

# BELLEVUE COLLEGE GOVERNANCE CHARTER

## Preamble

Committed to the notion that full and active participation in the decision-making process by all members of the college community is the best means for achieving our mission, Bellevue College adopts the following governance system on [June 7, 2017](#).

The BC governance system is a method of decision-making in which college-wide policies, procedures, and practices are recommended to the president of the college. This system promotes open and honest communication among and between the constituencies that make up the college community. It maximizes agreement among constituencies, and provides mechanisms to assess governance effectiveness.

## ARTICLE I: ROLE AND MEMBERSHIP OF THE ASSEMBLY AND COUNCILS

### Section A: College Assembly

The College Assembly (Assembly) is a college-wide body that reviews and considers key college issues and manages recommendations from councils to the president of the college. It includes representation from students, faculty, classified staff, and exempt staff.

*Role:* The Assembly communicates the work of the governance system to the college at large and to the president. The Assembly ensures that recommendations are fully evaluated and reflect a collaborative process. It acts as a coordinating body for the system overall. The Assembly will consider and act upon issues of college-wide concern originating from constituency councils, functional councils, or the president. The Assembly may refer, propose amendments to, or return to a council for reconsideration any submitted proposal or recommendation. The Assembly will endorse or decline to endorse all recommendations sent to the president from a council. All recommendations require sponsorship from a constituency or functional council, except for recommendations to modify Assembly bylaws.

#### Membership:

- One (1) Assembly Chair, elected from the council chairs
- Four (4) constituency council chairs
- Four (4) functional council chairs

## **Section B: Constituency Councils**

Students, faculty, classified staff, and exempt staff employees will each be represented by constituency councils. Each council will discuss and act on issues of concern to members of its constituency. Constituency councils will have the opportunity to review and endorse recommendations from other councils, as appropriate.

### **Associated Student Government Bellevue College (ASGBC)**

*Role:* ASGBC provides a forum for students to participate in Bellevue College decision-making. The ASGBC initiates, researches, and forms consensus for matters including, but not limited to, policies and procedures, strategic planning, and issues of college-wide concern. Recommendations from the ASGBC will be forwarded to the president, College Assembly, or other councils, as appropriate, and according to ASGBC processes, for further consideration and action. The ASGBC ensures that its standing committees, as identified in the Charter, operate appropriately. Students at Bellevue College are represented by Associated Student Government (ASGBC) as established in Policy 2650 Student Participation in College Governance. Student participation in BC Governance complies with that policy and with the ASGBC constitution and bylaws.

#### **Membership:**

Nine (9) students from the ASGBC distributed in accordance with the ASGBC constitution.

One (1) nonvoting ASGBC Advisor as established by the ASGBC Board of Directors.

### **Faculty Council**

The Faculty Council (FC) provides a forum for faculty to exercise a major role in all aspects of the college's academic program. The FC initiates, researches, and forms consensus for matters including, but not limited to, policies and procedures, strategic planning, and issues of college-wide concern. The FC will make recommendations to the president, College Assembly, or other councils, as appropriate, for further consideration and action. The FC has primary responsibility for the curriculum, faculty professional development, and student assessment, and reviews all policies and procedures with academic impact. The FC ensures that its standing committees, as identified in the Charter, operate appropriately.

#### **Membership:**

Nineteen (19) faculty members to be distributed as follows:

- Five (5) full-time faculty members: one (1) full-time faculty member from each of the instructional divisions—Arts and Humanities, Social Science, Science, HSEWI and Business & Technology
- Five (5) adjunct faculty members: one (1) adjunct faculty member from each of the instructional divisions—Arts and Humanities, Social Science, Science, HSEWI and

#### Business & Technology

- Five (5) faculty members, either full-time or adjunct: one (1) from each of the instructional divisions—Arts and Humanities, Social Science, Science, HSEWI and Business & Technology
- One (1) faculty member from Continuing Education
- One (1) faculty member from the Counseling Center
- One (1) faculty member from the Library Media Center
- One (1) nonvoting member from the BCAHE

