



Front Row left: Sergey, Peter, ASG Advisor Gabrielle Bennett, Assistant Dean of Student Programs Faisal Jaswal, Lauren. Back Row from left: Jacob, Yoonmi, Kelsey, Jorge, and Justin

**Official Report Appendixes**  
**Summer Quarter**  
**2007-08 Associate Student Government**  
**Bellevue Community College**

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**1) ASG Associate Justice Application 2007-2008**

**ASG Associate Justice Application**

**POSITION:** Associated Student Government Associate Justice

**DEPARTMENT:** Student Programs

**SALARY:** Approximately \$4680 Annually.

**OPENS:** June 11, 2007

**CLOSES:** June 26, 2007

**(Applicants and all required documents must be submitted by 5PM Pacific Standard Time on June 26, 2007 to the Student Programs Office.)**

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**MINIMUM QUALIFICATIONS:**

*Applicants must meet the minimum qualifications to apply.*

- Candidates must have a minimum GPA of 2.75 at the time of application
- Candidates must maintain a minimum GPA of 2.75 if hired.
- Candidates must maintain a minimum of 8 credits per quarter if hired.
- Candidates must have completed a minimum of 15 college level credits at the time of application.

**REQUIRED DOCUMENTS TO SUBMIT WITH THE ASG ASSOCIATE JUSTICE APPLICATION:**

*To be considered for this position, applicants must meet the minimum qualifications and must submit a complete application packet which includes the following\*:*

- Two Letters of Recommendation from Bellevue Community College Staff or Faculty of different positions.
- Resume (Optional)
- Letter of Intent that answers the following questions:
  1. What skills and strengths do you possess that will enable you to be successful in the position for which you've applied?
  2. Describe what team work means to you and an experience you have had working as part of a team?
  3. Describe how you are involved on campus?
  4. Describe a community service experience you have had and what you learned from that experience?

\* Items that are submitted in addition to those listed below will not be taken into consideration to insure equality.

**APPLICATIONS MUST BE SUBMITTED TO:**

Student Programs, C212  
Bellevue Community College  
3000 Landerholm Circle, SE  
Bellevue, WA 98007-6484

**Student Programs Office hours:** 8:00a.m. - 5:00 p.m., Monday-Friday. Closed weekends and holidays. For information or to request an application send an email to [asgenvir@bcc.ctc.edu](mailto:asgenvir@bcc.ctc.edu) or call 425-564-5084.

**JOB SUMMARY:**

The ASG Associate Justice is a member of the ASG Justice Board. The ASG Justice Board has the judicial power of the ASBCC and it shall be vested in one Judicial Board who will serve to interpret and uphold the ASBCC Constitution and ASBCC By-laws.

As outline in Section 2 of the ASBCC constitution, the Judicial Board:

- Shall have the authority to veto/suspend any act passed or procedure by the Board of Directors that appears to be in conflict with the ASBCC By-laws, constitution or policies and procedures that govern student rights.
- Shall have the authority to and be responsible for the charter of the ASBCC clubs, organizations or associations.

Associate Justices

- Shall assist the Chief Justice in any responsibilities deemed necessary.
- Shall maintain official ASG Board of Directors records.

**KEY RESPONSIBILITIES:**

- Assist the Chief Justice in all duties.
- Serve on the Citation Review Committee.
- Help to coordinate the election process.
- Help to coordinate the ASG BBQ.
- Maintains 9.0 hours per week. (2006-2007 figures)
- Serve on assigned committees
- Attend training sessions
- Attend all board meetings
- Support student programs in its various projects
- Will perform the duties of a Student Ambassador

**ASG ASSOCIATE JUSTICE HIRING TIMELINE:**

*Timeline is tentative upon the number of applicants that meet the Minimum Qualifications and upon the number of applicants recommended by The Screening Committee. Applicants may request alternative interview times in writing to asgenvir@bcc.ctc.edu by the Closing Date.*

- Application OPENS June 11, 2007
- Application CLOSES June 26, 2007. Completed Applications and Required Documents must be submitted to the Student Programs Front Desk by 5PM June 26, 2007 in the BCC Main Campus Room C-212.
- Applicants will be notified on June 28, 2007 if they meet the Minimum Qualifications. If they meet the minimum qualifications an interview will be scheduled by the Screening Committee.
- The Screening Committee will assess and review, applications and packets provided by each applicant.
- The Screening Committee will interview the applicants that meet the Minimum Qualifications on July 2, 2007 at 1PM to 5PM and/or July 3, 2007 at 1PM to 5PM in the BCC Main Campus Room C-211.
- The Screening Committee may recommend applicants to the ASG Executive Board. The Screening Committee must notify the ASG Executive Board by July 5, 2007.
- The ASG Executive Board will contact applicants that have been recommended by the Screening Committee to schedule an interview by July 5, 2007. The interview will be on Tue July 9, 2007 at 2PM to 4PM and/or July 10, 2007 at 2PM to 5PM in BCC Main Campus Room C-211.
- The ASG Executive Board may choose to hire an applicant to fill the position of ASG Associate Justice.
- The ASG Justice Board will notify all applicants as to the final decision of the ASG Executive Board by July 11, 2007.

**SCREENING COMMITTEE:**

- ASG Chief Justice for 2007-2008. (Non-Voting member who will chair to only insure the committee complies with ASG By-Laws, ASG Constitution, and ASBCC Ethics Code)
- 5 current Bellevue Community College students at large

**ASG EXECUTIVE BOARD:**

- ASG Chief Justice for 2007-2008 ((Non-Voting member who will chair to only insure the committee complies with ASG By-Laws, ASG Constitution, and ASBCC Ethics Code)
- ASG President for 2007-2008
- ASG Vice President of Finance and Communication for 2007-2008
- ASG Vice President of Pluralism and Student Affairs for 2007-2008

**2) ASG AJ Screening Committee Purpose and Phases**

## ASG\_Official\_Summer\_Quater\_Report\_2007-2008\_Appendixes.doc

### Purpose:

The Screening Committee was created to insure more student at large input into the selection of applicants to fill vacant positions in the ASG for 2007-2008. This was created with the idea of increasing transparency, ethics, and overall a broader student input in the selection process.

### Responsibilities:

The Screening Committee may assess and review, applications and packets provided by each applicant. They also may assess and review information proved by applicants in the interview process.

### Phase 1:

Training

### Phase 2:

Assess and Rate each Applicant:

- Letter of Intent
- Letter of Recommendation
- Resume (Optional)

### Phase 3:

Submit Rate Chart for Applicants Documents

### Phase 3:

Interview Candidates and Assess and Rate each Applicants

- Submit Rate Chart for Applicants Interview
- Submit Pros and Cons
- Recommend Candidates to be reviewed by ASG Executive Board of Directors (This may be any number of applicants or no applicants)

## **3) ASG AJ Screening Committee Questions**

ASG Associate Justice

Screening Committee Interview

Interview Questions

### Chief Justice Comments:

- Welcome to the interview. We will be asking question and writing comments down. We are not necessarily writing positive or negative comments, we are simply taking notes.
- We will read each question to you and provide a written copy of the questions.
- After you complete your answer for each question, Please let us know you are ready for the next question.
- If you need any question repeated, Please Ask.

### Questions:

1. Tell us about your self?
2. What is your greatest Strength and greatest Weakness?
3. What is good customer service to you and give an example of how you would provide it?
4. If you were offered the position, how would you balance your time with school and other activities and your time commitment to ASG?
5. Describe an experience where you managed a project and how you would improve it next time?
6. I will read you an ASBCC By-Law. After I read it to you, please explain what it means as if I was a new student:

**1.5.2. Authority**

As outlined in Article 6 Section 2 of the ASBCC Constitution, the ASBCC Judicial Board shall have the authority to veto/suspend any act passed or procedure by the Board of Directors that appears to be in conflict with the ASBCC By-laws, Constitution or policies and procedures that govern student rights. The Judicial Board shall have the authority to and be responsible for the charter of the ASBCC clubs, organizations or associations.

7. What is a multi-cultural working environment to you and how would you work within that environment?
8. Why did you apply to ASG and how willing are you to being a student advocate?
9. I will read you a scenario and after I read it to you, we would like to know how you would handle that situation?

If you saw one of your coworkers steal \$.50 for a can of pop, but they promised to pay the person back,  
What would you do to handle that situation?

- 4) <http://www.dolir.mo.gov/hr/interview.htm>

Missouri Department of Labor and Industrial Relations					Matt Blunt, Governor Omar D. Davis, Director

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## Commission on Human Rights

### *Pre-employment Inquiries*

What questions should and should not be asked during a pre-employment interview?

While it is an employer's right to establish job-related requirements and to seek the most qualified applicant for a job, inquiries about race, sex, disability, etc. usually aren't relevant to an applicant's qualifications and aren't legitimate. Only those inquiries necessary to determine an applicant's qualifications and eligibility for employment, that is, job-related inquiries, should be made during job interviews.

Any pre-employment inquiries which express any limitation, specification or preference due to race, color, religion, national origin, sex, ancestry, disability or age violate the Missouri Human Rights Act unless they are based upon a bona fide occupational qualification.

Information obtained through application forms and interviews is presumed to be used by employers in making hiring and work assignment decisions. For this reason, only those inquiries necessary to determine the applicant's qualifications and eligibility for employment should be made.

The following examples are provided to help you understand what types of inquiries are acceptable and what types are inadvisable under the Act. The list is not exhaustive and there may be exceptions.

	<b>Acceptable</b>	<b>Inadvisable</b>
<b>Race or Color</b>	<b>None unless required for an EEO reporting process on a form separate from the application.</b>	<b>Applicant's race or color of applicant's skin.</b>
<b>Arrest Record</b>	<b>None, unless job related.</b>	<b>Number and kinds of arrest.</b>
<b>Conviction Records</b>	<b>Inquiry into actual convictions if substantially related to applicant's ability to perform a specific job.</b>	<b>Inquiries about convictions unrelated to job requirements.</b>
<b>Military Service</b>	<b>Military experience or training if job related.</b>	<b>Type or condition of discharge. Inquiry into military service of another country.</b>
<b>Credit Records</b>	<b>None, unless job related.</b>	<b>Inquiries about charge accounts, credit rating, including bankruptcy or garnishments.</b>
<b>Religion</b>	<b>None, except where religion is a bona fide occupational qualification.</b>	<b>Applicant's religious affiliation, church, parish, or religious holidays observed.</b>



<b>Availability for Work on Weekends or Evenings</b>	<b>If asked of all applicants and it is a business necessity for the person to be available to work weekends and/or evenings.</b>	<b>Any inquiry about religious observance.</b>
<b>References</b>	<b>Names of professional and/or character references.</b>	<b>Name of applicant's pastor or religious leader.</b>
<b>National Origin</b>	<b>None, except where national origin is a bona fide occupational qualification.</b>	<b>Applicant's lineage, ancestry, national origin, descent, parentage, or nationality of applicant, applicant's parent or spouse.</b>
<b>Birthplace &amp; Residence</b>	<b>Applicant's place of residence, length of applicant's residence in Missouri and/or city where employer is located.</b>	<b>Birthplace of applicant, parents, or other relatives; birth certificate, naturalization or baptismal certificate prior to hiring.</b>
<b>Language</b>	<b>Languages applicant speaks or writes fluently if job related.</b>	<b>Applicant's mother tongue, language used by applicant at home, how applicant acquired the ability to read, write or speak a foreign language.</b>
<b>Name</b>	<b>Whether applicant has worked under a different name where necessary to permit a check of work or education records.</b>	<b>The original name of an applicant whose name has been legally changed or the national origin of an applicant's name.</b>
<b>Marital Status</b>	<b>None</b>	<b>Whether applicant is married, single, divorced, separated, engaged, widowed.</b>
<b>Citizenship</b>	<b>Documentation to establish applicant's identity and employment eligibility.</b>	<b>Birthplace of applicant or any information not relevant to making employment decision.</b>
<b>Age</b>	<b>None, except where age is a bona fide occupational qualification.</b>	<b>Requesting age on employment application, using phrases such as "young, boy, girl, recent college graduate" on help wanted notices or advertisements.</b>
<b>Sex</b>	<b>None, unless required for EEO reporting process on a form</b>	<b>Applicant's sex or gender.</b>

	<b>separate from the application, except where sex is a bona fide occupational qualification.</b>	
<b>Family Status</b>	<b>Where applicant has responsibilities or commitments which prevent him/her from meeting work schedules if asked of all applicants regardless of sex.</b>	<b>Marital status, number and age of children, spouse's job.</b>
<b>Pregnancy</b>	<b>Applicant's anticipated duration or stay on job if asked of all applicants.</b>	<b>Any inquiry into pregnancy, medical history or family plans.</b>
<b>Child Care</b>	<b>None, unless job related and asked of all applicants.</b>	<b>Inquiry into child care arrangements of only female applicants.</b>
<b>Height &amp; Weight</b>	<b>None, unless job related.</b>	<b>Any inquiry unrelated to job requirements.</b>
<b>Disability</b>	<b>Whether applicant can perform job in question.</b>	<b>To ask applicant to list his/her disabilities.</b>
<b>Organizations</b>	<b>Applicant's membership in professional organizations if job related.</b>	<b>All clubs, social fraternities, societies, lodges, or non-job-related organizations to which applicant belongs.</b>
<b>Relatives/Friends</b>	<b>Names of applicant's relatives already employed by your organization or a competitor but you may not give preference if women and minorities are underrepresented in your workforce.</b>	<b>Names of friends working for the company or relatives other than those working for the company.</b>
<b>Photographs</b>	<b>None except after hiring.</b>	<b>Photograph with application or after interview but prior to hiring.</b>

Contact Information

Phone Number: (573) 751-4091

**Email:**[weblord@dolir.mo.gov](mailto:weblord@dolir.mo.gov)

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### 5) ASG AJ Evaluation Form

#	Name	Organization	Inter-Personal and Oral Communication Skills (Interview)	Customer Service	Time Management	Project Management	By Law	Commitment to Pluralism
1								
2								
3								
4								
	Name	Overall	Pass on to ASG Exec. Board for Review (Yes or No)					
1								
2								
3								
4								

PLEASE RATE EACH BOX 1-5 AND OVERALL 1-5.

PLEASE SAY YES OR NO FOR ALLOWING APPLICANTS TO BE FOREWORD FOR CONSIDERATION TO HIRING BOARD OF DIRECTORS

5=very strong answer
4=strong answer
3=good answer
2=bad answer
1=very bad answer
0=Did not address

### 6) ASG Executive Board of Directors Interview Questions

Slightly different than original questions and removed question 6.

### 7) ASG Executive Board of Directors Evaluation Form

#	Name	Organization	Inter-Personal and Oral Communication Skills (Interview)	Customer Service	Time Management	Project Management	By Law	Commitment to Pluralism
1								
2								
3								

4								
	Name	Overall	Pass on to ASG Exec. Board for Review (Yes or No)					
1								
2								
3								
4								

PLEASE RATE EACH BOX 1-5 AND OVERALL 1-5.

PLEASE SAY YES OR NO FOR ALLOWING APPLICANTS TO BE FOREWORD FOR CONSIDERATION TO HIRING BOARD OF DIRECTORS

5=very strong answer
4=strong answer
3=good answer
2=bad answer
1=very bad answer
0=Did not address

#### 8) ASG Official Announcement New AJ Yoonmi Park

## ASSOCIATED STUDENT GOVERNMENT OFFICIAL ANNOUNCEMENT

For Immediate Release

DATE: **July 10, 2007**

### ***ASG Hires International Student Yoonmi Park as new Associate Justice***

The Associated Student Government of the Associated Students of Bellevue Community College is pleased to announce the hiring of Yoonmi Park as the new ASG Associate Justice. Yoonmi brings to the ASBCC Student Government over 12 years of student government experience from her native country of Korea. Since coming to BCC in the summer 2006, Yoonmi has maintained a very high GPA and is a member of Phi Theta Kappa. She is also very involved in other activities including working with the BCC Math Lab and as an officer of BCC Rotaract Club. While holding an officer position in BCC Rotaract Club she assisted with the screening of "The Right to Risk" as part of Student Pluralism Day, volunteered at Camp Goodtimes, a camp for children with terminal cancer, and many other volunteer activities.

Yoonmi has gone through the most intense interview and screening process in ASG history. This included a new Screening Committee made up of students-at-large and a member nominated by the Student Pluralism Committee.

Yoonmi has played flute for 10 years and piano for 12 years and in her spare time she enjoys seeing movies and hanging out with friends.

The ASG is confident that with her extensive experience in student leadership and involvement on the BCC Campus she will make an exceptional member of the ASG Team. Please join us in welcoming her to the ASG.

For more information, comments, or question; please contact ASG President Jacob Peltier.

**CONTACT:**

*Jacob Peltier, ASG President, Bellevue Community College, (425) 564-2295 asgpres@bcc.ctc.edu*

*Gabrielle Bennett, ASG Advisor, Bellevue Community College, (425) 564-2385 gbennett@bcc.ctc.edu*

**9) ASG Training Spreadsheet**  
**ASBCC Associated Student Government for 2007-2008 Training**

Topic	Date	Time	Location	Facilitator	Description
Leadership Style Workshop and Inventory	6/20/07	1:00pm	Leadership Institute Summer Retreat	Gabrielle Bennett	Provides information leadership styles and inventory about their leadership
Ethics Workshop	6/20/07	3:30pm	Leadership Institute Summer Retreat	Ron Leatherbarrow	Workshop on differences and how to evaluate them
Diversity Workshop and Inventory	6/21/07	8:00am	Leadership Institute Summer Retreat	Faisal Jaswal	Student Leaders discuss and took a personal inventory about their willingness to be diverse
Bafa Bafa: A Cross-Cultural Simulation Workshop	6/21/07	9:00am	Leadership Institute Summer Retreat	Jerry Bunce of the Boeing Company	In <b>BaFa' BaFa'</b> participants understand the power culture plays in everyday life and may be used to help prepare for living and working with people from different departments, disciplines, races, and ages.
Team Building Ropes Course	6/21/07	12:30pm	Leadership Institute Summer Retreat	The Whidbey Institute High Point Experience	
Food Services, Events, Public Safety, Career and Woman's Center, and Center for Liberal Arts Presentations	6/22/07	9:00am	Leadership Institute Summer Retreat	BCC Departments	Introduction to service departments

ASG Presentation and Club Introduction	6/22/07	12:30pm	Leadership Institute Summer Retreat	ASG President	Facilitated an introduction of Officers to Clubs and provided an opportunity for Leaders who will not be during 2007-2008 to share experiences
<b>ASG Team Meeting and Training</b>	7/5/07	2:00pm-4:00pm	C211	ASG President & Advisor	Expectations/ Year Long Strategic Plan
Diversity and Leadership	7/12/07	1:00pm	C130	Dr. Jim Bennett and Dr. Thomas Pritchard	Training on Diversity
Youth Undoing Racism Workshop	7/13-14/07	8:30am-4:40pm	Seattle	The People's Institute for Survival and Beyond	See Attachment
<b>ASG Team Meeting and Training</b>	7/18/07	2:00pm-5:00pm	C211	ASG President & Advisor	ASG & BCC policies, ASG code of Ethics (Request for Remodeling)

Topic	Date	Time	Location	Facilitator	Description
Marketing and Media Training and <b>ASG Team Meeting</b>	7/25/07	2:00pm-5:00pm	C211	Bob Adams and Bart Becker	Training on Marketing with the Media
Department Tour	7/31/07	12:00pm-3:00pm	Student Programs	Gabrielle Bennett	Tour different BCC departments
Courageous Conversations and <b>ASG Team Meeting</b>	8/1/07	2:00pm-5:00pm	C211	Elman McClain	Introduction to Courageous Conversations to prepare Officers to participate in Conversations
"Let's Talk about Race" Workshop	8/8/07	12:00pm-5:00pm	A130	BCC Faculty	"Let's Talk about Race"
Communication	8/15/07	9:30am-11:30am	C130	Stephanie Hurst	Communication Style
Event Planning	8/15/07	12:00pm-2:00pm	C130	Student Programs Staff	Training on Event Planning Project Plan
Fiscal Training	8/15/07	12:00pm-2:00pm	C130	Student Programs Staff	Training on BCC Financial Procedures
Team Building	8/15/07	2:00pm-4:00pm	TBA	Peter Prescott	Team Building activity
Meet President's staff	8/21/07	2:00pm-3:00pm	TBA		Attend President's staff in order to meet the President

National Certified Student Leader Program	8/24-25/07	TBA	UW Tacoma	NCSLP Presenters	National Certified Student Leader Program to make the first Nationally Certified Leaders
<b>Disabilities Workshop</b>	8/28/07	2:00-3:30 pm	BCC	Susan Gjølmesli and Dimiti Azadi (DRC)	"But What if I Say or Thing?" Disabilities w
<b>ASG Team Meeting and Training</b>	8/29/07	2:00pm-3:00pm	C211	TBA	
Washington Community and Technical Colleges Leadership and Activities Institute	9/5-9/07	TBA	Wenatchee	WCTC Presenters	This is a networking and collaborative building organized by CUSP for regional training for State Governments and Str
<b>ASG Team Meeting and Training</b>	9/12/07	2:00pm-5:00pm	C211	TBA	
<b>ASG Team Meeting and Training</b>	September TBA	2:00pm-5:00pm	C211	Russ Payne	Ethics Training

### Individual Meetings

Topic	Date	Facilitator	Description	Status
Review committee placements	By July 31st	ASG President	Meet with each ASG officer to discuss their college committee placements	Completed
Learning goals	By August 16th	Gabrielle Bennett	Meet with each ASG officer to review their leadership style and diversity inventories and to discuss their learning goals for the year	Completed

**10) ASG Training and Reference Binder**  
**ASG Training and Reference Binder**  
**2007-2008 Associated Student Government**

**Tab 1**

- ASBCC Constitution (Insert)
- ASBCC By-Laws
- Student Programs Mission
- ASBCC Code of Ethics

**Tab 2**

- ASBCC Financial Code
- ASBCC Service and Activities (S & A) Fee Budget for 2007-2008 (Insert)

**Tab 3**

- Student Events and Resource Manual
- BCC Organizational Chart (Insert)

**Tab 4**

- BCC Policy 1200 College Vision, Core Values, Mission and Goals
- BCC Policy 1460 Bias Incidents and Hate Crimes Interim Policy
- BCC Policy 2050 Student Code
- BCC Policy 4000 Affirmation of Inclusion
- BCC Policy 4050 Cultural Pluralism Policy
- BCC Policy 6120 Use of Community College District VIII Facilities by College Groups and Non-College Groups for First Amendment Activates
- BCC Policy 6650 Communications and Publications
- Review
  - ASG Structure
  - Roberts Rules of Order
  - College Committees
  - ASG BCC Policy Binder



COMMUNITY COLLEGE DISTRICT VIII  
Bellevue Community College  
Bellevue, Washington 98007

ASSOCIATED STUDENTS OF  
BELLEVUE COMMUNITY COLLEGE  
BY-LAWS

*ASBCC Executive Board of Directors, ASBCC Board of Directors, and ASBCC Judicial Board may be officially referred to as the Associated Student Government (ASG).*

*Associated Students of Bellevue Community College may be officially referred to as the ASBCC.*

**1.0. MEMBERSHIP**

**1.1. Purpose**

The purpose of the Associated Student of Bellevue Community College Board of Directors is to act as the voice for the students of Bellevue Community College and ensure student participation in college governance, while being committed to building a pluralistic and diverse campus community.

**1.2. Positions**

As defined in Article V of the ASBCC Constitution, the ASBCC Board of Directors is comprised of the following elected students:

- ASBCC President
- ASBCC Vice President of Student Affairs and Pluralism
- ASBCC Vice President of Finance and Communication
- (4) ASBCC Activities Representatives

**1.2.1. ASBCC President**

**1.2.1.1. Authority**

**1.2.1.1.1.**

The President shall serve as Chair of the ASBCC Board of Directors and Chair of the ASBCC Executive Board of Directors and in this capacity shall call and conduct meetings of these Boards.

**1.2.1.1.2.**

The President may delegate any duties that are deemed necessary to accomplish ASBCC goals and objectives.

**1.2.1.2. Responsibilities:**

**1.2.1.2.1.**

Shall provide leadership and shall oversee the management and direction of the ASBCC Board of Directors.

**1.2.1.2.2.**

Shall be ultimately responsible for providing the yearly S & A budget proposal.

**1.2.1.2.3.**

Shall act as Ambassador-in-Chief of the ASBCC Board of Directors.

**1.2.1.2.4.**

Shall provide an agenda two (2) working days prior to the ASBCC Board of Directors meeting.

**1.2.1.2.5.**

Shall be responsible for ensuring proper training of the ASBCC Board of Directors.

**1.2.1.2.6.**

Shall act as Public Information Officer of the ASBCC Board of Directors.

**1.2.2. ASBCC Vice President of Student Affairs and Pluralism**

**1.2.2.1.**

Shall be the main student contact for issues pertaining to pluralism on campus as well as all student grievances.

**1.2.2.2.**

Shall ensure the hearing of student concerns and will refer student grievances to the appropriate process.

**1.2.2.3.**

Shall promote awareness of matters relating to student affairs and pluralism on campus to the ASBCC.

**1.2.3. ASBCC Vice President of Finance and Communication**

**1.2.3.1.**

Shall monitor ASBCC budget appropriations and expenditures.

**1.2.3.2.**

Shall create, implement, and oversee the ASBCC Board of Directors communication plan.

**1.2.4. Activities Representatives (4)**

The specific positions and general responsibilities shall be determined by the outgoing ASBCC Board of Directors prior to the beginning of the ASBCC election process.

**1.3. ASBCC Executive Board of Directors**

**1.3.1. Purpose**

The purpose of the ASBCC Executive Board of Directors is to manage, direct, and monitor all activities and policies of the ASBCC.

**1.3.2. Authority**

As defined in Article 4 Section 2 of the ASBCC Constitution, the Executive Board of Directors shall have the authority to and be responsible for implementing all matters of legislation enacted by the ASBCC Board of Directors.

**1.3.3. Membership**

The ASBCC Executive Board of Directors shall consist of:

**1.3.3.1.**

ASBCC President

**1.3.3.2.**

ASBCC Vice President of Student Affairs and Pluralism

**1.3.3.3.**

ASBCC Vice President of Finance and Communication

**1.4. ASBCC Board of Directors**

**1.4.1. Purpose**

The legislative power of the ASBCC shall be vested in the Board of Directors who will serve to direct and regulate all activities and policies of the ASBCC and enact measures for the general welfare of the ASBCC. **1.4.2.**

**Authority**

As defined in Article 5 Section 2 of the ASBCC Constitution, All legislative power herein granted shall be vested in the Board of Directors of the Associated Students of Bellevue Community College. Such powers include the direction and regulation of all activities and policies of the Associated Students of Bellevue Community College and the enactment of measures for the general welfare of the Associated Students of Bellevue Community College. The board of Directors shall be responsible for ensuring student membership on Bellevue Community College policy recommending councils and for determining the student membership on Activity Boards which allocate student funds for programs on campus.

**1.4.3. Membership**

The ASBCC Board of Directors shall consist of:

- ASBCC President
- ASBCC Vice President of Student Affairs and Pluralism
- ASBCC Vice President of Finance and Communication
- ASBCC Four (4) Activity Representatives

**1.5. ASBCC Judicial Board**

**1.5.1. Purpose**

The judicial power of the ASBCC shall be vested in one ASBCC Judicial Board who will serve to interpret and uphold the ASBCC Constitution and ASBCC By-laws.

**1.5.2. Authority**

As outlined in Article 6 Section 2 of the ASBCC Constitution, the ASBCC Judicial Board shall have the authority to veto/suspend any act passed or procedure by the Board of Directors that appears to be in conflict with the ASBCC By-laws, Constitution or policies and procedures that govern student rights. The Judicial Board shall have the authority to and be responsible for the charter of the ASBCC clubs, organizations or associations.

**1.5.3. Membership**

The ASBCC Judicial Board shall consist of:

**1.5.3.1.**

ASBCC Chief Justice

**1.5.3.2.**

ASBCC Associate Justices (2)

**1.5.4. ASBCC Chief Justice**

**1.5.4.1. Authority**

**1.5.4.1.1.**

The ASBCC Chief Justice shall serve as Chair of the ASBCC Judicial Board and in this capacity shall call and conduct meetings of this Board.

**1.5.4.1.2.**

The ASBCC Chief Justice may delegate to the ASBCC Associate Justices any duties that are deemed necessary.

**1.5.4.2. Responsibilities:**

**1.5.4.2.1.**

Shall provide leadership and shall oversee the management and direction of the ASBCC Judicial Board.

**1.5.4.2.2.**

Shall be responsible for establishing court procedures for the ASBCC Judicial Board.

**1.5.4.2.3.**

The ASBCC Chief Justice, or his/her designee, may act as Parliamentarian if requested.

**1.5.4.2.4.**

Shall be responsible for maintaining official records of ASBCC Board of Directors, ASBCC Executive Board of Directors, and ASBCC Judicial Board.

**1.5.4.2.5.**

Shall be responsible for ensuring compliance of ASBCC By-Laws, ASBCC Constitution, and ASBCC Ethics Code by the ASBCC Board of Directors, ASBCC Executive Board of Directors, ASBCC Judicial Board, ASBCC Clubs, ASBCC Organizations, and ASBCC Associations.

**1.5.5. ASBCC Associate Justices (2)**

Shall assist the Chief Justice in any responsibilities deemed necessary.

## **1.6. Elections**

### **1.6.1. Eligibility of Candidates**

Any student wishing to run for a position in the ASBCC Executive Board of Directors, ASBCC Board of Directors, or ASBCC Judicial Board must complete and submit an application to be provided by the ASBCC Justice Board. The applicant must meet the following minimum requirements upon completion of the Winter quarter of the year of application:

#### **1.6.1.1.**

2.75 cumulative GPA of Bellevue Community College college-level credits

#### **1.6.1.2.**

Twelve (12) college-level credits within Bellevue Community College for an ASBCC Associate Justice or ASBCC Representative Position and twenty-four (24) college-level credits within Bellevue Community College for an ASBCC Executive Board of Directors position or ASBCC Chief Justice.

#### **1.6.1.3.**

Two (2) letters of recommendation from Bellevue Community College staff, faculty, or administration.

### **1.6.2. Election Committee**

#### **1.6.2.1. Purpose:**

Shall review applications, supervise election procedures, and hear appeals filed by candidates.

#### **1.6.2.2. Authority:**

The Election Committee has ultimate authority to issue warnings to and disqualification of election candidates pending appeal.

#### **1.6.2.3. Membership:**

##### **1.6.2.3.1.**

Assistant Dean of Student Programs (Chairperson)

##### **1.6.2.3.2.**

Two (2) BCC college staff or faculty

##### **1.6.2.3.3.**

Two (2) ASBCC officers or students at large (excluding members of the ASBCC Judicial Board)

##### **1.6.2.3.4.**

BCC college staff or faculty and ASBCC officers or students at large shall be appointed by the ASBCC President with the approval of the ASBCC Executive Board of Directors.

#### **1.6.2.4.**

The Election Committee members shall be persons whose presence on the committee does not indicate a conflict of interest.

#### **1.6.2.5.**

The Election Committee shall be selected and have met prior to election orientation meeting.

### **1.6.3. Hearing Committee**

#### **1.6.3.1. Purpose:**

The purpose of the Hearing Committee is to review any concerns submitted in regard to the election procedures.

#### **1.6.3.2. Authority:**

This committee has the authority to issue warnings and disqualification of election candidates.

#### **1.6.3.3. Responsibilities**

All concerns must be brought to the Hearing Committee in writing to be reviewed. At the request of the concerned student, they can meet with the Hearing Committee. Before issuing a decision, the Hearing Committee must hear the perspectives of the candidates filed and filed against.

#### **1.6.3.4. Membership**

##### **1.6.3.4.1.**

ASBCC Chief Justice (Chairperson)

##### **1.6.3.4.2.**

Two (2) ASBCC Associate Justices

##### **1.6.3.4.3.**

In the case of a member pursuing candidacy, a replacement shall be appointed by the ASBCC Board of Directors.

### **1.6.4. Campaign**

#### **1.6.4.1. Campaign Rules**

##### **1.6.4.1.1.**

Campaigning will begin the school day following the orientation meeting.

##### **1.6.4.1.2.**

A candidate shall not be in the immediate presence of a person voting or an open ballot.

##### **1.6.4.1.3.**

Posters, pamphlets, handouts, and all other campaign material must be approved by Student Programs and be used in accordance with the Student Programs posting policies.

##### **1.6.4.1.4.**

The ASBCC Executive Board of Directors, ASBCC Board of Directors, and ASBCC Judicial Board will not supply free campaign materials to candidates, but will allow candidates the use of paper and art supplies for a set fee.

##### **1.6.4.1.5.**

Campaign expenditures shall not exceed \$100 US per candidate.

##### **1.6.4.2.**

A candidate in an ASBCC election is considered the victor based on receiving the majority of “yes” votes cast per

position. For unopposed positions there must be yes/no voting options. If an unopposed candidate does not receive the majority of “yes” votes cast, they are ineligible to apply for that same position for the remainder of that term of office.

**1.6.4.3.**

In the case of a tie, there shall be one week of additional voting for the tying candidates.

**1.6.4.4.**

**Violations consist of:**

**1.6.4.4.1.**

Not abiding by campaign rules; see “1.6.4.1. Campaign Rules” of the ASBCC By-Laws.

**1.6.4.4.2.**

Interfering with the election process.

**1.6.4.4.3.**

Missing the campaign orientation meeting.

**1.6.4.5. Appeals**

**1.6.4.5.1.**

Any candidate may appeal a decision made by the Hearing Committee in regard to the election process or a disqualification no later than five (5) business days after the decision has been made.

**1.6.4.5.1.1.**

The appeal must be submitted in writing to the Election Committee chair.

**1.6.4.5.1.2.**

The Election Committee shall hold a public hearing no later than five (5) business days after the submittal of an appeal.

**1.6.4.5.1.3.**

A decision shall be issued by the Election Committee no later than two (2) business days after the public hearing.

**1.6.4.5.2.**

Any candidate may appeal the election results no later than five(5) business days after the election results are announced. The appeal must be submitted in writing to the Election Committee chair.

**1.7. Training**

**1.7.1.**

After the completion of the elections, the newly elected ASBCC officers shall be trained by the outgoing ASBCC officers.

**1.7.2.**

The outgoing ASBCC Executive Directors with the Advisor shall plan a summer training orientation workshop for the newly-elected members taking office July 1<sup>st</sup>.

## **2.0. MEETINGS**

### **2.1. Membership and Attendance**

#### **2.1.1.**

Members of ASBCC Boards/Committees shall be allowed no more than three (3) unexcused absences per ASBCC Board/ Committee per term.

#### **2.1.2.**

Requests to be excused from an ASBCC Board/Committee meeting shall be submitted in writing to the Chairperson at least twenty-four (24) hours prior to the meeting or within five (5) business days following the meeting.

#### **2.1.3.**

Upon receiving such a request, the Chairperson shall inform the ASBCC Board/Committee whether members not present are excused by the next scheduled meeting.

#### **2.1.4.**

An ASBCC Board/Committee member whose absence was not excused may appeal the Chair's ruling to the ASBCC Board/Committee at the next meeting. The ASBCC Board/Committee may overrule the Chair's decision by a simple majority vote.

#### **2.1.5.**

The Chairperson of any ASBCC Board/Committee may recommend to the ASBCC Board of Directors the removal of any member from that ASBCC Board/Committee who has accumulated more than three (3) unexcused absences.

