



BELLEVUE
COLLEGE



Board of Trustees

Community College District VIII

REGULAR MEETING
June 11, 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 Tuesday, June 11, 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: 879 2520 0352

MEETING AGENDA

BUSINESS SESSION

I. Call to Order

Rich Fukutaki

EXECUTIVE SESSION

The Board will convene in executive session for 30 minutes under [RCW 42.30.110\(1\)](#) for the following purpose: (g) To review the performance of a public employee. No final action will be taken during this executive session.

BUSINESS SESSION

II. Call to Order

Rich Fukutaki

- a. Welcome and Introductions
- b. Approval of Agenda and Minutes
 - i. Agenda for June 11, 2024
 - ii. Minutes for May 15, 2024

III. Program Spotlight

- a. College in the High School

Michael Reese

IV. Constituent Reports

- a. College Assembly
- b. Faculty
- c. Foundation
- d. Student
- e. Classified

Brandon Lueken
Sue Nightingale
Dana Gray
Sean Behl
No report

V. 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.

- | | | |
|-------|--|------------------------|
| VI. | First Read | |
| | a. Revision of 4650 Reasonable Accommodations | Frances Dujon Reynolds |
| | b. Creation of 4920: Exempt Renewal and Termination | Frances Dujon Reynolds |
| VII. | Action | |
| | a. 24-25 College Budget | Ty Bergstrom |
| | b. 24-25 Services & Activities Fee Budget | Sean Behl |
| | c. Associated Student Government Constitution | Sean Behl |
| | d. Creation of 6110: Flag Displays on Campus | Dr. Lori Keller |
| | e. Amendment to President's Contract | Rich Fukutaki |
| | f. Board Officer Elections | Rich Fukutaki |
| VIII. | Information | |
| | a. Interim Policy: WAC 132H-142 Expressive Activities and Policy 6120: Use of Community College District VIII Facilities by College Groups and Non-College Groups for First Amendment Activities | Dr. Lori Keller |
| IX. | 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 for 60 minutes under [RCW 42.30.110\(1\)](#) for the following purpose: (g) To review the performance of a public employee. No final action will be taken during this executive session.

BUSINESS SESSION

- | | | |
|----|-------------------|---------------|
| X. | Call to Order | Rich Fukutaki |
| | a. Final Thoughts | |
| | b. 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, May 15, 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 2:01 PM.

ROLL CALL

A quorum of the Board was present.

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

Absent: Trustee Merisa Heu-Weller.

There were 32 guests in attendance.

APPROVAL OF AGENDA AND MINUTES

Trustee Greg Dietzel made a motion to approve the agenda (May 15, 2024) and minutes (April 17, 2024) Trustee Pradnya Desh seconded.

The motion passed unanimously.

PROGRAM SPOTLIGHT

A. Library

Karen R. Diller, Ph.D., Associate Library Director provided an overview of the library.

CONSTITUENT REPORTS

B. Classified

The Classified report was provided by Becky Turnbull, Secretary of Classified Council.

- Classified Staff recently conducted a survey to learn about classified staff satisfaction. A 21-question survey was sent to 374 full-time and part-time non-student staff members. The

survey was open for three weeks, ending on May 3rd. Out of the 374 classified staff, 56 responded, resulting in a 15% participation rate.

- Classified Council will read all the open-ended narrative responses over the summer to determine what recommendations we can make to improve morale.
- Special thanks to Arseniy Minasov, Survey and Evaluation Manager and Cora Nixon, Data Consultant from the Effectiveness Research and Analytics Office for improving and building the survey. The findings were presented at the most recent Classified council meeting. The results can be shared through SharePoint.
- Classified Staff from technical and community colleges statewide participated in a free Zoom training titled "Unlocking Your Superpowers" with Ben Messner. There were 65 participants. The training covered identifying skills and strengths through assessments.
- Special thanks to Bellevue College Human Resources for offering the Gallup Strengths Assessment and Coaching, sponsored by the Bellevue College Foundation.
- Washington Public Employees Association (WPEA), the union representing a majority of Bellevue College's classified staff, will begin bargaining the 2025-2027 contract next week. Becky Turnbull will represent the classified staff in negotiations.

C. College Assembly

The College Assembly report was provided by Brandon Lueken, Chair of College Assembly.

- The new Chair of the College Assembly next year will be Becca Marion, Director of Housing.
- A focus for the College Assembly has been to update policies to represent changes on campus.
- Classified and Exempt Councils have many position openings which creates a challenge in filling governance positions for full participation.
- The Resources and Planning Council has become involved in digital wayfinding designing and planning. The merging between the physical campus and digital learning will remain a major theme this year. The Faculty Council is evaluating hybrid learning implementation in CTC link.
- Next year will be busy for all councils with accreditation and strategic plan which will begin in earnest in July.

D. Faculty

The Faculty report was provided by Sue Nightingale, President of the Bellevue College Association of Higher Education (BCAHE.)

- Faculty welcomes Bellevue College's new Provost, Dr. Jessica Clark.
- Special thanks to Tyrell Bergstrom, Executive Director of Finance, for the Budget Town Hall presentation.
- The Faculty Union bargaining begins on Monday with the college. The Washington Public Employees Association (WPEA) bargains statewide with the Office of Financial Management (OFM). The Faculty Union bargains locally with Bellevue College. Nearly the entire Bellevue College group will be new to bargaining this year.
- The college previously faced significant delays in paying adjuncts, which was addressed through a summit that improved payment processes. A similar problem now exists with the processes for creating schedules and staffing in the computer system, affecting how

students see class offerings. Another summit is planned to address these issues and improve the scheduling and staffing processes.

E. Foundation

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

- April 8th was the annual golf tournament raising \$29,000 for the Bellevue College athletics program, with 100 golfers participating in the rain.
- The scholarship read week was a great success. Special thanks to the 172 readers who read a record number of applications, nearly 850. The Foundation anticipates awarding \$650,000 in scholarships, up from \$450,000 last year. Special thanks to Jessica Trumble, Director of Scholarship and Grants, for organizing a significant project overall and successful process.
- Special thanks to Michele Strange, acting VP of Diversity, Equity & Inclusion for an educational presentation delivered to the Foundation at the March board meeting. The board learned of the exceptional work that's being done around restorative justice, addressing harm and creating community.
- The Foundation board is currently working on budgeting. The Foundation is looking to invest over \$1 million more in the coming year than this year due to exceptional fundraising efforts.
- The W building fundraising committee has a kick-off meeting. There is robust commitment and enthusiasm around raising money for the W building.
- The Foundation is looking forward to support commencement and celebrating the students at graduation.

F. Student

The Student report was provided by Sean Behl, President of Associated Student Government (ASG).

- Last month, Bellevue College ASG hosted the Washington Student Association (WSA) General Assembly, consisting of student leaders from across the state. The meeting focused on celebrating successes from the legislative session, building the agenda for next year, and electing new executive committee members.
- For the first time in WSA history, two Community and Technical College (CTC) students were elected to the executive committee. Those students are Sean Behl and Sienna Jarrard. Sienna is the first Running Start student and the youngest student ever to be elected to the executive committee.
- For nearly 100 years, the United States Student Association (USSA) helped facilitate and advocate for students at the federal level, but it collapsed shortly before the pandemic. Sean Behl reported on a meeting with 15 other student leaders from across the country, to discuss the reformation of the USSA and the necessary steps to bring student voices back to the nation's capital.
- The Associated Student Government of Bellevue College (ASGBC) became the first student association in the country to pass a resolution establishing its commitment to support this reformation of USSA, with many more schools expected to follow in the coming weeks and months.

