



**BELLEVUE
COLLEGE**



Board of Trustees

Community College District VIII

REGULAR MEETING
November 5, 2025



BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON

A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, November 5, 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

MEETING AGENDA

BUSINESS SESSION

- I. Call to Order Chair Pradnya Desh
 - a. Welcome
 - b. Approval of Agenda and Minutes
 - i. Agenda for November 5, 2025
 - ii. Minutes for September 24, 2025

- II. Constituent Reports Valencio Socia
Michael Broome
Dr. Lindsay Haney
Chelle Chase
Alarick Alfredo-Sorto
 - a. Classified
 - b. College Assembly
 - c. Faculty
 - d. Foundation
 - e. Student

- III. 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 per individual. There will be a total of 45 minutes scheduled for public comment. 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.

- IV. First Read
 - a. Off-Cycle Tenure
Dr. Jess Clark
 - b. Revision of WAC 132H-160: Admissions, Registration, Graduation, and Tuition and Fee Waivers
Dr. Lori McRea Keller

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

- c. Revision of Policy 1200: Vision, Core Values, and Mission
Dr. Lori McRea Keller
 - d. Revision of Policy 1300: College Planning
Dr. Lori McRea Keller
 - e. Revision of Policy 4000: Community Care and Institutional Inclusion and Deletion of Policy 4050: Cultural Pluralism Policy
Dr. Consuelo Grier
 - f. Revision of Policy 5050: Electronic Communications, Policy 5510: Digital Accessibility, Policy 5250: Information and Data Security, and Policy 5260: Security Breach Notification
Agnes Figueroa
- V. Action
- a. Interim Revisions of Policy 2050/WAC 132H-126: Student Conduct Code
Megan Kaptik & Kaitlyn Vallance
 - b. Revision of Policy 4250: Standards of Ethical Conduct, Conflict of Interest, Outside Employment and Activities
Dr. Lori McRea Keller
 - c. Revision of Policy 6100 and WAC 132H-140: College Property Use
Dr. Lori McRea Keller
- VI. Quarterly Reports
- a. Enrollment
Dr. Judith Hernández Chapar & Steve Downing
- VII. Strategic Plan
- a. Bellevue College 2026–2031 Strategic Plan
Frances Dujon Reynolds, Dr. Judith Hernández Chapar, Dr. Fatma Serçe, Dr. Amy Kinsel, Dr. Jorge de la Torre, and Dr. Jess Clark
- VIII. Reports
- a. President’s Report Dr. David May
 - b. 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. No final action will be taken during this executive session.

ADJOURNMENT



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

A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, was held on Wednesday, September 24, 2025. Pradnya Desh, chair, presided. This meeting was held in B201 and on Zoom. A telephone line was also available.

MINUTES

Chair Desh called the business session to order at 2:09 PM.

ROLL CALL

A quorum of the Board was present.

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

Absent: Trustee Desiré Sotelo

There were 130 guests in attendance.

APPROVAL OF AGENDA AND MINUTES

Trustee Leigh made a motion to approve the agenda (September 24, 2025) and minutes (August 20, 2025 and August 21, 2025) Trustee Dietzel seconded.

The motion passed unanimously.

PROGRAM SPOTLIGHT

Joshua Kielen, Director of Veteran's Services, and Adria Harris, Dean of Access & Student Achievement, provided an overview of the Veteran Resource Center.

CONSTITUENT REPORTS

A. Student

The Student report was provided by Alarick Alfredo-Sorto, President of Associated Student Government (ASG.)

- Board of Directors and Senate completed training and ASG has reviewed the purpose and structure of committees, including funds available with past and current expenditures.

- ASG has assessed the history, purpose, and structure of its programs to identify which to continue, expand, reduce, or discontinue and how to allocate funds. Focus areas included: Course Material Voucher Program, Laptop Loan Program, Charging Station Program, and Digital Signage Program.
- Board of Directors has proposed amendments to governing documents to streamline processes and clarify roles and responsibilities.
- ASG is collaborating with external partners on student-centered legislative priorities and is learning from 4-year institutions and organizations to help develop or join initiatives.
- ASG's goal is to complete the student legislative agenda by the 10th week of Fall Quarter and is working with campus partners to develop an effective approach for gathering student input.
- ASG is partnering with groups on campus to host or co-host seven campus-wide events in Fall Quarter as part of efforts to raise student awareness of and engagement with student government.

B. Classified

The Classified report was provided by Valencio Socia, WPEA co-Chief Shop Steward.

- Previously agreed-to, non-economic articles went into effect July 1 via interim agreement and will be incorporated into the CBA, if approved and signed. If ratified, eligible members would receive retroactive compensation for pay increases including those from the missed 3% COLA and changes in job classifications.
- Anxieties around layoffs are rising and the news of the potential dissolution of the School of Business and Technology creates fears of other cuts.
- Construction of the W Building strains available employee parking on that side of campus.
- Classified staff are eager for the return of the cafeteria as the food truck is cashless and many staff lack fully equipped breakrooms or cannot go off-campus during limited breaks.
- The process to print handouts and posters is unclear to some classified staff since the closure of Print Services.

C. College Assembly

The College Assembly report was provided by Michael Broome, Chair of College Assembly.

- Classified Council worked throughout the summer. Two more councils started the year strong by holding retreats with their members.
- College Assembly has four new members and has met twice this year so far.
- The President's Cabinet and College Assembly retreat was held last week. Professor Jason Fuller shared the history of governance at BC. Also discussed was communication between the two groups and when the formal proposal process, a memo, or working directly with a Resource Liaison would be most efficient.
- One of Governance's accomplishments from 24-25 is already impacting students: Faculty Council worked Student Affairs and with College Assembly to craft a welcome letter to be automatically sent to late-enrolled students that includes tips on how to catch up, connect with instructors, as find support from the college.

D. Faculty

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

- Faculty are concerned about safety, particularly for folks in disciplines under attack in today's climate. BCAHE endorsed a letter to cabinet and Provost Clark held a listening session to hear from faculty and asked for a special meeting of the Labor-Management Committee.
- Opening week did not give ample time to grapple with division challenges. Faculty were disappointed with content re-stated on Friday from Thursday, and strategic planning work taking up time needed for a division day.
- Faculty are concerned by the announcement about the Parent Education program.
- The proposed dissolution of School of Business and Technology raises concerns with faculty.

E. Foundation

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

- The focus this year includes building a strategic plan to compliment the work of the college.
- The BCF Board includes two new members, from Overlake and Zillow respectively.
- The new Alumni Leadership Council, consisting of both alumni volunteers and BCF Board members, will act as a bridge between the BCF Development Committee and the broader alumni community.
- The search for a permanent Vice President and Executive Director continues and the BCF is delighted to have the support of Dr. de la Torre in an interim role.
- BCF Fundraising activities year-to-date have surpassed the prior year, even without the extraordinary \$1.8M gift to the Daniel and Clare LaFond scholarship endowment.
- Additional grants of note include:
 - \$240,500 Grant for Entrepreneurial Programs from a Foundation who prefers to be anonymous.
 - \$151,000 from Foundry10 for Health Science scholarships, equipment, and programs.
 - \$100,000 United Way Grant for the Benefits Hub.
- A \$50k gift was received from Amazon for unrestricted support and BCF will be working with the business community on new annual sponsorship opportunities.
- KBCS reports a strong fall fund drive and generous response to messaging about the lost CPB federal funding.
- BCF has been busy planning the 60-year anniversary events:
 - Transforming Lives Together Breakfast on Friday, February 6.
 - Diamond Jubilee 60th celebration on Saturday, April 18.
 - W Building Grand Opening at the end of 2026.

PUBLIC COMMENT

Janelle Durham, faculty at Bellevue College, provided public comment on the Parent Education program.

Marlowe Zoller, staff at Bellevue College, provided public comment on the School of Business & Technology.

Donald Rowe, faculty at Bellevue College, provided public comment on the School of Business & Technology.

Amanda Chamba, alumni, provided public comment on the School of Business & Technology.

Lisa Harris, faculty at Bellevue College, provided public comment on the School of Business & Technology.

Sara Sanders Gardner, staff at Bellevue College, provided public comment on the Parent Education program.

Danielle Jacobson, faculty at Bellevue College, provided public comment on the School of Business & Technology.

Amber Kelly, staff at Bellevue College, provided public comment on the School of Business & Technology.

Corvie Thykkuttathil, staff at Bellevue College, provided public comment on the Parent Education program.

Jennifer Prekeges, faculty at Bellevue College, provided public comment on the strategic plan draft and the School of Business & Technology.

Brianna Rockenstire, staff at Bellevue College, provided public comment on the School of Business & Technology.

Pavy Thao, staff at Bellevue College, provided public comment on the School of Business & Technology.

Kristi Wilson, staff at Bellevue College, provided public comment on the School of Business & Technology.

FIRST READ

A. Revision of Policy 4250: Standards of Ethical Conduct

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.

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

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

B. Revision of Policy 6100 and WAC 132H-140: College Property Use

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).

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.

INFORMATION

A. Housekeeping and Minor Edits to Policy Library

Bellevue College's policy library is consistently reviewed as part of an ongoing quality review process. Minor, or housekeeping edits, such as corrections of grammatical errors, updated hyperlinks, or updated job titles are often necessary. Housekeeping edits are proposed to College Assembly and President's Cabinet without 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

REPORTS

A. Strategic Planning

Dr. Jess Clark, Provost and Vice President of Academic Affairs, and Frances Dujon Reynolds, Vice President of Human Resources, provided the strategic planning report:

- Since the August retreat, the Steering Committee has continued engagement sessions with campus and community stakeholders. Faculty reviewed the current draft of the plan during September division retreats, and feedback has also been gathered through a virtual community open house and employee town hall, with additional sessions planned with tribal leaders, nonprofit partners, alumni, and donors.

- The committee is refining the plan, performance measures, and population indicators. Feedback to date has emphasized the importance of safety, operational resources, and efficiency as part of the strategy.
-

B. President's Report

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

- Bellevue College Foundation continues to do strong work, including a recently realized estate gift that will significantly benefit students.
 - Legislative outreach is underway, with meetings scheduled with all local representatives across the state, supported by Lori Keller.
 - Opening Day was restructured this year to be shorter and more focused, allowing key information to be shared with the campus community.
 - The College continues to face a \$4+ million budget reduction. Work is progressing through contractual discussions with unions, BRAC review, and personnel reductions. Efforts remain focused on open communication throughout the process.
 - Faculty safety concerns were heard and addressed through immediate Cabinet discussions and a requested Labor Management Council meeting. While not all requests were met, several steps were quickly implemented to improve feelings of safety.
 - Construction of the W Building is advancing, with visible progress on the site.
-

C. Board Report

There was no Board report.

UNSCHEDULED BUSINESS

There was no unscheduled business.

EXECUTIVE SESSION

At 4:10 PM, Chair Desh announced the Board would convene for 40 minutes in executive session under [RCW 42.30.110\(1\)](#) for the following purpose: (g) To review the performance of a public employee; and (i) To discuss with legal counsel representing the agency litigation or potential litigation. The Board also met in closed session to discuss collective bargaining. Chair Desh announced that no final action would be taken during the executive session.

At 4:50 PM, Chair Desh extended the executive session by 10 minutes.

The executive session ended at 5:00 PM.

ADJOURNMENT

There being no further business, Chair Desh adjourned the Board of Trustees meeting at 5:01 PM.

Pradnya Desh
Chair, Board of Trustees
Community College District VIII

ATTEST:

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



REGULAR MEETING AGENDA ITEM

OFF CYCLE TENURE

First Read

Description

A recommendation from the Tenure Review Committee regarding tenure appointment for the full-time faculty member 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 candidate listed below be granted tenure.

Third Year Candidate Recommended for Tenure

Jamila Bates Student Affairs (Counseling)

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 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 have 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@bellevuecollege.edu



REGULAR MEETING AGENDA ITEM

**REVISION OF WAC 132H-160: ADMISSIONS, REGISTRATION,
GRADUATION, AND TUITION AND FEE WAIVERS**

First Read

Description

This chapter of the Washington Administrative Code (WAC) focuses on steps needed to enroll at Bellevue College and has not been updated since 2002. Many sections are out of date. Additionally, a previous WAC was merged with WAC 132H-160, so there were two titles and two related areas of policy.

This WAC will be shortened substantially, due to changed and outdated sections. Standards for military withdrawals, special program admissions, administrative fees and waivers have changed in the past 23 years and are updated. Added are brief sections on registration and graduation, to bring the college into compliance with the state constitution.

Due to obsolescence or lack of relevance, the following sections are repealed from WAC 132H-160:

WAC 132H-160-053	Procedure for implementing tuition and fee waivers authorized pursuant to RCW 28B.15.530.
WAC 132H-160-060	Laboratory fees.
WAC 132H-160-090	Community service.
WAC 132H-160-170	Insurance.
WAC 132H-160-190	Financial obligation.
WAC 132H-160-200	Title.
WAC 132H-160-340	Residency classification procedures—Statement of purpose.
WAC 132H-160-360	Residency application form.
WAC 132H-160-370	Nonresidents entitled to pay resident tuition and fees.
WAC 132H-160-380	Verification classification.
WAC 132H-160-550	Comprehensive fee.

A public hearing was held September 25, 2025, for all members of the community to ask questions or submit comments. No comments were received.

Related policy 2200 Admissions is being revised and will adopt one section of this WAC, 132H-160-270. It is currently under 45-day comment by the college community and will be presented for first read to the Board in December 2025.

Recommended Action

That the Board of Trustees of Community College District VIII approves the revision of WAC 132H-160: Admissions, Registration, Graduation, and Tuition and Fee Waivers at their meeting on December 10, 2025.

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

Chapter 132H-160 WAC
ADMISSIONS, (~~(RESIDENCY CLASSIFICATION AND REGISTRATION REGULATIONS-~~
~~SCHEDULE OF FEES AND FINANCIAL AID)~~) REGISTRATION, GRADUATION, AND
TUITION AND FEE WAIVERS FOR COMMUNITY COLLEGE DISTRICT VIII

AMENDATORY SECTION (Amending WSR 78-07-026, filed 6/15/78)

WAC 132H-160-010 Title. WAC 132H-160-010 through (~~(132H-160-710)~~) 132H-160-530 will be known as the admissions, (~~(residency classification and registration regulations - schedule of fees and financial aid)~~) registration, graduation, and tuition and fee waivers for Community College District VIII as established by the board of trustees pursuant to the authority granted to them by RCW 28B.50.140 and chapter 28B.15 RCW.

[Statutory Authority: RCW 28B.50.140. WSR 78-07-026 (Order 58, Resolution No. 112), § 132H-160-010, filed 6/15/78; Order 14, § 132H-160-010, filed 4/18/73.]

NEW SECTION

WAC 132H-160-025 Registration. Registration procedures and deadlines are published on the college website and available on campus in student services.

[]

NEW SECTION

WAC 132H-160-035 Graduation. Due dates and deadlines for graduation applications are published on the college academic calendar each quarter, with dates published up to one year in advance.

[]

AMENDATORY SECTION (Amending WSR 98-03-044, filed 1/15/98, effective 2/15/98)

WAC 132H-160-052 Tuition and fee waivers. (1) The board of trustees of Community College District VIII may periodically establish tuition and fee waivers for specific categories of students as permitted by state law and by the state board for community and technical colleges. Such waivers will be established in accordance with state statutes and with regular college fiscal processes.

(2) Information regarding current waivers will be available (~~in the schedule of classes and from the student services center~~) on the college's website and in student services.

(3) A student who wishes to appeal the determination of (~~his or her~~) their tuition and fee waiver eligibility may (~~submit a written~~

~~appeal to the associate dean of enrollment services, who will review the student's eligibility] [contact the Associate Dean of Enrollment Services, who will initiate a brief adjudicative proceeding according to RCW 34.05.482 through 34.05.494])~~ submit a written appeal to enrollment services, which will initiate a brief adjudicative proceeding according to RCW 34.05.482 through 34.05.494.

[Statutory Authority: RCW 128B.50.140. WSR 98-03-044, § 132H-160-052, filed 1/15/98, effective 2/15/98; WSR 95-19-049, § 132H-160-052, filed 9/14/95, effective 10/15/95.]

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

AMENDATORY SECTION (Amending WSR 00-11-102, filed 5/18/00, effective 6/18/00)

WAC 132H-160-182 Student schedule changes—Refund policy and administrative fees. The Community College District VIII board of trustees has authorized the ((~~associate dean~~)) head of enrollment services (or ((~~his/her~~)) designee) to collect an administrative fee when a student adds or drops course(s) or withdraws from the college.

In addition, the (~~associate dean~~) head of enrollment services (or (~~his/her~~) designee) is authorized to refund tuition and/or fees when a student withdraws from college or a course(s), in accordance with RCW 28B.15.605 and the refund policies approved by the board of trustees. The (~~associate dean~~) head of enrollment services (or (~~his/her~~) designee) has the authority to make judgments regarding refunds in extraordinary circumstances. A student who is requested to withdraw for disciplinary reasons will not be eligible for a refund. Refund provisions for students receiving Title IV Federal Aid are described in WAC 132H-160-185(~~(+,+)~~) Refund for Title IV Federal Aid Recipients.

The specific refund procedure and rates are (~~published~~) available online in the college catalog and the quarterly schedule of classes.

[Statutory Authority: RCW 28B.15.605. WSR 00-11-102, § 132H-160-182, filed 5/18/00, effective 6/18/00. Statutory Authority: RCW 28B.50.140. WSR 96-01-056, § 132H-160-182, filed 12/15/95, effective 1/15/96; WSR 94-01-181, § 132H-160-182, filed 12/22/93, effective 1/22/94.]

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

WAC 132H-160-270 Selective admission (~~(to specific degree)~~)

programs. (~~(Applicants who are qualified for admission to Community College District VIII are required to enroll in one of the college's educational major programs. Upon receipt of a student's application to attend the college, the admissions office requests that the applicant file a data information request form stating his or her program major. However, all applicants who are qualified for admission to the college cannot always be accommodated in the educational program of their choice because of space limitations or because some prerequisites for program acceptance have not been fulfilled. In such cases, applicants are offered admission to the college as a preprogram major. In order to be considered for admission in the educational major program of their choice, at a later date, such students will be required to submit a supplemental application and present additional information to the admission office. Examples of information which might be considered may include but are not necessarily limited to the following:~~

- ~~(1) Grade point average.~~

~~(2) Successful completion of high school courses or elementary courses in the field.~~

~~(3) Recommendation and test scores.~~

~~Although criteria for program acceptance may vary from program to program, they are binding if all of the following conditions have been met:~~

~~(1) They have been accepted by the office of admission and the instructional program chairmen.~~

~~(2) The criteria applies to all students seeking admission to the educational program major.~~

~~(3) The criteria has been made available through printed statements in the office of admissions and in the advising offices of the educational programs prior to the first day of the preceding quarter.)~~

(1) Academic and other programs may require additional criteria for admission based on the following:

(a) Demand exceeds supply of space in the program.

(b) Program accreditation requires additional criteria for admission or graduation.

(c) The program requires students to complete prerequisites prior to program admission.

(d) The International Education program requires its applicants to meet federal, division, and specific program entrance requirements.

(2) Selective admission programs may charge a fee in addition to the general college admission fee. Applicants must follow the requirements and processes established for the college and each selective admission program. Selective admission programs may deny admission based on the additional criteria.

(3) Prospective students who plan to participate in a selective or competitive academic program must first complete the online general college admission application and pay any published fees. Applicants should review the academic programs' webpage for program requirements and the admission process.

[Order 15, § 132H-160-270, filed 4/18/73.]

AMENDATORY SECTION (Amending Order 15, filed 4/18/73)

WAC 132H-160-500 Military withdrawal. (~~Students submitting proof of being drafted or voluntary enlistment in the armed forces may receive credit and/or refund of fees as follows:~~

~~(1) During first one-third of course, full refund of fees and no credit.~~

~~(2) During second one-third of course, one-half credit, without letter grade and with courses unspecified. Unspecified credit may later be converted to specific credit and grade by examination. One-half of fees refunded.~~

~~(3) Withdrawal during last one-third of course, full credit, no letter grade may be earned by examination upon recommendation of the instructor. No money refunded.~~

~~(4) A student who is drafted in the last one-half of his final quarter and who would obviously have earned his degree if he had not been drafted, whose earned grade average is "C" or better, and who is recommended by his department chairman and the dean, may be granted a degree prior to his induction into the armed forces by action of the graduation committee.)~~ The college complies with RCW 28B.10.270: Rights of Washington national guard and other military reserve students called to service. Servicemembers should refer to the college website for additional resources.

[Order 15, § 132H-160-500, filed 4/18/73.]

REPEALER

The following sections of the Washington Administrative Code are

repealed:

WAC 132H-160-053	Procedure for implementing tuition and fee waivers authorized pursuant to RCW 28B.15.530.
WAC 132H-160-060	Laboratory fees.
WAC 132H-160-090	Community service.
WAC 132H-160-170	Insurance.
WAC 132H-160-190	Financial obligation.
WAC 132H-160-200	Title.
WAC 132H-160-340	Residency classification procedures—Statement of purpose.
WAC 132H-160-360	Residency application form.
WAC 132H-160-370	Nonresidents entitled to pay resident tuition and fees.
WAC 132H-160-380	Verification classification.
WAC 132H-160-550	Comprehensive fee.



REGULAR MEETING AGENDA ITEM

REVISION OF POLICY 1200: VISION, CORE VALUES, AND MISSION

First Read

Description

During 2024–2025, the Bellevue College Board of Trustees reaffirmed a commitment to the college’s strategic planning process by updating the institutional mission, vision, and core values. These refreshed statements reflect Bellevue College’s identity, purpose, and aspirations as outlined in the new strategic plan. The updated Mission, Vision, and Core Values underwent the required 45-day public comment period for community review and feedback. Following that process, the collaborative work of the Board and the Strategic Planning Steering Committee is being formalized as revised Policy 1200: Mission, Vision, and Core Values.

Analysis

Bellevue College maintains a set of guiding policies that articulate the principles and values that define the institution. Policy 1200 serves this function by expressing the college’s shared purpose and long-term direction. While these statements are currently codified as college policy, they function more appropriately as foundational governance statements reflecting institutional identity rather than operational policy.

To maintain alignment with the college’s current policy framework, the revised Mission, Vision, and Core Values are being presented for Board approval as an update to Policy 1200. Over the coming year, the administration will work with the Board to transition these statements from policy to a Board-adopted governance statement, ensuring they are elevated to their proper standing as the foundational expressions of Bellevue College’s purpose and direction.

45-Day Comment

This policy was open for public comment from September 18 – November 3, 2025. Three comments were received. Two comments received were in support of the revisions and one comment was opposed to the changes.

Recommended Action

That the Board of Trustees of Community College District VIII approves the revision of Policy 1200: Vision, Core Values, and Mission at their December 10, 2025 meeting.

