



BELLEVUE
COLLEGE



Board of Trustees

Community College District VIII

REGULAR MEETING
February 16, 2022



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

A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, February 16, 2022. The business session will begin at 3:00 PM. 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

Business Session Call-In Details:

Please click the link to join: <https://bellevuecollege.zoom.us/j/86090569275>

Or dial in by telephone: +1 253 215 8782 Webinar ID: 860 9056 9275

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 Implementation and Integration of ctcLink	Rodger Harrison & Maria Rivas
3:00 PM	BUSINESS SESSION I. Call to Order II. Agenda and Minutes A. Approval of Agenda for February 16, 2022 B. Approval of Minutes from December 8, 2021; December 21, 2021; and January 19, 2022	Richard Leigh

3:05 PM	III.	Transforming Lives Award Nominee Recognition	Richard Leigh
3:25 PM	IV.	Constituent Reports A. Foundation B. Student C. Classified D. College Assembly E. Faculty	Lisa Brock Theint Thu Becky Turnbull Valencio Socia Chace Stiehl
3:50 PM	V.	Program Highlight Presentation: Umoja and Puente Programs	Henry Amaya and Judith Hernandez Chapar
4:05 PM	VI.	First Read Items A. Tenure Candidates	Rob Viens
4:10 PM	VII.	Action Items A. Revision of Policy 4300: Investigator Significant Financial Disclosure B. Revision of Policy 7110: Reserve and Contingency Fund C. Revision of Policy 3050: Credit Hours and Credit Load D. Revision of Policy 2200: Admission Rules	Brandon Lueken Dennis Curran Rae Ellen Reas Rae Ellen Reas
4:20 PM	VIII.	Quarterly Enrollment Report	Zach Morgan
4:50 PM	IX.	Diversity, Equity, and Inclusion Report	Consuelo Grier
5:00 PM	X.	President's Report	Gary Locke
5:10 PM	XI.	Board Report	Richard Leigh
5:20 PM	XII.	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 matters with legal counsel regarding potential litigation and collective bargaining, and/or consider real estate for sale or lease.		
6:30 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, December 8, 2021. In accordance with Governor Inslee's Proclamation 20-28.15, this meeting was conducted virtually. The meeting was accessible to the public via Zoom. A telephone line was also available. Richard Leigh, Chair, presided.

MINUTES

The business session was called to order at 2:04 PM.

I. **ROLL CALL**

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

II. **AGENDA**

Trustee Dietzel made a motion to approve the agenda (December 8, 2021) and minutes (November 10, 2021). Trustee West seconded.

The motion passed unanimously.

III. **CONSTITUENT REPORTS**

A. Faculty

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

- Nightingale will go on sabbatical for the remainder of the school year, returning in the Fall of 2022. Chace Stiel will be stepping in as the BCAHE interim president in her absence.
- Faculty have concern over the churn in the upper Bellevue College administration and urged the Board of Trustees to slow down the changes and turnover. Faculty know that the pace of this churn is picking up speed, and it is getting harder to recruit quality new administrators and retain current administrators.

B. Foundation

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

- BCF closed the mini-grant work program and will announce finalists next week.
- The Foundation Excellence Award nominations are open through December 17. Excellence Awards recognize outstanding faculty and staff members who demonstrate excellence for their contributions to campus and the community. Awards are \$2,500 each and they go to recipients in the following categories: full-time faculty, part-time faculty, classified staff, and one administrative exempt staff member. Faculty, students, administrators, staff, and trustees can submit nominations.
- BCF has launched the year-end fund drives, which started the week of Thanksgiving and will run through the end of the year.
- BCF will open new scholarships in January and include new upcoming scholarships funded by Amazon.
- The save the date cards have gone out for the annual fundraising breakfast on April 20. The event is currently planned to be in-person and on campus in the new Student Success Center.

C. Student

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

- No new report. Thu gave a brief recap of last meeting's report.

D. Classified

The Classified report was provided by Becky Turnbull, Chief Shop Steward for the Washington Public Employees Association (WPEA).

- Becky Turnbull read an email/letter from a classified employee who has spent the last six years on the Resources and Planning Council and the college-wide Budget Stakeholders' Group. The letter questions whether Bellevue College had stable leadership and expressed a concern for how top-level decisions are made and a desire for consistency. The letter pointed out that Bellevue College is losing talent, institutional knowledge, and community.

E. College Assembly

The College Assembly report was provided by Valencio Socia, Chair of the College Assembly.

- The provost announcement has sparked fears and people are concerned for cabinet members and supervisors.
- ctcLink has been hard on a lot of people. It has disrupted almost all aspects of college function this quarter and will continue to do so in Winter Quarter.
- Office space for adjunct faculty has been a concern, especially specifically for the Winter Quarter and coming back to campus.
- Adjunct faculty compensation for participation on committees that are under governance councils is a big concern. There's no clear path.
- The UW Bothell collaboration presented by Deans Liz Hollerman and Chris Bell seems to have support. Modeling a new contract with UW after the Eastern Washington University

agreement is highly discouraged. The EWU students came to the tutoring center, and they did not know if they were allowed to use that service. They felt isolated on the Bellevue College campus. We want UW Bothell students to feel a part of the Bellevue College family.

- Socia highlighted and thanked the Grounds Crew, the Office of Sustainability, and Campus Operations for hosting the free winter crafting event! The Bellevue College community made wreaths, snow people, and yarn pegboard snowflakes out of natural twine materials sustainably collected on campus and then prepared for use at the event by the grounds. They hosted about 30 participants. It was a great success. Various decorations and crafts have been donated or saved for future use over the years.

IV. **FIRST READ**

A. Revision of Policy 4300: Investigator Significant Financial Disclosure

Brandon Lueken, Director of Grant Development, presented revisions to Policy 4300: Investigator Significant Financial Disclosure. These revisions are being made in order to comply with requirements from the National Institute of Health (NIH) and broader federal guidelines about financial disclosure. This policy has not been substantially revised since some of the federal guidelines have changed. The updates represent federal requirements and are not intended to present as barriers to investigators pursuing projects.

B. Policy 6820: Grants and Contracts

Alicia Keating Polson, Executive Assistant to the President and Board of Trustees and Rules Coordinator, presented Policy 6820: Grants and Contracts. This policy outlines that Bellevue College (and not individuals and departments) is the legal recipient of grants and contracts. This policy was last revised in October 2015 and there are no current proposed changes; however, there is no record of this policy being approved by the Board of Trustees. Instead the only documented approval is by President's Cabinet; therefore, this policy is coming to the Board for approval.

C. Revision of Policy 7110: Reserve and Contingency Fund

Dennis Curran, Vice President of Administrative Services, presented revisions to Policy 7110: Reserve and Contingency Fund. Based on discussion with the Board of Trustees, Administrative Services proposes updating Policy 7110: Reserve and Contingency Fund Policy to change the reserve withhold from 15% to 25% of annual operating expenditures.

D. Revision of Policy 3050: Credit Hours and Credit Load

RaeEllen Reas, Dean of Student Central, presented revisions to Policy 3050: Credit Hours and Credit Load. The current version of this policy includes two provisions that conflict with Procedure 2250P2: Credit Limitations, which was approved by the President's Cabinet in December 2020.

The current policy limits registration to 18 credits, supplies the criteria students must meet if they wish to register for more than 18 credits, and sets up an appeal process if the criteria is not met. Monitoring credit load and handling the appeal process takes place in Enrollment Services,

and the new procedure was created based on student enrollment data, and the need to address an issue with students who register for excessive credits that exceed the State Board guidance related to the amount of time students must spend in class and engage in out-of-class activities.

This revision addresses the conflict between 2250P2 Credit Limitations (Procedures) and this policy. It also updates the language to reflect the current version of the State Board for Community and Technical Colleges handbook, which supplies the guidance needed for assigning credit hours to classes.

E. Revision of Policy 2200: Admission Rules

Reas also presented revisions to Policy 2200: Admission Rules. This proposed revision applies specifically to all underage high school students registered for classes at the Bellevue College. College programs affected by this change include Running Start, Career Education Options, College in the High School, and Pacific NW College Credit. The focus of this revision centers on the requirement that all underage students submit the general college admission application as part of the entry process to the College and the programs these students take part in.

V. **QUARTERLY REPORTS**

A. Student Success Report

Zach Morgan, Executive Director of Effectiveness and Research presented the quarterly student success report.

Achieving the Dream (ATD)/Guided Pathways provides the framework for Bellevue College's student success initiative with the goal of eliminating achievement gaps by race and ethnicity. Since the College joined the ATD network in 2017, it has started on a path of redesigning the student experience with equity in mind. Strategies which have been in development phase are now being piloted and scaled (First Year Seminar, UMOJA/PUENTE, and Math 099/141 corequisite), and others in full implementation mode (such as Early Alert).

Three institutional metrics have been identified by which success will be measured:

- 3-year completion and transfer rates
- Fall to fall retention rates
- Percentage of students completing college-level math in their first year

This presentation will include a review of institutional metric performance in 2020-21. It is still too early in implementation phase to see effects of some of these strategies on the metrics but some data on the Early Alert Program shows the impact this initiative is having on student success.

VI. **DIVERSITY, EQUITY, AND INCLUSION REPORT**

Consuelo Grier, Vice President of Diversity, Equity, and Inclusion (DEI) provided the monthly DEI report.

- This year's focus for the Office of Diversity and Inclusion is capacity building, education and skill-building, cultural shift, and constituency and community engagement.
- The Equity Education for All Committee has held several meetings and the announcement of the full committee should go out to the campus shortly after the start of the year.
- The Social Justice Center, under the leadership of Beabe Akpojovwo, has had a phenomenal start, having both local and national speakers. Throughout the eight workshops this quarter, attendance ranged from small groups of 15 to 24 and large groups up to 170. Next week on the 16th, the final workshop for this quarter, "The Science and Experience of Social Justice," will be facilitated by Chris Wilson.
- The diversity and equity campus climate survey will close on December 17. Feedback has been positive. We will conduct a series of focus groups and follow-ups that will take place next year and will be in compliance with part of state bill 5227. Change happens at the speed of trust.
- Next quarter DEI will focus on community healing, restoration, and support, looking into providing mental health support for employees working on racial and community healing and meeting the equity-driven learning needs of our community.

VII. **PRESIDENT'S REPORT**

Gary Locke, Interim President of Bellevue College, provided the monthly president report.

