



BELLEVUE
COLLEGE



Board of Trustees

Community College District VIII

REGULAR MEETING
May 15, 2024



BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON

A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, May 15, 2024. The business session will begin at 2:00 PM. This meeting will be conducted both in-person in B201 and remotely via Zoom. A telephone line will also be available. Rich Fukutaki, Chair, will preside.

MEETING CALL IN DETAILS

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

Dial in by telephone: +1 253 215 8782

Webinar ID: 852 5870 4283

MEETING AGENDA

BUSINESS SESSION

- | | | |
|------|---|-----------------|
| I. | Call to Order | Rich Fukutaki |
| | a. Welcome and Introductions | |
| | b. Approval of Agenda and Minutes | |
| | i. Agenda for May 15, 2024 | |
| | ii. Minutes for April 17, 2024 | |
| II. | Program Spotlight | |
| | a. Library | Karen Diller |
| III. | Constituent Reports | |
| | a. Classified | Becky Turnbull |
| | b. College Assembly | Brandon Lueken |
| | c. Faculty | Sue Nightingale |
| | d. Foundation | Dana Gray |
| | e. Student | Sean Behl |
| IV. | Public Comment | |
| | Students, faculty, staff, and community members may provide remarks to the Board during this portion of the meeting. Public comments are limited to 2 minutes. Public comment can also be provided in writing to BoardofTrustees@bellevuecollege.edu . | |
| V. | Quarterly Reports | |
| | a. Enrollment | Steve Downing |
| | b. Finance | Ty Bergstrom |
| VI. | First Read | |
| | a. 24-25 College Budget | Ty Bergstrom |
| | b. 24-25 Services & Activities Fee Budget | Sean Behl |

- c. Associated Student Government (ASG) Constitution Amendments Sean Behl
 - d. Creation of 6110: Flag Displays on Campus Dr. Lori Keller
- VII. Action
 - a. Board of Trustees Governance and Policy Manual Dr. Alicia Keating Polson
- VIII. Reports
 - a. Diversity, Equity and Inclusion Report Michelle Strange
 - b. President's Report Dr. David May
 - c. Board Report Rich Fukutaki

EXECUTIVE SESSION

The Board will convene in executive session under [RCW 42.30.110\(1\)](#) for the following purpose(s): (g) To review the performance of a public employee; and (i) To discuss with legal counsel representing the agency litigation or potential litigation. The Board will also discuss issues related to collective bargaining in accord with [RCW 42.30.140\(4\)\(b\)](#). No final action will be taken during this executive session.

BUSINESS SESSION

- IX. Call to Order Rich Fukutaki
 - a. Final Thoughts and Adjourn

ADJOURNMENT



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

A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, was held on Wednesday, April 1, 2024. Rich Fukutaki, chair, presided. This meeting was held in B201 and on Zoom. A telephone line was also available.

MINUTES

Chair Fukutaki called the business session to order at 2:30 PM.

ROLL CALL

A quorum of the Board was present.

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

Absent: none.

There were 12 guests in attendance.

APPROVAL OF AGENDA AND MINUTES

Trustee Dietzel made a motion to approve the agenda (April 17, 2024) and minutes (March 13, 2024) Trustee Desh seconded.

The motion passed unanimously.

CONSTITUENT REPORTS

A. Classified

The Classified report was submitted in writing:

- A BC classified employee satisfaction survey has gone out and will be active for 3 weeks.

B. College Assembly

The College Assembly report was submitted in writing:

- Bellevue College's College Assembly has had a productive March and April, firmly aimed at looking forward to the future.
- College Assembly elected current Exempt Council Chair Becca Marion as next year's College Assembly Chair. Her first meeting as chair will be June 2024.

- Various councils are looking to make themselves more accessible to general membership by amending their roster requirements. For example, the Resources and Planning Council has four faculty spots, two at-large and two for program chairs. The program chair positions have been vacant for two years and could be filled. All councils will also look to re-title the secretary position to a second Vice-Chair position.
- College Assembly moved forward a recommendation from Faculty Council requesting a debrief of the events of February 27.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

At 2:40 PM, Chair Fukutaki announced the Board would convene for 5 minutes in executive session under [RCW 42.30.110\(1\)](#) for the following purpose: (g) To review the performance of a public employee. Chair Fukutaki announced that no final action would be taken during the executive session. In accordance with [RCW 28B.50.102 \(2\)](#), Trustee Chubarov did not participate in the executive session.

The executive session ended at 2:45 PM.

BUSINESS SESSION

Chair Fukutaki called the business session to order at 2:46 PM.

ACTION

A. Sabbatical Leave Requests

In accordance with [RCW 28B.50.102 \(2\)](#), Trustee Chubarov did not vote on the Sabbatical Leave Requests.

Motion 13.24

Trustee Heu-Weller moved that the Board of Trustees of Community College District VIII concurs with the recommendation of the Sabbatical Leave Committee and the President and authorizes sabbatical leaves for Teaessa Chism (2 FTEF), Molly Jae Vaughan (1 FTEF), Lisa Lapointe (3 FTEF), Grady Blacken (2 FTEF), Jennie Mayer (2 FTEF), Michael David Korolenko (1 FTEF), and Sonya Doucette (1 FTEF) to total 12 FTEF, and authorizes Carol Anderson, and Tim Jones to be listed as alternates for sabbatical leave. Trustee Leigh seconded.

The motion passed unanimously.

CAMPUS TOUR

The trustees participated in a tour around the Bellevue College campus.

UNSCHEDULED BUSINESS

There was no unscheduled business.

EXECUTIVE SESSION

At 5:07 PM, Chair Fukutaki announced the Board would convene for 20 minutes in executive session under [RCW 42.30.110\(1\)](#) for the following purpose: (g) To review the performance of a public employee. Chair Fukutaki announced that no final action would be taken during the executive session. In accordance with [RCW 28B.50.102 \(2\)](#), Trustee Chubarov did not participate in the executive session.

Executive session began at 5:10 PM.

At 5:30 PM, Trustee Heu-Weller announced the Board was extending executive session by 10 minutes.

At 5:40 PM, Chair Fukutaki announced the Board was extending executive session by 5 minutes.

At 5:45 PM, Vice Chair Leigh announced the Board was extending executive session by 10 minutes.

The executive session ended at 5:55 PM.

BUSINESS SESSION

Chair Fukutaki called the business session to order at 5:57 PM.

A. President Contract

The Board discussed that they will soon begin conversation with the president on his annual evaluation and contract.

Motion 14.25

Trustee Dietzel moved that the Board of Trustees of Community College District VIII delegate the authority to Chair Fukutaki to negotiate an amendment to the president's contract on behalf of the Board. Heu-Weller seconded.

The motion passed unanimously. In accordance with [RCW 28B.50.102 \(2\)](#), Trustee Chubarov did not vote on Motion 14.25.

B. Association of Community College Trustees (ACCT)

Chair Fukutaki discussed the ACCT Leadership Congress, which will be held in Seattle in October 2024. He invited the trustees to attend the conference and the incoming chair reception.

ADJOURNMENT

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 6:10 PM.

Rich Fukutaki
Chair, Board of Trustees
Community College District VIII

ATTEST:

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



REGULAR MEETING AGENDA ITEM

PROGRAM SPOTLIGHT: LIBRARY

Information

Description

Program Spotlight presentations are designed to provide a brief overview and key insights about specific programs or initiatives at Bellevue College. This month's Program Spotlight presentation will be focused on the Library.

The Bellevue College Library plays a vital role in the mission and goals of the College by being a place for personal and intellectual discovery, a student-centered place committed to research & teaching excellence. To actively support lifelong learning, the Library continually assesses its policies, services, and collections to be responsive to the curriculum, instructional modalities and the pursuit of equitable, diverse, and inclusive learning experiences and resources. We pursue this mission with an unwavering focus on our shared values.

This mission is pursued through services such as:

- Providing access to a wide variety of print and media collections not only in print but also 24/7 via a large collection of electronic journal and trade magazine articles, electronic books and streaming media available through the [Library's website](http://bellevuecollege.edu/lmc) (bellevuecollege.edu/lmc).
- Just-in-time assistance from library faculty in person at the Library and virtually via the "Ask a Librarian" chat service and appointment-based individual assistance in-person or virtually.
- Course-integrated instruction for specific courses via in-person or online synchronous meetings or via asynchronous learning tools embedded in Canvas.
- InterLibrary Loan which allows faculty, staff & students to borrow materials not owned by the BC Library from libraries across the country.
- Provision of a wide variety of spaces to meet the needs of students whether they are working in groups, studying alone, zooming into a class, or just need a quiet place to regroup between classes.

For details on the Library's future directions, see the new [5-year Strategic Plan](#).

Prepared by: Karen R. Diller, PhD, Associate Library Director



REGULAR MEETING AGENDA ITEM

ENROLLMENT REPORT

Information

Description

A summary of credit enrollment figures for Winter 2024 and the interim status of Spring 2024 enrollment.

Analysis

Overall, credit enrollment for Winter 2024 has exceeded the revised projections by 8.5% and increased over Winter 2023 by 19.8%.

Presently, for Spring 2024, enrollment is at 99% of the revised projections and have increased by 3% over Spring 2023.

The 2024-2025 projections, from which enrollment revenue is calculated for the budget, have the college expecting a 2.2% increase over this year's enrollments. A small pullback of -0.4% is expected for the 2025-2026 academic year, where some decline is expected as a result of lowered enrollments in the K-12 districts of the service area.

Background/Supplemental Information

Spring 2024 Enrollment slide deck

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



BELLEVUE
COLLEGE

Spring 2024 Quarterly Enrollment Report

May 15, 2024

Steve Downing, Dean, Enrollment Management

Winter 2023 Final Enrollment

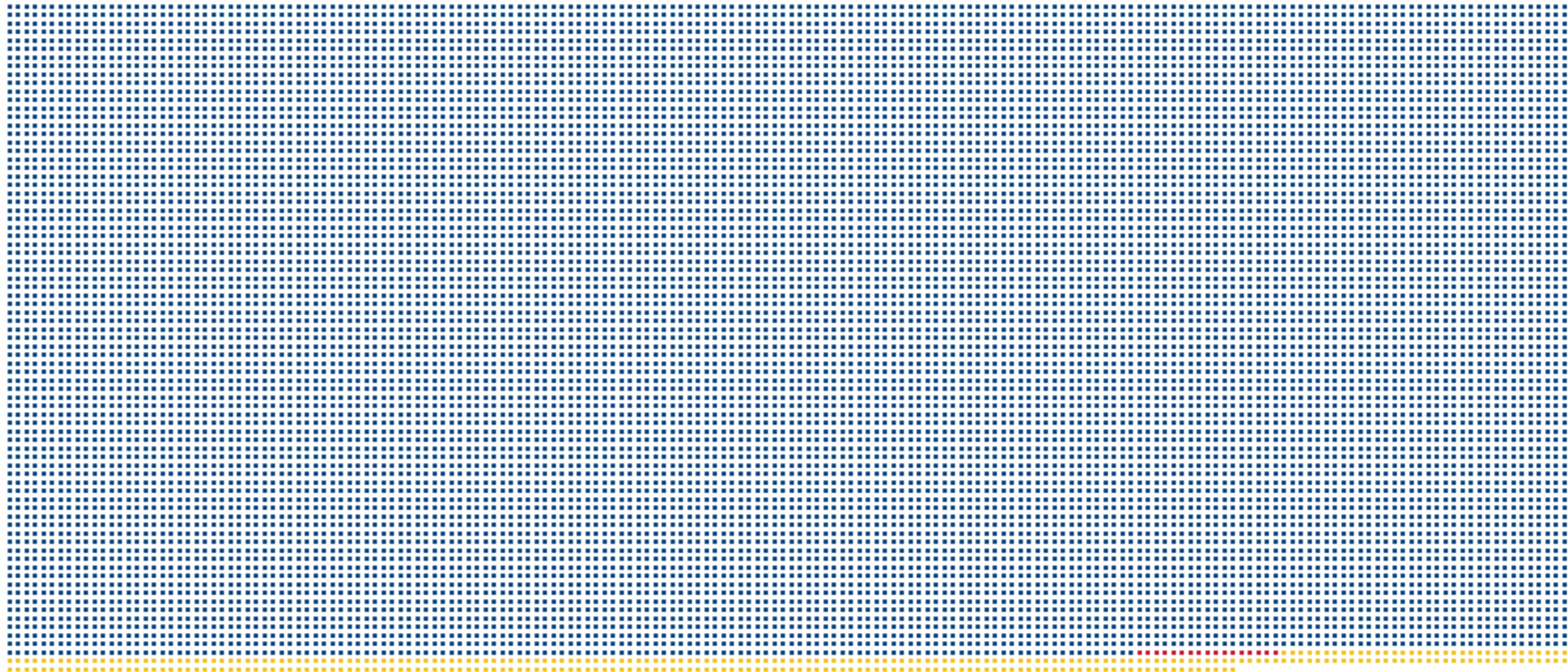
Undergraduate: 14,117 Students

Continuing Education: 363 Students

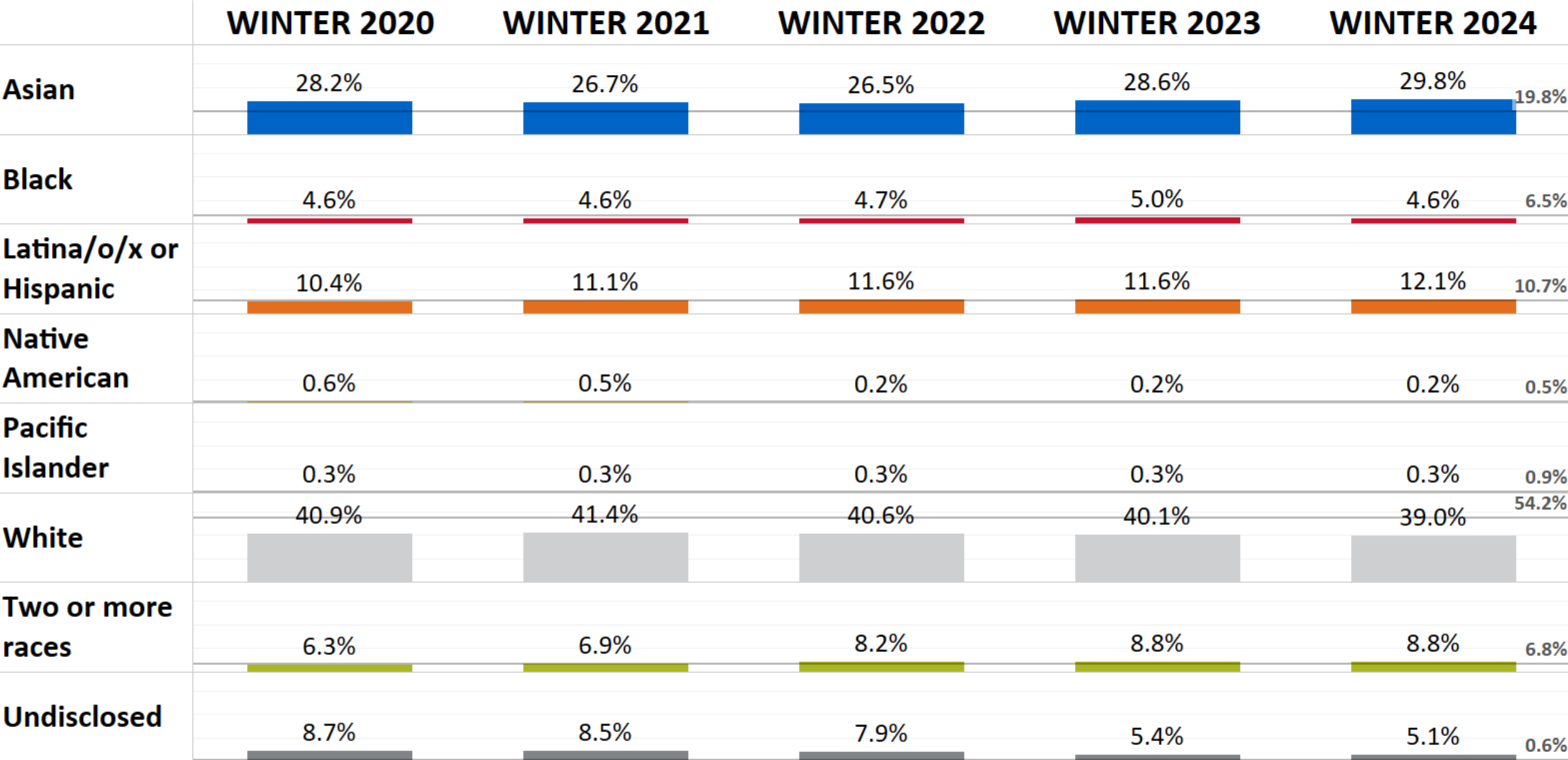
Both Undergraduate and Continuing Education: 16 Students

2241 | WINTER 2024 Students Served

14,496 Students Served

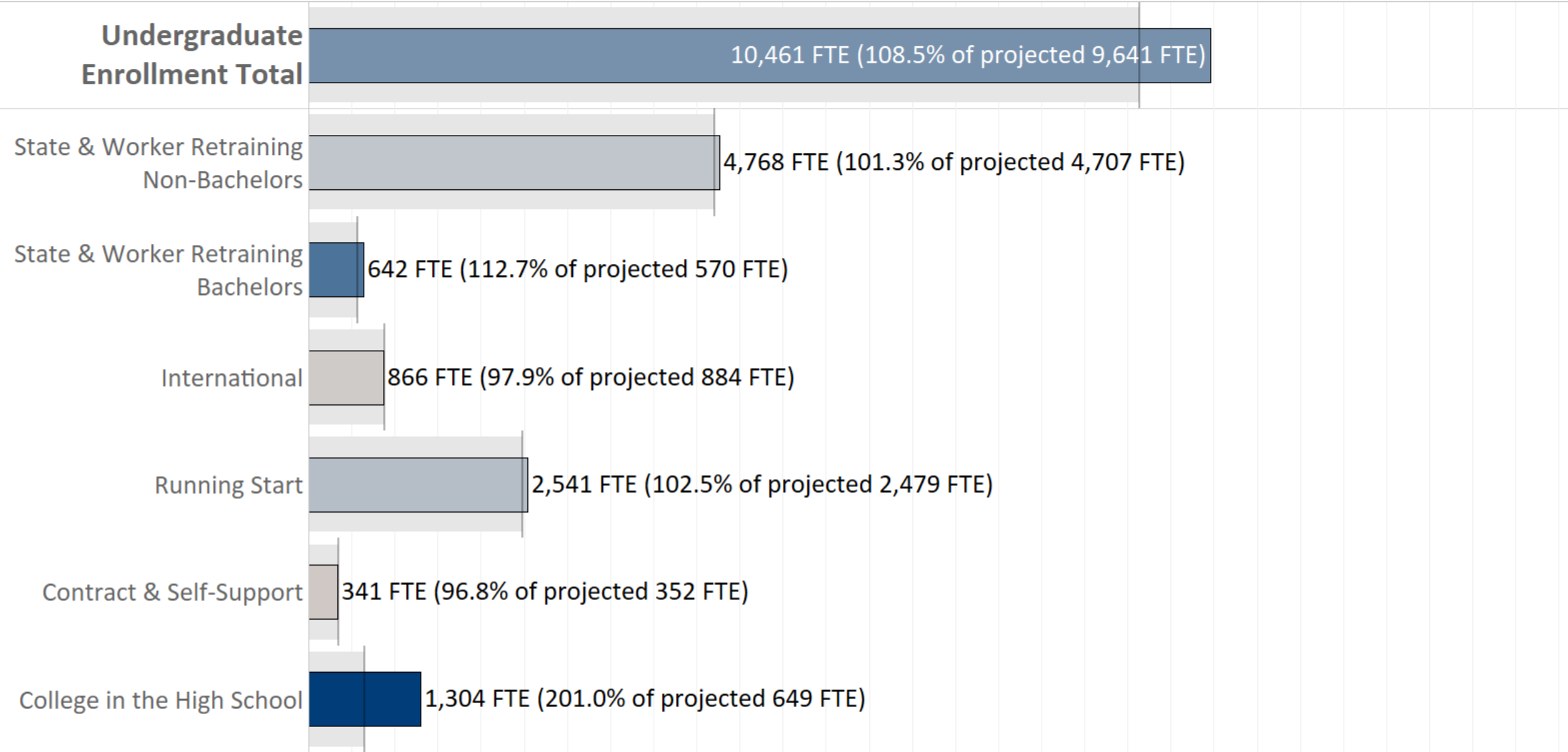


Major Race/Ethnicity of Domestic Undergraduate Students Benchmarked Against King County 2020 Census