#### **2.1.6.**

The ASBCC Judicial Board may mandate any ASBCC Board/Committee to keep written minutes of the meetings and provide an agenda to all ASBCC Board/Committee members two (2) working days prior to the meeting.

### **2.2. ASBCC Board of Directors Meeting**

#### **2.2.1.**

As defined in Article V of the ASBCC Constitution, the ASBCC Board of Directors is comprised of the following:

- ASBCC President (Chair)
- ASBCC Vice President of Student Affairs and Pluralism
- ASBCC Vice President of Finance and Communications
- Four (4) ASBCC Activity Representatives

#### **2.2.2.**



The ASBCC Chief Justice, or his/her designee, is required to attend all meetings of the ASBCC Board of Directors.

**2.2.3.**

The ASBCC Board of Directors shall not deliberate without quorum, two-thirds (2/3) of the voting members present.

**2.2.3.**

The ASBCC Board of Directors shall meet weekly and follow Chapter 42.30 of the Revised Code of Washington.

**2.2.4.**

Any ASBCC Board member who is excused from attendance of an ASBCC official meeting, and wishes to vote on action items that appear on the meeting's agenda may do so by putting into writing the following: their voting position on the meeting action items, a signature and a date. The proxy or absentee voting document must be turned in to and approved by the ASBCC Board of Directors Chairperson prior to the scheduled meeting time.

**2.2.5.**

Any Member of the ASBCC Board of Directors may request a special meeting by submitting a written request to the Chairperson outlining the need for the special meeting.

**2.2.5.1.**

The ASBCC Board of Directors Chairperson, on receiving such a request, must respond within two (2) business days by:

**2.2.5.1.1.**

Scheduling a meeting

**2.2.5.1.2.**

Putting in writing the reasons for not calling the meeting to the ASBCC Executive Board of Directors

**2.2.5.2.**

The ASBCC Executive Board of Directors must respond to the requester within one (1) business day either by upholding the Chairperson's decision or calling a special meeting of the ASBCC Board of Directors.

**2.2.6.**

The ASBCC Executive Board of Directors has the right to overrule with a majority vote.

**2.3. ASBCC Executive Board of Directors Meeting**

**2.3.1.**

As defined in Article IV of the ASBCC Constitution, the ASBCC Executive Board of Directors is comprised of the following:

- ASBCC President (Chair)
- ASBCC Vice President of Student Affairs and Pluralism
- ASBCC Vice President of Finance

**2.3.2.**

The ASBCC Chief Justice, or his/her designee, must attend all meetings of the ASBCC Executive Board of Directors.

**3.0 Committees**

**3.1. Committee Formation**

**3.1.1.**

The ASBCC Executive Board of Directors, ASBCC Board of Directors, and ASBCC Judicial Board may commission or un-commission any board, committee, or organization.

**3.1.2.**

All ASBCC boards, committees, or organizations shall report to their respective commissioning board.

**3.2. ASBCC Constitution/By-Law Review Committee**

**3.2.1. Purpose**

The ASBCC Constitution/By-Law Review Committee is to review requested changes to these documents and to make recommendations to the ASBCC Board of Directors and/or College District VIII Board of Trustees.

**3.2.2. Membership:**

**3.2.2.1.**

ASBCC Chief Justice (Chair)

**3.2.2.2.**

ASBCC Associate Justices (2)

**3.2.2.3.**

ASBCC Vice President of Student Affairs and Pluralism

**3.2.3. Responsibilities:**

**3.2.3.1.**

This committee will be responsible for proposing needed changes in these documents to the ASBCC Board of Directors.

**3.2.3.2.**

Meetings shall be scheduled as needed and at the discretion of the chairperson.

**3.3. Services and Activities Fee Budget (S&A) Committee**

**3.3.1. Purpose**

The Service and Activities Fee Budget Committee is to evaluate existing programs, propose program priorities and budget levels, adjust budget requests to the yearly budget allocation, and make official budget recommendations to the ASBCC Board of Directors.

**3.3.2. Membership:**

As defined in Article 7 Section 1 of the ASBCC Constitution, the committee shall be comprised of:

- ASBCC VP of Finance and Communication (Chair)
- ASBCC President
- Two (2) students at large, appointed by the ASBCC Executive Board of Directors
- One (1) each from the classified staff, faculty and administration

**3.3.3.**

The Service and Activities Fee Budget Committee is governed by the ASBCC Financial Code.

**4.0. Clubs/ Programs**

**4.1. Definition**

An ASBCC Club is a chartered ASBCC group of students that may receive funding support from the ASBCC.

**4.2. Purpose**

The purpose of an ASBCC Club is to build community and contribute to student life.

**4.3. Chartering**

**4.3.1.**

All clubs must complete and turn in the Club Chartering or Club Re-Chartering application to the ASBCC Justice Board.

**4.3.2.**

A Club must maintain 5 current students, each registered for 5 credits, and a BCC faculty or staff advisor.

**4.3.3.**

A previously chartered Clubs must renew their charter annually to be recognized as a re-charter. All Club charters expire at the end of each academic year.

**4.4. ASBCC Clubs shall be required to:**

**4.4.1.**

Maintain open membership

**4.4.2.**

Provided a list of at least five (5) students registered at BCC, each registered for a minimum of five (5) credits

**4.4.3.**

All ASBCC Clubs/ Programs are required to abide by ASBCC Club Charting Procedures, ASBCC Constitution, ASBCC By-Laws, ASBCC Financial Code, BCC policies and regulations, College District VII policies and regulations, and state and federal laws.

**4.4.4.**

All Clubs shall maintain regular communication with their assigned ASBCC representative.

**4.5. Funding**

**4.5.1.**

An ASBCC chartered Club cannot request funding prior to one quarter from their approved charter.

**4.5.2.**

An ASBCC chartered Club presenting a funding request must have a representative present at the ASBCC board meeting.

**4.5.3.**

All ASBCC chartered Clubs seeking funding must complete and submit the proper form to the ASBCC Vice President of Finance and Communication five (5) business days prior to the next regularly scheduled ASBCC Board of Director's meeting.

**4.5.4.**

Allocated funds, excluding revenue raise by the club (which will rollover each year), will revert to the ASBCC account from which it came at the end of the fiscal year, June 30 or after being inactive for at least one quarter after receiving funds.

**4.5.5.**

The ASBCC Vice President of Finance and Communication, with approval from the Director of Student Programs, may allot emergency funding at his/her discretion to be reviewed during the next ASBCC Board of Directors meeting.

**4.6. ASBCC Club/Program Violations**

**4.6.1.**

Any ASBCC chartered Club/Program found in violation of "4.4.3." of the ASBCC By-Laws shall be referred to the ASBCC Justice Board for a hearing. If found in violation, the ASBCC Justice Board may issue one of the following written decisions:

**4.6.1.1.**

Allegations dismissed

**4.6.1.2.**

Official Warning

**4.6.1.3.**

Probation (up to three months)

**4.6.1.4.**

Probation and recommendation to the ASBCC Board of Directors for the following to be considered within ten (10) business days at an official ASBCC Board of Directors meeting:

**4.6.1.4.1.**

Revocation or withholding of club charter

**4.6.1.4.2.**

Revocation, withholding, or freezing of ASBCC Club/Program assets and funds

**4.6.2.**

After receiving an Official Warning a club must meet with the Club/ Program Advisor and ASBCC Judicial Board to develop an action plan to address the issue(s).

**4.6.3.**

After receiving Probation an ASBCC Club/ Program:

**4.6.3.1.**

Must meet with the Director of Student Programs, Club Advisor, and ASBCC Justice Board to develop an action plan to address the issue(s).

**4.6.3.2.**

Must meet monthly with the ASBCC Judicial Board to ensure the implementation of the action plan

**4.6.3.3.**

May have all club assets frozen

## **5.0. QUALIFICATIONS AND REMOVALS**

### **5.1. Qualification of ASBCC Executive Board of Directors, ASBCC Board of Directors and ASBCC Judicial Board While in Office:**

**5.1.1.**

All ASBCC officers must maintain a minimum grade point average of 2.75 while in office.

**5.1.2.**

All ASBCC officers must be registered for and complete a minimum of eight (8) BCC credits hours per academic quarter with the exception of Summer Quarter to remain in office. Disabled student officers may be registered for a minimum of five (5) credit hours per academic quarter.

**5.1.3.**

The Director of Student Programs may verify the ASBCC officers GPA quarterly. If the ASBCC officers GPA falls below the academic requirements of 2.75 s/he will be placed on academic probation by the Director of Student Programs for the remainder of the quarter. Any board member falling below the academic requirements for two (2) consecutive quarters will immediately forfeit their position; no appeals will be available. Any exception such as medical withdrawal must be explained to and approved by the ASBCC Board of Directors through a two

thirds (2/3) majority vote, excluding abstentions. In the even that a board member does not present their grades for the midterm, they will be given a five day extension. If, at the end of these fives days there if no- compliance, s/he will immediately forfeit their position.

## **5.2. Removals**

### **5.2.1.**

Elected and appointed officials may be removed from the ASBCC Executive Board of Directors, ASBCC Board of Directors, and ASBCC Judicial Board for dereliction of duty. Dereliction of duty may be defined as, but not restricted to the following at the discretion of the ASBCC Executive Board of Directors:

#### **5.2.1.1.**

Three (3) unexcused absences from officially scheduled ASBCC Board of Directors meetings per term. Three (3) unexcused absences will result in a probationary period being applied to the individual.

#### **5.2.1.2.**

Not being representative of students.

#### **5.2.1.3.**

No confidence that the member is able to perform their duties as expected, such as:

##### **5.2.1.3.1.**

Meeting deadlines;

##### **5.2.1.3.2.**

Working collaboratively as a team;

##### **5.2.1.3.3.**

Following through on assigned tasks;

##### **5.2.1.3.4.**

Maintaining office hours;

##### **5.2.1.3.5.**

Attending required meetings and/or training sessions, including retreats

### **5.2.2.**

Any ASBCC officer may submit a formal, written complaint to the ASBCC Chief Justice, stating specifically how the board member is not meeting performance or job expectations. The ASBCC Chief Justice will present the complaint to the ASBCC Executive Board of Directors. The ASBCC Executive Board of Directors will meet with the board member in question and the board member issuing the complaint to hear both perspectives. If the board member in question is one of the ASBCC Executive Board of Directors, the person will not be allowed to oversee or participate in official functions regarding their own review.

#### **5.2.2.1.**

The ASBCC Executive Board of Directors will send a formal letter to the board member in question three (3) days after the executive meeting. The formal letter must include the following:

**5.2.2.1.1.**

An explanation of the action(s) made by the board member in question

**5.2.2.1.2.**

The decision of the ASBCC Executive Board of Directors to issue a warning, a probationary period, or a dismissal of complaint to the board member in question

**5.2.2.2.**

If the board member receives probation, the ASBCC Executive Board of Directors will assign some tasks to the board member which s/he will have to finish them within the probationary period. Probation status of an ASBCC member is to be kept confidential among the ASBCC Executive Board of Directors.

**5.2.2.3.**

After the two (2) weeks probation, the ASBCC Executive Board of Directors will reconvene with the board member in question to review the concerns and make a decision concerning a:

**5.2.2.3.1.**

Dismissal of probation period, at which time the board member will be reinstated to the original status and must perform all duties expected

**5.2.2.3.2.**

Recommendation of a vote of “no confidence” to the ASBCC Board of Directors at the next official ASBCC board meeting.

**5.3. Vote of “No Confidence”**

**5.3.1.**

A vote of “no confidence” may be recommended by any student for a lack of confidence in an ASBCC officer performing their duties as expected, such as:

**5.3.1.1.**

Meeting deadlines

**5.3.1.2.**

Working collaboratively as a team

**5.3.1.3.**

Following through on assigned tasks

**5.3.1.4.**

Maintaining office hours

**5.3.1.5.**

Attending required meetings and/or training sessions, including retreats.

**5.3.1.6.**

Duties and responsibilities as stated in the ASBCC by-laws

**5.3.1.7.**

Being representative of students

**5.3.2.**

After a vote of “no confidence” is called, a special ASBCC Executive Board of Directors meeting will be held. At this meeting, a decision will be made for the officer in question and should a majority vote be reached, and the matter will be presented to the ASBCC Board of Directors.

**5.3.2.1.**

Prior to the ASBCC Executive Board of Directors meeting, the student officer along with the advisor will be informed about the matter by the ASBCC President.

**5.3.2.2.**

Any currently registered student at Bellevue Community College, may call a vote of “no confidence” provided he/she has a reasonable amount of written proof that the student officer in question has been continually failing to fulfill his/her duties.

**5.3.2.3.**

The ASBCC Board of Directors including the ASBCC Judicial Board will take a vote of “no confidence” regarding the board member, who may not have a vote. The ASBCC Board of Directors may only dismiss the member for “no confidence” with a two thirds (2/3) vote of the present voting members, excluding the ASBCC President who will act as a tie breaker.

**5.3.2.4.**

If the vote of “no confidence” fails, the ASBCC Executive Board of Directors can rule and create their own response to the board member by giving the officer in question an extended probationary status, or reinstating the board member to his/her original status.

**5.3.2.5.**

After the end of the probation period and after the board member’s status is reinstated, the individual must perform all duties expected. If they do not, a vote of “no confidence” will be imposed at the next board meeting.

**5.3.2.6.**

A vote of “no confidence” will result in permanent disqualification of any ASBCC position.

**5.3.2.7.**

The ASBCC President will make a motion for vote of “no confidence” during an official ASBCC board meeting.

**5.4. Vacancies**

**5.4.1.**

The ASBCC Appointment/Vacancy Committee shall be comprised of the ASBCC Executive Board and the ASBCC Chief Justice.

**5.4.2.**

The ASBCC Appointment/Vacancy Committee shall announce the ASBCC Executive Board of Directors, ASBCC Board of Directors, and ASBCC Judicial Board position(s) open to the ASBCC Executive Board of Directors, ASBCC Board of Directors, ASBCC Judicial Board, and the ASBCC students-at-large,



set a deadline for accepting applications, interview all applicants meeting the position requirements, and select a candidate.

**5.4.3.**

If an ASBCC Executive Board of Directors position or ASBCC Chief Justice position is to be filled, the ASBCC President shall appoint a temporary ASBCC Appointment/Vacancy Committee member from the other ASBCC Board of Director members with the approval of the ASBCC Board of Directors.

**5.4.4.**

Following elections, in the case of a Presidential vacancy, the positions will be filled by either the ASBCC Vice President of Student Affairs and Pluralism or the ASBCC Vice President of Finance and Communication as voted by the ASBCC Board of Directors.

**5.4.5.**

Appointed officers must have met the minimum qualifications as stated in “5.1.” of the ASBCC By-laws.

**5.4.6.**

The ASBCC Executive Board of Directors may assign a current ASBCC student-at-large to fill any ASBCC Position on an interim basis of up to two (2) months excluding summer quarter as long as they are not applying for the position at which they are assigned. They will serve on an interim basis until the above vacancy procedures must be completed.

**6.0. AMENDMENTS**

Amendments to the ASBCC By-laws must be ratified by two-thirds (2/3) vote of the ASBCC Board of Directors.

Updated June 25, 2007

Kristy Chan Motions to Approve ASBCC By-Laws Recommendation

Jose Vasquez Seconds

Approved by a vote of 4-0-0

## Student Programs Mission

By enriching student life through leadership opportunities, personal learning and cultural experiences,

Student Programs is committed to building a pluralistic and diverse campus community that fosters creativity, innovation and student success. We empower our students to contribute to our community as better world citizens.

# **ASG & Student Clubs and Organizations**

## **Code of Ethics**

### **Preamble**

The mission of the BCC Student Government is rooted in a set of core values. These core values, embraced by all student government officers throughout history of service, are the foundation of student government officers' unique purpose and perspective:

- Servant leadership
- Social justice
- Dignity and worth of the person
- Importance of human relationships
- Integrity
- Competence

### **Purpose of the ASG & Student Clubs and Organizations Code of Ethics**

Professional ethics are at the core of ASG & Student Clubs and Organizations officers' service. The service on ASG & Student Clubs and Organizations needs to articulate its basic values, ethical principles, and ethical standards. The *Code* is relevant to all ASG & Student Clubs and Organizations Officers and student servant leaders, regardless of their positions, the settings in which they work, or the populations they serve.

### **The ASG & Student Clubs and Organizations Code of Ethics serves the following purposes:**

1. The *Code* identifies core values on which ASG & Student Clubs and Organizations & Student Clubs and Organizations mission is based.
2. The *Code* summarizes broad ethical principles that reflect the ASG & Student Clubs and Organizations core values and establishes a set of specific ethical standards that should be used to guide the ASG & Student Clubs and Organizations officers during their service on ASG & Student Clubs and Organizations & Student Clubs and Organizations Boards.

3. The *Code* provides ethical standards to which the students at large and the college administration can hold the ASG & Student Clubs and Organizations officers accountable.

\* The *Code* offers a set of values, principles, and standards to guide decision making and conduct when ethical issues arise. It does not provide a set of rules that prescribe how the ASG & Student Clubs and Organizations officers should act in all situations. Specific applications of the *Code* must take into account the context in which it is being considered and the possibility of conflicts among the *Code's* values, principles, and standards.

Further, the *ASG & Student Clubs and Organizations Code of Ethics* does not specify which values, principles, and standards are most important and ought to outweigh others in instances when they conflict. Reasonable differences of opinion can and do exist among ASG & Student Clubs and Organizations officers with respect to the ways in which values, ethical principles, and ethical standards should be rank ordered when they conflict. Ethical decision making in a given situation must apply the informed judgment of the individual officer and should also consider how the issues would be judged in a peer review process where the ethical standards would be applied.

## **Ethical Principles**

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

### **Value:** *Service*

**Ethical Principle:** *ASG & Student Clubs and Organizations officers' primary goal is to present and protect the interest of all students at large and individuals in need and to address and solve problems when they arise.*

ASG & Student Clubs and Organizations officers must elevate service to others above self-interest. All officers draw on their knowledge, values, and skills to help people in need and to address problems when they arise. All officers are encouraged to volunteer some portion of their professional skills with no expectation of financial return (pro bono service).

### **Value:** *Dignity and Worth of the Person*

**Ethical Principle:** *ASG & Student Clubs and Organizations respect the inherent dignity and worth of the person.*

ASG & Student Clubs and Organizations officers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. They seek to resolve

conflicts being consistent with the values, ethical principles, and ethical standards of their service.

**Value:** *Importance of Human Relationships*

**Ethical Principle:** *ASG & Student Clubs and Organizations officers recognize the importance of human relationships.*

ASG & Student Clubs and Organizations officers understand that relationships between and among people are an important vehicle for change. All officers engage people as partners in the helping process and seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, clubs and organizations, and communities on which they serve.

**Value:** *Integrity*

**Ethical Principle:** *ASG & Student Clubs and Organizations officers behave in a trustworthy manner.*

ASG & Student Clubs and Organizations officers are continually aware of their organizations mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. All officers act honestly and responsibly and promote ethical practices on the part of the organizations which they represent.

**Value:** *Competence*

**Ethical Principle:** *ASG & Student Clubs and Organizations officers practice within their areas of competence and develop and enhance their professional expertise.*

ASG & Student Clubs and Organizations officers continually strive to increase their professional knowledge and skills and to apply them in practice. All officers should aspire to contribute to the knowledge base of the servant leadership.

## **Ethical Standards**

The following ethical standards are relevant to the activities of all ASG & Student Clubs and Organizations officers. These standards concern (1) All officers' ethical responsibilities to students at large, (2) All officers' ethical responsibilities to each other, (3) All officers' ethical responsibilities in practice settings, (4) All officers' ethical responsibilities as servant leaders, and (5) All officers' ethical responsibilities to the broader society.

### ***1. ASG & Student Clubs and Organizations Officers' Ethical Responsibilities to all Students at large***

- Commitment to Student at large
- Self-Determination
- Informed Decisions making and quality of service
- Cultural Competence and Social Diversity
- Conflicts of Interest
- Privacy and Confidentiality
- Access to Records
- Sexual Relationships
- Physical Contact
- Sexual Harassment
- Derogatory Language
- Payment for Services

***2. ASG & Student Clubs and Organizations Officers' Ethical Responsibilities to each other***

- Respect
- Confidentiality
- Interdisciplinary Collaboration
- Disputes Involving Colleagues
- Consultation
- Referral for Services
- Sexual Harassment
- Incompetence of Colleagues
- Unethical Conduct of Colleagues

***3. ASG & Student Clubs and Organizations Officers' Ethical Responsibilities in Practice Settings***

- Supervision and Consultation
- Education and Training
- Performance Evaluation
- Client Records
- Client Transfer
- College Administration
- Continuing Education and Staff Development
- Commitments to Employers
- Labor-Management Disputes

***4. ASG & Student Clubs and Organizations Officers ' Ethical Responsibilities as servant leaders***

- 4.01 Competence
- 4.02 Discrimination
- 4.03 Private Conduct
- 4.04 Dishonesty, Fraud, and Deception
- 4.05 Impairment
- 4.06 Misrepresentation
- 4.08 Acknowledging Credit

***5. ASG & Student Clubs and Organizations Officers' Ethical Responsibilities to the Broader Society***

- Public Participation
- Public Emergencies
- Social and Political Action

(a) ASG & Student Clubs and Organizations Officers should engage in social and political action that seeks to ensure that all students have equal access to the resources, services, and opportunities they require to meet their basic school and social needs and to develop fully. All officers should be aware of the impact of the political arena on practice and should advocate for changes in policy and legislation to improve social conditions in order to meet basic human needs and promote social justice.

(b) ASG & Student Clubs and Organizations officers should act to expand choice and opportunity for all students, with special regard for vulnerable, disadvantaged, and less fortunate students and groups.

(c) ASG & Student Clubs and Organizations officers should promote conditions that encourage respect for cultural and social diversity within the United States and globally. All officers should promote policies and practices that demonstrate respect for difference, support the expansion of cultural knowledge and resources, advocate for programs and institutions that demonstrate cultural competence, and promote policies that safeguard the rights of and confirm equity and social justice for all people.

(d) ASG & Student Clubs and Organizations officers should act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.

**FINANCIAL CODE  
FOR  
ASSOCIATED STUDENTS  
OF  
BELLEVUE COMMUNITY COLLEGE**



**February 2001  
UPDATED**

COMMUNITY COLLEGE DISTRICT VIII  
Bellevue Community College  
Bellevue, Washington 98007-6484

FINANCIAL CODE FOR ASSOCIATED STUDENTS  
BELLEVUE COMMUNITY COLLEGE

INTRODUCTION

There are hereby created special accounts to be called Student Services and Activities Accounts, into which shall be placed Services and Activities Fees and revenues received by Bellevue Community College in connection with the ordinary and usual student programs and activities of the college.

The Revised Code of Washington 28B.15.041 provides that the "service and activities fees shall be used as otherwise provided by law or by rule or regulation of the Board of Trustees...of each of the state's community colleges...for the express purpose of funding student activities and programs of their particular institution." It is, therefore, expressly recognized that RCW 28B.15.041 grants to Community College District VIII Board of Trustees the final authority to determine the permissible uses of the Services and Activities Fees, consistent with the law.

The Student Services and Activities Accounts shall be used exclusively to account for the resources and functions associated with the various student programs and activities provided by the college. Separate accounts shall be kept for each student program and activity.

All funds collected and expended in conjunction with the student programs and activities are subject to the applicable policies, regulations, and procedures of the District Board of Trustees, the State Board for Community College Education, and the Budget and Accounting Act, Chapter RCW 4388.

This Financial Code has been authorized by the College President for the governance of public funds allotted by the District Board of Trustees to the Associated Students of Bellevue Community College. The Dean of Student Services is responsible to the President of Bellevue Community College for the administration of this Financial Code.

Tomas Ybarra  
Dean of Student Services  
January 1999

ARTICLE I - PURPOSE

The purpose of the Financial Code is to carry out the provisions indicated in the introduction. It is provided as a means of facilitating an appropriate sharing of responsibilities and decision-making opportunities among the officially recognized student government organization and college administrators who are accountable for effective administration of student programs and activities.

ARTICLE II - DEFINITIONS

ASBCC:

Associated Students of Bellevue Community College.

ASBCC BOARD OF DIRECTORS:

Comprised of the ASBCC President; ASBCC Vice-President of Student Affairs; ASBCC Vice-President for Communications & Finance; and, six student activity representatives.

BOARD:

Board of Trustees of Community College District VIII.

CAMPUS RESERVE: Services and Activities Fund Balance

Account containing the remaining unencumbered cash balance of the student activities fees as of June 30, 1994

COLLEGE:

Bellevue Community College, Community College District VIII.

Vice-President OF ADMINISTRATIVE SERVICES:

Officer in charge of Administrative Services at Bellevue Community College, District VIII, State of Washington, or her/his designee.

DIRECTOR OF ATHLETICS:

The person whose responsibilities include the management of intercollegiate and intramural athletic accounts.

DIRECTOR OF FINANCE:

Officer of the college whose responsibilities include the management of intercollegiate and intramural athletic accounts.

DISTRICT:

Community College District VIII, Bellevue Community College.

FINANCIAL MANAGEMENT SYSTEM: (FMS)

Statewide accounting system for community colleges.

FISCAL YEAR:

Calendar period from July 1 through June 30.

LEGAL ADVISOR:

Assistant Attorney General appointed to serve Community College District VIII.

RCW:

Revised Code of Washington (State of).

SERVICES AND ACTIVITIES FEES:

Fees other than general tuition and operating fees charged to all students at Bellevue Community College for the promotion of student services and activities.

STATE BOARD:

State Board for Community & Technical College Education (SBCTCE).

STUDENT PROGRAMS:

Functions recognized by the ASBCC, formally authorized by the Community College District VIII Board of Trustees.

ARTICLE III - FUND MANAGEMENT

SECTION I                      OBJECTIVES

The Associated Students of Bellevue Community College raise and expend Services and Activity Fees to promote by legal means the general welfare and morale of the students as a whole. The activities supported by these expenditures provide a meaningful variety of healthful, educational, cultural and social learning experiences. Services and Activity Fees expenditures which are devoted to the expression of political or economic philosophies shall allow for the presentation of a broad spectrum of ideas. .

SECTION II                      USE OF FUNDS

Funds in Services and Activities Fee accounts are to be used as provided by law, rule, or regulation of the Board of Trustees for the express purpose of funding student programs and activities of the college.

When authorized and approved in a manner consistent with this Financial Code, Services and Activities Fee revenue may be used for, but should not be limited to:

- A. Social events, seminars, workshops, retreats, and conferences; student government organizations; professional consulting fees; clubs and societies; musical, dramatic, and artistic presentations of an extracurricular nature, student publications and other mass media activities; tutorial services; child care centers; intramural and intercollegiate sports.
- B. Equipment, supplies, and materials required for the operation of student programs and activities.
- C. Travel and per diem for students and professional staff members participating in student programs and activities. This is not intended to include family members of students or staff members.
- D. Dues for institutional memberships in recognized student government or activities organizations provided that the legality of such expenditures is first established by the Dean of Student Services in consultation with the legal advisor of the college.
- E. Salaries and Compensation to Students.
- F. With the expressed approval of the State Board and when required, with approval of the appropriate legislative body, Services and Activities Fee revenue may be used to acquire real property and fund capital projects and may be used as matching funds for such purposes.

### SECTION III                      LIMITATIONS

- A. Those in charge of a student program or activity may determine how funds are to be spent provided that the expenditure is not an improper expenditure of public funds or contrary to sound financial practice as outlined by the policies and requirements of the college and state and federal laws.
- B. Regular salaries of professional employees in tenurable positions and permanent classified employees shall not be paid from Services and Activities Fee revenue, with the exception of support staff for the Student Programs Offices, Intramurals/Sports Clubs, the Student Child Care Center, and the Performing Arts Coordinator position in Arts and Humanities.
- C. Services and activities fees shall not be used to fund programs, personnel, facilities, equipment and maintenance covered within the State Board Allocation Model.
- D. Services and Activities Fee revenue shall not be used to fund any activity which involves religious worship, exercise or instruction. Services and Activities Fee revenue shall not be used to support the operational costs of organizations which are established to promote non-secular beliefs.

### SECTION IV                      RECORDING AND REPORTING RESPONSIBILITY

It shall be the responsibility of the Vice-President of Administrative Services to maintain proper recording of financial transactions of the Services and Activities funds and to provide periodic reports to the Dean of Student Services, program managers, and advisors.

### SECTION V                      DEPOSITS AND EXPENDITURES

Funds collected or revenues produced by or through Bellevue Community College student programs or activities, or fee collection, shall be deposited with and expended through the College Finance Office. The official records of funds for the ASBCC with its subsidiary units are maintained by the College Finance Office.

The procedures for the collection of all revenues and for the expenditure of all resources shall be in compliance with the policy, regulations and rules under which the Vice-President of Administrative Services manages the various district funds.

The following points are to be noted and closely observed by advisors and student groups:

- A. Funds collected as a result of any student program or activity must be turned into the Cashier's Office at the end of the day, or, if after office hours, on a weekend, or holiday, deposited immediately by night deposit. (Night deposit bags and cash reports forms are obtained from the Cashier's or Student Program's Office).
- B. Upon receipt of funds, the Cashier's Office is responsible for issuing a receipt indicating the date, account to which the funds are to be credited and such other information as will facilitate the accounting of the funds.

- C. No disbursements from any account are made except by checks prepared by the Finance Office. The Revised Code of Washington, 28B.50.320 states "Disbursement shall be made by check signed by the President of the Community College or designee appointed in writing, and such other person as may be designated by the Board of Trustees of the community college district."

#### ARTICLE IV - SUBSIDIZED ACTIVITIES

##### SECTION I RECOGNITION AS A SUBSIDIZED ACTIVITY

Any student program or activity, the basic aim of which is to promote the objective of this Financial Code, may apply for and be recognized as a subsidized student program or activity upon a two-thirds affirmative vote of the ASBCC Board of Directors, and the approval of the Dean of Student Services.

The membership of a subsidized student program or activity must be composed of students registered at the college.

Student programs or activities recognized by the ASBCC shall be considered an extension of the ASBCC and will be expected to conduct their programs or activities in accordance with this Financial Code, the ASBCC Constitution and Bylaws, and the Code of Student Rights and Responsibilities.

##### SECTION II DEFINITION OF A SUBSIDIZED ACTIVITY

- A. Chartered student organization: any student organization chartered or otherwise recognized under the provisions of the Student Code of Bellevue Community College may qualify for subsidy except when its purpose is in violation of State and Federal laws.
- B. Student sponsored activities: any healthful, educational, cultural or social program sponsored or recognized by the Associated Students of the college may qualify for subsidy unless found to be in conflict with the provisions of the Financial Code, Washington State Constitution, or the Revised Code of Washington.
- C. College sponsored programs: programs of the college having extracurricular aspects which may be of benefit to the entire student body.

#### ARTICLE V - CHARTERED STUDENT ORGANIZATIONS

##### SECTION I SUBSIDY JUSTIFICATION

Chartered student organizations may be organized to promote any legal purpose, whether it be educational, recreational, or social. Among the purposes of any chartered student organization is that of providing service to its members and/or the college.

Membership in chartered student organizations must be open to all students except in cases in which there exists reasonable justification for exemptions directly related to the purpose of the organization.

The fact that a chartered student organization provides a service to its members or the college in general may be justification for providing the organization with a financial subsidy.

## SECTION II                      SUBSIDY PROCEDURES

Chartered student organizations wishing to apply for a subsidy must do so in accordance with the provisions of Article IV, Section I of the Financial Code.

Fundraising projects sponsored by subsidized and non-subsidized student organizations are subject to the approval of:

- 1) the organization membership, and
- 2) the Dean of Student Services or designee

and must follow the accounting procedures for fund management outlined in Article III.

## SECTION III                      SUBSIDY OPTION

It shall be the responsibility of the members of chartered student organizations to determine whether they desire the organization to be subsidized or non-subsidized. The members of a chartered student organization shall at any time have the option of changing its subsidized status for the forthcoming year.

## ARTICLE VI - CLUBS

An activity, the aim of which is to promote a special interest, occupation, or field of study is a club. Clubs that are approved by the ASBCC may determine how the funds are to be spent so long as the expenditure is legal and within the policies and requirements of the college, district, and state and federal laws.

## ARTICLE VII - BUDGET

### SECTION I                      SOURCE OF FUNDS

ASBCC funds are received from four sources: (1) Services and Activities Fees which are paid at registration, (2) revenues from activities sponsored by the Associated Students of Bellevue Community College, (3) contributions, and (4) investment income.

### SECTION II                      REVENUES ESTIMATES

During the first ten days of March each year, or as soon possible thereafter, in consultation with the Director of Finance, the Dean of Student Services will estimate the amount of income from Services and Activities Fees available for allocation for that year.

### SECTION III                      YEARLY BUDGET ALLOCATION

The yearly budget allocation is established by the Dean of Student Services following consultation with the ASBCC Executive Board and the Director of Finance. Unless the established allocation is officially changed, it shall not be exceeded.

#### SECTION IV                      BUDGET AMENDMENTS

Amendments within the established yearly budget allocation may be initiated by the Services and Activities Fee Budget Committee with a two-thirds affirmative vote of the ASBCC Board of Directors. Budget amendments are accomplished by:

- A. Developing a rationale for amendment requests.
- B. Providing a detailed proposed budget amendment.
- C. Approval of the Dean of Student Services.
- D. Approval of the College President. Prior to approval, the College President shall review the proposed amendment with the Vice-President of Administrative Services to determine whether the amendment is of sufficient magnitude to require Board action.

#### SECTION V                      CONTINGENCY ACCOUNT

Upon recommendation of the Dean of Student Services, up to ten (10) percent of the total yearly budget level may be retained in a Contingency Account. Funds may be released from the Contingency Account to a designated account by:

- A. Developing a rationale for amendment requests.
- B. Providing a detailed proposed budget amendment.
- C. Approval of the Dean of Student Services.
- D. Approval of the College President. Prior to approval, the College President shall review the proposed amendment with the Dean of Administrative Services to determine whether the amendment is of sufficient magnitude to require Board action.

Upon dissolution of any chartered or uncharted student organization, all funds held in trust for that organization shall revert to the Contingency Account.

#### SECTION VI                      SERVICES AND ACTIVITY FEE BUDGET COMMITTEE

The Services and Activities Fee Budget Committee shall be composed of four members of the ASBCC (two of whom are students-at-large), one classified employee, one faculty member and one administrator. The staff members on the committee shall be appointed by the College President annually and shall represent a broad spectrum of interests associated with Services and Activities Fee expenditures.

The ASBCC Vice-President of Finance shall serve as Chairman of the Services and Activities Fee Budget Committee. The ASBCC secretary shall serve as recorder. The Dean of Student Services and the Director of Finance shall serve as consultants to the committee.

| The Services and Activities Fee Budget Committee is a recommending body only. The initial responsibilities for proposing program priorities, evaluating existing programs, proposing budget



levels, and adjusting budget requests to the yearly budget allocation shall reside with the Committee. The Committee shall provide an opportunity for all college viewpoints to be heard during its consideration of the funding of student programs and activities, notify advisors of their right to appeal, and subsequently hear appeals. The ASBCC Board of Directors shall review and upon concurrence with the Service and Activities Fee Budget Committee shall submit the budget recommendations to the Dean of Student Services. The Dean of Student Services shall present it for approval to the College President and the Board of Trustees

The College President shall review the budget recommendations prepared by the Services and Activities Fee Budget Committee and, if necessary publish a written response concerning them to the committee. This response shall outline differences, if any, between the committee recommendations and the President's proposed budget recommendations.

