



**BELLEVUE  
COLLEGE**



# **Board of Trustees Community College District VIII**

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**REGULAR MEETING  
September 24, 2025**



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

A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, September 24, 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, Chair, will preside.

**MEETING CALL IN DETAILS**

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

Dial in by telephone: +1 253 215 8782

Webinar ID: 874 9382 2087

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**MEETING AGENDA**

**BUSINESS SESSION**

- I. Call to Order Chair Pradnya Desh
  - a. Welcome and Introductions
  - b. Approval of Agenda and Minutes
    - i. Agenda for September 24, 2025
    - ii. Minutes for August 20, 2025 and August 21, 2025
  
- II. Program Spotlight: Veteran Resource Center Dr. Judith Hernández Chapar,  
Joshua Kielen, & Adria Harris
  
- III. Contituent Reports Alarick Alfredo-Sorto  
Valencio Socia  
Michael Broome  
Dr. Lindsay Haney  
Chelle Chase
  - a. Student
  - b. Classified
  - c. College Assembly
  - d. Faculty
  - e. Foundation
  
- IV. Public Comment  
Students, faculty, staff, and community members may provide public comment to the Board during this portion of the meeting. Comments are limited to 2 minutes. Public comments may be provided in one of three ways:
  - In-person: Sign up on the public comment sheet located at the entrance to the meeting room.
  - Remote: Use the "Raise Hand" feature in Zoom to indicate your intent to speak. If joining by phone, press \*9 to raise your hand.
  - Written: Submit your comment by emailing [boardoftrustees@bellevuecollege.edu](mailto:boardoftrustees@bellevuecollege.edu).
  
- V. First Read Dr. Lori McRea Keller
  - a. Revision of Policy 4250: Standards of Ethical Conduct

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

- b. Revision of Policy 6100 and WAC 132H-140: College Property Use      Dr. Lori McRea Keller
- VI. Information
  - a. Housekeeping and Minor Edits to Policy Library      Dr. Lori McRea Keller
- VII. Reports
  - a. Strategic Planning      Dr. Jess Clark, Frances Dujon Reynolds
  - b. President’s Report      Dr. David May
  - c. Board Report      Chair 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. The Board will also meet in closed session to discuss collective bargaining. Pursuant to [RCW 42.30.140\(4\)\(a\)](#), these matters are not subject to the Open Public Meetings Act. No final action will be taken during this executive session or closed session.

**ADJOURNMENT**



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

A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, was held on Wednesday, August 20, 2025. Pradnya Desh, chair, presided. This meeting was held in the Spruce Studio 1 Room at Cedarbrook Lodge at 18525 36th Ave S, Seattle, WA 98188 and remotely on Zoom. A telephone line was also available.

**MINUTES**

Chair Desh called the business session to order 9:09 AM.

**ROLL CALL**

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A quorum of the Board was present.

Present: Chair Pradnya Desh, Vice Chair Rich Fukutaki, Trustee Richard Leigh, Trustee Greg Dietzel, President David May, and Board Secretary Alicia Keating Polson.

Absent: none.

There were 5 guests in attendance.

**APPROVAL OF AGENDA AND MINUTES**

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Trustee Leigh made a motion to approve the agenda (June 27, 2024). Trustee Dietzel seconded.

The motion passed unanimously.

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Trustee Fukutaki made a motion to approve the minutes (June 18, 2025 and June 26, 2025). Trustee Sotelo seconded.

The motion passed unanimously.

**PUBLIC COMMENT**

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There was no public comment.

**EXECUTIVE SESSION**

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At 9:15 AM, Chair Desh announced the Board would convene for 90 minutes in executive session under [RCW 42.30.110\(1\)](#) for the following purpose: (g) To review the performance of a public employees. Chair Desh announced that no final action would be taken during the executive session.

The executive session ended at 10:45 AM.

### **RECESS**

Chair Desh called for a 15-minute recess at 10:45 AM.

### **BUSINESS SESSION**

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Chair Desh called the business session back to order at 11:01 AM.

### **STRATEGIC PLANNING**

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Frances Dujon Reynolds, Vice President of Human Resources presented on strategic planning, providing updates on progress, alignment, and next steps.

### **RECESS**

Chair Desh called for a 75-minute recess at 12:00 PM.

### **BUSINESS SESSION**

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Chair Desh called the business session back to order at 1:22 PM.

### **BUDGET**

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Dr. Jorge de la Torre, Vice President of Administrative Services; Ty Bergstrom, Executive Director of Finance and Auxiliary Services, and Sharon Kussy, Budget Director presented an update on college finances covering structure, strategy, and stewardship.

Key takeaways included:

- Trustees provide strategic oversight on direction and risk.
- Most spending is fixed or slow to adjust, limiting short-term flexibility.
- Reserves are often restricted, designated, or policy-defined, and must be used strategically.
- Structural risks require long-term planning, as not all gaps are temporary.

The briefing emphasized that the budget is not just an accounting tool but a way of expressing institutional priorities, making tradeoffs, and planning for the future.

### **RECESS**

Chair Desh called for a 15-minute recess at 3:13 PM.

### **BUSINESS SESSION**

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Chair Desh called the business session back to order at 3:28 PM.

## **BUILDING THE CONDITIONS**

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Dr. David May, President presented on Bellevue College's efforts to build the conditions for long-term, mission-aligned revenue growth. He emphasized the shift from passive reliance on state funding to active stewardship across public, philanthropic, civic, and corporate sectors. Key elements included:

- Strengthening public funding through year-round legislative engagement.
- Expanding the College's civic presence with local leaders and regional initiatives.
- Rebuilding philanthropic capacity by increasing development and engaging alumni.
- Developing corporate partnerships with industry.
- Advancing internal alignment by focusing on effective strategies and letting go of legacy assumptions.

President May also noted the important role of trustees in supporting this work by sustaining a long-term view, amplifying the College's story, opening doors to new relationships, and stewarding public trust.

## **ADJOURNMENT**

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There being no further business, Chair Desh adjourned the Board of Trustees meeting at 4:34 PM.

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Pradnya Desh  
Chair, Board of Trustees  
Community College District VIII

ATTEST:

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



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**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 Thursday, August 21, 2025. Pradnya Desh, chair, presided. This meeting was held in the Spruce Studio 1 Room at Cedarbrook Lodge at 18525 36th Ave S, Seattle, WA 98188 and remotely on Zoom. A telephone line was also available.

**MINUTES**

Chair Desh called the business session to order 9:08 AM.

**ROLL CALL**

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A quorum of the Board was present.

Present: Chair Pradnya Desh, Vice Chair Rich Fukutaki, Trustee Richard Leigh, Trustee Greg Dietzel, President David May, and Board Secretary Alicia Keating Polson.

Absent: none.

There were 5 guests in attendance.

**APPROVAL OF AGENDA**

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Amended the agenda

Trustee Fukutaki made an amended motion to approve the agenda (June 27, 2024). Trustee Leigh seconded.

The motion passed unanimously.

**PUBLIC COMMENT**

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There was no public comment.

**GEARING UP FOR THE NEW YEAR**

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Dr. Alicia Keating Polson, Executive Director of the President's Office, provided updates to help trustees prepare for the new year, including the Board schedule of reports, calendar of signature events, event referrals and sponsorship information, and the Board portal.

**RECESS**

Chair Dosh called for a 20-minute recess at 10:20 AM.

## **BUSINESS SESSION**

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Chair Dosh called the business session back to order at 10:43 AM.

## **PRESIDENT'S REPORT**

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Dr. David May, President, provided the President report.

## **FUTURE OF HIGHER EDUCATION**

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Dr. May, President, presented an analysis of the structural forces reshaping higher education and their implications for Bellevue College. He emphasized that institutions are not facing temporary disruption but a fundamental redefinition of mission and practice. Key themes included:

- Demographics and enrollment: Declining birthrates, outmigration, and changing college-going patterns are altering student pipelines, particularly for men and students of color.
- Student needs: Rising mental health concerns and basic needs insecurity—exacerbated by the pandemic—affect persistence and require stronger institutional responses in partnership with community resources.
- Labor market transformation: Automation and shifting employer expectations are driving demand for skills-based pathways, while students still need durable, transferable learning.
- Equity as a central frame: Gaps in access, outcomes, and completion reflect structural design rather than individual effort, underscoring the need for equity to guide governance, policy, and resource allocation.
- Artificial intelligence: AI represents a structural force reshaping instruction, operations, workforce preparation, and governance, requiring ethical frameworks and curricular adaptation.

