



BELLEVUE
COLLEGE



Board of Trustees
Community College District VIII

June 24, 2026

Special Meeting

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A special meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, June 24, 2026. The business session will begin at 5:00 PM. This meeting will be conducted both in-person in B201 and remotely via Zoom. A telephone line will also be available. Pradnya Desh, Chair, will preside.

Meeting Call in Details

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

Dial in by telephone: +1 253 215 8782

Webinar ID: 874 9382 2087

Meeting Agenda

Business Session

- I. Call to Order Chair Pradnya Desh
 - a. Welcome and Introductions
 - b. Approval of Agenda and Minutes
 - i. Agenda for June 24, 2026

- II. Public Comment

Students, faculty, staff, and community members may provide public comment to the Board during this portion of the meeting. Comments are limited to 2 minutes per individual. There will be a total of 45 minutes scheduled for public comment. Public comments may be provided in one of three ways:

- a. In-person: Sign up on the public comment sheet located at the entrance to the meeting room.
- b. Remote: Use the "Raise Hand" feature in Zoom to indicate your intent to speak. If joining by phone, press *9 to raise your hand.
- c. Written: Submit your comment by emailing boardoftrustees@bellevuecollege.edu.

- III. Action

- a. 2026-2027 College Budget
Dr. Jorge de la Torre and Ty Bergstrom
- b. 2026-2027 S&A Budget
Alarick Alfredo-Sorto
- c. Revision of Policy 4760: Exempt Employee Evaluation
Dr. Lori Keller
- d. Creation of Policy 4460: Consensual Relationships

Dr. Lori Keller

- e. Revision of Policy 6230: Driver Safety

Dr. Lori Keller

- f. Revision of Policy 6380: Security Cameras

Dr. Lori Keller

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. The Board will also meet in closed session to discuss collective bargaining negotiations. Pursuant to [RCW 42.30.140\(4\)\(a\)](#), these matters are not subject to the Open Public Meetings Act. No final action will be taken during this executive session or closed session, but action may be taken upon the Board's return to open session.

Adjournment

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



2026-2027 College Budget

Regular Meeting Agenda Item: Action

Description

The Bellevue College Operating Budget for fiscal year 2026-27 is presented to the Board of Trustees for consideration. To assist the Board in considering the proposed budget, a comparison of the 2025-26 and the permanent 2026-27 budget is provided.

Attachment 1: Proposed 2026-27 College Budget and Reserve Report

Attachment 2: Operating Projection Model

Analysis

The fiscal year 2026-27 budget highlights

Revenue

Tuition Rate Increase

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

Projected Enrollment Changes

- +0.00% State Enrollment (Including BAS programs)
- -10.00% International Enrollment (including ELI)
- -5.00% Running Start Enrollment

Expenses

Wages and Benefits

- COLA: Faculty 2.7%, Exempt 2% and WFSE/WPEA Classified 2%
- WPEA Classified Retro 3%
- 4% Lapsed Salaries Classified

- 4% Lapsed Salaries Exempt
- .3% Increase in medical insurance employer share
- Continued adjustment of Adjunct Salaries and Expense Lines

Limitations

- Includes \$900K of Carry over funds.
- Includes estimated 4% unspent goods and services
- \$4.8 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, 2026, through June 30, 2027.

Annual Budget

Operating Funds	\$153,969,418
Proprietary Funds	\$18,929,580
Financial Aid Funds	\$18,285,017
Total 2025-26 Annual Budget	\$191,184,015

Reserve Funds

Operating Reserve	\$35,053,494
Proprietary Reserve	\$739,377
Debt Reserve	\$10,689,394
Student Housing Reserve	\$1,570
Total Reserves	\$46,483,835

Recommended Motion

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.

Background/Supplemental Information

<i>Operating Funds</i>				
Operating Fund	2025-26 Budgeted Revenue	Increase or (Decrease)	2026-27 Budgeted Revenue	2026-2027 Budgeted Expense
<i>State Allocation</i>	\$ 65,694,196	\$ 2,704,467	\$ 68,398,663	\$ 68,398,663
<i>Local Operating</i>	27,639,741	62,769	\$27,702,510	\$27,702,510
<i>Dedicated Local Funds</i>	6,825,415	349,825	\$7,175,240	\$7,175,240
<i>Grants & Contracts</i>	50,085,092	607,913	\$50,693,005	\$50,693,005
Total Operating Funds:	\$ 150,335,745	\$ 3,724,974	\$ 153,969,418	\$ 153,969,418

<i>Proprietary Funds</i>				
Proprietary Funds	2025-26 Budgeted Revenue	Increase or (Decrease)	2026-27 Budgeted Revenue	2026-2027 Budgeted Expense
<i>Computer Service Fund</i>	\$10,001	\$-	\$10,001	\$10,001
<i>Associated Students (Non S&A)</i>	417,400	43,662	\$461,062	\$461,062
<i>Parking</i>	1,425,000	2,138,948	\$3,563,948	\$3,563,948
<i>Food Services</i>	2,620,474	283,781	\$2,904,255	\$2,904,255

<i>Other Auxiliary Enterprises Housing</i>	5,921,340	576,619	\$6,497,959	\$6,497,959
	5,482,043	233,198	5,715,241	5,492,355
Total Proprietary Funds	\$ 15,876,258	\$ 3,276,208	\$ 19,152,466	\$ 18,929,580

