Contact: President

POLICY

Bellevue College is committed to fostering a community that is conscious of safeguarding quality of life, preserving natural resources, and preparing students to face the challenges of the future. We recognize the growing human influence on our global environment, climate, and human health and well-being. The college pledges to promote social justice and healthy ecosystems in order to advance the conditions necessary for the survival of prosperous human societies. We believe that the future of our society depends upon the promotion of these principles and taking a leadership role in cultivating a sustainable future.

Sustainable principles are among the fundamental values and priorities that guide college planning, decision-making, operations, practices, and curriculum. All individuals in our community have a personal responsibility to take initiative and actively promote a sustainable, resilient future for the college, its students, and the diverse communities we serve.

RESPONSIBILITIES

(if applicable)

Not applicable.

DEFINITIONS

(If applicable)

Not applicable.

RELEVANT LAWS AND OTHER RESOURCES

Not applicable.

REVISION HISTORY

APPROVED BY

2500 ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

INFORMATION

FIRST READ

ACTION

Description

Student Affairs proposes an update to Policy 2500, Accommodations for Students with Disabilities, to clarify the process of requesting accommodations. This revision will provide the college's overall approach to accommodations. Specifically, it will provide more flexibility in the implementation of student-related policies and procedures—for instance, the flexibility on deadlines described in college procedures—for students with a documented disability.

Key Questions

- * Why are these changes to the policy under consideration now?
- * What is the likely impact on students?
- * How will this benefit students with a documented disability?

Analysis

The revision of policy 2500 shifts some information from the procedure to the policy and clarifies the appropriate laws and regulations that guide BC's approach to accommodations.

The revision includes the following:

- Clarification that all documents—including medical and psychiatric records submitted to the Disability Resource Center (DRC)—are considered student records protected under the Family Educational Rights and Privacy Act (FERPA), rather than medical records, which are protected under the Health Insurance Portability and Accountability Act (HIPAA).
- Inclusion of a statement that indicates the college is flexible in implementing specific academic policies and procedures for students with a documented disability. This eliminates the need to include this language in other policies and procedures developed on campus.
- Clarification of the process students must follow to request accommodations.
- Clarification of what is considered an accommodation.

Background/Supplemental Information

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves these revisions to Policy 2500, Accommodations for Students with Disabilities.

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

2500 ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Original Date: 9/1/1995 * Last Revision Effective: 4/6/2015
Policy Contact: Provost for Academic and Student Affairs

POLICY

Bellevue College complies with all federal and Washington state laws and regulations related to serving students with disabilities. In accordance with the Americans with Disabilities Act, Americans with Disabilities Amendment Act of 2008, Section 504 of the Rehabilitation Act of 1973, and Washington State laws related to discrimination and disabilities, the college provides reasonable accommodations related to college programs and services to all students with a documented disability. The college considers qualified students for the following:

- academic accommodations;
- auxiliary aids and service accommodations;
- other accommodations as needed or required by federal or state law.

These include but are not limited to:

- adjustment to application processes and deadlines, such as registration, financial aid, and due dates for assignments;
- appropriate adjustment to classroom activities; testing and assessment; advising; housing programs; and other non-academic programs and services offered by the college.

Reasonable accommodations do not include attendants, individually prescribed devices, readers for personal use, or other devices of a person nature.

Students seeking an accommodation must submit a request to the Disability Resource Center (DRC) and document the nature and extent of the disability in accordance with procedures 2500P. Medical- and disability-related records and documents submitted to the DRC or other campus departments are treated as confidential and protected student records subject to the Family Education Rights and Privacy Act (FERPA) rules.

To help students with a documented disability achieve their academic and career goals, appropriate personnel may provide additional flexibility and adjustments to specific academic policies and procedures as described in 2500P.