WINTER 2024 Enrollment Relative to Projections

Data as of 4/15/2024 8:55:38 AM



Spring 2024 Interim Enrollment Summary

Data as of 4/23/2024

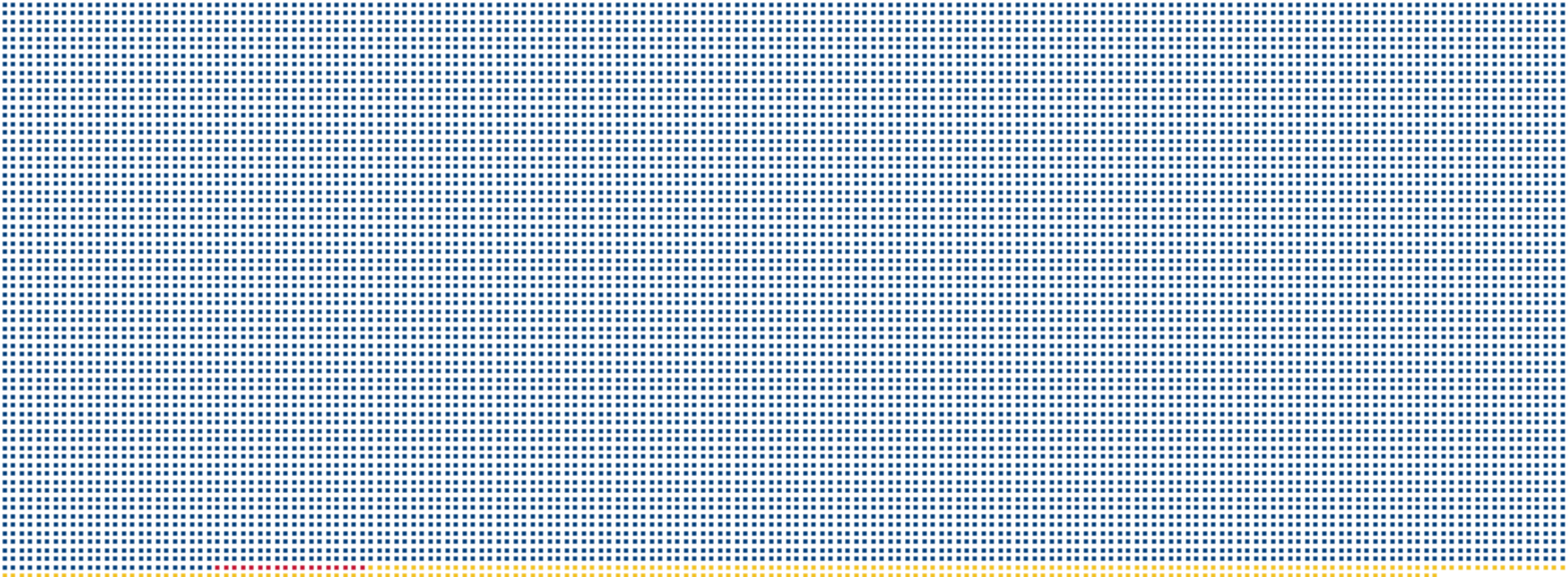
Undergraduate: 12,169 Students

Continuing Education: 310 Students

Both Undergraduate and Continuing Education: 17 Students

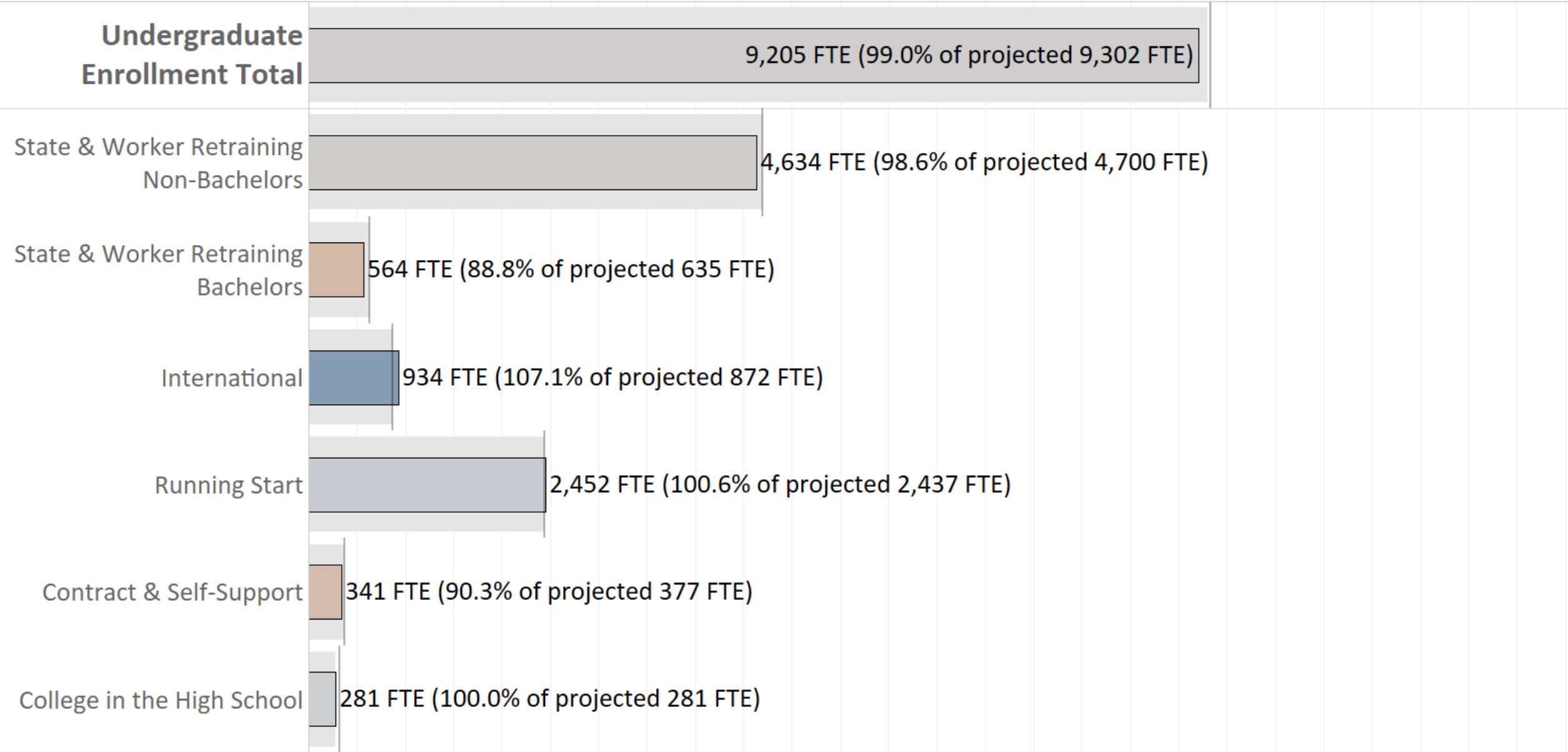
2243 | SPRING 2024 Students Served

12,496 Students Served



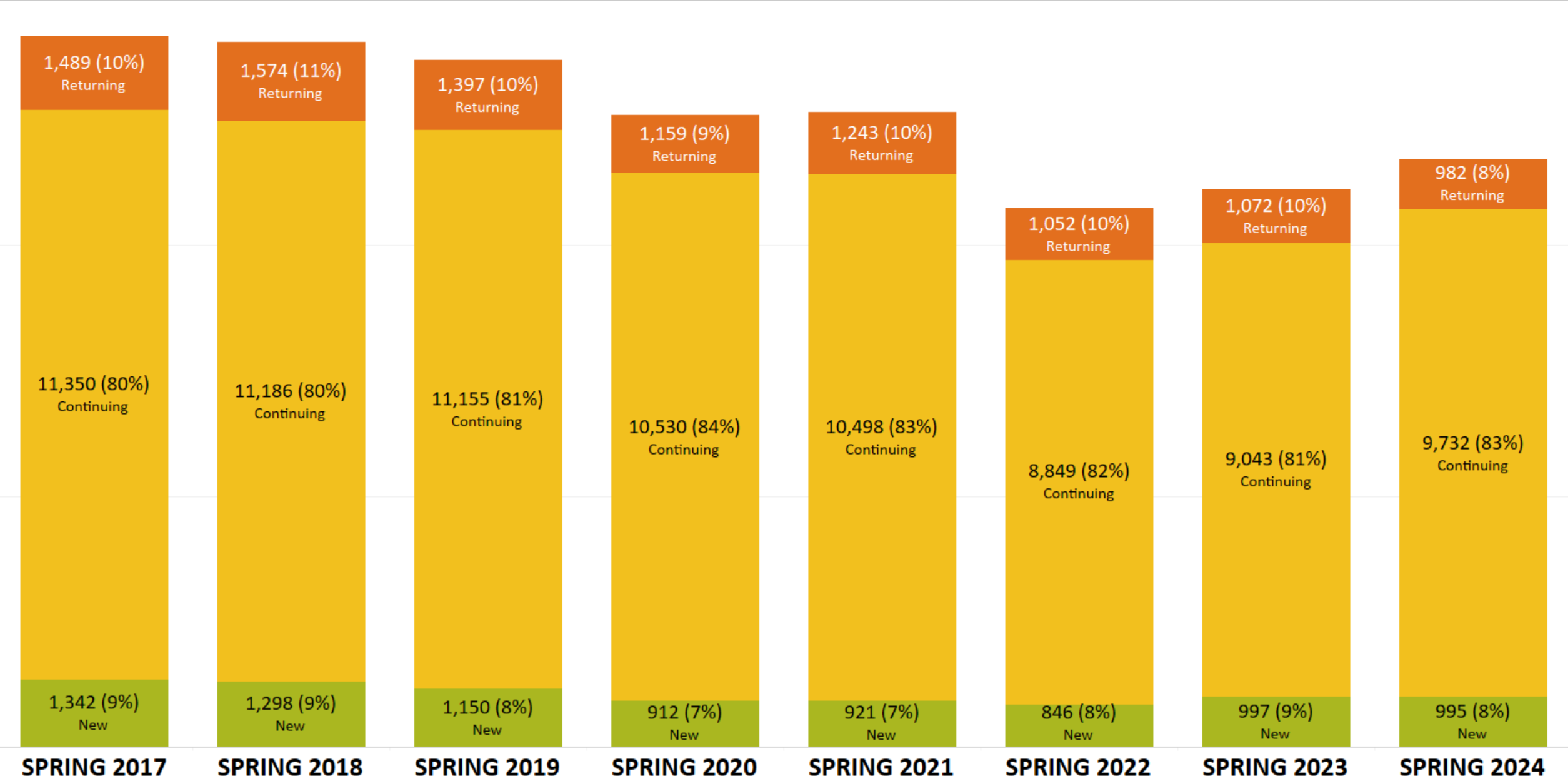
SPRING 2024 Enrollment Relative to Projections

Data as of 5/7/2024 10:41:32 AM

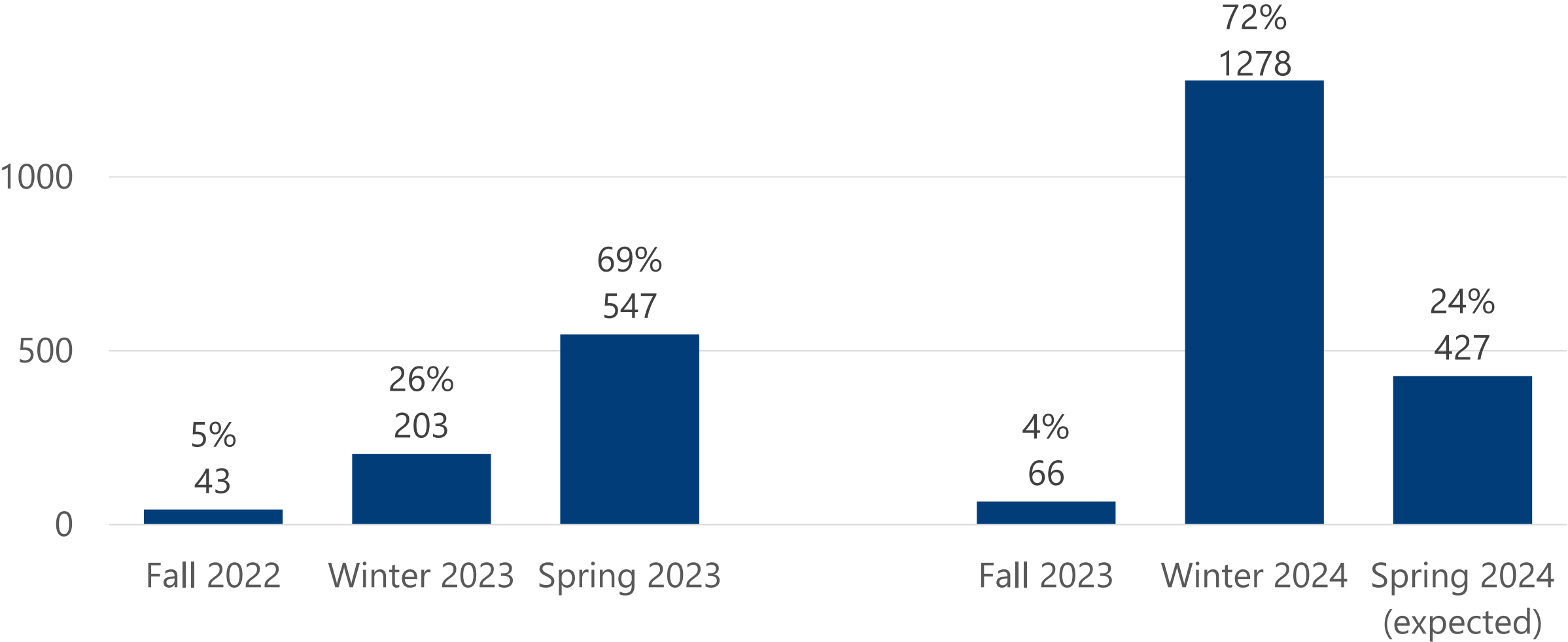


Proportion of New, Continuing, and Returning Undergraduate Students (Headcount)

Excluding College in the High School



College in the High School Shift in Enrollment Patterns



Projections Update

Enrollment Projections Team

Tyrell Bergstrom, *Finance and Auxiliary Services*

JeanD'Arc Campbell, *International Education and Global Initiatives*

Rebecca Chawgo, *Institutional Advancement*

Judith Hernandez Chapar, *Student Affairs*

Glenn Jackson, *Center for High School Programs*

Sharon Kussy, *Budget*

Zach Morgan, *Effectiveness, Research & Analytics*

Sarah Nutsch, *International Education*

Michael Reese, *Academic Affairs*

Greg Schmidt, *Effectiveness, Research & Analytics*

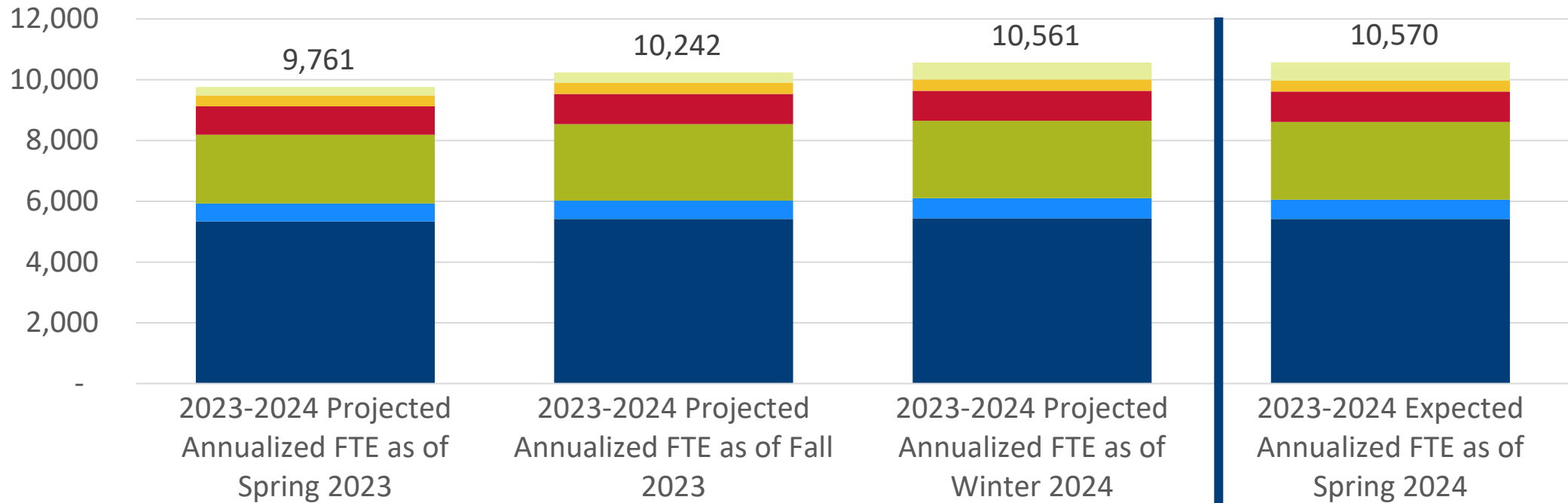
Anna Sherwood, *Marketing & Communications*

Rob Viens, *Academic Affairs*

2023-2024 Budget FTE Projections and Actuals

Group	Summer 2023		Fall 2023		Winter 2024		Spring 2024	
	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Expected
Total	2,378	2,526	8,953	9,370	9,649	10,452	9,332	9,352
State & Worker Retraining Non-Bachelors	1,907	1,854	4,873	5,002	4,703	4,767	4,700	4,637
State & Worker Retraining Bachelors	107	128	550	563	570	643	635	564
International	351	348	807	864	884	866	872	933
Running Start	0	171	2,310	2,514	2,479	2,541	2,437	2,452
Contract & Self-Support	13	25	368	382	352	341	386	340
College in the High School	0	0	45	67	649	1,304	320	427