Financial Aid Funds

Financial Aid Funds	2025-26 Budgeted Revenue	Increase or (Decrease)	2026-27 Budgeted Revenue	2026-2027 Budgeted Expense
<i>Grants in Aid</i>	\$ 13,500,000	\$ -	\$ 13,500,000	\$ 13,500,000
<i>Student Loan</i>	3,750,000	-	3,750,000	3,750,000
<i>State Work Study</i>	285,017	-	285,017	285,017
<i>Financial Aid Fund</i>	750,000	-	750,000	750,000
Total Financial Aid	\$ 18,285,017	\$ -	\$ 18,285,017	\$ 18,285,017

Total Annual Revenue

2025-26 Budgeted Revenue	Increase or (Decrease)	2026-27 Budgeted Revenue	2026-2027 Budgeted Expense
\$184,497,020	\$7,001,182	\$191,406,901	\$191,184,015

2026-27 College Reserve Report

Reserve Fund	Balance
Contingency Fund	\$4,486,246
Operating Reserve 25% (Reflects suspension for FY 2025-26)	\$35,053,494
Proprietary Reserve 25% (\$2.6M underfunded)	\$739,377
Debt Reserve	\$10,689,394
Student Housing Reserve	\$1,570
Total Reserves	\$50,970,081
Total Reserves	\$97,453,916

BC Projection Model

Revenue	FY 25-26 Budget	FY 25-26 Projected	FY 26-27 Budget
Total Tuition Revenue	68,297,788	68,435,691	67,901,166
State Tuition	22,874,737	22,535,141	23,376,935
-	-	-	-

Bachelor Programs	4,856,305	5,167,369	5,436,027
Running Start	29,667,950	29,341,011	28,565,360
International(With ELI)	10,898,796	11,392,170	10,522,844
Other Student Fees & Grant Revenue	13,307,880	12,899,500	13,568,084
State Operating Appropriation	61,325,478	61,420,481	64,029,945
Additional State Appropriation	3,778,418	3,778,418	3,778,418
Capital Approp- for Operating	590,300	590,300	590,300
Reimbursements other agencies\carryover	3,035,881	2,565,474	3,212,499
Total Operating Revenue Sources	150,335,745	149,689,864	153,080,412
-	-	-	-
Expenses	FY 25-26 Budget	FY 25-26 Projected	FY 26-27 Budget
Total Wages & Benefits	119,589,801	118,209,625	122,573,855
Full-Time Faculty Salaries	25,405,931	25,523,711	26,923,412
Adjunct Faculty Salaries	23,091,674	22,831,960	21,955,600
Cost of Stipends	2,741,764	2,916,029	2,712,567
Exempt Salaries	19,739,348	20,188,821	20,491,512
Classified Salaries	19,798,847	19,792,506	21,255,190
Unfilled Positions Budget	(1,753,561)	(1,676,632)	(1,676,286)
Other Salaries	1,450,665	1,155,391	2,047,484
Benefits	30,093,709	28,456,416	29,847,919
Salary/Benefit Transfers	(978,576)	(978,576)	(983,543)
Goods & Services/ Personal Svcs	20,119,563	18,995,518	21,497,439
Student Services	3,993,382	3,377,093	3,031,034
Equipment, Furniture	90,599	826,156	330,599
Travel	564,115	477,823	449,617
Non Salary Transfers	(207,402)	(190,644)	(191,848)

Old Building Renovation Fund	4,696,300	4,610,392	4,791,113
Other Adjustments	350,000	350,000	(509,898)
Student Success COP and other	1,108,500	1,108,500	1,108,500
Total Expenses	150,304,857	147,764,464	153,080,412
-	-	-	-
Operating Margin (No Depreciation)	30,888	1,925,401	0

Prepared by: Tyrell Bergstrom, Executive Director of Finance and Auxiliary Services



2026-2027 Services & Activities Fee Budget

Regular Meeting Agenda Item: Action

Description

RCW 28B.15.044 for the State of Washington grants authority to the Board of Trustees to approve the campus Services and Activities (S & A) Budget. Further, it requires students to advance a budgetary recommendation for consideration by the Board of Trustees.

The S & A Budget recommendation is developed by the S & A committee. The committee was comprised of six students, one exempt staff member, one classified staff member, and one faculty member. This year's committee members are (asterisks denote voting members):

- * Alarick Alfredo-Sorto (ASG President)
- * Merviel Kalala (ASG Director of Finance)
- * Plamedi Tshilanda (Student at Large)
- * Hae Sol Park (Student at Large)
- * Yize Liu (Student at Large)
- * Tyler Mak (Student at Large)
- * Jiemyjoyce Reduque (Classified staff member)
- * Rhymel Dacquel (Exempt staff member)
- * Ethan Anderson (Faculty)

Committee Advisor(s):

Brad Huggins and Ty Bergstrom

Analysis

The committee completed deliberations and has prepared a recommendation for the 2026-2027 year. The budget recommendation was approved by the committee members. The ASGBC approved the committee budget recommendation on May 15, 2026.

This year, there were 79 applications requesting **\$6,398,758** but there is only approximately **\$3,446,500** in the 26-27 S & A budget. **The S & A committee was tasked with reducing the total asks by approximately 46% to meet budget targets.**

This year's S & A Committee used the following priorities to guide their discussions as they looked to develop the 26-27 budget recommendation.

