Board of Trustees
Community College District VIII

REGULAR MEETING
April 21, 2021

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON

A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, April 21, 2021. The business session will begin at 2:00 PM. In accordance with Governor Inslee's Proclamation 20-28.5, which continues the prohibition on in-person meetings, this meeting will be conducted virtually. The meeting will be accessible to the public via Zoom. A telephone line will also be available. Greg Dietzel, Chair, will preside.

MEETING CALL IN DETAILS

Business Session Call-In Details:

Please click the link to join: https://bellevuecollege.zoom.us/j/82890140204

Or dial in by telephone: +1 253 215 8782   Webinar ID: 828 9014 0204

Providing a Public Comment:

Students, faculty, staff, and community members may provide remarks to the Board during the "Public Comment" period of the meeting. All public comments are limited to two minutes. It is not the practice of the Board to respond directly to questions or comments during this portion of the meeting. You can provide your two-minute comment to the Board by accessing the meeting via the Zoom link or dialing the phone number listed above. You can indicate you want to provide a public comment by a "raised hand" within the Zoom meeting. To raise your hand when accessing the meeting by computer, click "Raise Hand" in your Zoom control bar. To raise your hand when accessing the meeting by telephone, enter *9. Meeting attendees who indicate they want to provide a public comment will be unmuted one at a time to provide their comment to the Board.

MEETING AGENDA

2:00 PM		BUSINESS SESSION	
	I.	Call to Order	
	II.	Agenda and Minutes	
		A. Approval of Agenda for April 21, 2021	
		B. Approval of Minutes from March 24, 2021	
2:05 PM	III.	Constituent Reports	
		A. Classified	Turnbull

		B.	College Assembly	McCrory
		C.	Faculty	Nightingale
		D.	Foundation	Brock
		E.	Student	Ahn

2:25 PM	IV.	First Read Items	
		A. Revision of Policy 1250: College Policies and Procedures	MacLean
		B. Deletion of Policy 5000: Acceptable Use of Bellevue College Computers	Harrison
		C. Revision of Policy 5150: Acceptable Use of Information Technology	Harrison
		D. Deletion of Policy 5160: Bellevue College Network and Internet Usage	Harrison
		E. Deletion of Policy 5170: Library and Career Center Internet Usage	Harrison
		F. 2021-2022 Board Meeting Dates	Keating Polson

2:30 PM	V.	Action Items	
		A. Deletion of Policy 2600: Family Educational Rights and Privacy Act: Disclosure of Student Information	MacLean
		B. Sabbatical Leave Requests	Jones

3:00 PM	VI.	Reports	
		A. College Budget Process	Craswell
		B. S&A Fee Budget Process	Ahn and Tshimanga

| 3:40 PM | VII. | President's Report | Locke |

| 3:50 PM | VIII. | Board Report | Dietzel |

| 4:00 PM | IX. | Unscheduled Business or Public Comment | |

4:10PM   EXECUTIVE SESSION
The Board will be meeting in executive session to evaluate the performances of public employees and discuss matters with legal counsel regarding potential litigation and collective bargaining.

5:30 PM   Adjournment

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

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON

A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, was held on Wednesday, March 24, 2021. In accordance with Governor Inslee's Proclamation 20-28.5, which continues the prohibition on in-person meetings, this meeting was conducted virtually. The meeting was accessible to the public via Zoom. A telephone line was also available. Greg Dietzel, Chair, presided.

MINUTES

The business session was called to order at 2:02 PM.

I. **ROLL CALL**

    Chair Greg Dietzel, Vice Chair Richard Leigh, Merisa Heu-Weller, Rich Fukutaki, Hannah Stoddard, Gary Locke, and Bruce Marvin were present.

II. **AGENDA**

    Trustee Leigh made a motion to approve the agenda (March 3, 2021) and minutes (January 27, 2021). Trustee Fukutaki seconded.

    The motion passed unanimously.

III. **CONSTITUENT REPORTS**

    A. College Assembly

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

    - Assembly will be discussing proposal #1256: Creation of Camera Policy and Interim Statement, and is expected to vote on the proposal at the Assembly meeting on April 19.
    - Assembly is also discussing proposal #1259: ctcLink Inaccessibility and Disability-Related Privacy Issues with ITS Vice President Rodger Harrison and ctcLink Project manager Maria Rivas.
    - The election for next year's chair of College Assembly will be on April 19, and general Governance nominations and elections will begin in early April.

    B. Faculty

    The Faculty report was provided by Sue Nightingale, President of the Bellevue College Association of Higher Education (BCAHE).

- Nightingale thanked the Board for the climate survey that was recently distributed to collect feedback from faculty and staff about their experiences of the pandemic and returning to work. She is looking forward to hearing the results, and shared that it was nice to be asked.
- Nightingale was delighted to share that today was the last Budget Stakeholder Group meeting. The report has been sent to the president and she is excited to see how the recommendations are approached by the College; the group developed great questions the College will need to answer.
- As the state budget improves, Nightingale is optimistic about how these budget talks will affect the College. Concern expressed concern about extending the 4% budget cuts another year as she feels this approach is ineffective.
- Nightingale is looking forward to celebrating a really great group of tenure candidates in this meeting.

C. Foundation

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

- Invitations have been sent out for the Learn. Engage. Invest. BC Foundation Speaker Series. Each of the three nights will center on a different theme and have an emcee from campus. Accessible night will be hosted by Sara Gardner; Adaptive night will be hosted by Dr. Jenn Pang; and Community Building night will be hosted by Gabriel Brown.
- To date the BCF has raised 72% of its contributed revenue goal. BCF has secured a generous gift from a retired faculty member and her husband. Berthe and Stan Habib made a $150k for the unrestricted endowment in honor of the leadership and vision that Gary Locke is bringing to Bellevue College
- KBCS is in the midst of a pledge drive. Member response is strong and they anticipate hitting their goal. A $50k gift was also recently received to start an endowment for KBCS.
- Scholarships applications are now closed. Nearly 500 applications were received and 70 volunteers will review and score applications next week.
- The BCF is excited to announce the Excellence Award winners during College Issues Day on April 22.

D. Student

The Student report was provided by Ki Ahn, President of the Bellevue College Associated Student Government (ASG).

- Members of ASG who serve on the S&A Fee Committee recently completed S&A training. So far, the committee has received 40 requests for funding.
- ASG provided funding for members of The Watchdog to participate in ethics training.
- A student will be joining the academic grievance committee.
- The ASG elections will begin May 24 and continue until June 4, 2021.

E. Classified

The Classified report was provided by Becky Turnbull, Bellevue College Chief Shop Steward for the Washington Public Employee's Association (WPEA).

- Turnbull corrected information about the ReUp contract that was shared in the Classified report on the March 3 Board Meeting: The contract with ReUp began under Dr. Weber's leadership and not this year. Turnbull reiterated her position that the work contracted through ReUp is union work.
- Furloughed employees or those working reduced hours should be considered for ctcLink backfill work opportunities.
- KBCS and the Library have partnered to host brief book note recordings made by librarians to run on the radio station.
- Staff appreciated the climate survey; working from home has been hard, so being asked about these experiences was helpful.

IV. **FIRST READ ITEMS**

A. Deletion of Policy 2600: Family Educational Rights and Privacy Act: Disclosure of Student Information

Tracy MacLean, Associate Director Planning and Accreditation, presented the proposed deletion of Policy 2600. Bellevue College follows the federal Family Education Rights and Privacy Act (FERPA) of 1974, as amended law and the regulations related to the disclosure of student record information, and the right of students to inspect and amend their education records. Because the College is required to follow these rules, and because the College has established and recently revised the procedure 2600P Family Education Rights and Privacy Act: Disclosure of Student Information, which complies with the federal law and regulations, there is no need to have a separate FERPA policy.

B. Sabbatical Leave Requests

Kristen Jones, Provost, presented the sabbatical candidates for 2021-2022. The purpose of a Sabbatical Leave shall be to improve the professional skills of the faculty member through study, research, and creative work. The College will receive direct benefit of such an experience through the increasing effectiveness of those persons participating in a professional leave program.

The Sabbatical Leave Committee received requests from 10 faculty members for sabbatical leave, to occur during the 2020–21 academic year. The Sabbatical Leave Committee met in February to review and rank the proposals and is recommending the requested leaves for all 10 individuals totaling 7.5 FTEF. The Office of Human Resources has provided the committee with the FTE replacement cost for these sabbaticals. This information, along with the committee's recommendation, has been forwarded to the President.

V.   **ACTION ITEMS**

A.   Temporary Waiver of Vacation Accrual Limit
Kristen Jones, Provost, presented the temporary waiver of vacation accrual limit to the Board.
The combined effect of the COVID pandemic and the upcoming workload demands
for ctcLink implementation has created a situation in which a number of Classified and Exempt
employees either have exceeded or will exceed their maximum amount of vacation leave.
Vacation leave for Classified employees at the CTCs is governed by RCW 44.01.040 - .044, which
limits the amount of accrued vacation time to 240 hours. The College has adopted a 240-
hour limit for Exempt employees as well. Currently, employees who exceed 240 hours on their
anniversary month have to request approval for an extension or risk losing their excess leave
balance. Under the statute cited above, the Board of Trustees has authority to suspend the
accrual vacation accrual limitations imposed by RCW 44.01.041 for Classified employees and the
College's own vacation leave policy for Administrative Exempt employees.

