



BELLEVUE  
COLLEGE



# **Board of Trustees**

## **Community College District VIII**

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REGULAR MEETING  
**June 20, 2023**



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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 Tuesday, June 20, 2023. The business session will begin at 4:00 PM. This meeting will be conducted in a hybrid format. The in-person location will be B201, and the remote location will be via Zoom. A telephone line will also be available. Merisa Heu-Weller, Chair, will preside.

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**MEETING CALL IN DETAILS**

Business Session Call-In Details: [Join meeting](#)

Or dial in by telephone: +1 253 215 8782    Webinar ID: 822 7392 2556

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**MEETING AGENDA**

- |         |   |                             |
|---------|---|-----------------------------|
| 4:00 PM | <b>BUSINESS SESSION</b>   |                             |
|         | I. Call to Order  | Merisa Heu-Weller           |
|         | II. Welcome and Introductions   |                             |
|         | III. Approval of Agenda and Minutes   |                             |
|         | A. Approval of Agenda for June 20, 2023   |                             |
|         | B. Approval of Minutes for May 17, 2023   |                             |
| 4:05 PM | IV. Constituent Reports   |                             |
|         | A. Foundation   | Dana Gray                   |
|         | B. Student  | Rebecca Mbaka               |
|         | C. Classified   | Becky Turnbull              |
|         | D. College Assembly   | Brandon Lueken              |
|         | E. Faculty  | Sue Nightingale             |
| 4:25 PM | V. Public Comment   | Merisa Heu-Weller           |
|         | Students, faculty, staff, and community members may provide remarks to the Board during this portion of the meeting. Public comments are limited to 2 minutes. Public comment can also be provided in writing to <a href="mailto:BoardofTrustees@bellevuecollege.edu">BoardofTrustees@bellevuecollege.edu</a> . |                             |
| 4:35 PM | VI. First Read  |                             |
|         | A. 23-24 Services & Activities Fee Budget   | Rebecca Mbaka & Keegan Pham |

		B. Revision of Policy 4700: Employee Professional Development and Training	Frances Dujon-Reynolds & Lori Keller
		C. Revision of Policy 3550 Library Media Center	Amy Kinsel & Lori Keller
4:55 PM	VII.	Action	
		A. 23-24 College Budget	Will Tribble
		B. Repeal of WAC 132H-121-020: General Conduct, Hazing Rules	Megan Kaptik & Lori Keller
		C. Board Election of Officers	Merisa Heu-Weller
5:15 PM	VIII.	Quarterly Student Success Report	Jennie Mayer, Esteban Maldonado, Zach Morgan, Christina Castorena, & Rob Viens
5:25 PM	IX.	President's Report	Gary Locke
5:30 PM	X.	Diversity, Equity, and Inclusion Report	Consuelo Grier
5:35 PM	XI.	Board Report	Merisa Heu-Weller
5:40 PM	XII.	Unscheduled Business	Merisa Heu-Weller
5:40 PM	EXECUTIVE SESSION		
	The Board will convene in executive session under <a href="#">RCW 42.30.110(1)</a> for the following purpose: (g) To review the performance of a public employee; and (i) To discuss with legal counsel representing the agency litigation or potential litigation. No final action will be taken during this executive session.		
6:00 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, May 17, 2023. This meeting was conducted in a hybrid fashion with the physical location in B201 and the remote location on Zoom: [bellevuecollege.zoom.us/j/89889541183](https://bellevuecollege.zoom.us/j/89889541183). A telephone line, +1 253 215 8782, was also available. Merisa Heu-Weller, Chair, presided.

**MINUTES**

Chair Heu-Weller called the business session to order at 4:03 PM.

**I. ROLL CALL**

Chair Merisa Heu-Weller, Vice Chair Rich Fukutaki, Trustee Greg Dietzel, Trustee Richard Leigh, Trustee Conor O'Meara, Trustee Pradnya Desh, President Gary Locke, Assistant Attorney General Tricia Boerger, and Board Secretary Alicia Keating Polson were present. A quorum of the Board was present.

There were 20 guests in attendance.

**II. APPROVAL OF AGENDA AND MINUTES**

Trustee Dietzel made a motion to approve the agenda (May 17, 2023) and minutes (April 12 and April 19, 2023) Trustee Heu-Weller seconded.

The motion passed unanimously.

**III. CONSTITUENT REPORTS**

**A. Faculty**

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

- Thanks to all the Board of Trustees who lobbied in Olympia. There were over 500 education bills introduced. The COLA for the CTC systems was fully funded, in large part to due to the efforts of Interim President Gary Locke. The 13% pay raise did not happen. That will be first on the list for next year. Money for the Workforce Education Program was passed.
- Dr. Ahmad Ghashmari, Bellevue College English Language Institute associate professor, has received a Fulbright U.S. Scholar Program award for the 2023-2024 academic year. Jordan University of Science and Technology will host Ghashmari.

- Jennie Mayer, Physical Sciences Program Chair / Chemistry Instructor at Bellevue College, has been awarded the 2023 Association of Women in Science (AWIS) Award for Excellence in STEM Education/Outreach. Jennie is the Education Committee Chair for the American Chemical Society Puget Sound Section.

## B. Foundation

The Bellevue College Foundation (BCF) report was provided by Dana Gray, President of the BCF Board.

- This is scholarship season, and award notifications will go out in the next few weeks. The Foundation expects to award approximately 200 scholarships to Bellevue College students, totaling nearly \$600,000.
- Health Sciences, Education, and Wellness Institute (HSEWI) Spring grant funding cycle is finished. A generous donor gave \$66,000 in funding to be allocated to students during the clinical assignments.
- On June 6th, there will be an intimate donor engagement event. For the first time, the Foundation will give a behind the scenes tour of the HSEWI building and provide exposure to the programs offered at Bellevue College. It's an opportunity to show an in-depth look at the unique offerings of the Health Sciences, Education, and Wellness Institute.
- The Foundation was excited to present the Excellence Awards to staff on Community Day. The winners truly stand out as people that go above and beyond. These awards winners will be recognized again at the end-of-the-year celebration in June.
- The Foundation Board retreat will be held on campus in mid-June. The Foundation is looking forward to welcoming the new BC president in July.
- A special thanks to President Locke for his tremendous contributions over the last few years. The Foundation is very appreciative of his service at Bellevue College.

## C. Student

The Student report was provided by Rebecca Mbaka, President of Associated Student Government (ASG), Keegan Pham, Treasurer and Jiarun Xie, Social Responsibility Rep.

- The student government is currently working on elections. Elections events included allowing students to ask the candidates questions. ASG gave ice cream to students to advertise the elections. Nearly 100 participated. It was good to see how happy the students were. Many students were putting pictures of ice cream on social media and declaring BC the best college. For appointed ASG positions, the candidates go through the interview process. For elected positions, President and Vice President, the candidates are campaigning. Voting will be open between May 24-30th.
- ASG is organizing a Gala that will take place on June 2 from 5:30 pm to 10:30 pm. It will be free for all students. There will be music and food. The venue for the occasion will be the U building's ballroom. The Gala, themed "A Stellar Nightfall," promises a fantastic opportunity for students to come together and enjoy a memorable evening. ASG encourages attendees to dress formally. Additionally, ASG will be hosting an award

show to recognize outstanding achievements by students. ASG encourages students to attend the Gala and participate in the nomination process for the awards.

- Services and Activities (S&A) reports having 57 extracurricular and co-curricular campus funding requests from the Bellevue College community, representing 5.5 million dollars in asks. S&A is scheduled to review all requests and be through the appeals process by the end of June to submit to the board for approval.
- ASG Committee, Student Environmental Sustainability Fund (SESF) has the last meeting for the year on May 30th. SESF reports having approved 11 proposals including Earth Week, BC Bike Rental program, Fix-It Station and BC Garden Club winter supplies.
- Security concerns for students working late on campus have been addressed by ASG and brought to the Cabinet. Cameras have been purchased to provide a more secure campus setting for students.
- ASG is requesting that communications are improved for students to access needed information in a timely manner. ASG asks that each department does their best to respond to requests and questions from students so that all students can make good use of resources.

#### D. Classified

The Classified report was provided by Becky Turnbull, a representative of the Washington Public Employees Association (WPEA) at Bellevue College.

- Thanks to Dennis Curran for leading administrative services where he established stability and stepped into whatever role was needed. Working with Dennis has been a pleasure. The budget looks good.
- Thanks for the lobbying that was done by the board and that the unions did. Classified appreciates that the state fully funded the contracts, including the negotiated COLAS, and there are no layoffs.
- April campus community day was excellent. College employees learned about change and how to practice restorative listening circles. Employees are trying to be gentler with each other and build community.

#### E. College Assembly

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

- BC Governance has completed its 2023-2024 council elections, and council appointments and officer elections will be finalized before graduation. Socia stated his enjoyment over the past two years as Chair of the College Assembly, working with Governor Locke and cabinet members. He announced that Brandon Lueken, Grant Director, was elected as the next College Assembly Chair.
  - Also elected were Ted Mansfield, Heather Burrill, Branden Ellsworth and Valencio Socia to Classified Council.
  - Ithzel Moreno was elected to Exempt Council.
  - Michael Broome was elected to Faculty Council.
  - A new Student Council was appointed by ASG to be a part of BC Governance, and the students are finalizing a structure for the year ahead.

- Although many BC employees have served on Governance since the system was built in 2016-17, three colleagues are leaving Governance after six years (based on a two-term limit for elected members): Wayne Snow from ITS, Belle Nishioka from Counseling, and Gabriel Brown from HSEWI, and their commitment and hard work are appreciated.
- Councils are working on their Annual Reports and finishing up proposals. BC Governance appreciates the President's Cabinet for support of proposal 1268 Campus Tree Health.
- College Assembly conducted a Governance assessment survey and recent focus group around how the system achieves its intended purposes for employees and students. A presentation will be made at next month's Assembly meeting and over the summer the findings will be incorporated into the planning process.

