



**BELLEVUE  
COLLEGE**



# **Board of Trustees**

## **Community College District VIII**

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**REGULAR MEETING**  
**March 13, 2024**



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

A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, March 13, 2024. The business session will begin at 2:00 PM. This meeting will be conducted both in-person in B201 and remotely via Zoom. A telephone line will also be available. Rich Fukutaki, Chair, will preside.

**MEETING CALL IN DETAILS**

[Join Business Session \[Zoom\]](#)

Dial in by telephone: +1 253 215 8782

Webinar ID: 899 1961 5819

**MEETING AGENDA**

**BUSINESS SESSION**

- |      |   |                           |
|------|---|---------------------------|
| I.   | Call to Order   | Rich Fukutaki             |
|      | a. Welcome and Introductions  |                           |
|      | b. Approval of Agenda and Minutes   |                           |
|      | i. Agenda for March 13, 2024  |                           |
|      | ii. Minutes for February 14, 2024   |                           |
| II.  | Program Spotlight   |                           |
|      | a. Interior Design Program  | Dan Beert & Mark Mappala  |
| III. | Constituent Reports   |                           |
|      | a. Student  | Sean Behl                 |
|      | b. Classified   | No report                 |
|      | c. College Assembly   | Brandon Lueken            |
|      | d. Faculty  | Sue Nightingale           |
|      | e. Foundation   | Dana Gray                 |
| IV.  | Public Comment  |                           |
|      | 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> . |                           |
| V.   | First Read  |                           |
|      | a. Sabbatical Leave Requests  | Dr. Rob Viens             |
| VI.  | Action  |                           |
|      | a. Tenure Candidates  | Dr. Rob Viens             |
|      | b. 2024-2025 Board Meeting Dates  | Dr. Alicia Keating Polson |
|      | c. Deletion of Policy 6460: COVID-19 Vaccination  | Frances Dujon-Reynolds    |

- |       |   |                        |
|-------|---|------------------------|
| d.    | Deletion of Policy 4550: Life Threatening Chronic or Debilitating Illness | Frances Dujon-Reynolds |
| e.    | Revision of Policy 1440: Discrimination, Harassment, and Retaliation      | Frances Dujon Reynolds |
| f.    | Creation of Policy 1445: Title IX Sexual Harassment                       | Dr. Consuelo Grier     |
|       |   |                        |
| VII.  | Information   |                        |
| a.    | Housekeeping and Minor Edits to Policy Library                            | Dr. Lori Keller        |
|       |   |                        |
| VIII. | Reports   |                        |
| a.    | Diversity, Equity, and Inclusion Report                                   | Dr. Consuelo Grier     |
| b.    | President’s Report  | Dr. David May          |
| c.    | Board Report  | Rich Fukutaki          |

**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.

**BUSINESS SESSION**

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|-----|----------------------------|---------------|
| IX. | Call to Order              | Rich Fukutaki |
| a.  | Final Thoughts and Adjourn |               |

**ADJOURNMENT**



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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, February 14, 2024. Richard Leigh, vice chair, presided. This meeting was held in B201 and on Zoom. A telephone line was also available.

## **MINUTES**

Vice Chair Leigh called the business session to order at 2:02 PM.

### **ROLL CALL**

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A quorum of the Board was present.

Present: Chair Rich Fukutaki (remote), Vice Chair Richard Leigh, Trustee Merisa Heu-Weller, Trustee Greg Dietzel, Trustee Pradnya Desh, Trustee Yana Chubarov, President David May, Assistant Attorney General Tricia Boerger, and Board Secretary Alicia Keating Polson.

Absent: none.

There were 26 guests in attendance.

### **APPROVAL OF AGENDA AND MINUTES**

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Trustee Merisa Heu-Weller made a motion to approve the agenda (February 14, 2024) and minutes (December 14, 2023; January 17, 2024) Trustee Pradnya Desh seconded.

The motion passed unanimously.

### **CONSTITUENT REPORTS**

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#### **A. Foundation**

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

- The gala on March 9th is approaching quickly, with efforts underway to ensure its success. Appreciation is extended to Bellevue College President, Dr. May, the trustees for contributions, Melissa Johnson, Executive Director of BC Foundation, and her team for their hard work. Sponsorships from corporations have been secured, promising another successful event with nearly 250 attendees expected.
- The annual golf tournament will be held on April 8th at Glendale Golf Club.



- Scholarship Read Week is scheduled from April 14th to 21st, aiming to review over 1,000 applications. Each application will be read a minimum of three times. Volunteers are sought for reading scholarship applications, with a goal to recruit 250 to 300 readers.
- The foundation celebrates a successful year of fundraising efforts, thanks to the leadership of Melissa Johnson, Lisa Brock, and their team. We anticipate providing a comprehensive update on our achievements at year-end.

#### A. Classified

The Classified report was provided in writing.

- Classified employees are attending and enjoying the face-to-face Community-Building and Coffee events with Dr. May.
- Valencio Socia, Chair of Classified Council, sent out requests for onsite food preferences and options. There are several open positions for Classified Staff in Food Service. The absence of some of the facilities and staff affects present staff.
- In the restructuring of Multi-Cultural Services (MCS) there is confusion over duties. Staff reported they thought their area might be next to be targeted for elimination.
- There have been 112 open positions posted since June 30 according to the WPEA Vacancy List. About half are open now with some of these positions posted for 3 months or longer. This doesn't address failed searches or all project positions. BC also has many admin-manager slots open which makes it more difficult for Classified staff to develop working relationships and learn or re-learn policies, procedures, or practices smoothly.
- The Safety/Emergency Response Committee is soliciting new members to increase safety. This committee is activated in case of a campus event like a fire alarm or earthquake drill.

#### B. Student

The Student report was provided by Sean Behl, President of Associated Student Government (ASG.)

- Student clubs have increased this year, with approximately 70 clubs chartered.
- ASG meetings have been adjusted to meet once a week, to accommodate increased student activity, reflecting heightened engagement and positive excitement among the student body.
- Plans for the Student Association (SA) process to restart soon, with applications for committee and elections opening this week. Efforts to improve offboarding and training processes for new board members are underway. Restructuring efforts are ongoing to enhance effectiveness.
- Efforts are underway to streamline processes and improve structures, informed by collaboration with other student bodies statewide. Two new officers will be added for next year to help with programming.
- Commencement preparations are underway with the help of Alicia Keating Polson, with plans to help students who can not afford graduation regalia. A program has been funded for two hundred caps, gowns, and stoles to be provided for the Bachelor graduates.
- Legislative advocacy efforts have focused on supporting mental health services and reducing education costs.

- Advocacy work in Olympia has faced challenges but remains vital, with ongoing testimony and meetings. Communication with legislators highlights the importance of higher education funding amidst competing priorities. Despite logistical challenges, there is considerable support for higher education initiatives. Efforts to convey the importance of these initiatives are ongoing, recognizing the complexities involved. Recognition of the team's commitment and resilience in facing challenges, including frequent travel and exhausting schedules.

## B. College Assembly

The College Assembly report was provided by Brandon Lueken, Chair of College Assembly.

- Governance Councils are actively addressing various issues, including staffing concerns and the definition of the "new normal" for college operations after the pandemic. Despite the challenges posed by the transition to a post-pandemic environment, operations are generally proceeding smoothly.
- Continued efforts to address ongoing pressures on employees and staff shortages. Emphasis on identifying temporary versus systemic issues and establishing both short-term and long-term goals.
- Collaboration with the President's Cabinet to align council goals with broader institutional objectives. College Assembly is committed to addressing challenges and fostering long-term planning and strategic alignment within the college governance structure.
- Pending vote on potentially making the college a smoke-free campus, with uncertainty about the outcome.

## C. Faculty

The Faculty report was provided by Sue Nightingale, President of BCAHE.

- Faculty concerns about personnel changes in student affairs. Faculty often engage with student affairs in problem-solving capacities. Recent personnel changes have impacted faculty's positive interactions with student affairs and resulted in a lack of community and connection contributing to a sense of disconnect among faculty members.
- The board will receive documents for third-year tenure candidates, showcasing impressive qualifications. Second-year tenure candidates, many of whom were existing adjuncts, present a substantial group with extensive combined experience. Consideration is urged regarding early tenure decisions, especially given the exceptional qualifications of the candidates.
- Discovery Day has been a great success. Consideration is requested for compensating adjunct faculty who volunteer at Discovery Day events, acknowledging their contributions to the success of these events. It is suggested that compensating adjuncts may help sustain the success of Discovery Days.
- Acknowledgment is given to Dr. David May for attending legislative meetings on behalf of faculty in Olympia. Their support during lobby days demonstrates a commitment to faculty interests and legislative advocacy.

Maria Michurina, faculty at Bellevue College, provided public comment on in-person tutoring cuts.

Zachary Rodan, student at Bellevue College, provided public comment on in-person tutoring cuts.

Chris Shelley, faculty at Bellevue College, provided public comment on the state of the college.

Jennie Mayer, faculty at Bellevue College, provided public comment on Achieving the Dream.

Pavy Thao, employee at Bellevue College, provided public comment on the Bellevue College Volleyball Club.

## **PROGRAM SPOTLIGHT**

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### A. TRIO Student Support Services

Barb Brodsky, Director of TRIO Student Support Services, provided the Board with an overview of TRIO Student Support Services.

## **FIRST READ**

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### A. Tenure Candidates

Dr. Rob Viens, Associate Vice President of Academic Affairs, presented a recommendation from the Tenure Review Committee regarding tenure appointments for full-time faculty members listed below. The recommendation has been submitted to the College President, in accordance with the “Collective Bargaining Agreement By and Between the Board of Trustees of Bellevue College – Community College District VIII and the Bellevue College Association of Higher Education.”