Bellevue College
Temporary Waiver of Vacation Accrual Limit
March 2021

As a temporary measure in response to the unprecedented COVID-19 pandemic and the
pending workload demands of ctcLink implementation, it is recommended that the Board of
Trustees temporarily waive the Vacation Accrual Limit for Classified and Exempt employees as
follows:

1.   Until December 31, 2021, there will be no limit on how much vacation leave Classified and
     Administrative Exempt staff accrue. Employees will have 12 months from the end of the
     blanket approval to use any vacation leave beyond 240 hours. Vacation hours over 240
     will be lost effective January 1, 2023.

2.   Required supervisory approval to carry over 240 vacation hours on employee's anniversary
     will be waived.

3.   Employees leaving Bellevue College to work for another state employer, with no lapse in
     service, are entitled to have their vacation leave transferred to the succeeding state
     office, institution, or department. If the gaining state employer limits how much vacation
     leave can be transferred, the College will cash out the difference between this amount
     and the employee's accrued vacation balance (up to 240 hours).

4.   In the event of a state mandated furlough, vacation hours cannot be used.

Motion 03.21

Trustee Leigh moved that the Board of Trustees of Community College District VIII approve the Temporary Waiver of the Vacation Accrual Limit for Classified and Exempt employees. Trustee Fukutaki seconded.

The motion passed unanimously.

B.   Revision of Policy 4000: Institutional Commitment to Inclusion

Motion 04.21

Trustee Fukutaki moved that the Board of Trustees of Community College District VIII approve the name change and revision to Policy 4000: Institutional Commitment to Inclusion. Trustee Stoddard seconded.

The motion passed unanimously.

C.   Revision of WAC 132H-121 General Conduct and Policy 6420
Motion 05.21

Trustee Leigh moved that the Board of Trustees of Community College District VIII approves the revision of WAC 132H-121 General Conduct and Policy 6420 Weapons and Fireworks. Trustee Stoddard seconded.

The motion passed unanimously.

D.   Tenure Candidates

Motion 06.21

Trustee Fukutaki moved that the Board of Trustees of Bellevue College hereby grants a fourth probationary year to Timothy Trammel, Science (Mathematics), in that all conditions required by RCW 28B.50.852 for advancement to a fourth year have been met. Trustee Heu-Weller seconded.

The motion passed unanimously.

Motion 07.21

Trustee Leigh moved that the Board of Trustees of Bellevue College hereby grants tenure for the 2021-22 academic year to Alfred Nehme, Science (Computer Science). Trustee Fukutaki seconded.

The motion passed unanimously.

Motion 08.21

Trustee Heu-Weller moved that the Board of Trustees of Bellevue College hereby grants tenure for the 2021-22 academic year to Chris Oliver, Arts and Humanities (Art). Trustee Dietzel seconded.

The motion passed unanimously.

Motion 09.21

Trustee Dietzel moved that the Board of Trustees of Bellevue College hereby grants tenure for the 2021-22 academic year to Claudia Payne, Arts and Humanities (Basic and Transitional Studies). Trustee Heu-Weller seconded.

The motion passed unanimously.

Motion 10.21

Trustee Fukutaki moved that the Board of Trustees of Bellevue College hereby grants tenure for the 2021-22 academic year to Gail McFarland, Health Sciences, Education and Wellness Institute (NMTEC). Trustee Leigh seconded.

The motion passed unanimously.

Motion 11.21

Trustee Leigh moved that the Board of Trustees of Bellevue College hereby grants tenure for the 2021-22 academic year to Jose Aparicio, Arts and Humanities (English). Trustee Heu-Weller seconded.

The motion passed unanimously.

Motion 12.21

Trustee Heu-Weller moved that the Board of Trustees of Bellevue College hereby grants tenure for the 2021-22 academic year to Lindsay Haney, Arts and Humanities (English). Trustee Dietzel seconded.

The motion passed unanimously.

Motion 13.21

Trustee Dietzel moved that the Board of Trustees of Bellevue College hereby grants tenure for the 2021-22 academic year to Michael Pulido, Social Science (History). Trustee Heu-Weller seconded.

The motion passed unanimously.

Motion 14.21

Trustee Fukutaki moved that the Board of Trustees of Bellevue College hereby grants tenure for the 2021-22 academic year to Sara Farag, Science (Computer Science). Trustee Leigh seconded.

The motion passed unanimously.

VI.   **PRESIDENT'S REPORT**

Gary Locke, Interim President of Bellevue College, provided the President's Report.

- Congratulations to all the tenure candidates and their great achievements. The College looks forward to celebrating this significant achievement when it is safe to get together in-person again.
- The Budget Stakeholder Group recently submitted their report of recommendations to President Locke. Thank you to all the staff and faculty involved in this big undertaking.
- Enrollment is down a bit from where the College was at this time last year.

VII. **BOARD REPORT**

The trustees made the following reports:
- Trustees Leigh and Fukutaki recently participated in an exit interview with the Washington State auditor's office about the annual audit. The trustees were very pleased with the results of the clean audit and thanks all those involved in the successful audit.

- Chair Dietzel shared that a Kudos Board has been set up celebrate former trustee Dr. Lisa Chin. More information will be shared with the campus this week.
- Chair Dietzel also asked the trustees to attend the BCF Speaker Series events in April.

VIII.   **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

Reza Forough, staff member at Bellevue College, provided public comment asking the Board if the positive financial state of Washington would reduce the budgetary strain on the College.

Amanda Chamba, student at Bellevue College, provided public comment following up a previous comment made at a prior meeting regarding the Black Student Union and communications with College officials.

Valencio Socia, staff member at Bellevue College, provided public comment thanking the College for sending out a recent survey on returning to campus.

Zach Morgan, staff member at Bellevue College, provided public comment encouraging more people to respond to the recent survey on returning to campus.

IX.   **EXECUTIVE SESSION**
At 3:10 PM, Chair Dietzel announced there would be an executive session beginning at 3:20 PM that would last approximately 60 minutes to discuss matters with legal counsel regarding potential litigation and the performance of public employees. At 4:19 PM, Chair Dietzel announced the executive session would be extended by 30 minutes. The Board returned to regular session at 4:40 PM.

X.   **ADJOURNMENT**

There being no further business, Chair Dietzel adjourned the Board of Trustees meeting at 4:40 PM.

_____
Greg Dietzel, Chair
Board of Trustees

ATTEST:

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

REVISION OF POLICY 1250: FORMULATION AND ISSUANCE OF COLLEGE POLICIES AND PROCEDURES, REVISION

☐ **INFORMATION**   ☒ **FIRST READ**   ☐ **ACTION**

Description

This revision addresses outdated information in the policy and brings it into better alignment with current practices and stipulations in the guiding provisions in the Washington Administrative Code (132H-106-010). The title has been shortened and the policy contact has been changed to the college president to avoid time sensitive information. References to a policies and procedures "manual" have been removed because current versions of all policies and procedures are posted on the BC public-facing website rather than in a printed document.

Key Questions

* Does this revision modify any aspect of the approval process for policies and procedures?
* What is the role of the Board of Trustees in policies?

Analysis

In addition to updating the title, policy contact, and location of current policies and procedures, this revision clarifies the role of the Board of Trustees in establishing policy; and the role of the college president in establishing and implementing associated procedures.

Background/Supplemental Information

WAC 132H-106-010

Recommendation/Outcomes

That the Board of Trustees approves this policy at their meeting on May 19, 2021.

Prepared by: Kristen Jones, Provost
Kristen.jones@bellevuecollege.edu

1250 COLLEGE POLICIES AND PROCEDURES

Original Date: 3/18/2003 　✳　 Last Revision Effective: 2/5/2015
Policy Contact: President

POLICY

The board of trustees, in consultation with the college president, establishes policy for Bellevue College. As chief executive officer, the president or their delegate is responsible for enacting these policies through appropriate college procedures. The president delegates responsibility to draft, update, distribute, and enforce these procedures to staff.