#### IV. **PUBLIC COMMENT**

Judith Paquette, faculty member at Bellevue College, provided public comment providing accolades to Dennis Curran, Vice President of Administrative Services.

#### V. **QUARTERLY ENROLLMENT REPORT**

Zach Morgan, Executive Director of Effectiveness, Planning, and Analytics provided the quarterly enrollment report.

Overall, Bellevue College's credit enrollment for Winter 2023 exceeded revised projections by 3% and increased over Winter 2022 by 1.5%. Presently, for Spring 2023, the college is exceeding revised projections by 3% and have a 5% increase over Spring 2022.

Strengthened enrollment in Winter and Spring has mitigated unplanned losses from Summer and Fall of this year; the college's expected total credit FTE for this year is near exact to what was projected when setting this year's budget last Spring, though with a different distribution.

2023-2024 projections, from which enrollment revenue is calculated for the budget, have us expecting a 1.4% increase over this year's enrollments. The recovery is expected to continue into the 2024-2025 academic year, after which a small decline is expected as the lowered enrollments in the K-12 districts of the service area start impacting Running Start enrollments.

#### VI. **FIRST READ**

##### A. 23-24 College Budget

Dennis Curran, Vice President of Administrative Services, presented the Bellevue College Operating Budget for fiscal year 2023-24 to the Board of Trustees for consideration of approval at their June 20th, 2023 meeting.

<b>Annual Budget</b>	
Operating Funds	\$ 130,913,481
Proprietary Funds	\$ 15,266,163
Financial Aid Funds	<u>\$ 20,057,648</u>



<b>Total 2023-24 Annual Budget</b>	<b>\$ 166,237,292</b>
<b>Reserve Funds</b>	
Contingency Fund	\$ 3,813,000
Operating Reserve	\$32,728,370
Proprietary Reserve	\$ 2,019,898
<b>Total 2023-24 Reserve Funds</b>	<b>\$ 38,561,268</b>

B. Repeal of WAC 132H-121-020: General Conduct, Hazing Rules

Megan Kaptik, Manager of Student Conduct, presented the repeal of WAC 132-121-020: General Conduct, Hazing Rules.

[Chapter 132H-121 WAC: General Conduct](#) has five sections:

132H-121-010 Smoking  
132H-121-020 Hazing rules  
132H-121-030 Definitions  
132H-121-040 Weapons  
132H-121-050 Fireworks

WAC 132H-121-020: General Conduct, Hazing Rules, is proposed for repeal. This change is proposed as updates regarding hazing have been made to WAC 132H-126 Student Conduct Code of Bellevue College to be in compliance with Sam's Law (HB 1751). The Hazing Rules in WAC 132H-121-020 are redundant; therefore, Bellevue College proposes a repeal.

This section of the General Conduct WAC is not associated with any policy except 2100 Hazing, which was revised in 2023 to comply with Sam's Law (HB 1751). Section 020, Hazing Rules, was determined to be duplicative. A public hearing was held on April 27, 2023 and no comments were received.

VII. **ACTION ITEMS**

A. 2023-2024 Board Meeting Dates

Motion 19.23

Trustee Desh moved that the Board of Trustees of Community College District VIII approve the schedule of Board meeting dates for 2023-2024. Trustee Heu-Weller seconded.

The motion passed unanimously.

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B. Capital Projects and Local Funding for 2023-2025 Biennium

Motion 20.23

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Trustee Dietzel moved that that the Board of Trustees of Community College District VIII approves the expenditure of local funds and the list of proposed capital projects for the 2023-2025 biennium at their meeting on May 17, 2023. Trustee Dese seconded.

The motion passed unanimously.

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C. Resolution 303: W Building

Motion 21.23

Trustee Fukutaki moved that the Board of Trustees of Community College District VIII approves Resolution No. 303: Program Change & Use of Local Funds for the Center for Transdisciplinary Learning and Innovation. Trustee Dietzel seconded.

The motion passed unanimously.

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VIII. **PRESIDENT'S REPORT**

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

- A special thanks to the Cabinet and the Finance office for the hard work putting together the budget. The future of the college is bright. Bellevue College is in a good financial position moving forward, with significant additional revenues, because of an increase in international students. The international population makes up 1/10 of the student body by numbers and by FTE's, making Bellevue College international students the largest in the whole state. Bellevue College diversified the source of international students to come from around the world instead of primarily from Asia.
- Bellevue College is moving forward in capital expenditures throughout the college. Lighting issues must be addressed throughout the campus to make it a safe and welcoming place for students and staff.

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

Michelle Strange, Director of Restorative Practices, provided the DEI report.

- The DEI has four primary goals, culture-shifting, capacity building, education & skill building, and constituent and community engagement.
- This quarter, the Social Justice Center programs have included Spring quarter meetings, one for adjunct faculty and one for tenure track faculty. On April 20th, there was a lecture by Donte King with 133 attendees. The five Chat & Chews included one on Passover, which had eight attendees, and one for the Education Equity Advisory Committee, with ten attendees. And one on equity reads with LMC, with eleven attendees. The restorative, reflective space with an external facilitator, HyoYoung Minna Kim, had six attendees. The popular Jane Elliot lecture had 150 participants.

- The Social Justice Center has an upcoming lecture on Standing Up for Social Justice in Times of Fear & Hatred. There are 100 registrants. For the first time in the State Board of Community Colleges, a QTPOC conference is coming June 29 & 30.
- There have been three restorative infographics launched across the campus. One on research, responding, restorative responses to harm, one on restorative responses to harm you've caused, and another on restorative responses generally.
- As part of Campus Community Day, a restorative culture track has been created, with six sessions led by some of our newly established restorative justice facilitator coaches. In March, we had a 3-day restorative circle training to expand the cohort of restorative facilitators, and 3 of those participants served as facilitators with Darnita Boynton Howard. In April, a restored listening circle on solidarity building across affinity groups and communities on campus. There were 15 participants.
- The fostering, healing, trust, and accountability workshop through restorative practices will be held on May 25th in the Social Justice Center.
- ODEI has been patiently waiting for the fall budget allocation from the State to continue to advance this critical work.

X. **BOARD REPORT**

There was no Board report.

XI. **UNSCHEDULED BUSINESS**

Trustee Leigh moved that the Board of Trustees of Community College District VIII approves Resolution No. 305 recognizing Dennis Curran for his work as Vice President of Administrative Services. Trustee Fukutaki seconded.

The motion passed unanimously.

XII. **EXECUTIVE SESSION**

At 4:08 PM, Chair Heu-Weller announced the Board would convene for 20 minutes in executive session under [RCW 42.30.110\(1\)](#) for the following purpose: (g) To review the performance of a public employee; and (i) To discuss with legal counsel representing the agency litigation or potential litigation. Chair Heu-Weller announced that no final action would be taken during the executive session. In accordance with [RCW 28B.50.102 \(2\)](#), Trustee O'Meara did not participate in the executive session.

At 4:28 PM, Chair Heu-Weller extended the executive session by 30 minutes.

At 5:00 PM, Chair Heu-Weller extended the executive session by 20 minutes.

The executive session ended at 5:20 PM.

XIII. **ADJOURNMENT**

There being no further business, Chair Heu-Weller adjourned the Board of Trustees meeting at 5:22 PM.

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Merisa Heu-Weller, Chair  
Board of Trustees

ATTEST:

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



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**RESOLUTION NO. 305**

**A RESOLUTION** of the Board of Trustees of Bellevue College of Community College District VIII recognizing Dennis Curran for his work as Vice President of Administrative Services.

**WHEREAS**, Dennis Curran has served as Vice President of Administrative Services for 4.5 years at Bellevue College with distinction, dedication, and excellence; and

**WHEREAS**, Dennis Curran has worked closely with the Board of Trustees during his tenure at Bellevue College consistently demonstrating his leadership and expertise in financial management and real estate; and

**WHEREAS**, Dennis Curran has successfully navigated complex financial issues and guided Bellevue College toward sustainable financial planning; and

**WHEREAS**, Dennis Curran has consistently demonstrated a deep commitment to the success of Bellevue College and its students, faculty, and staff; and

**WHEREAS**, Dennis Curran has been instrumental in the development and implementation of numerous initiatives and programs that have helped to enhance the quality of life and academic experience of the Bellevue College community; and

**WHEREAS**, Dennis Curran has displayed remarkable leadership, vision, and strategic thinking in the areas of budget and finance, facilities planning and management, and campus safety and emergency preparedness; and

**WHEREAS**, Dennis Curran has served as a trusted advisor and mentor to many individuals throughout the college, and has fostered a culture of respect, collaboration, and inclusivity;

**NOW, THEREFORE BE IT RESOLVED** that the Bellevue College community expresses its deepest gratitude and appreciation to Dennis Curran for his exceptional service as Vice President of Administrative Services, and wishes him continued success and fulfillment in his future endeavors.

**BE IT FURTHER RESOLVED** that this resolution be recorded in the minutes of the Board of Trustees of Bellevue College, and that a copy be presented to Dennis Curran as a token of the college's appreciation.

**APPROVED AND ADOPTED: May 17, 2023**

A handwritten signature in black ink, appearing to read 'Merisa Heu-Weller'.

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Merisa Heu-Weller, Chair  
Board of Trustees  
Bellevue College District VIII



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## REGULAR MEETING AGENDA ITEM

### 23-24 SERVICES & ACTIVITIES FEE BUDGET

☐ INFORMATION

☒ FIRST READ

☐ ACTION

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#### Description

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

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

- \* Keegan Pham (ASG Treasurer)
- \* DucMinh Le (Student at Large)
- \* Rebecca Mbaka (ASG President)
- \* Sunny Lim (Student at Large)
- \* Juan Esparza (Classified)
- \* Justin Sanders (Exempt)
- \* Ethan Anderson (Faculty)

Committee Advisor:  
Mike Kaptik

The committee completed its deliberations and has prepared a recommendation for the 2023-2024 year. The budget recommendation was approved unanimously by the committee.