## **RECESS**

Chair Dosh called for a 75-minute recess at 11:45 AM.

## **BUSINESS SESSION**

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Chair Dosh called the business session back to order at 1:00 PM.

## **EXECUTIVE SESSION**

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At 1:00 PM, Chair Dosh announced the Board would convene for 90 minutes in executive session under [RCW 42.30.110\(1\)](#) for the following purpose: (g) To review the performance of a public employees. Chair Dosh announced that no final action would be taken during the executive session.

The executive session ended at 2:30 PM.

## **ADJOURNMENT**

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There being no further business, Chair Desh adjourned the Board of Trustees meeting at 2:31 PM.

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Pradnya Desh  
Chair, Board of Trustees  
Community College District VIII

ATTEST:

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



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REGULAR MEETING AGENDA ITEM

**PROGRAM HIGHLIGHT: VETERAN RESOURCE CENTER**

**Information**

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**Description**

The Program Spotlight is a regular feature at Board meetings that highlights a Bellevue College program or initiative and its impact on students. This month's presentation will feature the Veteran Resource Center, led by Josh Kienlen, Director of Veterans Services, and Adria Harris, Dean of Access & Student Achievement.

Bellevue College's Veterans Program provides dedicated support to military service members, veterans, and their families as they pursue their educational and career goals. The program offers assistance with navigating VA benefits, academic and personal support, and connections to campus and community resources, ensuring that those who have served our country receive the guidance and services they need to thrive in college and beyond.

**Background/Supplemental Information**

PowerPoint presentation

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Prepared by: Dr. Judith Hernández Chapar, Vice President of Student Affairs



BELLEVUE  
COLLEGE

# Veterans Resource Center (VRC) Overview

# Introductions

- Josh Kienlen, Director of Veterans Services
- Adria Harris, Dean of Access & Student Achievement

# Purpose and Services

## **Comprehensive Student Support**

VRC offers tailored intake and onboarding to help veterans and families transition smoothly into college life.

## **Educational Benefits Processing**

The center manages federal, state, and campus-specific educational benefits including the GI Bill®, state grants, military tuition assistance, and tuition waivers/discounts.

## **Academic Advising and Planning**

VRC provides academic advising and education planning to support veterans' educational goals and success.

## **Community Engagement and Events**

Organizes military-affiliated events and veteran resource fairs to connect students with community resources.



# Who We Serve

## **Military-Affiliated Students**

The VRC serves veterans, active duty, reservists, National Guard members, and their families.

## **Student Population Size**

Around 320 students supported quarterly, reaching around 500 students annually with tailored resources.

# Growth and Retention

## **Enrollment Growth**

Since 2022, military-affiliated student enrollment increased by 23%, reaching the highest levels since 2019.

## **Increased VA Benefit Usage**

There was a 30% rise in the number of students using VA education benefits in the same time period.

## **Financial Impact**

VRC facilitated VA payments totaling \$871,718 to Bellevue College in 2024, enhancing financial support to the college

## **Retention Success**

Higher retention rates for military-affiliated students utilizing VRC resources vs military-affiliated students *not* active with VRC: 79% vs 70% quarter-to-quarter and 68% vs 58% year-to-year

# Military Community Assistance Program (MCAP)

## **Program Funding and Duration**

MCAP is funded by a \$1.2 million grant through the King County Veterans, Seniors, and Human Services Levy and operates from July 2025 through June 2027 to assist veterans.

## **Financial Support for Education**

The program provides up to \$15,000 annually for tuition and \$10,000 for wrap-around services like housing, food and transportation.

## **Additional Resources and Case Management**

Personalized case management, academic advising, resource navigation

## **Eligible Students**

Program is open to veterans and family members who are King County residents, meet specific income criteria and are not eligible for other VA education benefits.



Questions?





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REGULAR MEETING AGENDA ITEM

**REVISION OF POLICY 4250: STANDARDS OF ETHICAL BEHAVIOR**

**First Read**

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**Description**

This ethics policy requires an update to more closely align the policy with the RCW 42.52 Ethics in Public Service Act to ensure employees have a clearer understanding of obligations and prohibitions under this law. The policy also includes clearly defining conflicts of interest and disclosure requirements for outside employment. Since emergence from the Covid pandemic, occasional confusion has surrounded duties and obligations of full-time Bellevue College employees who hold more than one job. This update clarifies those responsibilities and communication requirements.

**Analysis**

Changes will bring this policy into alignment with current laws and practices of the office of Human Resources at Bellevue College.

**45-Day Comment**

This policy was open for public comment from April 15-May 30, 2025. Ten comments were received and incorporated where applicable.

**Recommended Action**

That the Board of Trustees of Community College District VIII approves the revision of Policy 4250: Standards of Ethical Behavior at their meeting on November 5, 2025.

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

~~4250 Bellevue College~~ Standards of Ethical Conduct, Conflict of Interest, Outside Employment and Activities  
Policy

Original Date: 2/10/1994

Last Revision Effective:

Policy Contact: Vice President, Human Resources

**Policy**

Bellevue College is a state agency operated in accordance with Washington State Ethics in Public Service -Law (RCW 42.52). To protect the public interest, college employees are obligated to treat their positions as a public trust, using their official powers and duties and the resources of the college only to advance the public interest by exercising fair, independent, and impartial judgement; place the public's interest before private interest or outside obligation; and protect public resources and funds against misuse and abuse.

This policy applies to all Bellevue College employees, including faculty, exempt and classified employees, volunteers, student employees, and temporary employees.

All ~~This obligation requires that all~~ employees and volunteers are obligated to:

- protect the integrity of the college by being independent and impartial in the exercise of their duties, avoiding the use of their positions for personal gain or private benefit;
- ~~promote~~ ensure an environment free from fraud, abuse of authority, and misuse of public property;
- create a work environment that is free from all forms of unlawful discrimination and harassment;
- treat members of the campus community and of the community at large with respect, concern, courtesy, and responsiveness;
- protect confidential information to which employees have access in the course of their duties;
- ensure that outside employment or volunteer activity does not create a conflict of interest, or perception of conflict of interest with their position with the college or the public's perception of their execution of their official duties.

Employees and volunteers are prohibited from:

- Having a financial or other interest or engaging in any business or professional activity that is in conflict with conflicts with the proper discharge of their official duties.
- Using their official position to secure special privileges for themselves, family members, or any other person.
- Receiving any compensation from a source, except the state, for performing or deferring the performance of their official duties.
- Accepting or soliciting any gifts favors, or things of economic value, directly or indirectly, if it could reasonably be expected that the gift, favor, or thing of value would influence the vote, action, or judgment of a public employee, or be considered as part of a reward for action or

inaction. Exceptions to this prohibition are set forth in RCW 42.52.150, with the exception of gifts of a de minimus value (less than \$50/year)

- Disclosing confidential information to an unauthorized person or use confidential information for personal benefit or to benefit another.
- Using state resources for personal benefit or to benefit another, except as required during the execution of their official duties.
- Using state resources for political campaigns or lobbying.
- Assisting another person in a transaction involving the state if they participated in that transaction or the transaction was part of their job responsibilities within the past two (2) years, except as required during the execution of their official duties.
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- Volunteers to the college may not who may not have an interest, financial or otherwise, direct or indirect may not engage in any activity or incur an obligation of any nature while contributing time, services, expertise and/or personal connections that will benefit those organizations, foundations, and societies to which the volunteer has an interest. Volunteers to the college are expected to abide by all Bellevue College policies and procedures.
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### Conflict of Interest

College employees shall not have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity, or incur an obligation of any nature, that is in conflict with the proper discharge of the employee's official duties. financial or other interests, or interests or engage in business or professional activities that conflict or appear to conflict with the performance of their official duties. A conflict of interest may arise includes in any situation that may compromise or appear to compromise the impartiality of an employee's judgement or decision-making because of the possibility of a conflict between the person's self-interest and professional interest or public interest.