RELEVANT LAWS AND OTHER RESOURCES

- WAC 132H-106-010

REVISION HISTORY

Original 3/18/2003
Revisions 2/17/2004; 1/13/2005; 3/22/2005; 3/17/2009; 5/21/2009; 9/11/2012; 2/5/2015

APPROVED BY

Board of Trustees

1250 ~~FORMULATION AND ISSUANCE OF~~ COLLEGE POLICIES AND PROCEDURES

Original Date: 3/18/2003 ✳ Last Revision Effective: 2/5/2015
Policy Contact: President~~Policy Coordinator, Administrative Services~~

POLICY

The board of trustees, in consultation with the college president, establishes~~develops, formulates and adopts~~ polic~~ies~~y for Bellevue College. As chief executive officer, the president or their ~~his or her~~ delegate is responsible for enacting~~to see that~~ these policies through ~~are carried out through formulating, distributing, implementing and enforcing~~ appropriate college procedures~~regulations~~. The president delegates responsibility to~~for Staff delegated by the president to~~ draft~~ingw~~ite, updat~~eing~~e, distribut~~eing~~e, and~~or~~ enforc~~eing~~ these~~college~~ procedures to staff. ~~must follow the provisions set forth in the BC policies and procedures manual (also referred to as "manual").~~

RELEVANT LAWS AND OTHER RESOURCES

- WAC 132H-106-010

REVISION HISTORY

Original 3/18/2003
Revisions 2/17/2004; 1/13/2005; 3/22/2005; 3/17/2009; 5/21/2009; 9/11/2012; 2/5/2015

APPROVED BY

~~All College Council~~
Board of Trustees
~~President's Cabinet~~

BELLEVUE COLLEGE

DELETION OF POLICY 5000: ACCEPTABLE USE OF BELLEVUE COLLEGE COMPUTERS

☐ **INFORMATION**   ☒ **FIRST READ**   ☐ **ACTION**

Description

ITS recommends that Policy 5000: Acceptable Use of BC Computers be deleted. The associated procedures, 5000P, have already been deleted. Because of the changing nature of technology, Policy 5000, is out of date. Much of its information is no longer relevant. Important information from Policy 5000 has been revised to be current and has been moved to Policy 5150: Acceptable Use of Information Technology, and its associated procedures, 5150P.

Key Questions

* How will information about use of BC computers be communicated to users?
* Why is this change being made now?

Analysis

The deletion of policies 5000, 5160, and 5170 and the consolidation of those topics into Policy 5150 and its associated procedures, 5150P, will result in fewer policies and procedures with more current information. 5150/5150P have been structured to make it easy for employees, students, and ITS staff to find important information.

Background/Supplemental Information

N/A

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the deletion of Policy 5000: Acceptable Use of Bellevue College Computers at their meeting on May 19, 2021.

Prepared by: Rodger Harrison, Vice President of Information Technology Services
Rodger.harrison@bellevuecollege.edu

5000 ACCEPTABLE USE OF BELLEVUE COLLEGE COMPUTERS

POLICY

Bellevue College owns all Bellevue College computing systems and applications. This policy is intended to provide campus users with guidelines for responsible and appropriate utilization of these campus computing and technology resources. This policy supplements the Bellevue College acceptable use of state resources policy; all of its tenets and other applicable Bellevue College policies, procedures and/or standards apply to the use of the assets defined in this policy as well. Bellevue College reserves the right to determine, at any time, what constitutes appropriate use of Bellevue College technology resources and the Bellevue College network resources, access and/or services provided by Bellevue College. This policy also complies with current Office of the Chief Information Officer (OCIO) policies.

Applicability

This policy applies to all Bellevue College employees, students and/or non-employees who may be authorized to use any Bellevue College technology resources as defined by this policy. They shall be notified in writing of these policies before being granted permission to access this resource. No part of this policy supersedes the acceptable use of state resources policy.

This policy shall also apply to the use of all state resources at Bellevue College facilities as defined by policy and/or as defined by state or federal law. Its principles extend to and include any use of Bellevue College technology resources, regardless of its location. Bellevue College users shall also apply this policy when using Bellevue College technology resources to navigate through networks or computing systems beyond the local systems.

Use of Bellevue College Technology Resources

Use of the Bellevue College technology resources shall be for the purpose of facilitating the exchange of information and furtherance of education, research, and administration missions of the college. The use of Bellevue College technology resources will be consistent with the purposes and objectives of Bellevue college and the community and technical college system (see Washington State Executive Order 91-10, Sec. III [A]) and RCW 42.52).

Goals

The goals of the acceptable use of Bellevue College computers policy are to:
- Help assure the integrity and reliability of the Bellevue College internal networks, hosts on those networks and any computing resource connected to them.
- Ensure the security and privacy of the Bellevue College computer systems and networks.
- Ensure the protection and retention of sensitive college data.
- Establish appropriate guidelines for the use of Bellevue College-owned technology on and off-campus.

Permission

It is not the intent of this policy to limit academic freedom in any way, but to provide an appropriate framework for the proper exercise of those freedoms. Furthermore, it is not the intent of this policy to impinge on the intellectual property rights of authorized users.
Bellevue College employees and students may:
- Use Bellevue College owned computers, programs and data to which each individual has authorized access;
- Use Bellevue College provided networking, including access to the Internet;
- Use computing and networking facilities and resources in a manner that is consistent with the mission and educational purpose of Bellevue College.

Prohibitions

Utilizing Bellevue College technology resources for uses and/or communications that are specifically proscribed in the Bellevue College acceptable use of state resources policy or violate any other Bellevue College policy and/or state and federal rule or law is strictly prohibited. Specifically prohibited uses of Bellevue College technology resources include:

- Subverting, attempting to subvert, or assisting others to subvert or breach the security of any Bellevue College network or technology resource, or to facilitate unauthorized access;
- Use of any Bellevue College technology resource to create, disseminate or execute self-replicating or destructive programs (e.g., viruses, worms, Trojan horses);
- Participating in activities involving disclosure or masquerading;
- Viewing, copying, altering or destroying data, software, documentation or data communications belonging to Bellevue College or to another individual without permission;
- Individuals allowing another individual (whether they might otherwise be authorized to use the Bellevue College technology resource or not) to use their login account password.

Personal Use

As defined in the Bellevue College acceptable use of state resources policy, Bellevue College allows "de minimis" personal use of Bellevue College technology resources by employees consistent with [WAC 292-110-010 (3)](#) and [WAC 292-110-010 (6)](#), unless such use is prohibited by this policy, or is specifically identified as a prohibited use in the Bellevue College acceptable use of state resources policy.

RESPONSIBLITIES

All users of the Bellevue College network have a responsibility to comply with this policy and to understand their responsibilities and all expectations as spelled out in the acceptable use of state resources policy. This includes the requirement for confidentiality, retention and access to public records detailed there.

Bellevue College and its representatives also have responsibilities under this policy, including:

Policy Maintenance
- Information technology services (ITS)
  - The primary responsibility for maintenance and administration of this policy rests with the vice president of information technology services. ITS is responsible for drafting any updates and changes to the policies and procedures, with input from the technology advisory committee. After appropriate campus review and final approval by the college president, ITS will announce the new or revised policy to the campus providing a brief description of the policy and its implications for employees and other affected individuals or groups.
- Technology Advisory Committee (TAC)
  - The technology advisory committee (TAC) is responsible for reviewing Bellevue College technology strategies and serving as a conduit for dialogue between ITS and the campus regarding all technology policies and procedures. Membership of this group is representative of the campus, and supports the dean of information technology services by advocating for and presenting the campus technology needs.
- Human Resources (HR)
  - The vice president of human resources is responsible for reviewing any updates and changes to this policy and procedures in light of current policies, providing input on the policy and its implications for employees and other affected individuals or groups.

DEFINITIONS

All terms defined in the acceptable use of state resources policy are applicable in this policy. In addition, the following are defined:

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

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

Bellevue College technology resources
- Includes, but is not limited to, Bellevue College-owned desktop, laptop or mainframe computer hardware or software; software licenses; workstations; data systems; personal digital assistants; electronic messaging systems; E-mail systems; pagers; telephones—both wired and cellular; SCAN services; voice mail systems; fax machines; Bellevue College network resources, whether wire-based or wireless; Internet connections, accounts or access; and documentation photocopiers authorized by

Bellevue College to be used by employees, students and/or other campus users.

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

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

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

RELEVANT LAWS AND OTHER RESOURCES

- Revised Code of Washington
- Washington Administrative Code
- Washington State OCIO Securing Information Technology Assets Policy
- Washington State Auditor's Office IT Security Audit Standards
- Washington State Ethics Board Rules
- Bellevue College Policy # 5250: Information Technology (IT) Security
- Bellevue College Policy # 4400: Acceptable Use of State Resources
- Bellevue College Policy # 5150: Acceptable Use of Bellevue College Networks and Systems
- Bellevue College Policy # 5100: Software Licensing Compliance
- Bellevue College Policy # 1500: Access to Public Records
- Bellevue College Procedure # 5000P: Acceptable Use of Bellevue College Computers
- Bellevue College IT Security Standard: Security Program and Strategy
- Bellevue College IT Security Standard: Connecting Non-Bellevue College Equipment to the Bellevue College Networks
- Bellevue College IT Security Standard: Security Privileges
- Bellevue College IT Security Standard: Software Management
- Bellevue College IT Security Standards: Use of Bellevue College Resources Off-Campus

REVISION HISTORY

Original 6/10/2003
Revision 5/21/2009; 7/28/2012; 9/11/2012; 4/21/2015

APPROVED BY

President's Cabinet

REVISION OF POLICY 5150: ACCEPTABLE USE OF INFORMATION TECHNOLOGY

☐ **INFORMATION**   ☒ **FIRST READ**   ☐ **ACTION**

Description

The revision of Policy 5150 has been fairly minor; it includes stylistic changes and a reduction in the "responsibilities" section. The more significant revision was to the associated procedures, 5150P. That recent revision included a name change, as well as the deletion of material that was moved to other procedures or to standard operating procedures for ITS use. There were also changes related to administrative data access, which were made in preparation for ctcLink security requirements. In addition, 5150P now consolidates language previously included in policies 5160 and 5170, which are recommended for deletion.