Third Year Candidate(s) Recommended for Tenure:

- Dellyssa Edinboro, Social Science (Ethnic and Cultural Studies)
- Jamiiru Luttaguzi, Science (Mathematics)
- Nicholas Russ, Social Science (Ethnic and Cultural Studies)
- Renee Nejo, School of Business and Technology (Digital Media Arts)
- Salam Awad, Social Science (Political Science)
- Tamara Boynton Howard, Health Sciences, Education and Wellness Institute (Healthcare Promotion and Management)

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

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

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B. 2024-2025 Board Meeting Dates

Alicia Keating Polson, Executive Director of the President’s Office, submitted the following dates for the Board’s consideration as regular meeting dates for the 2024-2025 academic year:

<b>Date</b>	<b>Start Time</b>
Wednesday, August 7, 2024	9 am
Thursday, August 8, 2024	9 am
Wednesday, October 9, 2024	2 pm
Wednesday, November 6, 2024	2 pm
Wednesday, December 4, 2024	2 pm
Wednesday, January 22, 2025	9 am
Wednesday, February 26, 2025	2 pm
Wednesday, March 19, 2025	2 pm
Wednesday, April 23, 2025	2 pm
Wednesday, May 21, 2025	2 pm
Wednesday, June 18, 2025	2 pm

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

The proposed dates meet the needs of the college in maintaining its administrative and contractual obligations and do not conflict with any major religious or secular holidays according to the common religious and U.S. public holiday calendar. None of the proposed dates conflict with school breaks during the 2024-2025 academic year for the Bellevue, Issaquah, and Mercer Island School District calendars. Further, the last meeting in June occurs before the final day of school for the school districts. The proposed meetings dates do not conflict with the ACCT Leadership Congress or ACCT National Legislative Summit.

There are a total of 11 regular meeting dates, including two dates for the summer Board retreat and one date for the winter Board retreat. Other dates may be scheduled further into the 2024-2025 year.

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C. Deletion of Policy 6460: COVID-19 Vaccination

Frances Dujon-Reynolds, Vice President of Human Resources, presented the deletion of Policy 6460: COVID-19 Vaccination.

The federal COVID-19 Public Health Emergency (PHE) declaration ended on May 11, 2023. Also on May 11, 2023, Governor Inslee rescinded [Directive 22-13.1](#) ending the condition of employment related to COVID-19 vaccinations for Washington state executive cabinet and small cabinet agencies.

In accordance with the end of the federal COVID-19 PHE declaration and the elimination of COVID-19 vaccination requirements for some Washington state employees through [Directive 22-13.1](#), Bellevue College proposes the deletion of its COVID-19 vaccination policy and associated procedure. The deletion of policy 6460 and associated procedure is in line with current labor and workplace practices.

It is important to note that although the federal public health emergency has ended, the work must continue to limit the spread of COVID-19 and minimize the risk of serious illness and death. People should stay home when sick, wear a fitted face mask if exposed to the virus, and remain up to date with COVID-19 vaccine recommendations.

The repeal of policy 6460 and associated procedure will lead to an adjustment to the hiring practices currently upheld by Human Resources in that new employees will no longer be required to provide documentation on the COVID-19 vaccination but will not change guidelines regarding staying home if employees feel sick.

The 45-day Bellevue College comment period took place Wednesday October 25, 2023 through Friday December 1, 2023. Six individuals submitted comments; three in favor of deletion, three against deletion. Those in favor agreed the policy was not necessary, and those against deletion focused on immunocompromised individuals' risk of exposure.

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#### D. Deletion of Policy 4550: Life Threatening Chronic or Debilitating Illness

Frances Dujon-Reynolds, Vice President of Human Resources, presented the deletion of Policy 4550: Life Threatening Chronic or Debilitating Illness.

Policy 4550, Life Threatening Chronic or Debilitating Illness was enacted by Bellevue College in May 1988. In the 35 years since that time, much has changed. Titles I and II of the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, and the Family Medical Leave Act now exist to protect people with disabilities, including people living with HIV, and provide reasonable accommodations to facilitate on-going employment or participation in educational activities.

Bellevue College maintains its policies and procedures regarding bloodborne pathogens, particularly for allied health education program participants, following the guidance of Washington State Department of Labor & Industries. Additionally, the college recently strengthened policy 1440, Harassment, Discrimination, and Retaliation, with a comprehensive coverage of discrimination concerns. This change does not and will not change the rights, responsibilities, status or support for any current employees who may be facing a life debilitating situation.

The 45-day Bellevue College comment period took place Wednesday October 25, 2023, through Friday December 1, 2023. One individual submitted a comment in favor of deletion.

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#### E. Revision of Policy 1440: Discrimination, Harassment, and Retaliation

Frances Dujon-Reynolds, Vice President of Human Resources, presented the revision of Policy 1440: Discrimination, Harassment, and Retaliation.

Policy 1440: Discrimination, Harassment, and Retaliation was updated on September 19, 2023, to align with the Title IX policy, and was approved as an interim (temporary) policy by the President's Cabinet. It was temporarily adopted by Bellevue College to comply with federal regulations. Additional federal changes were expected from the Biden Administration in Fall 2023 but were not received.

The changes to Title IX in August of 2020 altered the standard legal definition of sexual harassment for specific Title IX situations. It does not alter the standard legal definition under any other federal, state, or local laws under which Bellevue College still has legal obligations. Policy 1440 discusses all protected class discrimination, including sex- and gender-based discrimination that follows the standard legal definition.

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#### F. Creation of Policy 1445: Title IX Sexual Harassment

Dr. Consuelo Grier, Vice President of Diversity, Equity, and Inclusion, presented the creation of Policy 1445: Title IX Sexual Harassment.

Policy 1445: Title IX Sexual Harassment was approved as an interim (temporary) policy by the President's Cabinet in September 2021 to comply with Federal regulations; however, the policy was not formally ratified by the Board of Trustees due to additional revisions needed in the policy. These additional revisions were incorporated into an updated version of Policy 1445; therefore, President's Cabinet approved the revised Policy 1445 as an interim (temporary) policy on September 19, 2023.

Policy 1445 was temporarily adopted by Bellevue College to comply with federal regulations. Additional federal changes were expected from the Biden Administration but were not received in Fall 2023.

The changes to Title IX in August of 2020 altered the standard legal definition of sexual harassment for specific Title IX situations. It does not alter the standard legal definition under any other federal, state, or local laws under which Bellevue College still has legal obligations.

### **ACTION**

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#### A. Revision of 1550: Formal Hearing Rules for Contested Case Hearings

Motion 01.24

Trustee Pradnya Desh moved that the Board of Trustees of Community College District VIII approves the revision to Policy 1550: Formal Hearing Rules for Contested Case Hearings, and WAC 132H-108: Formal Hearing Rules for Contested Case Hearings. Trustee Merisa Heu-Weller seconded.

The motion passed unanimously.

### **INFORMATION**

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## A. Housekeeping and Minor Edits to Policy Library

Dr. Lori Keller, Associate Director of Policies & Special Projects, presented the proposed housekeeping and minor edits to the policy library.

Bellevue College's policy library is consistently reviewed as part of an ongoing quality review process. Minor, or housekeeping edits, such as corrections of grammatical errors, updated hyperlinks, or updated job titles are often necessary. Housekeeping edits are proposed to College Assembly and President's Cabinet without going through the full creation, revision, deletion policy and procedure process. This takes place during a ten-day review period wherein Cabinet or Assembly are notified of the minor or housekeeping edits and during that time, either body may request a full review of the policy or procedure.

The following policies are proposed to receive minor or housekeeping edits in February 2024. Policies with minor or housekeeping edits have been reviewed by the policy contact and by Cabinet and Assembly. Any member of the Board of Trustees may also request a full review.

1480 Clery Act Compliance	Review only.
2450 Course Withdrawal	Last line replaced with link and navigation to BC webpage.
3350 Credit for Tech Prep	Change terminology from "2+2" to "CTE Dual Credit."
3010 Course Repeat	Policy contact title changed to "Chief Academic Officer."
4250 Standards of Ethical Conduct	Remove "President's Cabinet" from Approved By section.
4190 Volunteer Policy	Remove "Policy" and make "Volunteer" plural.
7120 Debt Service Limit	Add "annual" and "service" for clarification, Remove "policy" from title.
7150 Returned Checks (Students)	Remove the word "policy" from the title, remove "academic transcripts may be withheld," and change "collection services" to "collection agency."

## QUARTERLY REPORT

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### A. Enrollment

Dr. Zach Morgan, Executive Director of Effectiveness, Research, and Analytics, and Steve Downing, Dean of Student Central, provided a review of final enrollment figures for Fall 2024, the interim status of Winter 2024, and revised projections for Spring 2024 and the 2024-25, 2025-26, and 2026-27 academic/fiscal years.

In Fall 2023, Bellevue College served 12,768 students. Fall 2023 enrollments overall exceeding projections by 4.6%, driven by significant growth in Running Start (8% ahead of projections) and College in the High School (47% ahead). The rapid increase in College in the High School enrollments is due to legislative changes last year that made College in the High School free to students. Overall, this resulted in a 5.9% increase in state-reported enrollments over Fall 2022, with both Bellevue College and SBCTC overall seeing a strong recovery in enrollments after years of decline.

So far in Winter 2024, the college is serving 14,463 students. Projections that had largely been revised upward were again exceeded, being within a few percentage points of projections on most

groups, but having strong growth in baccalaureate enrollments (13% ahead) and explosive growth in College in the High School (97% ahead of projections). This influx of College in the High School students means a much greater proportion of new-to-BC students this quarter. It is also important to note a change in College in the High School enrollment patterns; in the past, Spring was the largest enrollment quarter for those students, as enrollments were processed at the end of year-long classes. Now, Winter will be the heavy enrollment quarter, with fewer enrollments in Spring.

In terms of the revision of projections, projections for Spring and the upcoming years are largely increasing, though a bit more caution is being expressed on international enrollments due to the upcoming election and what extent College in the High School will impact Running Start enrollments is awaited.

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## B. Finance

Ty Bergstrom, Executive Director of Finance and Auxilliary Services, and Sharon Kussy, Budget Director, provided provided the Board with an update on the budget for fiscal year ending June 2024 along with an update on the development of the FY25 budget.

Projected FY24 revenues are \$3.3 higher than budgeted, while expenses are \$800K higher. Current FY24EOY is projected to end with a small surplus of \$2.5M.

Projected tuition is \$4M higher than budgeted for FY24, and is based on actual enrollment numbers for summer, fall and winter, and projected enrollment numbers for the spring 2024 quarter.

FY25 revenue is projected to have 3.8% growth when compared to FY24 projections, but expenses are currently projected to be 7.8% higher (\$2.6M). The current \$2.6M deficit projected at the end of FY25 will be the focus of the next several weeks as the college prepares the budget for Board of Trustee approval.

**FY24:** The FY24 year-end projections for expenses and revenue are .6% and 2.5% (respectively) higher than budgeted. Fortunately, as revenues have outpaced expenses the college still projects a surplus at year end. Revenue increases are largely due to increased enrollments and a larger than expected allocation from the state. On the expense side, adjunct faculty salaries are \$700k higher than expected. While normally a cause for alarm, fill rates and section offerings have actually improved, so the increase in adjunct faculty expenses are more likely due to the large reduction taken out of that expense when the budget was built last year. Goods and services expenses are projected to be about \$1M lower than budgeted as well. Year-end projections for remaining expense categories are only marginally different than budgeted.