The 23-24 S&A committee reviewed the applications with the following priorities:

- The function/organization has been actively using funds to engage students in the past academic year.
- The function/organization has enriched student life and experience outside of class, this includes on and off campus experiences.
- The function/organization increases student life and engagement.
- The opportunity helps students' academic success, this includes current and future academic success.
- There an equity component to the request and DEI is factored into request.

## Analysis

This year, the S&A committee looked at all funds in the 522 accounts. Estimates from Finance in early May (May 4<sup>th</sup>) had the following values:

<b>Total funds in 522 accounts:</b>	<b>\$12,037,00.00</b>
522 funds allocated in sustainability accounts:	(\$2,521,036.00) (accounts 23150, 23003, 23152)
Accrued vacation/ sick leave	(\$93,923.00)
Other funds	(\$10,000.00)
Estimated funds used for rest of FY23	(\$500,000.00)
<b>Total Available S&amp;A funds</b>	<b>\$8,912,671.00</b>

### The committee reviewed the following:

New Asks	\$5,106,073
Rollover Asks	\$573,045
Health Clinic proposal	\$1,500,000 (new ask spring 2023)
C-building renovations	\$3,000,000 (approved by ASG spring 2022)
<b>Total Asks</b>	<b>\$10,179,118</b>

### Committee Recommendation for 23-24 school year allocations:

Moneys allocated for 23-24 Use	<b>\$5,074,211.00</b>
Construction	<b>\$3,801,462.00</b>
C-Building Renovation	\$2,338,460.00
Health Clinic Proposal*	\$1,500,000.00
<b>Total</b>	<b>\$8,912,671.00</b>

\*The recommendation of S&A funding to support the Health Clinic Proposal is contingent on the approval of the Health Clinic by President's Cabinet.

### Additional Committee Recommendations:

- If additional funds are found in end of year review (i.e.- more leftover funds than expected, etc.), those funds will fill in gaps in construction recommendations.
- If there are less funds than projected, funds will come from the recommended construction projects to cover deficit in equal percentages.
- Construction projects should look to other sources to cover additional costs (SESF if sustainability-related, CPRC process, etc.) or scale down projects.
- Recommendation for Health Clinic should be reviewed at the campus level. Campus should:
  - Create a committee with a broad constituency to review proposal.
  - Conduct a campus-wide student survey to determine student wants and needs.
  - There should be a review of access and proportional use (staff, students, community, etc.) to determine how costs are shared.

ASG voted on June 5<sup>th</sup> to approve and forwarded the S&A budget recommendation to President's Cabinet. President's Cabinet reviewed the budget recommendation on June 6<sup>th</sup> and approved that the recommendation be forwarded to the Board of Trustees.

**Background/Supplemental Information**

2023-24 ASG Services and Activities Fee Budget Recommendation table

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII consider the 23-24 Services and Activities budget allocation recommendation of **\$8,912,671.00**.

Prepared by: Christina Castorena, Associate Vice President of Student Affairs  
christina.castorena@bellevuecollege.edu



## 2023-2024 Services and Activities Fee Budget Allocations Summary

	2023-24 Request Details		2022-23 Allocation Items
Budget Items	23-24 allocation recommendation	23-24 request	TOTAL 22-23 Allocation
ASSOCIATED STUDENT GOVERNMENT OPERATIONS	262548	291720	224971
ASG OSLA OPERATIONS	60946.2	67718	0
CAMPUS ACTIVITIES BOARD	189000	210000	250000
STUDENT ENGAGEMENT OPERATIONS	841978.8	935532	857421
STUDENT BUSINESS CENTER	198626.4	220696	130908
STUDENT LIFE WEB & SOCIAL MEDIA	10962.9	12181	10483
ASG CULTURAL EVENTS FUND	98100	109000	50000
ASG CONTINGENCY EVENTS FUND	432000	480000	50000
BRAZILIAN STUDENT ORGANIZATION	22500	25000	25500
PHI THETA KAPPA HONOR SOCIETY (PTK)	23202	25780	
CHINESE STUDENT ASSOCIATION	7740	8600	
INTERNATIONAL STUDENTS AFFINITY COORDINATOR	61088.4	67876	74210
JAPANESE CULTURE EXCHANGE CLUB	14354.1	15949	16442
LGBTQ STUDENT COORDINATOR	41108.4	45676	45676
WELLNESS CENTER FITNESS & INTRAMURALS	31603.5	35115	29400
BLACK STUDENTS AFFINITY COORDINATOR	76185	84650	84650
LATINO STUDENTS AFFINITY COORDINATOR	81065.7	90073	74376
BUSINESS LEADERSHIP COMMUNITY (BLC)	43585	43585	14158
MULTI-CULTURAL SERVICES	60873.3	67637	

RISE LEARNING INSTIUTE (MAKERSPACE)	34089.3	37877	35269
PUENTE SCHOLARS PROGRAM (NEW)	34128	37920	35270
VETERAN STUDENTS AFFINITY COORDINATOR	2610	2900	40676
SPEECH & DEBATE	117679.5	130755	38500
MUSLIM STUDENT ASSOCIATION	22410	24900	
BELLEVUE COLLEGE MUSIC ACTIVITIES (NEW COMBINED A	166473	184970	81233
ACADEMIC SUCCESS CENTER - ALL TUTORING	457399.8	508222	400533
WATCHDOG STUDENT NEWSPAPER	59040	65600	47650
CENTER FOR CAREER CONNECTIONS	37544.4	41716	39039
ASIAN PACIFIC ISLANDER STUDENTS AFFINITY COORDINA	75128.4	83476	62209
ARAB STUDENTS AFFINITY COORDINATOR	36608.4	40676	40676
DECA (48080 in travel funds taken from Rollover)*	107128.8	119032	53580
UMOJA SCHOLARS PROGRAMS (NEW)	75015	83350	22590
CHEMISTRY CLUB	360	400	
ALL ATHLETICS PROGRAMS	252900	281000	261000
WELLNESS CENTER: OUTDOOR RECREATION	29070	32300	31900
LEADERSHIP INSTITUTE	243072	270080	134577
EARLY LEARNING CENTER (CHILDCARE CENTER)	254925	283250	283250
LATINO STUDENTS OF BELLEVUE COLLEGE	61515	68350	34750
BULLDOG FOOD PANTRY (NEW)	41040	45600	41200
STUDENT ENGAGEMENT SIGNATURE EVENTS	45000	50000	50000
NURSING STUDENT ASSOCIATION	15705	17450	3750
BLACK STUDENT UNION	50490	56100	56100

INTERNATIONAL STUDENT ASSOCIATION	52536.6	58374	58374
SHINE SOCIETY (NEW)	18810	20900	23073
COMPUTER SCIENCE STUDENT ADVISORY BOARD	32400	36000	144
ASIAN PACIFIC ISLANDER STUDENT ASSOCIATION	61965	76500	
BC FILMMAKING CLUB	15207.75	18775	
GUITAR CLUB (RAHMANI)	19890.36	24556	
GUITAR CLUB (CONCERT, CANCELLED)	0	0	
INCLUSIVITY AND COMMUNITY CONCERT	0	9155	
INTERIOR DESIGN STUDENT ASSOCIATION	9900	11000	
LEED PEER EDUCATION	37616.4	41796	
MUSIC NETWORKING CLUB	0	24810	
PSI BETA HONORS SOCIETY	13410	14900	
PSYCHOLOGY CLUB	18000	20000	
TECH CLUB	4176	4640	
THE TECH SISTERHOOD CLUB	13500	15000	
<b>SUB-TOTAL</b>	<b>5,074,211</b>	<b>5,679,118</b>	<b>3,813,538</b>
C-BUILDING/ STUDENT UNION RENOVATION BUDGET	2,338,460.00	3,000,000.00	
HEALTH CLINIC PROPOSAL	1,500,000.00	1,500,000.00	
<b>TOTAL</b>	<b>8,912,671.41</b>	<b>10,179,118.00</b>	



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## REGULAR MEETING AGENDA ITEM

### REVISION OF 4700: EMPLOYEE DEVELOPMENT AND TRAINING

☐ INFORMATION

☐ FIRST READ

☒ ACTION

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#### Description

Exempt Council's [Proposal 1261](#): Exempt Professional Development Policy/Procedure, which recommended the creation of a policy/procedure related to exempt staff professional development was approved by the President's Cabinet on 5/12/2022. Over the summer and fall of 2022, an inventory of the policy & procedures (P&P) library was completed to determine which P&Ps referenced employee professional development. Policy [4700](#) and procedure [4700P](#) cover classified staff professional development, but no P&P currently exists that include exempt staff or faculty members.

#### Key Questions

- \* Why is all employee development and training being combined?
- \* How will existing policy and procedures change?

#### Analysis

After consideration whether additional, separate policies were necessary for each employee classification, it was deemed sensible to streamline the P&P library and update policy [4700](#) and procedure [4700P](#) to become a college-wide employee development and training policy and procedure with separate section for each employee classification. Inclusive language was added to reaffirm the college's pursuit of becoming an anti-racist institution.

This will not change any existing policy and procedure for faculty or classified staff. Faculty CBA language is aligned with this revision, and classified policy and procedures did not change.

#### Summary of revisions:

Language referencing the college's commitment to inclusive employee professional development was added:

"Bellevue College is committed to a culture that values and supports personal growth and professional development of every employee (faculty, exempt and classified), and recognizes that life-long learning and continuous improvement are integral to individual and organizational success. The college promotes integrative learning, which includes but is not limited to coaching, on-the-job mentoring, experiential learning, and classroom instruction. The college environment encourages individual responsibility in the pursuit of these objectives while recognizing the barriers experienced by people from marginalized backgrounds. This policy aims not only to strengthen growth and professional development, but to address and remove systemic barriers for access to development opportunities. The college is committed to ensuring

that all employees, particularly those from marginalized communities, have equal opportunity for professional development.”