Key Questions

* What is now covered in Policy 5150?
* Why is this change being made now?

Analysis

The deletion of policies 5000, 5160, and 5170 and the consolidation of those topics into Policy 5150 and its associated procedures, 5150P, will result in fewer policies and procedures with more current information. 5150/5150P have been structured to make it easy for employees, students, and ITS staff to find important information.

Background/Supplemental Information

N/A

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the revision of Policy 5150: Acceptable Use of Information Technology at their meeting on May 19, 2021.

Prepared by: Rodger Harrison, Vice President of Information Technology Services
Rodger.harrison@bellevuecollege.edu

5150 ACCEPTABLE USE OF INFORMATION TECHNOLOGY

Original Date: 6/10/2003 ✸ Last Revision Effective: 6/24/2015
Policy Contact: Vice President, Information Technology Services

POLICY

Bellevue College technology users are expected to safeguard all state resources, including physical information technology and electronic files and records that are stored on college systems.

College-owned information technology, including networks, access to the Internet, computers, programs and electronic information, should be used in a manner consistent with the mission and educational purpose of the college. Users are expected to maintain the integrity and reliability of college information technology and preserve the security and privacy of college information.

The college reserves the right to determine what constitutes appropriate use of its information technology. All users will be notified in writing of these policies and associated procedures before being authorized to access any college information technology resources.

Applicability

This policy and associated procedures apply to all college employees, students and non-employees who may be authorized to use any college-owned information technology or system through BC login credentials and/or additional permissions, whether accessed from on or off-campus. Campus users should also apply this policy when using college information technology to navigate to networks beyond local college systems.

RESPONSIBLITIES

- **Vice President of Human Resources (VP HR).** The VP HR is responsible for addressing violations of BC Policy 5150, Acceptable Use of Information Technology, and its associated procedures, including 5150P, Social Engineering Risk Reduction (Procedures), when those violations involve employees.

- **Student Conduct Officer**. The student conduct officer is responsible for addressing violations of BC Policy 5150, Acceptable Use of Information Technology, and its associated procedures, including 5150P, Social Engineering Risk Reduction (Procedures), when those violations involve students.

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DEFINITIONS

- All definitions pertaining specifically to information security policies, procedures and standards are centralized in the Information Security Definitions document.

RELEVANT LAWS AND OTHER RESOURCES

- Family Educational Rights and Privacy Act (FERPA)
- Washington State Executive Ethics Board Rules, especially WSR 09-16-046
- Agreement between the Board of Trustees of Bellevue College District VIII and Bellevue College Association of Higher Education

REVISION HISTORY

Original 6/10/2003
Revisions 3/22/2005; 9/20/2005; 5/21/2009; 7/28/2012; 9/11/2012; 4/28/2015; 6/24/2015

APPROVED BY

Board of Trustees

5150 ACCEPTABLE USE OF INFORMATION TECHNOLOGY

Original Date: 6/10/2003 ✸ Last Revision Effective: 6/24/2015
Policy Contact: Vice President, Information Technology Services

POLICY

Bellevue College technology users are expected~~trusted~~ to safeguard all state resources, including physical information technology and electronic files and records that are stored on college systems.

~~C~~Use of ~~c~~ollege-owned information technology, including networks, access to the Internet, computers, programs and electronic information, should be used in a manner consistent with the mission and educational purpose of the college.~~is intended for the conduct of official college business and limited community access to the Internet.~~ Users are expected to maintain the integrity and reliability of college information technology and preserve the security and privacy of college information.

~~This policy and the procedures established to implement its requirements supplement Bellevue College policy #4400, Acceptable Use of State Resources, all of its tenets and any other college policies, procedures and/or standards, including the Agreement between the Board of Trustees of Bellevue College District VII and Bellevue College Association of Higher Education, apply to the use of technology assets.~~

The college reserves the right to determine what constitutes appropriate use of its information technology.~~, and will implement additional policies and procedures as needed to ensure such appropriate use, and to guarantee compliance with Public Law 930389, the Family Educational Rights and Privacy Act of 1974 (FERPA), which established the confidentiality and proper handling of student education records.~~ All users will~~shall~~ be notified in writing of these policies and associated procedures before being authorized to access any college information technology resources.

Applicability

This policy and associated~~its~~ procedures apply to all college employees, students and non-employees who may be authorized to use any college-owned information technology or system through BC login credentials and/or additional permissions~~. It also applies to the use of all applicable state resources at any college facilities, as defined by state or federal law.~~

~~Its principles extend to and include~~, whether accessed from on or off-campus. Campus users should~~all~~ also apply this policy when using college information technology to navigate to networks beyond local college systems.

~~Authorized users may:~~
~~Use college-owned networks (including access to the Internet), computers, programs and electronic information to which each individual has authorized access, and~~
~~Use college information technology in a manner that is consistent with the mission and educational purpose of the college.~~

RESPONSIBLITIES

- **Vice President of Human Resources (VP HR).** The VP HR is responsible for addressing violations of BC Policy 5150, Acceptable Use of Information Technology, and its associated procedures, including 5150P, Social Engineering Risk Reduction (Procedures), when those violations involve employees.

- **Student Conduct Officer**. The student conduct officer is responsible for addressing violations of BC Policy 5150, Acceptable Use of Information Technology, and its associated procedures, including 5150P, Social Engineering Risk Reduction (Procedures), when those violations involve students.

- ~~Human Resources (HR) Vice President: Will provide oversight for policy development related to employees and to enforce compliance with all college policies, as well as federal, state local regulations. The HR VP will review updates and changes to this policy and its procedures in light of~~

current college policies, providing guidance on its implications for employees and other affected individuals or groups.

- Student Services (SS) Vice President. Will review updates and changes to this policy in light of applicable student data management policies, providing input on the policy and its implications for students and other affected individuals or groups.
- Information Technology Services (ITS) Vice President. Has responsibility for maintenance and administration of this policy. ITS will draft updates and changes to this policy and its associated procedures when required, with input from the Technology Advisory Committee. Changes will approved following relevant campus procedures.

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The IR VP also will delegate responsibilities to authorized employees for the support and management of all campus information technology in accordance with the guidelines in college policies and procedures.
College Community. All users of information technology owned by Bellevue College have a responsibility to:
Comply with all college policies, procedures and standards, including those pertaining to acceptable uses;
Actively participate in appropriate use of information technology;
Report security breaches and violations of security policies; and
Understand their responsibilities and all expectations as articulated in college policy #4400, Acceptable Use of State Resources.

DEFINITIONS

- All terms defined in policy #4400 – Acceptable Use of State Resources are applicable in this policy. In addition, Aall definitions pertaining specifically to information security policies, procedures and standards are centralized in the Information Security Definitions document.

RELEVANT LAWS AND OTHER RESOURCES

- Family Educational Rights and Privacy Act (FERPA)
- Washington State Executive Ethics Board Rules, especially WSR 09-16-046
- Agreement between the Board of Trustees of Bellevue College District VIII and Bellevue College Association of Higher Education
- Policy #1500: Access to Public Records
- Policy #2600: Family Education Rights and Privacy Act: Disclosure of Student Information
- Policy #4400: Acceptable Use of State Resources
- Procedure #5150P: Acceptable Use of Information Technology (Procedures)
- Standard #220: Information Security Definitions

REVISION HISTORY

Original 6/10/2003
Revisions 3/22/2005; 9/20/2005; 5/21/2009; 7/28/2012; 9/11/2012; 4/28/2015; 6/24/2015

APPROVED BY

Board of Trustees

DELETION OF POLICY 5160, BELLEVUE COLLEGE NETWORK AND INTERNET USAGE

☐ **INFORMATION**   ☒ **FIRST READ**   ☐ **ACTION**

Description

Material in this policy that is still applicable has been moved to 5150P: Acceptable Use of Information Technology.

Key Questions

∗ In what way is Policy 5160 out of date?

∗ Why is this change being made now?

Analysis

The deletion of policies 5000, 5160, and 5170 and the consolidation of those topics into Policy 5150 and its associated procedures, 5150P, will result in fewer policies and procedures with more current information. 5150/5150P have been structured to make it easy for employees, students, and ITS staff to find important information.

Background/Supplemental Information

N/A

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the deletion of Policy 5160: Bellevue College Network and Internet Usage at their meeting on May 19, 2021.

Prepared by: Rodger Harrison, Vice President of Information Technology Services
Rodger.harrison@bellevuecollege.edu

5160 BELLEVUE COLLEGE NETWORK AND INTERNET USAGE

Original Date: 7/15/2008   ✳   Last Revision Effective: 4/28/2015
Policy Contact: Vice President, Information Technology Services

POLICY

Bellevue College operates a private telecommunications network as part of its physical infrastructure. The purpose of this policy is to clearly delineate the limitations of the Internet and computing technology access available through that network.