- The ASGBC Board of Directors elections closed last week. In total 1,339 ballots were cast, which is a 30% increase over last year. The 2024-2025 ASGBC President is Daniel Ngoy and Vice President is Daniella Salima.
- ASG has 27 open positions for next year and is interviewing for the Board and Senate offices. Last year ASG received nearly 30 applications for the Board of Directors. In comparison, this year received over 100 applications for all positions. All interviews should be completed before June 6th.
- The Senate has been in operation for approximately three months and has passed ten resolutions and one bill. These resolutions targeted items such as campus safety, course modality, student transportation, student services, student life, and more.
- The 3rd annual Associated Student Government Gala, themed “A Sea of Celebration,” will be held on Thursday, June 6th, from 5-10pm in U301. All Trustees are invited to attend.

PUBLIC COMMENT

Jory Hamilton, student at Bellevue College, provided public comment on areas for improvement.

QUARTERLY REPORTS

A. Enrollment

The quarterly enrollment report was provided by Steve Downing, Dean of Enrollment Management.

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.

B. Finance

The quarterly finance report was provided by Ty Bergstrom, Executive Director of Finance and Auxiliary Services.

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.

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

FIRST READ

C. 24-25 College Budget

Ty Bergstrom, Executive Director of Finance and Auxiliary Services, presented the Bellevue College Operating Budget for fiscal year 2024-25 to the Board of Trustees for consideration.

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 2024-25 Annual Budget	<u>\$ 174,381,775</u>
Reserve Funds	
Contingency Fund (2.5%)	\$ 3,813,000
Operating Reserve (25%)	\$ 35,085,494
Proprietary Reserve	\$2,019,898
Debt Reserve	\$10,689,394
Student Housing Reserve	0
Total Reserves	<u>\$51,575,786</u>

D. 24-25 Services & Activities Fee Budget

Sean Behl, ASG President, presented the 24-25 Services & Activities Fee Budget to the Board of Trustees for consideration.

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.

E. Associated Student Government Constitution

Sean Behl, ASG President, presented the Associated Student Government (ASG) Constitution to the Board of Trustees for consideration.

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

F. Creation of 6110: Flag Displays on Campus

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.

ACTION

A. Board of Trustees Governance and Policy Manual

Motion 14.24

Trustee Richard Leigh moved that the Board of Trustees of Community College District VIII that the Board of Trustees of Community College District VIII approves the revisions to the Board of Trustees Governance and Policy Manual. Trustee Greg Dietzel seconded.

The motion passed unanimously.

REPORTS

A. Diversity, Equity, and Inclusion Report

Michelle Strange, Acting Vice President of Diversity, Equity, and Inclusion (DEI), provided the DEI report:

- Diversity, Equity & Inclusion Restorative faculty fellows Jennifer Parada, Jabril Hassen and Jeremiah Allen are working to integrate restorative circles.
- DEI is making plans for a college contingency for the National Conference on Race and Ethnicity (NCORE), bringing 16 college students and 14 staff and faculty together. Bellevue College will sponsor a table to promote the college and alignment with strategic goals to diversify Bellevue College staff and faculty.
- The BC President's office will sponsor job postings on the NCORE job site to recruit diverse candidates.
- The Social Justice Center is continuing to expand and host dynamic programs under the direction of Hasaan Kirkland, Acting Director of DEI.
- Special thanks to the planning committee for the successful Queer and Trans People of Color (QTPOC) Conference hosted at Bellevue College.

B. President's Report

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

- Special thanks to the Foundation Board having committed significant funding to address the potential fallout from the FAFSA debacle. This funding can help students during the delayed awarding period caused by federal rollout issues. The federal government's delayed rollout of the simplified FAFSA has resulted in significant stress for financial aid staff, with delayed awarding until the second week of June. There are concerns about a high error rate in awarding financial aid, with some colleges preparing for a 25% error rate. Types of errors could include under awarding, easier to correct through repackaging and re-awarding as new data comes in. Over awarding will be challenging to handle, as asking students to return excess funds is not preferable. The institution may need to cover these costs.
- The Foundation Board agreed to fund the purchase of an electric vehicle for the college, replacing an old mail vehicle. This is a significant step towards sustainability.
- New vice presidents are being hired, including a Vice President for Administrative Services. The cabinet is expected to be fully staffed soon.
- From July 1, 2023, to May 5, 2024, there were 2,228 appointments attended by 562 students at Bellevue College Counseling Services. Services include personal counseling and crisis drop-in appointments. There have been 70 outreach events focused on mindfulness, suicide prevention, cultural adjustment, trauma response, self-care, and mental health, with no waitlist for students seeking help.
- The Tenure Reception, one of the favorite events of the year, is this evening.

C. Board Report

There was no Board report.

UNSCHEDULED BUSINESS

There was no unscheduled business.

EXECUTIVE SESSION

At 4:10 PM, Chair Fukutaki announced the Board would convene for 30 minutes in executive session under [RCW 42.30.110\(1\)](#) for the following purpose: (g) To review the performance of a public employee; and (i) To discuss with legal counsel representing the agency litigation or potential litigation. Chair 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.

At 4:40 PM, Chair Fukutaki extended the executive session by 35 minutes.

At 5:15 PM Chair Fukutaki extended the executive session by 13 minutes.

The executive session ended at 5:28 PM.

ADJOURNMENT

There being no further business, Chair Fukutaki adjourned the Board of Trustees meeting at 5:30 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: BELLEVUE COLLEGE IN THE HIGH SCHOOL

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 Bellevue College in the High School.

Bellevue College in the High School (BCHS) is a concurrent enrollment partnership between local school districts and Bellevue College that provides students with the opportunity to simultaneously earn Bellevue College credit while fulfilling high school requirements. BCHS instructors must meet the college's hiring criteria for adjunct faculty. Approved BCHS instructors in the high schools work closely with their discipline-specific Faculty Coordinator(s) to ensure the work the students perform in the BCHS class is equivalent in rigor and learning outcomes to the sections offered on campus.

Numerous national studies have found that College in the High School programs significantly boost college attendance and completion rates—and **the benefits are especially powerful for students of color, first-generation students, and low-income students**. BCHS reaches many students who cannot participate in Running Start because they work, have family obligations, or lack reliable transportation. For students who are uncertain about what they want to do after high school, BCHS can be a “game changer” that helps them realize that their dream of earning a college degree is attainable. BCHS thus aligns with BC's Core Values, which seek to expand “access to excellent post-secondary education” and with BC's Core Theme of Community Engagement and Enrichment.

BCHS is in its 35th year, but for most of that time, the program was relatively small. However, it has experienced double-digit growth 5 of the last 7 years. Last year, the legislature made the program free for students and family, and BCHS enrollment more than doubled this year. BCHS students now represent 12% of all BC students by headcount, and growth is likely to continue at a brisk pace.

Background/Supplemental Information

PowerPoint presentation

Prepared by: Michael Reese, Associate Dean, Academic Affairs



REGULAR MEETING AGENDA ITEM

REVISION OF POLICY 4650: REASONABLE ACCOMMODATIONS

First Read

Description

Policy 4650 was last substantively updated prior to 2009. Since then, a series of definitions, resources, and guidelines for employers and employees have been expanded and clarified. This revision serves to update Bellevue College's compliance with the Washington State Human Rights Commission and related laws under Revised Code of Washington (RCW) and Washington Administrative Code (WAC).

Analysis

Specifically, the policy has an updated definition of disabled individuals according to the State Human Rights Commission. It eliminates outdated references to a reasonable accommodation WAC 251 that was repealed effective 2005. It clarifies the responsibilities of both employees and Bellevue College in the procedures to address reasonable accommodations.

