



BELLEVUE  
COLLEGE



# **Board of Trustees**

## **Community College District VIII**

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REGULAR MEETING  
April 17, 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, April 17, 2024. The business session will begin at 2:30 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: 810 9850 6435

**MEETING AGENDA**

**BUSINESS SESSION**

- I. Call to Order Rich Fukutaki
- a. Welcome and Introductions
  - b. Approval of Agenda and Minutes
    - i. Agenda for April 17, 2024
    - ii. Minutes for March 13, 2024

II. 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 [BoardofTrustees@bellevuecollege.edu](mailto:BoardofTrustees@bellevuecollege.edu).

III. Information

- a. Housekeeping and Minor Edits to Policy Library Dr. Lori Keller

**EXECUTIVE SESSION**

The Board will convene in executive session for 15 minutes under [RCW 42.30.110\(1\)](#) for the following purpose: (g) To review the performance of a public employee. No final action will be taken during this executive session.

**BUSINESS SESSION**

- IV. Call to Order Rich Fukutaki
- V. Action
- a. Sabbatical Leave Requests Dr. Rob Viens

VI. Campus Tour

The trustees will participate in a tour around the Bellevue College campus.

- VII. Call to Order
  - a. Final Thoughts
  - b. Adjourn

Rich Fukutaki

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, March 13, 2024. Rich Fukutaki, chair, presided. This meeting was held in B201 and on Zoom. A telephone line was also available.

## **MINUTES**

Chair Fukutaki called the business session to order at 2:03 PM.

### **ROLL CALL**

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A quorum of the Board was present.

Present: Chair Rich Fukutaki, 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 38 guests in attendance.

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

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Trustee Pradnya Desh made a motion to approve the agenda (March 13, 2024) and minutes (February 14, 2024). Trustee Merisa Heu-Weller seconded.

The motion passed unanimously.

### **CONSTITUENT REPORTS**

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#### **A. Student**

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

- The campus is very active again after the pandemic.
- ASG is currently hiring for its Board of Directors, including elected positions. Applications are open until March 31st. The election season begins in mid-April and will conclude in early May.
- Nine applications have been received for a commencement speaker position. This is triple the amount received last year. This represents more student involvement.
- ASG focuses on constitutional amendments and anticipates bringing amendments to the President's Cabinet next month.

- ASG representatives are traveling to DC in late March to meet with Congress and tour the White House.
- On April 6-7, Bellevue College ASG is hosting the Washington Student Achievement Council on campus. On the agenda will be a recap of the Washington State Legislative session. This is the first year Bellevue College student leadership has been active in Olympia in at least five years.

#### B. Classified

The Classified report was submitted in writing.

- The combined Classified and Exempt Professional Development Day, scheduled for March 8<sup>th</sup>, was cancelled due to planning issues. Instead, it was a workday for employees to dive into projects. The allocated funds will be available during spring quarter for professional development such as conferences and workshops. A committee has begun to plan the 2025 day.
- Bargaining teams are forming for the 2025-2027 WPEA contract. Bellevue College will have a classified staff representative on the higher ed bargaining committee.
- The WFSE Higher Ed coalition contract bargaining team has formed but there are no staff from Bellevue College.

#### C. College Assembly

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

- Timelines for setting goals for governance councils have been extended in a concerted effort to refocus on attainable short-term goals.
- The Resources and Planning Council is focused on access, including wayfinding and hours of operation for support services.
- The Student Success Council is focused on the Bellevue College Catalog and how it interfaces with ctcLink.
- The Council for Inclusion and Diversity is working on spreading better communication between academic affairs and student affairs. In addition, the focus is supporting the hiring and retention of diverse staff and faculty at Bellevue College.
- The Infrastructure Council is focused on food access on campus and safety issues around campus, such as tripping hazards and slippery floors. This council is working on a reporting system for students to inform them of any noticed dangers or needed repairs.
- At the College Assembly level, the focus is turning toward preparations for next year and filling council chair positions.

#### D. Faculty

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

- The faculty was involved in the provost interviews. There are candidates who have general support from the faculty.
- The faculty representative serving on the S&A Committee is the same one who served last year. The faculty is looking forward to the outcome of the S&A Committee proposal deliberations.

- The tenure candidates that will come before the Board of Trustees today are excellent.
- The Faculty Professional Development Day was held last Friday. The focus was largely on building community and the faculty was grateful for the time spent with colleagues.
- Faculty members appreciate the Gala event and the attendance from leadership. The inspirational student speaker expressed the importance of individual faculty and staff who help steer and support a student's success.
- This is in reference to the campus closure on February 27, 2024. As faculty were in classrooms full of students at the time of the sudden announcement of potential danger, some members questioned what their procedures and responsibility were in a risk management scenario. The faculty would appreciate more direction and guidance for potential future safety situations.

#### E. Foundation

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

- The Gala was an overwhelming success, with attendance surpassing expectations and fundraising efforts exceeding the targeted goal.
  - Gratitude was expressed to the Trustees, specifically Trustees Leigh, Dietzel, and Desh, for their presence and support. Recognition was extended to all Foundation Board members, attendees, and alumni for their contributions to the Gala's success.
  - The event was highlighted as the foundation's largest fundraiser, with anticipated revenue reaching approximately \$400,000 against a goal of \$350,000.
  - Memorable moments from the Gala included inspiring speeches by Dr. David May and a student speaker, emphasizing the significance of the college's mission and the impact of the Foundation's work.
  - Special appreciation was directed toward Melissa, her team, and Rebecca for their exceptional efforts in organizing the gala and ensuring its smooth execution.
- The upcoming golf tournament, on April 8th at Glendale, aims to generate funds for Bellevue College athletic scholarships. Interested individuals are encouraged to sign up and participate.
- A call for volunteers to participate in the Scholarship Read Week between April 14-21. An estimation of approximately 1000 applications needs reviewing, each requiring three evaluations, underscoring the significant undertaking involved. An estimated 250-300 reading volunteers are needed.