History of 2023-2024 Annualized Enrollment Projections

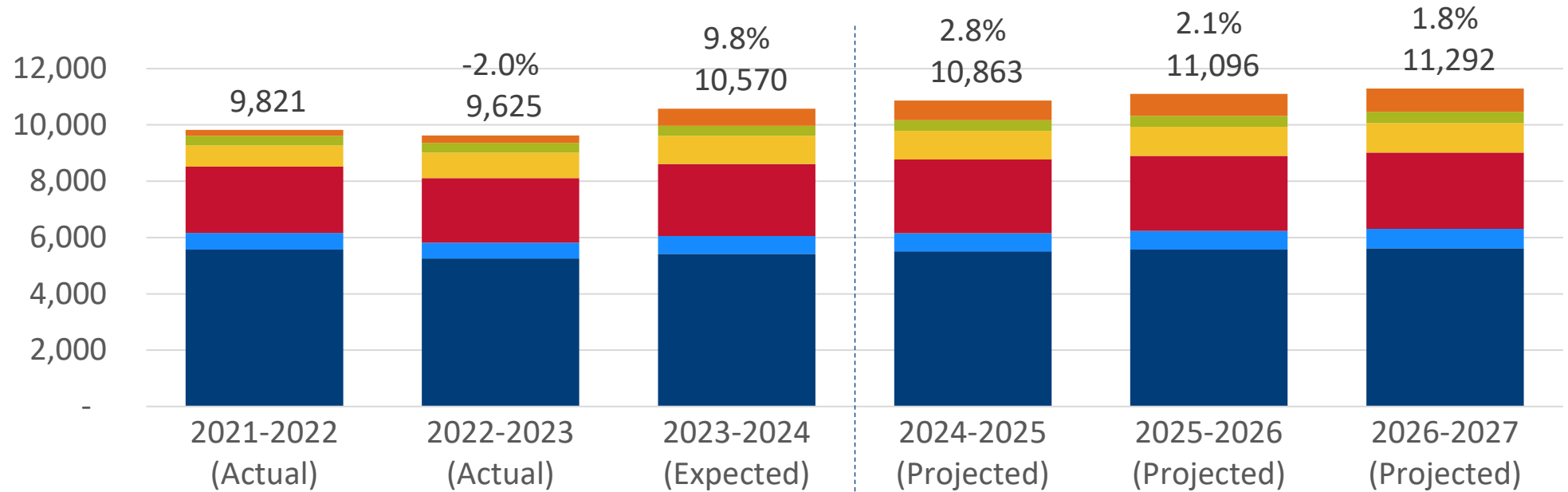


	2023-2024 Projected Annualized FTE as of Spring 2023	2023-2024 Projected Annualized FTE as of Fall 2023	2023-2024 Projected Annualized FTE as of Winter 2024	2023-2024 Expected Annualized FTE as of Spring 2024
Total	9,761	10,242	10,561	10,570
College in HS	280	335	555	599
Contract & Self-Support	358	374	371	358
International	937	995	983	1,003
Running Start	2,257	2,514	2,555	2,560
State & WR Bachelors	588	608	656	633
State & WR Non-Bachelors	5,341	5,416	5,441	5,417



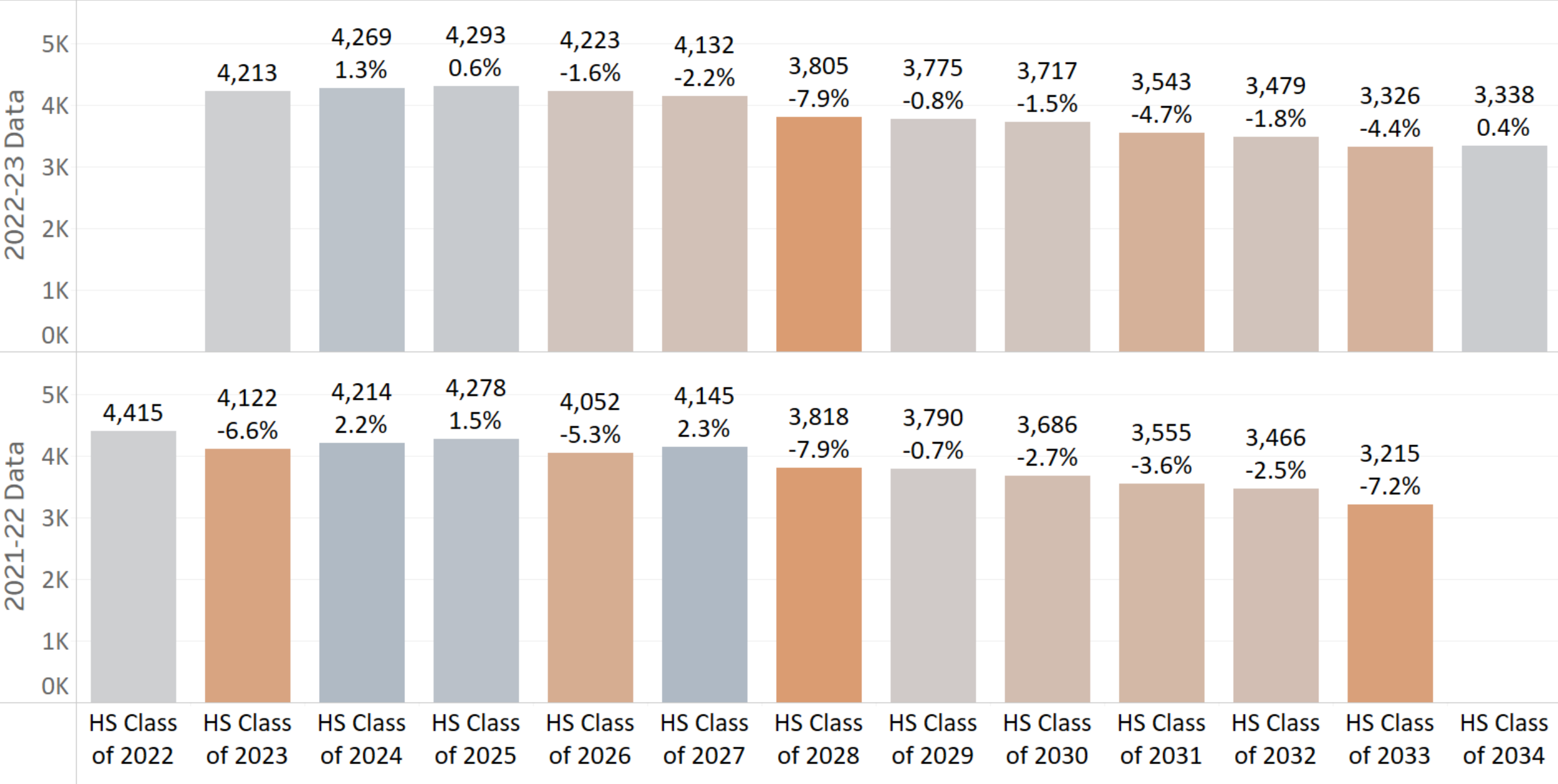
Annualized FTE is the sum of Quarterly FTE divided by 3

Annualized FTE Projections through 2026-2027



Total	9,821	9,625	10,570	10,863	11,096	11,292
College in HS	210	264	599	701	774	824
Contract & Self-Support	343	341	358	373	388	401
International	751	914	1,003	1,019	1,037	1,055
Running Start	2,352	2,290	2,560	2,614	2,659	2,704
State & WR Bachelors	590	559	633	645	670	690
State & WR Non-Bachelors	5,575	5,257	5,417	5,511	5,568	5,618

Estimated High School Graduating Class Size, District 8 Service Area





BELLEVUE
COLLEGE

Thank You



REGULAR MEETING AGENDA ITEM

QUARTERLY FINANCE REPORT

Information

Description

The purpose of this presentation is to provide the Board with an update on the budget for fiscal year (FY) ending June 2024 along with an update on the development of the FY25 budget.

Projected FY24 revenues are \$3.3M higher than budgeted, while projected expenses are \$2.2M higher. Current FY24 is projected to end with a surplus of \$1.09M.

Analysis

FY24: The FY24 year-end projections for expenses and revenue are 1.6% and 2.5% (respectively) higher than budgeted. Fortunately, as revenues have outpaced expenses the college still projects a surplus at year end. Revenue increases are largely due to increased enrollments and a larger than expected allocation from the state. On the expense side, adjunct faculty salaries are \$700k higher than expected. While normally a cause for alarm, fill rates and section offerings have actually improved, so the increase in adjunct faculty expenses is related to the increases in enrollment.

Goods and services expenses are projected to be about \$300,000 lower than budgeted as well. The equipment and furniture line has exceeded budget by \$723,000, due to the needs of re-opening and the delayed maintenance and refresh cycles from the last several years of limited access to the campus.

FY25: In FY25, the college is projecting 5.5% tuition revenue growth, based on the State issued tuition increase of 3.2%, increased Running Start rates and projected higher enrollments college wide. Next year's enrollment is projected to be about 2.8% higher (10,863 FTE's) than the current year.

Close monitoring of enrollments, especially for international and state allocation eligible students will be key to meeting our budget for tuition revenues. The college will continue to update enrollment projections with each passing quarter, while continuing to keep a close eye on section offerings and fill rates.

Projected salary expenses and state appropriation revenues are based on the Governor's budget, which includes an 5.8% increase for faculty and a 3% increase for classified and exempt.

As mentioned previously, the budget plan for FY25 includes the restoration of temporary cuts. Instead of simply restoring the cuts, President's Cabinet looked at a wide variety of budget requests and adjusted funding to support Bellevue College's Core Themes. These adjustments were achieved thanks to some adjustments in revenue expectations and a reduction in the President's contingency to 2.5%.

2023-24 Expenses

- +5.87% COLA - Faculty
- +3% COLA – Staff

- Old Building fund budgeted at 4% of operations budget for the year

Prepared by: Ty Bergstrom, Executive Director of Finance and Auxiliary Services
Email: tyrell.bergstrom@bellevuecollege.edu



REGULAR MEETING AGENDA ITEM

2024-25 COLLEGE BUDGET

First Read

Description

The Bellevue College Operating Budget for fiscal year 2024-25 is presented to the Board of Trustees for consideration. To assist the Board in considering the proposed budget, a comparison of the initial 2023-24 and the 2024-25 budget is provided.

Attachment 1: Proposed 2024-25 College Budget and Reserve Report

Attachment 2: Operating Projection Model

Analysis

The fiscal year 2024-25 budget highlights

Revenue

Tuition Rate Increase

- +3.2% State Tuition
- +5% Running Start

Enrollment Changes

- +1.7% State Enrollment (Including BAS programs)
- +1.6 % International Enrollment (including ELI)
- +2.1% Running Start Enrollment

Expenses

Wages and Benefits

- COLA: Faculty 5.8%, Exempt and Classified 3%
- 8% Lapsed Salaries Classified
- 8% Lapsed Salaries Exempt
- Continued adjustment of Adjunct Salaries and Expense Lines

2024-25 Limitations

- Reduced President's Contingency from \$4.1M to \$3.6M

- Adjustments to estimated State Allocation will require amendments to the presented budget
- \$4.6 Million commitment to Capital to Refurbish old buildings.

It is recommended that the Board of Trustees of Community College District VIII approves the following budget plan for the fiscal year July 1, 2024 through June 30, 2025.

Annual Budget

Operating Funds	\$ 140,213,975
Proprietary Funds	\$ 15,882,783
Financial Aid Funds	<u>\$ 18,285,017</u>
Total 2024-2025 Annual	<u>\$ 174,381,775</u>

Budget

Reserve Funds

Contingency Fund (2.5%)	\$ 3,813,000
Operating Reserve (25%)	\$ 35,0853,494
Proprietary Reserve	\$2,019,898
Debt Reserve	\$10,689,394
Student Housing Reserve	0
Total Reserves	<u>\$51,575,786</u>

Background/Supplemental Information

Proposed Revenue Plan by Fund

Includes comparison to initial 2023-24 college budget

	2023-24 INITIAL BUDGET	Increase (Decrease)	2024-25 INITIAL BUDGET
OPERATING FUND:			
STATE ALLOCATION	\$61,031,391	\$5,774,085	\$66,805,476
LOCAL OPERATING	\$22,364,983	\$2,519,666	\$24,884,649
DEDICATED LOCAL FUND	\$9,807,420	-\$2,731,005	\$7,076,415
GRANTS & CONTRACTS	\$37,709,687	\$3,737,748	\$41,447,435
TOTAL OPERATING FUNDS:	\$130,913,481	\$9,300,494	\$140,213,975
PROPRIETARY FUNDS:			
COMPUTER SERVICE FUND	\$10,001	\$0	\$10,001
PRINTING FUND	\$554,216	\$6,954	\$561,170
ASSOCIATED STUDENTS (non S&A)	\$346,537	\$70,863	\$417,400
BOOKSTORE	\$0	\$0	\$0
PARKING	\$1,797,817	-\$372,817	\$1,425,000
FOOD SERVICES	\$2,135,955	\$420,467	\$2,556,422
OTHER AUXILIARY ENTERPRISES	\$5,364,803	\$404,424	\$5,769,227
HOUSING	\$5,056,834	\$86,729	\$5,143,563
TOTAL PROPRIETARY FUNDS:	\$15,266,163	\$616,620	\$15,882,783
FINANCIAL AID FUNDS:			
GRANTS IN AID	\$11,322,631	\$2,177,369	\$13,500,000
STUDENT LOAN	\$7,500,000	-\$3,750,000	\$3,750,000
STATE WORK STUDY	\$285,017	\$0	\$285,017
FINANCIAL AID FUND	950,000	-200,000	\$750,000
TOTAL FINANCIAL AID FUNDS:	\$20,057,648	-\$1,772,631	\$18,285,017
TOTAL ANNUAL REVENUE:	\$166,237,292	\$8,144,483	\$174,381,775
2024-25 COLLEGE RESERVE REPORT			
			Reserve
RESERVE FUND BALANCES			
Contingency Fund 2.5%			\$3,813,000
Operating Reserve 25%			\$35,053,494
Proprietary Reserve 25% (\$1.7M underfunded)			\$2,019,898
Debt Reserve			\$10,689,394
Student Housing Reserve			\$0
TOTAL RESERVED			\$51,575,786

BC Projection Model

		4/25/2024			
		Actual FY22-23	Budget FY 23-24	Projection FY 23-24	Budget FY24-25
Revenue	Total Tuition Revenue	49,712,289	51,552,063	55,581,409	58,657,326
	State Tuition	17,078,022	18,584,492	18,273,470	19,101,806
	Bachelor Programs	4,699,096	3,780,491	5,520,454	5,782,843
	Running Start	18,567,711	18,757,663	21,219,094	22,744,095
	International(With ELI)	9,367,460	10,429,417	10,568,391	11,028,582
	Other Student Fees & Grant Revenue	11,462,544	12,627,810	11,681,839	12,923,120
	State Operating Appropriation	51,927,225	56,662,673	58,236,688	62,436,758
	Additional State Appropriation	3,778,418	3,778,418	3,778,418	3,778,418
	Capital Approp- for Operating	590,300	590,300	590,300	590,300
	Reimbursements other agencies\carryover	6,204,586	5,702,217	4,364,874	1,828,053
	Total Operating Revenue Sources	123,675,362	130,913,481	134,233,528	140,213,975
Expenses	Total Wages & Benefits	95,838,238	103,298,341	103,645,922	111,253,142
	Full-Time Faculty Salaries	19,729,559	22,491,043	22,320,867	23,883,883
	Adjunct Faculty Salaries	15,670,431	16,678,375	17,352,059	18,364,678
	Cost of Stipends	3,354,120	2,779,803	3,111,825	2,688,906
	Exempt Salaries	16,096,153	19,165,939	19,010,837	20,643,466
	Classified Salaries	15,888,920	18,433,321	19,171,755	19,973,756
	Unfilled Positions Budget	-	(3,199,600)	(3,007,941)	(3,249,378)
	Other Salaries	2,071,278	2,613,908	1,166,959	2,344,014
	Benefits	23,942,671	25,267,839	25,345,455	27,582,532
	Salary/Benefit Transfers	(914,894)	(932,287)	(825,894)	(978,715)
	Goods & Services/ Personal Svcs	13,016,456	19,638,029	19,382,314	19,991,257
	Student Services	2,529,907	3,354,697	2,654,044	2,837,388
	Equipment, Furniture	4,282,101	95,094	817,879	789,495
	Travel	461,208	464,580	644,597	571,033
	Non Salary Transfers	(159,094)	(162,468)	(162,468)	(192,398)
	Old Building Renovation Fund	4,696,567	4,427,026	4,502,428	4,735,043
	Other Adjustments	338,347	(1,310,318)	550,000	(879,484)
	Student Success COP and other	1,107,000	1,108,500	1,108,500	1,108,500
	Total Expenses	122,110,731	130,913,481	133,143,216	140,213,975
	Operating Margin (No Depreciation)	1,564,631	0	1,090,312	(0)

Recommended Motion

That the Board of Trustees of Community College District VIII recommend the college budget plan, as proposed, for fiscal period 2024-2025 be approved at their next meeting. This recommendation of the 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 **addition of staff and faculty positions if** necessary to carry out the College's programs; and
- the College President to determine **the fee schedule for contract courses** and programs.

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



REGULAR MEETING AGENDA ITEM

2024-25 SERVICES & ACTIVITIES FEE BUDGET

First Read

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 of the Board of Trustees.

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

- * Heidi Ngo (ASG Treasurer)
- * Alarick Alfredo-Sorto (Student at Large)
- * Sean Behl (ASG President)
- * Graciella Nzowo (Student at Large)
- * Travis Sage (Classified)
- * Becca Marion (Exempt)
- * Ethan Anderson (Faculty)

Committee Advisor:

Mike Kaptik

The committee completed its deliberations and has prepared a recommendation for the 2024-2025 year. The budget recommendation was approved unanimously by the committee.

For reference, here are some key points for this year's process:

- There were 18 more applications this year (77 applications) versus last year's process (59 applications).
- Funds available this year (\$7,760,879.31) are 13% lower than last year's available funds (\$8,912,671.00).
- Funds requested this year (\$9,703,149) were 25% more than funds available (\$7,760,879.31).

The 24-25 S&A committee reviewed the applications with the following priorities:

- The review of requests and allocations should allow for sustainable fund use this upcoming fiscal year and in future years beyond the current review cycle.
- Use of funds for travel and food should be sustainable and not impede on other priorities.
- The function/ organization has been actively using funds to engage students in the past academic year.

- The function/ organization has enriched student life and experience outside of class.
- The function/ organization increases student life and engagement on-campus.
- The opportunity helps students' academic success, this includes current and future academic success.
- There is an equity component to the request and DEI is factored into request.

Fund Allocation Summary

The S&A committee needed to reduce \$1,942,269.69 from requests to meet the available fund amount. Reductions were made in overall requests and travel funds requested. The overall cuts were made based on the committee's priorities.

In the case of travel funds requested, the committee had the following concerns:

- Total funds requested for travel consisted of \$1,205,532 (12% of total asks).
- Funds requested for 24-25 travel are significantly higher than 23-24 usage. It is expected that use of travel funds will be between \$400,000 and \$500,000 this fiscal year.
- Funds focused on travel are focused on a limited number of users and do not necessarily impact the overall on-campus experience.
- The committee recognizes that travel cost estimates are difficult to determine this far in advance.
- The committee recognized that it could not cut specific trips as its unknown if groups will still want to travel next year and will still need to determine costs, participants, etc.

Based on the above concerns, the Committee decided to separate funds requested for travel from each request in the committee's overall review. **Remaining travel funds of \$525,342.31 will be placed in a centralized account from which groups can request approval for use during the 24-25 school year** (\$156,000 dollars of travel were kept in Athletics and ASG's budgets).

24-25 S&A Committee Recommendation Summary

Total Funds Requested	\$ 9,703,149.00
Available Funds	\$ 7,760,879.31
Reductions Needed	\$ 1,942,269.69
Proposed Reductions	\$ 1,418,080.00
Travel Reductions	\$ 524,189.69
Total Reduction	\$ 1,942,269.69

Travel Funds Remaining	\$ 525,342.31
% of Travel Fund Requested	50.05%

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

Additional Committee Recommendations

- If additional funds are found in end of year review (i.e.- more leftover funds than expected, etc.), those funds will be placed in travel funds and/or ASGBC General Funds.
- If there are less funds than projected, funds will come from the available travel funds.

ASG voted on May 3rd to approve and forwarded the S&A budget recommendation to President's Cabinet. President's Cabinet reviewed the budget recommendation on May 7th and approved that the recommendation be forwarded to the Board of Trustees.

Background/Supplemental Information

2024-25 ASG Services and Activities Fee Budget Recommendation Summary table

Recommended Motion

That the Board of Trustees of Community College District VIII approve the 24-25 Services and Activities budget allocation recommendation of **\$7,760,879.31** at their meeting on June 11, 2024.