This policy applies to all networked computing technology available on campus and to all users of that technology. This includes access to both internal network services and to the wider Internet via the college network, through both wired and wireless means.

Bellevue College's Internet access is through a private network provided exclusively for the benefit of Bellevue College students, employees, staff, visitors, conference attendees, invitees and other directly involved in campus life and the academic community. The private Bellevue College network is available through both wired and wireless terminals, but access is not extended to the public at-large.

To ensure the continued privacy of the Bellevue College network, security measures, policies and standards are implemented to only grant access to the network through campus facilities or through authorized user authentication and access codes, such as login accounts and passwords.

Public access to the Bellevue College wireless network is not allowed. Any potential public access to the Bellevue College network which may extend beyond the physical confines of the college, such as through wireless networking, will be configured by Bellevue College technical support personnel to require the registration of such a wireless devise by an authorized Bellevue College user prior to granting network access.

RESPONSIBLITIES

The major responsibilities of each party in connection with this policy are as follows:

Information Technology Services (ITS)
- Responsibility for maintenance and administration of this policy rests with the vice president of information technology services. ITS is responsible for drafting any updates and changes to the policies and procedures, with input from the technology advisory committee. After appropriate campus review and final approval by the college president, ITS will announce the new or revised policy to the campus, providing a brief description of the policy and its implications for employees and other affected individuals or groups.

Technology Advisory Committee (TAC)
- The technology advisory committee (TAC) is responsible for reviewing Bellevue College technology strategies and serving as a conduit for dialogue between ITS and the campus regarding all technology policies and procedures. Membership of this group is representative of the campus, and supports the vice president of information technology services by advocating for and presenting the campus technology needs.

RELEVANT LAWS AND OTHER RESOURCES

- Bellevue College Policy #5250 Information Technology (IT) Security
- Bellevue College Policy #4400 Acceptable Use of State Resources
- Bellevue College Policy #5150 Acceptable Use of Bellevue College Networks and Systems
- Bellevue College Policy #5300 Computer Labs
- Bellevue College IT Security Standards addressing:
  IT Security Program and Strategy
  Password Management
  Password Management Exceptions
  Security Privileges
  User Management
  Wireless Network Configuration and Management

REVISION HISTORY

Original 7/15/2008
Revision 5/21/2009; 4/28/2015

APPROVED BY

President's Cabinet

DELETION OF POLICY 5170, LIBRARY AND CAREER CENTER INTERNET USE

☐ **INFORMATION**   ☒ **FIRST READ**   ☐ **ACTION**

Description

Material in this policy that is still applicable has been moved to 5150P: Acceptable Use of Information Technology.

Key Questions

* In what way is Policy 5170 out of date?
* Why is this change being made now?

Analysis

The deletion of policies 5000, 5160, and 5170 and the consolidation of those topics into Policy 5150 and its associated procedures, 5150P, will result in fewer policies and procedures with more current information. 5150/5150P have been structured to make it easy for employees, students, and ITS staff to find important information.

Background/Supplemental Information

N/A

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the deletion of Policy 5170: Library and Career Center Internet Use at their meeting on May 19, 2021.

Prepared by: Rodger Harrison, Vice President of Information Technology Services
Rodger.harrison@bellevuecollege.edu

5170 LIBRARY AND CAREER CENTER INTERNET USAGE

Original Date: 7/15/2008   ✳   Last Revision Effective: 4/28/2015
Policy Contact: Vice President, Information Technology Services

POLICY

Bellevue College operates a private telecommunications network as part of its physical infrastructure. As a state-funded public institution Bellevue College also has a responsibility to support community needs. One aspect of this public support is that some members of the community may periodically use Bellevue College facilities, including the computing technology that may be installed in those facilities. The purpose of this policy is to clearly delineate the limitations of the internet and computing technology access available to the public at those facilities.

This policy applies to all computing technology on campus that may be publicly accessible and to all users of that technology. This includes access to both internal network services and to the wider internet via the college network, through both wired and wireless means.

Bellevue College's internet access is through a private network provided exclusively for the benefit of Bellevue College students, employees, staff, visitors, conference attendees, invitees and others directly involved in campus life and the academic community. The private Bellevue College network is available through both wired and wireless terminals, but access is not extended to the public at-large, except on a limited basis, only through on-campus Bellevue College facilities such as the library, career center, and north campus areas.

To ensure the continued privacy of the Bellevue College network, security measures, policies and standards will be implemented to only grant access to the network to those using physical campus facilities or through authorized user authentication and access codes, such as login accounts and passwords. Public access through Bellevue College facilities will be limited to only include internet access. To control this limited public access, Bellevue College support personnel may configure and use automatic login accounts in accordance with the requirements of the Bellevue College IT security standard addressing password management exceptions.

Public access to the Bellevue College wireless network is not allowed. Any potential public access to the Bellevue College network which may extend beyond the physical confines of the college, such as through wireless networking, will be configured to require the registration of such a wireless device by an authorized Bellevue College user prior to granting network access.

RESPONSIBLITIES

The major responsibilities of each party in connection with this policy are as follows:

Information Technology services (ITS)
- Responsibility for maintenance and administration of this policy rests with the vice president of information technology services. ITS is responsible for drafting any updates and changes to the policies and procedures, with input from the technology advisory committee. After appropriate campus review and final approval by the college president, ITS will announce the new or revised policy to the campus, providing a brief description of the policy and its implications for employees and other affected individuals or groups.

Technology Advisory Committee (TAC)
- The technology advisory committee (TAC) is responsible for reviewing Bellevue College technology strategies and serving as a conduit for dialogue between ITS and the campus regarding all technology policies and procedures. Membership of this group is representative of the campus, and supports the vice president of information technology services by advocating for and presenting the campus technology needs.

RELEVANT LAWS AND OTHER RESOURCES

- Bellevue College Policy #5250: Information Technology (IT) Security
- Bellevue College Policy #4400: Acceptable Use of State Resources
- Bellevue College Policy #5150: Acceptable Use of Bellevue College Networks and Systems
- Bellevue College Policy #5300: Computer Labs
- Bellevue College Policy #5350: Computer Facilities Rental
- Bellevue College IT Security Standards addressing:
  IT Security Program and Strategy

Non-Employee Access to Bellevue College Systems and Data
Password Management
Password Management Exceptions
Security Privileges
User Management
Wireless Network Configuration and Management

REVISION HISTORY

Original 7/15/2008
Revision 5/21/2009; 9/13/2012; 4/28/2015

APPROVED BY

President's Cabinet

REGULAR MEETING AGENDA ITEM

2021-2022 BOARD MEETING DATES

☐ INFORMATION   ☒ FIRST READ   ☐ ACTION

Description

The Washington Administrative Code (W.A.C) requires that a list of Board meeting dates be filed with the Code Revisers Office each calendar year so that the appropriate notice of meeting dates can be given to the public.

The following dates are being submitted for the Board's consideration as regular meeting dates for the 2021-2022 academic year.

2021-2022 Academic Year

Wednesday, July 21, 12-5 PM (summer retreat)
Thursday, July 22, 12-5 PM (summer retreat)
Wednesday, September 29, 2-6 PM
Wednesday, October 20, 2-6 PM
Wednesday, November 10, 2-6 PM
Wednesday, December 8, 2-6 PM
Wednesday, January 19, 2-6 PM
Wednesday, February 16, 2-6 PM
Wednesday, March 16, 2-6 PM
Wednesday, April 20, 9:30 AM – 12:30 PM
Wednesday, May 18, 2-6 PM
Wednesday, June 15, 2-6 PM

Key Questions
* Do the proposed dates meet the needs of the college in maintaining its administrative and contractual obligations?
* Do the proposed dates conflict with any major religious or secular holidays, local school district breaks, or other dates that might cause key personnel to be unavailable?
* Do the proposed dates meet the needs of the individual trustees?

Analysis

The proposed dates meet the needs of the college in maintaining its administrative and contractual obligations and do not conflict with any major religious or secular holidays according to the [common religious and U.S. public holiday calendar](#). None of the proposed dates conflict with school breaks during the 2021-2022 academic year for the Bellevue, Issaquah, and Mercer Island School District calendars. Further, the last meeting in June occurs before the final day of school for the school districts. The proposed meetings dates do not conflict with the ACCT Leadership Congress or National Legislative Summit. ACT has not yet announced its dates for 2021-2022 but, based on the pattern from the last two years, no conflicts are anticipated.

As requested by the Board, there are a total of 10 regular meeting dates and one retreat scheduled in July. Other dates will likely be scheduled further into the 2021-2022 year.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII vote to approve the proposed schedule of meeting dates for 2021-2022 at their May 19 meeting.

Prepared by: Alicia Keating Polson, Executive Assistant to the President and Board of Trustees
                        Alicia.keatingpolson@bellevuecollege.edu

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

☐ INFORMATION   ☐ FIRST READ   ☒ ACTION

Description

Bellevue College follows the federal Family Education Rights and Privacy Act (FERPA) of 1974, as amended law and the regulations related to the disclosure of student record information, and the right of students to inspect and amend their education records. Because the College is required to follow these rules, and because the College has established and recently revised the procedure 2600P Family Education Rights and Privacy Act: Disclosure of Student Information, which complies with the federal law and regulations, there is no need to have a separate FERPA policy.