### Outside Employment and Activities

An employee may hold employment outside of Bellevue College provided: (An Full-time employees may hold outside employment outside of Bellevue College provided: (1) such employment does not interfere with or prevent the employee from fulfilling the responsibilities of their position or perform their the performance of the employee's job duties for the College; or (2) and does not present a direct or indirect conflict of interest, appearance of a conflict of interest, or is a violation of state ethics laws.; (3) does not prevent the employee from completely fulfilling the responsibilities of their position at the College; and, (4) the employment does not diminish the employee's capacity to fully perform their job with the College. This provision does not apply to part-time employees (including adjunct faculty) or employees making less than twice the minimum wage in accordance with RCW 49.62.

- Full-time employees must disclose Aall outside employment must be disclosed to Human Resources for approval and approved in advance of starting the employment. Full-time employees engaged in outside employment prior to the effective date of this policy have 30 days to disclose tosubmit and request approval from Human Resources. This provision does not apply to part-time employees (including adjunct faculty), employees making less than twice the minimum wage in accordance with RCW 49.62, or full-time faculty who are off contract (during breaks including summer quarter).
- Outside employment may not be conducted during the employee's scheduled hours, or hours of work conducting college businessCollege business hours on faculty contract days, unless the employee is on approved leave or personal holiday.
- Leave without pay will not be authorized-used for an employee to conduct or work in an outside business or company.
- An employee may not engage in outside employment if the demands of such employment prevent the satisfactory performance of their state duties. Outside employment must be consistent with RCW 42.52 which establishes a code of ethics for public officers and employees.
- Employees are not permitted to work outside employment for a person or organization that provides direct or contractual services or goods to Bellevue College.
- Employees shall not use state resources (e.g., college phone, email, computers, copiers, fax machines, office supplies, vehicles, etc.) in the performance of outside employment orand volunteer activities.
- Employees shall not use any confidential information gained through their position with Bellevue College to support or further their outside employment or volunteer activities.

### **Employees Contracting with State Agencies**

Pursuant to WAC 292-110-060(4) state officers and employees seeking the approval of the Executive Ethics Board for a contract or grant with a state agency if the process for awarding tehe contract or grant was not open and competitive or only one bid or application was received, or outside employment with a state agency shallreceived shall provide the following information to the Executive Ethics Board Executive Director no later than thirty (30) days prior to the commencement of the contract:

- A description of current official duties and responsibilities
- A statement of the work to be performed and a copy of the contract;
- The duration and dollar value of the contract, if applicable;
- A statement that no state resources will be used to perform the outside employment or to fulfill the contract or grant;
- A description of how the work will be performed without the use of state resources; and
- A statement that the employing agency has reviewed or approved the outside contract under applicable rules or policies, except when requesting a conditional approval as provided in WAC 292-110-060(5)(b).

Employees seeking approval of the Executive Ethics Board Executive Director for a contract or grant under this provisions these provisions, shall submit request for approval for the outside contract from their appointing authority. All requests that are approved or denied shall be forwarded to HR and retained in the employee's personnel file. If t

### **Off-Duty Activities**

~~Employees shall report any convictions, arrests and any court-imposed sanctions or conditions that impact affect their ability to perform official assigned duties to their appointing authority within twenty-four (24) hours of occurrence or prior to their next--scheduled work shift, whichever occurs first.~~

~~Off-duty activities that violate are a conflict of interest under Chapter RCW 42.52, Ethics in Public Service, RCW and/or this policy procedure, or are detrimental to the employee's work performance or College programs, or otherwise violate College policy, bring discredit upon the institution, or otherwise constitute violation of this procedure may be cause for disciplinary action, up to and including termination.~~

- ~~• Employees shall report all arrests and any court imposed sanctions or conditions that affect their ability to perform assigned duties to their appointing authority within twenty four (24) hours of occurrence or prior to their scheduled work shift, whichever occurs first.~~

The board of trustees directs the president to disseminate this policy and to publish the basic principles of [RCW 42.52](#) (~~Ethics in Public Servicethe 1994 Ethics Law~~) to ensure that college employees are aware of their obligations under the law. ~~Employees remain personally liable under Chapterunder Chapter 42.52 RCW and the College has no authority to lessen the prohibitions of the Ethics Law.~~

## Relevant Laws and Other Resources

- [RCW 42.52](#)
- [Bellevue College Policy 4400 Acceptable Use of State Resources](#)

## Revision History

Original 2/10/1994

Revisions 1/16/1996; 5/10/2005; 5/21/2009; 4/7/2015; 1/17/2024

## Approved By

Board of Trustees

## **4250 Standards of Ethical Conduct, Conflict of Interest, Outside Employment and Activities**

Original Date: 2/10/1994

Last Revision Effective:

Policy Contact: Vice President, Human Resources

### **Policy**

Bellevue College is a state agency operated in accordance with Washington State Ethics in Public Service Law (RCW 42.52). To protect the public interest, college employees are obligated to treat their positions as a public trust, using their official powers and duties and the resources of the college only to advance the public interest by exercising fair, independent, and impartial judgement; place the public's interest before private interest or outside obligation; and protect public resources and funds against misuse and abuse.

This policy applies to all Bellevue College employees, including faculty, exempt and classified employees, volunteers, student employees, and temporary employees.

All employees and volunteers are obligated to:

- protect the integrity of the college by being independent and impartial in the exercise of their duties, avoiding the use of their positions for personal gain or private benefit;
- ensure an environment free from fraud, abuse of authority, and misuse of public property;
- create a work environment that is free from all forms of unlawful discrimination and harassment;
- treat members of the campus community and of the community at large with respect, concern, courtesy, and responsiveness;
- protect confidential information to which employees have access in the course of their duties;
- ensure that outside employment or volunteer activity does not create a conflict of interest with their position with the college or the execution of their official duties.

Employees and volunteers are prohibited from:

- Having a financial or other interest or engaging in any business or professional activity that conflicts with the proper discharge of their official duties.
- Using their official position to secure special privileges for themselves, family members, or any other person.
- Receiving any compensation from a source, except the state, for performing or deferring the performance of their official duties.
- Accepting or soliciting any gifts favors, or things of economic value, directly or indirectly, if it could reasonably be expected that the gift, favor, or thing of value would influence the vote, action, or judgment of a public employee, or be considered as part of a reward for action or inaction. Exceptions to this prohibition are set forth in RCW 42.52.150.
- Disclosing confidential information to an unauthorized person or use confidential information for personal benefit or to benefit another.

- Using state resources for personal benefit or to benefit another, except as required during the execution of their official duties.
- Using state resources for political campaigns or lobbying.
- Assisting another person in a transaction involving the state if they participated in that transaction or the transaction was part of their job responsibilities within the past two (2) years, except as required during the execution of their official duties.
- Volunteers to the college who have an interest, financial or otherwise, direct or indirect may not engage in any activity or incur an obligation of any nature while contributing time, services, expertise and/or personal connections that will benefit those organizations, foundations, and societies to which the volunteer has an interest. Volunteers to the college are expected to abide by all Bellevue College policies and procedures.

### **Conflict of Interest**

College employees shall not have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity, or incur an obligation of any nature, that is in conflict with the proper discharge of the employee's official duties.. A conflict of interest may arise in any situation that may compromise the impartiality of an employee's judgment or decision-making because of the possibility of a conflict between the person's self-interest and professional interest or public interest.

### **Outside Employment and Activities**

An employee may hold employment outside of Bellevue College provided: (1) such employment does not interfere with or prevent the employee from fulfilling the responsibilities of their position or perform their job duties for the College; or (2) does not present a direct or indirect conflict of interest or a violation of state ethics laws.