Prepared by: Judith Hernández Chapar, Associate Vice President of Student Affairs

2024-2025 Services and Activities Fee Budget Recommendation Summary

Ref #	Budget Items	Budget Number	Allocation Recommendation	Total Request	Reduction	Travel funds requested	2023-24 funding
1	ASGBC OPERATIONS	23000	305,352	319,352	14000	0	262548
2	ASGBC OFFICE OF CIVIC ENGAGEMENT	23001	54,554	60,554	6000	0	60946
3	CAMPUS ACTIVITIES BOARD	23002	140,000	185,470	45470	0	189000
4	STUDENT ENGAGEMENT OPERATIONS	23004	990,349	996,849	2500	4000	841979
5	STUDENT BUSINESS CENTER	23005	246,110	331,110	85000	0	198626
6	STUDENT LIFE WEB & SOCIAL MEDIA	23006	21,808	21,808	0	0	10962
7	ASGBC GENERAL FUND	23031	419,000	589,000	60000	110000	530100
8	UNITED NATIONS ASSOCIATION	13104	7,500	66,000	0	58500	0
9	BRAZILIAN STUDENT ORGANIZATION	23106	10,000	30,000	10500	9500	22500
10	PHI THETA KAPPA HONOR SOCIETY (PTK)	23109	4,512	27,977	0	23465	23202
11	CHINESE STUDENT ASSOCIATION	23112	14,500	21,500	7000	0	7740
12	INTERNATIONAL STUDENTS AFFINITY COORDINATOR	23113	50,895	60,895	5000	5000	61088
13	JAPANESE CULTURE EXCHANGE CLUB	23114	26,168	35,348	9180	0	14354
14	LGBTQ STUDENT AFFINITY COORDINATOR	23115	46,495	63,495	12000	5000	41108
15	BLACK STUDENTS AFFINITY COORDINATOR	23117	67,068	152,396	43803	41525	76185
16	LATINO STUDENTS AFFINITY COORDINATOR	23119	63,752	113,542	27500	22290	81065
17	BUSINESS LEADERSHIP COMMUNITY (BLC)	23120	57,782	57,782	0	0	39226
18	MULTI-CULTURAL SERVICES	23121	36,400	48,500	1000	11100	60873
19	RISE LEARNING INSTITUTE (MAKERSPACE)	23122	48,435	48,435	0	0	34089
20	PUENTE SCHOLARS PROGRAM	23126	7,500	23,400	2300	13600	34128
21	VETERAN STUDENTS AFFINITY COORDINATOR	23127	28,495	10,250	-18245	0	2600
22	MUSLIM STUDENT ASSOCIATION	23133	17,500	31,900	13000	1400	22410
23	TAIWANESE STUDENT ASSOCIATION	23134	15,570	46,270	23000	7700	0
24	BELLEVUE COLLEGE MUSIC ACTIVITIES	23137	86,420	166,370	5000	74950	166473
25	ACADEMIC SUCCESS CENTER - ALL TUTORING	23139	500,000	723,750	223750	0	457399
26	WATCHDOG STUDENT NEWSPAPER	23140	59,040	65,000	5960	0	59040
27	BC DANCE PRODUCTIONS AND ACTIVITIES	23145	12,250	15,850	750	2850	0
28	CENTER FOR CAREER CONNECTIONS	23147	43,792	43,792	0	0	37544

29	STAGE FRIGHT DRAMA CLUB	23148	11,024	19,824	8800	0	0
30	ASIAN PACIFIC ISLANDER STUDENTS AFFINITY COORDINATOR	23153	58,121	83,215	9222	15872	75128
31	UMOJA SCHOLARS PROGRAMS	23159	27,960	158,541	2450	128131	75015
32	ALL ATHLETICS PROGRAMS	23162	275,000	300,000	25000	0	252900
33	COLLIMATORS CLUB	23168	6,000	8,000	2000	0	0
34	WELLNESS CENTER	23176	46,464	47,199	0	735	60673
35	LEADERSHIP INSTITUTE	23181	63,600	224,900	64200	97100	243072
36	EARLY LEARNING CENTER (CHILDCARE CENTER)	23182	283,250	283,250	0	0	254925
37	LATINO STUDENTS OF BELLEVUE COLLEGE	23184	35,050	85,780	20600	30130	61515
38	INTERIOR DESIGN STUDENT ASSOCIATION	23185	7,850	11,000	3150	0	9900
39	BULLDOG FOOD PANTRY	23186	32,250	32,250	0	0	41040
40	STUDENT ENGAGEMENT SIGNATURE EVENTS	23187	50,000	60,000	10000	0	45000
41	NURSING STUDENT ASSOCIATION	23193	9,000	16,940	0	7940	15705
42	BLACK STUDENT UNION	23195	58,300	160,945	45600	57045	50490
43	INTERNATIONAL STUDENT ASSOCIATION	23196	45,300	85,000	31700	8000	52537
44	COMPUTER SCIENCE CLUB	23199	9,700	40,000	1000	29300	32400
45	BC FILMMAKING CLUB	23200	15,096	21,096	6000	0	15207
46	GUITAR CLUB	23201	21,785	21,785	0	0	19890
47	PSI BETA HONORS SOCIETY	23203	350	14,850	0	14500	13410
48	TECH CLUB	23205	19,531	25,931	6000	400	4176
49	ASIAN PACIFIC ISLANDER STUDENT ASSOCIATION	23207	37,500	98,000	12500	48000	61965
50	BC VOLLEYBALL CLUB	23208	25,500	121,900	52400	44000	0
51	ASG EVENTS AND COMMUNITY RELATIONS	23xxx	124,035	137,035	13000	0	0
52	S&A C-BUILDING RENOVATION	23xxx	2,338,460	2,500,000	161540	0	2338460
53	CENTRAL ASIAN STUDENT ASSOCIATION	23xxx	15,350	61,750	17000	29400	0
54	CHRISTIAN STUDENT ASSOCIATION	23xxx	7,000	36,000	3000	26000	0
55	COMPUTER PROGRAMMING CLUB	23xxx	12,500	15,000	2500	0	0
56	CONGOLESE STUDENT ASSOCIATION	23xxx	25,270	112,470	12000	75200	0
57	CREATIVE INNOVATIONS SOCIETY	23xxx	6,550	6,550	0	0	0
58	ENTREPRENOURSHIP AND PERSONAL DEVELOPMENT CLUB	23xxx	10,500	15,500	5000	0	0

59	ETA OMEGA NURSING HONOR SOCIETY	23xxx	2,000	8,510	0	6510	0
60	GENDER_BASED VIOLENCE PREVENTION	23xxx	13,000	13,000	0	0	0
61	HEALTH PROMOTION AND EDUCATION	23xxx	25,178	25,178	0	0	0
62	INDIAN STUDENT COMMUNITY	23xxx	19,500	91,500	72000	0	0
63	BELLEVUE INDONESIAN CLUB	23XXX	1,221	10,000	0	8779	0
64	JEWISH STUDENT UNION	23XXX	2,380	2,380	0	0	0
65	MATH AND POETRY CLUB	23XXX	11,062	25,362	14300	0	0
66	BC MUSIC CLUB	23XXX	9,810	23,220	13410	0	0
67	PAN-AFRICAN WOMEN IN SOCIETY CLUB	23XXX	17,035	88,045	43000	28010	0
68	BADMINTON AND PICKLEBALL CLUB	23XXX	7,300	7,300	0	0	0
69	BC ROBOTICS CLUB	23XXX	13,493	15,493	2000	0	0
70	BC ROCKETRY AND AEROSPACE	23XXX	13,355	15,355	2000	0	0
71	RUNNING START STUDENT ASSOCIATION	23XXX	8,500	20,500	12000	0	0
72	STUDENT LIFE (SHUTTLE SERVICE)	23xxx	0	150,000	150000	0	0
73	TECH SISTERHOOD	23XXX	9,460	15,500	4240	1800	0
74	TECH STARTUP CLUB	23XXX	9,000	15,000	6000	0	0
75	SEWING AND TEXTILE ARTS CLUB	23XXX	2,000	2,500	0	500	0
76	VIETNAMESE STUDENT ORGANIZATION	23XXX	700	1,000	0	300	0
77	XR Club	23xxx	11,000	12,000	0	1000	0
78	Travel Funds Approved		525,342.31				
	TOTAL ALLOCATIONS/REQUESTS		7,760,879.31	9,703,149	1,418,080	1,049,532	



REGULAR MEETING AGENDA ITEM

ASSOCIATED STUDENT GOVERNMENT (ASG) CONSTITUTION

First Read

Description

The Associated Student Government (ASG) Constitution provides overall guidance to ASG's campus role and operational functions. As ASG has evolved, the constitution has evolved to document ASG's updated goals, functions and operation.

Analysis

ASG has updated its constitution to document the following:

- Updates to positions titles and functions.
- Edits to clarify phrasing and interpretations.
- Addition of ASGBC Senate structure, roles and functions.

Additionally, the ASG Board of Directors voted and approved the changes submitted and a ballot measure for the changes was placed on the May 6-9, 2024 ASG Election for BC students to review and vote on the changes

Background/Supplemental Information

Edited ASG Constitution

Recommended Motion

No action at this time. This item will be presented for Board action at June 2024 meeting.

Prepared by: Judith Hernández Chapar, Associate Vice President of Student Affairs



Constitution of the Associated Student Government of Bellevue College

Table of Contents

Preamble	3
Article I: Name & Membership	3
Article II: Management and Control.....	3
Article III: Sessions of the ASGBC	4
Article IV: The Board of Directors	4
Article V: The Student Senate.....	7
Article VI: Committees of the ASGBC.....	10
Article VII: ASGBC Student Organizations	11
Article VIII: Finances	12
Article IX: The ASGBC Legislative Agenda.....	13
Article X: Advisors of the ASGBC	13
Article XI: Record Keeping and Reports of the ASGBC.....	14
Article XII: Parliamentary Authority	15
Article XIII: ASGBC Bylaws	15
Article XIV: Interpretation.....	16
Article XV: Constitutional Amendments	16
Article XVI: Adoption	16

The Constitution of the Associated Student Government of Bellevue College

Preamble

We, the students of Bellevue College, in order to represent and promote student needs, interests, and welfare to the Bellevue College Administration, Board of Trustees, and the greater Bellevue College community; to develop and promote student interest in activities, services and programs; to provide the opportunity to develop student leadership qualities; and to supplement and compliment the formal education of Bellevue College, do ordain and establish this Constitution of the Associated Student Government of Bellevue College.

Article I: Name & Membership

Section 1: Name

- A. The name of this organization shall be the “Associated Student Government of Bellevue College,” hereinafter referred to as the ASGBC.

Section 2: Membership

- A. All tuition paying students currently enrolled at Bellevue College shall be members of and represented by the ASGBC and have the right to vote in all ASGBC elections.

Section 3: Oath of Office

- A. Each incoming ASGBC Officer and ASGBC Senator, shall take the following oath before becoming an official acting member of the ASGBC: “I (full name), do solemnly affirm before these assembled witnesses that, to the best of my ability, I will faithfully execute the duties and responsibilities of my position, and shall preserve, protect, and enforce the Constitution of the Associated Student Government of Bellevue College.”

Article II: Management and Control

Section 1: Board of Directors

- A. The management and control of the ASGBC is vested in a Board of Directors, who shall be responsible for overseeing all operations of the ASGBC, including but not limited to: the participation in legislative affairs within the administrative community, the enactment of measures for the general welfare of the students, the participation in policy-recommending bodies, the management of student funds for student organizations, and overseeing the distribution of voluntary and mandatory student fees.

Section 2: Authority

- A. The ASGBC recognizes that under Washington State Law, the Board of Trustees of Bellevue College, District VIII has ultimate authority and is responsible for all programs and services at

Bellevue College. The programs and services offered by ASGBC have been delegated by the Bellevue College Board of Trustees and are to be administered under the direction of the greater college administration with respect to the laws & procedures prescribed by the Bellevue College Board of Trustees and the State of Washington.

Article III: Sessions of the ASGBC

- A. Sessions shall be defined as the period of time in which the ASGBC is in operation, as defined in the ASGBC Bylaws.
- B. Sessions shall begin on the first day of July and conclude on the thirtieth day of June each calendar year.
- C. Sessions shall be numbered sequentially, commencing with the first session of the ASGBC which shall be recognized as concluding on the thirtieth day of June in the year two thousand twenty-four.

Article IV: The Board of Directors

Section 1: Membership

- A. The ASGBC Board of Directors shall consist of the following student members who shall each have one vote:
 - a. The ASGBC President.
 - b. The ASGBC Vice President.
 - c. A specified number of additional officers necessary to execute the functions of the ASGBC, as provided in the ASGBC Bylaws.
 - i. This number of additional officers shall be no less than five and shall not exceed a total of nine.

Section 2: Responsibilities

- A. The ASGBC President shall be the lead executive of the ASGBC, and all other members of the Board of Directors, and individuals working within the ASGBC shall be responsible to the President. The President shall have general powers and duties which shall include, but not be limited to the following:
 - a. To serve as the chair of the Board of Directors and preside over all Board of Directors meetings.
 - b. Serve as the official spokesperson for the ASGBC.
 - c. Delegate or assign any duties, tasks, and projects that are deemed necessary to accomplish ASGBC goals and objectives to ASGBC Officers, ASGBC Senators, and other employees of the ASGBC.
 - d. Ensure effective student participation in college decision making by appointing all at-large student representatives to college councils, committees, boards, and task forces.
 - e. Be the signatory authority of the ASGBC.
 - f. Serve as the student representative on College Assembly.
 - g. Meet regularly with and provide a constituent report to the Bellevue College President and Board of Trustees.
- B. The ASGBC Vice President shall have general powers and duties which shall include, but not be limited to the following:

- a. Serve as the Speaker of the Student Senate.
 - b. Serve as the vice chair of the Board of Directors.
 - c. Exercise such power and authority delegated by the President, except those powers and duties enumerated in Article III, 2.A.b, 2.A.c, and 2.A.e.
 - d. Assume and execute all powers and duties of the President, should the President be absent, or unable to perform their obligations.
- C. All Officers of the ASGBC Board of Directors shall:
- a. Maintain regular office hours, as required by the ASGBC Bylaws throughout their term of office (excluding summer).
 - b. Execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, Washington State laws, and Federal laws.
 - c. Fulfill and execute the duties and responsibilities as specified in the ASGBC Constitution, and if not inconsistent with this constitution, the ASGBC Bylaws, and other rules necessary for the regulation of the affairs of the ASGBC.
 - d. Meet all rules for eligibility, including requirements for candidacy and tenure as established by the Board of Directors in the ASGBC Bylaws.

Section 3: Functions and Powers of the Board of Directors

- A. The Board of Directors has general supervision and control over all ASGBC activities, entities, and operations. The Board of Directors shall have the authority and power to:
- a. Oversee the operations of all ASGBC offices, commissions, committees, taskforces, and other bodies.
 - b. Create and dissolve bodies to execute the functions of the ASGBC under the procedures established by the Board of Directors in the ASGBC Bylaws.
 - c. Exercise the final executive, legislative, and judicial powers of the ASGBC.
 - d. Exercise the legislative powers of the ASGBC, except those powers specifically delegated to the Student Senate.
 - e. Exercise final approval or disapproval of all legislative, executive, and judicial acts of committees of the ASGBC.
 - f. Delegate to committees or employees the power to act in specified areas without Board of Directors approval of those acts.
 - g. Ratify all at-large student representatives to college councils, committees, boards, and task forces made by the ASGBC President.
 - h. Ratify all appointments made to all ASG committees, taskforces, and other bodies under the supervision of ASGBC.
 - i. Enact and amend the ASGBC Bylaws and other rules necessary for the regulation of the affairs of the ASGBC.
 - j. Establish rules for the recognition of ASGBC student organizations, and grant recognition using such rules.
 - k. Provide funding for ASGBC student organizations under the procedures outlined in the ASGBC Bylaws, and the ASGBC Financial Code.
 - l. Oversee the disciplinary proceedings of ASGBC student organizations under the procedures established by the Board of Directors in the ASGBC Bylaws.
 - m. Create or increase voluntary student fees as granted by RCW 28B.15.610 under the procedures established by the Board of Directors in the ASGBC Bylaws.
 - n. Oversee all established voluntary student fees.

- o. Determine a list of student trustee candidates to be submitted to the governor for review and selection, as granted by RCW 28B.50.102.
- p. Oversee the Services & Activities Fee (S&A Fee), the Student Environmental Sustainability Fee (SESF), the Student Technology Fee (STF), and the Student Senate.
- q. Approve the budget and expenditures of the ASGBC, including final authority to budget, disburse and withhold funds, and to authorize entry into contractual or financial relationships on behalf of the students of Bellevue College.
- r. Appoint all personnel of the ASGBC under the procedures established by the Board of Directors in the ASGBC Bylaws.
- s. Terminate the employment of ASGBC personnel under the procedures established by the Board of Directors in the ASGBC Bylaws.
- t. Serve as the body representing students in the Bellevue College Governance structure.

Section 4: Meetings of the Board of Directors

- A. All meetings of the Board of Directors shall be conducted according to the guidelines and provisions outlined in the ASGBC Constitution and ASGBC Bylaws, the Open Public Meetings Act (RCW 42.30), and the most current issue of Robert's Rules of Order.
- B. Regular meetings of the Board of Directors must be held at least twice per month throughout the academic year (fall quarter through spring quarter).
- C. Special meetings of the Board of Directors may be called under the procedures established by the Board of Directors in the ASGBC Bylaws.
- D. Members of the Board of Directors shall have the ability to vote by proxy under the procedures established by the Board of Directors in the ASGBC Bylaws.
- E. Quorum consists of a two-thirds (2/3) majority of the voting membership of the Board of Directors.

Section 5: Election of Officers

- A. The ASGBC President and the ASGBC Vice President shall be elected by the students represented by the ASGBC, as overseen by the Electoral Committee under the procedures established by the Board of Directors in the ASGBC Bylaws.
- B. The ASGBC President and ASGBC Vice President shall assume office once the new session of the ASGBC has begun.

Section 6: Hiring of Officers

- A. Non-elected positions of the Board of Directors are appointed through a hiring process overseen by the Board of Directors under the procedures established by the Board of Directors in the ASGBC Bylaws.
- B. Non-elected positions of the Board of Directors shall assume office under the timelines and procedures established by the Board of Directors in the ASGBC Bylaws. All incoming ASGBC Officers shall assume office at least fifteen (15) business days before fall quarter begins.

Section 7: Succession and Vacancies

- A. If the office of any ASGBC Officer becomes vacant, the Board of Directors shall first open the vacant position to interested ASGBC Officers at an official Board of Directors meeting.
 - a. At this meeting, the Board of Directors shall elect a member to fill the vacancy. The proposed officer must meet all eligibility requirements and be

approved by the Board of Directors through a two-thirds (2/3) majority vote, excluding abstentions.

- b. If the Board of Directors fails to fill the vacancy for three-consecutive Board meetings following the initial election, or if the ASGBC Board of Directors decides to forego the internal election process through a two-thirds (2/3) majority vote, they shall have the ability to execute one of the following procedures:
 - i. In the case of an elected vacancy, the Board shall open the position to students, adhering to the election procedures established by the Board of Directors in the ASGBC Bylaws.
 - ii. In the case of an appointed vacancy the ASGBC Board of Directors shall open the position to students adhering to the hiring process established by the Board of Directors in the ASGBC Bylaws.
- c. The Board of Directors may assign an eligible student to fill any ASGBC Board of Directors position on an interim basis until the above vacancy procedures are completed.

Section 8: Removal and Recall

- A. The removal procedures of ASGBC Officers shall be overseen by the Board of Directors, and the ASGBC Advisors under the procedures established by the Board of Directors in the ASGBC Bylaws.
- B. The recall procedures of ASGBC Officers shall be overseen by the Judicial Oversight Committee, under the procedures established by the Board of Directors in the ASGBC Bylaws.
 - a. All final recommendations, decisions and actions of the Judicial Oversight Committee concerning the recall of an officer require final approval from the Board of Directors.

Article V: The Student Senate

Section 1: Name

- A. The name of this body shall be the “Associated Student Government of Bellevue College Student Senate” and will be referred to hereinafter as the “ASGBC Student Senate,” or the “Senate.”

Section 2: Purpose and Authority

- A. The Senate is responsible for determining official student opinion on issues affecting the student body; promoting and developing individual student leadership; drafting, deliberating, and approving legislation; exercising the authorities granted by the ASGBC Constitution, and ASGBC Bylaws, and for providing a forum for discussion among students, in order to better the experiences of students at Bellevue College.
- B. The Senate will be governed by the ASGBC Board of Directors and shall operate within the provisions and rules set forth in the ASGBC Constitution, and ASGBC Bylaws and is hereby delegated the power of the Board of Directors to the extent necessary to effectuate the provisions of this Article.
- C. The Senate does not have the authority to alter in any way the ASGBC Constitution, ASGBC Bylaws, or the ASGBC Financial Code, but may propose changes or amendments to the Board of Directors through the passing of Senate Bills.

