

# **Board of Trustees Governance & Policy Manual**

State of Washington  
Community College District VIII  
Bellevue College  
Bellevue, Washington

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## **Foreword**

The Board of Trustees of Bellevue College adopted this Governance & Policy Manual to guide the Board, the college president, and other college employees in administering the operation of all programs and services of Bellevue College, Community College District VIII. This Manual include the policies governing the organization and actions of the Board of Trustees and the authority delegated to the college president for the administration and management of the college.

Nothing in this Manual shall violate or be construed to violate any law, statute, or ordinance of the State of Washington, or any rule or regulation of the Washington State Board for Community and Technical Colleges. Should any provision contained herein be found in violation thereof, such provision is hereby declared excluded from this Manual.

This Manual is effective immediately upon adoption. Any revision or additions to this manual will be posted to the Bellevue College website, trustee portal, and distributed as needed.

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## **100.000: Board of Trustees**

### **100.010: Name**

The name of the governing board of this college shall be the “Board of Trustees of Bellevue College,” hereinafter referred to as the “Board of Trustees” or “Board.”

### **100.020: Seal**

The Board 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.

### **100.030: Composition**

The Board is composed of six members appointed by the Governor of Washington state, with the endorsement of the Washington State Senate. Five of the members serve a five-year term and the student member serves a one-year term. No member shall be removed during the term of office for which they are appointed, excepting only for misconduct or malfeasance in office, or if they no longer are a resident and qualified elector of the college district.

### **100.040: Legal Authority**

Legal power and responsibility for the operation of Bellevue College rests with the Board of Trustees. 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 them the authority and responsibility for implementation of Board policy. Individual members of the Board have power and authority only when acting formally as members of the Board in session at regular or special meetings.

### **100.050: Powers and Duties**

A comprehensive statement of Board powers and duties is set forth in RCW 28B.50.140.

### **100.060: Vacancies**

Any vacancy occurring in the Board shall be filled by appointment of the Governor of the State of Washington. The successors of the trustees initially appointed shall be appointed by the Governor to serve for a term of five years except that any person appointed to fill a vacancy occurring prior to the expiration of any term shall be appointed only for the remainder of the term. Each member shall serve until a successor is appointed and qualified.

### **100.070: Philosophy**

Members of the Board of Trustees represent the community and serve as advocates for the College and its programs; they act responsibly for their constituency and provide citizen support for this essential post-secondary educational enterprise—the community college. To that end, the Board of Trustees supports and upholds the vision, mission and goals of Bellevue College and pledges to encourage the college to foster participation by members of our multicultural society.

## 100.100: Governance

### 100.110: Roles and Responsibilities

Without limiting the powers granted to the Board by the state, and subject to lawful and applicable rules and regulations, Board roles and responsibilities are as follows:

- Select and appoint a president, and set salary, terms, and conditions of employment.
- Evaluate the president annually.
- Establish broad general policies that guide the strategic direction of the College and review them periodically.
- Grant or deny faculty tenure.
- Adopt an annual budget to finance the operation of the College in accordance with the statutes of Washington and lawful and applicable regulations.
- Take action on negotiated labor agreements on behalf of the College as required.
- Conduct an annual self-evaluation in which Board goals and responsibilities will be reviewed and assessed.

### 100.120: Standards of Practice

The Board of Trustees agrees to the following standards of practice:

- **Acting as a whole.** The Board of Trustees of a college can legally function only as a group. It governs the college as a body representing the people of its district, and individual members have no authority singly. Individual acts of a trustee in relation to college matters are considered those of a private citizen. A Board member should not misrepresent individual opinions as Board opinions. No member can bind the Board by word or action, unless the Board has in its corporate capacity designated that member as its agent for some specific purpose, and then that individual can go no further than they have been empowered.
- **Avoiding conflicts of interest.** Conflicts of interest relate not only to the individual trustee, but also to their family and associates. Personal and business relationships between the college and trustees, including hiring relatives, friends, and business associates as college employees should be avoided. Conflicts of interest should be noted before any formal vote and when a conflict of interest exists, a trustee should abstain from voting.
- **Handling special interest groups.** Trustees, once appointed, are responsible for representing the general interests of the college district or service area, and should act only on the basis of what is in the best interests of the entire college and community.
- **Using appropriate channels.** It is important for the Board to establish appropriate relationships between and with the president, college employees, students and citizens, and the appropriate ways to request information to address concerns or complaints of others.
- **Maintaining appropriate conduct at Board meetings.** In order to facilitate good decision-making at Board meetings, conduct at Board meetings should model respect and consideration for other Board members, citizens, students, and college staff.
- **Exercising authority as a trustee.** When assuming the role of Board members, trustees assume the following responsibilities: to be knowledgeable of and support the mission and philosophy of community or technical colleges, to be knowledgeable of fiscal and legal responsibilities, to commit time and energy to discharging the duties of being a trustee, to participate as a leader in making policy, to support the college in the community, and to function as a team member.
- **Handling administrative matters.** The primary function of the Board is to establish the policies by which the college is to be administered. Administration of the program and the pursuit of college business shall be left to the president of the college and their professional staff.

