



BELLEVUE
COLLEGE



Board of Trustees

Community College District VIII

REGULAR MEETING
February 26, 2025



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, February 26, 2025. 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

MEETING AGENDA

BUSINESS SESSION

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| I. | Call to Order | Richard Leigh |
| a. | Welcome and Introductions | |
| b. | Approval of Agenda and Minutes | |
| c. | Agenda for February 26, 2025 | |
| d. | Minutes for December 4, 2024 and January 22, 2025 | |
| II. | Constituent Reports | |
| a. | Classified | Becky Turnbull |
| b. | Faculty | Dr. Lindsay Haney |
| c. | Foundation | Lisa Brock |
| d. | Student | Daniel Ngoy |
| e. | College Assembly | Amy McCrory |
| III. | 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 . | | |
| IV. | First Read | |
| a. | Tenure | Dr. Jess Clark |
| b. | Revision of WAC 132H-106/Policy 1000 Board of Trustees, WAC 132H-133/Policy 7450 Commercial Activity, and Deletion Of Policy 1050 Organization/Operation Information | Dr. Lori Keller |
| c. | Revision of Policy 2700 Participation in Intercollegiate Athletics and WAC 132H-400 Grounds for Athletic Ineligibility | Dr. Lori Keller |
| d. | Revision of Policy 6650 Official Public Communications and Social Media | Dr. Lori Keller |
| e. | Revision of Policy 6190 Integrated Pest Management | Dr. Jorge de la Torre |

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

- | | | |
|------|--------------------------------------------------------------|----------------------------------------|
| f. | Revision of Policy 6850 Services Contracts | Dr. Jorge de la Torre |
| g. | Revision of WAC 132H-122/Policy 7200 Student Financial Debts | Dr. Jorge de la Torre |
| h. | Athletic Fee Waiver Change | Mike Kaptik |
| i. | 2025-2026 Board Meeting Dates | Dr. Alicia Keating
Polson |
| | | |
| V. | Information | |
| a. | Housekeeping and Minor Edits to Policy Library | Dr. Lori Keller |
| | | |
| VI. | Quarterly Reports | |
| a. | Enrollment | Steve Downing |
| b. | Finance | Dr. Jorge de la Torre, Ty
Bergstrom |
| | | |
| VII. | Monthly Reports | |
| a. | President | Dr. David May |
| b. | Board | Richard Leigh |

EXECUTIVE SESSION

The Board will convene in executive session under [RCW 42.30.110\(1\)](#) for the following purpose(s): To review the performance of a public employee; and (i) To discuss with legal counsel representing the agency litigation or potential litigation. No final action will be taken during this executive session.

ADJOURNMENT



**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, December 4, 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 3:40 PM.

ROLL CALL

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 42 guests in attendance.

APPROVAL OF AGENDA AND MINUTES

Trustee Desh made a motion to approve the agenda (December 4, 2024) and minutes (November 6, 2024.) Trustee Sotelo seconded.

The motion passed unanimously.

PROGRAM HIGHLIGHT

Jess Clark, Provost & Vice President of Academic Affairs, introduced this month's program spotlight presentation, focusing on two academic programs within the Social Science Division. Charlene Freyberg, Professor & Program Chair of the Criminal Justice program and Dr. Deepti Karkhanis, Professor & Program Chair of the Psychology program presented.

Criminal Justice

The Criminal Justice program at Bellevue College is an interdisciplinary social science approach involving the study of crime and societal responses to it. The program of study offered through the Criminal Justice program provides students with knowledge of the components of the criminal justice system (i.e., law enforcement, court systems, corrections) and stages within the criminal justice process. The curriculum includes coursework in criminal justice and criminology; law enforcement and criminal justice ethics; criminal and constitutional law; and written, verbal, non-verbal and intercultural

communications. The department offers a variety of criminal justice courses to prepare students either for immediate employment or for transfer to a university bachelor's degree.

Psychology

Psychology is the scientific study of behavior and mental processes. It is a discipline, a major subject of study in colleges and universities. It is a science, a method of conducting research and understanding behavioral data. Psychology is also a profession, a calling that requires one to apply special knowledge, abilities and skills to solve human problems.

Psychologists study a wide range of human and animal behavior, ranging from child development to abnormal behavior, from brain functioning to personality measurement. In contrast to other behavioral sciences, psychology typically focuses on the individual and the physiological, cognitive, and social processes that impact individual behavior.

The Psychology Department at Bellevue College offers freshman and sophomore-level courses in psychology appropriate for people planning to major in psychology as well as students in related fields. Courses available include introductory psychology, psychology as natural science, research methods, learning theory, the psychology of sex differences and applied, abnormal, developmental, personality, social and cross-cultural psychology. Special session courses or interdisciplinary courses with other college faculty are also available periodically. Most psychology courses fulfill social science distribution requirements for Bellevue College's associate in arts and sciences degree.

CONSTITUENT REPORTS

A. Student

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

- ASG is meeting with the Student Senate to vote on approving this year's legislative agenda.
- ASG is preparing for Lobby Day in Olympia, which is scheduled for February 13.

B. Classified

There was no classified report.

C. College Assembly

The College Assembly report was provided by Amy McCrory, Chair of College Assembly.

- Assembly passed proposals 285 and 287, which adjust the membership for the Student Success Council. The changes were made to fill vacant seats. There are some adjustments that need to be made to proposal 286, as Cabinet has asked for clarification on the changes being requested.
- Assembly also passed proposal 290, which will combine the seats for Multicultural Services and the Title IX office into one position. This will allow the staff in these offices to do their daily work, while still allowing them to participate in the Governance system.
- College Assembly will be hosting a cookie exchange for the Council Chairs tomorrow on December 5th. This will take place after the regular College Assembly meeting that day.

D. Faculty

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

- Faculty demonstrated flexibility during the wind storm. While without power, faculty devised plans for helping students and this flexibility comes with extra labor.
- Faculty are concerned about their classified colleagues.
- Interior Design Professor Mark Mappala won the 2024 PAVE Global Educator of the Year Award.

E. Foundation

The Bellevue College Foundation (BCF) report was provided by Melissa Johnson, Executive Director of the Bellevue College Foundation.

- Michele Lahti is the new interim Vice President of Institutional Advancement.
- BCF is grateful to have partnered during suspended operations to provide food, scarves, hats, and gloves to the students in housing.
- The Donor & Scholar Reception was inspiring.
- The Transforming Together Breakfast will focus on workforce development with panel of experts.
- The Golf Tournament will directly support athletic scholarships.
- Progress is being made in efficiencies and systems for next decade and beyond.
- February 6th is an open house event for the new planetarium.

PUBLIC COMMENT

There was no public comment.

FIRST READ

A. Revision of Policy 2050/WAC 132H-126: Student Conduct Code

Megan Kaptik, Dean of Student Support, presented the proposed revision of Policy 2050 and WAC 132H-126: Student Conduct Code.

WAC 132H-126 and Policy 2050, Student Conduct Code, has had interim/temporary status per the U.S. Department of Education's issuance of the "Final Rule" on Title IX regulations as of July 29, 2024. A 45-day comment period was held from September 25 - November 12, 2024, and a public hearing was held on October 22, 2024.

On April 19, 2024, the U.S. Department of Education released its final rule to fully effectuate Title IX's promise that no person experiences sex discrimination in federally funded education. Before issuing the proposed regulations, the Department received feedback on its Title IX regulations, as amended in 2020, from a wide variety of stakeholders.

The final regulations strengthen several major provisions from the current regulations and provide schools with information to meet their Title IX obligations while providing appropriate discretion and flexibility to account for variations in school size, student populations, and administrative structures. The final regulations also provide greater clarity regarding: the definition of “sex-based harassment”; the scope of sex discrimination, including schools’ obligations not to discriminate based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; and schools’ obligations to provide an educational environment free from discrimination based on sex. Additional edits to policy 2050 student conduct code include a new reference to artificial intelligence under “academic dishonesty,” and emphasis on the use of designated smoking areas on campus, at least 25 feet from any building.

Comments Received

No comments were received from the college community during the public comment period 9/25/24-11/12/24. Five individuals attended the October 22, 2024 public hearing on Zoom at 2:00 pm. Two comments were received during the hearing, the first of which was incorporated in the final draft.

- Change sanction of “dismissal” to “expulsion;” change term to prevent confusion around dismissal of a complaint (two other individuals in favor)
- Need for a policy and procedures around non-registered individuals in the classroom (tabled).

B. Creation of Policy 1447: Sex Discrimination

Frances Dujon-Reynolds, Vice President of Human Resources, presented the proposed creation of Policy 1447: Sex Discrimination.

Policy 1447 Sex Discrimination was adopted as an interim policy on August 1, 2024, per the U.S. Department of Education’s issuance of the “Final Rule” on Title IX regulations.

On April 19, 2024, the U.S. Department of Education released its final rule to fully effectuate Title IX’s promise that no person experiences sex discrimination in federally funded education. Before issuing the proposed regulations, the Department received feedback on its Title IX regulations, as amended in 2020, from a wide variety of stakeholders.

The final regulations strengthen several major provisions from the current regulations and provide schools with information to meet their Title IX obligations while providing appropriate discretion and flexibility to account for variations in school size, student populations, and administrative structures. The final regulations also provide greater clarity regarding: the definition of “sex-based harassment”; the scope of sex discrimination, including schools’ obligations not to discriminate based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; and schools’ obligations to provide an educational environment free from discrimination based on sex.

The final regulations are effective on August 1, 2024, and apply to complaints of sex discrimination regarding alleged conduct that occurs on or after that date. Existing policies and procedures will remain in place for complaints of alleged conduct that occurs prior to August 1, 2024.

Comments Received

During the 45-day comment period, October 18-December 2, 2024, two clarifying comments were received.

ACTION

A. Revision of Policy 2020: Electronic Communication with Students

Motion 27.24

Trustee Dietzel moved that the Board of Trustees of Community College District VIII approves the revision of Policy 2020: Electronic Communication with Students.

Trustee Sotelo seconded.

The motion passed unanimously.

QUARTERLY REPORTS

A. Achieving the Dream

Dr. Jess Clark, Provost and Vice President of Academic Affairs; Dr. Judith Hernández Chapar, Vice President of Student Affairs; Dr. Liz Hollerman, Interim Associate Vice President of Academic Affairs; and Megan Kaptik, Dean of Student Support provided an update of Bellevue College's progress in advancing Achieving the Dream student success initiatives.

Bellevue College's work focuses on increasing and closing equity gaps for retention, completion, and foundational course success within the first year. Updates included progress on key ATD initiatives such as Guided Pathways, leadership structure changes, and ongoing efforts to monitor and improve student outcomes through cohort-based metrics. The presentation highlighted 2024-2025 priorities, including enhancing first-year programs, strengthening advising pipelines, and assessing modality effectiveness.

REPORTS

A. Diversity, Equity, and Inclusion Report

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

- Congratulations to Hasaan Kirkland, acting Director for Social Justice, who has defended his dissertation.
- October PD Day evaluations report generally positive experiences and feedback from both attendees and presenters.
- Listening circles held for students and employee varied in size. Community care is extremely important.

- The candlelight vigil for Trans Night of Remembrance has been rescheduled to December 5.
 - The present focus is on needs of students and employees and what it means to be a diverse campus.
-

B. President's Report

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

- Dr. Lahti brings more than 20 years of experience to Institutional Advancement. The many communications sent out during the storm were possible due to Dr. Lahti and her team.
- Thanks to Melissa Johnson and the BCF for their support of students during storm. Thanks to staff their support and hard work during power outage.
- Dr. Lori Keller is helping with governmental relations and will continue that work in Olympia between president meetings.
- Governor's update includes directives of contract and hiring freezes. Does not directly apply to Bellevue College but it has been urged to follow.
- Bellevue Connector Project MOA has been signed and is moving forward.

C. Board Report

Trustee Fukutaki shared about his role with ACCT: it is important to work alongside people and Washington state has significant seat at the table at ACCT. Trustees from Washington are on every single committee and there is great support from the state in ACCT.

Trustee Dietzel thanked Lori Keller for taking on work with governmental relations.

UNSCHEDULED BUSINESS

There was no unscheduled business.

EXECUTIVE SESSION

At 5:08 PM, Chair Leigh 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. The Board will also met in closed session to discuss collective bargaining negotiations. Pursuant to [RCW 42.30.140\(4\)\(a\)](#), these matters are not subject to the Open Public Meetings Act. Chair Leigh announced that no final action would be taken during the executive session or closed session, but action may be taken upon the Board's return to open session.

The executive session ended at 5:28 PM.

ADJOURNMENT

There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 5:29 PM.

Richard Leigh
Chair, Board of Trustees

Community College District VIII

ATTEST:

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



**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, January 22, 2025. Richard Leigh, chair, presided. This meeting was held in the Cedarbrook Lodge Brightwood Board Room and on Zoom. A telephone line was also available.

MINUTES

Chair Leigh called the business session to order at 9:18 AM.

ROLL CALL

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 2 guests in attendance.

APPROVAL OF AGENDA

Trustee Desh made a motion to approve the agenda (January 22, 2025.) Trustee Dietzel seconded.

The motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

ADMINISTRATIVE SERVICES

Dr. Jorge de la Torre, Vice President of Administrative Services, provided an update on Administrative Services.

SECTOR REPORT

Dr. Consuelo Grier, Vice President of Diversity, Equity, and Inclusion, provided a sector report.

EXECUTIVE SESSION

At 11:10 AM, Chair Leigh announced the Board would convene for 60 minutes in executive session under [RCW 42.30.110\(1\)](#) for the following purpose: (g) To review the performance of a public employee. Pursuant to [RCW 42.30.140\(4\)\(a\)](#), these matters are not subject to the Open Public Meetings Act. Chair Leigh announced that no final action would be taken during the executive session.

The executive session ended at 12:10 PM.

The Board returned to the business session at 12:11 PM.

ADJOURNMENT

Chair Leigh adjourned the Board of Trustees meeting for a 60-minute lunch break at 12:11 PM.

BUSINESS SESSION

Chair Leigh called the business session back to order at 1:15 PM.

STRATEGIC PLANNING

Dr. Jess Clark, Provost and Vice President of Academic Affairs, and Dr. Jennifer Latino from EAB presented and led discussion on strategic planning.

ACCREDITATION

Dr. Jess Clark provided an update on accreditation.

EXTERNAL PARTERSHIPS

Dr. David May, President, provided a report on ongoing external partnerships.

UNSCHEDULED BUSINESS

There was no unscheduled business.

ADJOURNMENT

There being no further business, Chair Leigh adjourned the Board of Trustees meeting at 5:00 PM.

