



**BELLEVUE
COLLEGE**



Board of Trustees

Community College District VIII

REGULAR MEETING
December 10, 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, December 10, 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

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MEETING AGENDA

BUSINESS SESSION

- I. Call to Order Chair Pradnya Desh
 - a. Welcome and Introductions
 - b. Approval of Agenda and Minutes
 - i. Agenda for December 10, 2025
 - ii. Minutes for November 5, 2025

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

- 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 maximum 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. Action
 - a. 25-26 College Budget
Ty Bergstrom
 - 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 5050: Electronic Communications, Policy 5510: Digital Accessibility, Policy 5250: Information and Data Security, and Policy 5260: Security Breach Notification
Agnes Figueroa
- f. Off-Cycle Tenure
Dr. Jess Clark

V. First Read

- a. Revision of Policy 2200: Admissions
Dr. Lori McRea Keller
- b. Revision of Policy 2050/WAC 132H-126: Student Conduct Code
Megan Kaptik & Kaitlyn Vallance

VI. Reports

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

Dr. David May
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, November 5, 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 2:00 PM.

ROLL CALL

A quorum of the Board was present.

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

Absent: none.

There were 170 guests in attendance.

APPROVAL OF AGENDA AND MINUTES

Trustee Leigh made a motion to approve the agenda (November 5, 2025) and minutes (September 24, 2025) Trustee Dietzel seconded.

The motion passed unanimously.

CONSTITUENT REPORTS

A. Classified

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

- WPEA members have officially ratified the 2026 Contract. It passed with more than 90% voting in favor with a record-breaking participation of over 30% of members. The agreement secures a year of retroactive pay increases for all members employed on July 1, 2026 (and nearly all who separate before then), along with the targeted pay adjustments ratified earlier this year.
- The current situation has placed strain on staff, faculty, and students and greater collaboration is needed. Budget Town Halls hosted in hybrid format creates barriers to asking questions for those online and the King County pay adjustments communication was confusing. VP HR's efforts to provide clearer information were appreciated.

- Many classified staff vacancies have not been filled in a long time. Follow-up with the respective departments to determine whether these roles could provide placement options for employees affected by layoffs or bumping is encouraged.
- Layoffs and the activation of seniority by bumping classified staff from their roles have significantly lowered morale. Greater awareness of the Staff & Faculty Safety Net program and how to apply is needed. Efforts to support and uplift morale are greatly needed. WPEA union and staff leaders will host another potluck on December 11 to foster connection and support.
- Representative Lisa Parshley (D-District 22) is inviting Task Force members and the public to attend a working session to discuss HB 1622, which addresses the ability of public employees to collectively bargain over the adoption of AI in the workplace. Bellevue College staff, leadership, and the Board of Trustees are encouraged to attend.

B. College Assembly

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

- Subgroup projects are focusing on the compensation schedule and communication to streamline the end-of-year review process.
- Constituency councils are working to determine how the announced cuts to the college would impact them specifically.
- Faculty Council is working with the Testing Center to investigate potential improvements for instructors who are currently proctoring their own make up exams.
- Student Success Council is working on ways to make student organizations both easier to build and more successful to advertise.
- Infrastructure Council is experimenting with potential improvements to wayfinding and signage on campus with QR codes and other tools.
- Resources and Planning Council is reviewing budget metrics that could be used for strategic planning and examining versions of interim positions. This council also noted that their aligned committee, the Budget Review Advisory Committee (BRAC), was consulted for granular details and not big decisions related to the restructuring and lay-off plans.
- The Council for Inclusion and Diversity is sponsoring Socktober. There are boxes around campus, including in the President's Office, to donate socks to people without housing.

C. Faculty

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

- Faculty are concerned that the college lacks the capacity to execute the various changes President's Cabinet has indicated between now and January 1, 2026 without substantial disruption to students or CBA violations. The proposed budget does not reflect the values or processes that are stated as being used to find these cuts. The cuts to instruction – Parent Education and the School of Business and Technology – were not subject to “open and timely communication.”
- BRAC was not consulted for budget changes. Its members agree to standards of confidentiality, so it is hard to reconcile that these proposals are outside its purview.
- BCAHE has initiated a grievance that the college has not adequately described the proposals even within the context of the Labor-Management Committee. The cuts are at odds with

the guiding principle of “long term strength over short-term reaction.” Many members of President’s Cabinet are relatively new and there was not enough opportunity to learn about these programs to address gaps in knowledge.