Section 3: Membership

- A. The membership of the Senate shall consist of Senate Officers and Senators.
- B. The Senate Officers shall consist of the following individuals:
 - a. The Speaker (ASGBC Vice-President).
 - i. The ASGBC Vice-President shall serve as the Speaker of the Senate for one academic year (fall quarter through spring quarter).
 - ii. The Senate Speaker is responsible for enforcing the senate standing rules, directing discussion, announcing decisions, and the overall leadership of the Senate.
 - iii. The Senate Speaker shall have no vote, unless the Senate is equally divided.
 - b. Vice Speaker
 - i. One ASGBC Officer, as established in the ASGBC Bylaws, shall serve as the Vice Speaker of the Senate for one academic year (fall quarter through spring quarter).
 - ii. The Senate Vice Speaker is responsible for fulfilling the duties of the Senate Speaker when the Speaker is not present due to absence, resignation, or removal from office.
 - iii. The Senate Vice Speaker shall be a non-voting member of the Senate.
 - c. Clerk
 - i. One ASGBC Officer, as established in the ASGBC Bylaws, shall serve as the Clerk of the Senate for one academic year (fall quarter through spring quarter).
 - ii. The Senate Clerk is responsible for keeping an accurate record of all Senate meetings, tracking and organizing legislation, and for maintaining membership and attendance records.
 - iii. The Senate Clerk shall be a non-voting member of the Senate.
- C. Senators shall be selected from specific constituencies in the manner prescribed by the ASGBC Bylaws.
 - a. There shall be at least one Senator to represent each of the following areas:
 - i. Arts and Humanities
 - ii. School of Business and Technology
 - iii. Health Sciences Education and Wellness Institute
 - iv. Social Science
 - v. Science
 - vi. Housing
 - vii. Athletics
 - viii. Running Start Students
 - ix. International Students
 - x. Students-At-Large
 - b. Senators must be members of the constituency that they are charged with representing, as defined by the Board of Directors in the ASGBC Bylaws.
 - c. The total number of Senators shall be no less than ten but shall not exceed twenty-four.
 - d. Senators shall hold office for a term of one academic year (fall quarter through spring quarter). Once appointed to the Senate, they shall fulfill their term unless they resign, or are removed from office.
 - e. There shall be no term limits.

Section 4: Meetings of the Student Senate

- A. All meetings of the Senate shall be conducted according to the guidelines and provisions outlined in the ASGBC Constitution and ASGBC Bylaws, the Open Public Meetings Act (RCW 42.30), and the most current issue of Robert's Rules of Order.
- B. Regular meetings of the Senate shall be held at least twice per month throughout the academic year.
- C. Special meetings of the Senate may be called under the procedures established by the Board of Directors in the ASGBC Bylaws.
- D. There shall be no absentee voting within the Senate.
- E. Meetings of the Senate shall not take place if both the Speaker and Vice Speaker are absent from the meeting.
- F. Quorum consists of a two-thirds (2/3) majority of the voting membership of the Senate.
- G. Each Senate session ends simultaneously with the end of each ASGBC session, at which point a new Senate session begins. However, no Senate meetings shall be held until after the first week of fall quarter.

Section 5: Selection

- A. The Board of Directors is responsible for overseeing the selection process of the Student Senate under the procedures established by the Board of Directors in the ASGBC Bylaws.

Section 6: Vacancies

- A. Vacancies that arise within the Senate shall be filled according to the procedures established by the Board of Directors in the ASGBC Bylaws.

Section 7: Removal and Recall

- A. Members of the Senate shall be removed and recalled according to the procedures established by the Board of Directors in the ASGBC Bylaws.

Section 8: Legislation of the Student Senate

- A. All pieces of legislation require an author, at least one sponsoring member of the Senate, and a simple majority vote (50% +1) in order to be passed unless otherwise stated by the ASGBC Bylaws. The minimal threshold to pass legislation shall never be less than a simple majority vote.
- B. The Student Senate has the power to formulate and approve resolutions of student opinion in the form of "Senate Resolutions," which stand as the official opinion of the students of Bellevue College.
 - a. If the Senate has failed to organize, then the power to form official student opinion reverts to the Board of Directors.
 - b. Passed resolutions of student opinion shall be presented to the Board of Directors for either approval, recommission, or veto.
 - i. If the resolution is approved by the Board, then it shall immediately be considered the official opinion of the students of Bellevue College.
 - ii. If recommitted by the Board by a two-thirds (2/3) majority vote, excluding abstentions, then the resolution shall be further considered by the Student Senate. If the resolution is again passed by the Senate, with or without amendments, the resolution shall again be presented to the Board. The Board shall not have the ability to recommit the resolution for a second time.

- iii. If the Board decides to veto the resolution with a two-thirds (2/3) majority of its voting membership, then the resolution shall not take effect unless the Senate passes the resolution again through a three-fourths (3/4) majority of its voting membership.
 - iv. If the Board neither approves, recommits, nor vetoes the resolution, as provided in this section, then the resolution shall take effect ten business days after passage by the Student Senate.
- C. The Student Senate has the ability to formally recommend the Board of Directors take a specific action, through the passing of “Senate Bills.”
 - a. Upon Senate approval of a Senate Bill, the ASGBC Vice President shall introduce the recommendation to the Board of Directors at the next Board meeting, who must consider adoption of the recommendation within ten business days of introduction. Recommendations of the Senate, having been approved by the Board of Directors, have the same authority as a Board Bill.
 - b. The Board of Directors is responsible for providing updates regarding the progress of Senate Bills, directly to the Senate.
- D. The Student Senate has the power to request a specific action be taken by the Student Senate through the passing of “Senate Orders.” This form of legislation shall serve as a method of self-governance.
 - a. Upon Senate approval of a “Senate Order,” the piece of legislation shall immediately take effect, provided that the legislation does not violate any procedures or provisions established in this Constitution, and if not inconsistent with this Constitution, the ASGBC Bylaws.
 - i. If the Board of Directors finds the piece of legislation to be in violation of the governing documents mentioned above, the Board of Directors shall have the authority to veto the piece of legislation through a two-thirds (2/3) majority vote, excluding abstentions.
- E. All pieces of legislation shall be passed according to the procedures outlined in the ASGBC Constitution, and if not inconsistent with this Constitution, the ASGBC Bylaws.

Article VI: Committees of the ASGBC

Section 1: General Provisions

- A. For the purposes of this Article “committee,” shall refer to all ASGBC committees, task forces, boards, and other similarly created groups within the ASGBC, but excludes the Board of Directors and the Senate.
- B. For the purposes of this Article “terms of the committee’s creation,” refers to the terms outlined in the documents responsible for the creation of the committee. These documents may include the ASGBC Financial Code, ASGBC Bylaws, contractual agreements, board legislation, and senate legislation.
- C. Standing committees of the ASGBC shall be chaired by voting members of the Board of Directors.
 - a. This regulation shall not be construed as to prohibit other members of a committee from the right to chair the committee when necessary, as provided within the terms of the committee’s creation and the ASGBC Bylaws.
- D. Committees whose purpose pertains to the collection of voluntary or mandatory student fees are subject to this Constitution, and if not inconsistent with this Constitution, the ASGBC Bylaws,

granted that the Constitution and the ASGBC Bylaws do not conflict with the original contracts establishing the fees, the ASGBC Financial Code, or any Washington State or Federal laws.

- E. Standing Committees of the ASGBC shall consist of the following:
 - a. Services and Activities (S&A) Fee Committee
 - b. Student Technology Fee (STF) Committee
 - c. Student Environmental Sustainability Fee (SESF) Committee
 - d. Electoral Committee
 - e. Judicial Oversight Committee
- F. The Board of Directors may create, or dissolve additional committees or task forces, as necessary under the procedures established by the Board of Directors in the ASGBC Bylaws.
- G. The Board of Directors shall not have the authority to dissolve any ASGBC standing committee unless this dissolution is a result of a constitutional amendment, or the dissolution of a contract.
- H. The voting membership of ASGBC committees shall consist of a majority of student members.
- I. No action of any committee shall be final unless approved by the Board of Directors, except in instances where the Board of Directors has delegated specific authority to the committee within the terms of the committee's creation.
- J. Each committee may create its own bylaws to provide for policies, rules, and other regulations that are not inconsistent with this Constitution, the terms of the committee's creation, or any restrictions the ASGBC Bylaws may provide. All bylaws must be approved through a two-thirds majority vote of the committee's voting membership and be approved by the Board of Directors in order to become effective.

Section 2: Appointment of Members

- A. Student members of all committees are appointed by the ASGBC Officer responsible for the committee, with the ratification of the Board of Directors.
- B. Non-student members of ASGBC committees shall be appointed by the ASGBC President, unless otherwise provided by the terms of the committee's creation, or the ASGBC Bylaws.
- C. The ASGBC President is a member with vote on all ASGBC committees.
 - a. Unless the presence of the President constitutes a conflict of interest with the business of the committee.
- D. All appointments of students to ASGBC Standing Committees shall be conducted through the open selection process established by the Board of Directors in the ASGBC Bylaws.
- E. Membership on all ASGBC committees lasts until the end of the ASGBC session, unless otherwise provided by the terms of the committee's creation.
- F. If for any reason Senators are unavailable to be appointed to ASGBC committees, the Board member responsible for the appointment may appoint any Bellevue College student to fill the vacancy.

Article VII: ASGBC Student Organizations

Section 1: Definition & Purpose

- A. An ASGBC student organization is defined as a student-led group who organizes to promote, celebrate, or pursue a common interest; and who have been recognized by the ASGBC to operate as such.
- B. The purpose of an ASGBC student organization at Bellevue College is to provide the opportunity for students to engage with one another in the pursuit of common interests, build relationships, gain leadership and organizational skills, and overall make meaningful contributions to the student experience at Bellevue College.

Section 2: Procedures & Requirements for ASGBC Student Organizations

- A. All ASGBC student organizations must complete and submit the chartering application to the Board of Directors, and the Office of Student Engagement.
- B. Previous ASGBC student organizations must renew their charter annually to be recognized. All charters expire at the end of each academic year.
- C. All ASGBC student organizations must:
 - a. Maintain open membership.
 - b. Be advised by a BC faculty or staff member.
 - c. Provide a list of at least five (5) student members who are each registered for a minimum of five (5) credits at BC.
 - d. Elect their leaders through a process established by the Board of Directors and the Office of Student Engagement.
 - e. Abide and adhere to chartering procedures, the ASGBC Constitution, the ASGBC Bylaws, the ASGBC Financial Code, the Student Organization Handbook, BC policies and regulations, College District VII policies and regulations, and Washington State and Federal laws.
 - f. Have a current copy of the organization's primary governing document on file with the Board of Directors and the Office of Student Engagement.
- D. To become an ASGBC student organization, the organization's charter application must be approved by a two-thirds (2/3) majority vote of the Board of Directors, excluding abstentions.

Section 3: Funding

- A. Funding for ASGBC student organizations shall adhere to the procedures established by the Board of Directors in the ASGBC Bylaws, and the ASGBC Financial Code.

Section 4: Violations

- A. Any ASGBC student organization found in violation of any of the documents outlined in Article VII, Section C.e shall be referred to the Judicial Oversight Committee for review under the procedures established by the Board of Directors in the ASGBC Bylaws.
- B. Any disciplinary decision of the Judicial Oversight Committee shall be ratified by the Board of Directors through a simple majority vote. Board consideration will be the final opportunity for the ASGBC student organization to appeal any decision made by the Committee.

Article VIII: Finances

- A. The Board of Directors has the power to oversee and delegate funds to ASGBC services, ASGBC student organizations, and other student activities that exist for the benefit of the students, under the procedures established by the Board of Directors in the ASGBC Bylaws, and the ASGBC Financial Code. The source and use of these funds is stipulated by Washington State and Federal policies on the use of non-curricular funds.

Article IX: The ASGBC Legislative Agenda

- A. The ASGBC shall develop the legislative agenda under the procedures established by the Board of Directors in the ASGBC Bylaws.
 - a. The Officer of the Board of Directors most responsible for civic engagement shall initiate and lead the development of the first draft.
- B. During the approval process, both the Board of Directors and the Senate shall consider the legislative agenda in an expedited manner at all stages.
- C. If the Board of Directors and the Senate fail to pass a legislative agenda by the end of the eleventh week of fall quarter, the Association will revert to the legislative agenda adopted during the previous session.
- D. If for any reason the Senate is unable to be organized, the ASGBC Board of Directors shall have the authority to approve the legislative agenda through a two-thirds (2/3) majority vote, excluding abstentions.
 - a. The Board of Directors shall have until the end of the third week of winter quarter to approve the agenda.

Article X: Advisors of the ASGBC

Section 1: Selection

- A. The Advisors of the ASGBC shall be appointed by the Vice President of Student Affairs, in consultation with the ASGBC Board of Directors.
 - a. All selections must be approved by a two-thirds (2/3) majority vote of the Board of Directors, excluding abstentions.
- B. The ASGBC Advisors shall be selected from the following areas:
 - a. One (1) Advisor shall be selected from Student Affairs.
 - b. One (1) Advisor shall be selected from the professional staff in the Office of Student Engagement.
 - i. If the Board of Directors fails to confirm the appointment of a professional staff member from the Office of Student Engagement, the Board of Directors may appoint a second Advisor from Student Affairs through a two-thirds (2/3) majority vote, excluding abstentions
 - 1. This Advisor shall serve until the Board of Directors approves the appointment of a professional staff member from the Office of Student Engagement.
- C. The Vice President of Student Affairs and the Director of Student Engagement shall not serve as an ASGBC Advisor.

Section 2: Responsibilities

- A. ASGBC Advisors shall to the best of their ability:
 - a. Be present at all official meetings of the Board of Directors, and the Senate.
 - b. Directly support the work of the Board of Directors, the Senate, and all employees of the ASGBC.
 - c. Verify the eligibility of officers and senators for candidacy, and to maintain their positions.
 - d. Support the efficient and effective transition of officers and senators between sessions.
 - e. Assist in educating officers on duties and responsibilities.

- f. ASGBC Advisors are expected to:
 - i. Exhibit timely communication.
 - ii. Be available to officers and senators.
 - iii. Serve all officers and senators equitably.
 - iv. Meet with the Board of Directors at the beginning of each academic quarter to discuss what these expectations will look like for the quarter ahead.
- B. The ASGBC Advisors shall adhere to all responsibilities established by the Board of Directors in the ASGBC Bylaws.

Section 3: Removal

- A. The Board of Directors may initiate the removal of an ASGBC Advisor if an advisor consistently fails to meet the expectations outlined in Article X, Section 2 of this Constitution.
- A. The Board of Directors shall have the authority to remove an ASGBC Advisor through a three-fourths (3/4) majority vote of Board of Directors, excluding abstentions.

Section 4: Vacancies

- A. If for any reason an ASGBC Advisor position is vacated, the Board of Directors shall adhere to the selection process outlined in Article X, Section 1 of this Constitution.

Article XI: Record Keeping and Reports of the ASGBC

Section 1: Reports

- A. Each ASGBC Officer and Senator shall be required to submit a written quarterly report in fall and winter quarter, and an annual report in spring quarter.
- B. Quarterly and annual reports shall be completed according to the procedures established by the Board of Directors in the ASGBC Bylaws.
- C. Each ASGBC Committee Chair shall be required to submit a written quarterly report in fall and winter quarter, and an annual report in spring quarter.
 - a. These shall be separate from the officer's reports described above in Article XI, Section 1.A.
 - b. Quarterly reports shall not be required for ASGBC Committees that do not operate on a quarterly basis.

Section 2: Record Keeping

- A. The following ASGBC records, decisions, and activities shall be physically and electronically archived, and made publicly available on the current public webpage managed by the Board of Directors.
 - a. All Board of Directors legislation including but not limited to:
 - i. Board Bills.
 - ii. Board Resolutions.
 - b. Board of Directors meeting agendas and minutes.
 - i. These shall be kept in accordance with the procedures established by the Board of Directors in the ASGBC Bylaws.
 - c. Current membership of the Board of Directors.
 - d. The most current versions of the ASGBC Constitution, ASGBC Bylaws, ASGBC Financial Code, and all contractual agreements.

- e. Elections results.
 - f. Legislative agendas.
 - g. Quarterly and annual reports.
 - h. All Senate legislation including:
 - i. Senate Orders.
 - ii. Senate Bills.
 - iii. Senate Resolutions.
 - i. Senate meeting agendas and minutes.
 - i. These shall be kept in accordance with the procedures established by the Board of Directors in the ASGBC Bylaws.
 - j. Current membership of the Student Senate.
 - k. Committee meeting agendas and minutes.
 - i. These shall be kept in accordance with the procedures established by the Board of Directors in the ASGBC Bylaws.
 - l. Current membership of ASGBC Committees.
 - m. A copy of the annual S&A budget report.
- B. The following ASGBC records, decisions, and activities shall be physically and electronically archived, and do not have to be made publicly available on the ASGBC website.
- a. All submitted ASGBC funding requests.
 - b. All submitted ASGBC student organization charters.
 - c. All collected reports from officers and senators.
 - d. Annual archive of ASGBC records, meetings, activities, goals, accomplishments, events, projects, legislation and other items.
 - e. All current copies of ASGBC handbooks, contracts and other rules used to guide the work of the association.
 - f. Copies of committee action items including requests, recommendations, reports, and other pertinent items.
 - g. Summaries of ASGBC events including details regarding planning, execution, and outcome.
 - h. Summaries of ASGBC projects.
 - i. General election information including timelines, candidates, events, and results.
 - j. Other items of importance related to the operation of the ASGBC.

Article XII: Parliamentary Authority

- A. Robert's Rules of Order, Newly Revised (1980, ed.), shall be the recognized authority for procedure not covered by this Constitution or the ASGBC Bylaws.

Article XIII: ASGBC Bylaws

- A. The Board of Directors may establish and amend the ASGBC Bylaws to provide for regulations, policies, and other rules not inconsistent with this Constitution.
- B. Amendments to the ASGBC Bylaws must be ratified by a two-thirds (2/3) majority vote of the ASGBC Board of Directors, excluding abstentions.

- C. Once ratified, the most current copy of the ASGBC Bylaws shall be uploaded to the most current public webpage managed by the Board of Directors, and disseminated to all bodies and groups that are subject to its provisions.
- D. Once ratified, amendments shall be recorded in a specified section of the ASGBC Bylaws using the following conventions:
 - a. The date of the ratification of the amendment.
 - b. The name(s) of the officer(s) who drafted and proposed the amendment.
 - c. A summary of the amendment and its contents.
 - d. The number of the Board Bill used to introduce the amendment.
 - e. The specific vote count that ratified the amendment.
 - i. If no vote was recorded, the following sentence must accompany the amendment
“These changes were approved by the Board of Directors.”
- B. Once ratified, amendments to the specified section outlined above shall not be altered in any way, shape, or form to preserve the integrity of the document, unless amended during the same session in which the amendment was ratified.
- E. The section of the ASGBC Bylaws specifically dedicated to elections cannot be amended during an election cycle.
 - a. An election cycle begins once applications are made available to the general public.
 - b. An election cycle concludes once the winning candidates are announced to the general public.

Article XIV: Interpretation

- A. The interpretation of this Constitution, and all other governing documents established by, or approved by the Board of Directors shall be the responsibility of the Board of Directors, subject ultimately to approval by the Board of Trustees of Bellevue College.

Article XV: Constitutional Amendments

- A. The Board of Directors has the power to make amendments to the ASGBC Constitution. Amendments may be proposed by ASGBC Officers and must be approved by a two-thirds (2/3) majority vote of the Board of Directors, excluding abstentions. Furthermore, amendments to the ASGBC Constitution cannot be ratified without a simple majority vote by the Bellevue College Board of Trustees, as well as a simple majority of voting students in a regular or special election.

