



**BELLEVUE  
COLLEGE**



# **Board of Trustees**

## **Community College District VIII**

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**REGULAR MEETING**  
**May 18, 2022**



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**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, May 18, 2022. The business session will begin at 2:00 PM. This meeting will be conducted in-person in B201 for a limited number of attendees and remotely via Zoom. A telephone line will also be available. Richard Leigh, Chair, will preside.

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**MEETING CALL IN DETAILS**

**Business Session Call-In Details:**

Please click the link to join: <https://bellevuecollege.zoom.us/j/88561141699>

Or dial in by telephone: +1 253 215 8782    Webinar ID: 885 6114 1699

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**Providing a Public Comment:**

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

**MEETING AGENDA**

- |         |  |                |
|---------|--|----------------|
| 2:00 PM | BUSINESS SESSION                           |                |
|         | I. Call to Order                           | Richard Leigh  |
|         | II. Agenda and Minutes                     |                |
|         | A. Approval of Agenda for May 18, 2022     |                |
|         | B. Approval of Minutes from April 20, 2022 |                |
| 2:05 PM | III. Constituent Reports                   |                |
|         | A. College Assembly                        | Valencio Socia |
|         | B. Faculty                                 | Chace Stiehl   |
|         | C. Foundation                              | Lisa Brock     |
|         | D. Student                                 | Theint Thu     |

		E. Classified	Becky Turnbull
2:35 PM	IV.	First Read Items A. Revision of WAC 132H-116 and Policy 6200: Parking and Traffic Rules	Dennis Curran
2:45 PM	V.	Action Items A. Sabbatical Leave Requests B. 2022-2023 Board Meeting Dates C. Resolution 301: Amending Authorized Individual for the Washington State Local Government Investment Pool	Rob Viens Alicia Keating Polson Jim Craswell
2:55 PM	VI.	Enrollment Report	Zach Morgan
3:20 PM	VII.	President's Report	Gary Locke
3:30 PM	VIII.	Diversity, Equity, and Inclusion Report	Consuelo Grier
3:40 PM	IX.	Board Report	Richard Leigh
3:50 PM	X.	Unscheduled Business or Public Comment	
4:00 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.		
5:00 PM	Adjournment		

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



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**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, April 20, 2022. This meeting was conducted in-person in B201 for a limited number of attendees and remotely for the public via Zoom. A telephone line was also available. Richard Leigh, Chair, presided.

**MINUTES**

The business session was called to order at 9:33 AM.

I. **ROLL CALL**

Chair Richard Leigh, Rich Fukutaki, Greg Dietzel, Sascha West, Gary Locke, and Tricia Boerger were present.

II. **AGENDA**

Trustee Dietzel made a motion to approve the agenda (April 20, 2022) and the minutes (March 16, 2022). Trustee West seconded.

The motion passed unanimously.

III. **CONSTITUENT REPORTS**

A. Classified

The Classified report was provided by Amber Kelly, Classified Council Chair.

- Classified Council is recruiting more members as there are many vacancies on the Council.
- The college budget concerns classified staff as they have worries about potential layoffs.
- The remote and in-person hybrid model needs to be clarified for staff. Standards and expectations on departmental levels need to need to be communicated. Most Classified staff prefer a remote hybrid model and have expanded it to meet the needs of the students.
- Reclassification for positions has been a struggle for classified staff. Attempts to become reclassified have been rejected.

B. College Assembly

No report was provided by College Assembly.

C. Faculty

The Faculty report was provided by Chace Stiehl, Acting President of the Bellevue College Association of Higher Education (BCAHE).

- Letters of agreement (LOA) are in place and signed.
- Adjunct promotion and evaluation have blended into the same process to reduce paperwork.
- Faculty has worked with administration to close a gap caused by minor data issues. There is a LOA signed making sure that everyone in that gap is aware.
- Occupational and Life Skills is going to be folded into the normal adjunct processes. There is an LOA that is ready to be signed.
- Class caps underwent a significant overhaul.
- The new sabbatical process has rolled out with new rules. The first read will be done in this Board meeting.
- Managing COVID issues long term, faculty has come to a good understanding with the college. Faculty is hopeful a resolution on vaccine policy is coming soon.
- Faculty has resolved the bargain over parking changes, and thanks goes to Dennis Curran.
- The new budget process includes wise investments to improve and streamline ctLink processes. Faculty is pleased and grateful for this much-needed investment.
- Faculty is nervous about student enrollment for Fall 2022.
- Emeritus Faculty members have a project they are working on. Materials explaining efforts in a project regarding environmental climate change will be soon sent from Doug Brown to the Board of Trustees.

#### D. Foundation

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

- Thanks to all who attended the Bellevue College Foundation Breakfast.
- Scholarships are being awarded in the amount of half a million dollars. It took over 100 volunteers from the community to read through 600 applications for scholarships. Every application was read twice. There will be 200 students that will be awarded scholarships from a pool of \$507,000, which is a record.
- On May 17, 2022, at around 10:20 am, The Rainbow Crosswalk will be dedicated.

#### E. Student

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

- Student Council has its first meeting on Thursday, April 21, 2022.
- The C-Building Taskforce added 10 students. \$3 million was allocated to the project. Campus Operations is hiring an architect for the project and looking at splitting some items off as a separate project.
- There is a new ASG elections timeline. Elections packets will go out at the end of the week. Open house events will be held to update students on recent changes to the constitution and bylaws, and promote elections. ASG hosted two campaign events

- Students would like more experiences on campus, such as meet & greets, cultural events, and a return to pre-pandemic socializing. Students want to increase collaboration on campus between student organizations and clubs. Groups can share costs for events planning.
- \$2.7 million in new S&A funds have been allocated with \$800,000 in rollover funds. All rollover requests were approved and the bulk of funding for proposed on-campus experiences was approved.

#### IV. **PROGRAM HIGHLIGHT**

##### A. Bachelor of Applied Science (BAS) in Cybersecurity and BAS in Artificial Intelligence

Diane Walser, Program Chair of the BAS Cybersecurity program, Dena Laney, Program Chair of the BAS Software Development *Artificial Intelligence* (AI) program and Alysa Dobrowolski (Kelsey), Program Manager, presented an overview of the two new bachelor degree programs in Cybersecurity and Artificial Intelligence.

#### V. **FIRST READ ITEMS**

##### A. Sabbatical Leave Requests

Rob Viens, Associate Vice President of Academic Affairs presented the recommendation from the Sabbatical Leave Committee.

The Sabbatical Leave Committee received requests from 12 faculty members (25 FTEF total) for sabbatical leave to occur during the 2022–23 academic year. The Sabbatical Leave Committee met in February and March to review and rank the proposals and is recommending the requested leaves for seven individuals totaling 12 FTEF.

Ranking of Sabbatical Leave Requests by Sabbatical Leave Committee (12 FTEF):

1. Croix Saffin, Full Professor, Social Science - Sociology (3 FTEF)
2. Stephanie Hurst, Full Professor, Arts and Humanities - Communication Studies (1 FTEF)
3. Elena Maans-Lorincz, Associate Professor, Connected Learning- Library Media Center (2 FTEF)
4. Margaret Harada, Senior Associate Professor, Arts and Humanities - English (1 FTEF)
5. Sajonna Sletten, Associate Professor, Arts and Humanities - Basic & Transitional Studies (3 FTEF)
6. Mausumi Maulik, Full Professor, Science - Mathematics (1 FTEF)
7. Tim Jones, Full Professor, Social Science- Political Science (1 FTEF)

Alternates

1. Tim Jones, Full Professor, Social Science- Political Science (2 FTEF)
2. Ann Minks, Senior Associate Professor, Health Sciences Education and Wellness Institute - Allied Health (3 FTEF)

Note: Tim Jones requested three quarters (3 FTEF) of sabbatical leave; however, the Sabbatical Leave Committee recommended the Board approve one quarter (1FTEF) of sabbatical leave for Tim Jones so the total sabbatical leave of all recommended faculty is equal to 12 FTEF. The additional two quarters (2 FTEF) Tim Jones requested are listed in the alternate list.

The Office of Human Resources has provided the committee with the FTE replacement cost for these sabbaticals. This information, along with the committee's recommendation, has been forwarded to the Interim President.

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## B. 2022-2023 Board Meeting Dates

Alicia Keating Polson, Executive Director of the President's Office, presented the proposed Board meeting dates for 2022-2023.

### **2022-2023 Academic Year**

Wednesday, September 21, 2-6 PM  
Wednesday, October 19, 2-6 PM  
Wednesday, November 9, 2-6 PM  
Wednesday, December 14, 2-6 PM  
Wednesday, January 18, 2-6 PM  
Wednesday, February 15, 2-6 PM  
Wednesday, March 15, 2-6 PM  
Wednesday, April 12, 2-6 PM  
Wednesday, May 17, 2-6 PM  
Wednesday, June 14, 2-6 PM

The proposed dates meet the needs of the college in maintaining its administrative and contractual obligations and do not conflict with any major religious or secular holidays according to the [common religious and U.S. public holiday calendar](#). None of the proposed dates conflict with school breaks during the 2022-2023 academic year for the Bellevue, Issaquah, and Mercer Island School District calendars. Further, the last meeting in June occurs before the final day of school for the school districts. The proposed meetings dates do not conflict with the ACCT Leadership Congress, ACCT National Legislative Summit, or ACT Fall, Winter, or Spring Conference dates.

As requested by the Board, there are a total of 10 regular meeting dates. Other dates may be scheduled further into the 2022-2023 year, including a summer Board retreat.

## VI. QUARTERLY REPORTS

### A. Student Success Report

Zach Morgan, Executive Director of Effectiveness and Research; Esteban Maldonado, Title III Director and Achieving the Dream (ATD) Co-Lead; Jennie Mayer, Faculty Program Chair for Physical Science and ATD Co-Lead presented the quarterly Student Success Report.

Leading indicators play a central role in evaluating the effectiveness of initiatives and informing the adaptation of practices and establishing expectations of future outcome measures. For Bellevue College's student success initiative known as ATD/Guided Pathways, these leading indicators are important for not only establishing expectations of student retention and completion, but can also serve as intervention points in their own right, allowing opportunity for the College to act to better inform, intervene, or support students for whom the data forewarns of early and incomplete departures from the institution.

These indicators need to be thoughtfully designed to be meaningful. The ATD Data Team worked through various criteria, resources, and data sources to identify and define new leading indicators for this work, and Effectiveness and Research operationalized and made reportable these indicators at both the aggregate and student levels.

## VII. **PRESIDENT'S REPORT**

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

- Special thanks to everyone who organized the Bellevue College Foundation Breakfast.
- The UW Bothell contract is close to being signed and will provide an opportunity for Bellevue College students.
- Bellevue College is working to expand its nursing program.
- Thanks to all the deans and faculty for dramatically reducing the number of sections offered as the enrollments dropped this year. The College is looking at flat enrollments or maybe a very slight decline next year.

## VIII. **DIVERSITY, EQUITY, AND INCLUSION REPORT**

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

- The buckets of DEI are capacity building, education and skill-building, culture shift, and community engagement.
- The Office of Diversity, Equity, and Inclusion (ODEI) is currently fully staffed and onboarded. There is a continued demand for professional development and training connected to diversity, equity, and inclusion. There is a need for one more position in ODEI. Understanding the college budget constraints, the office will look at how to maximize efficiencies and utilize state funds to explore another role in the office.
- April is sexual assault awareness month. Val Tovar Malloy, Gender-Based Violence Prevention Coordinator, put together a calendar of events.
- The Social Justice Center will host a Chat and Chew with the new Director of Restorative Practices, Michelle Strange.
- Deliverables connected to State Bill 5227 and 5194 are on track. President Locke has been a valuable advocate for the diversity and equity officer commission for information, transparency, and support connected to this work. As part of the state funding connected to State Bill 5194 for reaching out to specialized populations, in June, there will be a two-day event that will provide resources and support information for prospective first-time students, put on by student affairs and other areas of the college. A focus and intention on



students of color, disabilities, and LGBTQ students will include a keynote with President Locke, campus tours, presentations, and a series of breakout sessions, which will help recruit and welcome special student populations.

- Vice President Grier will be presenting at the ACT Spring Conference in May, along with other diversity officers. The presentation will focus on the role of trustees in supporting the work of building an anti-racist institution.
- May 11, 2022, is professional development day, designed as a day dedicated to equity and professional development for faculty. Shoutout to the Equity Education Advisory Council for all the work done to put it together. In preparation, a four-part series entitled The Path to Personal Decolonization began earlier in April. Over 100 people registered to participate.
- Shoutout to the ATD folks, Zach Morgan, Jennie Mayer, and Estaban Maldonado, for all the excellent work being done. In March, Consuelo Grier was part of the closing panel for the ATD equity Institute. The work ATD does is in close alignment with the direction ATD colleges are going in. ATD is about student access and equity.
- Bellevue College has been selected as one of a handful of institutions nationally to participate in AAC&U's Institute on Truth, Racial Healing & Transformation Campus Centers. It is a competitive and selective process. There are currently no other Truth and Racial Healing Centers in Washington State. Here is an opportunity for Bellevue College to be a trailblazer in this work.

IX. **BOARD REPORT**

Trustee West encouraged students to utilize the career center for assistance in resume building, cover letters, looking for jobs, and learning LinkedIn.

X. **UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

There was no unscheduled business or community testimony.

XI. **EXECUTIVE SESSION**

At 11:47 AM, Chair Leigh announced there would be an executive session beginning at 11:55 AM that would last approximately 45 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 12:35 PM.

XII. **ADJOURNMENT**

There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 12:35 PM.

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Richard Leigh, Chair  
Board of Trustees

ATTEST:

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



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REGULAR MEETING AGENDA ITEM

**REVISION OF WAC 132H-116 AND POLICY 6200 PARKING AND TRAFFIC RULES**

INFORMATION

FIRST READ

ACTION

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**Description**

Administrative Services proposes updating the current parking and traffic rules under WAC 132H-116 and policy 6200. These changes remove and/or update outdated information and clarify rules. The current WAC chapter will be reorganized into new section numbers with similar content grouped together to make information easier to find. Existing numbers and content will be repealed and revised/replaced with updated content. The policy will have the same text and formatting as the WAC chapter. Relevant portions of the procedure 6200P have been incorporated into the WAC/policy 6200 and procedure 6200P will be deleted.

**Key Questions**

- \* Why are sections being reorganized?
- \* How are rules and processes being clarified?

**Analysis**

This proposed revision replaces the current text of policy 6200 with the text of the WAC. The procedure will be deleted and information from the procedure is added to the proposed WAC to provide clarifying details (e.g., types of permits and parking lots).

The revision updates the language to align with other Washington Administrative Codes, Revised Codes of Washington, House Bill 2513, and newer parking technology. The updates also clarify definitions and the rules for parking permits, regulations, enforcement, penalties and appeals.

**Background/Supplemental Information**

**Attachments:**

- Revised text of WAC 132H-116
- Revised text of policy 6200
- 

**Summary of revisions:**

- Consolidation of the parking and traffic rules WAC, policy and procedure content into one document. This reorganizes the current 33 individual WAC sections into nine consolidated sections. The text of the WAC and the policy will be the same and the procedure will be deleted.
- Clarification and update of definitions (e.g., types of groups and permits).
- General language clarification (e.g., addition of electric/hybrid vehicles and updating types of foot propelled devices).
- Removal of gendered language.

- Updating and clarifying offices/officials and their responsibilities.
- Addition of types of permits and parking locations.
- Included process for parking permit refunds.
- Incorporating reasons for and amounts of citations.
- Added language for represented employees that permit fees and disciplinary action will be in accordance with applicable collective bargaining agreements.
- Outlining reasons for vehicle impoundment and collections processes.
- Updating and clarifying the appeals process in compliance with brief adjudicative proceedings rules.
- Repealing WAC 132H-116-790 Prohibition on Literature to avoid duplicate information (6550 Posting of Literature on Campus (Procedures)).

**Comments received during review period:**

- Request to change the speed limit from 10 mph to 5 mph in parking lots. This correction has been incorporated.
- Request to allow foot propelled devices in courtyards. The language for foot propelled devices has been maintained to only allow their use as part of a required educational process in an authorized program or for Public Safety patrol bicycles.
- Clarification that faculty/staff permits and student permits may be used in daily metered parking and general parking, in addition to designated employee and student lots. This has been incorporated.
- Request that permit fees and disciplinary action be in accordance with applicable collective bargaining agreements. This has been incorporated.
- Clarification about scooters and under the definition of vehicles. The definition of a vehicle was revised to include vehicles required to display a DMV license plate 132H-116-025(12), "Vehicle: Any motorized or electric automobile, truck, motor-cycle or moped that requires a DMV license plate to be displayed."
- Question about how unattended rental bikes (e.g., Lime) that don't need to be secured will be taken care of. Public Safety will remove all third-party vendor foot propelled devices that have been left unattended from campus. No new language was incorporated.
- Question about approved overnight parking for employees. The revised text includes information about 24-hour parking under the employee parking definition 132H-116-035(10)(d), "Employee parking: Requires an employee permit. Bellevue College also provides 24-hour employee parking where employees may leave their vehicle overnight after notifying public safety." Further information about overnight parking is also noted under 132H-116-085(1)(c), "No vehicle, other than college owned or leased vehicles, shall be parked on college property in excess of 24 hours with-out prior documented approval from the public safety office. Vehicles parked on campus in excess of 24 hours, without prior documented approval from the public safety office, are subject to citation." No new language was incorporated as overnight parking is allowable with notification to and approval by Public Safety.
- Request that a parking permit be allowed for employees to use with more than one of their own vehicles. Public Safety is in the process of reviewing new parking management systems. A new system would allow parking permit holders to register multiple vehicles to a permit. However, if two vehicles with the same permit are observed parked on campus at the same time, one of the vehicles will be ticketed.
- Question about whether or not students on the citation review committee would be compensated and a request for compensation to be codified. 132H-116-095(d) lists that the

committee is made up of one student, one faculty representative and one classified staff representative. No new language was incorporated.

- Question about the citation review committee and why an exempt employee is excluded/limited in participation. 132H-116-095(d) lists that the committee is made up of one student, one faculty representative and one classified staff representative. The Assistant Director of Public Safety, which is an exempt position, will serve as the nonvoting presiding officer of the committee. Through this position an exempt employee participates on the committee.
- Questions regarding if there will be 24/7 enforcement, 365 days a year, and whether that includes weekends and holidays. Question also regarding if free parking after 3pm and on weekends is no longer in effect. Parking rules and regulations would be enforceable throughout the calendar year on a 24-hour daily basis under 132H-116-065(2). Public Safety would provide advance notice of changes in times of enforcement prior to them taking effect.
- Request that students and staff in student housing are noted in the policy for being able to park in excess of 72 consecutive hours. This is addressed under 132H-116-085(c). Vehicles with prior document approval may park in excess of 72 consecutive hours. Students and staff with a valid parking pass that live on campus in the residence hall are exempt. A valid parking permit will serve as documentation and will be noted in the parking management system. No new language was added.
- Question regarding if parking allocation (e.g., students and employees) has changed. Parking allocations have not changed per the new language. Low emissions fuel efficient (LEFE) vehicle spaces, however, have been updated to electric/hybrid. Since the last revision of the procedure vehicle efficiency and technology has improved and this change was made to reflect these improvements.
- Question regarding whether the unions or the classified and faculty councils are consulted for the citation review committee membership. 132H-116-095(d) lists that the committee is made up of one student, one faculty representative and one classified staff representative. This section also notes that, "The committee members are appointed by the vice president of administrative services upon consultation with representative groups." In the past, councils were first consulted and then the unions.
- Clarification about where visitor parking passes may be used. Visitor passes can be purchased and used in any student lot. The parking pass does not have to be used in the lot where it was purchased. Guest parking passes (e.g., job applicants) would go through the same Request Center process that is currently in place.
- Question about whether parking in standard parking space with a disability permit is allowed. Yes, a vehicle with a disability permit or placard may park in a standard parking space. For reference:
  - 132H-116-035(3) "No person shall park, or leave any vehicle, whether attended or unattended, on the campus of Bellevue College without a valid Bellevue College permit, a valid disability placard or license plate, or a government agency license plate."
  - 132H-116-035 (10)(a) "Disability parking spaces: Only vehicles displaying a valid state of Washington placard or license plate may park in designated disability spaces. Vehicles with disability placards or plates may park in any employee, student, metered, or general parking area on campus."
- Question regarding the number of people making up a carpool. A carpool is made up of two or more people. For reference 132H-116-025(11) lists a carpool as "Groups of two or more people,

including faculty, staff, or students, who commute to the college in the same vehicle and who have obtained a carpool permit.”

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves the revision to WAC 132H-116 and policy 6200 at their June 15<sup>th</sup> meeting.

Prepared by:

Dennis Curran, Vice President of Administrative Services

[dennis.curran@bellevuecollege.edu](mailto:dennis.curran@bellevuecollege.edu)

**WSR 22-07-108**  
**PROPOSED RULES**  
**BELLEVUE COLLEGE**  
 [Filed March 23, 2022, 9:56 a.m.]

Original Notice.

Preproposal statement of inquiry was filed as WSR 20-21-094.

