



BELLEVUE
COLLEGE



Board of Trustees

Community College District VIII

REGULAR MEETING
May 27, 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 Tuesday, May 27, 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. Pradnya Desh, Vice 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 | Pradnya Desh |
| | a. Welcome and Introductions | |
| | b. Agenda for May 27, 2025 | |
| II. | Constituent Reports | |
| | a. Student | Daniel Ngoy |
| | b. Classified | Becky Turnbull |
| | c. College Assembly | Amy McCrory |
| | d. Faculty | Dr. Lindsay Haney |
| | e. Foundation | Chelle Chase |
| 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. Creation of Policy 1510: Immigration Enforcement Protections | Dr. Lori Keller |
| | c. Creation of Policy 3460: Classroom Guests and Visitors | Dr. Lori Keller |
| | d. Revision of Policy 4150: Equal Opportunity in Education and Employment | Dr. Lori Keller |
| | e. Deletion of Policy 4100: Equal Employment Opportunity | Dr. Lori Keller |
| | f. Deletion of Policy 7400: Raffle Ticket Sales | Dr. Lori Keller |
| V. | Quarterly Reports | |
| | a. Enrollment | Dr. Judith Hernández Chapar and Steve Downing |
| VI. | Reports | |

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

- a. President's Report
- b. Board Report

Dr. David May
Pradnya Desh

EXECUTIVE SESSION

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

ADJOURNMENT



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 or a fourth probationary year.

Third Year Candidates Recommended for Tenure

Maria Lizana	Science (Astronomy)
Kanthimathi Radhakrishnan	Science (Mathematics)
Weina Sun	Arts & Humanities (English as a Second Language)

Second Year Candidate Recommended for Early Tenure

Stacy Woodruff	Health Sciences Education & Wellness Institute (Healthcare Leadership)
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Third Year Candidate Recommended for Fourth Year

Muntaha Alibrahim	Health Sciences Education & Wellness Institute (Nursing)
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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 candidates, 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.

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



REGULAR MEETING AGENDA ITEM

CREATION OF POLICY 1510: IMMIGRATION ENFORCEMENT PROTECTIONS

First Read

Description

On January 14, 2025, President's Cabinet granted interim adoption of the new policy 1510 immigration Enforcement Protection Policy (and related procedures). This brings Bellevue College into compliance with the Keep Washington Working Act of 2019. This policy strongly affirms the college's commitment to inclusion and safety for all students and employees.

In 2019 the Washington State Legislature passed the [Keep Washington Working Act](#) (KWW) to establish statewide practices regarding the enforcement of federal immigration laws by state and local agencies and provide improved support of economic opportunities for all Washingtonians, regardless of their immigration or citizenship status, or place of birth.

KWW also directed the Office of the Attorney General to develop and publish model policies "for limiting immigration enforcement to the fullest extent possible consistent with federal and state law" at public schools (including all public institutions of higher education), courthouses, publicly operated health facilities, and shelters, "to ensure they remain safe and accessible to all Washington residents, regardless of immigration or citizenship status." Under this legislative directive, Bellevue College engaged with campus stakeholders to develop the required policy and procedure.

Background/Supplemental Information

[Keep Washington Working Act](#)

Recommended Action

That the Board of Trustees of Community College District VIII approves the creation of Policy 1510: Immigration Enforcement Protections at their June 18, 2025 meeting.

Prepared by: Dr. Lori McRea Keller, Director of Policies & Government Relations
loreen.keller@bellevuecollege.edu

1510 Immigration Enforcement Protections

Original Date: 2025 * Temporary Adoption Effective: 1/7/2025-7/7/2025

Policy Contact: President

Policy

Pursuant to RCW 43.10.310(2), Bellevue College (“college”) adheres to all requirements of federal and state law. This policy describes to the fullest extent practicable, and consistent with federal and state law, engagement with federal immigration authorities for the purpose of immigration enforcement. This policy applies to all college property, which includes (but is not limited to) adjacent sidewalks, parking areas, sports facilities, and entrances and exits from buildings. This policy prohibits participation or aid to immigration enforcement and applies to enforcement activity against students and their families, faculty, staff, and volunteers. College personnel will presume that activities by federal immigration authorities, including surveillance, constitute immigration enforcement.

Bellevue College does not exclude students from receiving an education or unlawfully discriminate against anyone because of their race, color, national origin, age, disability, gender identity, immigration or citizenship status, sex, creed, use of a trained dog guide or service animal by a person with a disability, sexual orientation, or on any other basis prohibited by federal, state, or local law. College employees and volunteers will ensure the college remains safe and accessible to all Washington residents, regardless of immigration or citizenship status.

Relevant Laws and Resources

[RCW 43.10.310\(2\)](#) Immigration enforcement model policies—adoption

[RCW 43.17.420](#) Immigration and citizenship status – definitions

[RCW 43.17.425](#) Immigration and citizenship status – restrictions

[E2 SSB 5497](#) Keep Washington Working Act

Revision History

Original 1/7/2025 (temporary adoption expires 7/7/2025)

Approved By

Board of Trustees



REGULAR MEETING AGENDA ITEM

CREATION OF POLICY 3460: CLASSROOM GUESTS AND VISITORS

First Read

Description

This policy defines and establishes clear rules for guests and visitors in Bellevue College classrooms. It applies to individuals who are not enrolled in a specific course and those who are invited for educational purposes by faculty members.

Analysis

The policy provides clear definitions for classroom visitors and invited guests, establishes a standard process for requesting and approving visits, and sets behavioral expectations to support safety and minimize disruptions. The policy and procedure also address visit limits, liability waivers, and compliance with college policies such as procedure 6500P regarding children on campus. The development of Policy and Procedure 3460/P responds to a need for consistent, transparent guidance around classroom access by non-enrolled individuals. While Bellevue College values openness to the community and supports academic enrichment opportunities such as guest lectures and prospective student visits, unregulated classroom access can present safety concerns, legal liability, and disruptions to the learning environment.

Key considerations included:

- **Maintaining a Safe and Respectful Learning Environment:** With increasing concerns around classroom safety, the procedure ensures all visitors are appropriately reviewed and accounted for, particularly in sensitive or restricted instructional spaces such as laboratories.
- **Supporting Faculty Autonomy and Instructional Integrity:** Faculty are given authority to approve or deny classroom visitors, reinforcing their ability to manage their classrooms effectively and prevent unexpected disruptions.
- **Reducing Liability Risks:** By requiring liability waivers for all classroom visitors, the college proactively protects the College while informing visitors of campus safety expectations and behavioral standards.
- **Creating Consistent Protocols for Visitors and Guests:** A centralized form and approval workflow helps academic deans and faculty track classroom visits, document visitor purposes, and ensure compliance with broader institutional and legal guidelines.

45-Day Comment

Two comments were received and incorporated during the 45-day comment period in Spring Quarter.

Recommended Action

That the Board of Trustees of Community College District VIII approves the creation of Policy 3460: Classroom Guests and Visitors at their June 18, 2025 meeting.

Prepared by: Dr. Lori McRea Keller, Director of Policies & Government Relations
loreen.keller@bellevuecollege.edu

3460 CLASSROOM GUESTS AND VISITORS

Original Date: 2025
Policy Contact: Provost

POLICY

Bellevue College is committed to preserving a safe, learning-focused classroom environment. Individuals in the classroom are restricted to faculty and students officially registered for the specific class section.

For purposes of this policy, the following definitions are used:

- ***Non-registered individual(s)*** is a person who is not currently enrolled in classes at Bellevue College and includes those individuals who have previously had an affiliation with the college through admissions application, previous enrollment, or college employment.
- ***Non-registered student(s)*** is a person who is enrolled in classes at Bellevue College, to include credit and non-credit bearing classes in the current term but is not enrolled in the specific class of interest.
- ***Student(s)*** is a person who is enrolled in classes in the current term at Bellevue College, to include credit and non-credit bearing classes, and is officially registered for a specific class section.