Background/Supplemental Information

Five comments were received during the 45-day comment period. Comments focused on clarifications of terms, challenges to definitions based on WA Human Rights Commission, concerns of accountability, and how neurodiversity fits into these accommodations.

Recommended Motion

That the Board of Trustees of Community College District VIII approves the revision of Policy 4650: Reasonable Accommodations at their meeting on October 9, 2024.

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

4650 REASONABLE ACCOMMODATIONS (DISABLED EMPLOYEES)

Original Date: 11/1/1995 * Last Revision Effective: 4/21/2015

Policy Contact: Vice President, Human Resources

POLICY

The Washington State Supreme Court has stated that employers have an obligation to reasonably accommodate employees who are mentally or physically incapacitated due to injury or illness (on or off the job) before any separation action is taken. Failure to reasonably accommodate a disabled employee constitutes discrimination.

For the purpose of the reasonable accommodation process, ~~Disabled~~ individuals are defined by the State Human Rights Commission per ~~WAC 162-22-020~~ RCW 49 60 040 as "persons with physical, mental, or sensory impairment(s) that ~~would must have a substantially impede limiting effect upon the individual's ability to perform their job, the individual's ability to apply or be considered for a job, or the individual's access to equal benefits, privileges, or terms or conditions of employment~~" ~~that individual in obtaining and maintaining permanent employment and promotional opportunities. The impairments must be material rather than slight; static and permanent in that they are seldom corrected by medical replacement, therapy, or surgical means."~~

These guidelines are intended to provide guidance to both the college and the individual in a case where reasonable accommodation is potentially indicated.

General

These guidelines are to be used in ~~conjunction with the applicable HEPB rules. For easy reference, accordance with~~ the rules pertaining to reasonable accommodation ~~are: outlined in Chapter 357-26 WAC.~~

WAC 357-26	Separation
WAC 251-10-080	Reasonable Accommodation Reemployment
WAC 251-10-090	Reasonable Accommodation Reemployment Probationary
Period	
WAC 251-17-090	Examination Eligibility
WAC 251-18-180	Eligible Lists Definition Composition
WAC 251-19-100	Transfer Lateral Movement Voluntary Demotion
WAC 251-19-105	Accommodation Due to Disability
WAC 251-24-030	Training and Development Programs Contents

~~In addition to use of these guidelines, employees are encouraged to contact the Washington State Human Rights Commission for also provides~~ guidance pertaining to any reasonable accommodation issues or questions.

RESPONSIBILITIES

Responsibilities of the Employee

- An employee who is requesting reasonable accommodation will submit the request to ~~their~~his or her immediate supervisor and/or Human Resources.
- The request should state the nature of the disability and the accommodation desired.
- ~~The request should be accompanied by~~The employee may be asked by Human Resources for a medical statement which provides the following information:
 - ~~pertinent diagnosis~~information about the sensory, mental, or physical impairment including limitations in job performance caused by the impairment without accommodation;
 - prognosis;
 - anticipated duration of the ~~disability~~impairment;

- recommended accommodation and anticipated duration of the need for such accommodation.

Responsibilities of the College

- The college will make a good-faith effort to accommodate the employee according to the following procedures:
 - Upon receipt of the employee's request, the supervisor shall notify the appropriate unit administrator and the ~~v~~Vice ~~P~~President of ~~H~~Human ~~R~~Resources or designee.
 - The ~~v~~Vice ~~P~~President of ~~H~~Human ~~R~~Resources or ~~their~~his/her designee will schedule a personal interview with the employee to discuss, consider, and gain an understanding of the employee's situation, capabilities, skills, knowledge, and ~~employment interests~~accommodation needs. As part of the interview, the ~~v~~Vice ~~P~~President of ~~H~~Human ~~R~~Resources or designee~~shall may~~ review with the employee information regarding transfer, lateral movement, voluntary demotion, ~~(WAC 251-19-100)~~, and separation of an employee due to mental, sensory, or physical ~~limitation as appropriate based on the individual circumstances of the employee's situation~~ incapacity, ~~(WAC 251-10-070)~~, and shall supply copies of the appropriate rules if requested.
 - Based on the accommodation request, medical statement, and interview, the ~~v~~Vice ~~P~~President of ~~H~~Human ~~R~~Resources or designee will propose an appropriate accommodation effort to the employee, supervisor, and unit administrator. ~~The accommodation may include, but is not limited to, any of the following examples:~~
 - Modification of the employee's regular job duties, work environment, and/or work schedule within the current position. Such modifications would enable the employee to perform the essential duties of the position.
 - Assignment to a different position within the current class. ~~The reassignment would enable the employee to perform the essential duties of the position.~~
 - Opportunity to apply for other employment within the institution. ~~per WAC _____ 251-17-090 and 251-01-415(1)(b).~~
 - Temporary appointment ~~in accordance with WAC 251-01-415(1) and (3) or exempt appointment in accordance with WAC 251-04-040(5). WAC _____~~
 - Leave of absence ~~per WAC _____ 251-22-165 or 251-22-167.~~
 - If all of the affected persons are unable to agree on the appropriate accommodation, the ~~v~~Vice ~~P~~President of ~~H~~Human ~~R~~Resources shall decide. That decision is subject to appeal only under other procedures of the college under grievance procedures outlined in the respective Collective Bargaining Agreements (CBA).
 - In the event that the employee is separated from the college, the ~~v~~Vice ~~P~~President of ~~H~~Human ~~R~~Resources shall provide to the employee information pertaining to reemployment ~~(WAC 251-10-080) and to the probationary period upon returning to work (WAC 251-10-090).~~
 - The college will provide assistance to a former employee who is seeking reemployment, such as, but not necessarily limited to, the following:
 - assessment of job classes for which the former employee is qualified;
 - assistance regarding the employment/application process;
 - placement on appropriate eligible lists through the competitive process per ~~WAC CBA _____ 251-17-090(4);~~
 - access to staff training programs relevant to job categories for which the former employee might become qualified.
 - ~~As appropriate to each situation, the vice president of human resources is responsible for providing the employee with information and copies of the rules regarding the following:~~
 - ~~examination and eligibility procedures and rules (WAC 251-17-090);~~
 - ~~definition and composition of eligible lists (WAC 251-18-80);~~
 - ~~training and development for returning employees (WAC 251-24-030).~~

- Dissemination. These guidelines shall be:
 - ~~posted on the personnel bulletin board;~~
 - given to each new employee;
 - given to any individual employee at the time of a request for accommodation;
 - given to any other employee upon request.

RELEVANT LAWS AND OTHER RESOURCES

Chapter 162.22 WAC Employment, Handicapped Persons

RCW 49 60 040; Discrimination, Human Rights Commission, Definitions

Chapter 357-26 WAC Reasonable Accommodation

REVISION HISTORY

Original 11/1/1995

Revision 5/21/2009; 4/21/2015

APPROVED BY

President's Cabinet

Board of Trustees

4650 REASONABLE ACCOMMODATIONS (DISABLED EMPLOYEES)

Original Date: 11/1/1995 * Last Revision Effective:

Policy Contact: Vice President, Human Resources

POLICY

The Washington State Supreme Court has stated that employers have an obligation to reasonably accommodate employees who are mentally or physically incapacitated due to injury or illness (on or off the job) before any separation action is taken. Failure to reasonably accommodate a disabled employee constitutes discrimination.