Title of Rule and Other Identifying Information: Revision of chapter 132H-116 WAC, Parking and traffic rules. New WAC 132H-116-015, 132H-116-025, 132H-116-035, 132H-116-045, 132H-116-055, 132H-116-065, 132H-116-075, 132H-116-085 and 132H-116-095; and repealing WAC 132H-116-300, 132H-116-310, 132H-116-315, 132H-116-320, 132H-116-330, 132H-116-350, 132H-116-351, 132H-116-352, 132H-116-353, 132H-116-354, 132H-116-355, 132H-116-356, 132H-116-357, 132H-116-358, 132H-116-360, 132H-116-405, 132H-116-410, 132H-116-415, 132H-116-430, 132H-116-431, 132H-116-432, 132H-116-433, 132H-116-460, 132H-116-470, 132H-116-590, 132H-116-615, 132H-116-620, 132H-116-630, 132H-116-655, 132H-116-750, 132H-116-765, 132H-116-790, and 132H-116-791.

Hearing Location(s): On Wednesday, May 4, 2022, at 3:00 - 4:00 p.m., online via Zoom <https://bellevuecollege.zoom.us/j/81848828450>, Meeting ID 818 4882 8450, Dial-in +1 253 215 8782. Public hearing to be held remotely.

Date of Intended Adoption: June 15, 2022.

Submit Written Comments to: Nadescha Bunje, 3000 Landerholm Circle S.E., Bellevue, WA 98007, email [nadescha.bunje@bellevuecollege.edu](mailto:nadescha.bunje@bellevuecollege.edu), phone 425-564-5669, by May 4, 2022.

Assistance for Persons with Disabilities: Contact Nadescha Bunje, phone 425-564-5669, TTY 425-564-6189, email [nadescha.bunje@bellevuecollege.edu](mailto:nadescha.bunje@bellevuecollege.edu), by April 20, 2022.

Purpose of the Proposal and Its Anticipated Effects, Including Any Changes in Existing Rules: To update the current parking and traffic rules with the intention to remove and/or update outdated information while also providing greater clarity to better serve our campus community.

Reasons Supporting Proposal: Chapter 132H-116 WAC has not been updated since 2011. Bellevue College intends to update the parking and traffic rules in order to more clearly and accurately communicate current processes.

Statutory Authority for Adoption: RCW [28B.50.140](#)(13); chapter [34.05](#) RCW.

Statute Being Implemented: RCW [28B.50.140](#)(13).

Rule is not necessitated by federal law, federal or state court decision.

Agency Comments or Recommendations, if any, as to Statutory Language, Implementation, Enforcement, and Fiscal Matters: Not applicable.

Name of Proponent: Bellevue College, governmental.

Name of Agency Personnel Responsible for Drafting: Nadescha Bunje, Bellevue College, B125, 3000 Landerholm Circle S.E., Bellevue, WA 98007, 425-564-5669; Implementation and Enforcement: Ross Villegas, Bellevue College, B132, 3000 Landerholm Circle S.E., Bellevue, WA 98007, 425-564-5710.

A school district fiscal impact statement is not required under RCW [28A.305.135](#).

A cost-benefit analysis is not required under RCW [34.05.328](#). Bellevue College is not one of the enumerated agencies required to conduct cost-benefit analyses under RCW [34.05.328](#)(5).

This rule proposal, or portions of the proposal, is exempt from requirements of the Regulatory Fairness Act because the proposal:

Is exempt under RCW [19.85.025](#)(3) as the rules relate only to internal governmental operations that are not subject to violation by a nongovernment party.

March 23, 2022  
 Alicia M. Keating Polson  
 Rules Coordinator and Executive Director  
 of the President's Office

OTS-3686.5

NEW SECTION

**WAC 132H-116-015 Purpose.**

(1) Under RCW [28B.50.140](#)(10) the board of trustees of Community College District VIII has the authority to establish rules and regulations for pedestrian and vehicular traffic over property owned, operated, or maintained by the college district.

(2) The objectives of these regulations are:

(a) To protect and control pedestrian and vehicular traffic on property owned, operated, or maintained by the college district.

(b) To ensure access at all times for emergency equipment.

(c) To minimize traffic disturbances.

(d) To facilitate the operation of the college by providing adequate access to vehicles.

(e) To allocate limited parking space for the most efficient use.

(f) To protect state property.

(3) If any provision of this chapter is adjudged by a court to be contrary to law, the remaining provisions shall continue to be in effect.

**NEW SECTION****WAC 132H-116-025 Definitions.**

For the purpose of this chapter, the following terms and definitions shall apply:

(1) Board: The board of trustees of Community College District VIII, state of Washington.

(2) Campus: Any and all real property, operated, controlled, or maintained by Bellevue College.

(3) Public safety office: Unit of the college accountable to the vice president of administrative services and responsible for campus security, public safety, emergency operations, parking and traffic control.

(4) Public safety officers: Employees of the college accountable to the vice president of administrative services and responsible for campus security, public safety, emergency operations, and parking and traffic control.

(5) Student: All persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who withdraw, graduate, or complete courses after the date of a reported violation, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered "students."

(6) Faculty members: Any person employed by the college as an instructor, counselor, librarian, program or department chair, or in any other position for which the training, experience, or responsibilities are comparable as determined by the appointing authority.

(7) Staff: The administrative employees, classified members, and part-time staff employed by the college.

(8) Visitor(s): Person(s) who come on to campus as guest(s), or who lawfully visit the campus and are neither employees nor students of the institution.

(9) Pedestrian: A person who is not driving or otherwise occupying a vehicle.

(10) Permit: A properly displayed document, card, or sticker, issued by the public safety office, that authorizes a vehicle to park in designated areas on the campus. Parking permits may also be virtual in nature and identified by other means, such as a license plate.

(11) Carpool: Groups of two or more people, including faculty, staff, or students, who commute to the college in the same vehicle and who have obtained a carpool permit.

(12) Vehicle: Any motorized or electric automobile, truck, motorcycle or moped that requires a DMV license plate to be displayed.

(13) Foot propelled device: Wheeled devices including, but not limited to, bicycles, skateboards, roller skates, or roller blades that are designed or used for recreation and/or transportation purposes. Foot propelled devices may be supplemented by battery power.

(14) Idling: The running of an engine that supplies the motive power for a vehicle, when not for the purpose of moving the vehicle with the normal flow of traffic on a street or roadway.

**NEW SECTION****WAC 132H-116-035 Parking permits and parking locations.**



(1) The vice president of administrative services or designee is authorized to issue all parking permits.

(2) Parking permit fees shall be established, as appropriate, by the college's board of trustees. Once fees have been established and approved the college president may adjust the fees. For represented employees, fees will be in accordance with applicable collective bargaining agreements (CBAs).

(3) No person shall park, or leave any vehicle, whether attended or unattended, on the campus of Bellevue College without a valid Bellevue College permit, a valid disability placard or license plate, or a government agency license plate.

(4) Permits issued by the public safety office shall be displayed in accordance with the instructions issued with the permit. Permits not displayed in accordance with the instructions issued with the permit are invalid. Vehicles that fail to display a permit in accordance with the instructions shall be subject to citation.

(5) Parking permit types: Bellevue College parking permits include current, temporary, or special permits and are valid for the date(s), times, and locations specified on the permits. Parking permits are required and lots are monitored 24 hours a day and seven days a week. All permits must be displayed according to the instructions on the permit or as described below. Bellevue College parking permits are issued by the public safety office or through authorized distribution points (e.g., a temporary parking permit kiosk). Permits include, but are not limited to, the following:

(a) Carpool permits: Faculty, staff, or students can apply for this permit through public safety. One permit will be issued for each carpool and may only be used among the registered members of the group. Carpool vehicles must also display or obtain a regular student or employee permit.

(b) Daily and hourly permits: Daily and hourly parking permits are available through the public safety office or through designated locations across campus.

(c) Employee permits: Parking permits for faculty and staff of Bellevue College. Registered volunteers are eligible for an employee permit.

(d) Discount student permits: Discounted student parking permits for students of Bellevue College that may be used in general parking lots.

(e) Guest permits: Temporary permits may be issued to guests of the college (including, but not limited to, guest speakers, job candidates, or visiting officials).

(f) Motorcycle permits: Issued by the public safety office for motorcycles.

(g) Special events: Temporary reserved parking for conferences, seminars, and other special events, can be reserved through the events office or public safety. Requests should be submitted by at least 10 business days in advance.

(h) Student permits: Parking permits for students of Bellevue College.

(6) Transfer of permits:

(a) With the exception of carpool permits, parking permits are not transferable. If a vehicle is sold or traded, the permit holder may retain their permit and use it on a different vehicle so long as they update their vehicle information with the public safety office.

(b) Permits may be reissued as authorized by the director of public safety.

(7) Parking permit refunds: In cases where a permit is no longer needed, employee or student permit holders may request a partial refund from public safety using the refund form on the public safety web page. Refund amounts will be based on the following:

(a) Parking permit fees will be refunded at 100 percent less five dollars when the refund form is received by the fifth instructional day of the quarter.

(b) Parking permit fees will be refunded at 50 percent when the refund form is received by the sixth instructional day through the 20th instructional day of the quarter.

(c) Parking permit fees will not be refunded when the refund form is received after the 20th instructional day of the quarter.

(d) The parking permit document, card, or sticker must be returned with the refund form when requesting a refund for it to be considered submitted. In the case of a virtual permit, the permit holder must notify public safety in writing using the refund form; however, no physical permit must accompany the form.

(8) A map of the designated parking lots/spaces on campus can be found on the college website and are also noted across campus with parking lot signs. When parking on campus, license plates must be clearly visible.

(9) Students, staff, faculty, and visitors may park on campus as follows:

(a) Student parking permits are valid only in areas designated for student parking, daily metered parking, and general parking.

(b) Staff/faculty parking permits are valid in the areas designated for employee parking, daily metered parking, and general parking.

(c) Visitors are subject to the parking regulations of Bellevue College and are required to have a valid temporary permit. Temporary parking permits are valid only in the area(s) designated in the temporary parking permit.

(10) Parking locations include, but are not limited to, the following:

(a) Disability parking spaces: Only vehicles displaying a valid state of Washington placard or license plate may park in designated disability spaces. Vehicles with disability placards or plates may park in any employee, student, metered, or general parking area on campus.

(b) Electric charging stations: A valid parking permit is required to park in electric vehicle charging spaces. Vehicles must be actively charging while parked in electric charging spaces.

(c) Electric and hybrid parking spaces: Parking for electric and hybrid vehicles only.

(d) Employee parking: Requires an employee permit. Bellevue College also provides 24-hour employee parking where employees may leave their vehicle overnight after notifying public safety.

(e) General parking: Available for use by all permit holders.

(f) Guest or special event parking: Guests may park in designated areas with either a guest or special event permit issued by the public safety office.

(g) Motorcycle parking: Motorcycles may park in employee or student lots in accordance with the permit type or areas designated for motorcycle parking.

(h) Reserved parking: Includes loading docks or other specially reserved areas (including, but not limited to, emergency response, college, or official visitor vehicles).

(i) Student parking: Requires a student permit (daily permits are allowed). Also includes limited weekday permits (including, but not limited to, Monday/Wednesday and Tuesday/Thursday student permits).

(j) Visitors: Visitors may park in designated lots with the purchase of an hourly or daily permit.

(11) Parking within designated spaces:

(a) No vehicle shall be parked on the campus except in those areas set aside and designated as parking areas.

(b) No vehicle shall be parked so as to occupy any portion of more than one parking space as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space shall not constitute an excuse for a violation of this section.

(c) No vehicle shall be parked at any time in campus roadways, fire lanes, bus zones, loading zones, service driveways, walkways, courtyards, or in the landscaping except emergency vehicles, college owned vehicles, and designated service vehicles.

(d) No recreational vehicle (RV), motorhome, or vehicle used as a temporary or permanent dwelling shall be parked on campus overnight.

## NEW SECTION

### **WAC 132H-116-045 Traffic and parking regulations.**

(1) The authority and powers conferred upon the vice president of administrative services or the director of public safety by these regulations may be delegated to other college employees.

(2) Parking shall be allocated by the vice president of administrative services consistent with the objectives of these regulations.

(3) The applicable parking and traffic rules and regulations for Bellevue College include:

(a) The motor vehicle and other traffic laws of the state of Washington, Title [46](#) RCW.

(b) The traffic code of the city of Bellevue.

(c) The Bellevue College parking and traffic regulations.

(d) In case of conflict among the provisions of the motor vehicle and other traffic laws of the state of Washington or the traffic code of the city of Bellevue and Bellevue College parking and traffic regulations, the provisions of the state of Washington motor vehicle laws shall govern.

(4) Regulatory signs, markings, barricades:

(a) The vice president of administrative services is authorized to erect signs, barricades, and other structures and to paint marks and other directions upon the streets and parking areas owned, operated, and maintained by the college.

(b) Drivers of vehicles shall obey the signs, barricades, structures, markings, and directions erected pursuant to this section. Drivers shall also comply with directions given to them by a campus public safety officer or other authorized college personnel controlling and regulating traffic or parking.

(c) No person without authorization from the vice president of administrative services shall move, deface, or in any other way change a sign, barricade, structure, marking or direction so placed, or previously placed, for the purpose of regulating traffic or parking.

(5) The regulations governing permits and parking within designated spaces shall not apply to the drivers of state-owned vehicles operated by Bellevue College in the performance of assigned functions.

(6) During special occasions that may cause additional and/or heavy traffic and during emergencies, the director of public safety is authorized to impose additional traffic and parking regulations to achieve the specified objectives of this chapter.

(7) The registered owner of the vehicle is responsible for their vehicle parked on campus. They shall be held responsible for all violations of these rules and regulations charged to that vehicle. However, the operator of a vehicle will not be relieved of responsibility for violating any rule or regulation of this chapter simply because they are not also the registered owner of the vehicle.

(8) Vehicles shall not exceed five miles per hour in parking lots, or 20 miles per hour on campus roads, or such lower speeds as may be reasonable and prudent based on the circumstances or as otherwise posted.

(9) No person driving or otherwise responsible for a motor vehicle shall permit it to stand unattended without first:

(a) Effectively setting the brake and transmission to prevent movement of the vehicle.

(b) Stopping the engine, turning off the vehicle or otherwise rendering the vehicle immobile.

(10) Vehicles standing or stopped, whether idling or parked, are subject to the rules under RCW [46.61.570](#) and Bellevue College policies and procedures and may be subject to citation or impoundment in accordance with such rules. Engine idling is prohibited in no parking zones on campus. Outside of no parking zones, employees, students, and visitors are encouraged to avoid unnecessary idling in order to create a safer and cleaner campus.

(11) Pedestrian's right of way:

(a) The operator of a vehicle shall yield right of way, slowing down or stopping, if need be, to so yield to any pedestrian, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible or unsafe for the driver to yield.

(b) Whenever any vehicle slows or stops so as to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass such a vehicle which has slowed or stopped to yield to pedestrian traffic.

(c) Where a sidewalk is provided, pedestrians shall proceed upon such sidewalk.

(12) Motorcycles and mopeds:

(a) Motorcycles and mopeds are subject to all traffic and parking rules and regulations controlling other vehicles.

(b) Motorcycles and mopeds must be parked in designated areas.

(c) Motorcycles and mopeds are not permitted on paths, sidewalks, or authorized bicycle or pedestrian areas or in buildings at any time.

(13) Foot propelled devices:

(a) Bicycles shall be secured in designated areas only. Unattended or improperly secured bicycles may be removed by public safety officers. Public safety patrol bicycles are exempt.

(b) No foot propelled devices shall be operated on or in campus walkways, corridors, courtyards, hallways or buildings unless their use is required as part of the educational process in an authorized program, with the exception of public safety patrol bicycles.

(14) The operator of any vehicle or foot propelled device involved in an accident on campus shall within 24 hours report such accident to the public safety office. This does not relieve any person so involved in an accident from their responsibility to file a state of Washington motor vehicle accident report.

(15) Any vehicle theft or theft from a vehicle that occurs on campus should be reported to the public safety office promptly.

(16) Except for college owned and/or operated vehicles, the college assumes no liability under any circumstances for vehicles on college properties.

NEW SECTION**WAC 132H-116-055 Disability parking.**

Vehicles displaying a valid state of Washington disability parking placard or license plate may park in parking spaces or areas reserved for persons with physical disabilities pursuant to RCW [46.19.030](#).

NEW SECTION**WAC 132H-116-065 Enforcement.**

(1) The vice president of administrative services is responsible for parking and traffic management on campus. The director of public safety has the authority to enforce all college parking and traffic rules and regulations and to delegate that authority.

(2) Parking rules and regulations will be enforceable throughout the calendar year on a 24-hour daily basis.

NEW SECTION**WAC 132H-116-075 Citations.**

(1) Citations will be issued based on reasonable cause to believe that a violation of these rules and regulations has occurred. Citations are issued by affixing a copy of the citation on the vehicle.

(2) Grounds for the issuance of citations include, but are not limited to:

- (a) No valid parking permit displayed or on record;
- (b) Blocking or impeding traffic;
- (c) Displaying an unauthorized/stolen/forged permit;
- (d) Improperly displayed parking permit;
- (e) Improper use of carpool permit;
- (f) Parking a nonelectric/hybrid vehicle in an electric/hybrid space;
- (g) Vehicles parked:
  - (i) In a disability space without a valid placard or license plate;
  - (ii) Over designated time limit;
  - (iii) In an area not designated for parking;
  - (iv) In an area not authorized;
  - (v) On or blocking a walkway;
  - (vi) In a marked no parking area;
  - (vii) In landscaping;
  - (viii) In a reserved area without a special permit;
  - (ix) In fire lane or impeding access to a fire hydrant;
  - (x) In two or more spaces;
  - (xi) In excess of 24 hours without prior approval.

(3) The college charges the following monetary fines for the following violations:

- (a) Twenty-five dollar fine:
  - (i) No valid parking permit displayed or on record;
  - (ii) Improperly displayed parking permit;
  - (iii) Parked over designated time limit;
  - (iv) Parked in two or more spaces;
  - (v) Parked in excess of 24 hours without prior approval;
  - (vi) Parking a nonelectric/hybrid vehicle in an electric/hybrid space;
  - (vii) Parking in an electric/hybrid vehicle charging space while not actively charging.
- (b) Fifty dollar fine:
  - (i) Blocking or impeding traffic;
  - (ii) Parked on or blocking a walkway;
  - (iii) Parked in an area not designated for parking;
  - (iv) Parked in an area not authorized;
  - (v) Parked in a marked no parking area;
  - (vi) Parked in landscaping;
  - (vii) Parked in a reserved area without a special permit;

- (viii) Parked in a fire lane or impeding access to a fire hydrant;
- (ix) Improper use of a carpool permit;
- (x) Parked in a reserved area without a special permit.
- (c) Sixty dollar fine: Displaying an unauthorized/stolen/forged permit.
- (d) Two hundred fifty dollar fine: Parked in a disability space without a valid placard or license plate.
- (4) The registered owner of the vehicle is responsible for all fees and fines associated with violations of the college's parking rules and policies.
- (5) Citations that are not appealed within 21 calendar days or paid within 21 calendar days may be subject to the following actions:
  - (a) Vehicle impoundment in accordance with WAC 132H-116-085;
  - (b) Denial of future parking privileges, whether student, employee, or visitors;
  - (c) Unpaid citations may be sent to a collections agency.
  - (6) An accumulation of citations that are not responded to and resolved, by payment or appeal, by a student or college employee may be cause for disciplinary action. Students in violation may be referred to the student conduct officer for disciplinary action. Employees in violation may be referred to human resources for disciplinary action. For represented employees, disciplinary action will be in accordance with applicable CBAs.
  - (7) Parking permits are the property of the college, and may be denied or revoked by the public safety director for any of the following reasons:
    - (a) When the purpose for which the permit was issued changes or no longer exists;
    - (b) When a permit is used by an unregistered vehicle or by an unauthorized person;
    - (c) Continued violations of parking regulations;
    - (d) Counterfeiting or altering a permit;
    - (e) Falsification on a parking permit application;
    - (f) Failure to comply with a final decision of the citation review committee or appeal authority.
    - (8) Vehicles displaying revoked permits will be subject to citation.

## NEW SECTION

### **WAC 132H-116-085 Impoundment.**

- (1) In addition to imposing fines, the vice president of administrative services and the director of public safety are authorized to impound a vehicle parked on college property on the following grounds:
  - (a) Creating a safety hazard.
  - (b) Leaving a vehicle running and unattended.
  - (c) Vehicles parked in excess of 72 consecutive hours without prior approval from the public safety office are considered abandoned or unattended and are subject to impoundment at the registered owner's risk and expense. No vehicle, other than college owned or leased vehicles, shall be parked on college property in excess of 24 hours without prior documented approval from the public safety office. Vehicles parked on campus in excess of 24 hours, without prior documented approval from the public safety office, are subject to citation. Once a vehicle has accumulated three consecutive citations, public safety will place one impound warning on a vehicle. After 24 hours have passed since an impound warning was placed on a vehicle it may be towed.
  - (d) Parking:
    - (i) In a marked "tow away" or "no parking" zone.
    - (ii) Without a valid disability permit or license plate in a space reserved for persons with physical disabilities.
    - (iii) Anywhere other than a designated parking area.
  - (e) Vehicles impeding access to:
    - (i) A roadway so as to impede the flow of vehicular and pedestrian traffic;
    - (ii) A walkway so as to impede the flow of pedestrian traffic;
    - (iii) A fire lane or impeding access to a fire hydrant including parking within 15 feet of a fire hydrant; or
    - (iv) The use of another legally parked vehicle.
  - (f) Accumulation of unpaid citations: An individual who accumulates four or more unpaid citations, after the deadline issued on the citations or after any appeal, is subject to having their vehicle impounded.
- (2) Vehicles shall be impounded subject to the following terms and conditions:
  - (a) The expenses of impoundment and storage shall be charged to the registered owner of the vehicle and must be paid prior to the vehicle's release.