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

1200 ~~COLLEGE~~-VISION, CORE VALUES, AND MISSION AND ~~CORE THEMES~~

Original Date: 1/27/1994 * Last Revision Effective: ~~6/6/2018~~

Policy Contact: President

POLICY

Bellevue College's statement of vision, core values, and mission ~~and goals~~ is as follows:

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 every learner—regardless of background—to shape their future, improve their industries and strengthen our community. Bellevue College is the region's college of choice, based on its excellence, innovation, and national recognition for exemplary programs.~~

Core Values

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, responsive 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. We, the Board of Trustees, faculty, staff, and administration of Bellevue College, place students at the center of all we do and support and promote the excellence of their efforts. We affirm and embody pluralism; value collaboration and shared decision making; and honor creativity and innovation. We consider it our duty to anticipate changing demands in education and welcome the opportunity to shape its future. We acknowledge our responsibility to society and embrace the belief that widespread access to excellent postsecondary education is the cornerstone of a democratic society.~~

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. Bellevue College is a student-centered, comprehensive and innovative college, committed to teaching excellence, that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.~~

Core Themes

Student Success

~~BC supports the success of all students in meeting their educational goals through its commitments to open access learning; to offer a portfolio of appropriate and well-chosen educational programs, services, and activities; and to its ongoing attention to student persistence and educational attainment.~~

Teaching and Learning Excellence

~~BC prepares and enables excellence in teaching and learning through its commitments to ensure relevance, responsiveness, and inclusiveness of curriculum; to maintain an effective teaching environment by supporting the teaching and professional achievement of all faculty; to provide for the accessibility of quality learning support services; and to monitor the academic and professional success of all students.~~

~~*College Life and Culture*~~

~~BC values a learning and working environment through its commitments to support a campus environment that is diverse, inclusive, open, safe, and accessible; to model a college community that affirms and embodies pluralism and values collaboration and shared decision making; and to honor and practice sustainability, creativity and innovation.~~

~~*Community Engagement and Enrichment*~~

~~BC strives to be a leader and partner in building a strong and vibrant region through its commitments to collaborate with businesses, industries, local school districts, primary transfer institutions, alumni, donors, and governmental and social services organizations to develop and refine educational programs that prepare individuals for academic success, employment, and lifelong learning; and to provide programs and space for use by the community at large.~~

REVISION HISTORY

Original 1/27/1994

Revisions 10/29/2003; 3/22/2005; 6/11/2008; 5/21/2009; 2/3/2015; 6/6/18

APPROVED BY

Board of Trustees

~~President's Cabinet~~

1200 VISION, CORE VALUES, AND MISSION

Original Date: 1/27/1994 * Last Revision Effective:

Policy Contact: President

POLICY

Bellevue College's statement of vision, core values, and mission is as follows:

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

Core Values

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, responsive 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.

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.

REVISION HISTORY

Original 1/27/1994

Revisions 10/29/2003; 3/22/2005; 6/11/2008; 5/21/2009; 2/3/2015; 6/6/18

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

REVISION OF POLICY 1300: COLLEGE PLANNING

First Read

Description

Bellevue College is well into its second year of strategic planning. To fix grammatical issues and refresh the college's commitment to comprehensive planning, this policy reflects the current operational activities. This update reminds the college community that all partners are included in the planning process, from governance councils, resource areas, and academic and student affairs.

45-Day Comment

This policy was open for public comment from September 18 – November 3, 2025. One comment in support of the revisions was received.

Recommended Action

That the Board of Trustees of Community College District VIII approves the revision of Policy 1300: College Planning at their December 10, 2025 meeting.

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

1300 COLLEGE PLANNING

Original Date: 5/9/1996 * Last Revision Effective: ~~2/5/2015~~
Policy Contact: President

POLICY

Bellevue College ~~is committed to the believes that~~ development, maintenance, ~~aining~~ and implementation of an ongoing process for planning ~~that~~ is integral to the college's progress and continuous improvement. Planning ~~is should be~~ an iterative process that ensures the future strength, flexibility and effectiveness of the institution. Planning helps the college anticipate and adapt to change, respond to the learning needs of its students, incorporate the latest advances in knowledge, prepare for ~~unpredictable funding factors vagaries in its funding base~~, and prepare for future directions. For any planning to be effective it must fully integrate fundamental enterprises related to the college's operation, such as budget allocation and distribution, hiring, program development, organizational planning, and enrollment planning. The college ~~routinely believes that~~ invites the advice and counsel of the various constituent groups and individuals across campus to participate in an open, inclusive and collaborative planning process ~~that will create results in~~ a better and more effective plan.

~~To that end, the college will continue its shall implement an ongoing,~~ coordinated and multifaceted planning process that considers the needs of the institution as a whole. These processes ~~ss may include, but include but are not not be~~ limited to, regularly updated strategic and master plans, institutional effectiveness program, outcomes assessment, program effectiveness measures, annual budget development planning, and/or other planning tools which help provide focus and institutional effectiveness.

REVISION HISTORY

Original 5/9/1996
Revisions 3/22/2005; 5/21/2009; 2/5/2015

APPROVED BY

~~President's Cabinet~~
Board of Trustees

1300 COLLEGE PLANNING

Original Date: 5/9/1996 * Last Revision Effective:
Policy Contact: President

POLICY

Bellevue College is committed to the development, maintenance, and implementation of an ongoing process for planning that is integral to the college's progress and continuous improvement. Planning is an iterative process that ensures the future strength, flexibility and effectiveness of the institution. Planning helps the college anticipate and adapt to change, respond to the learning needs of its students, incorporate the latest advances in knowledge, prepare for unpredictable funding factors, and prepare for future directions. For any planning to be effective it must fully integrate fundamental enterprises related to the college's operation, such as budget allocation and distribution, hiring, program development, organizational planning, and enrollment planning. The college routinely invites the advice and counsel of the various constituent groups and individuals across campus to participate in an open, inclusive and collaborative planning process that results in a better and more effective plan.

The college will continue its coordinated and multifaceted planning process that considers the needs of the institution as a whole. These processes include but are not limited to, regularly updated strategic and master plans, institutional effectiveness program, outcomes assessment, program effectiveness measures, annual budget development planning, and/or other planning tools which help provide focus and institutional effectiveness.

REVISION HISTORY

Original 5/9/1996
Revisions 3/22/2005; 5/21/2009; 2/5/2015

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

REVISION OF POLICY 4000: COMMUNITY CARE AND INSTITUTIONAL INCLUSION AND DELETION OF POLICY 4050: CULTURAL PLURALISM POLICY

First Read

Description

A revision was initiated by the Council for Inclusion and Diversity (CID) in 2023, to align policies (previously aligned with the office of equity and pluralism) with the office of diversity, equity, and inclusion (ODEI). In 2025, executive actions from the U.S. Department of Education prompted a deeper look at the college commitment to all members of the campus community. CID members volunteered to provide guidance, institutional history, and thoughtful improvement. An Executive Director of Compliance Change Management was hired to ensure alignment and integrity of the process.

Analysis

Policy 4000 was last revised in 2021, and Policy 4050 was last revised in 2013. Most of the principles in the cultural pluralism policy were moved to Policy 4000 in line with the college mission, vision, and values of 2025. It is more important than ever to protect the health and wellness of every member of the Bellevue College community. It is critical to state college values and follow through on those values with practical actions and meaningful resource allocations to increase community care and institutional transformation.

Proposed changes include:

- Delete 4050, move select content to 4000
- Add and refine requirements to promote and ensure the commitment of care.
- Clarity of purpose and of consequence for lapses in practice or behavior.
- Specificity around areas of focus and support to maintain an environment of inclusion.

45-Day Comment

This policy was open for public comment from September 18 – November 3, 2025. Four comments were received. Three comments were received opposed to the deletion of policy 4050. One comment was received in support of the proposed deletion.

Recommended Action

That the Board of Trustees of Community College District VIII approves the revision of Policy 4000: Community Care and Institutional Inclusion and the deletion of Policy 4050: Cultural Pluralism Policy at their December 10, 2025 meeting.

~~4000 Institutional Commitment to Inclusion~~ **4000 Community Care and Institutional Inclusion**

Original Date as policy 4000: 6/9/1992 * Last Revision Effective: 3/24/2021
Policy Contact: President

POLICY

All members of the college community contribute to the overall health of the institution, to include nurturing growth for students and employees; collaboration and accountability in support of colleagues' and students' dignity; response to community needs and transformational practices that prepare for the future; as well as attention to curiosity, integrity, and authenticity.

By maintaining an atmosphere that stresses individual growth and utilizes the strengths that people of all backgrounds bring to the campus, Bellevue College will continue to provide an enlivening, enriching experience which encourages cross-cultural understanding.

Additionally, ~~In order~~ to develop and maintain an intentionally inclusive environment, ~~Bellevue College~~ all members of the college community will:

- Affirm the diversity of human identities and experiences.
- Avoid, identify, and prevent instances of bullying. "Bullying" is defined as repeated or aggressive unwanted behavior not otherwise protected by law when a reasonable person would feel humiliated, harmed, or intimidated (2050 Student Conduct Code, WAC 132H-126-100(16)(b)). ~~Affirm the diversity of human identities and experiences;~~
- Ensure honest, fair, and ethical ~~behavior;~~ behavior.
- Distribute resources ~~for professional development and awareness opportunities and provide increased access to and participation in campus-wide events and services to increase access and participation;~~
- Create safer spaces, free from harassment and discrimination ~~(1440 Discrimination, Harassment and Retaliation);~~ ÷
- Foster meaningful dialogue that facilitates dignity, respect, understanding and transformation.

This commitment serves to challenge systems of power, privilege, and oppression and will guide practices, decisions, and activities. Failure to actively engage in pursuit of community care and inclusion will result in discussion and resolution with assistance from the office of community care and institutional transformation, human resources, and other employee or student support teams, as appropriate.

This policy will be widely distributed ~~across~~ college BC's campuses and made available online.

RESOURCES

1440 Harassment, Discrimination and Retaliation
Community Care and Institutional Transformation
Disability Resource Center
Human Resources
International Education
Multicultural Resource Center
SBCTC Equity
Veterans resources

REVISION HISTORY

Original 6/9/1992
Revisions 5/10/2005; 5/21/2009; 4/7/2015; 3/24/2021

APPROVED BY

Board of Trustees

4000 Community Care and Institutional Inclusion

Original Date as policy 4000: 6/9/1992 * Last Revision Effective:
Policy Contact: President

POLICY

All members of the college community contribute to the overall health of the institution, to include nurturing growth for students and employees; collaboration and accountability in support of colleagues' and students' dignity; response to community needs and transformational practices that prepare for the future; as well as attention to curiosity, integrity, and authenticity.

By maintaining an atmosphere that stresses individual growth and utilizes the strengths that people of all backgrounds bring to the campus, Bellevue College will continue to provide an enlivening, enriching experience which encourages cross-cultural understanding.

Additionally, to develop and maintain an intentionally inclusive environment, all members of the college community will:

- Affirm the diversity of human identities and experiences.
- Avoid, identify, and prevent instances of bullying. "Bullying" is defined as repeated or aggressive unwanted behavior not otherwise protected by law when a reasonable person would feel humiliated, harmed, or intimidated (2050 Student Conduct Code, [WAC 132H-126-100\(16\)\(b\)](#)).
- Ensure honest, fair, and ethical behavior.
- Distribute resources for professional development and awareness opportunities and provide increased access to and participation in campus-wide events;
- Create safer spaces, free from harassment and discrimination ([1440 Discrimination, Harassment and Retaliation](#));
- Foster meaningful dialogue that facilitates dignity, respect, understanding and transformation.

This commitment serves to challenge systems of power, privilege, and oppression and will guide practices, decisions, and activities. Failure to actively engage in pursuit of community care and inclusion will result in discussion and resolution with assistance from the office of community care and institutional transformation, human resources, and other employee or student support teams, as appropriate. This policy will be widely distributed across college campus and made available online.

RESOURCES

[1440 Harassment, Discrimination and Retaliation](#)
Community Care and Institutional Transformation
[Disability Resource Center](#)
Human Resources
[International Education](#)
[Multicultural Resource Center](#)
[SBCTC Equity](#)
[Veterans resources](#)

REVISION HISTORY

Original 6/9/1992
Revisions 5/10/2005; 5/21/2009; 4/7/2015; 3/24/2021

APPROVED BY

Board of Trustees

4050 CULTURAL PLURALISM POLICY

Original Date: 3/19/1991 * Last Revision Effective: 4/7/2015
Policy Contact: Vice President, Equity & Pluralism

POLICY

Bellevue College is strongly committed to cultural, ethnic, and racial pluralism, a commitment which means that individuals representing different cultural, ethnic, and racial communities interact in a dynamic and collaborative way while maintaining and valuing their differences. This interaction produces an environment in which different perspectives are equally valued and utilized in the decision-making process. The college community believes that the future of our society depends upon the promotion of such positive interaction.

Therefore, Bellevue College resolves that cultural pluralism is and will continue to be an institutional priority, reflected in the following ways:

- by promoting the recruitment, hiring, and retention of qualified individuals representing a broad spectrum of cultural, ethnic, and racial backgrounds;
- by recruiting and retaining students who represent diverse cultural, ethnic, and racial backgrounds;
- by continuing to provide and develop courses in the college curriculum that include the study of various cultures, and that incorporate pluralistic values and skills;
- by making the necessary resources available to implement this policy;
- by reflecting pluralistic values in campus communications;
- by providing learning opportunities to the college community that promote cultural pluralism and cross-cultural communication;
- by providing opportunities to discuss and resolve issues which may arise from the implementation of this policy.

By maintaining an atmosphere that stresses individual growth and utilizes the strength that cultural pluralism brings to the campus, Bellevue College will continue to provide an enlivening, enriching experience which encourages cross-cultural understanding.

The president is charged with the overall responsibility for assuring that the college implements this policy.

REVISION HISTORY

Original 3/19/1991

Revisions 5/10/2005; 5/21/2009; 2/19/2013; 4/7/2015

APPROVED BY

All College Council
Board of Trustees
President's Cabinet



REGULAR MEETING AGENDA ITEM

REVISION OF POLICIES 5050: ELECTRONIC COMMUNICATIONS, 5110: DIGITAL ACCESSIBILITY, 5250: INFORMATION AND DATA SECURITY, AND 5260: SECURITY BREACH NOTIFICATION

First Read

Description

These policies were last revised in 2015. Since then, OCIO, the state office of information technology, has been renamed WATech, and its website and all the links have been updated. Additionally, several terms, committees, and protocols have changed in response to technology changes over the past ten years.

Changes include the following:

- 5050 Electronic Communication policy is updated with plain language and removal of references to the Technology Advisory Committee (TAC).
- 5110 Digital Accessibility policy is updated to comply with web content accessibility guidelines (WCAG) and U.S. Department of Education, as well as ADA Title II regulations.
- 5250 Information and Data Security is updated to reflect WATech office change and streamline terms into one definitions resource.
- 5260 Security Breach Notification policy updates the WATech, streamlines terms, and removes TAC reference.

45-Day Comment

This policy was open for public comment from September 18 – November 3, 2025. One comment was received in support of the revisions.

Recommended Action

That the Board of Trustees of Community College District VIII approves the revision of Policy 5050: Electronic Communications, Policy 5110: Digital Accessibility, Policy 5250: Information and Data Security, and Policy 5260: Security Breach Notification at their meeting on December 10, 2025.

5050 ELECTRONIC ~~COMMUNICATION~~ COMMUNICATIONS

Original Date: 6/14/2005 * Last Revision Effective: ~~6/24/2015~~

Policy Contact: Vice President, Information Technology Services

POLICY

~~Bellevue College requires that individuals using college information technology and its electronic communications systems do so in a manner that is professional, efficient, and which protects the reputation, image and integrity of the college.~~ ~~Collegeampus~~ users of information technology are obliged to use ~~business~~ communication tools in a responsible, effective and constructive manner.

Procedures, standards, practices, processes and/or controls related to using electronic communication systems will be implemented by the college under this policy to ensure their proper use, to protect college information, and to preserve the ~~reputation of the college and the~~ integrity and reliability of the college's information technology.

This policy and all associated procedures and standards apply to all authorized users of college electronic communication systems, including employees, ~~students~~students, and guests, unless otherwise stated.

RESPONSIBILITIES

Information Technology Services (ITS) Vice President

Has responsibility for maintenance and administration of this policy. ITS will draft updates and changes to this policy and its associated procedures when required ~~, with input from the Technology Advisory Committee.~~ Changes will be approved following relevant campus procedures.

Student Affairs (SA) Vice President

Will review updates and changes to this policy providing input on its implications for students.

Human Resources (HR) Vice President

Will provide oversight for policy development related to employees and to enforce compliance with all college policies, as well as federal, state and local regulations. The HR VP will review updates and changes to this policy and its procedures in light of current college policies, providing guidance on its implications for employees and other affected individuals or groups.

College Community

All users of Bellevue College information technology have a responsibility to:

- Comply with all college policies, procedures and standards;
- Understand their responsibilities and all expectations as articulated in college policy #4400: [Acceptable Use of State Resources](#); and
- Be mindful of the appropriate use of information technology and electronic communication systems.

DEFINITIONS

All definitions pertaining to information security policies, procedures and standards are centralized in the **220 - [Information Security Definitions](#)** standards document.

RELEVANT LAWS AND RESOURCES

~~Washington Administrative Code~~

Bellevue College Policy # [4400: Acceptable Use of State Resources](#)

Bellevue College Procedure # [5050P: Electronic Communication \(Procedures\)](#)

REVISION HISTORY

Original 6/14/2005

Revision 5/12/2009; 9/11/2012; 4/21/15; 9/16/2015

APPROVED BY

~~President's Cabinet~~

Board of Trustees

5050 ELECTRONIC COMMUNICATIONS

Original Date: 6/14/2005 * Last Revision Effective:
Policy Contact: Vice President, Information Technology Services

POLICY

College users of information technology are obliged to use communication tools in a responsible, effective and constructive manner.

Procedures, standards, practices, processes and/or controls related to using electronic communication systems will be implemented by the college under this policy to ensure their proper use, to protect college information, and to preserve the integrity and reliability of the college's information technology.

This policy and all associated procedures and standards apply to all authorized users of college electronic communication systems, including employees, students, and guests, unless otherwise stated.

RESPONSIBILITIES

Information Technology Services (ITS) Vice President

Has responsibility for maintenance and administration of this policy. ITS will draft updates and changes to this policy and its associated procedures when required. Changes will be approved following relevant campus procedures.

Student Affairs (SA) Vice President

Will review updates and changes to this policy providing input on its implications for students.

Human Resources (HR) Vice President

Will provide oversight for policy development related to employees and to enforce compliance with all college policies, as well as federal, state and local regulations. The HR VP will review updates and changes to this policy and its procedures in light of current college policies, providing guidance on its implications for employees and other affected individuals or groups.

College Community

All users of Bellevue College information technology have a responsibility to:

- Comply with all college policies, procedures and standards;
- Understand their responsibilities and all expectations as articulated in college policy #4400: [Acceptable Use of State Resources](#); and
- Be mindful of the appropriate use of information technology and electronic communication systems.

DEFINITIONS

All definitions pertaining to information security policies, procedures and standards are centralized in the **220 - [Information Security Definitions](#)** standards document.

RELEVANT LAWS AND RESOURCES

Bellevue College Policy # [4400: Acceptable Use of State Resources](#)

Bellevue College Procedure # [5050P: Electronic Communication \(Procedures\)](#)

REVISION HISTORY

Original 6/14/2005

Revision 5/12/2009; 9/11/2012; 4/21/15; 9/16/2015

APPROVED BY

Board of Trustees

5110 ~~DIGITAL TECHNOLOGY ACCESSIBILITY~~

Original Date: 6/12/2013 Last Revision Effective: ~~4/28/2015~~
Policy Contact: Vice President of Information Technology Services

~~POLICY~~

~~Bellevue College is committed to providing accessible technology services. In an effort to meet this commitment, all technology services are required to meet minimum requirements set forth by standards outlined by Section 508 standards of the Rehabilitation Act. Section 508 requires that Federal Departments/Agencies' Electronic and Information Technology (EIT) is accessible to people with disabilities. Per Washington Technology Solutions (WATECH), this policy ensures technology is accessible to individuals with disabilities, meeting the USER-01-01-S Digital Accessibility Standard. Covered technology includes acquired, procured, developed, modified, or free resources. The college provides effective communication, reasonable accommodations, and equal opportunities. Exceptions apply to archived or legacy content, individualized documents, and third-party content. Non-compliant technology will offer equivalent access. By July 1, 2029, all tools necessary for job performance or public access will be accessible. The college conducts annual accessibility training, and will create IT Accessibility Plans, prioritizing user needs. An accessibility coordinator will address issues and ensure compliance with accessibility standards.~~

~~RESPONSIBILITIES~~

~~All college units~~

- ~~• are required to follow this policy and its procedures when developing, procuring or maintaining technology services.~~

~~Information Technology Services (ITS)~~

- ~~• will be expected to publish resources to help college units meet these requirements.~~

~~RELEVANT LAWS AND OTHER RESOURCES~~

~~Section 508 requires that Federal Departments/Agencies' Electronic and Information Technology (EIT) is accessible to people with disabilities.~~

- ~~— Section 508 of the American with Disabilities Rehabilitation Act (1973) requires that Federal Departments/Agencies' Electronic and Information Technology (EIT) is accessible to people with disabilities. (<http://www.section508.gov/>)~~
- ~~— American with Disabilities Act Title II requires state and local governments give an equal opportunity to benefit from all their programs, services, and activities.~~
- ~~— Washington State Accessibility Policy User 01, formerly Policy 188. (<https://watech.wa.gov/policies/accessibility-policy>)~~
- ~~• <https://www.section508.gov/manage/laws-and-policies/>~~

~~REVISION HISTORY~~

~~Original 6/12/2013
Revisions 4/28/2015~~

~~APPROVED BY~~

~~All College Council
President's Cabinet
Board of Trustees~~

~~Bellevue College is committed to providing accessible digital information assets and technology services with the intent to provide everyone with an equal opportunity to participate in or benefit from our services. To meet this commitment, all digital information assets and technology services are required to meet state and federal accessibility regulations and follow the recommendations set forth by the Web Content Accessibility Guidelines (WCAG). In the event of discrepancies between state and federal regulations, the one requiring the greatest level of accessibility will be followed. This policy complements other Bellevue College policies covering reasonable accommodations in academics and work.~~

~~In order to achieve this, Bellevue College will develop policies, conduct annual accessibility training, evaluate IT acquisitions for accessibility, and create an IT Accessibility Plan, prioritizing user needs.~~

~~An IT accessibility coordinator will be designated to address issues and ensure compliance with state and federal accessibility standards.~~

DEFINITIONS

Bellevue College has adopted the definition of accessible used by the U.S. Department of Education in civil rights resolutions with postsecondary institutions:

“Accessible” means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability.

RESPONSIBILITIES

All college units

- are required to follow this policy and its procedures when developing, procuring or maintaining digital content and/or technology services.

Information Technology Services (ITS)

- will designate an IT Accessible Coordinator,
- develop and lead the implementation of an IT Accessibility Improvement Plan,
- ensure the availability of annual accessibility training,
- evaluate IT acquisitions for accessibility compliance, and
- publish resources to help college units meet these requirements.