- The Rainbow Crosswalk has recently been installed! It is perhaps the first on a community college campus in the state. It is the first of two and celebrates the diversity of our campus and our LGBTQ community.
- The letter sent out to the Faculty from Sue Nightingale, is greatly appreciated, encouraging patience and grace toward the staff and students related to ctclink challenges. The initial CTC link conversion went smoothly in terms of systems and payroll. There were hiccups last week for students registering for the classes they wanted. It has been very stressful on our staff.
- Regarding whether ctclink is preventing people from being hired, there are training seminars helping people understand how ctclink works for hiring and recruitment. These seminars help employees learn how to operationalize and utilize ctclink in day-to-day affairs. Right now, our focus is ensuring that students can get registered for Winter Quarter classes.
- Enrollments are down for this coming Winter Quarter and are down from last year's Winter Quarter, primarily in the Running Start program, which will remain an issue throughout the year. Running Start students sign up for an entire year. Enrollments are up compared to last Winter Quarter for students pursuing bachelor degrees. Enrollment is a little down for international students.
- We will be hiring 20 new faculty to start in Fall 2022. The state legislature granted 200 new faculty positions throughout the state, and Bellevue College received twelve, providing extra funding between the cost of an adjunct faculty and full-time faculty. Due to competition for faculty around the state and country, we need to get started as quickly as possible in recruitment and hiring.

- President Locke reported he has been working with the state legislature and the Governor's office on increasing the caps on nursing student enrollment. Each community college and four-year school is limited in the number of nursing students they admit because of limitations on clinical placements. The Nursing Commission limits the number of enrollments at each college. Limitations cannot be lifted unless more hospitals accept more students for clinical placements. He has worked with legislators, the Governor's office, hospitals, the Nursing Association, the Nursing Commission, four-year and two-year colleges, and faculty at Bellevue College to discuss the issue.
- Dr. Kristin Jones will be leaving Bellevue College at the end of 2021. During her tenure at Bellevue College, Dr. Jones has provided consistent and compassionate leadership for the College. When she was hired in July 2018 as Bellevue College's first Provost, her vision resulted in greater collaboration between Student Affairs and Academic Affairs. Her dedication to supporting and advancing the College's ATD, Guided Pathways, and Title III initiatives has significantly impacted our ability to better support student success. Throughout her tenure, she demonstrated her willingness to accept and take on additional responsibility. Dr. Jones' significant leadership has been a great benefit to Bellevue College and I thank her for her service. Dr. Jones is dedicated to the faculty, the staff, and the students and is very much respected and loved by many people on the campus.
- Today it was announced that Frances Dujon-Reynolds has been selected for the position of Vice President of Human Resources. Frances brings more than 20 years of experience as an acclaimed leader in human resources and people development. For the past two and a half years, she led the People and Culture Team at the Girl Scouts of Western Washington, with a portfolio over human resources, diversity, equity and inclusion, and research and evaluation. Prior to that role, she was the HR Director of the Washington State Bar Association for over 13 years with responsibility for staff and leadership development, employee relations, talent management, and diversity, equity, and inclusion. Frances has a Master of Science degree in Industrial Organizational Psychology. She has served on the boards for the Seattle Chapter of the Society for Human Resources Management and the Puget Sound Association of Legal Administrators. Frances will begin her position at Bellevue College on January 3, 2022.

VIII. **BOARD REPORT**

Chair Leigh provided the Board report.

- Leigh shared some facts regarding ctclink and Bellevue College. First, 1.2 million enrollment records were converted at 99.93% accuracy. This is the most records for any college to date in the state system. Nearly 8,000 students have activated their accounts in ctclink and this number is climbing every day. Student Central has received over 3,000 ticket requests from students asking for assistance and dedicated staff are spending countless hours responding to and assisting these students. Dedicated ctclink support staff have received over 1,300 phone calls, and almost 1,000 students and 400 employees have utilized ctclink Zoom support rooms. To all who have dedicated their time and energy to implement CTC link, the trustees send a heartfelt thank you and a job well done.
- Congratulations to Trustee West on his appointment to the Student Trustee Advisory Committee for the Association of Community College Trustees (ACCT). Trustee West's voice

will be amplified as he represents Bellevue College and the state of Washington on a national level.

- The Board of Trustees commends the Guided Pathways and ATD (Achieving the Dream) team. We always thought of the goals as aspirational. We want to aim high because we want the best students. We appreciate all the effort.
- Appreciation and a big shout out to Dr. Jones for keeping everybody on track during this time and for keeping Bellevue College going forward during difficult times. We are very appreciative of what Dr. Jones has done for Bellevue College.

IX. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

Laura Nudelman, faculty member at Bellevue College, provided public comment on the departure of the provost.

Adin Pennington, former student at Bellevue College, provided public comment about the funding of the music department.

Christina Sciabarra, faculty member at Bellevue College, provided public comment on the departure of provost.

Jenn Pang, staff member at Bellevue College, provided public comment on the departure of provost.

Santi Soza, former student at Bellevue College, provided public comment about the funding of the music department.

Megan Moreau, former student at Bellevue College, provided public comment about the funding of the music department.

Andy Emery, former student at Bellevue College, provided public comment about the funding of the music department.

Teresa Descher, staff member at Bellevue College, provided public comment on the departure of provost.

Melissa Martinez, staff member at Bellevue College, provided public comment on the departure of provost.

Pavy Thao, staff member at Bellevue College, provided public comment on student engagement/student programs design role.

Sara Sanders Gardner, staff member at Bellevue College, provided public comment on the departure of provost and ctclink.

Sajonna Sletton, staff member at Bellevue College, provided public comment on departure of staff.

Valencio Socia, staff member at Bellevue College, provided public comment on difficulties faced by faculty and staff.

X. **EXECUTIVE SESSION**

At 5:20 PM, Chair Leigh announced there would be an executive session beginning at 5:25 PM that would last approximately 35 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 6:00 PM.

XI. **ADJOURNMENT**

There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 6:00 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 Tuesday, December 21, 2021. In accordance with Governor Inslee's Proclamation 20-28.15, this meeting was conducted virtually. The meeting was accessible to the public via Zoom. A telephone line was also available. Richard Leigh, Chair, presided.

MINUTES

The business session was called to order at 5:08 PM.

I. **ROLL CALL**

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

II. **AGENDA**

Trustee Heu-Weller made a motion to approve the agenda (December 21, 2021.) Trustee West seconded.

The motion passed unanimously.

III. **ACTION ITEMS**

Motion 28.21

Trustee Dietzel moved that the Board of Trustees of Community College District VIII approve Resolution No. 300 granting one additional vacation day to full-time administrative exempt employees. Heu-Weller seconded.

The motion passed unanimously.

See last page of minutes for Resolution No. 300.

IV. **COMMUNITY TESTIMONY**

There was no community testimony.

V. **ADJOURNMENT**

There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 5:19 PM.

Richard Leigh, Chair
Board of Trustees

ATTEST:

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

Bellevue College
Community College District VIII
Additional Day of Vacation Leave for Administrative Exempt Employees
December 2021

RESOLUTION NO. 300

A RESOLUTION of the Board of Trustees of Bellevue College of Community College District VIII granting one additional vacation day to full-time administrative exempt employees.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT VIII, STATE OF WASHINGTON:

WHEREAS, Bellevue College wishes to recognize that administrative exempt employees have dedicated significant time and energy to the implementation of ctcLink and in consideration for the additional work administrative exempt employees will be required to perform on ctcLink in 2022; and

WHEREAS, RCW 43.01.042 grants the Board authority to prescribe such rules and regulations as they may determine governing vacation leave for the College's administrative exempt employees; and

WHEREAS, a grant of an additional vacation day to administrative exempt employees will bring them in parity with the College's classified employees who recently entered into a Memorandum of Agreement with the Higher Education Community Colleges Coalition (which includes Bellevue College) granting classified employees an additional personal leave day to be used during the 2022 calendar year.;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Community College District VIII hereby grants on a one-time basis, one non-compensable, vacation day (8 hours) to full-time administrative exempt employees for use in calendar year 2022. If the employee does not use the vacation day by December 31, 2022, the vacation day will be automatically extinguished and deducted from the employee's vacation leave balance.

APPROVED AND ADOPTED:

BOARD OF TRUSTEES

Richard Leigh, Board Chair

**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 Wednesday, January 19, 2022. In accordance with Governor Inslee's Proclamation 20-28.15, this meeting was conducted virtually. The meeting was accessible to the public via Zoom. A telephone line was also available. Richard Leigh, Chair, presided.

MINUTES

I. EXECUTIVE SESSION

At 10:00 AM, Chair Leigh announced there would be an executive session that would last approximately 90 minutes to discuss the performances of public employees and to discuss matters with legal counsel regarding potential litigation and collective bargaining. At 11:30 AM, Chair Leigh announced the executive session would be extended by 30 minutes. At 12:00 PM, Chair Leigh adjourned the executive session for a lunch break.

At 12:30 PM, Chair Leigh announced there would be a second executive session that would last approximately 60 minutes to discuss the performances of public employees and to discuss matters with legal counsel regarding potential litigation and collective bargaining. At 1:30 PM, Chair Leigh announced the executive session would be extended by 10 minutes. The Board adjourned the executive session at 1:41 PM for a 5-minute break prior to the business session.

The business session was called to order at 1:48 PM.

II. ROLL CALL

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

III. AGENDA

Trustee West made a motion to approve the agenda (January 19, 2022.) Trustee Dietzel seconded.

The motion passed unanimously.

IV. COMMUNITY TESTIMONY

There was no public comment.

V. OVERVIEW OF THE HIRING PROCESS AT BELLEVUE COLLEGE

Dennis Curran, Vice President of Administrative Services, presented an overview of the hiring process at Bellevue College.

VI. **ADJOURNMENT**

There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 2:50 PM.

Richard Leigh, Chair
Board of Trustees

ATTEST:

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



REGULAR MEETING AGENDA ITEM

PROGAM HIGHLIGHT PRESENTATION – UMOJA AND PUENTE PROGRAMS

INFORMATION

FIRST READ

ACTION

Description

Henry Amaya, Director of Multicultural Services, will present an overview of the Umoja and Puente Programs at Bellevue College.

Multicultural Services was created by Bellevue College to respond to and focus on the educational needs of Students of Color and other marginalized student populations including non-traditional, first generation, and immigrant students. The current focus is on developing specific student cohort programs.

Prepared by: Henry Amaya, Director of Multicultural Services



REGULAR MEETING AGENDA ITEM

TENURE CANDIDATES

INFORMATION

FIRST READ

ACTION

Description

A recommendation from the Tenure Review Committee regarding tenure appointments for full-time faculty members listed below has been submitted to the College President, in accordance with the [“Collective Bargaining Agreement By and Between the Board of Trustees of Bellevue College – Community College District VIII and the Bellevue College Association of Higher Education.”](#)

Third Year Candidate(s) Recommended for Tenure

Alicia Dehart	Science (Mathematics)
Betty Torrell	Arts and Humanities (Interior Design)
Charlene Cheng	Institute for Business and Information Technology (Data Analytics)
Eric Stewart	Health Sciences, Education and Wellness Institute (Healthcare Informatics)
Evan Drake	Institute for Business and Information Technology (NSCOM)
Jacqueline Miller	Science (Molecular Biosciences/Life Science)
Jennifer Parada	Social Science (Psychology)
Liangmin Zhou	Science (Mathematics)
Marilu Bumgardner	Health Sciences, Education and Wellness Institute (Nursing)
Minnat Hamada	Health Sciences, Education and Wellness Institute (Nursing)
Patrick Torres	Science (Mathematics)
Tyler Saxon	Social Science (Economics)

Key Questions

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

Analysis

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

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

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

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

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

Background/Supplemental Information

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

Recommendation/Outcomes

This item will be presented for Board action at the March 16, 2022 meeting.

