



BELLEVUE
COLLEGE



Board of Trustees

Community College District VIII

REGULAR MEETING
September 29, 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, September 29, 2021. The business session will begin at 4:00 PM. In accordance with Governor Inslee's Proclamation 20-28.15, this meeting will be conducted virtually. The meeting will be accessible to the public via Zoom. A telephone line will also be available. Richard Leigh, Chair, will preside.

MEETING CALL IN DETAILS

Study Session Call-In Details:

Please click the link below to join:

<https://bellevuecollege.zoom.us/j/86118071117?pwd=cjFHTU1TS0w2SUpEemcybUxXY3NKQT09>

Meeting ID: 861 1807 1117

Passcode: study

Or dial in by telephone: +1 253 215 8782 Meeting ID: 861 1807 1117 Passcode: 036101

Business Session Call-In Details:

Please click the link to join: <https://bellevuecollege.zoom.us/j/81023196305>

Or dial in by telephone: +1 253 215 8782 Webinar ID: 810 2319 6305

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	STUDY SESSION	The Board will host a study session to discuss the status of ctcLink implementation.	Harrison & Rivas
3:00 PM	EXECUTIVE SESSION	The Board will be meeting in executive session to evaluate the performances of public employees, to discuss goals for evaluation of the President, to discuss matters with legal counsel regarding potential litigation and collective bargaining, and/or consider real estate for sale or lease.	
4:00 PM	BUSINESS SESSION		
	I.	Call to Order	Leigh
	II.	Agenda and Minutes	
		A. Approval of Agenda for September 29, 2021	
		B. Approval of Minutes from June 16, 2021	
		C. Approval of Minutes from July 16, 2021	
		D. Approval of Minutes from July 17, 2021	
4:05 PM	III.	Constituent Reports	
		A. Student, including introduction of 2021-2022 Associated Student Government (ASG) Officers	Thu
		B. Classified	Turnbull
		C. College Assembly	Socio
		D. Faculty	Nightingale/ Stiehl
		E. Foundation	Brock
4:25 PM	IV.	First Read Items	
		A. Revision of Policy 2020: Electronic Communication with Students	Reas
		B. Revision of Policy 6900: Records Retention	Curran
		C. Revision of Policy 6100 (WAC 132H-140 College Property Use)	Curran
		D. Deletion of Policy 6520: Animals on Campus	Curran
4:45 PM	V.	Action Items	
		A. Negotiated Collective Bargaining Agreement between Bellevue College Association of Higher Education and the Board of Trustees of Community College District VIII.	
4:50 PM	VI.	Diversity, Equity, and Inclusion Report	Grier
5:00 PM	VII.	President's Report	Locke
5:10 PM	VIII.	Board Report	Leigh

5:20 PM IX. Unscheduled Business or Public Comment

5:30 PM EXECUTIVE SESSION

The Board will be meeting in executive session to evaluate the performances of public employees, to discuss goals for evaluation of the President, to discuss matters with legal counsel regarding potential litigation and collective bargaining, and/or consider real estate for sale or lease.

5:45 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, June 16, 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 study session began at 2:01 PM.

I. STUDY SESSION

Dennis Curran, Vice President of Administrative Services, and Christopher Butler, Planning and Design Manager, hosted a study session to discuss the physical campus and facilities at the College.

The business session was called to order at 3:01 PM.

II. ROLL CALL

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

III. AGENDA

Trustee Leigh made a motion to approve the agenda (June 16, 2021) and minutes (May 19, 2021). Trustee Fukutaki seconded.

The motion passed unanimously.

IV. CONSTITUENT REPORTS

A. Faculty

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

- Nightingale reported that there is considerable concern about the four staff members who were recently laid off and that faculty want to see a plan for BATS.

B. Foundation

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

- The BCF held a successful planning retreat earlier this morning. BCF determined next year's breakfast will be held on campus and a gala will be planned for Fall 2022.
- Brock will serve again as BCF president in 2021-2022. Dana Gray is president-elect.
- Brock thanked Chair Dietzel for attending the BCF meetings over the past year.

C. Student

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

- The ASG Board of Directors have been ratified.

D. Classified

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

- Turnbull offered thanks to Amy McCrory for serving as Assembly Chair the last two years and thanked Sue Nightingale for speaking on behalf of staff.
- Staff are concerned about the recent lay-off of four employees.
- Staff are expressing concern about the mental health and wellness of employees and are asking how the college will support staff in the transition getting back to work on campus.
- Turnbull thanked President Locke for effectively communicating to the campus about returning to work on campus.

E. College Assembly

The College Assembly report was provided by AJ Duxbury, Incoming Chair of the College Assembly.

- Duxbury thanked Amy McCrory for her service as Assembly Chair and outgoing council chairs. Councils had several accomplishments this year.
- The last Assembly meeting of the academic year will be June 21, 2021.

V. **Action Items**

A. Off-Cycle Tenure Candidates

Motion 21.21

Trustee Heu-Weller moved that the Board of Trustees of Bellevue College hereby grants tenure beginning Winter Quarter 2022 to Sandi Xhumari, Science (Mathematics). Trustee Leigh seconded.

The motion passed unanimously.

Motion 22.21

Trustee Fukutaki moved that the Board of Trustees of Bellevue College hereby grants tenure beginning Winter Quarter 2022 to Zhenzhen He-Weatherford, Arts and Humanities (English). Trustee Leigh seconded.

The motion passed unanimously.

B. Capital Projects and Local Funding Approval for 2021-2023 Biennium

Motion 23.21

Trustee Leigh moved that the Board of Trustees of Community College District VIII approves the expenditure of local and state funds and the list of proposed capital projects for the 2021-2023 biennium. Trustee Heu-Weller seconded.

The motion passed unanimously.

C. 2021-22 College Budget

Motion 24.21

Trustee Leigh moved that the Board of Trustees of Community College District VIII approve the college budget plan, as proposed, for fiscal period 2021-2022. This includes the Board of Trustees authorizing:

- 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.

Trustee Heu-Weller seconded.

The motion passed unanimously.

D. 2021-22 Service and Activities Fee Budget

Motion 25.21

Trustee Heu-Weller moved that the Board of Trustees of Community College District VIII approve the proposed 2021-22 Services and Activities fee budget. Trustee Fukutaki seconded.

The motion passed unanimously.

E. Board Election of Officers

Motion 26.21

Trustee Heu-Weller moved that the Board of Trustees of Community College District VIII hereby appoint Richard Leigh as Board Chair. Trustee Fukutaki seconded.

The motion passed unanimously.