The College President, when submitting the proposed college budget recommendations to the Board, shall transmit a copy of the Service and Activities Fee Budget Committee recommendation originally provided by the committee and a copy of the President's response to the committee recommendations, if the committee recommended budget differs from the college recommended budget.

The Services and Activities Fee Budget Committee shall meet in regularly called sessions in accord with the calendar. (See Section VII) Formal motions shall be duly recorded. Written notification of meetings shall be circulated to members of the committee by the committee recorder at least two (2) days prior to the meetings.

### SUGGESTED BUDGET CALENDAR

#### SECTION VII      CALENDAR

To facilitate the handling of budget requests in preparation of the budget, every effort will be made to adhere to the following dates:

January - February : Opportunities will be provided all members of the college community to submit budget proposals through the appropriate advisor, director, etc., to the Services and Activity Fee Budget Committee.

March 1 - March 10: The yearly budget allocation is established by the Dean of Student Services.

By mid-April: The Services and Activities Fee Budget Committee shall meet to adjust the budget requests to the yearly budget allocation.

Advisors and directors shall be notified in writing of the recommended allocation resulting from deliberations of the Services and Activities Fee Budget Committee. They shall be notified of the status of their request and shall be advised concerning their right of appeal. Following appeals, the budget as recommended by the Committee shall be forwarded to the ASBCC, then to the Dean of Student Services, and finally to the College President.

- May :                                      The College President shall review the committee's recommended budget and then submit a recommended budget to the Board of Trustees as a future action item at the May Board of Trustees meeting. It shall appear as an action item at the following meeting.
- June :                                      The Board of Trustees shall approve the budget. Copies of the final budget are made available to the interested parties.
- July 1 - June 30:                      The adopted budget shall be in effect for the fiscal year.

## SECTION VIII

## BUDGET APPROVAL

Recommendations for budget approval shall be indicated by signatures of the Services and Activities Fee Budget Committee members. The Dean of Student Services will forward the recommended budget to the College President, who shall review the proposed budget with the President's Staff in preparation for presentation and adoption by the Board of Trustees.

Before adoption of the budget, the Board of Trustees shall address areas of difference, if any, between the Services and Activities Fee Budget Committee recommendations and the President's budget recommendations presented for adoption by the Board. A student representative of the Services and Activities Fee Budget Committee shall be given the opportunity to reasonably address the Board of Trustees concerning such differences.

Final adoption of the budget will rest with the District Board of Trustees. Following Board adoption, the College President's signature shall be affixed certifying that the budget is in effect.

A copy of the budgeted revenues and proposed budget expenditures shall be forwarded to the Director of Finance for input to the Financial Management System.

## SECTION IX

## RESPONSIBILITY FOR ACCOUNTS

At the end of the fiscal year, all unspent Services and Activity Fee revenues shall carry forward in the allocated accounts and will be available for expenditures from the same accounts during the new fiscal year. The college does not authorize deficit spending from Services and Activity Fee funded accounts. In the event that a deficit occurs in a Services and Activity Fee funded account, that deficit shall carry forward into the new fiscal year and shall reduce by the same amount the funds available in the same account for expenditure during the new fiscal year, unless a budget adjustment is obtained via the budget development process in accordance with Article 7, Section 4. Accounts shall be maintained to inform the ASBCC and other interested parties of the status of the Services and Activities Fee budget, under account 522.

## ARTICLE VIII - CAMPUS RESERVE FUNDS

### SECTION I

### RELEASE PROCEDURES

Funds released from the Campus Reserve (Fund Balance) are intended for, but not strictly limited to, capital purchases (furniture, equipment, etc.), acquisition of real property, and support of extraordinary, unbudgeted and one time projects.

Procedures for release of funds from the Campus Reserve require the submission of a budget amendment request as outlined in Article VII, Section 4.

### SECTION II

### EXPENDITURE PROCEDURES

The procedures set forth in this Financial Code shall be followed in the expenditure of funds from the Campus Project Reserve and shall be reflected in a budget established for these funds and their expenditure shall be consistent with Article IX of the Financial Code.

## ARTICLE IX - EXPENDITURE PROCEDURES

The procedures set forth in this Financial Code shall be followed in the expenditure of funds from all Services and Activities Fee accounts. These procedures are designed to account for funds and to authorize expenditures within the accounts.

Procedures for the acquisition or relinquishment of goods and services shall be in compliance with the policies, regulations, and rules under which the Vice-President of Administrative Services manages the acquisition, inventory, and disposal of District property.

Expenditures and encumbrances shall be made from a budget (or budgets) only when officially approved and adopted in a manner consistent with Article VII, Section 8. Article VII, Section 4 shall govern budget amendments.

- A. Purchase Requests: Requests for purchases to be made from funds in clubs, programs, activities and athletic accounts shall be initiated by the individual with the signatory authority. The request shall be processed through the advisor, or appropriate director and forwarded to the Director of Student Programs or the Dean of Student Services for approval. Approved requests are then forwarded to the College Finance Office.
- B. Reimbursement: Since no expenditure can be made without approval prior to purchase, reimbursement for personal funds expended should not be expected. Proper planning will make it unnecessary to use personal funds for purchases.
- C. Advance Payment: It may be necessary to request funds in advance of the services to be performed. Permission must be obtained from the Director of Student Programs or the Dean of Student Services through the appropriate advisor or director. Advances of funds are to be strictly controlled and are not intended to take the place of the regular ordering procedure in the purchase of supplies.
- D. Reporting Expenses: The advisor or coach is responsible for proper disbursement of funds when advance payment has been made. Unexpended funds are to be returned to the Finance Office immediately upon return of the group or team.
- E. Travel: State funds may be used for travel expenses only when the proper travel authorization form has been submitted in advance through the appropriate advisor, director or coach to the Director of Student Programs or the Dean of Student Services and approval has been granted.

## ARTICLE X - CONTRACTS

### SECTION I            RESPONSIBILITY

Prior approval for contractual agreements pertaining to chartered student organizations, student sponsored programs and activities and sports programs must be obtained from the Director of Student Programs or the Dean of Student Services and the Vice-President of Administrative Services.

The responsibility for finalized contractual agreements rests with the Vice-President of Administrative Services, or her/his designee.

## SECTION II                      INVALID CONTRACTS

Written contracts pertaining to chartered student organizations, student sponsored programs and activities and athletics made without prior approval and not finalized by the Vice-President of Administrative Services, or her/his designee are invalid.

Responsibility for payment of invalid contracts rests with the advisor or coach and members of the contracting group and may not be paid from public funds.

### ARTICLE XI - CODE LIMITATIONS

Any of the articles, sections and parts of this Financial Code shall be decreed inoperable and void if the article, section, or part is contrary to state statutes or district rules or regulations. Inoperable and voided articles, sections, or parts may be changed to bring this Financial Code in compliance with state statutes or district rules or regulations.

### ARTICLE XII - AMENDMENT PROCEDURES

Proposed amendments to the Financial code may be submitted for consideration by the Dean of Student Services. Amendments approved by the College President shall be returned to the Dean of Student Services for insertion into the Financial code.

# **BCC CLUBS & STUDENT FUNDED PROGRAMS EVENT PLANNING & RESOURCE GUIDE**

2006-2007

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## ***Student Programs Mission***

By enriching student life through leadership opportunities, personal learning and cultural experiences, Student Programs is committed to building a pluralistic and diverse campus community that fosters creativity, innovation and student success. We empower our students to contribute to our community as better world citizens.

## ***Student Programs Core Values***

<b>Supportive Values</b>	<b>Leadership Values</b>	<b>Professional Values</b>	<b>Personal Values</b>
Open minded	Vision	Innovation	Kindness
Appreciative	Dedication	Expertise	Loyalty
Supportive	Responsibility	Team work	Respect
Compassionate listening	Integrity	Provide the best set of services possible	Care
	Dependability	Resourceful	Understanding
	Stewardship	Efficiency	Honesty

## ***Student Programs Vision***

- Reflect our core values in all we do
- Students are at the center of all we do
- Through educational, cultural and personal learning experiences we create an environment conducive to personal growth and building healthy communities
- We will foster and encourage creativity and innovation
- We will strive to model better world citizens through pluralism, professionalism and leadership

## ***Student Programs Core functions:***

- Student life, Civic engagement, Culture and Community
- Student Leadership development
- Student Government, Organizations and Campus Governance
- Outreach and Orientation
- Co-Curricular Activities and budget Management
- Extra Curricular Activities and budget management
- Student advocacy and support services
- Student activities and events management
- Alumni relationship management

## ***Who's Who in Student Programs***

### **Assistant Dean Student Programs – Faisal Jaswal**

Room: C212

Tel: 425.564.6151

Email: [fjaswal@bcc.ctc.edu](mailto:fjaswal@bcc.ctc.edu)

As Director of Student Programs, Faisal provides the vision and direction for Student Programs, supervises ASG, CAB and Business Center advisors, oversees the Services and Activities (S&A) budgets, provides training and direction to student clubs as needed, and manages New Student Orientation and services. In addition, Faisal works with the Leadership Institute and is involved with the Mentoring and Volunteer Programs.

### **Associate Director: CAB & Club Advisor, Events and Community Outreach– Nora Lance**

Room: C212

Tel: 425.564.6149

Email: [nlance@bcc.ctc.edu](mailto:nlance@bcc.ctc.edu)

As Associate Director, Nora advises the Campus Activities Board, assists all student-funded programs and clubs with their events and/or projects, takes the lead on managing Student Program events, informs students, staff, program participants, and/or public regarding program content, policies, procedures, and activities, works with the volunteer program student coordinator and does outreach with the local community. She also oversees the room reservation and the outside vendor booking process and supervises the Front Desk and an event assistant.

### **Program Coordinator: ASG Advisor and Leadership Development– Gabrielle Bennett**

Room: C212

Tel: 425.564.2385

Email: [gbennett@bcc.ctc.edu](mailto:gbennett@bcc.ctc.edu)

As Program Coordinator, Gabrielle advises the ASG, supervises the volunteer and mentor program coordinators, develops an on going leadership series for the ASG and club leaders, oversees the ASG election process, continues to enhance the mentor program, works on researching and developing the Leadership Institute and the New Student Orientation, assists the ASG reps with major ASG events (ASG BBQ & MCF).

### **Program Coordinator: Budget and Finance– Chris (Hristo) Stoynov**

Room: C212

Tel: 425.564.6152

Email: [hstoynov@bcc.ctc.edu](mailto:hstoynov@bcc.ctc.edu)

As Program Coordinator, Chris monitors budget status of S&A funded organizations, maintains program budgets and oversees cash handling procedures and practices, which includes setting up and using QuickBooks, bookkeeping, journal entries, running financial reports, highlighting any problems, and recommending corrective actions. He also supervises the Student Business Center and a QuickBooks assistant. He works with all clubs on their fundraising, travel, purchasing and reimbursement needs.

## ***Student Program Programs***

### **Leadership Institute**

Room: C212

Tel: 425.564.6151

Email: [fjaswal@bcc.ctc.edu](mailto:fjaswal@bcc.ctc.edu)

**Mission:** To engage students in development for the advancement of leadership excellence based on the core values of: skill and character development, public service, civic responsibility, ethical conduct, empowerment of others, diversity, and pluralism.

**Vision:** Gain recognition as a model organization for student leadership development

### **Values:**

- skill Development
- character Development
- public Service
- civic Responsibility
- ethical Conduct
- empowerment of others
- diversity and Pluralism

### **Scope:**

- student leaders of all S & A funded programs
- modularized Leadership Curriculum
- leadership Portfolio Development
- leadership Assessment Development
- leadership Needs Assessment
- exit Interviews for outgoing officers

### **Associated Student Government (ASG)**

Room: C212

Tel: 425.564.6150

The ASG serves and represents the student body in order to celebrate our diversity, enhance student involvement, create positive changes, and improve student learning within an engaging academic environment.

### **Business Center**

Room: C105

Tel: 425.564.2297

Student employees maintain services at the Business Center. This includes processing photo I.D. cards, providing metro bus information, selling movie tickets, advertisement postings, providing fax service, selling sundries and answering general questions. The Center also maintains a comprehensive calendar of events, and updates the Student Union Building kiosks.

### **Campus Activity Board (CAB)**

Room: C212

Tel: (425) 564-2448/5091

CAB plans, promotes and implements various campus activities. They also participate in the planning, promoting and marketing of events sponsored by various BCC departments, clubs, and other programs. Planning and promoting events entails collaboration with off-campus entertainment, educational, or community groups. CAB with the advisor's assistance creates a long-term vision for the Campus Activities Board by participating in research and dialogue with BCC community members. Advertising includes posters, flyers, banners, mailings, news publicity and more. They also assist in the production of graphic promotional materials for any S&A funded programs and ASG Chartered Clubs.

### **Volunteer Program**

Room C212

Tel: 425.564.6150

The volunteer program supports both individuals and student groups who would like to volunteer in the community. The volunteer program can assist students in connecting to a volunteer opportunity that fits their interests. The program also supports students who would like to create volunteer opportunities for other students or a campus-wide service event.

### **Peer-to-Peer Mentoring Program**

Room C212

Tel: 425.564.6150

The mentoring program strives to offer support to any BCC students, however it is especially geared towards assisting new BCC students as they adjust to student life and academics at BCC. Mentoring relationships can serve as an invaluable channel of information and other intangibles for mentees and their success. Mentors should be able to provide new students with advice, knowledge about the institution's programs and environment, assistance with problems or concerns that arise, and networking opportunities. Many mentors also serve as Student Ambassadors (see below for details).

### **Student Ambassador Program**

Room C212

Tel: 425.564.6150

The Student Ambassador program is designed to offer support to other departments on campus in providing a welcoming and supportive atmosphere to current and potential students as well as guests of the college. Student Ambassadors are comprised of ASG officers and other student leaders. As Ambassadors, students are representatives of the college and provide the student perspective during events on and off campus as well as assist with the planning of the New Student Orientations.

### **The Jibsheet (Student Newspaper)**

Room: C212

Tel: (425) 564-3134

The Jibsheet is BCC's student newspaper, existing for the purpose of improving communication, free expression and the exchange of information between BCC students, faculty, staff and administration. If you're a writer or photographer interested in journalism, The Jibsheet is a great opportunity for you to build an impressive portfolio and gain exposure to news media. You can join The Jibsheet's team of reporters by enrolling in COMM141, 143 or 146 or you can submit freelance articles to COMM141@yahoo.com. Paid staff positions are also available.

Students are encouraged to take advantage of The Jibsheet's classified and I saw you ads, both free to everyone currently enrolled at BCC. If you have story ideas or topics you feel

the newspaper should address, please contact the staff with your thoughts and concerns. To contact The Jibsheet, call (425) 564-2435 or send an e-mail to [thejibsheet@yahoo.com](mailto:thejibsheet@yahoo.com).

### **Service Learning**

Room: A241

Tel: (425) 564-3406

Email: [servicelearning@bcc.ctc.edu](mailto:servicelearning@bcc.ctc.edu) or [mslowins@bcc.ctc.edu](mailto:mslowins@bcc.ctc.edu)

Academic Service Learning is a form of experiential learning in which students address community needs while achieving specific curricular objectives. Service Learning is more than traditional "volunteering" because it combines service activities with structured reflection/critical thinking. Reflection enhances students' classroom and field experiences, while fostering an ethic of civic responsibility among service learners.

The benefits to students participating in service learning include:

- Real-world experience relating to subjects being studied
- Opportunities to build community networks for future employment and volunteer opportunities
- Development of insight into possible career paths
- A heightened understanding of social issues and projects
- Deepened insight into class work
- A new and fun way to be involved in the community

The service-learning program's goal is to facilitate an educational partnership in which community agencies act as co-educators for service learning students.

To learn more about the service-learning program or service opportunities, visit the website : <http://www.bcc.ctc.edu/servicelearning/>.

### ***Who's Who Around Campus***

#### **Director of Food Services/ Manager of Student Union Building- Todd Juvrud**

Room: C134

Tel: (425) 564-2291

The Director of Food Services/Manager of Student Union Building handles the food services provided in the Cafeteria and Coffee Shop in the Student Union Building Lounge and can provide food for events happening on campus. His crew sets up the stage, tables, and chairs for the Cafeteria and other rooms in the Student Union Building.

#### **Graphics/Printing Services**

Room: D171

Tel: (425) 564-2352

The Quick Copy Center is the place to go when you need something printed in quantity. Take a budget number with you and authorization from your Advisor on a "Quick Copy Request" form.

Graphics Services have professional artists who can be hired for a project if your Club/Program needs to. Take a budget number and your advisor's approval on the "Graphics Services" form and leave your request with the print center staff.

### **Cashiering**

Room: B126

Tel: (425) 564-2304

Cashiering is an on-campus extension of the College Finance Office, where performer's paychecks, reimbursements, and travel advances can be picked up. This is the office where student groups pick up change funds needed for making change at events.

### **Campus Operations**

Room: K100

Tel: (425) 564-2377

Campus Operations have the duties of scheduling all space on campus (except for C211) and handling any work requests such as patching a wall, installing an electrical outlet, moving furniture, etc. To schedule a space, contact the Student Programs office by phone or email. Fill out a **Reservation Request Form**: include the date, time, location desired, purpose of the event and the number of people expected to attend. If the event is outside of the designated operating hours of the college, groups can expect to pay costs associated with custodial services.

### **Public Safety**

Room: K100

Tel: (425) 564-2400

The Public Safety Department offers several services important to Event Planning. Large and/or late-night events may require a Public Safety Officer for which you may need to budget a wage of ~ \$40/hour. Public Safety will need to be notified of this event 3 weeks in advance. Public Safety will also put up signs for directing groups of people to an event or through the parking areas as long as you give them the signs 2 weeks in advance. They are also the ones that will give you special parking permits for your guests, again, as long as they are notified 2 weeks ahead of the event. Public Safety also maintains a "Lost and Found", issues parking tickets, directs traffic, and offers some car assistance such as jump-starts and unlocking car doors. In the event of a campus emergency, Public Safety should be notified first. Please note that only Public Safety can contact the police or fire department (when necessary).

## 2050 STUDENT CODE

Effective Date: 6/11/1992 \* Date Last Modified: 09/2005

Policy Contact: Dean, Student Services

### **POLICY**

Bellevue Community College is maintained by the state of Washington for the purpose of providing its students with appropriate learning programs which will facilitate the orderly pursuit and achievement of their educational objectives. The college is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible persons through policies which encourage independence and maturity.

The student is in the unique position of being a member of the college community and the community at large. Admission to the college carries with it the expectation that students:

- will respect and abide by the laws of the community, state, and nation;
- will adhere to college rules and regulations which assure the orderly conduct of college affairs;
- will maintain high standards of integrity and honesty;
- will respect the rights, privileges, and property of other members of the college community; and
- will not interfere with legitimate college affairs.

Bellevue Community College may apply sanctions or take other appropriate action only when student conduct interferes with the college's:

- primary educational responsibility of ensuring the opportunity of all members of the college community to attain their educational objectives;
- subsidiary responsibilities of protecting property, keeping records, providing services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions.

An atmosphere of learning and self-development is created by appropriate conditions in the college community. The rights, freedoms, and responsibilities in this document are critical ingredients toward the free, creative, and spirited educational environment to which the students, faculty, and staff of Bellevue Community College are committed.

### **Jurisdiction**

All rules herein adopted concerning student conduct and discipline shall apply to every student whenever said student is participating in a distance education class or event, or is attending a class, or is present in any college facility, or whenever said student is engaged in or present at any college-related activity whether occurring on or off college facilities.

Faculty members, other college employees, and members of the public who breach or aid



or abet another in the breach of any provision of this chapter shall be subject to:

- Possible prosecution under the state criminal law;
- Any other civil or criminal liability for which remedies are available to the public; or
- Appropriate disciplinary action pursuant to the state of Washington Higher Education Personnel Board or the district's policies and regulations.

The college may carry out any disciplinary proceedings prior to, simultaneously, or following civil or criminal proceedings in a court of law.

## **PROCEDURES**

### **Student Rights and Freedoms**

The following enumerated rights and freedoms are guaranteed to each student within the limitations of statutory law and college policies that are deemed necessary to achieve the educational goals of the college:

- **Academic Freedom.**

- Students are guaranteed rights of free inquiry, expression, and peaceful assembly upon and within college facilities that are generally open and available to the public. Students and other members of the college community shall always be free to express their views or support causes by orderly means which do not disrupt the regular and essential operation of the college.
- Students shall have the right of assembly as defined in WAC 132H-120-030 upon college facilities that are generally available to the public, *provided* that such assembly shall:
  - Be conducted in an orderly manner; and
  - Not unreasonably interfere with vehicular or pedestrian traffic; or
  - Not unreasonably interfere with classes, schedules, meetings, or ceremonies, or with the educational functions of the college;
  - Not unreasonably interfere with college functions; and
  - Not cause damage or destruction to college property or private property on the college campus.

The president reserves the right to direct students assembling under this subsection to relocate to the free speech area designated in WAC 132H-120-030(14), to prevent interference with college classes or other college activities.

- Students are free to pursue appropriate educational objectives from among the college's curricula, programs and services, subject to the limitations of RCW 28B.50.090(3)(b).
  - Students shall be protected from academic evaluation which is arbitrary, prejudiced or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
  - Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and sexual harassment.
- **Due Process.**
    - The right of students to be secure in their persons, quarters, papers, and effects

- against unreasonable searches and seizures is guaranteed.
- No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
  - A student accused of violating this student code is entitled, upon request, to procedural due process as set forth in this chapter.
  - **Distribution and Posting.** Students may distribute or post printed or published material subject to official procedures printed and available in the office of student programs. All free publications not in violation of state and/or federal laws such as books, magazines, newspapers, handbills, leaflets, or similar materials may be distributed on campus. The college may restrict the distribution of any publications where such distribution unreasonably interferes with college operations. Such materials may be distributed from authorized public areas in the student center and at any outdoor area on campus consistent with the maintenance of college property, with the free flow of traffic and persons, and not in a manner which in itself limits the orderly operation of college affairs. Any person desiring to distribute such publications shall first register with the office of student programs so that reasonable areas and times can be assured and the activities of the institution will not be unduly interfered with. All handbills, leaflets, newspapers, and similarly related matter must bear identification as to the publishing agency and distributing organization or individual.
  - **Off-Campus Speakers.** Recognized student organizations shall have the right to invite outside speakers to speak on campus subject to the availability of campus facilities, funding, and compliance with the college procedures available in the campus operations office.
  - **Incidental Sales.** Students have the right to engage in incidental sales of personal property in a private transaction provided college facilities are not explicitly used for this purpose.
  - **Commercial Activities.** The use of college grounds or facilities for commercial or private gain purposes is prohibited except where commercial activity such as sale of books, instructional supplies, or food contribute to the operation of the instructional program or where limited sale is specifically authorized by the dean of student services for the benefit of the approved activity.
  - **Fund-Raising.** Students have the right to engage in fund raising activities for nonprofit organizations as recognized by the Internal Revenue Service. All fund raising activities must be approved by the dean of student services.
  - **Sale of Merchandise.** All merchandise offered for commercial sale may be sold only through the College Bookstore or College Food Services except when approved by the dean of student services.

### **Student Responsibilities**

Any student shall be subject to disciplinary action as provided for in this chapter, who either as a principal actor, aide, abettor, or accomplice as defined in RCW 9A.08.020:

- Materially and substantially interferes with the personal rights or privileges of others or the educational process of the college;
- Violates any provision of this chapter; or

- Commits any prohibited act including but not limited to the following:
  - Alcoholic Beverages. Being demonstrably under the influence of any form of alcoholic beverage. Possessing or consuming any form of liquor or alcoholic beverage except as a participant of legal age in a student program, banquet, or educational program which has the special written authorization of the college president or his/her designee.
  - Controlled substances. Using, possessing, delivering, selling or being under the influence of legend drugs, including anabolic steroids, androgens, or human growth hormones, as defined by RCW 69.41.010 and RCW 69.41.300 or any other controlled substance as defined in RCW 69.50.101 as now law or hereafter amended, except upon valid prescription or order of a practitioner is subject to additional sanctions, including disqualification from participation in college-sponsored athletic events. For the purpose of this regulation, "sale" shall include the statutory meaning defined in RCW [69.04.005](#) as now law or hereafter amended.
  - Illegal Entry. Unauthorized entry into or onto any locked or otherwise closed college facility in any manner, at any time, without permission of the college employee or agent in charge thereof.
  - Forgery or Alteration of Records. Forgery, as defined in RCW 9A.60-010–9A.60.020 as now law or hereafter amended or any district record of instrument or tendering any forged record of instrument to any employee or agent of the district acting in his/her official capacity as such.
  - Illegal Assembly. Participation in an assembly which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearings, meetings, the educational and administrative functions of the college, or the private rights and privileges of others.
  - Malicious Mischief. Intentional or negligent damage to or destruction of any college facility or other public or private real or personal property.
  - Failure to Follow Instructions. Failure to comply with directions of properly identified college officials acting in performance of their duties.
  - Physical Abuse. Physical abuse of any person or conduct which is intended unlawfully to threaten imminent bodily harm or to endanger the health or safety of any person on college-owned or controlled property or at college-sponsored or supervised functions.
  - Assault. Assault, reckless endangerment, intimidation, or interference upon another person in the manner set forth in RCW 9A.36.010, RCW 28B.10.570 through RCW 28B.10.572 as now or hereafter amended.
  - Disorderly, Abusive, or Bothersome Conduct. Disorderly or abusive behavior that interferes with the rights of others or which obstructs or disrupts teaching, research, or administrative functions.
  - Weapons. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities on the college campus, except for authorized college purposes or for law enforcement officers, unless written approval has been obtained from the dean of student services or any other person designated by the president.

- Lewd Conduct. Engaging in lewd, indecent, or obscene behavior on college-owned or controlled property or at college-sponsored or supervised functions.
- False Alarms. Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or college facilities.
- Cheating and Plagiarism. Engaging in cheating, stealing, plagiarizing, knowingly furnishing false information to the college, or submitting to a faculty member any work product that the student fraudulently represents as his or her own work for the purpose of fulfilling or partially fulfilling any assignment or task required as part of a program of instruction.
- Sexual Harassment. Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where such behavior knowingly offends the recipient, causes discomfort or humiliation, or interferes with job or school performance.
- Theft or Robbery. Theft or robbery from the district or from another as defined in RCW 9A.56.010 through RCW 9A.56.050 and RCW 9A.56.100 as now law or hereafter amended.
- Unauthorized Use of Property. Converting college equipment, supplies, or other property without proper authority.
- Refusal to Provide Identification. Refusal to provide positive identification (e.g., valid driver's license or state identification card) in appropriate circumstances to any college employee in the lawful discharge of said employee's duties.
- Smoking. Smoking in any college facility or on campus grounds except where specifically posted as permitted, or any other smoking not complying with chapter 60.160 RCW.
- False Complaint. Filing a formal complaint falsely accusing another student or college employee with violating a provision of this chapter.
- Improper use of computer, telephone or other electronic devices. Conduct that violates the college's acceptable use policy as it relates to computers, telephone, or electronic technology use, including electronic mail and the internet. Trespassing or gaining access, without authorization, to a computer, system, network, or electronic data owned, used by, or affiliated with the college.
- Ethics violation. The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking courses or is pursuing as an educational goal or major. These ethics codes must be distributed to students as part of an education program, course, or sequence of courses and the student must be informed that a violation of such ethics may subject the student to disciplinary action by the college.
- Criminal law violation, illegal behavior, other unlawful violations. Students can be reported to proper authorities for acts which constitute violations to applicable local, state and federal laws. When the student's behavior is determined to threaten the health, safety and/or property of the college and its members, the college may immediately and summarily suspend the student and refer any such violation to the proper authorities for disposition.

- **Stalking behavior:** Stalking behavior or conduct in which a student willfully and repeatedly follows or contacts someone with the intent and/or reasonable effect of creating fear or emotional distress and where the College determines that such behavior or conduct serves no legitimate purpose.

### **Purpose of Disciplinary Action**

The college may apply sanctions or take other appropriate action as defined in WAC 132H-120-200. Disciplinary action proceedings shall determine whether and under what conditions the violator may continue as a student of the college.

### **Responsibility of College Discipline Committee**

The dean of student services is the college administrator responsible for student discipline. All discipline procedures will be initiated by the dean or his/her designee. The dean shall have the authority to administer the disciplinary action prescribed in this chapter and to convene the College Discipline Committee.

The composition of the College Discipline Committee shall be as follows. The committee shall be established each fall. It will be composed of the following persons:

- A faculty member appointed by the president of the college.
- A member of the faculty appointed by the president of Bellevue Community College Association of Higher Education.
- Two representatives selected by the student services cabinet.
- Three students appointed by the president of the Associated Students of Bellevue Community College.

None of the above-named persons shall sit in any case in which he/she has a conflict of interest, is a complainant or witness, has a direct or personal interest, or has acted previously in an advisory capacity. Decisions in this regard, including the selection of alternates, shall be made by the committee as a whole.

The College Discipline Committee chair will be elected by the members of the committee.

There shall be a list of alternates provided in the same manner and number in which membership was obtained. The quorum required for a hearing is the chair, one faculty member, one representative of the student services cabinet and one student.

### **Disciplinary Terms**

The following definitions of disciplinary terms have been established to provide consistency in the application of penalties:

- **Disciplinary Warning:** Formal action censoring a student for violation of college rules or regulations or for failure to satisfy the college's expectations regarding conduct. Disciplinary warnings are always made in writing to the student by the dean of student services. A disciplinary warning indicates to the student that continuation of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described below.

- **Disciplinary Probation:** Formal action placing conditions upon the student's continued attendance for violation of college rules or regulations or failure to satisfy the college's expectations regarding conduct. Disciplinary probation warns the student that any further misconduct will make him/her liable to suspension or expulsion from the college. Disciplinary probation may be for a specific term or for an indefinite period.
- **Suspension:** Formal action dismissing a student temporarily from the college for unacceptable conduct or violation of college rules or regulations. Suspension may be for an indefinite period, but the implication of the action is that the student may eventually return if evidence or other assurance is presented that the unacceptable conduct will not be repeated.
- **Summary Suspension:** Exclusion from college property and/or classes and other privileges or activities in accordance with WAC-132H-120-405.
- **Expulsion:** Students may be expelled only on the approval of the president of the college and on the recommendation of the dean of student services or the College Discipline Committee. The notification expelling a student will indicate, in writing, the term of the expulsion and any conditions which must be met before readmission. There is no refund of fees for the quarter in which the action is taken, but fees paid in advance for a subsequent quarter are to be refunded.
- **Registration Denied:** Formal action refusing to allow a student to register for subsequent quarters, for violation of college rules or regulations, or failure to satisfy the college's expectations regarding conduct, or failure to fulfill obligations to the college.

Students may be denied registration only on the approval of the president and on the recommendation of the dean of student services or the College Discipline Committee. The initiating authority, in his/her written notification to the student, will detail the reasons for the denial of registration and the conditions to be met before registration will be allowed. Registration may be denied for a fixed or indefinite period. Future registration will not be allowed until the initiating authority is satisfied that the conditions have been met.

- **Restitution.** Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

### **Initial Disciplinary Proceedings**

- All disciplinary proceedings will be initiated by the dean of student services or his or her designated representative. The student may be placed on suspension pending commencement of disciplinary action, pursuant to the conditions set forth in WAC 132H-120-405.
- Any student accused of violating any provision of the rules of conduct shall be called for an initial meeting with the dean of student services or his or her designated representative. The student will be informed in writing of what provision or provisions of the rules of conduct he/she is charged with violating, and what appears to be the range of penalties, if any, which might result from initiation of disciplinary proceedings.

- After considering the evidence in the case and interviewing the accused student, if the accused student has appeared at the scheduled conference, the dean may take any of the following actions:
  - Terminate the proceeding, exonerating the student or students;
  - Dismiss the case after whatever counseling and advice the dean deems appropriate;
  - Impose verbal warning to student directly, not subject to the student's right of appeal as provided in this chapter;
  - Impose additional sanctions of reprimand, probation, suspension, or dismissal, subject to the student's right of appeal as provided in the following provisions.

### **Appeals of Disciplinary Action – Generally**

- Appeals contesting any disciplinary action may be made by the student(s) involved. Such appeals shall be made in the following order:
  - Disciplinary action taken by the dean of student services or his or her designee(s) may be appealed to the College Discipline Committee, which may, at the request of the dean, hear the case *de novo*.
  - Disciplinary recommendations made by the College Discipline Committee may be appealed by the student to the president of the college. The president shall review the record of the proceedings which give rise to the appeal, as well as the recommendations made by the dean and the College Discipline Committee. The president's decision shall be final.
- Any appeal by a student receiving a disciplinary sanction must meet the following conditions:
  - The appeal must be in writing and must clearly state errors in fact or matters in extenuation or mitigation which justify the appeal; and
  - The appeal must be filed within twenty-one calendar days from the date on which the student was notified that disciplinary action was being taken.
- All decisions shall be sent from the office of the dean to the president. Written decisions shall include the signature of the College Discipline Committee chair. Copies shall be sent to the president of the college or his or her designee and to the student involved in the proceeding.

### **College Discipline Committee Procedure**

- The College Discipline Committee shall conduct a hearing within twenty calendar days after disciplinary action has been referred to the committee.
- When a person is charged with an offense punishable by suspension, or dismissal of his or her relationship with the institution, and where the person
  - waives the opportunity for a brief adjudicative proceeding, or
  - by his/her conduct in the judgment of the hearing officer makes it impossible to conduct a brief adjudicative proceeding, or
  - is dissatisfied with the results of the brief adjudicative proceedingthat person is entitled to an adjudicative proceeding according to the provisions of RCW 34.05.410 and the guidelines of this chapter. Where an adjudicative proceeding is neither required by law nor requested by the student or the college, the matter may

be resolved informally. Brief adjudicative proceedings before the committee shall be conducted in any manner which will bring about a prompt, fair resolution of the matter.

- Written notice of the time and place of his or her hearing before the College Discipline Committee shall be given to the student by personal service or certified mail not less than twenty calendar days in advance of the hearing. The notice shall be issued by the dean of student services and shall contain:
  - a statement of the time, place and nature of the disciplinary proceedings;
  - a statement of the charges including reference to the particular sections of the Student Code involved; and
  - to the extent known, a list of witnesses who will appear and a summary description of any documentary or other physical evidence that will be presented by the college at the hearing.
- The student shall be entitled to:
  - hear and examine the evidence against him or her and be informed of the identity of its source;
  - present evidence in his or her own behalf and to cross-examine witnesses testifying on behalf of the college as to factual matters;
  - take depositions upon oral examination or written interrogatories. Discovery shall be done according to the rules of civil procedure or by a less formal method where all parties agree.
- The student shall have all authority possessed by the college to obtain information relevant to the issues of the hearing, he/she specifically describes, in writing, and tenders to the dean of student services no later than three days prior to the hearings, or request the presence of witnesses or the production of other relevant evidence.
- The student shall have the right to dismiss a member of the College Discipline Committee on prejudicial grounds if notice is tendered in writing to the dean of student services at least three days prior to the scheduled hearing.
- The student may be represented by counsel of his or her choice at the disciplinary hearing. If the student elects to choose a duly licensed attorney as his or her counsel, he or she must tender at least seven calendar days notice thereof to the dean of student services.
- In all disciplinary proceedings the college may be represented by the dean of student services or his or her designee who shall present the college's case to the College Discipline Committee. The dean of student services may elect to have the college represented by an assistant attorney general.
- An adequate record of the hearing shall be maintained and shall include:
  - all documents, motions, and intermediate rulings;
  - evidence received and considered;
  - a statement of matters noticed; and
  - questions and offers of proof, objections, and rulings thereon.
- The chair of the College Discipline Committee shall preside at the disciplinary hearing and shall be considered the presiding officer.
- The dean of student services shall designate a recorder to take notes during the



hearing and to prepare a written summary of all evidence, facts, and testimony presented to the College Discipline Committee during the course of the hearing.

