



BELLEVUE  
COLLEGE



# **Board of Trustees**

## **Community College District VIII**

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REGULAR MEETING  
**November 6, 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, November 6, 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. Richard Leigh, Chair, will preside.

**MEETING CALL IN DETAILS**

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

Dial in by telephone: +1 253 215 8782

Webinar ID: 819 5676 9065

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**MEETING AGENDA**

**BUSINESS SESSION**

- |      |  |   |
|------|--|---|
| I.   | Call to Order  | Richard Leigh                                   |
|      | a. Welcome and Introductions   |   |
|      | b. Approval of Agenda and Minutes  |   |
|      | i. Agenda for November 6, 2024   |   |
|      | ii. Minutes for October 9, 2024  |   |
| II.  | Program Highlight  |   |
|      | a. Welcome Center  | Dr. Judith Hernández Chapar<br>& Micalah Pieper |
| III. | Contituent Reports   |   |
|      | a. Student   | Daniel Ngoy                                     |
|      | b. Classified  | Becky Turnbull                                  |
|      | c. College Assembly  | TBD   |
|      | d. Faculty   | Dr. Lindsay Haney                               |
|      | e. Foundation  | Chelle Chase                                    |
| 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. It is not the practice of the Board to respond directly to questions or comments during public comment as operational matters of the college have been delegated to the president. Public comment can also be provided in writing to <a href="mailto:BoardofTrustees@bellevuecollege.edu">BoardofTrustees@bellevuecollege.edu</a> . |   |
| V.   | First Read   |   |
|      | a. Revision of Policy 2020: Electronic Communication with Students   | Dr. Lori McRea Keller                           |

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|-------|--|--|
| VI.   | Information                                    |  |
| a.    | Housekeeping and Minor Edits to Policy Library | Dr. Lori McRea Keller                          |
| VII.  | Quarterly Reports                              |  |
| a.    | Enrollment                                     | Dr. Judith Hernández Chapar &<br>Steve Downing |
| b.    | Finance  | Dr. Jorge de la Torre & Ty<br>Bergstrom        |
| VIII. | Reports  |  |
| a.    | Diversity, Equity, and Inclusion Report        | Dr. Consuelo Grier                             |
| b.    | President's Report                             | Dr. David May                                  |
| c.    | Board Report                                   | Richard Leigh                                  |

#### 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. No final action will be taken during this executive session.

#### 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, October 9, 2024. Richard Leigh, chair, presided. This meeting was held in B201 and on Zoom. A telephone line was also available.

## **MINUTES**

Chair Leigh called the business session to order at 2:31 PM.

### **ROLL CALL**

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A quorum of the Board was present.

Present: Chair Richard Leigh, Vice Chair Pradnya Desh, Trustee Rich Fukutaki, Trustee Greg Dietzel, Trustee Desiré Sotelo, President David May, Assistant Attorney General Tricia Boerger, and Board Secretary Alicia Keating Polson.

Absent: none.

There were 24 guests in attendance.

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

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Trustee Rich Fukutaki made a motion to approve the agenda (October 9, 2024) and minutes (June 11, 2024; June 25, 2024; July 29, 2024; August 7, 2024; August 8, 2024; and September 25, 2024.) Trustee Vice Chair Pradnya Desh seconded.

The motion passed unanimously.

### **CONSTITUENT REPORTS**

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#### **A. Foundation**

The Bellevue College Foundation (BCF) report was provided by Chelle Chase, Foundation President-Elect.

- The Foundation experienced a busy summer, and fall remains active with several upcoming events and ongoing projects.
  - October 9: Reception honoring Trustee Merisa Heu-Weller.
  - October 19: Athletics Hall of Fame event.
  - October 22: Emeritus luncheon honoring former trustees for their contributions.
  - November 14: Annual Donor Scholar event.
- The Foundation is currently undergoing two audits: one for the Foundation itself, followed by the Corporation for Public Broadcasting audit for KBCS.

- In the past year, the Foundation provided \$1.6 million, covering both grants and direct support. The foundation provided Safety Net Support, distributing over \$37,000. Student Scholarships totaled over \$700,000 awarded last year.
- This year, fall scholarships totaled over \$715,000 in standard annual scholarship awards distributed to students.
- Health Science Education Wellness Institute scholarship reviews are done and will be distributed. Projected Scholarships include approximately \$90,000 in scholarships for Health Science students over the next three quarters, \$100,000 in athletic scholarships, and \$300,000 reserved for student bridge funding due to the FAFSA date issue (with \$135,000 utilized to date).
- The Bellevue City Council approved a \$250,000 grant to upgrade the amphitheater. The Foundation will proceed with contracting and further planning.

#### B. Student

The Student report was provided by Daniel Ngoy, President of Associated Student Government (ASG.)

- This summer was spent training the new ASG board.
- Many student organizations have attended the ASG meetings to recharter. This shows that students are more engaged, with numbers rising. Ways to engage more students include a tabling event next week and an outreach program to faculty hoping to gain approval to go into classrooms to speak with students about ASG.
- ASG is working on drafting the legislative agenda, informed by a survey that was distributed to over 700 students to gauge topics and interests.
- ASG is working with the Washington State Students' Association and attended a summit at Central Washington University. There will also be a general assembly on October 19-20, also at Central Washington University, where the entire Bellevue College ASG board will attend.
- Governor Jay Inslee spoke to the ASG at an event at Bellevue College, highlighting initiative 2117.
- The Students' Environmental and Sustainability and Technology Fee contracts were signed today, October 9.
- A meeting with the Washington State Students' Association took place for the purpose of forming a committee with an aim to focus on international student issues.

#### C. Classified

The Classified report was provided by Becky Turnbull, WPEA Union Steward.

- Classified staff welcome the new Bellevue College Board of Trustee member, Desiré Sotelo.
- Special thanks to the Bellevue College Food Services staff for their excellence in supporting multiple division meetings and all campus events during opening week. The food was great.
- Special thanks to Bellevue College grounds crew, who cleared vegetation from a wet pond on campus at the corner of lot 5.
- A volunteer event will take place on October 23rd for installing compost bins, removing invasives and planting native plants.
- Classified contract bargaining update: The Washington Public Employees Association (WPEA) members in the Higher Ed Coalition overwhelmingly rejected a tentative agreement. The COLA offered was 3% in the first year and 2% in the second year with only a few improvements to the

contract language and the working conditions. The September budget forecast showed impressive gains over the June budget numbers, the numbers which the Washington State Office of Financial Management (OFM) used to justify not offering public employees an acceptable living wage COLA.

- Special thanks to Raymona Baldwin, Disability Resource Center staff member, for compiling written classified staff reports for the board last year.

#### D. College Assembly

The College Assembly report was provided by Becca Marion, Chair of the College Assembly.

- The College Assembly has been meeting since August, working on expectation setting, training governance chairs, determining goals, reviewing policies, and providing input for the strategic plan. College Assembly has been working on setting up strong partnerships with resource liaisons, President May, and the Cabinet.
- Special thanks to Robert Viens for the many years serving as a resource liaison. Welcome and thanks to Dr. Jess Clark and Dr. Jorge de la Torre, who will be the new resource liaisons this year.
- Governance Chairs for this year:
  - Michael Broome - Faculty Chair
  - Yves Martin - Exempt Co-Chair
  - Laeticia Nkinsi - Exempt Co-Chair
  - Valencio Socia - Classified Co-Chair
  - Becky Turnbull - Classified Co-Chair
  - Daniel Ngoy - Student Chair, ASG BC
  - Hector Guzman – Student Success Chair
  - Judith Paquette - RPC Chair
  - David Bruckner - Infrastructure Chair
  - Alicia Brender - CID Co-Chair
- Special thanks to Alicia Keating Polson, Lori Keller, and Cindy Louie for their ongoing support and logistical help.

#### E. Faculty

The Faculty report was provided by Dr. Lindsay Haney, President of the Bellevue College Association of Higher Education (BCAHE.)

- On October 1st, the college faculty ratified the tentative collective bargaining agreement (CBA).
- The changes in the organization chart are of concern, with two divisions actively resolving issues. Balancing timely action with clear communication is essential, to support meaningful engagement between candidates and faculty for effective feedback collection. Filling these gaps has sparked excitement.
- Faculty are happy to see more people and activity on campus. It's tangible this fall.
- There are some ongoing issues with HVAC that are impacting faculty and students. Nobody has any doubt about anybody's professionalism in facilities or in leadership. The faculty looks forward to solutions for the ongoing problems.
- Faculty extends gratitude and recognition to Trustee Merisa Heu-Weller for focused commitment to Bellevue College with presence, loyalty and support for this institution.

## **PUBLIC COMMENT**

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There was no public comment.

## **Action**

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### **A. Creation of 4920: Exempt Renewal and Termination**

Motion 24.24

Trustee Greg Dietzel moved that the Board of Trustees of Community College District VIII approves the creation of Policy 4920: Exempt Renewal and Termination.

Trustee Rich Fukutaki seconded.

The motion passed unanimously.

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### **B. Revision of 4650: Reasonable Accommodations**

Motion 25.24

Trustee Rich Fukutaki moved that the Board of Trustees of Community College District VIII approves the revision of Policy 4650: Reasonable Accommodations.

Trustee Vice Chair Pradnya Desh seconded.

The motion passed unanimously.