**FY25:** In FY25, the college is projecting a 4.4% tuition increase, which may need to be adjusted when the state issues the actual tuition increase. As of the winter 2024 quarter, next year's enrollment is projected to be about 2.6% higher (10,814 FTE's) than the prior year.

Close monitoring of enrollments, especially for international students and state allocations will be key to meeting our budget for tuition revenues. The college will continue to update enrollment projections with each passing quarter, while continuing to keep a close eye on section offerings and fill rates.

Projected salary expenses and state appropriation revenues are based on the Governor's budget, which includes an 8.9% increase for faculty and a 4% increase for classified and exempt.

#### 2023-24 Expenses

- +5.87% COLA - Faculty
- +3% COLA – Staff
- Old Building fund budgeted at 4% of operations budget for the year

## REPORTS

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### A. 2017 Strategic Plan Close-Out Report

Dr. Zach Morgan, Executive Director of Effectiveness, Research, and Analytics, provided the 2017 Strategic Plan Close-Out Report.

- Core components of Bellevue College's 2017 strategic plan are the mission, vision, values, and four core themes. Themes include student success, teaching and learning excellence, college life and culture, and community engagement and enrichment.
- Challenges in the 2017 Strategic Plan were the lack of metrics tied to initiatives made closing out the plan difficult.
- Development of a measurement framework focusing on strategic implementation utilizing a 5-point scale to assess strategic initiatives' progress and interviews conducted with strategic leaders to gauge collaboration, coordination, and planning made this report possible.
- Evaluation results in the four areas:
  - Student Success: Half of the initiatives are rated as developed, highlighting achievements like Achieving the Dream and Guided Pathways.
  - Teaching and Learning Excellence: Mixed progress, some initiatives initiated but others lacking.
  - College Life and Culture: Achieved status for improving information sharing, supported by external evaluation.
  - Community Engagement and Enrichment: Many initiatives were initiated, indicating promising starts.
- Analysis and discussion on reasons behind ratings, including external challenges like the pandemic. Acknowledgment of excellent work despite strategic plan limitations.
- Appreciation for individual efforts contributing to the college's advancement. Recognition of shared values and vision driving progress. Gratitude to colleagues for their contributions.

### B. Diversity, Equity, and Inclusion Report

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

- Beabe Akpojovwo, Director of ODEI will be out for a while. Programming needs will be rescheduled. Additional staffing needs are being addressed in her absence. For questions regarding the Social Justice Center and programming, the campus can inquire with either Jewell Evans, Executive Assistant for ODEI, or Consuelo Grier.
- A reminder of the March 1st deadline for the College Climate Survey. The resulting data will be transparent for the community. Special thanks to Dr. Zach Morgan, Executive Director of

Effectiveness, Research, and Analytics, and the entire team in the Office of Research and Analytics.

- Faculty fellows, Jabril Hassan and Jennifer Parada were hired in January to support restorative practices initiatives. They facilitated the successful implementation of restorative problem-solving activities during campus community day and the establishment of weekly restorative office hours for faculty to engage in open dialogue.
- Upcoming second cohort training for restorative facilitators in March, expanding the program beyond Bellevue College.
- A team from Bellevue College will be attending the Achieving the Dream Conference in Orlando, Florida next week.
- Legislative advocacy and policy review of Washington State Legislature Senate Bill 5227 and 5154 to align language with the needs of colleges, emphasizing equity in funding distribution.
- Acknowledgment of the significant workload on the Title IX team and HR in handling cases and rewriting policies.
- Announcement of the inaugural QTPOC (Queer & Trans People of Color) Conference on April 25 -26, at Bellevue College, providing a learning space for LGBTQ+ professionals of color, organized in collaboration with various college teams.

#### C. President's Report

David May, President, provided the President's report:

- Interest has been expressed by the Board of Trustees in learning more about the College in High School program and Running Start, suggesting a future presentation for the board's consideration.
- The State has approved a Bachelor of Applied Science (BAS) program in radiation therapy, enhancing the programmatic array at Bellevue College. The radiation therapy lab showcases simulation capacity for student practice, contributing to a hands-on learning experience.
- Dr. Consuelo Grier's upcoming sabbatical from May to August will focus on extending dissertation research, addressing rest and recuperation for leaders of color at predominantly white institutions. Michelle Strange will serve as the acting vice president during Dr. Grier's sabbatical, representing Diversity, Equity, and Inclusion (DEI) efforts at the Cabinet level.
- Acknowledgment of Zack Morgan's dedication and contribution to developing a solid framework to assess the 2017 Strategic Plan implementation and evaluate accomplishments. Special thanks for today's presentation to the Board of Trustees.
- A men's basketball game at 7 o'clock tonight offers a fun opportunity for the Bellevue College community.

#### D. Board Report

There was no report.

#### **UNSCHEDULED BUSINESS**

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There was no unscheduled business.

## **EXECUTIVE SESSION**

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At 4:24 PM, Chair Fukutaki announced the Board would convene for 25 minutes in executive session under [RCW 42.30.110\(1\)](#) for the following purpose: (g) to review the performance of a public employee. Chair Fukutaki announced that no final action would be taken during the executive session. In accordance with [RCW 28B.50.102 \(2\)](#), Trustee Chubarov did not participate in the executive session.

The executive session ended at 4:49 PM.

## **ADJOURNMENT**

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There being no further business, Vice Chair Leigh adjourned the Board of Trustees meeting at 4:50 PM.

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Rich Fukutaki  
Chair, Board of Trustees  
Community College District VIII

ATTEST:

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



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## REGULAR MEETING AGENDA ITEM

### INTERIOR DESIGN PROGRAM

#### Program Spotlight

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##### Description

The Interior Design Program at Bellevue College empowers students to realize their potential and goals through a design education that is responsible, rigorous, and relevant.

The program provides a comprehensive, high-quality interior design education responsive to the changing needs of its students and the design profession. Two educational pathways provide flexible, accessible options that promote student success, and which are supported by outstanding faculty committed to teaching excellence.

##### Analysis

Core courses in Art and Interior Design strengthen visual, oral, and written communication and for admission to the Bachelor of Applied Arts degree in Interior Design. Training for paraprofessional positions such as production, sales, customer service, or private consulting is also provided. Students receive foundation skills in both manual and computer-aided graphics along with exposure to design studio processes and methodologies. Students must demonstrate the ability to create and execute a design portfolio, creative problem solving, and sustainability practices.

##### Background/Supplemental Information

PowerPoint presentation

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Prepared by:

Dan Beert IIDA, IDEC  
Program Chair / Professor  
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Mark Mappala  
Senior Associate Professor  
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Hi.  
We're interior Design.



Dan Beert IIDA, IDEC  
Program Chair / Professor  
Interior Design



Mark Mappala  
Senior Associate Professor  
Interior Design

# Interior Design Program

...our mission

**Empowers** our students to realize their potential and goals through a design education that is responsible, rigorous, and relevant.

**Comprehensive**, high quality interior design education that is responsive to the changing needs of its students and the design profession.

Two educational pathways provide **flexible, accessible** options that promote student success and are supported by outstanding faculty committed to teaching excellence.



# Interior Design Program

- **AA and BA degree options**
  - \*AA – 240 enrollment
  - \*BA – 90 enrollment
  - \*Avg. 40 graduating students
- **Diverse student backgrounds**
  - \* Second career
  - \* Transfer from other design schools
  - \* International
  - \* First & second generation
  - \* Multi-cultural
- **Legacy**
  - Started in 1982 / 3-year program since 1987
  - 2010 – 2<sup>nd</sup> program on campus to establish the BA degree (14 yrs.)
- **CIDA Accredited**
  - Only BC and WSU)
    - \*Student seek out accredited degrees
    - \*Design industry acceptance
    - \*Design education standard





# Interior Design Program

...the creative process

**Design Thinking** - Our design studio course / foundation

**Rinse & Repeat** - We focus on gather facts, identify problems, analyze, present design ideas and exercise creative expression to solve a problem.

**Customized and comprehensive design education** -

- \* Design studios supplemented with technical and art courses
- \* Flexible curriculum – can be admitted and start at any time of the year
- \* Classes are reflective of design industry standards, providing students have a skillset





# Capstone experience

...the culmination of their design education





# Program success = Student success

**Faculty** - various accomplished design backgrounds / teaching from work experience / alumni + advisory board / guest critiques – 5 full time/12 adjunct

**Exposure** - projects / creative process / industry professionals / community collaboration / travel & design education (foreign study + field trips)

**Jobs & Continuing Education** - placement / various job roles / advanced degrees

**Professional Development** - design ambassadors / organizations / alumni advisory

**Awards/Recognition** - accreditation / portfolio / grants / scholarships / industry leaders / professional organization / representation and visibility in the industry






# Opportunity and exposure





# Design industry leadership

## ...students and alumni - awards and visibility




**SARGENTI SCHOLARSHIP + EXPERIENCE**  
2023 WINNER  
**CLAUDIA TSANG**  
BELLEVUE COLLEGE

PAVE Global  
Nov 10, 2023 • 2 min

**Interior Design Student from Bellevue College Awarded 2023 Sargenti Scholarship +...**

It is with great pleasure that PAVE Global in partnership with Sargenti Architects congratulates Claudia Tsang!

104 views 0 comments



PAVE Global  
Apr 4, 2023 • 3 min

**shop! SCHOLARSHIP**  
2023 WINNER  
**VALERIE LANGE**  
BELLEVUE COLLEGE, 2023

**Interior Design Senior from Bellevue College Awarded Inaugural Shop! Scholarship**

PAVE Global in partnership with Shop! Association is pleased to announce the recipient of the 2023 Shop! Scholarship.