- Full-time employees must disclose all outside employment to Human Resources in advance of starting the employment. Full-time employees engaged in outside employment prior to the effective date of this policy have 30 days to disclose to Human Resources. This provision does not apply to part-time employees (including adjunct faculty), employees making less than twice the minimum wage in accordance with RCW 49.62, or full-time faculty who are off contract (during breaks including summer quarter).
- Outside employment may not be conducted during the employee's scheduled hours, or hours of work conducting college business unless the employee is on approved leave or personal holiday.
- Leave without pay will not be authorized for an employee to conduct or work in an outside business or company.
- An employee may not engage in outside employment if the demands of such employment prevent the satisfactory performance of their state duties. Outside employment must be consistent with RCW 42.52 which establishes a code of ethics for public officers and employees.
- Employees shall not use state resources (e.g., college phone, email, computers, copiers, fax machines, office supplies, vehicles, etc.) in the performance of outside employment or volunteer activities.
- Employees shall not use any confidential information gained through their position with Bellevue College to support or further their outside employment or volunteer activities.

### **Employees Contracting with State Agencies**

Pursuant to WAC 292-110-060(4) state officers and employees seeking the approval of the Executive Ethics Board for a contract or grant with a state agency if the process for awarding the contract or grant was not open and competitive or only one bid or application was received shall provide the following information to the Executive Ethics Board Executive Director no later than thirty (30) days prior to the commencement of the contract:

- A description of current official duties and responsibilities
- A statement of the work to be performed and a copy of the contract;
- The duration and dollar value of the contract, if applicable;
- A statement that no state resources will be used to perform the outside employment or to fulfill the contract or grant;
- A description of how the work will be performed without the use of state resources; and
- A statement that the employing agency has reviewed or approved the outside contract under applicable rules or policies, except when requesting a conditional approval as provided in WAC 292-110-060(5)(b).

Employees seeking approval of the Executive Ethics Board Executive Director for a contract or grant under these provisions, shall submit request for approval for the outside contract from their appointing authority. All requests that are approved or denied shall be forwarded to HR and retained in the employee's personnel file.

### **Off-Duty Activities**

Employees shall report any convictions, court-imposed sanctions or conditions that impact the ability to perform official duties to their appointing authority within twenty-four (24) hours of occurrence or prior to their next--scheduled work shift, whichever occurs first.

Off-duty activities that violate RCW 42.52, Ethics in Public Service, and/or this policy or are detrimental to the employee's work performance or College programs, or otherwise violate College policy, may be cause for disciplinary action, up to and including termination.

The board of trustees directs the president to disseminate this policy and to publish the basic principles of [RCW 42.52](#) (Ethics in Public Service) to ensure that college employees are aware of their obligations under the law.

## **Relevant Laws and Other Resources**

- [RCW 42.52](#)
- [Bellevue College Policy 4400 Acceptable Use of State Resources](#)

## **Revision History**

Original 2/10/1994

Revisions 1/16/1996; 5/10/2005; 5/21/2009; 4/7/2015; 1/17/2024

## **Approved By**

Board of Trustees



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REGULAR MEETING AGENDA ITEM

**REVISION OF POLICY 6100 & WAC 132H-140: COLLEGE PROPERTY USE**

**First Read**

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**Description**

The purpose of defining public and non-public areas in this policy/WAC will clarify access for individuals seeking entrance to areas of campus in relation to the Keep Washington Working Act (Policy 1510, interim). This brings Policy 6100 into alignment with Policy 6120: Use of College Property for Expressive Activity (WAC 132H-142).

**45-Day Comment**

The second comment period was held from January 15-March 3, 2025, and a public hearing was held on February 26, 2025. Two individuals attended the hearing. No comments were received. Four written comments were received during the 45-day period and were incorporated where necessary.

**Recommended Action**

That the Board of Trustees of Community College District VIII approves the revision of Policy 6100, WAC 132H-140: College Property Use.

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Prepared by: Dr. Lori McRea Keller, Director of Policies & Government Relations  
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**Chapter 132H-140 WAC**

**COLLEGE PROPERTY USE**

**Last Update:** ~~10/20/21~~

**WAC**

- 132H-140-020 Statement of purpose.
- 132H-140-022 Definitions.
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- 132H-140-070 Other requirements.
- 132H-140-085 College property use fees.
- 132H-140-110 Animals on campus.
- 132H-140-120 Trespass.

**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

- 132H-140-010 Title. [Statutory Authority: RCW 28B.50.140. WSR 05-07-069, § 132H-140-010, filed 3/14/05, effective 4/14/05; WSR 82-11-039 (Order 80, Resolution No.

149), § 132H-140-010, filed 5/12/82; WSR 79-10-051  
(Order 64, Resolution No. 121), § 132H-140-010,  
filed 9/17/79; Order 28, § 132H-140-010, filed  
3/7/75.] Repealed by WSR 21-22-004, filed 10/20/21,  
effective 11/20/21. Statutory Authority: RCW  
28B.50.140(13) and chapter 34.05 RCW.

132H-140-040 Facility usage board policy. [Statutory Authority:  
RCW 28B.50.140. WSR 02-14-007, § 132H-140-040, filed  
6/20/02, effective 7/21/02; WSR 82-11-039 (Order 80,  
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Repealed by WSR 21-22-004, filed 10/20/21, effective  
11/20/21. Statutory Authority: RCW 28B.50.140(13)  
and chapter 34.05 RCW.

132H-140-060 Limitations. [Statutory Authority: RCW 28B.50.140.  
WSR 82-11-039 (Order 80, Resolution No. 149), §

132H-140-060, filed 5/12/82; WSR 79-10-051 (Order 64, Resolution No. 121), § 132H-140-060, filed 9/17/79; Order 28, § 132H-140-060, filed 3/7/75.]  
Repealed by WSR 02-14-007, filed 6/20/02, effective 7/21/02. Statutory Authority: RCW 28B.50.140.

132H-140-080 Basic facility fee structure. [Statutory Authority: RCW 28B.50.140. WSR 82-11-039 (Order 80, Resolution No. 149), § 132H-140-080, filed 5/12/82.]  
Repealed by WSR 02-14-007, filed 6/20/02, effective 7/21/02. Statutory Authority: RCW 28B.50.140.

132H-140-090 Services and equipment fees. [Statutory Authority: RCW 28B.50.140. WSR 82-11-039 (Order 80, Resolution No. 149), § 132H-140-090, filed 5/12/82.] Repealed by WSR 02-14-007, filed 6/20/02, effective 7/21/02.  
Statutory Authority: RCW 28B.50.140.

132H-140-100 Delegation of authority. [Statutory Authority: RCW 28B.50.140. WSR 82-11-039 (Order 80, Resolution No. 149), § 132H-140-100, filed 5/12/82.] Repealed by

WSR 02-14-007, filed 6/20/02, effective 7/21/02.

Statutory Authority: RCW 28B.50.140.

132H-140-900 Form-No. BCC-040-026—Application for use of college facilities. [Statutory Authority: RCW 28B.50.140. WSR 79-10-051 (Order 64, Resolution No. 121), § 132H-140-900, filed 9/17/79; Order 28, Form BCC-040-026 (codified as WAC 132H-140-900), filed 3/7/75.] Repealed by WSR 02-14-007, filed 6/20/02, effective 7/21/02. Statutory Authority: RCW 28B.50.140.

132H-140-9001 Form-No. BCC-040-035—Request for optional services. [Order 28, Form BCC-040-035 (codified as WAC 132H-140-9001), filed 3/7/75.] Repealed by WSR 79-10-051 (Order 64, Resolution No. 121), filed 9/17/79. Statutory Authority: RCW 28B.50.140.

**WAC 132H-140-020 Statement of purpose.** The purpose of this chapter is to establish procedures and reasonable controls for the use of and access to college property by all college and

noncollege groups. Bellevue College is an educational institution provided and maintained by the people of the state of Washington. The college reserves its property for activities that are related to its broad educational mission. When not being used for those purposes, college property may be made available and accessible to other individuals and organizations.

Consistent with RCW 28B.50.140(7) and 28B.50.140(9), college property should be available for a variety of uses which are of benefit to either the college community or the general public if such uses substantially relate to and do not interfere with the mission of the college. However, a state agency is under no obligation to make its property available to the general public for private purposes.