Key Questions
* Why should this policy be deleted now?
* Will this impact students?

Analysis

Because of the law and the revised procedures, students will still be fully covered by FERPA protections.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the deletion of Policy 2600: Family Education Rights and Privacy: Disclosure of Student Information.

Prepared by: Brenda Ivelisse, Associate Vice President of Student Affairs
                 Brenda.ivelisse@bellevuecollege.edu

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

Original Date: 4/30/1998 ✳   Last Revision Effective: 7/9/2016
Policy Contact: Vice President, Student Affairs

POLICY

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

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

DEFINITIONS

Directory Information

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

Education Records

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

Student
- any person who attends or has attended Bellevue College.

RELEVANT LAWS AND OTHER RESOURCES

- 20 USC 1232g
- 34 C.F.R. 89
- Bellevue College Procedure #2600P Family Education Rights and Privacy Act: Disclosure of Student Information

REVISION HISTORY

Original 4/30/1998
Revisions 7/10/2001; 3/22/2005; 5/21/2009; 4/6/2015

APPROVED BY

President's Cabinet

Board of Trustees

SABBATICAL LEAVE AUTHORIZATION FOR THE 2021–22 ACADEMIC YEAR

☐ INFORMATION   ☐ FIRST READ   ☒ ACTION

Description

The purpose of a Sabbatical Leave shall be to improve the professional skills of the faculty member through study, research, and creative work. The College will receive direct benefit of such an experience through the increasing effectiveness of those persons participating in a professional leave program.

Key Questions

∗ What is the final recommendation of the Sabbatical Leave Committee regarding sabbatical leave requests for the 2021–22 academic year?
∗ What is the Interim President's recommendation regarding the granting of sabbatical leaves for the 2021–2022 academic year?
∗ What is the replacement cost for this recommendation?
∗ What is the Board of Trustees' role in the sabbatical leave process?

Analysis

At the March 24, 2020 Board meeting, Board members were informed that the Sabbatical Leave Committee has received requests from 10 faculty members for sabbatical leaves during the 2021–22 academic year. The total number of quarters requested was equivalent to 7.676 FTEF.

The Board of Trustees has committed, through the Negotiated Agreement, to make "every reasonable effort to grant at least five (5) FTE Sabbatical Leaves annually; provided that at least that number of applicants have applied and are ranked by the Sabbatical Leave Committee..." (Article 22, Section 3.6). The number of leaves granted is subject to fiscal and budget constraints and also the calculation of potential cost of replacement.

The Sabbatical Leave Committee has ranked the 10 requests and submitted its recommendation to the Interim President. The Interim President recommends that the Board of Trustees grant 10 sabbatical leave requests equivalent to 7.676 FTEF, at the cost of $323,114.81 for the 2021–22 academic year.

Background/Supplemental Information

Summary of Sabbatical Leave Requests for 2021–22.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII concurs with the recommendation of the Interim President and authorizes sabbatical leaves equivalent to 7.676 FTEF, at the cost of $323,114.81 for the 2021–22 academic year.

Prepared by: Dr. Kristen Jones, Provost
                 kristen.jones@bellevuecollege.edu

SUMMARY OF SABBATICAL LEAVE REQUESTS FOR 2021–22

Ariane Hayes-Kouadio, Associate Professor, Health Sciences Education and Wellness Institute - Allied Health
Ann has been a Professional Technical professor since 2008 in Washington's SBCTC and started her second tenure appointment at Bellevue College in 2016 to develop and implement a Medical Assisting program in Health Sciences. Within her first year, Ann was appointed as the first Program Chair of the Allied Health department by election where she managed seven certificate programs including an additional HEET (Hospital Employee Education Training) grant funded cohort. Ann established certification with the NCCT (National Center for Competency Testing) so that graduates could sit for and pass national exams after program completion and initiated the process of Bellevue College's testing center site for graduates from other NCCT programs. Ann was also integral in getting dedicated clinical simulation space on campus, partnering with the Greater Bellevue LIONS club, and assisting the application and rewarding of the IBEST (Integrated Basic Education and Skills Training) program for the MAA (Medical Assistant Administrative) certificate. Ann plans to continue her education in Behavioral Mental Healthcare and utilize her knowledge to enhance the HSEWI department in this area.

David Spataro, Associate Professor, Social Science - Political Science/International Studies
David joined Bellevue College in fall 2014 and he teaches political science, international studies, geography and interdisciplinary studies (IDS) courses. David specializes in the study of social movements in U.S. politics, and he brings this focus to his courses and his service work on the Climate Justice in the Curriculum Project (which he co-chairs with Sonya Doucette). The last decade reveals that social movements—from two waves of #BLM demonstrations to the growing Climate Justice protests—are significant institutions in U.S. politics. For his sabbatical project, David proposes to continue collecting oral history interviews and primary source documents for an archive on the public demonstrations during the Republican National Convention in 2004. David's work on the RNC demonstrations is one piece of a book project on contemporary urban social movements. He is also proposing to collaborate closely with BC affinity groups to infuse BC programming (such as MLK Week, Earth Week, Latinx-Hispanic Heritage Month, Pride Month) with key ideas, events and individuals involved in social justice movements.

Elizabeth Harazim, Associate Professor, Arts and Humanities - English
Elizabeth has been teaching at Bellevue College for eleven years. She teaches full-time in the English department, and occasionally in the Cultural and Ethnic Studies Department and Interdisciplinary Studies. She serves on the President's Budget Stakeholder's Committee, the Faculty Association of Community and Technical Colleges, and as a DEI advocate for Screening Committees. She collaborates with colleagues to facilitate workshops, book groups, and discussion forums on how to fight racism in the classroom and in our communities. Elizabeth is currently a student in the University of Washington's Masters of Social Work program, with a concentration in research and policy. In this program, she is expanding her knowledge of anti-racism education, activism, community organizing, and advocacy at the community, state, and national level. She plans to use her leave to further develop her skills as an anti-racism educator and advocate.

Ethan Anderson, Senior Associate Professor, Arts and Humanities - English Language Institute
During Ethan's twelve years at BC, he has become increasingly involved in leadership and is currently serving as BC Faculty Council Chair. Some of his proudest accomplishments include working collaboratively with BCAHE on ELI faculty parity in 2017-18, helping align outcomes of ELI and pre-college English classes with credit-bearing ones, representing A&H as Faculty Council chair and helping bring "Food Truck Day" to campus. Ethan plans to get further trained in emerging technologies related to pedagogy and "EdTech" so as to serve the needs of students in an increasingly digitized landscape. He is focusing his sabbatical on becoming more literate regarding instructional design, virtual reality and general computer science to improve his teaching, learning newer strategies in order to better engage his students. From this experience, he expects to be able to improve and update his teaching effectiveness and be a digital resource not only for BC students but for fellow faculty, including presenting during professional development days, as higher education, continues to call for more technologically advanced modes and methodologies.

Frank Lee, Full Professor, Science - Engineering Sciences
Frank has been Engineering Sciences program chair since 1990 (31 years), maintaining curriculum currency, student advising and adjunct faculty mentoring. In the early 2000's, was active in faculty leadership, serving four years as a faculty association officer including two years as president. During 2014~2016, was the site Principal Investigator for BC as part of a joint University of Washington grant titled "Consortium to Promote Reflection in Engineering Education (CPREE)". In addition, starting 2008, was head coach of BC's women's soccer team for three seasons (Go Bulldogs!). Frank plans to interact with local engineering companies to: survey the important characteristics employers seek in engineering students graduating from college and consider how to strengthen those characteristics in BC students; build ties such as company tours, student mentors, guest speaker visits; and evaluate how to incorporate the current skills used by practicing engineers into BC engineering courses.

Jacqueline Drak, Full Professor, Science - Chemistry and Molecular Biosciences
Jacqui Drak has been an instructor at BC since 2008. She is currently a Professor in the Chemistry program and the Chair of the Molecular Biosciences Program (MBS). Jacqui currently teaches Chemistry, Biochemistry and the capstone class in MBS. As her project during the sabbatical leave, she would visit Dr. Isoherranen's laboratory at the UW Dept. of Pharmaceutics (to which Dr. Isoherranen has agreed) and participate in a research project that has been dubbed "The Reproducibility Problem" where the variability on the data available for specific drug parameters for different drugs is being investigated. This would allow her to review and learn some of the statistical analysis methods used in this field and to work with the Drug Interaction Database developed at UW. The scope of this project spans from chemistry all the way to equity issues as the data does not always include information from minority populations. She would then be able to mentor BC students inside and outside the MBS program so that they can conduct undergraduate research in similar projects.