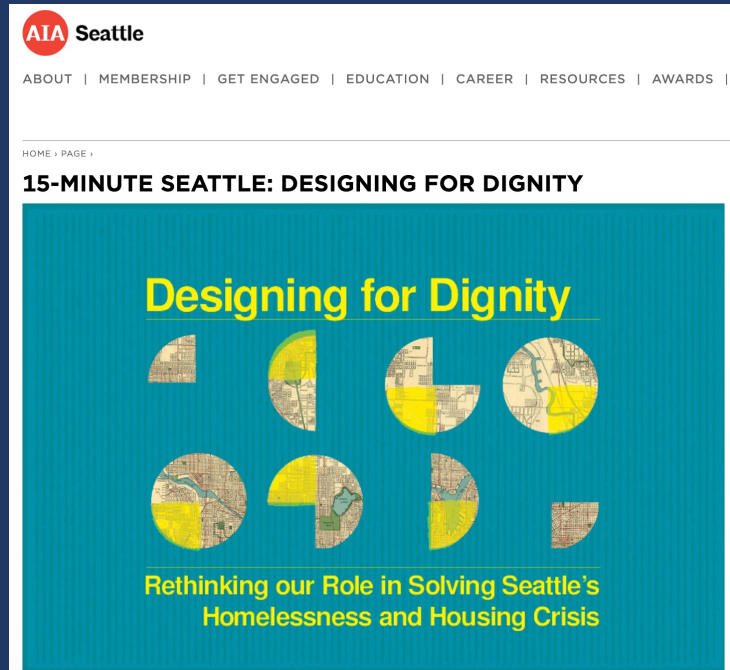
162 views 0 comments



IIDA

**2023 STUDENT OF THE YEAR ESPE ZIVKOVIC**

A recent graduate of Bellevue College's Interior Design program, IIDA Northern Pacific Chapter's student council president, and a student board leader on campus.



**AIA Seattle**

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**15-MINUTE SEATTLE: DESIGNING FOR DIGNITY**

**Designing for Dignity**

**Rethinking our Role in Solving Seattle's Homelessness and Housing Crisis**

Elizabeth Mahan, the winner of the 2018-2019 IIDA (International Interior Design Association) Northern Pacific Chapter's Spencer de Mille Traveling Fellowship, presents her research on the impact of design on homelessness abroad.

**ABOUT ELIZABETH**



Elizabeth Mahan, Interior Design & Architecture Associate, Ankrum Moisan Architects | Elizabeth Mahan is an Interior Design & Architecture Associate at Ankrum Moisan Architects in Seattle. She currently works in the Healthcare sector and is focused on creating human centered healing environments. As a part of the IIDA Northern Pacific Chapter she led community outreach projects for the YWCA Domestic Violence Women's Shelter and the BRIDGE Mary's Place Women's Day Center redesign project, both located in downtown Seattle. She believes we have the opportunity to transform lives through the built environment, playing a pivotal role in creating a more just community. Elizabeth has her NCIDQ certification and is currently taking her ARES.

BC News > Designing Woman

## Designing Woman

Meet Pooja Jain, a successful BC graduate of the interior design program who landed the job of her dreams at Sechrist Design.



# CarbonPositive 2027 CONFERENCE AND EXPO

## Speaker Info

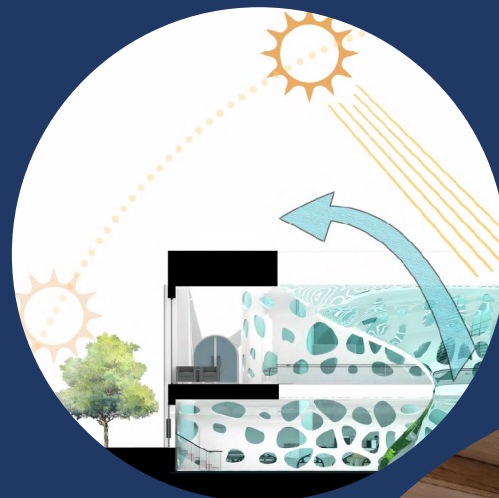


**Jennifer Chen**  
Associate Interior Designer, LMN Architects

Jenn is an interior designer with a focus on how design decisions impact human and environmental health. In addition to planning and designing interior environments that promote health and enhance the human experience, she is also passionate about the role interiors play in a building's overall embodied carbon impact. Jenn led a case study that quantifies the overall

Join us....

**Bachelor of Arts  
Interior Design  
Capstone Graduate  
Presentation  
Winter 2024  
& Spring 2024 classes**



**Finals Week – June 2024**

**Thank You.**



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## REGULAR MEETING AGENDA ITEM

### SABBATICAL LEAVE REQUESTS

#### First Read

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##### Description

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

##### Analysis

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

The Sabbatical Leave Committee received 12 faculty members (23 FTEF total) for sabbatical leave to occur during the 2024–2025 academic year. The Sabbatical Leave Committee met in January and February and to review and rank the proposals and is recommending the requested leaves for seven individuals totaling 12 FTEF.

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

1. **Teaessa Chism, Full Professor, Health Science, Education & Wellness Institute - Nursing (2 FTEF)**
2. **Molly Jae Vaughan, Senior Associate Professor, Arts and Humanities - Art (1 FTEF)**
3. **Lisa Lapointe, Senior Associate Professor, Connected Learning – Library Media Center (3 FTEF)**
4. **Grady Blacken, Senior Associate Professor, Science- Chemistry (2 FTEF)**
5. **Jennie Mayer, Full Professor, Science- Chemistry (2 FTEF)**
6. **Michael David Korolenko, Full Professor, Arts & Humanities – Communication Studies (1 FTEF)**
7. **Sonya Doucette, Full Professor, Science - Chemistry (1 FTEF)**

Alternates

1. **Carol Anderson, Full Professor, Social Science – Psychology (2 FTEF)**
2. **Tim Jones, Full Professor, Social Science – Political Science (2 FTEF)**



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

**Background/Supplemental Information**

Summary of Sabbatical Leave Requests for 2024-25.

**Recommended Action**

No action at this time. This item will be presented for Board action at the April 17, 2024 meeting.

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



## SUMMARY and RANKING OF SABBATICAL LEAVE REQUESTS FOR 2024–2025

### **1. Teassa Chism, Full Professor, Health Science, Education & Wellness Institute – Nursing (2 FTEF)**

The purpose of Teassa's two-quarter sabbatical request is to develop and implement a global collaborative learning experience using virtual simulation and virtual reality, as well as pursue becoming a certified healthcare simulation educator. The sabbatical would provide an opportunity to focus on implementation of experiential learning experiences that address challenges in healthcare that are experienced by Bellevue College and Dodoma University. The implementation of a virtual simulation provides an equity lens for more students to experience study abroad. In addition to the virtual experience, there would be a proposed opportunity for a face-to-face study abroad experience occurring after the virtual simulations. The global collaboration aligns with Bellevue College's mission of inclusion, global awareness, and value of diversity.

### **2. Molly Jae Vaughan, Senior Associate Professor, Arts and Humanities – Art (1 FTEF)**

Molly is requesting a leave of one quarter, the purpose of which is two-fold: first, Molly would travel and to take part in the performance work "Atonement for Imaginary Sins: I Defy You" to states with anti-trans legislation and second, Molly would accept an artist in residence opportunity at the Center for Contemporary Art & Culture at Pacific Northwest College of Art /Willamette University. This opportunity will provide Molly with a focused amount of time working on professional development both as an artist and educator. A requirement of this opportunity is student and faculty engagement, which will occur in the form of artist talks, classroom visits, and one on one studio discussions. The results of these engagements will directly impact Bellevue College through Molly's teaching via the introduction of new concepts and interdisciplinary exchanges.

### **3. Lisa Lapointe, Senior Associate Professor, Connected Learning – Library (3 FTEF)**

The objective of Lisa's proposed sabbatical is to create an escape room to introduce Bellevue College's First Year Seminar students to the reference services and resources of Bellevue College's library. During her requested three-quarter sabbatical, Lisa will spend time learning about game design and existing escape rooms, attending conferences and continuing education classes on Game-Based Learning, and finally planning and creating the puzzles needed for the escape room. Lisa plans to launch the project on campus in Fall 2025. The escape room will provide an additional opportunity for the BC library to connect with and support current students.

### **4. Grady Blacken, Senior Associate Professor, Science – Chemistry (2 FTEF)**

The purpose of Grady's two-quarter sabbatical request is to further advance his efforts in curriculum development and independent research projects to better support incorporation of high-impact practices in the chemistry department and broader science division. Grady's

project will include three parts. First, he plans to reestablish his research activities as a visiting scientist at Bloodworks Northwest and the University of Washington (UW) Department of Hematology. Second, he will reconnect with local user facilities such as the proteomics core facility at the Fred Hutchison Cancer Research Center and the instrument facilities at the UW Department of Chemistry. Finally, he will use the second quarter of his sabbatical to incorporate this work into curriculum for both specialized courses and general science courses in the science division which he will bring back to Bellevue College.

**5. Jennie Mayer, Full Professor, Science – Chemistry (2 FTEF)**

Jennie is requesting a two-quarter leave, the aim of which is to search through the resources available for greener chemistry labs and begin the work of adapting labs to create a year-long organic chemistry laboratory program. This work would help align Bellevue College's chemistry department with the Green Chemistry Commitment, which was adopted in order to infuse green chemistry principles into the curriculum. This will take a significant amount of time to research, obtain chemicals and adapt current labs. Jennie estimates that she can adapt about half the current labs (12 labs) into greener versions during a two-quarter sabbatical and pilot the new labs in summer quarter 2025.

**6. Michael Korolenko, Full Professor, Arts and Humanities – Communication Studies (1 FTEF)**

During a one-quarter sabbatical leave Michael plans on creating Artificial Intelligence-focused content modules to be used in his communication courses here at Bellevue College. Michael plans to research AI, not just the benefits of AI in education but the possible negatives. He will spend time researching and interviewing people who are currently working in the fields of both AI and education about the ethics of using AI in teaching. His course content upon return would focus on modules to teach students to be AI literate and understand the ethics of AI, helping the students to be effective communicators when it comes to AI and its usage. Upon his return to BC, Michael will share his research with department colleagues and colleagues across campus.

**7. Sonya Doucette, Full Professor, Science – Chemistry (1 FTEF)**

As a chemistry professor with Bellevue College for ten years, Sonya would use her one-quarter sabbatical leave to online publish a Chem 161 climate justice curriculum, prepare papers focused on teaching climate justice in STEM for publication, create real-world problem sets for Chem 161 focused on climate justice, science, and solutions; and write a proposal for a second NSF IUSE grant to continue work on teaching climate justice in STEM. All of these activities will improve Sonya's professional skills as an instructor and climate justice leader. In turn it would benefit BC by way of sharing new information and educational research with faculty and students, colleague mentoring, and, if funded, the proposed grant would benefit the college financially.