- Hearings conducted by the College Discipline Committee generally will be held in closed session, provided that the accused student may request the hearing to be held in open session.
- If at any time during the conduct of a hearing visitors disrupt the proceedings, the chair of the committee may exclude such persons from the hearing room.
- Any student attending the College Discipline Committee hearing who continues to disrupt the proceedings after the chair of the committee has asked him or her to cease or to leave the hearing room shall be subject to disciplinary action.

### **Evidence Admissible in Hearings**

- Only those matters presented at the hearing, in the presence of the accused student (except where the student fails to attend after receipt of proper notice) will be considered in determining whether the College Discipline Committee has sufficient cause to believe that the accused student is guilty of violating the rules he or she is charged with having violated. Hearsay evidence is admissible in the hearing.
- The presiding officer of the College Discipline Committee shall, in the course of presiding at the disciplinary hearing, give effect to the rules of privilege recognized by law and exclude incompetent, irrelevant, immaterial, and unduly repetitious evidence.
- Evidence or testimony to be offered by or on behalf of the student in extenuation or mitigation shall not be presented or considered until all substantive evidence or testimony has been presented.

### **Decision by the College Discipline Committee**

- Upon conclusion of the disciplinary hearing, the College Discipline Committee shall consider all the evidence therein presented and decide by majority vote whether to uphold the decision of the dean of student services or to recommend to the president any of the following actions:
  - that the college terminate the proceedings and exonerate the student or students;
  - that the college impose any of the disciplinary actions as provided in this chapter.
- Within seven calendar days, the student will be provided with a copy of the College Discipline Committee's findings of fact and conclusions regarding what occurred, whether the student violated any provision of the student code, and recommendation for the final disposition of the matter at issue. The committee shall also advise the student of his/her rights to present, within twenty-one calendar days, a written statement to the president of the college appealing the recommendation of the College Discipline Committee.

### **Final Appeal**

Any student who is aggrieved by the finding(s) or conclusion(s) of an appeal to the College

Discipline Committee may appeal the same in writing to the president within twenty-one days following notification to the student of the action taken by the committee. The president may, at his or her discretion, suspend the disciplinary actions imposed. In the consideration of such an appeal, the president shall base his or her findings and decision solely on the official written record of the case and on any reports or recommendations of the College Discipline Committee and/or the dean who conducted the original hearing.

### **Readmission After Expulsion**

Any student expelled from the college may be readmitted only on written petition to the office which initiated the action resulting in his expulsion. Such petitions must indicate how specified conditions have been met and if the term of the expulsion has not expired, any reasons which support a reconsideration of the matter. Because the president of the college participates in all disciplinary actions expelling students from the college, decisions on such petitions for readmission must be reviewed and approved by the president before readmission is granted. The president shall render a decision in writing to the student.

### **Reporting, Recording, and Maintenance of Records**

Records of all disciplinary cases shall be kept in the office of the dean of student services. Except in proceedings wherein the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved for not more than five years. No record of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation.

### **Summary Suspension Proceedings**

If a dean or his designee(s) has cause to believe that any student

- has committed a felony; or
- has violated any provision of this chapter; and
- presents an imminent danger either to himself or herself, to other persons on the college campus, or to the educational process;

that student shall be summarily suspended and shall be notified by certified and regular mail at the student's last known address, or shall be personally served. Summary suspension is appropriate only where (c) of this subsection can be shown, either alone or in conjunction with (a) or (b) of this subsection.

### **Permission to Enter or Remain on Campus**

During the summary suspension period, the suspended student shall not enter any campus of District VIII other than to meet with the dean of student services or to attend the hearing. However, the dean of student services or the college president may grant the student special permission to enter a campus for the express purpose of meeting with faculty, staff, or students in preparation for a probable cause hearing.

### **Notice of Summary Suspension Proceedings**

- When the president or his/her designee exercises the authority to summarily suspend a student, he/she shall cause notice thereof to be served upon that

student by registered or certified mail at the student's last known address, or by causing personal service of such notice upon that student.

- The notice shall be entitled "notice of summary suspension proceedings" and shall state:
  - the charges against the student including reference to the provisions of the Student Code of Bellevue Community College District VIII or the law involved; and
  - that the student charged must appear before the dean of student services at a time specified in the notice for a hearing as to whether probable cause exists to continue the summary suspension. The hearing shall be held as soon as practicable after the summary suspension.

### **Procedures of Summary Suspension Hearing**

- The summary suspension hearing shall be considered an emergency adjudicative proceeding. The proceeding must be conducted as soon as practicable with the dean of student services presiding.
- At the summary suspension hearing, the dean of student services shall determine whether there is probable cause to believe that continued suspension is necessary and/or whether some other disciplinary action is appropriate.

### **Decision by the Dean of Student Services**

If the dean of student services, following the conclusion of the summary suspension proceedings, finds that there is probable cause to believe that:

- the student against whom specific violations of law or of provisions of this chapter are alleged has committed one or more of such violations upon any college facility; and
- that summary suspension of said student is necessary for the protection of the student, other students or persons on college facilities, college property, the educational process, or to restore order to the campus; and
- such violation or violations of the law or of provisions of this chapter constitute grounds for disciplinary action,

then the dean of student services may, with the written approval of the president, continue to suspend such student from the college and may impose any other disciplinary action appropriate.

### **Notice of Suspension**

- A student who is suspended or otherwise disciplined pursuant to the above rules shall be provided with a written copy of the dean of student service's findings of fact and conclusions, as expressly concurred in by the president, which constituted probable cause to believe that the conditions for summary suspension existed.
- The student suspended pursuant to the authority of this rule shall be served a copy of the notice of suspension by personal service or by registered mail to said student's last known address within three working days following the conclusion of the summary suspension hearing.
- The notice of suspension shall state the duration of the suspension or nature of

other disciplinary action and the conditions under which the suspension may be terminated.

### **Suspension for Failure to Appear**

The dean of student services is authorized to enforce the suspension of the summarily suspended student in the event the student has been served pursuant to the notice requirement and fails to appear at the time designated for the summary suspension proceeding.

### **Appeals from Summary Suspension Hearing**

- Any student aggrieved by an order issued at the summary suspension proceeding may appeal to the College Discipline Committee. No such appeal shall be entertained, however, unless
  - the student has first appeared at the student hearing in accordance with WAC 132H-120-430;
  - the student has been officially notified of the outcome of the hearing;
  - summary suspension or other disciplinary sanction has been upheld; and
  - the appeal conforms to the standards set forth in WAC-132H-120-245.
- The discipline committee shall, within five working days, conduct a formal hearing in the manner described in WAC-132H-120-300.

## ***Advisor Responsibility***

The nature of the relationship between you and your group will vary, not only with each organization, but also, from time to time, within the group. As an Advisor, your responsibility is to the Club, College and the Community College District. Advisors occupy unique positions in these groups. Advisors work with students and should not consider themselves as persons who direct the groups' programs and activities. Your role should be as a person who guides the group in accordance with rules, regulations, purposes and ideals of the college. Special attention should be given to educational, cultural, social and recreational values of your group.

### **Specific Responsibilities**

Attend club/ program meetings and assist the club/ program officers in planning their programs, activities and budgets.

Supervise financial procedures and the expenditure of club/ program funds. Approve and sign all expenditures and budget proposals. Ensure that all receipts are submitted to the Student Programs Office for reimbursement.

Require that the club/ program maintains current records with the Student Programs Office, to include a list of current club officers and club members, current constitution or by-laws and current budget.

Attend or find a faculty or staff member to supervise all activities that your group sponsors and carries out.

Be responsible for student travel and all related paperwork as defined in the "Purchasing, Travel and Other Documents" section.

Have a working knowledge of the club/ program's Constitution and Statement of Purpose

Ensure that students fill out and turn in a project plan for all activities and events and encourage them to begin working with Student Programs a month prior to the planned event.

### **Advisor Selection/ New Club Development**

All clubs are required to have a Club Advisor, this can be either a BCC faculty or staff member. Students are required to find an Advisor, if students do not have an Advisor at the time they wish to charter then a Student Programs staff member will serve as Advisor until a permanent Advisor can be found. The Advisor is responsible for working with the club to develop a constitution and Statement of Purpose.

A Constitution, Statement of Purpose and a Club Chartering application are developed by the club and submitted to the Front Desk of the Student Programs Office for

charting by the Associate Student Government (ASG). A member of the club must come to the ASG board meeting and explain their club charter to the ASG Board. The board will then vote and officially charter the club.

Clubs that have been officially chartered can request S&A funding from the ASG. To request funding complete an ASG Funding Request form that can be pick up at the Front Desk of the Student Programs Office. The VP of Finance will contact a club member to discuss the funding request, and a club member is required to be present at the ASG board meeting to make an official request to the board. Currently first time clubs must wait one quarter from the time they charter to request funding from ASG.

### **Student Programs Responsibility to Advisors**

The Student Programs Office is located in the C building on the second floor (C212). The Assistant Dean and Student Program staff are available to provide both advisors and club members support. We are here to coordinate student activities and student government and assist student sponsored activities. We encourage students and advisors to stop by and get to know our friendly office.

### **Role of the Advisor**

#### **Appropriate roles**

- Serves as a "sounding board" off of which students can bounce new ideas
- Supports the group
- Intervenes in conflicts between group members and/ or officers
- Is knowledgeable of policies that may impact organizational decisions, programs, etc.
- Helps to run "interference" and cut through red tape
- Provides continuity and stability as student leadership changes
- Provides as outside view of perspective
- Provides the group with connections on campus and off
- Serves as a personal role model
- Provides advice on problem solving, program planning, recruitment of members and meeting planning
- Serves as the fiscal officer of the organization

#### **Inappropriate roles**

- Run student meetings
- Have veto power over decisions
- Help clean up after the program
- Respond only when asked by members/ officers
- Be ultimately responsible for the club's actions and decisions

- Take care of last minute event details
- Be ultimately responsible for club's failures

Adapted from "The Role of the Advisor", DeVry Institute of Technology, Chicago IL

### **Effective Advising Styles (**

#### **Club Director**

High concern for product; low concern for process. **Student club members in infancy stage.**

#### **Club Teacher/Director**

High concern for product; high concern for process. **Student club membership roles are in adolescence.**

#### **Club Advisor/ Teacher**

Low concern for product because **students** take over this concern when they **reach young adulthood stage as club members**; high concern for process.

#### **Club Consultant**

Low concern for product and process because students assume responsibility for both areas. **Students, as a club members, have reached maturity.**

Allen, K. E. (1983). Choosing the effective advising style. Student Activities Programming, 16(1), 34-37.

### **Advisor's Self-Evaluation Checklist**

Yes    No

\_\_\_\_\_    \_\_\_\_\_ I actively provide motivation and encouragement to members.

\_\_\_\_\_    \_\_\_\_\_ I know the goals of the organization.

\_\_\_\_\_    \_\_\_\_\_ I know the group's membership.

\_\_\_\_\_    \_\_\_\_\_ I attend regularly scheduled executive board meetings.

\_\_\_\_\_    \_\_\_\_\_ I attend regularly scheduled club meetings.

\_\_\_\_\_    \_\_\_\_\_ I meet regularly with the officers of the club.

\_\_\_\_\_    \_\_\_\_\_ I attend the club's special events.

- \_\_\_\_\_ I assist with the orientation and training of new officers.
- \_\_\_\_\_ I help provide continuity for the club.
- \_\_\_\_\_ I confront the negative behavior of members.
- \_\_\_\_\_ I understand principles of group development.
- \_\_\_\_\_ I understand how students grow and learn.
- \_\_\_\_\_ I understand the principles that lead to orderly meetings.
- \_\_\_\_\_ I have read the group's constitution and by-laws.
- \_\_\_\_\_ I recommend and encourage without imposing my ideas and preferences.
- \_\_\_\_\_ I monitor the club's financial records.
- \_\_\_\_\_ I understand the principles of good fundraising.
- \_\_\_\_\_ I understand how issues of diversity affect the club.
- \_\_\_\_\_ I attend conferences with the club's students.
- \_\_\_\_\_ I know the steps to follow in developing a program.
- \_\_\_\_\_ I can identify what members have learned by participating in the organization.
- \_\_\_\_\_ I know where to find assistance when I encounter problems I cannot solve.



## ***Planning An Event***

Planning an event should begin with a purpose and goals your group hopes to accomplish. Start with a goal such as: unifying the Student Body; increasing awareness (cultural, social, etc.); creating an alternative, safe atmosphere for celebrating. Part of creating your purpose is identifying who you want your audience to be. You will promote an event differently depending on the type and size of your target audience.

Approach planning an event from the perspective of collaboration, think about which departments, programs or clubs on campus you can partner with when you begin an event. Think about all of the resources you can share when you work together and consider the benefits of planning an event that five instructors will bring their classes to, rather than planning and promoting a seminar with no guarantee of an audience.

### ***Project Plan***

Begin planning all events/ projects by completing a **Project Plan** with your club or program members. The **Project Plan** can be found on the Student Programs Website: [http://www.bcc.ctc.edu/stupro/pdf\\_doc/projectplan.doc](http://www.bcc.ctc.edu/stupro/pdf_doc/projectplan.doc) or you can pick up a form from the Front Desk in Student Programs.

The **Project Plan** is a tool to assist you with brainstorming ideas, outlining the steps to be taken to ensure that your event/ project is successful, documenting all tasks to be completed and who will be responsible for each item and establishing deadlines for each task.

Once you have completed the **Project Plan** you will need to **meet with Nora Lance** so that she can review your **Project Plan** with you to ensure that you have all necessary documentation and forms completed, as well as assist you with securing the necessary resources to campus.

### ***Event Timeline***

This Timeline is a tool to assist you with planning your event and completing your **Project Plan**.

#### Four Months/ Weeks Ahead

- Check Calendar, date & Time
- Decide the kind of entertainment that you want. Research.
- Reserve Facility, prepare forms
- Preliminary planning for the event
- Establish budget

- Set admission Price
- Preliminary planning for advertisement
- Contact classes for any info

Two Months/ Weeks Ahead

- Order tickets
- Reserve any special equipment needed- Media, sports equipment, etc
- Arrange for security
- Check needs for extra services
- Arrange parking
- Order awards and prices
- Prepare materials for special displays and bulletin boards
- Send email on campus, etc
- Make arrangements for food
- Arrange for any City permits that you might need
- Arrange for Certificate of Liability if there will be more than 500 people attending the event

Six Weeks/ Days Ahead

- Contact any performers, fill out all the forms (performance agreement, A19, W9, and take care of their special needs such as transportation, lodging, meals)

Three Weeks/ Days Ahead

- Arrange any video, audio, or lighting equipment, and sound tech people for the stage
- Arrange for any deliveries
- Decorations
- Finish the publicity and distribute publicity, hang posters, flyers, banners, etc
- Cut checks for payments
- Arrange for the use of the Piano if needed
- Arrange for Public Safety Officers if needed
- Make sure Certificate of Liability is turned in
- Make sure you have all permits required by the City.

Two Weeks/ Days Ahead

- Get change for ticket sales; secure cash boxes, hand stamps, etc.
- Confirm performers
- Begin ticket sales
- Let Public Safety know about signs with directions
- Arrange for parking permits
- Check on food ordered
- Check on any special arrangements
- Check on decoration arrangements

One Week/ Day Ahead

- Confirm technical arrangements
- Confirm transportation/lodging arrangements

- Check with performers
- Make sure payment checks are ready

Day of the Event

- Arrive at the time indicated in your building use application
- Review room set up, sound, light, equipments, decorations, table, chairs, etc
- Meet with security
- Pay performers
- Distribute programs, name tags, awards

End of the Event & One Week After

- Clean up areas used and remove trash
- Write "thank you" notes
- Evaluate event

## ***Event Checklist***

This Checklist is a tool to assist you with planning your event and completing your **Project Plan**.

### **Logistics and Details**

- |   |   |
|---|---|
| <input type="checkbox"/> What is the purpose for the event? (Fundraising, motivation, training, fun, etc.)        | <input type="checkbox"/> Do you have to prepare for accommodation for any participants? (Handicapped or Hearing –impaired ; do you need interpreters – contact DSS) |
| <input type="checkbox"/> What do you hope to accomplish?  | <input type="checkbox"/> Do you need to explore corporate sponsorship?  |
| <input type="checkbox"/> What are your expected revenues (tickets, sponsors, concession, registration fees, etc?) | <input type="checkbox"/> Have you done advertising?   |
| <input type="checkbox"/> Who is your target “audience/participants”   | <input type="checkbox"/> Do you know where you can advertise your event?  |
| <input type="checkbox"/> Will you have a Speaker or other paid “performers?”                                      | <input type="checkbox"/> Do you have a contact list for all your vendors?   |
| <input type="checkbox"/> How many people do you estimate will attend?   | <input type="checkbox"/> Have you determined your budget?   |
| <input type="checkbox"/> How many volunteers do you require?  |   |

### **Scheduling Facilities : Make your requests As Early As Possible to the Front Desk**

- |  |   |
|--|---|
| <input type="checkbox"/> What are your preferred dates?  | <input type="checkbox"/> If there will be greater than 500 people, you will need to provide a Certificate of Liability, or your vendors will.   |
| <input type="checkbox"/> Number of meeting rooms you will be needing   | <input type="checkbox"/> Do you need a Public Safety Officer at your event?   |
| <input type="checkbox"/> Do you need to reserve a space to hold a rehearsal?                                     | <input type="checkbox"/> Do you have any technical requests; light plots, stage settings, sound needs, special equipment requests?  |
| <input type="checkbox"/> Will you be ordering food? What kind?   | <input type="checkbox"/> Do you need for something to be delivered at BCC?  |
| <input type="checkbox"/> Is there any special exhibit requirements?  | <input type="checkbox"/> Do you need to use BCC’s piano? If so, BCC will provide its own piano tuner and you will be responsible for his fee. Tuning is required with each use, prior to or after your event. |
| <input type="checkbox"/> Are there any special needs for your group?   | <input type="checkbox"/> Will you require ushers, box office personnel, concession personnel, or parking attendants   |
| <input type="checkbox"/> What are the setup requirements for each venue?   | <input type="checkbox"/> Will you need any audio/visual equipment?  |
| <input type="checkbox"/> Do you require advance setup times prior to the event? Clean up/breakdown times?        | <input type="checkbox"/> If you wish to videotape, web stream, or televise your event, arrangements must be made well ahead of time with Campus Ops.  |
| <input type="checkbox"/> Do you need parking permits for your special guests or attendees?                       |   |
| <input type="checkbox"/> Do you need to send out a parking/campus map to special guests or attendees?            |   |
| <input type="checkbox"/> Is it necessary to request an entire parking lot designated for your event?             |   |
| <input type="checkbox"/> How you plan to use each location? Draw a diagram                                       |   |
| <input type="checkbox"/> Will there be a room/facility charge?   |   |
| <input type="checkbox"/> Do you require any special permits? Food handler; noise, etc. from the City of Bellevue |   |

### Wrap up

- ☐ finalize the billings, check the invoices, distribute the monies
- ☐ Discuss how well EVERYONE performed, and what could be done differently in the future.
- ☐ Ask whether you provided the facility and other vendors with appropriate information and instructions.
- ☐ Did you schedule enough time for activities on the agenda?
- ☐ Did you achieve your objectives?
- ☐ Discuss and record lessons learned for the next group

### Supplies to have on Hand the Day of the Event

- |  |   |
|--|---|
| <input type="checkbox"/> Pens, pencils, markers                  | <input type="checkbox"/> Throat lozenges                                    |
| <input type="checkbox"/> Whiteout                                | <input type="checkbox"/> Packing knife                                      |
| <input type="checkbox"/> White boards                            | <input type="checkbox"/> Extension cords                                    |
| <input type="checkbox"/> Chalk and eraser                        | <input type="checkbox"/> Flashlight   |
| <input type="checkbox"/> Pointer                                 | <input type="checkbox"/> Batteries  |
| <input type="checkbox"/> Paper/ card stock                       | <input type="checkbox"/> Measuring tape                                     |
| <input type="checkbox"/> Name tags/ labels                       | <input type="checkbox"/> Spot remover                                       |
| <input type="checkbox"/> Place cards                             | <input type="checkbox"/> Sewing kit   |
| <input type="checkbox"/> Colored dots                            | <input type="checkbox"/> Volunteer list with contact information            |
| <input type="checkbox"/> File folders                            | <input type="checkbox"/> Stopwatch  |
| <input type="checkbox"/> Tape- single and double face/ duct tape | <input type="checkbox"/> Scissors   |
| <input type="checkbox"/> File boxes                              | <input type="checkbox"/> Thank you notes                                    |
| <input type="checkbox"/> Ribbons                                 | <input type="checkbox"/> Emergency numbers                                  |
| <input type="checkbox"/> Date and Numbered Stamps                | <input type="checkbox"/> Cash boxes   |
| <input type="checkbox"/> Stationary and Envelopes                | <input type="checkbox"/> Calculators  |
| <input type="checkbox"/> Computer and Computer Supplies          | <input type="checkbox"/> Projector, projector bulbs, carousel tray          |
| <input type="checkbox"/> Clips                                   | <input type="checkbox"/> Message pads                                       |
| <input type="checkbox"/> Rubber bands                            | <input type="checkbox"/> Cell phone   |
| <input type="checkbox"/> Stapler/ staples                        | <input type="checkbox"/> Local tourist information/ maps/ restaurant guides |
| <input type="checkbox"/> Three-hole and single punches           | <input type="checkbox"/> Cassettes and tape recorder                        |
| <input type="checkbox"/> Rulers                                  | <input type="checkbox"/> Camera/ film                                       |
| <input type="checkbox"/> Toolbox (hammer, screwdriver, nails)    |   |
| <input type="checkbox"/> First Aid Kit                           |   |

### Policies and Procedures to think about

- Posting Policy
- Outdoor Event Policy

- Fund raising procedures
- Billing Policy
- Meals with Meeting

### ***How to have a Successful Meeting***

- Group members should understand the meeting's purpose and pool their knowledge
- If you are facilitating the meeting come prepared
  - Have an agenda
  - Know the purpose of and what you hope to accomplish at the meeting
  - Have done your research
- Practice good meeting etiquette
  - Arrive on time
  - Avoid unnecessary interruptions (turn-off your cell phone)
  - Be aware of the time and keeping moving through the agenda
  - Don't hold side conversation during the meeting
  - Stay until the end or let the group know at the beginning of the meeting that you have to leave early.
- Practice good communication skills
  - Listen carefully
  - Be courteous
  - Respect opinions
  - Consider suggestions
  - Express yourself clearly
  - Summarize as needed
  - Include everyone
  - Offer suggestions
- Close the meeting by:
  - Tying up loose ends
  - Assigning follow-up assignments
  - Summarizing the decisions made at the meeting
  - Schedule the next meeting

*How to have Successful Meetings*, Copyright © 1983 by Channing Bete Company, Inc, South Deerfield, MA.

### ***Reserving a Room***

**Reserving space** is the **First** step, which must take place before any aspects of planning can be confirmed. To reserve a space you need to contact the Student Programs Office at 425.564.6150 or come in person to C212 and work with the Front Desk. While you are securing a space you must simultaneously be working on your **Project Plan**, which you can pick-up from the Front Desk as well.

### ***Sound, Equipment, Etc.***

Prior to contracting a performer or advertising your event you must confirm that you can secure sound and equipment. Performers, especially musicians, have special needs. They may need a piano, special lighting, a certain amount of stage space, a certain level of plug-in amplitude, a TV screen... you never know until you ask. More and more musicians and performers come with their own sound systems, you will need to ask them and if they do make sure you include this in their **Performers Aggrement**.

The **Campus Activities Board (CAB)** maintains a **sound/P.A. system** owned by Student Programs. This system was upgraded in the summer of 1997 and is kept on a large, portable black cart. It includes a CD player, standard cassette player, plug-ins for microphones and instruments. It does not include wireless microphones or a Dat machine (Dat tape player). However, it is possible to plug a Dat machine into the system. You can reserve the CAB sound system at the Front Desk of Student Programs. CAB will set up the sound system for you, just tell them when and where you need them to set it up and take it down.

The **Library Media Center** has TV, DVD, VCR, projector and screens that students can reserve. Once your Project Plan has been approved by Nora, Chris and Faisal you can ask the Front Desk to reserve media equipment for you.

The **cafeteria stage** is maintained by the Student Union Manager and is set up by his crew as requested through the Front Desk. The stage is left set up, so if you need it taken down for an event you must make this request through the Front Desk. Adjustments to **cafeteria lighting** would be made through Nora Lance in Student Programs.

**Plug-ins and voltage** may be a condition of contract with performers with special equipment. Campus Operations has alternate plug-ins. Requests or inquiries should be placed well in advance since a problem in this area could potentially shut down an event.

A **piano** is kept in the Student Union building and can be moved to accommodate an event when necessary. Bear in mind that a piano will require tuning after each move, which will be charged to your Club/Program budget.

## ***Contracting***

Many performers have agents who take care of performance details. Agents (Agencies) also offer event packages, sound, and games. Rarely will an agent have a set price for a performance. They are almost always negotiable. Before calling to negotiate, decide how much you can afford.

You will be able to arrange **contract prices and conditions**, but you must always inform the person that no contract can be binding until reviewed and approved by the college through the Director of Student Programs. Before settling a verbal contract,

you must have a **Project Plan** completed and approved by Student Program Staff. Make sure you have the space reserved; the time/date does not conflict with other events, and make allowances for unexpected weather conditions. Be sure you know what you are getting. Do not offer a price before you know details, such as length of performance and quality of the production. Ask for referrals. You don't want any surprises after the contract is signed.

Performance payments require a **W-9**, **A-19**, and a **Performance Agreement**. The W-9 and A-19 are to be completed by the person to whom the check will be made payable (usually the agency or performer). The performance contract can include a contract issued by the agency, but it must also include our own standard Performance Agreement. Your Advisor and the Director of Student Programs must approve the Performance Agreement and the A-19. Be sure the performer indicates on the forms the same claimant name and address to be put on the check. Most performers will want to receive the check immediately after the performance, which should be indicated on the A-19 along with the performance date, the advisor, and the date you wish to pick up the check from Cashier's Office.

Let the performer/agent know not to tear off a copy of any form, but to wait for the copies, which will be sent to them after they have been processed and signed by the correct BCC authority. **Start the paperwork 4-6 weeks before the event** to allow yourself plenty of time for these forms to go through the performer/groups hands and at least 2 weeks for them to go through Student Programs and Finance Offices for final approval and processing of a payment check.

## ***Providing Food***

If you are providing food for your event you need to get it through BCC Food Services. The Food Services Manager is the contact person. Complete a **Catering Request form** available from the Student Programs Front Desk (C212) and turn it into Food Services Manager three (3) weeks before the event. The event needs to be open to the entire BCC population and advertised that it will include refreshments, ten (10) business days prior to the event. If it's open to all of BCC, you must fill out the **"Advance Approval Form: Serving Coffee and Light Refreshments"** and attach it to the catering request form. If it's only open to a select group of people then you need to also complete a **"Meals with Meetings" form** and attach it to the Catering Request form. After the event, you will need to attach a list of the attendees, and their signatures, to the "Meals for Meetings" form. Any food brought from an outside source either for sale or for consumption must be approved by Food Services Manager. If you would like to gift the performers or speakers with vouchers for a free lunch in the cafeteria you need to follow the same procedure stated above. The Food Services Manager/Union Manager will charge your budget number directly.

All above forms are available on the Student Programs Website:

<http://www.bcc.ctc.edu/stupro/forms/index.asp> or from the Front Desk of Student Programs.



## ***Promoting an Event***

Begin by identifying who you want your audience to be and how you can best reach them. Consider involving the outside community or inviting specific organizations. Consider which groups on campus will take special interest in the program. You can work with CAB and they can assist you in both planning a promotion/ marketing strategy for your event as well as with designing a poster or flyer.

### **Clubs, Student Funded Programs, Departments**

As you contact the Student Programs Office to start planning your event, ask for our help in getting you in touch with the different Clubs and Student Funded Programs so you can promote your event. Contact also the different Departments on campus and let them know about the event. They can announce them in the Department's staff meeting or post the information in their offices (try sending flyers or brochures via campus mail). Organizations such as Phi Theta Kappa and ASG have their own newsletters and they would be willing to advertise in them for you.

### **Press Releases, BCC Today** College Relations

Room: A102

Tel: (425) 564-3081

One resource in doing off campus publicity is College Relations. They often create "press releases" which will be sent out to various local newspapers and television stations.

College Relations has a monthly publication called "The Grapevine". To submit an article, blurb, or event date, contact Bob Adams ([badams@bcc.ctc.edu](mailto:badams@bcc.ctc.edu)) by the 3<sup>rd</sup> week of the month to make the publication to be distributed the first week of the following month.

### **Plasma Screens**

Room: C212

Tel: (425) 564-2448

CAB designs and maintains the plasma screens. You can contact them to assist you with designing and posting plasma announcement in addition to having them help you with designing posters or flyers. Many clubs request CAB to design both a poster and a plasma screen for their events.

### **E-mail/Internet/ Student Programs Website**

Your Advisor can send event promotion to groups/faculty via email. Talk with your advisor if you wish them to send an ALL BCC FYI email. Submit event information to CAB for inclusion on the BCC events calendar. Email Natalia Lubskaya (Student Programs Web Master) at [nlubskay@bcc.ctc.edu](mailto:nlubskay@bcc.ctc.edu) to have your event added to the Student Programs website.

### **Off Campus Publicity**

Keep in mind that larger news-groups may need several reminders beyond the College Relations' press release; so take advantage of fax, phone, and mail. The "Contact" Cultural Organizations handbook, Chamber of Commerce's business listings, the Yellow Pages, and College Relations' mailing lists are valuable resources in finding other groups with their own newspapers, flyers, meetings, etc., which can be additional sources for exposure.

### **Posting Policy**

All items posted must be approved and stamped at either the Business Center in C106 or at the Student Programs Office in C212, and be posted in compliance to the instructions in the pamphlet "Posting Procedures". Generally a flier is posted for about 2 weeks prior to the event. The Front Desk can give you the details on which bulletin boards you can post on.

### **Display Case**

You can reserve the display case in the Cafeteria through the Student Programs Office. Reserving the display case requires at least two weeks prior notice and it is reserved on a first comes first basis. Clubs, Student Funded Programs and Organizations can reserve the display case once a quarter for one week. The Front Desk can reserve the display case for you.

### **Radio Station KBCS FM**

Room: Behind the parking garage by Eastern

Tel: (425) 564-2427

Promotion through the radio can be done by calling the Programming Director at least one month in advance of the event. In past, he/she has put together event announcements, listed events on the calendar, run interviews with or played the music of performers who will be appearing at BCC. Remember that the station has its own agenda, so try making requests appealing to their purposes.

### **Television Station KBCC Channel 28**

Rick Otte

Tel: (425) 564-5407

Our own television station maintains an event calendar but needs to be notified with information.

## ***Budgets and Fundraising***

Any BCC program or ASBCC-chartered club supported by S&A dollars engaging in fund-raising activities must comply with the Student Programs Fund-Raising Rules and Regulations. These instructions and procedures are mandated by the BCC Financial Code, Student Programs, the BCC Finance Department and the State of Washington. All of the policies and procedures as well as authorization forms are available at the Student Programs Office, C212.

Before any program or club fund-raising activity occurs, a **Project Plan** must be completed and approved by the appropriate Student Programs staff, once this has been done the appropriate **Fund-raising Authorization** and supplemental forms must be completed and handed in at **least one but ideally three weeks** prior to the fund-raising activity, unless otherwise specified or authorized, for the signature of the Director of Student Programs. It is imperative that documentation exists which tracks all aspects of revenue collection. If a program or club does not abide by these instructions and policies, they could face delay in future fund-raising authorization, denial of fund-raising authorization, debiting of revenue into the S & A fund-balance, removal of funds from program, club account with funds being lapsed into S & A fund-balance.

All revenues realized through fundraising activities must be deposited into your account as mandated by the State of Washington - there are no exceptions. Following the fundraiser event, raised funds must be brought to Student Programs office for **immediate** reconciliation. If the event is held outside of regular office hours, funds must be dropped off at the Cashier's night drop box and picked up the next day to be reconciled and deposited. It is important to remember that checks must be deposited on a weekly basis. If a weekly appointment is missed and checks should have been verified and deposited at that appointment, it will be recorded on your program's fund-raising summary.

Any expense associated with the fund raising event must be processed through the College Finance procedures. This includes last minute unplanned needs and staff or student reimbursements.

Student Programs Office has developed processes, instructions, authorization and related forms for the following ten types of fund-raisers:

- |   |   |
|---|---|
| 1) <a href="#">Advertising</a>                      | 6) <a href="#">Miscellaneous Co-Pay</a>           |
| 2) <a href="#">Auction</a>                          | 7) <a href="#">Sale - Bake</a>                    |
| 3) <a href="#">Donation</a>                         | 8) <a href="#">Sale - Raffle</a>                  |
| 4) <a href="#">Dues / Membership Fees</a>           | 9) <a href="#">Sale – Service /Tangible Items</a> |
| 5) <a href="#">Event / Performance ticket sales</a> | 10) <a href="#">Other</a>                         |

The following is detailed information on each of the types of fundraisers mentioned above as well as all the forms needed for fundraisers. However, it is recommended that while planning a fundraiser, you meet with a Student Programs Coordinator to ensure the appropriateness of your actions and forms used in regards to your fundraiser event. If you have any questions or need guidance, contact Student Programs Office in C212, phone (425) 564 6150, e-mail [stupog@bcc.ctc.edu](mailto:stupog@bcc.ctc.edu)

## ***Advertising***

If your program/club is engaged in heavy advertising, it is important to have a sequentially numbered invoicing system. When requesting authorization, document the beginning and ending number of your invoicing set. If you do not have an invoicing system in place, then please request assistance from Student Programs Office. The actual information that must appear on every invoice is an invoice number, a client name and address, the cost of the

advertising, the name of the student who placed the order and/or received the payment, and the date of the order. At the time when your program or club verifies a deposit through Student Programs, the invoice that matches the check or cash amount must be presented as a supporting document of that particular deposit.

### ***Auction***

Auctions can be a great way to raise large amounts of money. This is especially true if the program or club auction items or services are donated from individuals or organizations. However, it must be verified that soliciting donations does not conflict with any BCC Foundation fund-raising or donation drives. Contact Student Programs Staff to check with the Foundation Office to make sure there are no potential conflicts with your fund-raiser. If any conflicts are noted by Foundation, Student Programs will work with your program to find alternatives.

Consider the following when planning and holding an auction:

1. Receipts need to be given to any individual or organization that donates items or services. If a tax ID number is requested by the donor, please contact Student Programs for that information. The receipt must include the following information: date, name of organization or service, item or service description, estimated value of item(s), name of program/club representative who received the actual donation
2. One business day prior to the auction, all donated items/services receipts must be on file with Student Programs.
3. A receipt of purchase must be issued to the individuals who buy auction items/services.
4. Any auction items or services not sold need to be documented, and kept in a secure place by the program/club advisor.
5. Upon the conclusion of the auction, within one business day, all revenue and receipts need to be brought to Student Programs for verification and deposit.

### ***Donations***

Some programs and clubs seek donations from individuals and organizations outside Bellevue Community College soliciting money, goods, and services for various uses such as annual auctions, assistance with travel costs, or other general expenses needed to run a program or club. Contact Student Programs Staff to make sure that any potential conflict with BCC Foundation Office simultaneous donation drives is eliminated.