For the purpose of the reasonable accommodation process, disabled individuals are defined by the State Human Rights Commission per [RCW 49 60 040](#) as "persons with physical, mental, or sensory impairment(s) that must have a substantially limiting effect upon the individual's ability to perform their job, the individual's ability to apply or be considered for a job, or the individual's access to equal benefits, privileges, or terms or conditions of employment."

These guidelines are intended to provide guidance to both the college and the individual in a case where reasonable accommodation is potentially indicated.

General

These guidelines are to be used in accordance with the rules pertaining to reasonable accommodation outlined in Chapter 357-26 WAC.

[Washington State Human Rights Commission](#) also provides guidance pertaining to any reasonable accommodation issues or questions.

RESPONSIBILITIES

Responsibilities of the Employee

- An employee who is requesting reasonable accommodation will submit the request to their immediate supervisor and/or Human Resources.
- The request should state the nature of the disability and the accommodation desired.
- The employee may be asked by Human Resources for a medical statement which provides the following information:
 - information about the sensory, mental, or physical impairment including limitations in job performance caused by the impairment without accommodation;
 - prognosis;
 - anticipated duration of the impairment;
 - recommended accommodation and anticipated duration of the need for such accommodation.

Responsibilities of the College

- The college will make a good-faith effort to accommodate the employee according to the following procedures:
 - Upon receipt of the employee's request, the supervisor shall notify the appropriate unit administrator and the vice president of human resources or designee.
 - The vice president of human resources or their designee will schedule a personal interview with the employee to discuss, consider, and gain an understanding of the employee's situation, capabilities, skills, knowledge, and accommodation needs. As part of the interview, the vice president of human resources or designee may review with the employee information regarding transfer, lateral movement, voluntary demotion, and separation of an employee due to mental, sensory, or physical limitation as appropriate

- based on the individual circumstances of the employee's situation and shall supply copies of the appropriate rules if requested.
- Based on the accommodation request, medical statement, and interview, the vice president of human resources or designee will propose an appropriate accommodation effort to the employee, supervisor, and unit administrator. The accommodation may include, but is not limited to, any of the following examples:
 - Modification of the employee's regular job duties, work environment, and/or work schedule within the current position. Such modifications would enable the employee to perform the essential duties of the position.
 - Assignment to a different position within the current class. The reassignment would enable the employee to perform the essential duties of the position.
 - Opportunity to apply for other employment within the institution.
 - Temporary appointment.
 - Leave of absence.
 - If all of the affected persons are unable to agree on the appropriate accommodation, the Vice President of Human Resources shall decide. That decision is subject to appeal only under grievance procedures outlined in the respective Collective Bargaining Agreements (CBA).
 - In the event that the employee is separated from the college, the vice president of human resources shall provide to the employee information pertaining to reemployment.
 - The college will provide assistance to a former employee who is seeking reemployment, such as, but not necessarily limited to, the following:
 - assessment of job classes for which the former employee is qualified;
 - assistance regarding the employment/application process;
 - placement on appropriate eligible lists through the competitive process per CBA;
 - access to staff training programs relevant to job categories for which the former employee might become qualified.
 - Dissemination. These guidelines shall be:
 - given to each new employee;
 - given to any individual employee at the time of a request for accommodation;
 - given to any other employee upon request.

RELEVANT LAWS AND OTHER RESOURCES

[Chapter 162.22 WAC](#) Employment, Handicapped Persons

[RCW 49 60 040](#); Discrimination, Human Rights Commission, Definitions

[Chapter 357-26 WAC](#) Reasonable Accommodation

REVISION HISTORY

Original 11/1/1995

Revision 5/21/2009; 4/21/2015

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

CREATION OF POLICY 4920: EXEMPT RENEWAL AND TERMINATION

First Read

Description

This policy emerged from requests by exempt employees and the Human Resources Compliance Team who occasionally missed receipt or timely return of annual paper/digital re-employment contracts. The person-power burden of creating, disseminating, returning, and processing over 200 exempt contracts each June was deemed inefficient for both employees and Bellevue College. The risk of confusion if contract renewals were completed late or missed paychecks due to crossed paperwork offers an opportunity for a streamlined process.

Many peer colleges and universities have adopted automatic renewal of exempt contracts, with termination-only situations addressed individually. The college president's contract is not included in this automatic renewal.

Analysis

This policy identifies the automatic annual renewal for exempt, non-union employees, with exceptions for terminations and separations clearly listed.

Background/Supplemental Information

Five comments were received during 45-day comment period. Comments focused on clarifications, definitions, and process.

Recommended Motion

That the Board of Trustees of Community College District VIII approves the creation of Policy 4920: Exempt Renewal and Termination at their meeting on October 9, 2024.

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

4920 EXEMPT RENEWAL AND TERMINATION

Original Date: * Last Revision Effective:
Policy Contact: Vice President, Human Resources

POLICY

Exempt employees (Administrators) are valued members of the Bellevue College community. Exempt employees are not union-affiliated or under a collective bargaining agreement, and employment contract renewals are not guaranteed. This policy outlines the renewal and termination provisions. It will apply to all exempt non-union employees.

Contracts

Each exempt employee will receive an employment contract upon hire that describes the terms and conditions for employment. The contract will continue until it is terminated by the employer (Bellevue College) without cause in its sole discretion by written notice to the employee. The employee may also terminate the contract at their choosing.

Separation Provisions

Should Bellevue College choose to end the contract of an exempt non-union employee, the College shall provide a minimum of 30 days' notice of separation with the exception of situations warranting immediate separation for cause. The 30 day notice period does not apply to the scheduled expiration of the contract. An exempt employee who holds a position in any of the following circumstances is not eligible for the 30 day notice or pay:

- Interim positions,
- Less than full-time,
- Less than one year in exempt, non-union service
- Terminated for cause
- Retires or resigns from Bellevue College
- Separated due to end of a grant contract.

The president's contract is an individually negotiated contract term as part of a complete employment package and may vary from this policy.

Termination for Cause

For exempt non-union employees, cause is defined as:

- Conviction of work-related crime;
- Conviction of a crime which prohibits successful performance of the job;
- Gross misconduct and/or insubordination;
- Willful and egregious violation of District rules, policies, procedures, or directives;
- Documented incompetence in the performance of professional duties;
- Neglect of duty or abandonment of position;
- Sexual harassment;
- Workplace violence;
- Knowing and willful breach of ethics;
- Conviction for aiding and abetting or participating in:
 - Any unlawful act of violence; or
 - Any unlawful act resulting in destruction of Bellevue College property; or
 - Any unlawful interference with the orderly conduct of the education process.

Reversion Rights

Exempt employees, except the president, who have been granted tenured faculty status with Bellevue College prior to holding an administrative appointment may return to the faculty bargaining unit in accordance with the provisions of the Tenure Act of 1969 if their contract as administrators is terminated (RCW 28B.50). Dismissal from the college for sufficient cause shall follow the provisions of RCW 28B.50 and the BCAHE Collective Bargaining Agreement dismissal provisions.

Exempt employees who have held permanent status in the classified service at the time of their appointment to exempt service have return rights to classified service in accordance with Civil Service Rules (RCW 41.06.070 and Title 357-19-195 WAC).

If a current exempt, non-union employee of Bellevue College accepts a temporary or interim assignment, Bellevue College will grant reversion rights to the employee upon completion of the temporary or interim appointment. If the situation permits, such an employee may be placed to the same position held by the employee prior to the temporary or interim assignment; if the situation does not permit, Bellevue College reserves the right to place the employee into an alternate position within the college within the same salary band and salary.

Employees who were not Bellevue College employees at the time of acceptance of an interim or temporary assignment have no reversion rights.