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### **C. Negotiated Collective Bargaining Agreement between Bellevue College Association of Higher Education and the Board of Trustees of Community College District VIII**

Motion 26.24

Trustee Vice Chair Pradnya Desh moved that the Board of Trustees of Community College District VIII approves the negotiated collective bargaining agreement between Bellevue College Association of Higher Education and the Board of Trustees of Community College District VIII, for the period September 1, 2024 - August 31, 2026.

Trustee Greg Dietzel seconded.

The motion passed unanimously.



## INFORMATION

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### A. 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 October 2024. Policies are hyperlinked below. 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.

#### [Policy 1600: Registered Sex Offender Notification](#)

- Change title to "Guidelines for Sex and Kidnapping Offender Notifications," add the word "kidnapping" to policy language.

#### [Policy 5450 Web Advertisements and Sponsorships](#)

- Review only

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### B. Interim (Temporary) Approval of Policy 6650: Official Public Communications and Social Media

During a time of significant change in the media and technological environment, Bellevue College Policy 6650 has lagged. Last updated in 2015, the current policy no longer reflects the newest technology and realities of social media. Revisions to this policy include references to social media but does not limit to any specific media format. This policy is not intended to govern or restrict personal presence on the web or to abridge or otherwise restrict principles of academic freedom. This policy clarifies the role of Institutional Advancement and its oversight of all official public communication and social media. It emphasizes the impact of social media and its reach, and grants Bellevue College the right to remove posts or comments that violate applicable laws including, but not limited to, copyright and trademark, spam, commercial, off-topic, obscene, harassing, or derogatory, or those that violate the use policies promulgated by the applicable social media provider.

This revised policy will be adopted as interim as of October 3, 2024. This interim (temporary) policy will expire April 3, 2025. The college community will be invited to 45-day comment from October 3 to November 18, 2024. After the comment period, the revised policy will be presented to the Board.

## REPORTS

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



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

- Coming back from sabbatical, diving fully into structured rest and learning about what institutions have done to structure rest to protect and care for the people who keep things running.
- The annual College Equity Professional day is coming up on October 16th, with 34 individual sessions.
- A huge shoutout to Amanda Morris, Executive Assistant in the President's Office, who does so much for the college. Special thanks to all the people who volunteer in sessions and to the ODEI team.
- ODEI hosts online and in person post-election restorative listening circles. People have received information that can also be found on the ODEI website. People must register to participate.
- ODEI continues to have restorative drop-in hours to support faculty regarding navigating classroom settings.
- Welcome to the new Restorative Faculty Fellow, Jeremiah Allen.
- ODEI's inclusive outreach and recruitment efforts will include attending a recruitment fair in L.A. to actively and strategically market and expand recruitment efforts for faculty and staff positions.
- An exciting announcement is the new addition of the Social Justice Center is complete with renovations and additional space. ODEI will host an open house for the college and community, with invitations going out to trustees. The expansion allows for welcoming more students. ODEI is partnering with Multicultural Services (MCS) to foster student-focused collaborations and partnerships.
- Special thanks to Trustee Merisa Heu-Weller for the support of ODEI through tumultuous times. For support for this work from ODEI to the Board of Trustees Dr. Grier expressed eternal gratitude.

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#### D. President's Report

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

- The President highlighted recent developments on campus, noting a positive atmosphere, especially during opening week. Enrollment has risen, with over 13,500 students enrolled, surpassing last year's numbers. Full-time equivalent (FTE) student enrollment has also increased, indicating a higher average of academic credits taken by students moving through the program pipeline more efficiently.
- The President emphasized the growth of military-affiliated students, currently at a three-year high, with increased utilization of educational benefits, the highest in four years surpassing pre-pandemic levels. This trend reflects the college's continued support for veteran and military students.
- Addressing financial concerns, the President reported on a funding adjustment required by the Office of Financial Management (OFM). Due to a \$47 million overfunding across the community college system, the college must return approximately \$1.6 million from the FY25 budget. The college is well-positioned to manage this without impacting core operations, though advocacy efforts are underway to pursue a legislative remedy.

- The President noted Bellevue College's participation in the upcoming ACCT Conference, with the immediate past chair, Trustee Rich Fukutaki, assuming the role of incoming ACCT chair. Several college representatives will participate in conference panels.
- Facility and staff challenges, particularly regarding HVAC maintenance, were acknowledged. The college has struggled to hire an HVAC manager, resulting in contracted service costs. The state salary schedule is greatly hampering the college's ability to compete with market salaries for HVAC professionals.
- The need for a major HVAC repair project in Building N is acknowledged, with efforts underway to secure capital funding to support the expense. Lot 13 will be temporarily closed to allow crane access for the repair. The hope is to secure capital funds to help cover this cost.
- Efforts continue to address the budget, facilities, and resource needs, emphasizing a proactive approach to securing additional funding and maintaining operational stability.
- Special thanks to Trustee Merisa Heu-Weller for the generous support of the Bellevue College community.

#### E. Board Report

There was no Board report.

#### F. Board Resolution No. 307: Recognizing Trustee Merisa Heu-Weller

This resolution recognizes Merisa Heu-Weller's exemplary service on the Bellevue College Board of Trustees, highlighting her decade-long commitment to the college. Appointed by Governor Jay Inslee in 2013 and re-appointed in 2018, Merisa has been a steadfast advocate for higher education. The Board voted on adopting this resolution to honor her contributions and lasting impact on the college community.

Motion 27.24

Trustee Rich Fukutaki moved that the Board of Trustees of Community College District VIII approves Resolution No. 307 recognizing Trustee Merisa Heu-Weller.

Trustee Vice Chair Pradnya Desh seconded.

The motion passed unanimously.

### **OPEN GOVERNMENT TRAINING**

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AAG Tricia Boerger led the Board in Open Government Training. Chair Richard Leigh, Vice Chair Pradnya Desh, Trustee Rich Fukutaki, Trustee Greg Dietzel, Trustee Desiré Sotelo, President David May, and Board Secretary Alicia Keating Polson participated in the training, which covered the Public Records Act, Open Public Meetings Act, and Ethics in Public Service Act.

### **UNSCHEDULED BUSINESS**

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There was no unscheduled business.

**EXECUTIVE SESSION**

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At 4:20 PM, Chair Leigh announced the Board would convene for 20 minutes in executive session under [RCW 42.30.110\(1\)](#) for the following purpose: (i) To discuss with legal counsel representing the agency litigation or potential litigation. Chair Leigh announced that no final action would be taken during the executive session.

The executive session ended at 4:40 PM.

**ADJOURNMENT**

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There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 4:41 PM.

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Richard Leigh  
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

### **PROGRAM SPOTLIGHT: WELCOME CENTER**

#### **Information**

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##### **Description**

Program Spotlight presentations are designed to provide a brief overview and key insights about specific programs or initiatives at Bellevue College. This month's Program Spotlight presentation will be focused on the Welcome Center.

The Welcome Center is dedicated to supporting prospective students by ensuring a smooth transition into college life. The team assists with onboarding and admissions, helping students navigate application processes, placement steps, financial aid, and registration. Additionally, the Welcome Center provides outreach to local schools and community organizations in the service area, sharing valuable resources and guidance to keep students and their families informed about available opportunities.

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

PowerPoint presentation

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Prepared by: Micalah Pieper, Welcome Center Director [micalah.pieper@bellevuecollege.edu](mailto:micalah.pieper@bellevuecollege.edu)





BELLEVUE  
COLLEGE

# Welcome Center

Presented by Micalah Pieper, Director of the Welcome Center



# The Welcome Center Team



## Our Team Includes:

- Director of the Welcome Center
- Welcome Center Lead
- Entry Navigator
- Recruitment & Admissions Specialist
- Additional Recruitment & Admissions Specialist starting this month to increase outreach
- Six student workers

# Welcome Center

Dedicated team  
responsible for helping  
prospective students

Provide personalized  
support to help  
students understand  
and meet enrollment  
requirements

Outreach efforts



# Welcome Center by the Numbers (academic year 2023-2024)



**Total Appointments: 2,129**



**Appointment Types:**

Individual Appointments

Group Sessions

# Outreach Efforts: By the Numbers Academic year 2023-2024



Total Community  
Events: 106



Total K-12 Events: 74



Tours: 31 large group  
tours (1,050 kids) + 70  
weekly campus tours



Total Outreach Events  
for the Year: 230

# Key takes for outreach



Collaborated with the marketing team to develop new outreach materials, including updated viewbooks and a welcome center video.



Partnered with the Federal Way School District to host over 200 kindergarteners on campus, fostering early engagement and exposure to college life.



Our outreach team is unique among my peers at other colleges because we are the only ones cross-trained with WE/WC outreach.



Targeted outreach efforts to local school districts, maintaining 3-5 visits to Bellevue, Issaquah, and Renton school districts a year.

# Discovery Day



- Event Frequency: Discovery Day is held twice a year, providing prospective students with multiple opportunities to explore their educational options.
- High Participation Rate: On average, we welcome over 300 prospective students at each event, demonstrating strong interest in our programs and services.
- Diverse Offerings: More than 50 programs and student support services participate, giving students a comprehensive overview of their choices and available resources.
- Informative Sessions: Attendees can choose from 6-10 structured information sessions, which allow them to explore specific areas of interest in depth and ask questions directly to faculty and staff.

# Goals for Academic Year 2024-2025



Increase the number of community and K-12 outreach events by 10% compared to the previous year to enhance engagement and awareness about our college.