Once the authorization form is turned in and approved, donations need to be documented with receipts being given to the donor. The receipt needs to include: name of the individual or organization making the donation; what type of donation it is (cash, check, goods, service) and date of donation; name of program/club representative who received the donation; BCC's tax id number if requested. Programs and Clubs are to bring the donation receipts and cash/checks into Student Programs for reconciliation and verification each time a deposit is made. If items or services were collected, the program or club must indicate what they plan to do with these

items or services. If they plan to sell them, then please read the instructions for auctions or the sale of tangible items or services.

Often other types of fundraisers are accompanied by unsolicited donations. Make sure for this purpose you pick up a lockable donations box from Student Programs Office.

### ***Dues/Membership Fees***

Dues or membership fees collected by a program or club from its student members are considered a form of fund-raising. As such, the program or club must complete a Program/Club Dues and Membership Fee Authorization Form prior to the collection of dues/membership fees from students. This fees and dues can be a part of a program's/club's membership with an outside organization (local, state, or national), or be decided on and administered by a club or program itself.

Collecting and depositing of membership fees and dues can be done in two ways.

1. Program/club can request a revenue fee code from Student Programs Staff and then each member can make individual deposits directly with the Cashier's Office (B126) and submit a copy of the deposit receipt to Student Programs Office.
2. Program/club's advisor or a student financial representative collects the dues recording them on a log sheet or receipts provided by Student Programs office. Once dues are collected, the revenue is to be brought for reconciliation and deposit with a Student Program Coordinator.

Thereafter the program may need to process a payment to an outside organization (local, state, or national). Requests for these payments should be sent to Student Programs Office. It is important that the Student Programs' Office receives all financial back-up documentation, as student dues and/or membership payments need to match payment to the outside organization. Student Programs and Finance offices will check compliance with these policies and procedures.

### ***Event or Performance Fund-Raising Procedures & Instructions***

When holding an event or performance such as a dance, dinner, play, dance production, or musical concert, for which admission is charged, a program should abide by the following guidelines.

#### **Tickets**

Programs/clubs must use **pre-numbered and pre-approved tickets** when charging admission. Student Programs recommends that the Campus Copy Center be utilized in producing these pre-numbered tickets that must be verified by Student Programs staff prior to any distribution or sales. The program or club may provide their own pre-numbered tickets, but still must present the tickets to the Student Programs Office for verification of the stated number sequences and pricing. In both instances, request a **distribution log** that will help to keep track of ticket sales.

Within 24 hours following the event or performance, revenue is to be brought for verification and reconciliation accompanied by **both used ticket stubs and unsold intact tickets**. Once reconciled, the program or club member must deposit the revenue at Cashier, B126, into their program or club account.

**\*A helpful tip to consider:** For ease of distribution and reconciliation, it is essential that tickets priced differently are colored differently or the number sequences should be specified for presale vs. door sales. It is also helpful to have either performance/event date printed on the ticket or have a different number series or color to differentiate between performances or events occurring on more than one date concurrently.

Programs/Clubs are encouraged to use Student Business Center services for event ticket sales, which will help to eliminate cash handling liability concerns. The Student Business Center provides this service free of charge.

The program or club should note any discrepancies: either money shortages or overages, or missing tickets at the time of the pre-reconciliation. Documenting any problems in which the numbers of tickets do not match the receipts for the event will make it easier to address the problem promptly. Do not wait until after the performance or until the next business day to reconcile your revenue and tickets.

### **Miscellaneous Co-Pay/Registration Fees**

If a program/club is raising funds either through students or outside organizations paying a registration fee or miscellaneous co-pay, they need to make sure the co-pay or registration fee does not qualify as a dues and/or membership payment.

Refer to the dues and/or membership fee fund-raising procedures. If those procedures do not meet the criteria of your programs' miscellaneous co-pay, then see Student Programs for clarification and assistance in coming up with procedures that work with this type of fund-raiser

### **Sale – Bake**

A program or club may hold a maximum of three bake sales per quarter. No more than two bake sales put on by different programs/clubs may take place within a single week. The Director of Student Programs must authorize the request for a bake sale.

To have a bake sale, please take the following steps.

1. Your program needs to track the sale of the baked goods. A cash register, receipts, or a bake sale log must be used during the sale. If using a log, list the sale price of each baked item, and attach it to the authorization form. If a change in the pricing of the baked goods occurs (i.e. 50% off to sell off the remaining baked good items), then it must be documented what was sold at 50%. Keep good records and reconciliation proceeds more smoothly.

2. If you need a change fund, complete the change fund form, and make sure the advisor and the Director of Student Programs sign the authorization form that will be forwarded to the Cashier's Office, B126. The Cashiers Office must receive the change fund request 48 hours (2 business days) prior to the date of the bake sale. The change fund is considered a "loan." At the end of the sale the change fund must be deducted from the total bake sales and returned to the Cashier's Office.
3. At the conclusion of the bake sale, bring all receipts, all revenue from sales, and the change fund to Student Programs for verification. After the bake sale is reconciled, then the student financial representative of the program or club must take the receipt, the bake sale revenue, and the change fund, which has to be deposited separately, to the Cashiers Office.

### **Sale – Raffle**

S & A funded programs and ASBCC chartered clubs who wish to sell raffle tickets to raise money for their program or club must read the following instructions.

1. Raffle rickets must be physically presented to the Student Programs' office for verification prior to any distribution of sales activity.
2. Programs/clubs must use pre-numbered tickets that are available in Student Programs Office, can be ordered from Printing Services, or the program/club may provide their own pre-numbered raffle tickets. In either case, the rickets must be presented for verification along with the raffle ticket sales authorization form, at least two weeks prior to the event.
3. Ticket log sheets (provided by Student Programs) must by filled out and presented to the Student Programs' staff person for verification prior to any ticket sales and programs/clubs must make deposits at least once a week.
4. At the end of the raffle the ticket sales logs, as well as sold ticket stubs, unsold tickets and any revenue yet to be deposited, should be collected by the program or club advisor or student in-charge and brought to the Student Programs' Office for reconciliation. (If a program/club plans to sell raffle tickets at a single location for five business days or less, then verification/deposits must be made on a daily basis).

**\* Tips Regarding Holding Successful Raffles:** Raffle tickets sold at a fairly low price can generate a reasonable amount of revenue. Publicizing the raffle ticket sale, offering an intriguing, but low cost prize, having enthusiastic and responsible ticket sellers will improve your net profit and increases the earning potential.

### **Sale – Service/Tangible Items**

When selling a tangible items (i.e. T-shirts, candy, flowers, literary magazines, concessions, stoles, tassels, etc.) or services (advertising, a car wash), complete an **inventory log** and a **sales log** for tracking the distribution of these items. Receipts for all revenue collected must also accompany each deposit. Make all deposit verifications through the Student Programs and provide a sales log and/or receipts for each deposit! For tangible items email or attach to the

Fundraiser Authorization form a reference document (purchase order), noting the original purchase of the items that are being sold for profit, at cost, or given away. Services are exempt from the purchase order and inventory log requirement.

It is important and required that the program or club advisor declare on the Student Programs' fund-raising authorization request for tangible/service sales, if any of the goods are intended to be given away or complimentary. Specifically, the advisor needs to indicate the amount of goods being "given away", why, and the expected loss.

### **Other**

While the fund-raisers identified have procedures in place, this does not preclude a program/club from having a fund-raiser that does not fit into any of the ten fund-raising forms and procedures already in place. Please come by the Student Programs office for assistance and direction in creating procedures and forms for a fund-raiser that qualifies as "other."

## ***GENERAL INFORMATION AND TIPS***

### **Deposit Rules**

All the money generated through a fundraiser event, has to be brought to Student Programs office and be reconciled with a Student Programs Staff. After the money is reconciled, Student Programs Coordinator will fill out a deposit verification receipt and the money will be taken and deposited at the Cashier office, B126. After the deposit is made, a receipt from the Cashiering has to be taken back to Student Programs office.

It is a state law that revenue generated by a fund-raising event must be deposited within 24 business hours of the receipt of the revenue. If a program or club's event or activity is after business hours, then the program/club needs to deposit the next business day. If a program or club needs an exception to this rule, they must request an exception from the Director of Student Programs. The Student Programs' Office and/or the BCC Finance Department will then determine if such an exception is acceptable.

### **Change Funds**

If a fund-raising activity needs to provide change, the Cashiers, B126, can issue a change fund. The change fund is considered a temporary "loan" of change and must be deducted from funds raised. After the program or club's fund-raising activity has been reconciled and verified with Student Programs, then the change fund must be returned to the Cashier's Office. A Change Fund Request form can be found in the Student Programs office, C212. The signature of approval from the Director of Student Programs must be obtained prior to handing in the Change Fund request form to Cashiers. All change fund requests must be requested 2 business days prior to a fund-raising activity.



### **Cash Advances**

A cash advance is money drawn for a specific purpose or event from a program or club budget and advanced in check form to the program or club advisor. The program/club may then use money to purchase such items as supplies, materials, or miscellaneous items needed for a program or club fund-raising activity retaining all receipts for reconciling purposes. The program or club advisor should request a cash advance 10 business days prior to the day needed. Finance only issues cash advances to a program or club advisor; never to a student. At the end of the fund-raising activity, deposit any leftover funds from the cash advance into the appropriate budget at Cashiers (B126), then bring all receipts to Student Programs office.

### **Reimbursement**

It may happen that the college needs to reimburse a student for a legitimate expense on behalf of a program or club fund-raising activity. If this is the case, the student must present all receipts for the expected reimbursement. Make sure that the BCC registrar has the current name and home or mailing address of the individual which is connected within the system to their current ID number..

## ***Purchasing, Travel, and Other Documents***

A common rule about purchases, payments, reimbursements, meals and refreshment expenses, and travel expenses is that they must be approved ahead of time by the Associate Dean of Student Programs (currently Faisal Jaswal). The appropriate approval documents are completed by Student Programs Office staff and presented to the Associate Dean for signature.

### ***Purchasing***

All Student organizations and clubs are encouraged to purchase tangible items as well as services through the BCC departments. Purchasing from outside vendors should be an option only if items or services are not provided by any of the Campus departments. All on or off Campus purchases need to be approved by Student Programs office.

#### **Interdepartmental Budget Transfer**

The easiest method of making any purchase for your program/club is to purchase from another group on campus. It requires only a budget number and approval from the Director of Student Programs. Off-campus purchases are handled in several different ways.

#### **Purchasing Cards**

This option for outside business purchases works like a credit card. Purchases charged on a purchasing card required receipts of purchase to be kept for verification of records. Advisors are the only approved people to make these purchases.

### **Petty Cash Reimbursements**

Tangible and non-travel related items purchased for under \$20 can be reimbursed this way. Bring the receipt to the Student Programs' office and complete a "Petty Cash Reimbursement" form. Clubs or Programs will need approval of their advisor/director by signature and approval of the Director of Student Programs. Once approved, your receipt and "Petty Cash Reimbursement" form can be taken to the Cashiers Office to obtain your cash reimbursement.

### **Purchase Requisitions ("Purchase Order")**

Purchase requisition forms are used to purchase tangible items not available through Campus services. Tangible items may include: equipment, office supplies, materials, decorations, food and beverages, etc. These forms can be used to pay a bill or reimburse personal funds spent over \$20

### **Paying a bill**

To place an order with a vendor, an advisor needs to fill out a Purchase Requisition form with vendor information (name and address) and order information (quantity and cost) and submit the form to Student Programs office, C212. Orders can be placed over the phone or on the Internet as well; however, in this instance a vendor might request a PO number, which you will have to request from Student Programs office. All invoices received from vendors or the Finance Office need to be submitted to Student Programs Office, C212 for approval. If you receive invoices from the vendor on a monthly or quarterly basis you can prepare an OPEN PO for the whole fiscal year with an estimated amount.

### **Reimbursement**

Reimbursements over \$20.00 for employees or students should be done on purchase orders. You have to submit all original receipts in order to get reimbursement. If a meal has been purchased for the staff or club meeting, a Meals With Meetings form approved by Student Programs 3 weeks in advance has to be attached to the PO. *(Note: Typically clubs can not use school funds to purchase food/beverages for meetings or activities that are open only to club members and not the entire student body.)* If food has been purchased for a student event, you need to attach a flyer or a brochure showing the event was provided for the campus and was advertised to the general public. If you don't attach these forms, you won't be able to get reimbursed. All the papers for a reimbursement have to be submitted to Student Programs for approval.

*Note:* for more details on purchasing food, see "Providing Food" section above.

### **Special Considerations with Purchasing**

S & A Funds may not be used **to purchase food and/or beverages** as part of an entertainment event unless the event is open and publicized to the entire student body for a minimum of one week prior to the event. If food is used during a college-related business and is a closed event (e.g. training or a business meeting during a meal time), a "Meals with

Meetings" form must be filled out and approved by program/club advisor and by Student Programs Director 10 business days prior to the event.

**Purchase of tangible items \$800 and over** requires that you gather three bids from different vendors. Bids can be documented as verbal or written quotes and are attached to the purchase requisition. You are not allowed to tell a vendor what another vendor's bid was for the purpose of underbidding. For questions or assistance in this process contact the staff in Student Programs.

## **A-19**

A-19 (State of Washington) and W-9 forms are used for pre-payment, post-payment, cash advances, or reimbursement on non-tangible items (i.e. performances, services, facilities rental, subscriptions, registration fees, memberships, etc.)

Follow the following instructions in preparing the A-19:

The Vendor or Claimant is the individual or company to which the check will be made payable. If the college has employed the individual at any time, the individual cannot be paid on an A-19. He/she would have to be paid on an **"Hourly Wage Report"** or, for a faculty member; a **"Recommendation for Employment for Part-time Hourly Instructors"** would have to be completed. Taxes will be subtracted from either of the latter two submissions. When an A-19 is used, the group/individual must provide a Social Security number or Federal I.D. number on the A-19 and fill out a W-9. The group/individual is trusted to pay taxes themselves.

Please include information regarding the event, activity, or the group/individual that the payment is for, such as the date, location, and brief description of event or activity.

## ***Travel***

The travel manual, including important travel updates, is available in Finance's shared folders. Print the manual, or reference it as travel questions arise.

### **Travel Requisition Form**

This is the pre-trip planning form. It is used to document expected and actual funds to be spent on the trip.

Hotel, food allowances, car rental, airfare, registration, and miscellaneous expenses must all be documented on this form. This allows Finance to prepay hotel (either through the college's BTA [credit card], the advisor's credit card, or through a check,) cut checks for food allowances, prepay and arrange for car rental through Budget Rental (State-authorized car rental agency), and pay for airfare (again with either credit cards, or check).

Important Information to include: budget number, number attending, signatures (advisor or traveler, Director of Student Programs, and Dean of Student Services - if the trip is overnight, or out-of-state,) and any deadlines that an advisor needs to be met regarding

check processing. Be sure to submit all paperwork to the Student Programs Office three weeks before your trip.

### **Travel Expense Voucher**

This is the post-trip form that must be completed, signed off on by the traveler, and the Director of Student Programs, within ten days of the trip's return.

Include, (on additional sheets if necessary) the signatures of students and/or staff, indicating actual participation or attendance on the trip, and student id numbers or social security numbers.

Any outstanding payments or reimbursements should be documented on this form.

Meals are cleared on this form. Keep all receipts!

There are limits on how much a state-employee or student can spend on food per meal. Do not expect to be reimbursed if meals cost more than the state allowance. The State prohibits reimbursement for alcoholic beverages.

### **Meals with Meetings**

#### **STATE LAW**

Reimbursement for meals at certain meetings and formal training sessions involving elective and appointive officials and state employees is provided under RCW 43.03.050 (3) regardless of the individual's travel status when the employee's attendance is considered advantageous to the state. This state law pertains to meals at meetings at off-campus locations and in some circumstances allows for reimbursement for meals at meetings which are held at the employee's regular workplace as well. "Regular workplace" in this context is defined as a conference or meeting room at the college but excludes the employee's office or classroom.

#### **PROCEDURES**

1. Requests for reimbursement for meals at a meeting regardless of travel status must be approved in advance by the use of an Advance Approval Form before arrangements are made. The request form should include a justification statement supporting the request, the names of the state organizations or persons attending the meeting, and the purpose or accomplishments.
2. Requests must meet the following requirements:
  - the purpose of the meeting is to conduct official state business or to provide training to state employees or state officials, and
  - the meals are an integral part of the meeting, conference, conventions, or training session; and
  - the area Dean or Vice President approves payment for the meals in advance of the meeting, convention, conference, or training session where the employee's attendance is advantageous to the state.

#### **3. Restrictions:**

- reimbursement for the meal may include a customary gratuity. The total reimbursement for the combined cost of the meal and the gratuity may not exceed the applicable per-meal limit listed in the college's travel regulations,
  - providing meals for anniversaries of the college, individual employment anniversaries, receptions for new, existing, and/or retiring employees or officials, etc., constitute "hosting" which is prohibited under state regulations. Hosting includes, but is not limited to, those activities that are intended either to lobby a legislator or governmental official, or are to be social rather than governmental business events; hosting includes providing meals for which the college is not legally authorized to reimburse.
4. Further details and Advance Approval Forms for requesting reimbursement for meals at meetings are available from the Finance Office.



Bellevue Community College

3000 Landerholm Circle SE, Bellevue, WA 98007-6484 | [www.bcc.ctc.edu](http://www.bcc.ctc.edu)

## ACTIVITY RELEASE, LIMITATION OF LIABILITY AND ASSUMPTION OF RISK

I the undersigned, voluntarily desire to participate in the Leadership Institute Summer Retreat  
activity/ trip/ class/ or workshop sponsored and conducted Summer  
Quarter by Bellevue Community College (hereinafter referred to as the "College").

I further agree as follows:

In consideration of and based upon my right to participate in this activity/trip/class/workshop, I am aware of the possible risks involved outlined as follows: **WARNING PLEASE READ:** Foreseeable risk may include but are not limited to: Transportation by bus, participation in a ropes course, and other related activities.

I certify that to the best of my knowledge, I have no physical condition which will be aggravated by the activity or which will impair my ability to participate in the activity.

I hereby promise not to bring a claim against or sue the College, its officers, employees, instructors or agents. I freely and voluntarily accept all risks of injury, death or property damage and risks involved in the warning paragraph above and agree for myself and my heirs to RELEASE, HOLD HARMLESS AND INDEMNIFY the College from any and all liability of personal injury including death, and property damages resulting from the College's negligence or otherwise, including but limited to: personal injury caused by the College's sponsorship or involvement in this activity/trip/extracurricular class/or workshop conducted Summer Quarter by the College and/or its instructors. I understand that I am not permitted to use, and I specifically agree and declare that I will not use, alcohol or drugs on any college-sponsored activities.

I grant permission for any possible use of my name and photograph for publicity and/or orientation purposes of the College in publications, audio-visual presentations and other related media.

Name (please print)

---

Signature

---

---

Address

---

---

Date \_\_\_\_\_

**In case of emergency please notify:**

Name (please print) \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

If the above is signed by a minor, the **Parent or Guardian** shall sign below:

I represent that I am the parent/guardian of the minor who has signed herein above. I hereby release Bellevue Community College, its respective officers, agents, instructors, representatives and employees from any liability whatsoever as set forth herein above.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

**Student Programs' Fund-Raiser Authorization Request**

(This general request form is required. Please attach the mandatory supplemental information

form specific to \_\_\_\_\_ the type of fund-raiser you are planning)

Program/Club Name \_\_\_\_\_

Mail Stop \_\_\_\_\_

Advisor Name \_\_\_\_\_

Advisor Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Student Contact Name \_\_\_\_\_

Student Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Type of Fund-Raiser (check one below; attach required supplemental fund-raiser form for appropriate category).

- |   |  |                                 |
|---|--|---------------------------------|
| <input type="checkbox"/> Advertising Sales              | <input type="checkbox"/> Event or Performance      | <input type="checkbox"/>        |
| <input type="checkbox"/> Auction Sale                   | <input type="checkbox"/> Misc. Co-Pay/Registration | <input type="checkbox"/> Bake   |
| <input type="checkbox"/> Tangible Item Sale             | <input type="checkbox"/> Other _____               | <input type="checkbox"/> Raffle |
| <input type="checkbox"/> Dues/Membership Fees Donations | <input type="checkbox"/> Service Sale              | <input type="checkbox"/>        |

Exact Title of Fund-Raiser: \_\_\_\_\_

Date(s) of Fund-Raiser: \_\_\_\_\_ Beginning Date \_\_\_\_\_ Ending \_\_\_\_\_  
Date \_\_\_\_\_  
or Series of Dates \_\_\_\_\_

Where will Fund-Raiser be held? ☐ On Campus Location \_\_\_\_\_  
☐ Off Campus Location \_\_\_\_\_

The appointment for verification/deposit is on \_\_\_\_\_ at \_\_\_\_\_  
day(s) time SP initials

It is state law that all revenue raised from a fund-raiser be deposited within 24-hours of the actual collection of the revenue. If there is a request for an exception to be made to depositing every 24 hours, then the funds must be deposited at least once a week. Criteria for an exception to the state law of making a deposit within 24 hours includes:

**Contact the Student Programs office at 564-6150 to request a weekly deposit verification appointment.** The Director of Student Programs must authorize any exceptions to depositing funds every 24 hours. The program, listed above, has set up verification/deposit appointment with the Office of Student Programs. If the appointment is missed it will be assumed that no deposit was necessary. If documentation is missing to support a deposit, then the program/club has five business days to supply Student Programs with the missing documentation. **If the documentation is not turned in within five business days, then appropriate action will be taken, which may include debiting the funds and lapsing them into the S & A fund balance.**

- ☐ I authorize the above program to verify/deposit funds for the above stated fund-raiser on a weekly basis, as they meet the criteria for an exception to the state law which requires that revenue be deposited within 24 hours of collection.
- ☐ I authorized the above stated program/club fund-raiser.

\_\_\_\_\_  
Director of Student Programs' signature

\_\_\_\_\_  
date



I have read Student Programs' procedures regarding fund-raising, and understand the consequences for non-adherence to college and state laws regarding fund raising. As advisor, I am responsible for ensuring that all efforts are made to comply with these procedures.

---

Program /Club Advisor's signature

date

## **Advertising**

(Please attach this to the Fund-Raiser Authorization Request)

Name of Program \_\_\_\_\_

Please provide a copy of the advertising invoicing your program will use to track advertisement sales.

Beginning Invoice Number \_\_\_\_\_

Ending Invoice Number \_\_\_\_\_

Please describe briefly the type of advertising your program is selling, where these advertisements will appear.

Advertising Prices are: \_\_\_\_\_

Please note any other information pertinent to your program/club's advertising fund-raiser.

\_\_\_\_\_

\_\_\_\_\_

This fund-raiser will be closed on the following date. \_\_\_\_\_

Your program is responsible for providing all records, documentation, and making all deposits by the above date. The fund-raiser will be reconciled by Student Programs once this information is provided by the above date, and a summary report of this fund-raiser will be issued to your program, and filed with Student Programs.

## **Auction**

(Please attach this to the Fund-Raiser Authorization Request)

Program Name \_\_\_\_\_

If your program/club plans to solicit donations for the auction, then please read the following. Your program/club's solicitation of donated auction items may conflict with BCC current institutional fund-raising activity and/or procedures. This form, prior to any authorization by the Director of Student Programs, will be forwarded to BCC's Foundation. If any conflicts are found by the BCC's Foundation, we will notify your program/club and work with you to come up with an alternate auction items donation plan.

- If your program plans to purchase the auction items, then complete a purchase order, and attach a copy to this form.
- Receipts must be given to donors (include name of donor, item description, estimated value of donation, name of receipt issuer, date item is donated).
- Please attach a list of auction items. Program has up until 24 hours prior to the auction to submit the inventory list, along with donor receipts.
- Receipts must be given to auction item purchasers. Bring these receipts, along with all cash/checks, to Student Programs for verification and deposit of auction proceeds.

Where will donated items be kept prior to the auction? \_\_\_\_\_

If items are not sold, what will your program do with them? \_\_\_\_\_

This fund-raiser will be closed on the following date. \_\_\_\_\_

Your program is responsible for providing all records, documentation, and making all deposits by the above date. The fund-raiser will be reconciled by Student Programs once this information is provided by the above date, and a summary report of this fund-raiser will be issued to your program, and filed with Student Programs.

### **Donations**

(Please attach this to the Fund-Raiser Authorization Request)

Name of Program \_\_\_\_\_

Your program/club's solicitation of donations may conflict with BCC current institutional fund-raising activity and/or procedures. This form, prior to any authorization by the Director of Student Programs, will be forwarded to BCC's Foundation. If any conflicts are found by BCC's Foundation, we will notify your program and work with your program/club to come up with an alternate donation plan.

Type of Donation    ☐ cash                      ☐ goods                      ☐ services                      ☐ other

If cash, what is the total dollar amount of the donation your program is soliciting

\_\_\_\_\_

If goods, services what type (brief description(s)) \_\_\_\_\_

If goods, services what is the estimated value of the donation(s) your program/club is soliciting \_\_\_\_\_

Receipting for donations is required. Please indicate which of the following you will be using.

☐ Receipts (Student Programs will provide free receipt books)

- ☐ Donation Tickets (See Custom Copy, D171, 564-2790, for low-cost tickets)
- ☐ Custom Donation Forms (Please provide a copy for our records)

Who will you be approaching for donations? (Please attach supplemental list of prospective donors if you run out of room)

---

This fund-raiser will be closed on the following date. \_\_\_\_\_

Your program is responsible for providing all records, documentation, and making all deposits by the above date. The fund-raiser will be reconciled by Student Programs once this information is provided by the above date, and a summary report of this fund-raiser will be issued to your program, and filed with Student Programs.

## Dues/Membership

(Please attach this to the Fund-Raiser Authorization Request)

Name of Program \_\_\_\_\_

Indicate if the fund raiser is ☐ Internal Program Dues ☐  
Outside Organization Dues

☐ Internal Program Membership Fee ☐ Outside  
Organization Membership Fee

How often are the funds to be collected, and on what day? \_\_\_\_\_

Going to Program \$      Going to Outside Organization \$      Total Cost of  
Dues/Membership \$ \_\_\_\_\_

Receipts must be given to program/club members upon acceptance of cash/check for dues/membership fees. The information to be included on the receipt is: Student name, student ID number, payment type (check or cash), the name of the program/club representative receiving the payment, and the receipt needs to be dated. These receipts must accompany each deposit that is verified through Student Programs. *If dues are deposited directly to Cashiers by students, then this step in the process does not apply.*

This fund-raiser will be closed on the following date. \_\_\_\_\_

Your program is responsible for providing all records, documentation, and making all deposits by the above date. The fund-raiser will be reconciled by Student Programs once this information is provided by the above date, and a summary report of this fund-raiser will be issued to your program, and filed with Student Programs.

## Event/Performance

(Please attach this to the Fund-Raiser Authorization Request)

Name of Program \_\_\_\_\_

☐

Event

☐

Performance

Please list types/costs of tickets below: (Note that each type of tickets must include the date, time and place of the event, price, and have a detachable stub that needs to be turned into the Student Programs' office at the end of the event.)

Type (General, Student, etc.)  
Ending #

Price

Beginning #

If you intend to pre-sell tickets, please indicate the number sequence you have set aside for presale tickets vs. door sale tickets. If you intend to redistribute presale tickets for sales at the door, documentation must track exactly whom the tickets have been checked out to and be presented at the time of final Student Programs verification.

### **Tickets must be verified prior to sale.**

date

\_\_\_\_\_  
Verification Signature of Student Programs; staff member

All event revenue, unsold tickets, ticket stubs will be turned in for final verification no later than five business days after the event. Any tickets and/or revenue that are unaccounted for must be documented and this documentation presented to the Student Programs office within five days of the event.

Will food and/or beverages be sold at this event? ☐ Yes ☐ No If "Yes", then please complete a tangible goods sale form and attach it to the master fund-raising authorization form.

This fund-raiser will be closed on the following date. \_\_\_\_\_

Your program is responsible for providing all records, documentation, and making all deposits by the above date. The fund-raiser will be reconciled by Student Programs once this

information is provided by the above date, and a summary report of this fund-raiser will be issued to your program, and filed with Student Programs.

### **“OTHER” FUND-RAISER**

(Please attach this to the Fund-Raiser Authorization Request)

Name of Program: \_\_\_\_\_

Title of Fund-Raiser \_\_\_\_\_

Brief Description of Fund Raiser \_\_\_\_\_

Please describe how you will document revenue, ensure that procedures are in place and followed.

\_\_\_\_\_

This fund-raiser will be closed on the following date.

Your program is responsible for providing all records, documentation, and making all deposits by the above date. The fund-raiser will be reconciled by Student Programs once this information is provided by the above date, and a summary report of this fund-raiser will be issued to your program, and filed with Student Programs.

### **Miscellaneous Co-Pay/Registration Fees**

(Please attach this to the Fund-Raiser Authorization Request)

Name of Program: \_\_\_\_\_

- If the purpose of the co-pay or registration fee is to raise revenue, then please complete this form. If the co-pay/registration is being collected only to cover costs associated with travel, then this form does not need to be completed (just turn over receipts of deposit to Student Programs for posting purposes.) Or,
- If an outside individual or organization is paying your program/club a registration fee then complete this form.

Type of Miscellaneous Co-Pay/Registration (please describe): \_\_\_\_\_

Miscellaneous Co-Pay      \$



Will total Co-Pay being going into the Program/Club account? ☐ Yes ☐ No

If "No", what dollar amount will be going to an outside organization? \_\_\_\_\_

Registration Fee \$ \_\_\_\_\_

How many individuals or organizations do you expect to be paying the registration fee? \_\_\_\_\_

Receipts must be given to program members upon receipt of cash/check for dues/membership fees. The information to be included on the receipt is: Student name, student ID number, payment type (check or cash), the name of the program/club representative receiving the payment, and the receipt needs to be dated. These receipts must accompany each deposit that is verified through Student Programs.

This fund-raiser will be closed on the following date. \_\_\_\_\_

Your program is responsible for providing all records, documentation, and making all deposits by the above date. The fund-raiser will be reconciled by Student Programs once this information is provided by the above date, and a summary report of this fund-raiser will be issued to your program, and filed with Student Programs.

### **Sales - Bake Sale**

(Please attach this to the Fund-Raiser Authorization Request)

Name of Program: \_\_\_\_\_

Are baked goods ☐ donated? ☐ purchased?

**Bake Sale Tip! Bake Sales are most successful when baked goods are donated!**

Select one of the following methods to track sales.

- ☐ Receipts (available in Student Programs)  
☐ Bake Sale Log (available in Student Programs)  
☐ Other \_\_\_\_\_ S.P. approval initials \_\_\_\_\_

This fund-raiser will be closed on the following date. \_\_\_\_\_

Your program is responsible for providing all records, documentation, and making all deposits by the above date. The fund-raiser will be reconciled by Student Programs once this

information is provided by the above date, and a summary report of this fund-raiser will be issued to your program, and filed with Student Programs.

### Sales - Raffle

(Please attach this to the Fund-Raiser Authorization Request)

Name of Program \_\_\_\_\_

For raffle ticket sales, you must use preprinted, numbered tickets. Student Programs can assist in procuring raffle tickets for you.

Cost per raffle ticket \$ \_\_\_\_\_ ***If at any time you decide to change the ticket price, once the sale has started, immediately notify Student Programs***

Beginning Raffle Ticket Number \_\_\_\_\_

Ending Raffle Ticket Number \_\_\_\_\_

If your program/club plans on distributing raffle tickets to a number of student salespeople, then a ticket distribution log needs to be kept for all tickets given to students. Please have updated ticket distribution log each time a daily/weekly deposit is made.

If, however, you plan to have a limited number of students selling tickets at a fixed location, then your program/cub needs to use one of the following.

☐

Receipts (available in Student Programs)

☐

Raffle Ticket Sale Log (available in Student Programs)

☐

Other

S.P. approval initials \_\_\_\_\_

This fund-raiser will be closed on the following date. \_\_\_\_\_

Your program is responsible for providing all records, documentation, and making all deposits by the above date. The fund-raiser will be reconciled by Student Programs once this information is provided by the above date, and a summary report of this fund-raiser will be issued to your program, and filed with Student Programs.

## **Sales - Tangible Item**

(Please attach this to the Fund-Raiser Authorization Request)

Name of Program \_\_\_\_\_

Item(s) for sale \_\_\_\_\_

Cost per item (if varying costs for items, then please attach a cost per individual item). \$ \_\_\_\_\_

Price (per item) your program/club plans to charge for the item \$ \_\_\_\_\_

Number of Items to sell \_\_\_\_\_

Purchase Order Number \_\_\_\_\_ (please provide either the original purchase order number used to purchase items, or the actual copy of the purchase order.)

Items must be inventoried and each item must be given a distinct number prior to any sales. This may include marking them with an identifiable and distinct number, putting a label on the item. An inventory log must be kept documenting all distribution of items to student salespeople. A complete and accurate inventory log must be presented at the time of the fund-raisers' closing date.

Where will the inventory be stored? \_\_\_\_\_ (Must be stored on-campus)

Receipts must be given to purchasers upon receipt of cash/check for tangible item(s) sales. The information to be included on the receipt is: purchaser's name (if applicable), student ID number (if applicable), payment type - check or cash, the name of the person receiving the payment, and the receipt needs to be dated. These receipts must accompany each deposit that is verified through Student Programs.

This fund-raiser will be closed on the following date. \_\_\_\_\_

Your program is responsible for providing all records, documentation, and making all deposits by the above date. The fund-raiser will be reconciled by Student Programs once this information is provided by the above date, and a summary report of this fund-raiser will be issued to your program, and filed with Student Programs.

## **Sales - Service**

(Please attach this to the Fund-Raiser Authorization Request)

Name of Program: \_\_\_\_\_

The type of service your program will be selling? \_\_\_\_\_

Price of Service? \_\_\_\_\_

Please indicate if you expect any costs associated with this service. List them, and what you expect them to cost.

\_\_\_\_\_  
\_\_\_\_\_  
Receipts must be given to purchasers upon receipt of cash/check for tangible item(s) sales. The information to be included on the receipt is: purchaser's name (if applicable), student ID number (if applicable), payment type - check or cash, the name of the person receiving the payment, and the receipt needs to be dated. These receipts must accompany each deposit that is verified through Student Programs.

This fund-raiser will be closed on the following date. \_\_\_\_\_

Your program is responsible for providing all records, documentation, and making all deposits by the above date. The fund-raiser will be reconciled by Student Programs once this information is provided by the above date, and a summary report of this fund-raiser will be issued to your program, and filed with Student Programs.

**Verification/Deposit Record for S & A Programs/Clubs**

Name of Program \_\_\_\_\_ Date \_\_\_\_\_

Name of Fund-Raiser \_\_\_\_\_

Is there a fund-raising authorization form completed for this deposit? ☐ Yes  
☐ No

I have counted the revenue collected from our program/club fund-raiser in the presence of a Student Programs' staff person. I agree the funds raised match any sales record or financial documentation our program provided to track this revenue. Additionally, I will deposit this revenue, immediately after signing this verification/deposit record, at Cashiers, B126. I understand, as does our program/club advisor, that if proper documentation is not supplied with this deposit, our program has five business days to provide it to the Student Programs' office, or these funds may be credited to the S & A fund balance budget and debited from your program account.