## ALTERNATES

### **1. Carol Anderson, Full Professor, Social Science – Psychology (2 FTEF)**

Carol is applying for a two-quarter sabbatical leave to refresh her toolbox of teaching strategies. Carol plans to study current findings on students' sense of belonging in academia and to study classic theories in an effort to convert the findings into practical tools to be used in the classroom, at the college, and in the broader community. She would then create the tools (e.g., assignments, projects) that she will share with colleagues in a Professional Development Day workshop and/or Faculty Commons workshops.

### **2. Tim Jones, Full Professor, Social Science – Political Science (2 FTEF)**

As a Political Science and International Studies Professor, Tim Jones is requesting two quarters of sabbatical leave to continue the work he started on a previously-granted one-quarter leave to broaden and deepen his understanding of civil rights histories in the U.S. Tim plans to use the experiential knowledge he gains to directly impact his students by way of influencing the assignments in his American Government classes at BC. Tim plans to visit government and civil rights sites both locally and around the country and bring back educational materials that will inspire his students. Additionally, he plans to take part in several mindfulness retreats which Tim hopes will help him achieve balance that he will be able to impart on his teaching.



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## REGULAR MEETING AGENDA ITEM

### TENURE CANDIDATES

#### Action

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#### Description

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

#### Third Year Candidate(s) Recommended for Tenure

Dellyssa Edinboro	Social Science (Ethnic and Cultural Studies)
Jamiiru Luttamaguzi	Science (Mathematics)
Nicholas Russ	Social Science (Ethnic and Cultural Studies)
Renee Nejo	School of Business and Technology (Digital Media Arts)
Salam Awad	Social Science (Political Science)
Tamara Boynton Howard	Health Sciences, Education and Wellness Institute (Healthcare Promotion and Management)

#### Analysis

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

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

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

- 1) A Tenure Evaluation Subcommittee (TES), composed of members elected within the candidate’s division and chosen by the candidate and approved by the Tenure Review Committee (TRC), is formed for each candidate. This group gathers information and data in support of the candidate’s tenure, and provides mentoring and assists the candidate throughout the three-year process.
- 2) The Tenure Review Committee, including six members elected by the faculty, reviews the documentation prepared by the TES to ensure that college and program standards and expectations are met across the many disciplines. The TRC provides an objective look at each

document to make sure that the case supporting the recommendations of the TES is sound, and provides a recommendation each year to the President.

- 3) During the first two years of a candidate's employment, the President uses the recommendation of the TRC to decide whether or not to continue the probationary period. In the third year, the President considers the recommendation of the TRC in formulating their recommendation to the Board of Trustees to grant tenure or to extend the probationary period.

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

### **Background/Supplemental Information**

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

### **Recommended Action**

That the Board of Trustees of Bellevue College hereby grants tenure for the 2024–25 academic year to Dellyssa Edinboro, Social Science, Ethnic and Cultural Studies.

That the Board of Trustees of Bellevue College hereby grants tenure for the 2024–25 academic year to Jamiiru Luttamaguzi, Science, Mathematics.

That the Board of Trustees of Bellevue College hereby grants tenure for the 2024–25 academic year to Nicholas Russ, Social Science, Ethnic and Cultural Studies.

That the Board of Trustees of Bellevue College hereby grants tenure for the 2024–25 academic year to Renee Nejo, School of Business and Technology, Digital Media Arts.

That the Board of Trustees of Bellevue College hereby grants tenure for the 2024–25 academic year to Salam Awad, Social Science, Political Science.

That the Board of Trustees of Bellevue College hereby grants tenure for the 2024–25 academic year to Tamara Boynton Howard, Health Sciences, Education and Wellness Institute, Healthcare Promotion and Management.

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Prepared by: Dr. Rob Viens, Associate Vice President for Academic Affairs

[rob.viens@bellevuecollege.edu](mailto:rob.viens@bellevuecollege.edu)



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## REGULAR MEETING AGENDA ITEM

### 2024-2025 BOARD MEETING DATES

#### Action

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#### Description

The Washington Administrative Code (W.A.C) requires that a list of Board meeting dates be filed with the Code Revisers Office each calendar year so that the appropriate notice of meeting dates can be given to the public. The following dates are being submitted for the Board’s consideration as regular meeting dates for the 2024-2025 academic year:

<b>Date</b>	<b>Start Time</b>
Wednesday, August 7, 2024	9 am
Thursday, August 8, 2024	9 am
Wednesday, October 9, 2024	2 pm
Wednesday, November 6, 2024	2 pm
Wednesday, December 4, 2024	2 pm
Wednesday, January 22, 2025	9 am
Wednesday, February 26, 2025	2 pm
Wednesday, March 19, 2025	2 pm
Wednesday, April 23, 2025	2 pm
Wednesday, May 21, 2025	2 pm
Wednesday, June 18, 2025	2 pm

#### Analysis

The proposed dates meet the needs of the college in maintaining its administrative and contractual obligations and do not conflict with any major religious or secular holidays according to the common religious and U.S. public holiday calendar. None of the proposed dates conflict with school breaks during the 2024-2025 academic year for the Bellevue, Issaquah, and Mercer Island School District calendars. Further, the last meeting in June occurs before the final day of school for the school districts. The proposed meetings dates do not conflict with the ACCT Leadership Congress or ACCT National Legislative Summit.

There are a total of 11 regular meeting dates, including two dates for the summer Board retreat and one date for the winter Board retreat. Other dates may be scheduled further into the 2024-2025 year.

## **Background/Supplemental Information**

[Common Religious and U.S. Public Holiday Calendars | OSPI](#)

## **Recommended Motion**

That the Board of Trustees of Community College District VIII approves the meeting dates for the 2024-2025 academic year.

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Prepared by: Alicia Keating Polson, [alicia.keatingpolson@bellevuecollege.edu](mailto:alicia.keatingpolson@bellevuecollege.edu)





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## REGULAR MEETING AGENDA ITEM

### **DELETION OF POLICY 6460: EMPLOYEE COVID-19 VACCINATION REQUIREMENTS**

#### **Action**

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#### **Description**

The federal COVID-19 Public Health Emergency (PHE) declaration ended on May 11, 2023. Also on May 11, 2023, Governor Inslee rescinded [Directive 22-13.1](#) ending the condition of employment related to COVID-19 vaccinations for Washington state executive cabinet and small cabinet agencies.

#### **Analysis**

In accordance with the end of the federal COVID-19 PHE declaration and the elimination of COVID-19 vaccination requirements for some Washington state employees through [Directive 22-13.1](#), Bellevue College proposes the deletion of its COVID-19 vaccination policy and associated procedure. The deletion of policy 6460 and associated procedure is in line with current labor and workplace practices.

It is important to note that although the federal public health emergency has ended, the work must continue to limit the spread of COVID-19 and minimize the risk of serious illness and death. People should stay home when sick, wear a fitted face mask if exposed to the virus, and remain up to date with COVID-19 vaccine recommendations.

The repeal of policy 6460 and associated procedure will lead to an adjustment to the hiring practices currently upheld by Human Resources in that new employees will no longer be required to provide documentation on the COVID-19 vaccination but will not change guidelines regarding staying home if employees feel sick.

#### **Comments received during review period:**

The 45-day Bellevue College comment period took place Wednesday October 25, 2023 through Friday December 1, 2023. Six individuals submitted comments; three in favor of deletion, three against deletion. Those in favor agreed the policy was not necessary, and those against deletion focused on immunocompromised individuals' risk of exposure.

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

[DOL COVID-19 Workplace Safety Plan Draft Update 07 10 2023](#)

[Law and the Workplace](#), Proskauer, retrieved 10/4/23

[Washington Department of L&J](#), retrieved 10/4/23

**Recommended Motion**

That the Board of Trustees of Community College District VIII approves the deletion of Policy 6460: Employee Covid-19 Vaccination Requirements.

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Prepared by: Lori Keller, [loreen.keller@bellevuecollege.edu](mailto:loreen.keller@bellevuecollege.edu)

# 6460 COVID-19 Vaccination Requirements

Original Date: 12/21/21 \* Last Revision Effective: 03/15/23  
Policy Contact: Vice President of Administrative Services

## PURPOSE

This policy establishes COVID-19 vaccination requirements. This policy is intended to protect the health and safety of the public and the campus community and was developed in accordance with federal, state, and local guidance. This policy will be reviewed at least annually, no later than January 31st of each year, to assess impacts and alignment with current federal, state, and local guidance.

## POLICY

The college requires faculty, staff, student employees and volunteers to either:

- Be fully vaccinated against COVID-19 using an *authorized vaccine* OR
- To ask and be approved for an *authorized exemption*.

## VERIFICATION AND DOCUMENTATION

All faculty, staff, student employees and volunteers must complete a Vaccination Attestation form and provide documentation as indicated within the form. In the event Human Resources requests additional documentation or information needed to resolve missing, unclear, inconsistent, or incongruent information submitted initially with the Vaccination Attestation form, such subsequent information must also be provided to be in compliance with this policy.

Exemptions approved due to a temporary condition or circumstance will be reviewed and reevaluated based on the stated timeframe noted in the original approval.

## AUTHORIZED EXEMPTIONS

Faculty, staff, student employees and volunteers are exempt from the vaccination requirement if they ask for and are approved, and a reasonable accommodation is granted, as appropriate, for at least one of the following authorized exemptions:

1. Medical Exemption
  - Requires documentation from a healthcare provider who determines that a medical reason or condition exists for which the vaccination should not be given for health and safety reasons.
2. Religious Exemption
  - Requires that there be a conflict between receiving the vaccine and sincerely held religious beliefs or practices.

## RESPONSIBILITIES

Human Resources

- Manages the tracking, collection of documentation, exemptions, verification, reasonable accommodations, confidentiality, and enforcement of this policy and the related procedures for all faculty, staff, student employees, and volunteers.

## DEFINITIONS

Authorized Vaccines

- Include COVID-19 vaccines approved by the federal [Food & Drug Administration \(FDA\)](#), including those approved under Emergency Use Authorization and the [World Health Organization \(WHO\)](#).

Fully Vaccinated

- A person is fully vaccinated two weeks after receiving:
  - The second dose in a two-dose series OR
  - A single-dose vaccine.

- Being fully vaccinated may include a COVID-19 booster if deemed necessary as set forth by the state, or if the college determines that federal, state, and local requirements or recommendations are needed to help keep the campus community safe from COVID-19.

Volunteer

- An uncompensated person who is scheduled to come to campus to perform work related tasks or work connected to a college project but receives no pay or stipend.