When determining whether to authorize a particular use, primary consideration shall be given at all times to activities related to the college's mission, and no arrangements shall be made that may interfere with, or operate to the detriment of, the college's own teaching, student programming, or other college-sponsored programs.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. WSR 21-22-004, § 132H-140-020, filed 10/20/21, effective 11/20/21. Statutory Authority: RCW 28B.50.140. WSR 05-07-069, § 132H-140-020, filed 3/14/05, effective 4/14/05; WSR 02-14-007, § 132H-140-020, filed 6/20/02, effective 7/21/02; WSR 82-11-039 (Order 80, Resolution No. 149), § 132H-140-020, filed 5/12/82; WSR 79-10-051 (Order 64, Resolution No. 121), § 132H-140-020, filed 9/17/79; Order 28, § 132H-140-020, filed 3/7/75.]

**WAC 132H-140-022 Definitions.** For the purposes of this chapter, the following definition shall apply:

"College property" shall include, but not be limited to, all campuses of the college, wherever located, and all college-controlled, owned, rented, leased, occupied, or used land, buildings, structures, property, vehicles, equipment, office space, parking lots, and any other property and/or college hosted online platforms utilized by the college for any education programs and activities. ~~"College property" shall include, but not be limited to, all campuses of the college, wherever located, and all college-controlled land, buildings, facilities, vehicles, equipment, and any other property owned or used by the college, including study abroad, retreat, and conference sites.~~

“Public area” refers to spaces on BC property and grounds that are generally open to the public, such as primary public entrance lobbies of buildings, rotundas and adjoining public mezzanines, and exterior plazas and lawns.

“Non-public areas” include, but are not limited to: classrooms while classes are in session, offices, meeting rooms, labs, shops, closets, and other workspaces primarily dedicated to college operations, and other areas designated by the college as a restricted access area to prevent disruption of the educational process and business of the institution, and protect safety, security, or confidentiality.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. WSR 21-22-004, § 132H-140-022, filed 10/20/21, effective 11/20/21.]

**WAC 132H-140-025 Applicability to expressive activity.**

Use of college property for expressive activity is governed by the rules set forth in chapter 132H-142 WAC.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. WSR 21-22-004, § 132H-140-025, filed 10/20/21, effective 11/20/21. Statutory Authority: RCW 28B.50.140. WSR 05-07-069, § 132H-140-025, filed 3/14/05, effective 4/14/05.]

**WAC 132H-140-030 Request for use of college property.**

Requests by individuals or groups from outside the college shall be made to the vice president of administrative services or a

designee, who shall be the agent of the college in consummating rental and use agreements.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. WSR 21-22-004, § 132H-140-030, filed 10/20/21, effective 11/20/21. Statutory Authority: RCW 28B.50.140. WSR 05-07-069, § 132H-140-030, filed 3/14/05, effective 4/14/05; WSR 02-14-007, § 132H-140-030, filed 6/20/02, effective 7/21/02; WSR 79-10-051 (Order 64, Resolution No. 121), § 132H-140-030, filed 9/17/79; Order 28, § 132H-140-030, filed 3/7/75.]

**WAC 132H-140-050 Scheduling and reservation practices.**

The primary purpose of college property use is to advance the mission of the college. However, college property, when not required for scheduled college purposes, may be available for use by the public in accordance with current fee schedules and other relevant terms and conditions developed and maintained by the vice president of administrative services.

No college property may be used by individuals or groups from outside the college without first executing a written contract, signed by the vice president of administrative services or designee, reserving the property and setting forth the fees, terms, and conditions of use.

In determining whether to accept a request for the use of college property, the administration shall use the college mission statement and the following items, listed in priority order, as guidelines:

- (1) Bellevue College scheduled programs, activities, and events.
- (2) Foundation related events.
- (3) Noncollege (outside individual or organization) events.

Arrangements for use of college property must be made through the office of the vice president of administrative services.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. WSR 21-22-004, § 132H-140-050, filed 10/20/21, effective 11/20/21. Statutory Authority: RCW 28B.50.140. WSR 05-07-069, § 132H-140-050, filed 3/14/05, effective 4/14/05; WSR 02-14-007, § 132H-140-050, filed 6/20/02, effective 7/21/02; WSR 82-11-039 (Order 80, Resolution No. 149), § 132H-140-050, filed 5/12/82; WSR 79-10-051 (Order 64, Resolution No. 121), § 132H-140-050, filed 9/17/79; Order 28, § 132H-140-050, filed 3/7/75.]

**WAC 132H-140-065 Limitations and denial of use.** Bellevue College is a state agency and exists to serve the public.

However, the college may deny use of its property to any individual, group or organization if the requested use would:

(1) Interfere or conflict with the college's mission including, but not limited to, instruction, student services, support programs, research, or public service programs;

(2) Interfere with the free flow of pedestrian or vehicular traffic on campus;

(3) Involve illegal activity or fail to comply with college policies, procedures, contracts, or the Washington Administrative Code;

(4) Create a hazard or result in damage to college property; or

(5) Create undue stress on college resources.

Where college space is used for an authorized function, groups must obey or comply with directions of college officials.

Any individual or group granted permission to use college property shall agree in advance to abide by all college rules and regulations. Use of college property by college personnel, students, college organizations and the general public is also subject to local, state, and federal laws.

The college reserves the right to deny use of college property to any individual or group whose past conduct indicates a likelihood that college rules and regulations will not be obeyed. The college may also deny use to a requesting individual or organization that used college property in the past and caused damage, left college buildings and grounds in excessive disorder, or failed to cooperate with college officials concerning use of the property.

College property may be used for purposes of political campaigning by or for candidates who have filed for public office, if the campaigning is directed to members of the public, and only when the full fee for the property is paid. Use of state funds to pay for or subsidize a political campaign's use of college property is prohibited.

If at any time actual use of college property by an individual or group constitutes an unreasonable disruption of the normal operation of the college, such use shall immediately terminate; all persons engaged in such use shall immediately vacate the premises and leave the college property upon direction of a designated college official.

Advertising or promotional materials for any event being held on or in college property must comply with college policies and procedures.

Use of audio amplifying equipment is permitted only in locations and at times that will not disrupt, or disturb, or interfere with the normal conduct of college affairs including, but not limited to, the use of classrooms, offices, libraries, and laboratories; and previously scheduled college events or activities.

Use of college property for commercial purposes must be preapproved by the vice president of administrative services and comply with WAC 132H-133-~~050~~.

Alcoholic beverages will not be served without the approval of the ~~president~~provost or designee. It shall be the responsibility of the event sponsor to obtain all necessary licenses from the Washington state liquor and cannabis board and adhere to their regulations and those of Bellevue College.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. WSR 21-22-004, § 132H-140-065, filed 10/20/21, effective 11/20/21. Statutory Authority: RCW 28B.50.140. WSR 05-07-069, §

132H-140-065, filed 3/14/05, effective 4/14/05; WSR 02-14-007, §  
132H-140-065, filed 6/20/02, effective 7/21/02.]

**WAC 132H-140-070 Other requirements.** (1) When using college property, an individual or organization may be required to make an advance deposit, post a bond and/or obtain insurance to protect the college against costs or other liability.

(2) When the college grants permission to an individual or organization to use its property it is with the expressed understanding and condition that the individual or organization assumes full responsibility for any loss or damage resulting from such use and agrees to hold harmless and indemnify the college against any loss or damage claim arising out of such use.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. WSR 21-22-004, § 132H-140-070, filed 10/20/21, effective 11/20/21. Statutory Authority: RCW 28B.50.140. WSR 02-14-007, § 132H-140-070, filed 6/20/02, effective 7/21/02; WSR 82-11-039 (Order 80, Resolution No. 149), § 132H-140-070, filed 5/12/82.]

**WAC 132H-140-085 College property use fees.** Use fees will be charged in accordance with a schedule developed by the vice

president of administrative services, which is available at the events office. The college reserves the right to make pricing changes without prior written notice, except that such price changes shall not apply to facility use agreements already approved by the administration.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. WSR 21-22-004, § 132H-140-085, filed 10/20/21, effective 11/20/21. Statutory Authority: RCW 28B.50.140. WSR 02-14-007, § 132H-140-085, filed 6/20/02, effective 7/21/02.]