Budget Number \_\_\_\_\_

Fee Code \_\_\_\_\_

Total Deposit \$ \_\_\_\_\_ Check \$ \_\_\_\_\_ Cash \$ \_\_\_\_\_

---

Verification Signature/Date of Program/Club Financial Representative

---

Verification Signature/Date of Student Programs

**Please note state law dictates all funds raised through BCC fund-raisers must be deposited into the approved program/club account at Cashiers (B126) within 24 hours, or by the next business day. Please see Student *Programs Responses to Non-Compliance Issues*.**

### Student Programs Fund-Raising Summary

Name of Program \_\_\_\_\_ Date \_\_\_\_\_

Name of Fund-Raiser \_\_\_\_\_

Type of Fund-Raiser \_\_\_\_\_

Did verification/deposit appointments consistently meet the following requirements?:

- |   |  |
|---|--|
| 1) Made all appointments, unless there was no revenue to deposit  | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 2A) Had proper documentation ready at time of deposit   | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 2B) If documentation was missing at time of deposit, turned it in within five business days from date of deposit                                | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 3A) Documentation reconciled with funds being deposited   | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 3B) If documentation did not reconcile with funds being deposited, then a written explanation was provided within five business days of deposit | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 4) Tickets stubs (if applicable) were all accounted for   | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 5) Fund-Raiser was reconciled within five business days of the fund-raisers' close date   | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 6) All inventories (if applicable) were accounted for within five business days of the fund-raisers' close date.                                | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 7) Did any deposits have checks that had been held on to longer than one week.  | No <input type="checkbox"/> Yes <input type="checkbox"/> |

If "No" was checked off, please detail. Please state any other information applicable to this fund-raiser.

This summary was sent to ☐ Program/Club Advisor  
☐ Director of Student Programs  
☐ File

On the following date:

## TICKET LOG

[illegible]

**CHANGE FUND REQUEST**

DATE: \_\_\_\_\_

FUND-RAISER NAME: \_\_\_\_\_

FUND-RAISER DATE(S) \_\_\_\_\_

The following denominations/coins are requested (not to exceed \$100):

Quarters: \$ \_\_\_\_\_

\$1 bills: \$ \_\_\_\_\_

Dimes: \$ \_\_\_\_\_

\$5 bills: \$ \_\_\_\_\_

Nickels: \$ \_\_\_\_\_

\$10 bills: \$ \_\_\_\_\_

Pennies: \$ \_\_\_\_\_

\$20 bills: \$ \_\_\_\_\_

This is a total change fund of \$ \_\_\_\_\_

The program/club will pick the change fund up on (date) \_\_\_\_\_

The following individual(s) is authorized by the advisor to pick up the cash bank (this information is required):

Name \_\_\_\_\_

SID# \_\_\_\_\_

Phone number \_\_\_\_\_

E-mail \_\_\_\_\_

The Director of Student Programs approves this change fund request.

\_\_\_\_\_  
Director of Student Programs

\_\_\_\_\_  
Date

I agree that I am in possession of a \$ \_\_\_\_\_ change fund.

I agree to return the entire change fund to the Cashier on \_\_\_\_\_, after all revenue has been accounted for (Student must present picture ID)

\_\_\_\_\_  
Authorized student

\_\_\_\_\_  
Date



## SUPPLIES ORDER FORM

No.	Item	Quantity
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

### BELLEVUE COMMUNITY COLLEGE Bellevue, Washington

#### PETTY CASH REIMBURSEMENT REQUEST

Reimbursement is hereby authorized to \_\_\_\_\_

for the amount of \$\_\_\_\_\_ chargeable to Budget # \_\_\_\_\_

for \_\_\_\_\_

purchased at \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

Receipt attached

\_\_\_\_\_  
Date

**PURCHASE REQUISITION**

THIS IS NOT A PURCHASE ORDER. The Purchase Requisition is an internal BCC form used to document the request and approval process for anticipated purchases. It is not valid for direct order placement with any vendor.

DATE ISSUED	INTERNAL TRACKING NUMBER
08/30/2004 3:48	0000003804

**VENDOR:**

EMPLOYEE REIMBURSEMENT

Vendor number: 8429996

Log Number:

GA		PRICE F.O.B.	TERMS	PROMISED DELIVERY			
ITEM	DESCRIPTION			QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	MATERIALS AND SUPPLIES FOR THE DANCE PERFORMANCE			1	EA	\$428.98	\$428.98
						Subtotal:	\$428.98
						Tax:	\$0.00
Instructions:						Total:	\$428.98

## Instructions:

PLEASE CHARGE BUDGET: 522.264.1945

SUNDEE WILSON  
6780 135TH CT. NE  
REDMOND, WA 98052

PROGRAMS	LUDMILA BELEVA	X6150		BY: _____
Department	Person to Contact	Telephone Number	Budget Approval	Authorized Department Signature

ACCOUNT CODE		
CHARGE CODE	SUBJECT	NET AMOUNT
5222641906	EA.89	\$428.98

AGENCY NAME

**Vendor's Certificate.** I hereby certify under penalty of

<b>BY</b>	
(SIGN IN INK)	
(TITLE)	(DATE)

123

**BELLEVUE COMMUNITY COLLEGE**  
**Bellevue, WA 98007**  
**PERFORMANCE AGREEMENT**

Contract Price	No. of Performers
1000	1
2000	2
3000	3
4000	4
5000	5
6000	6
7000	7
8000	8
9000	9
10000	10
11000	11
12000	12
13000	13
14000	14
15000	15
16000	16
17000	17
18000	18
19000	19
20000	20
21000	21
22000	22
23000	23
24000	24
25000	25
26000	26
27000	27
28000	28
29000	29
30000	30
31000	31
32000	32
33000	33
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36000	36
37000	37
38000	38
39000	39
40000	40
41000	41
42000	42
43000	43
44000	44
45000	45
46000	46
47000	47
48000	48
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67000	67
68000	68
69000	69
70000	70
71000	71
72000	72
73000	73
74000	74
75000	75
76000	76
77000	77
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79000	79
80000	80
81000	81
82000	82
83000	83
84000	84
85000	85
86000	86
87000	87
88000	88
89000	89
90000	90
91000	91
92000	92
93000	93
94000	94
95000	95
96000	96
97000	97
98000	98
99000	99
100000	100

Soc.Sec.No./Tax ID No.

- Leader**

### Special Arrangements

**Budget Number**

## 124

ASG\_Official\_Summer\_Quater\_Report\_2007-2008\_Appendixes.doc

10. In the event of a dispute, the group will be represented either by a representative of the musicians union or the designated group manager or leader.
11. Promotional material must be furnished with return of contract.
12. The terms of this agreement may not be altered except by written agreement.
13. All performers must abide by Bellevue Community College policy (available upon request)

**For College Use Only:**

\_\_\_\_\_  
Signature of Activities Director

\_\_\_\_\_  
Signature of Purchasing Agent  
Street

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature of Group Leader or Manager Date

\_\_\_\_\_  
Print Name of Group Leader or Manager

Form <b>W-9</b> (Rev. January 2003) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>	Give form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.) City, state, and ZIP code List account number(s) here (optional)	
Requester's name and address (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign Here**

 Signature of  
U.S. person ▶

Date ▶

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.**

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
- The type and amount of income that qualifies for the exemption from tax.
- Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**BELLEVUE COMMUNITY  
COLLEGE**

**PROCUREMENT CARD TRANSACTION LOG  
CARDHOLDER ACTIVITY REPORT**

**Cardholder's**  
**Name:**  
**Dept:**  
**Account**  
**Number:**

*Budget Office Use Only*

*Budget Approval:*

DATE	USER	VENDOR NAME	COMMODITY	STATE	Acc to Use On:	BUDGET CODE					Acc to Use On:
						PRG	ORG	SOBJ	SSOBJ	AMT	TAX
	Toni Hartsfield										
	Toni Hartsfield										
	Toni Hartsfield										
TOTAL (should equal to statement total):											-

**Instructions:**  
(1) Replace anything in blue with your own information.  
(2) Enter information in each column except for the shaded columns.  
(3) Attach receipts to this report.  
(4) Obtain proper signatures.  
(5) Send to the Budget Office for approval.  
*Thank you for your cooperation*

Card Holder Signature

Dept Approval Signature





Bellevue Community College - TRAVEL REQUISITION - EXPENSES/ADVANCE  
3000 Landerholm Circle S.E., Bellevue, Washington 98007-6484 (425) 641-2301

TR #

Section 1 - Travel Information							
Traveler's Name:			Department Name:			Prepared By:	
Traveler's Title:			Budget Number (Required)			Date Prepared:	Phone:
TRIP INFORMATION							
Depart	Return	From	To	Depart	Return	From	To
EXPLANATION OF TRAVEL & JUSTIFICATION (Must include purpose, how trip relates to work, and benefits to BCC). If conference, give details, name of conference & participation, if any (e.g. "will present paper"). Attach additional information if needed. To attend the quarterly CUSP Meeting							
SECTION 2 - ESTIMATED EXPENSES						Prepaid Expenses	Reimbursed Expenses
If any travel costs are to be reimbursed by an outside agency, specify details:							
AIRLINE TICKET (List travel agency. <u>Must</u> use American Express Card or BTA)							\$
CAR RENTAL (You may use any AMEX or any credit card, cash, or obtain Budget credit card from Purchasing)							\$
MISCELLANEOUS EXPENSES (including mileage, ferry or parking)							\$
REGISTRATION FEE (Check one: <input type="checkbox"/> Procurement Card <input type="checkbox"/> To be prepaid by college <input type="checkbox"/> Paid by Traveler, to be reimbursed)						\$	\$
Payable to : _____							
(Include original and copy of registration slip)							
Pre Diem (Lodging receipt required)	In-State <input type="checkbox"/> High Cost <input type="checkbox"/> \$ Exception	Out-of-State <input type="checkbox"/> High Cost <input type="checkbox"/> \$ Exception	Out-of-Country <input type="checkbox"/> High Cost <input type="checkbox"/> \$ Exception	Sub-Totals			
Lodging (Nights)	X \$	X \$	X \$				
Meals (Days)	X \$	X \$	X \$			\$	
Authorization for Exception: (Reason: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 ) (If greater than 150% of lodging) Authorizing Signature - Dir. Of Finance: _____						\$	\$
						Prepaid Subtotal	Reimbursed Sub-total
SECTION 3 - TRAVEL ADVANCE							
<input type="checkbox"/> I request the following travel advance: (Not to exceed total estimated per diem in Section 3.) ADVANCE MUST BE CLEARED BY 10 DAYS AFTER END OF TRIP. (Normally requests for advances will not be made unless total reimbursable expense exceeds \$50.00)						GRAND TOTAL EXPENSES \$	
I hereby acknowledge my obligation to account for exceptions made in connection with this trip and agree to submit upon return a travel expense voucher (SFA20) together with the necessary receipts and to return any unused advance to the college. I hereby authorize and agree that in the event I fail to comply with these obligations the college may withhold from my salary or wage an amount equal to the total of the advance not accounted for in return.						Signatures of Approval	
Traveler's Signature _____ Date _____  Budget Manager _____ Date _____						Division Chair _____ Date _____ Dean or VP _____ Date _____ <small>Required for out of state travel and in state overnight.</small> Pres/Exec Dean _____ Date _____ <small>Required for foreign travel only</small>	
						<input type="checkbox"/> Deny	
						<input type="checkbox"/> Deny	
Section 4 - ACCOUNTING DEPARTMENT ONLY							
TC Code	Approp	Prog	Org	Source	Net Invoice		
064				0499			
ID # _____						Date _____	
BCC 010-163 (7/97) 1000 Copies to: White-Accounting; Green-Accounting; Canary-Accounting; Pink-Traveler; Goldenrod - Originating Office							







**ADVANCE APPROVAL FORM**  
**Meals with Meetings**

Advance Approval Form must be completed and approved **BEFORE** any arrangements are made. Refer to Office of Financial Management (OFM) regulations (4.2.2.3.2). Cost of meal and gratuity may not exceed applicable per meal limit.

**PURPOSE OF MEETING, TRAINING SESSION, DIVISION RETREAT, ETC.**

(Give details of purpose, content and justification)

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**SPEAKER/FACILITATOR**

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Name

Organization & Title

**DATE OF MEETING:** \_\_\_\_\_ **ESTIMATED COST:** \_\_\_\_\_

**PARTICIPANT(S) IN THE MEETING** (please print)

Employee

Division/Department

Phone#

See attached club list \_\_\_\_\_

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**TOTAL ATTENDING** \_\_\_\_\_ Use back of sheet for additional names

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Dean/Vice President

**ROUTING INSTRUCTIONS**

1) **For services ordered from BCC Food Services:**  
• Completed and approved form must be taken to Food Services when the order is placed.

2) **For reimbursement for a Group Function:**

**• Completed and approved form and receipt must be attached to an A19**

• Forward to Budget Office, B205

3) **For reimbursement for Individual Employee:**

- **Completed and approved form must be attached to a Travel Voucher**
- Send to Budget Office, B205

***Without pre-approval your request might be delayed or denied.***

Please call Bea at x4284 if you have questions or require additional information.

Budget Number \_\_522\_\_ \_\_ \_\_ - \_\_264\_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ - - 00

**BELLEVUE COMMUNITY COLLEGE**  
**MEETING/CATERING REQUEST FORM**

DATE OF EVENT:	<input type="text"/>	LOCATION:	<input type="text"/>	NUMBER EXPECTED:	<input type="text"/>
TIME EVENT BEGINS:	<input type="text"/>	END TIME:	<input type="text"/>	OUTSIDE CLIENT:	<input type="text"/>
TYPE OF MEETING:	<input type="text"/>	PHONE:	<input type="text"/>	PHONE:	<input type="text"/>
DEPARTMENT:	<input type="text"/>	CONTACT:	<input type="text"/>	CONTACT:	<input type="text"/>

\*\*\*\*\*

**Beverages Needed**

	<input type="checkbox"/> Regular	<input type="checkbox"/> Soft Drink	<input type="checkbox"/> Tea	<input type="checkbox"/> Other:	<input type="text"/>
Coffee:	<input type="checkbox"/> Decaf	<input type="checkbox"/> Punch	<input type="checkbox"/> Wine (Must have permit)		

\*\*\*\*\*

**Supplies Needed**

<input type="checkbox"/> Foam	<input type="checkbox"/> Glass	<input type="checkbox"/> Table linen	<input type="checkbox"/> Silverware	<input type="checkbox"/> Other
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**Type of Refreshments to be Served**

\* The request includes serving dishes but no funds for alcoholic beverages or the required liquor permit. It is my understanding that if permission is given for the serving of alcoholic beverages at a BCC meeting/event, the funds will be provided with non-college funds or funds collected for that purpose.

**BUDGET # TO CHARGE:**

\_\_\_\_\_  
**Budget Manager Signature**

**AMOUNT:**

\_\_\_\_\_  
**DATE:**

**APPROVAL FOR PAYMENT**

TO:	Finance
	Office
SUBJECT:	For Off-Campus Catering/Purchasing

Please make a check(s) payable to :

1.	Amount: \$
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Please make a check(s) payable to:

2.	Amount: \$
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## 1200 COLLEGE VISION, CORE VALUES, MISSION AND GOALS

Effective Date: 1/27/1994 \* Date Last Modified: 3/22/2005

Policy Contact: President

### **POLICY**

Bellevue Community College's statement of vision, core values, mission and goals is as follows:

#### **Vision**

Bellevue Community College will continue to be the region's college of choice, based on its excellence, innovation, and national recognition for exemplary programs.

#### **Core Values**

We, the Board of Trustees, faculty, staff, and administration of Bellevue Community College, place students at the center of all we do and support and promote the excellence of their efforts. We affirm and embody pluralism; value collaboration and shared decision making; and honor creativity and innovation. We consider it our duty to anticipate changing demands in education and welcome the opportunity to shape its future. We acknowledge our responsibility to society and embrace the belief that widespread access to excellent postsecondary education is the cornerstone of a democratic society.

#### **Mission**

Bellevue Community College is a comprehensive and innovative college that advances the lifelong educational development of its students consistent with their needs, interests, and abilities while strengthening the economic, social, and cultural life of its diverse community. The college accomplishes this purpose by providing high-quality, flexible educational programs and services that are academically, geographically, and financially accessible. Committed to teaching and learning excellence and employee growth and development, the college nurtures a supportive environment throughout its programs and services.

#### **Goals**

##### Access

BCC will provide access to educational programs and services that strengthen the economic, social, and cultural life of its diverse community.

##### Student Success

BCC will support students' lifelong educational development by offering programs and services consistent with their needs, interests, and abilities.

##### Teaching & Learning Excellence

BCC will offer educational programs and services that are responsive, flexible, and of the highest quality.

##### Institutional Accountability

BCC will maintain a viable and supportive system of organizational review that verifies and improves college effectiveness and ensures the integrity of programs.

##### Professional & Organizational Excellence

BCC will foster creativity and innovation, high standards of professional excellence, a developed sense of community, and continuous organizational renewal.

##### Financial Sustainability

BCC will remain preeminent by strengthening its financial position.

##### Technology Leadership

BCC will be a leader in administrative and educational technology, including online learning.

Pluralism

BCC will advance diversity programs that promote pluralism, inclusion, and global awareness.

Community Leadership & Partnership

BCC will be a leader and partner in building a strong and vibrant region.

**REVISION HISTORY**

Original 1/27/1994

Revision 10/29/2003

Revision 3/22/2005

**APPROVED BY**

Board of Trustees

President's Staff (new format)

**1460 BIAS AND HATE RELATED INCIDENT PROCEDURES AND  
PROTOCOLS**

Effective Date: 5/18/2007 \* Date Last Modified: 5/18/2007

Policy Contact: Vice President of Equity and Pluralism

**POLICY**



When a hate crime occurs on a college campus, the ideal of a college as a place for learning and growth is disrupted. Bias-motivated violence or threats targeting students and staff not only impair the college's mission but also deprive everyone of the chance to learn and work in an atmosphere free of fear and intimidation. No college is immune to the risk of hate motivated violence.

The College has instituted governing structures as well as policy and procedure to ensure that institutional practice rigorously supports this commitment to inclusion, equity, and pluralism. Nevertheless, at Bellevue Community College, as elsewhere, incidents springing from bias, hate, and/or prejudice present potential risks for the college community. Such incidents cause pain to victims and undermine pluralistic policy and values. The College has procedures and protocols in place to respond to different types of incidents, enabling the college to attend to the health and safety of students, faculty and staff, and the visiting public; respond to individual complaints or grievances; and adjudicate possible violations of college policies or local, state or federal laws.

[Bellevue Community College's Pluralism Policy](#), [Affirmation of Inclusion](#) and [Pluralism Compact](#) declare the College's commitment to inclusion and its institutional abhorrence of policy or practice that diminish esteem and self-image of individuals, people and cultures among faculty, staff, and students.

The number of processes and campus offices that might be employed in responding to a specific complaint suggest the need for a proactive process to assist Bellevue Community College in fulfilling its accountability to students, staff and visiting public for effectively and efficiently addressing bias-incidents that negatively impact campus operations and educational activities. This process addresses bias-motivated incidents or hate crimes occurring at the college.

## **RESPONSIBILITIES**

### **BIRST Membership.**

BIRST is comprised of the following college officers or their designees and will be authorized to coordinate appropriate college policies and resources to investigate and resolve such incidents in a timely fashion.

Depending on the nature of the incident, the Coordinator may invite other departments to participate (e.g. Disability Support Services, International Student Services, Ombuds)

1. Vice President for Equity and Pluralism, Coordinator, convener
2. Dean of Student Services, Vice Coordinator, back-up convener
3. Vice President for Administrative Services
4. Vice President for Human Resources
5. Executive Dean of Instruction

### **Role of Coordinator.**

The BIRST Coordinator oversees the processing of reported incidents to ensure that the appropriate investigations are conducted and that appropriate services are available for the victim or witness. These may include: crisis counseling, medical referral, referral to a college counselor, providing advice on the college's complaint process and procedures, contacting the victim/person affected within 24 hours and encouraging them to seek assistance. In addition, the BIRST Coordinator encourages person(s) affected to report the occurrence to law enforcement in situations involving crimes. He/she sees that appropriate offices, with the victim's consent, are notified, to the extent allowed by law: Dean for Student Services (if incident involves a student, either as the victim or the perpetrator), Vice President for Human Resources (if incident involves an employee, either as the victim or the perpetrator), Student Support Services - Counseling, and International Student Services (if either the victim or the alleged offender is involved in that program). The BIRST Coordinator maintains confidentiality, to the extent permitted by law, and provides statistical information and data to Public Safety as required under the Jeanne Clery Act and to the Ombuds.

## **PROCEDURES**

### **College Policies.**

BCC has the following Board Policies that underpin its commitment to providing a safe and non discriminatory campus environment.

1. 4050 College Pluralism Policy
2. 4150 Equal Opportunity In Education And Employment
3. 4100 Equal Employment Opportunity/Affirmative Action Policy
4. 2050 Student Conduct Code
5. Negotiated Agreement Between The Board of Trustees of Community College District VIII and Bellevue Community College Association of Higher Education
6. Collective Bargaining Agreement By and Between the State of Washington and Washington Federation of State Employees (WFSE Higher Ed)
7. Collective Bargaining Agreement By and Between the State of Washington and Washington Public Employees Association (WPEA Higher Ed)

### **The Bellevue Incident Response and Support Team Commission (BIRST).**

The Bellevue Incident Response and Support Team will coordinate the College's response to campus climate issues related to bias-motivated incidents and crimes and act as advocates for persons affected by such incidents.

The following protocol is designed to ensure a timely, efficient, and effective response to campus incidents involving Bellevue Community College students, staff and faculty, or members of the visiting public, which may be characterized as hate crimes or bias incidents. The protocol should be implemented whenever a hate crime or bias incident is believed or perceived to have occurred. This proposed protocol is not in lieu of and does not override established college or external processes and services available to students, staff and faculty, or members of the visiting public.

This protocol and reporting procedure should be used by anyone who is victimized by or witnesses an incident that may be a hate crime or incident of bias that would have a serious impact on groups or individuals because of their race, color, religion, ethnic or national origin, gender expression, sex, age, disability, or sexual orientation.

### **Reporting.**

Persons who experience, witness, or have knowledge of a possible hate crime or bias incident should report the crime or incident immediately to the Vice President for Equity and Pluralism (VPEP) or the Dean of Student Services (DSS). An incident involving the personal safety or endangerment of individuals, groups, or facilities, should be reported immediately to BCC Public Safety or the Bellevue Police Department.

Members of the campus community who believe they are victims of a bias-motivated incident or crime should immediately report the incident. Although reporting is not required, it is strongly encouraged. Immediate reporting is an important factor in successful investigation and prosecution of hate crimes. While persons affected or victims are not required to pursue prosecution just because they report a crime, the reporting of a bias-motivated incident or hate crime may prevent others from being affected.

Any member of the college community can file a third party report with the VPEP detailing a potential bias-motivated incident or hate crime. It is important to note that the college cannot initiate student judicial action or a criminal complaint against the alleged offender based on a third party report. However, the report is still encouraged, as it can provide important and useful information for protecting the community-at-large and connecting similar reports while simultaneously protecting the victim's anonymity to the extent permitted by law.

Any incident should be reported to the VPEP or the DSS, or in cases of physical threats or after-hours to the Public Safety Department, who will contact the VPEP and DSS. VPEP will convene the response team within 24 hours. In the event the VPEP is not available the DSS will convene the Incident Response and Support Team.

The following notification protocol will be used 24 hours a day/7 days a week. During regular business hours, the VPEP or the DSS, or Public Safety, should be notified immediately of any incidents that may constitute hate crimes or bias incidents.

During evening and weekend hours, Public Safety should be contacted, who will report the situation to the Director of Public Safety and the VPEP or the DSS, if the VPEP is unavailable, and VP of Administrative Services. The VPEP shall

initiate the campus response process.

**Immediate Action.** Initial respondents (from the above list) to the incident should (1) assess and determine the need for emergency services, which may include emergency medical or psychological treatment; (2) determine if there continues to be a threat to parties involved and provide appropriate protection to the targeted individual or group through Public Safety.

Once an incident has been reported, the BIRST Coordinator, who will ordinarily convene the team, the DSS, the Vice President for Administrative Services or their designees will initiate the case-coordinating protocols as determined by the Team, assigning the appropriate college officer to coordinate services for the parties involved. The Team will also assess the nature of the event and will communicate with the college community and media, as appropriate. All hate crimes are reported to law enforcement via Public Safety.

### **Coordination Protocol.**

The college's highest concern is for the emotional and physical well being of persons affected by a bias-motivated incident or hate crime. Persons affected shall have access to all college services that can help them maintain emotional and psychological well-being and provide for their safety. The first college official to be contacted should coordinate with the VPEP to facilitate access to needed services, if required or deemed necessary, until the Team appoints a case coordinator, who will assume ongoing management.

The official assigned to an incident will be responsible for maintaining contact with the complainant throughout the process, from the initial crisis through subsequent periods as needed to address academic and personal issues which may have developed as a result of the hate crime or bias incident. If the complainant shows any signs of being distraught, contact with the counseling center or appropriate crisis center will be made immediately. Based on interactions with the complainant, every effort will be made for the case coordinator to identify who within the college community could assist as additional support to the complainant.

The BIRST Coordinator will be responsible for the establishment and implementation of a case incident file management system and for communication with the campus community.

Where there is sufficient evidence to believe the college regulations prohibiting harassment, or physical/emotional abuse have been violated, the college may pursue disciplinary action according to college policy and the Student Code. Copies are available at <http://www.bcc.ctc.edu/stupro/asbcc.studentright.asp> or at the Student Programs Office. Sanctions for persons found in violation of these policies or provisions may include expulsion from the college and termination of employment.

The college reserves the right to pursue disciplinary action in the case of off-campus incidents, when the alleged offender and behavior involved threatens the health, safety, and/or property of the college, its staff or students.

No individual shall be penalized or retaliated against in any way for his/her participation in the college's complaint process. An individual affected by a bias-motivated incident or hate crime has the right to avoid face-to-face interaction with the offender (if known) during any campus adjudicative hearings. It is the victim's right to decide whether or not to file a complaint. Campus authorities will assist victims in notifying proper law enforcement authorities.

Targeted students and others may feel uncomfortable about cooperating with an investigation due to fear of retaliation by the perpetrator(s). Those so impacted should be assured by investigating authorities that their safety and security are important and that every effort will be made to ensure that their safety is protected and measures, such as relocation and when possible anonymous reporting, can be utilized to minimize potential threats. Any retaliatory behavior by students or others suspected of an incident may constitute an independent violation of college policy.

Students who have been identified as suspects in a bias incident or hate crime will be investigated in a manner consistent with regarding the impact of the incident and the student's rights and responsibilities and the steps for due process that they will be afforded under the Student Conduct Code.

The Office of Equity and Pluralism is committed to providing effective education and outreach related to combating hate and bias on campus.

### **Contacts**

- 1. Vice President of Equity and Pluralism - 564-2300**
- 2. Student Support Services/Counseling Center - 564-2212**
- 3. Dean of Student Services - 564-2205**
- 4. Vice President for Human Resources - 564-2445**
- 5. Public Safety - 564-2400**
- 6. Vice President-Administrative Services - 564-2446**
- 7. Executive Dean of Instruction - 564-2305**
- 8. Police/Medic/Fire - 9-911**

### **DEFINITIONS**

- Bias: A personal and often unreasoned judgment for or against one side in a dispute; to influence in a particular, typically unfair direction; prejudice.
- Prejudice: An unfavorable opinion or feeling, usually formed beforehand, without knowledge, information or sound reason; any preconceived opinion or feeling, either favorable or unfavorable; unreasonable feelings, opinions, or attitudes, generally of a hostile nature, often regarding a race, religion, national group, or sexual orientation.
- Bias Incident: A bias incident is conduct, speech, or behavior motivated by prejudice or a bias toward another person that does not rise to the level of a crime. Bias incidents violate college policy and should be reported using the bias-motivated incident reporting plan. Incidents that rise to the level of harassment can be/should be handled through existing harassment reporting processes.
- Hate crimes must meet two criteria: (1) a crime must occur, such as physical assault, intimidation, or arson, and (2) the crime must be motivated by bias or prejudice. Incidents of this nature are criminal; along with violating college policies, they are illegal and punishable through customary law enforcement channels. A hate crime is an actual criminal offence motivated in whole or in part by the offender's bias towards the victim's status based on race, color, religion, ethnic/national origin, gender expression, sex, age, disability or sexual orientation identities.

### **REVISION HISTORY**

Original 5/18/2007

### **APPROVED BY**

President's Staff

## 2050 STUDENT CODE

Effective Date: 6/11/1992 \* Date Last Modified: 8/4/2005  
Policy Contact: Dean, Student Services

### **POLICY**

Bellevue Community College is maintained by the state of Washington for the purpose of providing its students with appropriate learning programs which will facilitate the orderly pursuit and achievement of their educational objectives. The college is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible persons through policies which encourage independence and maturity.

The student is in the unique position of being a member of the college community and the community at large. Admission to the college carries with it the expectation that students:

- will respect and abide by the laws of the community, state, and nation;
- will adhere to college rules and regulations which assure the orderly conduct of college affairs;
- will maintain high standards of integrity and honesty;
- will respect the rights, privileges, and property of other members of the college community; and
- will not interfere with legitimate college affairs.

Bellevue Community College may apply sanctions or take other appropriate action only when student conduct interferes with the college's:

- primary educational responsibility of ensuring the opportunity of all members of the college community to attain their educational objectives;
- subsidiary responsibilities of protecting property, keeping records, providing services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions.

An atmosphere of learning and self-development is created by appropriate conditions in the college community. The rights, freedoms, and responsibilities in this document are critical ingredients toward the free, creative, and spirited educational environment to which the students, faculty, and staff of Bellevue Community College are committed.

### **Jurisdiction**

All rules herein adopted concerning student conduct and discipline shall apply to every student whenever said student is participating in a distance education class or event, or is attending a class, or is present in any college facility, or whenever said student is engaged in or present at any college-related activity whether occurring on or off college facilities.

Faculty members, other college employees, and members of the public who breach or aid or abet another in the breach of any provision of this chapter shall be subject to:

- Possible prosecution under the state criminal law;
- Any other civil or criminal liability for which remedies are available to the public; or
- Appropriate disciplinary action pursuant to the state of Washington Higher Education Personnel Board or the district's policies and regulations.

The college may carry out any disciplinary proceedings prior to, simultaneously, or following civil or criminal proceedings in a court of law.

## **PROCEDURES**

### **Student Rights and Freedoms**

The following enumerated rights and freedoms are guaranteed to each student within the limitations of statutory law and college policies that are deemed necessary to achieve the educational goals of the college:

- **Academic Freedom.**

- Students are guaranteed rights of free inquiry, expression, and peaceful assembly upon and within college facilities that are generally open and available to the public. Students and other members of the college community shall always be free to express their views or support causes by orderly means which do not disrupt the regular and essential operation of the college.
- Students shall have the right of assembly as defined in WAC 132H-120-030 upon college facilities that are generally available to the public, *provided* that such assembly shall:
  - Be conducted in an orderly manner; and
  - Not unreasonably interfere with vehicular or pedestrian traffic; or
  - Not unreasonably interfere with classes, schedules, meetings, or ceremonies, or with the educational functions of the college;
  - Not unreasonably interfere with college functions; and
  - Not cause damage or destruction to college property or private property on the college campus.

The president reserves the right to direct students assembling under this subsection to relocate to the free speech area designated in WAC 132H-120-030(14), to prevent interference with college classes or other college activities.

- Students are free to pursue appropriate educational objectives from among the college's curricula, programs and services, subject to the limitations of RCW 28B.50.090(3)(b).
  - Students shall be protected from academic evaluation which is arbitrary, prejudiced or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
  - Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and sexual harassment.
- **Due Process.**
    - The right of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
    - No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
    - A student accused of violating this student code is entitled, upon request, to procedural due process as set forth in this chapter.
  - **Distribution and Posting.** Students may distribute or post printed or published material subject to official procedures printed and available in the office of student programs. All free publications not in violation of state and/or federal laws such as books, magazines, newspapers, handbills, leaflets, or similar materials may be distributed on campus. The college may restrict the distribution of any

publications where such distribution unreasonably interferes with college operations. Such materials may be distributed from authorized public areas in the student center and at any outdoor area on campus consistent with the maintenance of college property, with the free flow of traffic and persons, and not in a manner which in itself limits the orderly operation of college affairs. Any person desiring to distribute such publications shall first register with the office of student programs so that reasonable areas and times can be assured and the activities of the institution will not be unduly interfered with. All handbills, leaflets, newspapers, and similarly related matter must bear identification as to the publishing agency and distributing organization or individual.

- **Off-Campus Speakers.** Recognized student organizations shall have the right to invite outside speakers to speak on campus subject to the availability of campus facilities, funding, and compliance with the college procedures available in the campus operations office.
- **Incidental Sales.** Students have the right to engage in incidental sales of personal property in a private transaction provided college facilities are not explicitly used for this purpose.
- **Commercial Activities.** The use of college grounds or facilities for commercial or private gain purposes is prohibited except where commercial activity such as sale of books, instructional supplies, or food contribute to the operation of the instructional program or where limited sale is specifically authorized by the dean of student services for the benefit of the approved activity.
- **Fund-Raising.** Students have the right to engage in fund raising activities for nonprofit organizations as recognized by the Internal Revenue Service. All fund raising activities must be approved by the dean of student services.
- **Sale of Merchandise.** All merchandise offered for commercial sale may be sold only through the College Bookstore or College Food Services except when approved by the dean of student services.

### Student Responsibilities

Any student shall be subject to disciplinary action as provided for in this chapter, who either as a principal actor, aide, abettor, or accomplice as defined in RCW 9A.08.020:

- Materially and substantially interferes with the personal rights or privileges of others or the educational process of the college;
- Violates any provision of this chapter; or
- Commits any prohibited act including but not limited to the following:
  - Alcoholic Beverages. Being demonstrably under the influence of any form of alcoholic beverage. Possessing or consuming any form of liquor or alcoholic beverage except as a participant of legal age in a student program, banquet, or educational program which has the special written authorization of the college president or his/her designee.
  - Controlled substances. Using, possessing, delivering, selling or being under the influence of legend drugs, including anabolic steroids, androgens, or human growth hormones, as defined by RCW 69.41.010 and RCW 69.41.300 or any other controlled substance as defined in RCW 69.50.101 as now law or hereafter amended, except upon valid prescription or order of a practitioner is subject to additional sanctions, including disqualification from participation in college-sponsored athletic events. For the purpose of this regulation, "sale" shall include the statutory meaning defined in RCW [69.04.005](#) as now law or hereafter amended.
  - Illegal Entry. Unauthorized entry into or onto any locked or otherwise closed college facility in any manner, at any time, without permission of the college employee or agent in charge thereof.
  - Forgery or Alteration of Records. Forgery, as defined in RCW 9A.60-010–9A.60.020 as now law or hereafter amended or any district record of instrument or tendering any forged record of instrument to any employee or agent of the district acting in his/her official capacity as such.
  - Illegal Assembly. Participation in an assembly which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearings, meetings, the educational and administrative functions of the college, or the private rights and privileges of others.
  - Malicious Mischief. Intentional or negligent damage to or destruction of any college facility or other public or private real or personal property.
  - Failure to Follow Instructions. Failure to comply with directions of properly identified college officials acting in performance of their duties.
  - Physical Abuse. Physical abuse of any person or conduct which is intended unlawfully to threaten imminent bodily harm or to endanger the health or safety of any person on college-owned or controlled property or at college-sponsored or supervised functions.