The following rules apply to non-registered individuals/students in the classroom, whether on campus or online:

1. Non-registered individuals and non-registered students who are not officially enrolled in the class of interest, regardless of waitlist status, must have permission of the faculty to attend the class. Attendance is restricted and cannot extend beyond the 3rd class meeting without being officially enrolled in the class.
2. Students who require support for a disability or health condition from a non-registered individual must go through the Disability Resource Center Access Meeting process to be approved prior to attendance in a classroom.
3. Students who withdraw are not allowed to continue attending the class after the withdrawal has occurred.
4. Students who need to finish an "incomplete" are not allowed to attend a class in which they are not currently enrolled. Extenuating circumstances may be appealed to the academic division dean.
5. The conduct of non-registered individuals or non-registered students shall not interfere with the educational process or learning environment, and all are expected to abide by all operational regulations and guidelines, including safety and access restrictions.

Persons who are not affiliated with the college but want to visit a classroom for informational purposes should follow 3460P Classroom Guests (procedures).

REVISION HISTORY

Original: 2025

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

REVISION OF POLICY 4150: EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

First Read

Description

This policy has not been updated since 2015, and this update will bring the Bellevue College EEO statement into compliance with current state and federal law, particularly RCW 49.60.030.

Changes will bring this statement into compliance, which is required across all printed and digital materials on campus. Language adoption across all platforms on campus will take place spring and summer 2025. This update incorporates expanded elements that will be deleted in 4100 Equal Employment Opportunity and Affirmative Action.

45-Day Comment Period

A 45-Day Comment period took place in the Spring Quarter, so the campus community could exercise its advisory role. One comment was received and incorporated.

Recommended Action

That the Board of Trustees of Community College District VIII approves the revision of Policy 4150: Equal Opportunity in Education and Employment at their June 18, 2025 meeting.

Prepared by: Dr. Lori McRea Keller, Director of Policies & Government Relations
lorean.keller@bellevuecollege.edu

4150 EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

Original Date: 11/8/1988 * Last Revision Effective: 4/7/2015
Policy Contact: Vice President, Human Resources

POLICY

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; citizenship or immigration status; sex (including pregnancy and gender identity); pregnancy status, gender identity, sexual orientation; marital or parental status; ex; age; religion; genetic information; the presence of any sensory, mental, developmental, or physical disability; or veteran/military status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote ~~affirmative action and~~ equal opportunity.

RELEVANT LAWS AND RESOURCES

Equal Employment Opportunity Laws

RCW 49.60.030 Washington Law Against Discrimination

REVISION HISTORY

Original 11/8/1988
Revision 5/21/2009; 9/14/2010; 4/7/2015;

APPROVED BY

Board of Trustees
~~President's Cabinet~~

4150 EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

Original Date: 11/8/1988 * Last Revision Effective:
Policy Contact: Vice President, Human Resources

POLICY

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; citizenship or immigration status; sex, pregnancy status, gender identity, sexual orientation; marital or parental status, age, religion, genetic information, the presence of any sensory, mental, developmental, or physical disability, or veteran/military status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote equal opportunity.

RELEVANT LAWS AND RESOURCES

[Equal Employment Opportunity Laws](#)

[RCW 49.60.030](#) Washington Law Against Discrimination

REVISION HISTORY

Original 11/8/1988

Revision 5/21/2009; 9/14/2010; 4/7/2015;

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

DELETION OF POLICY 4100: EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION

First Read

Description

Policy 4100, Equal Employment Opportunity (EEO)/Affirmative Action Policy has been out of date for several years as federal and state laws and guidance have shifted. Bellevue College will retain EEO policy 4150 with expanded language and categories. Policy 4100 includes both the EEO statement and an outdated affirmative action policy.

45-Day Comment Period

A 45-Day Comment period took place in the Spring Quarter, so the campus community could exercise its advisory role. Two comments were received and incorporated.

Background/Supplemental Information

[RCW 49.60.400](#) Discrimination, Preferential Treatment Prohibited

[OFM Affirmative Action Laws](#)

[SBCTC Policy Manual](#): Chapter 2, Faculty and Staff Personnel

[Executive Order 20-22](#) Achieving Equity in State Government

Recommended Action

That the Board of Trustees of Community College District VIII approves the deletion of Policy 4100: Equal Employment Opportunity/Affirmative Action at their June 18, 2025 meeting.

Prepared by: Dr. Lori McRea Keller, Director of Policies & Government Relations
lorean.keller@bellevuecollege.edu

4100 EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY

Original Date: 11/8/1988 * Last Revision Effective: 4/17/2015

Policy Contact: Vice President, Human Resources

POLICY

Bellevue College is an equal opportunity employer committed to providing equal opportunity and nondiscrimination to applicants and employees without regard to race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or whether a disabled or Vietnam-era veteran. The college is equally committed to take affirmative action to increase the numbers of Asians, Blacks, Hispanics, Native Americans, women, persons between the ages of 40 and 70, persons of disability, and disabled and Vietnam-era veterans in positions where it is determined they are underutilized. The college will make every effort to eliminate barriers to equal employment opportunity encountered by these protected group members and improve employment opportunities available to underutilized groups. The following are specific goals within the policy:

- The college will recruit, hire, train, and promote individuals in all job classifications solely upon their qualifications and ability or potential ability to do the job, and shall consider race; religion; genetic information; color; national origin; sex; age; physical, mental, or sensory disability; or whether a disabled veteran or a veteran of the Vietnam era only when such is a bona fide occupational qualification.
- All other personnel actions such as compensation, benefits, layoffs, return from layoffs, terminations, college-sponsored training, education, tuition assistance, and social and recreational programs will be administered without regard to race, religion, genetic information, color, national origin, sex, age, physical or sensory disability, sexual orientation, or whether a disabled veteran or a veteran of the Vietnam era.
- Numerical goals will be set in areas where protected classes are determined to be underutilized. The college will make every good faith effort to meet these goals within the timetables set for them.

The president is charged with the overall responsibility for assuring that the equal employment opportunity/affirmative action policy is administered effectively and is granted the authority to exercise the responsibility. It is incumbent upon each member of the Bellevue College faculty, administration, and staff to make a good faith effort in the execution of this policy.

REVISION HISTORY

Original 11/8/1988

Revision 5/21/2009; 9/14/2010; 4/7/2015

APPROVED BY

Board of Trustees
President's Cabinet



REGULAR MEETING AGENDA ITEM

DELETION OF POLICY 7400: TICKET SALES FOR RAFFLES AND OTHER EVENTS

First Read

Description

This policy is duplicative of another policy in our library, 6480 Gambling on Campus.

45-Day Comment Period

A 45-Day Comment period took place in the Spring Quarter, so the campus community could exercise its advisory role. No comments were received.

Background/Supplemental Information

It was determined that only one policy regarding games of chance on campus is necessary for Bellevue College.

Recommended Action

That the Board of Trustees of Community College District VIII approves the deletion of Policy 7400: Ticket Sales for Raffles and Other Events at their June 18, 2025 meeting.

Prepared by: Dr. Lori McRea Keller, Director of Policies & Government Relations
loreen.keller@bellevuecollege.edu

7400 TICKET SALES FOR RAFFLES AND OTHER EVENTS

Original Date: 12/1/1995 * Last Revision Effective: 10/19/2015
Policy Contact: Vice President, Administrative Services

POLICY

Ticket sales for raffles and other events must have the appropriate vice president's approval prior to sales or advertising. All tickets must be pre-numbered for audit purposes. Raffles are considered gambling by the state of Washington and require a gambling permit. Bellevue College cash collections procedures and internal controls must be followed.

Before planning such an event contact the director of finance or if a student organization contact the director of student programs.