(b) The college shall not be liable for loss or damage of any kind resulting from the impound or storage of an impounded vehicle.

(c) Impoundment of a vehicle does not remove the obligation to pay any fines associated with the violation.

## NEW SECTION

### **WAC 132H-116-095 Appeals.**

(1) Appeals of fines and penalties:

(a) Anyone who receives a citation for an alleged violation of these parking and traffic rules has the right to appeal.

(b) Appeals must be submitted within 21 calendar days from the date the citation is issued. Appeals are to be submitted in writing through the online form on the public safety website. A person who fails to file a written appeal in conformance with these rules shall be deemed to have waived the right to appeal.

(c) If an individual is in possession of an ADA placard that was not visibly present on the vehicle while parking in an ADA space their citation will be automatically waived, if they can provide documentation to public safety that the placard is registered to them.

(d) Grounds for parking citation appeals include, but are not limited to, the following:

(i) Incomplete or incorrect citation;

(ii) Received citation within 20 minutes of paying for parking;

(iii) Financial hardship.

(2) Citation review committee:

(a) Appeals shall be considered by the Bellevue College citation review committee in a brief adjudicative proceeding pursuant to procedures set forth in chapter 132H-108 WAC. The citation review committee may uphold, reduce, or waive the fine(s) associated with the parking and traffic citation.

(b) Any fine(s) still levied against the appellant must be paid within the specified deadline in the committee's initial order, unless the appellant seeks review of the committee's initial order.

(c) Nonpayment after the deadline has passed may result in any of the college actions referred to under WAC 132H-116-075 and 132H-116-085.

(d) The committee is made up of one student, one faculty representative and one classified staff representative. An exempt employee may substitute for a classified staff or faculty member for no longer than 120 days while an appropriate classified staff or faculty member can be identified. The committee members are appointed by the vice president of administrative services upon consultation with representative groups. The assistant director of public safety will serve as the nonvoting presiding officer of the committee. A public safety representative will serve as a nonvoting advisor and provide administrative support to the committee.

(e) The citation review committee will hold regularly scheduled meetings throughout the academic year.

(f) The committee shall consider each appeal on its merits based upon the parking and traffic regulations.

(g) Appellants may request to present their case to the appeals committee. In such case, an appellant will be notified of the hearing date and location via the email address they provided in their appeal. Hearings may be held virtually. If an appellant does not request to present their appeal or does not appear at the hearing, the committee will make a decision in the appellant's absence and consider the written appeal during its deliberations.

(h) The committee will issue an initial order containing a brief statement with the reasons for its decision within 10 calendar days after the hearing. Decisions will be communicated by email and first-class mail. Any fine(s) levied against the appellant in the initial order must be paid within 21 calendar days after the committee has issued a decision and mailed its initial order, unless the appellant seeks review of the initial order.

(i) Default decision: If the committee, without a showing of good cause, fails to conduct a hearing on an appeal within 60 days of receiving the notice of appeal, the fine shall automatically be considered waived.

(3) Review of initial order: An appellant who is not satisfied with the initial order has the right to seek review by the director of public safety. The appellant must submit their appeal using the online appeal form. An appeal from the initial order must be submitted within 21 calendar days of receiving the initial order. The director of public safety will issue a final order containing a written explanation of their decision within 10 calendar days after receiving the request for review. The director of public safety's decision constitutes final agency action and may be judicially appealed pursuant to the procedures set forth in chapter [34.05](#) RCW.

(4) Any appellant who has paid the fine(s) affirmed or set by the citation review committee has forfeited the right to an appeal.

(5) Right to appeal revocation: As established by WAC 132H-108-450(4), parking permit denials or revocations may be appealed to the vice president of administrative services. Appeals are to be submitted in writing through the online form on the public safety website.

### REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 132H-116-300	Preamble.
WAC 132H-116-310	Objectives of parking and traffic rules and regulations.
WAC 132H-116-315	Definitions.
WAC 132H-116-320	Applicable parking and traffic rules and regulations.
WAC 132H-116-330	Enforcement of parking and traffic rules and regulations.
WAC 132H-116-350	Permits required for vehicles on campus.
WAC 132H-116-351	Authorization for issuance of permits.
WAC 132H-116-352	Permit revocations.
WAC 132H-116-353	Right to appeal revocation.
WAC 132H-116-354	Transfer of permits.
WAC 132H-116-355	Responsibility for vehicles.
WAC 132H-116-356	Display of permits.
WAC 132H-116-357	Parking fees.
WAC 132H-116-358	Disability parking.
WAC 132H-116-360	Visitors.
WAC 132H-116-405	Allocation of parking spaces.
WAC 132H-116-410	Parking within designated spaces.
WAC 132H-116-415	Parking by permit type.
WAC 132H-116-430	Special parking and traffic regulations authorized.
WAC 132H-116-431	Regulatory signs, markings, barricades, etc.
WAC 132H-116-432	Speed.
WAC 132H-116-433	Pedestrian's right of way.
WAC 132H-116-460	Parking—Operator's responsibility.
WAC 132H-116-470	Exceptions to parking and traffic restrictions.
WAC 132H-116-590	Motorcycles, bicycles, scooters.
WAC 132H-116-615	Issuance of traffic citations.
WAC 132H-116-620	Fines, penalties and impounding.
WAC 132H-116-630	Appeals of fines and penalties.
WAC 132H-116-655	Report of accident and theft.
WAC 132H-116-750	Delegation of authority.
WAC 132H-116-765	Liability of college.
WAC 132H-116-790	Prohibition of literature.
WAC 132H-116-791	Enforcement.

## 6200 PARKING AND TRAFFIC

Original Date: 6/11/1992 \* Last Revision Effective: 5/13/2015

Policy Contact: Vice President, Administrative Services

Bellevue College Policy 6200 has been adopted as Chapter 132H-116 of the Washington Administrative Code.

### **WAC 132H-116-015 Purpose.**

(1) Under RCW [28B.50.140](#)(10) the board of trustees of Community College District VIII has the authority to establish rules and regulations for pedestrian and vehicular traffic over property owned, operated, or maintained by the college district.

(2) The objectives of these regulations are:

(a) To protect and control pedestrian and vehicular traffic on property owned, operated, or maintained by the college district.

(b) To ensure access at all times for emergency equipment.

(c) To minimize traffic disturbances.

(d) To facilitate the operation of the college by providing adequate access to vehicles.

(e) To allocate limited parking space for the most efficient use.

(f) To protect state property.

(3) If any provision of this chapter is adjudged by a court to be contrary to law, the remaining provisions shall continue to be in effect.

### **WAC 132H-116-025 Definitions.**

For the purpose of this chapter, the following terms and definitions shall apply:

(1) Board: The board of trustees of Community College District VIII, state of Washington.

(2) Campus: Any and all real property, operated, controlled, or maintained by Bellevue College.

(3) Public safety office: Unit of the college accountable to the vice president of administrative services and responsible for campus security, public safety, emergency operations, parking and traffic control.

(4) Public safety officers: Employees of the college accountable to the vice president of administrative services and responsible for campus security, public safety, emergency operations, and parking and traffic control.

(5) Student: All persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who withdraw, graduate, or complete courses after the date of a reported violation, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered "students."

(6) Faculty members: Any person employed by the college as an instructor, counselor, librarian, program or department chair, or in any other position for which the training, experience, or responsibilities are comparable as determined by the appointing authority.

(7) Staff: The administrative employees, classified members, and part-time staff employed by the college.

(8) Visitor(s): Person(s) who come on to campus as guest(s), or who lawfully visit the campus and are neither employees nor students of the institution.

(9) Pedestrian: A person who is not driving or otherwise occupying a vehicle.

(10) Permit: A properly displayed document, card, or sticker, issued by the public safety office, that authorizes a vehicle to park in designated areas on the campus. Parking permits may also be virtual in nature and identified by other means, such as a license plate.

(11) Carpool: Groups of two or more people, including faculty, staff, or students, who commute to the college in the same vehicle and who have obtained a carpool permit.

(12) Vehicle: Any motorized or electric automobile, truck, motorcycle or moped that requires a DMV license plate to be displayed.



(13) Foot propelled device: Wheeled devices including, but not limited to, bicycles, skateboards, roller skates, or roller blades that are designed or used for recreation and/or transportation purposes. Foot propelled devices may be supplemented by battery power.

(14) Idling: The running of an engine that supplies the motive power for a vehicle, when not for the purpose of moving the vehicle with the normal flow of traffic on a street or roadway.

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(1) The vice president of administrative services or designee is authorized to issue all parking permits.

(2) Parking permit fees shall be established, as appropriate, by the college's board of trustees. Once fees have been established and approved the college president may adjust the fees. For represented employees, fees will be in accordance with applicable collective bargaining agreements (CBAs).

(3) No person shall park, or leave any vehicle, whether attended or unattended, on the campus of Bellevue College without a valid Bellevue College permit, a valid disability placard or license plate, or a government agency license plate.

(4) Permits issued by the public safety office shall be displayed in accordance with the instructions issued with the permit. Permits not displayed in accordance with the instructions issued with the permit are invalid. Vehicles that fail to display a permit in accordance with the instructions shall be subject to citation.

(5) Parking permit types: Bellevue College parking permits include current, temporary, or special permits and are valid for the date(s), times, and locations specified on the permits. Parking permits are required and lots are monitored 24 hours a day and seven days a week. All permits must be displayed according to the instructions on the permit or as described below. Bellevue College parking permits are issued by the public safety office or through authorized distribution points (e.g., a temporary parking permit kiosk). Permits include, but are not limited to, the following:

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(b) Daily and hourly permits: Daily and hourly parking permits are available through the public safety office or through designated locations across campus.

(c) Employee permits: Parking permits for faculty and staff of Bellevue College. Registered volunteers are eligible for an employee permit.

(d) Discount student permits: Discounted student parking permits for students of Bellevue College that may be used in general parking lots.

(e) Guest permits: Temporary permits may be issued to guests of the college (including, but not limited to, guest speakers, job candidates, or visiting officials).

(f) Motorcycle permits: Issued by the public safety office for motorcycles.

(g) Special events: Temporary reserved parking for conferences, seminars, and other special events, can be reserved through the events office or public safety. Requests should be submitted by at least 10 business days in advance.

(h) Student permits: Parking permits for students of Bellevue College.

(6) Transfer of permits:

(a) With the exception of carpool permits, parking permits are not transferable. If a vehicle is sold or traded, the permit holder may retain their permit and use it on a different vehicle so long as they update their vehicle information with the public safety office.

(b) Permits may be reissued as authorized by the director of public safety.

(7) Parking permit refunds: In cases where a permit is no longer needed, employee or student permit holders may request a partial refund from public safety using the refund form on the public safety web page. Refund amounts will be based on the following:

(a) Parking permit fees will be refunded at 100 percent less five dollars when the refund form is received by the fifth instructional day of the quarter.

(b) Parking permit fees will be refunded at 50 percent when the refund form is received by the sixth instructional day through the 20th instructional day of the quarter.

(c) Parking permit fees will not be refunded when the refund form is received after the 20th instructional day of the quarter.

(d) The parking permit document, card, or sticker must be returned with the refund form when requesting a refund for it to be considered submitted. In the case of a virtual permit, the permit holder must notify public safety in writing using the refund form; however, no physical permit must accompany the form.

(8) A map of the designated parking lots/spaces on campus can be found on the college website and are also noted across campus with parking lot signs. When parking on campus, license plates must be clearly visible.

(9) Students, staff, faculty, and visitors may park on campus as follows:

(a) Student parking permits are valid only in areas designated for student parking, daily metered parking, and general parking.

(b) Staff/faculty parking permits are valid in the areas designated for employee parking, daily metered parking, and general parking.

(c) Visitors are subject to the parking regulations of Bellevue College and are required to have a valid temporary permit. Temporary parking permits are valid only in the area(s) designated in the temporary parking permit.

(10) Parking locations include, but are not limited to, the following:

(a) Disability parking spaces: Only vehicles displaying a valid state of Washington placard or license plate may park in designated disability spaces. Vehicles with disability placards or plates may park in any employee, student, metered, or general parking area on campus.

(b) Electric charging stations: A valid parking permit is required to park in electric vehicle charging spaces. Vehicles must be actively charging while parked in electric charging spaces.

(c) Electric and hybrid parking spaces: Parking for electric and hybrid vehicles only.

(d) Employee parking: Requires an employee permit. Bellevue College also provides 24-hour employee parking where employees may leave their vehicle overnight after notifying public safety.

(e) General parking: Available for use by all permit holders.

(f) Guest or special event parking: Guests may park in designated areas with either a guest or special event permit issued by the public safety office.

(g) Motorcycle parking: Motorcycles may park in employee or student lots in accordance with the permit type or areas designated for motorcycle parking.

(h) Reserved parking: Includes loading docks or other specially reserved areas (including, but not limited to, emergency response, college, or official visitor vehicles).

(i) Student parking: Requires a student permit (daily permits are allowed). Also includes limited weekday permits (including, but not limited to, Monday/Wednesday and Tuesday/Thursday student permits).

(j) Visitors: Visitors may park in designated lots with the purchase of an hourly or daily permit.

(11) Parking within designated spaces:

(a) No vehicle shall be parked on the campus except in those areas set aside and designated as parking areas.

(b) No vehicle shall be parked so as to occupy any portion of more than one parking space as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space shall not constitute an excuse for a violation of this section.

(c) No vehicle shall be parked at any time in campus roadways, fire lanes, bus zones, loading zones, service driveways, walkways, courtyards, or in the landscaping except emergency vehicles, college owned vehicles, and designated service vehicles.

(d) No recreational vehicle (RV), motorhome, or vehicle used as a temporary or permanent dwelling shall be parked on campus overnight.

### **WAC 132H-116-045 Traffic and parking regulations.**

(1) The authority and powers conferred upon the vice president of administrative services or the director of public safety by these regulations may be delegated to other college employees.

(2) Parking shall be allocated by the vice president of administrative services consistent with the objectives of these regulations.

(3) The applicable parking and traffic rules and regulations for Bellevue College include:

(a) The motor vehicle and other traffic laws of the state of Washington, Title [46](#) RCW.

(b) The traffic code of the city of Bellevue.

(c) The Bellevue College parking and traffic regulations.

(d) In case of conflict among the provisions of the motor vehicle and other traffic laws of the state of Washington or the traffic code of the city of Bellevue and Bellevue College parking and traffic regulations, the provisions of the state of Washington motor vehicle laws shall govern.

(4) Regulatory signs, markings, barricades:

(a) The vice president of administrative services is authorized to erect signs, barricades, and other structures and to paint marks and other directions upon the streets and parking areas owned, operated, and maintained by the college.

(b) Drivers of vehicles shall obey the signs, barricades, structures, markings, and directions erected pursuant to this section. Drivers shall also comply with directions given to them by a campus public safety officer or other authorized college personnel controlling and regulating traffic or parking.

(c) No person without authorization from the vice president of administrative services shall move, deface, or in any other way change a sign, barricade, structure, marking or direction so placed, or previously placed, for the purpose of regulating traffic or parking.

(5) The regulations governing permits and parking within designated spaces shall not apply to the drivers of state-owned vehicles operated by Bellevue College in the performance of assigned functions.

(6) During special occasions that may cause additional and/or heavy traffic and during emergencies, the director of public safety is authorized to impose additional traffic and parking regulations to achieve the specified objectives of this chapter.

(7) The registered owner of the vehicle is responsible for their vehicle parked on campus. They shall be held responsible for all violations of these rules and regulations charged to that vehicle. However, the operator of a vehicle will not be relieved of responsibility for violating any rule or regulation of this chapter simply because they are not also the registered owner of the vehicle.

(8) Vehicles shall not exceed five miles per hour in parking lots, or 20 miles per hour on campus roads, or such lower speeds as may be reasonable and prudent based on the circumstances or as otherwise posted.

(9) No person driving or otherwise responsible for a motor vehicle shall permit it to stand unattended without first:

(a) Effectively setting the brake and transmission to prevent movement of the vehicle.

(b) Stopping the engine, turning off the vehicle or otherwise rendering the vehicle immobile.

(10) Vehicles standing or stopped, whether idling or parked, are subject to the rules under [RCW 46.61.570](#) and Bellevue College policies and procedures and may be subject to citation or impoundment in accordance with such rules. Engine idling is prohibited in no parking zones on campus. Outside of no parking zones, employees, students, and visitors are encouraged to avoid unnecessary idling in order to create a safer and cleaner campus.

(11) Pedestrian's right of way:

(a) The operator of a vehicle shall yield right of way, slowing down or stopping, if need be, to so yield to any pedestrian, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible or unsafe for the driver to yield.

(b) Whenever any vehicle slows or stops so as to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass such a vehicle which has slowed or stopped to yield to pedestrian traffic.

(c) Where a sidewalk is provided, pedestrians shall proceed upon such sidewalk.

(12) Motorcycles and mopeds:

(a) Motorcycles and mopeds are subject to all traffic and parking rules and regulations controlling other vehicles.

(b) Motorcycles and mopeds must be parked in designated areas.

(c) Motorcycles and mopeds are not permitted on paths, sidewalks, or authorized bicycle or pedestrian areas or in buildings at any time.

(13) Foot propelled devices:

(a) Bicycles shall be secured in designated areas only. Unattended or improperly secured bicycles may be removed by public safety officers. Public safety patrol bicycles are exempt.

(b) No foot propelled devices shall be operated on or in campus walkways, corridors, courtyards, hallways or buildings unless their use is required as part of the educational process in an authorized program, with the exception of public safety patrol bicycles.

(14) The operator of any vehicle or foot propelled device involved in an accident on campus shall within 24 hours report such accident to the public safety office. This does not relieve any person so involved in an accident from their responsibility to file a state of Washington motor vehicle accident report.

(15) Any vehicle theft or theft from a vehicle that occurs on campus should be reported to the public safety office promptly.

(16) Except for college owned and/or operated vehicles, the college assumes no liability under any circumstances for vehicles on college properties.

#### **WAC 132H-116-055 Disability parking.**

Vehicles displaying a valid state of Washington disability parking placard or license plate may park in parking spaces or areas reserved for persons with physical disabilities pursuant to RCW [46.19.030](#).

#### **WAC 132H-116-065 Enforcement.**

(1) The vice president of administrative services is responsible for parking and traffic management on campus. The director of public safety has the authority to enforce all college parking and traffic rules and regulations and to delegate that authority.

(2) Parking rules and regulations will be enforceable throughout the calendar year on a 24-hour daily basis.

#### **WAC 132H-116-075 Citations.**

(1) Citations will be issued based on reasonable cause to believe that a violation of these rules and regulations has occurred. Citations are issued by affixing a copy of the citation on the vehicle.

(2) Grounds for the issuance of citations include, but are not limited to:

- (a) No valid parking permit displayed or on record;
- (b) Blocking or impeding traffic;
- (c) Displaying an unauthorized/stolen/forged permit;
- (d) Improperly displayed parking permit;
- (e) Improper use of carpool permit;
- (f) Parking a nonelectric/hybrid vehicle in an electric/hybrid space;
- (g) Vehicles parked:
  - (i) In a disability space without a valid placard or license plate;
  - (ii) Over designated time limit;
  - (iii) In an area not designated for parking;
  - (iv) In an area not authorized;
  - (v) On or blocking a walkway;
  - (vi) In a marked no parking area;
  - (vii) In landscaping;
  - (viii) In a reserved area without a special permit;
  - (ix) In fire lane or impeding access to a fire hydrant;
  - (x) In two or more spaces;
  - (xi) In excess of 24 hours without prior approval.

(3) The college charges the following monetary fines for the following violations:

- (a) Twenty-five dollar fine:
  - (i) No valid parking permit displayed or on record;
  - (ii) Improperly displayed parking permit;
  - (iii) Parked over designated time limit;
  - (iv) Parked in two or more spaces;
  - (v) Parked in excess of 24 hours without prior approval;

- (vi) Parking a nonelectric/hybrid vehicle in an electric/hybrid space;
- (vii) Parking in an electric/hybrid vehicle charging space while not actively charging.
- (b) Fifty dollar fine:
  - (i) Blocking or impeding traffic;
  - (ii) Parked on or blocking a walkway;
  - (iii) Parked in an area not designated for parking;
  - (iv) Parked in an area not authorized;
  - (v) Parked in a marked no parking area;
  - (vi) Parked in landscaping;
  - (vii) Parked in a reserved area without a special permit;
  - (viii) Parked in a fire lane or impeding access to a fire hydrant;
  - (ix) Improper use of a carpool permit;
  - (x) Parked in a reserved area without a special permit.
- (c) Sixty dollar fine: Displaying an unauthorized/stolen/forged permit.
- (d) Two hundred fifty dollar fine: Parked in a disability space without a valid placard or license plate.
- (4) The registered owner of the vehicle is responsible for all fees and fines associated with violations

of the college's parking rules and policies.