- Assault. Assault, reckless endangerment, intimidation, or interference upon another person in the manner set forth in RCW 9A.36.010, RCW 28B.10.570 through RCW 28B.10.572 as now or hereafter amended.
- Disorderly, Abusive, or Bothersome Conduct. Disorderly or abusive behavior that interferes with the rights of others or which obstructs or disrupts teaching, research, or administrative functions.
- Weapons. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities on the college campus, except for authorized college purposes or for law enforcement officers, unless written approval has been obtained from the dean of student services or any other person designated by the president.
- Lewd Conduct. Engaging in lewd, indecent, or obscene behavior on college-owned or controlled property or at college-sponsored or supervised functions.
- False Alarms. Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or college facilities.
- Cheating and Plagiarism. Engaging in cheating, stealing, plagiarizing, knowingly furnishing false information to the college, or submitting to a faculty member any work product that the student fraudulently represents as his or her own work for the purpose of fulfilling or partially fulfilling any assignment or task required as part of a program of instruction.
- Sexual Harassment. Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where such behavior knowingly offends the recipient, causes discomfort or humiliation, or interferes with job or school performance.
- Theft or Robbery. Theft or robbery from the district or from another as defined in RCW 9A.56.010 through RCW 9A.56.050 and RCW 9A.56.100 as now law or hereafter amended.
- Unauthorized Use of Property. Converting college equipment, supplies, or other property without proper authority.
- Refusal to Provide Identification. Refusal to provide positive identification (e.g., valid driver's license or state identification card) in appropriate circumstances to any college employee in the lawful discharge of said employee's duties.
- Smoking. Smoking in any college facility or on campus grounds except where specifically posted as permitted, or any other smoking not complying with chapter 60.160 RCW.
- False Complaint. Filing a formal complaint falsely accusing another student or college employee with violating a provision of this chapter.
- Improper use of computer, telephone or other electronic devices. Conduct that violates the college's acceptable use policy as it relates to computers, telephone, or electronic technology use, including electronic mail and the internet. Trespassing or gaining access, without authorization, to a computer, system, network, or electronic data owned, used by, or affiliated with the college.
- Ethics violation. The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking courses or is pursuing as an educational goal or major. These ethics codes must be distributed to students as part of an education program, course, or sequence of courses and the student must be informed that a violation of such ethics may subject the student to disciplinary action by the college.
- Criminal law violation, illegal behavior, other unlawful violations. Students can be reported to proper authorities for acts which constitute violations to applicable local, state and federal laws. When the student's behavior is determined to threaten the health, safety and/or property of the college and its members, the college may immediately and summarily suspend the student and refer any such violation to the proper authorities for disposition.
- Stalking behavior: Stalking behavior or conduct in which a student willfully and repeatedly follows or contacts someone with the intent and/or reasonable effect of creating fear or emotional distress and where the College determines that such behavior or conduct serves no legitimate purpose.

### **Purpose of Disciplinary Action**

The college may apply sanctions or take other appropriate action as defined in WAC 132H-120-200.

Disciplinary action proceedings shall determine whether and under what conditions the violator may continue as a student of the college.



### **Responsibility of College Discipline Committee**

The dean of student services is the college administrator responsible for student discipline. All discipline procedures will be initiated by the dean or his/her designee. The dean shall have the authority to administer the disciplinary action prescribed in this chapter and to convene the College Discipline Committee.

The composition of the College Discipline Committee shall be as follows. The committee shall be established each fall. It will be composed of the following persons:

- A faculty member appointed by the president of the college.
- A member of the faculty appointed by the president of Bellevue Community College Association of Higher Education.
- Two representatives selected by the student services cabinet.
- Three students appointed by the president of the Associated Students of Bellevue Community College.

None of the above-named persons shall sit in any case in which he/she has a conflict of interest, is a complainant or witness, has a direct or personal interest, or has acted previously in an advisory capacity. Decisions in this regard, including the selection of alternates, shall be made by the committee as a whole.

The College Discipline Committee chair will be elected by the members of the committee.

There shall be a list of alternates provided in the same manner and number in which membership was obtained. The quorum required for a hearing is the chair, one faculty member, one representative of the student services cabinet and one student.

### **Disciplinary Terms**

The following definitions of disciplinary terms have been established to provide consistency in the application of penalties:

- **Disciplinary Warning:** Formal action censoring a student for violation of college rules or regulations or for failure to satisfy the college's expectations regarding conduct. Disciplinary warnings are always made in writing to the student by the dean of student services. A disciplinary warning indicates to the student that continuation of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described below.
- **Disciplinary Probation:** Formal action placing conditions upon the student's continued attendance for violation of college rules or regulations or failure to satisfy the college's expectations regarding conduct. Disciplinary probation warns the student that any further misconduct will make him/her liable to suspension or expulsion from the college. Disciplinary probation may be for a specific term or for an indefinite period.
- **Suspension:** Formal action dismissing a student temporarily from the college for unacceptable conduct or violation of college rules or regulations. Suspension may be for an indefinite period, but the implication of the action is that the student may eventually return if evidence or other assurance is presented that the unacceptable conduct will not be repeated.
- **Summary Suspension:** Exclusion from college property and/or classes and other privileges or activities in accordance with WAC-132H-120-405.
- **Expulsion:** Students may be expelled only on the approval of the president of the college and on the recommendation of the dean of student services or the College Discipline Committee. The notification expelling a student will indicate, in writing, the term of the expulsion and any conditions which must be met before readmission. There is no refund of fees for the quarter in which the action is taken, but fees paid in advance for a subsequent quarter are to be refunded.
- **Registration Denied:** Formal action refusing to allow a student to register for subsequent quarters, for violation of college rules or regulations, or failure to satisfy the college's expectations regarding conduct, or failure to fulfill obligations to the college.

Students may be denied registration only on the approval of the president and on the recommendation of the dean of student services or the College Discipline Committee. The initiating authority, in his/her written notification to the student, will detail the reasons for the denial of registration and the conditions to be met before registration will be allowed. Registration may be

denied for a fixed or indefinite period. Future registration will not be allowed until the initiating authority is satisfied that the conditions have been met.

- **Restitution.** Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

### **Initial Disciplinary Proceedings**

- All disciplinary proceedings will be initiated by the dean of student services or his or her designated representative. The student may be placed on suspension pending commencement of disciplinary action, pursuant to the conditions set forth in WAC 132H-120-405.
- Any student accused of violating any provision of the rules of conduct shall be called for an initial meeting with the dean of student services or his or her designated representative. The student will be informed in writing of what provision or provisions of the rules of conduct he/she is charged with violating, and what appears to be the range of penalties, if any, which might result from initiation of disciplinary proceedings.
- After considering the evidence in the case and interviewing the accused student, if the accused student has appeared at the scheduled conference, the dean may take any of the following actions:
  - Terminate the proceeding, exonerating the student or students;
  - Dismiss the case after whatever counseling and advice the dean deems appropriate;
  - Impose verbal warning to student directly, not subject to the student's right of appeal as provided in this chapter;
  - Impose additional sanctions of reprimand, probation, suspension, or dismissal, subject to the student's right of appeal as provided in the following provisions.

### **Appeals of Disciplinary Action – Generally**

- Appeals contesting any disciplinary action may be made by the student(s) involved. Such appeals shall be made in the following order:
  - Disciplinary action taken by the dean of student services or his or her designee(s) may be appealed to the College Discipline Committee, which may, at the request of the dean, hear the case *de novo*.
  - Disciplinary recommendations made by the College Discipline Committee may be appealed by the student to the president of the college. The president shall review the record of the proceedings which give rise to the appeal, as well as the recommendations made by the dean and the College Discipline Committee. The president's decision shall be final.
- Any appeal by a student receiving a disciplinary sanction must meet the following conditions:
  - The appeal must be in writing and must clearly state errors in fact or matters in extenuation or mitigation which justify the appeal; and
  - The appeal must be filed within twenty-one calendar days from the date on which the student was notified that disciplinary action was being taken.
- All decisions shall be sent from the office of the dean to the president. Written decisions shall include the signature of the College Discipline Committee chair. Copies shall be sent to the president of the college or his or her designee and to the student involved in the proceeding.

### **College Discipline Committee Procedure**

- The College Discipline Committee shall conduct a hearing within twenty calendar days after disciplinary action has been referred to the committee.
- When a person is charged with an offense punishable by suspension, or dismissal of his or her relationship with the institution, and where the person
  - waives the opportunity for a brief adjudicative proceeding, or
  - by his/her conduct in the judgment of the hearing officer makes it impossible to conduct a brief adjudicative proceeding, or
  - is dissatisfied with the results of the brief adjudicative proceedingthat person is entitled to an adjudicative proceeding according to the provisions of RCW 34.05.410 and the guidelines of this chapter. Where an adjudicative proceeding is neither required by law nor requested by the student or the college, the matter may be resolved informally. Brief adjudicative proceedings before the committee shall be conducted in any manner which will bring about a prompt, fair resolution of the matter.
- Written notice of the time and place of his or her hearing before the College Discipline Committee

shall be given to the student by personal service or certified mail not less than twenty calendar days in advance of the hearing. The notice shall be issued by the dean of student services and shall contain:

- a statement of the time, place and nature of the disciplinary proceedings;
- a statement of the charges including reference to the particular sections of the Student Code involved; and
- to the extent known, a list of witnesses who will appear and a summary description of any documentary or other physical evidence that will be presented by the college at the hearing.
- The student shall be entitled to:
  - hear and examine the evidence against him or her and be informed of the identity of its source;
  - present evidence in his or her own behalf and to cross-examine witnesses testifying on behalf of the college as to factual matters;
  - take depositions upon oral examination or written interrogatories. Discovery shall be done according to the rules of civil procedure or by a less formal method where all parties agree.
- The student shall have all authority possessed by the college to obtain information relevant to the issues of the hearing, he/she specifically describes, in writing, and tenders to the dean of student services no later than three days prior to the hearings, or request the presence of witnesses or the production of other relevant evidence.
- The student shall have the right to dismiss a member of the College Discipline Committee on prejudicial grounds if notice is tendered in writing to the dean of student services at least three days prior to the scheduled hearing.
- The student may be represented by counsel of his or her choice at the disciplinary hearing. If the student elects to choose a duly licensed attorney as his or her counsel, he or she must tender at least seven calendar days notice thereof to the dean of student services.
- In all disciplinary proceedings the college may be represented by the dean of student services or his or her designee who shall present the college's case to the College Discipline Committee. The dean of student services may elect to have the college represented by an assistant attorney general.
- An adequate record of the hearing shall be maintained and shall include:
  - all documents, motions, and intermediate rulings;
  - evidence received and considered;
  - a statement of matters noticed; and
  - questions and offers of proof, objections, and rulings thereon.
- The chair of the College Discipline Committee shall preside at the disciplinary hearing and shall be considered the presiding officer.
- The dean of student services shall designate a recorder to take notes during the hearing and to prepare a written summary of all evidence, facts, and testimony presented to the College Discipline Committee during the course of the hearing.
- Hearings conducted by the College Discipline Committee generally will be held in closed session, provided that the accused student may request the hearing to be held in open session.
- If at any time during the conduct of a hearing visitors disrupt the proceedings, the chair of the committee may exclude such persons from the hearing room.
- Any student attending the College Discipline Committee hearing who continues to disrupt the proceedings after the chair of the committee has asked him or her to cease or to leave the hearing room shall be subject to disciplinary action.

### **Evidence Admissible in Hearings**

- Only those matters presented at the hearing, in the presence of the accused student (except where the student fails to attend after receipt of proper notice) will be considered in determining whether the College Discipline Committee has sufficient cause to believe that the accused student is guilty of violating the rules he or she is charged with having violated. Hearsay evidence is admissible in the hearing.
- The presiding officer of the College Discipline Committee shall, in the course of presiding at the disciplinary hearing, give effect to the rules of privilege recognized by law and exclude incompetent, irrelevant, immaterial, and unduly repetitious evidence.
- Evidence or testimony to be offered by or on behalf of the student in extenuation or mitigation shall not be presented or considered until all substantive evidence or testimony has been presented.

### **Decision by the College Discipline Committee**

- Upon conclusion of the disciplinary hearing, the College Discipline Committee shall consider all the evidence therein presented and decide by majority vote whether to uphold the decision of the dean of student services or to recommend to the president any of the following actions:
  - that the college terminate the proceedings and exonerate the student or students;
  - that the college impose any of the disciplinary actions as provided in this chapter.
- Within seven calendar days, the student will be provided with a copy of the College Discipline Committee's findings of fact and conclusions regarding what occurred, whether the student violated any provision of the student code, and recommendation for the final disposition of the matter at issue. The committee shall also advise the student of his/her rights to present, within twenty-one calendar days, a written statement to the president of the college appealing the recommendation of the College Discipline Committee.

### **Final Appeal**

Any student who is aggrieved by the finding(s) or conclusion(s) of an appeal to the College Discipline Committee may appeal the same in writing to the president within twenty-one days following notification to the student of the action taken by the committee. The president may, at his or her discretion, suspend the disciplinary actions imposed. In the consideration of such an appeal, the president shall base his or her findings and decision solely on the official written record of the case and on any reports or recommendations of the College Discipline Committee and/or the dean who conducted the original hearing.

### **Readmission After Expulsion**

Any student expelled from the college may be readmitted only on written petition to the office which initiated the action resulting in his expulsion. Such petitions must indicate how specified conditions have been met and if the term of the expulsion has not expired, any reasons which support a reconsideration of the matter. Because the president of the college participates in all disciplinary actions expelling students from the college, decisions on such petitions for readmission must be reviewed and approved by the president before readmission is granted. The president shall render a decision in writing to the student.

### **Reporting, Recording, and Maintenance of Records**

Records of all disciplinary cases shall be kept in the office of the dean of student services. Except in proceedings wherein the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved for not more than five years. No record of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation.

### **Summary Suspension Proceedings**

If a dean or his designee(s) has cause to believe that any student

- has committed a felony; or
- has violated any provision of this chapter; and
- presents an imminent danger either to himself or herself, to other persons on the college campus, or to the educational process;

that student shall be summarily suspended and shall be notified by certified and regular mail at the student's last known address, or shall be personally served. Summary suspension is appropriate only where (c) of this subsection can be shown, either alone or in conjunction with (a) or (b) of this subsection.

### **Permission to Enter or Remain on Campus**

During the summary suspension period, the suspended student shall not enter any campus of District VIII other than to meet with the dean of student services or to attend the hearing. However, the dean of student services or the college president may grant the student special permission to enter a campus for the express purpose of meeting with faculty, staff, or students in preparation for a probable cause hearing.

### **Notice of Summary Suspension Proceedings**

- When the president or his/her designee exercises the authority to summarily suspend a student, he/she shall cause notice thereof to be served upon that student by registered or certified mail at the student's last known address, or by causing personal service of such notice upon that student.
- The notice shall be entitled "notice of summary suspension proceedings" and shall state:

- the charges against the student including reference to the provisions of the Student Code of Bellevue Community College District VIII or the law involved; and
- that the student charged must appear before the dean of student services at a time specified in the notice for a hearing as to whether probable cause exists to continue the summary suspension. The hearing shall be held as soon as practicable after the summary suspension.

#### **Procedures of Summary Suspension Hearing**

- The summary suspension hearing shall be considered an emergency adjudicative proceeding. The proceeding must be conducted as soon as practicable with the dean of student services presiding.
- At the summary suspension hearing, the dean of student services shall determine whether there is probable cause to believe that continued suspension is necessary and/or whether some other disciplinary action is appropriate.

#### **Decision by the Dean of Student Services**

If the dean of student services, following the conclusion of the summary suspension proceedings, finds that there is probable cause to believe that:

- the student against whom specific violations of law or of provisions of this chapter are alleged has committed one or more of such violations upon any college facility; and
- that summary suspension of said student is necessary for the protection of the student, other students or persons on college facilities, college property, the educational process, or to restore order to the campus; and
- such violation or violations of the law or of provisions of this chapter constitute grounds for disciplinary action,

then the dean of student services may, with the written approval of the president, continue to suspend such student from the college and may impose any other disciplinary action appropriate.

#### **Notice of Suspension**

- A student who is suspended or otherwise disciplined pursuant to the above rules shall be provided with a written copy of the dean of student service's findings of fact and conclusions, as expressly concurred in by the president, which constituted probable cause to believe that the conditions for summary suspension existed.
- The student suspended pursuant to the authority of this rule shall be served a copy of the notice of suspension by personal service or by registered mail to said student's last known address within three working days following the conclusion of the summary suspension hearing.
- The notice of suspension shall state the duration of the suspension or nature of other disciplinary action and the conditions under which the suspension may be terminated.

#### **Suspension for Failure to Appear**

The dean of student services is authorized to enforce the suspension of the summarily suspended student in the event the student has been served pursuant to the notice requirement and fails to appear at the time designated for the summary suspension proceeding.

#### **Appeals from Summary Suspension Hearing**

- Any student aggrieved by an order issued at the summary suspension proceeding may appeal to the College Discipline Committee. No such appeal shall be entertained, however, unless
  - the student has first appeared at the student hearing in accordance with WAC 132H-120-430;
  - the student has been officially notified of the outcome of the hearing;
  - summary suspension or other disciplinary sanction has been upheld; and
  - the appeal conforms to the standards set forth in WAC-132H-120-245.
- The discipline committee shall, within five working days, conduct a formal hearing in the manner described in WAC-132H-120-300.

## DEFINITIONS

As used in this Student Code of Community College District VIII, the following words and phrases shall mean:

- "Alcoholic beverages" are any beverages as defined in RCW 66.04.010(15), as now law or hereafter amended.
- "Assembly" is any overt activity engaged in by two or more persons, the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any person, persons or groups of persons.
- "Associated students" is the student body and such authorized groups organized under the provisions of the constitution and bylaws of the associated students of the college.
- "Board" means the board of trustees of Community College District VIII, state of Washington.
- "College" means Bellevue Community College located within Community College District VIII, state of Washington.
- "College property or facilities" are any and all real and personal property that the college owns, uses, controls or operates, including all equipment, buildings and appurtenances affixed thereon or attached thereto. College property and facilities extend to affiliated websites, distance education classroom environments, and agencies or institutions that have educational agreements with the college.
- "College personnel" refers to any person employed on a full-time or part-time basis, except those who are faculty members, by Bellevue Community College.
- "Complaint" means any expression of dissatisfaction with the performance of a student, employee or procedure.
- "Controlled substance" is any drug or substance as defined in RCW 69.50 as now law or hereafter amended.
- "Disciplinary action" includes warning, reprimand, probation, expulsion, suspension, or any sanction of any student by the dean of student services, the College Discipline Committee, the president, or the board of trustees for the violation of any of the provisions of the Student Code for which sanctions may be imposed.
- "Distance education" means various methods of instructional delivery that include, but are not limited to, online courses, telecourses and interactive video courses.
- "District" means Community College District VIII, state of Washington.
- "Faculty member" means any employee of Bellevue Community College who is employed on a full-time or part-time basis as a teacher, counselor, librarian, or other position for which the training, experience, and responsibilities are comparable as determined by the appointing authority, including administrative appointment.
- "Free speech area" means an area that shall be designated by the college president which can be reserved by student groups through the office of student programs.
- "President" means the duly appointed chief executive officer of Bellevue Community College, state of Washington or in his/her absence, the acting chief executive officer.
- "Recognized student organization" shall mean and include any group or organization composed of students which is formally recognized by the Associated Students of Bellevue Community College.
- "Sponsored event or activity" shall mean any activity that is scheduled by the college and supervised and controlled by the college's faculty members, librarians, counselors, or other college personnel. Such "sponsorship" shall continue only as long as the event is supervised and controlled by the college faculty member, librarian, counselor, or other college personnel. When the sponsored event or activity is of prolonged nature, and free time periods are permitted to the students participating in the event, any activity taking place during such a free time period outside of the supervision and control of the activity shall be deemed to a non-sponsored activity.
- "Student" unless otherwise qualified, means any person who is enrolled for classes or has been accepted for admission to the college

## RELEVANT LAWS AND OTHER RESOURCES

RCW 9A.08.020, 9A.36.010, 9A.56.010-050, 9A.56.100, 9A.60.010-020, 9A.60.160, 28B.10.570-572, 28B.50.090(3)(b), 34.05.410, 66.04, 69.04, 69.50.

WAC 132H-120-020, -030, -040, -050, -200, -210, -220, -225, -235, -245, -300, -305, -310, -335, -350, -360,

**REVISION HISTORY**

Original 6/11/1992

Revision 5/11/1993; 3/22/2005; 8/4/2005

**APPROVED BY**

Board of Trustees

President's Staff (new format)

**4000 AFFIRMATION OF INCLUSION**

Effective Date: 6/9/1992 \* Date Last Modified: 5/10/2005  
Policy Contact: President

**POLICY**

Bellevue Community College's affirmation of inclusion is as follows:

Bellevue Community College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at BCC, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

This affirmation of inclusion shall be printed in the College Catalog and Quarterly Schedule and shall be posted prominently throughout the campus.

#### **REVISION HISTORY**

Original 6/9/1992  
Revision 5/10/2005

#### **APPROVED BY**

All College Council  
President's Staff (new format)

### **4050 CULTURAL PLURALISM POLICY**

Effective Date: 3/19/1991 \* Date Last Modified: 5/10/2005  
Policy Contact: Vice President, Human Resources

#### **POLICY**

Bellevue Community College is strongly committed to cultural, ethnic, and racial pluralism, a commitment which means that individuals representing different cultural, ethnic, and racial communities interact in a dynamic and collaborative way while maintaining and valuing their differences. This interaction produces an environment in which different perspectives are equally valued and utilized in the decision-making process.



The college community believes that the future of our society depends upon the promotion of such positive interaction.

Therefore, Bellevue Community College resolves that cultural pluralism is and will continue to be an institutional priority, reflected in the following ways:

- by promoting the recruitment, hiring, and retention of qualified individuals representing a broad spectrum of cultural, ethnic, and racial backgrounds;
- by recruiting and retaining students who represent diverse cultural, ethnic, and racial backgrounds;
- by continuing to provide and develop courses in the college curriculum that include the study of various cultures, and that incorporate pluralistic values and skills;
- by making the necessary resources available to implement this policy;
- by reflecting pluralistic values in campus communications;
- by providing learning opportunities to the college community that promote cultural pluralism and cross-cultural communication;
- by providing opportunities to discuss and resolve issues which may arise from the implementation of this policy.

By maintaining an atmosphere that stresses individual growth and utilizes the strength that cultural pluralism brings to the campus, Bellevue Community College will continue to provide an enlivening, enriching experience which encourages cross-cultural understanding.

The president is charged with the overall responsibility for assuring that the college implements this policy.

#### **REVISION HISTORY**

Original 3/19/1991  
Revision 5/10/2005

#### **APPROVED BY**

All College Council  
Board of Trustees  
President's Staff (new format)

### **6120 USE OF COMMUNITY COLLEGE DISTRICT VIII FACILITIES BY COLLEGE GROUPS AND NON-COLLEGE GROUPS FOR FIRST AMENDMENT ACTIVITIES**

Effective Date: 4/14/2005 \* Date Last Modified: 4/14/2005  
Policy Contact: Vice President of Administrative Services

#### **POLICY**

Bellevue Community College District VIII is an educational institution provided and maintained by the people of the state of Washington. 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 non-college 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 non-college 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 non-college groups or college groups who are interested in using the campus for purposes of constitutionally protected speech, assembly or expression.

## PROCEDURES

**Request for use of facilities.** Subject to the regulations and requirements of this policy, college or non-college 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.

Non-college groups that intend to be on campus to engage in first amendment activities (hereinafter "the event") shall provide notice to the campus public safety department no later than forty-eight (48) hours prior to the event along with the following information:

- The name, address and telephone number of the individual, group, entity or organization sponsoring the event (hereinafter "the sponsoring organization"); and
- The name, address and telephone number of a contact person for the sponsoring organization; and
- The date, time and requested location of the event; and
- The nature and purpose of the event; and
- The type of sound amplification devices to be used in connection with the event, if any; and
- 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.

If more than thirty (30) people are expected to participate in the event, the event must be held in the southern courtyard, just north of the Carlson Theater.

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 campus public safety department no later than 48 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. Non-college events shall not last longer than five hours from beginning to end.

Information may be distributed as long as it is not obscene or libelous or does not advocate unlawful conduct. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed information. 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.

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.

**Additional requirements for non-college 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 (500) people will attend the college event or activity.

**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.

**Criminal trespass.** 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.

**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 non-college 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.

**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.

## **DEFINITIONS**

For the purposes of this policy non-college 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.

The College is a limited public forum for non-college groups. The limited public forum does not include college buildings or athletic fields. College buildings, rooms, and athletic fields may be rented in accordance with the college's facilities use policy.

## **RELEVANT LAWS AND OTHER RESOURCES**

WAC 132H-142-010 through 132H-142-080

## **REVISION HISTORY**

Original 4/14/2005

## **APPROVED BY**

Board of Trustees

## **6650 COMMUNICATIONS AND PUBLICATIONS**

Effective Date: 5/22/1996 \* Date Last Modified: 1/8/2007  
Policy Contact: Vice President, Institutional Advancement

## **POLICY**

Bellevue Community College is committed to honesty, accuracy, currency, consistency and professionalism in its public communications. Overall responsibility for assuring that this commitment is realized lies with the Institutional Advancement office. In carrying out this charge, Institutional Advancement leads and coordinates all of the college's public communications activities – providing final approval of all official college publications, advertisements and speeches, and managing all public pronouncements including interactions with news media.

"Official" college publications are those, regardless of originating department, intended to provide official policy or information on behalf of the college. This includes (but is not limited to) publications that describe policies, procedures, operations, instructional offerings and effectiveness. "Official" college publications include print, electronic and broadcast communications distributed or made available to potential students, current students, volunteers, community members, government officials, businesses, donors and other educational institutions. Examples include the annual report, annual course catalog, credit and non-credit class schedules, advising sheets, program brochures and flyers, student handbooks, promotional and marketing materials (including flyers, posters, direct mail, advertisements and public service announcements) and websites. Documents originally considered "internal" or "non-public" should not be distributed publicly

until reviewed and approved under this policy.

This policy does not extend to interpersonal communications with college constituents, except for interactions with news reporters, as discussed below.

Although Institutional Advancement coordinates the college's public communications, all college administrators, faculty and staff members share responsibility for giving out accurate and consistent information about college activities, course offerings, policies, procedures, etc., in all forms of communication. The chair of a program issuing an official college communication and the related division chair (or, in non-instructional departments, department head and the appropriate Organizational Unit Administrator) bear specific responsibility for approving content and look of all publications originating in their areas, as outlined below.

### **Student publications**

This policy applies to student publications only if they are intended to represent the college publicly within the definition in the second paragraph above. Such publications must carry the Bellevue Community College logo and must follow the approval procedures described in "Publications Content Approval Procedure: Implementing 'BCC Policy 6650 - Communications and Publications.'" Other student publications (except the student newspaper, *The Jibsheet*, which operates under a separate agreement with the college) should carry an "Associated Students of Bellevue Community College" logo or other appropriate logo to clearly indicate that the publication is not an official communication from the college.

### **Coordination of Official Publications**

Final approval authority for all official college publications lies with Institutional Advancement or its designee. However, BCC division, department and program administrators are also responsible for approving the content of official publications developed to support or promote their specific areas. Prior to submission to Institutional Advancement, the content of each official college publication must be approved first by the program chair and then by the division chair – or, in non-instructional departments, by the department head and then by the appropriate Organizational Unit Administrator. (See requirements for student publications, above). In approving the content, each administrator must ensure that:

- All information about the college is accurate and up-to-date.
- All legal and regulatory requirements are met – one of which is the inclusion of a non-discrimination announcement in all official publications.
- All program and course information is accurate, complete and consistent with that on file in the Office of Instruction, which serves as the official record of the college for purposes of state auditing.
- All claims or statements about programs, course transferability and any completion, placement, salary or employment-on-completion data are accurate and have adequate supporting documentation on file.
- Information on program pre-requisites or other admissions requirements is present and complete when applicable.
- Any need for a student to obtain post-graduation licensure or certification in order to be employable is clearly described.
- All publications and websites include the college logo, full college name and address, revision or creation date, official BCC website address and a current contact person's name and/or title, phone number and e-mail address.

### **Coordination of Public Pronouncements**

Institutional Advancement coordinates the official "voice of BCC" and is responsible for managing all public pronouncements.

The Public Information Director, within the Office of Institutional Advancement, has general responsibility for communications with the community, including serving as the primary, initial point of contact for news media, coordinating communications with media representatives and issuing college press releases.

Faculty are urged and administrators and staff are required to involve the Public Information Director or Vice

President–Institutional Advancement in all college-related communications with representatives of the news media, both to receive assistance in preparing for interviews and to ensure accuracy and consistency in public statements.

## **PROCEDURES**

### **Publications Content Approval Procedure**

#### **Objective:**

To ensure that all official BCC publications meet the following requirements:

- All information about the college is accurate and up-to-date.
- All legal and regulatory requirements are met.
- All program and course information is accurate, complete and consistent with that on file in the Office of Instruction, which serves as the official record of the college for purposes of state auditing.
- All claims or statements about programs, course transferability and any completion, placement, salary or employment-on-completion data are accurate and have adequate supporting documentation on file.
- Information on program pre-requisites or other admissions requirements is complete.
- Any need for a student to obtain post-graduation licensure or certification in order to be employable is clearly described.
- All documents include statement of equal opportunity and reasonable accommodation.
- All official publications and websites include the college logo, full college name and address, revision or creation date, official BCC website address and a contact person's phone number and e-mail address.

#### **Procedure:**

BCC policy requires three approvals of the content of every official college publication. In academic divisions, these approvals must come from: 1) program chair, 2) division chair, 3) Institutional Advancement. In non-instructional departments, the publication content must be approved by 1) the department head, 2) the Organizational Unit Administrator, 3) Institutional Advancement.

The document originator must retain copies of each approval message.

To provide a checkpoint, Printing Services (PS) will require confirmation of full content approval before printing begins. For ease of communication with PS staff, work order forms may include boxes to be checked by the customer prior to graphics or print production work, confirming approval from the appropriate people.

#### **Suggestions to document authors, editors and reviewers:**

Improper and unsubstantiated claims in publications can not only confuse and annoy readers, but as happened nearby a few years ago, lead to legal action against the college. To avoid problems:

- 1) Don't make broad claims or provide explicit assurances about course or program results. For example, never state or imply that taking a particular class, degree or certificate will get a student a job or enable them to pass a certification exam.

##### Wrong:

- "leads to employment as....,"
- "with immediate placement upon completion."
- "prepares students to pass the XYZ exam."

##### Right:

- "intended for people considering work in fields of..."
- "helps ready graduates to compete for jobs in..."
- "helps prepare students to take certification exams in ..."
- Successful students learn the skills needed to become competitive in..."
- "95% of our 2004 graduates passed the certification exam..."

Even better, quote students and employers on the value of a BCC education (but be sure to get permission from the person quoted before using his or her words, name or photo):

- "Thanks, BCC! I got three job offers within a month of graduation!" Suzy Student, 2000.
- "When we're hiring, we always look at students coming out of BCC. The training they get there allows them to contribute from the get-go." Ellen Employer, Good Company, Bellevue, 2005.

- 2) Be sure that statements about job placement and salary expectations are accurate and that all claims can

be substantiated. Preferably, documentation should be kept on file. If possible, cite the source of the data.

Wrong:

- Graduates of this program earn between \$40,000 and \$50,000 per year.

Right:

- "90% of our 2005 graduates were employed within 3 months of graduation, at salaries averaging \$47,000." (Source: XYZ Survey, 2005.)

- 3) Don't promise that classes will transfer to another college or university unless BCC has a signed articulation agreement with that institution.

Wrong:

- "This course transfers for humanities credit at four-year colleges."

Right:

- "The University of Washington has agreed to accept this course in fulfillment of their Humanities general-education requirement."

- 4) Don't claim that classroom tools, technology or teaching methods are "state of the art" or describe them with superlatives such as "latest," "best" or "finest." Such claims, if ever true, are unlikely to remain so throughout the life of a publication.

Wrong:

- "BCC has the most successful Radiation Therapy program in the region."
- "You will learn up-to-the minute skills on state-of-the-art equipment."

Right:

- "You will train on the type of equipment often found in..."
- "We employ such inventive teaching methods as..."
- "We work with industry professionals to keep our curriculum in line with changing workplace needs."

Superlatives are OK if they appear in a documented quote from an outsider:

Right:

- "The BCC radiology program turns out the best techs in the region." (Johnny B. Goode, M.D., medical director of Highbrow Hospital, quoted in Hospital Helper, January 2005)

- 5) Be careful with any word expressing an absolute—it only takes one instance to prove it incorrect.

Avoid:

- always, never, all, every, none

Alternatives:

- usually, typically, generally, often, almost never, rarely, most

- 6) Avoid describing a collaborative project with another entity as a "partnership," as that implies a legal arrangement involving sharing of profits and debts. State agencies are not authorized to enter into partnerships.

Alternatives:

- Strategic alliance
- Cooperative project
- Collaboration

- 7) Avoid any content that might be interpreted as advertising for another organization. For example, another organization's logo, even without accompanying 'advertising text,' should not be shown unless it is there to identify a group that is directly involved in the program or event being described. State funds may not be used to promote any private interests. Also, the presence of advertising content can increase postage costs. If your material is going to be sent through the mail, consult the Mail Center or Publications Manager for advice.

If you have questions about how these procedures apply to your publication, contact the BCC Public Information Director (X3081) or Publications Manager (X2283) in the Institutional Advancement Office.

## REVISION HISTORY

Original 5/22/1996

Revision 5/10/2005

Revision 1/8/2007

**APPROVED BY**

President's Staff

**11) ASG BCC Policy Binder  
BCC Policy Reference Binder for ASG**

(This DOES NOT have All BCC Policies)  
Bellevue Community College Policies  
As Downloaded and Printed on 7-4-2007

**Do Not Remove from Student Programs**

You may also access and download any BCC Policies by login on to My BCC as Username: ASG  
[Email@bellevuecollege.edu](mailto:Email@bellevuecollege.edu) and then click on Work Zone

Content: (UPDATED 7-4-2007 MAY NOT HAVE MOST UP DO DATE POLICY)

- BCC Strategic Plan 2004-2011
- 1000 BOARD OF TRUSTEES
- 1200 COLLEGE VISION, CORE VALUES, MISSION AND GOALS
- 1250 FORMULATION AND ISSUANCE OF COLLEGE POLICIES
- 1450 COMPLAINT POLICY AND PROCEDURE
- 2000 STUDENT RESPONSIBILITY FOR ADHERENCE TO COLLEGE POLICIES & PROCEDURES
- 2100 HAZING
- 2500 ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES
- 2600 FAMILY EDUCATION RIGHTS AND PRIVACY ACT: DISCLOSURE OF STUDENT INFORMATION
- 2650 STUDENT PARTICIPATION IN COLLEGE GOVERNANCE
- 2700 ELIGIBILITY FOR PARTICIPATION IN INTERCOLLEGIATE ATHLETICS
- 2800 STUDENT OUTDOOR EVENTS
- 2850 Assessment of Risk
- 3450 SETTING CLASSROOM BEHAVIORAL STANDARDS
- 4000 AFFIRMATION OF INCLUSION
- 4050 CULTURAL PLURALISM POLICY
- 4100 EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY
- 4150 EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT
- 4200 GENERAL POLICY ON SEXUAL HARASSMENT
- 4250 STANDARDS OF ETHICAL CONDUCT
- 4400 ACCEPTABLE USE OF STATE RESOURCES
- 4450 FAMILY RELATIONSHIPS POLICY
- 4600 BLOODBORNE PATHOGENS; EXPOSURE CONTROL
- 4650 REASONABLE ACCOMMODATIONS (DISABLED EMPLOYEES)
- 4700 EMPLOYEE DEVELOPMENT AND TRAINING
- 5000 ACCEPTABLE USE OF BCC COMPUTERS



- 5050 E-MAIL USAGE
- 5150 ACCEPTABLE USE OF THE BCC NETWORK AND BCC DATA MANAGEMENT SYSTEMS
- 6000 EMERGENCY PROCEDURES
- 6100 FACILITIES USE
- 6120 USE OF COMMUNITY COLLEGE DISTRICT VIII FACILITIES BY COLLEGE GROUPS AND NON-COLLEGE GROUPS FOR FIRST AMENDMENT ACTIVITIES
- 6150 ALCOHOLIC BEVERAGES ON CAMPUS
- 6190 Integrated Pest Management
- 6200 PARKING AND TRAFFIC
- 6280 EMPLOYEE IDENTIFICATION
- 6350 SMOKING ON CAMPUS
- 6380 SECURITY CAMERA USE
- 6420 WEAPONS AND FIREWORKS
- 6450 FOOD AND DRINK IN CLASSROOMS
- 6500 CHILDREN ON CAMPUS
- 6550 POSTING OF LITERATURE ON CAMPUS
- 6600 STUDENT UNION VENDORS
- 6605 MARKETING AND MERCHANDISING OF CREDIT CARDS
- 6620 GUIDELINES FOR EMPLOYERS AND RECRUITERS
- 6650 COMMUNICATIONS AND PUBLICATIONS
- 6680 EARLY LEARNING FAMILY AND CHILD CARE CENTER ADMISSION PRIORITIES
- 6700 FOOD SERVICES
- 6880 STUDENT RECORDS
- EMPLOYEE HANDBOOK

## ***BELLEVUE COMMUNITY COLLEGE STRATEGIC PLAN 2004-2011***

### ***VISION***

Bellevue Community College will continue to be the region's college of choice, based on its excellence, innovation, and national recognition for exemplary programs.