Expand drop-in appointment availability to make the Welcome Center more accessible to prospective students and their families.



Create a standard student-led information packet for the Welcome Center's information desk to provide consistent and comprehensive information for all visitors, enhancing the overall experience and efficiency.

Questions?



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## REGULAR MEETING AGENDA ITEM

# REVISION OF POLICY 2020: ELECTRONIC COMMUNICATION WITH STUDENTS

### First Read

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#### Description

When ctcLink was launched at Bellevue College, there was uncertainty as to whether students would be required to use their assigned BC email as their primary email or if they could choose a different primary email. Policy 2020 has been revised to explain the issue fully, so students understand their responsibilities as it relates to official college communication. This update also repairs old hyperlinks and makes grammatical changes.

#### Analysis

Students may receive official college communication by way of their BC-issued email address or one they provide and maintain in ctcLink. However, this is a primary communication method and students are expected to receive and read their emails. Secondary communications, such as text or Canvas notifications, may be opted-out. This policy defines and clarifies the distinction.

#### 45-Day Comment Period

The college community submitted input and feedback 4/26/24 - 6/10/24. Nine comments were received focused on clarity and instruction-related communications. College-wide feedback was incorporated.

#### Recommended Motion

That the Board of Trustees of Community College District VIII approves the revision of Policy 2020: Electronic Communication with Students at their meeting on December 4, 2024.

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



## 2020 ELECTRONIC COMMUNICATION WITH STUDENTS

Original Date: 7/6/2010 \* Last Revision Effective: 12/4/2024

Policy Contact: Vice President, Student Affairs

### POLICY

#### PURPOSE

This policy describes instances where official college business with students is conducted electronically (~~"college communications"~~) and establishes that students may opt-out of text messaging from the college. College communications are generally separate from instructional, faculty-initiated communications, online learning platforms, and electronic teaching resources for coursework used by professors and their enrolled students.

#### Primary College Communication

Electronic privacy and security of educational information is a top priority. After admission, Bellevue College students must create a NetID and will receive an official Bellevue College email address. A student may choose a different "preferred" email address in ctcLink. To protect student confidentiality related to the Family Educational Rights and Privacy Act (FERPA), students and college employees are expected to communicate with an official email address (generally firstname.lastname@bellevuecollege.edu) or the preferred email address maintained by the student in ctcLink. The college maintains reasonable expectations that communications are received and read promptly.

College communications include security alerts, campus suspension of operations, technology services alerts, required federal and state notifications, student specific financial aid, housing, and registration notifications, presidential and foundation notices, and communication that relates directly to individual student transactions or issues.

Students are advised to send emails to and from their college email address whenever possible. When educational or personal records are shared, students may be re-directed to their official college email address.

#### Secondary College Communication

The college uses secondary electronic methods to communicate general information to students. These include text messaging and non-instructional messages sent via the Canvas learning management system. General information includes matters that impact the health and safety of the campus community, academic success resources, and information related to the college's mission and values, campus events, and general announcements.

#### Opt-out Options

Students may elect to stop receiving text messages by replying "STOP." However, students may not elect to opt-out of receiving emails or notifications sent using the Canvas learning management system.

### DEFINITIONS

**Emergency purpose:** Critical and time-sensitive communications made necessary in any situation affecting the health and safety of the college community.

**College communication:** Identical or substantially similar messages sent to a group of students in one or more batches. College communication is restricted to information that:

- Pertains to most of the recipients,
- Is critical or time sensitive, and
- Is for official college business.

**Official college business:** The individual sending the communication is doing so for a purpose within the scope of their college employment.

**Opt in:** An action by which someone agrees to receive college communications to a personal device and consents by acknowledging a statement that provides a clear understanding of the nature of the messages that will be received.

**Opt out:** An action by which someone who receives college communications to a personal device indicates that they no longer want them from the college.

## **RELEVANT LAWS AND OTHER RESOURCES**

- [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#)
- Policy # [5250 Information Security](#)
- [Policy #5150 Acceptable Use of Information Technology](#)
- [5150P Acceptable Use of Information Technology \(Procedures\)](#)
- Policy #2050 Student Conduct Code

## **REVISION HISTORY**

Original 7/6/2010

Revision 9/11/2012; 3/24/2015; 10/20/2021; [12/4/2024](#)

## **APPROVED BY**

Board of Trustees

## 2020 ELECTRONIC COMMUNICATION WITH STUDENTS

Original Date: 7/6/2010 \* Last Revision Effective: 12/4/2024

Policy Contact: Vice President, Student Affairs

### POLICY

#### PURPOSE

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

- [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#)
- Policy # [5250 Information Security](#)
- [Policy #5150 Acceptable Use of Information Technology](#)
- [5150P Acceptable Use of Information Technology \(Procedures\)](#)
- Policy #2050 Student Conduct Code

### **REVISION HISTORY**

Original 7/6/2010

Revision 9/11/2012; 3/24/2015; 10/20/2021; 12/4/2024

### **APPROVED BY**

Board of Trustees



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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 November 2024. Policies are hyperlinked below. 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.

##### [2000 Student Responsibility for Adherence to College Policies & Procedures](#)

- Updated titles and references to "published" documents.

##### [3110 Academic Credit for Prior Learning](#)

- Updated hyperlink and office/officer title.

##### [7050 College Signators](#)

- Updated title.

##### 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: Dr. Lori McRea Keller, Director of Policies & Special Projects

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



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## REGULAR MEETING AGENDA ITEM

### QUARTERLY REPORT: ENROLLMENT

#### Information

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##### Description

A summary of credit enrollment figures from the 2023-2024 academic/ fiscal year, Summer 2024, and the interim status of Fall 2024 enrollment.

##### Analysis

Enrollments for 2023-2024 increased by about 9 percent from the prior year. Nearly all other SBCTC colleges saw similar growth with the system changes from 22-23 to 23-24 coming in at an 8% increase.

For this 2023-2024 academic/ fiscal year, summer quarter undergraduate enrollments exceeded projections, led by strong Running Start enrollments allowed for by recent legislative changes (as Running Start has historically not been available in summer quarters.) For this fall quarter so far, enrollments once again exceeded growth expectations, with most categories ahead of projections. Almost a third of undergraduate students are new to the college. Projections have been adjusted upward for many categories for the rest of this year, and growth is now anticipated over last year.

##### Background/Supplemental Information

PowerPoint presentation

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Prepared by: Steve Downing | Dean, Enrollment Management | [steve.downing@bellevuecollege.edu](mailto:steve.downing@bellevuecollege.edu)





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# Fall 2024 Quarterly Enrollment Report

November 6, 2024

Steve Downing, Dean, Enrollment Management



# 2023-2024 Final Enrollment

# FTE vs Headcount

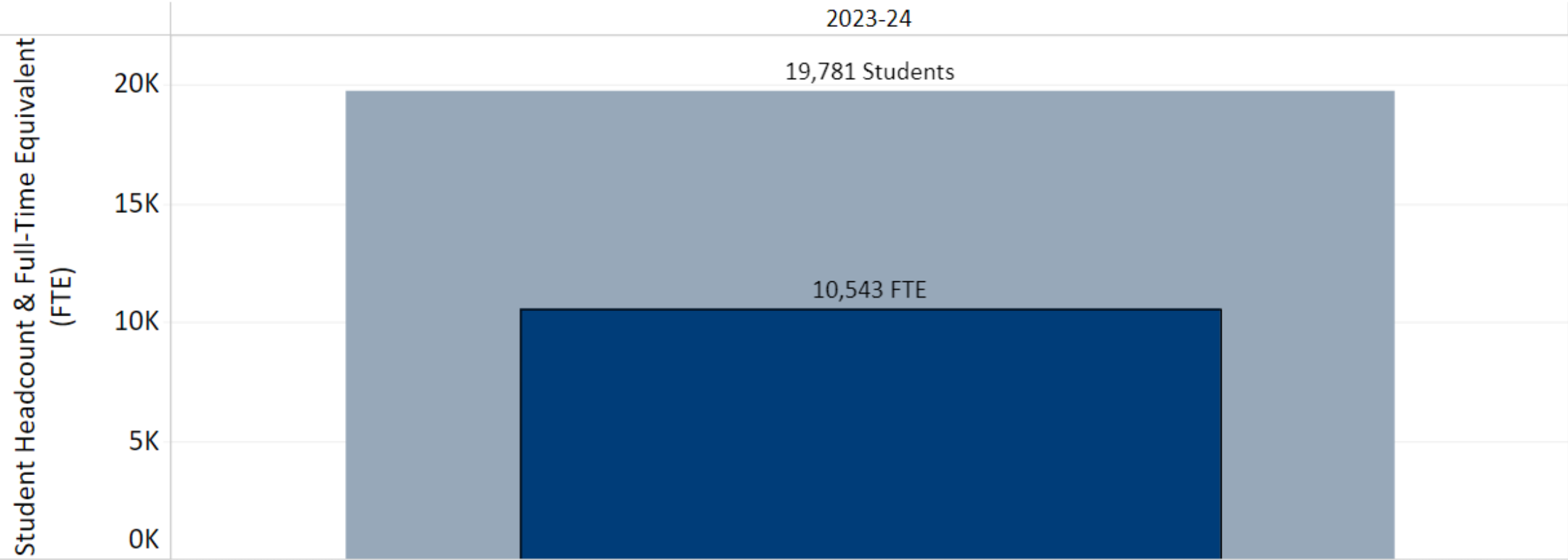
## **\*\*FTE (Full-Time Equivalent):\*\***

- A measurement of total student enrollment converted into the equivalent of full-time students.
- 15 credits in a quarter = 1.0 FTE, 45 credits in an academic year = 1.0 annualized FTE
- Example: 3 students each taking only one 5 credit class = 1 FTE.
- Used for funding calculations and resource planning.