RESPONSIBILITIES

Disability Resource Center (DRC)

- Documents and establishes appropriate accommodations for students with disabilities.
- Coordinates services and accommodations for qualified students with disabilities requiring academic adjustments and auxiliary aids.
- Acts as a student advocate and provides confidential services to assist disabled students in achieving their academic and career goals.

Associate Vice President of Human Resources

- Compliance officer and campus contact for Section 504 of the Rehabilitation Act of 1973.

DEFINITIONS

Student

- A person admitted to the college and registered for classes in a current or upcoming quarter.

Disability

- A documented or perceived physical, mental or sensory impairment that substantially limits one or more major life activities, or an abnormal condition that is medically cognizable or diagnosable.

RELEVANT LAWS AND OTHER RESOURCES

- [Americans with Disabilities Act of 1990](#)
- [Americans with Disabilities Amendment Act of 2008](#)
- [Rehabilitation Act of 1973, § 504, as amended](#)
- [28 C.F.R. § 35.130](#)
- [28 C.F.R. § 35.160](#)
- [28 C.F.R. § 35.164](#)
- [34 C.F.R. § 104.44](#)
- The Washington Law Against Discrimination, [RCW 49.60.215](#) and [WAC 162-28-030](#)
- [RCW 28B.10.910, .912, .914](#)
- Bellevue College Procedure [#2500P, Accommodations for Students with Disabilities](#)

REVISION HISTORY

Original 9/1/1995

Revisions 10/28/2003; 3/22/2005; 5/21/2009; 4/6/2015

APPROVED BY

Board of Trustees

2500 ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Original Date: 9/1/1995 * Last Revision Effective: 4/6/2015

Policy Contact: ~~Vice President, Student Affairs~~ Provost for Academic and Student Affairs

POLICY

~~Bellevue College complies with all federal and Washington state laws and regulations related to serving students with disabilities. is committed to providing each qualified student with a disability equal opportunity in accessing the benefits, rights, and privileges of college services, programs, and activities. In accordance with the Americans with Disabilities Act, Americans with Disabilities Amendment Act of 2008, Section 504 of the Rehabilitation Act of 1973, and Washington State laws related to discrimination and disabilities, the college provides reasonable accommodations related to college programs and services to all students with a documented disability. These will be provided in compliance with the Americans with Disabilities Act, Americans with Disabilities Amendment Act of 2008, Section 504 of the Rehabilitation Act of 1973, the Washington Law Against Discrimination, RCW 49.60, and RCW 28B.10.910, .912, and .914.~~

~~Section 202 of the 1990 Americans with Disabilities Act states:~~

~~No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, programs, or activities of any public entity, or be subject to discrimination by any such entity.~~

~~Section 504 of the Rehabilitation Act states:~~

~~No otherwise qualified, handicapped individual in the United States shall solely, by reasons of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.~~

~~No student shall, on the basis of his or her disability, be excluded from participation in, be denied the benefits or, or otherwise be subject to discrimination under any college program or activity.~~

~~The college considers qualified students for the following:~~

- ~~• academic accommodations;~~
- ~~• auxiliary aids and service accommodations;~~
- ~~• other accommodations as needed or required by federal or state law.~~

~~These include but are not limited to:~~

- ~~• adjustment to application processes and deadlines, such as registration, financial aid, and due dates for assignments;~~
- ~~• appropriate adjustment to classroom activities; testing and assessment; advising; housing programs; and other non-academic programs and services offered by the college.~~

~~Reasonable accommodations do not include attendants, individually prescribed devices, readers for personal use, or other devices of a personal nature.~~

~~Students seeking an accommodation must submit a request to the Disability Resource Center (DRC) and document the nature and extent of the disability in accordance with procedures 2500P. Medical- and disability-related records and documents submitted to the DRC or other campus departments are treated as confidential and protected student records subject to the Family Education Rights and Privacy Act (FERPA) rules.~~

~~To help students with a documented disability achieve their academic and career goals, appropriate personnel may provide additional flexibility and adjustments to specific academic policies and procedures as described in 2500P.~~