REVISION HISTORY

Original _____
Revisions

APPROVED BY

Board of Trustees



REGULAR MEETING AGENDA ITEM

2024-25 COLLEGE BUDGET

Action

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.

Proposed Budget (motion language is in the next section)

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 2024-25 Annual Budget	<u>\$ 174,381,775</u>
Reserve Funds	
Contingency Fund (2.5%)	\$ 3,813,000
Operating Reserve (25%)	\$ 35,085,494
Proprietary Reserve	\$2,019,898
Debt Reserve	\$10,689,394
Student Housing Reserve	0
Total Reserves	<u>\$51,575,786</u>

Recommended Motion

That the Board of Trustees of Community College District VIII approves the college budget plan, as proposed, for fiscal period 2024-2025. This approval 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

Action

Description

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

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



REGULAR MEETING AGENDA ITEM

ASSOCIATED STUDENT GOVERNMENT CONSTITUTION

Action

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

That the Board of Trustees of Community College District VIII approve the revisions to the Associated Student Government Constitution.

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 ~~appointed~~ elected by ~~election of~~ the students ~~represented by the ASGBC~~, as overseen by the ~~Elections~~ Electoral Committee under the procedures established ~~by the Board of Directors~~ in the ~~ASG~~ 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 the ASG 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 a traditional 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

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- 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.~~

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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.

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- 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:

Adopted: Day Month, Year

- 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~~:Ratification~~XVI: 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

Action

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.

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

INTERIM (TEMPORARY) APPROVAL OF THE REVISION TO POLICY 6120 AND WAC 132H-142: EXPRESSIVE ACTIVITIES

Information

Description

Revisions to WAC 132H-142: Expressive Activities and Policy 6120: Use of Community College District VIII Facilities by College Groups and Non-College Groups for First Amendment Activities were approved as interim (temporary) policies by the President's Cabinet in June 2024.

Recent events on college and university campuses across the United States have given rise to a renewed interest in policies and procedures around expressive activities and the use of higher education facilities. Bellevue College currently has a policy and a WAC (Washington Administrative Code) with slight differences between the two documents. The plan is to update WAC 132H-142 and adopt it as Policy 6120 simultaneously. Due to the academic year calendar, these revisions cannot go through 45-day comment period or public hearing this spring. Therefore, this revision and adoption by President's Cabinet will remain temporary until the academic year 2024-2025 begins in September and the full policy revision process can be followed. This interim approval will be filed at the Code Reviser's Office and posted in the Bellevue College policy library for up to six months.

Analysis

Changes to the WAC include the following:

- The chapter title will be updated to "use of college facilities for expressive activity."
- Section 25, "first amendment and protection of college mission," will be deleted.
- Section 30 will be renamed "time, place, and manner restrictions," to clarify rules around requests for use of college facilities.
- Section 50, "role of the president in first amendment decisions," will be replaced with "distribution of materials," to improve readability.
- Section 60 will be renamed "trespass," instead of "criminal trespass."
- Section 70, "posting of bond and hold harmless statements," will be deleted.

Further, definitions were updated and clarity around the review process if a group or individual is requested to leave college property.

Recommended Action

There is no action required by the Board at this time. These policies will return to the Board for a first read and vote after they go through the campus-wide public comment review process.

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

Chapter 132H-142 WAC

~~FIRST AMENDMENT ACTIVITIES~~USE OF COLLEGE FACILITIES FOR EXPRESSIVE ACTIVITY ~~FOR COMMUNITY COLLEGE DISTRICT VIII~~

Last Update: 11/29/12

WAC

132H-142-010 Title.

132H-142-015 Definitions.

132H-142-020 Statement of purpose.

~~132H-142-025 First amendment activities and protection of the
college mission.~~

132H-142-030 Time, Place and Manner Restrictions~~Request for use
of facilities.~~

132H-142-040 Additional requirements for noncollege groups.

132H-142-050 Distribution of Materials~~The role of the
president in first amendment decisions.~~

132H-142-060 T~~Criminal~~ trespass.

~~132H-142-070 Posting of a bond and hold harmless statement.~~

~~132H-142-075 Trespass.~~

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132H-142-080 First amendment activities and protection of the

college mission. [Statutory Authority: RCW

28B.50.140. WSR 05-07-069, § 132H-142-080, filed

3/14/05, effective 4/14/05.] Repealed by WSR 12-24-

044, filed 11/29/12, effective 12/30/12. Statutory

Authority: RCW 28B.50.140.

WAC 132H-142-010 Title. WAC 132H-142-010 through 132H-142-060 shall be known as use of college facilities for expressive activity. ~~Community College District VIII facilities by college groups and noncollege groups for first amendment activities.~~

[Statutory Authority: RCW 28B.50.140. WSR 05-07-069, § 132H-142-010, filed 3/14/05, effective 4/14/05.]

WAC 132H-142-015 Definitions.

(1) "College groups" means individuals or groups who are currently enrolled students or current employees of Bellevue College, or guests of Bellevue College who are sponsored by a recognized student organization, employee organization, or the administration of the college.

(2) "Noncollege groups" means individuals, or combinations of individuals, who are not currently enrolled students or current employees of Bellevue College and who are not officially affiliated or associated with, or invited guests of a recognized

student organization, recognized employee group, or the administration of the college.

(3) "Public Use areas" means those areas of each campus that the college has chosen to open as places where noncollege groups may assemble for expressive activity protected by the First Amendment, subject to reasonable time, place or manner restrictions.

(4) "College facilities" includes all owned, rented, leased, controlled, occupied, and used buildings, structures, grounds, office space and parking lots.

(5) "Expressive activity" includes, but is not necessarily limited to, informational picketing, petition circulation, the distribution of informational leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, protests, meetings to display group feelings or sentiments and/or other types of assemblies to share information, perspective or viewpoints.~~For the purposes of this policy noncollege groups shall mean individuals, or combinations of individuals, who are not currently enrolled students or current employees of Bellevue Community College or who are not officially affiliated or associated with a recognized student organization or a recognized employee group of the college.~~

~~For purposes of this policy, college groups shall mean individuals who are currently enrolled students or current employees of Bellevue Community College or who are affiliated with a recognized student organization or a recognized employee group of the college.~~

~~(6) "Limited public forum" means College facilities include all buildings, structures, grounds, office space and parking lots.~~

~~t~~The college is a limited public forum for noncollege groups.

~~L~~The limited public forum locations ~~does~~ not include college property, buildings or athletic fields. College buildings,

rooms, and athletic fields may be rented in accordance with the college's facilities use policy.

[Statutory Authority: RCW 28B.50.140. WSR 12-24-044, § 132H-142-015, filed 11/29/12, effective 12/30/12; WSR 05-07-069, § 132H-142-015, filed 3/14/05, effective 4/14/05.]

WAC 132H-142-020 Statement of purpose. ~~Bellevue Community~~

Bellevue College District VIII is an educational institution provided and maintained by the people of the state of Washington. College facilities are reserved primarily for educational use, including, but not limited to, instruction, research, public assembly of college groups, student activities and other activities directly related to the educational mission of the College. The public character of the college does not grant to individuals an unlimited license to engage in activity which limits, substantially interferes with, or otherwise disrupts the normal activities to which the College's facilities

and grounds are dedicated. Accordingly, the College designates the outdoor common areas of the College as a limited public forum dedicated to the use of college groups, subject to the time, place, and manner limitations and restrictions set forth in this policy.

The purpose of the time, place and manner regulations set forth in this policy is to establish procedures and reasonable controls for the use of college facilities. It is intended to balance the College's responsibility to fulfill its mission as a state educational institution of Washington with the interests of college groups seeking to assemble in common areas of the campus for expressive activity. Bellevue College recognizes that college groups should be accorded the opportunity to utilize the facilities and grounds of the College to the fullest extent possible.