(5) Citations that are not appealed within 21 calendar days or paid within 21 calendar days may be subject to the following actions:

- (a) Vehicle impoundment in accordance with WAC 132H-116-085;
- (b) Denial of future parking privileges, whether student, employee, or visitors;
- (c) Unpaid citations may be sent to a collections agency.

(6) An accumulation of citations that are not responded to and resolved, by payment or appeal, by a student or college employee may be cause for disciplinary action. Students in violation may be referred to the student conduct officer for disciplinary action. Employees in violation may be referred to human resources for disciplinary action. For represented employees, disciplinary action will be in accordance with applicable CBAs.

(7) Parking permits are the property of the college, and may be denied or revoked by the public safety director for any of the following reasons:

- (a) When the purpose for which the permit was issued changes or no longer exists;
- (b) When a permit is used by an unregistered vehicle or by an unauthorized person;
- (c) Continued violations of parking regulations;
- (d) Counterfeiting or altering a permit;
- (e) Falsification on a parking permit application;
- (f) Failure to comply with a final decision of the citation review committee or appeal authority.
- (8) Vehicles displaying revoked permits will be subject to citation.

### **WAC 132H-116-085 Impoundment.**

(1) In addition to imposing fines, the vice president of administrative services and the director of public safety are authorized to impound a vehicle parked on college property on the following grounds:

- (a) Creating a safety hazard.
- (b) Leaving a vehicle running and unattended.

(c) Vehicles parked in excess of 72 consecutive hours without prior approval from the public safety office are considered abandoned or unattended and are subject to impoundment at the registered owner's risk and expense. No vehicle, other than college owned or leased vehicles, shall be parked on college property in excess of 24 hours without prior documented approval from the public safety office. Vehicles parked on campus in excess of 24 hours, without prior documented approval from the public safety office, are subject to citation. Once a vehicle has accumulated three consecutive citations, public safety will place one impound warning on a vehicle. After 24 hours have passed since an impound warning was placed on a vehicle it may be towed.

(d) Parking:

(i) In a marked "tow away" or "no parking" zone.

(ii) Without a valid disability permit or license plate in a space reserved for persons with physical disabilities.

- (iii) Anywhere other than a designated parking area.
- (e) Vehicles impeding access to:
  - (i) A roadway so as to impede the flow of vehicular and pedestrian traffic;
  - (ii) A walkway so as to impede the flow of pedestrian traffic;
  - (iii) A fire lane or impeding access to a fire hydrant including parking within 15 feet of a fire hydrant;

or

- (iv) The use of another legally parked vehicle.

(f) Accumulation of unpaid citations: An individual who accumulates four or more unpaid citations, after the deadline issued on the citations or after any appeal, is subject to having their vehicle impounded.

- (2) Vehicles shall be impounded subject to the following terms and conditions:

(a) The expenses of impoundment and storage shall be charged to the registered owner of the vehicle and must be paid prior to the vehicle's release.

(b) The college shall not be liable for loss or damage of any kind resulting from the impound or storage of an impounded vehicle.

(c) Impoundment of a vehicle does not remove the obligation to pay any fines associated with the violation.

### **WAC 132H-116-095 Appeals.**

- (1) Appeals of fines and penalties:

(a) Anyone who receives a citation for an alleged violation of these parking and traffic rules has the right to appeal.

(b) Appeals must be submitted within 21 calendar days from the date the citation is issued. Appeals are to be submitted in writing through the online form on the public safety website. A person who fails to file a written appeal in conformance with these rules shall be deemed to have waived the right to appeal.

(c) If an individual is in possession of an ADA placard that was not visibly present on the vehicle while parking in an ADA space their citation will be automatically waived, if they can provide documentation to public safety that the placard is registered to them.

- (d) Grounds for parking citation appeals include, but are not limited to, the following:

- (i) Incomplete or incorrect citation;
- (ii) Received citation within 20 minutes of paying for parking;
- (iii) Financial hardship.

- (2) Citation review committee:

(a) Appeals shall be considered by the Bellevue College citation review committee in a brief adjudicative proceeding pursuant to procedures set forth in chapter 132H-108 WAC. The citation review committee may uphold, reduce, or waive the fine(s) associated with the parking and traffic citation.

(b) Any fine(s) still levied against the appellant must be paid within the specified deadline in the committee's initial order, unless the appellant seeks review of the committee's initial order.

(c) Nonpayment after the deadline has passed may result in any of the college actions referred to under WAC 132H-116-075 and 132H-116-085.

(d) The committee is made up of one student, one faculty representative and one classified staff representative. An exempt employee may substitute for a classified staff or faculty member for no longer than 120 days while an appropriate classified staff or faculty member can be identified. The committee members are appointed by the vice president of administrative services upon consultation with representative groups. The assistant director of public safety will serve as the nonvoting presiding officer of the committee. A public safety representative will serve as a nonvoting advisor and provide administrative support to the committee.

(e) The citation review committee will hold regularly scheduled meetings throughout the academic year.

(f) The committee shall consider each appeal on its merits based upon the parking and traffic regulations.

(g) Appellants may request to present their case to the appeals committee. In such case, an appellant will be notified of the hearing date and location via the email address they provided in their appeal. Hearings may be held virtually. If an appellant does not request to present their appeal or does not appear at

the hearing, the committee will make a decision in the appellant's absence and consider the written appeal during its deliberations.

(h) The committee will issue an initial order containing a brief statement with the reasons for its decision within 10 calendar days after the hearing. Decisions will be communicated by email and first-class mail. Any fine(s) levied against the appellant in the initial order must be paid within 21 calendar days after the committee has issued a decision and mailed its initial order, unless the appellant seeks review of the initial order.

(i) Default decision: If the committee, without a showing of good cause, fails to conduct a hearing on an appeal within 60 days of receiving the notice of appeal, the fine shall automatically be considered waived.

(3) Review of initial order: An appellant who is not satisfied with the initial order has the right to seek review by the director of public safety. The appellant must submit their appeal using the online appeal form. An appeal from the initial order must be submitted within 21 calendar days of receiving the initial order. The director of public safety will issue a final order containing a written explanation of their decision within 10 calendar days after receiving the request for review. The director of public safety's decision constitutes final agency action and may be judicially appealed pursuant to the procedures set forth in chapter [34.05](#) RCW.

(4) Any appellant who has paid the fine(s) affirmed or set by the citation review committee has forfeited the right to an appeal.

(5) Right to appeal revocation: As established by WAC 132H-108-450(4), parking permit denials or revocations may be appealed to the vice president of administrative services. Appeals are to be submitted in writing through the online form on the public safety website.

#### **RELEVANT LAWS AND OTHER RESOURCES**

- The motor vehicle and other traffic laws of the state of Washington
- WAC 132H-116 Parking and Traffic Rules
- Bellevue College Policy 4850 Commute Trip Reduction Program

#### **REVISION HISTORY**

Original 6/11/1992

Revisions 1/11/2004; 5/10/2005; 5/21/2009; 11/30/2011; 5/13/2015

#### **APPROVED BY**

Board of Trustees

## 6200 PARKING AND TRAFFIC

Original Date: 6/11/1992 \* Last Revision Effective: 5/13/2015

Policy Contact: Vice President, Administrative Services

Bellevue College Policy 6200 has been adopted as Chapter 132H-116 of the Washington Administrative Code.

### **WAC 132H-116-015 Purpose.**

(1) Under RCW 28B.50.140(10) the board of trustees of Community College District VIII has the authority to establish rules and regulations for pedestrian and vehicular traffic over property owned, operated, or maintained by the college district.

(2) The objectives of these regulations are:

(a) To protect and control pedestrian and vehicular traffic on property owned, operated, or maintained by the college district.

(b) To ensure access at all times for emergency equipment.

(c) To minimize traffic disturbances.

(d) To facilitate the operation of the college by providing adequate access to vehicles.

(e) To allocate limited parking space for the most efficient use.

(f) To protect state property.

(3) If any provision of this chapter is adjudged by a court to be contrary to law, the remaining provisions shall continue to be in effect.

### **WAC 132H-116-025 Definitions.**

For the purpose of this chapter, the following terms and definitions shall apply:

(1) Board: The board of trustees of Community College District VIII, state of Washington.

(2) Campus: Any and all real property, operated, controlled, or maintained by Bellevue College.

(3) Public safety office: Unit of the college accountable to the vice president of administrative services and responsible for campus security, public safety, emergency operations, parking and traffic control.

(4) Public safety officers: Employees of the college accountable to the vice president of administrative services and responsible for campus security, public safety, emergency operations, and parking and traffic control.

(5) Student: All persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who withdraw, graduate, or complete courses after the date of a reported violation, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered "students."

(6) Faculty members: Any person employed by the college as an instructor, counselor, librarian, program or department chair, or in any other position for which the training, experience, or responsibilities are comparable as determined by the appointing authority.

(7) Staff: The administrative employees, classified members, and part-time staff employed by the college.

(8) Visitor(s): Person(s) who come on to campus as guest(s), or who lawfully visit the campus and are neither employees nor students of the institution.

(9) Pedestrian: A person who is not driving or otherwise occupying a vehicle.

(10) Permit: A properly displayed document, card, or sticker, issued by the public safety office, that authorizes a vehicle to park in designated areas on the campus. Parking permits may also be virtual in nature and identified by other means, such as a license plate.

(11) Carpool: Groups of two or more people, including faculty, staff, or students, who commute to the college in the same vehicle and who have obtained a carpool permit.

(12) Vehicle: Any motorized or electric automobile, truck, motorcycle or moped that requires a DMV license plate to be displayed.



(13) Foot propelled device: Wheeled devices including, but not limited to, bicycles, skateboards, roller skates, or roller blades that are designed or used for recreation and/or transportation purposes. Foot propelled devices may be supplemented by battery power.

(14) Idling: The running of an engine that supplies the motive power for a vehicle, when not for the purpose of moving the vehicle with the normal flow of traffic on a street or roadway.

### **WAC 132H-116-035 Parking permits and parking locations.**

(1) The vice president of administrative services or designee is authorized to issue all parking permits.

(2) Parking permit fees shall be established, as appropriate, by the college's board of trustees. Once fees have been established and approved the college president may adjust the fees. For represented employees, fees will be in accordance with applicable collective bargaining agreements (CBAs).

(3) No person shall park, or leave any vehicle, whether attended or unattended, on the campus of Bellevue College without a valid Bellevue College permit, a valid disability placard or license plate, or a government agency license plate.

(4) Permits issued by the public safety office shall be displayed in accordance with the instructions issued with the permit. Permits not displayed in accordance with the instructions issued with the permit are invalid. Vehicles that fail to display a permit in accordance with the instructions shall be subject to citation.

(5) Parking permit types: Bellevue College parking permits include current, temporary, or special permits and are valid for the date(s), times, and locations specified on the permits. Parking permits are required and lots are monitored 24 hours a day and seven days a week. All permits must be displayed according to the instructions on the permit or as described below. Bellevue College parking permits are issued by the public safety office or through authorized distribution points (e.g., a temporary parking permit kiosk). Permits include, but are not limited to, the following:

(a) Carpool permits: Faculty, staff, or students can apply for this permit through public safety. One permit will be issued for each carpool and may only be used among the registered members of the group. Carpool vehicles must also display or obtain a regular student or employee permit.

(b) Daily and hourly permits: Daily and hourly parking permits are available through the public safety office or through designated locations across campus.

(c) Employee permits: Parking permits for faculty and staff of Bellevue College. Registered volunteers are eligible for an employee permit.

(d) Discount student permits: Discounted student parking permits for students of Bellevue College that may be used in general parking lots.

(e) Guest permits: Temporary permits may be issued to guests of the college (including, but not limited to, guest speakers, job candidates, or visiting officials).

(f) Motorcycle permits: Issued by the public safety office for motorcycles.

(g) Special events: Temporary reserved parking for conferences, seminars, and other special events, can be reserved through the events office or public safety. Requests should be submitted by at least 10 business days in advance.

(h) Student permits: Parking permits for students of Bellevue College.

(6) Transfer of permits:

(a) With the exception of carpool permits, parking permits are not transferable. If a vehicle is sold or traded, the permit holder may retain their permit and use it on a different vehicle so long as they update their vehicle information with the public safety office.

(b) Permits may be reissued as authorized by the director of public safety.

(7) Parking permit refunds: In cases where a permit is no longer needed, employee or student permit holders may request a partial refund from public safety using the refund form on the public safety web page. Refund amounts will be based on the following:

(a) Parking permit fees will be refunded at 100 percent less five dollars when the refund form is received by the fifth instructional day of the quarter.

(b) Parking permit fees will be refunded at 50 percent when the refund form is received by the sixth instructional day through the 20th instructional day of the quarter.

(c) Parking permit fees will not be refunded when the refund form is received after the 20th instructional day of the quarter.

(d) The parking permit document, card, or sticker must be returned with the refund form when requesting a refund for it to be considered submitted. In the case of a virtual permit, the permit holder must notify public safety in writing using the refund form; however, no physical permit must accompany the form.

(8) A map of the designated parking lots/spaces on campus can be found on the college website and are also noted across campus with parking lot signs. When parking on campus, license plates must be clearly visible.

(9) Students, staff, faculty, and visitors may park on campus as follows:

(a) Student parking permits are valid only in areas designated for student parking, daily metered parking, and general parking.

(b) Staff/faculty parking permits are valid in the areas designated for employee parking, daily metered parking, and general parking.

(c) Visitors are subject to the parking regulations of Bellevue College and are required to have a valid temporary permit. Temporary parking permits are valid only in the area(s) designated in the temporary parking permit.

(10) Parking locations include, but are not limited to, the following:

(a) Disability parking spaces: Only vehicles displaying a valid state of Washington placard or license plate may park in designated disability spaces. Vehicles with disability placards or plates may park in any employee, student, metered, or general parking area on campus.

(b) Electric charging stations: A valid parking permit is required to park in electric vehicle charging spaces. Vehicles must be actively charging while parked in electric charging spaces.

(c) Electric and hybrid parking spaces: Parking for electric and hybrid vehicles only.

(d) Employee parking: Requires an employee permit. Bellevue College also provides 24-hour employee parking where employees may leave their vehicle overnight after notifying public safety.

(e) General parking: Available for use by all permit holders.

(f) Guest or special event parking: Guests may park in designated areas with either a guest or special event permit issued by the public safety office.

(g) Motorcycle parking: Motorcycles may park in employee or student lots in accordance with the permit type or areas designated for motorcycle parking.

(h) Reserved parking: Includes loading docks or other specially reserved areas (including, but not limited to, emergency response, college, or official visitor vehicles).

(i) Student parking: Requires a student permit (daily permits are allowed). Also includes limited weekday permits (including, but not limited to, Monday/Wednesday and Tuesday/Thursday student permits).

(j) Visitors: Visitors may park in designated lots with the purchase of an hourly or daily permit.

(11) Parking within designated spaces:

(a) No vehicle shall be parked on the campus except in those areas set aside and designated as parking areas.

(b) No vehicle shall be parked so as to occupy any portion of more than one parking space as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space shall not constitute an excuse for a violation of this section.

(c) No vehicle shall be parked at any time in campus roadways, fire lanes, bus zones, loading zones, service driveways, walkways, courtyards, or in the landscaping except emergency vehicles, college owned vehicles, and designated service vehicles.

(d) No recreational vehicle (RV), motorhome, or vehicle used as a temporary or permanent dwelling shall be parked on campus overnight.

### **WAC 132H-116-045 Traffic and parking regulations.**

(1) The authority and powers conferred upon the vice president of administrative services or the director of public safety by these regulations may be delegated to other college employees.

(2) Parking shall be allocated by the vice president of administrative services consistent with the objectives of these regulations.

(3) The applicable parking and traffic rules and regulations for Bellevue College include:

(a) The motor vehicle and other traffic laws of the state of Washington, Title 46 RCW.

(b) The traffic code of the city of Bellevue.

(c) The Bellevue College parking and traffic regulations.

(d) In case of conflict among the provisions of the motor vehicle and other traffic laws of the state of Washington or the traffic code of the city of Bellevue and Bellevue College parking and traffic regulations, the provisions of the state of Washington motor vehicle laws shall govern.

(4) Regulatory signs, markings, barricades:

(a) The vice president of administrative services is authorized to erect signs, barricades, and other structures and to paint marks and other directions upon the streets and parking areas owned, operated, and maintained by the college.

(b) Drivers of vehicles shall obey the signs, barricades, structures, markings, and directions erected pursuant to this section. Drivers shall also comply with directions given to them by a campus public safety officer or other authorized college personnel controlling and regulating traffic or parking.

(c) No person without authorization from the vice president of administrative services shall move, deface, or in any other way change a sign, barricade, structure, marking or direction so placed, or previously placed, for the purpose of regulating traffic or parking.

(5) The regulations governing permits and parking within designated spaces shall not apply to the drivers of state-owned vehicles operated by Bellevue College in the performance of assigned functions.

(6) During special occasions that may cause additional and/or heavy traffic and during emergencies, the director of public safety is authorized to impose additional traffic and parking regulations to achieve the specified objectives of this chapter.

(7) The registered owner of the vehicle is responsible for their vehicle parked on campus. They shall be held responsible for all violations of these rules and regulations charged to that vehicle. However, the operator of a vehicle will not be relieved of responsibility for violating any rule or regulation of this chapter simply because they are not also the registered owner of the vehicle.

(8) Vehicles shall not exceed five miles per hour in parking lots, or 20 miles per hour on campus roads, or such lower speeds as may be reasonable and prudent based on the circumstances or as otherwise posted.

(9) No person driving or otherwise responsible for a motor vehicle shall permit it to stand unattended without first:

(a) Effectively setting the brake and transmission to prevent movement of the vehicle.

(b) Stopping the engine, turning off the vehicle or otherwise rendering the vehicle immobile.

(10) Vehicles standing or stopped, whether idling or parked, are subject to the rules under RCW 46.61.570 and Bellevue College policies and procedures and may be subject to citation or impoundment in accordance with such rules. Engine idling is prohibited in no parking zones on campus. Outside of no parking zones, employees, students, and visitors are encouraged to avoid unnecessary idling in order to create a safer and cleaner campus.

(11) Pedestrian's right of way:

(a) The operator of a vehicle shall yield right of way, slowing down or stopping, if need be, to so yield to any pedestrian, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible or unsafe for the driver to yield.

(b) Whenever any vehicle slows or stops so as to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass such a vehicle which has slowed or stopped to yield to pedestrian traffic.

(c) Where a sidewalk is provided, pedestrians shall proceed upon such sidewalk.

(12) Motorcycles and mopeds:

(a) Motorcycles and mopeds are subject to all traffic and parking rules and regulations controlling other vehicles.

(b) Motorcycles and mopeds must be parked in designated areas.

(c) Motorcycles and mopeds are not permitted on paths, sidewalks, or authorized bicycle or pedestrian areas or in buildings at any time.

(13) Foot propelled devices:

(a) Bicycles shall be secured in designated areas only. Unattended or improperly secured bicycles may be removed by public safety officers. Public safety patrol bicycles are exempt.

(b) No foot propelled devices shall be operated on or in campus walkways, corridors, courtyards, hallways or buildings unless their use is required as part of the educational process in an authorized program, with the exception of public safety patrol bicycles.

(14) The operator of any vehicle or foot propelled device involved in an accident on campus shall within 24 hours report such accident to the public safety office. This does not relieve any person so involved in an accident from their responsibility to file a state of Washington motor vehicle accident report.

(15) Any vehicle theft or theft from a vehicle that occurs on campus should be reported to the public safety office promptly.

(16) Except for college owned and/or operated vehicles, the college assumes no liability under any circumstances for vehicles on college properties.

#### **WAC 132H-116-055 Disability parking.**

Vehicles displaying a valid state of Washington disability parking placard or license plate may park in parking spaces or areas reserved for persons with physical disabilities pursuant to RCW 46.19.030.

#### **WAC 132H-116-065 Enforcement.**

(1) The vice president of administrative services is responsible for parking and traffic management on campus. The director of public safety has the authority to enforce all college parking and traffic rules and regulations and to delegate that authority.

(2) Parking rules and regulations will be enforceable throughout the calendar year on a 24-hour daily basis.

#### **WAC 132H-116-075 Citations.**

(1) Citations will be issued based on reasonable cause to believe that a violation of these rules and regulations has occurred. Citations are issued by affixing a copy of the citation on the vehicle.

(2) Grounds for the issuance of citations include, but are not limited to:

(a) No valid parking permit displayed or on record;

(b) Blocking or impeding traffic;

(c) Displaying an unauthorized/stolen/forged permit;

(d) Improperly displayed parking permit;

(e) Improper use of carpool permit;

(f) Parking a nonelectric/hybrid vehicle in an electric/hybrid space;

(g) Vehicles parked:

(i) In a disability space without a valid placard or license plate;

(ii) Over designated time limit;

(iii) In an area not designated for parking;

(iv) In an area not authorized;

(v) On or blocking a walkway;

(vi) In a marked no parking area;

(vii) In landscaping;

(viii) In a reserved area without a special permit;

(ix) In fire lane or impeding access to a fire hydrant;

(x) In two or more spaces;

(xi) In excess of 24 hours without prior approval.

