

**COMMUNITY COLLEGE DISTRICT VIII
Bellevue Community College
Bellevue, Washington**

OVERVIEW

Bellevue College Name Change

At their January 29, 2009 meeting, the Board of Trustees of Community College District VIII directed the President of Bellevue Community College to take all necessary actions to officially change the name Bellevue Community College to Bellevue College.

The college has filed the appropriate documents with the Washington State Code Revisers Office to start the process to officially change the name of the college through an amendment to WAC Title 132H-106. Public hearings were held February 11, 2009, having been duly published in the Washington State Register, advertised in the college newspaper, and announced via an official email to all campus. There were no attendees at either hearing who wished to register public comment.

The attached resolution will be presented for action at a special meeting on March 11, 2009.

Prepared by Lucinda Taylor
Executive Asst. to the President and Secretary to the Board of Trustees
February 25, 2009

**COMMUNITY COLLEGE DISTRICT VIII
Bellevue Community College
Bellevue, Washington**

**RESOLUTION NO. 288
ADMINISTRATIVE ORDER NO. 160**

A RESOLUTION amending WAC Title 132H-106 as Permanent Rules

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT VIII, STATE OF WASHINGTON:

WAC Title 132H-106 – Bylaws and standing orders of community college district viii is hereby amended.

APPROVED AND ADOPTED MARCH 11, 2009.

BOARD OF TRUSTEES

Lee Kraft, Chair

Steve Miller, Vice-Chair

Paul Chiles, Trustee

Vickie Orrico, Trustee

Vijay Vashee, Trustee

ATTEST:

Lucinda Taylor
Secretary, Board of Trustees
Community College District VIII

**Title 132H WAC
Bellevue ((Community)) College**

AMENDATORY SECTION (Amending Order 111, Resolution No. 202, filed 6/17/92)

WAC 132H-106-010 Board of trustees. The board of trustees is an agency of the state and derives its authority as described in ~~((chapter 8, Laws of 1967 ex. Sess))~~ RCW 28B.50.100 and RCW 28B.50.140. It shall be the responsibility of the board of trustees to establish policy and to evaluate the total college program. The board of trustees shall appoint a college president to administer the college and shall delegate to him/her the authority and responsibility for implementation of board policy.

AMENDATORY SECTION (Amending Order 111, Resolution No. 202, filed 6/17/92)

WAC 132H-106-020 Offices of the board of trustees. The board of trustees shall maintain an office at Bellevue ((Community)) College, 3000 Landerholm Circle S.E., Bellevue, Washington 98007-6484, where all records, minutes and the official college seal shall be kept.

Persons may obtain information from and submit written comments or requests to the secretary of the board who is located in this office.

AMENDATORY SECTION (Amending Order 111, Resolution No. 202, filed 6/17/92)

WAC 132H-106-040 Officers of the board. ~~((Annually, at its June meeting))~~ The board annually elects from its membership a chair and vice-chair to serve for the ensuing year. ~~((In addition,))~~ The president of Bellevue ((Community)) College or the president's designee serves as secretary to the board of trustees as specified by state law.

AMENDATORY SECTION (Amending Order 111, Resolution No. 202, filed 6/17/92)

WAC 132H-106-050 Seal and name of the college. The board of trustees of Community College District VIII shall maintain an official seal for use upon any or all official documents of the board. The seal shall have inscribed upon it the name of the college which shall be: Bellevue ((Community)) College.

**COMMUNITY COLLEGE DISTRICT VIII
Bellevue Community College
Bellevue, Washington**

OVERVIEW

Board of Trustees Policy

Policy 1000 Board of Trustees describes the authority and responsibility of the Trustees of Community College District VIII. This policy needs to be updated to reflect our new offering of a baccalaureate degree, the first of which will be awarded in June 2009. This change is reflected under Powers and Duties of the Board of Trustees, first bullet item, which will be amended as follows:

Powers and Duties of the Board of Trustees

The board of trustees is responsible for establishing policy and evaluating the total program of the college. The state of Washington has empowered the board of trustees to:

- create comprehensive programs of community college education and training, offer baccalaureate level degrees as authorized by the state, and maintain an open-door policy in accordance with RCW 28B.50.090(3);

In anticipation of the board adopting the name Bellevue College, this policy has also been updated to reflect our new name. Other changes include changing “community college” to “college” in the body of the policy. See Attachment 1 for the full markup of the policy.