~~Bellevue College is committed to providing reasonable accommodations, including core services, to qualified students with disabilities. To receive appropriate and timely reasonable accommodations, students are responsible for requesting accommodation and documenting the nature and extent of their disability in accordance with college procedures.~~

RESPONSIBILITIES

Disability Resource Center (DRC)

- Documents and establishes appropriate accommodations for students with disabilities.
- Coordinates services and accommodations for qualified students with disabilities requiring academic adjustments and auxiliary aids.
- Acts as a student advocate and provides confidential services to assist disabled students in achieving their academic and career goals.

Associate Vice President of Human Resources

- Compliance officer and campus contact for Section 504 of the Rehabilitation Act of 1973.

DEFINITIONS

~~Core Services~~

- ~~are those services listed in RCW 28B.10.912 that are necessary to ensure students with disabilities are reasonably accommodated at the college.~~

~~Accommodations in college programs and services~~

- ~~are adjustments of those programs, policies, practices, and procedures that enable qualified students with a disability to have an equal opportunity to have access to and benefit from college programs and services. Accommodations mean academic adjustments and auxiliary aids and services.~~

Student

- ~~A person admitted to the college and registered for classes in a current or upcoming quarter is a person enrolled at the college.~~

~~A student with a disability~~

- ~~is a student who: (a) has a physical, mental or sensory impairment that substantially limits one or more of his or her major life activities; (b) has a record of such an impairment; or (c) is perceived to have such an impairment; or a student who has an abnormal condition that is medically cognizable or diagnosable.~~

Disability

- A documented or perceived physical, mental or sensory impairment that substantially limits one or more major life activities, or an abnormal condition that is medically cognizable or diagnosable.

RELEVANT LAWS AND OTHER RESOURCES

- [Americans with Disabilities Act of 1990](#)
- [Americans with Disabilities Amendment Act of 2008](#)
- [Rehabilitation Act of 1973, § 504, as amended](#)
- [28 C.F.R. § 35.130](#)
- [28 C.F.R. § 35.160](#)
- [28 C.F.R. § 35.164](#)
- [34 C.F.R. § 104.44](#)
- The Washington Law Against Discrimination, [RCW 49.60.215](#) and [WAC 162-28-030](#)
- [RCW 28B.10.910, .912, .914](#)
- Bellevue College Procedure [#2500P, Accommodations for Students with Disabilities](#)

REVISION HISTORY

Original 9/1/1995

Revisions 10/28/2003; 3/22/2005; 5/21/2009; 4/6/2015

APPROVED BY

Board of Trustees President's Cabinet

3010 COURSE REPEAT

INFORMATION

FIRST READ

ACTION

Description

Academic Affairs proposes a new policy, 3010, Course Repeat, which will support students who want to repeat courses. In the past, the ability to track the number of times a student registered for a course was hampered by limitations in the HP system. With the new enterprise resource planning software ctLink, this information will be available, and the course repeat policy can be enforced. The intention of this new policy will be to identify at-risk students—those who repeatedly enroll in a course and are unable to successfully complete it—and offer appropriate interventions. The policy allows the college to require that students participate in an intervention if one exists, reducing the chances that they will continue to unsuccessfully enroll in courses repeatedly.

Key Questions

- * Why is this policy necessary at this time?
- * How will this benefit students?
- * How will Academic Affairs be impacted by this policy?

Analysis

WA State regulations limit the number of times a student can enroll in the same course to three. Generally, the college has not enforced this regulation partly due to the difficulty in tracking and monitoring student enrollment. Many students repeat courses that they have not successfully completed because they need particular courses as a requirement for graduation.

In anticipation of the ctLink implementation, SBCTC college presidents have agreed to enforce the student enrollment regulation limiting enrollment in a course to three attempts. Academic Affairs recommends this policy because it is consistent with SBCTC regulations, and it also provides the opportunity for BC to provide appropriate success interventions.