- There is already a lack of capacity for classified and exempt employees – it is not realistic to expect they can do two or four times the work they had done previously with no interruption in services to students.
- It was startling to hear program viability cited as a reason for Parent Education’s elimination without a program viability assessment being used for the decision. More broadly, if Parent Education does not fit into Bellevue College’s mission and vision, something critical has been left out of that statement.
- The strategic plan process has been a rollercoaster for faculty who have had to assert contractual rights to be involved between the back-and-forth about the number of faculty included on the committee and the replacement of consultants.
- Faculty are asking for the suspension of Policy 7110 to introduce the necessary budget flexibility to make it through the academic year so President’s Cabinet can spend the time engaged in the kind of process they have described but not lived up to.

D. Foundation

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

- The Foundation is excited to welcome the new Vice President of Institutional Advancement and Executive Director of the Bellevue College Foundation, Sean Marsh, on November 17. BCF would also like to thank the staff, Dr. May, and Dr. Jorge de la Torre for all their support during the transition.
- More than \$850,000 is anticipated to be awarded to over 550 students for this academic year:
 - The Foundation received a record number of applications for the 2025-26 scholarships. 353 students received scholarships, representing \$695,350 in support for tuition, fee, and textbooks.
 - 97 students received \$72,750 in Health Science Internship Scholarships across both Summer 2025 and Fall 2025. An additional \$60,250.00 will be awarded in Winter and Spring.
 - Certified Nursing Assistant (CNA) students will receive \$23,250.00 in scholarship support for Winter quarter.
- All faculty and staff were invited to submit applications for support instructional enhancements, community engagement, professional development, and special projects. \$30,000 will be awarded in amounts ranging from \$300 - \$3,000
- BCF is working on strategic planning by identifying operational barriers, working with the new Executive Director, and using strategic plan of college as a point of alignment.
- The Reid Family Foundation added \$105,000 to their Nursing Scholarship endowment.
- KBCS received a grant of \$150,000 for capital projects.
- In recognition of the upcoming 60th anniversary, the Foundation launched an annual sponsorship campaign for corporate partners.
- Save the Date: 60th Celebration, the Diamond Jubilee, will be on Saturday April 18 in the ballroom. This will be our largest fundraising event of the year.

E. Student

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

- The Board of Directors opened student-at-large applications for our Student Technology Fee (STF) Committee, Student Environmental Sustainability Fee (SESF) Committee, and Judicial Oversight Committee, granting students an opportunity to be involved in student government.
- Training was provided to five of 27 strong applicants to prepare them for our official committee meetings. Training included reviewing ASGBC/Committee documents, STF/SESF Fee structure, and the available funds on each committee.
- Assessment of ASGBC's programs has continued. Plans include kickstarting the Digital Signage Program, restructuring the Cap and Goan Loan Program, and expanding the Charging Station Program prior to the new year.
- The Fall 2025 Course Material Voucher Program Application Form was released for students requesting aid to cover class textbooks. Over 120, \$50 vouchers were provided for students to cover these expenses. Applications for Winter 2026 will open at the end of this month.
- Job descriptions and/or titles for eight roles have been amended to resolve imbalance of tasks and address operational needs.
- Five Student Trustee applications were received. Strong candidates were selected and referred to the Governor's Office.
- Twelve Student Senators were appointed to serve on College Assembly. They will be serving as Student-at-Large Representatives on all Functional Councils.
- ASGBC is currently revisiting the relationship with the Washington Student Association.
- The Office of Civic Engagement has created a Legislative Student Survey, drafted the Legislative Agenda, and outlined classroom presentations for the purpose of receiving student input and advocating for student needs during this year's legislative session.
- ASGBC collaborated on two events with BC's Multi-Cultural Services and Campus Activities Board to increase community engagement with student government and campus departments. Two more campus-wide events are planned with the Veterans Office for Veteran's Day, and BC student organizations for Thanksgiving (Friendsgiving).

PUBLIC COMMENT

Barbara Hill, faculty at Bellevue College, provided public comment on the Parent Education program.

Marlowe Zoller, staff at Bellevue College, provided public comment on the Strategic Plan.