Motion 27.21

Trustee Fukutaki moved that the Board of Trustees of Community College District VIII hereby appoint Merisa Heu-Weller as Board Vice Chair. Trustee Leigh seconded.

The motion passed unanimously.

VI. **PROGRAM HIGHLIGHT**

A. Early Alert for Academic Success Program

Melissa Martinez, Early Alert Coordinator and Integrated Student Supports (ISS) Workgroup Lead presented an overview of the Early Alert program, including its growth and development since it's pilot launch Spring 2020 through Spring 2021, key players and stakeholders in the Early Alert work, and why this program matters in terms of closing equity gaps and promoting student success and retention.

VII. **REPORTS**

A. Student Success

Kristen Jones, Provost; Esteban Maldonado, Title III Director and AT Co-Lead; Jennie Mayer, Faculty Program Chair for Physical Science and ATD Co-Lead; Zach Morgan, Executive Director of Research and Effectiveness; Maggie Harada, Senior Associate Professor in English and BC Pathways Co-Lead, Allison Kang, Faculty Program Chair for Life Science and BC Pathways Co-Lead, and Christina Sciabarra, Faculty Member and First Year Seminar Team Lead, presented the quarterly student success report.

Achieving the Dream (ATD) provides the framework for the College's student success initiative with the goal of eliminating achievement gaps by race and ethnicity. Three institutional metrics have been identified to measure success:

- Three-year completion and transfer rate
- Fall to fall retention/persistence rate
- Percentage of students completing college level math in their first year

The presentation included a summary of work completed on First Year Seminar, Pathways Mapping, Math Redesign, and the Peer Educator program, as well as an update on the leading indicators.

VIII. **PRESIDENT'S REPORT**

Gary Locke, Interim President of Bellevue College, reported there is significant work happening across the campus to support student success and diversity, equity, and inclusion.

IX. **BOARD REPORT**

Trustees Fukutaki and Leigh thanked Chair Dietzel for his service as Chair of the Board. Chair Dietzel thanked Trustee Stoddard and her service to the Board this year.

X. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

Nancy McEachran, faculty member at Bellevue College, provided a public comment on the ESL program.

Heidi Songstad, faculty member at Bellevue College, provided a public comment on the BATS budget.

Janet Ha Andrews, student at Bellevue College, provided a public comment on Asian American Studies classes.

Amanda Johnson, faculty member at Bellevue College, provided a public comment on the BATS budget.

Madeleine Magana, community member, provided a public comment on providing American ethnic studies courses.

Nathan Duong, community member, provided a public comment on providing American ethnic studies courses.

Catherine Smith, faculty member at Bellevue College, provided a public comment on BATS.

Jordana Maciel Abdo, student at Bellevue College, provided a public comment on Asian American ethnic studies.

Jean Pauley, faculty member at Bellevue College, provided a public comment on BATS.

Mila Tari, faculty member at Bellevue College, provided a public comment on BATS.

Teresa Descher, staff member at Bellevue College, provided a public comment on a culture of care with employees and the BATS program.

Nan Ma, faculty member at Bellevue College, provided a public comment on ethnic studies and introduction to Asian American Studies.

Christina Sciabarra, faculty member at Bellevue College, provided a public comment on BATS.

Hope Gamez, staff member at Bellevue College, provided a public comment on BATS.

Valencio Socio, staff member at Bellevue College, provided a public comment on BATS and Culture and Ethnic Studies courses, and GLBTQ cross walks fundraising.

Nancy Emery, faculty member at Bellevue College, provided a public comment on BATS.

XI. **EXECUTIVE SESSION**

At 6:16 PM, Chair Dietzel announced there would be an executive session beginning at 6:30 PM that would last approximately 75 minutes to discuss matters with legal counsel regarding potential litigation, collective bargaining, and the performance of public employees. The Board returned to regular session at 7:45 PM.

XII. **ADJOURNMENT**

There being no further business, Chair Dietzel adjourned the Board of Trustees meeting at 7:45 PM.

Greg Dietzel, Chair
Board of Trustees

ATTEST:

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



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

A special meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, was held on Thursday, July 15, 2021. The meeting was held at the Silver Cloud Hotel Eastgate, 14632 SE Eastgate Way, Bellevue, WA in the Sammamish Room, and was also accessible to the public via Zoom. A telephone line was also available. Richard Leigh, Chair, presided.

MINUTES

I. EXECUTIVE SESSION

At 12:00 PM, Chair Leigh announced there would be an executive session that would last approximately 60 minutes to discuss the 2020-2021 Board evaluation. The Board returned to regular session at 1:00 PM.

The business session was called to order at 1:02 PM.

II. ROLL CALL

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

III. AGENDA

Trustee Fukutaki made a motion to approve the agenda (July 15, 2021). Trustee Heu-Weller seconded.

The motion passed unanimously.

IV. UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY

There was no unscheduled business and no community testimony.

V. DIVERSITY, EQUITY, AND INCLUSION SESSION

Consuelo Grier, Vice President of Diversity, Equity, and Inclusion presented a session on diversity, equity, and inclusion.

VI. ADJOURNMENT

There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 4:43 PM.

Richard Leigh, Chair
Board of Trustees

ATTEST:

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



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

A special meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, was held on Friday, July 16, 2021. The meeting was held at the Silver Cloud Hotel Eastgate, 14632 SE Eastgate Way, Bellevue, WA in the Sammamish Room, and was also accessible to the public via Zoom. A telephone line was also available. Richard Leigh, Chair, presided.

MINUTES

I. EXECUTIVE SESSION

At 12:10 PM, Chair Leigh announced there would be an executive session that would last approximately 40 minutes to discuss real estate. The Board returned to regular session at 12:50 PM.

The business session was called to order at 12:50 PM.

II. ROLL CALL

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

III. AGENDA

Trustee Fukutaki made a motion to approve the agenda (July 16, 2021). Trustee Heu-Weller seconded.

The motion passed unanimously.

IV. UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY

There was no unscheduled business and no community testimony.

V. STRATEGY SESSION

Rita Brogan facilitated a discussion among the trustees on strategy for the upcoming year.

VI. ADJOURNMENT

There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 3:45 PM.

Richard Leigh, Chair
Board of Trustees

ATTEST:

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



REGULAR MEETING AGENDA ITEM

REVISION OF POLICY 2020: ELECTRONIC COMMUNICATION WITH STUDENTS

☐ INFORMATION

☒ FIRST READ

☐ ACTION

Description

The current version of Policy 2020 is outdated and does not reflect current practice. In the last two years, the College purchased TargetX, a CRM designed to enhance communication between the College and students, and Signal Vine, which the College will use as a text messaging tool. The current version Policy 2020 does not reflect these additional communication features; therefore, updated language is included in a revised Policy 2020.