- **Stewardship of compensation and expense accounts.** Trustees are responsible for ensuring that all funds are spent wisely and legally, including those that relate to their expenses. Questions Boards should ask include “Is it an authorized, legitimate, direct and reasonable expense of my trusteeship?”

In addition, the members of the Board of Trustees will strive:

- To devote time, thought, and study to the duties and responsibilities of a college board member in order to render effective and creditable service.
- To work with other members of the Board in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points of issue. To listen to other points of view and to compromise in order to move the process forward.
- To base personal decisions upon all available facts in each situation; to vote one’s honest conviction in every case, un-swayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the board.
- To remember at all times that individual trustees have no legal authority outside the meetings of the board, and to conduct relationships with the college staff, the local citizenry, and media on the basis of this fact. To not speak in the name of the board unless authorized to do so.
- To resist every temptation and outside pressure to use one’s position as a college board member to benefit either oneself or any other individual or agency apart from the total interest of the college district.
- To recognize that it is as important for the board to develop policy that directs the evaluation of the educational program of the college as it is to plan for the business of college operation.
- To bear in mind under all circumstances that the primary function of the board is to establish the policies by which the college is to be administered, but that the administration of the educational program and the conduct of college business shall be left to the employed president of the college and their professional and non-professional staff.
- To welcome and encourage active cooperation by citizens, organizations, and the district media with respect to establishing policy on current college operation and proposed future developments.
- To be informed about the actions and positions of state and national college trustees’ associations.
- To apply ethical values in making decisions and engage in a dialogue with fellow board members about the ethical implications of board actions.
- To serve as an advocate of the college by providing legislative support and acting as an ambassador for the college, cooperating with others for the educational, economic, and cultural benefit of the community.

**100.130: Code of Ethics**

The Board of Trustees should set the ethical tone in both the personal conduct of its members and their organizational leadership. Therefore, each trustee should adhere to the highest ethical standards and promote the moral development of the organization and the community and technical college system community. Board members will encourage trustee education to provide an arena in which trustees are able to learn their responsibilities and are able to practice the tenets of good trusteeship.

To achieve these goals, the Board of Trustees should support active dialogue and principled conduct among members, with other community and technical college system leaders, and with members of the community at large. While no code of ethics alone can guarantee ethical behavior, the values and

principles set forth in the Washington state ethics law are intended to guide the Board of Trustees in carrying out its duties.

Trustees in the state of Washington are expected to adhere to the Washington state ethics law that went into effect on January 1, 1995. The basic ethical principle: Public office – whether elected or appointed – may not be used for personal gain or private advantage. The provisions of the state ethics law that pertain to trustees in their capacity as volunteers of the state are enumerated below.