REVISION HISTORY

Original 12/1/1995

Revisions 3/22/2005; 5/21/2009; 10/19/2015

APPROVED BY

President's Cabinet



REGULAR MEETING AGENDA ITEM

SPRING 2025 ENROLLMENT UPDATE

Information

Description

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

Analysis

In Winter 2025, Bellevue College served 15,756 students. Winter enrollments overall exceeded projections by 1.8%. Results above projections were seen in most categories of enrollment, including state bachelors and non-bachelors, international, Running Start. College in the High School came in below projections and there is still some volatility in stabilizing projections in this area. All categories of enrollments increased from Winter 2024 to Winter 2025, with overall enrollment increasing by 9.5%.

So far for Spring 2025, Bellevue College is serving 14,244 students. Projections were exceeded in most categories, with overall enrollments being 7.9% above projections. College in the High School projections were slightly over-projected. Contract enrollments (predominantly CEO), are also falling short of projection. Spring 2025 overall enrollment is 9.8% higher than Spring 2024.

In terms of revising projections, they have been 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 Spring 2025 Enrollment



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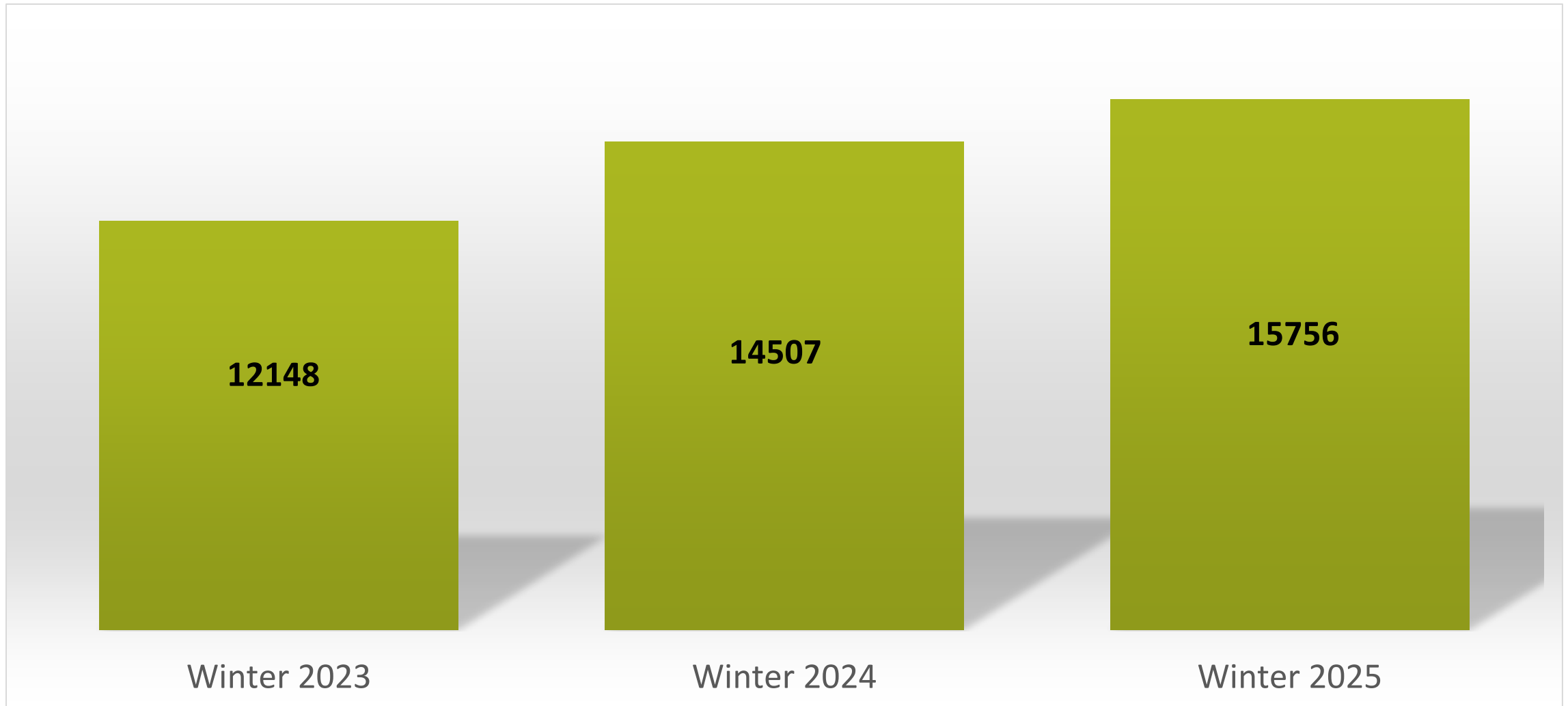
Spring 2025 Quarterly Enrollment Report

May 27, 2025

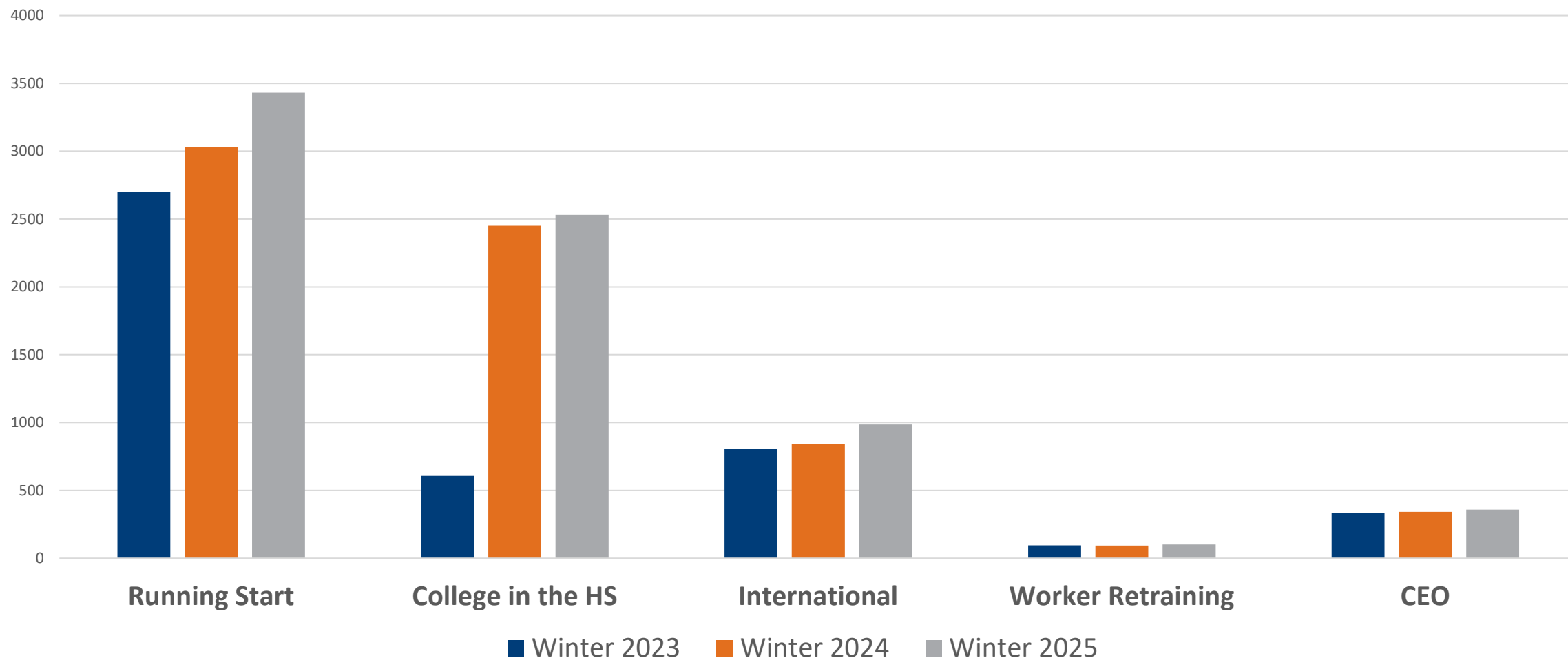
Steve Downing, Dean, Enrollment Management