Priorities (not in any particular order):

- Operations and areas that have campus-wide impact
- Events occurring on-campus
- Academic success (co-curricular)
- Funds for food to support programming
- Maximize impact of funds on maximum number of students
- Equity across allocations areas and types

Review Process:

The S & A Committee reviewed each application thoroughly. Through the review process, the committee reduced asks in multiple ways:

1. Each application was reviewed by line item and reductions were made to items such as travel, equipment, purchased services, and food.
2. 2025-26 S & A Fund usage was reviewed to determine what funding was being utilized to impact campus and what funds were left unused so far this year
3. The amount necessary to support different types of programs was discussed and the committee sought to provide equitable funding to similar type and size of organizations
4. A pre-final review was made, and some organizations were decreased by up to 5% to meet the initial allocation recommendation total.
5. A final review was made after appeals, and some funds were added to the initial recommendations.

The full list of recommended allocations is attached. Funds allocated are in the column titled "2026-27 Allocation Recommendation".

Additional Committee Recommendations:

- If additional funds are found in end of year review (i.e., more leftover funds than expected or funds collected exceed projections), those funds will be placed in the ASGBC General Fund.

- If there are less funds than projected, funds will come from the available ASGBC General Fund.

Background/Supplemental Information

2026-27 Services and Activities Fee Budget Allocations Recommendation Summary

Recommended Motion

That the Board of Trustees of Community College District VIII approved the 26-27 Services and Activities budget allocation of \$3,446,500.00.

Prepared by: Judy Hernandez Chapar, Associate Vice President of Student Affairs

2026-27 Services and Activities Fee Budget Allocations Recommendation Summary

#	Organization name	Budget	2026-27 Request	2025-26 Allocation	2026-27 Allocation Recommendation
1	Associated Student Government Operations	23000	321,319	300,569	252,000
2	Campus Activities Board	23002	177,900	130,140	115,000
3	Student Engagement Operations	23004	926,829	912,580	885,000
4	Student Business Center	23005	249,241	249,241	237,000
5	Student Life Web & Social Media	23006	22,705	22,357	21,000
6	ASG General Fund	23031	618,450	409,000	250,000
7	United Nations Association	23104	7,552	3,300	1,000
8	Brazilian Club	23106	14,930	0	1,000
9	Phi Theta Kappa Honor Society (PTK)	23109	21,818	2,680	1,000
10	Infosec Club	23110	6,000	2,500	1,000
11	Chinese Student Association	23112	28,000	12,356	5,000
12	International Students Affinity Coordinator	23113	97,517	37,578	25,000
13	Japanese Culture Exchange Club	23114	13,431	10,975	5,000
14	Queer & Trans Resource Center	23115	65,189	33,258	27,000
15	Black Students Affinity Coordinator	23117	89,564	33,334	25,000
16	Latino Students Affinity Coordinator	23119	85,153	26,138	25,000
17	Business Leadership Community (BLC)	23120	35,208	15,532	8,000
18	Multi-Cultural Services	23121	40,250	14,808	8,000
19	Rise Learning Institute (Makerspace)	23122	59,043	26,230	25,500
20	Veteran Students Affinity Coordinator	23127	38,190	27,680	25,000
21	Art Gallery	23128	8,000	0	2,500
22	Speech & Debate	23129	186,750	85,590	50,000

23	Muslim Student Association	23133	38,640	15,294	5,000
24	Taiwanese Student Association	23134	10,000	5,560	5,000
25	Bellevue College Music Activities	23137	98,800	65,724	55,000
26	Digital Media Association	23138	235,795	10,200	2,000
27	Academic Success Center	23139	655,700	393,020	380,000
28	Watchdog Student Newspaper	23140	69,500	71,420	65,000
29	Drama Activities	23143	25,280	13,774	12,000
30	BC Dance Productions and Activities	23145	16,900	4,590	4,000
31	Center for Career Connections	23147	47,448	40,140	36,000
32	Stagefright Drama Club	23148	15,000	9,784	5,000
33	Asian Pacific Islander Students Affinity Coordinator	23153	64,346	37,709	25,000
34	Deca	23155	145,910	63,670	38,000
35	Umoja Scholars Programs	23159	167,534	18,488	10,000
36	Athletics	23162	475,000	275,200	290,000
37	Collimators Club	23168	8,880	3,680	1,000
38	Wellness Center	23176	57,973	111,759	53,000
39	Leadership Institute	23181	28,500	42,440	23,000
40	Early Learning Center (Childcare Center)	23182	376,723	248,450	236,000
41	Latino Students of BC	23184	15,500	6,960	5,000
42	Bulldog Food Pantry / Benefits Hub	23186	15,000	17,680	14,500
43	Student Engagement Signature Events	23187	58,600	25,424	25,000
44	Nursing Student Association	23193	20,000	8,552	5,000
45	Black Student Union	23195	57,750	55,216	5,000
46	International Student Association	23196	24,915	13,950	5,000
47	Guitar Club	23201	37,618	22,320	18,000
48	Psi Beta Honors Association	23203	36,403	0	500