Richard Leigh
Chair, Board of Trustees
Community College District VIII

ATTEST:

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



REGULAR MEETING AGENDA ITEM

TENURE

First Read

Description

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

Candidates Recommended for Tenure

Alice Jenkins	School of Business and Technology (Accounting)
Alicia Brender	Health Sciences, Education & Wellness Institute (Early Learning)
Ana Bravo-Camelo	Student Affairs (Counseling/Latina)
Cassie Cross	Arts and Humanities (English)
Christina Sciabarra	Social Science (Political Science)
Claire McKinley	Science (Environmental Science)
Deborah Leblang	Arts and Humanities (Art)
Elexa Moore	Connected Learning (Library Media Center)
Felipe Anaya	Connected Learning (Library Media Center)
Hadise Khaniyan	Health Sciences, Education & Wellness Institute (Health & Physical Ed.)
Ian Walker	Social Science (Geography)
Jennifer Celms	Health Sciences, Education & Wellness Institute (Nursing)
Michael Broome	Science (Mathematics)
Rachel Hutto	Science (Biology)
Stephanie Campbell	Health Sciences, Education & Wellness Institute (Diagnostic Ultrasound)
Zoe Aleshire	Arts and Humanities (Philosophy)

Analysis

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

The tenure process at Bellevue College involves four levels:

- 1) The Tenure Evaluation Subcommittee (TES) gathers information, mentors the candidate, and prepares the tenure document.
- 2) The Tenure Review Committee (TRC), including six faculty members elected by the faculty at large, reviews the documentation prepared by the TES to ensure that similar standards and expectations are met across the many disciplines. The TRC provides an objective look at each document to make sure that the case supporting the recommendation of the TES is sound.
- 3) The College President, after reviewing the recommendations of the TRC, submits those recommendations and accompanying materials, along with his/her own recommendation, to the Board of Trustees.
- 4) Finally, the Board of Trustees, giving serious consideration to the recommendation of the President and the TRC, decides to grant or not grant tenure or extend the probationary period. During the first two years of candidates' employment, the President uses the recommendation of the TRC to decide whether or not to continue the probationary period.

Required documents have been gathered by the TES and the tenure candidates that provide evidence that the process described above has been strictly followed.

Background/Supplemental Information

An electronic notebook in .pdf format has been assembled regarding the tenure candidate, and all pertinent documents for the case has been included for review by members of the Board of Trustees. Each member of the Board will be able to access the tenure documents via a secure SharePoint site.

Recommended Motion

That the Board of Trustees of Community College District VIII grants tenure for the 2025-26 academic year to Alice Jenkins, School of Business and Technology, Accounting, at their meeting on March 12, 2025.

That the Board of Trustees of Community College District VIII grants tenure for the 2025-26 academic year to Alicia Brender, Health Sciences, Education & Wellness Institute, Early Learning, at their meeting on March 12, 2025.

That the Board of Trustees of Community College District VIII grants tenure for the 2025-26 academic year to Ana Bravo-Camelo, Student Affairs, Counseling/Latina, at their meeting on March 12, 2025.

That the Board of Trustees of Community College District VIII grants tenure for the 2025-26 academic year to Cassie Cross, Arts and Humanities, English, at their meeting on March 12, 2025.

That the Board of Trustees of Community College District VIII grants tenure for the 2025-26 academic year to Christina Sciabarra, Social Science, Political Science, at their meeting on March 12, 2025.

That the Board of Trustees of Community College District VIII grants tenure for the 2025-26 academic year to Claire McKinley, Science, Environmental Science, at their meeting on March 12, 2025.

That the Board of Trustees of Community College District VIII grants tenure for the 2025-26 academic year to Deborah Leblang, Arts and Humanities, Art, at their meeting on March 12, 2025.

That the Board of Trustees of Community College District VIII grants tenure for the 2025-26 academic year to Elexa Moore, Connected Learning, Library Media Center, at their meeting on March 12, 2025.

That the Board of Trustees of Community College District VIII grants tenure for the 2025-26 academic year to Felipe Anaya, Connected Learning, Library Media Center, at their meeting on March 12, 2025.

That the Board of Trustees of Community College District VIII grants tenure for the 2025-26 academic year to Hadise Khaniyan, Health Sciences, Education & Wellness Institute, Health & Physical Ed., at their meeting on March 12, 2025.

That the Board of Trustees of Community College District VIII grants tenure for the 2025-26 academic year to Ian Walker, Social Science, Geography, at their meeting on March 12, 2025.

That the Board of Trustees of Community College District VIII grants tenure for the 2025-26 academic year to Jennifer Celms, Health Sciences, Education & Wellness Institute, Nursing, at their meeting on March 12, 2025.

That the Board of Trustees of Community College District VIII grants tenure for the 2025-26 academic year to Michael Broome, Science, Mathematics, at their meeting on March 12, 2025.

That the Board of Trustees of Community College District VIII grants tenure for the 2025-26 academic year to Rachel Hutto, Science, Biology, at their meeting on March 12, 2025.

That the Board of Trustees of Community College District VIII grants tenure for the 2025-26 academic year to Stephanie Campbell, Health Sciences, Education & Wellness Institute, Diagnostic Ultrasound, at their meeting on March 12, 2025.

That the Board of Trustees of Community College District VIII grants tenure for the 2025-26 academic year to Zoe Aleshire, Arts and Humanities, Philosophy, at their meeting on March 12, 2025.

Prepared by: Dr. Jess Clark, Provost & VP Academic Affairs jess.clark@bellevuecollege.edu



REGULAR MEETING AGENDA ITEM

REVISION OF WAC 132H-106/POLICY 1000 BOARD OF TRUSTEES, WAC 132H-133/POLICY 7450 COMMERCIAL ACTIVITY, AND POLICY 1050 ORGANIZATION/OPERATION INFORMATION

First Read

Description

The Board of Trustees for Bellevue College undertook the process of updating the Board's [Governance and Policy Manual](#) in 2023. After the manual was approved, associated policies and Washington Administrative Code (WAC) chapters are being updated, adopted, and aligned for clarity and consistency. There are no major substantive changes to these policies or WACs. Instead, these revisions offer alignments to continue the process of streamlining our policies and WACs so that they mirror one another rather than utilizing different language.

Background/Supplemental Information

Here is an overview of changes to Board policies and WACs in this update:

- We propose minor revisions to WAC 132H-106 Bylaws and Standing Orders of Community College District VIII and that the WAC 132H-106 language be adopted as [Policy 1000 Board of Trustees](#); therefore, WAC 132H-106 and Policy 1000 will mirror one another.
- We propose that the name of WAC 132H-133 Organization and General Operating Policies of Community College District VIII be changed to WAC 132H-133 Commercial Activity of Community College District VIII.
- Additionally, we propose that one section (040) be deleted from WAC 132H-133 and be moved to WAC 132H-106-055 (and incorporated into Policy 1000). This change ensures that Board-related WAC language is together in WAC 132H-106, rather than separated across two WACs.
- The language that will be deleted from 132H-133-040 (and moved to WAC 132H-106-055 and Policy 1000) also appears in [Policy 1050 Organization/Operation Information](#); ; therefore, we propose deleting Policy 1050.
- Finally, we propose that the revisions to WAC 132H-133 Commercial Activity of Community College District VIII be adopted as Policy 7450 Commercial Activity; therefore, WAC 132H-133 and Policy 7450 will mirror one another.

45-Day Comments, Public Hearings

Policies were open for 45-day college comment from December 3, 2024, to February 14, 2025. No comments were received. Public hearings were held for two WAC chapters, 106 and 133.

- WAC 132H-106 (policy 1000) was held on 1/24/25. Two attendees recommended no changes.
- WAC 132H-133 (policy 1050) was held on 1/24/25. There were no attendees.

Recommended Motions (3) for March Board Meeting

That the Board of Trustees of Community College District VIII approves the revisions to WAC 132H-106 Bylaws and Standing Orders of Community College District VIII and Policy 1000 Board of Trustees at their next Board meeting on March 12, 2025.

That the Board of Trustees of Community College District VIII approves the revisions to WAC 132H-133 Commercial Activity of Community College District VIII and Policy 7450 Commercial Activity at their next Board meeting on March 12, 2025.

That the Board of Trustees of Community College District VIII approves the deletion of Policy 1050 Organization/Operation Information at their next Board meeting on March 12, 2025.

Prepared by: Lori McRea Keller, loreen.keller@bellevuecollege.edu

Chapter 132H-106 WAC

BYLAWS AND STANDING ORDERS OF COMMUNITY COLLEGE DISTRICT

VIII

Last Update: ~~3/11/09~~

WAC

132H-106-010 Board of trustees.

132H-106-020 Offices of the board of trustees.

132H-106-030 Meetings of the board of trustees.

132H-106-040 Officers of the board.

132H-106-050 Seal and name of the college.

132H-106-055 Organization/operation of the college.

132H-106-060 Bylaws of the board of trustees.

WAC 132H-106-~~010~~—~~Board~~010 Board of trustees. The board of trustees is an agency of the state and derives its authority as described in RCW 28B.50.100 and 28B.50.140. It shall be the responsibility of the board of trustees to establish policy and to evaluate the total college program. The board of trustees shall appoint a college president to administer the college and

shall delegate to ~~them~~him/her the authority and responsibility for implementation of board policy.

[Statutory Authority: RCW 28B.50.100 and 28B.50.140. WSR 09-07-048, § 132H-106-010, filed 3/11/09, effective 4/11/09. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-13-093 (Order 111, Resolution No. 202), § 132H-106-010, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-010.]

WAC 132H-106-~~020~~020 ~~Offices~~ Offices of the board of trustees. The board of trustees shall maintain an office at Bellevue College, 3000 Landerholm Circle S.E., Bellevue, Washington 98007-6484, where all records, minutes and the official college seal shall be kept.

Persons may obtain information from and submit written comments or requests to the secretary of the board who is located in this office.

[Statutory Authority: RCW 28B.50.100 and 28B.50.140. WSR 09-07-048, § 132H-106-020, filed 3/11/09, effective 4/11/09. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-13-093 (Order 111, Resolution No. 202), § 132H-106-020, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-020.]

WAC 132H-106-~~030~~ Meetings ~~030 Meetings~~ of the board of

trustees. Meetings may be held upon request by the chair or by a majority of the members of the board.

The board of trustees customarily holds a regular meeting at such time and place as it may designate ~~approximately~~ every four to six weeks from January through June and from ~~September~~October through December. Exact board meeting dates may be found in the Washington State Register or on the board of trustees website.~~by contacting the president's office at (425) 564-2302.~~

(1) All regular and special meetings of the board of trustees shall be announced and held in accordance with chapter 42.30 RCW (the Open Public Meetings Act).

(2) No official business shall be conducted by the board of trustees except during a regular or special meeting.

(3) The board of trustees may convene in executive session whenever it is deemed necessary pursuant to RCW 42.30.110.

[Statutory Authority: RCW 28B.50.140. WSR 02-10-067, § 132H-106-030, filed 4/26/02, effective 5/27/02. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-13-093 (Order 111,

Resolution No. 202), § 132H-106-030, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-030.]

WAC 132H-106-~~040~~Officers040 Officers of the board. The board ~~{annually}~~ elects from its membership a chair and vice chair to serve for the ensuing year. The president of Bellevue College or the president's designee serves as secretary to the board of trustees as specified by RCW 28B.50.100 ~~state law~~. [Statutory Authority: RCW 28B.50.100 and 28B.50.140. WSR 09-07-048, § 132H-106-040, filed 3/11/09, effective 4/11/09. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-13-093 (Order 111, Resolution No. 202), § 132H-106-040, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-070.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132H-106-~~050~~Seal050 Seal and name of the college. The board of trustees of Community College District VIII shall maintain an official seal for use upon any or all official documents of the board. The seal shall have inscribed upon it the name of the college which shall be: Bellevue College.

[Statutory Authority: RCW 28B.50.100 and 28B.50.140. WSR 09-07-048, § 132H-106-050, filed 3/11/09, effective 4/11/09. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-13-093 (Order 111, Resolution No. 202), § 132H-106-050, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-110.]

WAC 132H-106-055 Organization/operation of the college.

(1) Organization: Bellevue College, Community College District VIII is established in Title 28B RCW as a public institution of higher education. The institution is governed by a six-member board of trustees, appointed by the governor. The board employs a president, who acts as the senior executive officer of the institution. The president establishes the structure of the administration.

(2) Operation: The administrative office is located at the following address: 3000 Landerholm Circle S.E., Bellevue, Washington 98007-6484. Educational operations may be located at other sites throughout the district. The office hours are 8:30~~00~~ a.m. to 5:00 p.m., Monday, through Friday, except legal holidays. During the summer months the college operates on an alternate schedule, and throughout the year, some evening services are provided. Specific information is available through

the college public information office and at the college website.

(3) Additional and detailed information concerning the educational offerings may be obtained at the college website, bellevuecollege.edu

[Statutory Authority: RCW 28B.50.140. WSR 03-01-009, § 132H-133-040, filed 12/5/02, effective 1/5/03. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-19-049, § 132H-133-040, filed 9/10/92, effective 10/11/92.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132H-106-060 Bylaws of the board of trustees. Bylaws of the board may be revised by majority vote of the board.
[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-13-093 (Order 111, Resolution No. 202), § 132H-106-060, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-106-060.]

Chapter 132H-106 WAC

BYLAWS AND STANDING ORDERS OF COMMUNITY COLLEGE DISTRICT

VIII

Last Update:

WAC

132H-106-010 Board of trustees.

132H-106-020 Offices of the board of trustees.

132H-106-030 Meetings of the board of trustees.

132H-106-040 Officers of the board.

132H-106-050 Seal and name of the college.

132H-106-055 Organization/operation of the college.

132H-106-060 Bylaws of the board of trustees.

WAC 132H-106-010 Board of trustees. The board of trustees is an agency of the state and derives its authority as described in RCW 28B.50.100 and 28B.50.140. It shall be the responsibility of the board of trustees to establish policy and to evaluate the total college program. The board of trustees shall appoint a college president to administer the college and shall delegate

to them the authority and responsibility for implementation of board policy.

[Statutory Authority: RCW 28B.50.100 and 28B.50.140. WSR 09-07-048, § 132H-106-010, filed 3/11/09, effective 4/11/09. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-13-093 (Order 111, Resolution No. 202), § 132H-106-010, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-010.]

WAC 132H-106-020 Offices of the board of trustees. The board of trustees shall maintain an office at Bellevue College, 3000 Landerholm Circle S.E., Bellevue, Washington 98007-6484, where all records, minutes and the official college seal shall be kept.

Persons may obtain information from and submit written comments or requests to the secretary of the board who is located in this office.

[Statutory Authority: RCW 28B.50.100 and 28B.50.140. WSR 09-07-048, § 132H-106-020, filed 3/11/09, effective 4/11/09. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-13-093 (Order 111, Resolution No. 202), § 132H-106-020, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-020.]

WAC 132H-106-030 Meetings of the board of trustees.

Meetings may be held upon request by the chair or by a majority of the members of the board.