Article XVI: Adoption

- A. This Constitution of the ASGBC shall be adopted once the following sequential procedure has been completed:
 - a. A successful two-thirds (2/3) majority vote of the ASGBC Board of Directors, excluding abstentions.
 - b. A simple majority of voting students in a regular or special election.
 - c. A simple majority vote of the Bellevue College Board of Trustees.
- B. Upon adoption, this Constitution shall supersede all preceding ASGBC Constitutions.

- C. Once this Constitution has been successfully amended, the current membership of the Board of Directors and the college president shall affix their signatures in the designated area following this Article.

Sean Behl
ASGBC President

Dr. David May
President of Bellevue College

Rebecca Mbaka
Vice President

Daniel Ngoy
Executive Justice

Heidi Ngo
Treasurer

Julie Nguyen
Secretary

Joyce Diakubama
Public Relations Representative

Sienna Jarrard
Events Representative

Stephanie Nehema
Social Responsibility Representative

Isadora Silva
Emerging Technology Representative



Constitution of the
Associated Student Government
~~Bellevue College~~
~~Constitution~~



~~{Bellevue College Logo}~~

~~Bellevue College 3000
Landerholm Circle SE
Bellevue, WA 98007-6406~~

~~COMMUNITY COLLEGE DISTRICT VIII~~

Mission Statement

~~The Associated Student Government (ASG) is responsible for representing the interests and needs of the students~~ **of Bellevue College.** ~~ASG accomplishes this by (I) ensuring a welcoming, safe, and inclusive environment, (II) Representing the student community by providing input and collaborating on initiatives with other administrative branches of Bellevue College and the Bellevue College Governance that concern the well-being of the student community, (III) Initiating and coordinating student activities, and (IV) Providing recognition and funding for student-led organisations. Additionally, the ASG Board of Directors oversees voluntary student fees with campus administration.~~

Table of Contents

Last Updated:

<u>Preamble</u>	<u>5</u>
<u>Article I: Name & Membership</u>	<u>5</u>
<u>Article II: Management and Control.....</u>	<u>5</u>
<u>Article III: Sessions of the ASGBC</u>	<u>7</u>
<u>Article IV: The Board of Directors</u>	<u>7</u>
<u>Article V: The Student Senate.....</u>	<u>10</u>
<u>Article VI: Committees of the ASGBC</u>	<u>13</u>
<u>Article VII: ASGBC Student Organizations</u>	<u>15</u>
<u>Article VIII: Finances</u>	<u>16</u>
<u>Article IX: The ASGBC Legislative Agenda.....</u>	<u>17</u>
<u>Article X: Advisors of the ASGBC</u>	<u>18</u>
<u>Article XI: Record Keeping and Reports of the ASGBC</u>	<u>19</u>
<u>Article XII: Parliamentary Authority.....</u>	<u>20</u>
<u>Article XIII: ASGBC Bylaws</u>	<u>20</u>
<u>Article XIV: Interpretation.....</u>	<u>21</u>
<u>Article XV: Constitutional Amendments</u>	<u>21</u>
<u>Article XVI: Adoption</u>	<u>21</u>

The

Constitution of the Associated Student Government of Bellevue College

Preamble

~~We, the Associated Student Government of Bellevue College (ASG), do ordain and establish this constitution to ensure that the needs and desires of the students of Bellevue College are equitably represented by means of exercising our rights to participate in the decision-making process for all Bellevue College student-related affairs.~~

We, the students of Bellevue College, in order to represent and promote student needs, interests, and welfare to the Bellevue College Administration, Board of Trustees, and the greater Bellevue College community; to develop and promote student interest in activities, services and programs; to provide the opportunity to develop student leadership qualities; and to supplement and compliment the formal education of Bellevue College, do ordain and establish this Constitution of the Associated Student Government of Bellevue College.

Article ~~1~~I: Name & Membership

Section 1: Name

- A. The name of this organization shall be the “Associated Student Government of Bellevue College,” hereinafter referred to as the ASGBC.

Section 2: Membership

- A. All tuition-paying students of currently enrolled at Bellevue College ~~are~~ shall be members of and represented by ASG. ASG and ASG assets shall be overseen by the ASG ASGBC and have the right to vote in all ASGBC elections.

Section 3: Oath of Office

- A. Each incoming ASGBC Officer and ASGBC Senator, shall take the following oath before becoming an official acting member of the ASGBC: “I (full name), do solemnly affirm before these assembled witnesses that, to the best of my ability, I will faithfully execute the duties and responsibilities of my position, and shall preserve, protect, and enforce the Constitution of the Associated Student Government of Bellevue College.”

Article II: Management and Control

Last Updated:

Section 1: Board of Directors-

A. ~~Article II~~The management and control of the ASGBC is vested in a Board of Directors, who shall be responsible for overseeing all operations of the ASGBC, including but not limited to: the participation in legislative affairs within the administrative community, the enactment of measures for the general welfare of the students, the participation in policy-recommending bodies, the management of student funds for student organizations, and overseeing the distribution of voluntary and mandatory student fees.

Section 2: Authority & Powers

A. ~~Under~~The ASGBC recognizes that under Washington State Law, the Board of Trustees of Bellevue College, District VIII has ultimate authority and is responsible for all programs and services at Bellevue College. The programs and services ~~offered~~offered by ~~ASG~~ASGBC have been delegated by the Bellevue College Board of Trustees and are to be administered under the direction of the greater college administration with respect to the laws & procedures prescribed by the Bellevue College Board of Trustees and the State of Washington.

Article III: ASG Sessions of the ASGBC

- A. Sessions shall be defined as the period of time in which the ASGBC is in operation, as defined in the ASGBC Bylaws.
- B. Sessions shall begin on the first day of July and conclude on the thirtieth day of June each calendar year.
- C. Sessions shall be numbered sequentially, commencing with the first session of the ASGBC which shall be recognized as concluding on the thirtieth day of June in the year two thousand twenty-four.

Article IV: The Board of Directors

~~The ASG board of directors are responsible for overseeing all activities of the ASG, including but not limited to: the participation in legislative affairs within the administrative community, the enactment of measures for the general welfare of the students, the participation in policy recommending councils, and the management of student funds for clubs and programs. The rights to organise and participate within Bellevue College are established under the following:~~
Section 1: Membership

-
- A. The ASGBC Board of Directors shall consist of the following student members who shall each have one vote:
 - a. The ASGBC President.
 - b. The ASGBC Vice President.
 - c. A specified number of additional officers necessary to execute the functions of the ASGBC, as provided in the ASGBC Bylaws.
 - i. This number of additional officers shall be no less than five and shall not exceed a total of nine.

Section 2: Responsibilities

-
- A. The ASGBC President shall be the lead executive of the ASGBC, and all other members of the Board of Directors, and individuals working within the ASGBC shall be responsible to the President. The President shall have general powers and duties which shall include, but not be limited to the following:
 - a. To serve as the chair of the Board of Directors and preside over all Board of Directors meetings.
 - b. Serve as the official spokesperson for the ASGBC.
 - c. Delegate or assign any duties, tasks, and projects that are deemed necessary to accomplish ASGBC goals and objectives to ASGBC Officers, ASGBC Senators, and other employees of the ASGBC.
 - d. Ensure effective student participation in college decision making by appointing all at-large student representatives to college councils, committees, boards, and task forces.
 - e. Be the signatory authority of the ASGBC.
 - f. Serve as the student representative on College Assembly.
 - g. Meet regularly with and provide a constituent report to the Bellevue College President and Board of Trustees.

- B. The ASGBC Vice President shall have general powers and duties which shall include, but not be limited to the following:
- a. Serve as the Speaker of the Student Senate.
 - b. Serve as the vice chair of the Board of Directors.
 - c. Exercise such power and authority delegated by the President, except those powers and duties enumerated in Article III, 2.A.b, 2.A.c, and 2.A.e.
 - d. Assume and execute all powers and duties of the President, should the President be absent, or unable to perform their obligations.
- C. All Officers of the ASGBC Board of Directors shall:
- a. Maintain regular office hours, as required by the ASGBC Bylaws throughout their term of office (excluding summer).
 - b. Execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, Washington State laws, and Federal laws.
 - c. Fulfill and execute the duties and responsibilities as specified in the ASGBC Constitution, and if not inconsistent with this constitution, the ASGBC Bylaws, and other rules necessary for the regulation of the affairs of the ASGBC.
 - d. Meet all rules for eligibility, including requirements for candidacy and tenure as established by the Board of Directors in the ASGBC Bylaws.

Section 3: Functions and Powers of the Board of Directors

- A. The Board of Directors has general supervision and control over all ASGBC activities, entities, and operations. The Board of Directors shall have the authority and power to:
- a. Oversee the operations of all ASGBC offices, commissions, committees, taskforces, and other bodies.
 - b. Create and dissolve bodies to execute the functions of the ASGBC under the procedures established by the Board of Directors in the ASGBC Bylaws.
 - c. Exercise the final executive, legislative, and judicial powers of the ASGBC.
 - d. Exercise the legislative powers of the ASGBC, except those powers specifically delegated to the Student Senate.
 - e. Exercise final approval or disapproval of all legislative, executive, and judicial acts of committees of the ASGBC.
 - f. Delegate to committees or employees the power to act in specified areas without Board of Directors approval of those acts.
 - g. Ratify all at-large student representatives to college councils, committees, boards, and task forces made by the ASGBC President.
 - h. Ratify all appointments made to all ASG committees, taskforces, and other bodies under the supervision of ASGBC.
 - i. Enact and amend the ASGBC Bylaws and other rules necessary for the regulation of the affairs of the ASGBC.
 - j. Establish rules for the recognition of ASGBC student organizations, and grant recognition using such rules.
 - k. Provide funding for ASGBC student organizations under the procedures outlined in the ASGBC Bylaws, and the ASGBC Financial Code.
 - l. Oversee the disciplinary proceedings of ASGBC student organizations under the procedures established by the Board of Directors in the ASGBC Bylaws.

- m. Create or increase voluntary student fees as granted by RCW 28B.15.610 under the procedures established by the Board of Directors in the ASGBC Bylaws.
- n. Oversee all established voluntary student fees.
- o. Determine a list of student trustee candidates to be submitted to the governor for review and selection, as granted by RCW 28B.50.102.
- p. Oversee the Services & Activities Fee (S&A Fee), the Student Environmental Sustainability Fee (SESF), the Student Technology Fee (STF), and the Student Senate.
- q. Approve the budget and expenditures of the ASGBC, including final authority to budget, disburse and withhold funds, and to authorize entry into contractual or financial relationships on behalf of the students of Bellevue College.
- r. Appoint all personnel of the ASGBC under the procedures established by the Board of Directors in the ASGBC Bylaws.
- s. Terminate the employment of ASGBC personnel under the procedures established by the Board of Directors in the ASGBC Bylaws.

Serve as the body representing students

- ~~*t. The ASG Board of Directors have the right to participate in the Bellevue College Governance under Bellevue College Policy 2650 Student Participation in College Governance structure.~~

The ASG Section 4: Meetings of the Board of Directors

- ~~*All meetings of the Board of Directors shall consists of nine (9) students.~~
- ~~*A. The ASG Board of Directors have the power to participate or delegate the rights to participate to selected representatives be conducted according to the Student Council within guidelines and provisions outlined in the Bellevue College Governance. (See ASGASGBC Constitution and ASGBC Bylaws Article III §1 The Student Council), the Open Public Meetings Act (RCW 42.30), and the most current issue of Robert's Rules of Order.~~
- ~~B. The ASG Regular meetings of the Board of Directors is entitled to designate an official student representative (the ASG must be held at least twice per month throughout the academic year (fall quarter through spring quarter).~~
- ~~C. Special meetings of the Board of Directors may be called under the procedures established by the Board of Directors in the ASGBC Bylaws.~~
- ~~D. Members of the Board of Directors shall have the ability to vote by proxy under the procedures established by the Board of Directors in the ASGBC Bylaws.~~
- ~~E. Quorum consists of a two-thirds (2/3) majority of the voting membership of the Board of Directors.~~

Section 5: Election of Officers

- ~~*The ASGBC President to provide regular updates to the board of trustees under Board of Trustees Resolution 11.~~

Article IV: Elections, Hiring, and Terms

- A. The ASG President & and the ASGBC Vice President shall be appointedelected by election of the students represented by the ASGBC, as overseen by the ElectionsElectoral Committee under the procedures established by the Board of Directors in the ASGASGBC Bylaws.
- B. The ASGBC President and ASGBC Vice President shall assume office once the new session of the ASGBC has begun.

Section 6: Hiring of Officers

- A. Non-elected positions of the Board of Directors are appointed through a hiring process overseen by the Board of Directors under the procedures established by the Board of Directors in the ASGBC Bylaws.
- B. Non-elected positions of the Board of Directors shall assume office under the timelines and procedures established by the Board of Directors in the ASGBC Bylaws. All incoming ASGBC Officers shall assume office at least fifteen (15) business days before fall quarter begins.

Section 7: Succession and Vacancies

- A. If the office of any ASGBC Officer becomes vacant, the Board of Directors shall first open the vacant position to the ASGinterested ASGBC Officers at an official Board of Directors meeting.
 - a. At this meeting, the Board of Directors shall elect a member to fill the vacancy. The proposed officer must meet all eligibility requirements and be approved by a traditionalthe Board of Directors through a two-thirds (2/3) majority vote, excluding abstentions.
 - b. If the Board of Directors fails to fill the vacancy for three-consecutive Board meetings following the initial election, or if the ASGBC Board of Directors decides to forego the internal election process through a two-thirds (2/3) majority vote, they shall have the ability to execute one of the following procedures:
 - i. In the case of an elected vacancy, the Board shall open the position to students, adhering to the election procedures established by the Board of Directors in the ASGBC Bylaws.
 - ii. In the case of an appointed vacancy the ASGBC Board of Directors shall open the position to students adhering to the hiring process established by the Board of Directors in the ASGBC Bylaws.
 - c. The Board of Directors may assign an eligible student to fill any ASGBC Board of Directors position on an interim basis until the above vacancy procedures are completed.

Section 8: Removal and Recall

- A. The removal procedures of ASGBC Officers shall be overseen by the Board of Directors, and the ASGBC Advisors under the procedures established by the Board of Directors in the ASGBC Bylaws.
- B. The recall procedures of ASGBC Officers shall be overseen by the Judicial Oversight Committee, under the procedures established by the Board of Directors in the ASGBC Bylaws.
 - a. All final recommendations, decisions and actions of the Judicial Oversight Committee concerning the recall of an officer require final approval from the Board of Directors.

Article V: The Student Senate

Section 1: Name

- A. The name of this body shall be the “Associated Student Government of Bellevue College Student Senate” and will be referred to hereinafter as the “ASGBC Student Senate,” or the “Senate.”

Section 2: Purpose and Authority

- A. The Senate is responsible for determining official student opinion on issues affecting the student body; promoting and developing individual student leadership; drafting, deliberating, and approving legislation; exercising the authorities granted by the ASGBC Constitution, and ASGBC Bylaws, and for providing a forum for discussion among students, in order to better the experiences of students at Bellevue College.
- B. The Senate will be governed by the ASGBC Board of Directors and shall operate within the provisions and rules set forth in the ASGBC Constitution, and ASGBC Bylaws and is hereby delegated the power of the Board of Directors to the extent necessary to effectuate the provisions of this Article.
- C. The Senate does not have the authority to alter in any way the ASGBC Constitution, ASGBC Bylaws, or the ASGBC Financial Code, but may propose changes or amendments to the Board of Directors through the passing of Senate Bills.

Section 3: Membership

- A. The membership of the Senate shall consist of Senate Officers and Senators.
- B. The Senate Officers shall consist of the following individuals:
- a. The Speaker (ASGBC Vice-President).
 - i. The ASGBC Vice-President shall serve as the Speaker of the Senate for one academic year (fall quarter through spring quarter).
 - ii. The Senate Speaker is responsible for enforcing the senate standing rules, directing discussion, announcing decisions, and the overall leadership of the Senate.
 - iii. The Senate Speaker shall have no vote, unless the Senate is equally divided.
 - b. Vice Speaker
 - i. One ASGBC Officer, as established in the ASGBC Bylaws, shall serve as the Vice Speaker of the Senate for one academic year (fall quarter through spring quarter).
 - ii. The Senate Vice Speaker is responsible for fulfilling the duties of the Senate Speaker when the Speaker is not present due to absence, resignation, or removal from office.
 - iii. The Senate Vice Speaker shall be a non-voting member of the Senate.
 - c. Clerk
 - i. One ASGBC Officer, as established in the ASGBC Bylaws, shall serve as the Clerk of the Senate for one academic year (fall quarter through spring quarter).
 - ii. The Senate Clerk is responsible for keeping an accurate record of all Senate meetings, tracking and organizing legislation, and for maintaining membership and attendance records.
 - iii. The Senate Clerk shall be a non-voting member of the Senate.
- C. Senators shall be selected from specific constituencies in the manner prescribed by the ASGBC Bylaws.
- a. There shall be at least one Senator to represent each of the following areas:
 - i. Arts and Humanities
 - ii. School of Business and Technology
 - iii. Health Sciences Education and Wellness Institute
 - iv. Social Science

Last Updated:

- v. Science
- vi. Housing
- vii. Athletics
- viii. Running Start Students
- ix. International Students
- x. Students-At-Large
- b. Senators must be members of the constituency that they are charged with representing, as defined by the Board of Directors in the ASGBC Bylaws.
- c. The total number of Senators shall be no less than ten but shall not exceed twenty-four.
- d. Senators shall hold office for a term of one academic year (fall quarter through spring quarter). Once appointed to the Senate, they shall fulfill their term unless they resign, or are removed from office.
- e. There shall be no term limits.

Section 4: Meetings of the Student Senate

- A. All meetings of the Senate shall be conducted according to the guidelines and provisions outlined in the ASGBC Constitution and ASGBC Bylaws, the Open Public Meetings Act (RCW 42.30), and the most current issue of Robert's Rules of Order.
- B. Regular meetings of the Senate shall be held at least twice per month throughout the academic year.
- C. Special meetings of the Senate may be called under the procedures established by the Board of Directors in the ASGBC Bylaws.
- D. There shall be no absentee voting within the Senate.
- E. Meetings of the Senate shall not take place if both the Speaker and Vice Speaker are absent from the meeting.
- F. Quorum consists of a two-thirds (2/3) majority of the voting membership of the Senate.
- G. Each Senate session ends simultaneously with the end of each ASGBC session, at which point a new Senate session begins. However, no Senate meetings shall be held until after the first week of fall quarter.

Section 5: Selection

- A. The Board of Directors is responsible for overseeing the selection process of the Student Senate under the procedures established by the Board of Directors in the ASGBC Bylaws.

Section 6: Vacancies

- A. Vacancies that arise within the Senate shall be filled according to the procedures established by the Board of Directors in the ASGBC Bylaws.

Section 7: Removal and Recall

- A. Members of the Senate shall be removed and recalled according to the procedures established by the Board of Directors in the ASGBC Bylaws.

Section 8: Legislation of the Student Senate

- A. All pieces of legislation require an author, at least one sponsoring member of the Senate, and a simple majority vote (50% +1) in order to be passed unless otherwise stated by the ASGBC Bylaws. The minimal threshold to pass legislation shall never be less than a simple majority vote.