In the proposed revisions to Policy 2020, the policy is renamed: **Electronic Communication with Students**, to reflect the addition of other ways in which the college communicates with students, including:

- Canvas Learning Management System
- Text messaging
- Retention of student email address provided at the time of admission for purposes of initial communication, and recruitment and promotion of alumni activities

Cabinet adopted the proposed policy revision as a temporary measure, which allowed the College to move forward with plans to increase the use of text messaging with students, and update critical responsibilities and information students need now.

There is a plan to further revise Policy 2020 when ctcLink is implemented on November 8, 2021 as ctcLink will impact communication with students. It is still unclear how student email addresses will work in the new system. It also appears the College will not be able to exclusively use an assigned BC email address. Finally, the college may need to move towards messaging students through the secure portal to avoid FERPA related compliance issues. In summary, the Board can expect to see this policy again in the near future.

Recommendation/Outcomes

That the Board of Trustees approves the revision of Policy 2020: Electronic Communication with Students at their meeting on October 20, 2021.

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

2020 ELECTRONIC COMMUNICATION WITH STUDENTS

Original Date: 7/6/2010 * Last Revision Effective: 3/24/2015

Policy Contact: Associate Vice President, Student Affairs

POLICY

Primary College Communication

The college provides an official Bellevue College email address to all students at the time of their admission and uses this email as the primary method for official communication with students. To protect student confidentiality related to the Family Educational Rights and Privacy Act (FERPA), students and college employees are expected to communicate using their college assigned official email address. The college maintains a reasonable expectation that email correspondence is received and read in a timely manner.

Official email notifications include security alerts, campus closure information, information technology services alerts, required federal and state notifications, student specific financial aid and registration notifications, and all other communication that relates directly to individual student transactions or issues.

The college retains the email address provided by students at the time of admission to the college. These email addresses are used to communicate with newly admitted students regarding the steps they must complete before registering for classes and may also be used for the promotion of alumni opportunities after the student graduates or transfers to another school.

Secondary College Communication

The college uses secondary electronic methods to communicate general information to students. These include, but are not limited to, text messaging and messages sent via the Canvas learning management system. General information includes matters that affect the health and safety of the campus community, academic success resources, and information related to the college's mission and values, campus events, and general announcements.

Opt-out Options

Students may not elect to opt-out of receiving emails sent to their official college email addresses or notifications sent using the Canvas learning management system. Students may elect to stop receiving text messages by replying "STOP." Students may opt-out of the emails sent to the address provided at the time of admission by using the [Student Central Online Help or Information System](#).

RELEVANT LAWS AND OTHER RESOURCES

- [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#)
- [Policy #5250 Information Security](#)
- [Policy #5150 Acceptable Use of Information Technology](#)
- [5150P Acceptable Use of Information Technology \(Procedures\)](#)
- [Policy #2050 Student Conduct Code](#)

REVISION HISTORY

Original 7/6/2010

Revision 9/11/2012; 3/24/2015

APPROVED BY

Board of Trustees

2020 ~~ELECTRONIC STUDENT E-MAIL COMMUNICATION WITH STUDENTS~~

Original Date: 7/6/2010 * Last Revision Effective: 3/24/2015

Policy Contact: Associate Vice President, Student Affairs

POLICY

Primary College Communication

The college ~~assigns~~provides an official Bellevue College email address to all students at the time of their admission ~~to the college~~ and uses this email as the primary method for official communication with students. to the campus community. To protect student confidentiality related to the Family Educational Rights and Privacy Act (FERPA), students and college employees are expected to communicate using their college assigned official email address. The college maintains a reasonable expectation that email correspondence is received and read in a timely manner.

Official email notifications include campus security alerts, campus closure information, information technology ~~services (IT) security~~ alerts, required federal and state notifications, student specific financial aid and registration notifications, and all other communication that relates directly to individual student transactions or issues.

The college ~~also~~ retains the email address provided by students at the time of admission to the college. These email addresses are used to communicate with newly admitted students regarding the steps they must complete before registering for classes and may also be used for the promotion of alumni opportunities after the student graduates or transfers to another school.

Secondary College Communication

The college ~~also~~ uses other secondary electronic methods to communicate general information to students. Theseis includes, but areis not limited to, text messaging, email using a preferred or secondary email address, and messages sent via the Canvas learning management system. General information includes matters that affect the health and safety of the campus community, academic success resources, and information related to the college's mission and values, campus events, and general announcements.

Opt-~~o~~ut Options

Students may not elect to opt-out of receiving emails sent to their official college email addresses ~~or~~and notifications sent using the Canvas learning management system. Students may elect to stop receiving text messages by replying "STOP." Students may opt-out of the ~~or~~ emails sent to the ~~email~~ address provided at the time of admission in ~~preferred or secondary email address~~ by using the Student Central Online Help or Information System, following thethe established procedures.

~~The college requires that all credit students have an official Bellevue College (BC) student e-mail account for the purpose of receiving official college communications which may include but is not limited to: campus security alerts, campus closures, information technology (IT) security alerts, financial aid notifications, enrollment and registration transactions or instructor messages.~~

~~After acceptance or re-application to the college, students will automatically be required to create their official BC Student e-mail account when they create a BC NetID via the college website. The college may block a student from registration access in future quarters if an official student e-mail account is not created. Bellevue College employees who register for college credit classes are also required to create a BC student e-mail account.~~

~~The college will send all official administrative and instructional communications to credit students' BC student e-mail account.~~

DEFINITIONS

Official Bellevue College (BC) Student E-mail Account

- ~~An e-mail account the college provides to all credit students after acceptance to the college.~~

Official College E-Mail Communication

- ~~Any e-mail message of communication sent from college administration and/or instructional departments to all credit students who are currently attending or have attended in past quarters.~~

Credit Students

- ~~Students who are currently enrolled or have been enrolled in past quarters, in any course that awards college credit.~~

BC NetID

- ~~A BC NetID is a network account that is used to log in to multiple technological services and resources at Bellevue College including (but not limited to) the official BC student e-mail account, MyBC, the college web portal, MyBC class sites, computers in classrooms and labs, and the college wireless network.~~