Prepared by: Dr. Rob Viens, Associate Vice President for Academic Affairs
rob.viens@bellevuecollege.edu



REGULAR MEETING AGENDA ITEM

REVISION TO POLICY 4300 INVESTIGATOR SIGNIFICANT FINANCIAL DISCLOSURE

INFORMATION

FIRST READ

ACTION

Description

Revisions to this policy are being made in order to comply with new requirements from the National Institute of Health (NIH) and broader federal guidelines about financial disclosure. The updates follow federal requirements and are not intended to act as barriers to investigators pursuing projects.

Revisions to this policy were temporarily approved by President's Cabinet on July 20, 2021 to immediately comply with NIH requirements and other federal guidelines. The temporary approval expired January 20, 2022 and was further extended to July 4, 2022.

The associated procedure 4300P was approved on November 23, 2021 by President's Cabinet.

Key Questions

- * Why are updates to the policy necessary?
- * What are lead investigators required to disclose and at what point in the grant application?

Analysis

Bellevue College submits grant applications to the National Institute for Health (NIH) as a lead organization and regularly submits grant applications to other federal agencies such as the National Science Foundation, Department of Justice, and Department of Education, among others. All federal agencies require that lead investigators disclose to the college significant financial conflicts of interest that may affect their participation or research on the project prior to submitting a grant application. This policy was revised to comply with current federal requirements and to update language to better define roles and responsibilities for the campus.

Lead investigators must disclose any significant financial interest in research projects. The disclosure is reviewed by the college and steps may be taken to limit any potential conflicts of interest.

Background/Supplemental Information

[Revision of policy 4300 Investigator Significant Financial Disclosure](#)
[4300P Investigator Significant Financial Disclosure \(Procedures\)](#)

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the revisions to Policy 4300: Investigator Significant Financial Disclosure.

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

4300 INVESTIGATOR SIGNIFICANT FINANCIAL INTEREST DISCLOSURE

Original Date: 3/1/1998 * Last Revision Effective: 7/20/2021
Policy Contact: Vice President, Administrative Services

POLICY

This policy addresses potential conflicts of interest related to projects funded by federal agencies, such as the U.S. National Institute of Health, the U.S. National Science Foundation, and others. This policy and associated procedures are intended to protect the credibility and integrity of faculty and staff members and ensure public trust and confidence in college sponsored activities.

Federal agencies mandate that recipients of their awards (grants, contracts, and cooperative agreements) manage, reduce, or eliminate any actual or potential conflicts of interest that may be presented by a financial interest of an investigator. The college requires investigators to disclose any significant interest that may represent an actual or potential conflict of interest related to research or educational activities.

Summary of Process

Federal regulations and Bellevue College's relevant procedures are designed to reduce complications in the proposal submission and award negotiation processes. A conflict of interest must be disclosed and acknowledged during the Bellevue College proposal review and submission stage. Review of the conflict will be initiated by the vice president of administrative services (VP AS) prior to proposal submission. The review must reach a conclusion for eliminating or managing the conflict before any expenses are incurred under the award. If the VP AS concludes that the conflict cannot be eliminated or managed, the proposal must be modified or it cannot be submitted.

All institutional reports and other formal communications with external investigators or grant sponsors concerning conflicts of interest are handled by the VP AS or their designee.

DEFINITIONS

Conflict of interest

- occurs when there is a divergence between an individual's private interest and their professional obligations to the college such that an independent observer might reasonably question whether the individual's professional actions or decisions are distorted by considerations of personal gain.

Principal Investigator

- means the principal investigator (PI), co-principal investigators, and any other person who is responsible for the design, conduct, or reporting of research or educational activities funded, or proposed for funding, by an external sponsor. The term also includes the investigator's spouse and dependent children.

RELEVANT LAWS AND OTHER RESOURCES

- Bellevue College #4300P Investigator Significant Financial Interest Disclosure (Procedures)

REVISION HISTORY

Original 3/1/1998

Revisions 5/10/2005; 5/21/2009; 9/11/2012; 4/7/2015

APPROVED BY

Board of Trustees

4300 INVESTIGATOR SIGNIFICANT FINANCIAL INTEREST DISCLOSURE

Original Date: 3/1/1998 * Last Revision Effective: 7/20/2021
Policy Contact: Vice President, Administrative Services

POLICY

This policy addresses potential conflicts of interest related to projects funded by federal agencies, such as the U.S. National Institute of Health, the U.S. National Science Foundation, and others. This policy and associated procedures are intended to protect the credibility and integrity of faculty and staff members and ensure public trust and confidence in college sponsored activities.

Federal agencies mandate that recipients of their awards (grants, contracts, and cooperative agreements) manage, reduce, or eliminate any actual or potential conflicts of interest that may be presented by a financial interest of an investigator. The college requires investigators to disclose any significant interest that may represent an actual or potential conflict of interest related to research or educational activities.

Summary of Process

Federal regulations and Bellevue College's relevant procedures are designed to reduce complications in the proposal submission and award negotiation processes. A conflict of interest must be disclosed and acknowledged ~~at during~~ the Bellevue College proposal review and submission stage. Review of the conflict ~~will be shall not be~~ initiated by the vice president of administrative services ~~until prior to -proposal submissionsubmittingafter the proposal is transmitted to the sponsor~~. The review must reach a conclusion for eliminating or managing the conflict before any expenses are incurred under the award. ~~If the vice resident of dministrative ervices concludes that the conflict cannot be eliminated or managed, n the event, the Vice President of Administrative Sservices concludes that the conflict cannot be eliminated or managed,~~ the proposal must be modified or ~~it cannot be submitted-withdrawn~~.

All institutional reports and other formal communications with external investigators or grant sponsors concerning conflicts of interest are handled by the VP AS or their designee.

DEFINITIONS

Conflict of interest

- occurs when there is a divergence between an individual's private interest and his/her/their professional obligations to the college such that an independent observer might ~~reasonable~~reasonably question whether the individual's professional actions or decisions are distorted by considerations of personal gain.

Principal Investigator

- means the principal investigator (PI), co-principal investigators, and any other person who is responsible for the design, conduct, or reporting of research or educational activities funded, or proposed for funding, by an external sponsor. The term also includes the iinvestigator's spouse and dependent children.

RELEVANT LAWS AND OTHER RESOURCES

- Bellevue College Procedure #4300P Investigator Significant Financial Interest Disclosure (Procedures)

REVISION HISTORY

Original 3/1/1998

Revisions 5/10/2005; 5/21/2009; 9/11/2012; 4/7/2015

APPROVED BY

President's Cabinet

Board of Trustees

(temporary approval granted by President's Cabinet - temporary approval expires on 01/20/22)



REGULAR MEETING AGENDA ITEM

POLICY 6820: GRANTS AND CONTRACTS

INFORMATION

FIRST READ

ACTION

Description

Policy 6820: Grants and Contracts outlines that Bellevue College (and not individuals and departments) is the legal recipient of grants and contracts. This policy was last revised in October 2015 and there are no current proposed changes; however, there is no record of this policy begin approved by the Board of Trustees. Instead the only documented approval is by President’s Cabinet.

[Policy 1250: College Policies and Procedures](#) states that the Board of Trustees, in consultation with the college president, establishes policy for Bellevue College; therefore, this agenda item brings Policy 6820 to the Board for approval to be consistent with Policy 1250.

Background/Supplemental Information

[6820P Grants and Contracts \(Procedures\)](#)

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves Policy 6820: Grants and Contracts.

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

6820 GRANTS AND CONTRACTS

Original Date: 9/1/1995 * Last Revision Effective: 10/19/2015
Policy Contact: Vice President, Administrative Services

POLICY

This policy is intended to cover all grants and contractual agreements which place obligations on Bellevue College. In most cases, this involves a formal agreement in which Bellevue College agrees to conduct or perform certain activities and the grantor or contractor provides funds, equipment, materials and/or services that Bellevue College agrees to manage according to its policies.

Bellevue College (rather than individuals or departments) is the legal recipient of grants and contracts. Equipment purchases from grant or contract funds become the property of Bellevue College unless otherwise agreed upon.

RELEVANT LAWS AND OTHER RESOURCES

- Bellevue College Procedure #6820P Grants and Contracts

REVISION HISTORY

Original 9/1/1995

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

APPROVED BY

Board of Trustees

6820 GRANTS AND CONTRACTS

Original Date: 9/1/1995 * Last Revision Effective: 10/19/2015
Policy Contact: Vice President, Administrative Services

POLICY

This policy is intended to cover all grants and contractual agreements which place obligations on Bellevue College. In most cases, this involves a formal agreement in which Bellevue College agrees to conduct or perform certain activities and the grantor or contractor provides funds, equipment, materials and/or services that Bellevue College agrees to manage according to its policies.

Bellevue College (rather than individuals or departments) is the legal recipient of grants and contracts. Equipment purchases from grant or contract funds become the property of Bellevue College unless otherwise agreed upon.

RELEVANT LAWS AND OTHER RESOURCES

- Bellevue College Procedure #6820P Grants and Contracts

REVISION HISTORY

Original 9/1/1995

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

APPROVED BY

~~President's Cabinet~~ Board of Trustees



REGULAR MEETING AGENDA ITEM

REVISION TO 7110 RESERVE AND CONTINGENCY FUND

INFORMATION

FIRST READ

ACTION

Description

Based on discussion with the Board of Trustees, Administrative Services proposes updating the reserve withhold from 15% to 25% of annual operating expenditures.

Key Questions

- * What's the estimated amount of the 25% withhold?
- * How long will it take BC to get to 25%?

Analysis

The college traditionally held 15% of operational funds in an emergency reserve account. This would last less than two months in a financial emergency. There were several discussions with the BC Board of Trustees in the last few years about increasing the emergency reserve to 25%. That would cover the college for at least three months in a financial emergency. After a lengthy analysis of the reserve accounts, it was determined that we have the 25% available, so those funds were set aside in anticipation of this policy change.

Background/Supplemental Information

[Revision of 7110 Reserve and Contingency Fund](#)

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the revisions to Policy 7110: Reserve and Contingency Fund.

Prepared by:

Dennis Curran, dennis.curran@bellevuecollege.edu
Vice President of Administrative Service

7110 RESERVE AND CONTINGENCY FUND

Original Date: 5/12/2010 * Last Revision Effective: 9/24/2012

Policy Contact: President

POLICY

Adequate fund balance and reserve levels are necessary components of the college's overall financial management strategy and key factors in assessing the college's financial strength and fiduciary integrity. Maintenance of a fund balance for each accounting fund assures adequate resources for cash flow and mitigation of short-term revenue shortages and enables multi-year planning for self-support program improvements.

General Policy

College reserves shall be adopted by resolution by the board of trustees as part of the college's annual budget plan. All expenditures drawn from reserve accounts shall require prior approval from the president, unless previously authorized for expenditure within the college's annual budget, approved by the board of trustees.