**WAC 132H-140-110 Animals on campus.** Pets on the grounds of Bellevue College shall be in the physical control of their owner in accordance with the city of Bellevue dog leash and waste removal required ordinance, chapter 8.05.

Animals are prohibited from entering buildings operated by Bellevue College, with the exception of service animals or as approved as an accommodation for a disability in accordance with Bellevue College policies and procedures.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. WSR 21-22-004, § 132H-140-110, filed 10/20/21, effective 11/20/21. Statutory Authority: RCW 28B.50.140. WSR 02-14-007, §

132H-140-110, filed 6/20/02, effective 7/21/02; WSR 82-11-039  
(Order 80, Resolution No. 149), § 132H-140-110, filed 5/12/82.]

**WAC 132H-140-120 Trespass.** (1) Individuals or groups who are not students or members of the faculty or staff and who violate these rules or whose conduct jeopardizes the health or safety of others, or whose conduct unreasonably impedes the college in pursuit of its educational mission will be advised of the specific nature of the violation, and if they persist in the violation, will be requested by the college president or designee to leave the college property. Such a request prohibits the entry of and withdraws the license or privilege to enter onto or remain upon any portion of the college property by the person or group of persons requested to leave. Such person(s) shall be subject to arrest under the criminal trespass provisions of chapter 9A.52 RCW or Bellevue city code.

When the college revokes the license or privilege of any person(s) to be on college property, temporarily or for a stated period of time, that person(s) may appeal that decision by submitting to the college president by certified mail, return receipt requested, a letter stating the reasons the person(s) should not be barred from college property. The college president or designee shall respond in writing within 15 calendar days with a final decision of the college. Absent exceptional circumstances as determined by the college president or designee, person(s) shall continue to be barred from college property while an appeal is pending.

Students, faculty, and staff of the college who do not comply with these regulations will be reported to the appropriate college office or agency for action in accordance with this chapter or with other applicable rules, regulations, or policies.

~~will be advised of the specific nature of the violation,  
and if they persist in the violation, they will be requested by  
the president or designee to leave the college property. Such a  
request prohibits the entry of and withdraws the license or  
privilege to enter onto or remain upon any portion of the  
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~~(2) Students, faculty, and staff of the college who do not comply with these regulations will be reported to the appropriate college office or agency for action in accordance with this chapter or with other applicable rules, regulations, or policies.~~

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. WSR 21-22-004, § 132H-140-120, filed 10/20/21, effective 11/20/21. Statutory Authority: RCW 28B.50.140. WSR 02-14-007, § 132H-140-120, filed 6/20/02, effective 7/21/02.]

**Chapter 132H-140 WAC**

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(3) Involve illegal activity or fail to comply with college policies, procedures, contracts, or the Washington Administrative Code;

(4) Create a hazard or result in damage to college property; or

(5) Create undue stress on college resources.

Where college space is used for an authorized function, groups must obey or comply with directions of college officials.

Any individual or group granted permission to use college property shall agree in advance to abide by all college rules and regulations. Use of college property by college personnel, students, college organizations and the general public is also subject to local, state, and federal laws.

The college reserves the right to deny use of college property to any individual or group whose past conduct indicates

a likelihood that college rules and regulations will not be obeyed. The college may also deny use to a requesting individual or organization that used college property in the past and caused damage, left college buildings and grounds in excessive disorder, or failed to cooperate with college officials concerning use of the property.

College property may be used for purposes of political campaigning by or for candidates who have filed for public office, if the campaigning is directed to members of the public, and only when the full fee for the property is paid. Use of state funds to pay for or subsidize a political campaign's use of college property is prohibited.

If at any time actual use of college property by an individual or group constitutes an unreasonable disruption of the normal operation of the college, such use shall immediately terminate; all persons engaged in such use shall immediately vacate the premises and leave the college property upon direction of a designated college official.

Advertising or promotional materials for any event being held on or in college property must comply with college policies and procedures.

Use of audio amplifying equipment is permitted only in locations and at times that will not disrupt, or disturb, or interfere with the normal conduct of college affairs including, but not limited to, the use of classrooms, offices, libraries, and laboratories; and previously scheduled college events or activities.

Use of college property for commercial purposes must be preapproved by the vice president of administrative services and comply with WAC 132H-133.

Alcoholic beverages will not be served without the approval of the president or designee. It shall be the responsibility of the event sponsor to obtain all necessary licenses from the Washington state liquor and cannabis board and adhere to their regulations and those of Bellevue College.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. WSR 21-22-004, § 132H-140-065, filed 10/20/21, effective 11/20/21. Statutory Authority: RCW 28B.50.140. WSR 05-07-069, §

132H-140-065, filed 3/14/05, effective 4/14/05; WSR 02-14-007, §  
132H-140-065, filed 6/20/02, effective 7/21/02.]

**WAC 132H-140-070 Other requirements.** (1) When using college property, an individual or organization may be required to make an advance deposit, post a bond and/or obtain insurance to protect the college against costs or other liability.

(2) When the college grants permission to an individual or organization to use its property it is with the expressed understanding and condition that the individual or organization assumes full responsibility for any loss or damage resulting from such use and agrees to hold harmless and indemnify the college against any loss or damage claim arising out of such use.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. WSR 21-22-004, § 132H-140-070, filed 10/20/21, effective 11/20/21. Statutory Authority: RCW 28B.50.140. WSR 02-14-007, § 132H-140-070, filed 6/20/02, effective 7/21/02; WSR 82-11-039 (Order 80, Resolution No. 149), § 132H-140-070, filed 5/12/82.]

**WAC 132H-140-085 College property use fees.** Use fees will be charged in accordance with a schedule developed by the vice

president of administrative services, which is available at the events office. The college reserves the right to make pricing changes without prior written notice, except that such price changes shall not apply to facility use agreements already approved by the administration.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. WSR 21-22-004, § 132H-140-085, filed 10/20/21, effective 11/20/21. Statutory Authority: RCW 28B.50.140. WSR 02-14-007, § 132H-140-085, filed 6/20/02, effective 7/21/02.]

**WAC 132H-140-110 Animals on campus.** Pets on the grounds of Bellevue College shall be in the physical control of their owner in accordance with the city of Bellevue dog leash and waste removal required ordinance, chapter 8.05.

Animals are prohibited from entering buildings operated by Bellevue College, with the exception of service animals or as approved as an accommodation for a disability in accordance with Bellevue College policies and procedures.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. WSR 21-22-004, § 132H-140-110, filed 10/20/21, effective 11/20/21. Statutory Authority: RCW 28B.50.140. WSR 02-14-007, §

132H-140-110, filed 6/20/02, effective 7/21/02; WSR 82-11-039  
(Order 80, Resolution No. 149), § 132H-140-110, filed 5/12/82.]

**WAC 132H-140-120 Trespass.** (1) Individuals or groups who are not students or members of the faculty or staff and who violate these rules or whose conduct jeopardizes the health or safety of others, or whose conduct unreasonably impedes the college in pursuit of its educational mission will be advised of the specific nature of the violation, and if they persist in the violation, will be requested by the college president or designee to leave the college property. Such a request prohibits the entry of and withdraws the license or privilege to enter onto or remain upon any portion of the college property by the person or group of persons requested to leave. Such person(s) shall be subject to arrest under the criminal trespass provisions of chapter 9A.52 RCW or Bellevue city code.

When the college revokes the license or privilege of any person(s) to be on college property, temporarily or for a stated period of time, that person(s) may appeal that decision by submitting to the college president by certified mail, return receipt requested, a letter stating the reasons the person(s) should not be barred from college property. The college president or designee shall respond in writing within 15 calendar days with a final decision of the college. Absent exceptional circumstances as determined by the college president or designee, person(s) shall continue to be barred from college property while an appeal is pending.

Students, faculty, and staff of the college who do not comply with these regulations will be reported to the appropriate college office or agency for action in accordance with this chapter or with other applicable rules, regulations, or policies.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW.  
WSR 21-22-004, § 132H-140-120, filed 10/20/21, effective  
11/20/21. Statutory Authority: RCW 28B.50.140. WSR 02-14-007, §  
132H-140-120, filed 6/20/02, effective 7/21/02.]