Two (2) nonvoting resource liaisons:

- Senior Academic Officer
- Faculty Council Past Chair, if not currently a council member

#### **Classified Council**

The Classified Council (CC) provides a forum for classified staff to participate in Bellevue College decision-making. The CC initiates, researches, and forms consensus for matters including, but not limited to, policies and procedures, strategic planning, and issues of college- wide concern. Recommendations from the CC will be forwarded to the president, College Assembly, or other councils, as appropriate, for further consideration and action. The CC ensures that its standing committees, as identified in the Charter, operate appropriately.

Membership: Ten (10) classified staff members to be distributed as follows:

- Two (2) members from the group represented by the WFSE bargaining unit, one appointed by the BC chapter of the Washington Federation of State Employees, and one other WFSE member elected by classified staff
- Seven (7) at-large classified staff members
- One (1) WPEA Union Steward appointed by the BC chapter of the Washington Public Employees Association (WPEA)
- Two (2) nonvoting resource liaisons:
  - Vice President of Human Resources
  - Vice President of Administrative Services

#### **Exempt Council**

*Role:* The Exempt Council (EC) provides a forum for exempt staff to participate in Bellevue College decision-making. The EC initiates, researches, and forms consensus for matters including, but not limited to, policies and procedures, strategic planning, and issues of college-wide concern. Recommendations from the EC will be forwarded to the president, College Assembly, or other councils, as appropriate, for further consideration and action. The EC ensures that its standing committees, as identified in the Charter, operate appropriately.

Membership:

Nine (9) exempt staff to be distributed as follows:

- Nine (9) at-large exempt staff members
- Two (2) nonvoting resource liaisons:
  - Vice President of Human Resources
  - VP Institutional Advancement or other as determined by EC and President

## Section C: Functional Councils

Students, faculty, classified staff, and exempt staff shall also be represented in governance through four functional councils that reflect the day-to-day operations of the college.

### **Student Success Council**

*Role:* The Student Success Council (SSC) will consider matters related to the provision of instruction and student services, including, but not limited to, educational planning and advising, student transitions, instructional technology, and equitable opportunities. The SSC will make recommendations to the College Assembly or other councils, as appropriate, for further consideration and action. It will encourage cross-campus communication, coordination and collaboration between all units engaged in improving student success, particularly the areas of Instruction, Student Affairs, and Economic and Workforce Development. The Student Success Council will make recommendations to the College Assembly or other councils, as appropriate, for further consideration and action.

Membership:

Seventeen (17) members to be distributed as follows:

- Two (2) instructional faculty, either full-time or adjunct
- One (1) non-instructional faculty from the Counseling Center
- One (1) Library Media Center representative
- One (1) faculty diversity representative appointed by the Office of Diversity, Equity, and Inclusion
- One (1) faculty member from Continuing Education
- One (1) exempt staff member from Instruction, or Continuing Education
- One (1) exempt staff member from Student Affairs
- One (1) dean
- One (1) at-large exempt staff member
- One (1) classified staff member from Academic Affairs
- One (1) classified staff member from Student Affairs
- One (1) at-large classified staff member
- Three (3) at-large students
- One (1) member from Information Technology Services

Three (3) nonvoting resource liaisons:

- Vice President for Student Affairs
- Vice President of Continuing Education or other as determined by President
- Senior Academic Officer

### **Resources and Planning Council**

*Role:* The Resources and Planning Council (RPC) provides a forum to consider college-wide strategic planning and resource allocation, including planning assumptions, annual unit planning, the collection of appropriate data, and mission fulfillment. It ensures that planning and resource allocation are aligned. The RPC will make recommendations to the college president, the College Assembly or other councils, as appropriate, for further consideration and action. It will encourage cross-campus communication, coordination, and collaboration between all units of the college, particularly the areas of Finance, and Effectiveness and Strategic Planning.