Revisions to policy 1000 Board of Trustees will be presented for approval at the March 11, 2009 special meeting.

Prepared by Lucinda Taylor
Executive Assistant to the President and Secretary to the Board of Trustees
February 25, 2009

1000 BOARD OF TRUSTEES

Effective Date: 6/11/1992 * Date Last Modified: 3/11/08
Policy Contact: President

POLICY

The board of trustees is an agency of the state and derives its authority as described in RCW 28B.50.100 and RCW 28B.50.140. It shall be the responsibility of the board of trustees to establish policy and to evaluate the total college program. The board of trustees shall appoint a college president to administer the college and shall delegate to him/her the authority and responsibility for implementation of board policy.

Offices Of The Board Of Trustees

The board of trustees shall maintain an office at Bellevue College, 3000 Landerholm Circle S.E., Bellevue, Washington, 98007-6484, where all records, minutes, and the official college seal shall be kept. Written comments or requests for information may be submitted to the secretary of the board who is located at this address.

Meetings Of The Board Of Trustees

Meetings may be held upon request by the chair or a majority of the members of the board.

The board of trustees customarily holds a regular meeting at such time and place as it may designate approximately every six weeks from January through June and from September through December. Exact board meeting dates may be found in the Washington State Register or by contacting the president's office at (425) 564-2302.

All regular and special meetings of the board of trustees shall be announced and held in accordance with chapter 42.30 RCW (Open Public Meetings Act). No official business shall be conducted by the board of trustees except during a regular or special meeting. The board of trustees may convene in executive session whenever it is deemed necessary pursuant to RCW 42.30.110.

Officers Of The Board

The board annually elects from its membership a chair and vice-chair to serve for the ensuing year. The president of Bellevue College or the president's designee serves as secretary to the board of trustees as specified by state law.

Powers and Duties of the Board of Trustees

The board of trustees is responsible for establishing policy and evaluating the total program of the college. The state of Washington has empowered the board of trustees to:

- create comprehensive programs of community college education and training, offer baccalaureate level degrees as authorized by the state, and maintain an open-door policy in accordance with RCW 28B.50.090(3);
- employ a college president, members of the faculty, and such other administrative officers and other employees as may be necessary or appropriate, and fix their salaries and duties within the amounts established by legislative appropriation;
- establish, under the approval and direction of the State Board for Community and Technical

Colleges, new facilities as community needs and interests demand;

- establish or lease, operate, equip, and maintain dormitories, food service facilities, bookstores, and other self-supporting facilities connected with the operation of a college;
- with the approval of the State Board for Community and Technical Colleges, borrow money and issue and sell revenue bonds for the construction, reconstruction, erection, equipping with permanent fixtures, demolition, and major alteration of buildings or other capital assets, and the acquisition of sites, rights-of-way, easements, improvements, or appurtenances for dormitories, food service facilities, bookstores, and other self-supporting facilities connected with the operation of a college, in accordance with RCW 28B.10.300-330 as applicable;
- receive such gifts, grants, conveyances, devises, and bequests of personal property from private sources, as may be made from time to time, in trust or otherwise, whenever the terms and conditions thereof will aid in carrying out the college programs as specified by law and the regulations of the State Board for Community and Technical Colleges; and sell, lease, or exchange, invest, or expend the same or the proceeds, rents, profits, and income thereof according to the terms and conditions thereof; and adopt regulations to govern the receipt and expenditure of the proceeds, rents, profits, and income thereof;
- establish and maintain night schools, and authorize classrooms and other facilities to be used for summer or night schools, or for public meetings and for any other uses consistent with the use of such classrooms or facilities for college purposes;
- make rules and regulations for pedestrian and vehicular traffic on property owned, operated, or maintained by the community college district;
- prescribe, with the assistance of the faculty, the course of study in the various departments of the college, and publish such catalogs and bulletins as may become necessary;
- grant to every student, upon graduation or completion of a course of study, a suitable diploma, degree, or certificate;
- enforce the rules and regulations prescribed by the State Board for Community and Technical Colleges for the government of colleges, students, and teachers and promulgate such rules and regulations and perform all other acts not inconsistent with law as the board of trustees may in its discretion deem necessary or appropriate to the administration of the district, provided that such rules and regulations shall include, but not be limited to rules and regulations relating to housing, scholarships, conduct, and discipline;
- suspend or expel from the college any students who refuse to obey any of the duly promulgated rules and regulations;
- delegate to the president or his or her designee any of the powers and duties vested in or imposed on the board of trustees by the Community & Technical College Act of 1991, such delegated powers and duties to be exercised in the name of the board of trustees (RCW 28B.10.528, 28B.50.140(14));
- offer educational services on a contractual basis other than the tuition and fee basis set forth in RCW 28B.15 for a special fee for private or governmental entities, in accordance with the rules and regulations adopted by the State Board for Community and Technical Colleges;
- participate in higher education centers and consortia involving four-year public or independent colleges or universities;
- perform other activities consistent with the Community College Act and not in conflict with the directives of the State Board for Community and Technical Colleges;
- perform any other duties and responsibilities imposed by law or by rule and regulation of the State Board for Community and Technical Colleges.

