



BELLEVUE
COLLEGE



Board of Trustees

Community College District VIII

REGULAR MEETING
June 27, 2023



**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 27, 2023. The business session will begin at 5:00 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.

MEETING CALL IN DETAILS

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

Or dial in by telephone: +1 253 215 8782 Webinar ID: 843 4119 4637

MEETING AGENDA

- | | | |
|---------|---|--------------------------------------|
| 5:00 PM | BUSINESS SESSION | |
| | I. Call to Order | Merisa Heu-Weller |
| | II. Welcome and Introductions | |
| | III. Approval of Agenda and Minutes | |
| | A. Approval of Agenda for June 27, 2023 | |
| 5:05 PM | IV. 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 BoardofTrustees@bellevuecollege.edu . | |
| 5:15 PM | V. Action | |
| | A. 23-24 Services & Activities Fee Budget | Rebecca Mbaka & Keegan Pham |
| | B. Revision of Policy 4700: Employee Training and Development | Frances Dujon-Reynolds & Lori Keller |
| | C. Revision of Policy 3550 Library Media Center/
WAC 132H-136 Library Media Center | Amy Kinsel & Lori Keller |
| 5:25 PM | D. Unscheduled Business | Merisa Heu-Weller |
| 5:30 PM | EXECUTIVE SESSION | |

The Board will convene 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. No final action will be taken during this executive session.

6:30 PM Adjournment

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



REGULAR MEETING AGENDA ITEM

23-24 SERVICES & ACTIVITIES FEE BUDGET

☐ INFORMATION

☐ FIRST READ

☒ ACTION

On June 6, 2023, the President's Cabinet reviewed the Services and Activities (S&A) Budget as presented by the S&A Committee. Cabinet and the President approved that the proposed S&A Budget be forwarded for consideration by the Board of Trustees with the stipulation that in forwarding the S&A Committee's determination to contribute \$1.5 million toward the development of the proposed Health Clinic, neither the Cabinet nor the President are indicating approval of a Health Clinic itself. No decision by either the Cabinet or the President has yet been made. The President will make this decision, in collaboration with President's Cabinet, after a proper feasibility study is completed, including soliciting input from the broader campus community about the project, particularly students, and a clear delineation of both the services to be provided as well as the financial obligations by the parties with respect to construction, on-going operations, and rent.

The proposed S&A Budget is enclosed on the following pages.



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 4th) had the following values:

Total funds in 522 accounts:	\$12,037,630.00
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)
Total Available S&A funds	\$8,912,671.00

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)
Total Asks	\$10,179,118

Committee Recommendation for 23-24 school year allocations:

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

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

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 5th to approve and forwarded the S&A budget recommendation to President's Cabinet. President's Cabinet reviewed the budget recommendation on June 6th 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 approve the 23-24 Services and Activities budget allocation 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	
SUB-TOTAL	5,074,211	5,679,118	3,813,538
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	
TOTAL	8,912,671.41	10,179,118.00	



REGULAR MEETING AGENDA ITEM

REVISION OF 4700: EMPLOYEE TRAINING AND DEVELOPMENT

☐ INFORMATION

☐ FIRST READ

☒ ACTION

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 revisions to Policy 4700: Employee Training and Development.

Prepared by: Frances Dujon Reynolds, Vice President of Human Resources
Frances.dujon@bellevuecollege.edu

4700 EMPLOYEE DEVELOPMENT AND TRAINING

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

Policy Contact: Vice President, Human Resources

Policy

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

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

Board of Trustees

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](#)



REGULAR MEETING AGENDA ITEM

REVISION OF POLICY 3550 LIBRARY MEDIA CENTER/WAC 132H-136

☐ INFORMATION

☐ FIRST READ

☒ ACTION

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 Library Media Center.

Prepared by: Amy Kinsel, Dean of Connected Learning
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.

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~~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, 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, 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.~~

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