### PROGRAM SPOTLIGHT

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#### A. Interior Design Program

Dan Beert, Interior Design Program Chair and professor, and Mark Mappala, Senior Associate Professor, provided an overview of the Interior Design Program.

### PUBLIC COMMENT

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There was no public comment.



## FIRST READ

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### A. Sabbatical Leave Requests

Dr. Rob Viens, Associate Vice President for Academic Affairs, presented the sabbatical leave requests.

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.

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. Jenni 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.

## ACTION

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### A. Tenure Candidates

In accordance with [RCW 28B.50.102 \(2\)](#), Trustee Chubarov did not vote on the tenure candidates.

#### Motion 02.24

Trustee Pradnya Desh moved that the Board of Trustees of Community College District VIII hereby grants tenure for the 2024–25 academic year to Dellyssa Edinboro, Social Science, Ethnic and Cultural Studies. Trustee Greg Dietzel seconded.

The motion passed unanimously.

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#### Motion 03.24

Trustee Greg Dietzel moved that the Board of Trustees of Community College District VIII hereby grants tenure for the 2024–25 academic year to Jamiiru Luttamaguzi, Science, Mathematics. Trustee Merisa Heu-Weller seconded.

The motion passed unanimously.

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#### Motion 04.24

Trustee Merisa Heu-Weller moved that the Board of Trustees of Community College District VIII hereby grants tenure for the 2024–25 academic year to Nicholas Russ, Social Science, Ethnic and Cultural Studies. Trustee Richard Leigh seconded.

The motion passed unanimously.

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#### Motion 05.24

Trustee Richard Leigh moved that the Board of Trustees of Community College District VIII hereby grants tenure for the 2024–25 academic year to Renee Nejo, School of Business and Technology, Digital Media Arts. Trustee Greg Dietzel seconded.

The motion passed unanimously.

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#### Motion 06.24

Trustee Pradnya Desh moved that the Board of Trustees of Community College District VIII hereby grants tenure for the 2024–25 academic year to Salam Awad, Social Science, Political Science. Trustee Greg Dietzel seconded.

The motion passed unanimously.

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#### Motion 07.24

Trustee Greg Dietzel moved that the Board of Trustees of Community College District VIII hereby grants tenure for the 2024–25 academic year to Tamara Boynton Howard, Health Sciences, Education and Wellness Institute, Healthcare Promotion and Management. Trustee Merisa Heu-Weller seconded.



The motion passed unanimously.

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B. 2024-2025 Board Meeting Dates

Motion 08.24

Trustee Pradnya Desh moved that the Board of Trustees of Community College District VIII approves the meeting dates for the 2024-2025 academic year. Trustee Merisa Heu-Weller seconded.

The motion passed unanimously.

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C. Deletion of Policy 6460: Employee COVID-19 Vaccination Requirements

Motion 09.24

Trustee Richard Leigh moved that the Board of Trustees of Community College District VIII approves the deletion of Policy 6460: Employee Covid-19 Vaccination Requirements. Trustee Greg Dietzel seconded.

The motion passed unanimously.

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

Motion 10.24

Trustee Merisa Heu-Weller moved that the Board of Trustees of Community College District VIII approves the deletion of Policy 4550: Policy on Life Threatening Chronic or Debilitating Illness. Trustee Pradnya Desh seconded.

The motion passed unanimously.

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

Motion 11.24

Trustee Richard Leigh moved that the Board of Trustees of Community College District VIII approves the revision of Policy 1440: Discrimination, Harassment, and Retaliation. Trustee Pradnya Desh seconded.

The motion passed unanimously.

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F. Creation of Policy 1445: Title IX Sexual Harassment

## Motion 12.24

Trustee Greg Dietzel moved that the Board of Trustees of Community College District VIII approves the creation of Policy 1445: Title IX Sexual Harassment. Trustee Pradnya Desh 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.

#### 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.

## REPORTS

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

Abner Pagunuran, Director of Equity Training and Development, provided the DEI report:

- Consuelo Grier, Vice President of Diversity, Equity, and Inclusion is attending the National Diversity Officers and Higher Education or Navigate National Conference in Seattle.
- The Queer and Trans People of Color Conference (QTPOC) is scheduled to take place on campus, scheduled for Friday, April 26th. To enhance the quality of programming, the conference will be condensed to a single day, featuring workshops and a celebration for queer and trans people of color in higher education, from across the state. Interest in the conference has been high, with several colleges expressing interest in participating.
- A recent three-day training session for the second cohort of restorative practices facilitators was held at the Social Justice Center, with participation from campus partners across various divisions and community representatives.
- Bellevue College is hosting Breaking Out of the Margin (BOOM) on March 28<sup>th</sup> where 500-600 students, staff, community members, and leaders from the Bellevue School District visit the campus to engage in cultural and educational activities. This exposes students to being on a college campus to connect, get inspired, and find support in education.
- March is Women's History Month. Various events are organized, including a donation drive hosted by the Benefits Hub.
- "Unplugged and Recharge," a wellness speaker series initiated by the Health Promotion and Education bachelor's program, kicks off on March 14<sup>th</sup> and focuses on campus wellness strategies. Events are scheduled every second Thursday until June.
- Special thanks to the Title IX team for their expertise and efforts in maintaining compliance with federal regulations and supporting faculty and staff in responding to student needs.
- Welcome to Hasaan Kirkland, who joined the ODEI team as the Acting Director of Social Justice and Diversity and brings valuable experience in organizing and event planning.