RELEVANT LAWS AND OTHER RESOURCES

- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act, Title II Regulations
- WaTech Digital Accessibility Policy – WATech Digital Accessibility Standard, USER-01-01-S
- [RCW 28B.10.912](#)
- Executive Order 24-05 Improving Employment Outcomes For People With Disabilities In State Employment
- Web Content Accessibility Guidelines (WCAG) 2.1
- Bellevue College Policy 2500, Accommodations for Students with Disabilities
- Reasonable Accommodations (Disabled Employees)

Revision History

Original 6/12/2013

Revisions 4/28/2015

Approved By

All College Council

President's Cabinet

Board of Trustees

5110 DIGITAL ACCESSIBILITY

Original Date: 6/12/2013 â Last Revision Effective:
Policy Contact: Vice President Information Technology Services

POLICY

Bellevue College is committed to providing accessible digital information assets and technology services with the intent to provide everyone with an equal opportunity to participate in or benefit from our services. To meet this commitment, all digital information assets and technology services are required to meet state and federal accessibility regulations and follow the recommendations set forth by the Web Content Accessibility Guidelines (WCAG). In the event of discrepancies between state and federal regulations, the one requiring the greatest level of accessibility will be followed. This policy complements other Bellevue College policies covering reasonable accommodations in academics and work.

DEFINITIONS

Bellevue College has adopted the definition of accessible used by the U.S. Department of Education in civil rights resolutions with postsecondary institutions:

“Accessible” means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability.

RESPONSIBILITIES

All college units

- are required to follow this policy and its procedures when developing, procuring or maintaining digital content and/or technology services.

Information Technology Services (ITS)

- will designate an IT Accessible Coordinator,
- develop and lead the implementation of an IT Accessibility Improvement Plan,
- ensure the availability of annual accessibility training,
- evaluate IT acquisitions for accessibility compliance, and
- publish resources to help college units meet these requirements.

RELEVANT LAWS AND OTHER RESOURCES

- [Section 504 of the Rehabilitation Act of 1973](#)
- [Americans with Disabilities Act, Title II Regulations](#)
- WaTech [Digital Accessibility Policy](#) – WATech Digital Accessibility Standard, USER-01-01-S
- [RCW 28B.10.912](#)
- Executive Order 24-05 Improving Employment Outcomes For People With Disabilities In [State Employment](#)
- [Web Content Accessibility Guidelines \(WCAG\) 2.1](#)
- Bellevue College Policy 2500, [Accommodations for Students with Disabilities](#)

- [Reasonable Accommodations \(Disabled Employees\)](#)

Revision History

Original 6/12/2013

Revisions 4/28/2015

Approved By

Board of Trustees

5250 INFORMATION AND DATA SECURITY

Original Date: 6/10/2003 * Last Revision Effective: ~~6/20/2023~~

Policy Contact: Vice President, Information Technology Services

Bellevue College is committed to providing adequate security and protection of all electronic data and information within its domain of ownership and control. The college will establish procedures and standards which will guide and assist technology users in:

- Protecting the integrity, availability and confidentiality of information assets managed by college employees.
- Protecting information assets from unauthorized release or modification, and from either accidental or intentional damage or destruction.
- Protecting technology assets such as hardware, software, telecommunications and network infrastructure from unauthorized use or misuse.

These procedures and standards will comply with [WaTech technology policies, standards and procedures](#), and ~~the~~ [es](#) establish a shared, trusted environment for the protection of sensitive data and accomplishment of business transactions.

Applicability

This policy applies to all members of the college community, with specific duties and responsibilities placed upon departments within Information Technology Services (ITS). This policy applies to all campus facilities, equipment and services that are managed by ITS, including off-site data storage, computing and telecommunications equipment, and internet-related applications and connectivity. This policy also applies to technology services purchased from other state agencies or commercial concerns.

~~Intended Exemptions~~

It is not the intent of this policy to restrict academic freedom in any way, nor to impinge on the intellectual property rights of authorized college technology users.

It is the intent of the college to take precautions to prevent revealing specific security policies, procedures, standards and practices containing information that may be confidential or private as it applies to college business, communications, and computing operations or employees. Therefore, this policy exercises appropriate exemptions from public disclosure granted in ~~the~~ [WaTech policies](#) and RCW [42.56](#) ~~and 43.105~~.

Persons responsible for distribution of any of related information security documents should consider the sensitive nature of the information, as well as related statutory exemptions from public disclosure before disclosing this information.

RESPONSIBILITIES

Information Technology Services (ITS) Vice President

- It is the responsibility of the ITS vice president to provide oversight and management of all tasks and processes which directly pertain to maintaining information security on campus.

Campus Technology Users

- It is the responsibility of all members of the college community to comply with all college policies, procedures and standards, including those pertaining to information security and campus technology use.

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DEFINITIONS

~~All definitions pertaining to information security policies, procedures and standards are centralized in the [220 - Information Security Definitions](#) standards document.~~

~~Office of the Chief Information Officer (OCIO) —~~

~~• [OCIO](#): The Washington state office of the chief information officer (OCIO)~~

~~Office of the Chief Information Officer Securing Information Technology Assets Policy~~

~~• Also called the [OCIO Securing Information Technology Assets](#) policy. This is the published policy of the Washington state office of the chief information officer regarding information technology security. The purpose of this policy is to create an environment within state of Washington agencies that maintains system security, data integrity and privacy by preventing unauthorized access to data and by preventing misuse of, damage to, or loss of data. Provides enterprise IT service, support, strategy, and security for Washington state public agencies and municipalities.~~

~~Information Assets~~

- ~~_____ All types of data stored or transmitted on behalf of the college. This may include (but is not limited to) employee data, student personal data or other college data.~~

~~Technology Assets~~

- ~~_____ All software, hardware, or network infrastructure owned by the college.~~

~~Unauthorized Use~~

- ~~_____ Any action that is in conflict or directly violates Bellevue College policies, procedures or standards for information security and campus technology usage. This also includes unlawful use in violation of local, state and/or federal law.~~

~~Information Technology (IT)~~

- ~~_____ A term that broadly defines all types of technology delivered resources such as information, data, databases, equipment, applications, software or web-based resources.~~

~~Policy~~

- ~~_____ The official or prescribed plan or course or method of action selected from among alternatives used to guide and determine present and future decisions.~~

~~Security Standard~~

~~Criterion established by the college as an approved authoritative model, requirement, rule or principle that is to be followed or used as a basis for judgment. In order to protect college information and technology assets, the OCIO requires all state agencies adhere to current common IT security standards.~~

RELEVANT LAWS AND OTHER RESOURCES

~~_____ [RCW 42.56](#)~~

- ~~[RCW 43.105](#)~~

- ~~[WATech policy page](#) [WaTech Policies](#)~~

~~•~~

REVISION HISTORY

Original 6/10/2003

Revision 5/21/2009; 7/28/2012; 9/13/2012; 11/19/2014; 6/20/2023

APPROVED BY

Board of Trustees

5250 INFORMATION AND DATA SECURITY

Original Date: 6/10/2003 * Last Revision Effective:
Policy Contact: Vice President, Information Technology Services

Bellevue College is committed to providing adequate security and protection of all electronic data and information within its domain of ownership and control. The college will establish procedures and standards which will guide and assist technology users in:

- Protecting the integrity, availability and confidentiality of information assets managed by college employees.
- Protecting information assets from unauthorized release or modification, and from either accidental or intentional damage or destruction.
- Protecting technology assets such as hardware, software, telecommunications and network infrastructure from unauthorized use or misuse.

These procedures and standards will comply with [WaTech](#) technology policies, standards and procedures, and establish a shared, trusted environment for the protection of sensitive data and accomplishment of business transactions.

Applicability

This policy applies to all members of the college community, with specific duties and responsibilities placed upon departments within Information Technology Services (ITS). This policy applies to all campus facilities, equipment and services that are managed by ITS, including off-site data storage, computing and telecommunications equipment, and internet-related applications and connectivity. This policy also applies to technology services purchased from other state agencies or commercial concerns.

It is not the intent of this policy to restrict academic freedom in any way, nor to impinge on the intellectual property rights of authorized college technology users. It is the intent of the college to take precautions to prevent revealing specific security policies, procedures, standards and practices containing information that may be confidential or private as it applies to college business, communications, and computing operations or employees. Therefore, this policy exercises appropriate exemptions from public disclosure granted in [WaTech policies](#) and RCW [42.56](#).

Persons responsible for distribution of any of related information security documents should consider the sensitive nature of the information, as well as related statutory exemptions from public disclosure before disclosing this information.

RESPONSIBILITIES

Information Technology Services (ITS) Vice President

- It is the responsibility of the ITS vice president to provide oversight and management of all tasks and processes which directly pertain to maintaining information security on campus.

Campus Technology Users

- It is the responsibility of all members of the college community to comply with all college policies, procedures and standards, including those pertaining to information security and campus technology use.

DEFINITIONS

All definitions pertaining to information security policies, procedures and standards are centralized in the **220 - [Information Security Definitions](#)** standards document.

: Provides enterprise IT service, support, strategy, and security for Washington state public agencies and municipalities

RELEVANT LAWS AND OTHER RESOURCES

- [RCW 42.56](#)
- [WaTech Policies](#)

REVISION HISTORY

Original 6/10/2003
Revision 5/21/2009; 7/28/2012; 9/13/2012; 11/19/2014; 6/20/2023

APPROVED BY

Board of Trustees

5260 SECURITY BREACH NOTIFICATION

Original Date: 5/17/2006 * Last Revision Effective: ~~5/7/2015~~

Policy Contact: Vice President, Information Technology Services

POLICY

The state of Washington requires that agencies who own or license computerized data which includes certain unencrypted personal information disclose any breach in the security of that data under certain circumstances (RCW [42.56.590](#)). This policy is intended to ensure that all Bellevue College personnel are aware of the college's responsibilities under the law.

This policy governs the actions of any Bellevue College school official (~~defined below~~) who discovers or is notified of a breach or possible breach of the security of unencrypted personal information collected and retained by Bellevue College as computerized data. This breach can be the result of a compromise of a Bellevue College computing system or network, the loss or theft of any physical device in which personal information is stored, or the loss or theft of any storage medium upon which personal information is maintained.

This policy is intended to complement, not to supplant, Bellevue College [procedure policy # 2600P](#): Family Education Rights and Privacy Act ([FERPA](#)): Disclosure of Student Information.

Bellevue College maintains computerized data on various college systems which includes personal information. If the security of any Bellevue College system storing or processing computerized data that includes unencrypted personal information is compromised, the owner or licensee of that information must be notified by the college of the breach of the system if the information was, or is reasonably believed to have been, acquired by an unauthorized person.

This disclosure shall be made as expediently as possible following discovery or notification of the breach—without unreasonable delay and consistent with any measures taken to determine the scope of the breach and restore the integrity of the affected data system. This notification may be delayed if a law enforcement agency determines that the notification will impede a criminal investigation. In that case, the notification may be made after the law enforcement agency determines that such notification doesn't compromise an ongoing investigation.

Good faith acquisition of personal information by a Bellevue College school official with a legitimate educational interest in the data or information is not a breach of the security of the system when the personal information is not used or subject to further unauthorized disclosure.

Bellevue College is not required to disclose a technical breach of system security which does not seem reasonably likely to subject the owners of personal information stored on those systems to a risk of criminal activity.

RESPONSIBILITIES

All school officials have a duty to comply with and to understand their responsibilities as expressed in this policy. Certain Bellevue College administrative units also have additional responsibility for maintenance ~~and for~~ [and](#) execution of this policy. These additional responsibilities include:

Policy Maintenance

- Information Technology Services (ITS)
Primary responsibility for maintenance and administration of this policy rests with the vice president of information technology services or designee. ITS is responsible for drafting any updates and changes to the policy and procedures, with input from the technology advisory committee and the human resources office. After appropriate campus review and final approval by the college president, ITS will publish the new or revised policy to the campus, providing a brief description of the policy and its implications for employees and other affected individuals or groups.
- ~~Technology Advisory Committee (TAC)~~
~~The technology advisory committee (TAC) is responsible for reviewing Bellevue College technology strategies and serving as a conduit for dialogue between ITS and the campus regarding all technology policies and procedures. Membership is representative of the campus, and supports the vice president of information technology services by advocating for and presenting campus technology needs.~~
- Human Resources (HR)

The vice president of human resources is responsible for reviewing any updates or changes to this policy and for providing input on the policy and its implications for employees and other affected individuals or groups.

DEFINITIONS

All definitions pertaining to information security policies, procedures and standards are centralized in the **220 - Information Security Definitions** standards document.

~~Breach of the Security of the System~~

- ~~• Unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of personal information maintained by Bellevue College.~~

~~Personal Information~~

- ~~• Defined by statute as an individual's first name or first initial, and last name in combination with any one or more of the following data elements:
 - ~~○ Social security number;~~
 - ~~○ Driver's license number or Washington identification card number; or~~
 - ~~○ Account number or credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account~~Personal information does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.~~

~~School Official~~

- ~~• Bellevue College policy #2600: Family Education Rights and Privacy Act: Disclosure of Student Information defines a school official as:
 - ~~○ A person employed by the college in an administrative, supervisory, academic or research, or support staff position.~~
 - ~~○ A person appointed to the board of trustees.~~
 - ~~○ A person assigned, employed by or under contract to the college to perform a special task, such as an attorney or auditor.~~
 - ~~○ A person who is employed by public safety.~~
 - ~~○ A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.~~~~

~~Legitimate Educational Interest~~

- ~~• Bellevue College policy #2600: Family Education Rights and Privacy Act: Disclosure of Student Information defines a school official who has a legitimate educational interest as one who is:
 - ~~○ Performing a task that is specified in his or her position description or contract agreement.~~
 - ~~○ Performing a task related to a student's education.~~
 - ~~○ Performing a task related to the discipline of a student.~~
 - ~~○ Providing a service or benefit relating to the student or student's family, such as health education, counseling, advising, student employment, financial aid, or other student service related assistance.~~
 - ~~○ Maintaining the safety and security of the campus.~~~~

RELEVANT LAWS AND OTHER RESOURCES

- Bellevue College ~~Procedure~~Policy #2600P: Family Education Rights and Privacy Act: Disclosure of Student Information
- ~~• U.S. Code 15, Sec. 7001: General Rule of Validity~~
- RCW [42.56.590](#)
- Bellevue College IT Security Standard: Intrusion Detection and Incident Response
- Bellevue College Procedure #5260P Security Breach Notification
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REVISION HISTORY

Original 5/17/2006
Revised 5/21/2009; 5/7/2015

APPROVED BY

President's Cabinet
Board of Trustees

5260 SECURITY BREACH NOTIFICATION

Original Date: 5/17/2006 * Last Revision Effective:
Policy Contact: Vice President, Information Technology Services

POLICY

The state of Washington requires that agencies who own or license computerized data which includes certain unencrypted personal information disclose any breach in the security of that data under certain circumstances (RCW [42.56.590](#)). This policy is intended to ensure that all Bellevue College personnel are aware of the college's responsibilities under the law.

This policy governs the actions of any Bellevue College school official who discovers or is notified of a breach or possible breach of the security of unencrypted personal information collected and retained by Bellevue College as computerized data. This breach can be the result of a compromise of a Bellevue College computing system or network, the loss or theft of any physical device in which personal information is stored, or the loss or theft of any storage medium upon which personal information is maintained.

This policy is intended to complement, not to supplant, Bellevue College procedure 2600P: Family Education Rights and Privacy Act (FERPA): Disclosure of Student Information.

Bellevue College maintains computerized data on various college systems which includes personal information. If the security of any Bellevue College system storing or processing computerized data that includes unencrypted personal information is compromised, the owner or licensee of that information must be notified by the college of the breach of the system if the information was, or is reasonably believed to have been, acquired by an unauthorized person.

This disclosure shall be made as expediently as possible following discovery or notification of the breach—without unreasonable delay and consistent with any measures taken to determine the scope of the breach and restore the integrity of the affected data system. This notification may be delayed if a law enforcement agency determines that the notification will impede a criminal investigation. In that case, the notification may be made after the law enforcement agency determines that such notification doesn't compromise an ongoing investigation.

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Bellevue College is not required to disclose a technical breach of system security which does not seem reasonably likely to subject the owners of personal information stored on those systems to a risk of criminal activity.

RESPONSIBILITIES

All school officials have a duty to comply with and to understand their responsibilities as expressed in this policy. Certain Bellevue College administrative units also have additional responsibility for maintenance and execution of this policy. These additional responsibilities include:

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- Information Technology Services (ITS)
Primary responsibility for maintenance and administration of this policy rests with the vice president of information technology services or designee. ITS is responsible for drafting any updates and changes to the policy and procedures, with input from the technology advisory committee and the human resources office. After appropriate campus review and final approval by the college president, ITS will publish the new or revised policy to the campus, providing a brief description of the policy and its implications for employees and other affected individuals or groups.
- Human Resources (HR)
The vice president of human resources is responsible for reviewing any updates or changes to this policy and for providing input on the policy and its implications for employees and other affected individuals or groups.

DEFINITIONS

All definitions pertaining to information security policies, procedures and standards are centralized in the **220 - Information Security Definitions** standards document.

RELEVANT LAWS AND OTHER RESOURCES

- Bellevue College Procedure 2600P: Family Education Rights and Privacy Act: Disclosure of Student Information
- RCW [42.56.590](#)
- Bellevue College IT Security Standard: Intrusion Detection and Incident Response
- Bellevue College Procedure #5260P Security Breach Notification
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REVISION HISTORY

Original 5/17/2006
Revised 5/21/2009; 5/7/2015

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

INTERIM REVISION OF POLICY 2050 AND WAC 132H-126: STUDENT CONDUCT CODE

Action

Description

WAC 132H-126 and Policy 2050: Student Conduct Code, was given interim/temporary status by President's Cabinet and published per the U.S. Department of Education's recent mandates on October 16, 2025. A 45-day comment period is in process from October 16 - December 1, 2025, and a public hearing will be held.

Analysis

Updates include the following:

- Revisions to be consistent with the federal Stop Campus Hazing Act
- Update to federal definitions, including fondling
- Previous code edits lost when Bellevue College reverted to the 2023 version based on courts overturning the Title IX regulations

A public hearing was held September 25, 2025, for all members of the community to ask questions or submit comments.

To file an interim code revision with the Code Reviser's Office, we have been advised that WAC 132H-126 requires Board approval. It is recommended that the Board of Trustees of Community College District VII approves the interim (temporary) revisions to WAC 132H-126: Student Code of Conduct.

For Policy 2050, the 45-day comment and college review period remains in place. This will be returned to the Board of Trustees at their December 10th meeting for a first read. Recommendation to vote on revisions to the WAC 132H-126, adopted as Policy 2050: Student Conduct Code, will be offered for the meeting on February 25, 2026.

Recommended Action

That the Board of Trustees of Community College District VII approves the interim (temporary) revisions to WAC 132H-126: Student Code of Conduct and submission of the CR-103E to the Code Reviser's Office.

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

AMENDATORY SECTION (Amending WSR 21-01-008, filed 12/2/20, effective 1/2/21)

WAC 132H-126-010 Authority. The board of trustees, acting pursuant to RCW 28B.50.140, delegates to the president of Bellevue College the authority to administer student disciplinary action. Administration of the disciplinary procedures is the responsibility of the (~~provost for academic and~~) vice president of student affairs or designee and/or the designated student conduct officer. (~~The~~) A student conduct officer shall serve as the principal investigator and administrator for reported violations of this code.

AMENDATORY SECTION (Amending WSR 23-04-040, filed 1/25/23, effective 2/25/23)

WAC 132H-126-030 Statement of jurisdiction. (1) The student conduct code shall apply to conduct by students or student groups that occurs:

- (a) On college (~~premises~~) property;
- (b) At or in connection with college-sponsored activities; or
- (c) Off-campus, if in the judgment of the college the conduct adversely affects the college community (~~or~~), the pursuit of its objectives, or the ability of a student or staff to participate in the college's programs and activities.

(2) Jurisdiction extends to locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the Bellevue College's associated student government, athletic events, student groups, training internships, cooperative and distance education, online education, internships, practicums, supervised work experiences, (~~or~~) any other college-sanctioned social or club activities (~~and~~), or college-sponsored housing.

(3) The college has sole discretion, on a case-by-case basis, to determine whether the student conduct code will be applied to conduct by students or student groups that occurs off campus.

(4) Students are responsible for their conduct from the time of application for admission through the actual (~~receipt~~) award of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment.

(5) These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending.

(6) In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state, or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

WAC 132H-126-040 Definitions. The following definitions shall apply for the purposes of this student conduct code:

(1) "**Business day**" means a weekday, excluding weekends and college holidays.

(2) "**College official**" is an employee of the college performing assigned administrative, security, professional, or paraprofessional duties.

(3) "**College (~~premises~~)**" ~~shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, other property owned, used, or controlled by the college, study abroad program, retreat, and conference sites, and college-sponsored and/or college-hosted online platforms)~~ **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, any other property and/or college-hosted online platforms utilized by the college for any education programs and activities.

(4) "**Complainant**" is a student or another member of the college community who is allegedly directly affected by a reported violation of this student conduct code. The complainant may be the reporting party, but not necessarily; witnesses or other third parties may report concerns. ~~((In any case involving a report of sexual misconduct as defined in this student conduct code, a complainant is afforded certain rights under this student conduct code))~~ A complainant who is directly affected by a claimed violation of this student conduct code is afforded certain rights including, but not limited to:

(a) The right to be informed of all orders issued in the disciplinary case in which ~~((this))~~ the person is a complainant;

(b) The right to appeal a disciplinary decision or dismissal of their complaint; and

(c) The right to be accompanied by ~~((a process advisor))~~ an advisor, who may be an attorney retained at the complainant's cost.

(5) "**Conduct review officer**" is the ~~((provost for academic and student affairs or designee or other))~~ college administrator designated by the president to be responsible for receiving and reviewing or referring appeals of student disciplinary actions in accordance with the procedures of this code. ~~((The president is authorized to reassign any and all of the conduct review officer's duties or responsibilities, as set forth in this chapter, as may be reasonably necessary.))~~

(6) "**Disciplinary action**" is the process by which the student conduct officer imposes discipline against a student for a violation of the student conduct code. A written or verbal warning is not disciplinary action.

(7) "**Disciplinary appeal**" is the process by which an aggrieved student party can appeal the discipline imposed by the student conduct officer. Disciplinary appeals from a suspension in excess of 10 instructional days or ~~((a dismissal))~~ an expulsion are heard by the student conduct committee. Appeals of all other appealable disciplinary action shall be reviewed through brief adjudicative proceedings (BAP).

(8) "**Filing**" is the process by which a document is officially delivered to a college official responsible for facilitating a disciplinary review. Papers required to be filed shall be deemed filed upon

actual receipt during office hours at the office of the specified college official. Unless otherwise provided, filing shall be accomplished by:

(a) Hand delivery of the document to the specified college official or college official's assistant; or

(b) Sending the document by email (~~and first class mail to the specified college official's college email and office address.~~

~~(9) "Process advisor" is a person selected by a respondent or a complainant to provide support and guidance during disciplinary proceedings under this student conduct code.~~

~~(10) "Respondent" is a student against whom disciplinary action is initiated. Each respondent is afforded certain rights including, but not limited to:~~

~~(a) The right to be presumed not responsible for the reported misconduct unless or until a determination of responsibility is reached after completion of the disciplinary process;~~

~~(b) The right to be informed of all orders issued in the respondent's disciplinary case;~~

~~(c) The right to appeal a disciplinary decision; and~~

~~(d) The right to be accompanied by a process advisor.~~

~~(11)) to the college official's official college email;~~

~~(c) Completing a designated online form; or~~

~~(d) Sending by first class or certified mail to the specified college official's office address.~~

~~(9) "Pregnancy or related conditions" means:~~

~~(a) Pregnancy, childbirth, termination of pregnancy, or lactation;~~

~~(b) Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or~~

~~(c) Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.~~

~~(10) "President" is the president of the college. The president is authorized to:~~

~~(a) Delegate any of their responsibilities as set forth in this chapter as may be reasonably necessary; and~~

~~(b) Reassign any and all duties and responsibilities as set forth in this chapter as may be reasonably necessary.~~

~~(11) "Respondent" is a student who is alleged to have violated the student conduct code.~~

~~(12) "Service" is the process by which a document is officially delivered to a party. Service is deemed complete upon hand delivery of the document or upon the date the document is emailed and deposited in the mail. Unless otherwise provided, service upon a party shall be accomplished by:~~

~~(a) Hand delivery of the document to the party; or~~

~~(b) Sending the document by email (~~and~~) to the party's official college email; or~~

~~(c) Sending the document by certified mail or first class mail to the party's last known address.~~

~~((12)) (13) "Sexual misconduct" includes prohibited (~~sexual or gender-based~~) conduct by a student including, but not limited to, sexual harassment, sexual (~~violence~~) assault, sexual exploitation, indecent exposure, dating violence, or domestic violence. Sex harassment prohibited by Title IX is defined in the Supplemental Title IX Procedures to this code. See WAC-132H-126-400. Sex harassment or sexual misconduct that does not fall within Title IX may still be a viola-~~

tion of this student conduct code and addressed in accordance with the procedures in this student conduct code.