Nan Ma, Senior Associate Professor, Arts and Humanities – English | Affiliate Faculty, Social Science - Cultural and Ethnic Studies
Nan is a 1.5-generation Asian American immigrant and has experienced the Chinese and American higher education system both as a student and as a teacher. She joined BC in 2013, teaching writing and literature courses in the English department and Asian American studies courses in the Cultural and Ethnic Studies department. She has been actively practicing Culturally Responsive and Sustaining Pedagogies, where she centers the voices and experiences of minoritized communities. During the pandemic, she has increased the use of personal narratives as a pedagogical tool to validate student experiences, increase student engagement and empower student voices and has shared her findings on Opening Day, Faculty PD Day and various campus workshops. Nan plans to do more in-depth research at the intersections of the craft and politics of the personal narrative, critical pedagogy, literary theory and Asian American history. Her research will provide more content and directions in her teaching and governance work and will culminate in the writing of an interdisciplinary academic memoir that melds personal history, teaching narratives and findings from her research.

Sue Nightingale, Full Professor, Science - Life Sciences
Sue has been at Bellevue College for 27 years. Over the course of her career she has taught in Biology, Oceanography and Environmental Science and dedicated considerable time and energy to governance. The last six years Sue has been out of the classroom on release time as Life Science Program Chair and as a faculty union officer. Over the next few years her plan is to transition back to teaching regularly and over the next few years to build a lasting collection of teaching specimens for use by the department. By interning with the Burke Museum she will learn the techniques and skills needed to prepare specimens for teaching use and be able to obtain the necessary Federal permits to increase BC's collection. Throughout her leave and upon her return she will work to conserve and expand the College's existing collection.

William Russell Payne, Full Professor, Arts and Humanities – Philosophy

Russ has taught philosophy at Bellevue College for 20 years, full-time since around 2004. Russ has served as the Philosophy Program Chair for over a decade and expects to for some while yet. He has also been active in governance serving recently on the Tenure Review Committee and currently as the Faculty Assessment Coordinating Team (FACT) representative Arts and Humanities. Russ authored an open-source Introduction to Philosophy text which he's been teaching for several years. Aiming to make his Introduction to Philosophy to more accessible to diverse learning styles and more inviting to our diverse students, he plans to use a quarter of sabbatical leave during spring 2022 to substantially revise his Intro text and course and to renew his study of Eastern Philosophy in anticipation of taking over Bellevue College's Eastern Philosophy course in a few years.

Yu-ting Su, Associate Professor, Student Affairs- Counseling Center

Yu-ting joined the counseling team in 2015. She is a bilingual psychologist who speaks English and Mandarin. She has been very involved in advocating for and supporting international students and students of color. To better serve students with diverse cultural backgrounds, Yu-ting has always worked on advancing her multicultural competence and developing a better list of therapists, with needed specialties, whom she can refer students to for long term treatments. Yu-ting sees the push for telemental health services globally as an opportunity for the Counseling Center to potentially collaborate with counselors in Taiwan and China. Yu-ting plans to use her leave to visit Taiwan and China and identify counselors she can refer our international students to, if they decide to return to their home countries after experiencing psychological crisis. She plans to visit college counseling centers there to learn how they reach out and support their students, despite the strong stigma attached to mental illness. Yu-ting believes this effort will help the college develop a better system to address mental health needs of international students.

COLLEGE BUDGET PROCESS

☒ **INFORMATION**   ☐ **FIRST READ**   ☐ **ACTION**

Description

This presentation will provide an update on the 2021-22 budget development process.

Key Questions
* What are the underline assumptions used in building the budget
* What is the process and employee engagement

Analysis

The overall financial outlook has changed dramatically over the past several months. OFM's call last spring for spending restraint in preparation for COVID-related tax revenue drop led to Governor Inslee's call for furloughs and spending reductions. Bellevue College responded quickly with a revised budget developed over the summer.

Today, state tax revenues are now projected to accommodate a normal state allocation to the SBCTC colleges. The calls for additional furloughs and COLA freezes are gone. Federal stimulus spending has helped the state and the college financially weather the pandemic.

BC Budget development is in full swing and a finalized budget is on track for a Board of Trustee first read on May 19, 2021.

Background/Supplemental Information

Power point presentation included.

Recommendation/Outcomes

Presentation is informational only.

Prepared by: Jim Craswell, Interim Executive Director of Finance and Auxilliary Services
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BC Finance Update 04-21-21

2021-22 Budget Development

- Budget Assumptions

- Process Update

- Concerns

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Changing Assumptions

State Allocation returning to normal 2021-22

- No Furloughs, Likely COLA
- Full Guided Pathway funding + $2 million
- 2020-21 Loss of Exempt COLA funding - $0.5 million

Tuition

- 2.4% Tuition rate increase
- Enrollment Flat to slight decline

Expenses

- 4% Departmental expense reductions maintained 2021-22
- BSG Budget Stakeholder Group - Report under consideration
- BRAC Budget Review & Advisory Committee
  - Resource Allocations pending Cabinet review

BSG Recommendations

Broad Categories to Explore

- Program specific concerns
- BAS program review for viability
- Contracting out opportunities of support & Auxiliary services
- Organizational consolidations & Top level management staffing ratios

Consideration Process

- Recommendations distributed to Cabinet members for study
- Regular Status to Cabinet
- Ongoing feedback to campus.

2021-22 Budget Development

Resource Allocation Process

Sharon Kussy;   Budget Director
Loanne Wang; Budget Analyst
Jim Craswell;   Interim Finance Director

BRAC Budget Review and Advisory Committee

Name	Group	Title	Department
Chris Bell	Exempt	Dean	Social Science
Christa Jech	Exempt	Admin Assistant	Library
Dianne Caraway	Faculty	Instructor	HSEWI
Elisabeth Bothwell	Classified	Program Manager	Early Learning Center
Glenn Jackson	Exempt	Director	High School Programs
Jessica Rohm	Classified	Admin Assistant	International Ed
Kyle Barber	Faculty	Instructor	IBIT
Rebecca Cory	Exempt		Dean
Wayne Snow	Classified	IT System Admin	IT

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2021-22 Budget Development

Resource Allocation Process
- Budget reviews drilled down to program level in both academic and support staff areas.
- Standardized review –Data informed
    o Quality
    o DEI
    o Quantity
    o Staffing Level
- 4% Reduction balancing
- Other Adds or reductions
    o BRAC review and prioritized
    o Cabinet review and prioritized
    o Budget Finalized
- Campus Forum: May 7th
- Forward to Board of Trustees for review and approval
    o 05/19/21 First Read
    o 06/16/21   Approval

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2021-22 Budget Development

Concerns:

- Enrollment uncertainty
- Return to campus spending uncertainty
- Federal CARES et al funding
  - Strategic Investment
  - Sustainable Investment

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Questions ?

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S&A FEE BUDGET PROCESS

☒ **INFORMATION** ☐ **FIRST READ** ☐ **ACTION**

Description

ASG and the S&A committee are responsible for the management of the S&A fee allocation process. S&A funds are used to fund a variety of extra-curricular and co-curricular activities for students on the Bellevue College campus. With the 2021-22 S&A process nearing completion, the presenters will provide an overview of this year's process.

Key Questions

∗ What is the S&A process timeline?

∗ What changes have occurred from last year?

∗ What has ASG and the committee learn from previous processes in developing this year's process?

∗ What are the committee's guiding principles?

Background/Supplemental Information

- Presentation slides
- S&A Website: https://www.bellevuecollege.edu/stupro/how-your-tuition-fees-are-spent/
- ASG Financial Code: https://www.bellevuecollege.edu/wp-content/uploads/sites/198/2021/02/ASG-Financial-Code-2021.pdf
- On-line Training document: https://www.bellevuecollege.edu/wp-content/uploads/sites/198/2021/03/SA-Training-2122Final.pdf

Recommendation/Outcomes

The goal of presentation is to give the Board of Trustees of Community College District VIII an update and overview of the S&A process and what shaped this year's process.

2020-21 Service and Activities Fee Budget Process

April 2021

Overview

- **Introductions**
- **Timeline**
- **Compliance**
  - Guiding Documents
  - ASG Financial Code Review and Changes
- **Process**
  - What Can be Found On-line?
  - Who Can Apply?
  - Application
  - Committee Selection
  - Training
  - Committee Meetings
  - Guiding Principles

Overview (con't)

- **Where is the Committee At?**
- **Summary of S+A Processes: 2017 to 2021**

Note:

If an item is highlighted in <mark>yellow</mark>, it indicates that there has been a change (some tiny, some big) from previous year.

S&A Process Timeline – February/ March

February 26   Notification to campus community indicating S&A application and materials are posted on S&A website.

February 26   Invitations for volunteers and nominations to serve on S&A Committee sent out to campus community.

March 3   S&A Process training information available on-line. Notification of training information sent out the week of March 1st.

March 12   Deadline to volunteer or nominate individuals for S&A Committee

March 16   S&A Committee members finalized.