49	Biology Club	23209	1,500	1,317	1,000
50	Sewing & Textile Arts Club	23210	6,090	1,500	1,000
51	ASG Events & Community Relations	23211	143,886	75,446	75,000
52	Christian Student Association	23213	5,600	5,360	1,000
53	Congolese Student Support Association	23215	25,000	0	1,000
54	Eta Omega Nursing Honor Society	23218	6,050	0	1,000
55	Gender-Based Violence Prevention	23219	6,550	4,561	1,000
56	Health Promotion & Education	23220	21,201	0	19,000
57	Indonesian Club	23222	2,000	0	1,000
58	Robotics Club	23228	5,249	2,565	1,000
59	Vietnamese Student Association	23232	12,731	0	1,000
60	South Asian Student Association	23235	24,340	24,340	5,000
61	Students For Justice	23236	52,250	15,200	1,000
62	Future Nurses of America	23237	4,500	2,432	1,000
63	Girls Who Code	23239	9,450	2,000	1,000
64	Sky Happiness Club	23243	3,588	233	0
65	BC Association of Veterans	23244	6,960	6,960	5,000
66	Business Transfer Mentors	23245	57,239	0	0
67	Neuroscience Club	23xxx	21,250	0	1,000
68	Techbiz Club	23xxx	15,000	0	1,000
69	Biotech Club	23xxx	9,720	0	1,000
70	WISTEM	23xxx	7,950	0	1,000
71	Women's Wellness Association	23xxx	6,650	0	1,000
72	Chi Alpha Christian Association	23xxx	6,500	0	1,000
73	Accounting Student Association	23xxx	6,250	0	1,000
74	Trio Student Services	23xxx	5,950	0	1,000
75	Joy of Boardgames	23xxx	5,000	0	1,000

76	Soccer Club	23xxx	2,800	0	1,000
77	Cambodian Club	23xxx	2,250	0	1,000
78	Bloodworks	23xxx	1,080	0	1,000
79	Sustainable Creations	23xxx	779	0	500
-	Total Allocations/Requests	-	-	-	3,446,500



Revision of Policy 4760: Exempt Staff Performance Evaluation

Regular Meeting Agenda Item: Action

Description

Bellevue's exempt staff performance review policy and procedures were last updated over ten years ago. Since then, significant changes in practice and process have occurred at the college. Updates to policy include alignment with 2025 strategic plan and incorporation of plain language principles.

Analysis

To further growth and development of exempt staff, and to promote open communication and support for supervisors, the 2015 policy and procedures have been updated to remove an outdated "360-review" process and replace it with an ongoing, interactive format that promotes continuous improvement and reflection.

Proposed changes include:

- Updated language aligned with strategic plan
- Updated review timeline
- Focus on continuous improvement and reflection

45-Day Comment

A 45-day review period was held from April 15 – June 1, 2026, so the campus community could exercise its advisory role. Three comments were received and adopted where appropriate.

Recommended Motion

That the Board of Trustees of Community College District VIII approves the revision of Policy 4760: Exempt Staff Performance Evaluation.

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

Proposed Revision Redline | Policy 4760: Exempt Staff Performance Reviews

4760 Exempt ~~Employee~~Staff Performance ~~Evaluation~~Reviews

Original Date: 8/31/2010 | Last Revision Effective:~~4/21/2015~~
[end delete]

Policy Contact: Vice President, Human Resources

Policy

~~It is the policy of Bellevue College to encourage growth and development of exempt staff by periodical reviews of their progress through performance-based evaluations. Ideally, the performance appraisal cycle will include goal setting, performance evaluation, professional development and performance discussion.~~ Bellevue College is committed to fostering a culture of continuous learning, open communication, and performance excellence. Bellevue College believes that meaningful feedback, mutual respect, and shared accountability create the conditions for innovation, engagement, and student success. Performance conversations are an opportunity to reflect, learn, and grow together.

Performance reviews are intended to create a supportive and feedback-rich environment where employees and supervisors engage in meaningful dialogue about accomplishments, challenges, priorities, and future growth.

The performance review cycle should include:

- Goal setting aligned with departmental and institutional priorities
- Ongoing feedback and coaching throughout the review period
- Reflection on accomplishments and contributions
- Identification of development opportunities and resources
- Discussion of future goals and work priorities

Performance conversations are designed to promote psychological safety, engagement, accountability, and continuous improvement, enabling employees to perform at their best while advancing the mission and objectives of Bellevue College.

Responsibilities

[insert]Responsibilities of Supervisors[end insert]

~~It is the responsibility of supervisors to:~~Supervisors play a key role in creating a supportive and transparent performance environment. Supervisors are expected to:

- ~~consistently guide, counsel, and evaluate their employees in a manner that will result in increased effectiveness and great job satisfaction to the employee.~~
- Provide regular guidance, coaching, and feedback to support employee growth, engagement, and effectiveness.
- ~~explain the employee's responsibility for successfully performing assigned job duties and responsibilities;~~
- Communicate clear expectations regarding job responsibilities, performance standards, and priorities.
- ~~assess how well the employee has contributed to efficiency and effectiveness in fulfilling the objectives of Bellevue College and the position; and~~
- Create an environment where employees feel safe to share ideas, challenges, and feedback.
- ~~recognize an employee's successful job performance and identify any necessary changes in job performance.~~
- Recognize and acknowledge accomplishments and contributions that support team and institutional goals.
- Partner with employees to identify professional development opportunities and support continuous learning.
- Discuss performance concerns constructively and promptly, working collaboratively with employees to identify solutions and improvements.
- Evaluate performance fairly and consistently, considering how employees contribute to the effectiveness, mission, and values of Bellevue College.