The college designates the following area(s) as the sole limited public forum area(s) for use by noncollege groups for expressive activities on campus:

- Building C courtyard between building C and D extending out from the fountain for groups less than thirty; and
- Southern courtyard, just north of Carlson Theater if over thirty participants are expected.

~~College District VIII is an educational institution provided and maintained by the people of the state of Washington. College facilities are reserved primarily for educational use including, but not limited to, instruction, research, public assembly of college groups, student activities~~

~~and other activities directly related to the educational mission of the college. The public character of the college does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the college's buildings, facilities and grounds are dedicated and said buildings, facilities and grounds are not available for unrestricted use by noncollege groups. While said buildings, facilities and grounds are not available for unlimited use by college groups, it is recognized that Bellevue Community College students and employees should be accorded opportunity to utilize the facilities and grounds of the college to the fullest extent possible. The purpose of these time, place and manner regulations is to establish procedures and reasonable controls for the use of college facilities for both noncollege and college groups. It is intended to balance the college's responsibility to fulfill its mission as a state educational institution of Washington with the interests of noncollege groups or college groups who are interested in using the campus for purposes of constitutionally protected speech, assembly or expression. The college intends to open its~~

~~facilities to noncollege groups to a lesser extent as set forth herein.~~

[Statutory Authority: RCW 28B.50.140. WSR 12-24-044, § 132H-142-020, filed 11/29/12, effective 12/30/12; WSR 05-07-069, § 132H-142-020, filed 3/14/05, effective 4/14/05.]

~~**WAC 132H-142-025 First amendment activities and protection of the college mission.** The college recognizes and supports the rights of groups and individuals to engage in first amendment activities. This policy shall be interpreted and construed to support such activities while simultaneously balancing the needs and interests of the college to fulfill its mission as a state educational institution of Washington.~~

~~[Statutory Authority: RCW 28B.50.140. WSR 12-24-044, § 132H-142-025, filed 11/29/12, effective 12/30/12.]~~

WAC 132H-142-030 ~~Request for use of facilities~~Time, place, and manner permissions.

(1) Subject to the regulations and requirements of this policy, groups may use the campus limited forums for expressive activities between the hours of [7:00 a.m. and 10:00 p.m.]

(2) Any sound amplification device may only be used at a volume which does not disrupt or disturb the normal use of classrooms, offices or laboratories or any previously scheduled college event or activity.

(3) Groups are encouraged to notify the campus public safety department no later than twenty-four hours in advance of an event. However, unscheduled events are permitted so long as the event does not materially disrupt any other function occurring at the facility.

(4) All sites used for expressive activity should be cleaned up and left in their original condition and may be subject to inspection by a representative of the college after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary clean-up or for the repair of damaged property.

(5) All fire, safety, sanitation or special regulations specified for the event are to be obeyed. The college cannot and will not provide utility connections or hook-ups for purposes of expressive activity conducted pursuant to this policy.

(6) The event must not be conducted in such a manner to obstruct vehicular, bicycle, pedestrian or other traffic or otherwise interfere with ingress or egress to the college, or to college buildings or facilities, or to college activities or events. The event must not create safety hazards or pose unreasonable safety risks to college students, employees or invitees to the college.

(7) The event must not substantially and materially interfere with educational activities inside or outside any college building or otherwise prevent the college from fulfilling its mission and achieving its primary purpose of providing an education to its students. The event must not materially infringe on the rights and privileges of college students, employees or invitees to the college.

(8) There shall be no overnight camping on college facilities or grounds. Camping is defined to include sleeping, carrying on cooking activities, or storing personal belongings for personal habitation, or the erection of tents or other shelters or structures used for purposes of personal habitation.

(9) College facilities may not be used for commercial sales, solicitations, advertising or promotional activities, unless: (a) such activities serve educational purposes of the college; and (b) such activities are under the sponsorship of a college department or office or officially chartered student club.

(10) The event must also be conducted in accordance with any other applicable College policies and regulations, local ordinances and state or federal laws.

~~Subject to the regulations and requirements of this policy, college or noncollege groups may use the campus limited forums for those activities protected by the first amendment. Examples of first amendment activities would include, but not necessarily be limited to, informational picketing, petition circulation, the distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, mass protests, meetings to display group feelings or sentiments and/or other types of constitutionally protected assemblies to share information, perspective or viewpoints.~~

~~Noncollege groups that intend to be on campus to engage in first amendment activities (hereinafter "the event") are encouraged to provide notice to the student programs office no later than twenty-four hours prior to the event along with the following information:~~

~~(1) The name, address and telephone number of the individual, group, entity or organization sponsoring the event (hereinafter "the sponsoring organization"); and~~

~~(2) The name, address and telephone number of a contact person for the sponsoring organization; and~~

~~(3) The date, time and requested location of the event; and~~

~~(4) The nature and purpose of the event; and~~

~~(5) The type of sound amplification devices to be used in connection with the event, if any; and~~

~~(6) The estimated number of people expected to participate in the event.~~

~~Signs shall be no larger than three feet by five feet (3' x 5') and no individual may carry more than one sign.~~

~~The use of sound amplification devices is limited to the limited public forum area as long as the sound amplification device is used at a volume which does not disrupt or disturb the normal use of classrooms, offices or laboratories or any previously scheduled college event or activity.~~

~~College groups are encouraged to notify the student programs office no later than forty-eight hours in advance of an event. However, unscheduled events are permitted so long as the event does not interfere with any other function occurring at the facility.~~

~~College group events shall not last longer than eight hours from beginning to end. Noncollege events shall not last longer than five hours from beginning to end.~~

~~There shall be no overnight camping on college facilities or grounds. Camping is defined to include sleeping, carrying on cooking activities, or storing personal belongings for personal habitation, or the erection of tents or other shelters or structures for the purposes of personal habitation.~~

~~Information may be distributed as long as it is not obscene or libelous or does not advocate or incite imminent unlawful conduct. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed information. College groups may post information on bulletin boards, kiosks and other display areas designed for that purpose, and may distribute materials throughout the open areas of campus. Noncollege groups may distribute materials only at the site designated for noncollege groups. To avoid excessive littering of the campus and/or greatly increased work requirements for college physical plant employees, groups are asked to cooperate with the college in limiting the distribution~~

~~of information leaflets or pamphlets to the limited public forum site.~~

~~Speech that does no more than propose a commercial transaction shall not occur in connection with the event.~~

~~College facilities may not be used for commercial sales, solicitations, advertising or promotional activities, unless:~~

- ~~• Such activities serve educational purposes of the college; and~~
- ~~• Such activities are under the sponsorship of a college department or office or officially chartered student club.~~

~~The limited public forum used by the group should be cleaned up and left in its original condition and may be subject to inspection by a representative of the college after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary clean-up or for the repair of damaged property.~~

~~All fire, safety, sanitation or special regulations specified for the event are to be obeyed.~~

~~The college cannot and will not provide utility connections or hook-ups for purposes of first amendment activities conducted pursuant to this policy.~~

~~The event must not obstruct vehicular, bicycle, pedestrian or other traffic or otherwise interfere with ingress or egress to the college, or to college buildings or facilities, or to college activities or events.~~

~~The event must not create safety hazards or pose unreasonable safety risks to college students, employees or invitees to the college.~~

~~The event must not interfere with educational activities inside or outside any college building or otherwise prevent the college from fulfilling its mission and achieving its primary purpose of providing an education to its students.~~

~~The event must not materially infringe on the rights and privileges of college students, employees or invitees to the college.~~

~~The event must also be in accordance with any other applicable college policies and regulations, regulations and~~

~~policies of Bellevue Community College, local ordinances and/or state or federal laws.~~

[Statutory Authority: RCW 28B.50.140. WSR 12-24-044, § 132H-142-030, filed 11/29/12, effective 12/30/12; WSR 05-07-069, § 132H-142-030, filed 3/14/05, effective 4/14/05.]