- **General ethical principles:** a) A state officer or state employee may not have a financial interest or engage in any activity that is in conflict with the proper discharge of the officer's or employee's official duties; b) A state officer or state employee may not use their official position to secure special privileges for themselves or any other person; and c) A state officer or state employee may not receive compensation from any person, except the State of Washington, for performing their official duties.
- **Basic rules for gifts:** a) A state officer or state employee may not accept a gift, if it could reasonably be expected to influence the performance or nonperformance of the officer's or employee's official duties; and b) A state officer or state employee may not accept a gift from any person with a value in excess of \$50 a year.
- **Confidential information:** a) A state officer or state employee may not disclose confidential information to an unauthorized person; b) A state officer or state employee may not disclose or use confidential information for personal benefit or to benefit another; and c) A state officer or state employee may not accept employment or engage in business, if it might reasonably be expected to induce or require the disclosure of confidential information.
- **Use of state resources:** A state officer or state employee may not use state resources – the office, money, property, or personnel – for personal benefit or to benefit another person. This restriction does not apply if a state officer or state employee uses state resources to benefit others as part of the officer's or employee's official duties.
- **Compensation for outside activities:** A state officer or state employee may not receive anything of economic value under any contract or grant outside their official duties.
- **Honoraria:** An honorarium is money or anything of economic value offered for a speech, appearance or article in connection with a state officer's or employee's official duties. A state officer or state employee may not receive an honorarium unless it is specifically authorized by their agency.
- **Use of state resources for political campaigns:** A state officer or state employee may not use state resources for political campaigns. This prohibition applies to knowing acquiescence. A state officer or state employee, with authority to direct, control or influence the actions of another officer or employee, may not knowingly acquiesce in the other officer's or employee's use of state resources for a political campaign. The prohibition does not apply to activities that are part of the normal and regular conduct of the agency.
- **Prohibition on assisting persons in transactions involving the state:** a) A state officer or state employee may not assist a person in a transaction involving the state, if they participated in that transaction; b) A state officer or state employee may not assist in a transaction involving the state if it was under their official responsibility within two years prior to providing the assistance; and c) A state officer or state employee is not prohibited from assisting a person in a transaction involving the state if it falls within their official duties.
- **Financial interests in transactions involving the state:** a) A state officer or state employee may not have a beneficial interest in a contract that is made by, through, or is under their supervision. (A beneficial interest is the right to enjoy profit, benefit or advantage from a contract or other



property.); and b) A state officer or state employee may not accept any compensation from any other person beneficially interested in a contract that is made by, through or is under their supervision.

#### **100.140: Relationship to Other College Bodies**

Unless as provided in specific Board approved policy or state law, all substantive recommendations of college groups are subject to approval by the president of the college who will transmit them to the Board for review or action. The Board of Trustees may delegate to college groups or individuals certain appropriate operating responsibilities, provided that such delegation shall in no way set aside the authority or final responsibility of the president of the college, nor the policies or authority of the Board of Trustees itself. All such delegated responsibility may be revoked by the Board of Trustees by action in regular meeting.

#### **100.150: Statement on Academic Freedom**

The Board of Trustees believes that an atmosphere of academic freedom is a fundamental prerequisite for excellence in higher education. Faculty and students engaged in the pursuit of truth must be free to grow intellectually and challenge conventional wisdom and to explore new avenues of thought, tempered by intellectual discipline and propriety. It is a prime objective of the Board of Trustees and administration to foster such freedom and to establish only those rules and regulations which are essential to the orderly operation of the institution or which enhance its quality. The Board of Trustees believes strongly that administrative rules are means, not ends, and they should be designed to further and not to interfere with the primary objectives of the institution.

#### **100.160: Self-Evaluation**

Effective boards engage in a regular process of self-assessment or evaluation of their performance; therefore, the Board of Trustees shall evaluate its own performance on an annual basis to identify where it is performing well as a Board, and where it might improve. Individual trustee performance is not evaluated; rather the purpose of the evaluation is to look at the performance of the Board as a whole. A side benefit may be that individual Board members gain appreciation for the roles and responsibilities of trusteeship.

Discussion about Board roles and responsibilities strengthens communication and understanding among Board members and can lead to stronger, more cohesive working groups. The annual Board self-evaluation may include:

- a summary of board accomplishments;
- better understanding of what it means to be an effective Board;
- clarification of what trustees expect from each other and themselves;
- improved communications among trustees and between the Board and president;
- identification of problems, potential issues, and areas to improve;
- opportunity to discuss and solve problems that may hurt Board performance;
- identification of strategies to enhance Board performance;
- renewed dedication to the Board;
- agreement on Board roles and trustee responsibilities; and
- Board goals and objectives for the coming year.

#### **100.170: Amendments to Board Policies**

The Board of Trustees shall review the terms of this Manual periodically. Board policies may be revised, repealed, or added to by majority vote of the board at a regular meeting. They shall become effective

immediately upon approval. Nothing in the Manual or any act or failure to act by the Board shall be construed or operate as an abridgment of any rights, powers or privileges of the Board of Trustees.

## **100.200: Board—President Relationship**

### **100.210: Administration of President’s Contract**

An important task of the Board is administration of the president’s contract. The Board is responsible for recruiting, hiring, establishing the compensation for, supporting, evaluating, and separating the president.