The board of trustees customarily holds a regular meeting at such time and place as it may designate every four to six weeks from January through June and from October through December. Exact board meeting dates may be found in the Washington State Register or on the board of trustees website.

(1) All regular and special meetings of the board of trustees shall be announced and held in accordance with chapter 42.30 RCW (the Open Public Meetings Act).

(2) No official business shall be conducted by the board of trustees except during a regular or special meeting.

(3) The board of trustees may convene in executive session whenever it is deemed necessary pursuant to RCW 42.30.110.

[Statutory Authority: RCW 28B.50.140. WSR 02-10-067, § 132H-106-030, filed 4/26/02, effective 5/27/02. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-13-093 (Order 111, Resolution No. 202), § 132H-106-030, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-030.]

WAC 132H-106-040 Officers of the board. The board elects from its membership a chair and vice chair to serve for the ensuing year. The president of Bellevue College or the president's designee serves as secretary to the board of trustees as specified by [RCW 28B.50.100](#) .

[Statutory Authority: RCW 28B.50.100 and 28B.50.140. WSR 09-07-048, § 132H-106-040, filed 3/11/09, effective 4/11/09. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-13-093 (Order 111, Resolution No. 202), § 132H-106-040, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-070.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132H-106-050 Seal and name of the college. The board of trustees of Community College District VIII shall maintain an official seal for use upon any or all official documents of the board. The seal shall have inscribed upon it the name of the college which shall be: Bellevue College.

[Statutory Authority: RCW 28B.50.100 and 28B.50.140. WSR 09-07-048, § 132H-106-050, filed 3/11/09, effective 4/11/09. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-13-093

(Order 111, Resolution No. 202), § 132H-106-050, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-110.]

WAC 132H-106-055 Organization/operation of the college.

(1) Organization: Bellevue College, Community College District VIII is established in Title 28B RCW as a public institution of higher education. The institution is governed by a six-member board of trustees, appointed by the governor. The board employs a president, who acts as the senior executive officer of the institution. The president establishes the structure of the administration.

(2) Operation: The administrative office is located at the following address: 3000 Landerholm Circle S.E., Bellevue, Washington 98007-6484. Educational operations may be located at other sites throughout the district. The office hours are 8:30 a.m. to 5:00 p.m., Monday, through Friday, except legal holidays. During the summer months the college operates on an alternate schedule, and throughout the year, some evening services are provided. Specific information is available through the college public information office and at the college website.

(3) Additional and detailed information concerning the educational offerings may be obtained at the college website, bellevuecollege.edu

[Statutory Authority: RCW 28B.50.140. WSR 03-01-009, § 132H-133-040, filed 12/5/02, effective 1/5/03. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-19-049, § 132H-133-040, filed 9/10/92, effective 10/11/92.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132H-106-060 Bylaws of the board of trustees. Bylaws of the board may be revised by majority vote of the board.
[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-13-093 (Order 111, Resolution No. 202), § 132H-106-060, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-106-060.]

Chapter 132H-133 WAC

~~ORGANIZATION AND GENERAL OPERATING POLICIES~~COMMERCIAL

ACTIVITY OF COMMUNITY COLLEGE OF

DISTRICT VIII

Last Update: ~~12/5/02~~

WAC

132H-133-010 Title.

~~132H-133-020 Purpose.~~

~~132H-133-040 Organization/operation information.~~

132H-133-050 Commercial activity~~policy~~.

WAC 132H-133-010 Title. WAC 132H-133-010 and through
132H-133-150 shall be known as the ~~organization and general~~
~~operating~~commercial policyies of Community College District
VIII.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR
92-19-049, § 132H-133-010, filed 9/10/92, effective 10/11/92.]

~~WAC 132H-133-020 Purpose. To incorporate these policies~~
~~that pertain to the campus-wide community and not otherwise~~

~~incorporated in the Washington Administrative Code of Community College District VIII.~~

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-19-049, § 132H-133-020, filed 9/10/92, effective 10/11/92.]

~~**WAC 132H-133-040 Organization/operation information. (1)**~~

~~Organization: Bellevue Community College, Community College District VIII is established in Title 28B RCW as a public institution of higher education. The institution is governed by a five-member board of trustees, appointed by the governor. The board employs a president, who acts as the chief executive officer of the institution. The president establishes the structure of the administration.~~

~~(2) Operation: The administrative office is located at the following address: 3000 Landerholm Circle[,] S.E., Bellevue, Washington 98007-6484. Educational operations are also located at other sites throughout the district. The office hours are 8:00 a.m. to 5:00 p.m., Monday, through Friday, except legal holidays. During the summer months the college operates on an alternate schedule and throughout the year, some evening services are provided. Specific information is available through~~

~~the college public information office and in the quarterly schedule.~~

~~(3) Additional and detailed information concerning the educational offerings may be obtained from the catalog, copies of which are available at the following address: Bookstore, 3000 Landerholm Circle, S.E., Bellevue, Washington 98007-6484. [Statutory Authority: RCW 28B.50.140. WSR 03-01-009, § 132H-133-040, filed 12/5/02, effective 1/5/03. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-19-049, § 132H-133-040, filed 9/10/92, effective 10/11/92.]~~

~~**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.~~

WAC 132H-133-050 Commercial activity policy. ~~The mission of Community College District VIII, Bellevue Community College, is to provide comprehensive educational programs of the highest quality as provided for in the Community College Act of 1967. These programs will be responsive to the changing needs of the communities and the students served by our district and will be accessible to all those seeking to continue their education.~~

To promote the mission of Bellevue ~~Community~~ College it is often necessary to engage in commercial activities that provide goods and services that meet special needs of students, faculty, staff and members of the public participating in college activities and events.

Chapter 28B.63 RCW establishes standards for institutions of higher education to follow in conducting commercial activities. ~~The purpose of these laws is to require institutions of higher education to define the legitimate purposes under which commercial activities may be approved by a college or university and to establish mechanisms for review of such activities.~~ The purpose of the policy statement and standards that follow is to assure that Bellevue ~~Community~~ College pursues commercial activities in compliance with chapter 28B.63 RCW and that all commercial activities of the college serve the mission of the college.

(1) **Policy statement.** Bellevue ~~Community~~ College may engage in the providing of goods, services, or facilities for a fee only when such are directly and substantially related to the educational mission of the college. Fees charged for goods,

services~~{,}~~ and facilities shall reflect their full direct and indirect costs, including overhead. They shall also take into account the price of such items in the private marketplace.

(2) **Approval and review of commercial activities.** The vice president of administrative services or designee shall be responsible for the approval of new commercial activities and the periodic review of existing ones. It shall be the responsibility of this officer~~x~~ to ~~assure~~ensure that each commercial activity meets the criteria established for commercial activities of the college. Proposals for new or altered services shall be approved by the vice president of administrative services or designee prior to implementation.

(3) **Criteria for commercial activities serving members of the campus community.** Each of the following criteria shall be used in assessing the validity of providing goods or services to members of the campus community:

(a) The goods or services are substantially and directly related to the mission of the college.

(b) Provision of the goods, services or facilities on campus represents a special convenience to the campus community or facilitates extracurricular activities.

(c) Fees charged for the goods, services or facilities shall take into account the full direct and indirect costs, including overhead. They shall also reflect the costs of such items in the private marketplace.

(d) Procedures adequate to the circumstances shall be observed to ensure that the goods and services are provided only to ~~persons who are~~ students, faculty, staff, or invited guests.

(4) Criteria for providing commercial activities to the external community.

(a) The goods, services or facilities provided relate substantially and directly to the mission of the college and are not commonly available or otherwise easily accessible in the private marketplace and are [in] demand from ~~external~~the external community.

(b) Fees charged for the goods, services, or facilities shall take into account the full direct and indirect costs,

including overhead. They shall also reflect the price of such items in the private marketplace.

(5) **Definitions and limitations.** "Commercial activity" means an activity which provides a product or service for a fee which could be obtained from a commercial source. This definition shall be used to determine which activities shall be governed by this policy, except that this policy shall not apply to:

(a) The initiation of or changes in academic or vocational programs of instruction in the college's regular, extension, evening or continuing education programs;

(b) Fees for services provided in the practical~~um~~ aspects of instruction;

(c) Extracurricular programs, including food services, athletic and recreational programs, and performing arts programs.

[Statutory Authority: RCW 28B.50.140. WSR 03-01-009, § 132H-133-050, filed 12/5/02, effective 1/5/03. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-19-049, § 132H-133-050, filed 9/10/92, effective 10/11/92.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

Chapter 132H-133 WAC

COMMERCIAL ACTIVITY OF COMMUNITY COLLEGE OF DISTRICT VIII

Last Update:

WAC

132H-133-010 Title.

132H-133-050 Commercial activity.

WAC 132H-133-010 Title. WAC 132H-133-010 and 132H-133-150 shall be known as the commercial policy of Community College District VIII.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-19-049, § 132H-133-010, filed 9/10/92, effective 10/11/92.]

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-19-049, § 132H-133-020, filed 9/10/92, effective 10/11/92.]

WAC 132H-133-050 Commercial activity policy.

To promote the mission of Bellevue College it is often necessary to engage in commercial activities that provide goods and services that meet special needs of students, faculty, staff and members of the public participating in college activities and events.

Chapter 28B.63 RCW establishes standards for institutions of higher education to follow in conducting commercial activities. The purpose of the policy statement and standards that follow is to assure that Bellevue College pursues commercial activities in compliance with chapter 28B.63 RCW and that all commercial activities of the college serve the mission of the college.

(1) **Policy statement.** Bellevue College may engage in the providing of goods, services, or facilities for a fee only when such are directly and substantially related to the educational mission of the college. Fees charged for goods, services and facilities shall reflect their full direct and indirect costs, including overhead. They shall also take into account the price of such items in the private marketplace.

(2) **Approval and review of commercial activities.** The vice president of administrative services or designee shall be responsible for the approval of new commercial activities and the periodic review of existing ones. It shall be the responsibility of this office to ensure that each commercial activity meets the criteria established for commercial

activities of the college. Proposals for new or altered services shall be approved by the vice president of administrative services or designee prior to implementation.

(3) **Criteria for commercial activities serving members of the campus community.** Each of the following criteria shall be used in assessing the validity of providing goods or services to members of the campus community:

(a) The goods or services are substantially and directly related to the mission of the college.

(b) Provision of the goods, services or facilities on campus represents a special convenience to the campus community or facilitates extracurricular activities.

(c) Fees charged for the goods, services or facilities shall take into account the full direct and indirect costs, including overhead. They shall also reflect the costs of such items in the private marketplace.

(d) Procedures adequate to the circumstances shall be observed to ensure that the goods and services are provided only to students, faculty, staff, or invited guests.

(4) Criteria for providing commercial activities to the external community.

(a) The goods, services or facilities provided relate substantially and directly to the mission of the college and are not commonly available or otherwise easily accessible in the private marketplace and are [in] demand from the external community.

(b) Fees charged for the goods, services, or facilities shall take into account the full direct and indirect costs, including overhead. They shall also reflect the price of such items in the private marketplace.

(5) Definitions and limitations. "Commercial activity" means an activity which provides a product or service for a fee which could be obtained from a commercial source. This definition shall be used to determine which activities shall be governed by this policy, except that this policy shall not apply to:

(a) The initiation of or changes in academic or vocational programs of instruction in the college's regular, extension, evening or continuing education programs;

(b) Fees for services provided in the practical aspects of instruction;

(c) Extracurricular programs, including food services, athletic and recreational programs, and performing arts programs.

[Statutory Authority: RCW 28B.50.140. WSR 03-01-009, § 132H-133-050, filed 12/5/02, effective 1/5/03. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-19-049, § 132H-133-050, filed 9/10/92, effective 10/11/92.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

1050 ORGANIZATION/OPERATION INFORMATION

Original Date: 9/8/1992 * Last Revision Effective: 2/3/2015
Policy Contact: President

POLICY

Bellevue College, Community College District VIII, is established in Title [28B RCW](#) as a public institution of higher education. The institution is governed by a five-member board of trustees, appointed by the governor. The board employs a president who acts as the chief executive officer of the institution. The president establishes the structure of the administration.

The administrative office is located at 3000 Landerholm Circle S.E., Bellevue, Washington, 98007-6484. Educational operations are also located at other sites throughout the district. The office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except for legal holidays. During the summer months the college operates on an alternate schedule and throughout the year some evening services are provided. Specific information is available through the college public information office and in the quarterly schedule.

RELEVANT LAWS AND OTHER RESOURCES

- Board of Trustees Resolution 213
- RCW [28B](#)
- WAC [132H-133-040](#)

REVISION HISTORY

Original 9/8/1992

Revisions 1/5/2003; 3/22/2005; 5/21/2009; 9/11/2012; 2/3/2015

APPROVED BY

Board of Trustees
President's Cabinet



REGULAR MEETING AGENDA ITEM

REVISION OF POLICY 2700 PARTICIPATION IN INTERCOLLEGIATE ATHLETICS AND WAC 132H-400 GROUNDS FOR ATHLETIC INELIGIBILITY

First Read

Description

Policy 2700 Participation in Intercollegiate Athletics and WAC 132H-400 Grounds for Athletic Eligibility have not been revised in many years but have relatively few changes. The primary changes are to the title of the athletic conference where Bellevue College is a member and the terms for ineligibility. Because eligibility conditions change, it was determined to delete the current 2700P Student Athletic Participation (procedures) and instead refer inquiries directly to the Northwest Athletic Commission (NWAC).

Background/Supplemental Information

Policy 2700 will be revised to include legend drugs – prescription drugs. Edits also include reference to athletic conference NWAC, updated titles, added WAC 132H-108 to resources, and the deletion of a reference to the 2700P procedures.

45-Day Comments, Public Hearings

Policy was open for 45-day college comment from December 3, 2024 - February 11, 2025. No comments were received. A public hearing is not required for minor edits to WAC 132H-400.

Recommended Motions (2) for March Board Meeting

That the Board of Trustees of Community College District VIII approves the revisions to Policy 2700 Participation in Intercollegiate Athletics at their next Board meeting on March 12, 2025.

That the Board of Trustees of Community College District VIII approves the revisions to WAC 132H-400 Grounds for Athletic Eligibility at their next Board meeting on March 12, 2025.

Prepared by: Lori McRea Keller, loreen.keller@bellevuecollege.edu

Chapter 132H-400 WAC
((~~STUDENT ATHLETIC PARTICIPATION~~)) GROUND FOR ATHLETIC
INELIGIBILITY—LEGEND DRUGS—PRESCRIPTION DRUGS

AMENDATORY SECTION (Amending WSR 90-09-067, filed 4/18/90, effective 5/19/90)

WAC 132H-400-005 Title. Chapter 132H-400 WAC will be known as ((~~student athletic participation~~)) Grounds for athletic ineligibility—Legend drugs—Prescription drugs.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-067 (Order 103, Resolution No. 190), § 132H-400-005, filed 4/18/90, effective 5/19/90.]