[insert]Responsibilities of Employees[end insert]

~~It is the responsibility of the employee to:~~Employees are active participants in the performance review process and share responsibility for their development and success. Employees are expected to:

- ~~request clarification of any job duty, standard, or expectation that is unclear;~~
- Seek clarification when job duties, expectations, or priorities are unclear.
- ~~perform work as assigned and meet job standards and expectations;~~

- [insert]Perform assigned responsibilities and strive to meet established performance standards.[end insert]
- ~~participate in the performance evaluation process; and~~
- [insert]Actively participate in performance conversations, including goal setting and reflection on accomplishments and challenges.[end insert]
- ~~communicate with supervisor and share successes and problems so the supervisor can better measure progress and provide assistance~~
- [insert]Communicate openly with their supervisor about progress, barriers, ideas, and support needed to succeed.[end insert]
- [insert]Engage in professional development and learning opportunities to strengthen skills and effectiveness.[end insert]

[insert]Contribute to a culture of respectful communication, collaboration, and continuous improvement.[end insert]

Definitions

Exempt Staff

- Exempt staff will include~~both administrative staff and exempt staff~~administrative exempt employees who are both overtime eligible and overtime exempt.

Supervisor

- Individual responsible for the ~~day-to-day performance~~oversight, guidance and evaluation of a work unit, department, or division.

~~Relevant Laws and Other Resources~~

~~WAC 357-37~~

Revision History

Original 8/31/2010

Revisions 9/11/2012; 4/21/2015

Approved By

~~President's Cabinet~~

Board of Trustees

Proposed Revision | Policy 4760: Exempt Staff Performance Reviews

Policy 4760: Exempt Staff Performance Reviews

Original Date: 8/31/2010 | Last Revision Effective:

Policy Contact: Vice President, Human Resources

Policy

Bellevue College is committed to fostering a culture of continuous learning, open communication, and performance excellence. Bellevue College believes that meaningful feedback, mutual respect, and shared accountability create the conditions for innovation, engagement, and student success. Performance conversations are an opportunity to reflect, learn, and grow together.

Performance reviews are intended to create a supportive and feedback-rich environment where employees and supervisors engage in meaningful dialogue about accomplishments, challenges, priorities, and future growth.

The performance review cycle should include:

- Goal setting aligned with departmental and institutional priorities
- Ongoing feedback and coaching throughout the review period
- Reflection on accomplishments and contributions
- Identification of development opportunities and resources
- Discussion of future goals and work priorities

Performance conversations are designed to promote psychological safety, engagement, accountability, and continuous improvement, enabling employees to perform at their best while advancing the mission and objectives of Bellevue College.

Responsibilities

Responsibilities of Supervisors

Supervisors play a key role in creating a supportive and transparent performance environment. Supervisors are expected to:

- Provide regular guidance, coaching, and feedback to support employee growth, engagement, and effectiveness.

- Communicate clear expectations regarding job responsibilities, performance standards, and priorities.
- Create an environment where employees feel safe to share ideas, challenges, and feedback.
- Recognize and acknowledge accomplishments and contributions that support team and institutional goals.
- Partner with employees to identify professional development opportunities and support continuous learning.
- Discuss performance concerns constructively and promptly, working collaboratively with employees to identify solutions and improvements.
- Evaluate performance fairly and consistently, considering how employees contribute to the effectiveness, mission, and values of Bellevue College.

Responsibilities of Employees

Employees are active participants in the performance review process and share responsibility for their development and success. Employees are expected to:

- Seek clarification when job duties, expectations, or priorities are unclear.
- Perform assigned responsibilities and strive to meet established performance standards.
- Actively participate in performance conversations, including goal setting and reflection on accomplishments and challenges.
- Communicate openly with their supervisor about progress, barriers, ideas, and support needed to succeed.
- Engage in professional development and learning opportunities to strengthen skills and effectiveness.
- Contribute to a culture of respectful communication, collaboration, and continuous improvement.

Definitions

Exempt Staff

- Exempt staff will include administrative exempt employees who are both overtime eligible and overtime exempt.

Supervisor

- Individual responsible for the oversight, guidance and evaluation of a work unit, department, or division.

Revision History

Original 8/31/2010

Revisions 9/11/2012; 4/21/2015

Approved By

Board of Trustees



Creation of Policy 4460: Consensual Romantic or Sexual Relationships Between Faculty, Staff, and/or Students

Regular Meeting Agenda Item: Action

Description

The proposed policy supports the mission of Bellevue College by establishing an environment free from bias, conflict, or inequitable treatment and the pursuit of academic freedom and student success. Additionally, this policy serves to uphold the college's high standards of professional and ethical conduct, specifically with respect to interpersonal relationships among students and employees, or among employees.

Analysis

Existing college policy 4250 Standards of Ethical Conduct outlines overall expectations for college employees to “protect the integrity of the college by being independent and impartial in the exercise of their duties, avoiding the use of their positions for personal gain or private benefit; promote an environment free from fraud, abuse of authority, and misuse of public property; create a work environment that is free from all forms of unlawful discrimination and harassment; treat members of the campus community and of the community at large with respect, concern, courtesy, and responsiveness; and protect confidential information to which employees have access in the course of their duties.”

The proposed policy further specifies prohibitions around consensual relationships within the college community.