Dellyssa Edinboro, faculty at Bellevue College, provided public comment on Policy 4000.

Donna Miguel, faculty at Bellevue College, provided public comment on college leadership.

Rachel Stapleton, student at Bellevue College, provided public comment on the Parent Education program.

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

Phil Duncan, faculty at Bellevue College, provided public comment on the Parent Education program.

Elena Maans-Lorincz, faculty at Bellevue College, provided public comment on the Parent Education program.

Melissa, student at Bellevue College, provided public comment on the Parent Education program.

Leslie Lum, faculty at Bellevue College, provided public comment on the college budget and Strategic Plan.

Madeline DiGiorgi, community member, provided public comment on the Parent Education program.

Alexa Serrato, faculty at Bellevue College, provided public comment on accessibility.

Christina Sciabarra, faculty at Bellevue College, provided public comment on the college budget.

Ekaterina Kolesova, student at Bellevue College, provided public comment on the Parent Education program.

Danielle Jacobson, faculty at Bellevue College, provided public comment on the college budget and BRAC.

Annika ZumBrunnen, staff at Bellevue College, provided public comment on the Parent Education program.

Jenny Hartley, student at Bellevue College, provided public comment on the Parent Education program.

Jeff QG, student at Bellevue College, provided public comment on the Parent Education program.

Paige Spicer, staff at Bellevue College, provided public comment on the Parent Education program.

RECESS

Chair Desh called a 5-minute recess at 3:30 PM. The Board reconvened at 3:38 p.m.

Trustee Fukutaki moved to amend the agenda to table the Strategic Plan for a later meeting. Trustee Leigh seconded.

The motion passed unanimously.

FIRST READ

A. Off-Cycle Tenure

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)

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.

B. Revision of WAC 132H-160: Admissions, Registration, Graduation, and Tuition and Fee Waivers

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.

C. Revision of Policy 1200: Vision, Core Values, and Mission

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.

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.

D. Revision of Policy 1300: College Planning

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.

E. Revision of Policy 4000: Community Care and Institutional Inclusion and Deletion of Policy 4050: Cultural Pluralism Policy

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.

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.

Based on a comment provided during the public comment portion of the Board meeting, Dr. Consuelo Grier shared that she would take another look at 4000 and 4050 and bring it back to the Board when the policies were ready.

- F. Revision of Policy 5050: Electronic Communications, Policy 5510: Digital Accessibility, Policy 5250: Information and Data Security, and Policy 5260: Security Breach Notification

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.

ACTION

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

Motion 48.25

Trustee Sotelo moved 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. Trustee Dietzel seconded.

The motion passed unanimously.

- B. Revision of Policy 4250: Standards of Ethical Conduct, Conflict of Interest, Outside Employment and Activities

Motion 49.25

Trustee Leigh moved 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. Trustee Sotelo seconded.

The motion passed unanimously.

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

Motion 50.25

Trustee Dietzel moved that the Board of Trustees of Community College District VIII approves the revision of Policy 6100 and WAC 132H-140: College Property Use. Trustee Fukutaki seconded.

The motion passed unanimously.

QUARTERLY REPORTS

A. Enrollment

Dr. Judith Hernández Chapar, Vice President of Student Affairs, and Steve Downing, Dean of Enrollment Management, provided a review of final enrollment figures for Spring and Summer 2025, the interim status of Fall 2025 enrollment, and revised projections for the 2025-2026 academic/fiscal year.

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, which sees 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 other restrictions.

REPORTS

A. President's Report

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

- As an Aspen 200 institution, we are eligible to apply for the 2027 Aspen Prize for Community College Excellence. Qualification is judged on tough metrics around performance and only the top 20% of more than 1000 community colleges across the country are eligible.
 - The college already has the Leader College distinction through Achieving the Dream and the application for the next level of recognition, Leader College of Distinction, has been submitted. Thank you to Megan Kaptik for her leadership in this process.
 - Bellevue College and Complexe Scolaire Bellevue are about to sign another 5-year agreement. CS Bellevue is a school in the Congo that shares a name, logo, and colors with Bellevue College.
 - Another agreement being signed is one with Western Washington University (WWU) to provide opportunities for guaranteed admission into WWU. Next steps are to hold seats for BC students in most impacted programs.
 - W Building construction continues.
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B. Board Report

Chair Desh shared that the Board is listening closely to stakeholders and thanked everyone for their input.