Additionally, training goals and objectives were highlighted:

“Training and employee development activities may be identified by the employee or their immediate supervisor to:

- Enhance skills to improve performance;
- Increase job-related knowledge, skills and abilities that position the employee for future advancement;
- Build cultural competence to advance the goal of advancing the college as an anti-racist organization; and
- Support campus engagement and community building among college employees.”

The proposed revisions to 4700/4700P signify the college’s committee to professional development for all employee groups.

**Comments received during review period:**

The 45-day comment period took place February 22- April 8, 2023. Two general comments were received, and two suggested edits were made (and incorporated)

Comments received during public comment period:

- “Enrichment: Enrichment includes activities that are designed to promote and employees’ personal growth, support, and satisfaction. This sentence needs to be corrected to Enrichment: Enrichment includes activities that are designed to promote an employee’s personal growth, support, and satisfaction.” Anonymous
- “We need more employee development training around communication, supportive languaging, focusing on people's strengths and just being a more cohesive community.” Anonymous

Comments incorporated during public comment period:

- “The word "commons" when referring to the Faculty Commons should be capitalized in all instances of 4700P.” Sue N.
- “Both 4700 and 4700P refer to the "2021-2024 CBA" and Articles and language in the CBA - which means that the policy will need to be updated in 2024 and/or anytime the CBA changes. Not sure if that is our plan or if there is a way to make these references more general so that updating the policy isn't needed if, say, the Article number change in the next bargain.” Sue N.

Additional changes were suggested by classified staff in May and incorporated to Procedure 4700P (for Cabinet approval): Comments incorporated include:

- "Employees and supervisors should be active participants in the process of identifying opportunities for training and development and designing a plan to ensure they have the competencies necessary to perform their job and effectively contribute to the organizational mission, goals, and objectives. Internal training offerings shall be designated as mandatory or discretionary. Supervisors may adopt flexible strategies to facilitate participation in discretionary development opportunities which require supervisory permission."

A line was added back into procedure 4700:

- “The college will determine annually an amount to be allocated to the classified employee scholarship fund and classified professional development fund as budget allows.”

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves the revision to Policy 4700: Employee Training and Development at their meeting on June 27, 2023.

Prepared by: Frances Dujon Reynolds, Vice President of Human Resources  
[Frances.dujon@bellevuecollege.edu](mailto:Frances.dujon@bellevuecollege.edu)

#### 4700 EMPLOYEE DEVELOPMENT AND TRAINING

Original Date: 4/1/90 Last Revision Effective:

Policy Contact: Vice President, Human Resources

#### Policy

**Commented [LK1]:** Former title: Classified Employee Development and Training

#### Commitment

Bellevue College is committed to a culture that values and supports personal growth and professional development of every employee (faculty, exempt and classified), and recognizes that life-long learning and continuous improvement are integral to individual and organizational success. The college promotes integrative learning, which includes but is not limited to coaching, on-the-job mentoring, experiential learning, and classroom instruction. The college environment encourages individual responsibility in the pursuit of these objectives while recognizing the barriers experienced by people from marginalized backgrounds. This policy aims not only to strengthen growth and professional development, but to address and remove systemic barriers for access to development opportunities. The college is committed to ensuring that all employees, particularly those from marginalized communities, have equal opportunity for professional development.

#### Development and Training Goals and Objectives

Training and employee development activities may be identified by the employee or their immediate supervisor to:

- Enhance skills to improve performance
- Increase job-related knowledge, skills and abilities that position the employee for future advancement
- Build cultural competence to advance the college as an anti-racist organization
- Support campus engagement and community building among college employees.

Employees and supervisors are expected to be active participants in the process of identifying opportunities for training and development and designing a plan to ensure they have the competencies necessary to perform their job and effectively contribute to the organizational mission, goals, and objectives. Internal training offerings shall be designated as mandatory or discretionary. Supervisors may adopt flexible strategies to facilitate participation in discretionary development opportunities which require supervisory permission.

Bellevue College provides financial support as resources allow or defined by collective bargaining agreements for development opportunities such as seminars, courses, workshops, or conferences designed to increase knowledge, skills, and abilities in job-related competency areas.

#### RELEVANT LAWS AND OTHER RESOURCES

- WFSE Higher Education Collective Bargaining Agreement
- WPEA Higher Education Collective Bargaining Agreement
- 2021-2024 Collective Bargaining Agreement Board of Trustees of Bellevue College and Bellevue College Association of Higher Education

#### 4700 CLASSIFIED EMPLOYEE DEVELOPMENT AND TRAINING

Original Date: 4/1/1990 —â— Last Revision Effective: 4/21/2015

Policy Contact: Vice President, Human Resources

#### POLICY

Bellevue College is committed to providing development and enrichment opportunities for all classified employees and encourages all classified staff to engage in college training and activities which will



- increase job knowledge, abilities, and skills
- develop skills for professional advancement, and
- support campus engagement and community building among college employees.

#### **RESPONSIBILITIES**

Supervisors are responsible for supporting employee development and enrichment and community building. Supervisors will address performance development in the performance development process and will document employee participation in development and enrichment and community building in the annual evaluation process.

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

- [WFSE Higher Education Collective Bargaining Agreement](#)
- [WPEA Higher Education Collective Bargaining Agreement](#)
- [Bellevue College Procedure #4700P Classified Employee Development and Training Procedures](#)

#### **REVISION HISTORY**

Original 4/1/1990

Revisions 1/1/2003; 5/10/2005; 3/18/2008; 5/21/2009; 6/1/2010; 9/11/2012; 4/21/2015

#### **APPROVED BY**

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



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## REGULAR MEETING AGENDA ITEM

### REVISION OF POLICY 3550 LIBRARY MEDIA CENTER

☐ INFORMATION

☐ FIRST READ

☐ ACTION

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#### Description

Academic Affairs proposes updates to the current Library Media Center (LMC) policy 3550. Changes are proposed to comply with [Second Substitute House Bill \(SSHB\) 2513](#) (this bill prohibits colleges from withholding a student's official transcript for debt collection), to remove and/or update outdated information, and to further clarify rules and appeals process for fines.

#### Key Questions

- \* Why does the LMC have a WAC?
- \* How will policy and WAC change impact operations?

#### Analysis

Policy 3550 is also registered in the Washington Administrative Code as Chapter 132H-136, due to the financial issues concerning fines, their enforcement, and appeal. Changes to the chapter include the same policy edits regarding fines, and repeals 132H-136-020 Loans. This section was removed from BC Policy prior to 2015, and this will bring the WAC into line with Policy 3550. LMC operations may be impacted as the adoption of brief adjudicative proceedings is incorporated as the appeals process. Fines levied may be appealed using the brief adjudicative proceedings pursuant to WAC 132H-108, adopted by the director of the LMC and appropriate dean. The appeals process for fines are now explicitly outlined in the policy.

#### Background/Supplemental Information

##### Attachments:

- WAC 132H-108
- WAC 132H-136

**Summary of revisions:** See redline.

**Comments received during review period:** None.

**Comments received during WAC public hearing on June 6, 2023:** None.

#### Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the revision to Policy 3550, Library Media Center, and WAC 132H-136.

Prepared by: Amy Kinsel, Dean of Connected Learning  
[Amy.kinsel@bellevuecollege.edu](mailto:Amy.kinsel@bellevuecollege.edu)

## **3550 LIBRARY MEDIA CENTER**

Original Date: 9/8/1992 \* Last Revision Effective:  
Policy Contact: Vice President, Instruction

### **POLICY**

Bellevue College Policy 3550 has been adopted as Chapter 132H-136 of the Washington Administrative Code.

132H-136-010 Title.

WAC 132H-136-010 through 132H-136-030 will be known as the library media center policy of Community College District VIII.

132H-136-015 Purpose.

The library media center (LMC) provides information resources to accomplish Bellevue College's mission and goals by being student-centered and committed to teaching excellence. In order to advance the lifelong educational development of students, the LMC continually strengthens its collections and services in breadth and depth, supporting increased curricular offerings and varied instructional modes of delivery. This policy applies to all Bellevue College employees, students and library users who use any of the library media center resources and facilities.

132H-136-025 Services.

The library media center (LMC) maintains a website summarizing information about the LMC, including:

- Hours of service
- Circulation of collections
- Services and resources available

132H-136-030 Fines.

Fines are not charged for overdue materials, except for reserve materials and equipment. A fine schedule is posted at the circulation desk area and the LMC website. Charges are levied for lost or damaged materials and equipment. Replacement charges for different types of items vary.

Students, employees, and other library users may appeal the imposition of a library charge, fine or penalty by filing a written notice of appeal with the director of LMC or their designee within 21 days of receiving notice of the charge, fine, or penalty. An individual who fails to file a timely notice of appeal will be deemed to have waived their right to appeal.

The appeal will be heard as a brief adjudicative proceeding, pursuant to WAC 132H-108. Before issuing a decision, the director of LMC or their designee will conduct an informal hearing and provide both the person challenging the charge, fine or penalty and a representative from the LMC (collectively, "the parties") an opportunity to present their views on the matter. The director of LMC or their designee will serve the parties with their initial decision within ten business days of the informal hearing. The initial decision will briefly set forth the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within twenty-

one days of service of the initial decision, the initial decision will be deemed the final decision.

An initial decision is subject to review by the dean or their designee, provided the impacted student, employee, or other library user files a written request for review with the dean's office within twenty-one days of receiving the initial decision. During the review, the dean shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to determine whether the findings or sanctions should be modified. The decision on review will briefly set forth the reasons for the decision and will typically be served to the parties within 21 days of receiving all responsive documentation from the parties. The decision on review will contain a notice that judicial review may be available.