**RELEVANT LAWS AND OTHER RESOURCES**

[Washington Department of Labor & Industries \(L & I\) Workplace Health and Safety Rules](#)

[Food & Drug Administration \(FDA\) Vaccine Approval](#)

[World Health Organization \(WHO\) Vaccine Approval](#)

[U.S. Equal Employment Opportunity Commission](#)

[Washington State Department of Health: Building Confidence and Busting Myths](#)

[Centers for Disease Control and Prevention: COVID-19 Vaccines are Safe and Effective](#)

**REVISION HISTORY**

Original: 12/21/2021; 06/15/2022; 3/15/23

**APPROVED BY**

Board of Trustees



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REGULAR MEETING AGENDA ITEM

**DELETION OF POLICY 4550: POLICY ON LIFE THREATENING CHRONIC OR  
DEBILITATING ILLNESS**

**Action**

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**Description**

Policy 4550, Life Threatening Chronic or Debilitating Illness was enacted by Bellevue College in May 1988. In the 35 years since that time, much has changed. Titles I and II of the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, and the Family Medical Leave Act now exist to protect people with disabilities, including people living with HIV, and provide reasonable accommodations to facilitate on-going employment or participation in educational activities.

**Analysis**

Bellevue College maintains its policies and procedures regarding bloodborne pathogens, particularly for allied health education program participants, following the guidance of Washington State Department of Labor & Industries. Additionally, the college recently strengthened policy 1440, Harassment, Discrimination, and Retaliation, with a comprehensive coverage of discrimination concerns. This change does not and will not change the rights, responsibilities, status or support for any current employees who may be facing a life debilitating situation.

**Comments received during review period:**

The 45-day Bellevue College comment period took place Wednesday October 25, 2023, through Friday December 1, 2023. One individual submitted a comment in favor of deletion.

**Recommended Motion**

That the Board of Trustees of Community College District VIII approves the deletion of Policy 4550: Policy on Life Threatening Chronic or Debilitating Illness.

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Prepared by: Lori Keller, Director of Policies & Special Projects [loreen.keller@bellevuecollege.edu](mailto:loreen.keller@bellevuecollege.edu)

## **4550 POLICY ON LIFE-THREATENING, CHRONIC, OR DEBILITATING ILLNESS**

Original Date: 5/10/1988 \* Last Revision Effective: 4/21/2015  
Policy Contact: Vice President, Human Resources

### **POLICY**

Bellevue College recognizes that students, staff, faculty, administrators and their dependents with life-threatening, chronic, or debilitating illnesses, including but not limited to cancer, heart disease and acquired immune deficiency syndrome (AIDS), may wish to continue to engage in as many of their activities as their condition allows, including work and academic pursuits without being discriminated against.

As long as these students and employees are able to meet acceptable performance standards, and medical evidence indicates that attendance at Bellevue College is not a threat to themselves or others, the college will treat them the same as any other students and employees.

At the same time, Bellevue College seeks to provide a safe environment for students and employees. Therefore, precautions will be taken, as needed, to ensure that a student's or employee's condition does not present a health and/or safety threat to any other individuals on the campus.

Consistent with our concern for students and employees with life-threatening, chronic, or debilitating illnesses, Bellevue College will provide where appropriate, education and information on terminal and/or life-threatening illnesses through lectures, workshops and brochures, as well as referral to agencies and organizations which offer supportive services for life-threatening illness.

### **REVISION HISTORY**

Original 5/10/1988

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

### **APPROVED BY**

Board of Trustees  
President's Cabinet



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## REGULAR MEETING AGENDA ITEM

### **REVISION OF POLICY 1440: DISCRIMINATION, HARASSMENT, AND RETALIATION**

#### **Action**

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#### **Description**

Policy 1440: Discrimination, Harassment, and Retaliation was updated on September 19, 2023, to align with the Title IX policy, and was approved as an interim (temporary) policy by the President's Cabinet. It was temporarily adopted by Bellevue College to comply with federal regulations. Additional federal changes were expected from the Biden Administration in Fall 2023 but were not received.

#### **Analysis**

The changes to Title IX in August of 2020 altered the standard legal definition of sexual harassment for specific Title IX situations. It does not alter the standard legal definition under any other federal, state, or local laws under which Bellevue College still has legal obligations. Policy 1440 discusses all protected class discrimination, including sex- and gender-based discrimination that follows the standard legal definition.

#### **Recommended Motion**

That the Board of Trustees of Community College District VIII approves the revision of Policy 1440: Discrimination, Harassment, and Retaliation.

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## **1440 Discrimination, Harassment and Retaliation**

Original Date: 7/22/2008 \* Temporary Revision Effective: 9/20/23 (temporary approval expires on 03/19/24)  
Policy Contacts: Vice President of Diversity, Equity, and Inclusion; Vice President of Human Resources

### **POLICY**

It is the policy of Bellevue College to provide a working and learning environment free from discrimination against and harassment of individuals based on their membership in a protected class, and to investigate and resolve reported violations in an equitable and timely fashion. Retaliation against individuals who file reports or otherwise participate in investigative and disciplinary procedures designed to address violations of this policy is also prohibited.

This policy applies to discriminatory, harassing, or retaliatory conduct whether physical, verbal, or non-verbal, occurring:

- Anywhere on the college's campuses (including vehicles);
- At any college-sponsored event or activity, whether on- or off-campus (such as social functions, athletic events, celebrations, or conferences);
- Off-campus, when such conduct adversely affects a member or members of the college community or the pursuit of the college's objectives; or
- Through the college's computer, telephone, or other electronic communication systems.

This policy does not alter or modify laws, regulations, or college policies applicable to the legitimate exercise of academic freedom or constitutionally-protected rights. General complaints unrelated to discrimination or harassment based on membership in a protected class or retaliation are addressed in Policy 1450.

### **PROHIBITED CONDUCT**

This policy prohibits discrimination and harassment based on an individual's membership in the following classes that are subject to protection under federal, state, or local law:

- Presence of any sensory, mental, or physical disability
- Use of a trained dog guide or service animal
- HIV/AIDS and hepatitis C status
- Race/color
- Creed/religion
- Sex (including pregnancy)
- Marital status
- Age
- Sexual orientation, including gender identity or expression
- Genetic information
- Honorably discharged veteran or military status
- Parties impacted by sexual misconduct
- Membership in any other group protected by federal, state, or local law

Retaliation against any individual who reports, files a claim, or participates in an investigation or disciplinary proceeding involving alleged violations of this policy is also prohibited.

### **CONSEQUENCES OF POLICY VIOLATIONS**

Reports of violations of this policy by employees, students, or visitors will be reviewed according to the procedures described in 1440P to determine what interim measures, investigations, remediation, or other actions are required or recommended.

Students and employees found to have violated this policy may be subject to corrective or disciplinary action, up to and including dismissal from the college or dismissal from employment. Disciplinary action against students violating this policy will be handled by the student conduct officer according to the student conduct code (Policy 2050). Disciplinary action against employees violating this policy will be handed by the responding party's supervisor or appropriate college official according to college policy, collective bargaining agreements, and state and federal law.



In some instances, employees who violate state or federal anti-discrimination laws may be subject to personal liability in a civil lawsuit. The college, through the WA State Attorney General's office, is authorized to defend and indemnify a college employee only when the employee acts in good faith and within the scope of their official duties.

### **RESPONSIBILITIES**

All employees are responsible for:

- Refraining from conduct that is discriminatory, harassing, or retaliatory;
- Taking discrimination, harassment, and retaliation concerns seriously;
- Reporting suspected discriminatory, harassing, or retaliatory conduct to the appropriate authorities in accordance with procedure 1440P; and
- Cooperating with any resulting investigation and/or disciplinary proceeding.
- Employees who are licensed mental health counselors wherein confidentiality is part of their licensure, while in the role of counselor, are exempt from reporting.

Administrators, supervisors, and faculty members are responsible for:

- Providing a working and learning environment free from discrimination, harassment, and retaliation;
- Monitoring the work and learning environment for potential discrimination, harassment, and retaliation;
- Collaborating, when appropriate, with the human resources and Title IX offices to address inappropriate behavior of co-workers, students, and non-employees;
- Collaborating, when appropriate, with the human resources and Title IX offices to follow-up on situations that have been addressed through the reporting procedure; and
- Monitoring for potential recurrences of discrimination, harassment, or retaliation.

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

- BC procedures 1440P
- BC Policy 1450
- Title [VI](#) and [VII](#) of the Civil Rights Act of 1964
- [Equal Pay Act of 1963](#)
- Age Discrimination in Employment Act of 1967 (ADEA)
- [Age Discrimination Act of 1975](#)
- [Americans with Disabilities Act of 1990 \(ADA\), as amended](#)
- [Section 504 of the Rehabilitation Act of 1973](#)
- [Washington Law Against Discrimination \(WLAD\) chapter 49.60 RCW](#)
- U.S. Department of Justice [Executive Order 13160](#)
- Violence Against Women Act (VAWA) Reauthorization 2013
- RCW 28B.10.842, 844; RCW 4.92.060-075
- Chapter RCW 28B.030 Gender Equity in Higher Education
- Chapter RCW 28B.112 Campus Sexual Violence
- Chapter 132H-126 WAC (BC Policy 2050 Student Conduct Code)
- Washington State Human Rights Commission
- Equal Employment Opportunity Commission
- U.S. Department of Education's Office for Civil Rights
- Bellevue College Association of Higher Education Collective Bargaining Agreement
- Washington Public Employees Association Higher Education Collective Bargaining Agreement
- Washington Federation of State Employees Higher Education Community College Coalition Collective Bargaining Agreement

### **REVISION HISTORY**

Original 7/22/2008 - replaced original policy 4200 General Policy on Sexual Harassment

Revisions 3/4/2009; 5/21/2009; 9/11/2012; 2/5/2015; 10/17/2018; 9/20/23 (temporary approval expires on 03/19/24)

### **APPROVED BY**

Temporary Cabinet Approval 9/20/23

## 1440 Discrimination, Harassment and Retaliation

Original Date: 7/22/2008 \*~~Last~~\* ~~Temporary~~ Revision Effective: ~~10/17/2018~~ 10/20/23 (temporary approval expires on 03/19/24)

Policy ~~Contact~~Contacts: Vice President, of Diversity, Equity, and Inclusion; Vice President of Human Resources

### **POLICY**

It is the policy of Bellevue College (~~College~~) to provide a working and learning environment free from discrimination against and harassment of individuals based on their membership in a protected class, ~~or based on their status as individuals impacted by sexual misconduct~~, and to investigate and resolve reported violations in an equitable and timely fashion. Retaliation against individuals who file reports or otherwise participate in investigative and disciplinary procedures designed to address violations of this policy is also prohibited.