Ancillary and Auxiliary Fund Reserves

The college will maintain a reserve for each of its ancillary or auxiliary funds to provide for adequate cash flow, multi-year planning, and operating contingencies. The reserves will be twenty-five (25) percent of each fund's operating expenditures unless a different level is necessary to sustain its operations.

Capital Reserves

The college will maintain, as necessary, a local capital account to manage facilities needs that are not funded or are underfunded by the state.

Contingency Fund

The college will maintain an annual contingency fund equal to three (3) percent of the operating budget expenditures to cover revenue shortfalls, unplanned but necessary expenditures, or operating changes that occur outside of the planned annual budget.

Operating Reserves

The college will maintain an operating reserve to provide for such items as adequate cash flow, emergencies, budget contingencies, multi-year planning or capital commitments. The general fund operating reserves will be based on twenty-five (25) percent of the college's operating budgeted expenditures.

REVISION HISTORY

Original 5/12/2010

Revisions 9/24/2012

APPROVED BY

Board of Trustees

7110 RESERVE AND CONTINGENCY FUND ~~POLICY~~

Original Date: 5/12/2010 * Last Revision Effective: 9/24/2012

Policy Contact: President

POLICY

Adequate fund balance and reserve levels are necessary components of the college's overall financial management strategy and key factors in assessing the college's financial strength and fiduciary integrity. Maintenance of a fund balance for each accounting fund assures adequate resources for cash flow and mitigation of short-term revenue shortages, and enables multi-year planning for self-support program improvements.

General Policy

College reserves shall be adopted by resolution by the board of trustees as part of the college's annual budget plan. All expenditures drawn from reserve accounts shall require prior approval from the president, unless previously authorized for expenditure within the college's annual budget, approved by the board of trustees.

Ancillary and Auxiliary Fund Reserves

The college will maintain a reserve for each of its ancillary or auxiliary funds to provide for adequate cash flow, multi-year planning, and operating contingencies. The reserves will be ~~twenty-five (25)~~ percent of each fund's operating expenditures unless a different level is necessary to sustain its operations.

Capital Reserves

The college will maintain, as necessary, a local capital account to manage facilities needs that are not funded or are underfunded by the state.

Contingency Fund

The college will maintain an annual contingency fund equal to three (3) percent of the operating budget expenditures to cover revenue shortfalls, unplanned but necessary expenditures, or operating changes that occur outside of the planned annual budget.

Operating Reserves

The college will maintain an operating reserve to provide for such items as adequate cash flow, emergencies, budget contingencies, multi-year planning or capital commitments. The general fund operating reserves will be based on ~~fifteen (15)~~ percent of the college's operating budgeted expenditures.

REVISION HISTORY

Original 5/12/2010

Revisions 9/24/2012

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

REVISION OF POLICY 3050: CREDIT HOURS AND CREDIT LOAD

INFORMATION

FIRST READ

ACTION

Description

The current version of Policy 3050: Credit Hours and Credit Load includes two provisions that conflict with Procedure 2250P2: Credit Limitations, which was approved by the President’s Cabinet in December 2020.

The current policy limits registration to 18 credits, supplies the criteria students must meet if they wish to register for more than 18 credits, and sets up an appeal process if the criteria is not met. Monitoring credit load and handling the appeal process takes place in Enrollment Services, and the new procedure was created based on student enrollment data, and the need to address an issue with students who register for excessive credits that exceed the State Board guidance related to the amount of time students must spend in class and engage in out-of-class activities.

This revision addresses the conflict between 2250P2 Credit Limitations (Procedures) and this policy. It also updates the language to reflect the current version of the State Board for Community and Technical Colleges handbook, which supplies the guidance needed for assigning credit hours to classes.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the revisions to Policy 3050: Credit Hours and Credit Load.

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

3050 CREDIT HOURS AND CREDIT LOAD

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

POLICY

The State Board for Community and Technical Colleges (SBCTC) has established rules and provided guidance for how the state's community and technical colleges assign credit hours to the courses they offer. Bellevue College uses these rules to determine the number of credit hours assigned to each course, and includes both an in-class and out-of-class component. In considering the time and effort needed to earn a credit hour, the college places limits on the credit load students may take each quarter. Credit loads are determined based on the number of credits for which students are registered.

Assigned Credit Hours based on Type of Instruction

The college uses three types of instruction to assign credit hours to courses:

- Theory – includes lecture/discussion: One credit is generated by one weekly contact hour of instruction or the equivalent amount of work over a different amount of time. Generally requires out-of-class student effort, which is typically two hours for each in-class hour.
- Guided Practice – includes laboratory/applied learning: One credit is generated by two weekly contact hours of instruction or the equivalent amount of work over a different amount of time. Generally requires out-of-class student effort, which is typically one hour for every two in-class hours.
- Field-based Experience – includes working with or under the direction of professional practitioners; internships; and service learning activities: One credit is generated by a minimum of three weekly contact hours of supervised learning experience. Programs may determine that additional hours are needed to meet student learning needs.

Exceptions are noted in the quarterly class schedule.

Credit Load

Students are considered full-time or part-time based on their credit load:

- Full-time credit load: full-time students register for 12 or more credits.
- Part-time credit load: part-time students register for fewer than 12 credits. Some programs further define part-time students by the following criteria:
 - Three-quarter-time students register for 9 – 11 credits
 - Half-time students register for 6 – 8 credits
 - Less-than-half-time students register for fewer than six credits
- Excess credit load: excess credit students register for more than 21 credits per quarter.
 - Students may register for up to 21 credits per quarter and may appeal to register for one additional class beyond 21 credits.
 - Excess credit students may not register for more than 27 credits.

DEFINITIONS

Course Credit Hours: A credit hour is the unit by which the college measures its coursework and is represented in intended learning outcomes and verified by evidence of student achievement.

Course Credit Load: Course credit load is defined as the number of credits students register for each quarter.

RELEVANT LAWS AND RESOURCES

[SBCTC Policy Manual 5.40.10 Class effort: Credit values and credit equivalents](#)

[2250P2 Credit limitations \(Procedures\)](#)

REVISION HISTORY

Original 9/1/1995

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

APPROVED BY

Board of Trustees

3050 CREDIT HOURS AND CREDIT LOAD

Original Date: 9/1/1995 * Last Revision Effective: 4/6/2015
Policy Contact: [Associate](#) Vice President, [Academic Affairs/Institution](#)

POLICY

~~The State Board for Community and Technical Colleges has established rules for how community and technical colleges determine course credit hours. These rules are based on the type of instructor contact hours and the ratio of those hours to the number of weeks in a quarter. "Credit hours" are defined as the unit by which an institution measures its course work. The number of credit hours assigned to a course is defined by the number of hours per week in class and the number of hours per week in out-of-class preparation. Bellevue College uses these rules to establish credit hours assigned to each course offered by the college. Credit loads are determined based on the credit hours for which a student enrolls. The State Board for Community and Technical Colleges (SBCTC) has established rules and provided guidance for how the state's community and technical colleges assign credit hours to the courses they offer. Bellevue College uses these rules to determine the number of credit hours assigned to each course, and includes both an in-class and out-of-class component. In considering the time and effort needed to earn a credit hour, the college places limits on the credit load students may take each quarter. Credit loads are determined based on the number of credits for which students are registered for.~~

~~Credit ratios for the three basic categories of instruction are: **Assigned Credit Hours based on Type of Instruction**~~

~~The college uses three types of instruction to assign credit hours to courses:~~

- ~~• Lecture/discussion, 1:1—One (1) hour of lecture or classroom discussion per week and approximately two (2) additional hours of out-of-class assignments per classroom contact hour earns one (1) credit hour. For example, a five (5) credit course would equal five (5) classroom hours per week plus substantial out-of-class assignments and study time.~~
- ~~• Laboratory/applied learning, 2:1—Two (2) hours of laboratory work per week and approximately one (1) additional hour for out-of-class assignments earns one (1) credit hour.~~
- ~~• Work site educational experience, 3:1—Three (3) hours of work per week under the intermittent supervision of the instructor or under the direction of professional practitioners earns one (1) credit hour. Theory – includes lecture/discussion: One credit is generated by one weekly contact hour of instruction or the equivalent amount of work over a different amount of time. Generally requires out-of-class student effort, which is typically two hours for each in-class hour.~~
- ~~• Guided Practice – includes laboratory/applied learning: One credit is generated by two weekly contact hours of instruction or the equivalent amount of work over a different amount of time. Generally, requires out-of-class student effort, which is typically one hour for every two in-class hours.~~
- ~~• Field-based Experience – includes working with or under the direction of professional practitioners; internships; and service learning activities: One credit is generated by a minimum of three weekly contact hours of supervised learning experience. Programs may determine that additional hours are needed to meet student learning needs.~~

~~Exceptions are noted in the quarterly schedule (some classes are not scheduled in the usual college class periods.)~~ Exceptions are noted in the quarterly class schedule.

~~Credit loads are defined under three categories as:~~ **Credit Load**

~~Students are considered full-time or part-time based on their credit load: A student's credit load is determined based on three categories:~~

- ~~• Full-time credit load: full-time students register for 12 or more credits.~~

- ~~Full-time credit load. A full-time student credit load is generally defined as twelve (12) or more credit hours. However, students who are enrolled under government-sponsored programs (e.g., financial aid, veterans, social security) should check with the appropriate agency's financial services office for specific credit load requirements.~~
- ~~Part-time credit loads. A three-quarter load is defined as nine (9) to eleven (11) credit hours; a half-time load is six (6) to eight (8) credit hours, and a less-than-half-time load is five (5) or fewer credit hours.~~

~~Overload. To enroll in more than eighteen (18) credit hours, a student must have a 3.0 cumulative grade-point average. Students requesting permission to enroll in an overload may appeal to the vice president of student affairs if they do not meet this GPA requirement.~~
~~Full-time credit load: Full-time students register for 12 or more credits.~~

- ~~Part-time credit load: Part-time students register for fewer than 12 credits. Some programs further define part-time students by the following criteria:~~
 - ~~Some programs further define part-time students:~~
 - ~~three-quarter-time students register for 9 – 11 credits~~
 - ~~Half-time students register for 6 – 8 credits.~~
 - ~~Less-than-half-time students register for fewer than six credits.~~
- ~~Excess credit load: Excess credit students register for more than 21 credits per quarter.~~
 - ~~Students may register for up to 21 credits per quarter and may appeal to register for one additional class beyond 21 credits.~~

~~Students may register for up to 21 credits per quarter and appeal to register for one additional class beyond 21 credits.~~

- ~~Excess credit students may not register for more than 27 credits.~~

DEFINITIONS

Course Credit Hours: A credit hour is the unit by which the college measures its coursework and is represented in intended learning outcomes and verified by evidence of student achievement.

Course Credit Load: Course credit load is defined as the number of credits students register for each quarter.