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

- WAC 132H-108

#### **REVISION HISTORY**

Original 9/8/1992

Revisions 3/22/2005; 5/21/2009; 9/11/2012; 4/7/2015

#### **APPROVED BY**

Board of Trustees

## 3550 LIBRARY MEDIA CENTER ~~POLICIES~~

Original Date: 9/8/1992 \* Last Revision Effective: ~~4/7/2015~~  
Policy Contact: Vice President, Instruction

### POLICY

Bellevue College Policy 3550 has been adopted as Chapter 132H-136 of the Washington Administrative Code.

#### 132H-136-015 Purpose.

The library media center (LMC) provides ~~the~~ information resources to accomplish Bellevue College's mission and goals by being student-centered and committed to teaching excellence. In order to advance the lifelong educational development of students, the LMC continually strengthens its collections and services in breadth and depth, supporting increased curricular offerings and varied instructional modes of delivery, needed by students, faculty, staff and the community to encourage learning, innovation, intellectual integrity and civic responsibility. The LMC resources and services support the college's mission to provide accessible services and meet the changing educational needs of our diverse community. This policy applies to all Bellevue College employees, students and library users who use any of the library media center resources and facilities.

#### 132H-136-025 Services.

##### ~~Library Media Center Services~~

The library media center (LMC) maintains a web site ~~and publishes a brochure~~ summarizing information about the LMC, including:

- o Hours of service
- o Circulation of collections ~~(including print and non-print materials)~~
- o Services and resources available  
~~(including media, equipment, and facilities)~~

#### 132H-136-030 Fines.

##### ~~Charges~~

Fines are not charged for overdue materials, except for reserve materials and equipment. A fine schedule is posted at the circulation desk area and the LMC website. Charges are levied for lost or damaged materials and equipment. Replacement charges for different types of items vary.

Students, employees, and other library users may appeal the imposition of a library charge, fine or penalty by filing a written notice of appeal with the director of LMC or their designee within 21 days of receiving notice of the charge, fine, or penalty. An individual who fails to file a timely notice of appeal will be deemed to have waived their right to appeal.

The appeal will be heard as a brief adjudicative proceeding, pursuant to WAC 132H-108. Before issuing a decision, the director of LMC or their designee will conduct an informal hearing and provide both the person challenging the charge, fine or penalty and a representative from the LMC (collectively, "the parties") an opportunity to present their views on the matter. The director of LMC or their designee will serve the parties with their initial decision within ten business days of the informal hearing. The initial decision will briefly set forth the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review

is filed within twenty-one days of service of the initial decision, the initial decision will be deemed the final decision.

An initial decision is subject to review by the dean or their designee, provided the impacted student, employee, or other library user files a written request for review with the dean's office within twenty-one days of receiving the initial decision. During the review, the dean shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to determine whether the findings or sanctions should be modified. The decision on review will briefly set forth the reasons for the decision and will typically be served to the parties within 21 days of receiving all responsive documentation from the parties. The decision on review will contain a notice that judicial review may be available.

~~Charges are levied for overdue, lost, damaged materials and equipment. Replacement charges will include cost of replacement plus a processing fee. Replacement costs for items that are no longer in print or not available for purchase will be based upon the cost of a similar item plus a processing fee.~~

~~Charges for overdue materials will be according to a fee schedule that is posted at the circulation desk area and the LMC web site and brochure. When materials are not returned, or charges not paid, holds are placed on the transcript of records of those involved—only as a sanction to cause the ultimate return of the library material in order to protect the integrity of the library collections. Students may appeal charges by following the library fines appeal procedure as detailed in the LMC manual of policies and procedures, a copy of which is available in the reserve collection.~~

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

- [WAC 132H-136](#)-010 through -0340
- [WAC 132H-108](#)

#### **REVISION HISTORY**

Original 9/8/1992

Revisions 3/22/2005; 5/21/2009; 9/11/2012; 4/7/2015

#### **APPROVED BY**

Board of Trustees

[President's Cabinet](#)

**Chapter 132H-136 WAC**  
**LIBRARY MEDIA CENTER**

**WAC 132H-136-010 Title.** WAC 132H-136-010 through 132H-136-030 will be known as the library media center policy of Community College District VIII.

[Statutory Authority: RCW 28B.50.140. WSR 05-17-013, § 132H-136-010, filed 8/4/05, effective 9/4/05; Order 13, § 132H-136-010, filed 3/9/73.]

**WAC 132H-136-015 Purpose.** The library media center (LMC) provides information resources to accomplish Bellevue College's mission and goals by being student-centered and committed to teaching excellence. In order to advance the lifelong educational development of students, the LMC continually strengthens its collections and services in breadth and depth, supporting increased curricular offerings and varied instructional modes of delivery. This policy applies to all BC employees, students, and library users who use any of the LMC resources and facilities. [Statutory Authority: RCW 28B.50.140. WSR 05-17-013, § 132H-136-015, filed 8/4/05, effective 9/4/05.]

**WAC 132H-136-025 Services.** The LMC maintains a website summarizing information about the LMC, including:

- Hours of service;
- Circulation of collections; and
- Services and resources available.

[Statutory Authority: RCW 28B.50.140. WSR 05-17-013, § 132H-136-025, filed 8/4/05, effective 9/4/05.]

**WAC 132H-136-030 Fines.** Fines are not charged for overdue materials, except for reserve materials and equipment. A fine schedule is posted at the circulation desk area and the LMC website. Charges are levied for lost or damaged materials and equipment. Replacement charges for different types of items vary.

Students, employees, and other library users may appeal the imposition of a library charge, fine, or penalty by filing a written notice of appeal with the director of LMC or their designee within 21 days of receiving notice of the charge, fine, or penalty. An individual who fails to file a timely notice of appeal will be deemed to have waived their right to appeal.

The appeal will be heard as a brief adjudicative proceeding, pursuant to chapter 132H-108 WAC. Before issuing a decision, the director of LMC or their designee will conduct an informal hearing and provide



both the person challenging the charge, fine, or penalty and a representative from the LMC (collectively, "the parties") an opportunity to present their views on the matter. The director of LMC or their designee will serve the parties with their initial decision within 10 business days of the informal hearing. The initial decision will briefly set forth the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within 21 days of service of the initial decision, the initial decision will be deemed the final decision.

An initial decision is subject to review by the dean or their designee, provided the impacted student, employee, or other library user files a written request for review with the dean's office within 21 days of receiving the initial decision. During the review, the dean shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to determine whether the findings or sanctions should be modified. The decision on review will briefly set forth the reasons for the decision and will typically be served to the parties within 21 days of receiving all responsive documentation from the parties. The decision on review will contain a notice that judicial review may be available.

[Statutory Authority: RCW 28B.50.140. WSR 05-17-013, § 132H-136-030, filed 8/4/05, effective 9/4/05. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-19-052, § 132H-136-030, filed 9/10/92, effective 10/11/92; Order 35, § 132H-136-030, filed 10/10/75; Order 13, § 132H-136-030, filed 3/9/73.]

#### REPEALER

The following section of the Washington Administrative Code is repealed:

**WAC 132H-136-020      Loans.**

## WSR 23-10-005

## PROPOSED RULES

## BELLEVUE COLLEGE

[Filed April 20, 2023, 6:50 p.m.]

Original Notice.

Preproposal statement of inquiry was filed as WSR 23-03-120.

Title of Rule and Other Identifying Information: Chapter 132H-136 WAC, Library media center.

Hearing Location(s): On Tuesday, June 6, 2023, at 2 - 3 p.m. PDT, Zoom meeting <https://bellevuecollege.zoom.us/j/88308850361>?pwd=TGIrdGlIOUg3a2lMZFd5d25yRkc0Zz09, Meeting ID 883 0885 0361, Pass-code 394085.

Date of Intended Adoption: October 20, 2023.

Submit Written Comments to: Nicole Longpre, Acting Associate Dean of Library, 3000 Landerholm Circle S.E., Bellevue, WA 98007, email [nlongpre@bellevuecollege.edu](mailto:nlongpre@bellevuecollege.edu), by June 6, 2023.

Assistance for Persons with Disabilities: Contact Nicole Longpre, acting associate dean of library, phone 425-564-3071, email [nlongpre@bellevuecollege.edu](mailto:nlongpre@bellevuecollege.edu), by May 20, 2023.

Purpose of the Proposal and Its Anticipated Effects, Including Any Changes in Existing Rules: Bellevue College plans to update library media center (LMC) policy 3550 and chapter 132H-136 WAC to remove holds on transcripts due to debt.

Reasons Supporting Proposal: Bellevue College proposes updates to the current LMC policy 3550 regarding fines. Changes are proposed to comply with SSHB [2SHB] 2513 (this bill prohibits colleges from withholding a student's official transcript for debt collection), to remove and/or update outdated information, and to clarify rules.

Statutory Authority for Adoption: Chapter 34.05 RCW; and RCW 28B.50.140.

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, Implementation, and Enforcement: Nicole Longpre, Acting Associate Dean of Library, 3000 Landerholm Circle S.E., Library Media Center, Bellevue, WA 98007, 425-564-3071.

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.

Scope of exemption for rule proposal:

Is fully exempt.

April 21, 2023  
Loreen M. Keller

Associate Director, Policies and Special Projects

OTS-4451.2

**Chapter 132H-136 WAC**  
**LIBRARY MEDIA CENTER ((CODE))**

AMENDATORY SECTION (Amending WSR 05-17-013, filed 8/4/05, effective 9/4/05)

**WAC 132H-136-010 Title.** WAC 132H-136-010 through ~~((132H-136-040))~~ 132H-136-030 will be known as the library media center policy of Community College District VIII.

[Statutory Authority: RCW 28B.50.140. WSR 05-17-013, § 132H-136-010, filed 8/4/05, effective 9/4/05; Order 13, § 132H-136-010, filed 3/9/73.]