### **100.220: Delegation of Authority**

Although the Board of Trustees may initiate policy, the Board mainly acts in an advisory and legislative manner. It delegates to the college president the responsibility and authority to administer Bellevue College consistent with policy 1100: Delegation of Authority to President adopted by the Board of Trustees.

The president shall act on behalf of the Board of Trustees in any and all matters which concern the administrative functions of the college. The president shall be responsible for organizing all of the functions of the college district in an effective and efficient manner that is consistent with the college philosophy and mission. At the operational level the president has final administrative authority over all matters affecting the college district.

The Board of Trustees delegates to the president the responsibility to develop and administer policies and procedures necessary to the operation of the college. These policies and procedures shall be maintained on the Bellevue College Policies & Procedures website and may be reviewed with the president at any regular or special board meeting.

The president is authorized to receive and administer such gifts, conveyances, devices, and bequests of real and personal property from private sources as may be offered from time to time in trust or otherwise whenever the terms and conditions thereof will aid in carrying out the college’s program and will not cause a substantial continuing commitment by the college.

The president is authorized to enter into contracts and initiate, direct, and resolve litigation on behalf of the Board of Trustees.

The president develops with their administration, faculty and staff, educational and other programs for consideration, and the Board furnishes the necessary legislation and authority for the president to carry them out effectively. It is the Board’s opinion that sound administration springs from professional leadership and lay control.

The above does not in any way restrict the Board of Trustees from expressing its opinion on educational issues or matters of institutional welfare including long-range strategic planning and achievement of the college’s mission and outcomes.

### **100.230: Evaluation of the President**

On a yearly basis the Board will conduct an evaluation of the college president’s performance using criteria upon which there is mutual agreement. Part of the evaluation will be a review of the president’s

annual executive goals. The evaluation may include input from the community at large, the college community and the president's self-evaluation. A summation report will be completed and placed in the president's personnel file. The conclusion of this evaluation process will occur at the same time as the presidential contract extension.

## **100.300: Officers**

### **100.310: Officers of the Board**

The officers of the Board of Trustees shall be chair, vice chair, and secretary. The chair and vice chair shall be members of the Board of Trustees. The secretary will be the president of Bellevue College or the president's designee.

### **100.320: Manner of Election and Term of Office**

Annually, at its June meeting, the Board elects from its membership a chair and vice chair to serve for the ensuing year, taking office on July 1. In the event of an interim vacancy in the office of chair or vice chair, successors may be elected to hold office for the unexpired term.

### **100.330: Powers and Duties of Officers**

#### ***100.330a: Chair***

- Preside at each regular or special meeting of the Board, and review the agenda prepared for each meeting of the Board. The chair shall, while presiding at official meetings, have full right of discussion and vote.
- Call special meetings of the Board as required.
- Execute all documents approved by the Board and other official documents legally requiring the signature of the chair, such as resolutions, general obligations, diplomas, certificates, etc.
- Conduct executive sessions only as prescribed by law in RCW 42.30.110. The chair shall announce the purpose of the executive session, the time the Board will be in executive session, and notify interested parties if the executive session is to continue beyond the announced period of time. The chair shall permit the board to take only such action as is permitted by the exception to the Open Public Meetings Act in executive session, and shall ensure that the Board not consider other matters in the executive session. The specific purposes permitted for executive session as identified by the Open Public Meetings Act are listed under the section entitled "Meetings."
- Take leadership with the college president in orienting new Board members to their duties and responsibilities.
- Assign members of the Board to serve as liaisons with other organizations such as the Washington Association of College Trustees (ACT) and the college foundation. A description of these liaison positions is described in the section entitled, "Board of Trustee Liaison Positions."
- Perform any other duty formally assigned by the Board, or by State statute.

#### ***100.330b: Vice Chair***

- Preside and assume all the powers and duties of the chair in the event of the absence of the chair or the chair's inability to act.
- Perform other duties as the Board or chair may designate.