RELEVANT LAWS AND RESOURCES

SBCTC Policy Manual 5.40.10 Class effort: Credit values and credit equivalents

2250P2 Credit limitations (Procedures)

REVISION HISTORY

Original 9/1/1995

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

APPROVED BY

~~President's Cabinet~~
Board of Trustees



REGULAR MEETING AGENDA ITEM

REVISION OF POLICY 2200: ADMISSION RULES

INFORMATION

FIRST READ

ACTION

Description

This proposed revision to Policy 2200: Admission Rules applies specifically to all underage high school students registered for classes at the Bellevue College. College programs affected by this change include Running Start, Career Education Options, College in the High School, and Pacific NW College Credit. The focus of this revision centers on the requirement that all underage students submit the general college admission application as part of the entry process to the College and the programs these students take part in.

Analysis

The reasoning behind revisions to Policy 2200 includes the following:

- Increase ease of transition for students who have graduated from high school and wish to continue at the college as regular students.
 - Removes a barrier for students who have been taking Bellevue College classes by eliminating the need to apply as a regular student.
 - Ensures that the correct tuition rate is charged based on residency status. The default rate for students who do not complete the application is non-resident, which is significantly higher than resident tuition.
- Ensures that Running Start students who take classes outside those covered by their high schools (approximately 40%), are charged the correct tuition rate.
- Allows the college to count the Running Start credits taken outside of the program in our FTE, thus increasing enrollment.
- Increases ease in transcription of classes for College in the High School students and Pacific NW College Credit students, as the admission application creates a record for the student, which ends the need to manually enter student data in our system. This will become much more difficult with the implementation of ctLink.

A review of Washington State law related to admission and the Running Start program, a review of the policies connected to the State Board for Community and Technical Colleges (SBCTC) and the Washington Student Achievement Council (WSAC), found there was no legal basis that prevented the college from asking high school students to complete the admission application at the time of entry to the college and registration for classes. Furthermore, when students take classes outside their program, the college is legally required to collect residency information and charge students appropriately.

Finally, requiring all underage students to follow the same admission process as all other students creates consistency in messaging and process and reduces confusion for students who take part in multiple high school programs and for those transitioning from high school to the college.

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approve the revisions to Policy 2200: Admission Rules.

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

2200 ADMISSION RULES

Original Date: 4/18/1973 * Last Revision Effective: 6/6/18
Policy Contact: Associate Vice President, Student Affairs

POLICY

General Admission

The Chief Admissions Officer or designee admits applicants to the college based on meeting the following conditions:

- Applicants are competent to benefit from the course offerings of the college, and
- they would not, by their presence or conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution, and
- they are at least eighteen (18) years of age or older, or
- they have applied for admission under the provisions of the student enrollment options program, such as Running Start, Basic and Transitional Studies (BATS) International High School Completion, other local student enrollment options, or a successor program, or
- they are a high school graduate, hold a GED, or other equivalent high school credential, and
- they follow the established admission procedures.

Selective Admission Programs

Academic and other programs may require additional criteria for admission based on the following:

- Demand exceeds supply of space in the program.
- Program accreditation requires additional criteria for admission or graduation.
- The program requires students to complete prerequisites prior to program admission.
- The International Education program requires its applicants to meet federal, division, and specific program entrance requirements.

Selective admission programs may charge a fee in addition to the general college admission fee. Applicants must follow the requirements and processes established for the college and each selective admission program. Selective admission programs may deny admission based on the above criteria.

Underage Admission

Underage applicants include those who are under the age of 18 and have not graduated from high school. All underage applicants must complete the general college admission application.

Programs targeted to underage populations, also referred to as high school student enrollment options programs, such as Running Start, CEO (Career Education Options), International High School Completion, and programs associated with Basic and Transitional Studies (BATS), or a successor program, may allow admission to applicants under the age of 18. Each program establishes requirements and processes that all applicants must follow.

The college admits other applicants enrolled in a district or private high school or home-schooled high school students under the age of 18 who meet one of the following conditions:

- Must be at least 16 years of age, or have completed their sophomore (10th grade) year in high school, or
- Must have started their freshman (9th grade) year in high school and can demonstrate exceptional or extenuating circumstances that warrants early admission to the college. A decision is made by the Chief Admission's Officer or designee on a case-by-case basis.

Applicants must follow all other requirements and processes as established by the college and pay any established fees.

Revoking Admission

The college may revoke an admission application under the following circumstances:

- Prior to enrollment in classes, an admitted student by their presence or conduct creates a disruptive atmosphere within the college inconsistent with the purposes of the institution.
- An admitted student fails to enroll in classes for four or more consecutive quarters.

Admitted students are subject to Policy 2050 Student Conduct Code. The college may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct as indicated in the policy.

RESPONSIBILITIES

The Dean of Student Central or designee has responsibility for implementation of this policy.

RELEVANT LAWS AND RESOURCES

- Board of Trustees Resolution 38
- RCW [28B.50.090\(3\)\(b\)](#)
- WAC [132H-160-270](#), [132H-160-280](#)
- Bellevue College #2200P Admission Rules (Procedures)
- Bellevue College Policy 2050 Student Conduct Code

REVISION HISTORY

Original 4/18/1973

Revisions 3/18/2003; 3/22/2005; 5/21/2009; 4/6/2015; 6/6/18

APPROVED BY

Board of Trustees
President's Cabinet

2200 ADMISSION RULES

Original Date: 4/18/1973 * Last Revision Effective: 6/6/18
Policy Contact: [Associate](#) Vice President, Student Affairs

POLICY

General Admission

The Chief Admissions Officer or designee admits applicants to the college based on meeting the following conditions:

- Applicants are competent to benefit from the course offerings of the college, and
- they would not, by their presence or conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution, and
- they are at least eighteen (18) years of age or older, or
- they have applied for admission under the provisions of the student enrollment options program, such as Running Start, Basic and Transitional Studies (BATS) International High School Completion, other local student enrollment options, or a successor program, or
- they are a high school graduate, hold a GED, or other equivalent high school credential, and
- they follow the established admission procedures.

Selective Admission Programs

Academic and other programs may require additional criteria for admission based on the following:

- Demand exceeds supply of space in the program.
- Program accreditation requires additional criteria for admission or graduation.
- The program requires students to complete prerequisites prior to program admission.
- The International Education program requires its applicants to meet federal, division, and specific program entrance requirements.

Selective admission programs may charge a fee in addition to the general college admission fee. Applicants must follow the requirements and processes established for the college and each selective admission program. Selective admission programs may deny admission based on the above criteria.

Underage Admission

Underage applicants include those who are under the age of 18 and have not graduated from high school. All underage applicants must complete the general college admission application.

Programs targeted to underage populations, also referred to as high school student enrollment options programs, such as Running Start, CEO (Career Education Options), International High School Completion, and programs associated ~~with Basic~~with Basic and Transitional Studies (BATS), or a successor program, may allow admission to applicants under the age of 18. Each program establishes requirements and processes that all applicants must follow.

The college admits other ~~students-applicants~~ enrolled in a district or private high school or home-schooled high school students under the age of 18 ~~with exceptional or extenuating circumstances on a case-by-case basis.~~
~~The college enforces the following minimum requirements who meet one of the following conditions:~~

- Must be at least 16 years of age, or have completed their sophomore (10th grade) year in high school,
or
- Must have started their freshman (9th grade) year in high school and can demonstrate exceptional or extenuating circumstances that warrants early admission to the college. A decision is made by the Chief Admission's Officer or designee on a case-by-case basis.

Applicants must follow all other requirements and processes as established by the college and pay any established fees.

- ~~Applicants must place in college-level English using the established process.~~
- ~~Applicants may only take college-level courses and must meet the course prerequisite or placement requirements using the established process. Under rare circumstances, the Chief Admissions Officer or designee may make an exception on a case-by-case basis.~~
- ~~Applicants must have started high school (9th—12th grade). Applicants going into the ninth grade are not eligible until the start of the district school year.~~
- ~~Applicants must follow all other requirements and processes as established by the college and pay any established fees.~~
-

Revoking Admission

The college may revoke an admission application under the following circumstances:

- Prior to enrollment in classes, an admitted student by their presence or conduct creates a disruptive atmosphere within the college inconsistent with the purposes of the institution.
- An admitted student fails to enroll in classes for four or more consecutive quarters.

Admitted students are subject to Policy 2050 Student Conduct Code. The college may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct as indicated in the policy.

Responsibilities

The Dean of Student Central or designee has responsibility for implementation of this policy.

Relevant Laws and Other Resources

- Board of Trustees Resolution 38
- RCW [28B.50.090\(3\)\(b\)](#)
- WAC [132H-160-270](#), [132H-160-280](#)
- Bellevue College #2200P Admission Rules (Procedures)
- Bellevue College Policy 2050 Student Conduct Code

REVISION HISTORY

Original 4/18/1973

Revisions 3/18/2003; 3/22/2005; 5/21/2009; 4/6/2015

APPROVED BY

Board of Trustees
President's Cabinet

REVISION HISTORY

Original 4/18/1973

Revisions 3/18/2003; 3/22/2005; 5/21/2009; 4/6/2015; 6/6/18

APPROVED BY

Board of Trustees
President's Cabinet



REGULAR MEETING AGENDA ITEM

WINTER 2022 ENROLLMENT UPDATE

INFORMATION

FIRST READ

ACTION

Description

The Enrollment Update will provide a brief summary of final enrollment for Fall 2021, the interim status of Winter 2022 enrollment, and expected projections for Spring 2022 and the 2022-2023 year.

Key Questions

- * How did our fall enrollments end up relative to past years and counterpart institutions?
- * What is our trajectory for Winter enrollment? What are possible contributing factors?
- * What do we currently expect our enrollments to look like for the rest of this year? Next year?

Analysis

Across our credit and non-credit classes, we engaged with 13,263 students this past fall.

Our enrollment for the fall has declined from the prior year, due to about 6% fewer students and students taking 2% fewer credits on average. This decline of about 7.5% from the Fall 2020 to Fall 2021 is relatively similar to the rest of SBCTC, and overall and long-term we still are enrolling stronger than our peer institutions.

Winter enrollment is down much more substantially than the decline we saw in the fall, however. Presently, we are down almost 18% relative to last year. There are three factors that I expect contributed to the severity of the impact we are seeing this winter that we did not see in Fall: vaccination requirements, ctLink implementation, and labor market trends.

Looking forward, we are expecting enrollment this spring to be somewhere in between the decreases we saw for Fall and Winter. Additionally, we are expecting enrollment to drop a bit further next year, though not as severely as we are currently experiencing. However, we are in an uncertain and unstable environment, making it paramount that we diligently monitor and adapt to information as it comes in, while maintaining a level of composure and calm to not overreact.