AMENDATORY SECTION (Amending WSR 05-17-013, filed 8/4/05, effective 9/4/05)

**WAC 132H-136-015 Purpose.** The library media center (LMC) provides ~~((the))~~ information resources ~~((needed by students, faculty, staff and the community to encourage learning, innovation, intellectual integrity and civic responsibility. The LMC resources and services support the college's mission to provide accessible services and meet the changing educational needs of our diverse community))~~ to accomplish Bellevue College's mission and goals by being student-centered and committed to teaching excellence. In order to advance the lifelong educational development of students, the LMC continually strengthens its collections and services in breadth and depth, supporting increased curricular offerings and varied instructional modes of delivery. This policy applies to all ~~((BCC))~~ BC employees, students, and library users who use any of the ~~((library media center))~~ LMC resources and facilities.

[Statutory Authority: RCW 28B.50.140. WSR 05-17-013, § 132H-136-015, filed 8/4/05, effective 9/4/05.]

AMENDATORY SECTION (Amending WSR 05-17-013, filed 8/4/05, effective 9/4/05)

**WAC 132H-136-025 Services.** The ~~((library media center))~~ LMC maintains a website ~~((and publishes a brochure))~~ summarizing information about the LMC, including:

- Hours of service ~~((τ))~~;
- Circulation of collections ~~((including print and nonprint materials), and))~~;
- Services and resources available ~~((including media, equipment, and facilities))~~.

[Statutory Authority: RCW 28B.50.140. WSR 05-17-013, § 132H-136-025, filed 8/4/05, effective 9/4/05.]

AMENDATORY SECTION (Amending WSR 05-17-013, filed 8/4/05, effective 9/4/05)

**WAC 132H-136-030 Fines.** ~~((Charges are levied for overdue, lost, damaged materials and equipment.~~

~~(1) Replacement charges will include cost of replacement plus a processing fee. Replacement costs for items that are no longer in print or not available for purchase will be based upon the cost of a similar item plus a processing fee.~~

~~(2) Charges for overdue materials will be according to a fee schedule that is posted in the circulation desk area and the LMC website and brochure. Students may appeal charges by following the library fines appeal procedure as detailed in the LMC manual of policies and procedures, a copy of which is available in the reserve collection.~~

~~(3) When materials are not returned, or charges not paid, holds are placed on the transcript records of those involved only as a sanction to cause the ultimate return of library media material in order to protect the integrity of the library collection.~~

~~(4) In extreme cases, when expensive or valuable items are involved, the provisions of RCW 27.12.340 may be invoked.)) Fines are not charged for overdue materials, except for reserve materials and equipment. A fine schedule is posted at the circulation desk area and the LMC website. Charges are levied for lost or damaged materials and equipment. Replacement charges for different types of items vary. Students may appeal charges by following the library's appeal procedure as detailed in the LMC manual of guidelines and procedures, a copy of which is available in the reserve collection.~~

Students, employees, and other library users may appeal the imposition of a library charge, fine, or penalty by filing a written notice of appeal with the director of LMC or their designee within 21 days of receiving notice of the charge, fine, or penalty. An individual who fails to file a timely notice of appeal will be deemed to have waived their right to appeal.

The appeal will be heard as a brief adjudicative proceeding, pursuant to chapter 132H-108 WAC. Before issuing a decision, the director of LMC or their designee will conduct an informal hearing and provide both the person challenging the charge, fine, or penalty and a representative from the LMC (collectively, "the parties") an opportunity to present their views on the matter. The director of LMC or their designee will serve the parties with their initial decision within 10 business days of the informal hearing. The initial decision will briefly set forth the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within 21 days of service of the initial decision, the initial decision will be deemed the final decision.

An initial decision is subject to review by the dean or their designee, provided the impacted student, employee, or other library user files a written request for review with the dean's office within 21 days of receiving the initial decision. During the review, the dean

shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to determine whether the findings or sanctions should be modified. The decision on review will briefly set forth the reasons for the decision and will typically be served to the parties within 21 days of receiving all responsive documentation from the parties. The decision on review will contain a notice that judicial review may be available.

[Statutory Authority: RCW 28B.50.140. WSR 05-17-013, § 132H-136-030, filed 8/4/05, effective 9/4/05. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-19-052, § 132H-136-030, filed 9/10/92, effective 10/11/92; Order 35, § 132H-136-030, filed 10/10/75; Order 13, § 132H-136-030, filed 3/9/73.]

#### REPEALER

The following section of the Washington Administrative Code is repealed:

WAC 132H-136-020      Loans.



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## REGULAR MEETING AGENDA ITEM

### 23-24 COLLEGE BUDGET

☐ INFORMATION

☐ FIRST READ

☒ ACTION

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#### Description

The Bellevue College Operating Budget for fiscal year 2023-24 was presented to the Board of Trustees for consideration at their meeting on May 17, 2023. To assist the Board in considering the proposed budget, a comparison of the initial 2022-23 and the 2023-24 budget was provided.

#### Analysis

The fiscal year 2023-24 budget highlights:

### 2023-24 Revenue

#### Tuition Rate Increase

- +3.0% State Tuition
- +2.2 % Running Start
- +\$1.1M Net Operating Margin FY2022 (carry over)

#### Enrollment Changes

- +1.6 % State Enrollment (Non-BAS)
- +5.2 % Enrollment (BAS)
- +2.5 % International Enrollment (including ELI)
- -1.4 % Running Start
- +1.4 % Overall Enrollment Changes

### 2023-24 Expenses

#### Wages and Benefits

- +\$4.5M COLA (8.9% FTF; 9.5% PTF; 4% Exempt/Classified)
- +\$2.1M Increase Part time Faculty budget to account for enrollment
- +\$800K CTC-link Conversion Funding

#### Future Allocation Decisions

- \$9.7M Capital Expenditures

- \$350K One time Spending (Marketing and Web Design)

**Proposed Revenue Plan by Fund**  
Includes comparison to initial 2022-23 college budget

	2022-23 INITIAL BUDGET	Increase (Decrease)	2023-24 INITIAL BUDGET
<b>OPERATING FUND:</b>			
STATE ALLOCATION	52,530,086	\$8,501,305	\$61,031,391
LOCAL OPERATING	21,433,994	\$930,989	\$22,364,983
DEDICATED LOCAL FUND	9,259,287	\$548,133	\$9,807,420
GRANTS & CONTRACTS	36,873,045	\$836,642	\$37,709,687
<b>TOTAL OPERATING FUNDS:</b>	<b>\$120,096,412</b>	<b>\$10,817,069</b>	<b>\$130,913,481</b>
<b>PROPRIETARY FUNDS:</b>			
COMPUTER SERVICE FUND	10,001	\$0	\$10,001
PRINTING FUND	539,071	\$15,145	\$554,216
ASSOCIATED STUDENTS (non S&A)	334,750	\$11,787	\$346,537
BOOKSTORE	2,450,000	(2,450,000)	\$0
PARKING	2,838,967	(1,041,150)	\$1,797,817
FOOD SERVICES	2,060,240	75,715	\$2,135,955
OTHER AUXILIARY ENTERPRISES	5,020,316	344,487	\$5,364,803
HOUSING	4,393,433	663,401	5,056,834
<b>TOTAL PROPRIETARY FUNDS:</b>	<b>\$17,646,778</b>	<b>(2,380,615)</b>	<b>\$15,266,163</b>
<b>FINANCIAL AID FUNDS:</b>			
GRANTS IN AID	11,322,631	\$0	11,322,631
STUDENT LOAN	7,500,000	\$0	7,500,000
STATE WORK STUDY	285,017	\$0	285,017
FINANCIAL AID FUND	950,000	\$0	950,000
<b>TOTAL FINANCIAL AID FUNDS:</b>	<b>\$20,057,648</b>	<b>\$0</b>	<b>\$20,057,648</b>
<b>TOTAL ANNUAL REVENUE:</b>	<b>\$157,800,838</b>	<b>\$8,436,454</b>	<b>\$166,237,292</b>
<b>2023-24 COLLEGE RESERVE REPORT</b>			
<b>RESERVE FUND BALANCES</b>	<b>Reserve</b>		
Contingency Fund	\$3,813,000		
Operating Reserve 25%	\$32,728,370		
Proprietary Reserve 25% (\$1.7 M underfunded)	\$2,019,898		
Debt Reserve	\$10,689,394		
Student Housing Reserve	\$0		
<b>TOTAL RESERVED</b>	<b>\$49,250,662</b>		

<b>Annual Budget</b>	
Operating Funds	\$ 130,913,481
Proprietary Funds	\$ 15,266,163
Financial Aid Funds	<u>\$ 20,057,648</u>
<b>Total 2023-24 Annual Budget</b>	<b><u>\$ 166,237,292</u></b>
<b>Reserve Funds</b>	
Contingency Fund	\$ 3,813,000
Operating Reserve	\$32,728,370
Proprietary Reserve	<u>\$ 2,019,898</u>
<b>Total 2023-24 Reserve Funds</b>	<b><u>\$ 38,561,268</u></b>



### **Recommended Motion**

That the Board of Trustees of Community College District VIII approve the college budget plan, as proposed, for the fiscal period 2023-2024. This approval of the budget includes the Board of Trustees authorizing:

- the College President to proceed with the **execution of the planned program**;
- the College President to **transfer funds** within the General Fund, or from local and other funds, to eliminate any cash deficit as required by RCW 43.88.2601, to **provide working capital, and to support approved projects** and activities;
- the **tuition and fee schedule** as established by law, by the State Board for Community and Technical Colleges, as implemented by the College President, and as listed in the College catalog;
- the College President to **accept allocation amendments** from the State Board for Community and Technical Colleges, to accept such grants and contracts as may be acquired during the budget period, and to report on such changes, at least quarterly, to the Board of Trustees;
- the **addition of staff and faculty positions** if necessary, to carry out the College's programs; and
- the College President to determine **the fee schedule for contract courses** and programs.