NEW SECTION

WAC 132H-400-007 Definitions. "Legend drugs" means any drugs which are required by state law or regulation of the pharmacy quality assurance commission to be dispensed on prescription only or are restricted to use by practitioners only.

[]

AMENDATORY SECTION (Amending WSR 90-09-067, filed 4/18/90, effective 5/19/90)

WAC 132H-400-010 Grounds for ineligibility. Any student found by Bellevue ((Community)) College to have violated chapter 69.41 RCW by virtue of a criminal conviction or otherwise insofar as it prohibits the possession, use or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any school-sponsored athletic event or activity.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-067 (Order 103, Resolution No. 190), § 132H-400-010, filed 4/18/90, effective 5/19/90.]

AMENDATORY SECTION (Amending WSR 90-09-067, filed 4/18/90, effective 5/19/90)

WAC 132H-400-020 Suspension procedure—Right to informal hearing. Any student notified of a claimed violation of WAC 132H-400-010 shall have the right to a brief adjudicative hearing if a written request for such a hearing is received by the ((~~dean of students~~)) vice president of student affairs or designee within three days of

receipt of a declaration of further athletic ineligibility. If no written request is received within three days after receipt of the declaration of athletic ineligibility, the student will be deemed to have waived any right to a brief adjudicative hearing and will be declared ineligible from further participation in school-sponsored athletic events for the remainder of the school year.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-067 (Order 103, Resolution No. 190), § 132H-400-020, filed 4/18/90, effective 5/19/90.]

AMENDATORY SECTION (Amending WSR 90-09-067, filed 4/18/90, effective 5/19/90)

WAC 132H-400-030 Hearing. If a timely written request for a hearing is made, the ((~~dean of students~~)) vice president of student affairs or designee shall designate a hearing officer who shall be a college officer who is not involved with the athletic program to conduct the brief adjudicative hearing. The hearing officer shall promptly conduct the hearing and permit affected parties to explain both the college's view of the matter and the student's view of the

matter. The brief adjudicative proceeding shall be conducted in accordance with the Administrative Procedure Act, RCW 34.05.482-494. [Statutory Authority: RCW 28B.50.140. WSR 90-09-067 (Order 103, Resolution No. 190), § 132H-400-030, filed 4/18/90, effective 5/19/90.]

AMENDATORY SECTION (Amending WSR 90-09-067, filed 4/18/90, effective 5/19/90)

WAC 132H-400-040 Decision. The college official who acts as hearing officer shall issue a written decision which shall include a brief statement of the reasons for the decision and a notice that judicial review may be available. All documents presented, considered, or prepared by the hearing officer shall be maintained as the official record of the brief administrative proceeding. A decision must be promptly rendered after the conclusion of the brief adjudicative hearing and in no event later than ((~~twenty~~)) 20 days after the request for hearing is received by the ((~~dean of students~~)) vice president of student affairs.

[Statutory Authority: RCW 28B.50.140. WSR 90-09-067 (Order 103,
Resolution No. 190), § 132H-400-040, filed 4/18/90, effective
5/19/90.]

2700 ~~ELIGIBILITY FOR~~ PARTICIPATION IN INTERCOLLEGIATE ATHLETICS

Original Date: 5/19/1990 * Last Revision Effective: ~~4/6/2015~~
Policy Contact: Vice President, Student Affairs

POLICY

All student ~~athletes~~athletes, in order to be eligible for intercollegiate ~~participation~~participation, must meet specific criteria established by the Northwest Athletic Conference (NWAC). Northwest Athletic Association of Community Colleges (NWAACC).

Eligibility Determination Criteria

Bellevue College is a member of the ~~Northwest Athletic Conference (NWAC), and~~ and adheres to all eligibility standards of the organization. Standards are updated annually and should be referenced as supplement to and (may supersede) policy 2700. They can be found at Athletic Eligibility Requirements - Northwest Athletic Conference (nwacsports.com).

Grounds for Ineligibility

Legend Drugs – Prescription Drugs: Any student found by Bellevue College to have violated [RCW 69.41](#) by virtue of a criminal conviction or otherwise ~~to the extent that~~~~insofar as~~ it prohibits the possession, use, or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any school-sponsored athletic event or activity.

Definition

"Legend drugs" means any drugs which are required by state law or regulation of the pharmacy quality assurance commission to be dispensed on prescription only or are restricted to use by practitioners only.

RELEVANT LAWS AND OTHER RESOURCES

- RCW ~~34.05~~,482-494, [69.41](#)
- ~~WAC 132H-400-10 through 40~~
- WAC 132H-108
 - ~~Bellevue College Procedure #2700P Eligibility for Participation in Intercollegiate Athletics~~
 -

REVISION HISTORY

Original 5/19/1990
Revisions 3/22/2005; 5/21/2009; 4/6/2015

APPROVED BY

Board of Trustees
~~President's Cabinet~~

2700 PARTICIPATION IN INTERCOLLEGIATE ATHLETICS

Original Date: 5/19/1990 * Last Revision Effective:
Policy Contact: Vice President, Student Affairs

POLICY

All student athletes, in order to be eligible for intercollegiate participation, must meet specific criteria established by the Northwest Athletic Conference (NWAC).

Eligibility Determination Criteria

Bellevue College is a member of the NWAC) and adheres to all eligibility standards of the organization. Standards are updated annually and should be referenced as supplement to and (may supersede) policy 2700. They can be found at [Athletic Eligibility Requirements - Northwest Athletic Conference \(nwacsports.com\)](http://nwacsports.com).

Grounds for Ineligibility

Legend Drugs – Prescription Drugs: Any student found by Bellevue College to have violated [RCW 69.41](#) by virtue of a criminal conviction or otherwise to the extent that it prohibits the possession, use, or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any school-sponsored athletic event or activity.

Definition

"Legend drugs" means any drugs which are required by state law or regulation of the pharmacy quality assurance commission to be dispensed on prescription only or are restricted to use by practitioners only.

RELEVANT LAWS AND OTHER RESOURCES

- RCW [34.05](#), 482-494, [69.41](#)
- WAC [132H-400](#)
- WAC 132H-108

REVISION HISTORY

Original 5/19/1990
Revisions 3/22/2005; 5/21/2009; 4/6/2015

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

REVISION OF POLICY 6650 OFFICIAL PUBLIC COMMUNICATIONS AND SOCIAL MEDIA

First Read

Description

This is a time of significant change in the media and technological environment. 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 do not limit it 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.

Analysis

This policy clarifies the role of Institutional Advancement and its oversight of 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.

Comment Period

The policy was adopted as interim on October 3, 2024, and the college community was invited to 45-day comment from October 3 to November 18, 2024. Three comments were received and incorporated into policy language.

Recommended Motion for March Board Meeting

That the Board of Trustees of Community College District VIII approves the revisions to Policy 6650 Official Public Communications and Social Media at their next Board meeting on March 12, 2025.

Prepared by: Lori McRea Keller, loreen.keller@bellevuecollege.edu

6650 OFFICIAL PUBLIC COMMUNICATIONS AND SOCIAL MEDIA PUBLICATIONS

Original Date: 5/22/1996 * Last Revision Effective: 10/15/2015

Policy Contact: Vice President, Institutional Advancement

POLICY

Bellevue College is committed to honesty, accuracy, currency, consistency, and professionalism in its public communications. Overall responsibility for ensuring that this commitment is realized lies with the institutional advancement office. In carrying out this charge, institutional advancement leads and coordinates ~~all of~~ the college's official public communications activities. ~~the~~ It provides oversight on communications, advertisements, and speeches and manages all public pronouncements, except emergency BC Alerts. Institutional advancement manages interactions with news media and/or outside parties looking to post on that interact with college social media. Oversight does not extend to interpersonal communications with college constituents, except for interactions with news reporters or other outside parties who may post official communications to public platforms, such as social media.

~~—providing final approval of all official college publications, advertisements and speeches, and managing all public pronouncements including interactions with news media.~~

Further, the college recognizes that social media platforms (e.g., Instagram, LinkedIn, etc.) such as Facebook, Twitter, Instagram, YouTube, LinkedIn, and others have become vital and influential communication channels for the community. Social media offers the opportunity to connect, engage, and build meaningful relationships with current and prospective students, alumni, faculty, staff, and the broader community. Through these platforms, BC highlights college offerings, celebrates accomplishments, and invites discussions on important ideas and issues that resonate with the college's mission and values.

~~"Official" college publications are those, regardless of originating department, intended to provide official policy or information on behalf of the college. This includes (but is not limited to) publications that describe policies, procedures, operations, instructional offerings and effectiveness. "Official" college publications include print, electronic and broadcast communications distributed or made available to potential students, current students, volunteers, community members, government officials, businesses, donors and other educational institutions. Examples include the annual report, annual course catalog, credit and non-credit class schedules, advising sheets, program brochures and flyers, student handbooks, promotional and marketing materials (including flyers, posters, direct mail, advertisements and public service announcements) and websites. Documents originally considered "internal" or "non-public" should not be distributed publicly until reviewed and approved under this policy. This policy does not extend to interpersonal communications with college constituents, except for interactions with news reporters, as discussed below.~~

Although institutional advancement coordinates the college's official public communications, all college administrators, faculty and staff members share responsibility for ~~providing~~ giving out accurate and consistent information about college activities, course offerings, policies, procedures, etc., in all forms of communication. The chair of a program issuing an official ~~college~~ public communication and the related division chair (or, in non-instructional departments, ~~the~~ department head and the appropriate ~~organizational unit administrator/dean/vice president~~) bear specific responsibility for approving ~~the~~ content and ~~look appearance~~ of all publications originating in their areas, ~~based upon and adhering to the college's Publication and Style Guide, including the Social Media Guidelines. publication guidelines as outlined below.~~

Social media posts Concerning ~~during~~ emergencies and crisis situations

- In the event of an emergency or crisis, Bellevue College uses BC Alerts as the its primary communication method of communication with the community.
- Managers of official BC social media accounts are asked to share only should only share official information provided by the main BC social media accounts and included shared in official college messages, as sharing unverified or unofficial information may lead to the spread of false or confusing details in the community.

- ~~Sharing information found online or not approved by BC may lead to false or confusing information reaching the community and spreading online.~~
- ~~All official BC accounts are required to postpone any scheduled posts during an emergency or crisis.~~
- ~~or its corresponding webpage link.~~

Prohibited content for official Social Media Accounts on Behalf of Bellevue College and Commentary

~~The college community and the public are invited to view and, where permitted, provide comments or other engagement. To maintain a constructive and civil discourse, do not post the following on social media accounts created and maintained on behalf of Bellevue College:~~

Harmful content

- ~~Personal attacks, harassment, insults, violent, or threatening language~~
- ~~Information or links that may compromise a person's safety, or public or private system security such as malware, phishing, impersonation, or ransomware~~
- ~~Repetitive or duplicate posts that disrupt the communication thread~~
- ~~Conduct or encouragement of illegal activity, including publication of an untrue statement that would harm a person's reputation or livelihood, or violation of intellectual property or copyright laws~~

Discriminatory content

- ~~Profane, obscene, or racist language or content~~
- ~~Content that promotes, fosters, or perpetuates discrimination based on race, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.~~

Inappropriate content

- ~~Sexual content or links to sexual content~~
- ~~Comments or hyperlinks not meaningfully related to the topic~~
- ~~Support for or opposition to political campaigns or ballot measures~~
- ~~Non-college related commercial messages, including advertisements, solicitations, and spam~~

Consequences for violating this use policy

~~Potential criminal conduct, including threats and cyberattacks, may be reported to the appropriate law enforcement authorities.~~

- ~~The college reserves the right to hide, remove, or report to the relevant platform comments that contain prohibited content on all online services and sites hosted, managed, or administered by Bellevue College. The college will act in accordance with behaviors outlined in policies 1440 and 2050 and others.~~
- ~~A copy or electronic record of removed content may be retained pursuant to the records retention policy.~~

~~on Bellevue College official social media accounts~~

Communications and social media

- ~~Communications must follow the approval procedures described in #6650P Communications and Publications Procedures and #6550P Posting of Literature.~~
- ~~Student printed publications should carry the organization name or another appropriate logo to clearly indicate that the publication is not an official communication from the college.~~
- ~~The EEO statement or its corresponding webpage link, should be contained within the "about" section of each Bellevue College official social media account and updated annually.~~

Student publications

~~This policy applies to student publications only if they are intended to represent the college publicly within the definition in the second paragraph above. Such publications must carry the Bellevue College logo and must follow the approval procedures described in #6650P Communications and Publications Procedures. Other student publications (except the student newspaper, *The Jibsheet*, which operates under a separate agreement with the~~

college) should carry an "associated student government of Bellevue College" logo or other appropriate logo to clearly indicate that the publication is not an official communication from the college.

Coordination of Official Publications

Final approval authority for all official college publications lies with institutional advancement or its designee. However, Bellevue College division, department and program administrators are also responsible for approving the content of official publications developed to support or promote their specific areas. Prior to submission to institutional advancement, the content of each official college publication must be approved first by the program chair and then by the division dean—or, in non-instructional departments, by the department head and then by the appropriate organizational unit administrator. (See requirements for student publications, above). In approving the content, each administrator must ensure that:

- All information about the college is accurate and up-to-date.
- All legal and regulatory requirements are met—one of which is the inclusion of a non-discrimination announcement in all official publications.
- All program and course information is accurate, complete and consistent with that on file in the office of instruction, which serves as the official record of the college for purposes of state auditing.
- All claims or statements about programs, course transferability and any completion, placement, salary or employment on completion data are accurate and have adequate supporting documentation on file.
- Information on program pre-requisites or other admissions requirements is present and complete when applicable.
- Any need for a student to obtain post-graduation licensure or certification in order to be employable is clearly described.
- All publications and websites include the college logo, full college name and address, revision or creation date, official Bellevue College website address and a current contact person's name and/or title, phone number and e-mail address.

Coordination of Public Pronouncements

Institutional advancement coordinates the official "voice of Bellevue College" and is responsible for managing all public pronouncements.

The public information director, within the office of institutional advancement, has general responsibility for communications with the community, including serving as the primary, initial point of contact for news media, coordinating communications with media representatives and issuing college press releases.

Faculty are urged and administrators and staff are required to involve the public information director or vice president of institutional advancement in all college-related communications with representatives of the news media, both to receive assistance in preparing for interviews and to ensure accuracy and consistency in public statements.