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## REGULAR MEETING AGENDA ITEM

### HOUSEKEEPING AND MINOR EDITS TO POLICY LIBRARY

#### Information

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##### Description

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

The following policies are under review as of September 18 for revision on September 28. Future revisions will be shared with the Board as informational items during ten-day review period. Policies with minor or housekeeping edits have been reviewed by the policy contact. Any member of the Board of Trustees may request a full review.

- [1280 Commitment to Sustainability](#): review only (possible addition of resource links)
- [3150P Exceptions to Degree Requirements](#): update offices and titles
- [4700P Employee Development and Training](#): remove 2024-2026 date reference to CBA in Resources section

##### Recommended Action

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

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



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## REGULAR MEETING AGENDA ITEM

### **STRATEGIC PLANNING REPORT**

#### **Information**

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##### **Description**

Dr. Jess Clark, Provost, and Frances Dujon Reynolds, Vice President of Human Resources, will provide the Board with an update on Bellevue College's Strategic Plan. Trustees were first introduced to an earlier draft of the plan at their August retreat. This presentation will share the current draft of the plan, reflecting work completed as of September 16, which continues to be refined through campus and community engagement.

As this is the final Board meeting before trustees consider action on the plan at their November 5 meeting, the update is an opportunity to review progress to date, preview performance measures and population indicators, and discuss next steps. Input gathered throughout September and October will continue to shape the final version that will come before the Board in November.

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

Draft Strategic Plan (as of September 16, 2025)

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Prepared by: Dr. Alicia Keating Polson, Executive Director of the President's Office

# Bellevue College Strategic Plan

## Title:

**BC BOLD:  
Built for Students  
Connected to Community**

## Purpose

This strategic plan charts our path toward becoming a dynamic hub where innovation, purpose, and opportunity converge, with students at the center. Our priorities position Bellevue College as a national model for student success, empowered employees, vibrant community partnerships, and institutional efficiency that sustains and strengthens our mission.

## Guiding Principles and Definitions:

These principles are woven into the fabric of BC BOLD. They guide every action and connect every priority.

- **Academic Excellence:** We deliver high quality, relevant learning that challenges, inspires, and prepares students to lead with confidence.
- **Equity and Inclusion:** We embed equity and inclusion into everything we do, honoring each person's identity and ensuring everyone belongs and has access to succeed.
- **Operational Efficiency:** We steward resources and focus our energy where it has the greatest impact for students, employees, and our community.

## Mission\*

Bellevue College is a catalyst for lifelong transformation that drives social and economic progress. We innovate boldly, remove barriers, and equip students with the skills, knowledge, and resilience to thrive in an evolving world.

## Vision\*

Bellevue College will redefine higher education as a dynamic hub where innovation, purpose, and opportunity converge. As a national model for excellence, we will empower

Draft reflects updates as of: 9/16/2025

### Commented [JC1]: Ongoing Discussion:

The Steering Committee is exploring a revision to the *Purpose* section so that it better aligns with our title, **BC BOLD**. We are looking for input on what *bold* means for Bellevue College.

Right now, we've drafted:

*"We envision a future where BC Bold means \_\_\_\_\_. Recognizing the need to be agile enough to achieve this bold vision, this strategic plan is a first step to get there."*

Ideas surfaced so far include:

- Actually living and embodying our shared values.
- Moving beyond generic language so the plan truly sounds like Bellevue.

### Questions to Consider:

- How would you define *bold* in our context?
- Does the draft language capture the spirit of Bellevue College? If not, what words or imagery would?
- What's missing that would make this introduction feel less "generic" and more inspiring?

every learner—regardless of background—to shape their future, improve their industries, and strengthen our community.

### Shared Values\*

Value	Value Statement
Well-being	We value well-being as essential to vibrancy and sustainability. We commit to nurturing dynamic development for students and employees.
Collaboration and Accountability	We value collaboration and radical accountability as the foundation of a community of excellence where we support our colleagues, our campus, and our students with intention and dignity. We work together to deliver meaningful outcomes and measurable impact.
Agility	Agility empowers us to lead with vision. We embrace change, respond to community needs, and commit to transformational practices that prepare our community for the future.
Curiosity	We value curiosity as the spark of discovery and transformation. We encourage fearless exploration in asking bold questions, challenging assumptions, and pursuing learning with openness and imagination.
Integrity and Authenticity	We act with integrity and authenticity, pursuing bold learning and change that honors who we are and who we serve.

\*Adopted by Board of Trustees; 2025

### Foundational Priorities and Strategic Outcomes

Below are the high-level focus areas—known foundational priorities—that define Bellevue College’s distinctive path forward.

#### Foundational Priority 1: Holistic (Integrated?) Student Experience

*At Bellevue College, students are the center of who we are. We honor the whole person, supporting academic growth, personal connection, and well-being. By centering students in every decision and creating experiences that nurture their unique goals and identities, we help them build confidence, discover purpose, and contribute boldly in ways that matter to them and their communities.*

#### Outcomes under Foundational Priority 1

**Outcome 1: Students experience meaningful, learning that builds confidence, purpose, and readiness for civic, academic, and career impact.**

Draft reflects updates as of: 9/16/2025

#### Commented [JC2]: Ongoing Discussions re: Measures & Indicators:

The Steering Committee has spent significant time discussing how our performance measures and population indicators can best reflect Bellevue College’s work. Two key themes have emerged so far:

1. **Connection to Academics** – ensuring our measures reflect what happens in the classroom and across academic programs, not only in services or operations.
2. **Balanced Evidence** – finding the right distribution of quantitative and qualitative data, so that numbers are balanced with student, employe, and community voice.

We’d like your perspective: Where are these strengths already visible? Where are they missing? What suggestions do you have to strengthen our approach?

#### Commented [JC3]: Ongoing Discussion:

The Steering Committee is still discussing whether to call this priority “**Holistic Student Experience**” or “**Integrated Student Experience**.”

- *Holistic* emphasizes supporting the “whole student,” academic, personal, and well-being.
- *Integrated* emphasizes aligning services, programs, and experiences so they feel seamless to students.

#### Questions to Consider:

- Which word best captures what we want students to experience at Bellevue College?
- Do either of these terms feel too vague or overused?
- Is there another word or phrase that feels more distinctly “Bellevue”?

*Performance Measures:*

**1.1.PM1:** % of students who feel their classes [and services](#) reflect their lived experience and cultural identity [\(disaggregated\)](#)

**1.1.PM2:** % of educational programs that have a high impact practice requirement

*Population Indicators:*

**1.1.PI1:** Alumni perception of preparation for workforce

**1.1.PI2:** Alumni perception of preparation for civic life

**1.1.PI3:** First-to-second year persistence rate (disaggregated)

**1.1.PI4:** Post-transfer completion rates

**Outcome 2: Students are surrounded by a timely, responsive, and culturally relevant support system that removes barriers and promotes whole-person success.**

*Performance Measures:*

**1.2.PM1:** % of students using support services (Advising, ASC, Counseling, TRIO, etc.) (disaggregated)

**1.2.PM2:** % of students who report that they can access the right resources at the right time

**1.2.PM3:** Average wait time for [key](#) student services - time to response, and time to resolution [\(disaggregated\)](#)

**1.2.PM4:** Growth in availability of emergency aid/flexible funding

*Population Indicators*

**1.2.PI1:** % of students who self-identify as having basic needs insecurity and are [outreached-referred to with information about services/support offerings](#)

**1.2.PI 2:** Student satisfaction with support systems

**1.2.PI 3:** Student satisfaction with support staff response

**1.2.PI 4:** Supports that students identify as key in helping them persist

**1.2.PI 5:** Reasons identified by students for pre-completion departure from Bellevue College

**Outcome 3: Students are equipped with the skills, confidence, and opportunities to lead, advocate, and direct their own learning and life pathways.**

*Performance Measures:*

- 1.3.PM1:** % students participating in leadership development opportunities and trainings
- 1.3.PM2:** % of degrees marketed as 2-year that can be completed in 2 years, based on actual course availability
- 1.3.PM3:** % of students who feel their classes and services reflect their lived experience and cultural identity (disaggregated)