WAC 132H-142-040 Additional requirements for noncollege groups. The limited public forum may not be used on the same date as any previously scheduled college event or activity at the site (aside from regularly scheduled classes) where it is reasonably anticipated that more than five hundred people will attend the college event or activity.

Noncollege groups may use designated public use areas identified in this policy for expressive activity between the hours of 7:00 a.m. and 10:00 p.m.

Noncollege groups that seek to engage in expressive activity on the designated public use area(s) are encouraged¹ to provide notice to the campus public safety office no later than twenty-four hours prior to the event, along with the following information solely to ensure (1) the area is not otherwise

scheduled and (2) to give the College an opportunity to assess any security needs:

(a) The name, address and telephone number of a contact person for the individual, group, entity or organization sponsoring the event; and

(b) The date, time and requested location of the event; and

(c) The nature and purpose of the event; and

(d) The estimated number of people expected to participate in the event.

~~College buildings, rooms, and athletic fields may be rented by noncollege groups in accordance with the college's facilities use policy. Noncollege groups may otherwise use college facilities as identified in this policy.~~

~~The college designates the following area(s) as the sole limited public forum area(s) for use by noncollege groups for first amendment activities on campus:~~

~~• Building C courtyard area for groups less than thirty;~~
and

~~• Southern courtyard, just north of Carlson Theater if over thirty participants are expected.~~

[Statutory Authority: RCW 28B.50.140. WSR 12-24-044, § 132H-142-040, filed 11/29/12, effective 12/30/12; WSR 05-07-069, § 132H-142-040, filed 3/14/05, effective 4/14/05.]

WAC 132H-142-050 Distribution of Materials.

College groups may post information on bulletin boards, kiosks and other display areas designated for that purpose, and may distribute materials throughout the open areas of campus. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed information. Compliance with relevant procedure(s) around posting of materials on campus is expected.

Non-college groups may distribute materials only at the site designated for noncollege groups.

All posted materials shall be dated and posted in accordance with the manner provided at the site. Posted materials may remain posted for a duration agreed upon at time of approval, after which they will be removed. Refer to procedures for posting materials on campus for additional detail.

~~The role of the president in first amendment decisions. The president of the college may authorize first amendment activities which are reasonably determined not to cause disruption of college activities despite a literal violation of this policy statement. Such determinations shall be made without~~

~~consideration of the content or message of the first amendment activities.~~

~~The president of the college or designee may at any time, terminate, cancel or prohibit the event if it is determined, after proper inquiry, that the event does constitute or will constitute a clear and present danger to the college's orderly operation.~~

[Statutory Authority: RCW 28B.50.140. WSR 05-07-069, § 132H-142-050, filed 3/14/05, effective 4/14/05.]

WAC 132H-142-060 ~~T~~**Criminal trespass.** Noncollege groups who violate these rules, or whose conduct jeopardizes the health or safety of others, or whose conduct unreasonably impedes the college in pursuit of its educational mission will be advised of the specific nature of the violation, and if they persist in the violation, will be requested by the college president or designee to leave the college property. Such a request will be deemed to withdraw the license or privilege to enter onto or remain upon any portion of the college facilities of the person or group of persons requested to leave, and subject such individuals to arrest under the criminal trespass provisions of chapter 9A.52 RCW or Bellevue municipal ordinance.

When the college revokes the license or privilege of any person to be on college property, temporarily or for a stated period of time, that person may file a request for review of the decision with the vice president administrative services or designee within ten days of receipt of the trespass notice. The request must contain the reasons why the individual disagrees with the trespass notice. The trespass notice will remain in effect during any review period. The decision of the vice president of administrative services or designee will be the final decision of the college and should be issued within five work days.

Members of the college community (students, faculty, and staff) who do not comply with this policy as described above will be

reported to the appropriate college office for action in accordance with established college policies.

~~Any person determined to be violating these regulations is subject to an order from the college public safety department to leave the college campus. Persons failing to comply with such an order to leave the college campus are subject to arrest for criminal trespass.~~

[Statutory Authority: RCW 28B.50.140. WSR 05-07-069, § 132H-142-060, filed 3/14/05, effective 4/14/05.]

~~**WAC 132H-142-070 Posting of a bond and hold harmless statement.** When using college buildings or athletic fields, an individual or organization may be required to post a bond and/or obtain insurance to protect the college against cost or other liability in accordance with the college's facility use policy.~~

~~When the college grants permission to a college group or noncollege group to use its facilities it is with the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage.~~

~~[Statutory Authority: RCW 28B.50.140. WSR 05-07-069, § 132H-142-070, filed 3/14/05, effective 4/14/05.]~~

~~**WAC 132H-142-075 Trespass.** Noncollege groups who violate these regulations will be advised of the specific nature of the~~

~~violation, and if they persist in the violation, will be requested by the campus president or designee to leave the college property. Such a request will be deemed to withdraw the license or privilege to enter onto or remain upon any portion of the college facilities of the person or group of persons requested to leave, and subject such individuals to arrest under provisions of chapter 9A.52 RCW or municipal ordinance.~~

~~Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accord with established college policies.~~

~~Persons who violate a district policy or rule may have their license or privilege to be on district property revoked and be ordered to withdraw from and refrain from entering upon any district property. Remaining on or reentering district property after one's license or privilege to be on district property has been revoked shall constitute trespass and such individual shall be subject to arrest for criminal trespass.~~

~~[Statutory Authority: RCW 28B.50.140. WSR 12-24-044, § 132H-142-075, filed 11/29/12, effective 12/30/12.]~~

Chapter 132H-142 WAC

USE OF COLLEGE FACILITIES FOR EXPRESSIVE ACTIVITY

Last Update:

WAC

132H-142-010 Title.

132H-142-015 Definitions.

132H-142-020 Statement of purpose.

132H-142-030 Time, Place and Manner Restrictions

132H-142-040 Additional requirements for noncollege groups.

132H-142-050 Distribution of Materials.

132H-142-060 Trespass.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132H-142-080 First amendment activities and protection of the

college mission. [Statutory Authority: RCW

28B.50.140. WSR 05-07-069, § 132H-142-080, filed

3/14/05, effective 4/14/05.] Repealed by WSR 12-24-

044, filed 11/29/12, effective 12/30/12. Statutory

Authority: RCW 28B.50.140.

WAC 132H-142-010 Title. WAC 132H-142-010 through 132H-142-060 shall be known as use of college facilities for expressive activity.

[Statutory Authority: RCW 28B.50.140. WSR 05-07-069, § 132H-142-010, filed 3/14/05, effective 4/14/05.]

WAC 132H-142-015 Definitions.

(1) "College groups" means individuals or groups who are currently enrolled students or current employees of Bellevue College, or guests of Bellevue College who are sponsored by a recognized student organization, employee organization, or the administration of the college.

(2) "Noncollege groups" means individuals, or combinations of individuals, who are not currently enrolled students or current employees of Bellevue College and who are not officially affiliated or associated with, or invited guests of a recognized student organization, recognized employee group, or the administration of the college.

(3) "Public Use areas" means those areas of each campus that the college has chosen to open as places where noncollege groups may assemble for expressive activity protected by the First Amendment, subject to reasonable time, place or manner restrictions.