March 22   S&A Committee training

March 22 <u>upload:</u>   <u>S&A Application due by 5pm</u>. Materials uploaded on S&A website. Applicants submit:

- **S&A Funding Request Acknowledgement Document 2021-22**
- **2021-22 S&A Funding Request Summary**
- Additional information that applicant feels might be relevant (not required)

March 22 - 25   *Winter Quarter Finals*

March 26   S&A application materials available for committee members

March 26 - April 7   Individual committee members review application materials

March 26 - April 7   *Spring Break*

S&A Process Timeline (April/May/June)

April 8 - April 16	Committee review of applications
April 12	If committee had concerns regarding application compliance, feedback and questions sent to applicants by April 12th. Applicant could review and determine if they wish to revise application.
April 19	Funding decisions sent out to applicants. Appeal process information sent with decisions.
April 21	Appeals submission deadline by 5pm/ Sign up for Appeal hearing by 5pm
April 22/23	Appeal hearings
April 26	Appeal decisions sent out.
April 27 - April 30	ASG votes on S&A recommendation and sends recommendation to President's Cabinet
May 4	President Cabinet Review
May 10	S&A paperwork sent to Board of Trustees.
May 19	1st read of S&A budget recommendation at Board of Trustee Meeting
June 16	2nd read of S&A budget recommendation at Board of Trustee Meeting

Compliance – Guiding Documents

- **Service and Activities (S+A Use) Compliance and Guidance Document**
  - New last year, but not updated this year
- **ASG Financial Code**
  - Updated 2021
- **Killian Document**
  - Updated 2018
- **RCWs**

Compliance - ASG Financial Code Review

- ASG Financial Code was last formally edited and approved in 2009.
- Financial Code, along with ASG Constitution and ASG Bylaws, guide ASG processes.
- Financial Code guides ASG fiscal processes along with the S&A process.
- ASG wanted to update ASG Financial Code:
  - Update to make sure it matched language in constitution and bylaws
  - Integrate feedback from last year's S&A process
  - Include more language about the S&A process steps
  - Update the document to align with direction ASG is moving in
  - Open up the access to S&A monies by eliminating the previous barriers established by only being open to "Student Programs". Now funds are open to **ANY** campus event or campus entity that has **compliant co-curricular** and **extra-curricular activities.**

Compliance - ASG Financial Code Review

- Students updated 2009 document and sent out for review.
- Pre-review document was sent to:
  - Provost, VP Admin
  - Finance Office
  - Student Affairs (AVP, Dean of Student Life)
  - Academic Affairs (AVP)
  - AAG
- Pre-review comments and edits were compiled for students.
- Students reviewed feedback, edited document and sent to President Cabinet for review.

Compliance - ASG Financial Code Review

- Students updated document based on edits/ comments and students addressed:
  - Added definition/ further clarity on civility/ behavior
  - Updated committee selection to collaborative process for how employees are chosen for the S&A Committee
  - Resolved questions about Campus Reserve account
  - Cleaned up word choice, formatting, titles, definitions, etc. as recommended

Revised ASG Financial Code approved by President Cabinet after meeting on 2/22/21.

Process - What's Found On-line?

- **Instructions**
- **Application Forms**
- **Training Information**
- **Compliance Documents**

https://www.bellevuecollege.edu/stupro/how-your-tuition-fees-are-spent/

Process - Who Can Apply?

Applications for 2021-22 S&A funds can be submitted by <mark>any BC student organization or BC office or staff</mark> for **co-curricular and extracurricular involvement experiences for BC students**.

In the past, only groups designated "Student Programs" could apply.

Process - Application

- **S&A Funding Request Acknowledgement Document 2021-22**
  - 2 page document
    - Compliance Acknowledgement
    - Certification of Application
    - Supervisor or Organization Advisor Certification
- **2021-22 S&A Funding Request Summary**
  - Excel document
    - The Why – Explanations
    - The What- Dollars and cents
- **Additional information can be uploaded beyond the 2 forms.**

Process - Committee Selection

- <mark>Emails went out to all members of constituencies</mark> requesting nominations and volunteers:
  - Students
  - Classified staff
  - Exempt staff
  - Faculty
- ASG reviewed volunteers and nominations and provided their selection list for PC to review.

Voting Committee Members

- **Lindsey Powers (Classified)**
- **Rachel Wellman (Exempt)**
- **James Torrence (Faculty)**
- **Emmanuel Tshimanga (Student at Large)**
- **Jordana Laura Gouveia de Oliveira (Student at Large)**
- **Kiseuk (Ki) Ahn ASG President**
- **Theint Thu (ASg PR Rep)/Quan Nghiem (ASG Legislative Rep**) (ASG officers share 1 seat on the Committee. They replaced Nam Nguyen (Treasurer) after he had to step down.)

Process – Training

Campus Constituents (Students/ Faculty/ Staff)

- Two forms of training:
  - Self-guided (on-line)
  - Multiple sessions on-line with review and walk through of examples and questions from participants

Committee

- March 22nd – 1st Committee Meeting
  - Led by non-committee member/ non-committee advisor
  - Focus on compliance documents, examples, etc.

Process - Committee Meetings

- Training – March 22nd

- Individual Committee Member Review of Application – March 26 to April 7th

- Committee Guiding Principles – Committee is using principles from the 20-21 S&A Committee

- Committee Review of Applications – April 8 to April 19th

- Committee Reach Out to Applicants to ask clarification about applications (either compliance or clarification questions – April 12th

- Funding decisions sent to applicants – April 19th

- Appeal deadline – April 21st

- Appeal Hearings - April 22nd and 23rd

- Appeal Decisions sent out – April 26th

Guiding Principles– Prior to Review

The Committee considered equity during all review and deliberations, to the best of their ability. The focus on equity flows through all of the guiding principles.

Guiding Principles– Prior to Review

Does the department/program focus on improving the student experience on campus?

Does the department/program help students succeed academically?

Does the department/program offer services and activities that enrich student life outside of class?

Has the department/program actively engaged students in the past year?

Is the department/program planning to increase student engagement in the upcoming year?

Are the department/program services and activities open to all BC students?

Does the department/program only want money for travel?

If they ask for travel, is that all of their request or does the bulk of the request go to on campus student activities and services?

Is this service/activity sustainable over time? What funding sources would they have if S&A does not fund?

Where is Committee At?

- Initial allocation recommendations went out Monday.

- Appeals deadline is 5pm today.

- Appeals will be held Thursday and Friday.

- Final Recommendations will be sent to ASG for approval with goal to get campus recommendations to Board by May 10th for 1st read @ May Board meeting.

Summary of S+A Processes: 2017 to 2021 (Yellow = Change)

Year	Application Out	Application Process	When were Committee's funding priorities established?	Documents shared with Committee	Committee Member review of applications	Deliberation Open?	Decision Communication	Appeal Process
2017	Sent out via email	Paper/ Electronic submission and group could come into meeting to state case and bring students with	During review, typically in the beginning of process but not shared externally until after process	???	Binders of applications given at start of comm. deliberations	Committee met privately to review and make decisions	Individuals only received their funding award and information on appeal	Appeals requested by applicant, time established to talk to committee with additional participants.
2018	Sent out via email	Paper/Electronic submission and group could come into meeting to state case and bring students with	During review, typically in the beginning of process but not shared externally until after process	ASG Fin Code **Killian Document**	Binders of applications given at start of comm. deliberations	Committee met privately to review and make decisions	Individuals only received their funding award and information on appeal	Appeals requested by applicant, time established to talk to committee with additional participants.
2019	Sent out via email	Paper/ Electronic submission only **(mirroring a grant process based on feedback from students- people making case was not as productive as they would like and overall process was too long**)	During review, typically in the beginning of process but not shared externally until after process	ASG Fin. Code Killian Document	Binders of applications given at start of comm. deliberations	Committee met privately to review and make decisions	Individuals only received their funding award and information on appeal	Appeals requested by applicant, time established to talk to committee with additional participants. Appeal appointments 20 minutes.
2020	Sent out via email- *Same as previous year*	Paper/ Electronic submission only – *Same as previous year*	During review, typically in the beginning of process but not shared externally until after process	ASG Fin. Code Killian Document **S+A Compliance and Guidance**	**Committee members were given a week to review all applications before committee deliberations started**	Committee met privately to review and make decisions – *Same as previous year*	Individuals only received their funding award and information on appeal – *Same as previous year*	Appeals requested by applicant, time established to talk to committee but Committee asked for just the person that submitted it to come in and provide information/ answer question – this process was nixed to match previous yr. **Appeals increased from 20 to 30 minutes. Appeal decisions published on-line.**
2021	Sent out to via email to all of campus	Electronic submission only- 2 forms required: 1. **S&A Funding Request Acknowledgement Document 2021-22** 2. S&A Funding Request Acknowledgement Document 2021-22	During review, typically in the beginning of process but not shared externally until after process - *Same as previous year*	ASG Fin. Code Killian Document S+A Compliance and Guidance **RCWs** **Training Document**	Committee members were **given several weeks** to review all applications before committee deliberations started	Committee met together to review and make decisions – **Meetings open to public via Teams**	Individuals only received their funding award and information on appeal – *Same as previous year*	Appeals requested by applicant, time established to talk to committee with additional participants. Appeal appointments 30 minutes. Appeal decisions published on-line. – *Same as last year.*

Questions?