UNSCHEDULED BUSINESS

There was no unscheduled business.

EXECUTIVE SESSION

At 4:15 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. Chair Desh announced that no final action would be taken during the executive session.

The executive session ended at 4:55 PM.

ADJOURNMENT

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

Pradnya Desh
Chair, Board of Trustees
Community College District VIII

ATTEST:

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



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

A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, was held on Monday, November 17, 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 4:01 PM.

ROLL CALL

A quorum of the Board was present.

Present: Chair Pradnya Desh, Trustee Richard Leigh, Trustee Greg Dietzel, Trustee Desiré Sotelo, President David May, Assistant Attorney General Laura Lewis, and Board Secretary Alicia Keating Polson.

Absent: Vice Chair Rich Fukutaki

There were 190 guests in attendance.

APPROVAL OF AGENDA AND MINUTES

Trustee Leigh moved to amend the agenda to include the president's report. Trustee Dietzel seconded.

The motion passed unanimously.

Trustee Dietzel made a motion to approve the amended agenda (November 17, 2025.) Trustee Leigh seconded.

The motion passed unanimously.

PUBLIC COMMENT

Marlowe Zoller, staff at Bellevue College, provided public comment on the college budget.

Claire McKinley, faculty at Bellevue College, provided public comment on web accessibility.

Maya, community member, provided public comment on the parent education program.

Lindsay Haney, faculty at Bellevue College, provided public comment on the college budget and the parent education program.

Corvie Thykkuttathil, staff at Bellevue College, provided public comment on the parent education program.

Claire RanCammon, student at Bellevue College, provided public comment on the parent education program.

David Schainker, community member, provided public comment on the parent education program.

Steffany Wood, faculty at Bellevue College, provided public comment on the parent education program.

Melissa, community member, provided public comment on the parent education program.

Lisa Harris, faculty at Bellevue College, provided public comment on the parent education program.

Vicki Smolke, former faculty at Bellevue College, provided public comment on the parent education program.

Annika ZumBrinnen, community member, provided public comment on the parent education program.

Ellen, student at Bellevue College, provided public comment on the parent education program.

Laura Gettleman, staff member at Bellevue College, provided public comment on the college budget and program support positions.

Craig ZumBrinnen, community member, provided public comment on the parent education program.

Daniel Whitmer, community member, provided public comment on the parent education program.

Ashley Minnie, student at Bellevue College, provided public comment on the parent education program.

Maria Valdesuso, student at Bellevue College, provided public comment on the parent education program.

Robert Hobbs, faculty at Bellevue College, provided public comment on the parent education program.

FIRST READ

A. 25-26 College Budget

The Bellevue College Operating Budget for fiscal year 2025-26 is presented to the Board of Trustees for consideration. To assist the Board in considering the proposed budget, a comparison of the interim 2025-26 and the permanent 2025-26 budget was provided.

Attachment 1: Proposed 2025-26 College Budget and Reserve Report

Attachment 2: Operating Projection Model

Revenue

Tuition Rate Increase

- +3.3% State Tuition
- +2.5% Running Start

Projected Enrollment Changes

- +1.5% State Enrollment (Including BAS programs)
- +0.00 % International Enrollment (including ELI)
- +3.5% Running Start Enrollment

Expenses

Wages and Benefits

- COLA: Faculty 3%, Exempt 3% and WFSE Classified 3%
- 8% Lapsed Salaries Classified
- 6% Lapsed Salaries Exempt
- 13% Increase in medical insurance employer share
- Continued adjustment of Adjunct Salaries and Expense Lines

Limitations

- With the adoption of the interim budget, the Board waived the current year's transfer of funds of approximately \$2.7M that would maintain the 25% operating reserve.
- Reflects one half year of fiscal savings from the proposed reductions.
- \$4.7 Million commitment to Capital to Refurbish old buildings.

It is recommended that the Board of Trustees of Community College District VIII approve the following budget plan for the fiscal year July 1, 2025 through June 30, 2026 at their meeting on December 10, 2025.