(4) "College facilities" includes all owned, rented, leased, controlled, occupied, and used buildings, structures, grounds, office space and parking lots.

(5) "Expressive activity" includes, but is not necessarily limited to, informational picketing, petition circulation, the

distribution of informational leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, protests, meetings to display group feelings or sentiments and/or other types of assemblies to share information, perspective or viewpoints.

(6) "Limited public forum" means the college is a limited public forum for noncollege groups. Limited public forum locations do not include college property, buildings or athletic fields.

College buildings, rooms, and athletic fields may be rented in accordance with the college's facilities use policy.

[Statutory Authority: RCW 28B.50.140. WSR 12-24-044, § 132H-142-015, filed 11/29/12, effective 12/30/12; WSR 05-07-069, § 132H-142-015, filed 3/14/05, effective 4/14/05.]

WAC 132H-142-020 Statement of purpose.

Bellevue College District VIII is an educational institution provided and maintained by the people of the state of Washington. College facilities are reserved primarily for educational use, including, but not limited to, instruction, research, public assembly of college groups, student activities and other activities directly related to the educational mission of the College. The public character of the college does not grant to individuals an unlimited license to engage in activity which limits, substantially interferes with, or otherwise disrupts the normal activities to which the College's facilities and grounds are dedicated. Accordingly, the College designates the outdoor common areas of the College as a limited public forum dedicated to the use of college groups, subject to the time, place, and manner limitations and restrictions set forth in this policy.

The purpose of the time, place and manner regulations set forth in this policy is to establish procedures and reasonable controls for the use of college facilities. It is intended to balance the College's responsibility to fulfill its mission as a state educational institution of Washington with the interests of college groups seeking to assemble in common areas of the campus for expressive activity. Bellevue College recognizes that college groups should be accorded the opportunity to utilize the facilities and grounds of the College to the fullest extent possible.

The college designates the following area(s) as the sole limited public forum area(s) for use by noncollege groups for expressive activities on campus:

- Building C courtyard between building C and D extending out from the fountain for groups less than thirty; and
- Southern courtyard, just north of Carlson Theater if over thirty participants are expected.

[Statutory Authority: RCW 28B.50.140. WSR 12-24-044, § 132H-142-020, filed 11/29/12, effective 12/30/12; WSR 05-07-069, § 132H-142-020, filed 3/14/05, effective 4/14/05.]

WAC 132H-142-030 Time, place, and manner permissions.

(1) Subject to the regulations and requirements of this policy, groups may use the campus limited forums for expressive activities between the hours of [7:00 a.m. and 10:00 p.m.]

(2) Any sound amplification device may only be used at a volume which does not disrupt or disturb the normal use of classrooms, offices or laboratories or any previously scheduled college event or activity.

(3) Groups are encouraged to notify the campus public safety

department no later than twenty-four hours in advance of an event. However, unscheduled events are permitted so long as the event does not materially disrupt any other function occurring at the facility.

(4) All sites used for expressive activity should be cleaned up and left in their original condition and may be subject to inspection by a representative of the college after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary clean-up or for the repair of damaged property.

(5) All fire, safety, sanitation or special regulations specified for the event are to be obeyed. The college cannot and will not provide utility connections or hook-ups for purposes of expressive activity conducted pursuant to this policy.

(6) The event must not be conducted in such a manner to obstruct vehicular, bicycle, pedestrian or other traffic or otherwise interfere with ingress or egress to the college, or to college buildings or facilities, or to college activities or events. The event must not create safety hazards or pose unreasonable safety risks to college students, employees or invitees to the college.

(7) The event must not substantially and materially interfere with educational activities inside or outside any college building or otherwise prevent the college from fulfilling its mission and achieving its primary purpose of providing an education to its students. The event must not materially infringe on the rights and privileges of college students, employees or invitees to the college.

(8) There shall be no overnight camping on college facilities or grounds. Camping is defined to include sleeping, carrying on cooking activities, or storing personal belongings for personal habitation, or the erection of tents or other shelters or structures used for purposes of personal habitation.

(9) College facilities may not be used for commercial sales, solicitations, advertising or promotional activities, unless:
(a) such activities serve educational purposes of the college; and (b) such activities are under the sponsorship of a college department or office or officially chartered student club.

(10) The event must also be conducted in accordance with any

other applicable College policies and regulations, local ordinances and state or federal laws.

[Statutory Authority: RCW 28B.50.140. WSR 12-24-044, § 132H-142-030, filed 11/29/12, effective 12/30/12; WSR 05-07-069, § 132H-142-030, filed 3/14/05, effective 4/14/05.]

WAC 132H-142-040 Additional requirements for noncollege groups. The limited public forum may not be used on the same date as any previously scheduled college event or activity at the site (aside from regularly scheduled classes) where it is reasonably anticipated that more than five hundred people will attend the college event or activity. Noncollege groups may use designated public use areas identified in this policy for expressive activity between the hours of 7:00 a.m. and 10:00 p.m.

Noncollege groups that seek to engage in expressive activity on the designated public use area(s) are *encouraged*¹ to provide notice to the campus public safety office no later than twenty-four hours prior to the event, along with the following information solely to ensure (1) the area is not otherwise scheduled and (2) to give the College an opportunity to assess

any security needs:

(a) The name, address and telephone number of a contact person for the individual, group, entity or organization sponsoring the event; and

(b) The date, time and requested location of the event; and

(c) The nature and purpose of the event; and

(d) The estimated number of people expected to participate in the event.

[Statutory Authority: RCW 28B.50.140. WSR 12-24-044, § 132H-142-040, filed 11/29/12, effective 12/30/12; WSR 05-07-069, § 132H-142-040, filed 3/14/05, effective 4/14/05.]

WAC 132H-142-050 Distribution of Materials.

College groups may post information on bulletin boards, kiosks and other display areas designated for that purpose, and may distribute materials throughout the open areas of campus. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed information. Compliance with relevant procedure(s) around posting of materials on campus is expected.

Non-college groups may distribute materials only at the site designated for noncollege groups.

All posted materials shall be dated and posted in accordance with the manner provided at the site. Posted materials may remain posted for a duration agreed upon at time of approval, after which they will be removed. Refer to procedures for posting materials on campus for additional detail.

[Statutory Authority: RCW 28B.50.140. WSR 05-07-069, § 132H-142-050, filed 3/14/05, effective 4/14/05.]

WAC 132H-142-060 Trespass. Noncollege groups who violate these rules, or whose conduct jeopardizes the health or safety of others, or whose conduct unreasonably impedes the college in pursuit of its educational mission will be advised of the specific nature of the violation, and if they persist in the violation, will be requested by the college president or designee to leave the college property. Such a request will be deemed to withdraw the license or privilege to enter onto or remain upon any portion of the college facilities of the person or group of persons requested to leave, and subject such individuals to arrest under the criminal trespass provisions of chapter 9A.52 RCW or Bellevue municipal ordinance.

When the college revokes the license or privilege of any person to be on college property, temporarily or for a stated period of time, that person may file a request for review of the decision with the vice president administrative services or designee within ten days of receipt of the trespass notice. The request must contain the reasons why the individual disagrees with the trespass notice. The trespass notice will remain in effect during any review period. The decision of the vice president of administrative services or designee will be the final decision of the college and should be issued within five work days.

Members of the college community (students, faculty, and staff) who do not comply with this policy as described above will be reported to the appropriate college office for action in accordance with established college policies.

[Statutory Authority: RCW 28B.50.140. WSR 05-07-069, § 132H-142-060, filed 3/14/05, effective 4/14/05.]