45-Day Comment

A 45-day comment period was held from March 12 to April 27, 2026, so the campus community could exercise its advisory role. Three comments were received and were incorporated where appropriate. One comment led to the addition of procedures, rather than a single all-in-one-policy. The new procedures are taken directly from the proposed policy draft.

Recommended Motion

That the Board of Trustees of Community College District VIII approves the creation of Policy 4460: Consensual Romantic or Sexual Relationships Between Faculty, Staff, and/or Students.

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

Proposed Creation | Policy 4460: Consensual Romantic or Sexual Relationships Between Faculty, Staff, and/or Students

4460 Consensual Romantic or Sexual Relationships Between Faculty, Staff, and/or Students

Original Date:

Policy Contact: Vice President, Human Resources

Policy

To maintain a healthy and respectful educational and work environment, Bellevue College prohibits romantic or sexual relationships between an employee and an individual over whom the employee has a position of academic or professional authority. In some cases, a written management plan may be entered when the relationship is promptly disclosed, and management is feasible. This policy does not restrict employees' legal rights as citizens, including those of association and expression and protection from discrimination based on marital status. However, when the exercise of those rights conflicts with the institutional necessity of impartiality in academic and employment decisions, and a relationship creates a conflict of interest that cannot be effectively managed through an acceptable management plan, the college may take corrective action in accordance with the terms and conditions of employment governing the employee's employment relationship with the college.

Violations of this policy, including failure to report, comply with directives, or retaliation of any kind will be subject to relevant disciplinary procedures under collective bargaining agreements, the student conduct code, and other college policies.

Principles

Romantic relationships between and among Bellevue College employees and/or students can lead to a conflict of interest that is detrimental to the functioning of the college because, if present, the professional authority under which employees' decisions are made may be called into question. Romantic relationships where one person holds authority over another can create conflicts that interfere with the college's responsibilities and obligations. Examples include the following:

- Risk of sexual harassment concerns. Concerns may arise when an employee in a position of authority has a romantic relationship with, or makes romantic advances toward, another employee or a student. When the employee has the power to influence the individual's

access to education, employment, or professional opportunities, it may call into question the individual's ability to freely consent to the relationship.

- Risk of a hostile or offensive environment. A romantic relationship or advance may create a hostile or offensive academic or work environment if it is, or becomes, unwelcome and the employee fails to separate personal interests from professional responsibilities.
- Limits on access to educational or work opportunities. When an employee has, or may later have, decision-making authority over another employee or a student, the employee must step away from related decisions. This required recusal can limit the other individual's access to educational programs, employment opportunities, or professional assessment, guidance, or decision-making.
- Impact on others. Romantic relationships between employees, or between employees and students, may also impact other students or colleagues by creating actual or perceived bias, favoritism, or unfair influence.

The college recognizes the importance of personal, consensual relationships but emphasizes the need to prevent negative consequences that may arise from romantic or sexual relationships within the college community, including but not limited to:

- Conflicts of interest.
- Power imbalances.
- Abuse of power.
- Coercion.
- Deterioration of morale.
- Exploitation.
- Favoritism; and
- Unfair treatment of others.

Definitions

Consensual romantic or sexual relationship

A consensual relationship is when individuals mutually consent to a romantic, physically intimate, and/or sexual relationship, whether casual or serious, short- or long-term. For purposes of consent to sexual activity, the definition of consent is provided in procedure [1445P Title IX Sexual Harassment Complaint \(Procedures\)](#).

Hostile or offensive environment

A hostile work environment occurs when unwelcome conduct based on a protected characteristic is severe or pervasive enough to create a work environment that a reasonable person would consider an intimidating, abusive, or offensive workplace.

Position of academic or professional authority

An employee has a position of academic or professional authority over another person when the employee has or may reasonably anticipate a future responsibility for the following actions involving another individual:

- Supervise.
- Direct.
- Oversight.
- Recommend.
- Instruct.
- Coach.
- Mentor.
- Compensate.
- Evaluate.
- Grade.
- Advise.
- Discipline.
- Provide benefits to, or have some other control or influence on:
 - Employment
 - Educational status
 - College-owned housing; or
 - Professional future.

This definition applies to off-campus, curricular, co-curricular, and extracurricular activities.

Responsibilities

This policy applies to all Bellevue College employees, full-time and part-time, including:

- Classified and Exempt Administrative employees.
- Faculty (all ranks, including emerita).
- Officers.
- Student employees
- Residence hall staff.
- Contingent workers.
- College employees assigned to BC-affiliated entities; and
- Volunteers.

This policy applies to consensual relationships. When there is a concern regarding sexual harassment, sexual misconduct, or discrimination, policy 1445 Title IX Sexual Harassment or other policies may also apply.

Prohibited Relationships

Unless an approved management plan is in place, romantic or sexual relationships between an employee and an individual over whom the employee has a position of academic or professional authority are prohibited. For example:

Faculty, other employees, and volunteers are prohibited from engaging in romantic or sexual relationships with students they currently or in the foreseeable future will:

- Teach.
- Advise.
- Supervise.
- Evaluate; or
- Have some other form of influence or control over.

Faculty, other employees, and volunteers are prohibited from engaging in romantic or sexual relationships with employees or other faculty whom they:

- Oversee.
- Supervise.
- Direct.
- Evaluate; or
- Have some other form of influence or control over.

All faculty, classified and exempt administrative employees, and all other types of employees, including student and temporary hourly categories, are strongly discouraged from entering romantic and/or sexual relationships with students.