#### ***100.330c: Secretary***

- Provide public notice of all meetings of the Board of Trustees as required by law.
- Transmit the Board agenda and the minutes of the previous meeting(s) to the Board and such other persons as the Board may designate.
- Record, prepare, sign, and distribute the minutes of every Board meeting.
- Serve as custodian of all official records of the Board of Trustees including the minutes of all meetings, and of all other documents and papers of the Board of Trustees, unless otherwise directed by the Board of Trustees.
- Attest to all documents that have been executed by order of the Board of Trustees.
- Advise the Board of any communications which require consideration and action by the Board.
- Maintain the Board's Governance & Policy Manual.

**100.335: Absence of Chair and Vice Chair**

In case of the absence of the chair and vice chair from any meeting of the Board of Trustees, or in case of the inability of both of the two to act, the Board of Trustees shall elect for that meeting a chair pro tempore, and may authorize such chair pro tempore to perform the duties and acts authorized or required by said chair or vice chair to be performed, as long as the inability of these said officers to act may continue.

**100.340: Board of Trustee Liaison Positions**

Board liaisons serve an important role in providing and collecting information between the Board of Trustees and organizations whose activities have an impact on the Board. Liaisons are appointed annually, usually in July, by the new Board chair. Liaison position may include but are limited to the following:

**100.340a: Legislative Liaison**

Although each member of the Board of Trustees is empowered to serve as a legislative advocate for the college, the legislative liaison provides legislative information and background to the Board. The duties of the liaison include:

- Participate in Bellevue College legislative meetings when appropriate
- Learn about legislative issues impacting the college
- Assist with the formation of legislative strategies for the college
- Participate in legislative campaign strategies, such as writing letters on behalf of the Board on legislative issues that impact the college, representing the board in Olympia and locally, when needed, on legislative issues, and soliciting the support of other Board members
- Represent the college at ACT legislative meetings
- Keep other trustees informed concerning college legislative issues by reporting legislative activities at Board of Trustees meetings
- Assist the college in identifying issues to recommend to the SBCTC for legislative action

**100.340b: Foundation Liaison**

This individual serves as an information link between activities of the Board of Trustees and the Bellevue College Foundation. The liaison is not a voting or ex officio member of the Foundation but serves an important role in communicating between the two groups. The duties of the liaison include:

- Represent the Board of Trustees to the Foundation Board of Directors by attending the Foundation Board of Directors' meetings
- Coordinate participation of the Board of Trustees in Foundation fundraising and special event activities

- Report Foundation activities at Board of Trustees meetings

**100.340c: Association of College Trustees (ACT) Liaison**

The ACT liaison represents the opinion of the Board as a whole at the state level and brings information to the Board about state and federal activities that may impact the college. The duties include:

- Represent the Board of Trustees at ACT meetings
- Learn about national and state issues impacting Bellevue College and community and technical colleges
- Advocate for college needs with state agencies and legislators
- Contribute to statewide understanding of college issues and priorities
- Report ACT activities at Board of Trustees meetings

**100.340d: Budget and Finance Focal**

This individual(s) will advise the college on budget and finance matters that relate to the quarterly finance and budget reports presented to the Board.

- Keep informed on the college budget
- Participate in budget and finance meetings as appropriate

**100.400: Meetings**

**100.410: Regular and Special Meetings**

The Board of Trustees shall act only at meetings called and held as provided herein and consistent with the state of Washington Open Public Meetings Act. All matters coming before the Board for determination shall be determined by the vote of the majority of the members when a quorum is present.

The Board shall hold regular meetings according to a schedule including date, time, and place filed with the Washington State Register, pursuant to RCW 42.30.075. In accordance with the rules set forth in the Open Public Meetings Act, all meetings of the Board of Trustees shall be open to the public except (1) executive sessions in meetings otherwise open to the public; and (2) meetings to which the Open Public Meetings Act does not apply (see RCW 42.30.140). Official action shall be taken only in public meeting unless otherwise allowed by law.

The chair of the Board of Trustees, or any three members thereof, may call special meetings of the Board of Trustees at any time. When a special meeting is scheduled, notice thereof shall be given in accordance with the notice requirements for special meetings contained in RCW 42.30.080.

**100.420: Executive Session**

The Board may hold an executive session during a regular or special meeting. Executive sessions may be held for only those specific purposes defined by RCW 42.30.110:

- To consider matters affecting national security.
- To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
- To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.

- To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs.
- To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge.
- To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.
- To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.
- To discuss with the college president and appropriate college administrators, parameters for negotiated agreements for all labor contracts.
- Nothing in this section shall be deemed to preclude the board from meeting in executive session for other purposes permitted by law, but not listed in this Manual.