RELEVANT LAWS AND OTHER RESOURCES

- [Procedure 6650P Communications and Publications](#)
- [Procedure 6550P Posting Literature on Campus](#)
- ~~Bellevue College Procedure #6650P Communications and Publications~~

REVISION HISTORY

Original 5/22/1996

Revisions 5/10/2005; 1/8/2007; 5/21/2009; 10/15/2015

APPROVED BY

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

6650 OFFICIAL PUBLIC COMMUNICATIONS AND SOCIAL MEDIA

Original Date: 5/22/1996 * Last Revision Effective:

Policy Contact: Vice President, Institutional Advancement

POLICY

Bellevue College is committed to honesty, accuracy, currency, consistency, and professionalism in its public communications. Overall responsibility for ensuring that this commitment is realized lies with the institutional advancement office. In carrying out this charge, institutional advancement leads and coordinates all the college's official public communications activities. It provides oversight on communications, advertisements, and speeches and manages all public pronouncements, except emergency BC Alerts. Institutional advancement manages interactions with news media and outside parties that interact with college social media. Oversight does not extend to interpersonal communications with college constituents, except for interactions with news reporters or other outside parties who may post official communications to public platforms, such as social media.

Further, the college recognizes that social media platforms (e.g., Instagram, LinkedIn, etc.) have become vital and influential communication channels for the community. Social media offers the opportunity to connect, engage, and build meaningful relationships with current and prospective students, alumni, faculty, staff, and the broader community. Through these platforms, BC highlights college offerings, celebrates accomplishments, and invites discussions on important ideas and issues that resonate with the college's mission and values.

Although institutional advancement coordinates the college's official public communications, all college administrators, faculty and staff members share responsibility for providing accurate and consistent information about college activities, course offerings, policies, procedures, etc., in all forms of communication. The chair of a program issuing an official public communication and the related division chair (or, in non-instructional departments, the department head and the appropriate dean/vice president) bear specific responsibility for approving the content and appearance of all publications originating in their areas and adhering to the college's [Publication and Style Guide](#), including the [Social Media Guidelines](#).

Social media posts during emergencies and crisis situations

- In the event of an emergency or crisis, Bellevue College uses BC Alerts as the primary communication method with the community.
- Managers of official BC social media accounts should only share information provided by the main BC social media accounts and in official college messages, as sharing unverified or unofficial information may lead to the spread of false or confusing details in the community.
- All official BC accounts are required to postpone any scheduled posts during an emergency or crisis.

Prohibited content for official social media accounts on behalf of Bellevue College To maintain a constructive and civil discourse, do not post the following on social media accounts created and maintained on behalf of Bellevue College:

Harmful content

- Personal attacks, harassment, insults, violent, or threatening language
- Information or links that may compromise a person's safety, or public or private system security such as malware, phishing, impersonation, or ransomware
- Conduct or encouragement of illegal activity, including publication of an untrue statement that would harm a person's reputation or livelihood, or violation of intellectual property or copyright laws

Discriminatory content

- Profane, obscene, or racist language or content

- Content that promotes, fosters, or perpetuates discrimination based on race, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.

Inappropriate content

- Sexual content or links to sexual content
- Support for or opposition to political campaigns or ballot measures
- Non-college related commercial messages, including advertisements, solicitations, and spam

Consequences for violating this use policy

Potential criminal conduct, including threats and cyberattacks, may be reported to the appropriate law enforcement authorities.

- The college reserves the right to hide, remove, or report the relevant platform comments that contain prohibited content on all online services and sites hosted, managed, or administered by Bellevue College. The college will act in accordance with behaviors outlined in policies 1440 and 2050 and others.
- A copy or electronic record of removed content may be retained pursuant to the records retention policy.

Communications and social media

- Communications must follow the approval procedures described in #6650P Communications and Publications Procedures and #6550P Posting of Literature.
- Student printed publications should carry the organization name or another appropriate logo to clearly indicate that the publication is not an official communication from the college.
- The EEO statement or its corresponding webpage link, should be contained within the “about” section of each Bellevue College official social media account and updated annually.

RELEVANT LAWS AND OTHER RESOURCES

- Procedure 6650P Communications and Publications
- Procedure 6550P Posting Literature on Campus

REVISION HISTORY

Original 5/22/1996

Revisions 5/10/2005; 1/8/2007; 5/21/2009; 10/15/2015

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

REVISION: 6190 INTEGRATED PEST MANAGEMENT

First Read

Description

This policy/procedure was last revised in 2005. Over twenty years, regulations, rules, and best practices for pest management have changed. Pests include plant or animal life that adversely interfere with the health, safety, aesthetic, environmental or economic goals of the college. The College will utilize safe and effective practices to control structural, nuisance, greenhouse, and landscape pests. Updates reflect the Revised Code of Washington (RCW) and other state and federal regulations.

Comment Period

A 45-day comment period, from January 8-February 24, 2025, received one comment and minor edits were incorporated.

Recommended Motion for March Board Meeting

That the Board of Trustees of Community College District VIII approves the revisions to Policy 6190 Integrated Pest Management at their next Board meeting on March 12, 2025.

Prepared by: Lori McRea Keller, loreen.keller@bellevuecollege.edu

6190 INTEGRATED PEST MANAGEMENT

Original Date: 6/28/2005 * Last Revision Effective: 5/13/2015
Policy Contact: Vice President, Administrative Services

POLICY

Per Washington state law, Bellevue College will utilize safe and effective practices to control structural, nuisance, greenhouse and landscape pests with the least effect to people, pets, other animals and the environment.

To minimize risk from both pests and pesticides, the college will ~~implement and adhere to all laws, rules and regulations regarding pesticide applications and an~~ integrated pest management (IPM) program. IPM emphasizes preventing and reducing pest problems by using proactive, non-chemical control practices, rather than responding to a pest crisis through the use of ~~pesticides chemicals~~. IPM relies on ~~a combination of common sense strategies targeted and species specific species-specific best management practices~~. These practices generally include careful monitoring and scouting of insects, weeds and diseases. All departments on campus will emphasize cultural and mechanical control methods over the use of chemical control methods. If chemical control methods are the best management practice for a specific pest, the department and applicator will adhere to the guidelines outlined in 6190P Integrated Pest Management procedures. IPM programs take advantage of all pest management options possibly including, but not limited to, the judicious use of pesticides.

All outside contractors must comply with the campus IPM policy and procedures.
~~Safedemonstrate(at linked PDF) its~~

RESPONSIBILITIES

IPM Coordinator

- ~~• The grounds manager shall be designated as the IPM coordinator and will oversee the implementation of the IPM policy on the campus as a whole. This position is required to be on the integrated pest management coordinating committee that is made up of IPM coordinators of other state agencies; they will meet twice yearly.~~

~~The IPM coordinator will coordinate with the responsible Bellevue College employees in affected departments/areas to acquire a WSDA pesticide applicators license, and the continued education required to maintain the license. Individual departments will be responsible for funding this license obtaining process and continued education to maintain licenses.~~

Pesticide Applicators

- ~~• Pesticide applicators will be educated and trained in the principles and practices of IPM. They must follow regulations and label precautions. Applicators should be licensed through the Washington state department of agriculture and comply with the campus IPM policy.~~

Departments

- ~~• There are three departments/areas on campus that are responsible for applying pesticides, including; building and grounds, the baseball field, and the science divisions' academic greenhouse. Each department will be responsible for the development of an IPM plan that applies to their individual area.~~

~~As required by law, pesticide application records will be used for every pesticide application. Bellevue College will use "Pesticide Application Record (Version 1)" designed by Washington state department of agriculture. Records are required to be kept for seven years.~~

~~The following departments will be individually responsible for keeping pesticide application records, pest monitoring records, material safety data sheets, and pesticide labels for the pesticides used in each area:~~

- ~~○ Buildings/grounds applications—grounds manager~~
- ~~○ Baseball field applications—baseball coach~~
- ~~○ Science division/greenhouse applications—science lab manager~~

DEFINITIONS

Pests

- ~~• For the purpose of this policy, a "pest" includes any insect, rodent, nematode, snail, weed, fungus or other forms of plant or animal life that adversely interferes with the health, safety, aesthetic, environmental or economic~~

goals of the college. A pest does not include viruses or microorganisms on or in a living person or animal, but shall include plant diseases.

~~Pesticides~~

- ~~• The term "pesticide" includes any chemical agent registered as a pesticide by the Washington State Department of Agriculture, which includes herbicides, insecticides, rodenticides, fungicides, or other chemicals that repels, changes the regular growth rate of, kills, or otherwise reduces levels of a targeted pest or pests.~~

~~Integrated Pest Management~~

- ~~• "Integrated pest management" (IPM) means a coordinated decision-making and action process that uses the most appropriate pest control methods and strategy in an environmentally and economically sound manner to meet agency programmatic pest management objectives.~~

RELEVANT LAWS AND OTHER RESOURCES

- RCW [17.15](#), [17.21.415](#)
- Bellevue College Procedure #6190P Integrated Pest Management

REVISION HISTORY

Original 6/28/2005

Revisions 5/21/2009; 5/13/2015

APPROVED BY

Board of Trustees~~President's Cabinet~~

6190 INTEGRATED PEST MANAGEMENT

Original Date: 6/28/2005 * Last Revision Effective:
Policy Contact: Vice President, Administrative Services

POLICY

Per Washington state law, Bellevue College will utilize safe and effective practices to control structural, nuisance, greenhouse and landscape pests with the least effect to people, pets, other animals and the environment.

To minimize risk from both pests and pesticides, the college will adhere to all laws, rules and regulations regarding pesticide applications and an integrated pest management (IPM) program. IPM emphasizes preventing and reducing pest problems by using proactive, non-chemical control practices, rather than responding to a pest crisis through the use of chemicals. IPM relies on targeted and species-specific best management practices. These practices generally include careful monitoring and scouting of insects, weeds and diseases. All departments on campus will emphasize cultural and mechanical control methods over the use of chemical control methods. If chemical control methods are the best management practice for a specific pest, the department and applicator will adhere to the guidelines outlined in 6190P Integrated Pest Management procedures.

All outside contractors must comply with the campus IPM policy and procedures.

RELEVANT LAWS AND OTHER RESOURCES

- RCW [17.15](#), [17.21.415](#)
- Bellevue College Procedure #6190P Integrated Pest Management

REVISION HISTORY

Original 6/28/2005
Revisions 5/21/2009; 5/13/2015

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

REVISION OF POLICY 6850 SERVICES CONTRACTS

First Read

Description

Proposed update to 6850 Services Contracts includes clarification of language to better explain rules for when and how services contracts may be used. Updates will align with updated [RCW 39.26](#) terms and information. Additionally, examples of purchased services, procurements, leases, and rentals were added to illustrate types of services contracts.

Comment Period

The 45-day comment period was held January 6 – February 20, 2025 and produced no comments.

Recommended Motion for March Board Meeting

That the Board of Trustees of Community College District VIII approves the revisions to Policy 6850 Services Contracts at their next Board meeting on March 12, 2025.

Prepared by: Lori McRea Keller, loreen.keller@bellevuecollege.edu

6850 ~~PERSONAL SERVICES~~ CONTRACTS

Original Date: 1/9/1996 * Last Revision Effective: ~~10/19/2015~~

Policy Contact: Vice President, Administrative Services

POLICY

Bellevue College's purchasing rules and procedures are based on RCW 28B.10, 39.26 Procurement of Goods and Department of Enterprise Services regulations. Contracting without full and open competition is a violation of the law unless the contract is clearly an exception to or expressly exempted under the competitive procurement regulations. Through open and competitive processes, the procurement of goods and services should encourage contracts with Washington state small, diverse, and veteran-owned businesses.

~~Under RCW 39.29RCW 39.29 RCW 39.26RCW 39.26 and desoffice of financial management regulations, personal services are professional or technical services provided by a consultant to accomplish a specific study, project, or task specified in a statement of work. Consultants who personal ways: offering professional opinion; ing training to improve managerial processes and college operations. Personal services contracts may be awarded to individuals, joint ventures, partnerships, corporations, or non-profit organizations.~~

~~A state agency may procure personal services only if the services are critical to agency operations; if the agency does not itself have sufficient staffing or expertise to perform the service; and if other qualified public resources are not available to perform the service.~~

~~Although personal service contracts vary widely, they have some features in common. Such personal services are, in general:~~

- ~~• infrequent;~~
- ~~• of a set, temporary, and usually brief duration;~~
- ~~• procured to resolve a particular problem or address a specific issue;~~
- ~~• performed by independent consultants whose occupation is the rendering of such services;~~
- ~~• performed off-site at the consultant's place of business whenever possible;~~
- ~~• performed by consultants who do not have authority to decide, command, or control college affairs;~~
- ~~• performed by consultants who are not under the college's supervisory or managerial control;~~
- ~~• governed by a contract which specifies results rather than method of performance.~~

~~A current or former college employee, whose employment ended less than six months prior to the start of the contract, may not enter into a personal service contract with Bellevue College (but may be hired on an overtime assignment or hourly basis).~~

DEFINITIONS

Agency

- ~~• Any state office or activity of the executive and judicial branches of state government, including state agencies, departments, offices, divisions, boards, and commissions, and educational, correctional, and other types of institutions.~~

Consultant

- ~~• An independent individual or entity contracting with an agency to perform personal services or render an opinion or recommendation according to the consultant's methods and without being subject to the control of the agency except as to the result of the work. The agency monitors progress under the contract and authorizes payment. Generally referred to as "contractor" in personal service contracts.~~

Personal Service

- ~~• Professional or technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statement. This term does not include purchased services as defined below.~~

Personal Service Contract

- ~~• An agreement, or any amendment thereto, with a consultant (contractor) for the rendering of personal services. Personal service contracts may render services to state agencies, businesses, providers, other contractors, etc. If, however, services are provided directly to agency clients, the contracts are classified as client service contracts.~~

Purchased Services

- ~~Services provided by a vendor to accomplish routine, continuing, and necessary functions. Generally, these services meet more ongoing needs of an agency for general support activities. This term includes, but is not limited to, services acquired under RCW 43.19.190, RCW 39.29 Personal Service Contracts the authority of the department of general administration (GA), office of state procurement, or RCW 43.105.041, the authority of the department of information services (DIS).~~

~~Examples of GA purchased services—delivery/courier services, equipment rental, janitorial services, standard laboratory tests, laundry services, and towing services.~~

~~Examples of DIS purchased services—contract programming, technology support, computer hardware and software maintenance, software installation, data entry, operation of a physical plant, and standard IT training related to hardware or software in use by an agency.~~

~~Review~~

- ~~OFM's authority to analyze the filed contract or amendment based on compliance with the competitive procurement, filing and other requirements of Chapter 39.29 RCW does not authorize OFM to approve or disapprove the contract filing.~~

~~Sole Source~~

- ~~Contract awarded without competition, because the consultant providing the professional or technical expertise has skills, knowledge, or ability of such a unique nature that the consultant is clearly and justifiably the only practical source to provide the service. The sole source award may also be based on the uniqueness or highly specialized nature of the services, sole availability of a consultant at the location required or other special circumstance.~~

~~State Funded~~

- ~~Funded with dollars that are: (1) appropriated by the Washington State Legislature and/or (2) allotted by the agency.~~

RELEVANT LAWS AND OTHER RESOURCES

~~RCW 39.26-39.29, <http://apps.leg.wa.gov/RCW/default.aspx?cite=39.29&cite=52.080>~~

- ~~[RCW 28B.10 Colleges and Universities](#)~~
- ~~Bellevue College Procedure #6850 Personal Service Contracts~~

REVISION HISTORY

Original 1/9/1996

Revisions 5/10/2005; 5/21/2009; 9/24/2012; 10/19/2015

APPROVED BY

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

6850 SERVICES CONTRACTS

Original Date: 1/9/1996 * Last Revision Effective:
Policy Contact: Vice President, Administrative Services

POLICY

Bellevue College's purchasing rules and procedures are based on RCW 28B.10, Procurement of Goods and Department of Enterprise Services regulations. Contracting without full and open competition is a violation of the law unless the contract is clearly an exception to or expressly exempted under the competitive procurement regulations. Through open and competitive processes, the procurement of goods and services should encourage contracts with Washington state small, diverse, and veteran-owned businesses.