Background/Supplemental Information

Slide Deck: BoT Winter 2022 Enrollment Slides

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BELLEVUE
COLLEGE

Winter 2022 BoT Enrollment Presentation

Zachary Morgan, Ph.D. | Executive Director, Effectiveness & Research

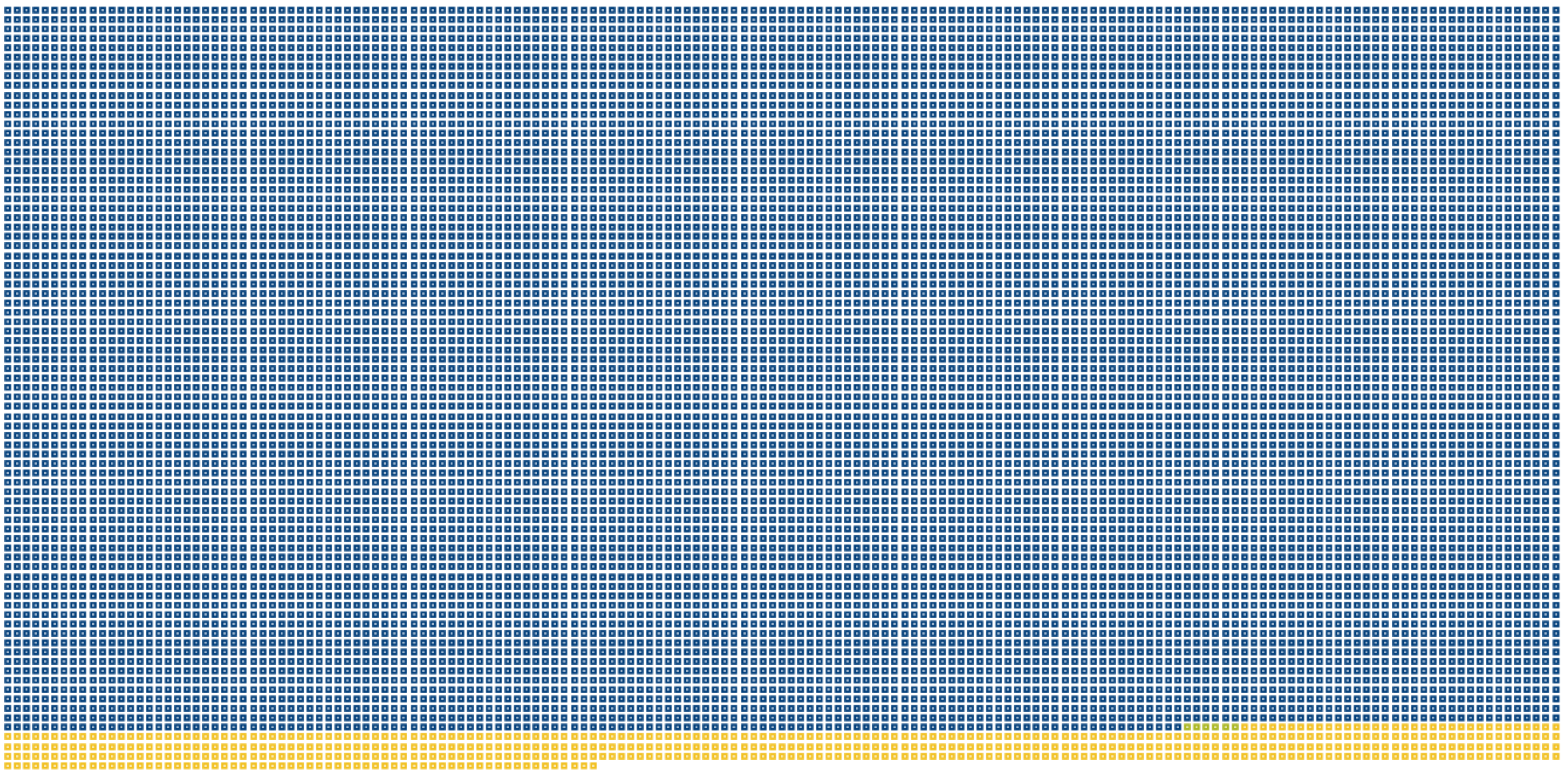
Summary of Fall 2021 Enrollment *Final*

13,263 Students Served 2217 | FALL 2021

■ Credit

■ Both

■ Cont. Ed.



Final Credit Enrollment Fall 2021

12,671
Students

(-5.5% from Fall 2020)

9,537
Credit FTE

(-7.4% from Fall 2020)

143,056
Credits

(-7.4% from Fall 2020)

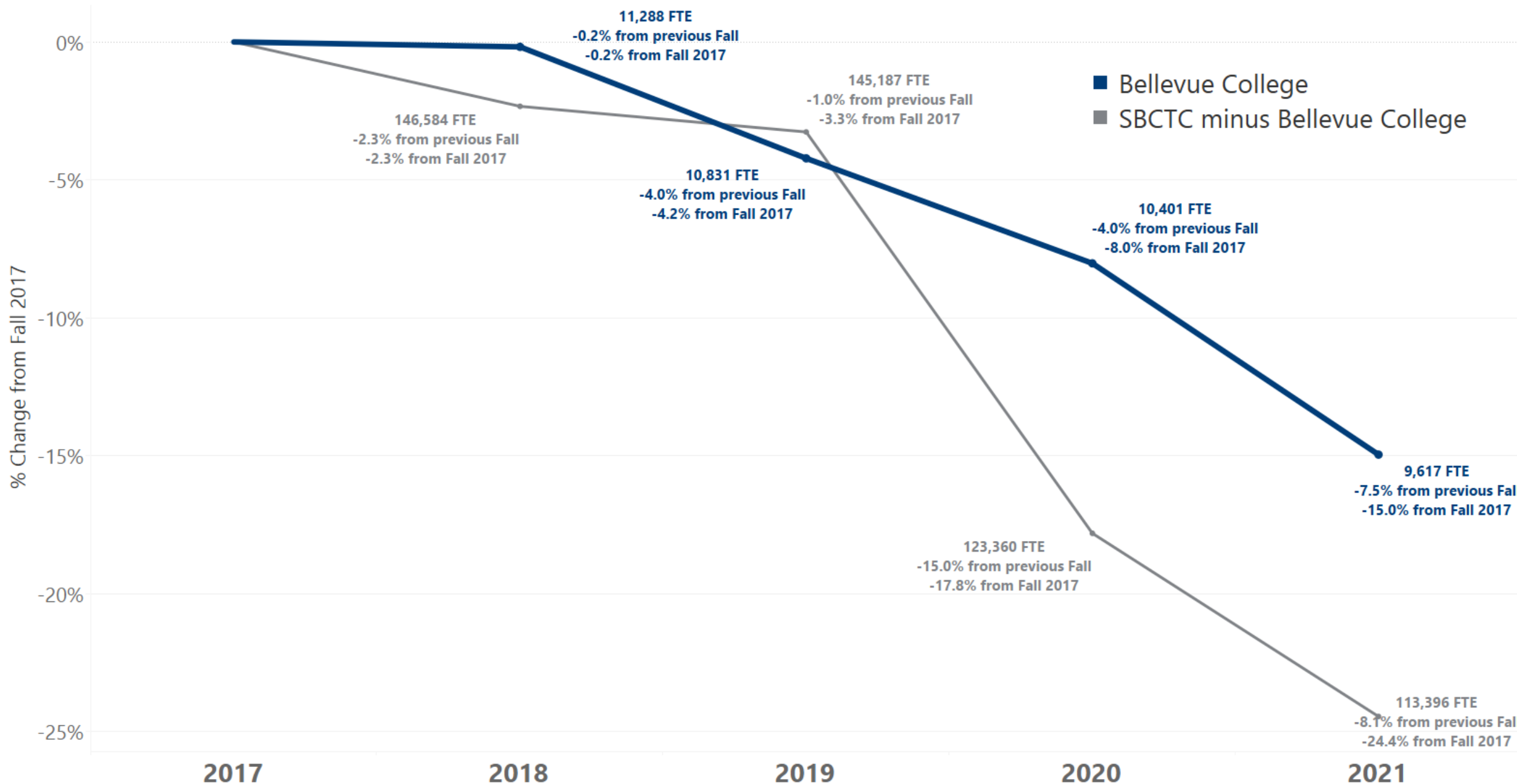
29,451
Enrollments

(-7.1% from Fall 2020)

11.29
Avg. Credits

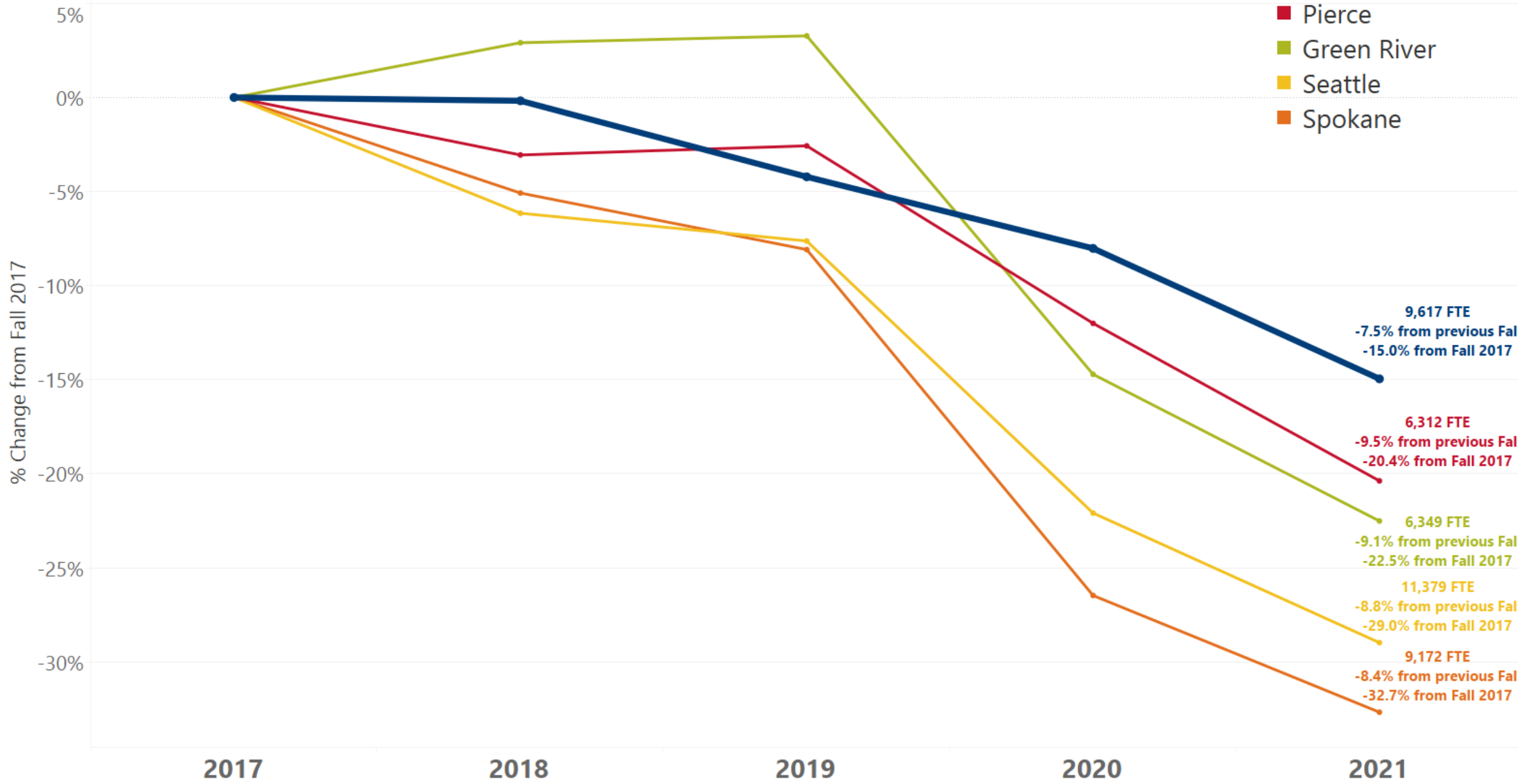
(-2.0% from Fall 2020)