Winter 2025 Final Enrollment

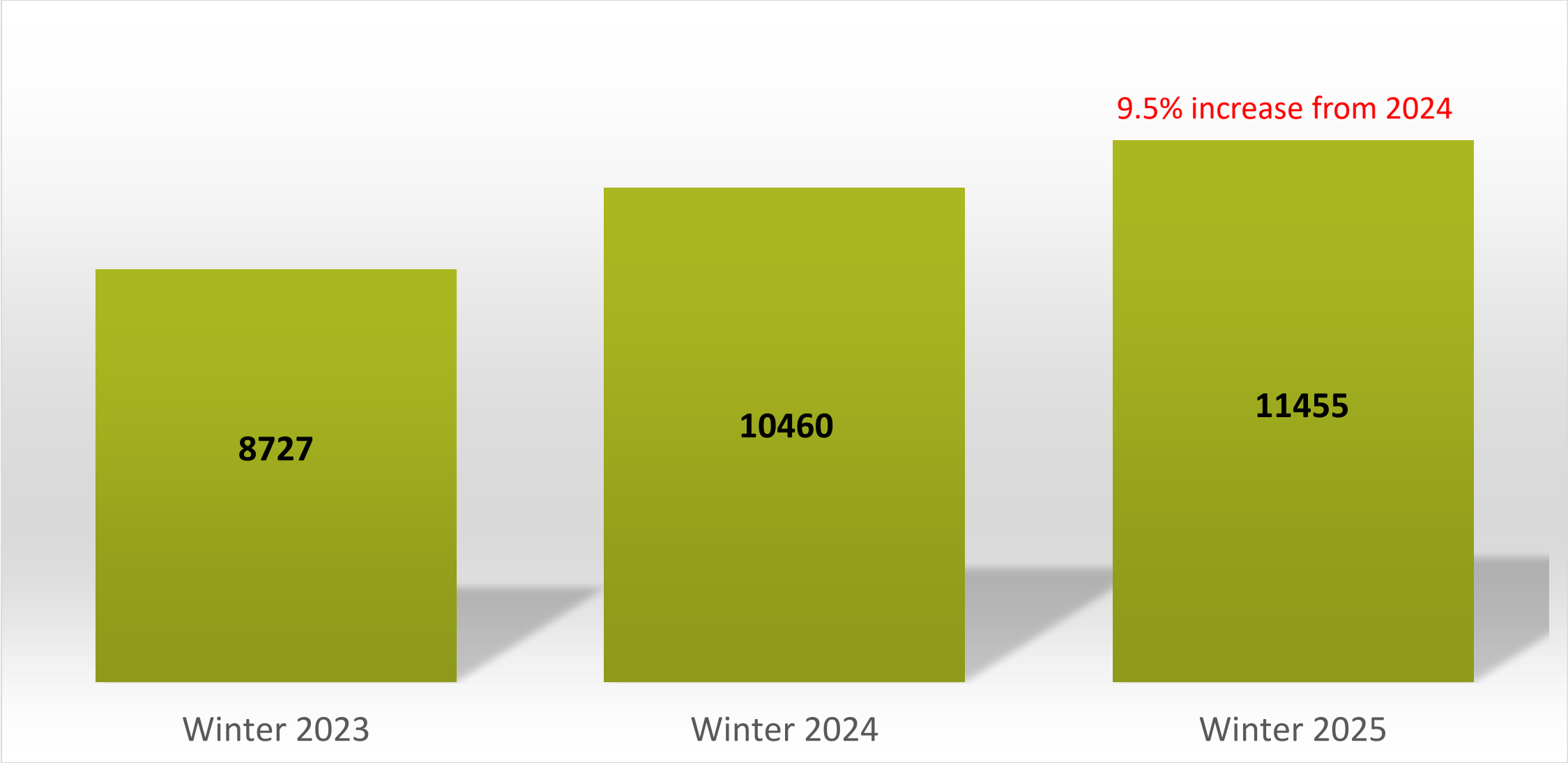
Total Winter Quarter Headcount 2023-2025



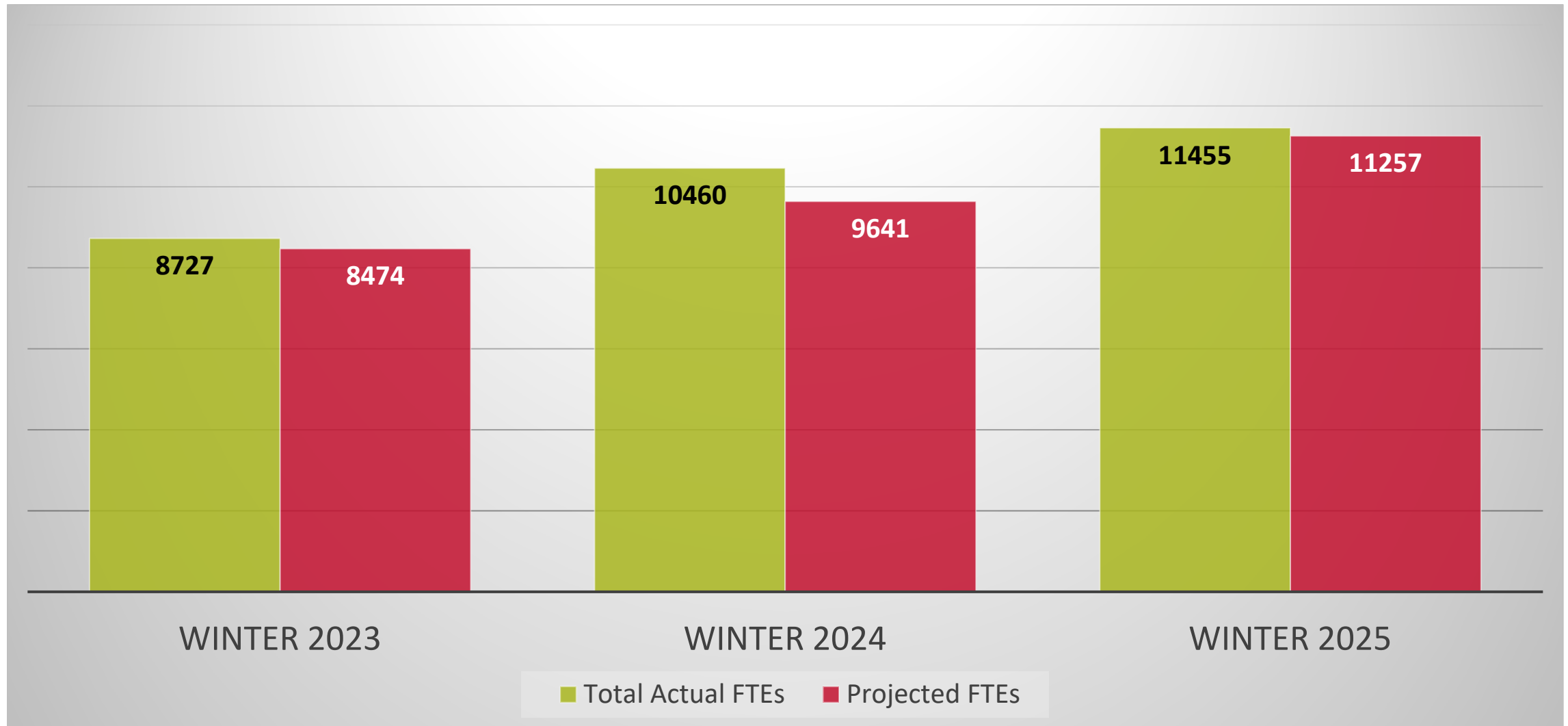
Winter Headcount for selected populations 2023-2025