~~((13))~~ (14) "Student" includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who withdraw, graduate, or complete courses after the date of a reported violation, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered "~~students((-)~~" for the purposes of this code.

~~((14))~~ (15) "Student conduct officer" is a college administrator designated by the president (~~or provost for academic and student affairs or designee~~) to be responsible for implementing and enforcing the student conduct code. (~~The president or provost for academic and student affairs or designee is authorized to reassign any and all of the student conduct officer's duties or responsibilities, as set forth in this chapter, as may be reasonably necessary.~~

~~(15))~~ (16) "Student employee" means an individual who is both a student and an employee of the college. When a complainant or respondent is a student employee, the college must make a fact-specific inquiry to determine whether the individual's primary relationship with the college is to receive an education; and whether any reported student conduct code violation occurred while the individual was performing employment-related work.

(17) "Student group" is a student organization, athletic team, or living group including, but not limited to, student clubs and organizations, members of a class or student cohort, student performance groups, and student living groups within student housing.

~~((16) "The president" is the president of the college. The president is authorized to delegate any and all of their responsibilities, as set forth in this chapter, as may be reasonably necessary.))~~

(18) "Supportive measures" means reasonably available, individualized, and appropriate, nonpunitive and nondisciplinary measures offered by the college to a complainant or respondent without unreasonably burdening either party, and without fee or charge for purposes of:

(a) Restoring or preserving a party's access to the college's educational program or activity, including measures that are designed to protect the safety of the parties or the college's educational environment; or providing support during the college's investigation and disciplinary procedures, or during any informal resolution process; or

(b) Supportive measures may include, but are not limited to: Counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of campus; restriction on contact applied to one or more parties; a leave of absence; change in class, work, housing, or extra-curricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sexual harassment.

WAC 132H-126-100 Prohibited student conduct. The college may impose disciplinary sanctions against a student or a college-sponsored student group who commits ~~((or)),~~ attempts to commit, or aids, abets, incites, encourages, or assists another person to commit ~~((the following acts))~~ act(s) of misconduct:

(1) **Abuse of others.** Assault, physical abuse, verbal abuse, threat(s), intimidation, or other conduct that harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property unless otherwise protected by law.

(2) **Abuse in later life.**

(a) Neglect, abandonment, economic abuse, or willful harm of an adult aged 50 or older by an individual in an ongoing relationship of trust with the victim; or

(b) Domestic violence, dating violence, sexual assault, or stalking of an adult aged 50 or older by any individual; and

(c) Does not include self-neglect.

(3) **Abuse of the student conduct process.**

(a) Abuse of the student conduct process includes:

(i) Attempting to influence the impartiality or participation of any decision maker including a student conduct officer, conduct review officer, or presiding student conduct committee member;

(ii) Influencing or attempting to influence another person to commit an abuse of the student conduct process; or

(iii) Harassment or intimidation of any participant in the student conduct process ~~((; or~~

~~((iv) Submitting or providing false or misleading information in bad faith or with a view to personal gain or intentional harm to another in the conduct process)).~~

(b) This provision does not apply to reports made or information provided in good faith, even if the respondent is ultimately found not responsible in that conduct proceeding.

(4) **Academic dishonesty.** Any act of academic dishonesty including, but not limited to, cheating, plagiarism, and fabrication. The decision to bring a student conduct proceeding under this code for academic dishonesty is at the sole discretion of the student conduct officer. Nothing in this code prohibits instructors and/or academic divisions or departments from imposing academic consequences, up to and including a failing grade in an academic course or dismissal from an academic program, in response to academic dishonesty. Policies and procedures governing the imposition of academic consequences for academic dishonesty can be found in the course syllabus and any applicable program handbook.

(a) **Cheating.** Any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.

(b) **Plagiarism.** Taking and using as one's own, without proper attribution, the ideas, writings, or work of another person or artificial intelligence in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.

(c) **Fabrication.** Falsifying data, information, or citations in completing an academic assignment. Fabrication also includes providing false or deceptive information to an instructor concerning the completion of an assignment.

(d) (~~(Multiple submissions. Submitting the same work in separate courses without the express permission of the instructor(s).~~

~~(e))~~) **Deliberate damage.** Taking deliberate action to destroy or damage another's academic work or college property in order to gain an advantage for oneself or another.

(5) **Acts of dishonesty.** Acts of dishonesty include, but are not limited to:

(a) Forgery, alteration, submission of falsified documents, or misuse of any college document, record, or instrument of identification;

(b) Tampering with an election conducted by or for college students; (~~(or)~~)

(c) Furnishing false information, or failing to furnish correct information, in response to the reasonable request or requirement of a college official or employee; or

(d) Knowingly making a false statement or submitting false information in relation, or in response, to a college academic or disciplinary investigation or process.

(6) **Alcohol.** Use, possession, manufacture, or distribution of alcoholic beverages or paraphernalia (except as expressly permitted by college policies, and federal, state, and local laws), or public intoxication on college (~~(premises))~~ property or at college-sponsored events. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person not of legal age.

(7) **Cyber misconduct.** Cyberstalking, cyberbullying, or online harassment. Use of electronic communications including, but not limited to, electronic mail, text messaging, social media sites, or applications (apps), to harass, abuse, bully, or engage in other conduct that harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's electronic communications or computer activities directly or through spyware, sending threatening emails or (~~(texts))~~ messages, disrupting electronic communications with spam or by sending a computer virus, (~~(or)~~) sending false emails or texts to third parties using another's identity (spoofing), nonconsensual recording of sexual activity, and/or non-consensual distribution of a recording of sexual activity.

(8) **Dating violence.** Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person:

(a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(b) Where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship;

(ii) The type of relationship; and

(iii) The frequency of interaction between the persons involved in the relationship.

(9) **Discriminatory harassment.**

(a) Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, not otherwise protected by law, that is directed at a person because of such person's protected status and that is sufficiently severe, persistent, or pervasive so as to:

(i) Limit the ability of a student to participate in or benefit from the college's educational and/or social programs and/or student housing;

(ii) Alter the terms of an employee's employment; or

(iii) Create an intimidating, hostile, or offensive environment for other campus community members.

(b) Protected status includes a person's race; color; creed/religion; national origin; presence of any sensory, mental or physical disability; use of a trained service animal; sex, including pregnancy; marital status; age; genetic information; sexual orientation; gender identity or expression; honorably discharged veteran or military status; HIV/AIDS and hepatitis C status; or membership in any other group protected by federal, state, or local law.

(c) Discriminatory harassment may be physical, verbal, or nonverbal conduct and may include written, social media, and electronic communications not otherwise protected by law.

(10) **Disorderly conduct.** Conduct that is disorderly, lewd, or indecent; disturbing the peace; or assisting or encouraging another person to disturb the peace.

(11) **Disruption or obstruction.** Disruption or obstruction of any instruction, research, administration, disciplinary proceeding, or other college activity, including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity, or any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.

(12) **Domestic violence.** (~~Use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person:~~

~~(a) Who is a current or former spouse or intimate partner of the victim, or a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Washington;~~

~~(b) Who is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;~~

~~(c) Who shares a child in common with the victim; or~~

~~(d) Who commits acts against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Washington, RCW 26.50.010.)~~ Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, coercive control, damage or destruction of personal property, stalking, or any other conduct prohibited under RCW 10.99.020, committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Washington, RCW 26.55.010.

(13) **Economic abuse.** (~~In the context of domestic violence dating violence, economic abuse includes~~) Behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use, or maintain economic resources to which they are entitled, including using coercion, fraud, or manipulation to:

(a) Restrict a person's access to money, assets, credit, or financial information;

(b) Unfairly use a person's personal economic resources, including money, assets, and credit, for one's own advantage; or

(c) Exert undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or

conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.

(14) **Ethical violation.** The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.

(15) **Failure to comply with directive.** Failure to comply with the reasonable direction of a college official or employee who is acting in the legitimate performance of their duties, including failure to properly identify oneself to such a person when requested to do so.

(16) **Harassment or bullying.** Conduct unrelated to a protected class that is unwelcome and sufficiently severe, persistent, or pervasive such that it could reasonably be expected to create an intimidating, hostile, or offensive environment, or has the purpose or effect of unreasonably interfering with a person's academic or work performance, or a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities.

(a) Harassing conduct may include, but is not limited to, physical, verbal, or nonverbal conduct, including written, social media and electronic communications unless otherwise protected by law.

(b) For purposes of this code, "bullying" is defined as repeated or aggressive unwanted behavior not otherwise protected by law when a reasonable person would feel humiliated, harmed, or intimidated.

(c) For purposes of this code, "intimidation" is an implied threat. Intimidation exists when a reasonable person would feel threatened or coerced even though an explicit threat or display of physical force has not been made. Intimidation is evaluated based on the intensity, frequency, ~~((or))~~ context, and duration of the comments or actions.

(17) **Hazing.**

~~((a) Hazing is any act committed as part of:~~

~~(i) A person's recruitment, initiation, pledging, admission into, or affiliation with a student group; or~~

~~(ii) Any pastime or amusement engaged in with respect to such a student group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student.~~

~~(b)) Any act committed as part of a person's recruitment, initiation, pledging, admission into, affiliation with, or maintenance of membership in a student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions. Consent is not a valid defense against hazing. Examples of hazing include, but are not limited to:~~

~~((i)) (a) Causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm;~~

~~((ii)) (b) Humiliation by ritual act;~~

~~((iii)) (c) Striking another person with an object or body part;~~

~~((iv))~~ (d) Causing someone to experience excessive fatigue, or physical and/or psychological shock; or

~~((v))~~ (e) Causing someone to engage in degrading or humiliating games or activities that create a risk of serious psychological, emotional, and/or physical harm(~~(-~~

~~(c) "Hazing" does not include customary athletic events or other similar contests or competitions.~~

~~(d) Consent is not a valid defense against hazing);~~

(f) Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity; or

(g) Any activity that includes a criminal violation of federal, state, local, or tribal law.

(18) **Indecent exposure.** The intentional or knowing exposure of a person's genitals or other private body parts when done in a place or manner in which such exposure is likely to cause affront or alarm. Breastfeeding or expressing breast milk is not indecent exposure.

(19) **Cannabis or other drugs.**

(a) **Cannabis.** The use, possession, growing, delivery, sale, or being visibly under the influence of cannabis or the psychoactive compounds found in cannabis and intended for human consumption, regardless of form, or the possession of cannabis paraphernalia on college ~~((premises))~~ property or college-sponsored events. While state law permits the recreational use of cannabis, federal law prohibits such use on college ~~((premises))~~ property or in connection with college activities.

(b) **Drugs.** The use, possession, production, delivery, sale, or being under the influence of any prescription drug or possession of drug paraphernalia, including anabolic steroids, androgens, or human growth hormones as defined in chapter 69.41 RCW, or any other controlled substance under chapter 69.50 RCW, except as prescribed for a student's use by a licensed practitioner.

(20) **Misuse of electronic resources.** Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes, but is not limited to:

(a) Unauthorized opening of a file, message, or other item;

(b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;

(c) Unauthorized use or distribution of someone else's password or other identification;

(d) Use of computer time or resources to interfere with someone else's work;

(e) Use of computer time or resources to send, display, or print an obscene or abusive message, text, or image;

(f) Use of computer time or resources to interfere with normal operation of the college's computing system or other electronic information resources;

(g) Use of computer time or resources in violation of applicable copyright or other law;

(h) Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization;

~~((x))~~

(i) Failure to comply with the college's electronic use policy;

(j) Unauthorized access, data theft, malware distribution, or system disruption; or

(k) Unauthorized use, installation, or distribution of pirated or unlicensed software on college's systems or networks.

(21) **Property violation.** Damage to, misappropriation of, unauthorized use or possession of, vandalism of, or other nonaccidental damaging or destruction of college property or the property of another person. Property, for purposes of this subsection, also includes computer passwords, access codes, identification cards, personal financial account numbers, other confidential personal information, intellectual property, and college trademarks.

(22) **Retaliation.** Harming, threatening, intimidating, coercing, or ~~((taking adverse action of any kind against a person because such person reported a violation of this code or college policy, provided information about a reported violation, or participated as a witness or in any other capacity in a college investigation or disciplinary proceeding))~~ other adverse action taken against any individual for reporting, providing information, exercising one's rights or responsibilities, participating, or refusing to participate, in the process of responding to, investigating, or addressing allegations or violations of federal, state, or local law, or college policies.

(23) **Safety violations.** ~~((Safety violations include committing any reckless or unsafe act that endangers others, failing to follow established safety procedures (e.g., failing to evacuate during a fire alarm), or interfering with or otherwise compromising any college equipment relating to the safety and security of the campus community including, but not limited to, tampering with fire safety or first-aid))~~ Nonaccidental, reckless, or unsafe conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment, or triggering false alarms or other emergency response systems.

(24) **Sexual exploitation.** Taking nonconsensual or abusive sexual advantage of another for the respondent's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, when the behavior does not otherwise constitute one of the other sexual misconduct offenses described herein. Examples of sexual exploitation may include, but are not limited to:

(a) Invading another person's sexual privacy;

(b) Prostituting another person;

(c) Nonconsensual photography and digital or video recording of nudity or sexual activity, or nonconsensual audio recording of sexual activity;

(d) Unauthorized sharing or distribution of photographs or digital or video recording of nudity or sexual activity, or audio recording of sexual activity, unless otherwise protected by law;

(e) Engaging in voyeurism. A person commits voyeurism if they knowingly view, photograph, record, or film another person, without that person's knowledge and consent, while the person being viewed, photographed, recorded, or filmed is in a place where the person has a reasonable expectation of privacy;

(f) Knowingly or recklessly exposing another person to a significant risk of sexually transmitted disease or infection; or

(g) Causing the nonconsensual indecent exposure of another person, as defined by subsection (18) of this section.

(25) **Sexual harassment.** ~~((Unwelcome sexual or gender-based conduct, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual or gender-based nature that is sufficiently severe, persistent or pervasive as to:~~

~~(a) Deny or limit the ability of a student to participate in or benefit from the college's educational program;~~

~~(b) Alter the terms or conditions of employment; or~~

~~(c) Create an intimidating, hostile, or offensive environment for other campus community members.)~~ A form of discrimination and means unwelcome sexual or gender-based conduct, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual or a gendered nature that is sufficiently serious as to deny or limit an individual's ability to participate in the college's programs or activities, including the following conduct:

(a) Quid pro quo harassment. A student, employee, agent, or other person authorized by the college to provide an aid, benefit, or service under the college's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.

(b) Hostile environment. Unwelcome sexual or gendered conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

(i) The degree to which the conduct affected the complainant's ability to access the college's education program or activity;

(ii) The type, frequency, and duration of the conduct;

(iii) The parties' ages, roles within the college's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;

(iv) The location of the conduct and the context in which the conduct occurred; and

(v) Other sexual harassment in the college's education program or activity.

For sexual harassment prohibited under Title IX, refer to WAC 132H-126-410.

(26) **Sexual ((violence)) assault.** A type of sexual harassment that includes nonconsensual intercourse, nonconsensual sexual contact, incest, statutory rape, and sexual coercion.

(a) Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity.

(i) Effective consent cannot result from force, or threat of physical force, coercion, dishonesty, or intimidation.

(ii) Physical force means someone is physically exerting control of another person through violence. Physical force includes, but is not limited to, hitting, kicking, and restraining.

(iii) Threatening someone to obtain consent for a sexual act is a violation of this policy. Threats exist where a reasonable person would have been compelled by the words or actions of another to give permission to sexual activity to which they otherwise would not have consented.

(iv) Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

(v) A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for

any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

(b) **Nonconsensual sexual intercourse.** Any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

(c) **Nonconsensual sexual contact (fondling or criminal sexual contact).** Any actual or attempted intentional sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

(d) **Sexual coercion.** Unreasonably pressuring another for sexual contact. When a complainant makes it clear through words or actions that they do not want to engage in sexual contact, want to stop, or do not want to go past a certain point of sexual interaction, continued pressure beyond that point is presumptively unreasonable and coercive. Other examples of coercion may include using blackmail or extortion, or administering drugs and/or alcohol to overcome resistance or gain consent to sexual activity. Sexual contact that is the result of coercion is nonconsensual.

(e) **Incest.** Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of 18.

(f) **Statutory rape** (~~(. Consensual sexual intercourse between someone who is 18 years of age or older and someone who is under the age of 16.)~~) **(rape of a child).** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

(27) **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others((7)) or suffer substantial emotional distress. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such an intent.

(28) **Technological abuse.** An act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence, or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person, that occurs using any form of technology including, but not limited to: Internet-enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.

(29) **Tobacco, electronic cigarettes, and related products.** The use of tobacco, electronic cigarettes, and related products is prohibited in any building owned, leased, or operated by the college or in any location where such use is prohibited, including 25 feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased, or operated by the college. The use of tobac-

co, electronic cigarettes, and related products on the college campus is restricted to designated smoking areas. The use of tobacco, electronic cigarettes, and related products is prohibited in vehicles owned, leased, rented, or operated by the college. "Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, vaporizers, and snuff.

(30) **Unauthorized access.** Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property. Providing keys to an unauthorized person or providing access to an unauthorized person is also prohibited.

(31) **Unauthorized recording.** The following conduct is prohibited:

(a) Making audio, video, digital recordings, livestreams, or photographic images of a person without that person's consent in a location where that person has a reasonable expectation of privacy (e.g., counseling center, restroom or residence hall room or hallway).

(b) Storing, sharing, publishing, or otherwise distributing such recordings or images by any means.

(c) The recording of instructional content without the express permission of the instructor(s), unless approved as a disability accommodation.

(32) **Violation of other laws or policies.** Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including on-campus housing policies and college traffic and parking rules.

(33) **Weapons.** ~~((a))~~ Possessing, holding, wearing, transporting, storing, or exhibiting any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, and in conjunction with college programming and activities, subject to the following exceptions:

~~((i))~~ (a) Commissioned law enforcement personnel ~~((+))~~ or ~~((ii))~~ legally authorized military personnel while in performance of their official duties.

(b) Students with legally issued concealed weapons permits may store their weapons in vehicles parked in accordance with RCW 9.41.050 on campus provided the vehicle is locked and the weapon is concealed from view.

(c) The president or delegate may authorize possession of a weapon on campus upon a showing that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to any terms or conditions ~~((incorporated therein))~~ in the written permission.

(d) Possession and/or use of disabling chemical sprays for purposes of self-defense is not prohibited.

AMENDATORY SECTION (Amending WSR 19-01-082, filed 12/17/18, effective 1/17/19)

WAC 132H-126-110 Corrective action, disciplinary sanctions—
Terms and conditions. (1) ~~((The following disciplinary sanctions may be imposed upon students found to have violated the student conduct code:~~

~~(a) **Disciplinary warning.** A verbal statement to a student that they are violating or have violated the student conduct code and that continuation of the same or similar behavior may result in more severe discipline.)~~ One or more of the following corrective actions or disciplinary sanctions may be imposed upon a student or upon college-sponsored student groups found responsible for violating the student code of conduct:

(a) **Warning.** A verbal or written statement to a student that there is a violation and that continuation of the same or similar behavior may result in more severe discipline. Warnings are corrective actions, not disciplinary, and may not be appealed.

(b) **Written reprimand.** Notice in writing that the student has violated one or more terms of ((the)) this student conduct code and that continuation of the same or similar behavior may result in more severe disciplinary action.

(c) **Disciplinary probation.** Formal action placing specific conditions and restrictions upon the student's continued attendance, depending upon the seriousness of the violation, which may include a deferred disciplinary sanction.

(i) Probation may be for a limited period of time or may be for the duration of the student's attendance at the college.

(ii) If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction, which may include, but is not limited to, a suspension or ((a dismissal)) expulsion from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation.

(d) **Disciplinary suspension.** Separation from the college and from the student status for a stated period of time.

(i) There will be no refund of tuition or fees for the quarter in which the action is taken.

(ii) Conditions of suspension may be imposed and will be specified. Except as otherwise specified in the final order, all conditions must be fulfilled before the end of the suspension period. Failure to fulfill all conditions of suspension in a timely manner ((will)) may extend the suspension period and any conditions((r)) and may result in additional disciplinary sanctions.

(iii) The college may put a conduct hold in place during the suspension period.

(e) ~~((Dismissal))~~ **Expulsion.** The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or college-controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.

(2) Disciplinary terms and conditions that may be imposed in conjunction with the imposition of a disciplinary sanction include, but are not limited to, the following:

(a) **Education.** Participation in or successful completion of an educational assignment designed to create an awareness of the student's misconduct.

(b) **Loss of privileges.** Denial of specified privileges for a designated period of time.

~~(c) **No contact ((order.** A prohibition of direct or indirect physical, verbal, electronic, and/or written contact with another individual or group))~~ **directive.** An order directing a student to have no contact with a specified student, college employee, a member of the col-

lege community, or prohibiting a student from entering a particular college facility or participating in specified college programs or activities.

(d) **Not in good standing.** A student found to be "not in good standing" with the college shall be subject to the following restrictions:

(i) Ineligible to hold an office in any student (~~(organization)~~) group recognized by the college or to hold any elected or appointed office of the college.

(ii) Ineligible to represent the college to anyone outside the college community in any way, including representing the college at any official function, or any forms of intercollegiate competition or representation.

(e) **Professional evaluation.** Referral for drug, alcohol, psychological, or medical evaluation by an appropriately certified or licensed professional.

(i) The student may choose the professional within the scope of practice and with the professional credentials as defined by the college.

(ii) The student will sign all necessary releases to allow the college access to any such evaluation.

(iii) The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.

(f) **Residence hall suspension.** Separation of the student from a residence hall or halls for a definite period of time, after which the student may be eligible to return. Conditions (~~(for reacceptance may be specified)~~) may be imposed before a student is permitted to return to a residence hall.

(g) **Residence hall dismissal.** Permanent separation of the student from a residence hall or halls.

(h) **Restitution.** Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation.

(i) **Trespass or restriction.** A student may be restricted from any or all college (~~(premises)~~) property and/or college-sponsored activities based on the violation.

(3) More than one of the disciplinary terms and conditions listed above may be imposed for any single violation.