### C. President's Report

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

- Regarding the incident and the response on February 27th, which closed the campus, another message will be sent to the campus today to reassure the campus that there is no ongoing threat to our campus. The update from the Bellevue Police Department does not contain new information. The executive leadership team is digging in deep on the question of the response, prioritizing areas for improvement.
- The Title IX office has stepped up to support the entire community. Rachel Wellman, Title IX Director, and Jill Powell-Szep, Title IX Coordinator, have done an excellent job and have been working hard the last couple of weeks providing support and expertise.
- Bellevue College signed a contract with Emerald Initiative, a partner of the McKinstry Foundation, to analyze the property in Issaquah for the Board of Trustees' future consideration.
- Robert Viens, Associate Vice President of Academic Affairs helped to inform on the history of the Math Lab's hours of operation. Before the pandemic, it was open during the evening hours and no online tutoring was available. During COVID, it went 100% online. Since then, it has been returning services to campus and there are hours available online in the evening time frame. The Math Lab is a zero-based budget: more hours increase the cost and will result in reductions in some other parts of the Academic Success Center.
- TRIO had an academic achievement celebration for students. Trustees Fukutaki, Leigh, and Dietzel were in attendance. Ninety-five TRIO students earned academic achievement certificates for their GPA. Thirty-six of those students earned a 4.0 GPA in their Fall Quarter

classes. TRIO students are either first-generation college students, low-income college students, or students with disabilities.

- On February 10th, Bellevue College held a successful Discovery Day with over 800 prospective students and their families on campus. It is an amazing opportunity to meet and interact with the dedicated faculty and staff of Bellevue College. The next Discovery Day will be held on April 20th.
- Special thanks to the Foundation Board, Board of Trustees, Institutional Advancement, and all who supported the Gala.

#### D. Board Report

Board Chair Fukutaki provided the Board report:

- The Board has consistently been impressed by the outcomes achieved by the TRIO program. It would be worth gathering data to know how many students are turned away due to a 160-student constraint.
- The National Legislative Summit in February is put on by a national trustee's organization, the Association of Community College Trustees (ACCT), and is a significant event where trustees convene to discuss various funding programs and initiatives, including TRIO. Trustees and presidents from around the state then go on to speak with senators and state representatives to advocate for higher education. This year, there was talk about Pell grants.
- The Board is working on the next legislative agenda for the next 2025-2026 biennium. Chair Fukutaki shared that there is an opportunity to advocate for increased funding by showcasing TRIO's proven success and potential impact on student enrollment. Special thanks to Trustee Leigh for his willingness to represent Bellevue College's interests next February.
- The ACCT Leadership Congress will focus on workforce education. The Board aims to highlight Bellevue College's programs. This conference presents an opportunity to showcase achievements, particularly in workforce education. Bellevue College has an advantage in securing sessions due to connections within the organizing group. The deadline for submissions is approaching, so swift action is encouraged.

#### **UNSCHEDULED BUSINESS**

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There was no unscheduled business.

#### **EXECUTIVE SESSION**

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At 3:41 PM, Chair Fukutaki announced the Board would convene for 20 minutes in executive session under [RCW 42.30.110\(1\)](#) for the following purpose: (g) To review the performance of a public employee; and (i) To discuss with legal counsel representing the agency litigation or potential litigation. Chair 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 4:01 PM.

#### **BUSINESS SESSION**

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Chair Fukutaki called the business session to order at 4:01 PM.

President May provided an update to the trustees on college statements on local, national, and international current events.

**ADJOURNMENT**

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There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 4:20 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

### 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 April 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.

##### 1450 General Complaint Resolution

- Move and/or copy three categories from procedures 1450P for emphasis and policy clarity, change gendered language and titles. Add Title IX references.

##### 1700 College-Foundation Relationship

- Gendered "his/her" language changed to "their" (this update was incomplete from fall 2023).

##### 3000 Grading

- Change policy contact from Provost to Senior Academic Officer.

##### 3010 Course Repeat

- Introductory sentence clarification regarding "transcript marking" and office title change, policy contact update to "Senior Academic Officer."

##### 3200 Academic Standing

- Contact title changes from Chief Academic Officer to Senior Academic Officer.

##### 4400 Acceptable Use of State Resources

- Gendered language, dead links, title changes, technology references, removal of obsolete "Technology Advisory Committee."

##### 6180 Implementation of State Environmental Policy Act

- Review only, change approval to Board of Trustees.

**6880 Student Records**

- Contact title change from Chief Academic Officer to Senior Academic Officer.

**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, [loreen.keller@bellevuecollege.edu](mailto:loreen.keller@bellevuecollege.edu)



## 1450 GENERAL COMPLAINT RESOLUTION

Original Date: 9/30/2003 | Last Revision Effective: ~~12/20/2020~~

Policy Contact: President

### POLICY

Bellevue College recognizes that disputes may sometimes arise and that students, employees, and visitors who feel they have been treated unfairly have the right to be heard fairly and promptly. The purpose of this policy and associated procedures is to provide a systematic, fair, and timely way in which to express and resolve misunderstandings, complaints, or dissatisfaction. The college encourages parties involved in a complaint to resolve the conflict or matter informally, and both parties to agree on restorative practices whenever possible. If resolution cannot be reached, a formal process described in 1450P provides an impartial and equitable way to resolve those conflicts.

Complaints or concerns regarding discrimination, harassment, or retaliation related to a protected class should refer to Policy 1440/1440P. Contract violations are addressed through the appropriate grievance process. Concerns regarding student conduct are addressed through the student conduct code (WAC 132H-126). Concerns regarding sexual harassment are addressed through Policy 1445/1445P/1445P2.

### NON-RETALIATION/COOPERATION

It is against college policy to penalize or retaliate against any party for their participation in resolution procedures 1450P. College employees are required to participate, provide information as requested, and otherwise fully cooperate with the processes described therein.

### INTENTIONAL DISHONESTY

Intentional dishonesty during the course of an investigation following this policy shall be subject to corrective or disciplinary action, in accordance with collective bargaining agreements, college policy, or student code.

### CONFIDENTIALITY & RIGHTS TO PRIVACY

Confidentiality will be maintained to the degree possible during the resolution process; however, all documentation created at any point in this process *could* be subject to disclosure and *could* be used as evidence in an investigation and in a court of law.