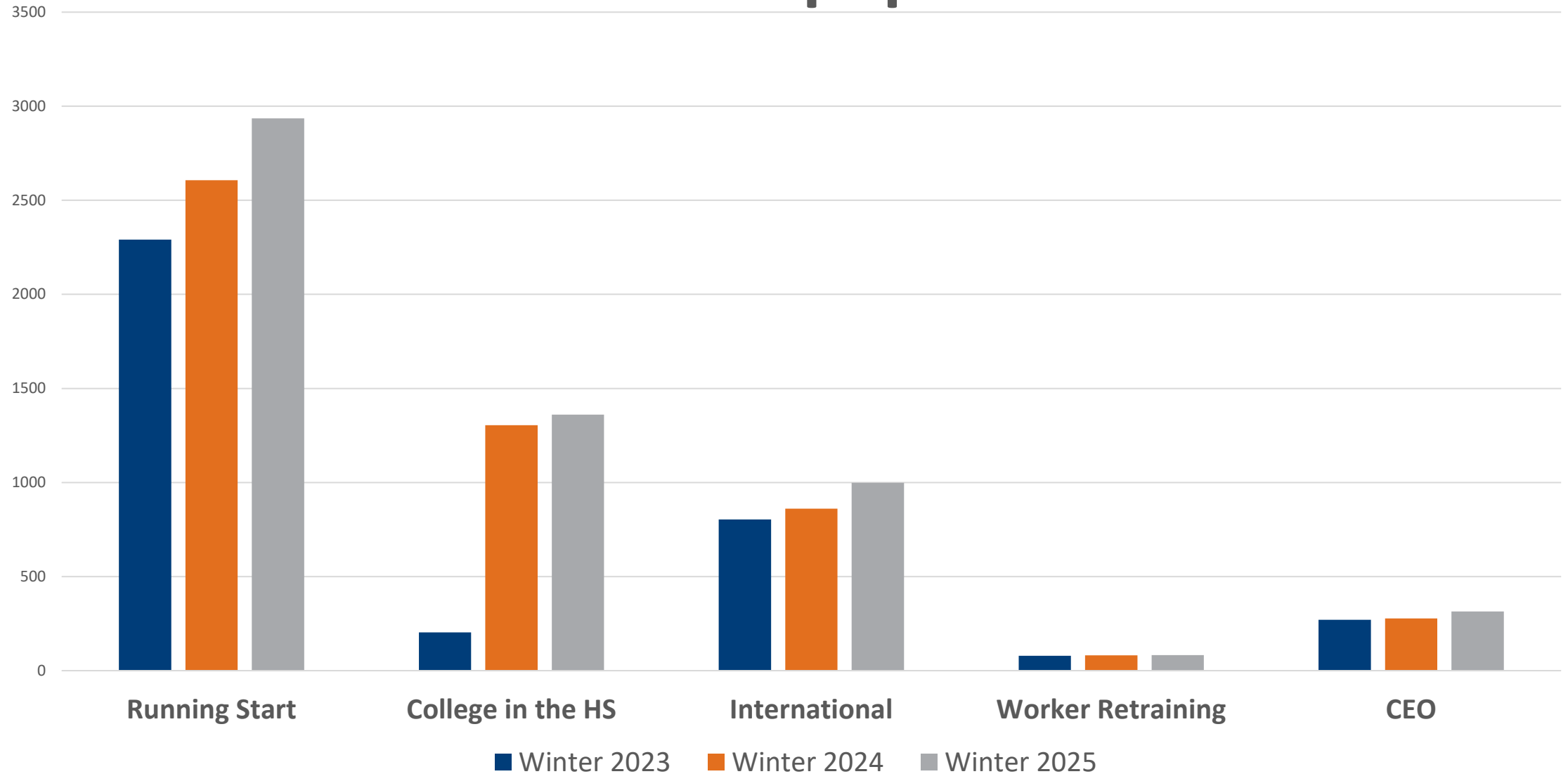
Total Winter FTEs 2023-2025



Winter FTEs: Actual vs Projection



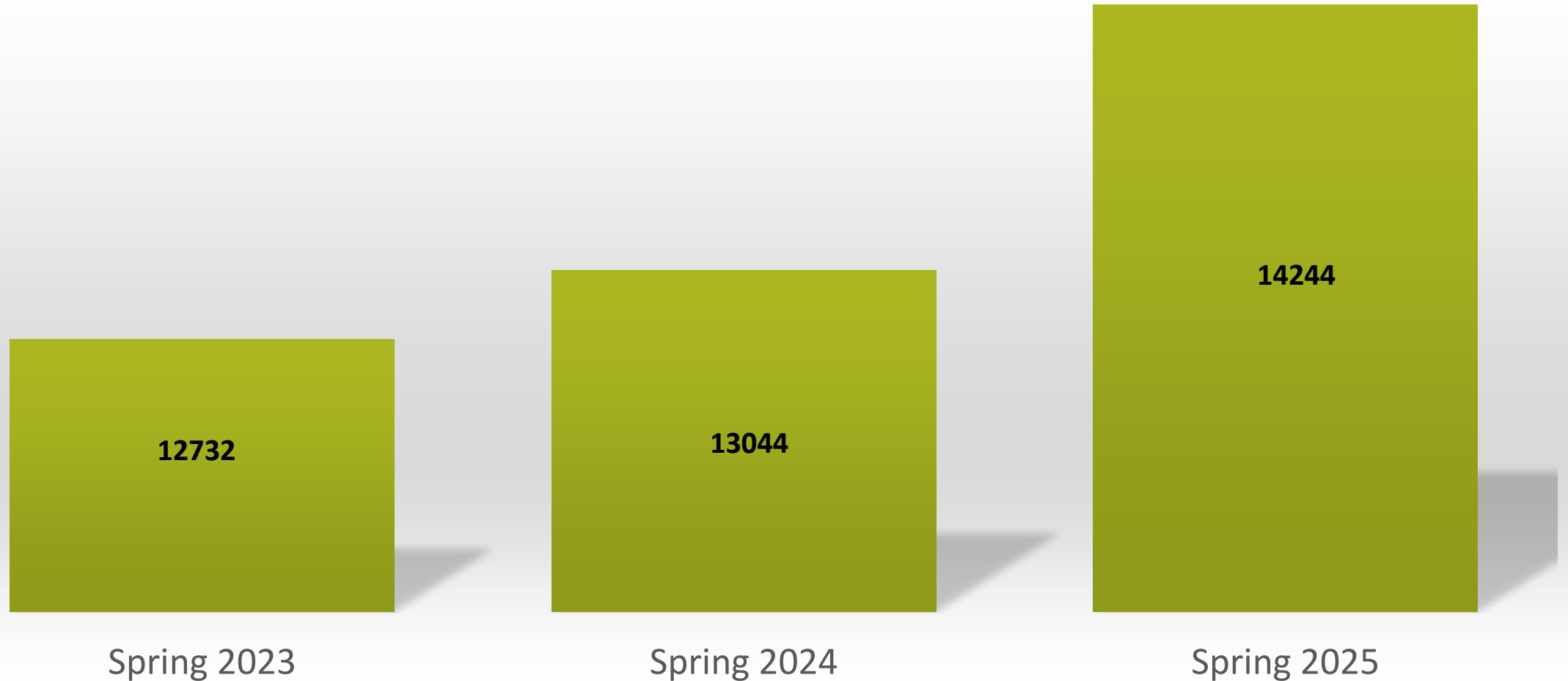
Winter FTE for selected populations 2023-2025