Student – student relationships are subject to the Student Code of Conduct policy 2050, WAC 132H-126.

Retaliation

Retaliation against any individual because that person has made a report or assisted with a report or investigation under this policy is prohibited and may constitute an independent basis for corrective or disciplinary action. Reporters are protected from retaliation under [policy 1440](#).

Retaliation includes:

- Threats.
- Coercion
- Interference; or
- Any adverse action that negatively affects the individual's employment, reputation, or other interest and is intended to dissuade a person from engaging in a protected activity.

First amendment protected activities are not considered retaliation. (See [policy 6120 Expressive Activities WAC 132H-142](#)).

Relevant Laws and Other Resources

- 1440 Discrimination, Harassment and Retaliation
- 1445 Title IX Sexual Harassment
- 1450 General Complaints
- 2050 Student Conduct Code (WAC 132H-126)

Revision History

Original

Approved By

Board of Trustees



Revision of Policy 6230: Driver Safety

Regular Meeting Agenda Item: Action

Description

Bellevue's driver safety policy was last updated over ten years ago. Vehicles owned and operated by the college have changed, and responsibilities for drivers, managers, and public safety have been clarified. An emphasis on student and employee safety is paramount in this update.

Analysis

To protect students, staff, faculty, and community members, driver safety training is required, and the previously described "driver safety briefing" will be enhanced to a full program.

Proposed changes include:

- Title changes, clarity of authority
- Reporting and approval protocols
- Requirements for drivers
- RCW updates, links

45-Day Comment

Cabinet approved a 45-day comment period from March 11, – April 27, 2026, so the campus community could exercise its advisory role. One response was received and incorporated where appropriate.

Recommended Motion

That the Board of Trustees of Community College District VIII approves the revision of Policy 6230: Driver Safety.

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

Proposed Revision Redline | Policy 6230: Driver Safety

6230 Driver Safety~~[delete]~~Program~~[end delete]~~

Original Date:10/21/2008 | Last Revision Effective: ~~[delete]~~5/13/2015~~[end delete]~~

Policy Contact: Vice President, Administrative Services

Policy

~~[insert]Bellevue College ensures that college vehicles used for business purposes are operated safely and within Washington State Department of Enterprise Services, federal, state, and college rules and regulations. The driver safety program is administered by Public Safety. [end insert]~~

~~[insert]All college drivers must hold a valid drivers license, complete required releases and forms, and successfully complete the driver safety program before operating college vehicles used for college business, as outlined in 6230P Driver Safety Program. Additional training and other requirements for use of specialty vehicles and multi-passenger vehicles are also addressed in 6230P Driver Safety Program. Driving authorization may be denied or revoked at the discretion of the Vice President of Administrative Services, the Director of Public Safety, or designee, for any reason, including but not limited to current or prior violations of applicable Washington State Department of Enterprise Services, federal, state, or college rules and regulations.[end insert]~~

~~[delete]As a public agency whose responsibility is to serve the educational needs of students and potential students, it is the policy of Bellevue College to ensure that college-owned, rented or leased motor vehicles are operated safely and within the requirements set forth by the Washington state office of financial management. As an example of Bellevue College's commitment to the safety and wellbeing of all drivers the college goes beyond the minimum requirement and requires all drivers to provide proof of a valid Washington state drivers license every two years, proof of valid insurance if using a privately owned vehicle every two years and attend a drivers safety briefing within sixty (60) days of employment.[end delete]~~

~~[delete]College drivers who transport others on college business in 15 passenger or minivans/SUVs must also attend the 15 passenger and minivan driver's safety briefing and provide an abstract of their driving record at the assigning department's expense every two years.[end delete]~~

Responsibilities

~~[delete]Bellevue College Campus Public Safety Director [end delete]~~

~~[delete]The [end delete]~~Bellevue College public safety director, or ~~[insert]their [end insert]~~designee will:

- ~~[insert]provide driver safety training, including required training for 15-passenger vans and multi-passenger minivans or SUVs.[end insert]~~

- [insert]maintain records confirming completion of training, required forms, and valid driver's licenses. [end insert]
- [delete]provide regularly scheduled training opportunities for both the basic drivers safety program and the 15 passenger and minivan drivers safety briefing.[end delete]
- [delete]The Bellevue College department of public safety will provide record keeping ensuring that all training requirements are met and that valid forms and copies of licenses and insurance information are kept on file[end delete]
- [insert]deny or revoke driving authorization, in communication with the Vice President of Administrative Services[end insert].

Bellevue College Department Managers

- [insert]Department managers are responsible for ensuring that all employees who are authorized to operate college vehicles used for college business, or serve as designated drivers with passengers have completed the driver safety program and any required additional training.[end insert][delete]The department manager is responsible for ensuring that all employees expected to operate state vehicles, or be the designated driver with passengers while on official business, receive the basic driver safety program within sixty (60) days of adoption of this policy or sixty (60) days of employment for all new employees.[end delete]

[delete]Definitions[end delete]

[delete]College Driver[end delete]

- [delete]A college employee, volunteer, or registered student designated as the official driver to and from an official college event or business activity and who has successfully completed the driver safety program. May also include public safety officers or employees from campus operations or other college administrators during official college business.[end delete]

[delete]Passenger[end delete]

- [delete]Any person authorized to ride with a driver while engaged in official college business.[end delete]