### ACCOMMODATION IN THE RESOLUTION PROCESS

**Employees** and campus visitors with disabilities requiring accommodations in order to participate in these processes should contact the human resources office (HRO). **Students** with disabilities requiring accommodations in order to participate in these processes should contact the disability resource center (DRC).

### RELEVANT LAWS AND OTHER RESOURCES

- ~~WAC 132H 155-010-070~~
- [#1440 Discrimination, Harassment, Retaliation](#)
- [#1440P Discrimination, Harassment, Retaliation \(Procedures\)](#)
- [1445 Title IX Sexual Harassment](#)
- [1445P Title IX Sexual Harassment Complaint \(procedures\)](#)
- [1445P2 Supplemental Title IX Employee Complaint \(procedures\)](#)

#1450P General Complaint Resolution (Procedures)

• [#3000P Grade Dispute \(Procedures\)](#)

#### **REVISION HISTORY**

Original 1/15/1996

Revisions 9/30/2003; 3/22/2005; 4/18/2006; 5/21/2009; 9/11/2012; 10/10/2014; 2/5/2015;  
10/17/2018; 12/20/20

#### **APPROVED BY**

Board of Trustees

# **1700 COLLEGE-FOUNDATION RELATIONSHIP REGARDING DONATIONS AND FUNDRAISING**

Original Date: 5/4/1994 \* Last Revision Effective: ~~10/27/2023~~  
Policy Contact: Vice President, Institutional Advancement

## **POLICY**

Bellevue College Foundation is the not-for-profit 501(c) (3) support organization for Bellevue College. It is the mission of the foundation to develop and manage financial and in-kind resources to support excellence in current and future educational programs of Bellevue College by building long-term relations with all elements of the community.

To that end, this policy is intended to clarify college and state rules concerning the collection and deposit of revenue by Bellevue College and/or the Bellevue College Foundation through donations, fundraising and gift-giving.

Because the foundation has a contract with the college to solicit gifts for the benefit of the college, Bellevue College employees may, upon consultation with and approval from the foundation office, solicit funds for the foundation on behalf of the college. The ownership of these gifts lies with the foundation.

Ownership of any donation (cash, equipment, or other) either to the college or the foundation is determined by the intent of the donor. It is recommended that the donor's intent be clearly identified in writing at the time of the donation.

If a donor makes a gift to the college, the ownership of that gift lies with the college and may not subsequently be transferred to the foundation, since such transfer would be contradictory to the donor's intent.

Any question as to the appropriate depository of donations or receipts from fundraising activities will be directed to the vice president of administrative services or ~~their~~his/her designee for resolution.

## **RELEVANT LAWS AND OTHER RESOURCES**

- Bellevue College Procedure #1700P College-Foundation Relationship Regarding Donations and Fundraising

## **REVISION HISTORY**

Original 5/4/1994

Revisions 3/22/2005; 5/21/2009; 3/24/2015; 10/27/2023

## **APPROVED BY**

Board of Trustees

## 3000 Grading

Original Date: 6/2/1989 \* Last Revision Effective: 4/24/2019  
Policy Contact: ~~Provost for Academic and Student Affairs~~ Senior Academic Officer

### POLICY

Bellevue College uses a letter grading system to reflect student achievement. Letter grades factor into a student's Bellevue College grade point average (GPA), as indicated below. Generally, all courses are graded A-F unless an alternative grade is indicated in the course catalog.

### Grading Criteria

BC Letter Grades A-F with assigned decimal values and decimal equivalents for transfer-in calculations. The college rounds transfer-in decimal grades to the nearest tenth.

#### A grades indicate outstanding achievement

- A = 4.0 points per credit hour  
Decimal equivalent for transfer-in calculations = 4.0
- A- = 3.7 points per credit hour  
Transfer-in grades of 3.7-3.9 are calculated as an A-

#### B grades indicate high achievement

- B+ = 3.3 points per credit hour  
Transfer-in grades of 3.3-3.6 are calculated as a B+
- B = 3.0 points per credit hour  
Transfer-in grades of 3.0-3.2 are calculated as a B
- B- = 2.7 points per credit hour  
Transfer-in grades of 2.7-2.9 are calculated as a B-

#### C grades indicate adequate achievement

- C+ = 2.3 points per credit hour  
Transfer-in grades of 2.3-2.6 are calculated as a C+
- C = 2.0 points per credit hour  
Transfer-in grades of 2.0-2.2 are calculated as a C
- C- = 1.7 points per credit hour  
Transfer-in grades of 1.7-1.9 are calculated as a C-

#### D grades indicate poor achievement

- D+ = 1.3 points per credit hour  
Transfer-in grades of 1.3-1.6 are calculated as a D+
- D = 1.0 points per credit hour  
Transfer-in grades of 1.0-1.2 are calculated as a D

#### F grades indicate inadequate achievement

- F = 0.0  
The college does not transfer-in grades below a D

### Other Grades

#### Satisfactory

S = 2.0 points per credit hour or higher

- Indicates a grade of C or higher
- Students earn credit
- No points calculated into the Bellevue College GPA

- Use is determined by the college

### **Unsatisfactory**

U = less than 2.0 points per credit hour

- Indicates a grade of less than a C
- Students earn no credit
- No points calculated into the Bellevue College GPA; treated as an F grade for financial aid purposes
- Use is determined by the college

### **Credit**

CR = no decimal value

- Students earn credit
- No points calculated into the Bellevue College GPA
- Use is determined by the college

### **No Credit**

NC = no decimal value

- Students earn no credit
- No points calculated into the Bellevue College GPA; treated as an F grade for financial aid purposes
- Use is determined by the college

## **Other Designations**

### **Official Withdrawal**

W = no decimal value

- Students initiate an official withdrawal during the established deadlines as listed on the academic calendar
- Does not calculate into the Bellevue College GPA
- See Policy 2450, Official Withdrawal from a Course, for details

### **Audit**

N = no decimal value

- Students receive instruction, but do not earn grades or points.
- Available option for all students.
- Does not calculate into the Bellevue College GPA