## **\*\*Headcount:\*\***

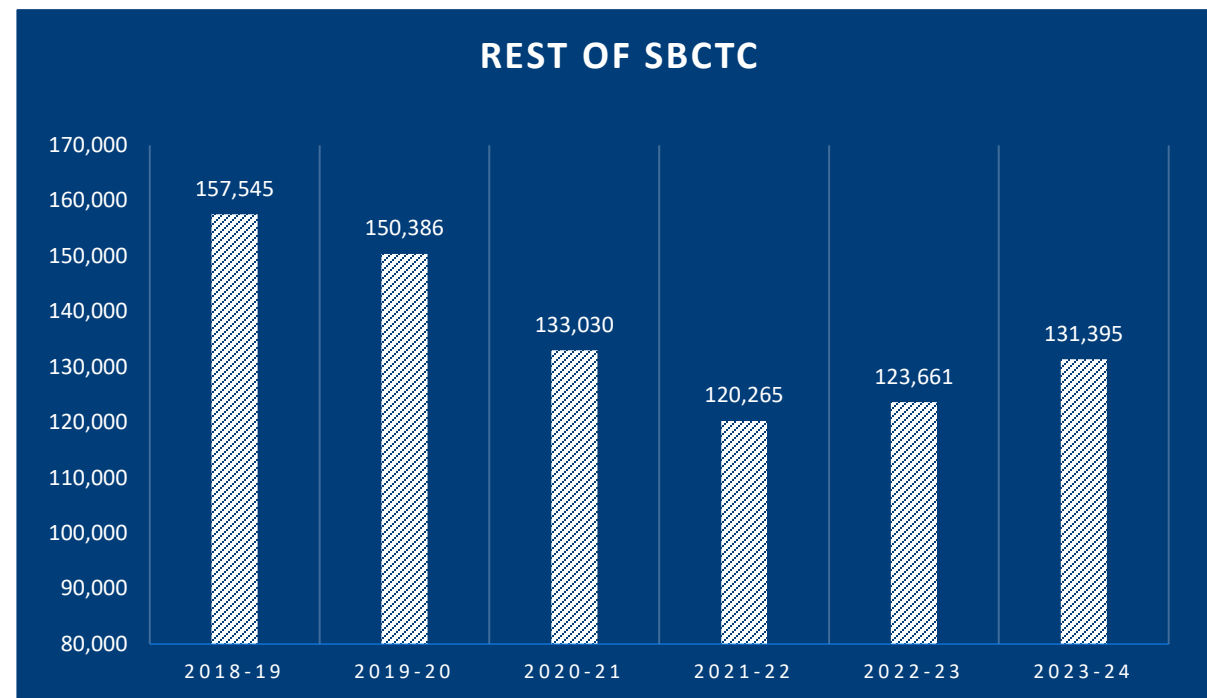
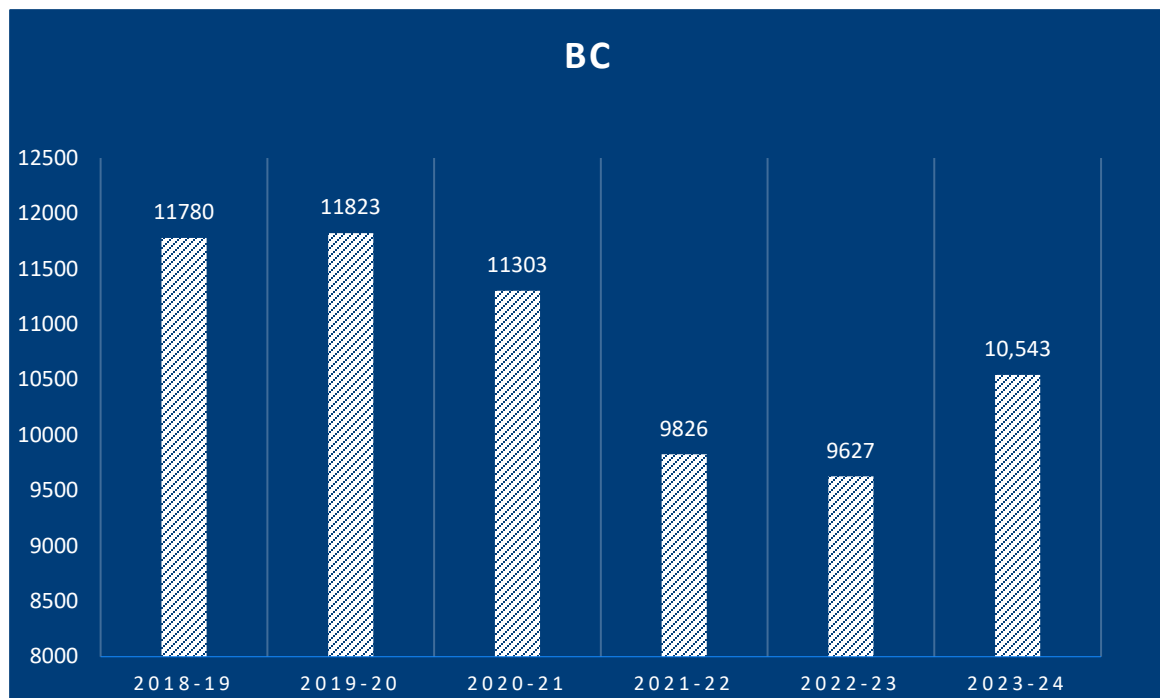
- The total number of individual students enrolled, regardless of course load.
- Example: If 10 students are enrolled in at least one class, the headcount is 10.
- Useful for understanding the number of unique students served.

Unique Students (Headcount) and Full-Time Equivalent by Academic Year

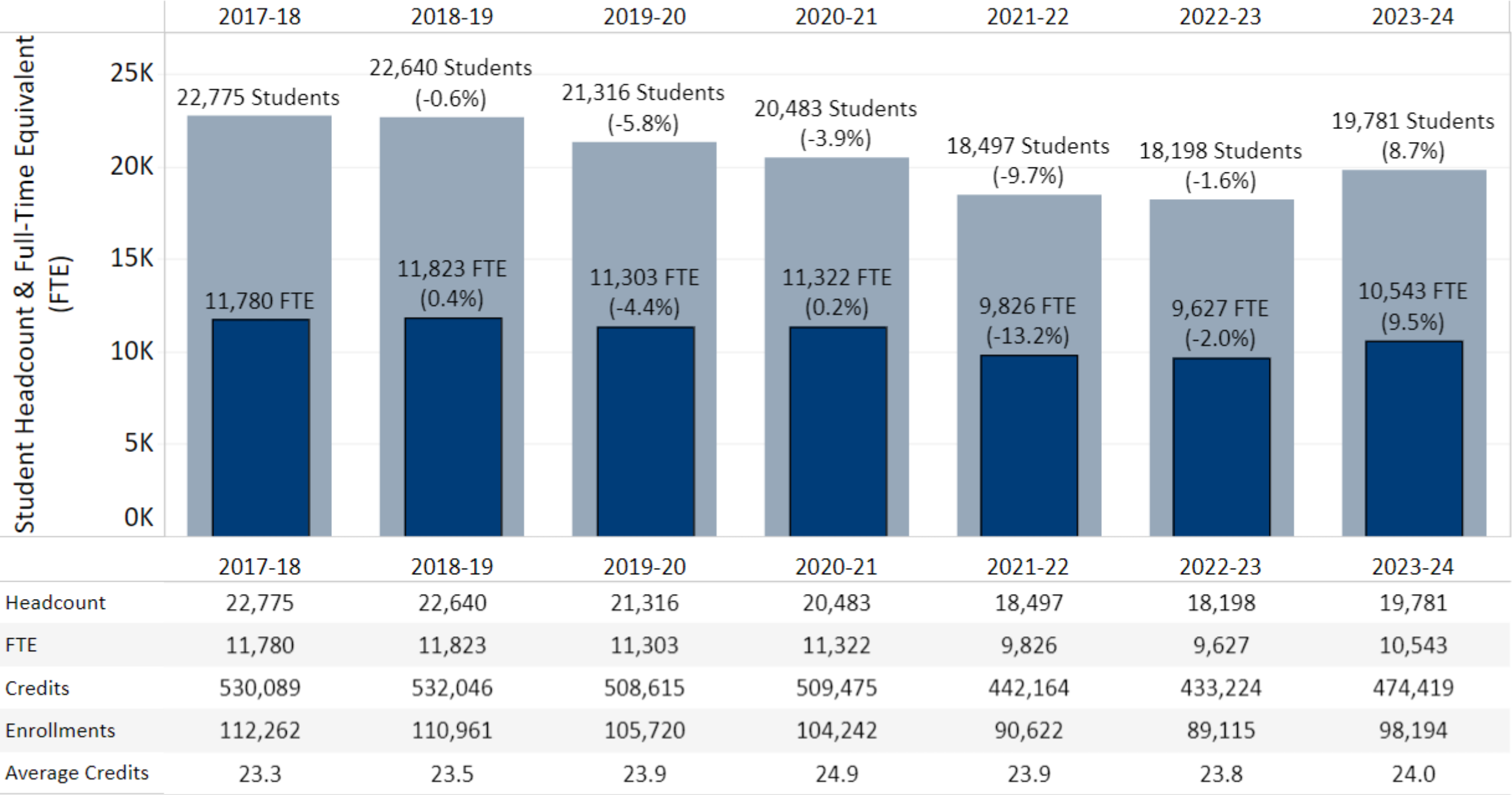


	2023-24
Headcount	19,781
FTE	10,543
Credits	474,419
Enrollments	98,194
Average Credits	24.0