## BC 2023 FYE Projection and 2024 Budget

		NEW YEAR			
		Projected FY22-23	Budget FY 23-24	Change From projection	% Change
<b>Revenue</b>	<b>Total Tuition Reve</b>	<b>49,776,261</b>	<b>51,552,063</b>	<b>1,775,802</b>	<b>3.6%</b>
1 State Tuition		17,763,876	18,584,492	820,616	4.6%
2 Excess Enrollment				-	
3 Bachelor Programs		3,473,715	3,780,491	306,776	8.8%
4 Running Start		18,611,352	18,757,663	146,311	0.8%
5 International(With ELI)		9,927,318	10,429,417	502,099	5.1%
6 Other Student Fees & Grant Revenue		11,364,982	12,627,810	1,262,828	11.1%
7 State Operating Appropriation		51,851,115	56,662,673	4,811,558	9.3%
Additional State Appropriation		3,778,418	3,778,418	-	0.0%
8 Capital Approp- for Operating		590,300	590,300	-	0.0%
9 Reimbursements other agencies/carryover		7,717,659	5,702,217	(2,015,442)	-26.1%
<b>Total Operating Revenue Sources</b>		<b>125,078,735</b>	<b>130,913,481</b>	<b>5,834,746</b>	<b>4.7%</b>
<b>Expenses</b>	<b>Total Wages &amp; Benefi</b>	<b>96,206,240</b>	<b>103,298,341</b>		
Full-Time Faculty Salaries		20,114,812	22,491,043	2,376,231	11.8%
Adjunct Faculty Salaries		15,499,502	16,678,375	1,178,873	7.6%
Cost of Stipends		3,215,914	2,779,803	(436,111)	-13.6%
Exempt Salaries		17,468,003	19,165,939	1,697,936	9.7%
Classified Salaries		17,313,241	18,433,321	1,120,080	6.5%
Unfilled Positions Budget		(2,981,253)	(3,199,600)	(218,347)	7.3%
Other Salaries		2,010,278	2,613,908	603,630	30.0%
Benefits		24,498,029	25,267,839	769,810	3.1%
Salary/Benefit Transfers		(932,287)	(932,287)	-	0.0%
Goods & Services/ Personal Svcs		16,421,008	19,638,029	3,217,021	19.6%
Student Services		3,443,226	3,354,697	(88,529)	-2.6%
Equipment, Furniture		1,168,617	95,094	(1,073,523)	-91.9%
Travel		479,004	464,580	(14,424)	-3.0%
Non Salary Transfers		(129,088)	(162,468)	(33,380)	25.9%
Old Building Renovation Fund		4,769,885	4,427,026	(342,859)	-7.2%
Other Adjustments		550,000	(1,310,318)	(1,860,318)	-338.2%
Student Success COP and other		1,108,125	1,108,500	375	0.0%
<b>Total Expenses</b>		<b>124,017,017</b>	<b>130,913,481</b>	<b>6,896,464</b>	<b>5.6%</b>
<b>Operating Margin (No Depreciation)</b>		<b>1,061,718</b>	<b>0</b>		

## BC 2023 FYE Projection and 2024 Budget

						NEW YEAR	
		Actual FY20-21	Actual FY21-22	Budget FY22-23	Projected FY22-23	Budget FY 23-24	Estimated FY24-25
<b>Revenue</b>	<b>Total Tuition Reve</b>	<b>53,088,568</b>	<b>47,969,817</b>	<b>49,404,794</b>	<b>49,776,261</b>	<b>51,552,063</b>	<b>54,080,562</b>
1 State Tuition		20,198,860	18,958,162	17,538,644	17,763,876	18,584,492	19,219,400
2 Excess Enrollment							
3 Bachelor Programs		3,287,024	3,622,726	3,895,350	3,473,715	3,780,491	3,890,874
4 Running Start		21,387,080	17,826,837	19,737,778	18,611,352	18,757,663	20,073,775
5 International(With ELI)		8,215,604	7,762,092	8,233,022	9,927,318	10,429,417	10,896,513
6 Other Student Fees & Grant Revenue		16,186,691	12,885,949	14,040,805	11,364,982	12,627,810	12,524,421
7 State Operating Appropriation		44,464,010	46,730,672	48,161,368	51,851,115	56,662,673	58,929,525
Additional State Appropriation		3,112,657	3,483,474	3,778,418	3,778,418	3,778,418	3,778,418
8 Capital Approp- for Operating		590,300	590,300	590,300	590,300	590,300	590,300
9 Reimbursements other agencies to carryover		1,530,842	1,683,400	4,120,727	7,717,659	5,702,217	3,778,756
<b>Total Operating Revenue Sources</b>		<b>118,973,068</b>	<b>113,343,612</b>	<b>120,096,412</b>	<b>125,078,735</b>	<b>130,913,481</b>	<b>133,681,983</b>
<b>Expenses</b>	<b>Total Wages &amp; Benefi</b>	<b>90,369,347</b>	<b>89,854,150</b>	<b>93,702,223</b>	<b>96,206,240</b>	<b>103,298,341</b>	<b>107,225,729</b>
Full-Time Faculty Salaries		17,397,038	18,024,214	20,499,067	20,114,812	22,491,043	23,593,104
Adjunct Faculty Salaries		16,906,038	15,692,188	13,273,500	15,499,502	16,678,375	17,545,615
Cost of Stipends		3,729,290	3,077,868	2,779,007	3,215,914	2,779,803	2,982,832
Exempt Salaries		14,052,725	15,129,957	17,844,113	17,468,003	19,165,939	19,772,621
Classified Salaries		13,678,385	15,181,477	17,399,264	17,313,241	18,433,321	19,062,321
Unfilled Positions Budget				(2,962,793)	(2,981,253)	(3,199,600)	(3,295,588)
Other Salaries		2,359,069	2,264,224	2,622,200	2,010,278	2,613,908	2,731,300
Benefits		23,235,579	21,416,509	23,234,550	24,498,029	25,267,839	25,765,811
Salary/Benefit Transfers		(988,777)	(932,287)	(986,685)	(932,287)	(932,287)	(932,287)
Goods & Services/ Personal Svcs		11,977,696	14,990,078	19,865,758	16,421,008	19,638,029	19,797,507
Student Services		1,957,233	1,645,817	1,926,144	3,443,226	3,354,697	3,305,933
Equipment, Furniture		2,544,826	722,677	95,094	1,168,617	95,094	95,094
Travel		33,689	219,607	479,004	479,004	464,580	524,993
Non Salary Transfers		(237,735)	(421,790)	(263,958)	(129,088)	(162,468)	(162,468)
Old Building Renovation Fund		5,387,659	5,405,827	4,610,994	4,769,895	4,427,026	5,232,861
Other Adjustments				(1,637,905)	550,000	(1,310,318)	(1,073,396)
Student Success CDP and other		1,108,125	1,106,000	1,108,500	1,108,125	1,108,500	1,108,125
<b>Total Expenses</b>		<b>113,140,840</b>	<b>113,522,366</b>	<b>119,885,854</b>	<b>124,017,017</b>	<b>130,913,481</b>	<b>136,054,378</b>
<b>Operating Margin (No Depreciation)</b>		<b>5,832,229</b>	<b>(178,754)</b>	<b>210,558</b>	<b>1,061,718</b>	<b>0</b>	<b>(2,372,395)</b>

Prepared by:

William Tribble, Interim Vice President of Administrative Services

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## REGULAR MEETING AGENDA ITEM

### REPEAL OF WAC 132H-121-020: GENERAL CONDUCT, HAZING RULES

☐ INFORMATION

☐ FIRST READ

☒ ACTION

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#### Description

[Chapter 132H-121 WAC: General Conduct](#) has five sections:

132H-121-010 Smoking  
132H-121-020 Hazing rules  
132H-121-030 Definitions  
132H-121-040 Weapons  
132H-121-050 Fireworks

WAC 132H-121-020: General Conduct, Hazing Rules, is proposed for repeal. This change is proposed as updates regarding hazing have been made to WAC 132H-126 Student Conduct Code of Bellevue College to be in compliance with Sam's Law (HB 1751). The Hazing Rules in WAC 132H-121-020 are redundant; therefore, Bellevue College proposes a repeal.

#### Key Questions

- \* Why is this WAC being repealed?

#### Analysis

This section of the General Conduct WAC is not associated with any policy except 2100 Hazing, which was revised in 2023 to comply with Sam's Law (HB 1751). Section 020, Hazing Rules, was determined to be duplicative. A public hearing was held on April 27, 2023 and no comments were received.

#### Background/Supplemental Information

No supplemental information.

#### Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the repeal of WAC 132H-121-020: General Conduct, Hazing Rules.

Prepared by: William Tribble, Interim Vice President of Administrative Services  
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~~WAC 132H-121-020 Hazing rules.~~ Community College District VIII board of trustees has authorized the college to adopt rules to regulate hazing activities within college sponsored organizations, associations, or living groups.

~~(1) Hazing is prohibited. Hazing means any method of initiation into a student organization, association, or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution.~~

~~PENALTIES~~

~~(1) Any organization, association, or living group that knowingly permits hazing shall:~~

~~(a) Be liable for harm caused to persons or property resulting from hazing, and~~

~~(b) Be denied recognition by Bellevue College as an official organization, association or student living group on the Bellevue College campus. If the organization, association or student living group is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.~~

~~(2) A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships or awards for not less than one academic quarter and up to and including permanent forfeiture, based upon the seriousness of the violation(s).~~

~~(3) The student code of Community College District VIII may be applicable to hazing violations, WAC 132H-126-100(12), 132H-126-010 through 132H-126-340.~~

~~(4) Hazing violations are also misdemeanors punishable under state criminal law according to RCW 28B.10.901.~~

~~SANCTIONS FOR IMPERMISSIBLE CONDUCT NOT AMOUNTING TO HAZING~~

~~(1) Impermissible conduct associated with initiation into a student organization or living group or any pastime or amusement engaged in, with respect to the organization or living group, will not be tolerated.~~

~~(2) Impermissible conduct which does not amount to hazing may include conduct, not otherwise protected by law, which causes embarrassment, sleep deprivation or personal humiliation, or may include ridicule or unprotected speech amounting to verbal abuse.~~

~~(3) Impermissible conduct not amounting to hazing and not otherwise protected by law may be subject to sanctions available under WAC 132H-126-100(12), 132H-126-010 through 132H-126-340, the student code of Community College District VIII, depending upon the seriousness of the violation.~~

~~[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. WSR 21-08-008, § 132H-121-020, filed 3/25/21, effective 4/25/21. Statutory Authority: RCW 128B.50.140 [28B.50.140]. WSR 95-19-050, § 132H-121-020, filed 9/14/95, effective 10/15/95.]~~



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## REGULAR MEETING AGENDA ITEM

### STUDENT SUCCESS REPORT

☒ INFORMATION

☐ FIRST READ

☐ ACTION

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#### Description

This presentation provides a summary of the progress made by Bellevue College's Achieving the Dream/Guided Pathways student success work.