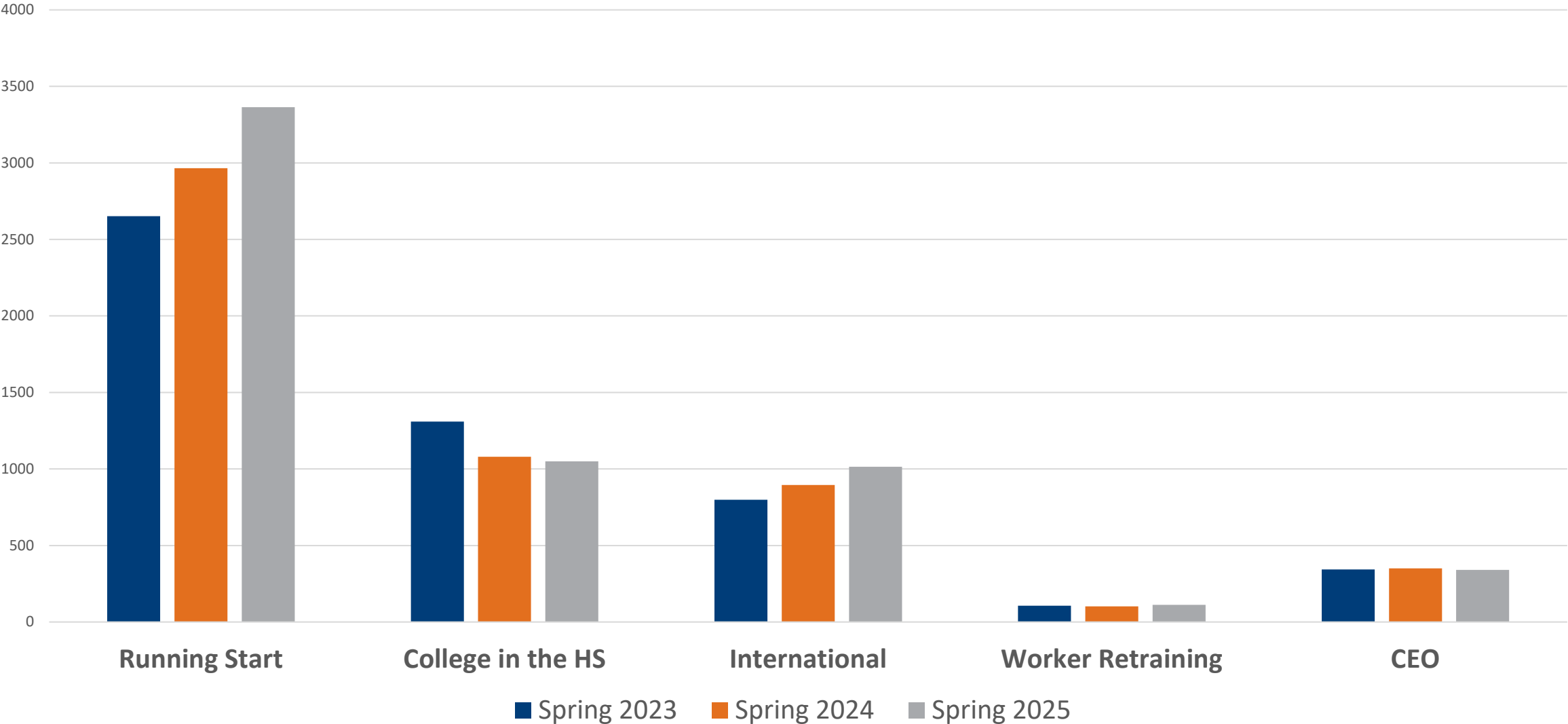
Spring 2025 Interim Enrollment Summary

Data as of 5/13/25

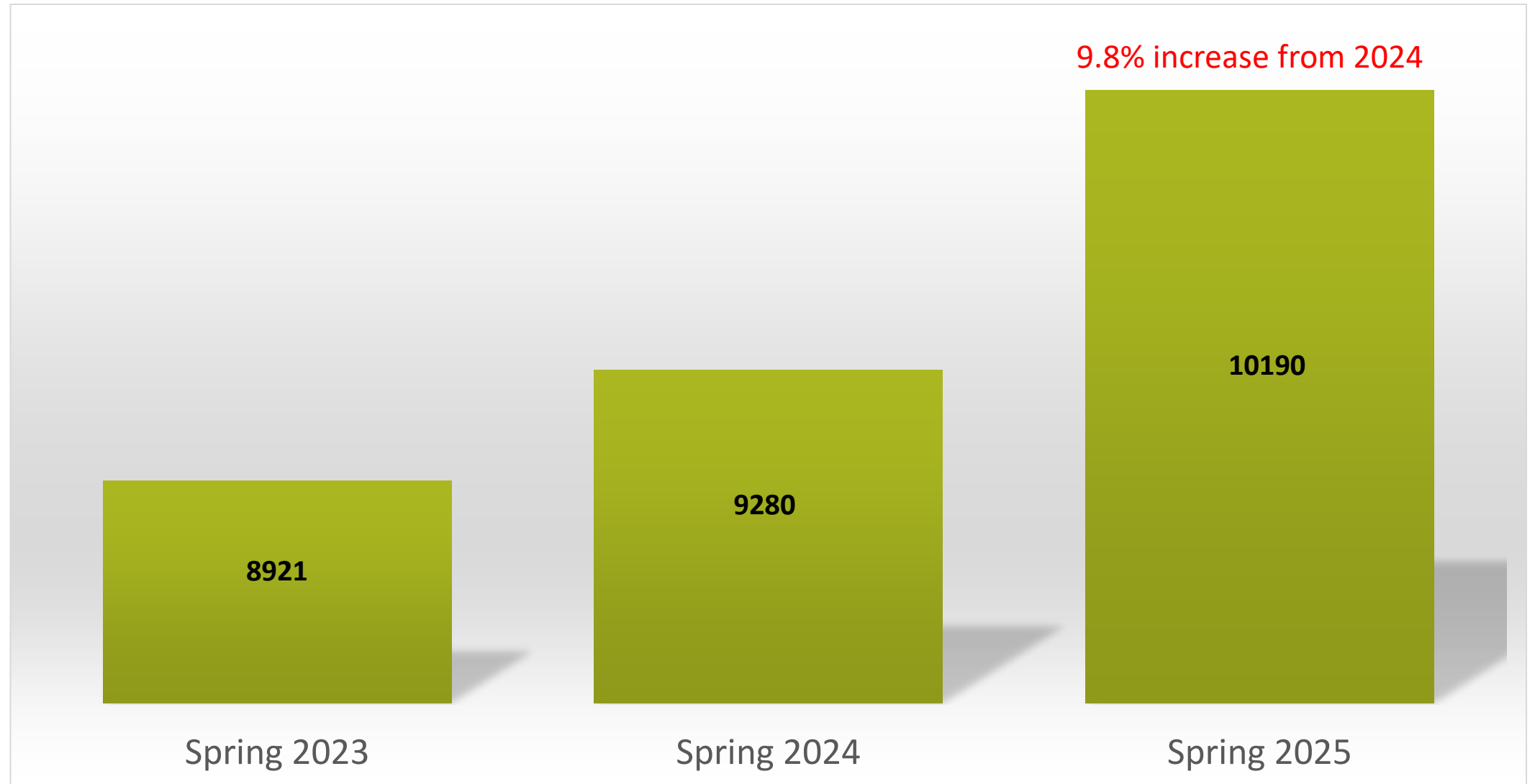
Total Spring Quarter Headcount 2023-2025