(3) The college charges the following monetary fines for the following violations:

(a) Twenty-five dollar fine:

(i) No valid parking permit displayed or on record;

(ii) Improperly displayed parking permit;

(iii) Parked over designated time limit;

(iv) Parked in two or more spaces;

(v) Parked in excess of 24 hours without prior approval;

- (vi) Parking a nonelectric/hybrid vehicle in an electric/hybrid space;
- (vii) Parking in an electric/hybrid vehicle charging space while not actively charging.
- (b) Fifty dollar fine:
  - (i) Blocking or impeding traffic;
  - (ii) Parked on or blocking a walkway;
  - (iii) Parked in an area not designated for parking;
  - (iv) Parked in an area not authorized;
  - (v) Parked in a marked no parking area;
  - (vi) Parked in landscaping;
  - (vii) Parked in a reserved area without a special permit;
  - (viii) Parked in a fire lane or impeding access to a fire hydrant;
  - (ix) Improper use of a carpool permit;
  - (x) Parked in a reserved area without a special permit.
- (c) Sixty dollar fine: Displaying an unauthorized/stolen/forged permit.
- (d) Two hundred fifty dollar fine: Parked in a disability space without a valid placard or license plate.
- (4) The registered owner of the vehicle is responsible for all fees and fines associated with violations

of the college's parking rules and policies.

(5) Citations that are not appealed within 21 calendar days or paid within 21 calendar days may be subject to the following actions:

- (a) Vehicle impoundment in accordance with WAC 132H-116-085;
- (b) Denial of future parking privileges, whether student, employee, or visitors;
- (c) Unpaid citations may be sent to a collections agency.

(6) An accumulation of citations that are not responded to and resolved, by payment or appeal, by a student or college employee may be cause for disciplinary action. Students in violation may be referred to the student conduct officer for disciplinary action. Employees in violation may be referred to human resources for disciplinary action. For represented employees, disciplinary action will be in accordance with applicable CBAs.

(7) Parking permits are the property of the college, and may be denied or revoked by the public safety director for any of the following reasons:

- (a) When the purpose for which the permit was issued changes or no longer exists;
- (b) When a permit is used by an unregistered vehicle or by an unauthorized person;
- (c) Continued violations of parking regulations;
- (d) Counterfeiting or altering a permit;
- (e) Falsification on a parking permit application;
- (f) Failure to comply with a final decision of the citation review committee or appeal authority.
- (8) Vehicles displaying revoked permits will be subject to citation.

### **WAC 132H-116-085 Impoundment.**

(1) In addition to imposing fines, the vice president of administrative services and the director of public safety are authorized to impound a vehicle parked on college property on the following grounds:

- (a) Creating a safety hazard.
- (b) Leaving a vehicle running and unattended.

(c) Vehicles parked in excess of 72 consecutive hours without prior approval from the public safety office are considered abandoned or unattended and are subject to impoundment at the registered owner's risk and expense. No vehicle, other than college owned or leased vehicles, shall be parked on college property in excess of 24 hours without prior documented approval from the public safety office. Vehicles parked on campus in excess of 24 hours, without prior documented approval from the public safety office, are subject to citation. Once a vehicle has accumulated three consecutive citations, public safety will place one impound warning on a vehicle. After 24 hours have passed since an impound warning was placed on a vehicle it may be towed.

(d) Parking:

(i) In a marked "tow away" or "no parking" zone.

(ii) Without a valid disability permit or license plate in a space reserved for persons with physical disabilities.

(iii) Anywhere other than a designated parking area.

(e) Vehicles impeding access to:

(i) A roadway so as to impede the flow of vehicular and pedestrian traffic;

(ii) A walkway so as to impede the flow of pedestrian traffic;

(iii) A fire lane or impeding access to a fire hydrant including parking within 15 feet of a fire hydrant;

or

(iv) The use of another legally parked vehicle.

(f) Accumulation of unpaid citations: An individual who accumulates four or more unpaid citations, after the deadline issued on the citations or after any appeal, is subject to having their vehicle impounded.

(2) Vehicles shall be impounded subject to the following terms and conditions:

(a) The expenses of impoundment and storage shall be charged to the registered owner of the vehicle and must be paid prior to the vehicle's release.

(b) The college shall not be liable for loss or damage of any kind resulting from the impound or storage of an impounded vehicle.

(c) Impoundment of a vehicle does not remove the obligation to pay any fines associated with the violation.

### **WAC 132H-116-095 Appeals.**

(1) Appeals of fines and penalties:

(a) Anyone who receives a citation for an alleged violation of these parking and traffic rules has the right to appeal.

(b) Appeals must be submitted within 21 calendar days from the date the citation is issued. Appeals are to be submitted in writing through the online form on the public safety website. A person who fails to file a written appeal in conformance with these rules shall be deemed to have waived the right to appeal.

(c) If an individual is in possession of an ADA placard that was not visibly present on the vehicle while parking in an ADA space their citation will be automatically waived, if they can provide documentation to public safety that the placard is registered to them.

(d) Grounds for parking citation appeals include, but are not limited to, the following:

(i) Incomplete or incorrect citation;

(ii) Received citation within 20 minutes of paying for parking;

(iii) Financial hardship.

(2) Citation review committee:

(a) Appeals shall be considered by the Bellevue College citation review committee in a brief adjudicative proceeding pursuant to procedures set forth in chapter 132H-108 WAC. The citation review committee may uphold, reduce, or waive the fine(s) associated with the parking and traffic citation.

(b) Any fine(s) still levied against the appellant must be paid within the specified deadline in the committee's initial order, unless the appellant seeks review of the committee's initial order.

(c) Nonpayment after the deadline has passed may result in any of the college actions referred to under WAC 132H-116-075 and 132H-116-085.

(d) The committee is made up of one student, one faculty representative and one classified staff representative. An exempt employee may substitute for a classified staff or faculty member for no longer than 120 days while an appropriate classified staff or faculty member can be identified. The committee members are appointed by the vice president of administrative services upon consultation with representative groups. The assistant director of public safety will serve as the nonvoting presiding officer of the committee. A public safety representative will serve as a nonvoting advisor and provide administrative support to the committee.

(e) The citation review committee will hold regularly scheduled meetings throughout the academic year.

(f) The committee shall consider each appeal on its merits based upon the parking and traffic regulations.

(g) Appellants may request to present their case to the appeals committee. In such case, an appellant will be notified of the hearing date and location via the email address they provided in their appeal. Hearings may be held virtually. If an appellant does not request to present their appeal or does not appear at

the hearing, the committee will make a decision in the appellant's absence and consider the written appeal during its deliberations.

(h) The committee will issue an initial order containing a brief statement with the reasons for its decision within 10 calendar days after the hearing. Decisions will be communicated by email and first-class mail. Any fine(s) levied against the appellant in the initial order must be paid within 21 calendar days after the committee has issued a decision and mailed its initial order, unless the appellant seeks review of the initial order.

(i) Default decision: If the committee, without a showing of good cause, fails to conduct a hearing on an appeal within 60 days of receiving the notice of appeal, the fine shall automatically be considered waived.

(3) Review of initial order: An appellant who is not satisfied with the initial order has the right to seek review by the director of public safety. The appellant must submit their appeal using the online appeal form. An appeal from the initial order must be submitted within 21 calendar days of receiving the initial order. The director of public safety will issue a final order containing a written explanation of their decision within 10 calendar days after receiving the request for review. The director of public safety's decision constitutes final agency action and may be judicially appealed pursuant to the procedures set forth in chapter 34.05 RCW.

(4) Any appellant who has paid the fine(s) affirmed or set by the citation review committee has forfeited the right to an appeal.

(5) Right to appeal revocation: As established by WAC 132H-108-450(4), parking permit denials or revocations may be appealed to the vice president of administrative services. Appeals are to be submitted in writing through the online form on the public safety website.

#### POLICY

~~Under RCW 28B.50.140(10), the board of trustees of Bellevue College has the authority to establish rules and regulations for pedestrian and vehicular traffic over property owned, operated, or maintained by the college district.~~

~~Bellevue College manages parking and traffic to assure a safe, accessible and financially and environmentally sustainable learning, working and living environment. Bellevue College supports commute trip reduction as a cost effective method to provide adequate parking.~~

~~No person shall park or leave any vehicle, whether attended or unattended, upon the campus of Bellevue College without a valid permit or authorization.~~

~~Parking is provided as a service to the students, faculty and staff without liability for damage or loss incurred. The issuance of a parking permit does not guarantee the availability of a parking space.~~

~~Drivers of vehicles shall obey the signs, barricades, structures, markings, and directions erected. Drivers shall also comply with the directions given them by a public safety officer or other public safety personnel controlling and regulating traffic or parking.~~

~~No person shall move, deface, or in any way change a permit, sign, barricade, structure, marking, or direction so placed, or previously placed, for the purpose of regulating traffic or parking.~~

~~Upon probable cause to believe that a violation of these rules and regulations has occurred, the vice president of administrative services and his or her designees may issue citations. If any citation remains unpaid Bellevue College may take additional actions.~~

#### DEFINITIONS

##### Valid Permit

- A current student or faculty/staff permit; or
- A temporary permit authorized by public safety

### **RELEVANT LAWS AND OTHER RESOURCES**

- ~~\_\_\_~~ The motor vehicle and other traffic laws of the state of Washington
- [WAC 132H-116 Parking and Traffic Rules](#)
- ~~WAC 132H 116 300 through 790~~
- ~~Bellevue College Procedure 6200P Parking and Traffic~~
- Bellevue College Policy 4850 Commute Trip Reduction Program

### **REVISION HISTORY**

Original 6/11/1992

Revisions 1/11/2004; 5/10/2005; 5/21/2009; 11/30/2011; 5/13/2015

### **APPROVED BY**

Board of Trustees





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## REGULAR MEETING AGENDA ITEM

### SABBATICAL LEAVE REQUESTS

INFORMATION

FIRST READ

ACTION

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#### Description

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

#### Key Questions

- \* What is the final recommendation of the Sabbatical Leave Committee regarding sabbatical leave requests for the 2022–23 academic year?
- \* What is the Interim President’s recommendation regarding the granting of sabbatical leaves for the 2022–23 academic year?
- \* What is the Board of Trustees’ role in the sabbatical leave process?

#### Analysis

The Board of Trustees has committed, through the Negotiated Agreement, to make “every reasonable effort to grant at least 12 FTEF Sabbatical Leaves annually; provided that at least that number of applicants have applied and are ranked by the Sabbatical Leave Committee...” (Article 22, Section 3.6). The number of leaves granted is subject to fiscal and budget constraints and the calculation of the potential cost of replacement.

At the April 20, 2022 Board meeting, Board members were informed that the Sabbatical Leave Committee received requests from 12 faculty members (25 FTEF total) for sabbatical leave to occur during the 2022–23 academic year. The Sabbatical Leave Committee met in February and March to review and rank the proposals and recommended the requested leaves for seven individuals totaling 12 FTEF, and recommended two alternate proposals (an additional 4 FTEF).

Ranking of Sabbatical Leave Requests by Sabbatical Leave Committee (12 FTEF):

1. Croix Saffin, Full Professor, Social Science - Sociology (3 FTEF)
2. Stephanie Hurst, Full Professor, Arts and Humanities - Communication Studies (1 FTEF)
3. Elena Maans-Lorincz, Associate Professor, Connected Learning- Library Media Center (2 FTEF)
4. Margaret Harada, Senior Associate Professor, Arts and Humanities - English (1 FTEF)

5. Sajonna Sletten, Associate Professor, Arts and Humanities - Basic & Transitional Studies (3 FTEF)
6. Mausumi Maulik, Full Professor, Science - Mathematics (1 FTEF)
7. Tim Jones, Full Professor, Social Science- Political Science (1 FTEF)

#### Alternates

1. Tim Jones, Full Professor, Social Science- Political Science (2 FTEF)
2. Ann Minks, Senior Associate Professor, Health Sciences Education and Wellness Institute - Allied Health (3 FTEF)

Note: Tim Jones requested three quarters (3 FTEF) of sabbatical leave; however, the Sabbatical Leave Committee recommended the Board approve one quarter (1FTEF) of sabbatical leave for Tim Jones so the total sabbatical leave of all recommended faculty is equal to 12 FTEF. The additional two quarters (2 FTEF) Tim Jones requested are listed in the alternate list.

The Sabbatical Leave Committee ranked the 12 requests and submitted its recommendation, along with alternate recommendations, to the Interim President. The Interim President recommends that the Board of Trustees grant seven sabbatical leave requests equivalent to 12 FTEF.

#### **Background/Supplemental Information**

Summary of Sabbatical Leave Requests for 2022–23.

#### **Recommendation/Outcomes**

The Board of Trustees of Community College District VIII concurs with the recommendation of the Sabbatical Leave Committee and the Interim President and authorizes sabbatical leaves for Croix Saffon (3 FTEF), Stephanie Hurst (1 FTEF), Elena Maans-Lorincz (2 FTEF), Margaret Harada (1 FTEF), Sajonna Sletten (3 FTEF), Mausumi Maulik (1 FTEF), and Tim Jones (1 FTEF) to total 12 FTEF, and authorizes Tim Jones and Ann Minks to be listed as alternates for sabbatical leave.

Prepared by: Dr. Robert Viens, Associate Vice President of Academic Affairs  
[rob.viens@bellevuecollege.edu](mailto:rob.viens@bellevuecollege.edu)



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## REGULAR MEETING AGENDA ITEM

### 2022-2023 BOARD MEETING DATES

INFORMATION

FIRST READ

ACTION

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#### Description

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

The following dates are being submitted for the Board's consideration as regular meeting dates for the 2022-2023 academic year.

#### 2022-2023 Academic Year

Thursday, July 28, 8:30 AM (summer retreat)

Friday, July 29, 12 PM (summer retreat)

Wednesday, September 21, 2 PM

Wednesday, October 19, 2 PM

Wednesday, November 9, 2 PM

Wednesday, December 14, 2 PM

Wednesday, January 18, 2 PM

Wednesday, February 15, 2 PM

Wednesday, March 15, 2 PM

Wednesday, April 12, 2 PM

Wednesday, May 17, 2 PM

Wednesday, June 14, 2 PM

#### Key Questions

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

#### Analysis

The proposed dates meet the needs of the college in maintaining its administrative and contractual obligations and do not conflict with any major religious or secular holidays according to the [common religious and U.S. public holiday calendar](#). None of the proposed dates conflict with school breaks during the 2022-2023 academic year for the Bellevue, Issaquah, and Mercer Island School District calendars.

Further, the last meeting in June occurs before the final day of school for the school districts. The proposed meetings dates do not conflict with the ACCT Leadership Congress, ACCT National Legislative Summit, or ACT Fall, Winter, or Spring Conference dates.

As requested by the Board, there are a total of 10 regular meeting dates and two dates for a summer retreat. Other dates may be scheduled further into the 2022-2023 year.

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves the schedule of meeting dates for 2022-2023.

Prepared by: Alicia Keating Polson, Executive Director of the President's Office  
[Alicia.keatingpolson@bellevuecollege.edu](mailto:Alicia.keatingpolson@bellevuecollege.edu)

## SUMMARY and RANKING OF SABBATICAL LEAVE REQUESTS FOR 2022–2023

### **1. Croix Saffin, Full Professor, Social Science - Sociology (3 quarters)**

Croix is requesting a 3-quarter leave starting in fall 2022. Croix will use their sabbatical time to begin envisioning, researching, and building a college that is committed to gender justice and sexual liberation of queer, trans and non-binary students, staff, and faculty. During their sabbatical, Croix will research other colleges around the country, as well interview queer, trans, and non-binary people about their experience in higher education, and utilize existing articles on LGBTQ+ student experience. They will then write and publish an article on practices that colleges and community colleges can adopt to better support queer, trans and non-binary students. They will bring this knowledge to BC to provide a place for queer, trans, and non-binary students, faculty, and staff to have a voice, through way of programs, initiatives, and curriculum. Their goal is to implement some of the findings into BC's practices and policies and hope to put BC ahead of the curve in addressing a growing student population.

### **2. Stephanie Hurst, Full Professor, Arts and Humanities - Communication Studies (1 quarter)**

Stephanie is applying for one quarter of sabbatical leave in spring 2023. She plans to complete a comprehensive review of literature on mindful communication in order to implement mindful communication practices to enhance her own as well as her colleagues' teaching methodologies and effectiveness. Stephanie will bring her findings into teaching her Communication Studies courses to create a more positive learning environment and enhance students' skills in their school and personal lives. Stephanie also plans to craft two 2-hour workshops open to all BC staff and faculty in order to cultivate compassion, empathy, and collaboration, and improve our campus climate.

### **3. Elena Maans-Lorincz, Associate Professor, Connected Learning- Library Media Center (2 quarters)**

Elena is an outreach librarian who is requesting a 2-quarter sabbatical leave beginning in Winter Quarter 2023 to gather hands-on data and observations and reflect on those findings and make a long-term outreach plan and focus on her work at the Bellevue College Library. Elena plans to visit twelve community and technical colleges across Washington state and gather ideas on space usage and design, as well as see how these libraries are serving and supporting their students of color, specifically their Black and LatinX students. Elena plans to use these experiences to help guide the BC Library remodel and redesign, as well as use new data and ideas from other institutions to build upon her previous work in outreach to support all students, and specifically Black and Latinx students.

### **4. Margaret Harada, Senior Associate Professor, Arts and Humanities - English (1 quarter)**

Maggie is applying for a one-quarter sabbatical leave to strengthen her teaching skills as she transitions from primarily doing administrative work at BC to once again getting back into the classroom. Maggie plans on research several different approaches to equitable grading practices in order to further implement them into her teaching. She also plans on delving into a personal writing and research project. Upon return, Maggie will use her experiences to teach writing more effectively, and to implement better research techniques into her courses, specifically English 201 (The Research Paper).

### **5. Sajonna Sletten, Associate Professor, Arts and Humanities - Basic & Transitional Studies (3 quarters)**

As an English Language Teacher, Sajonna is applying for three quarters of sabbatical leave in order to create English Language Acquisitions materials which leverage best practices in antiracist and culturally sustaining andragogy. Sajonna will work with mentors, attend conferences, partake in readings and research, and enroll in several courses in order to ultimately create material for antiracist and culturally sustaining language learning activities here at BC. Upon return she plans to implement this knowledge into her courses, and serve as Program

Chair for ESL, as well as continue her work leading social justice initiatives on campus, with a greater proficiency in diversity, equity, and inclusion practices.

**6. Mausumi Maulik, Full Professor, Science - Mathematics (1 quarter)**

Mausumi is a mathematics faculty with more than a decade of teaching experience, and is applying for one quarter of sabbatical leave. Mausumi will use her time on sabbatical to work with local high school algebra teachers and look into their algebra curriculum in an effort to find out why some high school students lack the required algebra skills in BC's pre-calculus courses and what can be done to help BC's pre-calculus students to be successful. She will also learn some new and effective ways of teaching younger students by attending and teaching at high school classes. In doing this, she aims to gain a better understanding of the needs of the Running Start students and other students in college-level math classes at BC. Mausumi will share her experiences with the BC math department to create an algebra review package for pre-calculus students at BC.

**7. Tim Jones, Full Professor, Social Science- Political Science (1 quarter)**

As a Political Science and International Studies Professor, Tim Jones is requesting three quarters of sabbatical leave. Tim plans to join the non-profit Common Power to engage in campaign events for the upcoming 2022 elections. He plans to bring this experience back to his classroom by giving his students a deeper personal understanding of civic engagement. He also plans to rekindle his passion for international politics by traveling to Costa Rica and taking part in a Spanish language immersion program there. By once again becoming a student himself, Tim would bring back empathy and a greater sense of connection with his students, particularly LatinX students. As the chair of The International Studies Program here at BC, he also hopes to bring a "jolt of energy" to BC and our students in order to move the program forward. Note: The Sabbatical Committee recommended that

## ALTERNATES

### **1. Tim Jones, Full Professor, Social Science- Political Science (2 quarters)**

As a Political Science and International Studies Professor, Tim Jones is requesting three quarters of sabbatical leave. Tim plans to join the non-profit Common Power to engage in campaign events for the upcoming 2022 elections. He plans to bring this experience back to his classroom by giving his students a deeper personal understanding of civic engagement. He also plans to rekindle his passion for international politics by traveling to Costa Rica and taking part in a Spanish language immersion program there. By once again becoming a student himself, Tim would bring back empathy and a greater sense of connection with his students, particularly LatinX students. As the chair of The International Studies Program here at BC, he also hopes to bring a “jolt of energy” to BC and our students in order to move the program forward.

### **2. Ann Minks, Senior Associate Professor, Health Sciences Education and Wellness Institute - Allied Health (3 quarters)**

Ann has worked at Bellevue College for 20 years and has a background in developing educational textbooks. During her 3-quarter leave, she would work with a well-established publisher, Kendall Hunt to author a textbook on medical computer applications geared specifically toward BC student needs. This would provide BC students with a more streamlined curriculum in an AHE class, which in turn would meet the needs of our community employer partners. The textbook proposed will provide instructions for faculty who teach the topic, since many prof-tech allied health faculty are not familiar with the comparative analysis method of instruction in this subject. The text will also provide a link to free web resources to accompany the curriculum. Upon return, Ann hopes to incorporate the new material into the curriculum for use in fall quarter 2023.