- B. The Student Senate has the power to formulate and approve resolutions of student opinion in the form of “Senate Resolutions,” which stand as the official opinion of the students of Bellevue College.
- a. If the Senate has failed to organize, then the power to form official student opinion reverts to the Board of Directors.
 - b. Passed resolutions of student opinion shall be presented to the Board of Directors for either approval, recommission, or veto.
 - i. If the resolution is approved by the Board, then it shall immediately be considered the official opinion of the students of Bellevue College.
 - ii. If recommitted by the Board by a two-thirds (2/3) majority vote, excluding abstentions, then the resolution shall be further considered by the Student Senate. If the resolution is again passed by the Senate, with or without amendments, the resolution shall again be presented to the Board. The Board shall not have the ability to recommit the resolution for a second time.
 - iii. If the Board decides to veto the resolution with a two-thirds (2/3) majority of its voting membership, then the resolution shall not take effect unless the Senate passes the resolution again through a three-fourths (3/4) majority of its voting membership.
 - iv. If the Board neither approves, recommits, nor vetoes the resolution, as provided in this section, then the resolution shall take effect ten business days after passage by the Student Senate.
- C. The Student Senate has the ability to formally recommend the Board of Directors take a specific action, through the passing of “Senate Bills.”
- a. Upon Senate approval of a Senate Bill, the ASGBC Vice President shall introduce the recommendation to the Board of Directors at the next Board meeting, who must consider adoption of the recommendation within ten business days of introduction. Recommendations of the Senate, having been approved by the Board of Directors, have the same authority as a Board Bill.
 - b. The Board of Directors is responsible for providing updates regarding the progress of Senate Bills, directly to the Senate.
- D. The Student Senate has the power to request a specific action be taken by the Student Senate through the passing of “Senate Orders.” This form of legislation shall serve as a method of self-governance.
- a. Upon Senate approval of a “Senate Order,” the piece of legislation shall immediately take effect, provided that the legislation does not violate any procedures or provisions established in this Constitution, and if not inconsistent with this Constitution, the ASGBC Bylaws.
 - i. If the Board of Directors finds the piece of legislation to be in violation of the governing documents mentioned above, the Board of Directors shall have the authority to veto the piece of legislation through a two-thirds (2/3) majority vote, excluding abstentions.
- E. All pieces of legislation shall be passed according to the procedures outlined in the ASGBC Constitution, and if not inconsistent with this Constitution, the ASGBC Bylaws.

Article VI: Committees of the ASGBC

Section 1: General Provisions

- A. For the purposes of this Article “committee,” shall refer to all ASGBC committees, task forces, boards, and other similarly created groups within the ASGBC, but excludes the Board of Directors and the Senate.
- B. For the purposes of this Article “terms of the committee’s creation,” refers to the terms outlined in the documents responsible for the creation of the committee. These documents may include the ASGBC Financial Code, ASGBC Bylaws, contractual agreements, board legislation, and senate legislation.
- C. Standing committees of the ASGBC shall be chaired by voting members of the Board of Directors.
 - a. This regulation shall not be construed as to prohibit other members of a committee from the right to chair the committee when necessary, as provided within the terms of the committee’s creation and the ASGBC Bylaws.
- D. Committees whose purpose pertains to the collection of voluntary or mandatory student fees are subject to this Constitution, and if not inconsistent with this Constitution, the ASGBC Bylaws, granted that the Constitution and the ASGBC Bylaws do not conflict with the original contracts establishing the fees, the ASGBC Financial Code, or any Washington State or Federal laws.
- E. Standing Committees of the ASGBC shall consist of the following:
 - a. Services and Activities (S&A) Fee Committee
 - b. Student Technology Fee (STF) Committee
 - c. Student Environmental Sustainability Fee (SESF) Committee
 - d. Electoral Committee
 - e. Judicial Oversight Committee
- F. The Board of Directors may create, or dissolve additional committees or task forces, as necessary under the procedures established by the Board of Directors in the ASGBC Bylaws.
- G. The Board of Directors shall not have the authority to dissolve any ASGBC standing committee unless this dissolution is a result of a constitutional amendment, or the dissolution of a contract.
- H. The voting membership of ASGBC committees shall consist of a majority of student members.
- I. No action of any committee shall be final unless approved by the Board of Directors, except in instances where the Board of Directors has delegated specific authority to the committee within the terms of the committee’s creation.
- J. Each committee may create its own bylaws to provide for policies, rules, and other regulations that are not inconsistent with this Constitution, the terms of the committee’s creation, or any restrictions the ASGBC Bylaws may provide. All bylaws must be approved through a two-thirds majority vote of the committee’s voting membership and be approved by the Board of Directors in order to become effective.

Section 2: Appointment of Members

- A. Student members of all committees are appointed by the ASGBC Officer responsible for the committee, with the ratification of the Board of Directors.
- B. Non-student members of ASGBC committees shall be appointed by the ASGBC President, unless otherwise provided by the terms of the committee’s creation, or the ASGBC Bylaws.
- C. The ASGBC President is a member with vote on all ASGBC committees.
 - a. Unless the presence of the President constitutes a conflict of interest with the business of the committee.
- D. All appointments of students to ASGBC Standing Committees shall be conducted through the open selection process established by the Board of Directors in the ASGBC Bylaws.
- E. Membership on all ASGBC committees lasts until the end of the ASGBC session, unless otherwise provided by the terms of the committee’s creation.

- F. If for any reason Senators are unavailable to be appointed to ASGBC committees, the Board member responsible for the appointment may appoint any Bellevue College student to fill the vacancy.

Article VII: ASGBC Student Organizations

Section 1: Definition & Purpose

- A. An ASGBC student organization is defined as a student-led group who organizes to promote, celebrate, or pursue a common interest; and who have been recognized by the ASGBC to operate as such.
- B. The purpose of an ASGBC student organization at Bellevue College is to provide the opportunity for students to engage with one another in the pursuit of common interests, build relationships, gain leadership and organizational skills, and overall make meaningful contributions to the student experience at Bellevue College.

Section 2: Procedures & Requirements for ASGBC Student Organizations

- A. All ASGBC student organizations must complete and submit the chartering application process overseen by the ASG Board. All ASG Board members must meet the requirements set in the ASG Bylaws. All ASG Board members shall serve for a term of one (1) academic year to the Board of Directors, and the Office of Student Engagement.

Article V: Committees

- B. The ASG~~Previous ASGBC~~ student organizations must renew their charter annually to be recognized. All charters expire at the end of each academic year.
- C. All ASGBC student organizations must:
- a. Maintain open membership.
 - b. Be advised by a BC faculty or staff member.
 - c. Provide a list of at least five (5) student members who are each registered for a minimum of five (5) credits at BC.
 - d. Elect their leaders through a process established by the Board of Directors ~~have~~and the Office of Student Engagement.
 - e. Abide and adhere to chartering procedures, the ASGBC Constitution, the ASGBC Bylaws, the ASGBC Financial Code, the Student Organization Handbook, BC policies and regulations, College District VII policies and regulations, and Washington State and Federal laws.
 - f. Have a current copy of the organization's primary governing document on file with the Board of Directors and the Office of Student Engagement.
- D. To become an ASGBC student organization, the organization's charter application must be approved by a two-thirds (2/3) majority vote of the Board of Directors, excluding abstentions.

Section 3: Funding

- A. Funding for ASGBC student organizations shall adhere to the procedures established by the Board of Directors in the ASGBC Bylaws, and the ASGBC Financial Code.

Section 4: Violations

- A. Any ASGBC student organization found in violation of any of the documents outlined in Article VII, Section C.e shall be referred to the Judicial Oversight Committee for review under the procedures established by the Board of Directors in the ASGBC Bylaws.
- B. Any disciplinary decision of the Judicial Oversight Committee shall be ratified by the Board of Directors through a simple majority vote. Board consideration will be the final opportunity for the ASGBC student organization to appeal any decision made by the Committee.

Article VIII: Finances

The Board of Directors has the power to ~~establish and participate in committees that oversee and regulate various Bellevue College affairs and delegate funds in collaboration with other members of the administrative community. Refer to the ASG Bylaws for operational procedures regarding committees.~~

Last Updated:

Article VI: Student Fees & Finances

- A. The ASG Board of Directors have the power to oversee and delegate funds to ASG to ASGBC services, ASGBC student organisations/organizations, and other student activities that exist for the benefit of the students-, under the procedures established by the Board of Directors in the ASGBC Bylaws, and the ASGBC Financial Code. The source and use of these funds is stipulated by state Washington State and federal Federal policies on the use of non-curricular funds. Refer to the ASG Bylaws for a breakdown of funding activities and procedures.

Article VII: Vacancies

IX: The ASG-ASGBC Legislative Agenda

- A. The ASGBC shall develop the legislative agenda under the procedures established by the Board of Directors have the power to fill vacancies as needed. The protocols for filling vacancies are available in the ASG-ASGBC Bylaws.

Article VIII: Removal

- a. The ASG Officer of the Board of Directors have the right to remove Board Members under the conditions and procedures established in the ASG Bylaws most responsible for civic engagement shall initiate and lead the development of the first draft.

- B. During the approval process, both the Board of Directors and the Senate shall consider the legislative agenda in an expedited manner at all stages.
- C. If the Board of Directors and the Senate fail to pass a legislative agenda by the end of the eleventh week of fall quarter, the Association will revert to the legislative agenda adopted during the previous session.
- D. If for any reason the Senate is unable to be organized, the ASGBC Board of Directors shall have the authority to approve the legislative agenda through a two-thirds (2/3) majority vote, excluding abstentions.
 - a. The Board of Directors shall have until the end of the third week of winter quarter to approve the agenda.

Article ~~IX~~:X: Advisors of the ASGBC

Section 1: Selection

- A. The Advisors of the ASGBC shall be appointed by the Vice President of Student Affairs, in consultation with the ASGBC Board of Directors.
 - a. All selections must be approved by a two-thirds (2/3) majority vote of the Board of Directors, excluding abstentions.
- B. The ASGBC Advisors shall be selected from the following areas:
 - a. One (1) Advisor shall be selected from Student Affairs.
 - b. One (1) Advisor shall be selected from the professional staff in the Office of Student Engagement.
 - i. If the Board of Directors fails to confirm the appointment of a professional staff member from the Office of Student Engagement, the Board of Directors may appoint a second Advisor from Student Affairs through a two-thirds (2/3) majority vote, excluding abstentions
 - 1. This Advisor shall serve until the Board of Directors approves the appointment of a professional staff member from the Office of Student Engagement.
- C. The Vice President of Student Affairs and the Director of Student Engagement shall not serve as an ASGBC Advisor.

Section 2: Responsibilities

- A. ASGBC Advisors shall to the best of their ability:
 - a. Be present at all official meetings of the Board of Directors, and the Senate.
 - b. Directly support the work of the Board of Directors, the Senate, and all employees of the ASGBC.
 - c. Verify the eligibility of officers and senators for candidacy, and to maintain their positions.
 - d. Support the efficient and effective transition of officers and senators between sessions.
 - e. Assist in educating officers on duties and responsibilities.
 - f. ASGBC Advisors are expected to:
 - i. Exhibit timely communication.
 - ii. Be available to officers and senators.
 - iii. Serve all officers and senators equitably.
 - iv. Meet with the Board of Directors at the beginning of each academic quarter to discuss what these expectations will look like for the quarter ahead.

Last Updated:

- B. The ASGBC Advisors shall adhere to all responsibilities established by the Board of Directors in the ASGBC Bylaws & Code of Conduct.

All-Section 3: Removal

- A. The Board of Directors may initiate the removal of an ASGBC Advisor if an advisor consistently fails to meet the expectations outlined in Article X, Section 2 of this Constitution.
- A. The Board of Directors shall have the authority to remove an ASGBC Advisor through a three-fourths (3/4) majority vote of Board of Directors, excluding abstentions.

Section 4: Vacancies

- A. If for any reason an ASGBC Advisor position is vacated, the Board of Directors shall adhere to the selection process outlined in Article X, Section 1 of this Constitution.

Article XI: Record Keeping and Reports of the ASGBC

Section 1: Reports

- A. Each ASGBC Officer and Senator shall be required to submit a written quarterly report in fall and winter quarter, and an annual report in spring quarter.
- B. Quarterly and annual reports shall be completed according to the procedures established by the Board of Directors in the ASGBC Bylaws.
- C. Each ASGBC Committee Chair shall be required to submit a written quarterly report in fall and winter quarter, and an annual report in spring quarter.
- a. These shall be separate from the officer's reports described above in Article XI, Section 1.A.
- b. Quarterly reports shall not be required for ASGBC Committees that do not operate on a quarterly basis.

Section 2: Record Keeping

- A. The following ASGBC records, decisions, and activities of shall be physically and electronically archived, and made publicly available on the ASG current public webpage managed by the Board of Directors.
- a. All Board of Directors must follow legislation including but not limited to:
- i. Board Bills.
- ii. Board Resolutions.
- b. Board of Directors meeting agendas and minutes.
- i. These shall be kept in accordance with the procedures of the ASG established by the Board of Directors in the ASGBC Bylaws and ASG.
- c. Current membership of the Board of Directors.
- d. The most current versions of the ASGBC Constitution. Furthermore, ASGBC Bylaws, ASGBC Financial Code, and all operations contractual agreements.
- e. Elections results.
- f. Legislative agendas.
- g. Quarterly and annual reports.
- h. All Senate legislation including:

Last Updated:

- i. Senate Orders.
 - ii. Senate Bills.
 - iii. Senate Resolutions.
- i. Senate meeting agendas and minutes.
 - i. These shall be kept in accordance with the procedures established by the Board of Directors in the ASGBC Bylaws.
- j. Current membership of the Student Senate.
- k. Committee meeting agendas and minutes.
 - i. These shall be kept in accordance with the procedures established by the Board of Directors in the ASGBC Bylaws.
- l. Current membership of ASGBC Committees.
- m. A copy of the annual S&A budget report.
- B. The following ASGBC records, ~~decisions of ASG must adhere to the Bellevue College Code of Student Conduct, Bellevue College Governance Charter,~~ and activities shall be physically and electronically archived, and do not have to be made publicly available on the ASGBC website.
 - a. All submitted ASGBC funding requests.
 - b. All submitted ASGBC student organization charters.
 - c. All collected reports from officers and senators.
 - d. Annual archive of ASGBC records, meetings, activities, goals, accomplishments, events, projects, legislation and other items.
 - e. All current copies of ASGBC handbooks, contracts and other rules used to guide the work of the association.
 - f. Copies of committee action items including requests, recommendations, reports, and other pertinent items.
 - g. Summaries of ASGBC events including details regarding planning, execution, and outcome.
 - h. Summaries of ASGBC projects.
 - i. General election information including timelines, candidates, events, and results.
 - j. Other items of importance related to the operation of the ASGBC.

Article XII: Parliamentary Authority

- A. Robert's Rules of Order, Newly Revised (1980, ed.), shall be the recognized authority for procedure not covered by this Constitution or the ASGBC Bylaws.

Article XIII: ASGBC Bylaws

- A. The Board of Directors may establish and amend the ASGBC Bylaws to provide for regulations ~~set forth by the Bellevue College, policies, and other rules not inconsistent with this Constitution.~~
- B. Amendments to the ASGBC Bylaws must be ratified by a two-thirds (2/3) majority vote of the ASGBC Board of Directors, excluding abstentions.
- C. Once ratified, the most current copy of the ASGBC Bylaws shall be uploaded to the most current public webpage managed by the Board of Directors, and disseminated to all bodies and groups that are subject to its provisions.
- D. Once ratified, amendments shall be recorded in a specified section of the ASGBC Bylaws using the following conventions:

Last Updated:

Adopted: Day Month, Year

- a. The date of the ratification of the amendment.
 - b. The name(s) of the officer(s) who drafted and proposed the amendment.
 - c. A summary of the amendment and its contents.
 - d. The number of the Board Bill used to introduce the amendment.
 - e. The specific vote count that ratified the amendment.
 - i. If no vote was recorded, the following sentence must accompany the amendment
“These changes were approved by the Board of Directors.”
- B. Once ratified, amendments to the specified section outlined above shall not be altered in any way, shape, or form to preserve the integrity of the document, unless amended during the same session in which the amendment was ratified.
- E. The section of the ASGBC Bylaws specifically dedicated to elections cannot be amended during an election cycle.
 - a. An election cycle begins once applications are made available to the general public.
 - b. An election cycle concludes once the winning candidates are announced to the general public.

Article XIV: Interpretation

- A. The interpretation of this Constitution, and all other governing documents established by, or approved by the Board of Directors shall be the responsibility of the Board of Directors, subject ultimately to approval by the Board of Trustees, ~~Washington State and Federal laws of Bellevue College.~~

Article ~~X~~:XV: Constitutional Amendments

- A. The ~~ASG~~ Board of Directors ~~have~~has the power to make amendments to the ~~ASG~~ASGBC Constitution. Amendments may be proposed by ~~ASG board member(s)~~ASGBC Officers and must be approved by a two-thirds (2/3) majority vote of the ~~ASG~~ Board of Directors, excluding abstentions. Furthermore, amendments to the ~~ASG~~ASGBC Constitution cannot be ratified without a simple majority vote by the Bellevue College Board of Trustees, as well as a simple majority of voting students in a regular or special election.

Article ~~XI~~: RatificationXVI: Adoption

- A. This Constitution of ~~ASG of Bellevue College~~the ASGBC shall be ~~ratified~~adopted once the following ~~a~~sequential procedure has been completed:
 - a. A successful two-thirds (2/3) majority vote of the ~~ASG~~ASGBC Board of Directors, ~~a simple majority vote of the Bellevue College Board of Trustees, and~~ excluding abstentions.
 - b. A simple majority of voting students in a regular or special election.
 - c. A simple majority vote of the Bellevue College Board of Trustees.
- B. Upon adoption, this Constitution shall supersede all preceding ASGBC Constitutions.

Last Updated:

Adopted: Day Month, Year

C. Once this Constitution has been successfully amended, the current membership of the Board of Directors and the college president shall affix their signatures in the designated area following this Article.

Sean Behl
ASGBC President

Dr. David May
President of Bellevue College

Rebecca Mbaka
Vice President

Daniel Ngoy
Executive Justice

Heidi Ngo
Treasurer

Julie Nguyen
Secretary

Joyce Diakubama
Public Relations Representative

Sienna Jarrard
Events Representative

Stephanie Nehema
Social Responsibility Representative

Isadora Silva
Emerging Technology Representative

Last Updated:

Adopted: Day Month, Year



REGULAR MEETING AGENDA ITEM

PROPOSED CREATION OF 6110: FLAG DISPLAYS ON CAMPUS

First Read

Description

A recent U.S. Supreme Court decision noted the absence of a flag display policy for the City of Boston and held that the city's refusal to fly a religious flag violated the plaintiff's First Amendment rights when the city had indiscriminately allowed various other flags to be flown at the request of the public. For more information, see *Shurtleff v. City of Boston* (2022) and Washington-based Municipal Research and Services Center's (MSRC) website on this matter. MRSC shares: "The following local flag display policies were adopted after the Shurtleff decision and make clear the intent to establish flag display as governmental speech:

- Bellingham Resolution No. 2022-13 (2022)
- Lacey Resolution No. 11120 (2022)
- Sequim Ordinance No. 2022-023 (2022)"

The City of Bellevue has a flag display policy under development in 2024 and recently shared their efforts to date. If Bellevue College periodically flies a non-governmental flag, such as the Pride flag or commemorative flags, this is considered government speech. However, if Bellevue College chooses to fly certain flags at the request of the public, it should have clear policies regarding the flag selection process.

Analysis

Recent court cases point to the need for a clear flag display policy for Bellevue College.

Background/Supplemental Information

Comments Received during 45-Day Comment period:

- "It is inequitable and unnecessary to single out the Pride flag in the policies and procedures. It should be treated as any other special interest group." -took the reference out of the procedure
- "I think this is a good policy."
- "It could be helpful to reference where/how to have a commemorative flag approved. Is it Board of Trustees?" – office of the president
- Comments from College Assembly: "clarify that US and WA flag will fly 24/7 in both P&P. Also, clarify if a flag approved for an official flagpole will automatically be flown on both Landerholm Circle and Athletic fields official poles. ** Note: Athletic field flags are generally flown in context of an event, per Mike Kaptik and Jeremy Eggers 4/26/24."

- “Change "lowering flags" last bullet to include the word "college" president. Add President's Office OR BOT determines that additional or commemorative flags be flown.”

Recommended Motion

That the Board of Trustees of Community College District VIII approves the creation of Policy 6110: Flag Displays on Campus at their meeting on June 11, 2024.