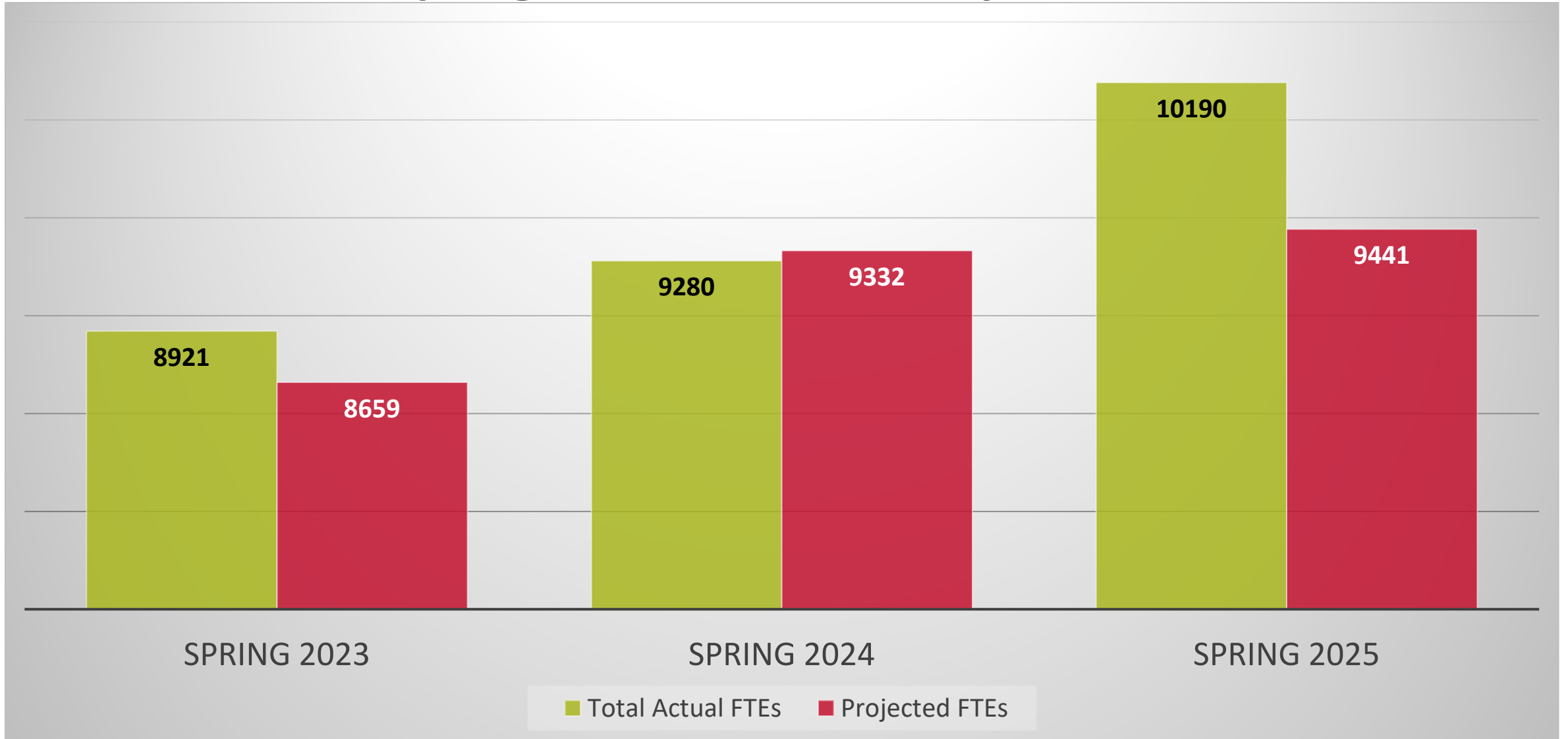
Spring Headcounts for selected populations 2023-2025