RELEVANT LAWS AND OTHER RESOURCES

- Family Educational Rights and Privacy Act of 1974 (FERPA): [20 USC 1232g](#)
- ~~College Policy # [Policy # 5250 Information Security](#)~~
- ~~[College Policy # 5150: Acceptable Use of Bellevue College Networks and Systems](#) [Policy #5150 Acceptable Use of Information Technology](#)~~
- ~~[College Procedures # 5150P: Acceptable Use of Bellevue College Networks and Systems \(Procedures\)](#) [5150P Acceptable Use of Information Technologyf the Bellevue College Network and Bellevue College Data Management Systems \(Procedures\)](#)~~
- ~~[College IT Security Standard: Data and Information Security](#)~~
- ~~[College Policy # 2050 Student Code](#) [Policy #2050 Student Conduct Code](#)~~
- ~~[2050 Student Conduct Code](#)~~
- ~~[College Policy # 4250 Standards of Ethical Conduct](#) [2020P Electronic Communication with Students \(Procedures\)](#)~~

REVISION HISTORY

Original 7/6/2010

Revision 9/11/2012; 3/24/2015

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

REVISION OF POLICY 6900: RECORDS RETENTION

☐ INFORMATION

☒ FIRST READ

☐ ACTION

Description

The current policy is outdated and does not reflect current practice and legal requirements for retention of records. The [associated procedure](#) was updated June 2021. Since the last update of this policy, the Washington State Records Committee has enacted two new records retention schedules that the College must follow. This revision modifies the language and citations to be in accordance with the new retention schedules.

Key Questions

- * Who should be consulted about proper classification?
- * When might records be withheld from planned disposition?

Analysis

This revision updates and clarifies the responsibilities and procedures for maintaining records from their creation to disposition.

Background/Supplemental Information

Procedure #6900P - [Records Retention \(Procedures\)](#)

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the revision of Policy 6900: Records Retention at the October 20, 2021 Board meeting.

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

6900 RECORDS RETENTION

Original Date: 11/30/2010 * Last Revision Effective: 10/19/2015
Policy Contact: Vice President, Administrative Services

POLICY

Bellevue College (BC) retains and disposes of public records according to Washington state law and the State Board for Community and Technical College (SBCTC) [Public Information and Public Records](#) policy.

BC policy requires that all employees review and familiarize themselves with the established record retention schedule(s) and with all retention procedures specific to their individual and departmental responsibilities and the types of records they handle.

Records produced in the execution of federally-funded grants and contracts must be retained in accordance with 45 CFR 74.53.

Questions about the proper classification of a specific piece of information should be addressed to the office of the vice president of administrative services. Records will be withheld from planned disposition if they are a part of a lawsuit, pending litigation, or a public records request.

DEFINITIONS

Public Record

The term "public record" shall have the same meaning that it has under RCW 40.14.010.

RELEVANT LAWS AND OTHER RESOURCES

- RCW 40.14 - Preservation and Destruction of Public Records
- RCW 40.16 - Penal Provisions for the Intentional Destruction of Public Records
- RCW 40.20 - Reproduced Records
- RCW 42.56 - Washington State Public Records Act
- WAC 434-600 through 677
- [State Government Records Retention Schedule](#)
- [Community and Technical College Records Retention Schedule](#)
- Policy #2550 - Federal Privacy Act: Disclosure of Social Security Numbers
- Policy #2600 - Family Education Rights and Privacy Act: Disclosure of Student Information
- [Policy #5250 – Information Security](#)
- Procedure #6900P - [Records Retention \(Procedures\)](#)

REVISION HISTORY

Original 11/30/2010
Revisions 12/20/2011; 9/24/2012; 10/19/2015

APPROVED BY

Board of Trustees

6900 RECORDS ~~AND E-MAIL~~ RETENTION

Original Date: 11/30/2010 * Last Revision Effective: 10/19/2015
Policy Contact: Vice President, Administrative Services

POLICY

~~Bellevue College (BC) retains and disposes of public records according to Washington state law and the State Board for Community and Technical College (SBCTC) Public Information and Public Records policy. requires that all public state records are retained, stored, archived and disposed of appropriately after their active business use is completed, in accordance with schedules approved by the state records committee. Bellevue College procedure #6900P, Records Storage and Disposal describes the processes used to archive public college records.~~

~~It is the BC policy of Bellevue College requires that all employees review and familiarize themselves with the established record retention schedule(s) and with all retention procedures specific to their individual and departmental or division programs and responsibilities and with the types of records they handle.~~

~~Records which exist in printed, hard copy form are to be archived according to Bellevue College procedure #6900P, Records Storage and Disposal and by the State Board for Community and Technical Colleges (SBCTC) record retention policy.~~

~~Electronic records are bound by the same provisions as paper documents, so if required records are in electronic form, they should also be retained appropriately by employees pursuant to state requirements. In addition, some electronic records are required to be formally transmitted to the state archives once their retention period is completed.~~

~~This means e-mail, instant messages, websites, and any other document stored electronically which contain public records must be identified, managed, protected, and retained by employees as long as needed for ongoing operations, audits, legal proceedings, research, or any other purpose.~~

~~Messages created or received in the transaction of public business and retained as evidence of official policies, actions, decisions or transactions are also retainable public records.~~

~~The proper length of retention for messages and attachments sent or received electronically is based on considering each just as if it were conveyed on paper. Each must be managed according to the approved retention schedule for the information contained within them.~~

~~Just as they were in their actively-used format, all records, printed or electronic, retained in compliance with state law or Bellevue College policy must continue to meet confidentiality requirements, including those required by Bellevue College policy #2550, Federal Privacy Act: Disclosure of Social Security Numbers, and policy #2600, Family Education Rights and Privacy Act: Disclosure of Student Information.~~

~~The college has established policies and procedures to maintain the confidentiality of physical and electronic records. These include: BC Policy #2550 — Federal Policy Act: Disclosure of Social Security Numbers, #2600 — Family Education Rights and Privacy Act: Disclosure of Student Information, #5250 — Information Security and their associated procedures.~~

~~Records produced in the execution of federally-funded grants and contracts must be retained in accordance with 45 CFR 74.53.~~

~~Sensitive and confidential data must also be protected from disclosure in accordance with the Bellevue College IT security standard addressing Data and Information Security.~~

~~Questions about the proper classification of a specific piece of information should be addressed to the office of the vice president of administrative services. Records will be withheld from planned disposition if they are a part of a lawsuit, pending litigation, or a public records request.~~

~~This retention policy is secondary to the SBCTC retention policy, subsidiary to applicable Washington State Archives retention policies, any current public record requests for specific public records, and any legal hold notices for records in response to potential litigation. Records produced in the execution of federally-funded grants and contracts must be retained in accordance with 45 CFR 74.53. Specific questions about the proper classification of a specific piece of information should be addressed to the office of the vice president of administrative services.~~

RESPONSIBILITIES

Policy Maintenance

- **Administrative Services**

The vice-president of administrative services has responsibility for maintenance and administration of this policy, including for drafting any updates and changes to the policies and procedures.