### **Incomplete**

I = no decimal value

- Students did not fulfill the requirements needed to complete the class.
- Issued at instructor's discretion.
- Students must have completed 85 percent of the required work and have a grade of C or better at the time the incomplete is issued.
- Does not calculate into the Bellevue College GPA

### **Academic Renewal**

X = no decimal value

- Issued retrospectively to students approved for academic renewal
- Does not calculate into the Bellevue College GPA
- See Policy 3210, Academic Renewal, for details

## **REVISION HISTORY**

Original 6/2/1989

Revisions 12/31/1999; 3/22/2005; 5/21/2009; 9/11/2012; 2/5/2014; 1/10/2018; 4/24/2019

Board of Trustees

**APPROVED BY**

## Policy 3010 Course Repeat

Original Date: 6/5/19 \* Last Revision Effective: 1/17/2024 ———

Policy Contact: ~~Provost for Academic and Student Affairs~~Chief Academic Officer

### POLICY

Bellevue College allows students to repeat any course to improve their skills, course grade, and cumulative grade point average (GPA). The college ~~removes the original grade from the GPA calculation and inserts a repeat indicator (R) next to the original grade on the transcript~~ adds a notation to the transcript that the course is repeated and removes the grade from GPA. The following rules apply to all instances of students repeating courses:

- The repeat indicator is applied only to letter grades A-F received in the same course taken at Bellevue College.
  - In accordance with state board regulations, the college uses the highest grade earned when calculating the cumulative GPA.
  - Other colleges and universities may not recognize the course repeat indicator on transcripts. To avoid possible issues, students should check with other institutions prior to transferring their credits.
- By state regulation and unless otherwise indicated in the college catalog, students may not take a course more than three times.
  - This rule applies to registration in credit-bearing or Adult Basic Education (ABE/ESL) courses; ~~including transferred-in courses~~.
  - This rule does not apply to non-credit continuing education courses.
- The college may place restrictions on students who attempt to take a course more than once.
  - The college may require students who attempt to take a course more than once to participate in student success interventions designed to help students progress towards completion of their academic goals, degrees, or certificates.
- Students must register for the course they wish to repeat and pay all required tuition and fees.

### RESPONSIBILITIES

#### ~~Student Central~~ Enrollment Services

- Responsible for implementation and development of procedures needed for students to access this option.

#### Academic Affairs

- Responsible for the development of student success interventions.

### RELEVANT LAWS AND OTHER RESOURCES

State Board for Community and Technical Colleges Policy Manual, Chapter 4, Appendix A Course Coding Procedures and Guidelines: Repeat Course Rule

### REVISION HISTORY

Original 6/5/2019; 1/17/2024

### APPROVED BY

Board of Trustees



## **3200 Academic Standing**

Original Date: 06/24/2015 \* Last Revision Effective: ~~12/12/2023~~

Policy Contact: ~~Senior Chief~~ Academic Officer

### **POLICY**

Bellevue College is committed to the academic success of its students. The college identifies and alerts students who are not making satisfactory academic progress. The college applies progressive consequences and intervention for students who do not maintain satisfactory academic standing.

### **DEFINITIONS**

#### Academic Standing

- The cumulative and quarterly Grade Point Average (GPA) of a Bellevue College student.

#### Academic Progress

- When students maintain a satisfactory academic standing, defined as a GPA of 2.0 or higher on a cumulative and quarterly basis.

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

- RCW [28B.10.695](#)
- Bellevue College #3200P Academic Standing (Procedures)

### **REVISION HISTORY**

Original 6/24/2015

Revisions 3/10/2010; 9/11/2012; 4/6/2015; 9/16/2015; 2/6/2019; 12/12/2023

### **APPROVED BY**

Board of Trustees

## 4400 ACCEPTABLE USE OF STATE RESOURCES

Original Date: 10/14/2003 \* Last Revision Effective: 4/21/2015  
Policy Contact: Vice President, Human Resources

### POLICY

As a state agency, Bellevue College is responsible for overseeing the appropriate use of state resources and ensuring compliance with state law. This policy is intended to provide college employees and other users of college resources with guidelines for responsible and appropriate use of state resources. Additional policies, procedures and standards may also apply to the use of state assets. Bellevue College reserves the right to determine, at any time, what constitutes appropriate use of state resources.

This policy applies to all Bellevue College employees and/or non-employees who may be authorized to use Bellevue College state resources. It shall apply to the use of all state resources as defined in this policy and/or as defined by state or federal law.

It is not the intent of this policy to limit academic freedom in any way, but to provide an appropriate framework for the proper exercise of those freedoms. Furthermore, it is not the intent of this policy to impinge on the intellectual property rights of authorized users.

Specific policies defining the acceptable use of the Bellevue College network and Bellevue College data management systems, the acceptable use of Bellevue College computers and Bellevue College information technology security supplement this policy.

Public resources are entrusted by the state of Washington to Bellevue College employees to further the public interest. Misappropriation of any Bellevue College facilities, equipment, services, or personnel for personal benefit undermines this trust and impedes fulfillment of the Bellevue College mission.

At the same time, legitimate need exists for occasional, but limited exceptions to this general policy, ~~w-~~Where the use of Bellevue College state resources is reasonable in light of the legitimate needs and expectations of the Bellevue College work force, ~~and~~ neither the public trust nor campus efficiency suffers to any significant degree.

This policy assumes that all Bellevue College employees will act honestly, responsibly and with good judgment to protect public resources and to fulfill the responsibilities identified in [RCW 42.52](#) – Ethics in Public Service, which states "...employees of government hold a public trust that obligates them, in a special way, to honesty and integrity in fulfilling the responsibilities to which they are elected and appointed. Paramount in that trust is the principle that public office, whether elected or appointed, may not be used for personal gain or private advantage." The foundation for this trust is grounded in the personal responsibility of each Bellevue College employee.