*Population Indicators:*

- 1.3.PI1:** % of students who believe their contributions are valued at BC
- 1.3.PI2:** Alumni reporting leadership experience as part of BC education
- 1.3.PI3:** Participation in civic/advocacy/volunteer activities

**Outcome 4: The college evolves to student realities through innovation, adaptive practices, and continuous learning.**

*Performance Measures:*

- 1.4.PM1:** % of (academic) programs due for review that are reviewed "on schedule"
- 1.4.PM2:** % of services due for review that are reviewed "on schedule"
- 1.4.PM3:** Drop/Fail/Withdraw rates (disaggregated – by course/program and by student characteristics)
- 1.4.PM4:** "Rating" or evaluation of course relevance/evolution in faculty peer evaluations
- 1.4.PM5:** % or number of programs using student feedback in course scheduling process

*Population Indicators:*

- 1.4.PI1:** Equity gaps in access over time
- 1.4.PI2:** Equity gaps in progression over time
- 1.4.PI3:** Equity gaps in completion trends
- 1.4.PI4:** % of students reporting BC is keeping up with technological change

1.4.PI5: % of students reporting BC is keeping up with workforce change

## **Foundational Priority 2: Employees United in Purpose**

*Our employees bring our mission to life and create an environment where students, the center of the college, can succeed. Employees are connected to a shared purpose, feel valued and supported to grow in a culture of care, collaboration, and innovation. Investing in our employees' well-being strengthens the entire college and ensures we deliver on our promise to students and our community.*

### **Outcomes under Foundational Priority 2**

**Outcome 1: Employees experience a culture of trust, collaboration, and shared purpose that empowers innovation and mission success.**

#### **Performance Measures:**

**2.1.PM1:** % of employees reporting effectiveness of supervisor (clear expectations, regular feedback, psychological safety, managing each team member's performance)

**2.1.PM2:** % of employees reporting involvement in regular team check ins that include learning, trust-building, and participatory decision-making.

**2.1.PM3:** % of departments engaging in team-generated work planning

#### **Population Indicators:**

**2.1.PI1:** % of employees reporting high levels of trust/collaboration

**2.1.PI2:** % of employees who feel safe sharing feedback/ideas without fear

**2.1.PI3:** % of employees who see BC as a place where their perspectives are sought in decision-making and they understand the rationale for decisions

**Outcome 2: Employees are equipped and supported to adapt to change, lead transformation, and respond to student and community needs.**

#### **Performance Measures:**

**2.2.PM1:** % of employees participating in professional development on equity, innovation, or change readiness

**2.2.PM2:** % employees that report a comprehensive, purpose-aligned onboarding (a) at the college and (b) in their division/work unit

**2.2.PM3:** % of employees who report (or feel satisfied) they have tools/frameworks/trainings available to adapt to change

**Population Indicators:**

**2.2.PI1:** % of employees who say they are prepared to embrace institutional change

**2.2.PI2:** % of employees who feel BC evolves in response to internal/external factors

**2.2.PI3:** % of employees who view BC as forward-thinking

**2.2.PI4:** % of employees who believe BC supports continuous learning at all levels

**Outcome 3: Employees experience a culture of care and pride in being part of the Bellevue College community**

**Performance Measures:**

**2.3.PM1:** Work Relationship Index (5 questions -connection, trust, collaboration)

**2.3.PM2:** % of employees who report feeling satisfied that they are receiving formal/informal recognition for contributions

**2.3.PM3:** % of employees reporting awareness of intentional efforts to build connection, pride, or belonging

**Population Indicators**

**2.3.PI1:** % of employees who feel their contributions are valued

**2.3.PI2:** % of employees who report a strong sense of connection to BC

**2.3.PI3:** Net Promoter Score (or equivalent employee engagement indicator)

**2.3.PI4:** Turnover rate, disaggregated (race, gender, contract type, division, position type)

**2.3.PI5:** % student employees who feel their contributions are valued

**Foundational Priority 3: Community Vibrancy**

*Bellevue College is an integral part of a diverse and dynamic community. Through meaningful partnerships, we expand opportunities for students and strengthen regional connections and economic growth.*

**Outcomes under Foundational Priority 3**

**Outcome 1: Bellevue College cultivates an ecosystem of meaningful partnerships, cultural exchange, and civic engagement that strengthens student success and regional connection.**

*Performance Measures:*

- 3.1.PM1: # of public or co-hosted events with community partners (disaggregated)
- 3.1.PM2: # of formal partnerships with local orgs (nonprofits, cultural groups, school districts)
- 3.1.PM3: # of community members engaging with BC spaces (events, services, exhibits)
- 3.1.PM4: # of external speakers/artists/cultural contributors in classroom/campus programs
- 3.1.PM5: % of faculty engaged in community partnerships/applied research
- 3.1.PM6: % of campus infrastructure within its life cycle
- 3.1.PM7: Partner satisfaction with rented facilities (for external event rentals)

*Population Indicators:*

- 3.1.PI1: % of community members who view BC as contributing to regional social/civic vitality
- 3.1.PI2: Community perception of BC as accessible, inclusive, responsive
- 3.1.PI3: % of community partners that feel relationship with Bellevue College has improved
- 3.1.PI4: Satisfaction with/reported quality of campus facilities and infrastructure

**Outcome 2: Bellevue College acts as a catalyst for inclusive economic growth and workforce development through co-designed programs and responsive, community-informed learning pathways.**

*Performance Measures:*

- 3.2.PM1: # of students engaged in community-based learning/internships/service-learning
- 3.2.PM2: # of workforce programs co-developed with employers/community leaders
- 3.2.PM3: # of BC programs offering stackable credentials, apprenticeships, or industry-recognized certifications
- 3.2.PM4: % of adult learners/returning students in upskilling or retraining
- 3.2.PM5: Enrollment and completion rates in workforce-aligned programs

**3.2.PM6:** # of partnership agreements (ROEs, MOUs) for workforce/economic development

**3.2.PM7:** # of regional planning/economic initiatives involving BC

**3.2.PM8:** % of program advisory committees with community/industry representation

**3.2.PM9:** % of programs updated based on labor market data or community feedback

**3.2.PM10:** # of advisory boards or community consultations held annually

**3.2.PM11:** Number of students transferring to institutions with articulations

**3.2.PM12:** Number of formalized partnerships with regional K12 partners

*Population Indicators:*

**3.2.PI1:** % of advisory council representatives reporting satisfaction with BC graduates/workforce partnerships

**3.2.PI2:** Economic impact of BC on local region (job creation, income gains, startups)

**3.2.PI3:** % of BC programs aligned with regional economic priorities or growth sectors

**3.2.PI4:** Employment outcomes in workforce-aligned programs (disaggregated)

**3.2.PI5:** Success rates for BC transfer grads at top transfer institutions/% of transfer grads who go on to graduate from transfer institutions

**Outcome 3: Bellevue College's institutional plans and practices are integrated across campus and community systems to deliver sustainable, equitable, and measurable solutions. These efforts are aligned with Tribal Partners, local cities', and King County's community needs assessments to maximize regional wellbeing and long-term community impact.**

*Performance Measures:*

**3.3.PM1:** # of Bellevue College initiatives aligned with Tribal Nations, city, or county community needs assessments.

**3.3.PM2:** # of cross-sector partnerships (e.g., with public health, housing, transportation, or sustainability organizations)

**3.3.PM3:** Inclusion of equity and sustainability goals in institutional planning documents

**3.3.PM4:** Participation in regional planning bodies or coalitions (e.g., King County Future of Work, Eastside Recovery Plan)

*Population Indicators:*

**3.3.PI1:** Improvement in regional wellbeing indicators (e.g., housing stability, access to education, public health)

**3.3.PI2:** Community perception of Bellevue College's role in regional problem-solving (via surveys or focus groups)

**3.3.PI3:** Reduction in gaps between regional goals and actual service delivery (e.g., workforce readiness, adult education participation)

**3.3.PI4:** Community perception of Bellevue College as resource hub