RELEVANT LAWS AND OTHER RESOURCES

- RCW 28B.10 [Colleges and Universities](#)
- Bellevue College Procedure #6850 Personal Service Contracts

REVISION HISTORY

Original 1/9/1996

Revisions 5/10/2005; 5/21/2009; 9/24/2012; 10/19/2015

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

REVISION OF WAC 132H-122 STUDENT FINANCIAL DEBTS/POLICY 7200 STUDENT FINANCIAL DEBTS

First Read

Description

WAC 132H-122 Student Financial Debts and Policy 7200 Student Financial Debts were updated in 2023. Additional revisions are needed for clarity and compliance with RCW.

Analysis

WAC 132H-122, adopted as policy 7200, was revised in January 2023. Two additional revisions were recommended regarding limits to the withholding of registration privileges. The college must limit withholding registration privileges to debts specified in the statute, tuition fees, room and board, and financial aid funds. Additionally, it was recommended that WAC 132H-122-020(c) be split and a new subpart (2) begin with language referencing college contact with student prior to a quarter when registration privileges may be withheld, including information to comply with RCW 28B.10.293(5).

45-Day Comments, Public Hearing

Policy was open for 45-day college comment from January 6 - February 20, 2025. No comments were received. A public hearing for the WAC 132H-122 (same as 7200) was held on February 10, 2025. No comments were received during the public hearing. One written comment has been incorporated for clarity of process and the WAC language will be updated through the Code Reviser's Office.

Recommended Motion for March Board Meeting

That the Board of Trustees of Community College District VIII approves the revisions to WAC 132H-122 Student Financial Debts and Policy 7200 Student Financial Debts at their next Board meeting on March 12, 2025.

Prepared by: Lori McRea Keller, loreen.keller@bellevuecollege.edu

7200 STUDENT FINANCIAL DEBTS

Original Date: 10/11/1992 * Last Revision Effective: ~~1/18/2023~~

Policy Contact: Vice President, Administrative Services

POLICY

Bellevue College Policy 7200 has been adopted as Chapter [132H-122](#) of the Washington Administrative Code. This policy outlines Bellevue College's expectations for timely student debt payments and details procedures and student rights related to debt.

WAC 132H-122-010 Statement of policy.

- (1) Bellevue College expects students who owe a debt for ~~services~~, tuition and fees, housing, financial aid, fines, and other fees to pay the amount they owe, or set up a payment plan, and to contact the college for additional information, if needed.
- (2) Students have the right to ask for details related to the debt, and to appeal a debt.
- (3) The finance office is responsible for the implementation of this ~~policy~~ code.

WAC 132H-122-020 Student financial debt procedures.

- (1) The college may take the following actions for non-payment of outstanding student debt:

- (a) Place a hold, ~~also called a negative service indicator~~, on a student's account if they owe a debt for housing, financial aid, or tuition, ~~or other college fees~~. A ~~negative service indicator~~ hold prevents enrollment for future quarters.

- (b) Drop students for non-payment of ~~any debt~~ tuition and fees in excess of \$300 at any time.

- (c) Refer past due debts that exceed \$100 to a collection agency.

~~Payments~~ Unpaid charges and balances become past due after the tuition payment deadlines of 30 days from the start of the quarter. The college will make no less than three attempts (two balance due notices and a final notice) to notify the student of the outstanding debt. Past due debts may be sent to a collections agency after 30 days have elapsed from the time the final notice was attempted.

- (2) Prior to referral, students will receive notice via their Bellevue College email. The notice will include at a minimum the following information:

- (~~a~~) The amount of the debt owed;
- (~~b~~) The nature of the debt;
- (~~c~~) Information on how to pay the debt;
- (~~d~~) Contact information for the finance office and/or staff member who can provide more information, and/or set up a payment plan;
- (~~e~~) The deadline for payment of the debt; and
- (~~f~~) Any consequences that may result from non-payment of the debt.
- (~~3~~) Reporting requirements: The college follows the state reporting rules related to the use of ~~negative service indicators~~holds, debt levels, and collection practices.

WAC 132H-122-030 Debt dispute and appeal.

~~Students who believe that exigent circumstances exist, or an error occurred that may require reduction or removal of a debt, may submit an online appeal form, available on the Enrollment Services website, for review of the debt. Students may submit an appeal through the Enrollment Services website if they believe that an error has been made in the assessment of the debt, if they face undue hardship, or if other extenuating circumstances warrant reconsideration. Directions for appeal can be found on the Enrollment Services website. Appeals must be submitted within 180 calendar days from the end of the quarter where charges were incurred. Students who faced undue hardship or other extenuating circumstances must submit their appeal by the end of the next quarter after the quarter where the charges were incurred for review of the debt. Students who believe there was an error in the assessment of debt must submit appeals within 180 calendar days from the end of the quarter where charges were incurred for review of the debt. Appeals must be submitted by the deadlines found on the Enrollment Services website.~~

RELEVANT LAWS AND OTHER RESOURCES

- Second Substitute House Bill (SSHB) 2513
- SBCTC Guidance for SSHB 2513
- WAC [132H-122](#)
- [RCW 19.16.500](#)

REVISION HISTORY

Original 10/11/1992

Revisions 3/22/2005; 5/21/2009; 6/9/2009; 10/19/2015; 1/18/2023

APPROVED BY

Board of Trustees

7200 STUDENT FINANCIAL DEBTS

Original Date: 10/11/1992 * Last Revision Effective:

Policy Contact: Vice President, Administrative Services

POLICY

Bellevue College Policy 7200 has been adopted as Chapter [132H-122](#) of the Washington Administrative Code. This policy outlines Bellevue College's expectations for timely student debt payments and details procedures and student rights related to debt.

WAC 132H-122-010 Statement of policy.

- (1) Bellevue College expects students who owe a debt for tuition and fees, housing, financial aid, fines, and other fees to pay the amount they owe, or set up a payment plan, and to contact the college for additional information, if needed.
- (2) Students have the right to ask for details related to the debt, and to appeal a debt.
- (3) The finance office is responsible for the implementation of this policy.

WAC 132H-122-020 Student financial debt procedures.

- (1) The college may take the following actions for non-payment of outstanding student debt:

(a) Place a hold, on a student's account if they owe a debt for housing, financial aid, or tuition . A nhold prevents enrollment for future quarters.

(b) Drop students for non-payment of tuition and fees in excess of \$300 at any time.

(c) Refer past due debts that exceed \$100 to a collection agency. Unpaid charges and balances become past due after the tuition payment deadline of 30 days from the start of the quarter. The college will make no less than three attempts (two balance due notices and a final notice) to notify the student of the outstanding debt. Past due debts may be sent to a collections agency after 30 days have elapsed from the time the final notice was attempted.

- (2) Prior to referral, students will receive notice via their Bellevue College email. The notice will include at a minimum the following information:

(a) The amount of the debt owed;

- (b) The nature of the debt;
 - (c) Information on how to pay the debt;
 - (d) Contact information for the finance office and/or staff member who can provide more information, and/or set up a payment plan;
 - (e) The deadline for payment of the debt; and
 - (f) Any consequences that may result from non-payment of the debt.
- (3) Reporting requirements: The college follows the state reporting rules related to the use of holds, debt levels, and collection practices.

WAC 132H-122-030 Debt dispute and appeal.

Students who faced undue hardship or other extenuating circumstances must submit their appeal by the end of the next quarter after the quarter where the charges were incurred for review of the debt. Students who believe there was an error in the assessment of debt must submit appeals within 180 calendar days from the end of the quarter where charges were incurred for review of the debt. Appeals must be submitted by the deadlines found on the Enrollment Services website.

RELEVANT LAWS AND OTHER RESOURCES

- Second Substitute House Bill (SSHB) 2513
- SBCTC Guidance for SSHB 2513
- WAC 132H-122
- RCW [19.16.500](#)

REVISION HISTORY

Original 10/11/1992

Revisions 3/22/2005; 5/21/2009; 6/9/2009; 10/19/2015; 1/18/2023

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

ATHLETIC FEE WAIVER CHANGE

First Read

Description

In fall of 2024, the State Board for Community and Technical Colleges passed resolution 24-08-50 which changed the athletic waiver cap for colleges. Previously, the cap for the athletic waivers was 25 percent.

The State Board for Community and Technical Colleges authorized community and technical college boards of trustees to establish an operating fee waiver for grant-in aid eligible student athletes effective beginning fall quarter of the 2025-26 academic year:

- Colleges may waive up to 100% of the SBCTC established resident student operating fee rate for 15-credits for grant-in-aid eligible student athletes.
- Resident and non-resident grant-in-aid eligible student athletes are eligible for the operating fee waiver.
- Community college boards of trustees must take formal action to adopt a waiver for this purpose before a grant of the waiver may be provided to students.
- Waivers granted for this purpose will not be included in the statutory waiver limit established by RCW 28B.15.910 for the colleges as a whole.
- Each college shall adhere to the rules of the official Code Book of the Northwest Athletic Conference and shall establish its own policy for documenting student athlete eligibility.

Background/Supplemental Information

[State Board Agenda Related to Resolution 24-08-50](#) (see TAB 3, pages 1-3)

State Board Resolution 24-08-50 (next page in packet)

Recommended Motion for March Meeting

That the Board of Trustees of Community College District VIII approves the waiver of up to 100% of the SBCTC-established resident student operating fee rate for 15 credits for grant-in-aid eligible student athletes in alignment with SBCTC Resolution 24-08-50, effective beginning fall quarter of the 2025-26 academic year at their next Board meeting on March 12, 2025.

Prepared by: Mike Kaptik, michael.kaptik@bellevuecollege.edu

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 24-08-50

A resolution relating to the waiver of tuition for student athletes.

WHEREAS, the State Board has the authority to authorize certain fee waivers in accordance with RCW 28B.15.915; and,

WHEREAS, the State Board for Community and Technical Colleges has adopted a waiver allowing colleges to waive an amount up to 25% of the established 15-credit resident operating, building and student and activity fees for resident and non-resident student athletes; and,

WHEREAS, the State Board for Community and Technical Colleges has a stated goal to increase student access and retention so that they may participate in the opportunities that come from education and training:

THEREFORE BE IT RESOLVED, that the State Board for Community and Technical Colleges authorizes community and technical college boards of trustees to establish an operating fee waiver for grant-in-aid eligible student athletes effective beginning fall quarter of the 2024-25 academic year:

1. Colleges may waive up to 100% of the SBCTC established resident student operating fee rate for 15-credits for grant-in-aid eligible student athletes.
2. Resident and non-resident grant-in-aid eligible student athletes are eligible for the operating fee waiver.
3. Community college boards of trustees must take formal action to adopt a waiver for this purpose before a grant of the waiver may be provided to students.
4. Waivers granted for this purpose will not be included in the statutory waiver limit established by RCW 28B.15.910 for the colleges as a whole.
5. Each college shall adhere to the rules of the official Code Book of the Northwest Athletic Conference and shall establish its own policy for documenting student athlete eligibility.

BE IT FURTHER RESOLVED, that the State Board for Community and Technical Colleges grants to college boards of trustees the flexibility to implement this waiver authority to address issues not explicitly identified in this resolution.

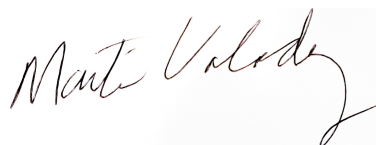
BE IT FURTHER RESOLVED, that the State Board for Community and Technical Colleges authorizes the executive director to make adjustments to this action, including any necessary changes to the State Board's Policy Manual, as necessary, for actions taken by the Governor, Legislature, data corrections, externally imposed restrictions or guidelines, uniform accounting and reporting requirements, and unanticipated changes in state or federal law

APPROVED AND ADOPTED on August 29, 2024.

Attest



Paul Francis, secretary



Martin Valadez, chair



REGULAR MEETING AGENDA ITEM

2025-2026 BOARD MEETING DATES

First Read

Description

The Washington Administrative Code (W.A.C) requires that a list of Board meeting dates be filed with the Code Revisers Office each calendar year so that the appropriate notice of meeting dates can be given to the public. The following dates are being submitted for the Board's consideration as regular meeting dates for the 2025-2026 academic year:

Date	Start Time
Wednesday, August 20, 2025	9 am
Thursday, August 21, 2025	9 am
Wednesday, September 24, 2025	2 pm
Wednesday, November 5, 2025	2 pm
Wednesday, December 10, 2025	2 pm
Wednesday, January 21, 2026	9 am
Wednesday, February 25, 2026	2 pm
Wednesday, March 18, 2026	2 pm
Wednesday, April 22, 2026	2 pm
Wednesday, May 13, 2026	2 pm
Wednesday, June 17, 2026	2 pm

Analysis

The proposed dates meet the needs of the college in maintaining its administrative and contractual obligations and do not conflict with any major religious or secular holidays according to the common religious and U.S. public holiday calendar. None of the proposed dates conflict with school breaks during the 2025-2026 academic year for the Bellevue, Issaquah, and Mercer Island School District calendars. Further, the last meeting in June occurs before the final day of school for the school districts. The proposed meetings dates do not conflict with the ACCT Leadership Congress or ACCT National Legislative Summit.

There are a total of 11 regular meeting dates, including two dates for the summer Board retreat and one date for the winter Board retreat. Other dates may be scheduled further into the 2025-2026 year.

Background/Supplemental Information

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

Recommended Motion

That the Board of Trustees of Community College District VIII approves the meeting dates for the 2025-2026 academic year at the March 12, 2025 meeting.

Prepared by: Alicia Keating Polson, alicia.keatingpolson@bellevuecollege.edu



REGULAR MEETING AGENDA ITEM

HOUSEKEEPING AND MINOR EDITS TO POLICY LIBRARY

Information

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 January and February 2025. 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.