[delete]College Vehicle[end delete]

- [delete]Any college owned, rented, leased vehicle or any personally owned vehicle being used for official college business under the direction of the department manager.[end delete]

Relevant Laws and Other Resources

Bellevue College Procedure #6230P Driver Safety (procedures)

[insert]6200 Parking and Traffic[end insert]

[insert]RCW 43.19.560-43.19.648 DES Motor Vehicle Transportation[end insert]

[insert]RCW 43.01.250 – Electric Vehicles[end insert]

Revision History

Original 10/21/2008

Revision 5/21/2009; 9/17/2012; 5/13/2015;

Approved By

[delete]President's Cabinet[end delete]

[insert]Board of Trustees[end insert]

Proposed Revision | Policy 6230: Driver Safety

6230 Driver Safety

Original Date:10/21/2008 | Last Revision Effective:

Policy Contact: Vice President, Administrative Services

Policy

Bellevue College ensures that college vehicles used for business purposes are operated safely and within Washington State Department of Enterprise Services, federal, state, and college rules and regulations. The driver safety program is administered by Public Safety.

All college drivers must hold a valid drivers license, complete required releases and forms, and successfully complete the driver safety program before operating college vehicles used for college business, as outlined in 6230P Driver Safety Program. Additional training and other requirements for use of specialty vehicles and multi-passenger vehicles are also addressed in 6230P Driver Safety Program. Driving authorization may be denied or revoked at the discretion of the Vice President of Administrative Services, the Director of Public Safety, or designee, for any reason, including but not limited to current or prior violations of applicable Washington State Department of Enterprise Services, federal, state, or college rules and regulations.

Responsibilities

Bellevue College Public Safety Director, or their designee will:

- provide driver safety training, including required training for 15-passenger vans and multi-passenger minivans or SUVs.
- maintain records confirming completion of training, required forms, and valid driver's licenses.
- deny or revoke driving authorization, in communication with the Vice President of Administrative Services.

Bellevue College Department Managers

Department managers are responsible for ensuring that all employees who are authorized to operate college vehicles used for college business, or serve as designated drivers with passengers have completed the driver safety program and any required additional training.

Relevant Laws and Other Resources

Bellevue College Procedure #6230P Driver Safety (procedures)

[6200 Parking and Traffic](#)

[RCW 43.19.560-43.19.648](#) DES Motor Vehicle Transportation

[RCW 43.01.250](#) – Electric Vehicles

Revision History

Original 10/21/2008

Revision 5/21/2009; 9/17/2012; 5/13/2015

Approved By

Board of Trustees



Revision of Policy 6380: Security Cameras

Regular Meeting Agenda Item: Action

Description

Bellevue's security camera policy is recommended for housekeeping edits based on a minor title change to the policy. However, more extensive recent updates have occurred in procedures across campus. Security camera placement, access, and retention have been updated and clarified with an emphasis on safety, privacy, and responsiveness.

Analysis

To protect students, staff, faculty, and community members, security cameras are installed in various locations around campus. Procedures to install, access, and retain information from camera footage was last updated in 2015.

Proposed changes include:

- Title changes, clarity of authority
- Reporting protocols
- Offices potentially engaged with review of camera footage
- RCW updates, links

45-Day Comment

Cabinet approved a 45-day comment period from March 11 – April 27, 2026, so the campus community could exercise its advisory role. Three comments were received regarding the procedures for security cameras which were incorporated where appropriate.

Recommended Motion

That the Board of Trustees of Community College District VIII approves the revision of Policy 6380: Security Cameras.

Proposed Revision Redline | Policy 6380: Security Cameras

6380 Security [~~Camera Use~~][insert]Cameras[end insert]

Original Date: 5/10/2005 | Last Revision Effective: [~~10/7/2020~~]

Policy Contact: Vice President, Administrative Services

Policy

Bellevue College uses closed-circuit video camera systems (security cameras) to increase campus safety and security. They are intended to deter crime, assist in the investigation of crimes and recovery of property, and enforce college policy.

The college protects individual privacy rights by following state and federal laws for the installation of security cameras and the handling, viewing, retention, dissemination, and destruction of recordings. BC security cameras are not actively monitored. Authorized and unauthorized uses of BC security cameras are described in this policy's associated procedures.

Relevant Laws and Other Resources

[BC Policy #6380P Security Camera Use \(Procedures\)](#)

Revision History

Original 5/10/2005

Revisions 5/21/2009; 10/15/2015; 10/7/2020;

Approved By

Board of Trustees

Proposed Revision | Policy 6380: Security Cameras

6380 Security Cameras

Original Date: 5/10/2005 | Last Revision Effective:

Policy Contact: Vice President, Administrative Services

Policy

Bellevue College uses closed-circuit video camera systems (security cameras) to increase campus safety and security. They are intended to deter crime, assist in the investigation of crimes and recovery of property, and enforce college policy.

The college protects individual privacy rights by following state and federal laws for the installation of security cameras and the handling, viewing, retention, dissemination, and destruction of recordings. BC security cameras are not actively monitored. Authorized and unauthorized uses of BC security cameras are described in this policy's associated procedures.

Relevant Laws and Other Resources

[BC Policy #6380P Security Camera Use \(Procedures\)](#)

Revision History

Original 5/10/2005

Revisions 5/21/2009; 10/15/2015; 10/7/2020;

Approved By

Board of Trustees