#### Key Questions

1. What is the progress made so far with Achieving the Dream/Guided Pathways toward redesigning the student experience?
2. How will the entry process ensure students experience the ATD/GP strategies for support and retention early in their college experience?

#### Analysis

Bellevue College's Student Success work is grounded in Guided Pathways as a model for redesigning an intentional student experience to eliminate equity gaps and improve student outcomes for all students. For the past seven years, BC employees and students have worked toward strategies for higher completion and retention rates. These strategies will only have an impact if we design our student on-boarding processes to ensure students have access to high quality advising and instruction, with opportunities to engage in the BC community and use the resources we have.

We will report progress toward an impactful on-boarding process so every student in our ATD cohort will be advised, access career exploration and career pathways, create education plans, register smoothly, find ways to connect with others, and take courses toward graduation with supports along the way.

#### Background/Supplemental Information

*PDF: BoT June 2023 Student Success.pdf*

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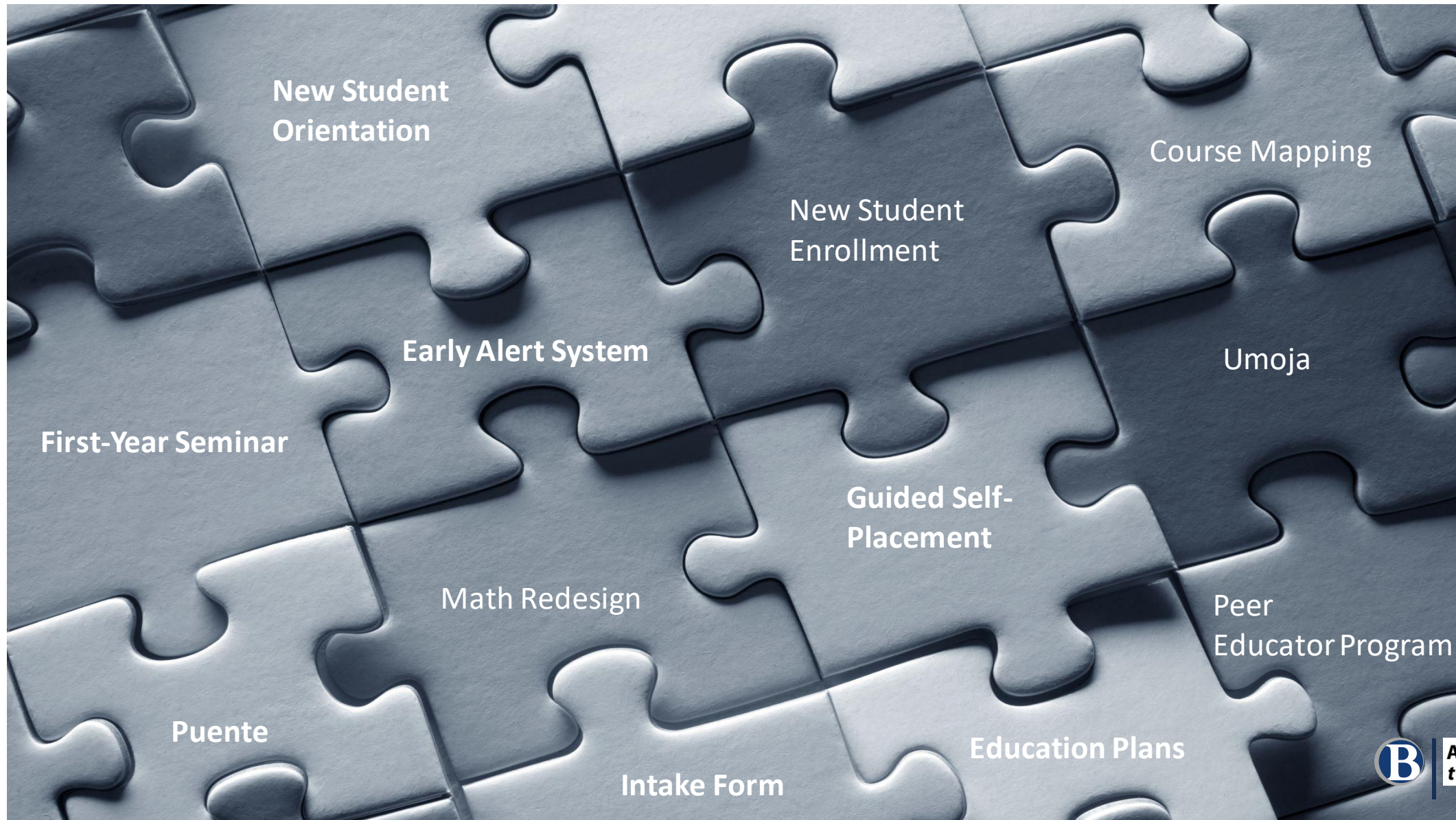
**BELLEVUE**  
COLLEGE

# Student Success Report

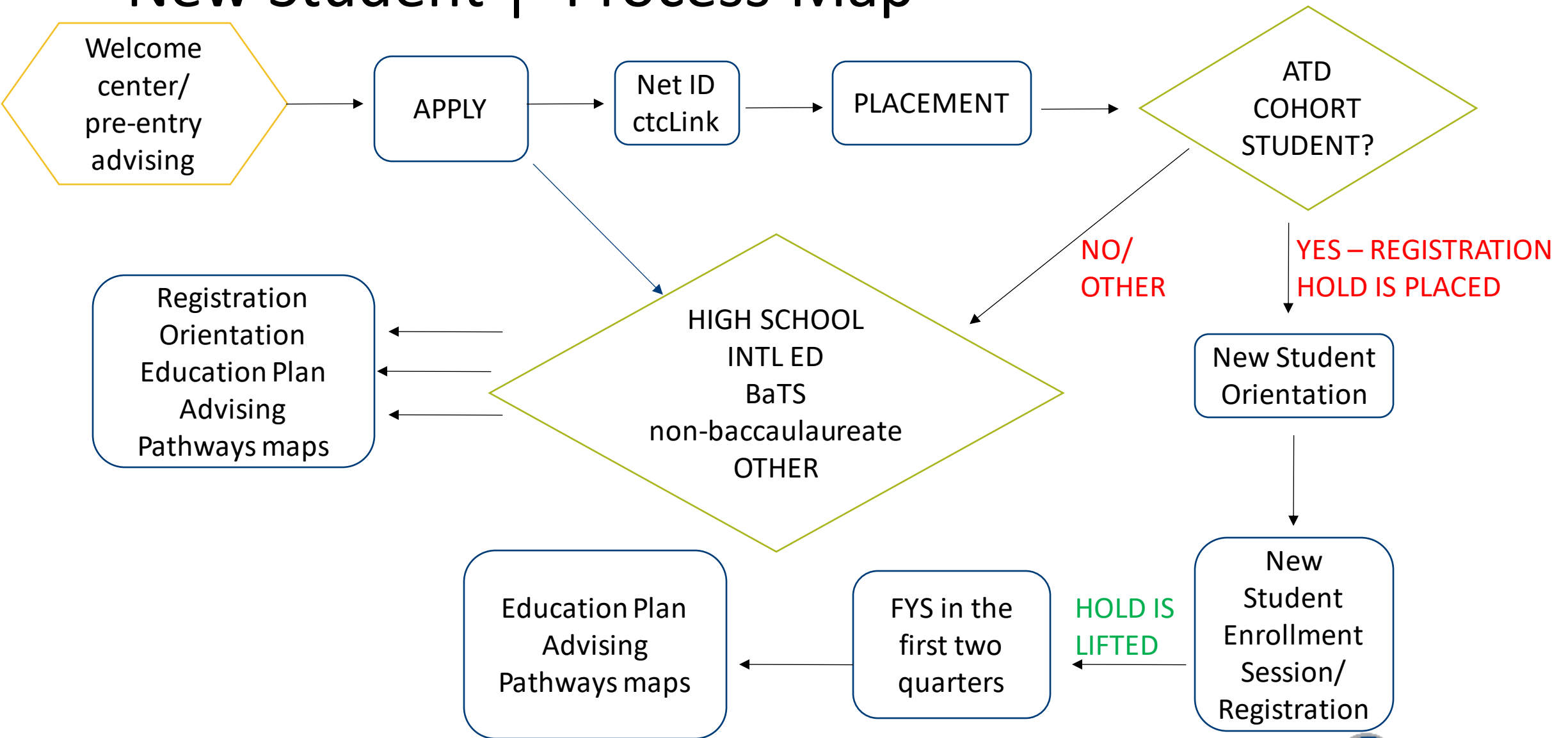
June 2023 Board of Trustees Meeting



# Guided Pathways Strategies



# New Student | Process Map



# Benefits to a mandatory onboarding process

- We need to make changes to "business as usual" to reach our student success goals
- Urged by ATD coaches; "Optional doesn't work"
- Other ATD colleges have adopted mandatory strategies (advising, orientation)





# Next Steps: Scaling up

- "Soft launch" new process (without holds) for Summer/Fall 2023
- Start implementing holds for Winter 2024 enrollment period
- As we implement, we need to keep equity and access as a priority