Revisions to Bylaws of the Board of Trustees

Bylaws of the board may be revised by majority vote of the board.

Seal And Name Of The College

The board of trustees of Community College District VIII shall maintain an official seal for use upon any or all official documents of the board. The seal shall have inscribed upon it the name of the college which shall be: Bellevue College.

RELEVANT LAWS AND OTHER RESOURCES

Board of Trustees Resolutions 202, 236, 288
RCW 28B.10, 28B.50, 42.30
WAC 132H-106-010 through -060

REVISION HISTORY

Original 6/11/1992
Revisions 4/24/2002; 3/22/2005

APPROVED BY

Board of Trustees
President's Staff (new format)

**COMMUNITY COLLEGE DISTRICT VIII
Bellevue Community College
Bellevue, Washington**

OVERVIEW

Sabbatical Leave Authorization for the 2009-10 Academic Year

The Sabbatical Leave Committee has received requests from seven (7) faculty for sabbatical leave during the 2009-10 academic year. The total number of quarters requested is equivalent to 3.67 FTE's. The Board of Trustees has committed, through the Negotiated Agreement, to make "every reasonable effort to grant at least 5 FTE leaves annually, provided that at least that number of applicants have applied and are ranked by the Sabbatical Leave Committee..." (Article IX, Section IV, C). The number of leaves granted is subject to fiscal and budget constraints and also the calculation of potential cost of replacement.

The President will make a recommendation for consideration and action at the May 20, 2009 meeting.

Prepared by Tom Nielsen
Executive Dean (Interim)
February 25, 2009

**COMMUNITY COLLEGE DISTRICT VIII
Bellevue Community College
Bellevue, Washington**

OVERVIEW

Formulation and Issuance of College Policies and Procedures

College administration has been working with All College Council to revise policy 1250 Formulation and Issuance of College Policies and Procedures in order to effectively separate policies from procedures. Currently, both policies and procedures are intermingled in the manual. The purpose of this recommended change is to separate and delineate the differences.

Policies are principles, rules, and guidelines formulated or adopted by the governing body of an organization to reach its long-term goals. They are designed to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them.

Procedures are the specific methods employed to express policies in action in day-to-day operations of the organization.

Together, policies and procedures ensure that a point of view held by the governing body of an organization is translated into steps that result in an outcome compatible with that view. The Board alone should approve college policies. These policies provide direction to the president to enact procedures, which are the day-to-day rules that will carry out the board's intentions.

Over the years, clarity between what is policy and what is procedural has been lost with new rules that have not delineated the distinction, leading to confusion about what approval process is required. In reviewing and updating the college's policy and procedure manual in preparation for accreditation, it became clear that this distinction needs to be made more clearly defined as well as the approval process used for each.

Revisions to policy 1250 Formulation and Issuance of College Policies and Procedures will be presented for approval at the May 20, 2009 meeting.

Prepared by Lucinda Taylor
Executive Assistant to the President and Secretary to the Board of Trustees
February 25, 2009