# Annual FTE for BC and SBCTC from 2018-19 to 2023-24

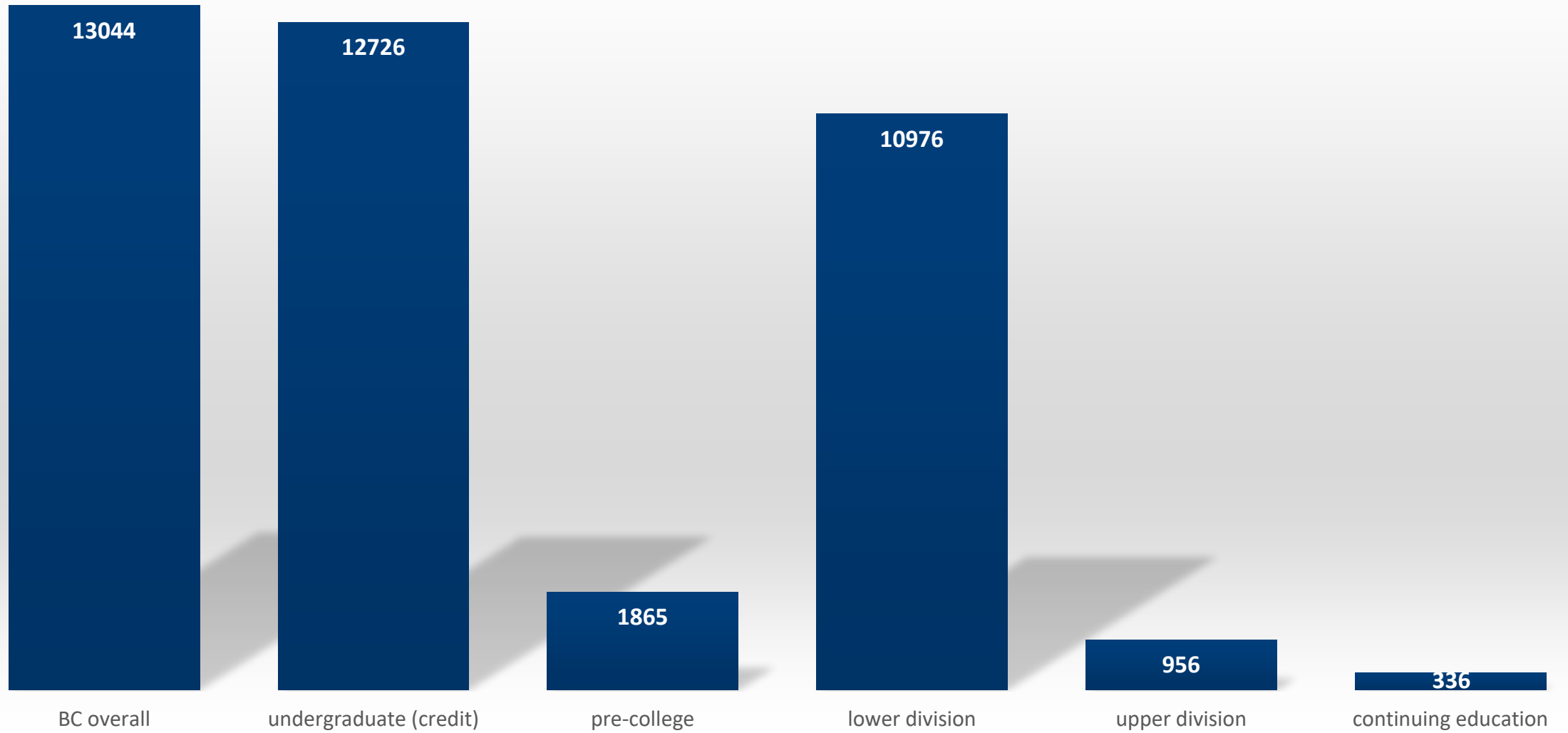


Unique Students (Headcount) and Full-Time Equivalent by Academic Year



# Spring 2024 Final Enrollment

# Spring 2024 Headcount

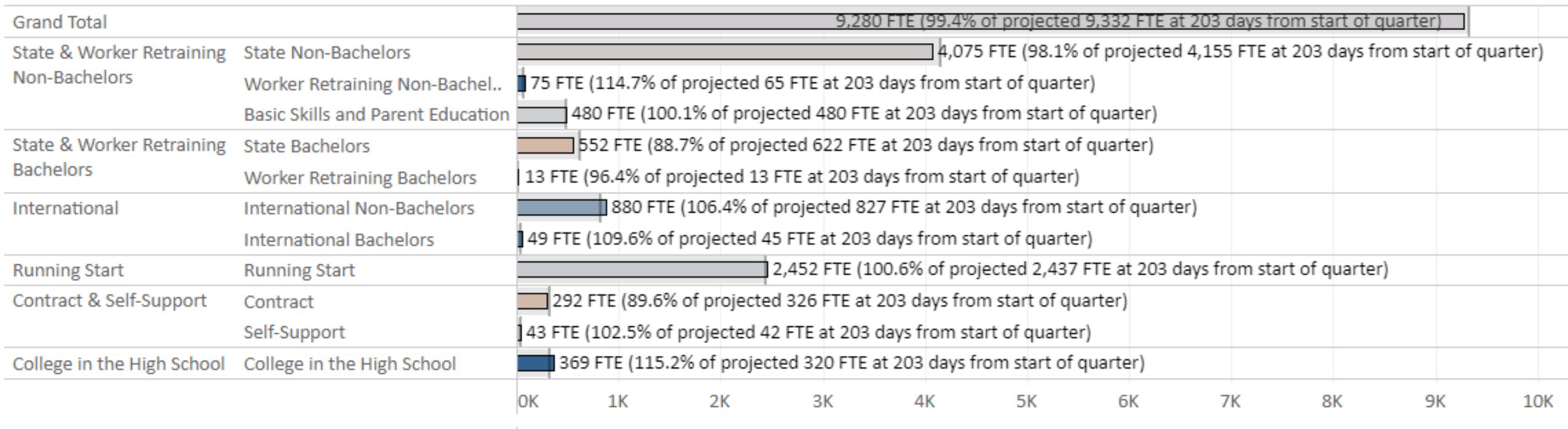




# Spring 2024 – Enrollment Relative to Projections

This dashboard displays the enrollments for the quarter relative to projected enrollments based off of end-of-quarter enrollments and the historical trends of how enrollments are expected change over time.

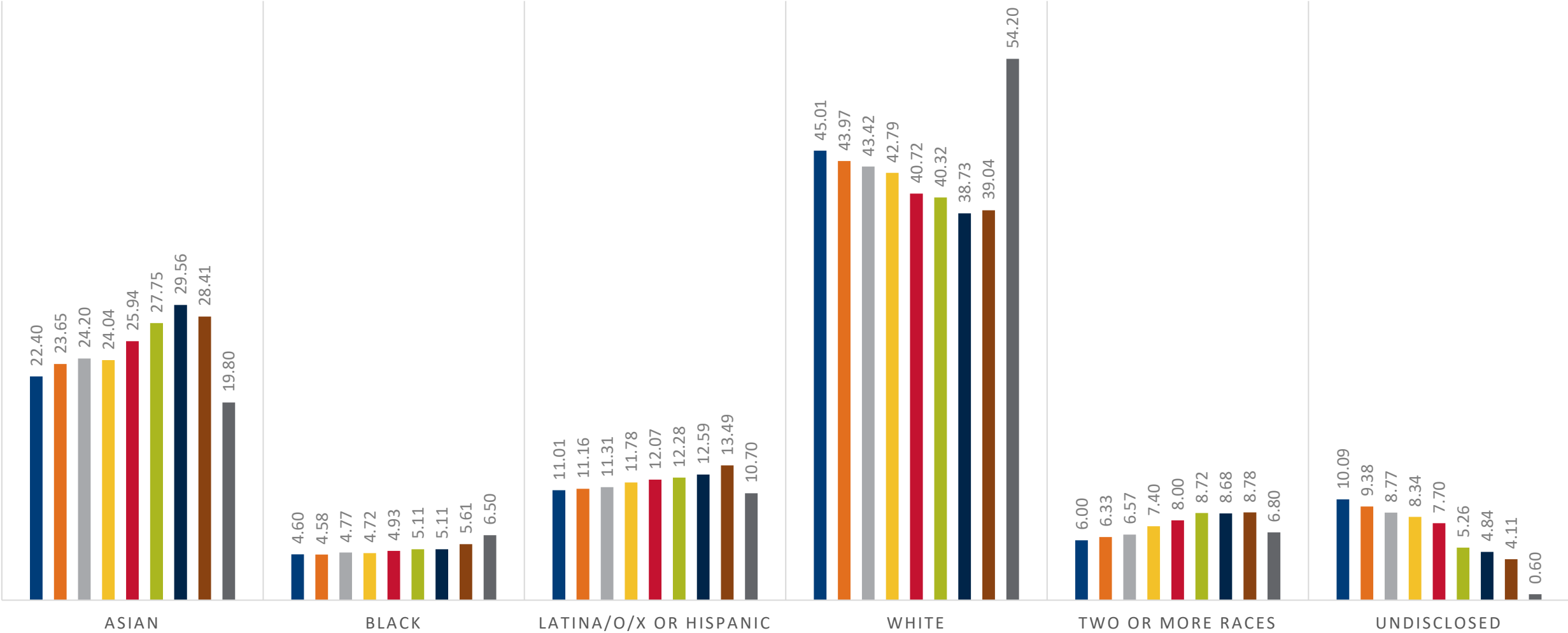
*Data as of 10/22/2024 10:14:11 AM (203 days from the start of quarter)*