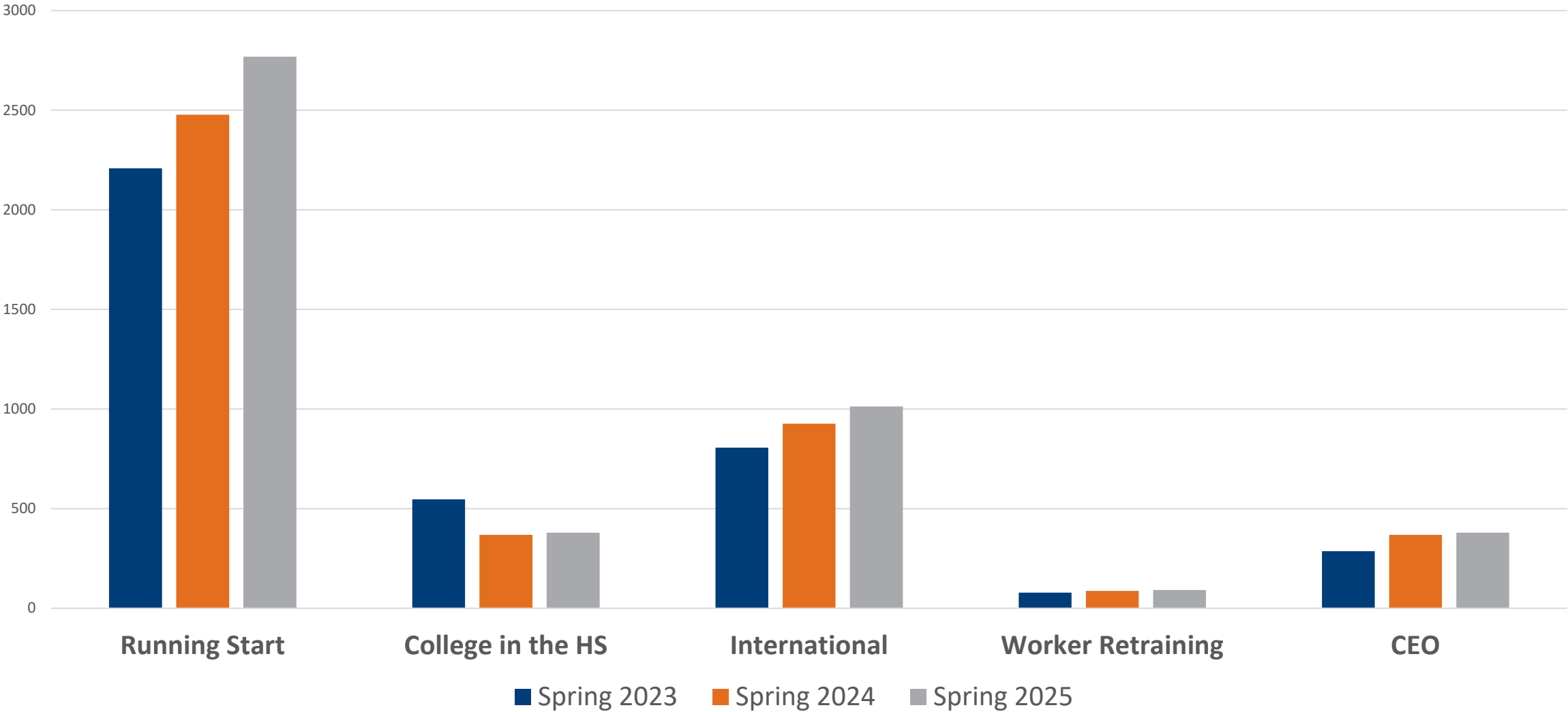
Total Spring FTEs 2023-2025



Spring FTEs: Actual vs Projected



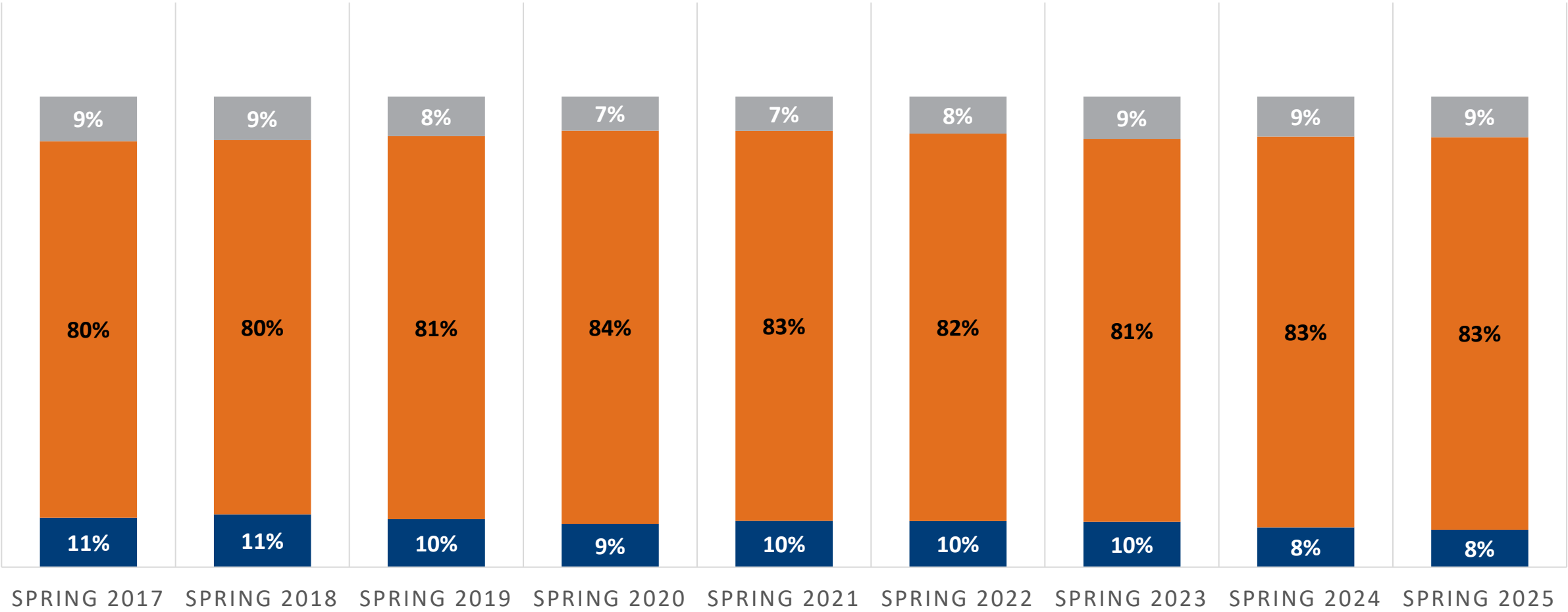
Spring FTE in selected populations 2023-2025



PROPORTION OF NEW, CONTINUING, AND RETURNING STUDENTS

(EXCLUDES COLLEGE IN THE HIGH SCHOOL)

■ Returning ■ Continuing ■ New



Enrollment Projections Team

Jorge de la Torre, *Administrative Services*

Sharon Kussy, *Budget*

Judith Hernandez Chapar, *Student Affairs*

Sarah Nutsch, *International Education*

Tyrell Bergstrom, *Finance and Auxiliary Services*

Shayna Begun, *Effectiveness, Research & Analytics*

Jean D'Arc Campbell, *International Education and Global Initiatives*

Kazumi Hada, *International Education*

Glenn Jackson, *Center for High School Programs*

Greg Schmidt, *Effectiveness, Research & Analytics*

Susan Hampson, *College in the High School*

Anna Sherwood, *Marketing & Communications*

Category Definitions - Enrollment

Category	Description
State Supported Lower Division	Credit-bearing, state-funded lower division courses.
Worker Retraining – Lower Division	Workforce-focused programs for dislocated workers.
Basic & Transitional Studies	Foundational: ESL, ABE, and GED prep.
State Supported Upper Division	Credit-bearing, state-funded upper division courses.
Worker Retraining – Upper Division	Workforce-focused upper division offerings.
International – Upper Division	International student upper division enrollment.
International – Lower Division	International student lower division enrollment.
Running Start	Dual credit courses for high school students.
Contract	Contracted funded – primarily CEO.
Self-Funded	Tuition-based programs with no state/contract support.
College in the High School	College-level courses delivered in high school settings.

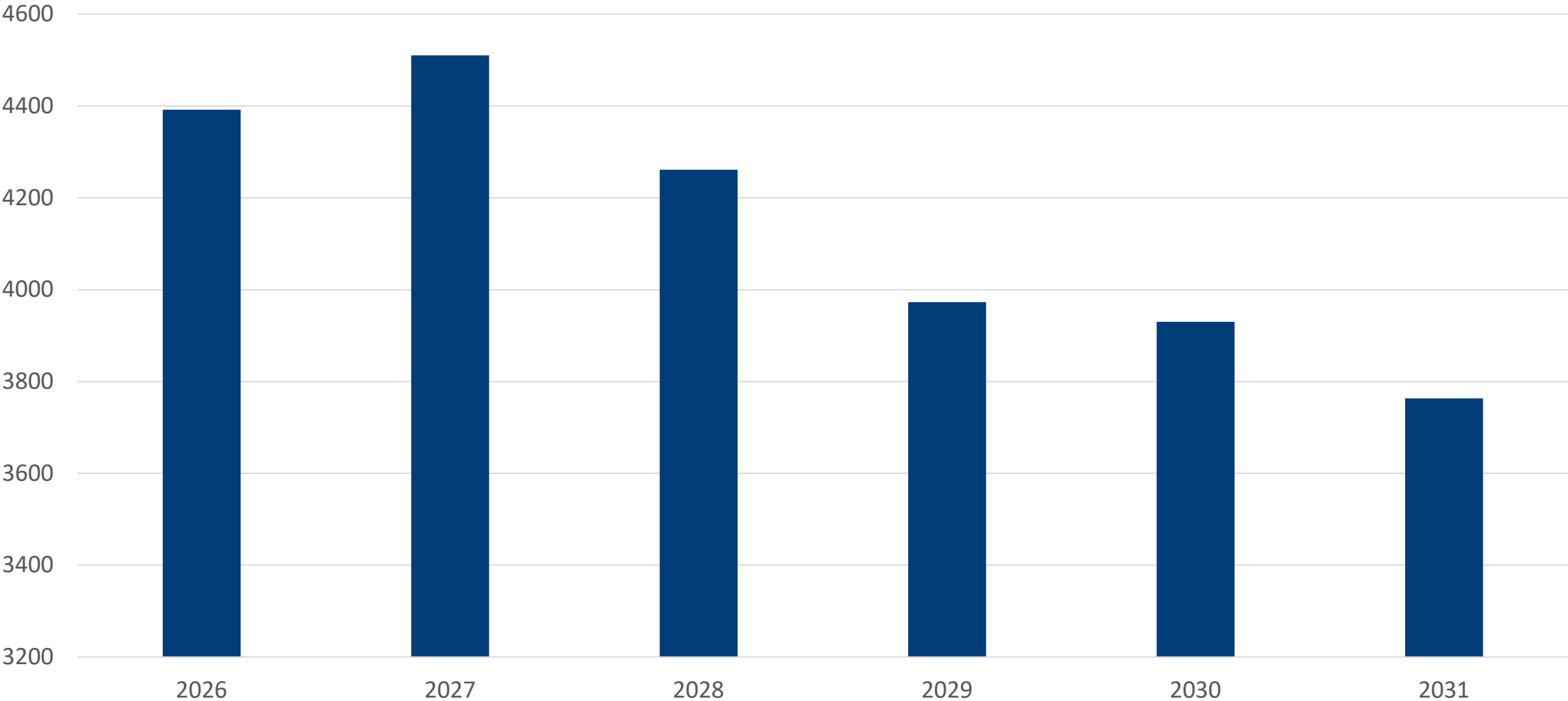
Spring Quarter FTE Projections and Actuals

Term	Projected	Actual	Δ (%)
Spring 2023	8,878	8,501	-4.2%
Spring 2024	9,332	9,280	-0.6%
Spring 2025	9,441	10,190	+7.9%
Spring 2026	10,542	—	—

Annual FTE Projections and Actuals

Year	Projected	Actual	Δ (%)
2022-23	9,607	9,627	+0.2%
2023-24	9,761	10,543	+8.0%
2024-25	10,863	11,590	+6.7%
2025-26	10,738	—	—

District 8 High School Graduating Class Sizes 2026-2031





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Thank You