Prepared by: Dr. Lori Keller, Associate Director of Policies and Special Projects
(loreen.keller@bellevuecollege.edu)

6110 FLAG DISPLAYS ON CAMPUS

Original Date: _____ * Last Revision Effective: NA
Policy Contact: Vice President, Administrative Services

POLICY

The United States flag, the state of Washington flag, and the National League of Families' POW/MIA flag shall be displayed on official college flagpole(s) in conformance with federal and state statutes. Generally, flag(s) will be flown 24 hours a day, seven days a week with proper lighting. The United States and Washington State flags shall be flown at the athletic fields' flagpole. Bellevue College flagpole(s) are intended as forums for government speech only and do not provide a means for public speech or freedom of expression. Bellevue College recognizes and supports the rights of free expression and speech through other means.

Additional flags may be flown if the college president or their designee determines the flag to be an expression of the college's official government speech, an expression of the college's official sentiments, and relationships, or in fulfillment of the college's official mission and core values. Commemorative flags shall mean a flag that identifies with a specific event, cause, theme, nation, or group of people that the college chooses to honor, recognize, or commemorate consistent with the college's mission and core values. Commemorative flags may be displayed only as authorized by the college president or president's designee as an expression of the college's official government speech.

DEFINITIONS

Official College Flagpole: primary college flagpole in the center of Landerholm Circle.

Official College Athletic Flagpole: located at the nexus of the three athletic fields, installed to accommodate the United States and Washington State flags.

RESPONSIBILITIES

The office of public safety maintains flag displays. Questions and requests regarding flag displays should be directed to the office of the president in writing.

RELEVANT LAWS AND OTHER RESOURCES

[6120 Use of Community College District VIII Facilities by College Groups and Non-College Groups for First Amendment Activities](#)

6110P Flag Displays on Campus (Procedures)

[RCW 1.20.015](#) Display of national and state flags

[RCW 1.20.017](#) Display of national league of families' POW/MIA flag

REVISION HISTORY

Original

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

BOARD OF TRUSTEES GOVERNANCE AND POLICY MANUAL

Action

Description

We are pleased to announce the long-awaited revisions to the Bellevue College Board of Trustees Governance & Policy Manual, marking a significant milestone since the manual's last revision in 2009. Overall, an updated Board of Trustees Governance & Policy Manual is a fundamental tool for effective governance, ensuring alignment between policy and practice, adherence to legal requirements, and the promotion of transparency and accountability.

To revise the Board manual, we analyzed several Board manuals from across the state to identify areas for enhancement and inclusion in our own manual. Additionally, we studied how the BC Board has evolved over time and ensured policies were either added or updated to reflect current practice.

Over the past five months, trustees were invited to engage in the review process. Trustees offered valuable insights and suggested edits to ensure the manual accurately reflects the Board. Additionally, a review was conducted by our AAG to ensure legal compliance.

Revising the Board manual requires a majority vote of the Board at a regular meeting. Upon approval, the Board manual will be posted on the [Bellevue College Board of Trustees website](#) and internal Board of Trustees Sharepoint site.

Supplemental Information

The packet includes a redline and clean version of the proposed manual.

Recommended Motion

That the Board of Trustees of Community College District VIII approves the revisions to the Board of Trustees Governance and Policy Manual.

Prepared by: Alicia Keating Polson, Executive Director, President's Office
alicia.keatingpolson@bellevuecollege.edu

Board of Trustees

~~Operating Procedures~~ Governance & Policy

Manual

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

Approved
September 27, 2000

Revised
January 23, 2004
September 15, 2004
September 21, 2009

Approval Date TBD

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.

ProceduresPolicies of the Board of Trustees of Bellevue College

100.000: Board of Trustees.....	1
100.010: Name	1
100.020: Seal	1
100.030: Composition	1
100.040: Legal Authority	1
100.050: Powers and Duties.....	1
100.060: Vacancies.....	1
100.070: Philosophy	1
100.100: Governance.....	2
100.110: Roles and Responsibilities	2
100.120: Standards of Practice.....	2
100.130: Code of Ethics.....	3
100.140: Relationship to Other College Bodies.....	5
100.150: Statement on Academic Freedom.....	5
100.160: Self-Evaluation.....	5
100.170: Amendments to Board Policies	6
100.200: Board—President Relationship.....	7
100.210: Administration of President’s Contract.....	7
100.220: Delegation of Authority.....	7
100.230: Evaluation of the President	8
100.300: Officers.....	9
100.310: Officers of the Board	9
100.320: Manner of Election and Term of Office.....	9
100.330: Powers and Duties of Officers	9
100.330a: Chair	9
100.330b: Vice Chair	9
100.330c: Secretary.....	10
100.335: Absence of Chair and Vice Chair.....	10
100.340: Board of Trustee Liaison Positions	10
100.340a: Legislative Liaison	10
100.340b: Foundation Liaison	10
100.340c: Association of College Trustees (ACT) Liaison	11
100.340d: Budget and Finance Focal	11
100.400: Meetings	12
100.410: Regular and Special Meetings	12
100.420: Executive Session	12
100.430: Public Comment	13
100.435: Constituent Reports	13
100.440: Interruptions.....	13
100.450: Quorum	13
100.460: Required Vote.....	13
100.470: Board Materials and Information.....	14
100.480: Minutes.....	14
100.490: Attendance and Participation.....	14
100.500 Miscellaneous Board Policies.....	15

100.510: Fiscal Year	15
100.515: Board Budget.....	15
100.520: Board Travel	15
100.525: Reimbursement and Per Diem	15
100.530: Responding to Media	16
100.535: Legislative Matters	16
100.540: Contracts or Agreements	16
100.545: Contact with College Employees, Students, and Public	16

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 of Trustees of Community College District VIII 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 and Powers of the Board of Trustees

The Board is composed of ~~six~~five members appointed by the Governor of Washington state, ~~for five-year terms,~~ with the endorsement of the Washington ~~S~~tate 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~~he/she is 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 ~~b~~Board powers and duties~~responsibilities and prerogatives~~ is set forth in RCW 28B.50.140. ~~-. Powers. (WAC 132H-106-010) The board of trustees is an agency of the state and derives its authority as described in RCW 28B.50.100 (Appendix 1).. It shall be the responsibility of the board of trustees to establish policy, approve budgets and transactions of real estate, award tenure, and evaluate the president’s performance in managing and directing the college~~

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 ~~Bellevue College B~~board of ~~T~~rustees represent the community and serve as advocates for the ~~C~~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 ~~B~~board of ~~T~~rustees 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~~Trustee Principles~~

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

- **Acting as a whole.** The ~~B~~board of ~~T~~rustees 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 ~~B~~board member should not misrepresent individual opinions as ~~B~~board opinions. No member can bind the ~~B~~board by word or action, unless ~~the Board~~ it has in its corporate capacity designated ~~that member~~ him/her as its agent for some specific purpose, and then ~~he/she~~ that individual can go no further than ~~he/she has~~ they have been empowered.
- **Avoiding conflicts of interest.** Conflicts of interest relate not only to the individual trustee, but also to ~~his or her~~ 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 ~~b~~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 ~~B~~board meetings.** In order to facilitate good decision-making at ~~B~~board meetings, conduct at ~~B~~board meetings should model respect and consideration for other ~~B~~board members, citizens, students, and college staff.
- **Exercising authority as a trustee.** When assuming the role of ~~B~~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 ~~B~~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 ~~his/her~~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 ~~to~~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 ~~B~~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 ~~his/her~~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 ~~B~~board of ~~T~~rustees 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 ~~B~~board of ~~T~~rustees 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 ~~B~~board of ~~T~~rustees 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~~~~his~~ official position to secure special privileges for ~~himself or herself~~~~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 ~~his or her~~~~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 ~~his or her~~~~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 ~~his or~~ ~~her~~~~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 ~~he or she~~~~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 ~~his or her~~~~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 ~~his or her~~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 ~~his or her~~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 ~~his or her~~their supervision.

100.140: Relationship to Other College Bodies

Unless as provided in specific ~~B~~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 ~~B~~board for review or action. The ~~B~~board of ~~T~~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 ~~B~~board of ~~T~~trustees itself. All such delegated responsibility may be revoked by the ~~B~~board of ~~T~~trustees by action in regular meeting.

100.150: Statement on Academic Freedom

The ~~B~~board of ~~T~~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~~good taste. It is a prime objective of the ~~B~~board of ~~T~~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 ~~B~~board of ~~T~~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. The Board of Trustees does this~~ to identify where ~~they are it~~is performing well as a ~~B~~board, and where ~~they it~~it might improve. Individual trustee performance is not evaluated; rather the purpose of the evaluation is to look at the performance of the ~~B~~board as a whole. A side benefit may be that individual ~~B~~board members gain appreciation for the roles and responsibilities of trusteeship.

Discussion about ~~B~~board roles and responsibilities ~~can strengthen~~s communication and understanding among ~~B~~board members ~~and The discussions~~ can lead to stronger, more cohesive working groups. The ~~annual Board self-evaluation may~~results include:

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

- ~~B~~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. ~~The bylaws of the board may~~
~~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 bylaws~~ or any act or
failure to act by the ~~B~~board shall be construed or operate as an abridgment of any rights, powers or
privileges of the ~~b~~Bboard of ~~T~~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, ~~nurturing~~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 District 8 consistent with ~~the policies~~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 ~~regulations~~policies and procedures necessary to the operation of the collegedistrict. These ~~regulations~~policies and procedures shall be maintained on the Bellevue College Policies & Procedures website along with copies of board policies in the Bellevue College Policies and Procedures Manual 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 collegedistrict's program and will not cause a substantial continuing commitment by the collegedistrict.

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~~his/her administration, faculty and staff, ~~the~~ 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.

~~The board of trustees should seldom, if ever, concern itself with the details of administration. Upon the basis of recommendations and data presented by the president, it should determine how, in general, the various problems and administrative tasks are to be solved and leave it to the president to apply the policies decided upon. Whenever a case arises where no policy has been established, the president will analyze the situation and determine the issue upon which the board needs to act, and it will then be the~~

~~function of the board to establish a policy. After the board has acted the president will apply the new policy to all particular cases.~~

100.230: Evaluation of the President

On a yearly basis the ~~B~~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 ~~renewal~~extension.

100.300: Officers

100.310: Officers of the Board

The officers of the ~~b~~Bboard of ~~t~~Ttrustees shall be chair, vice chair, and secretary. The chair and vice chair shall be members of the ~~B~~bboard of ~~T~~Ttrustees. 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 ~~B~~bboard 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

- ~~The chair, in addition to any duties imposed by law and the rules and regulations of the State Board for Community and Technical Colleges, shall p~~Preside at each regular or special meeting of the ~~B~~bboard, and review the agenda prepared for each meeting of the ~~B~~bboard. 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. The chair of the board is authorized, on behalf of the board of trustees, to execute except where express authority has been elsewhere conferred by law, or by rule, order or resolution of the board of trustees, on behalf of the board of trustees, all contracts, deeds, leases, notes, mortgages, deeds of trust, bonds, indentures, warrants, undertakings, powers of attorney, releases and satisfactions of mortgages and indebtedness, reconveyances under deeds of trust, and all other releases, when the same have been authorized to be executed by the board of trustees.~~
- ~~The chair shall be responsible to c~~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 ~~B~~bboard 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 ~~B~~bboard 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."
- ~~The chair of the board of trustees shall t~~Take the leadership with the college president in orienting new ~~B~~bboard members to their duties and responsibilities.
- ~~The chair of the board of trustees shall a~~Assign members of the ~~B~~bboard to serve as liaisons with other organizations such as ~~TACTC~~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

- ~~In event of the absence of the chair or his/her inability to act, the vice chair shall p~~reside 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

- ~~The secretary to the board of trustees shall give~~Provide public notice of all meetings of the ~~B~~board of ~~t~~rustees as required by law. The secretary shall be the
- 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 ~~b~~Board of ~~T~~rustees including the minutes of all meetings, and of all ~~deeds, contracts, and~~ other documents and papers of the ~~B~~board of ~~T~~rustees, unless otherwise directed by the ~~B~~board of ~~T~~rustees. ~~The secretary shall~~
- ~~a~~Attest to all documents that have been executed by order of the ~~B~~board of ~~T~~rustees.
- Advise the Bboard 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 ~~B~~board of ~~t~~rustees, or in case of the inability of both of the two to act, the ~~B~~board of ~~T~~rustees 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 ~~B~~board of ~~T~~rustees and organizations whose activities have an impact on the ~~B~~board. Liaisons are appointed annually, usually in July, by the new ~~B~~board chair. Liaison position may include but are limited to the following:

100.340a: Legislative Liaison

Although each member of the ~~b~~Board of ~~t~~rustees is empowered to serve as a legislative advocate for the college, the legislative liaison provides legislative information and background to the ~~B~~board. The duties of the liaison include:

- Participate in Bellevue College legislative-~~committee~~ 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 ~~B~~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 ~~B~~board members
- Represent the college at ~~TACT~~~~CACT~~ legislative meetings
- Keep other trustees informed concerning college legislative issues by reporting legislative activities at ~~B~~board of ~~T~~rustees 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 general Board of Directors' meetings
- Coordinate participation of the BC Board of Trustees in Foundation fund-raising and special event activities
- Report Foundation activities at Board of Trustees meetings

100.340c: Association of ~~Community and Technical College Trustees (ACT)s-(TACTC) Liaison~~

The ACTTACTC 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 BC Board of Trustees at TACTCACT meetings
- Learn about national and state issues impacting Bellevue College and community and technical colleges
- Advocate for collegeBC's needs with state agencies and legislators
- Contribute to statewide understanding of collegeBC's issues and priorities
- Report TACTCACT 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 Bboard.

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

Events Coordination Liaison

This individual serves to keep the board informed about upcoming college-sponsored events and activities. The duties include:

- A. Keep informed about BC-sponsored and related events and activities
- B. Coordinate participation of the BC board of trustees in activities and events as appropriate
- C. Report on BC-sponsored or related events and activities at board of trustees meetings

Marketing and College Outreach Liaison

This individual assists in the college's marketing and outreach efforts. The duties include:

- A. Learn about Institutional Advancement's marketing and outreach efforts
- B. Advocate for BC's marketing and outreach efforts and activities
- C. Identify and invite key individuals, organizations, and companies to be involved in these efforts
- D. Report on marketing and outreach efforts at board of trustees meetings

Capital Master Plan Liaison

This individual will advise the College on real estate issues that relate to the Capital Master Plan efforts.

- A. Keep informed on Capital Master Plan efforts
- B. Participate in Capital Master Plan meetings as appropriate
- C. Advise the college on real estate issues
- D. Report on Capital Master Plan efforts at board of trustees meetings

100.400: Meetings

100.410: Regular and Special Meetings

The ~~B~~board of ~~T~~rustees 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 ~~B~~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. Regular meetings of the board of trustees shall be held approximately every six weeks during the academic calendar year unless canceled by direction of the board of trustees or the chair of the board of trustees.~~ In accordance with the rules set forth in the Open Public Meetings Act, all meetings of the ~~B~~board of ~~T~~rustees 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 ~~B~~board of ~~T~~rustees, or any three members thereof, may call special meetings of the ~~B~~board of ~~T~~rustees 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 ~~the Open Public Meetings Act~~RCW 42.30.110. They are:

- 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~~these bylaws~~.

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 Bboard 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, ~~and~~ no action shall be taken by less than a majority~~quorum~~ of Bboard 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 Bboard. A roll call vote may be requested by any member of the Bboard 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~~five-member working Bboard is essential. Each member of the Bboard is expected to attend meetings regularly and actively participate in Bboard affairs. The chair will take every means at ~~his/her~~their disposal to ~~i~~ensure this essential Bboard 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 Bboard has the final responsibility for fiscal prudence within the institution. The Bboard 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 BBoard activities involving the expenditure of funds should further college long- and short-term plans and goals. The Board~~trustee~~ budget should reflect consideration of organizational memberships, an annual Board self-evaluation, state-required attendance at state meetings, and major travel obligations the Bboard 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 Bboard 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 ~~trustee-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 Bboard chair and work with the Bboard 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) ~~to the president~~ will assist to insure that required travel arrangements, documentation and paperwork are completed. ~~All travel reimbursement shall be made according to state law and district policy. Written~~Oral summation reports should be delivered to the Bboard at ~~or by~~ the next meeting following the travel.

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

100.525: Reimbursement and Per Diem

No trustee shall receive salary for ~~his/her~~their services as a trustee. A trustee may receive per diem for attendance at a meeting of the Bboard 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 ~~B~~board members should be directed to the ~~B~~board chair for a response. The chair may respond or refer the media to the ~~secretary-president~~ for response. The ~~B~~board chair will respond in concert with the ~~secretary-president~~. When the issue involved is one on which the ~~B~~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 ~~B~~board action or agreement has occurred, no ~~B~~board response will be made. Referrals to the ~~secretary-president~~ for background information may be appropriate. The ~~secretary-president~~ will seek the assistance of the ~~college's~~ public information officer if necessary.

100.535: Legislative Matters

The ~~B~~board of ~~T~~rustees and the president or ~~his/her-their~~ designee(s) shall represent the ~~B~~board of ~~T~~rustees 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 ~~B~~board of ~~T~~rustees, no trustee may make or enter into any contract or agreement on behalf of Bellevue College.

100.545: Contact with College ~~Employees~~Staff, Students, and Public

Members of the ~~B~~board of ~~T~~rustees have a difficult role in enacting college policy. The ~~B~~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 ~~members of the college-staff~~college employees.

Each member of the Bboard ~~must~~ recognizes that other avenues are available for resolution of complaints or concerns. Employees~~Staff~~ 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 Bboard functions only when it meets. Individuals may not exercise Bboard powers and should redirect complaints, objections, and causes to administration for resolution whenever possible.

The Bboard 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~~staff members~~ who discuss complaints or grievances with individual Bboard members should be informed that the trustee will refer the matter to the college president. The Bboard 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~~members of the college staff~~.

Board of Trustees Governance & Policy Manual

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

Approved

September 27, 2000

Revised

January 23, 2004

September 15, 2004

September 21, 2009

[ADD APPROVAL DATE]

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.

Policies of the Board of Trustees of Bellevue College

100.000: Board of Trustees.....	1
100.010: Name	1
100.020: Seal	1
100.030: Composition	1
100.040: Legal Authority	1
100.050: Powers and Duties.....	1
100.060: Vacancies.....	1
100.070: Philosophy	1
100.100: Governance.....	2
100.110: Roles and Responsibilities	2
100.120: Standards of Practice.....	2
100.130: Code of Ethics.....	3
100.140: Relationship to Other College Bodies.....	5
100.150: Statement on Academic Freedom.....	5
100.160: Self-Evaluation.....	5
100.170: Amendments to Board Policies	5
100.200: Board—President Relationship.....	6
100.210: Administration of President’s Contract.....	6
100.220: Delegation of Authority.....	6
100.230: Evaluation of the President	6
100.300: Officers.....	7
100.310: Officers of the Board	7
100.320: Manner of Election and Term of Office.....	7
100.330: Powers and Duties of Officers	7
100.330a: Chair	7
100.330b: Vice Chair	7
100.330c: Secretary.....	7
100.335: Absence of Chair and Vice Chair.....	8
100.340: Board of Trustee Liaison Positions	8
100.340a: Legislative Liaison	8
100.340b: Foundation Liaison	8
100.340c: Association of College Trustees (ACT) Liaison	9
100.340d: Budget and Finance Focal	9
100.400: Meetings	9
100.410: Regular and Special Meetings	9
100.420: Executive Session	9
100.430: Public Comment	10
100.435: Constituent Reports	10
100.440: Interruptions.....	10
100.450: Quorum	11
100.460: Required Vote.....	11
100.470: Board Materials and Information.....	11
100.480: Minutes.....	11
100.490: Attendance and Participation.....	11
100.500 Miscellaneous Board Policies.....	12

100.510: Fiscal Year	12
100.515: Board Budget.....	12
100.520: Board Travel	12
100.525: Reimbursement and Per Diem	12
100.530: Responding to Media	13
100.535: Legislative Matters	13
100.540: Contracts or Agreements	13
100.545: Contact with College Employees, Students, and Public	13

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.