This policy applies to discriminatory, harassing, or retaliatory conduct whether physical, verbal, or non-verbal, occurring:

- Anywhere on the college's campuses (including vehicles);
- At any college-sponsored event or activity, whether on- or off-campus (such as social functions, athletic events, celebrations, or conferences);
- Off-campus, when such conduct adversely affects a member or members of the college community or the pursuit of the college's objectives; or
- Through the college's computer, telephone, or other electronic communication systems.

This policy does not alter or modify laws, regulations, or college policies applicable to the legitimate exercise of academic freedom or constitutionally-protected rights. General complaints unrelated to discrimination or harassment based on membership in a protected class or retaliation are addressed in Policy 1450.

### **PROHIBITED CONDUCT**

This policy prohibits discrimination and harassment based on an individual's membership in the following classes that are subject to protection under federal, state, or local law:

- Presence of any sensory, mental, or physical disability
- Use of a trained dog guide or service animal
- HIV/AIDS and hepatitis C status
- Race/color
- Creed/religion
- Sex (including pregnancy)
- Marital status
- Age
- Sexual orientation, including gender identity or expression
- Genetic information
- Honorably discharged veteran or military status
- Parties impacted by sexual misconduct
- Membership in any other group protected by federal, state, or local law

Retaliation against any individual who reports, files a claim, or participates in an investigation or disciplinary proceeding involving alleged violations of this policy is also prohibited.

### **CONSEQUENCES OF POLICY VIOLATIONS**

Reports of violations of this policy by employees, students, or visitors will be reviewed according to the procedures described in 1440P to determine what interim measures, investigations, remediation, or other actions are required or recommended.

Students and employees found to have violated this policy may be subject to corrective or disciplinary action, up to and including dismissal from the college or dismissal from employment. Disciplinary action against students violating this policy will be handled by the student conduct officer according to the student conduct code (Policy 2050). Disciplinary action against employees violating this policy will be handed by the responding party's supervisor or appropriate college official according to college policy, collective bargaining agreements, and state and federal law.

In some instances, employees who violate state or federal anti-discrimination laws may be subject to personal liability in a civil lawsuit. The college, through the WA State Attorney General's office, is authorized to defend and indemnify a college employee only when the employee acts in good faith and within the scope of their official duties.

### **RESPONSIBILITIES**

All employees ~~and students~~ are responsible for:

- Refraining from conduct that is discriminatory, harassing, or retaliatory;
- Taking discrimination, harassment, and retaliation concerns seriously;
- Reporting suspected discriminatory, harassing, or retaliatory conduct to the appropriate authorities in accordance with ~~procedures~~procedure 1440P ~~and 1440P2~~; and
- Cooperating with any resulting investigation and/or disciplinary proceeding.
- Employees who are licensed mental health counselors wherein confidentiality is part of their licensure, while in the role of counselor, are exempt from reporting.

Administrators, supervisors, and faculty members are responsible for:

- Providing a working and learning environment free from discrimination, harassment, and retaliation;
- Monitoring the work and learning environment for potential discrimination, harassment, and retaliation;
- Collaborating, when appropriate, with the human resources and Title IX offices to address inappropriate behavior of co-workers, students, and non-employees;
- Collaborating, when appropriate, with the human resources and Title IX offices to follow-up on situations that have been addressed through the reporting procedure; and
- Monitoring for potential recurrences of discrimination, harassment, or retaliation.

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

- BC procedures 1440P/~~1440P2~~
- BC Policy 1450
- Title ~~VIVI~~ and ~~VIVII~~ of the Civil Rights Act of 1964
- ~~Equal Pay Act of 1963~~
- ~~Age Discrimination in Employment Act of 1967 (ADEA)~~
- Equal Pay Act of 1963
- Age Discrimination in Employment Act of 1967 (ADEA)
- Age Discrimination Act of 1975
- ~~Americans with Disabilities Act of 1990 (ADA), as amended~~
- ~~Section 504 of the Rehabilitation Act of 1973~~
- ~~Title IX of the Educational Amendments of 1972~~
- ~~Washington Law Against Discrimination (WLAD) chapter 49.60 RCW~~
- ~~U.S. Department of Justice Executive Order 13160~~
- Americans with Disabilities Act of 1990 (ADA), as amended
- Section 504 of the Rehabilitation Act of 1973
- Washington Law Against Discrimination (WLAD) chapter 49.60 RCW
- U.S. Department of Justice Executive Order 13160
- Violence Against Women Act (VAWA) Reauthorization 2013
- RCW 28B.10.842, 844; RCW 4.92.060-075
- Chapter RCW 28B.030 Gender Equity in Higher Education
- Chapter RCW 28B.112 Campus Sexual Violence
- Chapter 132H-~~125~~126 WAC (BC Policy 2050 Student Conduct Code)
- Washington State Human Rights Commission
- Equal Employment Opportunity Commission
- U.S. Department of Education's Office for Civil Rights
- Bellevue College Association of Higher Education Collective Bargaining Agreement
- Washington Public Employees Association Higher Education Collective Bargaining Agreement
- Washington Federation of State Employees Higher Education Community College Coalition Collective Bargaining Agreement

### **REVISION HISTORY**

Original 7/22/2008 - replaced original policy 4200 General Policy on Sexual Harassment  
Revisions 3/4/2009; 5/21/2009; 9/11/2012; 2/5/2015; 10/17/2018; 9/20/23 (temporary approval expires on 03/19/24)

**APPROVED BY**

~~Board of Trustees~~

~~President's Temporary~~ Cabinet Approval 9/20/23



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## REGULAR MEETING AGENDA ITEM

### **CREATION OF POLICY 1445: TITLE IX SEXUAL HARASSMENT**

#### **Action**

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#### **Description**

Policy 1445: Title IX Sexual Harassment was approved as an interim (temporary) policy by the President's Cabinet in September 2021 to comply with Federal regulations; however, the policy was not formally ratified by the Board of Trustees due to additional revisions needed in the policy. These additional revisions were incorporated into an updated version of Policy 1445; therefore, President's Cabinet approved the revised Policy 1445 as an interim (temporary) policy on September 19, 2023.

Policy 1445 was temporarily adopted by Bellevue College to comply with federal regulations. Additional federal changes were expected from the Biden Administration but were not received in Fall 2023.

#### **Analysis**

The changes to Title IX in August of 2020 altered the standard legal definition of sexual harassment for specific Title IX situations. It does not alter the standard legal definition under any other federal, state, or local laws under which Bellevue College still has legal obligations.

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

[Title IX and Sex Discrimination \(ed.gov\)](#)

[Press Release, June 2022, Dept. Of Education](#)

[2023 Dept. Of Education](#) public comments update

#### **Recommended Motion**

That the Board of Trustees of Community College District VIII approves the creation of Policy 1445: Title IX Sexual Harassment.

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## 1445 TITLE IX SEXUAL HARASSMENT

Original Date: 09/28/21 (President's Cabinet Temporary Approval – 9/19/23 (temporary approval expires on 03/19/24) \*

Last Revision Effective: 9/19/23

Policy Contact: Vice President Diversity, Equity and Inclusion

### POLICY

Bellevue College complies with U.S. Office of Civil Rights, Department of Education, [34 CFR Part 106 Title IX](#) regulations. This policy applies to the specific definition of sexual harassment as amended in the regulations, effective August 14, 2020. This policy does not prevent the college from pursuing action under other college policies, employment contracts or handbooks, or related federal or state law.

This policy applies to sexual harassment, described below in the prohibited conduct section, that has occurred:

- In the United States; and
- During a college educational program or activity

This policy does not alter or modify laws, regulations, or college policies applicable to the legitimate exercise of academic freedom or constitutionally protected rights. General complaints unrelated to discrimination or harassment based on membership in a protected class or retaliation are addressed in [Policy 1450](#).

### PROHIBITED CONDUCT

This policy prohibits act(s) of sexual harassment including attempts to commit, or aid, abet, incite, encourage, or assist another person to commit said act(s).

For purposes of this policy, sexual harassment encompasses the following conduct:

- **Quid pro quo harassment.** A college employee conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.
- **Hostile environment.** Unwelcome conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's educational programs or activities, or employment.
- **Sexual assault.** Sexual assault includes the following conduct:
  - **Rape** - (Includes attempted rape, excludes statutory rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
  - **Sodomy** - Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
  - **Sexual Assault with an Object** - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
  - **Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
  - **Incest** - Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape** - Nonforcible sexual intercourse with a person who is under the statutory age of consent.
- **Domestic violence.** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the State of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Washington, RCW 26.50.010.
- **Dating violence.** Violence committed by a person:
  - who is or has been in a social relationship of a romantic or intimate nature with the complainant



- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship.
  - The type of relationship. The frequency of interaction between the persons involved in the relationship.
- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - fear for their safety or the safety of others; or
  - suffer substantial emotional distress.
- **Retaliation.** Retaliation includes harming, threatening, intimidating, coercing, or taking adverse action of any kind against a person because such person reported a violation of this code or college policy, provided information about a reported violation, or participated as a witness or in other capacity in a college investigation or disciplinary proceeding. Retaliation by, for or against any participant (including but not limited to complainant, respondent, witness, Title IX officer or designee, or investigator) is expressly prohibited. Retaliatory action of any kind taken against an individual seeking redress under the applicable procedures or against any participant in subsequent processes is conduct subject to discipline.

### **POLICY VIOLATIONS**

Reports of violations of this policy by employees, students, or visitors will be reviewed according to the procedures described in 1445P and 1445P2 to determine what interim measures, investigations, remediation, or other actions are required or recommended.

Students and employees found to have violated this policy may be subject to corrective or disciplinary action, up to and including dismissal from the college or dismissal from employment. Reports against students will be referred to the student conduct manager for disciplinary proceedings pursuant to the student conduct code (WAC 132H-126, Policy 2050). Reports against employees will be referred for disciplinary proceedings pursuant to the Title IX employee discipline procedures.

### **RESPONSIBILITIES**

All employees are responsible for:

- Refraining from conduct that is discriminatory, harassing, or retaliatory;
- Taking discrimination, harassment, and retaliation concerns seriously;
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- Cooperating with any resulting investigation and/or disciplinary proceeding.
- Employees who are licensed mental health counselors wherein confidentiality is part of their licensure, while in the role of counselor, are exempt from reporting.