Fall State-Reported FTE Since Fall 2017: BC and Rest of SBCTC

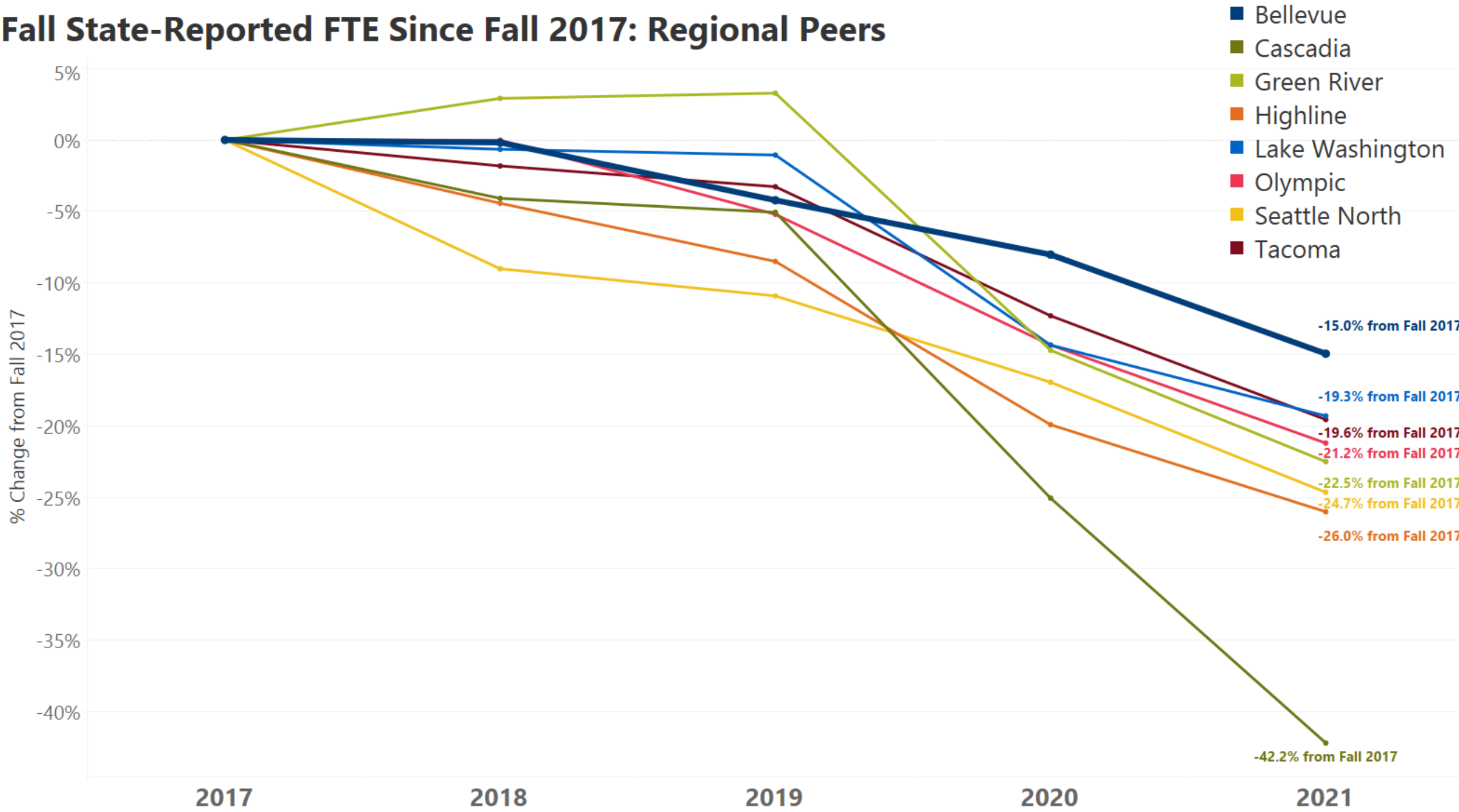


Fall State-Reported FTE Since Fall 2017: 5 Largest Districts

- Bellevue
- Pierce
- Green River
- Seattle
- Spokane



Fall State-Reported FTE Since Fall 2017: Regional Peers



Winter 2022 Interim Enrollment Summary

Interim State of Winter 2022 Credit Enrollment

As of February 7, 2022

Overall Credit Enrollment
Down 17.7% FTE from Winter 2021
Down 19.2% Headcount from Winter 2021

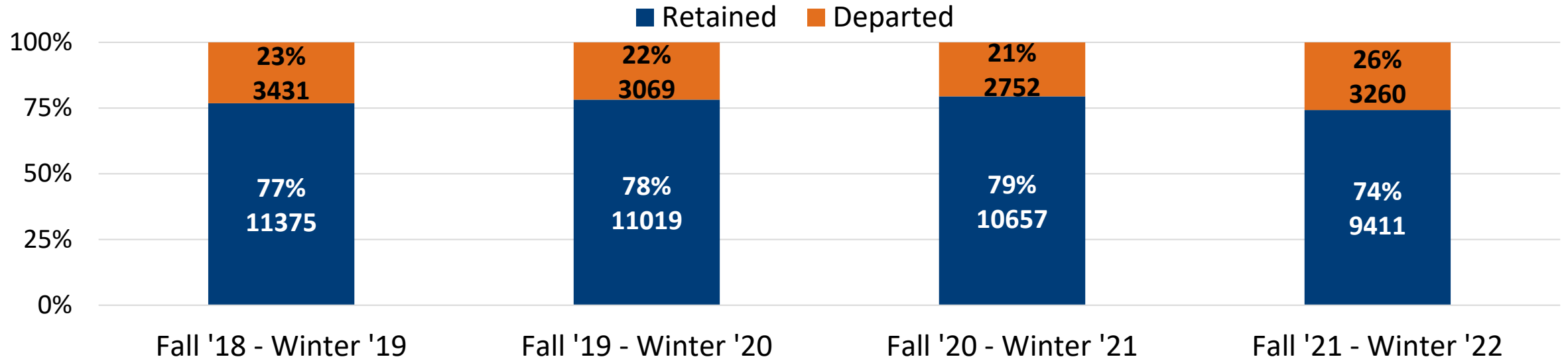
International Credit
Up 2.6% FTE / 1.1% HC
from Winter 2021

Running Start Credit
Down 15.5% FTE /
13.9 HC%
from Winter 2021

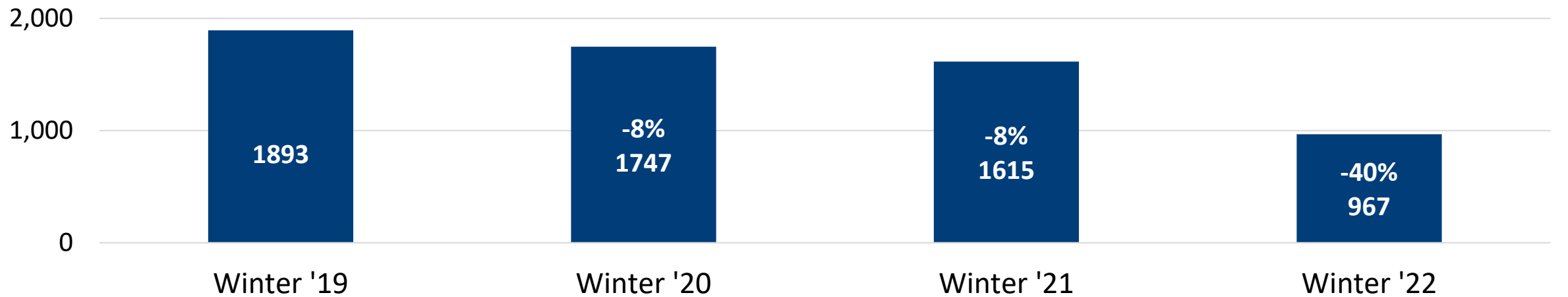
Bachelors Credit
Up 8.7% FTE / 3.4% HC
from Winter 2021