### Use of Bellevue College State Resources – General Exceptions

The use of Bellevue College state resources shall be for the purpose of facilitating the exchange of information and furtherance of education, research, and administration missions of the college. The use of Bellevue College state resources will be consistent with the purposes and objectives of Bellevue College and the Community and Technical College system (see [Washington State Executive Order 91-10, Sec. III \[A\]](#) and [RCW 42.52](#)). The expectation of the [Ethics in Public Service Act](#) is that employees may not use Bellevue College state resources, including any person, money or property, for private benefit or for the gain of the employee or any other person. However, some general exceptions have been defined:

- **Public Benefit**

If there is a public benefit, infrequent and incidental use of state resources may be permissible.

- A public benefit under this rule may be direct or indirect, such as improving employee morale, promoting organizational effectiveness, or activities that improve the work-related job skills of a Bellevue College employee.
- A public benefit may also include the use of equipment and facilities for a variety of uses by an external group or entity as governed under the WAC, subject to stipulated contractual obligations. This use should substantially relate to and not interfere with the mission of the college.

- **Fund Raising for Charitable Organization**

Employees may participate in fund-raising activities in a state-owned or leased facility, subject to all the following conditions:

- The activity is in the interest of a charitable organization.
- The employee is not directly soliciting co-workers for support of ~~their~~his/her preferred charitable organization.

- Participation in such activities does not interfere with the normal transactions of Bellevue College business.
- Employees comply with any health regulations and Bellevue College policies relating to the sale of food items.
- The activity is authorized by the president of the college or ~~their~~<sup>her</sup>/~~his~~ designee.

- **Personal Use**

Bellevue College allows personal use of Bellevue College state resources by employees consistent with [WAC 292-110-010 \(3\)](#) and [WAC 292-110-010 \(6\)](#), unless such use is otherwise prohibited by policy. Employees may make occasional, but limited, use of Bellevue College state resources only if all the following conditions are met:

- There is little or no cost to the state (de minimis):
  - The cost to the state is de minimis if the actual expenditure of state funds is so small as to be insignificant or negligible;
- Any use is brief in duration, occurs infrequently, and is the most effective use of time or resources;
- The use does not interfere with the performance of the employee's official duties;
- The use does not disrupt or distract from the conduct of state business due to volume or frequency;
- The use does not disrupt other state employees and does not obligate them to make a personal use of state resources; and
- The use does not compromise the security or integrity of state property, information, or software.

Examples of these permissible uses are given on the Washington State Executive Board Web site at <http://ethics.wa.gov>.

### **Use of Bellevue College State Resources – Specific Exceptions**

Employees may make occasional, but limited, use of telephone services, computers, electronic messaging systems, and Internet access for their personal benefit, provided the use conforms to the conditions set forth in the personal use section of this policy.

- **Use of Telephones**

Bellevue College-owned telephones are provided to Bellevue College employees for conducting state business.

- Employees are not permitted to make personal long-distance calls that would result in charges to Bellevue College. Employees on authorized travel status may place brief (ten (10) minutes or less) calls to their homes and families to communicate safe arrivals and changes in itinerary.

Bellevue College-leased cellular phones may be provided to Bellevue College employees who have a demonstrated business need.

- Bellevue College-leased cellular phones and services are to be used to conduct college business only.
- Because cellular transmissions are not secure, employees should refrain from using them to relay confidential information.

Further guidelines for the personal use of state-owned wired and cellular telephones are provided under the personal use and prohibited uses sections of this policy.

- **Use of Computers**

All Bellevue College-owned computers, including but not limited to, desktops, laptops, personal digital assistants, and data applications, as well as all servers and all other hardware, are provided to Bellevue College employees for conducting college business.

- Employees using Bellevue College-owned computers must follow all expectations of the Bellevue College policies on the acceptable use of the Bellevue College network and the Bellevue College data management systems and the acceptable use of Bellevue College computers.
- Further guidelines for the personal use of state-owned computers are provided under the personal use and prohibited uses sections of this policy.

- **Use of Electronic Messaging Systems**

Bellevue College electronic message systems are provided to Bellevue College employees as a means to conduct college business.

- Employees using Bellevue College-owned electronic messaging systems must follow all expectations of the Bellevue College policies on the acceptable use of the Bellevue College network and Bellevue College data management systems, and the acceptable use of Bellevue College computers.
- Further guidelines for the personal use of state-owned electronic messaging systems are provided under the personal use and prohibited uses sections of this policy.
- Because electronic message systems may not be secure, employees should refrain from using them to relay confidential information.

- **Use of the Internet and Instant Messaging**

Access to the Internet is provided to Bellevue College employees as research, teaching and communication tool for conducting college business. Employees may also make use of instant messaging, provided that use is in compliance with this policy.

- Employees using the Internet and/or instant messaging from Bellevue College-owned systems must follow all expectations of the Bellevue College policies on the acceptable use of the Bellevue College network and Bellevue College data management systems, and the acceptable use of Bellevue College computers.
- Computers.
- Further guidelines for the personal use of the Internet and/or instant messaging using state-owned resources are provided under the personal use and prohibited uses sections of this policy.
- The Internet and/or instant messaging may not be secure. Employees should take this into account before receiving or transmitting information and messages.

- **Use of Materials Sent to College Employees**

Bellevue College employees often receive copies of textbooks, digital materials, subscriptions, publications and/or informational materials from publishers. Such materials are frequently distributed for evaluation or review. In addition, faculty members may receive courtesy textbook copies or “desk copies” directly from the publisher. Bellevue College employees are free to use these materials in the course of their official duties. However, these materials are considered state property and may not be sold or disposed of for the benefit of an individual employee.

Divisions/departments may retain custody of these materials or may dispose of them in accordance with college policy and state regulations.

### **Prohibited Uses**

The use of Bellevue College state resources is strictly intended for use by Bellevue College employees. This prohibits others, such as family members and friends, from using employee-controlled state resources for any purpose.