(4) If a student withdraws from the college or fails to reenroll before completing a disciplinary sanction or condition, the disciplinary sanction or condition must be completed either prior to or upon the student's reenrollment, depending on the nature of the sanction, condition, and/or the underlying violation. Completion of disciplinary sanctions and conditions may be considered in petitions for readmission to the college.

AMENDATORY SECTION (Amending WSR 23-04-040, filed 1/25/23, effective 2/25/23)

WAC 132H-126-115 Hazing prohibited—Sanctions. (1) ~~((Hazing by a student or a student group is prohibited pursuant to WAC 132H-126-100(17)).~~

~~(2) No student may conspire to engage in hazing or participate in hazing of another. State law provides that hazing is a criminal offense, punishable as a misdemeanor.~~

~~(3) Washington state law provides that:~~

~~(a)) Any student group that knowingly permits hazing is strictly liable for harm caused to persons or property resulting from hazing. If the organization, association, or student living group is a corporation whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.~~

~~((b)) (2) Any person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the college.~~

~~((c)) (3) Any student group((s)) that knowingly permits hazing to be conducted by its members or by others subject to its direction or control shall be deprived of any official recognition or approval granted by the college.~~

~~((d)) (4) Any student group((s)) found responsible for violating the code of student conduct, college antihazing policies, or state or federal laws relating to hazing or offenses related to alcohol, drugs, sexual assault, or physical assault will be disclosed in a public report issued by the college setting forth the name of the student group, the date the investigation began, the date the investigation ended, a finding of responsibility, a description of the incident(s) giving rise to the finding, and the details of the sanction(s) imposed.~~

(5) Any student who is found responsible for engaging, participating, or conspiring to participate in hazing may be sanctioned in accordance with this student conduct code.

AMENDATORY SECTION (Amending WSR 23-04-040, filed 1/25/23, effective 2/25/23)

WAC 132H-126-120 Initiation of disciplinary action. (1) Any member of the college community may file a complaint against a student or student group for possible violations of the student conduct code.

(2) Upon receipt, a student conduct officer, or designee, may review and investigate any complaint to determine whether it appears to state a violation of the student conduct code.

~~((a) **Student on student sexual misconduct.** The college's Title IX coordinator or designee shall investigate complaints or other reports of sexual misconduct by a student against a student.~~

~~(b) **Sexual misconduct involving an employee.** The college's human resource office or designee shall investigate complaints or other reports of sexual misconduct in which an employee is either the complainant or respondent.~~

~~(c) **Hazing by student groups.** A student conduct officer, or designee, may review and investigate any complaint or allegation of hazing by a student group. A student group will be notified through its named officer(s) and address on file with the college. A student group may designate one representative who may speak on behalf of a student group during any investigation and/or disciplinary proceeding. A student group will have the rights of a respondent as set forth below.~~

~~(d) Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for student disciplinary action.~~

~~(e) College personnel will honor requests to keep sexual misconduct complaints confidential to the extent this can be done in compliance with federal and state laws and without unreasonably risking the health, safety, and welfare of the complainant or other members of the college community.~~

~~(3) If a student conduct officer determines that a complaint appears to state a violation of the student conduct code, the student conduct officer will consider whether the matter might be resolved through agreement with the respondent or through alternative dispute resolution proceedings involving the complainant and the reporting party.~~

~~(a) Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the complainant and the respondent.~~

~~(b) If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time.)~~ (3) **Informal resolution options.** If a student conduct officer determines that a complaint appears to state a violation of the student conduct code, the student conduct officer will consider whether the matter might be resolved through agreement with the respondent or through alternative dispute resolution proceedings involving the respondent and complainant.

(a) Informal dispute resolution shall not be used to resolve sexual misconduct reports without written permission from both the complainant and the respondent.

(b) If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time.

(4) If the student conduct officer has determined that a complaint has merit and if the matter is not resolved through agreement or alternative dispute resolution, the student conduct officer may investigate and/or initiate disciplinary action against the respondent.

(a) Investigations will be completed in a timely manner according to college procedures and the results of the investigation shall be referred to the student conduct officer for student disciplinary action.

(b) **Investigations of hazing by student groups.** A student conduct officer, or designee, may review and investigate any complaint or allegation of hazing by a student group. A student group will be notified through its named officer(s) and address on file with the college. A student group may designate one representative who may speak on behalf of a student group during any investigation and/or disciplinary proceeding. A student group will have the rights of a respondent as set forth below.

(5) Both the respondent and the complainant ((in cases involving allegations of sexual misconduct)), when applicable, shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the initial disciplinary ((decision-making)) process and to appeal any disciplinary decision.

~~((b)) The student conduct officer, prior to initiating disciplinary action in cases involving allegations of sexual misconduct, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions, if any, that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.~~

~~(5))~~ (6) All disciplinary actions will be initiated by a student conduct officer. If that officer is the subject of a complaint initiated by the respondent or the complainant, the president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complaint.

~~((6))~~ (7) A student conduct officer shall initiate disciplinary action by serving the respondent with written notice directing them to attend a disciplinary meeting.

~~((a))~~ The notice shall briefly describe the factual allegations, the provision(s) of the student conduct code the respondent is reported to have violated, the range of possible sanctions for the reported violation(s), and it will specify the time and location of the meeting.

~~((b))~~ (8) At the disciplinary meeting, the student conduct officer will present the allegations to the respondent, and the respondent shall be afforded an opportunity to explain what occurred.

~~((e))~~ If the respondent fails to attend the meeting, the student conduct officer may take disciplinary action based upon the available information.

~~((7))~~ (9) Within 10 business days of the initial disciplinary meeting and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting the decision, the specific student conduct code provisions found to have been violated, the discipline imposed, if any, and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal. This period may be extended ~~((if))~~ at the sole discretion of the student conduct officer, ((based on information presented at the disciplinary meeting, concludes that additional investigation is necessary. If the period is extended, the student conduct officer will notify the respondent, and the complainant in cases involving allegations of sexual misconduct, of this extension, the reason(s), and the anticipated extension time frame)) if additional information is necessary to reach a determination. The student conduct officer will notify the parties of any extension period and the reason therefore.

~~((8))~~ (10) A student conduct officer may take any of the following disciplinary actions:

(a) Exonerate the respondent and terminate the proceedings.

(b) Impose a disciplinary sanction(s), with or without condition(s), as described in WAC 132H-126-110 and 132H-126-115.

(c) Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the student conduct committee, with a copy served on the respondent.

~~((9)) In cases involving allegations of sexual misconduct, the student conduct officer, on the same date that a disciplinary decision is served on the respondent, will serve a written notice informing the complainant of the decision, the reasons for the decision, and any disciplinary sanctions and/or conditions that may have been imposed upon the respondent, including disciplinary suspension or dismissal of~~

~~the respondent. The notice will also inform the complainant of their appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the complainant to ensure prompt notice of the protective disciplinary sanctions and/or conditions.)~~

AMENDATORY SECTION (Amending WSR 23-04-040, filed 1/25/23, effective 2/25/23)

WAC 132H-126-130 Appeal from disciplinary action. (1) The respondent, and when applicable a complainant, may appeal a disciplinary ~~((action))~~ decision by filing a written notice of appeal with the conduct review officer within 21 calendar days of service of the student conduct officer's decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.

(2) The notice of appeal must include a brief statement explaining why the respondent or complainant is seeking review.

(3) The parties to an appeal shall be the respondent, complainant when applicable, and the student conduct officer. If a case involves allegations of sexual misconduct, a complainant also has a right to appeal a disciplinary decision or to intervene in the respondent's appeal of a disciplinary decision to the extent the disciplinary decision, sanctions or conditions relate to allegations of sexual misconduct against the respondent.

(4) A respondent, complainant when applicable, who timely appeals a disciplinary action or whose case is referred to the student conduct committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.

(5) On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary action and any sanction by a preponderance of the evidence.

(6) Imposition of disciplinary action and any sanction for a violation of the student conduct code shall be stayed pending appeal, unless the respondent has been summarily suspended.

(7) The student conduct committee shall hear appeals ~~((regarding))~~ from:

(a) ~~((The imposition of))~~ Disciplinary suspensions in excess of 10 instructional days ~~((or, for a student group, suspensions in excess of two academic quarters))~~;

(b) ~~((Dismissals or, for a student group, deprivation of recognition or approval granted by the college; and))~~ Expulsions;

(c) Sexual misconduct cases; and

(d) Discipline cases referred to the committee by the student conduct officer, the conduct review officer, or the president.

(8) Student conduct appeals from the imposition of the following disciplinary sanctions shall be reviewed through a brief adjudicative proceeding:

(a) Residence hall dismissals;

(b) Residence hall suspensions;

(c) Suspensions of 10 instructional days or less;

(d) Disciplinary probation;

(e) Written reprimands;

(f) Sanctions against a student group, other than those set forth in subsection (7)(a) and (b) of this section; and

(g) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions (~~;~~ and

~~(h) Appeals by a complainant in student disciplinary proceedings involving allegations of sexual misconduct in which the student conduct officer:~~

~~(i) Dismisses disciplinary proceedings based upon a finding that the allegations of sexual misconduct have no merit; or~~

~~(ii) Issues a verbal warning to the respondent.~~

~~(9) Except as provided elsewhere in these rules, disciplinary warnings and dismissals of disciplinary complaints are final actions and are not subject to appeal.~~

~~(10) In cases involving allegations of sexual misconduct, the complainant has the right to appeal the following actions by the student conduct officer following the same procedures as set forth above for the respondent:~~

~~(a) The dismissal of a sexual misconduct complaint; or~~

~~(b) Any disciplinary sanction(s) and conditions imposed against a respondent for a sexual misconduct violation, including a disciplinary warning.~~

~~(11) If the respondent timely appeals a decision imposing discipline for a sexual misconduct violation, the college shall notify the complainant of the appeal and provide the complainant an opportunity to intervene as a party to the appeal.~~

~~(12) Except as otherwise specified in this chapter, a complainant who timely appeals a disciplinary decision or who intervenes as a party to respondent's appeal of a disciplinary decision shall be afforded the same procedural rights as are afforded the respondent).~~

AMENDATORY SECTION (Amending WSR 21-01-008, filed 12/2/20, effective 1/2/21)

WAC 132H-126-160 Interim measures. (1) After receiving a report of sexual misconduct or other serious student misconduct, a student conduct officer or designee may implement interim measures which may include, but are not limited to:

(a) A no-contact (~~order~~) directive prohibiting direct or indirect contact, by any means, with a complainant, a respondent, a reporting party, other specified persons, and/or a specific student organization;

(b) Reassignment of on-campus housing;

(c) Changes to class schedules, assignments, or test schedules;

(d) Modified on-campus employment schedule or location;

(e) Restrictions on access to portions of campus including, but not limited to, on-campus housing; or

(f) Alternative safety arrangements such as campus safety escorts.

(2) If an interim measure is put in place pending or during a conduct proceeding, the student will be notified of the interim measure and be advised how to raise an objection about the interim measure or request that it be made less restrictive. The student conduct officer may adjust or modify interim measures as students' situations and schedules change and evolve over time. Interim measures will remain in

place until the student receives notice they have been lifted or modified from the student conduct officer.

(3) Implementation of any interim measure does not assume any determination of, or create any presumption regarding responsibility for, a violation under this student conduct code.

AMENDATORY SECTION (Amending WSR 21-01-008, filed 12/2/20, effective 1/2/21)

WAC 132H-126-200 Brief adjudicative proceedings—Initial hearing. (1) Brief adjudicative proceedings shall be conducted by a conduct review officer designated by the president. The conduct review officer shall not participate in any case in which they are a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(2) Before taking action, the conduct review officer shall conduct an informal hearing and provide each party:

(a) An opportunity to be informed of the agency's view of the matter; and

(b) An opportunity to explain the party's view of the matter.

(3) The conduct review officer shall serve ~~((an initial))~~ a decision upon the parties within ~~((ten))~~ 10 business days of consideration of the appeal. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the ~~((initial))~~ decision. If no request for review is filed within ~~((twenty-one))~~ 21 calendar days of service of the initial decision, the initial decision shall be deemed the final decision.

~~((4) ((If the matter is an appeal by the respondent, or the complainant in the case of sexual misconduct,))~~ The conduct review officer may affirm, reverse, or modify the disciplinary sanctions and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanctions or conditions as authorized herein. If the conduct review officer, upon review, determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ~~((ten))~~ 10 instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

~~((5) In cases involving allegations of sexual misconduct, the conduct review officer, on the same date as the initial decision is served on the respondent, will serve a written notice upon the complainant of the decision, the reasons for the decision, and a description of any disciplinary sanctions and/or conditions that may have been imposed upon the respondent. The notice will also inform the complainant of their appeal rights.))~~

AMENDATORY SECTION (Amending WSR 21-01-008, filed 12/2/20, effective 1/2/21)

WAC 132H-126-210 Brief adjudicative proceedings—Review of an initial decision. (1) An initial decision is subject to review by the president, provided the respondent files a written request for review with the conduct review officer within (~~(twenty-one)~~) 21 calendar days of service of the initial decision.

(2) The president shall not participate in any case in which they are a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(3) During the review, the president shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to determine whether the findings or sanctions should be modified or whether the proceedings should be referred to the student conduct committee for a formal adjudicative hearing.

(4) The decision on review must be in writing, include a brief statement of the reasons for the decision and typically must be served on the parties within (~~(twenty)~~) 20 calendar days of the request for review. The decision on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the president does not make a disposition of the matter within (~~(twenty)~~) 20 calendar days after the request is submitted without a response from the president.

(5) If the president, upon review, determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than (~~(ten)~~) 10 instructional days or (~~(dismissal)~~) expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

(6) In cases involving allegations of sexual misconduct, the president, on the same date as the final decision is served on the respondent, will serve a written notice upon the complainant informing the complainant of the decision, the reasons for the decision, and a description of any disciplinary sanctions and/or conditions that may have been imposed upon the respondent. The notice will also inform the complainant of their appeal rights.

AMENDATORY SECTION (Amending WSR 21-01-008, filed 12/2/20, effective 1/2/21)

WAC 132H-126-300 Student conduct committee. (1) The student conduct committee shall consist of six members:

(a) Two full-time students appointed by the student government;
(b) Two faculty members appointed by the president;
(c) Two administrative staff members, other than an administrator serving as a student conduct or conduct review officer, appointed by the president prior to the beginning of the academic year for alternating two-year terms.

(2) One of the administrative staff members shall serve as the chair of the committee and may take action on preliminary hearing mat-

ters prior to convening the committee. The administrative staff members shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.

(3) Hearings may be heard by a quorum of three members of the committee, so long as one faculty member, one student, and one administrative staff member are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.

(4) Members of the student conduct committee shall not participate in any case in which they:

(a) Are a complainant or witness;

(b) Have direct or personal interest, prejudice, or bias; or

(c) Have acted previously in an advisory capacity.

(5) Any party may petition for disqualification of a committee member pursuant to RCW 34.05.425(4).

(6) The college may, in its sole discretion, contract with an administrative law judge or other qualified person to act as the presiding officer, authorized to exercise any or all duties of the student conduct committee and/or committee chair.

AMENDATORY SECTION (Amending WSR 21-01-008, filed 12/2/20, effective 1/2/21)

WAC 132H-126-310 Student conduct committee—Prehearing. (1)

Proceedings of the student conduct committee shall be governed by the Administrative Procedure Act, chapter 34.05 RCW, and by the Model Rules of Procedure, chapter 10-08 WAC. To the extent there is a conflict between these rules and chapter 10-08 WAC, these rules shall control.

(2) The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven calendar days in advance of the hearing date, as further specified in RCW 34.05.434 and WAC 10-08-040 and 10-08-045. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown.

(3) The committee chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and form of any discovery, issuance of protective decisions, and similar procedural matters.

(4) Upon request, filed at least five calendar days before the hearing by any party or at the direction of the committee chair, the parties shall exchange, no later than the third day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present to the committee. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.

(5) The committee chair may provide to the committee members in advance of the hearing copies of: (a) The conduct officer's notice of discipline, or referral to the committee; and (b) the notice of appeal, or any response to referral, by the respondent or, in a case involving allegations of sexual misconduct, the complainant. If doing

so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.

(6) The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.

(7) The student conduct officer, upon request, shall provide reasonable assistance to the respondent and complainant in obtaining relevant and admissible evidence that is within the college's control.

(8) Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate. Any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.455.

(9) All parties may be accompanied at the hearing by a process advisor of their choice, which may be an attorney retained at the party's expense.

~~(10) ((The respondent, in all appeals before the committee, and the complainant, in an appeal involving allegations of sexual misconduct before the committee, may elect to be represented by an attorney at their own expense. The respondent and/or complainant will be deemed to have waived the right to be represented by an attorney unless, at least four business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer.))~~ Attorneys for students must file a notice of appearance with the committee chair at least four business days before the hearing. Failure to do so may, at the discretion of the committee chair, result in a waiver of the attorney's ability to represent the student at the hearing, although an attorney may still serve as an advisor to the student.

(11) The committee will ordinarily be advised by an assistant attorney general. If the respondent and/or the complainant is represented by an attorney, the student conduct officer may also be represented by a second, appropriately screened, assistant attorney general.

AMENDATORY SECTION (Amending WSR 21-01-008, filed 12/2/20, effective 1/2/21)

WAC 132H-126-320 Student conduct committee—Presentation of evidence. (1) Upon the failure of any party to attend or participate in a hearing, the student conduct committee may either:

- (a) Proceed with the hearing and issuance of its decision; or
- (b) Serve a decision of default in accordance with RCW 34.05.440.

(2) The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.

(3) The chair shall cause the hearing to be recorded by a method that they select, in accordance with RCW 34.05.449. ~~((That recording, or a copy, shall be made available to any party upon request.))~~ The chair shall assure maintenance of the record of the proceeding that is

required by RCW 34.05.476, which shall also be available upon request for inspection and copying by any party. Other recording shall also be permitted, in accordance with WAC 10-08-190.

(4) The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.

(5) The student conduct officer, unless represented by an assistant attorney general, shall present the college's case (~~for imposing disciplinary sanctions~~).

(6) All testimony shall be given under oath or affirmation. Evidence shall be admitted or excluded in accordance with RCW 34.05.452.

(7) (~~In cases involving reports of sexual misconduct, the respondent and complainant shall not directly question or cross-examine one another. Attorneys for the respondent and complainant are also prohibited from directly questioning opposing parties absent express permission from the committee chair. Subject to this exception, all cross-examination questions by the respondent and complainant shall be directed to the committee chair, who in their discretion shall pose the questions on the party's behalf. All cross-examination questions submitted to the chair in this manner shall be memorialized in writing and maintained as part of the hearing record.~~) The chair has the discretion to determine whether a respondent may directly question any witnesses; and if not, to determine whether questions must be submitted to the chair to be asked of witnesses, or to allow questions to be asked by an attorney or advisor for the respondent.

AMENDATORY SECTION (Amending WSR 21-01-008, filed 12/2/20, effective 1/2/21)

WAC 132H-126-330 Student conduct committee—Initial decision.

(1) At the conclusion of the hearing, the student conduct committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or a proposed decision for its consideration.

(2) Within (~~twenty~~) 20 calendar days following the conclusion of the hearing or the committee's receipt of closing arguments, whichever is later, the committee shall issue (~~an initial~~) a decision in accordance with RCW 34.05.461 and WAC 10-08-210. The (~~initial~~) decision shall include findings on all material issues of fact and conclusions on all material issues of law, including which, if any, provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified.

(3) The committee's (~~initial order~~) decision shall also include a determination on appropriate (~~discipline~~) sanctions, if any. If the matter was referred to the committee by the student conduct officer, the committee shall identify and impose disciplinary sanctions or conditions, if any, as authorized in the student conduct code. If the matter is an appeal by (~~the respondent or the complainant in the case of sexual misconduct~~) a party, the committee may affirm, reverse, or modify the disciplinary sanctions and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanc-

tions and/or conditions as authorized herein. The ~~((notice))~~ decision will also inform the respondent of their appeal rights.

(4) The committee chair shall cause copies of ~~((the initial))~~ its decision to be served on the parties and their legal counsel of record. The committee chair shall also promptly transmit a copy of the decision and the record of the committee's proceedings to the president.

~~((5) In cases involving allegations of sexual misconduct, the chair of the student conduct committee will make arrangements to have a written notice served on the complainant informing the complainant of the decision, the reasons for the decision, and a description of any disciplinary sanctions and/or conditions that may have been imposed upon the respondent, including suspension or dismissal of the respondent. The notice will also inform the complainant of their appeal rights. This notice shall be served on the complainant on the same date as the initial decision is served on the respondent. The complainant may appeal the student conduct committee's initial decision to the president subject to the same procedures and deadlines applicable to other parties.))~~

AMENDATORY SECTION (Amending WSR 21-01-008, filed 12/2/20, effective 1/2/21)

WAC 132H-126-340 Student conduct committee—Review of an initial decision. (1) ~~((A respondent, or a complainant in a case involving allegations of sexual misconduct, who is aggrieved by the findings or conclusions issued by the student conduct committee may request a review of))~~ Any party, including a complainant when applicable, may appeal the committee's ~~((initial))~~ decision to the president by filing a notice of appeal with the president's office within ~~((twenty-one))~~ 21 calendar days of service of the committee's initial decision or a written notice. Failure to file a timely appeal request within this time frame constitutes a waiver of the right and the ~~((initial))~~ decision shall be deemed final.

(2) The ~~((notice of))~~ written appeal must identify the specific findings of fact and/or conclusions of law in the initial decision that are challenged and must contain an argument as to why the appeal should be granted. Appeals may be based upon, but are not limited to:

(a) Procedural irregularity that would change the outcome;
(b) New evidence that would change the outcome and that was not reasonably available when the decision was made; and

(c) The investigator or decision maker had a conflict of interest or bias for or against a respondent or complainant individually or respondents or complainants generally.

(3) Upon receiving a timely appeal, the president or a designee will promptly serve a copy of the appeal on all nonappealing parties, who will have 10 business days from the date of service to submit a written response addressing the issues raised in the appeal to the president or a designee and serve it on all parties. Failure to file a timely response constitutes a waiver of the right to participate in the appeal.

(4) The president's review shall be restricted to the hearing record made before the student conduct committee and will normally be

limited to those issues and arguments raised in the notice of appeal. ~~((As part of the review process, the president may ask the nonappealing party(ies) to respond to the arguments contained in the notice of appeal))~~ If necessary to aid review, the president may ask for additional briefing from the parties on issues raised on appeal.

~~((3))~~ (5) The president shall provide a written decision to all parties within ~~((thirty))~~ 20 calendar days after receipt of the notice of appeal or receipt of the response from nonappealing parties, whichever is later. The president's decision shall be final ~~((and shall include a notice of any rights to request reconsideration and/or judicial review.~~

~~(4)~~ In cases involving allegations of sexual misconduct, the president, on the same date that the final decision is served upon the respondent, shall serve a written notice informing the complainant of the final decision. This notice shall inform the complainant whether the sexual misconduct allegation was found to have merit and describe any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal ~~of the respondent)~~ subject to judicial review pursuant to chapter 34.05 RCW, Part V.

~~((5))~~ (6) The president shall not engage in an ex parte communication with any of the parties regarding an appeal.

AMENDATORY SECTION (Amending WSR 23-04-040, filed 1/25/23, effective 2/25/23)

WAC 132H-126-410 Prohibited conduct under Title IX. Pursuant to RCW 28B.50.140(13) and Title IX of the Education Amendments Act of 1972, 20 U.S.C. Sec. 1681, the college may impose disciplinary sanctions against a student who commits, attempts to commit, or aids, abets, incites, encourages, or assists another person to commit, an act(s) of "sexual harassment."