The policy also discontinues use of a course repeat form that students currently must submit; designated staff will handle placement of the repeat course indicator internally to reduce the amount of paperwork for students.

Background/Supplemental Information

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves Policy 3010, Course Repeat.

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

Policy 3010 Course Repeat

Original Date: * Last Revision Effective:
Policy Contact: Provost for Academic and Student Affairs

POLICY

Bellevue College allows students to repeat any course to improve their skills, course grade, and cumulative grade point average (GPA). The college removes the original grade from the GPA calculation and inserts a repeat indicator (R) next to the original grade on the transcript. The following rules apply to all instances of students repeating courses:

- The repeat indicator is applied only to letter grades A-F received in the same course taken at Bellevue College.
 - In accordance with state board regulations, the college uses the highest grade earned when calculating the cumulative GPA.
 - Other colleges and universities may not recognize the course repeat indicator on transcripts. To avoid possible issues, students should check with other institutions prior to transferring their credits.
- By state regulation and unless otherwise indicated in the college catalog, students may not take a course more than three times.
 - This rule applies to registration in credit-bearing or Adult Basic Education (ABE/ESL) courses, including transferred-in courses.
 - This rule does not apply to non-credit continuing education courses.
- The college may place restrictions on students who attempt to take a course more than once.
 - The college may require students who attempt to take a course more than once to participate in student success interventions designed to help students progress towards completion of their academic goals, degrees, or certificates.
- Students must register for the course they wish to repeat and pay all required tuition and fees.

RESPONSIBILITIES

Student Central: Enrollment Services

- Responsible for implementation and development of procedures needed for students to access this option.

Academic Affairs

- Responsible for the development of student success interventions.

RELEVANT LAWS AND OTHER RESOURCES

State Board for Community and Technical Colleges Policy Manual, Chapter 4, Appendix A Course Coding Procedures and Guidelines: Repeat Course Rule

REVISION HISTORY

[For Policy Coordinator's Use Only]

APPROVED BY

3100 CREDIT BY EXAMINATION

INFORMATION

FIRST READ

ACTION

Description

Student Affairs proposes the deletion of Policy 3100, Credit by Examination, in response to SBCTC and Washington Student Achievement Council changes related to the award of prior learning credit. Students will still have the opportunity to earn credit through examinations—what is now known as “course challenge.”

Key Questions

- * Why are we deleting this policy?
- * What impact will this change have on students?
- * What is the administrative burden of this change?

Analysis

The WA State legislature has enacted standards and requirements related to the awarding of prior learning credit. In response to this legislation, the State Board for Community and Technical Colleges (SBCTC), and the Washington Student Achievement Council (WSAC) have developed standards and rules colleges must follow when awarding prior learning credit.

Under the new standards, credit by examination—now known as “course challenge”—is now included in the processes related to awarding prior learning credit. The information currently included in policy 3100 has been incorporated into procedure 3110P. This procedure is being revised to bring it into compliance with current state standards.

Background/Supplemental Information

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the deletion of Policy 3100, Credit by Examination.

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

3100 CREDIT BY EXAMINATION

Original Date: 9/1/1995 * Last Revision Effective: 4/6/2015
Policy Contact: Vice President, Instruction

POLICY

Bellevue College recognizes that students may already have gained enough competence in a particular area of study to make taking some courses redundant. It is possible to receive credit for prior knowledge without formally taking a course in that area. Examinations for credit in courses offered by Bellevue College may be taken for work completed in private study or at non-accredited institutions, under certain conditions.