# RACE/ETHNICITY TRENDS OF ENROLLED STUDENTS

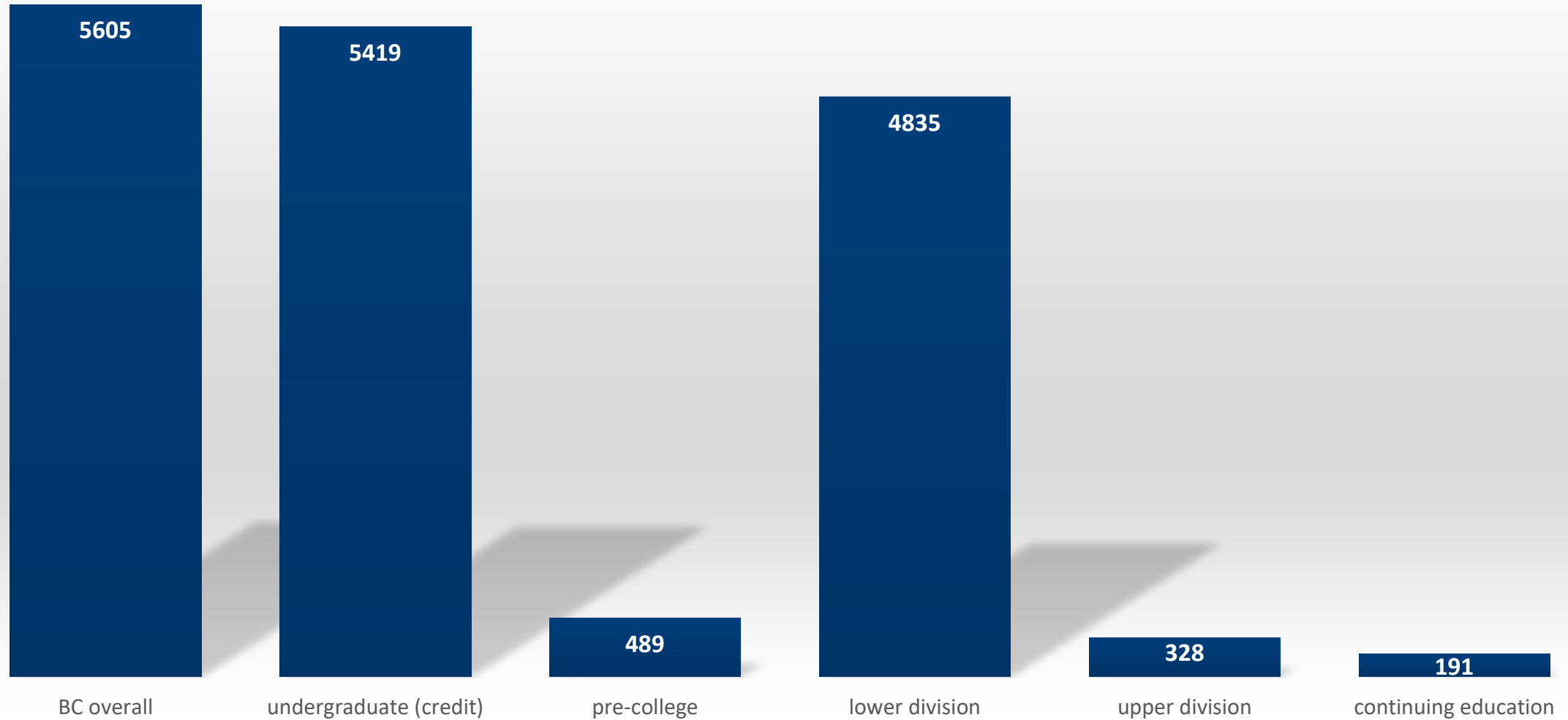
PERCENTAGE OF OVERALL ENROLLMENT

2017-18 2018-19 2019-20 2020-21 2021-22 2022-23 2023-24 2024-25 KC census



# Summer 2024 Enrollment

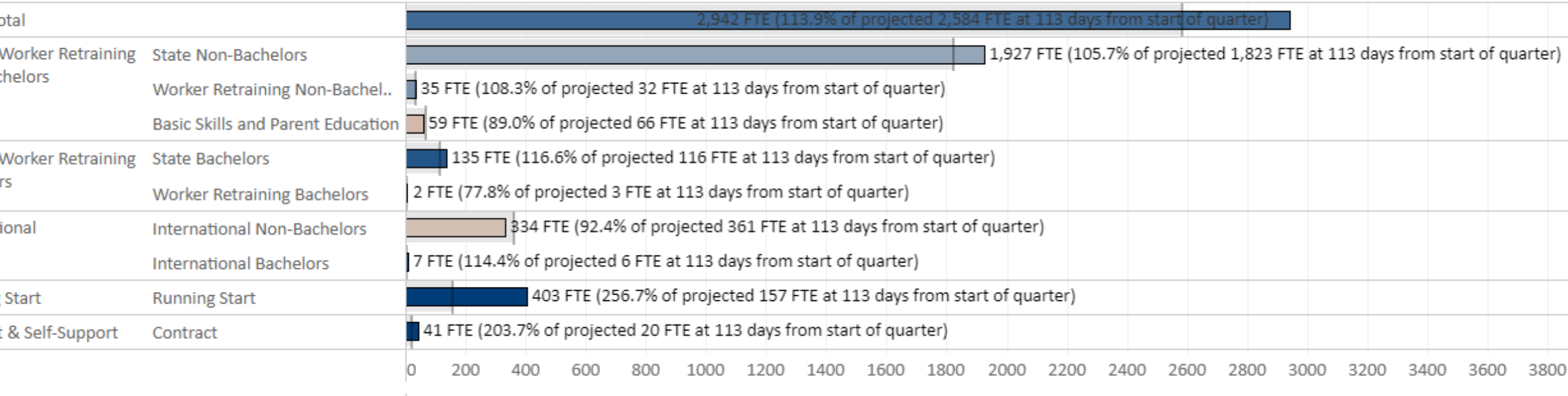
# Summer 2024 Headcount



# Summer 2024 – Enrollment Relative to Projections

This dashboard displays the enrollments for the quarter relative to projected enrollments based off of end-of-quarter enrollments and the historical trends of how enrollments are expected change over time.

Data as of 10/22/2024 10:14:11 AM (113 days from the start of quarter)