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REGULAR MEETING AGENDA ITEM

**RESOLUTION 301: AMENDING AUTHORIZED INDIVIDUAL FOR THE WASHINGTON STATE LOCAL GOVERNMENT INVESTMENT POOL**

INFORMATION

FIRST READ

ACTION

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**Description**

In January 1999, the Board authorized the College to invest funds in the Local Government Investment Pool (LGIP) via Resolution 243. The LGIP is a voluntary investment vehicle operated by the State Treasurer and provides safe, liquid, and competitive investment options for local government pursuant to RCW 43.250.

In June 2011, the Board designated a specific individual (Rachel Solemsaas) to be the “Authorized Individual” who could make changes/alternations, etc. to Bellevue College deposits and withdrawals in the LGIP via Resolution 298. Rachel Solemsaas no longer works at Bellevue College, so Resolution 301 revokes her designation as of the Authorized Individual for the LGIP and designates the individual who serves in the Vice President of Administrative Services position as the Authorized Individual for the LGIP.

**Background/Supplemental Information**

Resolution 243  
Resolution 298

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves Resolution 301, which amends the Authorized Individual for the Washington State Local Government Investment Pool.

Prepared by: Alicia Keating Polson, Executive Director of the President’s Office  
[alicia.keatingpolson@bellevuecollege.edu](mailto:alicia.keatingpolson@bellevuecollege.edu)



Bellevue College  
Community College District VIII  
May 18, 2022

**RESOLUTION NO. 301**

**A RESOLUTION** of the Board of Trustees of Bellevue College of Community College District VIII amending the Authorized Individual for the Washington State Local Investment Pool.

**WHEREAS**, since the adoption of Resolution 243 on January 27, 1999, Bellevue College of Community College District VIII has participated in the Washington State Local Government Investment Pool (LGIP), a trust fund created pursuant to Chapter 294, Laws of 1986; and

**WHEREAS**, the LGIP permits the College to designate an individual to authorize all amendments, changes, or alterations to the Local Government Investment Pool Transaction Form (“LGIP Form”) or any other documentation (“Authorized Individual”); and

**WHEREAS**, with the adoption of Resolution 298 on June 29, 2011, the College designated former Vice President of Administrative Services Rachel Solemsaas as the Authorized Individual; and

**WHEREAS**, the College currently has a different Vice President of Administrative Services and therefore needs to terminate and revoke the prior designation;

**NOW, THEREFORE, THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT VIII, STATE OF WASHINGTON HEREBY RESOLVES:**

1. The Board of Trustees of Community College District VIII hereby terminate and revoke the designation of Rachel Solemsaas as the Authorized Individual for the purpose of the LGIP.
2. The Board of Trustees of Community College District VIII hereby designates the individual who holds the position of Vice President of Administrative Services as the Authorized Individual for the purpose of the LGIP. As the Authorized Individual, the Vice President of Administrative Services has been delegated the authority to authorize all amendments, changes, or alterations to the LGIP Form or any other documentation including designating other individuals to make deposits and withdrawals on behalf of Bellevue College.

**APPROVED AND ADOPTED:**

**BOARD OF TRUSTEES**

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Richard Leigh, Board Chair

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

**RESOLUTION NUMBER 243**

**AUTHORIZATION TO INVEST COMMUNITY COLLEGE DISTRICT VIII FUNDS IN  
THE LOCAL GOVERNMENT INVESTMENT POOL**

WHEREAS, pursuant to Chapter 294, Laws of 1986, a Local Government Investment Pool in the State Treasury was created for the deposit of money of a political subdivision for purposes of investment by the State Treasurer; and

WHEREAS the Board of Trustees of Community College District VIII does hereby find that the deposit and withdrawal of money in the Local Government Investment Pool in accordance with the provisions of this chapter for the purposes of investment as stated therein are in the best interests of the college district; and

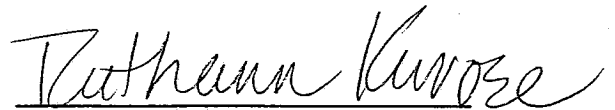
WHEREAS we attest by our signatures that we have been duly authorized and empowered to enter into this agreement,

NOW THEREFORE be it resolved that the Board of Trustees of Community College District VIII hereby authorizes the deposit and withdrawal of district monies in the Local Government Investment Pool in the State Treasury in accordance with this chapter for the purposes of investment as stated therein.

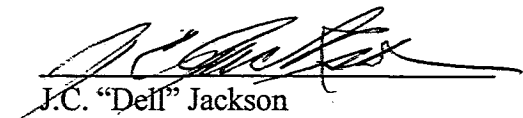
BE IT FURTHER RESOLVED that pursuant to the attached form the following Community College District VIII officers shall be authorized to order the deposit or withdrawal of monies in the Local Government Investment Pool.

RESOLUTION PASSED THIS TWENTY-SEVENTH DAY OF JANUARY, 1999

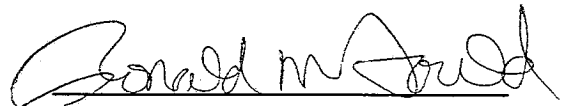
BOARD OF TRUSTEES



Ruthann Kurose, Chair



J.C. "Dell" Jackson



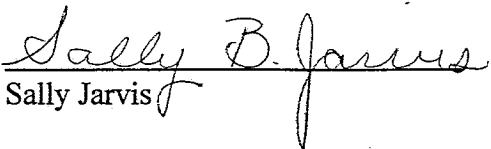
Ronald Gould

Resolution Number 243


1-27-99

Page 2

  
\_\_\_\_\_  
Robert Margulis

  
\_\_\_\_\_  
Sally Jarvis

Attest:

  
\_\_\_\_\_  
Elise J. Erickson  
Secretary to the Board of Trustees

**COMMUNITY COLLEGE DISTRICT VIII**  
**Bellevue College**  
**Bellevue, Washington**

**RESOLUTION NO. 298**

**Local Government Investment Pool**

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the deposit of money by an authorized governmental entity for the purposes of investment by the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, Bellevue College, to deposit funds available for investment in the LGIP; and

WHEREAS, any deposits made on behalf of Bellevue College shall be first duly authorized by the Vice President of Administrative Services, as designated by the Board of Trustees of Bellevue College in this resolution, and a certified copy of said resolution shall be filed with the State Treasurer's Office; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the deposit of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW, THEREFORE, BE IT RESOLVED that the governing body, the Board of Trustees of Community College District VIII (Board of Trustees), does hereby authorize the deposit and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and applicable policies and procedures for LGIP.

BE IT FURTHER RESOLVED that the Board of Trustees has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by Rachel Solemsaas and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that Bellevue College designates Rachel Solemsaas, Vice President of Administrative Services, the "Authorized individual" to authorize all amendments, changes, or alterations to the Form or any other documentation including designating other individuals to make deposits and withdrawals on behalf of Bellevue College.

BE IT FURTHER RESOLVED that this delegation ends upon termination of the authorized individual's relationship with Bellevue College or further action by the Board of Trustees terminating the delegation. It is the responsibility


of the Board of Trustees to notify the State Treasurer's Office immediately when any action has been taken to end this delegation.


BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by the delegated authority or any other documentation signed or otherwise approved by the authorized individual shall remain in effect should the authorized individual's delegate authority be terminated or otherwise end. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual.

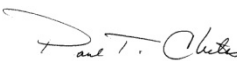
BE IT FURTHER RESOLVED that the Board of Trustees acknowledges that neither the State of Washington nor the state treasurer guarantees any investment made by Bellevue College in the LFIP and it is possible to lose money by investing in the LGIP. Therefore, the Board of Trustees agrees to hold the State of Washington, the state treasurer, and the LGIP harmless from any investment losses incurred as a result of investment with the LGIP.


PASSED AND ADOPTED by the Board of Trustees of Community College District VIII, State of Washington, on this 29<sup>th</sup> day of June, 2011.


BOARD OF TRUSTEES

  
\_\_\_\_\_  
Vijay Vashee, Chair


  
\_\_\_\_\_  
Vicki Orrico, Vice-Chair

  
\_\_\_\_\_  
Paul Chiles, Trustee

  
\_\_\_\_\_  
Marie Gunn, Trustee

  
\_\_\_\_\_  
Steve Miller, Trustee

ATTEST:

  
\_\_\_\_\_  
Lucinda Taylor  
Secretary, Board of Trustees  
Community College District VIII



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REGULAR MEETING AGENDA ITEM

**SPRING 2022 ENROLLMENT UPDATE**

INFORMATION

FIRST READ

ACTION

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**Description**

A brief summary of final enrollment for Winter 2022, the interim status of Spring 2022 enrollment, and expected estimates for the 2021-2022 year as well as projections for the 2022-2023, 2023-2024, and 2024-2025 years.

**Key Questions**

- \* How did our fall enrollments end up relative to past years and counterpart institutions?
- \* What is our trajectory for Spring enrollment?
- \* What do we currently expect our enrollments to look like for the upcoming three years?

**Analysis**

Across our credit and non-credit classes, we engaged with 12,229 students this past Winter quarter.

The steep drop in Winter credit enrollment that was presented at the February meeting only slightly recovered at the end of the quarter, with the College serving about 15% fewer students and about 16% fewer full-time equivalents (FTES). This is a substantial decline relative to the 7.5% seen for Fall Quarter, and is a more significant drop than was experienced by SBCTC overall.

While the contributing factors of vaccination requirements and labor conditions would have been expected across the state system, the ctLink implementation would have primarily affected Bellevue College and other Deployment Group 5 (DG5) institutions. Compared to those other DG5 institutions, Bellevue College enrollment's enrollment decline is much less severe.

So far for Spring 2022, Bellevue College is serving 11,680 students this quarter. Our enrollments are falling a bit short of our projections, which themselves were expecting about a 12% decline from last Spring to this Spring. These declines are noticeable in both the lower numbers of new students (both in number and proportion) and with a slightly lower retention rate from Winter quarter (which itself was a substantially smaller population).

Based on the information available, we have established final estimates for this year's enrollments as well as revised quarterly projections for next year, which generally have been tuned further down. Additionally, we formally established annualized projections for the 2023-2024 and 2024-2025 academic years, expecting small yet consistent declines in enrollments in the upcoming years.

**Background/Supplemental Information**

*Slide Deck: BoT Spring 2022 Enrollment*

Prepared by: Zachary Morgan, PhD | Executive Director, Effectiveness & Research  
[zach.morgan@bellevuecollege.edu](mailto:zach.morgan@bellevuecollege.edu)



BELLEVUE  
COLLEGE

# Spring 2022 BoT Enrollment Presentation

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



# Winter 2022 Final Enrollment

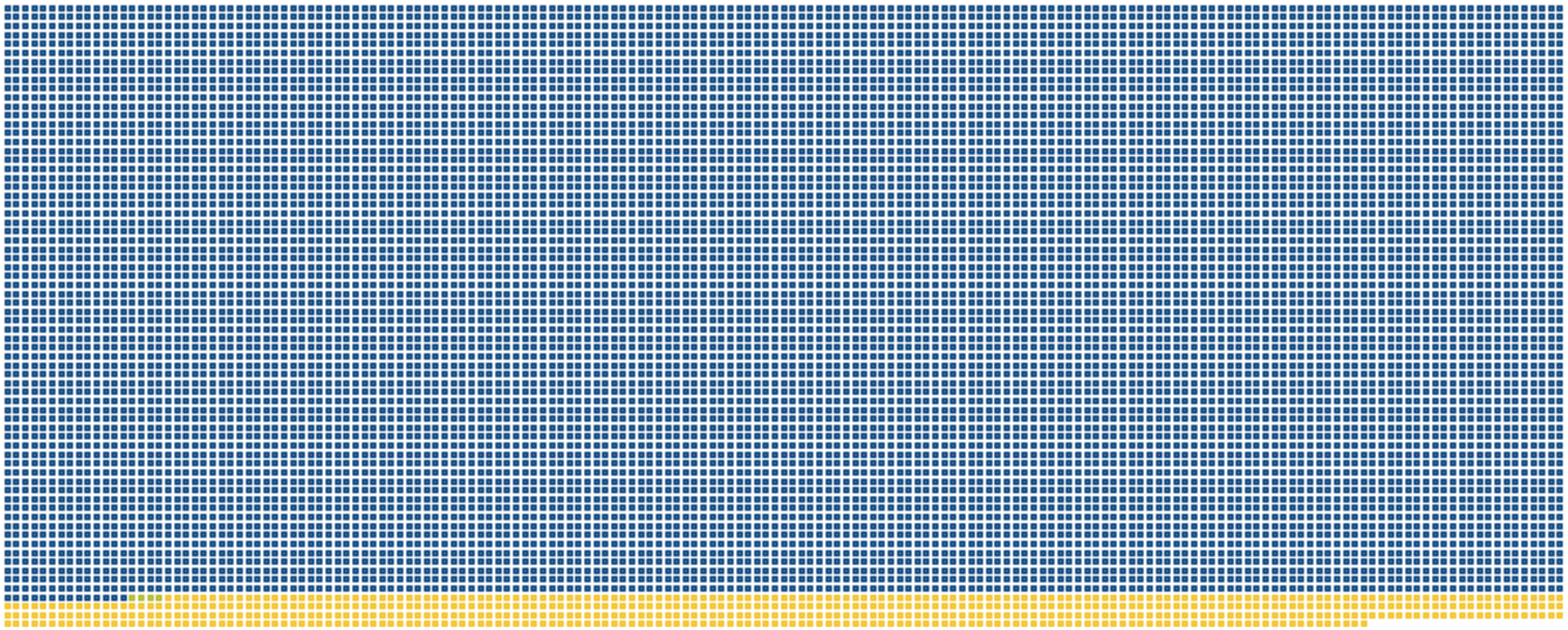
# 2221 | WINTER 2022 | Pictograph of Students Served

This dashboard provides a small square for each individual student served during 2221 | WINTER 2022, color-coded by the academic career(s) in which the students are enrolled.

Selected Quarter  
2221 | WINTER 2022

- Undergraduate (Credit)
- Both UG (Credit) and Cont. Ed.
- Continuing Education

## 12,228 Students Served



14,502 students were served in Winter 2021 across credit and continuing education

# Final Credit Enrollment Winter 2022

11,564  
Students

(-15.4% from Winter 2021)

8,612  
Credit FTE

(-16.0% from Fall Winter 2021)

129,184  
Credits

(-16.0% from Fall 2020)

11.17  
Avg. Credits / Student

(-0.6% from Fall 2020)

# Final Credit Enrollment Winter 2022 - Special Populations

## Running Start

2,773 Students  
(-13.0% from  
Winter 2021)

2,428.1 FTE  
(-15.2% from  
Winter 2021)

13.1 Avg. Credits  
(-3.0% from  
Winter 2021)

## International

687 Students  
(Equal to  
Winter 2021)

676.5 FTE  
(+1.7% from  
Winter 2021)

14.8 Avg. Credits  
(+2.1% from  
Winter 2021)

## Bachelors

(course-based across all  
enrollment groups)

925 Students  
(+3.5% from  
Winter 2021)

632.9 FTE  
(+8.8% from  
Winter 2021)

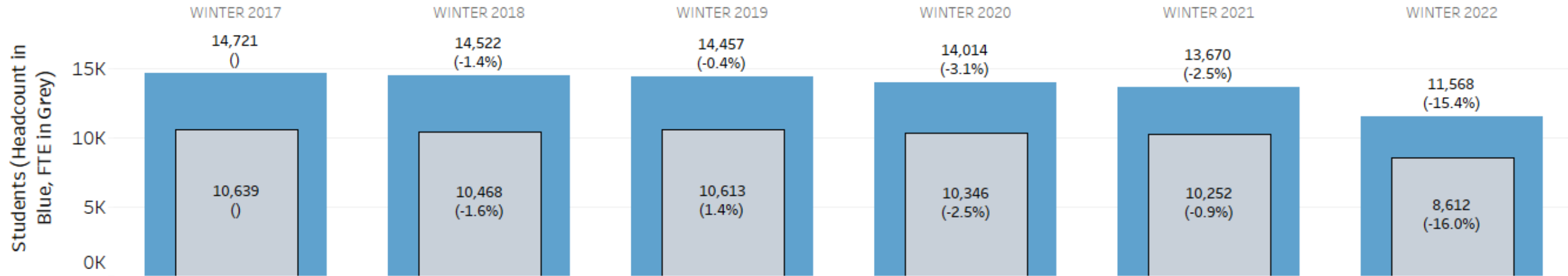
11.17 Avg. Credits  
(-0.6% from  
Winter 2021)

# Student Headcount, FTE, Enrollments and Credits

The chart displays the **headcount (number of unique students)** and **full-time equivalent (FTE, with 1.0 FTE being equivalent to 45 credits registered in an academic year or 15 credits in a quarter)**.

The percentages shown are relative to the previously displayed year.

Age Groups Fltr: All      Gender Binary Fltr: All      Gender Ternary Fltr: All      Iped Race Fltr: All      Veterans Filter: All      Disabled Fltr: All      First Gen Fltr: All      Student Type Fltr: All



	WINTER 2017	WINTER 2018	WINTER 2019	WINTER 2020	WINTER 2021	WINTER 2022
Headcount	14,721	14,522	14,457	14,014	13,670	11,568
FTE	10,639	10,468	10,613	10,346	10,252	8,612
Enrollments	34,077	33,233	33,305	32,431	31,582	26,533
Credits	159,582	157,024	159,196	155,197	153,786	129,184
Average Credits	10.8	10.8	11.0	11.1	11.2	11.2

Headcounts of students when less than 10 are suppressed to protect student privacy. Binary gender is based on the field used for federal and state reporting; more inclusive disaggregations of gender identity are in development.

# Disaggregation & Comparison

This dashboard provides comparative data for different disaggregations of students. By selecting the metrics and disaggregations to the right of the dashboard, you can explore the enrollment trends of subgroups of students comparatively to each other.

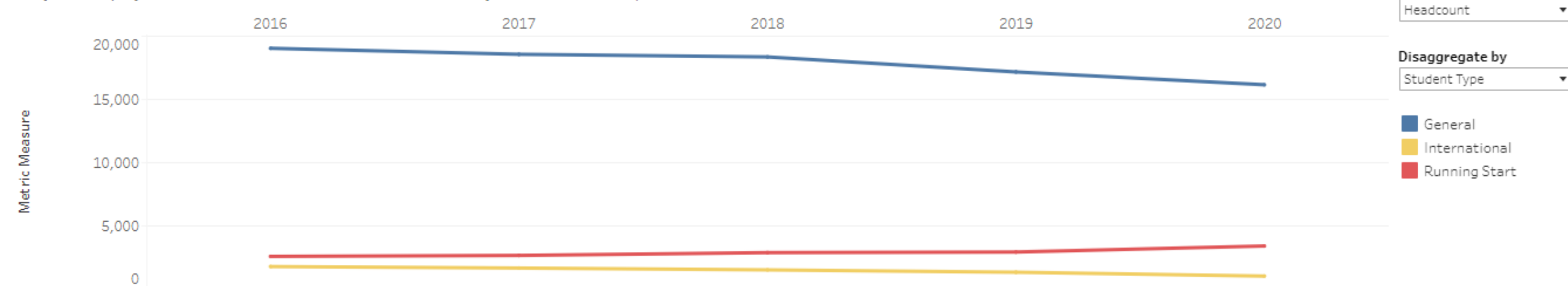
Year/Qtr switch

Academic Year ▼

Age Groups Fltr: (All) ▼   
 Gender Binary Fltr: (All) ▼   
 Gender Ternary Fltr: (All) ▼   
 Ipeds Race Fltr: (All) ▼   
 Veterans Filter: (All) ▼   
 Disabled Fltr: (All) ▼   
 First Gen Fltr: (All) ▼   
 Student Type Fltr: (All) ▼

## Headcount by Student Type (Select your metric and disaggregation to the right →)

The years displayed in the chart and table are the calendar years in which the quarter was held.