- **Data Users**

All individuals who create data or information using Bellevue College computers, networks or systems has a personal responsibility for following this policy and for following the procedures that are in place to implement this policy.

- **Campus Units**

Each individual campus unit has responsibility for implementing the records retention procedures described under Bellevue College policy, and for establishing means for verifying employee compliance.

~~Information Resources (IR) Technology Services (ITS) personnel assist campus users in the retention of their individual and unit electronic records and in helping to preserve the means to access any stored electronic records during their retention period.~~

Information resources has a dual role in the retention of electronic records. First, IR is a campus administrative unit and must meet the requirements for records retention of their own records, just like any other campus unit. In addition, IR has the responsibility of assisting campus users in the retention of their individual and unit electronic records and in helping to preserve the means to access any stored electronic records during their retention period.

~~Information resources ITS will also advise and assist the college records officer and campus units regarding any technical aspects of retaining electronic records.~~

DEFINITIONS

Public Record

~~The term "public record" shall have the same meaning that its has under RCW 40.14.010.~~

Any paper, correspondence, form, book, photograph, film, sound recording, map, drawing or other document, regardless of physical format or characteristics made by any agency of the state of Washington or received by it in connection with the transaction of public business.

Electronic Records

- ~~Records as defined above that are stored, transmitted or shared via either electronic mail (e-mail) or instant messaging (IM) technologies which are stored in machine readable file formats. This includes e-mail or messages themselves which meet that definition of "records." Electronic records may also include college web sites which contain and generate public records as defined by that procedure and by state law.~~

Archival Records

- ~~Records identified as being of historical value to the state and the college. These records must not be destroyed; rather they must be transferred to the regional branch of the state archives serving Bellevue College.~~

Essential Records

- ~~Records identified by the state board for community and technical colleges as essential for the continuity and restoration of college operations after a disaster.~~

Transitory administrative records:

- ~~Records which have no administrative, legal, fiscal, or archival requirement for their retention. These records include, but are not limited to:~~
 - ~~personal messages and announcements not related to business;~~
 - ~~information-only copies;~~
 - ~~copies of published materials;~~
 - ~~duplicate copies;~~
 - ~~preliminary drafts;~~
 - ~~internal requests for information;~~

- transmittal memos;
- reservations and confirmations;
- routine college admission letters.

~~Routine correspondence:~~

- ~~Routine correspondence concerning day-to-day office administration and activities. These records include, but are not limited to:~~

- ~~intra-agency correspondence;~~
- ~~routine correspondence with other agencies;~~
- ~~correspondence with the public on routine matters.~~

~~This category does not include executive level correspondence or correspondence concerning policies and procedures.~~

~~Executive level documentation:~~

- ~~These are records which include, but are not limited to:~~
 - ~~correspondence and memos generated by the college president to and from public officials, the public, and others, concerning policy issues, concerns, actions, or issues.~~

~~Non-executive planning and working files:~~

- ~~These records include, but are not limited to:~~
 - ~~project design plans;~~
 - ~~survey forms;~~
 - ~~charges;~~
 - ~~diagrams;~~
 - ~~statistics;~~
 - ~~preliminary analysis reports;~~
 - ~~research materials;~~
 - ~~drafts; and~~
 - ~~other documentation related to management studies, non-fiscal audits, surveys, and planning studies.~~

RELEVANT LAWS AND OTHER RESOURCES

- ~~Chapter 40.14, Revised Code of Washington, "Preservation and Destruction of Public Records"~~[RCW 40.14 - Preservation and Destruction of Public Records](#)
- ~~RCW 40.16 - Penal Provisions for the Intentional Destruction of Public Records~~
- ~~RCW 40.20 - Reproduced Records~~
- ~~RCW 42.56 - Washington State Public Records Act~~
- ~~Chapter 434-662-WAC 434-600 —Preservation of electronic public records~~[through 677](#)

~~Guidelines for Developing Policy & Establishing Procedures for E-mail, Office of the Secretary of State and Division of Archives and Records, March 2001~~

~~General Retention Schedule for Washington's Community and Technical College System,~~
~~State Board for Community and Technical Colleges, 1998~~

- ~~State Government Records Retention Schedule~~
- ~~Community and Technical College Records Retention Schedule~~
- ~~Bellevue College Policy #2550 -;~~ Federal Privacy Act: Disclosure of Social Security Numbers
- ~~Bellevue College Policy #2600 -;~~ Family Education Rights and Privacy Act: Disclosure of Student Information
- ~~Policy #5250 – Information Security~~
- ~~Bellevue College Procedure #6900P -;~~~~Records Storage and Disposal~~[Records Retention \(Procedures\)](#)

~~Bellevue College Procedure #6901P: [Electronic Records and E-mail Retention](#)~~

~~Bellevue College IT Security Standard: Data and Information Security~~

REVISION HISTORY

Original 11/30/2010

Revisions 12/20/2011; 9/24/2012; 10/19/2015

~~ENDORSED BY~~
~~College Assembly~~
~~President's Cabinet~~

APPROVED BY

~~President's Cabinet~~ Board of Trustees



REGULAR MEETING AGENDA ITEM

REVISION OF POLICY 6100 COLLEGE PROPERTY USE (WAC 132H-140)

☐ INFORMATION

☒ FIRST READ

☐ ACTION

Description

WAC 132H-140 and Policy 6100 for College Property Use are being revised in order to update language and definitions to be in alignment with other Washington Administrative Codes, Revised Codes of Washington, ordinances, policies, and procedures. The updates also clarify rules for facilities use. Additional changes include updating outdated information (e.g., the name of the college and college contacts).

The information about animals on campus is included in this WAC, so the current, separate policy, 6520, is proposed to be deleted, as the information about animals on campus will still be present in the revised policy 6100. The proposed deletion of Policy 6520: Animals on Campus is listed in a separate agenda item.

Key Questions

- * Why is the policy being updated?
- * What policy information can be consolidated to avoid duplicate information?

Analysis

Policy 6100, currently "Facilities Use," is mostly the same text as 132H-140 Washington Administrative Code (WAC). This proposed revision changes the name to "College Property Use" and replaces the current language of the policy with the text of the WAC.

Background/Supplemental Information

Revised text of 132H-140.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the revision of Policy 6100 College Property Use and WAC 132H-140 at the October 20, 2021 Board meeting.