Annual Budget	
Operating Funds	\$ 150,335,745
Proprietary Funds	\$15,876,258
Financial Aid Funds	<u>\$18,285,017</u>
Total 2025-26 Annual Budget	\$184,497,020
Reserve Funds	
Operating Reserve	\$ 35,053,494
Proprietary Reserve	\$626,442
Debt Reserve	\$10,689,394
Student Housing Reserve	<u>\$1,570</u>
Total Reserves	<u>\$50,239,949</u>

REPORTS

A. President's Report

President May provided updates on key institutional priorities and recent discussions across campus in the President's Report:

- Acknowledged widespread circulation of information on campus and emphasized the importance of providing a clear and accurate picture of the College's current work and priorities.
- Clarified details about the strategic planning contract and affirmed that the cost was below figures cited by others. Reiterated that strategic planning remains mission-centered and aligned with best practices. The Steering Committee has completed strong work, and divisional implementation planning is underway. Board consideration of the plan will be rescheduled.
- Reviewed ongoing budget reduction efforts, noting that recommendations were shaped by finance analysis, mission alignment, and divisional input. Emphasized the goal of protecting instruction and student support amid a challenging fiscal environment.
- Shared that accreditation work is on track, evidence-based, and proceeding within established timelines and standards.
- Thanked the Board for approving a continuation budget, which provided stability and time for thoughtful planning during a period of systemwide fiscal pressure.
- Acknowledged feedback about hybrid town hall participation and pay equity updates.
- Clarified that BRAC was engaged on items with significant fiscal implications, while bargaining and personnel matters followed appropriate channels.
- Encouraged a climate of respect, accuracy, and shared responsibility in campus dialogue, emphasizing that disagreement is healthy when approached constructively.
- Concluded by affirming that, despite challenges, the institution remains stable, mission-aligned, and focused on its core commitments.

ADJOURNMENT

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

2025-2026 COLLEGE BUDGET

Action

Description

The Bellevue College Operating Budget for fiscal year 2025-26 is presented to the Board of Trustees for consideration. To assist the Board in considering the proposed budget, a comparison of the interim 2025-26 and the permanent 2025-26 budget is provided.

Attachment 1: Proposed 2025-26 College Budget and Reserve Report

Attachment 2: Operating Projection Model

Analysis

The fiscal year 2025-26 budget highlights

Revenue

Tuition Rate Increase

- +3.3% State Tuition
- +2.5% Running Start

Projected Enrollment Changes

- +1.5% State Enrollment (Including BAS programs)
- +0.00 % International Enrollment (including ELL)
- +3.5% Running Start Enrollment

Expenses

Wages and Benefits

- COLA: Faculty 3%, Exempt 3% and WFSE Classified 3%
- 8% Lapsed Salaries Classified
- 6% Lapsed Salaries Exempt
- 13% Increase in medical insurance employer share
- Continued adjustment of Adjunct Salaries and Expense Lines

Limitations

- With the adoption of the interim budget, the Board waived the current year's transfer of funds of approximately \$2.7M that would maintain the 25% operating reserve.

- Reflects one half year of fiscal savings from the proposed reductions.
- \$4.7 Million commitment to Capital to Refurbish old buildings.

Proposed Budget (motion language is in the next section)

It is recommended that the Board of Trustees of Community College District VIII approve the following budget plan for the fiscal year July 1, 2025 through June 30, 2026.

Annual Budget	
Operating Funds	\$ 150,335,745
Proprietary Funds	\$15,876,258
Financial Aid Funds	<u>\$18,285,017</u>
Total 2025-26 Annual Budget	\$184,497,020
Reserve Funds	
Operating Reserve	\$ 35,053,494
Proprietary Reserve	\$626,442
Debt Reserve	\$10,689,394
Student Housing Reserve	<u>\$1,570</u>
Total Reserves	<u>\$50,239,949</u>

Recommended Motion (for December 10, 2025 meeting)

That the Board of Trustees of Community College District VIII approves the college budget plan, as proposed, for the fiscal period 2025-2026. This approval of this budget includes the Board of Trustees authorizing:

- the College President to proceed with the **execution of the planned program**;
- the College President to **transfer funds** within the General Fund, or from local and other funds, to eliminate any cash deficit as required by RCW 43.88.2601, to **provide working capital, and to support approved projects** and activities;
- the **tuition and fee schedule** as established by law, by the State Board for Community and Technical Colleges, as implemented by the College President, and as listed in the College catalog;
- the College President to **accept allocation amendments** from the State Board for Community and Technical Colleges, to accept such grants and contracts as may be acquired during the budget period, and to report on such changes, at least quarterly, to the Board of Trustees;
- the **adjustment of staff and faculty positions** if necessary to carry out the College’s programs; and
- the College President to determine **the fee schedule for contract courses** and programs.