Metric: Headcount ▼

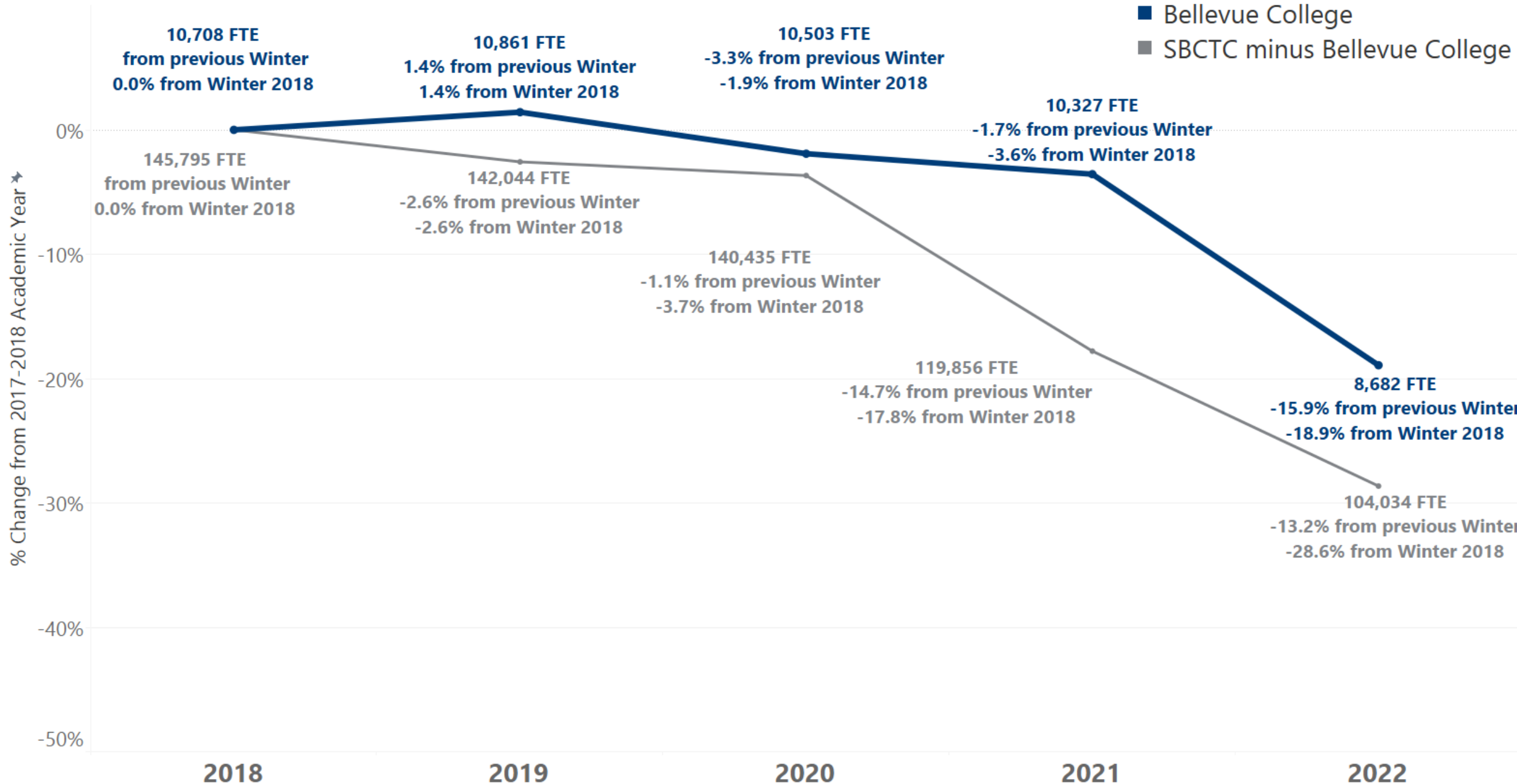
Disaggregate by: Student Type ▼

- General
- International
- Running Start

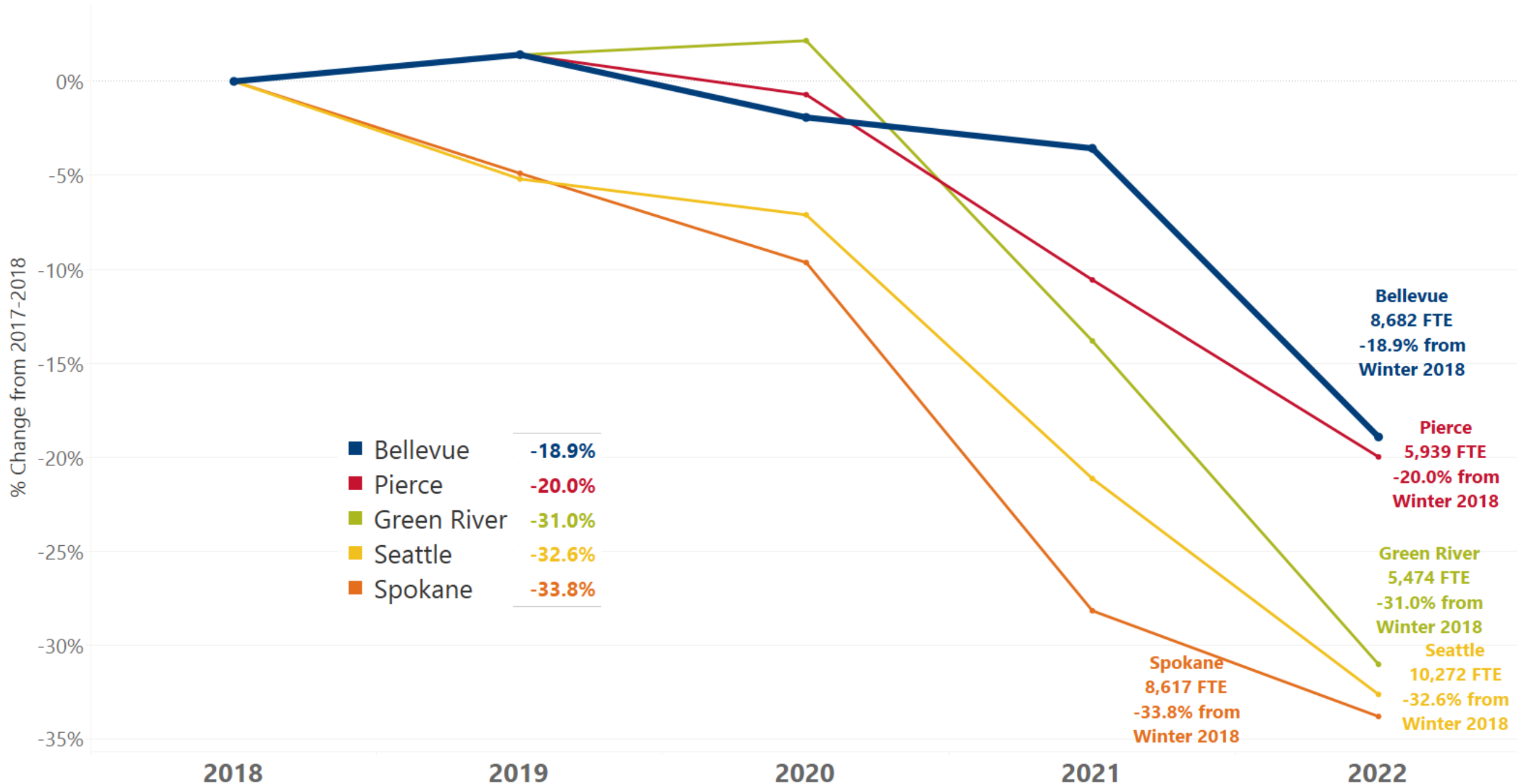
Disaggregation	2016	2017	2018	2019	2020
General	18,989.0	18,513.0	18,306.0	17,119.0	16,107.0
International	1,745.0	1,626.0	1,480.0	1,295.0	990.0
Running Start	2,544.0	2,624.0	2,842.0	2,891.0	3,369.0

Headcounts of students when less than 10 are suppressed to protect student privacy. Binary gender is based on the field used for federal and state reporting; more inclusive disaggregations of gender identity are in development.

# Winter State-Reported FTE Since 2017-2018: BC and Rest of SBCTC

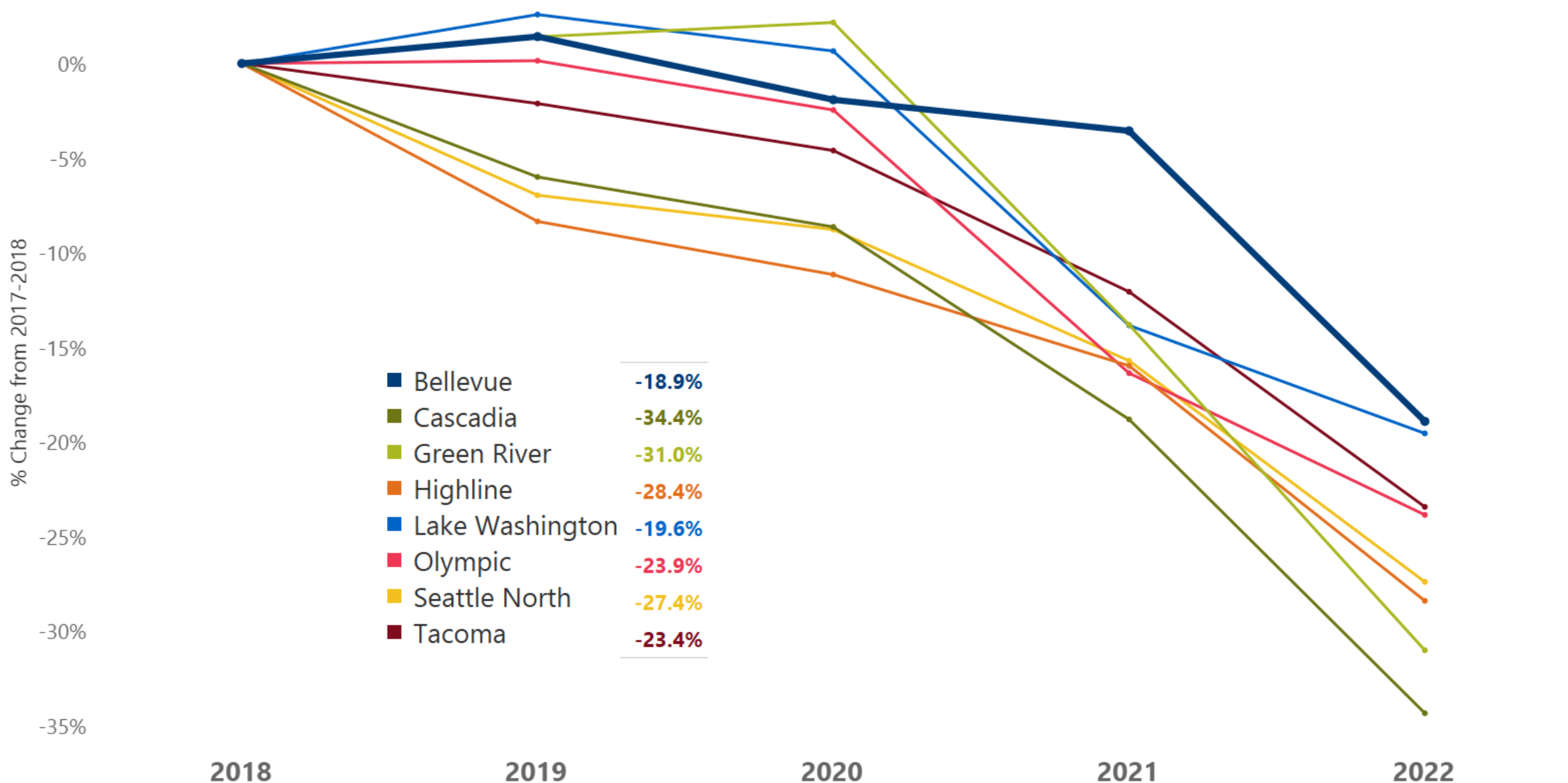


# Winter State-Reported FTE Since 2017-2018: 5 Largest Districts



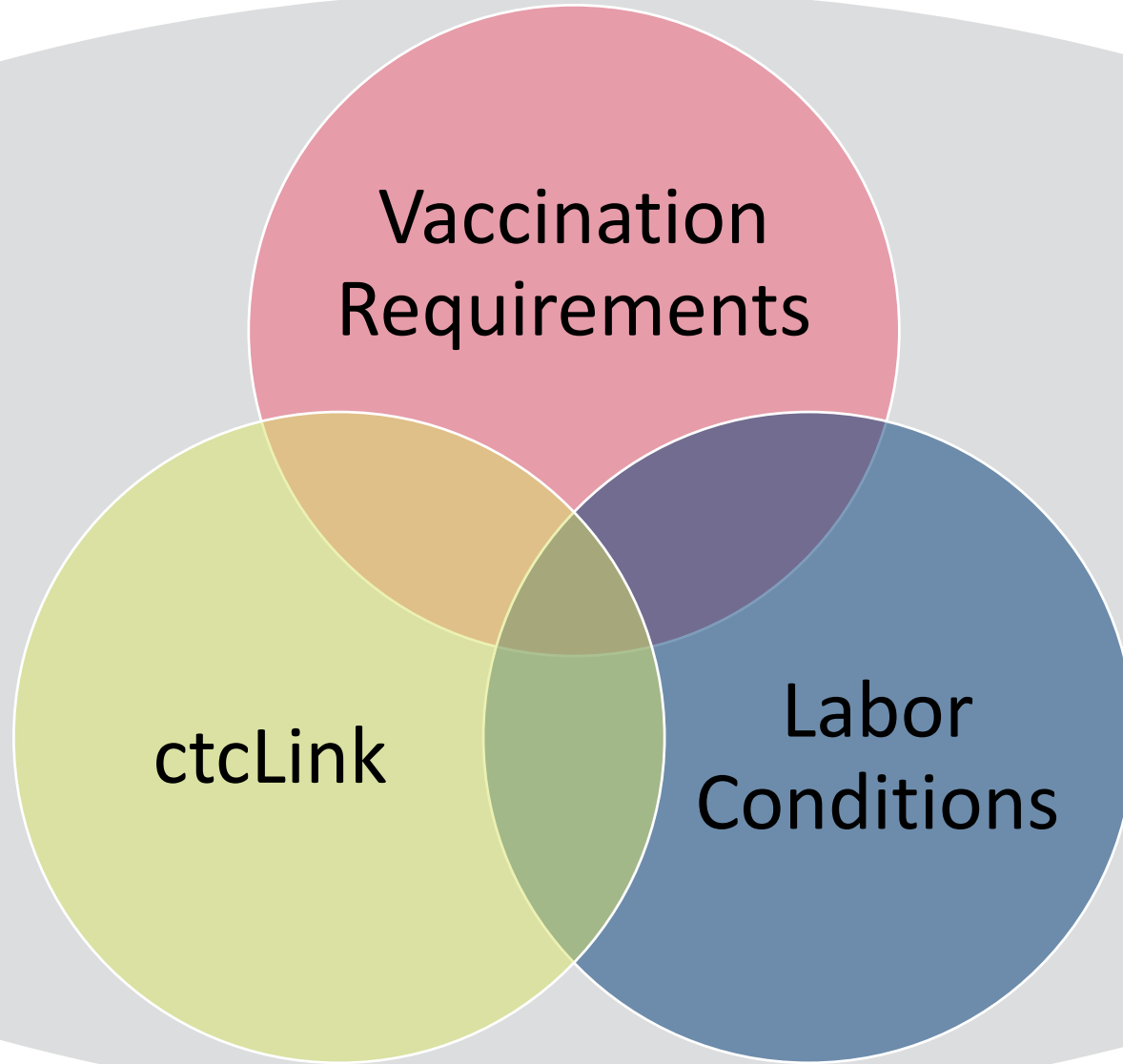


# Winter State-Reported FTE Since 2017-2018: Regional Peers

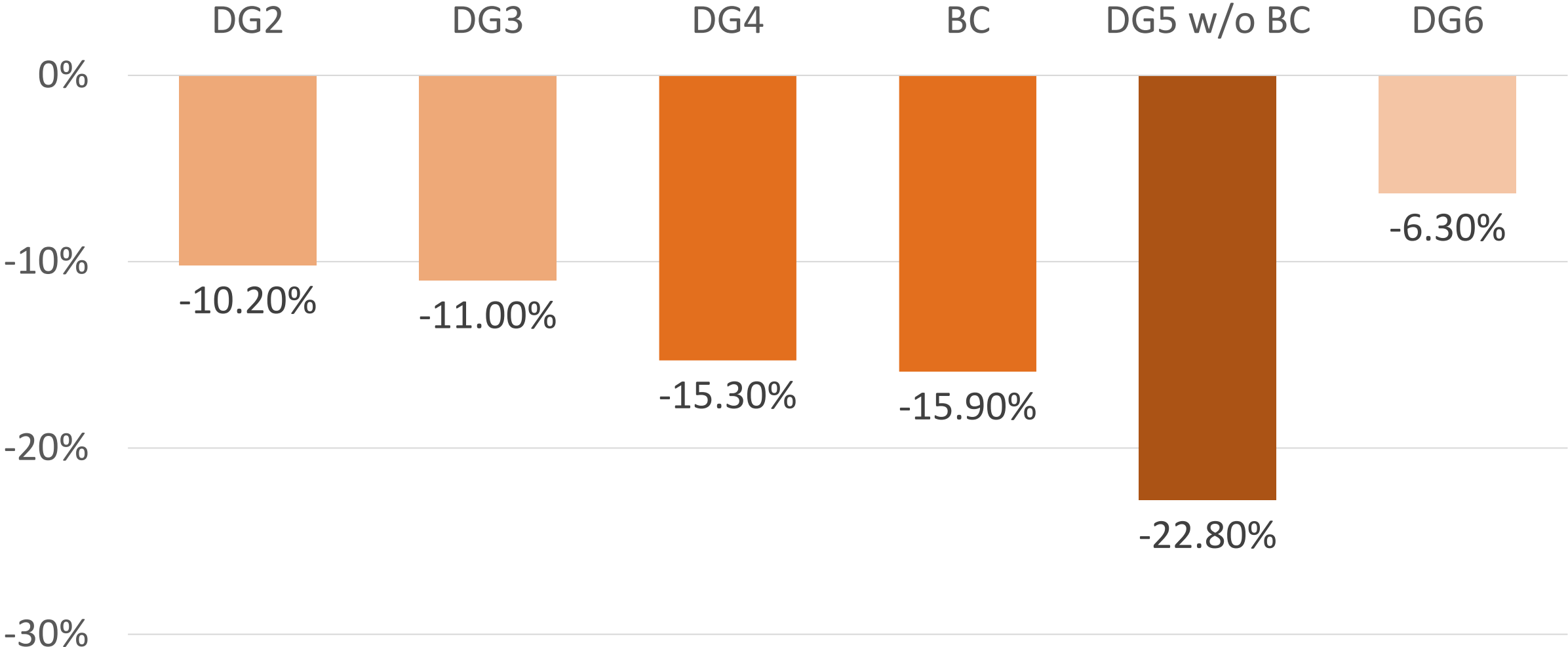


# Convergence of Circumstances

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



# Winter 2021 to Winter 2022 Enrollment Change by ctcLink Deployment Group



Total SBCTC-reported FTEs | Correlation ≠ Causation



# Spring 2022 Interim Enrollment Summary

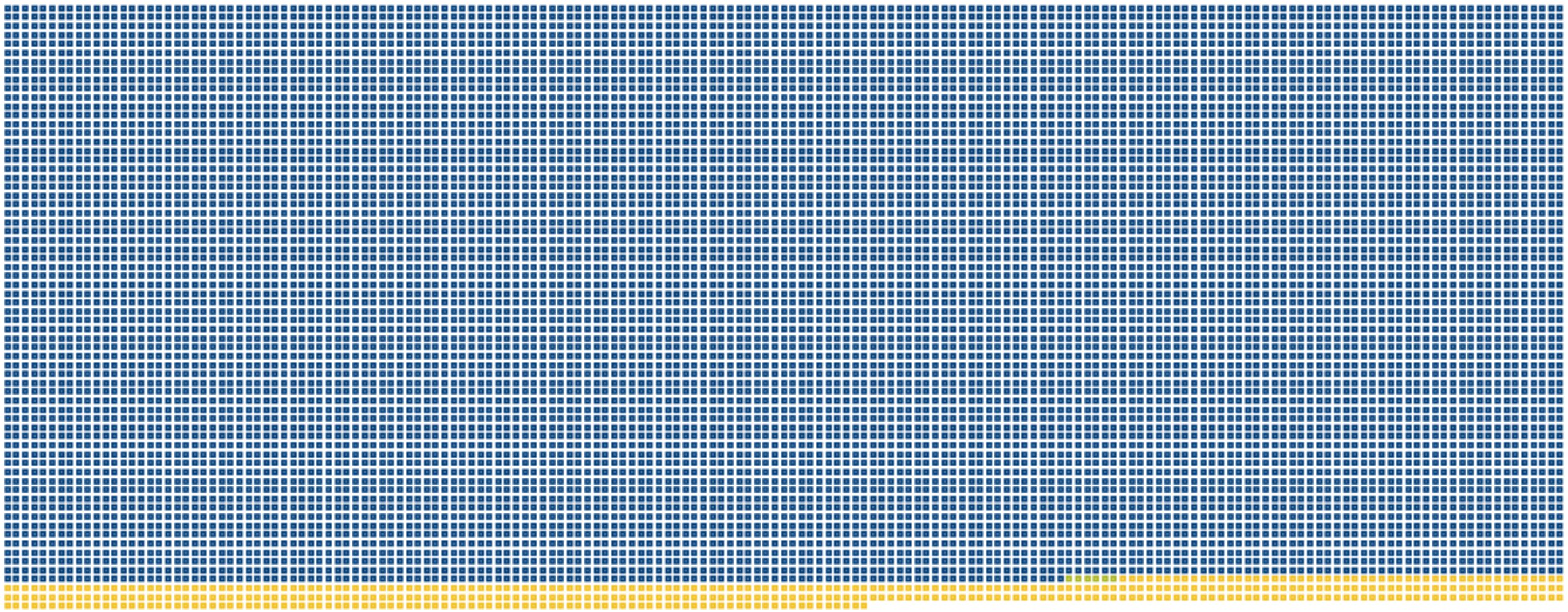
# 2223 | SPRING 2022 | Pictograph of Students Served

This dashboard provides a small square for each individual student served during 2223 | SPRING 2022, color-coded by the academic career(s) in which the students are enrolled.