- The student must be currently registered at Bellevue College.
- The student must have completed ten (10) quarter credit hours at Bellevue College.
- Individual departments or programs may require that a student complete the next highest sequential course before receiving credit. However, a student cannot receive credit by examination for any course if he or she has already completed a more advanced course in that subject area.
- Students are not allowed to take an examination for a course they have previously enrolled in or audited at Bellevue College.
- If a student has already taken and failed an examination for credit, he or she may not repeat the examination.
- International students cannot receive credit by examination for 100–200-level courses in their native languages.
- Credits earned by examination may be used, but only fifteen (15) such credits are transferable. These credits may be applied to meet distribution requirements for the transfer degree, but require a waiver to do so.
- Although credits received through examination become part of the student's transcript, they are not added into the GPA until graduation.
- Credit is allowed only for examinations in which the student has received a grade of "C" or better.
- When applying for credit by examination, the student must petition the registrar for a Certificate of Approval. The registrar then forwards the certificate to the instructor. After the student successfully completes the examination, the instructor returns the completed form to the registrar for processing.
- A fee equal to one-half the current tuition rate will be charged.

REVISION HISTORY

Original 9/1/1995

Revisions 3/22/2005; 5/21/2009; 9/11/2012; 4/6/2015

APPROVED BY

President's Cabinet

3110 ACADEMIC CREDIT FOR PRIOR LEARNING (FORMERLY KNOWN AS AWARD OF NON-TRADITIONAL CREDIT)

INFORMATION

FIRST READ

ACTION

Description

Academic Affairs proposes revisions and a name change to Policy 3110, which will be known as Academic Credit for Prior Learning. Minor changes, mostly related to terminology, are needed to align the policy with current standards set by State Board for Community and Technical Colleges (SBCTC), and the Washington Student Achievement Council (WSAC). Bellevue College is also adding a fee for prior experiential learning and course challenges to cover faculty and administrative costs, which will be enumerated in the associated procedures for this policy, 3110P.

Key Questions

- * Why does this policy require revision?
- * What impact will changing this policy have on students?
- * What is the administrative burden of this change?

Analysis

Proposed changes include:

- New policy title of “Academic Credit for Prior Learning”
- Updated links under “Relevant Laws and Other Resources”
- Inclusion of the S (Satisfactory) grade
- Inclusion of a fee for the awarding of prior learning credit so that faculty and administrative costs are covered
- Clarification regarding the limitations on awarding prior learning credit

Background/Supplemental Information

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the revision of Policy 3110, Award of Non-Traditional Credit.

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

3110 ACADEMIC CREDIT FOR PRIOR LEARNING

Original Date: 4/14/2009 * Last Revision Effective: 9/16/2015
Policy Contact: Provost for Academic and Student Affairs

POLICY

Bellevue College awards credit for prior learning completed through private study, non-accredited institutions, military training, other industry-related certificates and trainings, and certain examinations Under the following conditions:

1. Prior learning credits awarded by Bellevue College can be applied to Bellevue College certificates and degrees.
2. The college makes no claim regarding the application or transfer of awarded credits to the programs at other institutions.
3. Students who wish to receive credit for prior learning must follow the procedures in 3110P.
4. The college charges a fee, established in 3110P, for prior learning credit.
5. Awarded credits are limited by the college residency requirements and Northwest Commission on Colleges and Universities accreditation standards for prior experiential learning.
6. The college assigns a satisfactory (S) grade for prior learning credits awarded by Bellevue College. This grade does not calculate into the student's college grade point average (GPA).

In accordance with the standards set by the State Board for Community and Technical Colleges and the Washington Student Achievement Council (WSAC), the college recognizes four categories of academic credit for prior learning:

- Credit by testing
- Prior experiential learning
- Extra-institutional learning
- Course challenge

RESPONSIBILITIES

The Evaluations & Graduation Office

- Works collaboratively with department chairs and faculty to determine the appropriate awarding of credit for prior learning and has responsibility for enforcing procedures that accompany the policy.

Academic Affairs: Department Chairs

- Faculty department chairs work collaboratively with students and the Evaluations & Graduation Office to evaluate and assess the proper awarding of prior learning credit.