Tyrell Bergstrom, Executive Director of Finance and Auxiliary Services
Tyrell.Bergstrom@BellevueCollege.edu

Background/Supplemental Information

Proposed Revenue & Expense Plan by Fund

Includes comparison to interim college revenue budget

	2025-26 Interim Budget	Increase (Decrease)	2025-2026 Budgeted Revenue	2025-2026 Budgeted Expense
OPERATING FUND:				
STATE ALLOCATION	66,025,781	(331,585)	\$65,694,196	\$65,694,196
LOCAL OPERATING	27,537,870	193,172	\$27,731,042	\$27,731,042
DEDICATED LOCAL FUND	6,630,203	195,212	\$6,825,415	\$6,825,415
GRANTS & CONTRACTS	46,770,551	3,314,541	\$50,085,092	\$50,085,092
TOTAL OPERATING FUNDS:	146,964,405	3,371,340	\$150,335,745	\$150,335,745
PROPRIETARY FUNDS:				
COMPUTER SERVICE FUND	10,001	-	\$10,001	\$10,001
PRINTING FUND	569,070	(569,070)	\$0	\$0
ASSOCIATED STUDENTS (non S&A)	417,400	-	\$417,400	\$417,400
PARKING	1,425,000	-	\$1,425,000	\$1,425,000
FOOD SERVICES	2,620,474	-	\$2,620,474	\$2,620,474
OTHER AUXILIARY ENTERPRISES	5,921,340	-	\$5,921,340	\$5,921,340
HOUSING	5,482,043	-	5,482,043	5,482,043
TOTAL PROPRIETARY FUNDS:	16,445,328	(569,070)	\$15,876,258	\$15,876,258
FINANCIAL AID FUNDS:				
GRANTS IN AID	13,500,000	-	13,500,000	13,500,000
STUDENT LOAN	3,750,000	-	3,750,000	3,750,000
STATE WORK STUDY	285,017	-	285,017	285,017
FINANCIAL AID FUND	750,000	-	750,000	750,000
TOTAL FINANCIAL AID FUNDS:	18,285,017	-	\$18,285,017	\$18,285,017
TOTAL ANNUAL REVENUE:	\$181,694,750	\$2,802,270	\$184,497,020	\$184,497,020
2025-26 COLLEGE RESERVE REPORT				
RESERVE FUND BALANCES				
Contingency Fund (remaining)				\$3,869,049
Operating Reserve 25% (reflects suspension for FY 2025-26)				\$35,053,494
Proprietary Reserve 25% (\$2.7 M underfunded)				\$626,442
Debt Reserve				\$10,689,394
Student Housing Reserve				\$1,570
TOTAL RESERVES				\$50,239,949