Administrators, supervisors, and faculty members are responsible for:

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- Monitoring the work and learning environment for potential discrimination, harassment, and retaliation;
- Collaborating, when appropriate, with the human resources and Title IX offices to follow-up on situations that have been addressed through the reporting procedures; and
- Monitoring for potential recurrences of discrimination, harassment, or retaliation.

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

- Procedure [1440P](#)
- [Policy 1450/2050](#)
- WAC 132H-126
- [Title IX of the Educational Amendments of 1972](#)
- U.S. Department of Education's Office for Civil Rights
- Bellevue College Association of Higher Education Collective Bargaining Agreement
- Washington Public Employees Association Higher Education Collective Bargaining Agreement
- Washington Federation of State Employees Higher Education Community College Coalition Collective Bargaining Agreement

### **REVISION HISTORY**

Created: 9/28/21

Revised:

**APPROVED BY**

09/19/23 (President's Cabinet Temporary Approval - temporary approval expires on 03/19/24)

## 1445 TITLE IX SEXUAL HARASSMENT

Original Date: 09/28/21 (President's Cabinet Temporary Approval – 9/19/23 (temporary approval expires on 03/19/24) \*

Last Revision Effective: 9/19/23

Policy Contact: Vice President Diversity, Equity and Inclusion

### POLICY

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- During a college educational program or activity

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  - **Statutory Rape** - Nonforcible sexual intercourse with a person who is under the statutory age of consent.
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- **Dating violence.** Violence committed by a person:
  - who is or has been in a social relationship of a romantic or intimate nature with the complainant

- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship.
  - The type of relationship.
  - The frequency of interaction between the persons involved in the relationship.
- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
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  - suffer substantial emotional distress.
- **Retaliation.** Retaliation includes harming, threatening, intimidating, coercing, or taking adverse action of any kind against a person because such person reported a violation of this code or college policy, provided information about a reported violation, or participated as a witness or in other capacity in a college investigation or disciplinary proceeding. Retaliation by, for or against any participant (including but not limited to complainant, respondent, witness, Title IX officer or designee, or investigator) is expressly prohibited. Retaliatory action of any kind taken against an individual seeking redress under the applicable procedures or against any participant in subsequent processes is conduct subject to discipline.

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- Taking discrimination, harassment, and retaliation concerns seriously;
- Reporting suspected discriminatory, harassing, or retaliatory conduct to the appropriate authorities in accordance with procedures 1440P, 1445P, 1445P2; and
- Cooperating with any resulting investigation and/or disciplinary proceeding.
- Employees who are licensed mental health counselors wherein confidentiality is part of their licensure, while in the role of counselor, are exempt from reporting.

Commented [LK1]: New

Administrators, supervisors, and faculty members are responsible for:

- Providing a working and learning environment free from discrimination, harassment, and retaliation;
- Monitoring the work and learning environment for potential discrimination, harassment, and retaliation;
- Collaborating, when appropriate, with the human resources and Title IX offices to follow-up on situations that have been addressed through the reporting procedures; and
- Monitoring for potential recurrences of discrimination, harassment, or retaliation.

### RELEVANT LAWS AND OTHER RESOURCES

- [BC procedures Procedure 1440P](#)
- [BC Policy 1450/2050](#)
- WAC 132H-126
- [Title IX of the Educational Amendments of 1972](#)
- U.S. Department of Education's Office for Civil Rights
- Bellevue College Association of Higher Education Collective Bargaining Agreement
- Washington Public Employees Association Higher Education Collective Bargaining Agreement
- Washington Federation of State Employees Higher Education Community College Coalition Collective Bargaining Agreement

**REVISION HISTORY**

[Created: 9/28/21](#)

[Revised:](#)

**APPROVED BY**

09/19/23 (President's Cabinet Temporary Approval - temporary approval expires on 03/19/24)



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## REGULAR MEETING AGENDA ITEM

### INFORMATION ITEM: HOUSEKEEPING AND MINOR EDITS TO POLICY LIBRARY

#### Information

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##### Description

Bellevue College's policy library is consistently reviewed as part of an ongoing quality review process. Minor, or housekeeping edits, such as corrections of grammatical errors, updated hyperlinks, or updated job titles are often necessary. Housekeeping edits are proposed to College Assembly and President's Cabinet without going through the full creation, revision, deletion policy and procedure process. This takes place during a ten-day review period wherein Cabinet or Assembly are notified of the minor or housekeeping edits and during that time, either body may request a full review of the policy or procedure.

The following policies are proposed to receive minor or housekeeping edits in March 2024. Policies with minor or housekeeping edits have been reviewed by the policy contact and by Cabinet and Assembly. Any member of the Board of Trustees may also request a full review.

#### 4600 Bloodborne Pathogens

- Review only
- Change "Approved by" to Board of Trustees.

#### 6400 Public Safety OC Use

- Add "Pepper Spray" to title
- Change gendered references
- Change "Approved by" to Board of Trustees.

#### 6680 Early Learning Center Admissions

- Add "and caregivers/parents" to the first clause of the equal opportunity sentence, for clarity.

##### Recommended Action

No action is required unless the Board would like to request a full review of any of the above listed policies.

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Prepared by: Loreen McRea Keller, [lori.keller@bellevuecollege.edu](mailto:lori.keller@bellevuecollege.edu)



# 4600 BLOODBORNE PATHOGENS; EXPOSURE CONTROL

Original Date: 9/14/1994 \* Last Revision Effective: ~~4/21/2015~~  
Policy Contact: Vice President, Human Resources

## POLICY

The OSHA standard guidelines ([29 CFR 1910.1030](#)) were designed to cover all workers in health care and public safety occupations who may have occupational exposure to blood and other potentially infectious materials. OSHA has not attempted to list all occupations where exposure could occur.

The Bellevue College exposure control program identifies job classifications which are covered by the standard.

Since accidental exposure to blood or other potentially infectious substances may occur in any work setting, all employees need to be aware of accident prevention techniques and the specific steps to be implemented in seeking assistance following any potential exposure incident.

It is the policy of Bellevue College to provide a safe work environment for all employees. To protect employees from the dangers associated with the handling of potentially infectious materials, Bellevue College will develop and manage an exposure control program in compliance with [WAC 296-823](#), Occupational Exposure to Bloodborne Pathogens.

## DEFINITIONS

### Blood

- means human blood, human blood components, and products made from human blood.

### Bloodborne pathogen-

- means pathogenic microorganisms that are present in human blood and can cause disease in humans.

### Contaminated sharps

- means any contaminated object that can penetrate the skin, including but not limited to needles, scalpels, broken glass, etc.

### Decontamination

- means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on an item to the point where they are no longer capable of transmitting infectious particles and the item is rendered safe for handling, use, or disposal.

### Engineering controls

- means controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogen hazard from the workplace.

### Exposure incident

- means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

### Potentially infectious material

- means any body fluid visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

### Occupational exposure

- means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

### Personal protective equipment (PPE)

- means specialized clothing or equipment worn by an employee for protection against a hazard.

### Regulated waste

- means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

### Work practice control

- means a control that reduces the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique, wearing gloves to wipe up spilled blood).

## RELEVANT LAWS AND OTHER RESOURCES

- Bellevue College Procedure #4600P Bloodborne Pathogens; Exposure Control

**REVISION HISTORY**

Original 9/14/1994  
Revision 5/21/2009; 4/21/2015

**APPROVED BY**

President's Cabinet  
Board of Trustees

## 6400 PUBLIC SAFETY OC (PEPPER) SPRAY USE

Original Date: 5/10/2005 \* Last Revision Effective: 10/15/2015  
Policy Contact: Vice President, Administrative Services

### POLICY

Bellevue College employs ~~individualsmen and women~~ to perform duties as security officers. These officers are trained and instructed in nonviolent crisis intervention skills that allow them to avoid or defuse most confrontational situations. Public safety officers are expected to patrol the campus grounds and respond to potentially violent situations either with or without immediate backup. OC (pepper) spray when used properly and with the proper training may enable an officer to protect ~~themselveshim/herself~~ or other persons from physical attack. The purpose for utilizing OC spray must be limited to the protection of the officer or others who are under immediate physical attack and will in no way be used to otherwise influence, intimidate or detain an individual regardless of circumstance. Proper training, restrictive policy and certification will indemnify Bellevue College and its employees from liability ~~of actions for their actions~~.

The following outlines where and when public safety officers employed by the college may employ OC (pepper spray) in the performance of their duties.

- OC spray may only be used by public safety officers who have been trained and certified by a recognized training agency with training arranged and sponsored by Bellevue College. Record of such training must be on file and a copy present in the officers' personnel file.
- The use of pepper spray is limited to areas that are well ventilated and care will be taken where others are in attendance.
- OC spray will used only to protect the public safety officer or others from imminent physical harm and will only be used in accordance with the use of force policy where OC spray is addressed.
- Any public safety officer who is forced to rely on the use of OC spray after exhausting all other measures including withdrawing from the situation must file a complete written account of the event and notify the director of public safety as soon as it is prudent to do so. The director of public safety will conduct a review and provide a written report to the vice president of administrative services as outlined in the internal public safety use of force policy.

Questions about this security procedure or the law enforcement elements of such plans or policies should be directed to the director of public safety.

### DEFINITIONS

Employee

- Any person ~~employed, or employed or~~ contracted by Bellevue College.

OC Spray

- Oleoresin capsicum spray, a natural spray, commonly known as "pepper spray".

Public Areas

- Areas accessible to the general public and or employees of Bellevue College.

Public Safety

- Applies to any person employed by the public safety office.
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### REVISION HISTORY

Original 5/10/2005

Revision 5/21/2009; 10/15/2015

### APPROVED BY

President's Cabinet  
Board of Trustees

## 6680 EARLY LEARNING CENTER ADMISSION ~~PRIORITIES~~

Original Date: 11/1/1995 \* Last Revision Effective: ~~10/19/2015~~  
Policy Contact: Vice President, Administrative Services

### **POLICY**

Children of students, staff and faculty, and community members are served on a space-available basis in the early learning center. Priority is given to children of students enrolled at Bellevue College or EWU @ BC, enrolled in six (6) or more credits, Bellevue College employees, and to children of Costco employees per the Bellevue College/Costco partnership agreement. There is equal opportunity for participation of all children and caregivers/parents without discrimination according to race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status. For specific enrollment information, refer to the early learning center family handbook.

### **REVISION HISTORY**

Original 11/1/1995  
Revisions 5/10/2005; 5/21/2009; 12/20/2011; 9/24/2012; 10/19/2015

### **APPROVED BY**

Board of Trustees~~President's Cabinet~~