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

Chapter 132H-140 WAC
COLLEGE PROPERTY USE

Last Update: 3/14/05

WAC

132H-140-020 Statement of purpose.

132H-140-022 Definitions

132H-140-025 Applicability to expressive activities.

132H-140-030 Request for use of college property.

132H-140-050 Scheduling and reservation practices.

132H-140-065 Limitations and denial of use.

132H-140-070 Other requirements.

132H-140-085 College property use fees.

132H-140-110 Animals on campus.

132H-140-120 Trespass.

WAC 132H-140-020 Statement of purpose. The purpose of this chapter is to establish procedures and reasonable controls for the use of college property by all college and noncollege groups. Bellevue College is an educational institution provided and maintained by the people of the state of Washington. The college reserves its property for activities that are related to its broad educational mission. When not being used for those purposes, college property may be made available to other individuals and organizations.

Consistent with RCW 28B.50.140(7) and 28B.50.140(9), college property should be available for a variety of uses which

are of benefit to either the college community or the general public if such uses substantially relate to and do not interfere with the mission of the college. However, a state agency is under no obligation to make its property available to the general public for private purposes.

When determining whether to authorize a particular use, primary consideration shall be given at all times to activities related to the college's mission, and no arrangements shall be made that may interfere with, or operate to the detriment of, the college's own teaching, student programming, or other college sponsored programs.

132H-140-122 Definitions. For the purposes of this chapter, the following definition shall apply:

(1) "College property" shall include, but not be limited to, all campuses of the college, wherever located, and all college-controlled land, buildings, facilities, vehicles, equipment, and any other property owned or used by the college, including study abroad, retreat, and conference sites.

WAC 132H-140-025 Applicability to expressive activity.
Use of college property for expressive activity is governed by the rules set forth in chapter 132H-142 WAC.

WAC 132H-140-030 Request for use of college property.
Requests by individuals or groups from outside the college shall be made to the vice president of administrative services or a designee, who shall be the agent of the college in consummating rental and use agreements.

WAC 132H-140-050 Scheduling and reservation practices.
The primary purpose of college property use is to advance the mission of the college. However, college property, when not required for scheduled college purposes, may be available for use by the public in accordance with current fee schedules and

other relevant terms and conditions developed and maintained by the vice president of administrative services.

No college property may be used by individuals or groups from outside the college without first executing a written contract, signed by the vice president of administrative services or designee, reserving the property and setting forth the fees, terms, and conditions of use.

In determining whether to accept a request for the use of college property, the administration shall use the college mission statement and the following items, listed in priority order, as guidelines:

- (1) Bellevue College scheduled programs, activities, and events.

- (2) Foundation related events.

- (3) Noncollege (outside individual or organization) events.

Arrangements for use of college property must be made through the office of the vice president of administrative services.

WAC 132H-140-065 Limitations and denial of use. Bellevue College is a state agency and exists to serve the public. However, the college may deny use of its property to any individual, group or organization if the requested use would:

- (1) Interfere or conflict with the college's mission including but not limited to instruction, student services, support programs, research, or public service programs;

- (2) Interfere with the free flow of pedestrian or vehicular traffic on campus;

- (3) Involve illegal activity or fail to comply with college policies, procedures, contracts, or Washington administrative codes;

- (4) Create a hazard or result in damage to college property; or

(5) Create undue stress on college resources.

Where college space is used for an authorized function, groups must obey or comply with directions of college officials.

Any individual or group granted permission to use college property shall agree in advance to abide by all college rules and regulations. Use of college property by college personnel, students, college organizations and the general public is also subject to local, state, and federal laws.

The college reserves the right to deny use of college property to any individual or group whose past conduct indicates a likelihood that college rules and regulations will not be obeyed. The college may also deny use to a requesting individual or organization that used college property in the past and caused damage, left college buildings and grounds in excessive disorder, or failed to cooperate with college officials concerning use of the property.

College property may be used for purposes of political campaigning by or for candidates who have filed for public office, if the campaigning is directed to members of the public, and only when the full fee for the property is paid. Use of state funds to pay for or subsidize a political campaign's use of college property is prohibited.

If at any time actual use of college property by an individual or group constitutes an unreasonable disruption of the normal operation of the college, such use shall immediately terminate; all persons engaged in such use shall immediately vacate the premises and leave the college property upon direction of a designated college official.

Advertising or promotional materials for any event being held on or in college property must comply with college policies and procedures.

Use of audio amplifying equipment is permitted only in locations and at times that will not disrupt, or disturb, or interfere with the normal conduct of college affairs, including, but not limited to, the use of classrooms, offices, libraries, and laboratories; and previously scheduled college events or activities.

Use of college property for commercial purposes must be preapproved by the vice president of administrative services and comply with WAC 132H-133-050.

Alcoholic beverages will not be served without the approval of the provost or designee. It shall be the responsibility of the event sponsor to obtain all necessary licenses from the Washington state liquor and cannabis board and adhere to their regulations and those of Bellevue College.

WAC 132H-140-070 Other requirements. (1) When using college property, an individual or organization may be required to make an advance deposit, post a bond and/or obtain insurance to protect the college against costs or other liability.

(2) When the college grants permission to an individual or organization to use its property it is with the expressed understanding and condition that the individual or organization assumes full responsibility for any loss or damage resulting from such use and agrees to hold harmless and indemnify the college against any loss or damage claim arising out of such use.

WAC 132H-140-085 College property use fees. Use fees will be charged in accordance with a schedule developed by the vice president of administrative services, which is available at the events office. The college reserves the right to make pricing changes without prior written notice, except that such price changes shall not apply to facility use agreements already approved by the administration.

WAC 132H-140-110 Animals on campus. Pets on the grounds of Bellevue College shall be in the physical control of their owner in accordance with the city of Bellevue dog leash and waste removal required ordinance, chapter 8.05.

Animals are prohibited from entering buildings operated by Bellevue College, with the exception of service animals or as approved as an accommodation for a disability in accordance with Bellevue College policies and procedures.

WAC 132H-140-120 Trespass. (1) Individuals who are not students or members of the faculty or staff and who violate these rules will be advised of the specific nature of the violation, and if they persist in the violation, they will be requested by the president or designee to leave the college property. Such a request prohibits the entry of and withdraws the license or privilege to enter onto or remain upon any portion of the college property by the person or group of persons requested to leave. Such persons shall be subject to arrest under the provisions of chapter 9A.52 RCW. Individuals requested to leave college property may appeal that decision by submitting to the college president by certified mail, return receipt requested, a letter stating the reasons the person should not be barred from college property. The college president or designee shall respond in writing within fifteen calendar days with a final decision of the college. Persons shall continue to be barred from college property while an appeal is pending.