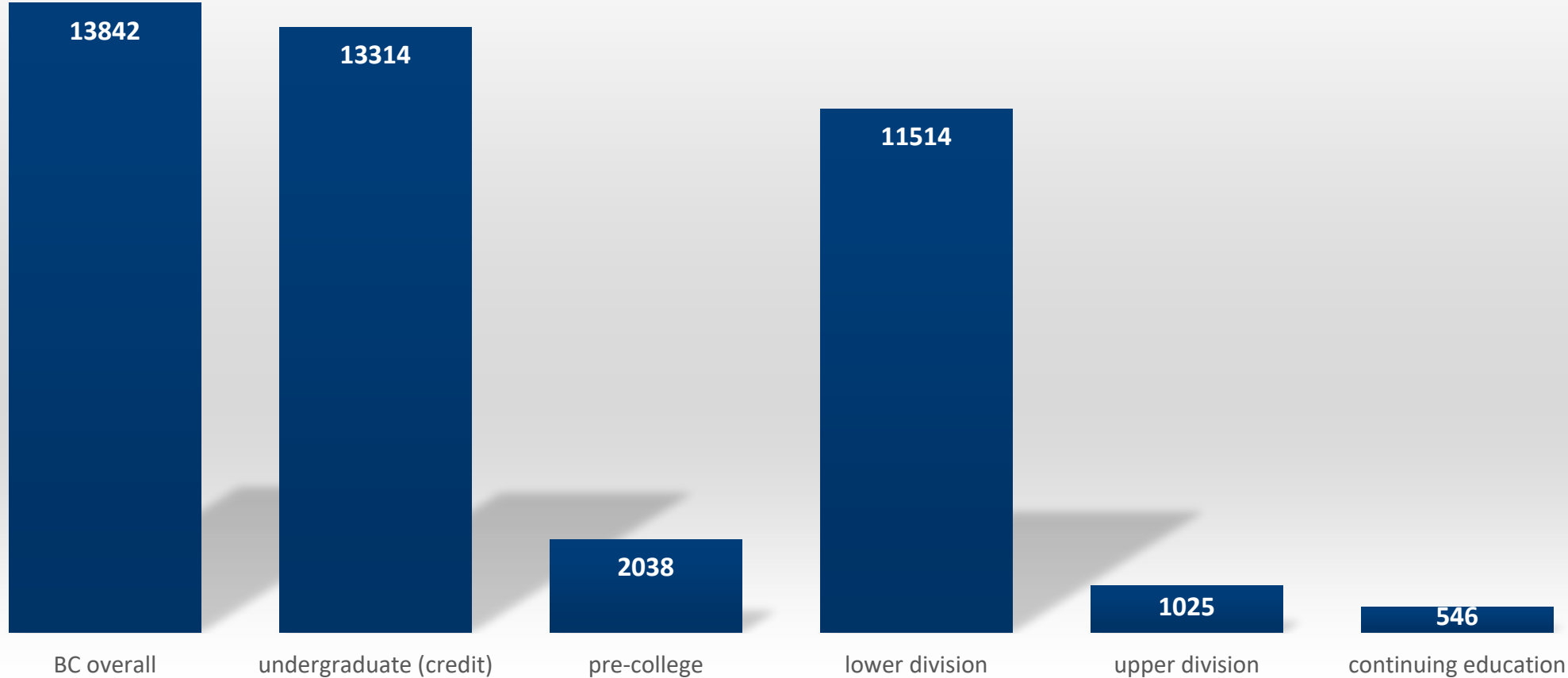


# Fall 2024 Interim Enrollment Summary

Data as of October 22, 2024



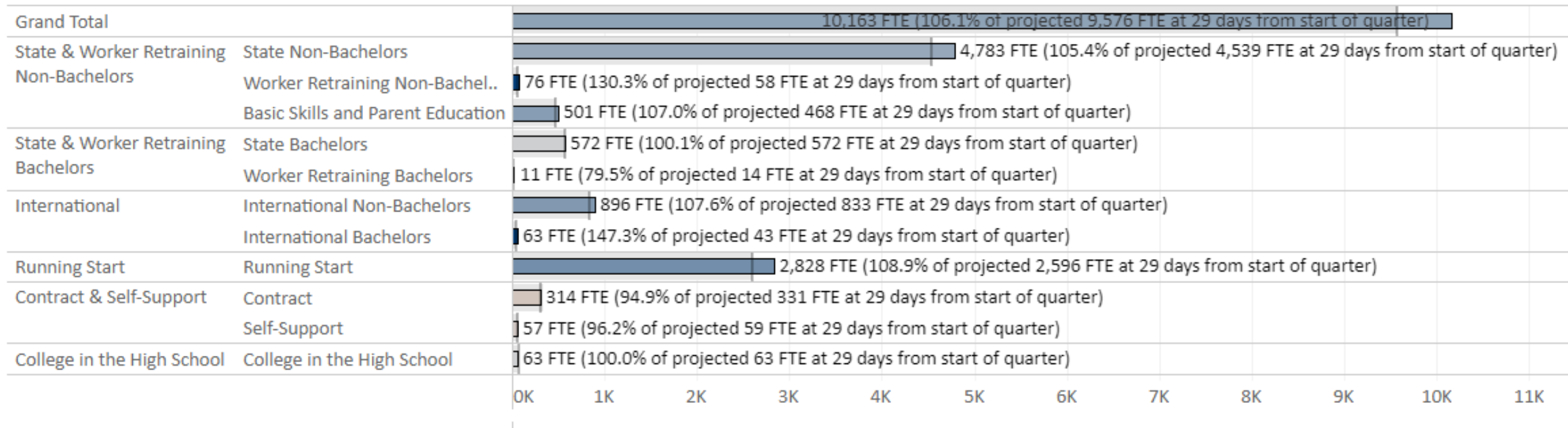
# Fall 2024 Headcount



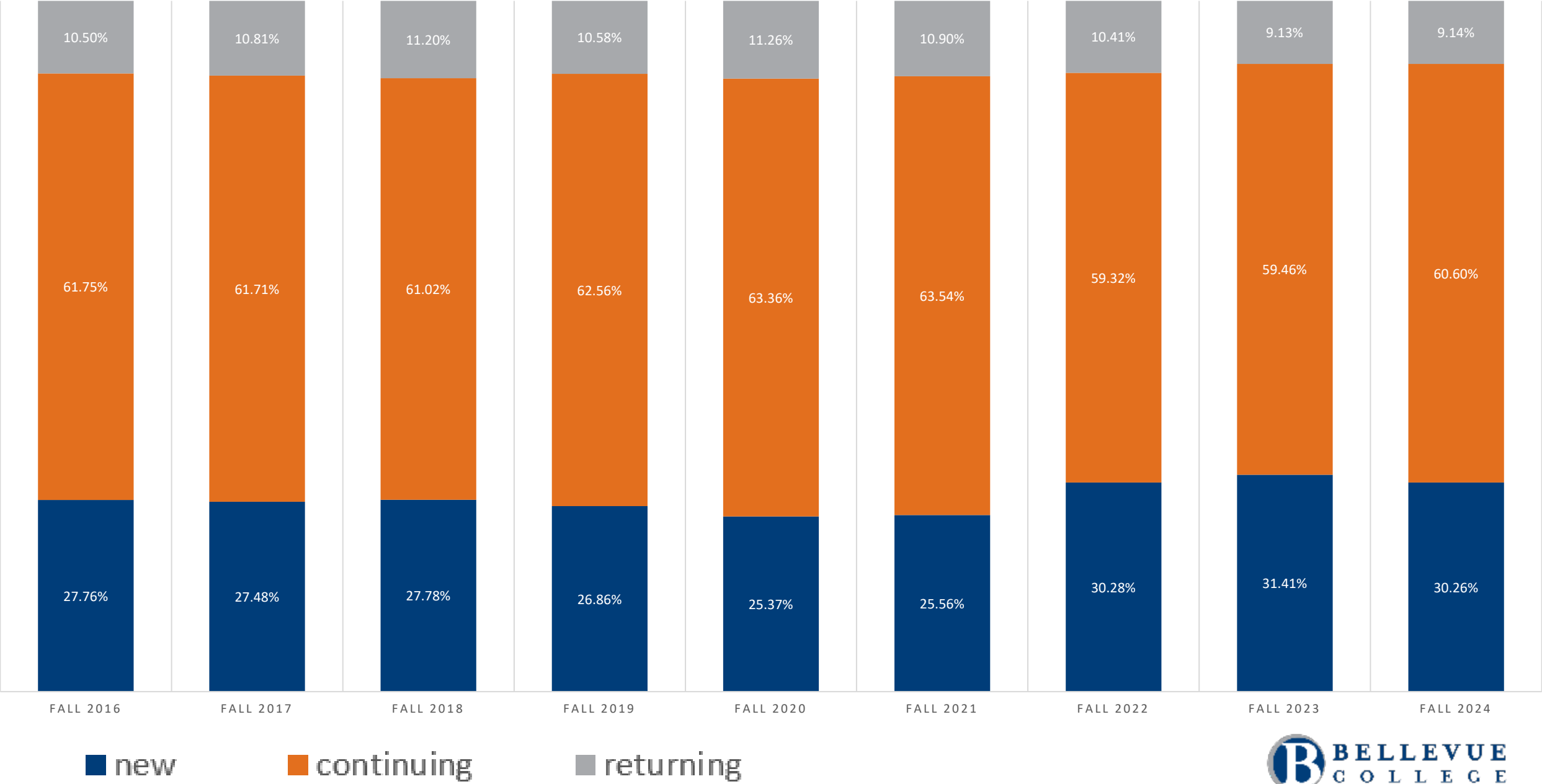
# Fall 2024 – Enrollment Relative to Projections

This dashboard displays the enrollments for the quarter relative to projected enrollments based off of end-of-quarter enrollments and the historical trends of how enrollments are expected change over time.