BC Projection Model

	Actual FY 23-24	Actual FY 24-25	Interim FY 25-26	Revised FY 25-26
Revenue				
Total Tuition Revenue	56,411,288	65,351,436	65,616,495	68,297,788
State Tuition	18,397,220	21,066,673	21,749,438	22,874,737
Bachelor Programs	5,217,749	5,374,979	5,788,432	4,856,305
Running Start	22,285,653	26,749,035	26,951,298	29,667,950
International(With ELI)	10,510,666	12,160,749	11,127,327	10,898,796
Other Student Fees & Grant Revenue	13,073,086	13,225,351	13,415,380	13,307,880
State Operating Appropriation	58,522,657	63,468,137	62,964,314	61,325,478
Additional State Appropriation	3,778,418	3,778,418	2,471,167	3,778,418
Capital Approp- for Operating	590,300	590,300	590,300	590,300
Reimbursements other agencies\carryover	1,697,633	2,236,016	1,906,749	3,035,881
Total Operating Revenue Sources	134,073,382	148,649,658	146,964,405	150,335,745
Expenses				
Total Wages & Benefits	103,059,627	114,028,827	121,638,004	119,589,801
Full-Time Faculty Salaries	21,737,279	24,018,808	26,056,311	25,405,931
Adjunct Faculty Salaries	17,756,678	21,563,422	21,645,390	23,091,674
Cost of Stipends	3,010,971	3,292,246	2,932,827	2,741,764
Exempt Salaries	17,631,512	19,339,140	21,553,509	20,236,809
Classified Salaries	17,593,360	18,498,302	20,620,818	20,494,535
Unfilled Positions Budget	-	-	(2,967,434)	(2,946,708)
Other Salaries	1,167,265	1,113,129	2,299,504	1,450,665
Benefits	25,046,445	27,037,483	30,475,794	30,093,709
Salary/Benefit Transfers	(883,883)	(833,703)	(978,715)	(978,576)
Goods & Services/ Personal Svcs	17,091,595	17,482,622	20,544,072	20,119,563
Student Services	3,195,341	3,187,070	3,612,297	3,993,382
Equipment, Furniture	1,219,558	1,027,162	30,599	90,599
Travel	605,993	539,956	536,732	564,115
Non Salary Transfers	(159,468)	(182,698)	(207,402)	(207,402)
Old Building Renovation Fund	5,088,287	5,625,314	5,112,329	4,696,300
Other Adjustments	1,088,524	3,442,040	(1,196,246)	350,000
Student Success COP and other	1,106,000	1,107,875	1,108,500	1,108,500
Total Expenses	132,295,456	146,258,168	151,178,885	150,304,857
Operating Margin (No Depreciation)	1,777,926	2,391,490	(4,214,480)	30,888



REGULAR MEETING AGENDA ITEM

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

Action

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.

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

Action

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.

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

Action

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.

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

Action

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.

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
-

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.

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 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.
- 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

OFF CYCLE TENURE

Action

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.

Recommended Motion

That the Board of Trustees of Community College District VIII hereby grants tenure beginning Spring Quarter 2026 to Jamila Bates, Student Affairs (Counseling.)

Prepared by: Dr. Jess Clark, provost@bellevuecollege.edu



REGULAR MEETING AGENDA ITEM

REVISION OF POLICY 2200: ADMISSIONS

First Read

Description

Updates to 2200 Admissions policy will align titles and offices. Additional changes include a revision in language around youth admissions. The current language refers to completion of 'grade levels' as an exception, which is complicated when homeschoolers or other non-traditional learners complete grades younger than 16.

This update clarifies exceptions to require that applicants under 16 ". . . demonstrate exceptional or extenuating circumstances that warrant early admission to the college. A decision is made by the chief admissions officer or designee on a case-by-case basis."

45-Day Comment

The 45-day comment period, from October 19-November 21, 2025, invited the college community to exercise its advisory role. Three comments were received and incorporated where appropriate.

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 February 25, 2026 meeting.

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

2200 ADMISSION-RULES

Original Date: 4/18/1973 * Last Revision Effective: 02/16/2022
Policy Contact: Associate-Vice President, Student Affairs

POLICY

General Admission

The cChief aAdmissions officer or designee admits applicants to the college based on meeting the following conditions:

- Applicants are competent to benefit from the course offerings of the college, and
- they would not, by their presence or conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution, and
- they are at least eighteen (18) years of age or older, or
- they have applied for admission under the provisions of the student enrollment options program, such as Running Start, Basic and Transitional Studies (BATS) International High School Completion, other local student enrollment options, or a successor program, or
- they are a high school graduate, hold a GED, or other equivalent high school credential, and
- they follow the established admission procedures.

Admission to specific degree programs (WAC 132H-160-270)

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 their program pathway. 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 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 chair(s).

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

(3) The criteria **have** been made available through the office of admissions and in the advising offices of the educational programs prior to the first day of the preceding quarter. ~~Selective Admission Programs~~

~~Academic and other programs may require additional criteria for admission based on the following:~~

- ~~• Demand exceeds supply of space in the program.~~
- ~~• Program accreditation requires additional criteria for admission or graduation.~~
- ~~• The program requires students to complete prerequisites prior to program admission.~~

- ~~• The International Education program requires its applicants to meet federal, division, and specific program entrance requirements.~~

~~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 above criteria.~~

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

Underage Admission

Underage applicants include those who are under the age of 18 and have not graduated from high school. All underage applicants must complete the general college admission application.