[1100 Delegation of Authority to President](#)

- Removal of outdated resolution 236 (11994 delegation of authority)
- Removal of cabinet as approving body
- Addition of a reference link to WAC 132H-106

[1150 Contract and Purchase Signature Authority](#)

- Review only

[6210 Travel](#)

- Review only

[Policy 4500 Drug Free Environment](#)

- Update terms, hyperlinks, approving body

[Policy 5150 Acceptable Use of Technology](#)

- Correct spelling error
- Update FERPA hyperlink

[Policy 4700 Employee Development and Training](#)

- Update collective bargaining agreement links

Recommended Action

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



REGULAR MEETING AGENDA ITEM

QUARTERLY REPORT: ENROLLMENT

Information

Description

A review of final enrollment figures for fall 2024 and the interim status of Winter 2025 enrollment, and revised projections for Spring 2025 and the 2025-2026 academic/fiscal year.

Analysis

In Fall 2024, 13,370 students were served. Fall enrollments overall exceeded projections by 6.4%. Results above projections were seen in many categories of enrollment, including state non-bachelors, international, Running Start and College in the High School. All categories of enrollments increased from Fall 2023 to Fall 2024, with overall enrollment increasing by 8.79%.

So far for Winter 2025, 15,704 students are being served. Projections in most categories have been exceeded, with overall enrollments being 1.4% above projections. Notably, the College in the High School projection was overly optimistic. While there was still growth experienced from Winter 2024 of 2.8%, this indicates the extent of expanded enrollments may have been achieved based on the legislative changes making the program free of charge.

In terms of revising projections, projections have increased for state lower division, international and Running Start. Additionally, moderate growth for 2025-2026 is also projected. Continued concern exists around the volatility of international enrollments which may be affected by potential visa limits or restrictions imposed by the current administration.

Background/Supplemental Information

Slide Deck: BoT Winter 2025 Enrollment



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Winter 2025 Quarterly Enrollment Report

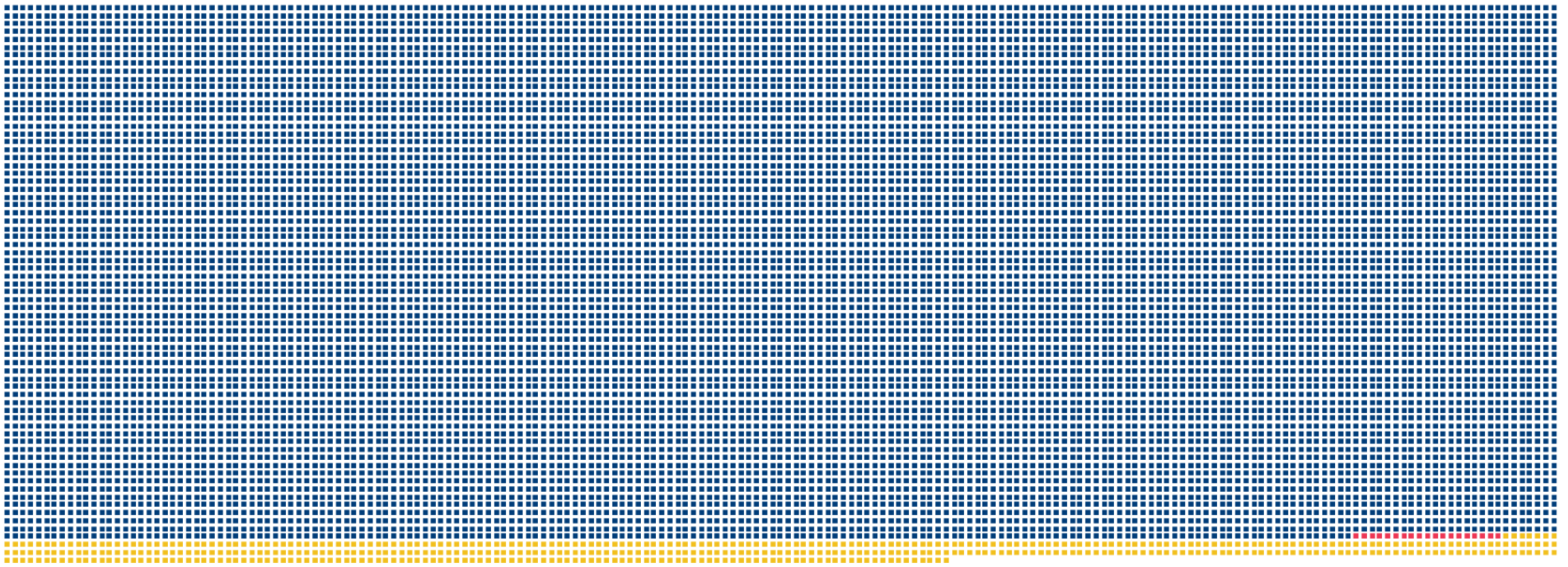
February 26, 2025
Steve Downing

Fall 2024 Final Enrollment

2247 | FALL 2024 | Students Served

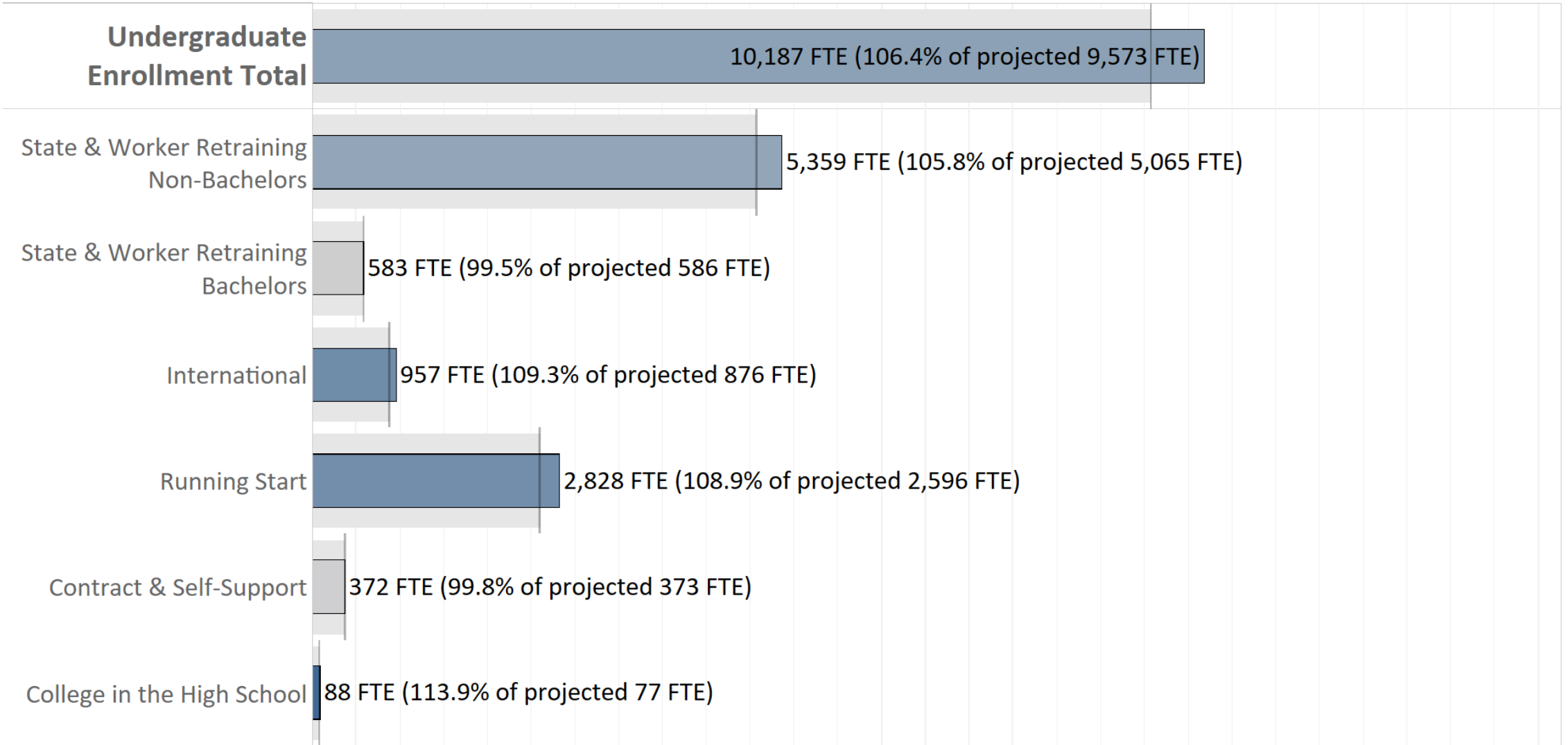
Undergraduate (Credit)	13,370
Both Credit and Non-Credit	19
Continuing Education (Non-Credit)	521

13,910 Students Served



FALL 2024 Enrollment Relative to Projections

Data as of 1/26/2025 10:25:55 AM



Percentage of enrollment at BC by race/ethnicity



Compared to
King County 2020
census

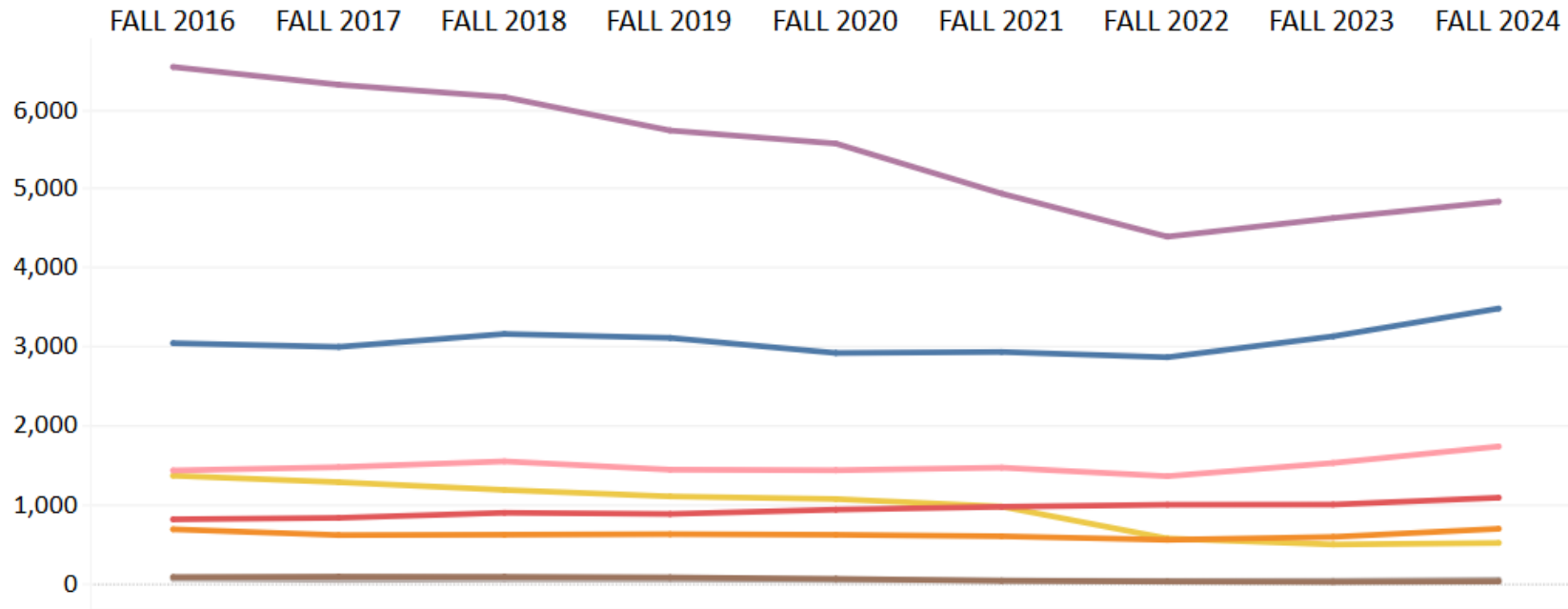
Unduplicated headcount by major race/ethnicity

Disaggregate by

Major Race/Ethnicity ▼

Disaggregation Color

- Asian
- Black
- Latina/o/x or Hispa...
- Native American
- Pacific Islander
- Two or more races
- Undisclosed
- White



	FALL 2016	FALL 2017	FALL 2018	FALL 2019	FALL 2020	FALL 2021	FALL 2022	FALL 2023	FALL 2024
Asian	3,038	2,991	3,155	3,105	2,914	2,927	2,860	3,125	3,477
Black	684	611	616	623	615	596	551	588	691
Latina/o/x or Hispanic	1,428	1,470	1,543	1,438	1,431	1,464	1,356	1,523	1,732
Native American	80	85	83	76	58	33	23	18	24
Pacific Islander	57	42	49	48	41	36	32	34	47
White	6,532	6,307	6,151	5,728	5,563	4,930	4,385	4,620	4,830
Two or more races	810	829	893	878	933	969	995	997	1,084
Undisclosed	1,362	1,280	1,182	1,100	1,067	972	568	492	511

Headcounts and FTEs of fewer than 10 students are suppressed to protect student privacy.