For purposes of this supplemental procedure, "sexual harassment" ~~((encompasses))~~ means conduct on the basis of sex that satisfies one or more of the following types of conduct:

(1) **Quid pro quo harassment.** A college employee conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.

(2) **Hostile environment.** Unwelcome conduct ~~((that a reasonable person would find))~~ determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's educational programs or activities ~~((, or employment)).~~

(3) **Sexual assault.** Sexual assault includes the following conduct:

(a) **Nonconsensual sexual intercourse.** Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

(b) **Nonconsensual sexual contact (fondling or criminal sexual contact).** Any actual or attempted intentional sexual touching, however slight, with any body part or object, by a person upon another person

that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

(c) **Incest.** Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of 18.

(d) **Statutory rape** (~~(. Consensual sexual intercourse between someone who is 18 years of age or older and someone who is under the age of 16.)~~) **(rape of a child)**. Nonforcible sexual intercourse with a person who is under the statutory age of consent.

(4) **Domestic violence.** (~~(Use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person:~~

~~(a) Who is a current or former spouse or intimate partner of the victim, or a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Washington;~~

~~(b) Who is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;~~

~~(c) Who shares a child in common with the victim; or~~

~~(d) Who commits acts against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Washington, RCW 26.50.010.)~~ Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, coercive control, damage or destruction of personal property, stalking, or any other conduct prohibited under RCW 10.99.020, committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Washington, RCW 26.55.010.

(5) **Dating violence.** Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person:

(a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(b) Where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship;

(ii) The type of relationship; and

(iii) The frequency of interaction between the persons involved in the relationship.

(6) **Economic abuse.** In the context of domestic violence dating violence, economic abuse includes behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use, or maintain economic resources to which they are entitled, including using coercion, fraud, or manipulation to:

(a) Restrict a person's access to money, assets, credit, or financial information;

(b) Unfairly use a person's personal economic resources, including money, assets, and credit, for one's own advantage; or

(c) Exert undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.

(7) **Technological abuse.** An act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence, or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person, that occurs using any form of technology including, but not limited to: Internet-enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.

(8) **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

AMENDATORY SECTION (Amending WSR 21-01-008, filed 12/2/20, effective 1/2/21)

WAC 132H-126-430 Initiation of discipline. (1) Upon receiving the Title IX investigation report from the Title IX coordinator, the student conduct officer will independently review the report to determine whether there are sufficient grounds to pursue a disciplinary action against the respondent for engaging in prohibited conduct under Title IX.

(2) If the student conduct officer determines that there are sufficient grounds to proceed under these supplemental procedures, the student conduct officer will initiate a Title IX disciplinary proceeding by filing a written disciplinary notice with the chair of the student conduct committee and serving the notice on the respondent, the complainant, and their respective advisors. The notice must:

(a) Set forth the basis for Title IX jurisdiction;

(b) Identify the reported Title IX violation(s);

(c) Set forth the facts underlying the allegation(s);

(d) Identify the range of possible sanctions that may be imposed if the respondent is found responsible for the reported violation(s); and

(e) Explain that the parties are entitled to be accompanied by their chosen advisors during the hearing and that:

(i) The advisors will be responsible for questioning all witnesses on their party's behalf;

(ii) An advisor may be an attorney; and

(iii) The college will appoint (~~the party~~) an advisor of the college's choosing at no cost to the party, if the party fails to do so; and

(3) Explain that if a party fails to appear at the hearing, a decision of responsibility may be made in their absence.

AMENDATORY SECTION (Amending WSR 23-04-040, filed 1/25/23, effective 2/25/23)

WAC 132H-126-460 Evidence. The introduction and consideration of evidence during the hearing is subject to the following procedures and restrictions:

(1) **Relevance:** The committee chair shall review all questions for relevance and shall explain on the record their reasons for excluding any question based on lack of relevance.

(2) **Relevance** means that information elicited by the question makes facts in dispute more or less likely to be true.

(3) Questions or evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant and must be excluded, unless such question or evidence:

(a) Is asked or offered to prove someone other than the respondent committed the reported misconduct; or

(b) Concerns specific incidents of prior sexual behavior between the complainant and the respondent, which are asked or offered on the issue of consent.

(4) **No negative inference:** The committee may not make an inference regarding responsibility solely on a witness's or party's absence from the hearing or refusal to answer questions.

(5) **Privileged evidence:** The committee shall not consider legally privileged information unless the holder has effectively waived the privilege. Privileged information includes, but is not limited to, information protected by the following:

(a) Spousal/domestic partner privilege;

(b) Attorney-client and attorney work product privileges;

(c) Privileges applicable to members of the clergy and priests;

(d) Privileges applicable to medical providers, mental health therapists, and counselors;

(e) Privileges applicable to sexual assault and domestic violence advocates; and

(f) Other legal privileges identified in RCW 5.60.060.

(6) Complainant and respondent may not ask questions directly of one another. Questions may be asked through a party's advisor or by the chair, after the chair determines the question is relevant and not privileged or otherwise impermissible. The chair has discretion to follow this procedure for other witnesses, as well.

AMENDATORY SECTION (Amending WSR 21-01-008, filed 12/2/20, effective 1/2/21)

WAC 132H-126-470 Initial order. (1) In addition to complying with WAC 132H-126-330, the student conduct committee will be responsible for conferring and drafting an initial order that:

(a) Identifies the allegations of sexual harassment;

(b) Describes the ~~((grievance and disciplinary procedures, starting with filing of the formal complaint through the determination of responsibility, including notices))~~ procedural steps taken from receipt of the formal complaint through the determination, including any notifications to parties, interviews with witnesses and parties, site visits, methods used to gather evidence, and hearings held;

(c) Makes findings of fact supporting the determination of responsibility;

(d) Reaches conclusions ~~((as to whether the facts establish whether the respondent is responsible for engaging in sexual harassment in violation of Title IX))~~ applying the conduct code to the facts;

(e) Contains a statement of, and rationale for, the ~~((committee's determination of responsibility for each allegation))~~ result as to each allegation, including a determination regarding responsibility;

(f) Describes any disciplinary sanction or conditions imposed against the respondent, if ~~((any))~~ the committee determines the respondent violated the conduct code;

(g) Describes ~~((to what extent, if any, complainant is entitled to))~~ whether remedies designed to restore or preserve complainant's equal access to the college's education programs or activities will be provided by the college; and

(h) Describes the process for appealing the initial order to the president.

(2) The committee chair will serve the initial order on the parties simultaneously.

AMENDATORY SECTION (Amending WSR 21-01-008, filed 12/2/20, effective 1/2/21)

WAC 132H-126-480 Appeals. ~~((1) The parties shall have the right to appeal from the initial order's determination of responsibility and/or dismissal of an allegation(s) of sexual harassment in a formal complaint. The right to appeal will be subject to the same procedures and time frames set forth in WAC 132H-126-340.~~

~~(2) The president or their delegate will determine whether the grounds for appeal have merit, provide the rationale for this conclusion, and state whether the disciplinary sanction and condition(s) imposed in the initial order are affirmed, vacated, or amended, and, if amended, set forth any new disciplinary sanction and/or condition(s).~~

~~(3))~~ (1) All parties, including the student conduct officer in their capacity as a representative of the college, have the right to appeal from the determination of responsibility and/or from a dismissal, in whole or part, of a formal complaint during the investigative or hearing process. Appeals must be in writing and filed with the president's office within 21 days of service of the initial order or notice of dismissal. Appeals must identify the specific findings of fact and/or conclusions in the initial order or notice of dismissal that the appealing party is challenging and must contain argument as to why the appeal should be granted. Failure to file a timely appeal constitutes a waiver of the right to appeal and the initial order or notice of dismissal shall be deemed final.

(2) Upon receiving a timely appeal, the president's office will serve a copy of the appeal on all parties, who will have 10 days from the date of service to submit written responses to the president's office addressing issues raised in the appeal. Failure to file a timely response constitutes a waiver of the right to participate in the appeal. Upon receipt of written responses, the president's office shall serve copies of the responses to the other parties.

(3) Parties receiving a copy of the responses shall have five days in which to submit a written reply addressing issues raised in the responses to the president's office.

(4) The president, or their designee, based on their review of parties' submissions and the hearing or investigative record, will determine whether the grounds for appeal have merit, provide the rationale for this conclusion, and state whether a dismissal is affirmed or denied, or if the disciplinary sanctions and conditions imposed in the initial order are affirmed, vacated, or amended, and, if amended, set forth the new disciplinary sanctions and conditions.

(5) President's office shall serve the final decision on the parties simultaneously.



REGULAR MEETING AGENDA ITEM

**REVISION OF POLICY 4250: STANDARDS OF ETHICAL CONDUCT,
CONFLICT OF INTEREST, OUTSIDE EMPLOYMENT AND ACTIVITIES**

Action

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 Conduct, Conflict of Interest, Outside Employment and Activities.

Prepared by: Dr. Lori McRea Keller, Director of Policies & Government Relations
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.
-
- 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.
-

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



REGULAR MEETING AGENDA ITEM

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

Action

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, Immigration Enforcement Protection) 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 and WAC 132H-140: College Property Use.

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

Chapter 132H-140 WAC

COLLEGE PROPERTY USE

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

WAC

- 132H-140-020 Statement of purpose.
- 132H-140-022 Definitions.
- 132H-140-025 Applicability to expressive activity.
- 132H-140-030 Request for use of college property.
- 132H-140-050 Scheduling and reservation practices.
- 132H-140-065 Limitations and denial of use.
- 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,
Resolution No. 149), § 132-140-040 (codified as WAC
132H-140-040), filed 5/12/82; WSR 79-10-051 (Order
64, Resolution No. 121), § 132H-140-040, filed
9/17/79; Order 28, § 132H-140-040, 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-140-060 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.]

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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.

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privilege to enter onto or remain upon any portion of the
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leave. Such persons shall be subject to arrest under the
provisions of chapter 9A.52 RCW. Individuals requested to leave~~

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[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

COLLEGE PROPERTY USE

Last Update:

WAC

- 132H-140-020 Statement of purpose.
- 132H-140-022 Definitions.
- 132H-140-025 Applicability to expressive activity.
- 132H-140-030 Request for use of college property.
- 132H-140-050 Scheduling and reservation practices.
- 132H-140-065 Limitations and denial of use.
- 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,
Resolution No. 149), § 132-140-040 (codified as WAC
132H-140-040), filed 5/12/82; WSR 79-10-051 (Order
64, Resolution No. 121), § 132H-140-040, filed
9/17/79; Order 28, § 132H-140-040, 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-140-060 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.

“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.]

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(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;

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

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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.

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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.]



REGULAR MEETING AGENDA ITEM

QUARTERLY REPORT: ENROLLMENT

Information

Description

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

Analysis

In Spring 2025, Bellevue College served 14,217 students. Spring enrollments exceeded projections by 7.7%. Results above projections were seen in most categories of enrollment, including state-support lower division, international, and Running Start. College in the High School came in slightly below projections, but spring enrollments in this program are much lower than winter, where we see the majority of enrollments. Nearly all categories of enrollments increased from Spring 2024 to Spring 2025, with overall enrollment increasing by 9.6%.

In Summer 2025, the college served 6,080 students amounting to 3,144 FTE. Summer enrollments exceeded projections by 3.6%. The largest year-over-year enrollment growth was seen with Running Start enrollments, which grew 24.4%. Overall summer 2025 enrollment was 7% higher than summer 2024.

So far for Fall 2025, Bellevue College is serving 14,475 students. Although enrollments are exceeding projections for some categories, others are lagging with overall enrollment at 98.9% of projections. Staff vacancies and administrative changes in Basic and Transitional Studies help explain the lower enrollment. Challenges with visa appointments and general uncertainty around international study in the US inform why international enrollment is running below projections. Despite this, enrollment in total for fall 2025 is running 3.8% above fall 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 Fall 2025 Enrollment

Prepared by: Steve Downing | Dean, Enrollment Management | steve.downing@bellevuecollege.edu