Programs targeted to underage populations, also referred to as high school student enrollment options programs, such as Running Start, Open Doors Youth Re-engagement Program, Career Education Options (CEO), International High School Completion, College in the High School, and programs associated with Basic and Transitional Studies (BATS), or a successor program, may allow admission to applicants under the age of 18. Each program establishes requirements and processes that all applicants must follow.

The college admits other applicants enrolled in a district or private high school or home-schooled high school students under the age of 18 who ~~meet one of the following conditions:are~~

- ~~• Must be at least 16 years of age, or have completed their sophomore (10th grade) year in high school, or~~
- ~~• Must have started their freshman (9th grade) year in high school and~~ can demonstrate exceptional or extenuating circumstances that warrants early admission to the college. A decision is made by the ~~c~~Chief ~~a~~Admission's ~~o~~Officer or designee on a case-by-case basis.

Applicants must follow all other requirements and processes as established by the college and pay any established fees.

Revoking Admission

The college may revoke an admission application under the following circumstances:

- Prior to enrollment in classes, an admitted student by their presence or conduct creates a disruptive atmosphere within the college inconsistent with the purposes of the institution.
- An admitted student fails to enroll in classes for four or more consecutive quarters.

Admitted students are subject to Policy 2050 Student Conduct Code. The college may impose disciplinary sanctions against a student who commits, or aids, abets, incites, ~~encouragesencourages~~, or assists another person to commit, an act(s) of misconduct as indicated in the policy.

Responsibilities

~~The Dean of Student Central or designee has responsibility for implementation of this policy.~~

Relevant Laws and Other Resources

~~• Board of Trustees Resolution 38~~

- RCW [28B.50.090\(3\)\(b\)](#)
- WAC [132H-160-270](#), [132H-160-280](#)
- Bellevue College #2200P Admission Rules (Procedures)
- Bellevue College Policy 2050 Student Conduct Code

REVISION HISTORY

Original 4/18/1973

Revisions 3/18/2003; 3/22/2005; 5/21/2009; 4/6/2015; 6/6/18; 02/16/2022

APPROVED BY

Board of Trustees

2200 ADMISSION

Original Date: 4/18/1973 * Last Revision Effective:
Policy Contact: Vice President, Student Affairs

POLICY

General Admission

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- Applicants are competent to benefit from the course offerings of the college, and
- they would not, by their presence or conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution, and
- they are at least eighteen (18) years of age or older, or
- they have applied for admission under the provisions of the student enrollment options program, such as Running Start, Basic and Transitional Studies (BATS) International High School Completion, other local student enrollment options, or a successor program, or
- they are a high school graduate, hold a GED, or other equivalent high school credential, and
- they follow the established admission procedures.

Admission to specific degree programs (WAC 132H-160-270)

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 their program pathway. 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 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.
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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 chair(s).
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(3) The criteria have been made available through the office of admissions and in the advising offices of the educational programs prior to the first day of the preceding quarter.

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

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The college admits other applicants enrolled in a district or private high school or home-schooled high school students under the age of 18 who are at least 16 years of age, or can demonstrate exceptional or extenuating circumstances that warrants early admission to the college. A decision is made by the chief admissions officer or designee on a case-by-case basis.

Applicants must follow all other requirements and processes as established by the college and pay any established fees.

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Admitted students are subject to Policy 2050 Student Conduct Code. The college may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages, or assists another person to commit, an act(s) of misconduct as indicated in the policy.

Relevant Laws and Other Resources

- RCW [28B.50.090\(3\)\(b\)](#)
- WAC [132H-160-270](#), [132H-160-280](#)
- Bellevue College #2200P Admission Rules (Procedures)
- Bellevue College Policy 2050 Student Conduct Code

REVISION HISTORY

Original 4/18/1973

Revisions 3/18/2003; 3/22/2005; 5/21/2009; 4/6/2015; 6/6/18; 02/16/2022

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

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

First Read

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. The Board of Trustees of Community College District VII approved the interim (temporary) revisions to WAC 132H-126: Student Code of Conduct at their meeting on November 5, 2025.

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

45-Day Comment

For Policy 2050, the 45-day comment took place from October 16 – December 5. A public hearing will be held February 10, 2026 and any comments will be shared with the Board prior to their expected vote on February 25, 2026.

Recommended Action

That the Board of Trustees of Community College District VII approves the revisions to WAC 132H-126: Student Code of Conduct at their February 25, 2026 meeting.

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.