(2) Students, faculty, and staff of the college who do not comply with these regulations will be reported to the appropriate college office or agency for action in accordance with this chapter or with other applicable rules, regulations, or policies.

Chapter 132H-140 WAC

~~FEES-FACILITY RENTAL-ADDITIONAL SERVICES FOR COMMUNITY COLLEGE~~ ~~DISTRICT-VIII~~ PROPERTY USE

Last Update: 3/14/05

WAC

~~132H-140-010 Title.~~

132H-140-020 Statement of purpose.

132H-140-022 Definitions

132H-140-025 ~~Faeilities use for first amendment activities.~~
Applicability to expressive activities.

132H-140-030 Request for use of ~~faeilities~~college property.

~~132H-140-040 Facility usage board policy.~~

132H-140-050 Scheduling and reservation practices.

132H-140-065 Limitations and denial of use.

132H-140-070 Other requirements.

132H-140-085 ~~Faeility~~College property rental/use fees.

132H-140-110 Animals ~~poliey~~on campus.

132H-140-120 Trespass.

AMENDATORY SECTION

WAC 132H-140-020 Statement of purpose.

The purpose of this chapter is to establish procedures and reasonable controls for the use of college property by all college and noncollege groups. Bellevue ~~Community~~ College ~~District-VIII~~ is an educational institution provided and maintained by the people of the state of Washington. The college reserves its ~~faeilities, buildings and grounds~~property for ~~those~~ activities that are related to its broad educational mission. ~~At other times, the~~When not being used for those purposes, college ~~faeilities~~property may be made available to other individuals and organizations.

~~The purpose of these regulations is to establish procedures and reasonable controls for the use of college facilities for noncollege groups and for college groups where applicable.~~

~~In keeping with this general purpose, and~~Consistent with RCW 28B.50.140(7) and 28B.50.140(9), ~~faeilities~~college property should be available for a variety of uses which are of benefit to either the

college community or the general public if such ~~general~~ uses substantially relate to and do not interfere with the mission of the college. However, a state agency is under no obligation to make its ~~public facilities~~property available to the ~~community~~general public for private purposes.

When determining whether to authorize a particular use, primary consideration shall be given at all times to activities ~~specifically~~ related to the college's mission, and no arrangements shall be made that may interfere with, or operate to the detriment of, the college's own teaching, student programming, or ~~public service~~other college-sponsored programs.

~~Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned, time of use, and to insure the proper maintenance of the facilities. Subject to the same limitations, college facilities shall be made available for assignment to individuals or groups within the college community. Such arrangements by both organizations and individuals must be made through campus operations.~~

NEW SECTION

WAC 132H-140-022 Definitions.

For the purposes of this chapter, the following definition shall apply:

"College property" shall include, but not be limited to, all campuses of the college, wherever located, and all college-controlled land, buildings, facilities, vehicles, equipment, and any other property owned or used by the college, including study abroad, retreat, and conference sites.

AMENDATORY SECTION

WAC 132H-140-025~~Facilities use for first amendment~~ activities.Applicability to expressive activity.

Use of ~~the campus~~college property for ~~first amendment activities,~~ as defined by law, expressive activity is governed by the rules set forth in chapter ~~WAC 132H 142 010 through 132H 142 060. This chapter does not apply to those individuals or groups using the college facilities for first amendment activities~~132H-142 WAC.

AMENDATORY SECTION

WAC 132H-140-030 Request for use of ~~facilities~~college property.

Requests by ~~noncollege~~individuals or groups ~~for utilization of college facilities~~from outside the college shall be made to the ~~director of campus operations~~vice president of administrative services or a designee, who shall be the agent of the college in consummating rental and use agreements.

AMENDATORY SECTION

WAC 132H-140-050 Scheduling and reservation practices.

The primary purpose of college ~~facilities~~property use is to ~~serve the instructional program~~advance the mission of the college. However, ~~the facilities~~college property, when not required for scheduled college ~~use~~purposes, may be available for ~~rental~~use by the public in accordance with current fee schedules and other relevant terms and conditions ~~for such use~~developed and maintained by the vice president of administrative services.

No college ~~facilities~~property may be used by individuals or groups from outside the college ~~unless the facilities including buildings, equipment and facilities land have been reserved~~without first executing a written contract, signed by the vice president of administrative services or designee, reserving the property and setting forth the fees, terms, and conditions of use.

In determining whether to accept a request for the use of college ~~facilities~~property, the administration shall use the college mission statement and the following items, listed in priority order, as guidelines:

(1) Bellevue ~~Community~~ College scheduled programs ~~and~~,
activities, and events.

(2) ~~Major college events.~~

~~(3)~~ Foundation related events.

~~(4)~~(3) Noncollege (outside individual or organization) events.

Arrangements for use of college ~~facilities~~property must be made through the ~~campus operations~~ office of the vice president of administrative services.

AMENDATORY SECTION

WAC 132H-140-065 Limitations and denial of use.

Bellevue ~~Community~~ College is a state agency and exists to serve the public. However, the college may deny use of its ~~facilities~~property to any individual, group or organization if the requested use would:

(1) Interfere or conflict with the college's ~~instructional mission~~including, but not limited to, instruction, student services ~~or~~, support programs, research, or public service programs;

(2) Interfere with the free flow of pedestrian or vehicular traffic on campus;

(3) Involve illegal activity or fail to comply with college policies, procedures, contracts, or the Washington Administrative Code;

(4) Create a hazard or result in damage to college ~~facilities~~property; or

(5) Create undue stress on college resources ~~(e.g., a request for a major event may be denied if another major event is already scheduled for the same time period, because of demands for parking, security coverage, etc.)~~.

Where college space is used for an authorized function ~~(such as a class or a public or private meeting under approved sponsorship, administrative functions or service related activities)~~, groups must obey or comply with directions of ~~the designated administrative officer or individual in charge of the meeting~~college officials.

Any individual or group granted permission to use college ~~facilities~~property shall agree in advance to abide by all college rules and regulations. Use of college property by college personnel, students, college organizations and the general public is also subject to local, state, and federal laws.

The college reserves the right to deny use of college ~~facilities~~property to any individual or group whose past conduct indicates a likelihood that college rules and regulations will not be obeyed. The college may also deny use to a requesting individual or organization ~~which has~~that used ~~the facilities~~college property in the past and ~~has damaged college property~~caused damage, left college

buildings and grounds in excessive disorder, or failed to cooperate with college ~~staff~~officials concerning use of the ~~facilities~~property.