Membership:

Fifteen (15) members to be distributed as follows

- Two (2) at-large faculty members, program chairs preferred
- Two (2) at-large faculty members
- One (1) Budget Director
- One (1) Grant Director
- One (1) member from Institutional Advancement
- One (1) dean
- One (1) at-large exempt staff member
- Three (3) at-large classified staff members
- Three (3) at-large students

Three (3) nonvoting resource liaisons:

- Vice President for Administrative Services
- Vice President of Institutional Advancement
- Associate Vice President of Effectiveness and Strategic Planning

### **Council for Inclusion and Diversity**

*Role:* The Council for Inclusion and Diversity (CID) provides a forum to consider equitable opportunities and outcomes for all students and employees. It ensures the recruitment and retention of a diverse student body and works to reduce disparate achievement outcomes. The CID also promotes the recruitment and retention of a diverse workforce with equitable professional opportunities. The CID will make recommendations to the president, College Assembly or other councils, as appropriate, for further consideration and action. It will encourage cross-campus communication, coordination, and collaboration. The CID provides a

framework to further the college's commitment to diversity within BC Governance and is supported by the Office of DEI and Human Resources.

**Membership:**

Sixteen (16) members to be distributed as follows:

- Three (3) at large faculty members
- One (1) Title IX Coordinator
- One (1) dean
- One (1) member from TRiO
- One (1) member appointed by the LGBTQIA Task Force or succeeding entity
- One (1) member from the Disability Resource Center
- One (1) member from Multicultural Services
- One (1) member from Neurodiversity Navigators
- One (1) at-large exempt staff member
- Two (2) at-large classified staff members
- Three (3) at-large students
- Two (2) nonvoting resource liaisons:
  - Vice President of Diversity, Equity & Inclusion
  - Vice President of Human Resources

**Infrastructure Council**

*Role:* The Infrastructure Council (IC) provides a forum to consider the effectiveness of nonacademic support functions, including technology, facilities, and auxiliary services. The IC will make recommendations to the president, College Assembly or other councils, as appropriate, for further consideration and action. It will encourage cross-campus communication, coordination, and collaboration between all students and employees concerning infrastructure, particularly Information Technology Services and Administrative Services.

**Membership:**

Thirteen (13) members to be distributed as follows:

- Three (3) at-large faculty members
- One (1) Executive Director, Campus Operations
- One (1) member from Information Technology Services
- One (1) at-large exempt staff member
- One (1) instructional dean
- One (1) classified staff member from Public Safety
- One (1) classified staff member from Grounds & Maintenance
- One (1) at-large classified staff member

- Three (3) at-large students

Two (2) nonvoting resource liaisons

- Vice President of Administrative Services
- Vice President of Information Technology Services (ITS)
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## ARTICLE II: COMMITTEES AND TASK FORCES

Section A: Each council may create standing committees to address ongoing matters.

Section B: Each council may create task forces to address specific, short-term issues.

Section C: The College Assembly may create task forces to address specific issues.

Section D: Standing committees or task forces may appoint nonvoting resource members.

## ARTICLE III: ASSEMBLY AND COUNCIL OFFICERS

### Section A: Officers

1. Each council will annually elect a chair (or co-chairs) from its membership.
2. Each council will annually elect up to two vice chairs.. Mid-year vacancies will be replaced by a majority vote.
3. Each council may elect or appoint additional officers to accomplish its work.
4. The Assembly will annually elect a chair from its membership as described in the Assembly bylaws.
5. The Assembly Chair may hold no other governance position.

### Section B: Officer Duties and Responsibilities

#### Assembly Chair

- Set the agenda for College Assembly meetings.
- Preside over all Assembly meetings.
- Maintain communication with the chairs of other councils and Resource Liaisons.
- Represent the Assembly to college president and Board of Trustees.