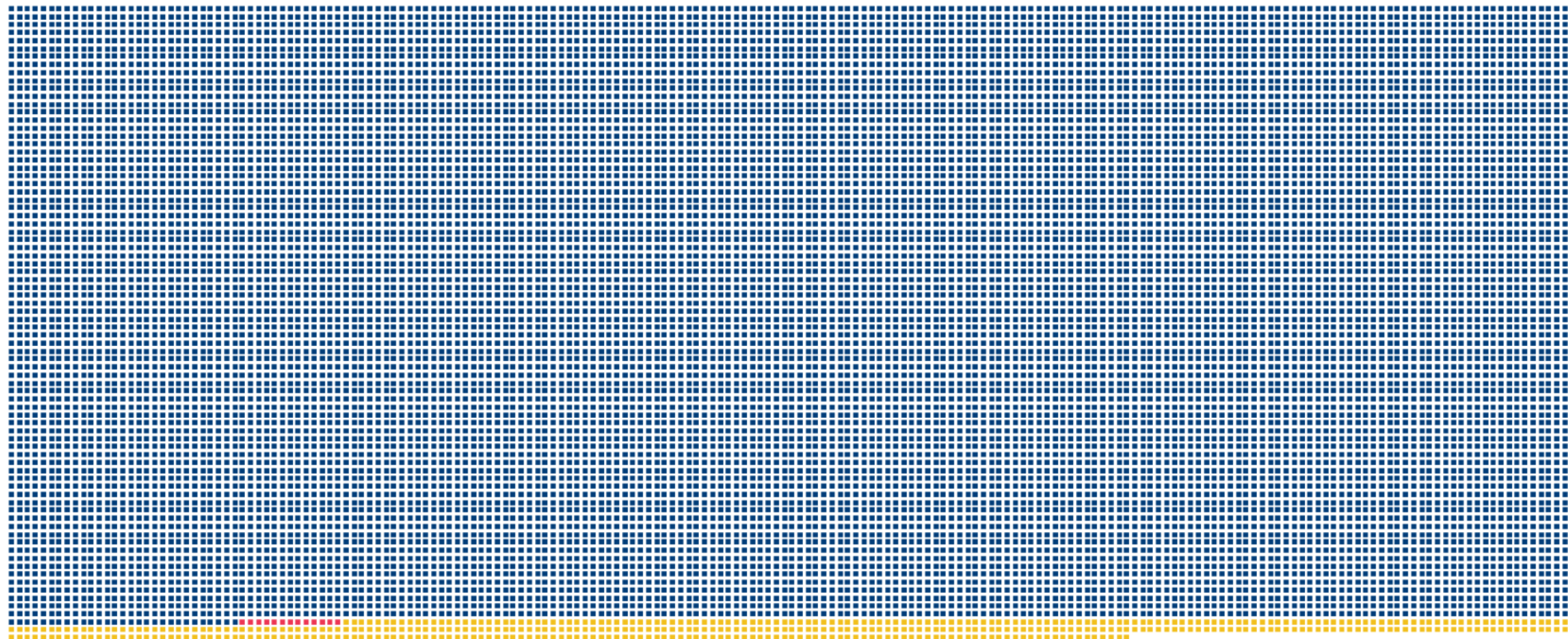
Winter 2025 Interim Enrollment Summary

Data as of 2/10/2025

2251 | WINTER 2025 | Students Served

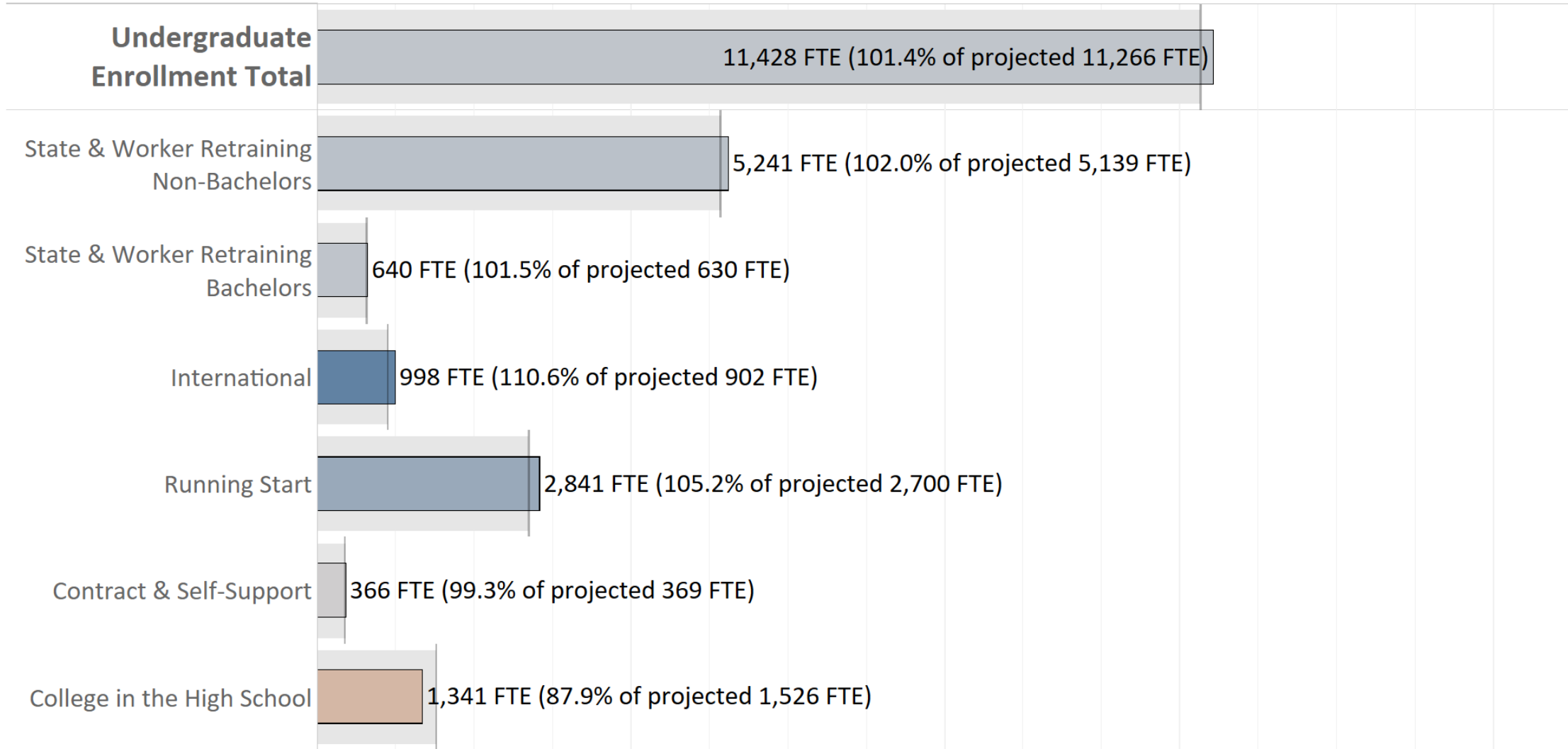
Undergraduate (Credit)	15,198
Both Credit and Non-Credit	13
Continuing Education (Non-Credit)	493

15,704 Students Served

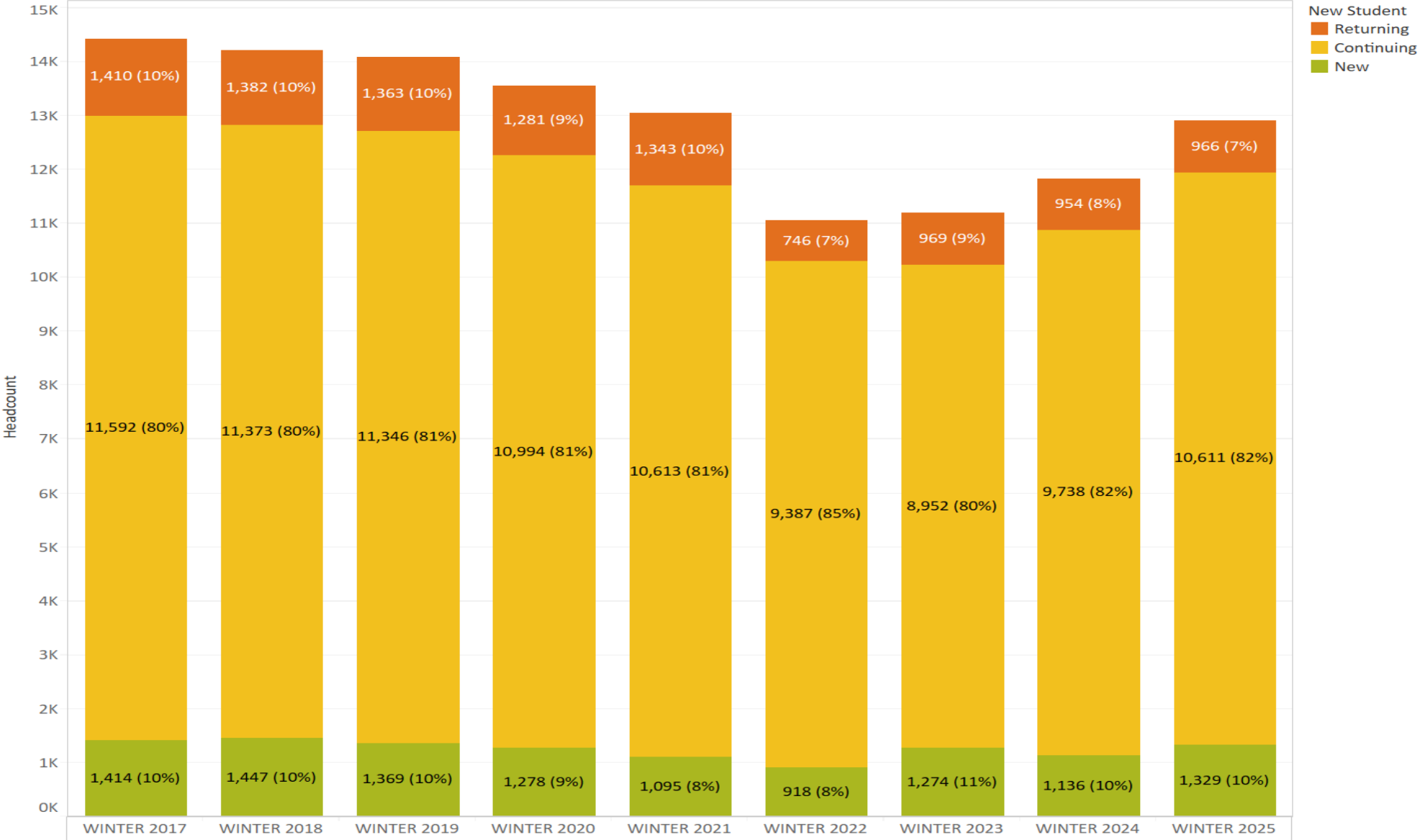


WINTER 2025 Enrollment Relative to Projections

Data as of 2/10/2025 10:20:25 AM



Proportion of New, Continuing, and Returning Students (Headcount) Over Time



Projections Update

Enrollment Projections Team

Jorge De La Torre, *Administrative Services*

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*

2024-2025 Budget FTE Projections and Actuals

	Fall 2023		Winter 2024		Spring 2024		Fall 2024		Winter 2025	
Group	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual
Total	8953	9370	9649	10452	9171	9278	9573	10188	11257	11428
State lower division*	4873	5002	4703	4766	4689	4700	5065	5360	5139	5242
State upper division*	550	563	570	642	564	635	586	583	630	640
International	807	864	884	868	889	872	876	957	902	998
Running Start	2310	2514	2479	2542	2378	2437	2596	2828	2700	2841
Contract & Self Support	368	382	352	355	362	368	373	372	360	366
College in the High School	45	67	649	1278	289	320	77	88	1526	1341

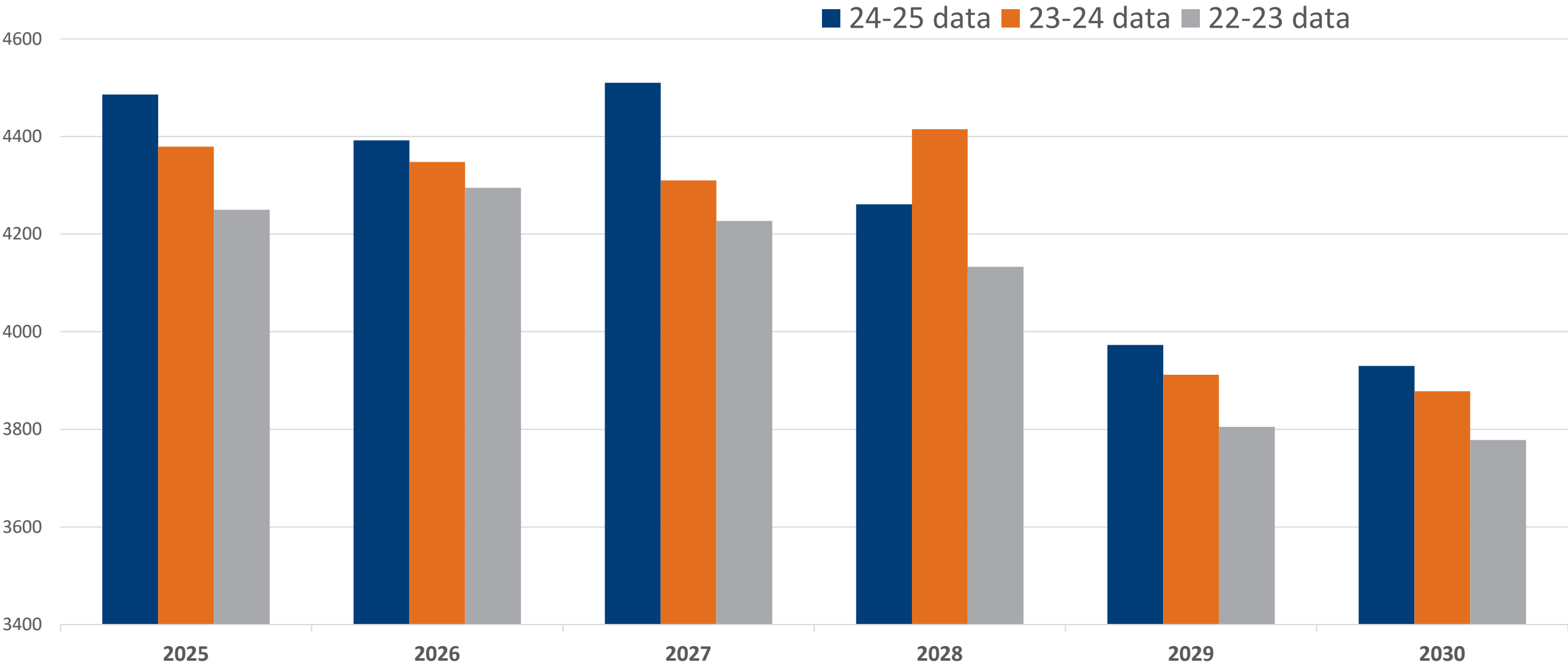
* Includes Worker Retraining



FTE projections

	Spring 2025			2024-2025	2025-2026
Group	Original	Revision	Updated Revision	Yearly total	Projection
State Lower division total	4730	4577	5009	5204	5308
State Upper division total	594	591	595	605	617
International	926	908	972	974	995
Running Start	2494	2600	2700	2790	2846
Contract & Self Support total	365	365	365	366	373
College in the High School	500	400	400	587	599
Total	9609	9441	10041	10526	10738

District 8 graduating class sizes





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Thank You



REGULAR MEETING AGENDA ITEM

QUARTERLY REPORT: FINANCE

Information

Description

The purpose of this presentation is to provide the Board with an update on the current status for the fiscal year ending June 30, 2025, along with an update on the projections of the current Fiscal Year 2026 budget.

Analysis

The Fiscal Year 2025 anticipated year-end net operating margin increased to \$876,000 from the projected \$1.8 M shortfall present in fall quarter's update. FISCAL YEAR 2025 revenues are \$3.7 M (2.7%) higher than budgeted, while expenses were \$2.9 M (2%) higher. Tuition is expected to come in at \$4.9M (8.5%) higher than budgeted for FISCAL YEAR 2025 and is 12.8% higher than the prior fiscal year.

FISCAL YEAR 2026 revenue is projected to have 1.3% (\$1.9 M) growth when compared to the current projected Fiscal Year 2025 revenues, but expenses are currently projected to be 4.2% higher (\$6 M). The current projects show FISCAL YEAR 2026 ending with a \$3.3 M operating margin deficit. This is in large part attributable to the \$2.8 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

Fiscal Report Feb 2025

Prepared by: Ty Bergstrom, Tyrell.Bergstrom@bellevuecollege.edu