RELEVANT LAWS AND OTHER RESOURCES

- [Academic Credit for Military Training: RCW 28B.10.057](#)
- [Department of Defense MOU – Higher Education](#)
- [NWCCU Accreditation Policy: Transfer and Award of Academic Credit](#)
- [NWCCU Standards 2.A.14, 2.C.7, and 2.C.8](#)
- [PLA – Washington State Board for Community and Technical Colleges](#)

REVISION HISTORY

Original 4/14/2009

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

APPROVED BY

Board of Trustees

3110 ~~AWARD OF NON-TRADITIONAL ACADEMIC CREDIT FOR PRIOR LEARNING~~

Original Date: 4/14/2009 * Last Revision Effective: 9/16/2015

Policy Contact: ~~Vice President, Instruction~~ Provost for Academic and Student Affairs

POLICY

~~The college Bellevue College~~ awards credit for ~~non-traditional prior~~ learning ~~for work~~-completed ~~through~~ ~~in~~private study, ~~at~~-non-accredited institutions, military training, other ~~industry-industry~~-related certificates and trainings, and ~~for~~ certain examinations. ~~Under the~~ ~~The~~ following ~~conditions~~ applies:

- ~~1. Transferability of awarded credits are subject to the policies of the receiving institution and the college makes no claim regarding the application or transfer of awarded credits to the programs at other institutions.~~
- ~~2. Awarded credits are subject to review and recommendation by faculty.~~
- ~~3. The college will establish procedures and guidelines for students to request the awarding of non-traditional credit.~~
- 4.1. Prior learning credits awarded by Bellevue College can be applied to Bellevue College certificates and degrees.
- 5.2. The college makes no claim regarding the application or transfer of awarded credits to the programs at other institutions.
- 6.3. Students who wish to receive credit for prior learning must follow the procedures in 3110P.
- 7.4. The college charges a fee, established in 3110P, for prior learning credit.
- 8.5. Awarded credits are limited by the college residency requirements and Northwest Commission on Colleges and Universities accreditation standards for prior experiential learning.
- 9.6. The college assigns a satisfactory (S) grade for prior learning credits awarded by Bellevue College. This grade does not calculate into the student's college grade point average (GPA).

In accordance with the standards set by the State Board for Community and Technical Colleges and the ~~Northwest Commission on Colleges and Universities, Washington Student Achievement Council (WSAC),~~ the college recognizes four categories of academic credit Credit for ~~non-traditional learning~~ Non-Traditional Learning:

Credit by Testing

Prior Experiential Learning

Extra-Institutional Learning

Course Challenges (formerly Credit by Examination)

- Credit by testing
- Prior experiential learning
- Extra-institutional learning
- Course challenge

RESPONSIBILITIES

~~The Evaluations Office unit administrator, in consultation with instructional departments and programs, has responsibility for enforcing procedures that accompany the policy.~~ The Evaluations & Graduation Office

- Works collaboratively with department chairs and faculty to determine the appropriate awarding of credit for prior learning and has responsibility for enforcing procedures that accompany the policy.

Academic Affairs: Department Chairs

- Faculty department chairs work collaboratively with students and the Evaluations & Graduation Office to evaluate and assess the proper awarding of prior learning credit.

RELEVANT LAWS AND OTHER RESOURCES

- [Academic Credit for Military Training: RCW 28B.10.057](#)
- [Department of Defense MOU – Higher Education](#)
- [NWCCU Accreditation Policy: Transfer and Award of Academic Credit](#)
- [NWCCU Standards 2.A.14, 2.C.7, and 2.C.8](#)
- [PLA – Washington State Board for Community and Technical Colleges](#)

REVISION HISTORY

Original 4/14/2009

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

APPROVED BY

~~President's Cabinet~~

Board of Trustees

6880 STUDENT RECORDS

INFORMATION

FIRST READ

ACTION

Description

Student Affairs proposes revisions to Policy 6880, Student Records, in order to comply with state regulations and federal laws. The changes will provide clearer language so that students can better understand the status of their records.