#### Council Chair (or Co-Chairs)

- Set the agenda for council meetings.
- Preside over all council meetings (Co-Chairs may alternate).
- Maintain communication with the chairs of other councils and Resource Liaisons.
- Represent the council on College Assembly.

#### Vice Chair(s)

- Preside over meetings in the absence of the chair.
- Preside over council or Assembly elections.
- Assume duties of chair if the chair is unable to perform responsibilities.
- Perform other duties as assigned by the chair, including but not limited to:
  - Proposal tracking, communication planning, liaison duties
  - Document management as needed.

- Cross-council partnerships
- Communicate with BCG support staff to update rosters, minutes, agendas.

If a council has elected two Co-Chairs or otherwise votes to do the following, the council may vote to leave a Vice Chair position vacant and have those duties absorbed by the existing chair positions.

### **Section C: Resignation, Vacancy, and Recall**

1. An officer may resign with written notice to the council.
2. An officer may be recalled from office by a vote of two-thirds of all council members if the officer's actions are deemed inappropriate by the membership.
3. An officer facing recall will receive notice prior to the meeting at which the recall will be discussed and will have an opportunity to speak before the Assembly or council regarding the performance of council duties.
4. If the recalled officer is a member of the Assembly, the Assembly will notify the respective council of the recall. The respective council may choose to maintain the current chair or elect a new chair. If the current chair is maintained, the vice chair will serve as the council's representative on the Assembly.

## **ARTICLE IV: MEMBER NOMINATIONS, ELECTIONS, AND APPOINTMENTS**

### **Section A: Eligibility**

1. Faculty members who have been employed by the college for a period of at least six months, and classified and exempt staff members who have been employed by the college for a period of at least six months with a minimum of 50% FTE are eligible to serve on a council.
2. Faculty members, classified staff members, and exempt staff members who change their primary employment category will no longer be eligible to represent the previous employment category.
3. Student eligibility will be determined by ASGBC guidelines.
4. Exempt staff members below the vice presidential level are eligible to serve on the Exempt Council and functional councils. Vice presidents participate in BC Governance through their role as resource liaisons

### **Section B: Terms**

1. Faculty, classified staff, and exempt staff terms of office will be three years. These terms will be staggered.
2. Student terms of office will be one year.
3. A member will be limited to two consecutive terms on a council. Members may immediately serve on another council.
4. A member may not serve as chair of more than one council.

### **Section C: Appointment and Election**

1. Faculty, classified, and exempt constituency councils will be populated by elections. In



the case of a tie, one name will be randomly drawn by the current chair of the respective council.

2. The student constituency council will be populated by elections and appointments according to the ASG constitution.
3. Functional councils will be populated by appointment from the constituency councils, from special groups, or by position.

#### **Section D: Expectations**

1. Training: Before assuming membership on a council, newly elected members of councils will complete governance training.
2. Attendance: More than three unexcused absences, as determined by the chair, in an academic year from regularly scheduled council meetings will result in that position being declared vacant. The chair will excuse an absence in the case of a proxy being sent or for other reasons.
3. Service: Each council member fulfills the obligations described in the position description posted on the BC Governance webpage.

#### **Section E: Membership Resignation, Vacancy, and Recall**

1. A member may resign from any council by submitting written notification to the respective council membership.
2. If a seat on any council is vacated, the chair of the represented council may appoint a new member from the same employee or student category to complete the term that has been vacated.
3. A member of any council may be recalled by a two-thirds vote of that council's membership if the member's actions are deemed inappropriate by the membership. A member facing recall will receive notice prior to the meeting at which the recall will be discussed and will have an opportunity to speak before the respective council regarding performance of council duties.