*Data as of 10/22/2024 10:14:11 AM (29 days from the start of quarter)*



PERCENTAGE OF NEW/CONTINUING/RETURNING STUDENTS IN FALL QUARTER



# Projections Update

## Enrollment Projections Team

Tyrell Bergstrom, *Finance and Auxiliary Services*

JeanD'Arc Campbell, *International Education and Global Initiatives*

Judith Hernandez Chapar, *Student Affairs*

Glenn Jackson, *Center for High School Programs*

Sharon Kussy, *Budget*

Sarah Nutsch, *International Education*

Greg Schmidt, *Effectiveness, Research & Analytics*

Anna Sherwood, *Marketing & Communications*

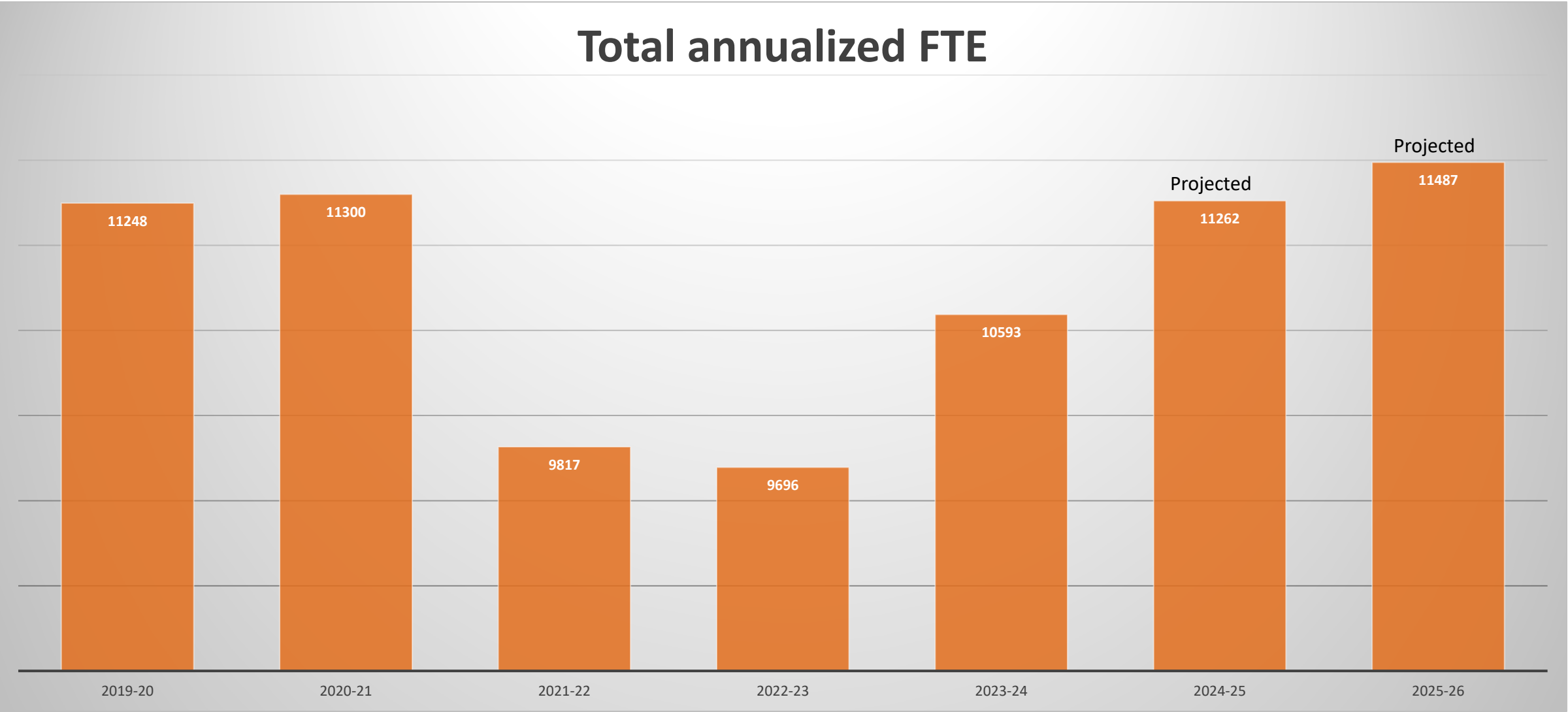
# Projected vs Actual Enrollment Winter 2024 to Winter 2025

	Winter 2024 projected	Winter 2024 actual	Spring 2024 projected	Spring 2024 actual	Summer 2024 projected	Summer 2024 actual	Fall 2024 projected	Fall 2024 actual	Winter 2025 original project	Winter 2025 revised projection
<b>State Non-Bachelors</b>	4207	4229	4155	4076	1823	1927	4539	4788	4279	4589
<b>Worker Retraining Non-Bachelors</b>	53	65	65	75	32	35	58	76	59	70
<b>Basic Skills and Parent Education</b>	447	474	480	480	66	59	468	500	478	480
<b>State Bachelors</b>	552	627	622	552	116	135	572	572	622	620
<b>Worker Retraining Bachelors</b>	18	16	13	13	3	2	14	11	15	10
<b>International Non-Bachelors</b>	840	817	827	879	361	334	833	897	841	850
<b>International Bachelors</b>	44	46	45	49	6	7	43	63	47	52
<b>Running Start</b>	2479	2541	2437	2452	157	403	2596	2831	2593	2700
<b>Contract</b>	297	294	326	292	20	41	314	313	304	304
<b>Self-Support</b>	55	48	42	43	N//A	N/A	59	57	56	56
<b>College in the High School</b>	649*	1304	320	369	N/A	N/A	77	36	1526	1526

Numbers in **red** represent enrollments lower than projections and numbers in **blue** represent enrollments higher than projections

# Annualized FTE Projections through 2026-2027

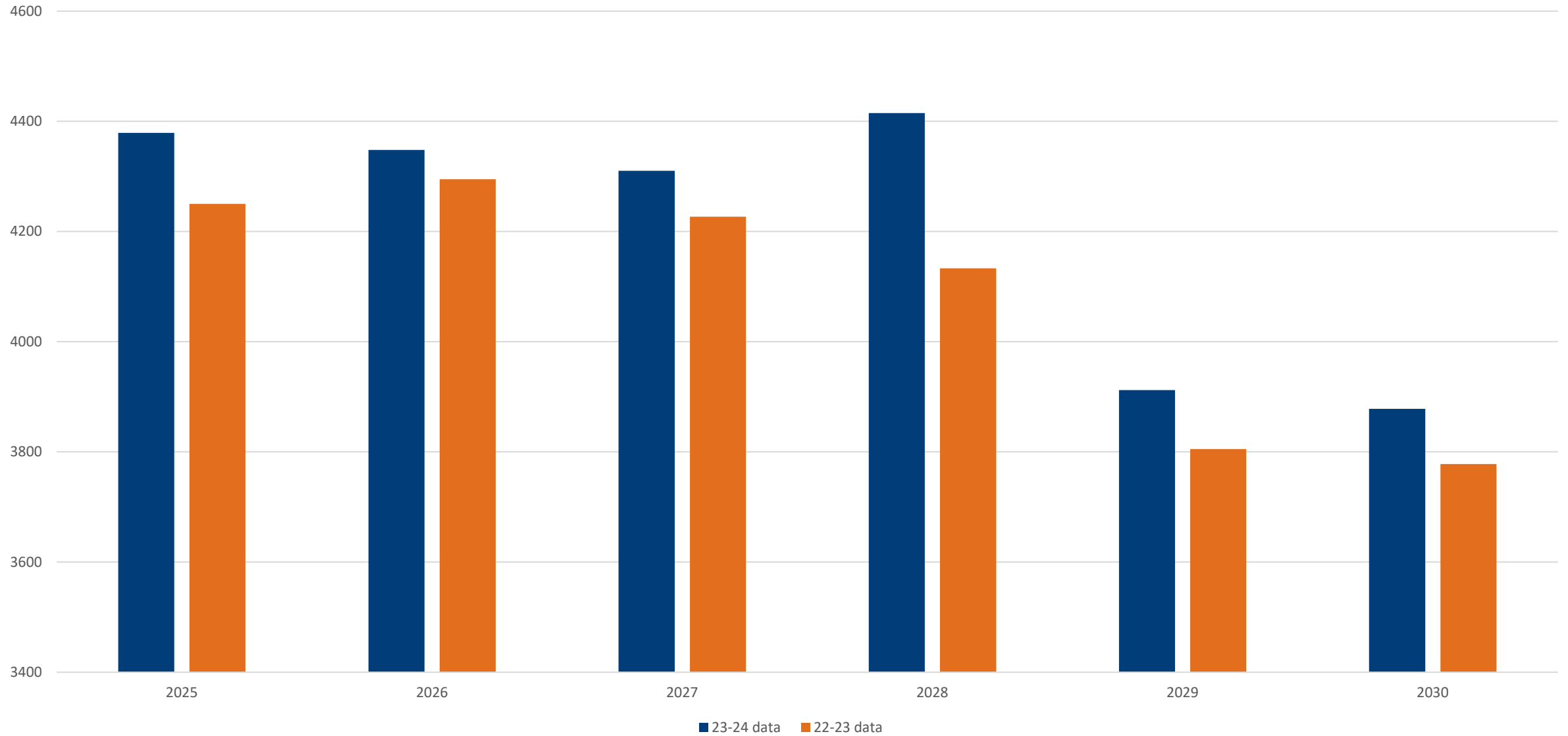
Total annualized FTE



Annualized FTE is the sum of Quarterly FTE divided by 3



## Estimated 12th Grade Graduation Class Size for District 8 Public High Schools





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Thank You



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## REGULAR MEETING AGENDA ITEM

### QUARTERLY REPORT: FINANCE

#### Information

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##### Description

The purpose of this presentation is to provide the Board with an update on the results for the fiscal year ending June 30, 2024, along with an update on the projections of the current Fiscal Year 2025 budget.

##### Analysis

The Fiscal Year 2024 year-end net operating margin increased to \$1.7M from the \$1.1M projected in late Spring 2024. Fiscal year 2024 revenues were \$3M (3%) higher than budgeted, while expenses were \$1.3M (1%) higher. Tuition was \$4.9M (9.4%) higher than budgeted for fiscal year 2024 and is 15.8% higher than the prior fiscal year.

Fiscal year 2025 revenue is projected to have 5.2% (\$2.9M) growth when compared to the adopted budget, but expenses are currently projected to be 3.2% higher (\$4.5M). The current projections show fiscal year 2025 ending with a \$1.8M operating margin deficit. This is in large part attributable to the \$1.6 M reduction in funding due to OFM's error. The administration is closely monitoring budget status and reviewing options for budget recalibration.

##### Background/Supplemental Information

PowerPoint presentation

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Prepared by: Ty Bergstrom, Executive Director of Finance & Auxiliary Services

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