BELLEVUE
COLLEGE

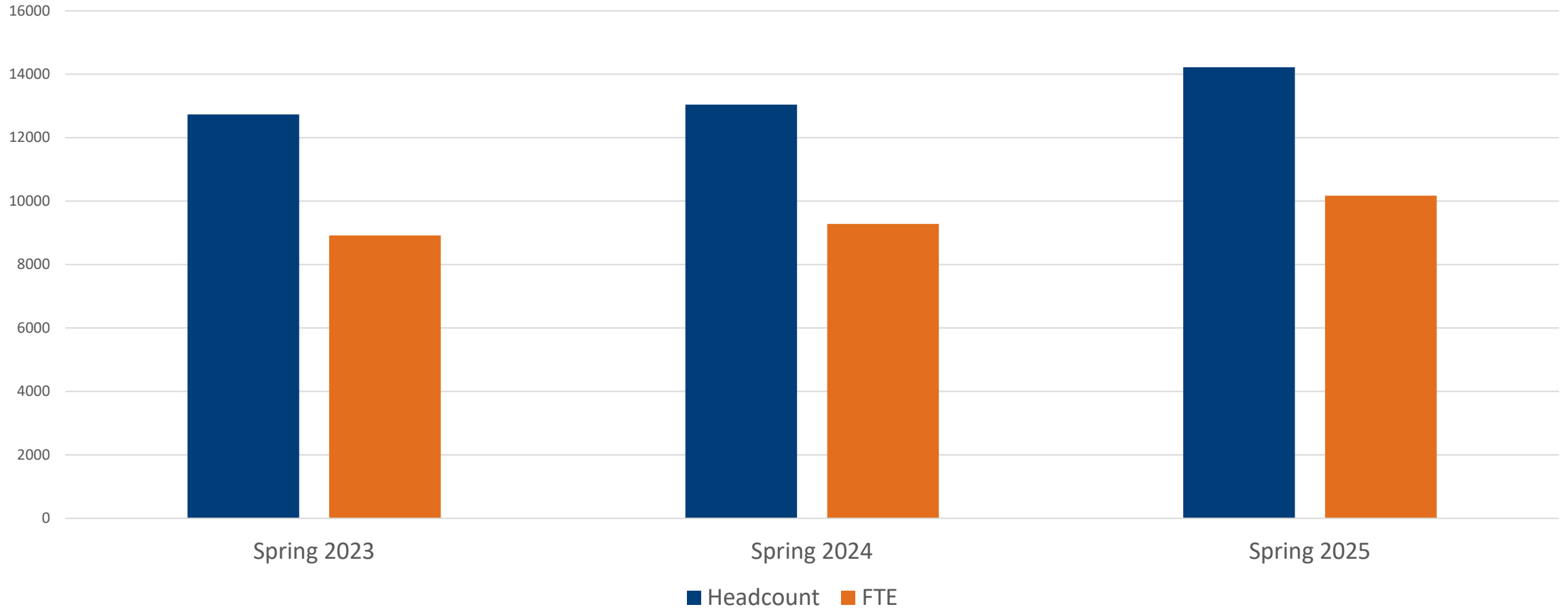
Fall 2025 Quarterly Enrollment Report

Steve Downing, Dean – Enrollment Management

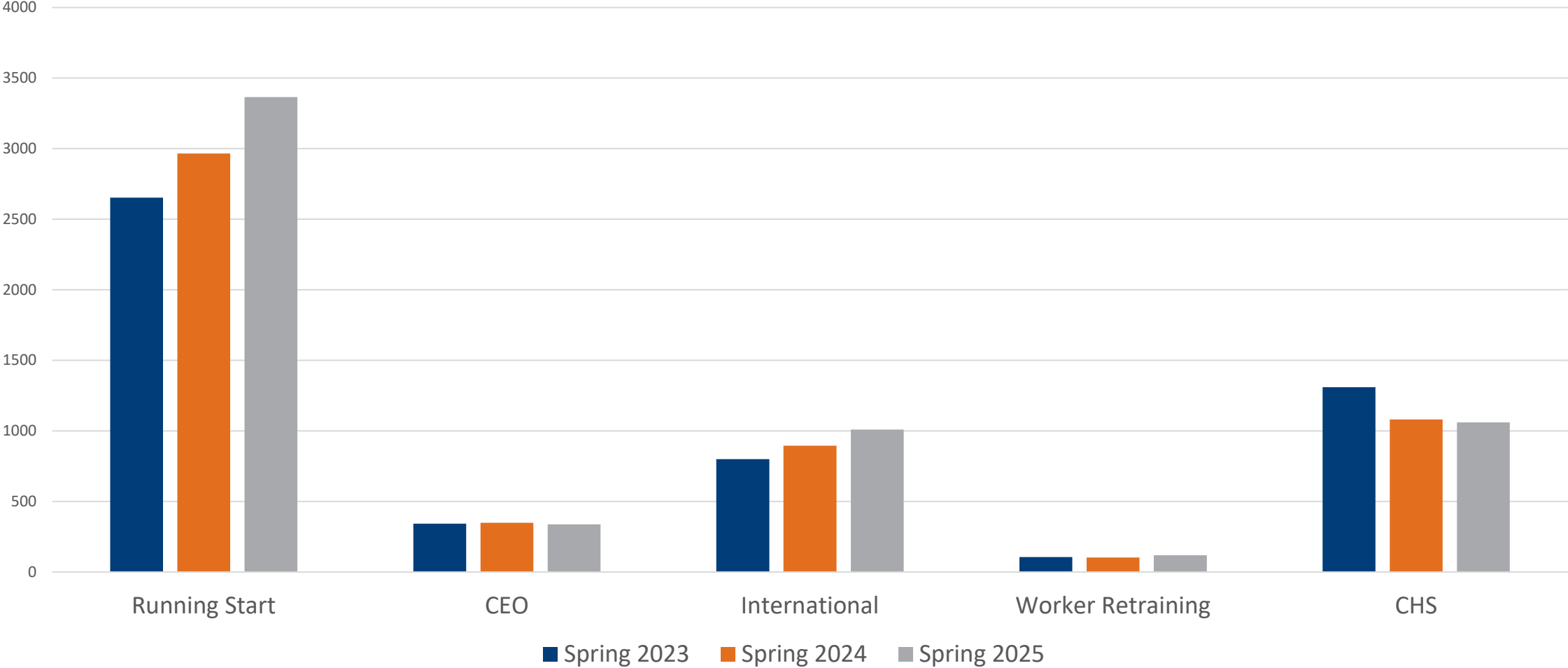
Spring 2025 Final Enrollment

Spring Quarter Headcount and FTE 2023-2025

Chart Title

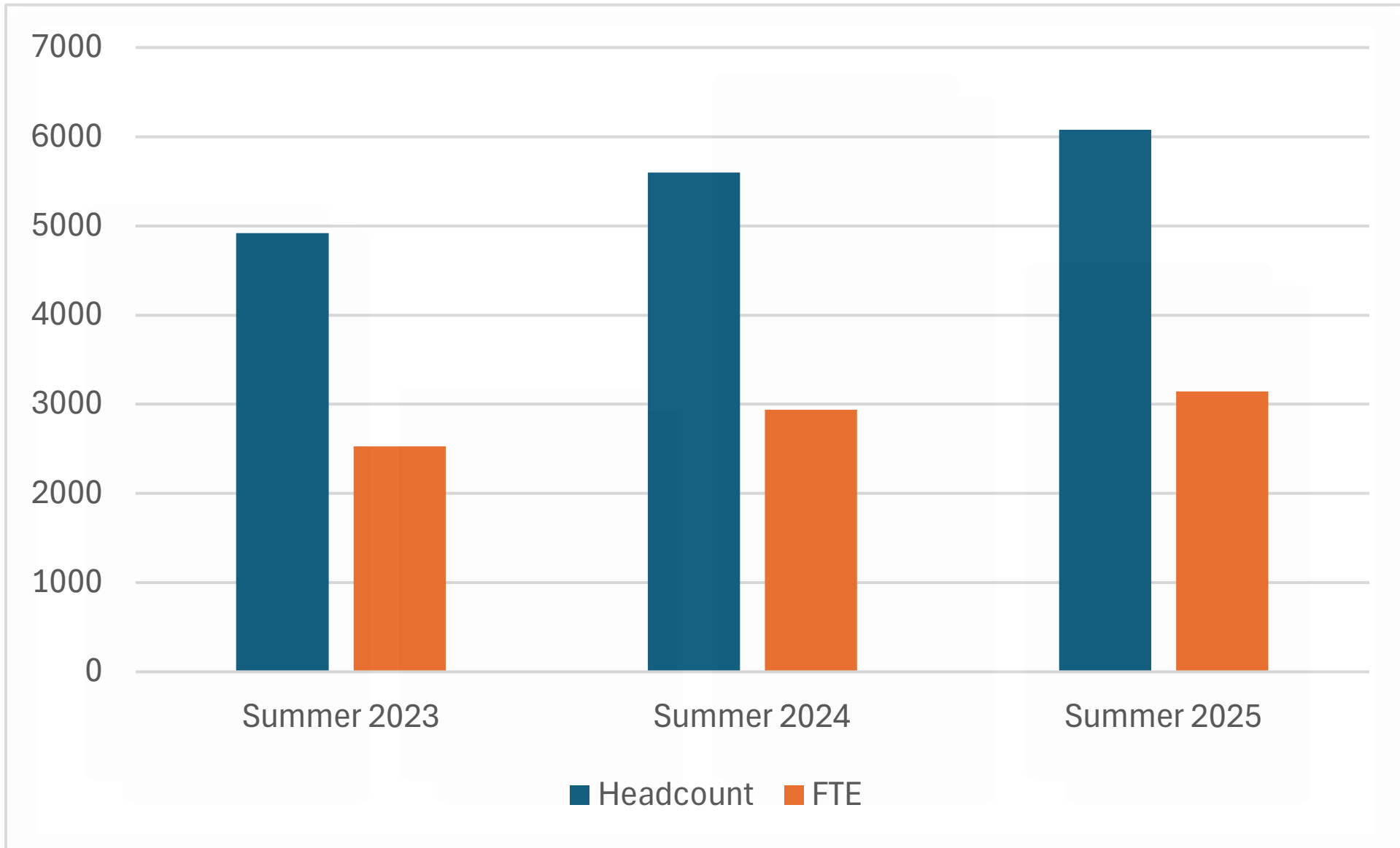


Spring cohort headcounts 2023-2025

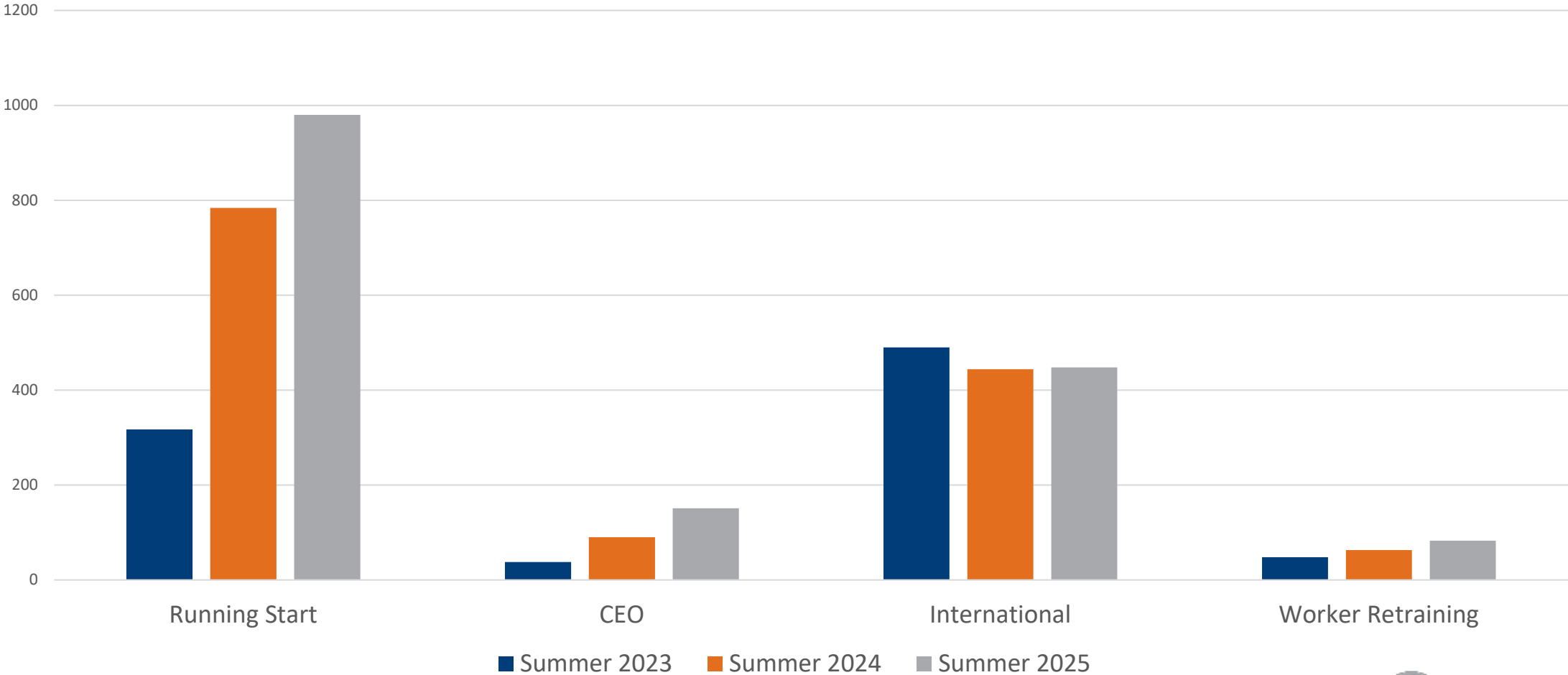


Summer 2025 Final Enrollment

Summer Quarter Headcount and FTE 2023-2025



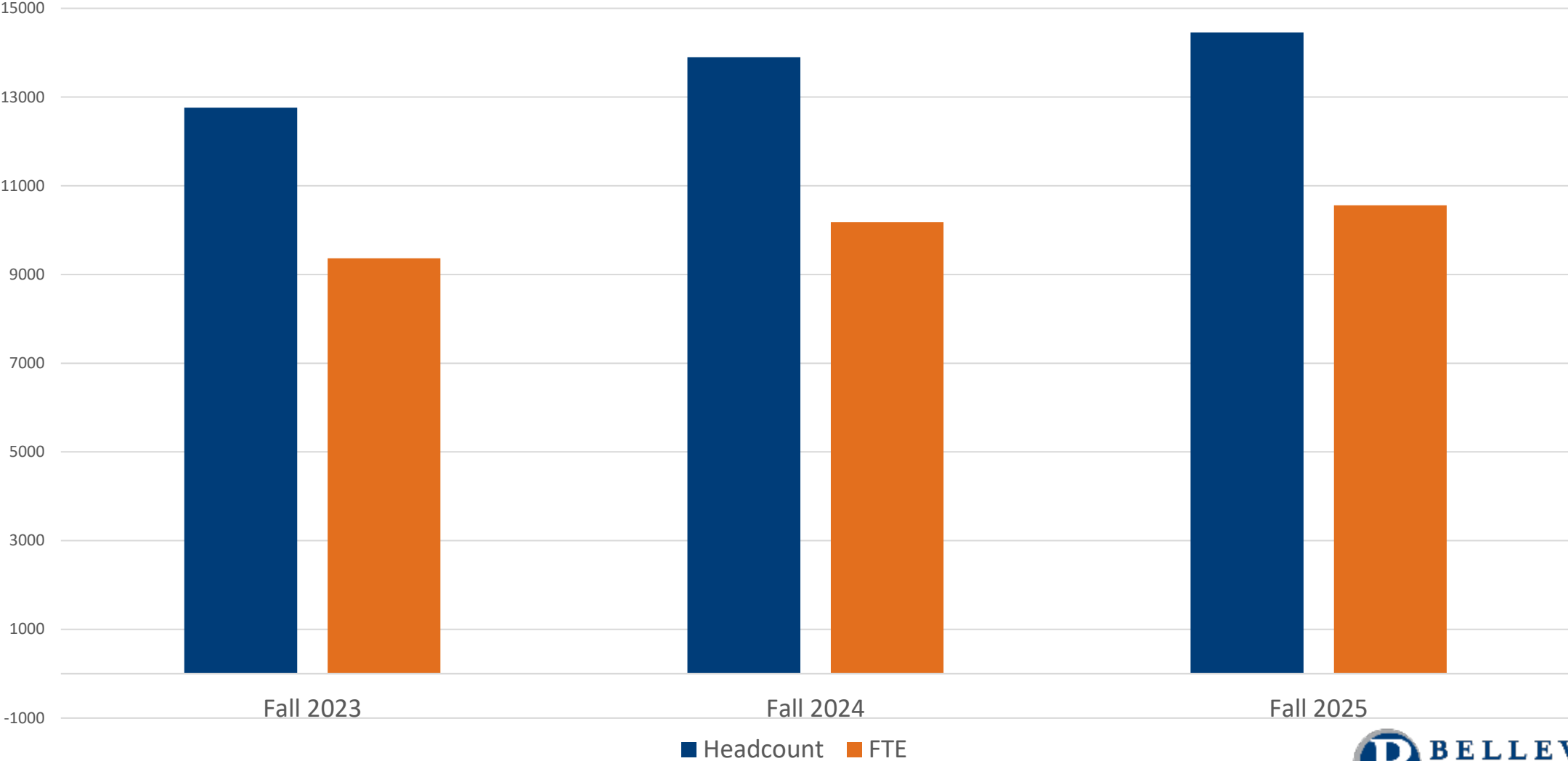
Summer cohort headcounts 2023-2025



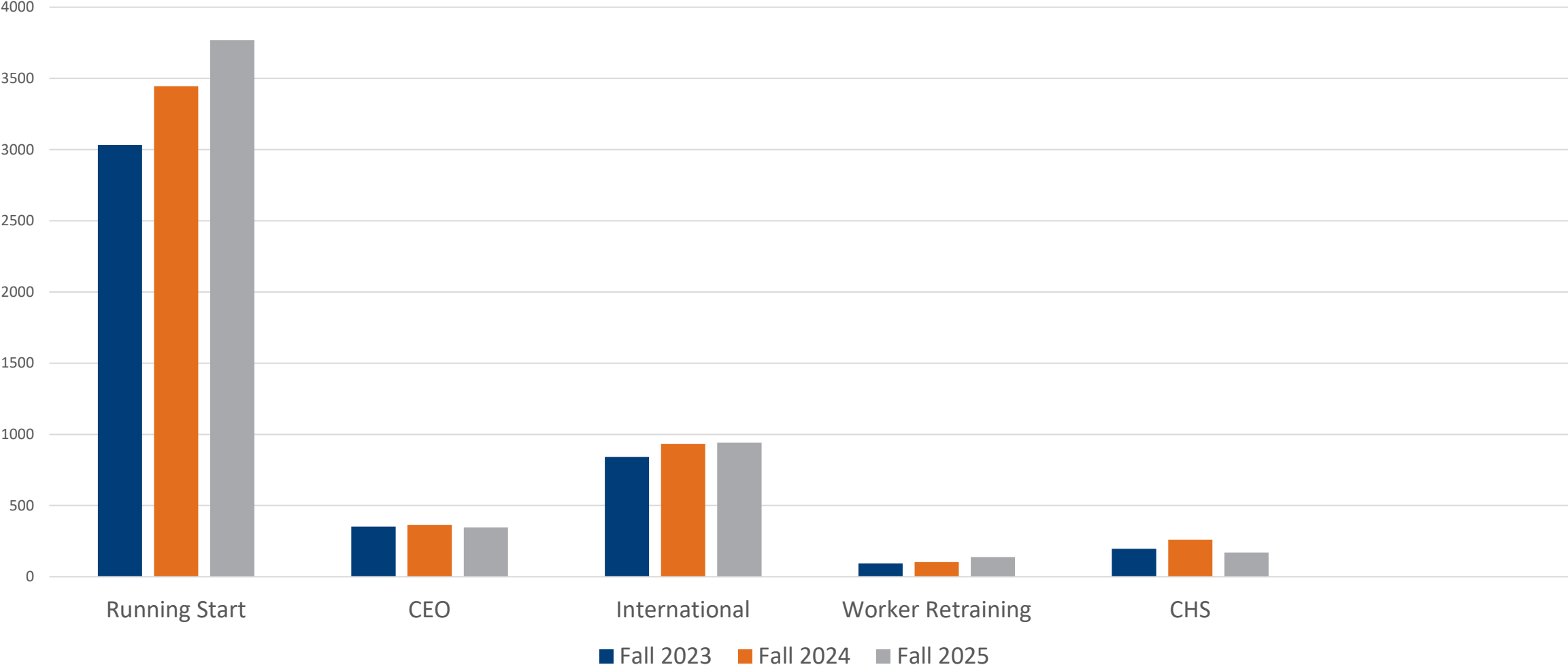
Fall 2025 Interim Enrollment Summary

Data as of 10/16/25

Fall Quarter Headcount & FTE 2023-2025

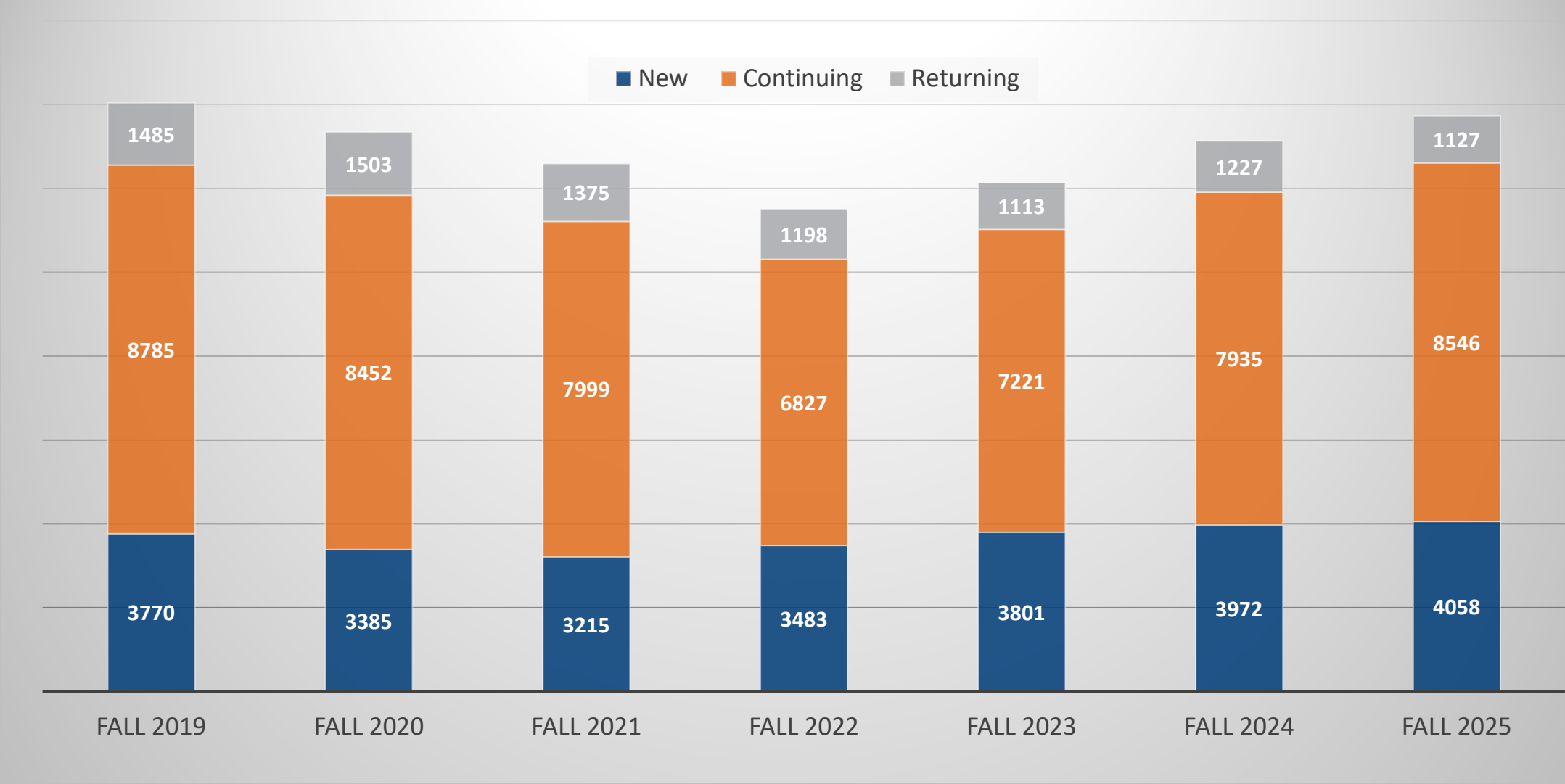


Fall Headcounts for selected populations 2023-2025



PROPORTION OF NEW, CONTINUING, AND RETURNING STUDENTS

(EXCLUDES COLLEGE IN THE HIGH SCHOOL)



Headcount changes from post-COVID dips to 2025

- New Students
 - Lowest in Fall 2021 (3215)
 - Increased by **26.2%** to 4058 in Fall 2025
- Continuing Students
 - Lowest in Fall 2022 (6827)
 - Increased by **25.2%** to 8546 in Fall 2025

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*

Micalah Pieper, *Outreach & Recruitment (NEW)*

Shaoyu Wang, *Effectiveness, Research & Analytics (NEW)*

Jodi Novotny, *Basic & Transitional Studies (NEW)*

Kari Hammond, *Workforce Education (NEW)*

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 taken at the college.
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	8659	8921	3.02%
Spring 2024	9332	9280	-0.56%
Spring 2025	9441	10190	7.93%
Spring 2026	10495		-

Summer Quarter FTE Projections and Actuals

Term	Projected	Actual	Δ (%)
Summer 2023	2380	2525	6.09%
Summer 2024	2584	2940	13.78%
Summer 2025	3036	3135	3.26%

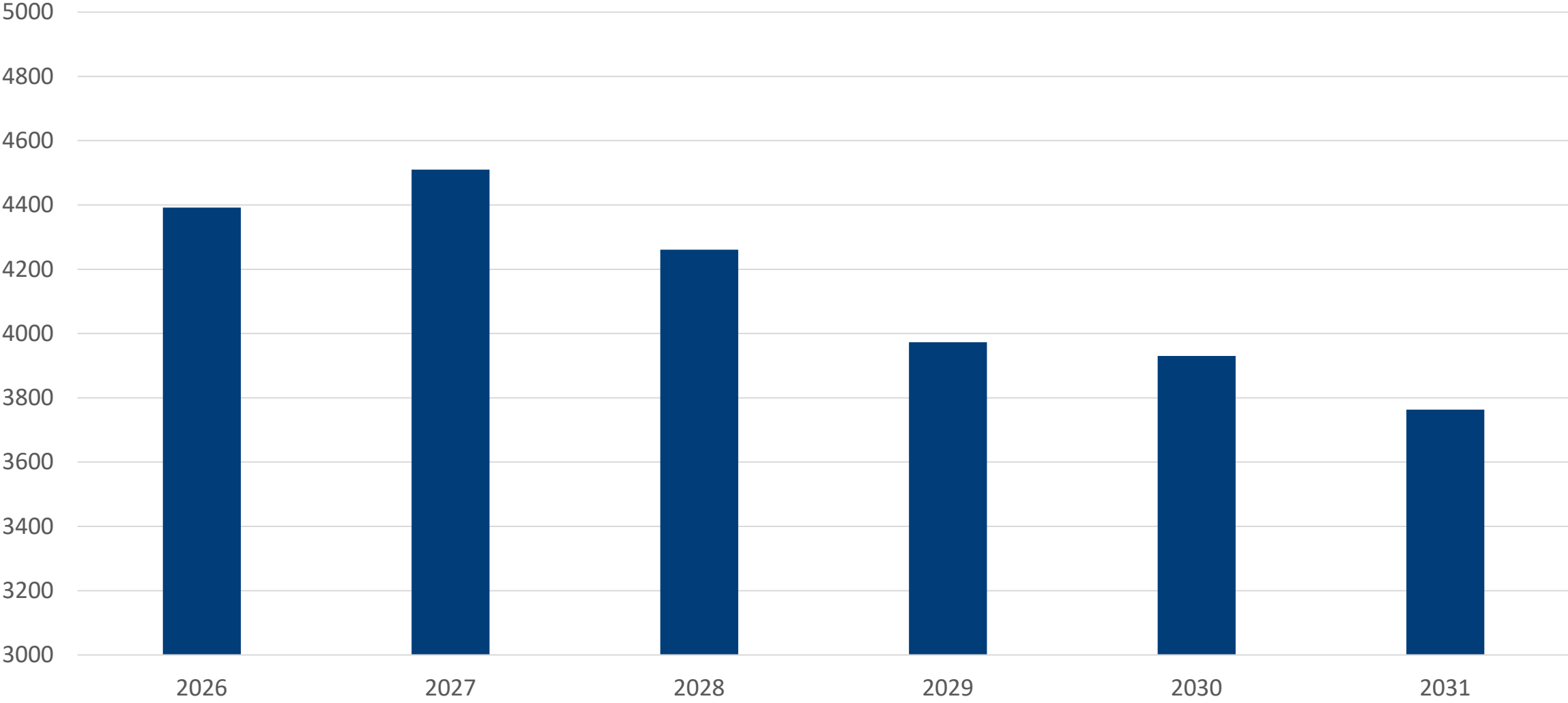
Fall Quarter FTE Projections and Actuals

Term	Projected	Actual	Δ (%)
Fall 2023	8952	9363	4.59%
Fall 2024	9573	10185	6.39%
Fall 2025	10687	10508	-1.67%

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	12,047	—	—

District 8 High School Graduating Class Sizes 2026-2031





BELLEVUE
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Thank You



REGULAR MEETING AGENDA ITEM

BELLEVUE COLLEGE STRATEGIC PLAN

Action

Description

The Bellevue College 2026–2031 Strategic Plan, *Be Bold: Built for Students, Connected to Community*, reflects a year of inclusive, college-wide planning guided by the Board-adopted mission, vision, and values. The process was led by the Strategic Planning Steering Committee, with broad engagement from students, faculty, staff, and community partners through listening sessions, surveys, and open forums.

Planning centered on aligning Bellevue College’s future with the principles of Achieving the Dream Leader Colleges and top Aspen institutions. Through this collaboration, the college identified four foundational priorities to guide decisions, resource alignment, and continuous improvement from 2026 through 2031:

- **Students:** Empowering learning and removing barriers so every student can achieve success and purpose.
- **People:** Fostering a caring, collaborative culture where employees are supported to lead and innovate.
- **Community:** Deepening partnerships that strengthen regional vitality, workforce alignment, and shared prosperity.
- **Operations:** Advancing excellence through clarity, sustainability, and innovation in systems and resource use.

Steering Committee Members: Gahlan Alfredo-Sorto, Shayna Begun, Meg Blyler, Jess Clark, Judith Hernández Chapar, Eric Davis, Frances Dujon-Reynolds, Jorge de la Torre, Steve Downing, Rodger Harrison, Ariane Hayes, Consuelo Grier, Hector Guzman, Sara Holzknecht, Amy Kinsel, Daniel Ngoy, and Fatma Serce.

Background/Supplemental Information

Strategic Plan + PowerPoint slides for Board presentation

Recommended Motion

That the Board of Trustees of Community College District VIII approves the Bellevue College Strategic Plan as presented to the Board on November 5, 2025.

Bellevue College Strategic Plan

Title:

**Be Bold (B logo 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. Building on a legacy of bold firsts, from pioneering bachelor's degrees to expanding pathways that redefine what a community college can be, Bellevue College now turns that spirit of innovation toward leading our industry's transformation and reigniting the relevance of higher education. *Be Bold* is organized around four Foundational Priorities: Students, People, Community, and Operations, which define Bellevue College's distinctive path forward.

Guided by the principles of excellence demonstrated by Achieving the Dream Leader Colleges and Aspen-recognized institutions, *Be Bold* reflects Bellevue College's commitment to equity, innovation, and measurable impact across student success, shared purpose, community vibrancy, and operational excellence.

Guiding Principles and Definitions:

These principles are woven into the fabric of *Be Bold*. They guide every action and connect every priority.

- **Equity and Inclusion:** We embed equity and inclusion into everything we do, honoring individual identity and ensuring everyone belongs and is empowered to succeed.
- **Academic Excellence:** We deliver high quality, relevant learning that challenges, inspires, and prepares students to lead with confidence.

Mission (Adopted by the Board of Trustees, 2025)

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 (Adopted by the Board of Trustees, 2025)

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

Shared Values (Adopted by the Board of Trustees, 2025)

- **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.

Foundational Priorities and Strategic Outcomes

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

Foundational Priority 1: Students

Tagline: Empowering for Success

At Bellevue College, students are the center of everything we do. We are bold in removing barriers and designing learning that connects purpose, curiosity, and possibility. Through integrated academic and holistic supports, we empower students to move forward with confidence, build momentum, shape their futures, and make meaningful impacts in their communities and the world.

Strategic Outcomes

1. Students engage in meaningful learning experiences that build confidence, purpose, and readiness for civic, academic, and career impact.
2. Students access responsive and culturally relevant support that removes barriers and promotes whole-person success.
3. Students develop the skills, confidence, and agency to lead, advocate, and direct their own learning and life pathways.

4. Students adapt and advance in a dynamic learning environment that fosters innovation, curiosity, and continuous growth.

Institutional Measures of Progress

Bellevue College will be recognized nationally for advancing equitable student success and bold innovation in higher education.

Over the next five years, Bellevue College will:

- Increase student completion and transfer rates to 75% for full-time students (within three years for associate degrees and six years for bachelor's degrees).
- Achieve 85% fall-to-winter retention for all students, reflecting steady progress and engagement across quarters.
- Remove equity gaps in persistence and completion across all racial, income, and enrollment-status groups.
- Sustain post-completion success with at least 65% of students who transfer or complete a Bellevue College bachelor's program finishing their bachelor's within six years of initial enrollment.

In the short term (Years 1-2)

Bellevue College will establish baselines for persistence, completion, and equity outcomes and demonstrate early institutional progress toward these goals.

- Establish verified baseline measures.
- Improve key outcomes by 5 percentage points over baseline.
- Strengthen system coordination to improve student progress and remove barriers.

In the long term (Years 3-5)

Bellevue College will achieve measurable and sustained improvement in student outcomes, meeting or exceeding national benchmarks of excellence.