#### **100.430: Public Comment**

The agenda of any regular or special meeting shall include an opportunity for the public to address the Board during the public comment portion of the meeting. Individual public comments shall be limited to two minutes in duration. The Board chair reserves the right to fix such time limits on public comments as deemed appropriate to the occasion and may limit the number of speakers who appear before it either in opposition to or in support of a given issue being considered by the Board. The president shall be given an opportunity, when possible, to examine and evaluate each matter and to recommend a course of action before the Board makes a decision.

#### **100.435: Constituent Reports**

The Board of Trustees values regular communication with the college's constituents. To promote this communication, the Board invites reports from representatives of constituent groups. At most regular meetings (not including retreats or special meetings), the chair will invite each constituent report representative to make a brief oral report on issues representative of their constituency group and within the purview of the Board (e.g., college's strategic direction, establishing policy for the college, approving budgets, hiring and evaluating the president, etc.). Alternatively, constituent report representatives have the option to submit a brief written report to the Board if they prefer or are unable to attend a meeting. The Board chair may limit or eliminate constituent reports when necessary or based on the business needs of the Board.

#### **100.440: Interruptions**

In the event that any meeting is interrupted by an individual or group so as to render the orderly conduct of the meeting unfeasible, and order cannot be restored by the removal of individuals (physically or electronically) who are interrupting the meeting, the Board chair may order the meeting room (or electronic equivalent) cleared and continue the meeting or may adjourn the meeting and

reconvene in another location. In such a case, action may be taken only on matters appearing on the agenda.

Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend the relocated meeting. The Board may establish a process for readmitting individuals not responsible for disturbing the orderly conduct of the meeting.

**100.450: Quorum**

Three trustees shall constitute a quorum for the transaction of business at regular and special meetings; however, no action shall be taken by less than a majority of Board members.

**100.460: Required Vote**

An affirmative vote of the majority of all trustees shall be required for adoption of any matter on which the Board votes. When exercising the general powers of the Board all action taken by the Board will be by motion and passed by a majority vote at a regular or special meeting. A member abstaining from any matter shall voice such abstention for recording in the minutes.

The student member of the Board of Trustees shall recuse themselves from participation or voting on matters related to the hiring, discipline, or tenure of faculty members and personnel or any other matters pertaining to collective bargaining agreements in accordance with RWC 28B.50.102.

**100.470: Board Materials and Information**

The agenda shall be prepared by the president in consultation with the Board chair. Information and materials pertinent to the agenda of all regular meetings of the Board shall be sent to the trustees prior to each meeting. The chair or president may present a matter of urgent business received too late for inclusion in a regular meeting agenda.

**100.480: Minutes**

Minutes are maintained as a permanent official record of all transactions of the Board and are available on the Bellevue College website or on request from the Office of the President.

The minutes shall record the name of the trustee making a motion, the name of the trustee seconding the motion, and the vote, attributing each “yea” or “nay” vote or abstention to the individual trustee. A voice vote will be taken at the time of adoption of any motion before the Board. A roll call vote may be requested by any member of the Board for purposes of the record. A trustee may also have the reasons for their vote recorded in the minutes if they so request at the time of voting.

**100.490: Attendance and Participation**

A six-member working Board is essential. Each member of the Board is expected to attend meetings regularly and actively participate in Board affairs. The chair will take every means at their disposal to ensure this essential Board policy.

## **100.500 Miscellaneous Board Policies**

### **100.510: Fiscal Year**

The fiscal year of the board shall conform to the fiscal year of the state of Washington and shall be from July 1 to June 30, inclusive.

### **100.515: Board Budget**

The Board has the final responsibility for fiscal prudence within the institution. The Board believes that it should exercise the same prudence in the expenditure of public funds as it expects of staff and should set the standard for the institution.

Priorities for Board activities involving the expenditure of funds should further college long- and short-term plans and goals. The Board budget should reflect consideration of organizational memberships, an annual Board self-evaluation, state-required attendance at state meetings, and major travel obligations the Board intends to incur, and all avenues available which will increase members' awareness of community and technical college issues, obligations, and local, state and national trends. Other expected expenditures should be noted for inclusion.

### **100.520: Board Travel**

The Board is committed to its members' development as citizen representatives who are aware and knowledgeable about educational traditions, innovations and challenges. Travel may include, but is not limited to, visits to official state meetings, the state trustees' association meetings, national educational meetings, and other similar activities.