Additionally, the state specifically prohibits the employee from certain use, including:

- Any use for the purpose of supporting, promoting or soliciting for an outside organization, group or business, unless provided for in this policy under general exceptions, by law or authorized by the Bellevue College president, or designee.
- Use that promotes personal business interests or conducts private employment.
- Any use that constitutes political campaigning or lobbying, whether for an individual, a private business, a non-profit organization or a political party, except as noted below. This includes participating in or assisting in an effort to lobby the state legislature or a state agency head. (see [RCW 42.17.190](#)[RCW 42.17A](#), [RCW 42.52.180](#))
  - College facilities may be used for purposes of political campaigning—directed to members of the public—by or for candidates who have filed for public office, only when the full rental cost of the facility is paid. Use of state funds to pay for facility rental costs for political campaigns is prohibited. No person may solicit contributions on college property for political purposes, except where this limitation conflicts with federal law regarding interference with the mail.
- Use for personal political advocacy, or the promotion of personal religious organizations.
- Commercial uses, such as advertising or selling.
- Personal use of Bellevue College email distribution lists.
- Any illegal or unethical activity.
- Infringement of copyrights.
- Any form of harassment, including sexual harassment.
- Discrimination on the basis of race, creed, color, marital status, religion, sex, national origin, age, veteran's status, sexual orientation, or because of the presence of any sensory, mental or physical disability.
- Accessing, downloading or disseminating any information that a reasonable person would deem inappropriate for the workplace, such as pornography or racist materials.
  - This restriction does not prohibit such access or retention of such materials if they are being used for a specific academic purpose.
- Downloading of software or files via the Internet for personal use.
- Any activity using excessive network band-width, such as downloading music. Employees are prohibited from such non-business activities, even if the use is brief in duration or occur infrequently, because it compromises Bellevue College's network and legitimate business activities. Note: this prohibition does not apply to students when being done as directed by a faculty member for specific educational purposes.
- Private use of any state property removed from Bellevue College, even if there is no cost to the state.

- Bellevue College state resources authorized for an employee to use at home for official purposes are subject to the same ethics expectations as would be applicable if the employee were located in a Bellevue College facility or other official duty station.
- Private use of any consumable state property, such as paper, envelopes, or spare parts, even if the actual cost to the state is de minimis.

## **RESPONSIBILITIES**

### Confidentiality, Retention and Access to Public Records

- All Bellevue College employees should be aware that electronic mail, facsimile transmissions, and voice mail are technologies that may create an electronic record. An electronic record is reproducible and is therefore not private. Such records are considered writings and all writings may be public records, subject to disclosure under Washington's Public Disclosure Act (see [RCW Chapter 42.56](#)) or may be disclosed for audit or legitimate Bellevue College operational or management purposes. All records and information generated and stored on electronic message systems is kept according to state-approved retention schedules (see [RCW Chapter 40.14](#); Bellevue College Policy #6900, Records Storage and Disposal).

The Public Disclosure Law provides for the release of public records upon request. In its preamble, the law states *"...full access to information concerning the conduct of government on every level must be assured as a fundamental and necessary precondition to the sound governance of a free society."* Any kind of activity or business conducted by a Bellevue College employee using state resources is considered to be a public record and is subject to disclosure, whether that use is made in their conduct of official duties or is a use made for a purpose other than the conduct of official duties.

While there are exceptions to the requirement of disclosure, state law favors broad disclosure of public documents. Questions about public records or employee privacy issues should be referred to the college's public records officer (see also Bellevue College Policy #1500, Access to Public Records).

Education records of students attending the college are confidential and can only be released in accordance with the [Family Education Rights and Privacy Act of 1974](#) (FERPA) and the administrative rules of the college.

Questions about student records should be referred to the college's vice president of student affairs (see also Bellevue College ~~Procedure~~ Policy #2600 Family Education Rights and Privacy Act: Disclosure of Student Information).

### Logging and Monitoring

- Bellevue College has the right to log and monitor employee use of the Bellevue College state resources and to ensure their appropriate use for business-related privileges. This may include, but is not limited to, review of employee computers, file server space, user accounts and all electronic documents. Bellevue College employees should not expect privacy in their use of Bellevue College state resources.

### Monitoring of Electronic Messaging Systems

- Bellevue College will monitor electronic messages only under the following guidelines:
  - If an ~~ITSR~~ director (and/or ~~their~~his/her staff) who is responsible for the implementation, operation and maintenance of electronic message systems, needs to do so to monitor the flow, not the specific content, of electronic messages.
  - If, through other evidence, there has been established sufficient cause to investigate the misuse of the system, or during the course of investigations where there is evidence of illegal or inappropriate (as defined by policy) activity.
  - If the college is required to access an employee's electronic messaging system pursuant to the right to access described in the Acceptable Use of the Bellevue College network and data management systems policy, human resources will be responsible for providing the necessary information to the appropriate supervisor(s) and/or administrator(s).

### Policy Maintenance

- Human Resources (HR)
 

The primary responsibility for maintenance and administration of this policy rests with the vice president of human resources. HR is responsible for drafting any updates and changes to these policies and procedures, with input from the ~~vice president of IT services, dean of information resources~~. After appropriate campus review and final approval by the college president, HR will publish any new or revised policy, providing a brief description of the policy and its implications for employees and other affected individuals or groups.
- Information Technology services (ITS)
 

The secondary responsibility for maintenance and administration of this policy rests with the ~~vice president~~ ~~dean~~ of information technology services. ~~ITSR~~ is responsible for working with the vice president of human resources for drafting any updates and changes to this policy, with input from the technology advisory committee.
- ~~Technology Advisory Committee (TAC)~~

~~The technology advisory committee (TAC) is responsible for reviewing BC technology strategies and serving as a conduit for dialogue between IR and the campus regarding all technology policies and procedures. Membership of this group is representative of the campus, and supports the dean of information technology services by advocating for and presenting the campus technology needs.~~

#### Sanctions

Violation of any of the provisions of this policy will be dealt with in the same manner as violations of other college ~~policies, and policies and~~ may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including:

Disciplinary action – Any disciplinary action will be taken in accordance with appropriate human resources procedures;

- Dismissal from the ~~c~~College; and /or
- Legal action.