- Maintain annual increases in completion, transfer, and retention until institutional targets are reached.
- Eliminate equity gaps.
- Demonstrate improved post-completion outcomes, including transfer and employment.

Population Indicators

Progress toward the aspirational target will be reflected through:

- Persistence and degree completion rates will increase across all student populations.

- All students, regardless of background, will experience equal support and opportunity.
- Transfer and bachelor's degree attainment rates within six years of initial enrollment will increase.
- Student-reported experiences will reflect stronger connection, clarity, and trust.
- Public confidence will strengthen in Bellevue College as a trusted, high-quality partner.
- Graduates will demonstrate long-term earnings gains and community impact.

These outcomes reflect Bellevue College's commitment to advancing equitable student success and inspiring bold learning that transforms lives.

As we center students at the heart of our mission, our next priority focuses on the people who make that mission possible.

Foundational Priority 2: People

Tagline: Uniting for Purpose

Bellevue College will be recognized nationally for cultivating a purposeful, collaborative, and caring culture where people lead innovation, advance equity, and strengthen the institution's impact. The college fosters leadership at every level and supports professional growth, ensuring faculty and staff thrive as partners in innovation and transformation.

Strategic Outcomes

1. Employees build a culture of trust, collaboration, and shared purpose that fuels innovation and advances Bellevue College's mission.
2. Employees are equipped and supported to lead transformation, adapt with agility, and respond boldly to student and community needs.
3. Employees foster a culture of care and pride in being part of the Bellevue College community.

Institutional Measures of Progress

Bellevue College will be recognized nationally for cultivating a purposeful, collaborative, and caring culture where people lead innovation, advance equity, and strengthen the institution's impact.

Over the next five years, Bellevue College will:

- Increase employee collaboration and trust as measured through institutional climate and engagement surveys, with at least 75% of employees reporting strong collaboration, trust, and alignment with the college's mission and purpose.
- Expand employee capacity and agility, with 70% or more of employees reporting they have the skills, resources, and support to adapt, innovate, and lead change.

- Strengthen community care and pride, with 80% or more of employees indicating they feel valued, supported, and proud to work at Bellevue College.

In the short term (Years 1–2)

Bellevue College will establish baselines through engagement and climate surveys, strengthen professional learning systems, and demonstrate early improvements in collaboration and community care.

- Establish verified baseline data for trust, capacity, and connection.
- Increase employee engagement measures by 5 percentage points over baseline.
- Expand participation in professional learning and cross-department collaboration initiatives by 10% over baseline to strengthen collaboration and connection.

In the long term (Years 3–5)

Bellevue College will achieve measurable, sustained improvement in organizational culture, capacity, and community care.

- Reach and maintain 75% or higher employee trust and collaboration scores.
- Maintain 70% or higher employee agility and capacity scores.
- Achieve 80% or higher community care and pride scores across all employee groups.
- Increase faculty and staff participation in innovation and continuous improvement initiatives, such as curriculum development, equity-focused projects, and cross-unit collaboration, by 25%, while sustaining positive trends in perceptions of care and collaboration as measured through engagement surveys.

Population Indicators

Progress toward the aspirational target will be reflected through:

- Employee retention and engagement will increase across all groups.
- Campus climate and collaboration will continue to improve.
- Cross-department innovation and learning capacity will grow.
- Alignment between employee experience, student success, and institutional mission will strengthen.

These outcomes reflect Bellevue College’s commitment to cultivating shared purpose through collaboration, care, and leadership that strengthen our collective impact.

The strength of our people fuels our connection to the broader community, where collaboration and partnership turn purpose into impact.

Foundational Priority 3: Community

Tagline: Partnering for Vibrancy

Bellevue College is an integral part of a diverse and dynamic community. Through bold, collaborative partnerships, we expand opportunities, foster innovation, and strengthen regional connections to advance shared economic and social progress.

Strategic Outcomes

1. Bellevue College builds partnerships, cultural exchange, and civic engagement that strengthens student success and deepens regional connections.
2. Bellevue College serves as a catalyst for inclusive economic growth and workforce development by aligning learning pathways with regional workforce needs, advancing skills-based learning and lifelong opportunity through co-designed, community-informed programs.
3. Bellevue College integrates institutional plans and practices across campus and community systems to deliver sustainable, equitable, and measurable solutions, aligning efforts with Tribal nations, educational partners, local cities, and King County priorities to advance regional well-being and long-term impact.

Institutional Measures of Progress

Bellevue College will be recognized nationally as an anchor institution advancing civic vitality, workforce innovation, and shared regional prosperity.

Over the next five years, Bellevue College will:

- Expand and formalize partnerships across K-12, industry, Tribal, nonprofit, and municipal sectors, increasing the number of active, goal-aligned collaborations by at least 20%.
- Increase experiential learning participation so that a minimum of 25% of students complete an internship, clinical, apprenticeship, or capstone experience with external partners.
- Launch at least three cross-sector initiatives that address critical community needs such as housing, healthcare, climate resilience, or workforce development.
- Strengthen regional alignment by integrating Bellevue College's plans with the priorities of Tribal nations, K-12 and transfer institutions, and local governments.

In the short term (Years 1-2)

Bellevue College will focus on strengthening partnership infrastructure, defining baselines, and demonstrating early progress toward deeper community integration.

- Establish verified baseline data on formal partnerships and collaborative initiatives.

- Increase the number of active partnerships and engagement events by 10% over baseline.
- Develop and formalize partnership frameworks that define shared goals, mutual benefit, and accountability.

In the long term (Years 3–5)

Bellevue College will deepen its role as a regional partner and model of institutional collaboration that advances shared prosperity and equity.

- Sustain a 20% increase in formal partnerships that demonstrate shared impact and mutual benefit across the region.
- Ensure at least 25% of students complete experiential learning with community and industry partners.
- Launch and sustain three or more cross-sector initiatives that reflect shared leadership and collaboration with Tribal nations, educational institutions, municipalities, and nonprofit partners.

Population Indicators

Progress toward the aspirational target will be reflected through:

- Graduate employment, transfer, and wage progression will continue to rise.
- Regional recognition of Bellevue College’s civic and economic leadership will grow.
- Collective impact in equity, sustainability, and innovation will be evident across initiatives.
- Student and employee participation in community-engaged learning will expand.
- Public trust and institutional reputation will strengthen.

These outcomes reflect Bellevue College’s commitment to deep partnership and shared prosperity that strengthen regional vitality and opportunity.

Sustaining meaningful partnerships requires a foundation of clarity, trust, and efficiency, values reflected in our operational excellence.

Foundational Priority 4: Operations

Tagline: Leading for Excellence

Bellevue College leads with foresight in streamlining operations and stewarding resources. Through innovation and efficiency, we build the clarity, trust, and agility that enables bold transformation for our students, employees, and community.

Strategic Outcomes

1. Bellevue College creates clear, consistent, and future-focused operational processes that strengthen efficiency, accountability, and confidence across the institution.
2. Bellevue College aligns resources strategically to ensure investments advance institutional priorities and long-term sustainability.
3. Bellevue College anticipates and adapts to emerging needs through data-informed decision making, innovative practices, and responsible stewardship.

Institutional Measures of Progress

Bellevue College will be recognized nationally for operational excellence, demonstrating institutional trust, sustainability, and innovation in support of students, employees, and community.

Over the next five years, Bellevue College will:

- Build clear, consistent, and trusted systems that strengthen institutional efficiency, accountability, and collaboration.
- Align 80% of annual budget investments with institutional priorities and strategic goals, maintaining a variance between planned and actual expenditures of 5% or less.
- Reduce process friction and inefficiency by improving turnaround times for key administrative functions (such as hiring, purchasing, and onboarding) by 20%.
- Advance sustainability and resilience, moving the College towards achieving carbon neutrality by 2050 and launching three or more innovations that strengthen long-term institutional and environmental health.

In the short term (Years 1-2)

Bellevue College will establish baselines for operational performance, strengthen resource alignment, and demonstrate early progress in efficiency, sustainability, and institutional trust.

- Establish baseline data for key operational indicators, including budget alignment, process efficiency, sustainability performance, and institutional trust.
- Improve process turnaround times by at least 10% across core administrative functions to demonstrate early operational gains.
- Align at least 75% of annual budget investments with strategic priorities.
- Implement initial Climate Action Plan milestones that move the college toward a 20% reduction in greenhouse gas emissions by 2030.
- Increase confidence in institutional systems and decision-making by 5 percentage points over baseline, as measured through institutional surveys on clarity, communication, and accountability.

In the long term (Years 3-5)

Bellevue College will achieve sustained excellence and measurable institutional resilience.

- Maintain alignment of 80% or more of annual budget investments with strategic priorities.
- Achieve 20% improvement in efficiency across core operational processes.
- Complete at least half of the Climate Action Plan milestones and achieve a 20% reduction in operational greenhouse gas emissions, compared to the 2006 baseline.
- Increase confidence in institutional systems and decision-making by 10%, as measured through institutional surveys on clarity, communication, and accountability.
- Implement three or more innovation projects that enhance agility, sustainability, or service delivery through emerging technologies, such as artificial intelligence and onsite solar plus battery energy storage.

Population Indicators

Progress toward the aspirational target will be reflected through:

- Confidence among students and employees in institutional systems will increase.
- Perceptions of Bellevue College as a well-managed and sustainable institution will improve.
- Duplication and inefficiency across divisions will decrease.
- Progress toward campus sustainability and climate goals will continue to be measurable and sustained.

These outcomes reflect Bellevue College's commitment to accountable, innovative, and sustainable practices that build trust and ensure long-term institutional strength.

Together, these priorities form a connected framework that guides how Bellevue College will implement and sustain bold, lasting transformation.

Implementation and Alignment

To support alignment across the college, Bellevue College will prepare an institutional implementation framework that provides shared timelines and coordinated resource planning across divisions. This framework will guide the development of divisional plans, ensuring that strategies, measures, and investments advance the institutional priorities outlined in *Be Bold*.

Progress toward these goals will be monitored through institutional dashboards and regular progress reports shared with the campus community and the Board of Trustees.

Together, these systems of alignment ensure that Bellevue College continues to innovate boldly, remove barriers, and equip students and employees alike to thrive in an evolving world.



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Be Bold: Built for Students, Connected to Community

Bellevue College Strategic Plan (2026-2031)

Board of Trustees Meeting, November 5, 2025

Mission and Vision: Our Foundation for *Be Bold*

(Adopted by the Board of Trustees, 2025)

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.

Our why.

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

Our where we're going.



SHARED VALUES

Woven into the fabric of *Be Bold*

Well-being

Collaboration & Accountability

Agility

Curiosity

Integrity & Authenticity

Purpose: Uniting for Bold Transformation

Guided by purpose, Bellevue College is shaping the future of higher education, learning from the nation's best to build what's next.

Students
**Empowering for
success**

Equity. Confidence.
Opportunity.

People
**Uniting for
purpose**

Collaboration. Care.
Leadership

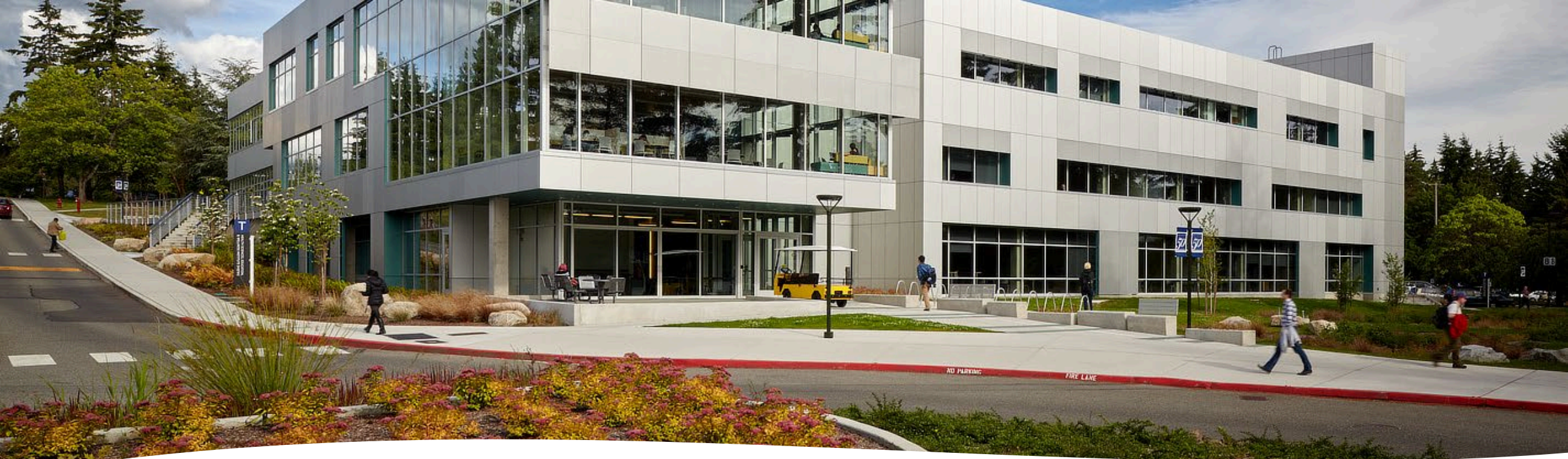
Community
**Partnering for
vibrancy**

Progress.
Connections.
Impact.

Operations
**Leading for
excellence**

Change. Ambition.
Sustainability.

Aligned with national leaders, Achieving the Dream and Aspen Colleges, to elevate outcomes for students, people, and community.



Woven into the fabric of Be Bold, guiding every action and connecting every priority.

Guiding Principles:

- **Equity and Inclusion:**
 - Embed equity and inclusion into everything we do.
 - Empowered everyone to succeed.
- **Academic Excellence:**
 - Deliver high quality, relevant learning.
 - Challenge, inspire, and prepare students to lead with confidence.

Foundational Priority 1: Students

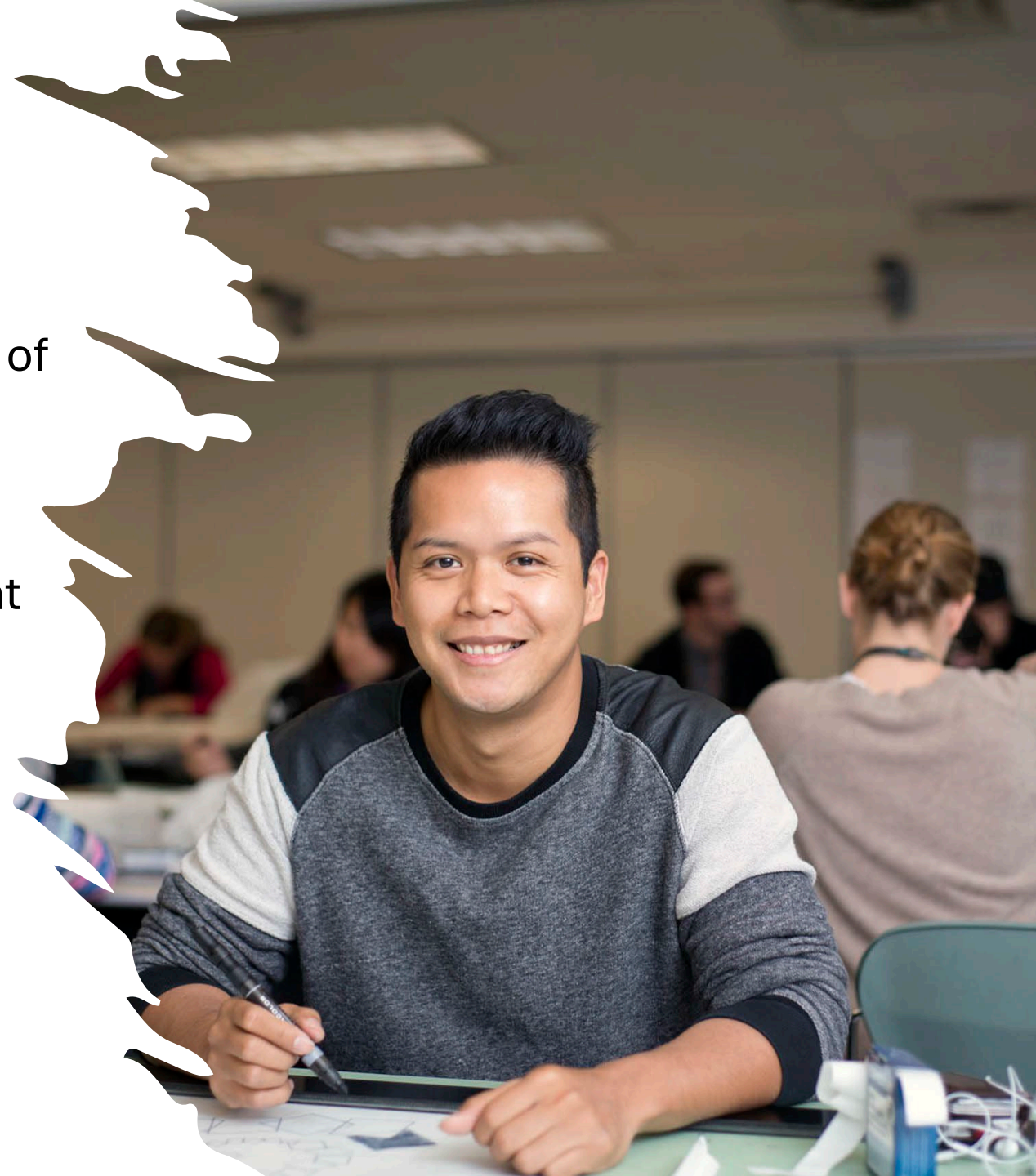
Empowering for Success

Foundational Priority 1: Students

Empowering for Success

Bellevue College places students at the center of everything we do, boldly removing barriers and designing learning that connects purpose, curiosity, and possibility.

- We **remove barriers** and design learning that connects purpose and possibility.
- **Integrated supports** empower students to move forward with confidence.
- Students **shape their futures** and make meaningful community impact.



Students: Strategic Outcomes

Engaged Learning

- Students experience meaningful, relevant learning that builds confidence and purpose.

Holistic Support

- Students access responsive, culturally relevant services that foster whole-person success.

Agency & Leadership

- Students gain the skills and confidence to lead their learning and life pathways.

Adaptability & Growth

- Students thrive in a dynamic learning environment that sparks curiosity and innovation.

Students: Measures of Progress



Five-Year Targets:

- 75% completion and transfer rate
- 85% fall-to-winter retention
- Eliminate equity gaps in persistence and completion
- 65% post-completion success

Years 1–2 (Short Term):

- Establish baselines, improve outcomes by +5%, strengthen coordination

Years 3–5 (Long Term):

- Maintain increases, close equity gaps, sustain post-completion success

Students: Population Indicators

- Increased persistence and completion across all groups
- Equal opportunity and support for all students
- Higher transfer and bachelor's attainment
- Improved student confidence, clarity, and trust
- Strengthened public confidence in Bellevue College

As Bellevue College advances equitable outcomes for students, we turn to the people who make transformation possible.

Foundational Priority 2: People

Uniting for Purpose

Foundational Priority 2: People

Uniting for Purpose

Bellevue College cultivates a purposeful, collaborative, and caring culture where people lead innovation, advance equity, and strengthen the College's impact.

- **People lead innovation** and advance equity.
- **Leadership at every level** strengthens our shared mission.
- **Professional growth** and shared purpose define our culture.
- **Faculty and staff thrive** as partners in transformation.



People: Strategic Outcomes

Shared Purpose & Trust

- We build a community grounded in collaboration, integrity, and shared mission.

Leadership & Agility

- Faculty and staff are equipped to adapt, innovate, and lead bold change.

Culture of Care

- People feel valued, supported, and proud to be part of Bellevue College.



People: Measures of Progress

Five-Year Targets:

- $\geq 75\%$ trust and collaboration
- $\geq 70\%$ agility and capacity
- $\geq 80\%$ care and pride
- +25% innovation and continuous improvement

Years 1–2 (Short Term):

- Establish baselines, +5% engagement, +10% collaboration

Years 3–5 (Long Term):

- Reach target levels, sustain innovation and capacity growth

People: Population Indicators

- Higher retention and engagement across employee groups
- Stronger campus climate and collaboration
- More cross-department innovation
- Greater alignment between employee experience and student success

The strength of our people fuels our connection to the broader community, where collaboration and partnership turn purpose into impact.



Foundational Priority 3: Community

Partnering for Vibrancy

Foundational Priority 3: Community

Partnering for Vibrancy

Bellevue College is an anchor institution advancing civic vitality, workforce innovation, and shared regional prosperity through bold, collaborative partnerships.

- Bellevue College is **part of a diverse and dynamic community**.
- We **build bold partnerships** that expand opportunity and foster innovation.
- Our work **strengthens regional connections** for shared economic and social progress.



Community: Strategic Outcomes

Collaboration & Engagement

- We create partnerships and civic connections that deepen regional impact.

Economic & Workforce Alignment

- We co-design programs that build inclusive economic growth and lifelong learning.

Shared Regional Solutions

- We align plans and practices with community, Tribal, and civic partners to advance well-being and equity.



Community: Measures of Progress

Five-Year Targets:

- +20% goal-aligned partnerships
- 25% student experiential learning
- 3+ cross-sector initiatives
- Strengthened alignment with Tribal nations and local governments

Years 1–2 (Short Term):

- Establish baselines, +10% partnerships, develop frameworks

Years 3–5 (Long Term):

- Sustain +20% growth, expand experiential learning, launch initiatives

Community: Population Indicators

- Rising graduate employment, transfer, and wage progression
- Stronger recognition of BC's leadership and regional impact
- Expanded participation in community-engaged learning
- Collective progress in equity, sustainability, and innovation

These partnerships thrive on a foundation of trust and operational excellence that sustain long-term success.



Foundational Priority 4: Operations

Leading for Excellence

Foundational Priority 4: Operations

Leading for Excellence

Bellevue College leads with foresight in streamlining operations, stewarding resources, and fostering innovation that builds trust and institutional strength.

- We **lead with foresight** in stewarding resources and systems.
- **Innovation and efficiency** build clarity, trust, and agility.
- These strengths **enable bold transformation** for students, employees, and the community.



Operations: Strategic Outcomes

Efficient & Clear Systems

- We design clear, future-focused processes that strengthen accountability.

Strategic Resource Alignment

- We invest intentionally to advance institutional priorities and sustainability.

Innovation & Stewardship

- We anticipate emerging needs and steward resources with agility and foresight.



Operations: Measures of Progress

Five-Year Targets:

- 80%+ budget alignment
- 20% efficiency improvement
- 20% greenhouse gas reduction by 2030
- 3+ innovation projects

Years 1–2 (Short Term):

- Establish baselines, +10% efficiency, 75% budget alignment

Years 3–5 (Long Term):

- Sustain 80%+ alignment, achieve milestones, launch innovation projects

Operations: Population Indicators

- Increased confidence in Bellevue College's systems
- Improved perception of the College as a well-managed, sustainable institution
- Reduced duplication and inefficiency across divisions
- Continued measurable progress toward climate and sustainability goals

Together, these indicators complete the framework of *Be Bold*, a strategic plan built on students, people, community, and operations working as one.



Implementation and Alignment

Systems working together to advance Bellevue College's mission.

Institutional Framework

- Shared timelines and coordinated resource planning across divisions.

Divisional Planning

- Strategies, measures, and investments that advance *Be Bold* priorities.

Monitoring & Reporting

- Dashboards and progress reports that track and communicate progress.



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Questions?