Student enrollments may overlap, especially for International Bachelors students

Fall to Winter Retention, Regardless of Entry Quarter



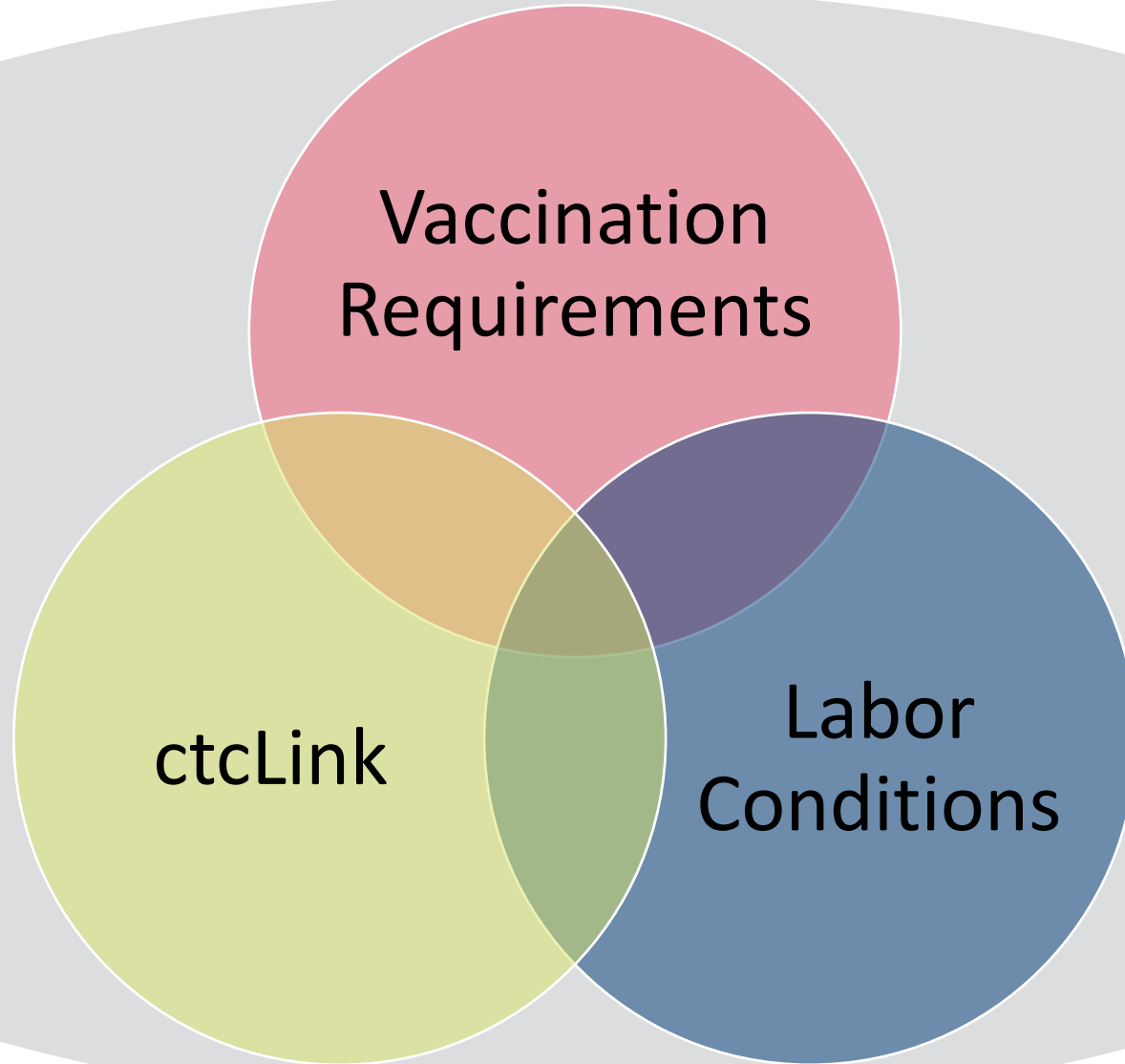
Winter New Students



Credit Enrollments Only

Convergence of Circumstances

COVID-19 Pandemic,
including impact on
mental health &
wellness



Vaccination Requirements

All Bellevue College Students, regardless of the instructional modality of their classes, are required to have completed their vaccination series.

While in place for Fall 2021, the enforcement mechanism came after the add/drop period

- 84.5% of individuals age 18 to 34 are vaccinated in East King County
- 91.% of individuals age 12 to 17 are vaccinated in East King County

ctcLink

ctcLink required short-term changes in operations and strategies.

- Some student registrations for the Winter Quarter required permissions to be individually granted; over time these are expected to be much less frequent.
- The application lock-out between systems and shifting back of registration opening required a change in marketing strategy to account for a six-week black-out.

Labor Conditions

Prior to the pandemic, enrollment in community colleges has historically been countercyclical to general economic conditions.

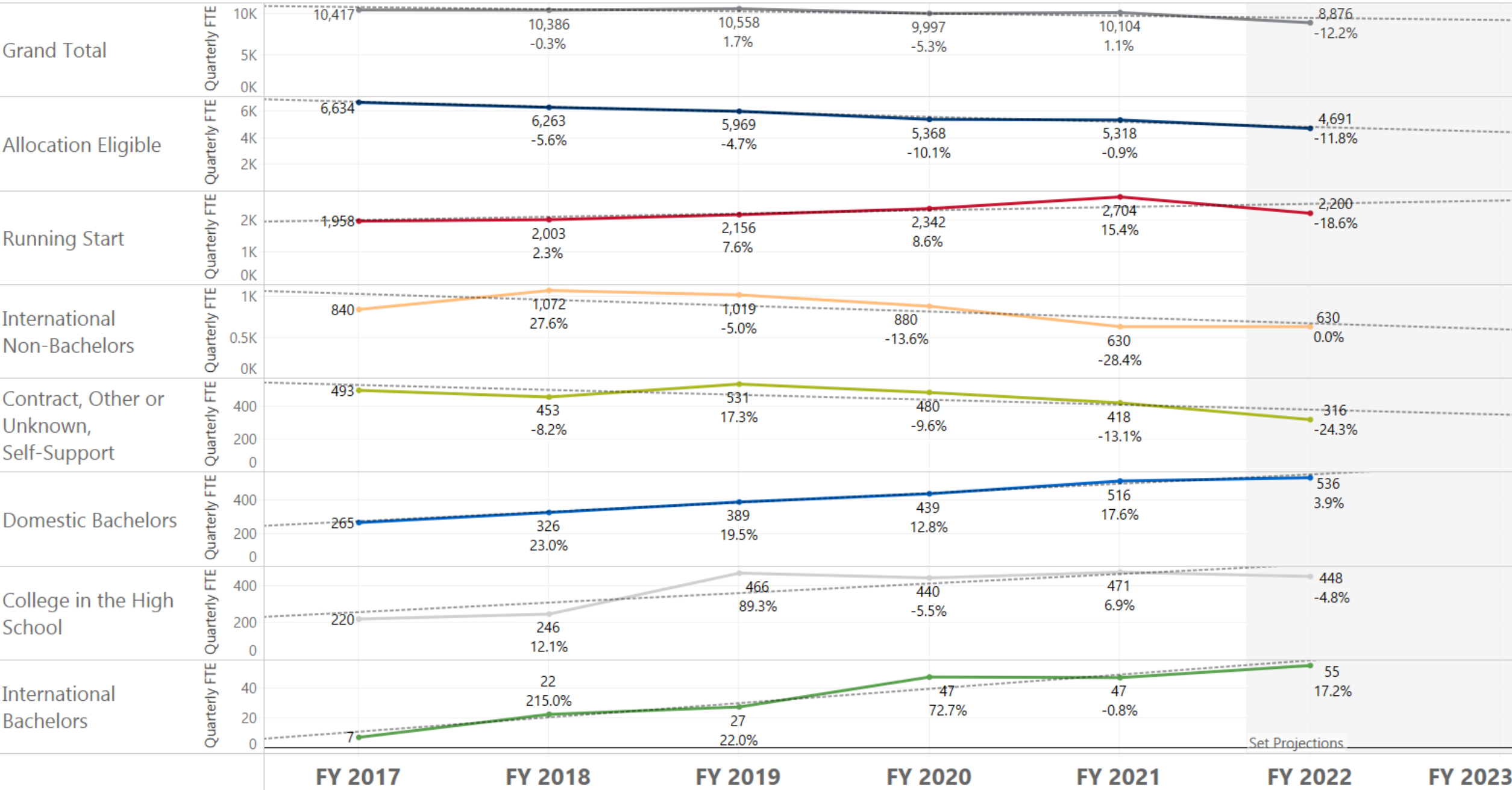
- Per the Bureau of Labor Statistics, the unemployment rate for the Seattle-Tacoma-Bellevue WA region is estimated around 3.5% for December 2021, down almost half from the 6.2% in December 2020.

The “Great Resignation” and “The Great Renegotiation”

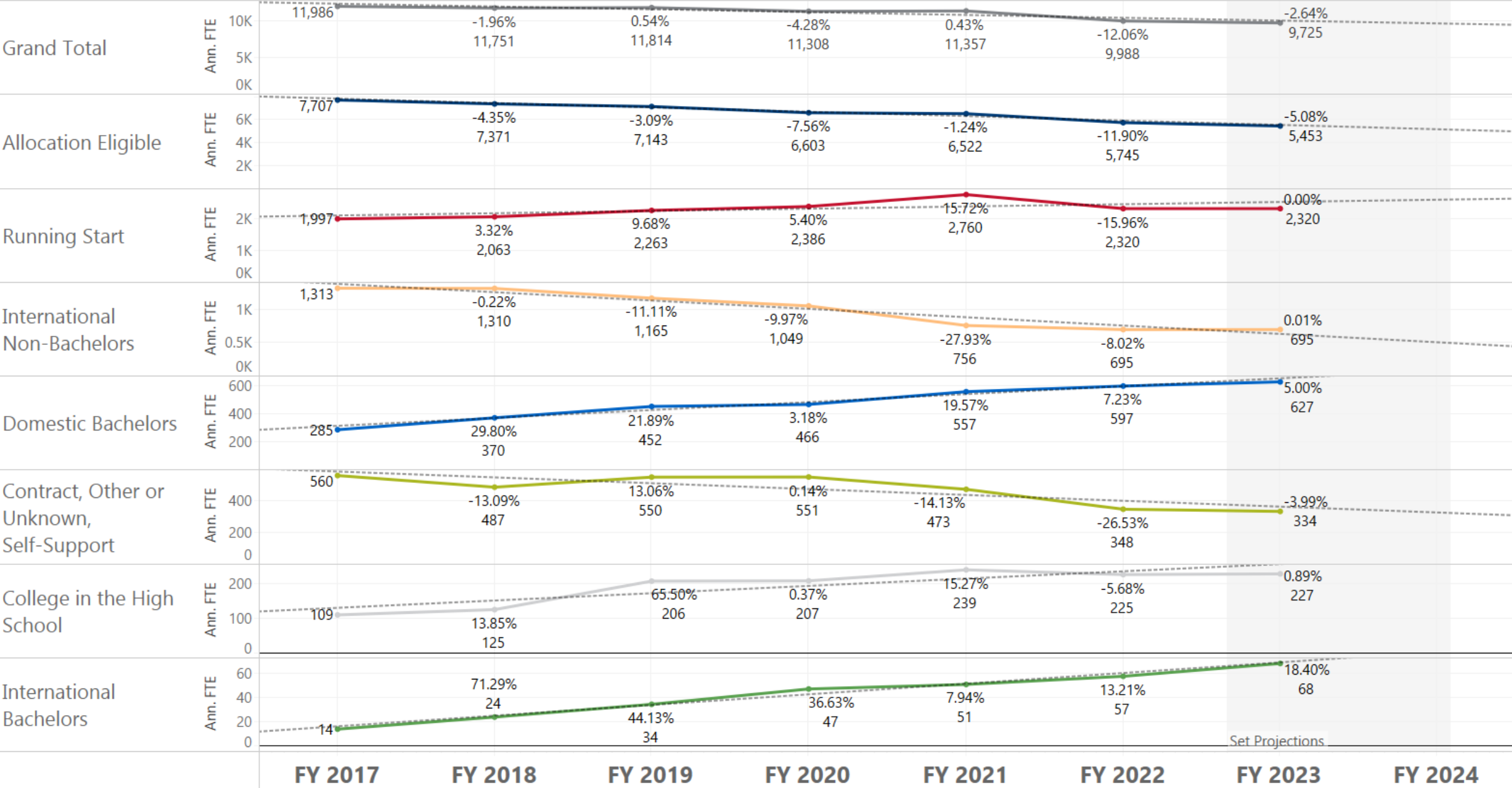
- Through job posting analysis available in EMSI, the median annual advertised salary for postings at the High School/GED level was about \$38k between September 2020 and January 2021.
 - 1 year later, the median annual advertised salary at that level is about \$42k, an increase of about 11%.
 - The increase for postings at the Associate’s degree rose from \$44k to \$51k (16%!)

Looking Forward Projecting Enrollment Through 2022-2023

Projected Spring 2022 FTEs



Historical Annualized FTEs Projected Through AY 22/ FY23



Next Steps

- Improved Enrollment Monitoring through ctcLink and Tableau
- Adjustments of Projections as we move forward

**Uncertainty Requires Diligence,
Flexibility, and Composure.**