~~No person or group may use or enter onto college grounds or facilities having in their possession firearms or other dangerous weapons, even if licensed to do so, except commissioned police officers as prescribed by law.~~

College ~~facilities~~property may be used for purposes of political campaigning by or for candidates who have filed for public office, if the campaigning is directed to members of the public, and only when the full ~~rental cost of fee for~~ the ~~facility~~property is paid. Use of state funds to pay for ~~facility rental costs for political campaigns or~~ subsidize a political campaign's use of college property is prohibited.

If at any time actual use of college ~~facilities~~property by an individual or group constitutes an unreasonable disruption of the normal operation of the college, such use shall immediately terminate~~;~~; all persons engaged in such use shall immediately vacate the premises~~;~~ and leave the college property upon ~~command~~direction of ~~the appropriate~~a designated college official.

Advertising or promotional materials for any event being held on or in a college ~~facility~~property must ~~follow the same procedure as applies to students outlined in WAC 132H-120-050~~comply with college policies and procedures.

Use of audio amplifying equipment is permitted only in locations and at times that will not disrupt, or disturb, or interfere with the normal conduct of college affairs including, but not limited to, the use of classrooms, offices, libraries, and laboratories; and previously scheduled college events or activities.

~~BCC facilities may not be used for private or commercial purposes unless such activities clearly serve the educational mission of the college, are either sponsored by an appropriate college unit or conducted by contractual agreement with the college. Commercial uses may also be made as noted in WAC 132H-133-050.~~

Use of college property for commercial purposes must be preapproved by the vice president of administrative services and comply with WAC 132H-133-050.

Alcoholic beverages will not be served without the approval of the ~~president~~provost or ~~his/her~~ designee. It shall be the responsibility of the event sponsor to obtain all necessary licenses from the Washington state liquor ~~control~~and cannabis board and adhere to their ~~regulations~~, and those of Bellevue ~~Community~~ College.

AMENDATORY SECTION

WAC 132H-140-070Other requirements.

(1) When using college ~~facilities~~property, an individual or organization may be required to make an advance deposit, post a bond and/or obtain insurance to protect the college against costs or other liability.

(2) When the college grants permission to an individual or organization to use its ~~facilities~~property it is with the expressed understanding and condition that the individual or organization assumes full responsibility for any loss or damage resulting from such use and agrees to hold harmless and indemnify the college against any loss or damage claim arising out of such use.

AMENDATORY SECTION

WAC 132H-140-085~~Facility rental/use~~)College property use fees.

Use fees will be charged in accordance with a schedule developed by the vice president of administrative services, which is available at the ~~((campus operations))~~events office. The college reserves the right to make pricing changes without prior written notice, except that such price changes shall not apply to facility use agreements already approved by the administration.

AMENDATORY SECTION

WAC 132H-140-110 Animals ~~policy~~on campus.

Pets on the grounds of Bellevue ~~Community~~ College shall be in the physical control of their owner in accordance with the city of Bellevue ~~"leash law"~~dog leash and waste removal required ordinance, chapter ~~8.04~~8.05.

Animals, ~~except for service animals,~~ are prohibited from entering buildings operated by Bellevue ~~Community~~ College, with the exception of service animals or as approved as an accommodation for a disability in accordance with Bellevue College policies and procedures.

AMENDATORY SECTION

WAC 132H-140-120 Trespass.

(1) Individuals who are not students or members of the faculty or staff and who violate these rules will be advised of the specific nature of the violation, and if they persist in the violation, they will be requested by the president, ~~or his or her~~ designee, to leave the college property. Such a request prohibits the entry of and withdraws the license or privilege to enter onto or remain upon any portion of the college ~~facilities~~property by the person or group of persons requested to leave. Such persons shall be subject to arrest under the provisions of chapter [9A.52](#) RCW. Individuals requested to leave college property may appeal that decision by submitting to the college president by certified mail, return receipt requested, a letter stating the reasons the person should not be barred from college ~~facilities~~property. The college president or designee shall respond in writing within fifteen calendar days with a final decision of the college. Persons shall continue to be barred from college property while an appeal is pending.

(2) Students, faculty, and staff of the college who do not comply with these regulations will be reported to the appropriate college office or agency for action in accordance with this chapter or with other applicable rules, regulations, or policies.

REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 132H-140-010	Title.
WAC 132H-140-040	Facility usage board policy.

~~WAC 132H-140-010~~

~~Title.~~

~~WAC 132H 140 010 through 132H 140 110 will be known as facility usage for other than first amendment activities for Community College District VIII.~~

~~WAC 132H 140 040~~

~~Facility usage board policy.~~

~~The board of trustees of Bellevue Community College District VIII provides college personnel, students, college organizations and the general public the opportunity to use the college grounds and buildings subject to WAC 132H 140 010 through 132H 140 110 and in compliance with local, state and federal laws if~~

~~(1) The individual or organization requesting the space is approved to use it and~~

~~(2) The space is available and has been reserved for the activity.~~



REGULAR MEETING AGENDA ITEM

DELETION OF POLICY 6520: ANIMALS ON CAMPUS

☐ INFORMATION

☐ FIRST READ

☐ ACTION

Description

The information about animals on campus is included in WAC 132H-140 (listed as the previous agenda item), so the current, separate policy, 6520, is proposed to be deleted. The language about animals on campus has been updated in WAC 132H-140 to be in alignment with current Disability Resource Center practices on the presence of animals with accommodations. The associated procedures, [6520P Service Animals on Campus \(Procedures\)](#) will remain as it will be revised at a later date.

Background/Supplemental Information

[6520P Service Animals on Campus \(Procedures\)](#)

Recommendation/Outcomes

That the Board of Trustees approves the deletion of Policy 6520: Animals on Campus at their meeting on October 20, 2021.

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

6520 ANIMALS ON CAMPUS

Original Date: 5/8/1992 * Last Revision Effective: 10/15/2015
Policy Contact: Vice President, Administrative Services

POLICY

Pets on the grounds of Bellevue College shall be in the physical control of their owner in accordance with the city of Bellevue dog leash and waste removal required ordinance, chapter 8.05.

Animals are prohibited from entering buildings operated by Bellevue College, with the exception of service animals or as approved as an accommodation for a disability in accordance with Bellevue College policies and procedures.

RELEVANT LAWS AND OTHER RESOURCES

- WAC [132H-140-110](#)
- Bellevue College Procedure #6520 Animals on Campus

REVISION HISTORY

Original 5/8/1992

Revisions 6/12/2002; 5/10/2005; 5/21/2009; 10/15/2015

APPROVED BY

Board of Trustees