Key Questions

- * Why does this policy require revision?
- * How will these proposed changes impact the college's current process for handling student records?

Analysis

The current policy does not comply with the state's records retention requirements or with federal laws related to student records. The proposed revisions include the following changes:

- Students may request copies of their records, and the college may charge a fee for the copies.
- Student transcripts are considered a permanent record and must be kept beyond the 75 years that is stipulated in the current version of the policy.
- The college must comply with federal and state records retention requirements; these require retention longer than what the current policy states.
- Privacy and confidentiality requirements related to student records have been added.
- Links have been added for the state's retention rules and the Family Educational Rights and Privacy Act (FERPA).

Background/Supplemental Information

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the revision of Policy 6880, Student Records.

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

6880 STUDENT RECORDS

Original Date: 9/1/1995 * Last Revision Effective: 10/19/2015
Policy Contact: Provost for Academic and Student Affairs

POLICY

Bellevue College maintains all student records in accordance with the requirements set forth in the General Retention Schedule for Washington's community and technical college system. The college routinely destroys student records that exceed the retention requirements. An official Bellevue College transcript is considered a permanent academic record and is retained by the college or the state's regional archivist office indefinitely. Official transcripts submitted to the college from other institutions are not considered a permanent academic record and may be destroyed after the college completes its use of the document.

Records submitted to the college become the property of the college. The college does not return original documents to students or others. However, students may request a copy of a student record maintained by the college, and the college reserves the right to charge a fee for these copies.

The college also complies with the requirements of the Family Educational Rights and Privacy Act (FERPA). Except as permitted or required by law, the college does not release student information or records without the student's written consent.

DEFINITIONS

Student Records

- Include all information and documents Bellevue College collects from students or creates for students at the time of admission to the college through graduation, completion of academic goals, or after the student ceases to register for classes.
- Student records do not include information or documents collected or created based on individual counseling sessions provided by the Counseling Center, and records related to law enforcement, which includes the college's Public Safety office.

The Family Educational Rights and Privacy Act (FERPA)

- FERPA is a federal law that protects the privacy of student information and education records.

RELEVANT LAWS AND OTHER RESOURCES

[General Retention Schedule for Washington's Community and Technical College System](#)

[Family Educational Rights and Privacy Act](#)

REVISION HISTORY

Original 9/1/1995
Revisions 5/10/2005; 5/21/2009; 10/19/2015

APPROVED BY

Board of Trustees

6880 STUDENT RECORDS

Original Date: 9/1/1995 * Last Revision Effective: 10/19/2015

Policy Contact: ~~Vice President, Student Affairs~~ [Provost for Academic and Student Affairs](#)

POLICY

~~All records forwarded to the college become the property of the college and will not be returned to students or duplicated for any reason.~~

~~Permanent academic transcript information will be kept for a minimum of 75 years from the student's last date of attendance. All other records concerning the student will be retained for one year beyond graduation or withdrawal from the college. Bellevue College maintains all student records in accordance with the requirements set forth in the General Retention Schedule for Washington's community and technical college system. The college routinely destroys student records that exceed the retention requirements. An official Bellevue College transcript is considered a permanent academic record and is retained by the college or the state's regional archivist office indefinitely. Official transcripts submitted to the college from other institutions are not considered a permanent academic record and may be destroyed after the college completes its use of the document.~~

~~Records submitted to the college become the property of the college. The college does not return original documents to students or others. However, students may request a copy of a student record maintained by the college, and the college reserves the right to charge a fee for these copies.~~

~~The college also complies with the requirements of the Family Educational Rights and Privacy Act (FERPA). Except as permitted or required by law, the college does not release student information or records without the student's written consent.~~

DEFINITIONS

Student Records

- Include all information and documents Bellevue College collects from students or creates for students at the time of admission to the college through graduation, completion of academic goals, or after the student ceases to register for classes.
- Student records do not include information or documents collected or created based on individual counseling sessions provided by the Counseling Center, and records related to law enforcement, which includes the college's Public Safety office.