Some violations of this policy may also constitute a state, local or federal criminal offense.

#### DEFINITIONS

##### Bellevue College State Resources

- Include, but are not limited to, desktop, laptop or mainframe computer hardware or software; software licenses; workstations; data systems; personal digital assistants; electronic messaging systems; E-mail systems; ~~paggers;~~ telephones—both wired and cellular; ~~SCAN services;~~ voice mail systems; fax machines; Bellevue College network resources, whether wire-based or wireless; Internet connections, accounts or access; state contracts; documentation photocopiers; facilities; vehicles, credit cards; supplies; and state mail services.

##### De Minimis

- The use of state resources is considered de minimis if the actual expenditure of state funds is so small as to be insignificant or negligible, any such use of the resource is brief in duration, occurs infrequently and is the most effective use of time or resources, if the use does not disrupt or distract from the conduct of state business due to volume or frequency, if the use does not disrupt or distract from the conduct of state business due to volume or frequency, the use does not disrupt other state employees and does not obligate them to make a personal use of state resources; and the use does not compromise the security or integrity of state property, information, or software.

##### Electronic Messaging Systems

- Include, but are not limited to, electronic mail systems, such as E-mail, that store and transmit communications; voice mail systems which store and transmit communications; ~~paggers that store and transmit communications;~~ facsimile and imaging equipment that store and transmit images; and all similar systems.

##### Internet

- Includes, but is not limited to, the connection to and the use of interconnected networks in public and private domains to access the World Wide Web, e-mail, file transfer protocols, and other state network resources.

##### Official Duties

- Those duties within the specific scope of employment of Bellevue College employees as defined by Bellevue College, by statute, or by the Washington State Constitution.

##### Public Record

- Includes, but is not limited to, any writing (as defined below) containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. [[RCW 42.56.010\(2\)](#)]

##### Writing

- Includes handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated. [[RCW 42.56.010 \(3\)](#)]

#### RELEVANT LAWS AND OTHER RESOURCES

- [RCW 42.56](#)

#### REVISION HISTORY

Original 10/14/2003

Revisions 10/14/2005; 5/21/2009; 9/11/2011; 4/21/2015

#### APPROVED BY

~~President's Cabinet~~  
~~Board of Trustees~~

# **6180 IMPLEMENTATION OF STATE ENVIRONMENTAL POLICY ACT**

Original Date: 4/24/2002 \* Last Revision Effective: ~~5/21/2009~~  
Policy Contact: President

## **POLICY**

It shall be the policy of Bellevue College, Community College District VIII that all actions taken by the district shall comply with the provisions of chapter [43.21C RCW](#) (the State Environmental Policy Act), chapters [197-11](#) and [131-24 WAC](#).

The president of the district or designee shall be responsible for administering and implementing this policy.

## **RELEVANT LAWS AND OTHER RESOURCES**

- [RCW 43.21C](#)
- [WAC 131-24](#), [132H-450-010](#)

## **REVISION HISTORY**

Original 4/24/2002  
Revisions 3/22/2005; 5/21/2009

## **APPROVED BY**

Board of Trustees  
~~President's Staff~~



## 6880 STUDENT RECORDS

Original Date: 9/1/1995 \* Last Revision Effective: ~~10/27/2023~~  
Policy Contact: ~~Senior Chief~~ Academic Officer

### POLICY

Bellevue College maintains all student records in accordance with the requirements set forth in the General Retention Schedule for Washington's community and technical college system. The college routinely destroys student records that exceed the retention requirements. An official Bellevue College transcript is considered a permanent academic record and is retained by the college or the state's regional archivist office indefinitely. Official transcripts submitted to the college from other institutions are not considered a permanent academic record and may be destroyed after the college completes its use of the document.

Records submitted to the college become the property of the college. The college does not return original documents to students or others. Students may request a copy of a student record maintained by the college, and the college reserves the right to charge a fee for these copies.

The college also complies with the requirements of the Family Educational Rights and Privacy Act (FERPA). Except as permitted or required by law, the college does not release student information or records without the student's written consent.

### DEFINITIONS

#### Student Records

- Include all information and documents Bellevue College collects from students or creates for students at the time of admission to the college through graduation, completion of academic goals, or after the student ceases to register for classes.
- Student records do not include information or documents collected or created based on individual counseling sessions provided by the Counseling Center, and records related to law enforcement, which includes the college's Public Safety office.

#### The Family Educational Rights and Privacy Act (FERPA)

- FERPA is a federal law that protects the privacy of student information and education records.

### RELEVANT LAWS AND OTHER RESOURCES

[General Retention Schedule for Washington's Community and Technical College System](#)

[Family Educational Rights and Privacy Act](#)

### REVISION HISTORY

Original 9/1/1995

Revisions 5/10/2005; 5/21/2009; 10/19/2015; 6/5/2019; 10/27/2023

### APPROVED BY

Board of Trustees



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## REGULAR MEETING AGENDA ITEM

### SABBATICAL LEAVE REQUESTS

#### Action

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##### Description

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

##### 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**

That the Board of Trustees of Community College District VIII concurs with the recommendation of the Sabbatical Leave Committee and the President and authorizes sabbatical leaves for Teaessa Chism (2 FTEF), Molly Jae Vaughan (1 FTEF), Lisa Lapointe (3 FTEF), Grady Blacken (2 FTEF), Jennie Mayer (2 FTEF), Michael David Korolenko (1 FTEF), and Sonya Doucette (1 FTEF) to total 12 FTEF, and authorizes Carol Anderson, and Tim Jones to be listed as alternates for sabbatical leave.

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Prepared by: Dr. Rob Viens, Associate Vice President for Academic Affairs  
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## SUMMARY and RANKING OF SABBATICAL LEAVE REQUESTS FOR 2024–2025

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

The purpose of Teaessa'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.