### **ARTICLE V: MEETINGS**

#### **Section A: Schedule**

1. The Assembly and each council will meet at least once a month during fall, winter, and spring quarters. At the final meeting of the academic year prior to their term, newly elected council members will be invited to attend for the election of officers.
2. Semi-annual meetings with the President, and President's Cabinet. This includes (a) summer retreat and, (b) a second meeting, most likely in the winter quarter.
3. Special meetings may be called at the discretion of the chair or one-third of the Assembly or council membership.
4. Meetings may be cancelled at the discretion of the Assembly or council chair. Notice of cancellation must be sent to the Assembly and posted on the governance webpage. If the Assembly cancels a regularly scheduled meeting, the chair must notify the Office of the President.

5. All meetings may be attended by any member of the college community.

### **Section B: Parliamentary Procedures**

For parliamentary procedures, the current version of *Robert's Rules of Order* shall be the parliamentary guide. All business of the councils shall be conducted in accordance with *Robert's Rules of Order* provisions, unless such business is inconsistent with the charter, Assembly bylaws, or council bylaws.

### **Section C: Quorum, Voting, and Proxy**

1. A majority of the members of the council will constitute a quorum to conduct business.
2. Each council member will have one vote.
  - In the case of co-chairs or co-vice chairs within a council, the vote is one-half.
  - In the case of co-chairs at Assembly, co-chairs will cast a single vote that represents the vote of their council.
3. Council members who will be absent from council meetings may give their general proxy to another individual member of their employee or student category. The chair of the council must receive notification of the proxy in writing. The proxy can be used for quorum and voting.
4. If a proxy attends a meeting for a member, the absence is considered excused.

## **ARTICLE VI: AMENDMENTS**

### **Section A: Amending the Charter**

1. All changes to the charter must be proposed by an Assembly member.
2. The Assembly must be notified in writing of any proposed charter amendments at least ten business days prior to its next scheduled meeting.
3. After the Assembly has considered the proposed amendment to the charter, the proposed amendment will be posted on the governance webpage and distributed electronically to members of the college community. Members of the Assembly will vote on the proposed amendment no sooner than at the next Assembly meeting.
4. The charter can be amended by a two-thirds affirmative vote by the entire Assembly. It is the expectation that Assembly members consult with their respective councils before casting a vote for a charter amendment.
5. Amendments to the charter or bylaws acted on by the Assembly will be forwarded as a recommendation to the president of the college for action.
6. If the amendment is approved, it is then incorporated into the college charter within 15 days and posted on the governance webpage.

### **Section B: Amending the Bylaws**

1. Councils may amend their bylaws by using the following process:
  - a. All changes to bylaws must be proposed by a council member.
  - b. The council must be notified in writing of proposed amendments to the bylaws at least ten business days prior to its next scheduled meeting.

- c. The amendment must receive a two-thirds affirmative vote of the council before it is forwarded to the Assembly.
  - d. The Assembly must be notified in writing of any proposed bylaw amendments that have been approved by a council at least ten business days prior to its next scheduled meeting.
  - e. The Assembly may endorse by a two-thirds affirmative vote or decline to endorse the amendment.
  - f. Amendments to the bylaws acted on by the Assembly will be forwarded as a recommendation to the president of the college for action.
  - g. If the amendment is approved, it is then incorporated into the council's bylaws and posted on the governance webpage within 15 days.
2. The Assembly may amend its bylaws by using the following process:
- a. The Assembly and all councils must be notified in writing of proposed amendments to the bylaws at least twenty business days prior to its next scheduled meeting.
  - b. The amendment must receive a two-thirds affirmative vote by the Assembly.
  - c. All bylaw amendments will be made available to the college community on the governance webpage.
  - d. Amendments to the Assembly bylaws will be forwarded as a recommendation to the president of the college for action.
  - e. If the amendment is approved by the president, it is then incorporated into the Assembly's bylaws and posted on the governance webpage within 15 days.

## ARTICLE VII. SCOPE

College Policies and Procedures supersede the charter and bylaws.

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President's Cabinet Approval: 12/6/2022; 9/6/23, 6/25/24