The Family Educational Rights and Privacy Act (FERPA)

- FERPA is a federal law that protects the privacy of student information and education records.

RELEVANT LAWS AND OTHER RESOURCES

General Retention Schedule for Washington's Community and Technical College System

Family Educational Rights and Privacy Act

REVISION HISTORY

Original 9/1/1995

Revisions 5/10/2005; 5/21/2009; 10/19/2015

APPROVED BY

~~President's Cabinet~~ [Board of Trustees](#)

**TENURE REVIEW COMMITTEE RECOMMENDATIONS
FOR THE 2019-20 ACADEMIC YEAR**

INFORMATION

FIRST READ

ACTION

Description

A recommendation from the Tenure Review Committee concerning one off-cycle tenure candidate has been submitted to the Board of Trustees, in accordance with the “Collective Bargaining Agreement By and Between the Board of Trustees of Bellevue College and the Bellevue College Association of Higher Education.” On the basis of this recommendation and in accordance with the provisions of the Agreement, it is the recommendation of the President and the Tenure Review Committee that the faculty candidate listed below be granted tenure.

Third-Year Candidate Recommended for Tenure

George Juszynski Health Sciences, Education & Wellness Institute
(Neurodiagnostic Technology)

Key Questions

- * Has this third-year probationary tenure candidate fulfilled all the necessary responsibilities as described in Article Twenty-three of the faculty contract as part of the process of receiving tenure?
- * Has the Tenure Review Committee thoroughly reviewed the required documents as described in the tenure guidelines, and deliberated the merits of this probationary candidate?
- * Has the pertinent documentation for this candidate been made available for review by the Board of Trustees?
- * What are the recommendations of the Tenure Review Committee regarding the tenure status for this off-cycle candidate for the 2019-20 year?

Analysis

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

The tenure process at Bellevue College involves four levels:

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

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

Background/Supplemental Information

The tenure timeline for this candidate is "off-cycle" by one quarter due to an approved leave of absence. To facilitate review by members of the Board of Trustees, an electronic notebook in .pdf format has been assembled for the tenure candidate, and all pertinent documents will be included. Each member of the Board will be able to access the tenure documents via a secure SharePoint site.

Recommendation/Outcomes

Recommendation: that the Board of Trustees of Bellevue College hereby grants tenure, effective Winter Quarter 2020, to George Juszynski. Health Sciences, Education & Wellness Institute (Neurodiagnostic Technology).

Prepared by: Dr. Kristen Jones, Provost for Academic & Student Affairs
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MARKETING

INFORMATION

FIRST READ

ACTION

Description

Bellevue College's Marketing & Communications, a department within the division of Institutional Advancement, will provide the annual report on its progress with the Centralized Marketing Plan.

Key Points

- Katherine Hall, Director of Marketing & Community Development, will present.
- A solid foundation for marketing activities has been established and will be integrated with campus-wide activities in the coming year.

Prepared by: Kristen Jones, Provost of Student and Academic Affairs
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STUDENT SUCCESS – I-BEST

INFORMATION

FIRST READ

ACTION

Description

I-BEST (Integrated Basic Education and Skills Training) is a nationally recognized program for English language learners and Basic Skills students who want to start college classes, earn college certificates, learn workplace and job search skills, and gain confidence in English, study skills, and career readiness.

Key Points

- Tenured Associate Professor, Basic and Transitional Studies, Eric Nacke, will present on I-BEST
- The presentation will describe the structure of I-BEST, what makes it successful, and student perspectives of the program.

Prepared by: Kristen Jones, Provost of Student and Academic Affairs
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