Selected Quarter  
2223 | SPRING 2022

- Undergraduate (Credit)
- Both UG (Credit) and Cont. Ed.
- Continuing Education

## 11,822 Students Served

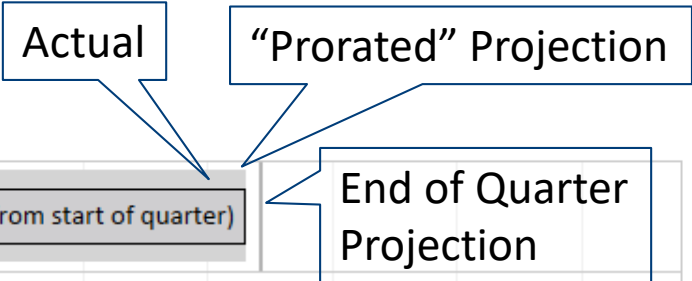


# 2223 | SPRING 2022 | Enrollment Relative to Projections

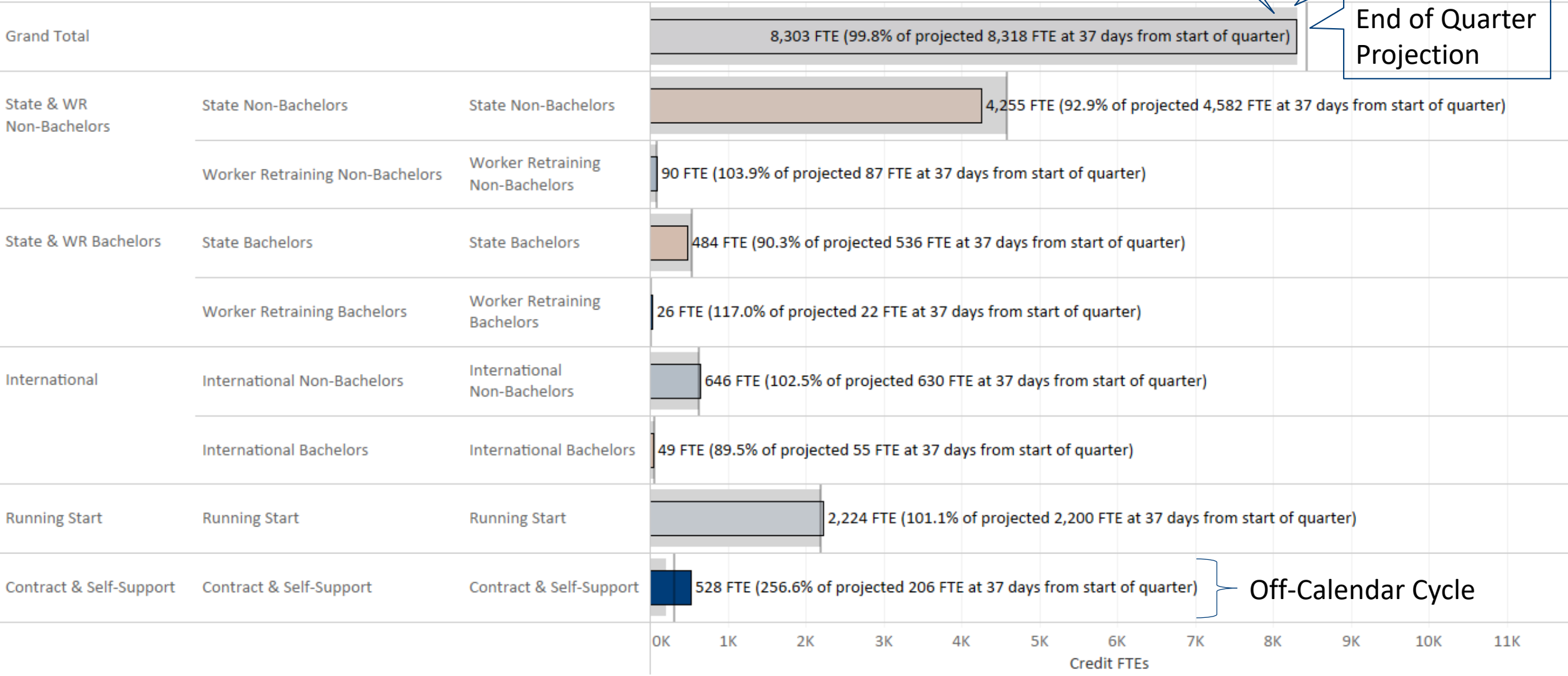
This dashboard displays the current enrollments for the quarter relative to projected enrollments based off of projected end-of-quarter enrollments and the historical trends of how enrollments are expected to grow over time. **Note that figures toward the opening of registration are expected to vary more widely than those closer to the beginning of the quarter.**

Selected Quarter  
2223 | SPRING 2022

Enrollment Pattern  
All

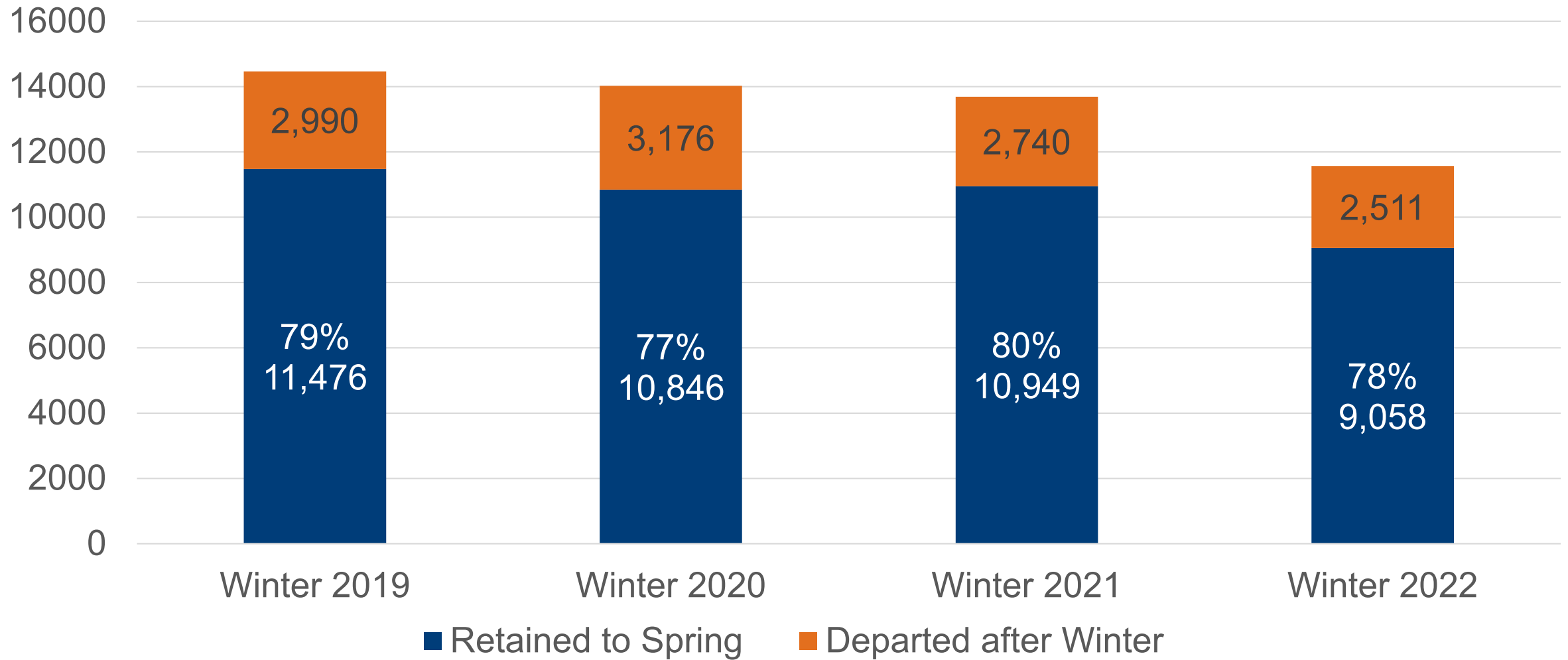


Data as of 5/11/2022 4:24:29 PM (37 days after start of quarter)

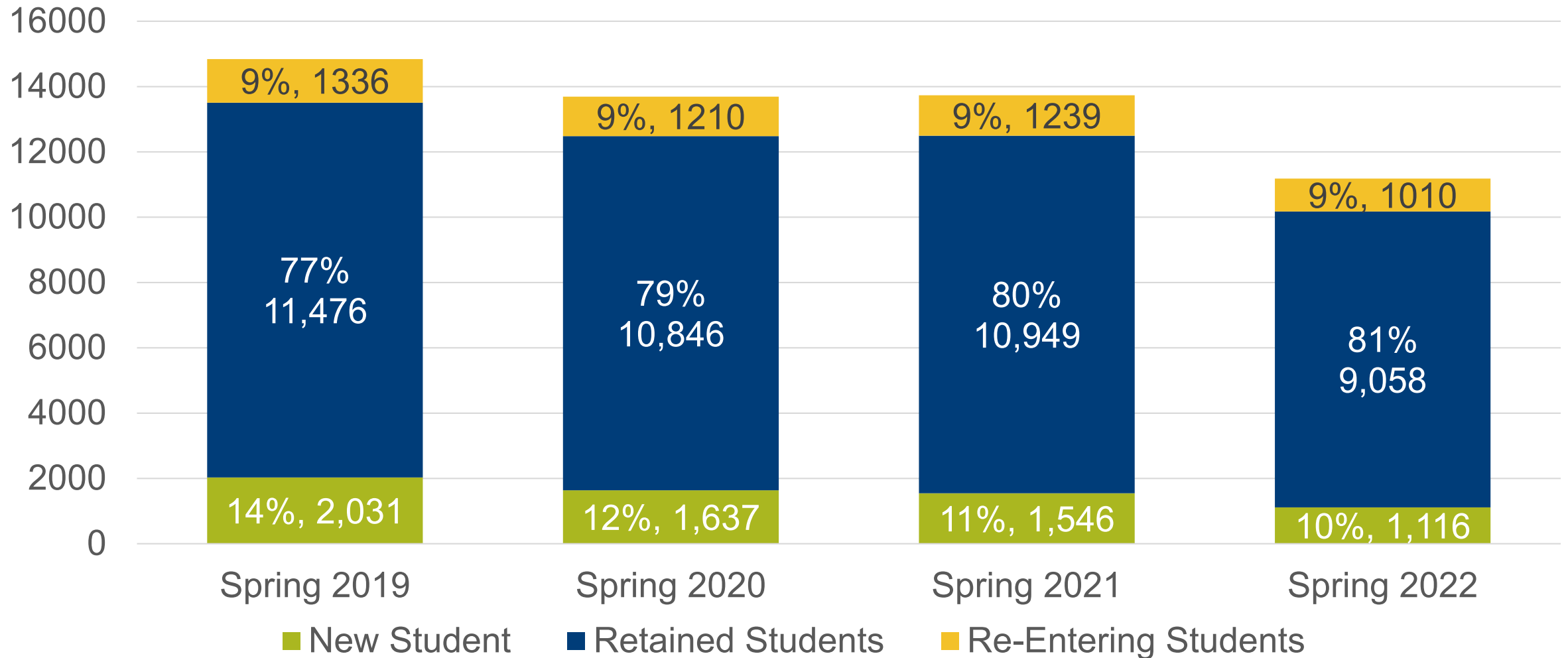


Off-Calendar Cycle

# Winter to Spring Retention



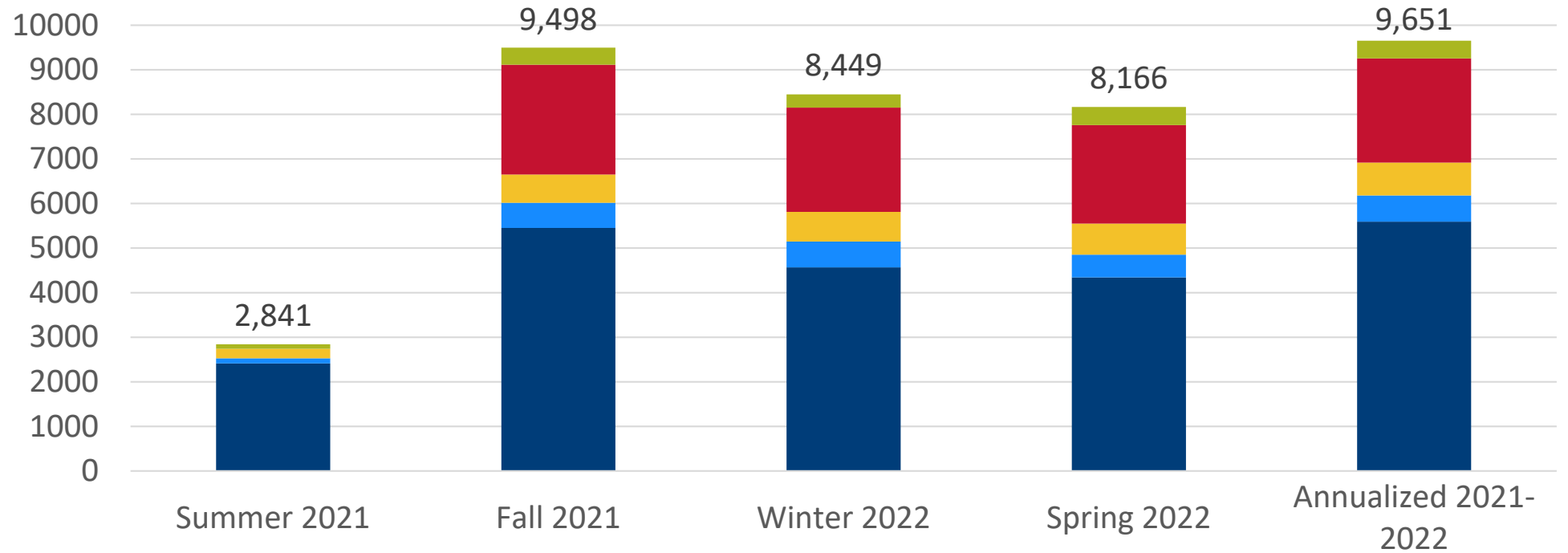
# New Spring students are an increasingly small proportion of our Spring enrollments.





# Projections Update

# Final Estimate for This Year – 2021-2022

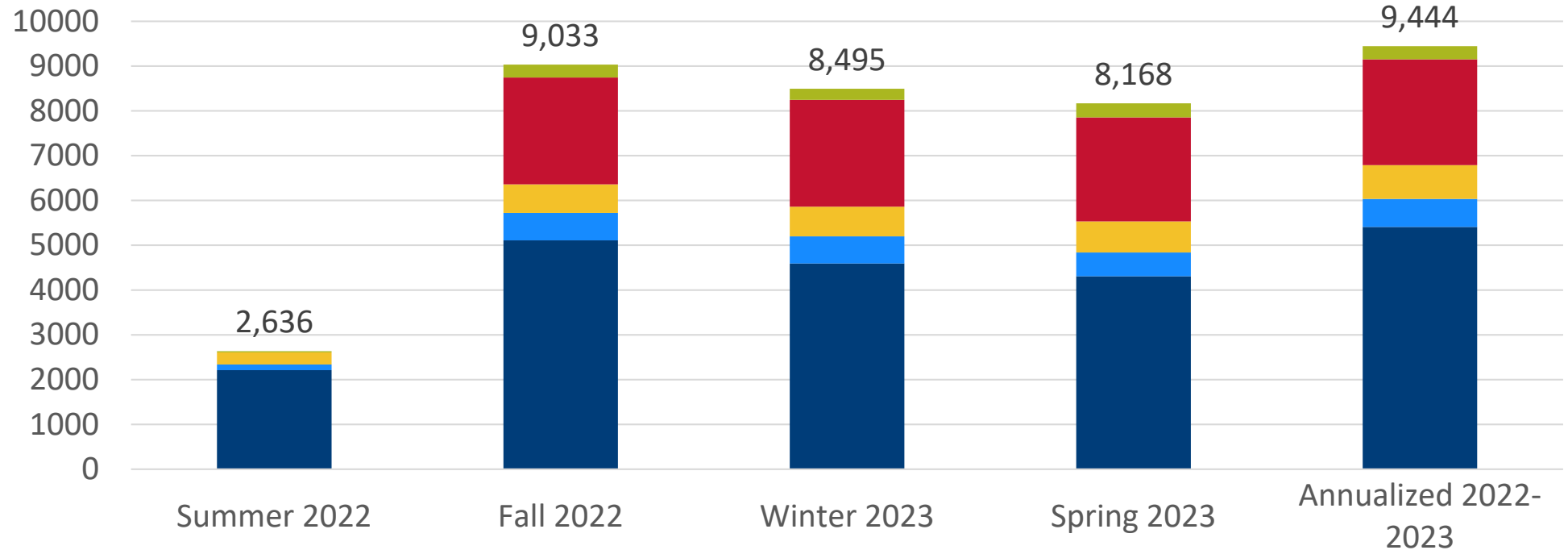


	Summer 2021	Fall 2021	Winter 2022	Spring 2022	Annualized 2021-2022
Total	2841	9498	8449	8166	9651
Contract & Self-Support	100	386	298	407	397
Running Start	0	2461	2339	2210	2337
International	214	635	664	695	736
State & WR Bachelors	113	565	580	510	589
State & WR Non-Bachelors	2414	5451	4567	4344	5592

Excludes College in the High School

Annualized FTE is the sum of Quarterly FTE divided by 3

# Quarterly Projections for Next Year – 2022-2023

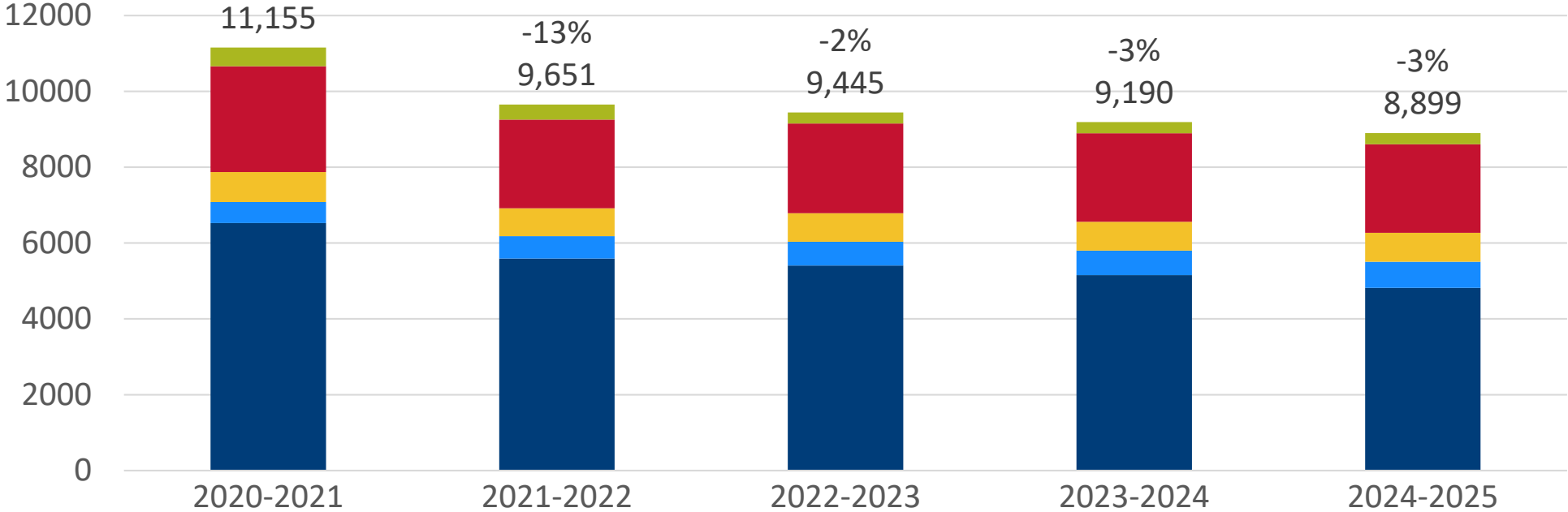


	Summer 2022	Fall 2022	Winter 2023	Spring 2023	Annualized 2022-2023
Total	2636	9033	8495	8168	9444
Contract & Self-Support	28	290	249	315	294
Running Start	0	2384	2384	2320	2363
International	270	635	664	695	755
State & WR Bachelors	126	615	603	530	625
State & WR Non-Bachelors	2212	5109	4595	4308	5408

Excludes College in the High School

Annualized FTE is the sum of Quarterly FTE divided by 3

# Annualized Projections through 2024-2025



	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Total	11155	9651	9445	9190	8899
Contract & Self-Support	494	397	294	294	294
Running Start	2789	2337	2363	2334	2334
International	790	736	755	760	765
State & WR Bachelors	555	589	625	647	688
State & WR Non-Bachelors	6527	5592	5408	5155	4818

Excludes College in the High School  
 Annualized FTE is the sum of Quarterly FTE divided by 3