Trustees recognize that they should be economical in their travel, that travel must be accomplished within the Board budget and that it should conform to guidelines established by the Office of Financial Management [Section 10.10]. An individual trustee who desires to participate in a travel opportunity should discuss this with the Board chair and work with the Board secretary to determine the expected benefit to the institution and whether the trustee travel budget or other funds can accommodate the proposed travel. All travel arrangements must be made through the Office of the President as far in advance as possible. The Board secretary (or their designee) will assist to insure that required travel arrangements, documentation and paperwork are completed. Oral summation reports should be delivered to the Board at the next meeting following the travel.

First-year trustees are encouraged to attend the ACT New Trustee Orientation conference as well as appropriate state and regional conferences.

### **100.525: Reimbursement and Per Diem**

No trustee shall receive salary for their service as a trustee. A trustee may receive per diem for attendance at a meeting of the Board of Trustees or a committee thereof or in the performance of other official business of the trustees in accordance with existing statute.

The Board of Trustees will comply with the Office of Financial Management (OFM) State Administrative and Accounting Manual (SAAM) Subsection 10.70.30.b as follows:

- a. Trustees who are not in travel status according to the provisions of SAAM Chapter 10 will be reimbursed according to Option 1 of SAAM 10.70.30.b.



- b. Trustees who are in travel status according to the provisions of SAAM Chapter 10 will be reimbursed according to Option 2 of SAAM 10.70.30.b.
- c. Reimbursement rates will follow those provided by OFM's per diem rates.

For purposes of determining what constitutes an eligible "day or portion thereof spent to conduct Board... business" under Option 1, the Board of Trustees may include a day on which:

- A regular meeting of the Board of Trustees occurs;
- A special meeting of the Board of Trustees requiring in-person attendance and lasting more than one hour occurs; or
- Other such college meeting requiring the attendance of a trustee.

The Board of Trustees shall, in consultation with the president, set the maximum number of eligible per diem days per fiscal year per trustee. Considerations are to include prevailing economic conditions at the college and/or any expected large changes in trustee workload. The total of such eligible days shall not exceed 24 days per fiscal year per trustee. Changes to the maximum number of eligible days may be made per 100.170: Amendments to Board Policies.

Administration of trustee reimbursement and per diem process is coordinated through the Office of the President, using state compliant forms and processes. The Internal Revenue Service considers per diem payments to be a form of compensation, and as such, are subject to IRS reporting rules.

#### **100.530: Responding to Media**

All inquiries from the media to individual Board members should be directed to the Board chair for a response. The chair may respond or refer the media to the president for response. The Board chair will respond in concert with the president. When the issue involved is one on which the Board has reached a decision, established a policy or taken other action, the chair may provide that information. When the media request for information involves matters on which no Board action or agreement has occurred, no Board response will be made. Referrals to the president for background information may be appropriate. The president will seek the assistance of the college's public information officer if necessary.

#### **100.535: Legislative Matters**

The Board of Trustees and the president or their designee(s) shall represent the Board of Trustees and the college in all matters requiring action by the Legislature or by officers of the state of Washington.

#### **100.540: Contracts or Agreements**

Except when specifically authorized by the Board of Trustees, no trustee may make or enter into any contract or agreement on behalf of Bellevue College.

#### **100.545: Contact with College Employees, Students, and Public**

Members of the Board of Trustees have a difficult role in enacting college policy. The Board, acting as a body, is the official entity, which enters into labor agreements with the campus working units. Board members have a particularly delicate responsibility to respond appropriately to contacts from college employees.

Each member of the Board recognizes that other avenues are available for resolution of complaints or concerns. Employees should be encouraged to exhaust all formal procedural avenues for resolution

since each labor contract has explicit grievance procedures designed to facilitate resolution of campus concerns.

The Board functions only when it meets. Individuals may not exercise Board powers and should redirect complaints, objections, and causes to administration for resolution whenever possible.

The Board recognizes that it is essential for it to support the administration and refer inquiries or concerns to the president for resolution. College employees, students, and members of the public who discuss complaints or grievances with individual Board members should be informed that the trustee will refer the matter to the college president. The Board members walk a very delicate line in this area and must be sensitive so as not to discourage legitimate dialogue with college employees, students, and members of the public.