### ***CORE VALUES***

We, the Board of Trustees, faculty, staff and administration of Bellevue Community College, place students at the center of all we do and support and promote the excellence of their efforts. We affirm and embody pluralism; value collaboration and shared decision making; and honor creativity and innovation. We consider it our duty to anticipate changing demands in education and welcome the opportunity to shape its future. We acknowledge our responsibility to society and embrace the belief that widespread access to excellent postsecondary education is the cornerstone of a democratic society.

### ***MISSION***

Bellevue Community College is a comprehensive and innovative college that advances the life-long educational development of its students consistent with their needs, interests, and abilities while strengthening the economic, social, and cultural life of its diverse community. The college accomplishes this purpose by providing high-quality, flexible educational programs and services that are academically, geographically, and financially accessible. Committed to teaching and learning excellence and employee growth and development, the college nurtures a supportive environment throughout its programs and services.

### ***GOALS***

#### **Access**

*BCC will provide access to educational programs and services that strengthen the economic, social, and cultural life of its diverse community.*

#### **Student Success**

*BCC will support students' lifelong educational development by offering programs and services consistent with their needs, interests and abilities.*

## **Teaching and Learning Excellence**

*BCC will offer educational programs and services that are responsive, flexible, and of the highest quality.*

## **Institutional Accountability**

BCC will maintain a viable and supportive system of organizational review that verifies and improves college effectiveness and ensures the integrity of programs.

## **Professional and Organizational Excellence**

*BCC will foster creativity and innovation, high standards of professional excellence, a developed sense of community, and continuous organizational renewal.*

## **Financial Sustainability**

*BCC will remain preeminent by strengthening its financial position.*

## **Technology Leadership**

BCC will be a leader in administrative and educational technology, including online learning.

## **Pluralism**

BCC will advance diversity programs that promote pluralism, inclusion, and global awareness.

## **Community Leadership and Partnership**

BCC will be a leader and partner in building a strong and vibrant region.

# **1000 BOARD OF TRUSTEES**

Effective Date: 6/11/1992 \* Date Last Modified: 3/22/2005  
Policy Contact: President

## **POLICY**

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

### **Offices Of The Board Of Trustees**

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

### **Meetings Of The Board Of Trustees**

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

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

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

### **Officers Of The Board**

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

### **Powers and Duties of the Board of Trustees**

The board of trustees is responsible for establishing policy and evaluating the total program of the college.

The state of Washington has empowered the board of trustees to:

- create comprehensive programs of community college education and training, and maintain an open-door policy in accordance with RCW 28B.50.090(3);
- employ a college president, members of the faculty, and such other administrative officers and other employees as may be necessary or appropriate, and fix their salaries and duties within the amounts established by legislative appropriation;
- establish, under the approval and direction of the State Board for Community and Technical Colleges, new facilities as community needs and interests demand;
- establish or lease, operate, equip, and maintain dormitories, food service facilities, bookstores, and other self-supporting facilities connected with the operation of a community college;
- with the approval of the State Board for Community and Technical Colleges, borrow money and issue and sell revenue bonds for the construction, reconstruction, erection, equipping with permanent fixtures, demolition, and major alteration of buildings or other capital assets, and the acquisition of sites, rights-of-way, easements, improvements, or appurtenances for dormitories, food service facilities, bookstores, and other self-supporting facilities connected with the operation of a community college, in accordance with RCW 28B.10.300-330 as applicable;
- receive such gifts, grants, conveyances, devises, and bequests of personal property from private sources, as may be made from time to time, in trust or otherwise, whenever the terms and conditions thereof will aid in carrying out the community college programs as specified by law and the regulations of the State Board for Community and Technical Colleges; and sell, lease, or exchange, invest, or expend the same or the proceeds, rents, profits, and income thereof according to the terms and conditions thereof; and adopt regulations to govern the receipt and expenditure of the proceeds, rents, profits, and income thereof;
- establish and maintain night schools, and authorize classrooms and other facilities to be used for summer or night schools, or for public meetings and for any other uses consistent with the use of such classrooms or facilities for community college purposes;
- make rules and regulations for pedestrian and vehicular traffic on property owned, operated, or maintained by the community college district;
- prescribe, with the assistance of the faculty, the course of study in the various departments of the community college, and publish such catalogs and bulletins as may become necessary;
- grant to every student, upon graduation or completion of a course of study, a suitable diploma, non-baccalaureate degree, or certificate;
- enforce the rules and regulations prescribed by the State Board for Community and Technical Colleges for the government of community colleges, students, and teachers and promulgate such rules and regulations and perform all other acts not inconsistent with law as the board of trustees may in its discretion deem necessary or appropriate to the administration of the district, provided that such rules and regulations shall include, but not be limited to rules and regulations relating to housing, scholarships, conduct, and discipline;
- suspend or expel from the college any students who refuse to obey any of the duly promulgated rules and regulations;
- delegate to the president or his or her designee any of the powers and duties vested in or imposed on the board of trustees by the Community & Technical College Act of 1991, such delegated powers and duties to be exercised in the name of the board of trustees (RCW 28B.10.528, 28B.50.140(14));
- offer educational services on a contractual basis other than the tuition and fee basis set forth in RCW 28B.15 for a special fee for private or governmental entities, in accordance with the rules and regulations adopted by the State Board for Community and Technical Colleges;
- participate in higher education centers and consortia involving four-year public or independent colleges or universities;
- perform other activities consistent with the Community College Act and not in conflict with the directives of the State Board for Community and Technical Colleges;
- perform any other duties and responsibilities imposed by law or by rule and regulation of the State

### **Revisions to Bylaws of the Board of Trustees**

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

### **Seal And Name Of The College**

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

## **RELEVANT LAWS AND OTHER RESOURCES**

Board of Trustees Resolutions 202, 236

RCW 28B.10, 28B.50, 42.30

WAC 132H-106-010 through -060

## **REVISION HISTORY**

Original 6/11/1992

Revision 4/24/2002

Revision 3/22/2005

## **APPROVED BY**

Board of Trustees

President's Staff (new format)

## **1200 COLLEGE VISION, CORE VALUES, MISSION AND GOALS**

Effective Date: 1/27/1994 \* Date Last Modified: 3/22/2005

Policy Contact: President

## **POLICY**

Bellevue Community College's statement of vision, core values, mission and goals is as follows:

### **Vision**

Bellevue Community College will continue to be the region's college of choice, based on its excellence, innovation, and national recognition for exemplary programs.

### **Core Values**

We, the Board of Trustees, faculty, staff, and administration of Bellevue Community College, place students at the center of all we do and support and promote the excellence of their efforts. We affirm and embody pluralism; value collaboration and shared decision making; and honor creativity and innovation. We consider it our duty to anticipate changing demands in education and welcome the opportunity to shape its future. We acknowledge our responsibility to society and embrace the belief that widespread access to excellent postsecondary education is the cornerstone of a democratic society.

### **Mission**

Bellevue Community College is a comprehensive and innovative college that advances the lifelong educational development of its students consistent with their needs, interests, and abilities while strengthening the economic, social, and cultural life of its diverse community. The college accomplishes this purpose by providing high-quality, flexible educational programs and services that are academically, geographically, and financially accessible. Committed to teaching and learning excellence and employee growth and development, the college nurtures a supportive environment throughout its programs and services.

**Goals**

Access

BCC will provide access to educational programs and services that strengthen the economic, social, and cultural life of its diverse community.

Student Success

BCC will support students' lifelong educational development by offering programs and services consistent with their needs, interests, and abilities.

Teaching & Learning Excellence

BCC will offer educational programs and services that are responsive, flexible, and of the highest quality.

Institutional Accountability

BCC will maintain a viable and supportive system of organizational review that verifies and improves college effectiveness and ensures the integrity of programs.

Professional & Organizational Excellence

BCC will foster creativity and innovation, high standards of professional excellence, a developed sense of community, and continuous organizational renewal.

Financial Sustainability

BCC will remain preeminent by strengthening its financial position.

Technology Leadership

BCC will be a leader in administrative and educational technology, including online learning.

Pluralism

BCC will advance diversity programs that promote pluralism, inclusion, and global awareness.

Community Leadership & Partnership

BCC will be a leader and partner in building a strong and vibrant region.

**REVISION HISTORY**

Original 1/27/1994  
Revision 10/29/2003  
Revision 3/22/2005

**APPROVED BY**

Board of Trustees  
President's Staff (new format)

**1250 FORMULATION AND ISSUANCE OF COLLEGE POLICIES**

Effective Date: 3/18/03 \* Date Last Modified: 3/22/2005  
Policy Contact: Policy Coordinator, Administrative Services

**POLICY**

Employees of Bellevue Community College should have access to well-articulated and understandable college policies and related procedures. People responsible for writing, updating and distributing college policies must comply with the conditions and procedures outlined in this document.

BCC wishes to ensure that all official college policies are formally approved, promulgated in a consistent format, and maintained centrally. They must be kept current, and made available electronically to all relevant operating units in a timely manner, to assure compliance with policy objectives and to establish the accountability of operating units and individuals affected by each policy.

## **PROCEDURES**

### **Creating a New Policy or Procedure**

The need for new college policies and procedures may arise anywhere, but must go through the formulating and approval process either through the president's staff or through All College Council. (Please see the introduction to the BCC Policies and Procedures manual for a definition of "policy" and "procedure". The introduction also contains a guide on policy writing, created specifically to implement the standard policy format template developed for college policies and procedures. It may also be used by departments to assist them in writing their policies and procedures.)

To ensure a consistent format for policy documents, a standard format template was created. Use of the standard format template facilitates the adoption of clear, concise policies and procedures at all levels of the college organization.

#### **Format Template**

- Policy Statement (including the purpose for the policy and its scope)
- Procedures (may include assigning of appropriate responsibilities)
- Responsibilities (separately, when relevant)
- Definitions (when relevant)
- Revision History
- Relevant Laws and References (when relevant)
- Authorizing Authority

Every proposed policy introduced through the president's staff must fall within the jurisdiction of an administrator. The administrator responsible for oversight of the policy or procedures will take charge of contacting president's staff to begin the formulation process. Policies introduced through president's staff that have college-wide impact will be sent to All College Council for their review and approval.

Policies introduced through All College Council will be forwarded to the president's staff for their review and approval. Once received by president's staff, the administrator responsible to administer the policy will be identified and appropriate procedures will be developed.

Policies that impact all or most college constituencies require board of trustees' approval before they become official college policies.

Once a policy or procedure has been approved, the responsible administrator will notify the policy coordinator, who is the administrative assistant to the vice president of administrative services, so that it can be placed in the policies and procedures manual. The administrator will also notify the college community about the adoption of the policy and procedures, including a brief explanation of the policy, the responsible office and how to obtain a copy. Periodically the policy coordinator will provide a summary of new or revised policies, along with information on how employees may

obtain a copy.

All college policies and procedures will be contained in the online policies and procedures manual. The document will be maintained by the policy coordinator. The policy coordinator is responsible for ensuring that changes to policies or procedures are regularly updated and that information contained in the manual is current.

### **Policies Which Do Not Require Broad Review and Comment Prior to Adoption**

Many policies considered by the president's staff are routine and technical in nature, such as a policy establishing the college's indirect charge rates. Such policies impact campus administrative units but have limited affect on the general campus community, and therefore do not require broad campus review. When the president's staff reviews draft policies submitted for approval, it will determine whether the policy has an impact on the broader campus community sufficient to require review by the All College Council and/or the general campus. If the president's staff determines the policy does not require such a review, it may submit the policy directly to the president for signature upon approval.

Policies with limited impact on the general campus community will be announced by the policy coordinator and made available to the campus community. If an employee or student believes a policy is not routine and technical in nature and has been submitted to the president without sufficient review, he or she may request a review and comment period through the All College Council.

### **Distributing an Interim Policy**

President's staff is empowered to distribute interim policy statements in situations where a college policy must be established in a time period too short to permit the completion of the process set out in this policy. Such policies may remain in force up to six months from the date of issuance.

Interim policies need not be issued in the standard template format, but they must be clearly marked as temporary, with the expiration date listed.

### **Amending a Policy**

From time to time, policies and procedures will need to be amended or updated. The responsible office is charged with keeping a policy up-to-date. The president's staff, with the policy coordinator will establish a schedule for the periodic review of all policies to ensure they are up-to-date and continue to further BCC's mission and goals. Each policy should receive a detailed review at least every five years. When an amended policy is approved by the proper authority, it automatically supercedes any existing policies.

The policy coordinator is authorized to make routine changes to policy documents (such as bringing position titles or department names up to date) after informal review by the responsible individual and executive. An amendment that affects the substance of the policy, however, shall follow the same process of formulation, review, and adoption required for a new policy.

## **REVISION HISTORY**

Original 3/18/03

Revision 2/17/04

Revision 1/13/2005

Revision 3/22/2005



**APPROVED BY**

President's Staff  
All College Council

**1450 COMPLAINT POLICY AND PROCEDURE**

Effective Date: 9/30/2003 \* Date Last Modified: 4/18/2006  
Policy Contact: President

**POLICY**

It is the policy of Bellevue Community College to provide clear and accurate information, provide accessible services, and offer excellent educational programs and quality service. Students have both the right to receive clear information and fair application of college grading policies, standards, rules, and requirements as well as the responsibility to comply with them in their relationships with faculty and staff members. The purpose of this policy and procedures is to provide a systematic way in which to express and resolve misunderstandings, complaints or grievances about dissatisfaction with college personnel, services, processes or facilities, discrimination or academic issues.

Bellevue Community College, through its affirmative action policy and general policy on sexual harassment, and in accordance with state and federal regulations, prohibits discrimination against students and employees on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, the presence of sensory, mental or physical disability, or status as a disabled or Vietnam-era veteran.

BCC employees are responsible for ensuring that their conduct does not discriminate against anyone; they are expected to treat people conducting business at Bellevue Community College with respect and may expect the same consideration, in return.

The college recognizes that disputes may sometimes arise and encourages the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached, a formal process provides an impartial and equitable way to resolve those conflicts.

**PROCEDURES**

The purpose of these procedures is to enable students, employees and members of the public to express and resolve misunderstandings, complaints or grievances concerning the conduct or performance of a college employee or a student; college services, processes or facilities; or grades or academic issues. Employees should consult their contract for employee-related complaints.

Informal Complaint Process

The purpose of this step is to enable an individual to express and resolve misunderstandings, complaints or grievances at the lowest level possible by speaking directly with the employee or departmental supervisor. The aggrieved person should make an appointment to talk directly with the employee to attempt to reach a mutual agreement. In some situations, such as a discrimination complaint, the aggrieved person may be more comfortable requesting a meeting with the employee's supervisor, instead. Both parties should be courteous, flexible and respectful, as concerns are identified and possible resolutions discussed. Both sides should be open to alternative solutions or suggestions. If the problem cannot be solved together, the following formal complaint procedures may be used.

Formal Complaint Process

All formal complaints must be made in writing and should include the complainant's name; student identification number, if appropriate; address; email address; telephone number; time(s); date(s); place(s); complete description of the complaint; and, in the case of grade complaints, both the grade received in the

course in question and the reason for the grade complaint, specifying as accurately as possible all necessary performance scores and attendance data. The individual may also file a complaint using the complaint form available through the portal or from the president's office.

- A. *General Complaint Procedure:* An individual who has a complaint about an employee's performance or behavior that is not discriminatory or about college services, or processes should go to the office of the dean of student services, B125 to be directed to the appropriate department, telephone (425) 564-2205, or visit [www.bcc.ctc.edu](http://www.bcc.ctc.edu). Facilities related complaints should be taken to campus operations, K100, or telephone (425) 564-2376.
- B. *Discrimination Complaint Procedure:* Whenever a complaint alleges discrimination or sexual harassment, this procedure should be used rather than the other complaint procedures. Alleged Title IX and Section 503 violations as well as other discrimination complaints will be investigated under this procedure. A student or member of the public who believes he/she has been discriminated against should bring his/her complaint to the department of human resources, A101, or telephone (425) 564-2274.
- C. *Academic Complaint Procedure:* A student who wishes to express and resolve misunderstandings, complaints, or grievances with faculty members regarding grades, grading issues or policies in a fair and equitable manner should bring his/her complaint to the appropriate instructional division office.

#### Dispensation of Records.

The administrative unit supervisor for the unit where the complaint is filed shall keep all documents associated with the complaint as part of the files of the college. The records may be subject to public disclosure laws and will be kept according to the state records retention laws.

#### **General Complaint Procedure**

Complaints should be filed as soon as possible or within six months after the incident occurs. The office of the dean of student services will help the individual determine the appropriate department in which to file the complaint.

The department administrative unit supervisor will be responsible to investigate the complaint. If the complaint is against an employee, the administrative unit supervisor will provide the employee with a copy of the written complaint and the employee will have ten days in which to provide a written response. If the employee is unable to meet the time line due to extenuating circumstances, including sick or scheduled leave from the college, he or she should seek approval from the administrative unit supervisor to extend the timelines. The administrative unit supervisor shall notify the complainant of the extension via regular mail.

The administrative unit supervisor may convene a meeting of both parties in an attempt to resolve the complaint, provided that the parties agree to meet for this purpose. If both parties do not agree to meet, the administrative unit supervisor will investigate and render a decision based on the written statements of the parties and the testimony of the parties and of the witnesses.

If the parties agree to meet with the administrative unit supervisor to attempt to resolve the complaint, both parties may bring an advocate of their choice.

After conducting the investigation, the administrative unit supervisor will send his/her decision by regular U.S. mail to the participants in the complaint within thirty days following the receipt of the written complaint, unless there are specific circumstances that require additional time. The administrative unit supervisor will notify both parties who to contact if they wish to appeal the decision.

#### Appeal

If either party is dissatisfied with the decision of the administrative unit supervisor, he/she may appeal in writing to the appropriate dean or vice president within ten days after the date of the letter from the administrative unit supervisor. The person filing the appeal should identify why he/she is dissatisfied with the outcome of the complaint and provide any additional information to be considered.

The dean or vice president will consider the appeal and render a written decision to both parties within fifteen days of receiving the written appeal. The written response will be sent to both parties via regular U.S. mail. The

decision of the dean or vice-president shall be final.

Any disciplinary action taken against a student or college employee as a result of a complaint shall be processed in accordance with the student code or the appropriate collective bargaining agreement.

### **Discrimination Procedure**

Discrimination complaints should be filed within one year after the incident(s) occurred. The college will act promptly to investigate the complaint and will attempt to protect the rights of the individual bringing the complaint (the complainant), the alleged discriminator, and any witnesses involved. All parties involved have the right to protection from any retaliating behavior by the alleged discriminator or any college employee. All complaints shall be kept as confidential as is reasonably possible during the investigation/resolution process. However, complaints may be subject to public disclosure under the state's public disclosure act, and therefore the college cannot assure confidentiality to any participant in the process.

If administrators or supervisors become aware that discrimination is occurring, receive a complaint, or obtain other information indicating possible discrimination, they must notify the vice president of human resources as soon as reasonably possible, to ensure that the matter is addressed, even if the problem or alleged problem is not within their area of responsibility and authority.

Complainants, individuals charged, and any witnesses are entitled to representation of their selection throughout the complaint process. The individual charged will be informed that his/her bargaining unit representative will be notified that a complaint has been filed against him/her, unless he/she requests that no notification be made.

Within seven days after the formal complaint has been filed, the individual charged, his/her immediate supervisor and the area dean/vice president will be notified that a complaint has been filed.

The complainant may request an alternate dispute resolution process prior to or in lieu of the investigatory process outlined below. The vice president of human resources or designee (the investigator) will conduct interviews with the complainant, the alleged discriminator, and any witnesses to allegations identified by the complainant and the alleged discriminator. Reasonable efforts will be made to complete such interviews within ninety days.

The report summarizing the findings of the investigation and the determination as to whether or not discrimination has occurred shall be forwarded to the appropriate area dean/vice president.

The decision regarding what action to take on the complaint, including, but not limited to, appropriate corrective measures and/or disciplinary action shall be made by the area dean/vice president and reported to the complainant. Copies of the determination shall be sent to the complainant, alleged discriminator, the alleged discriminator's supervisor and the vice president of human resources. Reasonable efforts will be made to take action on the complaint within thirty days after receipt of the report. If a decision is made to take disciplinary action, such action shall be taken in accordance with appropriate college procedures and collective bargaining agreements.

### Appeal

Appeals of any disciplinary action, including any finding that discrimination occurred, may be made through the appropriate employee contract or the student code.

If the complainant is not satisfied with the disposition of the complaint, she/he may file a written appeal to the president within ten days after notification of the disposition of the complaint. This request should include any and all additional information s/he wants the president to consider. The decision regarding the appeal, including appropriate corrective measures, shall be made in writing by the president within fifteen days after receipt of an appeal.

### External complaint

Any student, employee, applicant for admission or employment, or member of the public using BCC facilities who believes he/she has been discriminated against has the right to bypass the internal college process and file a discrimination complaint with one of the agencies listed below or any other agency with the jurisdiction

to hear such complaints. Individuals seeking assistance from state and federal agencies need to be aware that many agencies have strict timelines regarding the filing of complaints.

Equal Employment Opportunity Commission  
909 First Avenue, Suite 400  
Seattle, WA 98104-1061

Human Rights Commission  
1511 Third Avenue, Suite 921  
Seattle, WA 98101

U.S. Office of Civil Rights  
Department of Education  
915 Second Avenue  
Seattle, WA 98174-1099

### **Academic Complaint Procedure**

Students with a complaint about an instructional matter, or who wish to make a request for a grade review, shall file a written request within two consecutive quarters from the date of the issuance of the grade. The executive dean of instruction may extend the time limits in the process under exceptional circumstances such as extended illness, sabbatical leave, or other absence of either party to the complaint in which case the dean will give reasonable opportunity to complete appeal procedures or reply to the charges before making a decision.

Since the evaluation of the course content is exclusively within the province of the instructor for a particular course, any adjustments or grade changes may be initiated only by that instructor, or under extenuating circumstances, by the executive dean of instruction, upon the approval of the college president. In such an instance, the course grade record shall be coded and indicate "grade changed by administrative action." The transcript shall indicate "changed by administrative action."

The student's written complaint, including remedies sought, shall be submitted to the appropriate Organizational Unit Administrator (OUA). Upon receipt of the written complaint, the OUA shall discuss with the student his/her concerns, including both informal and formal options available to resolve the grade concern. The OUA shall also inform the student that the ASBCC vice president of student affairs or another person the student chooses may act as an advocate who will assist the student in completion of the complaint process. The student may waive the right to an advocate.

If the complaint cannot be resolved by informal means, the OUA shall forward the student's written complaint to the faculty member concerned, who must provide a written response within ten instructional days. The OUA shall forward the instructor's response to the student. If the faculty member's written response does not resolve the complaint to the student's satisfaction, he/she may submit a written appeal to the OUA, citing the reasons for disagreeing with the instructor's response. The OUA shall consult with the instructor, conduct further investigation as necessary, and provide a written response to the student within ten instructional days. If the OUA's response does not resolve the complaint to the student's satisfaction, the student shall submit a written appeal to the OUA, requesting that the grievance be heard before the Student Academic Grievance Committee. The OUA will contact the Student Academic Grievance Committee chairperson to convene the committee.

### Student Academic Grievance Committee.

The Student Academic Grievance Committee shall be composed of four faculty and two student justices. The BCCAHE will annually elect one faculty member for the committee who will serve as the committee chairperson for the academic year commencing fall quarter. Two faculty members will be selected from the same or a closely aligned organizational unit of the faculty member against whom the grievance is filed. One faculty member will be selected without regard to organizational unit, but who is sufficiently aware of related discipline issues so as to add professional perspective to the hearing. The two student justices will be appointed by the ASBCC president from the ASBCC judicial board.

The Student Academic Grievance Committee shall consider the case within ten instructional days following its receipt of the student's written request for a hearing. All hearings shall be closed meetings of the Student Academic Grievance Committee (to include the student and the faculty member), except that any party to the grievance may have one representative or advisor in attendance. Based upon the evidence and proceedings, the Student Academic Grievance Committee shall provide both findings of fact and a written recommendation of the action to resolve the grievance within five instructional days of the hearing to the executive dean. The executive dean shall review the recommendation of the committee and, after consulting as appropriate with the student, the faculty member, and the committee, shall render a decision. The decision of the executive dean shall be final.

If the Student Academic Grievance Committee, at any point in its deliberations, finds that the complaint is without merit, the Committee may decide to dismiss the case. The Committee shall notify the complainant and the OUA of its decision. The Student may appeal the Committee's decision to the Executive Dean.

### **RELEVANT LAWS AND OTHER RESOURCES**

WAC 132H-155-010-070

### **REVISION HISTORY**

Original 1/15/1996

Revision 9/30/2003, 3/22/2005, 4/18/2006

### **APPROVED BY**

President's Staff

## **2000 STUDENT RESPONSIBILITY FOR ADHERENCE TO COLLEGE POLICIES & PROCEDURES**

Effective Date: 11/1/1995 \* Date Last Modified: 3/22/2005

Policy Contact: Dean, Student Services

### **POLICY**

Bellevue Community College expects its students to be aware of and follow college rules and regulations as published in the catalog, quarterly schedule, college website, student handbook and other official publications.

Students will be held accountable for following all procedures for which they have a responsibility. These include but are not limited to:

- Registration-related activities
- Deadlines
- Payments and refunds
- Grading
- Student Code

In those cases where students have a complaint concerning the college rules and regulations and no clear avenue of appeal is stated, students are encouraged to submit their concerns to the executive dean of instruction for academic matters or to the dean of student services for nonacademic matters. The respective deans' offices will seek the necessary means for providing a student with a decision.

Bellevue Community College reserves the right to change any provisions or requirements appearing in the catalog or quarterly schedule at any time and to add or withdraw courses without prior notification.

The catalog and quarterly schedule are published for informational purposes only. Every possible effort is made to insure accuracy at the time of publication. However, the provisions of the catalog and quarterly schedule are not to be regarded as an irrevocable contract between the student and the college.

### **REVISION HISTORY**

Original 1/11/1995

Revision 3/22/2005

### **APPROVED BY**

## 2050 STUDENT CODE

Effective Date: 6/11/1992 \* Date Last Modified: 8/4/2005  
Policy Contact: Dean, Student Services

### **POLICY**

Bellevue Community College is maintained by the state of Washington for the purpose of providing its students with appropriate learning programs which will facilitate the orderly pursuit and achievement of their educational objectives. The college is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible persons through policies which encourage independence and maturity.

The student is in the unique position of being a member of the college community and the community at large. Admission to the college carries with it the expectation that students:

- will respect and abide by the laws of the community, state, and nation;
- will adhere to college rules and regulations which assure the orderly conduct of college affairs;
- will maintain high standards of integrity and honesty;
- will respect the rights, privileges, and property of other members of the college community; and
- will not interfere with legitimate college affairs.

Bellevue Community College may apply sanctions or take other appropriate action only when student conduct interferes with the college's:

- primary educational responsibility of ensuring the opportunity of all members of the college community to attain their educational objectives;
- subsidiary responsibilities of protecting property, keeping records, providing services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions.

An atmosphere of learning and self-development is created by appropriate conditions in the college community. The rights, freedoms, and responsibilities in this document are critical ingredients toward the free, creative, and spirited educational environment to which the students, faculty, and staff of Bellevue Community College are committed.

### **Jurisdiction**

All rules herein adopted concerning student conduct and discipline shall apply to every student whenever said student is participating in a distance education class or event, or is attending a class, or is present in any college facility, or whenever said student is engaged in or present at any college-related activity whether occurring on or off college facilities.

Faculty members, other college employees, and members of the public who breach or aid or abet another in the breach of any provision of this chapter shall be subject to:

- Possible prosecution under the state criminal law;
- Any other civil or criminal liability for which remedies are available to the public; or
- Appropriate disciplinary action pursuant to the state of Washington Higher Education Personnel Board or the district's policies and regulations.

The college may carry out any disciplinary proceedings prior to, simultaneously, or following civil or criminal proceedings in a court of law.

### **PROCEDURES**

#### **Student Rights and Freedoms**

The following enumerated rights and freedoms are guaranteed to each student within the limitations of statutory law and college policies that are deemed necessary to achieve the educational goals of the college:

- **Academic Freedom.**

- Students are guaranteed rights of free inquiry, expression, and peaceful assembly upon and within college facilities that are generally open and available to the public. Students and other members of the college community shall always be free to express their views or support causes by orderly means which do not disrupt the regular and essential operation of the college.
- Students shall have the right of assembly as defined in WAC 132H-120-030 upon college facilities that are generally available to the public, *provided* that such assembly shall:
  - Be conducted in an orderly manner; and
  - Not unreasonably interfere with vehicular or pedestrian traffic; or
  - Not unreasonably interfere with classes, schedules, meetings, or ceremonies, or with the educational functions of the college;
  - Not unreasonably interfere with college functions; and
  - Not cause damage or destruction to college property or private property on the college campus.

The president reserves the right to direct students assembling under this subsection to relocate to the free speech area designated in WAC 132H-120-030(14), to prevent interference with college classes or other college activities.

- Students are free to pursue appropriate educational objectives from among the college's curricula, programs and services, subject to the limitations of RCW 28B.50.090(3)(b).
  - Students shall be protected from academic evaluation which is arbitrary, prejudiced or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
  - Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and sexual harassment.
- **Due Process.**
    - The right of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
    - No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
    - A student accused of violating this student code is entitled, upon request, to procedural due process as set forth in this chapter.
  - **Distribution and Posting.** Students may distribute or post printed or published material subject to official procedures printed and available in the office of student programs. All free publications not in violation of state and/or federal laws such as books, magazines, newspapers, handbills, leaflets, or similar materials may be distributed on campus. The college may restrict the distribution of any publications where such distribution unreasonably interferes with college operations. Such materials may be distributed from authorized public areas in the student center and at any outdoor area on campus consistent with the maintenance of college property, with the free flow of traffic and persons, and not in a manner which in itself limits the orderly operation of college affairs. Any person desiring to distribute such publications shall first register with the office of student programs so that reasonable areas and times can be assured and the activities of the institution will not be unduly interfered with. All handbills, leaflets, newspapers, and similarly related matter must bear identification as to the publishing agency and distributing organization or individual.
  - **Off-Campus Speakers.** Recognized student organizations shall have the right to invite outside speakers to speak on campus subject to the availability of campus facilities, funding, and compliance with the college procedures available in the campus operations office.
  - **Incidental Sales.** Students have the right to engage in incidental sales of personal property in a private transaction provided college facilities are not explicitly used for this purpose.
  - **Commercial Activities.** The use of college grounds or facilities for commercial or private gain purposes is prohibited except where commercial activity such as sale of books, instructional supplies, or food contribute to the operation of the instructional program or where limited sale is specifically authorized by the dean of student services for the benefit of the approved activity.
  - **Fund-Raising.** Students have the right to engage in fund raising activities for nonprofit organizations as recognized by the Internal Revenue Service. All fund raising activities must be

approved by the dean of student services.

- **Sale of Merchandise.** All merchandise offered for commercial sale may be sold only through the College Bookstore or College Food Services except when approved by the dean of student services.

### **Student Responsibilities**

Any student shall be subject to disciplinary action as provided for in this chapter, who either as a principal actor, aide, abettor, or accomplice as defined in RCW 9A.08.020:

- Materially and substantially interferes with the personal rights or privileges of others or the educational process of the college;
- Violates any provision of this chapter; or
- Commits any prohibited act including but not limited to the following:
  - Alcoholic Beverages. Being demonstrably under the influence of any form of alcoholic beverage. Possessing or consuming any form of liquor or alcoholic beverage except as a participant of legal age in a student program, banquet, or educational program which has the special written authorization of the college president or his/her designee.
  - Controlled substances. Using, possessing, delivering, selling or being under the influence of legend drugs, including anabolic steroids, androgens, or human growth hormones, as defined by RCW 69.41.010 and RCW 69.41.300 or any other controlled substance as defined in RCW 69.50.101 as now law or hereafter amended, except upon valid prescription or order of a practitioner is subject to additional sanctions, including disqualification from participation in college-sponsored athletic events. For the purpose of this regulation, "sale" shall include the statutory meaning defined in RCW 69.04.005 as now law or hereafter amended.
  - Illegal Entry. Unauthorized entry into or onto any locked or otherwise closed college facility in any manner, at any time, without permission of the college employee or agent in charge thereof.
  - Forgery or Alteration of Records. Forgery, as defined in RCW 9A.60-010–9A.60.020 as now law or hereafter amended or any district record of instrument or tendering any forged record of instrument to any employee or agent of the district acting in his/her official capacity as such.
  - Illegal Assembly. Participation in an assembly which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearings, meetings, the educational and administrative functions of the college, or the private rights and privileges of others.
  - Malicious Mischief. Intentional or negligent damage to or destruction of any college facility or other public or private real or personal property.
  - Failure to Follow Instructions. Failure to comply with directions of properly identified college officials acting in performance of their duties.
  - Physical Abuse. Physical abuse of any person or conduct which is intended unlawfully to threaten imminent bodily harm or to endanger the health or safety of any person on college-owned or controlled property or at college-sponsored or supervised functions.
  - Assault. Assault, reckless endangerment, intimidation, or interference upon another person in the manner set forth in RCW 9A.36.010, RCW 28B.10.570 through RCW 28B.10.572 as now or hereafter amended.
  - Disorderly, Abusive, or Bothersome Conduct. Disorderly or abusive behavior that interferes with the rights of others or which obstructs or disrupts teaching, research, or administrative functions.
  - Weapons. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities on the college campus, except for authorized college purposes or for law enforcement officers, unless written approval has been obtained from the dean of student services or any other person designated by the president.
  - Lewd Conduct. Engaging in lewd, indecent, or obscene behavior on college-owned or controlled property or at college-sponsored or supervised functions.
  - False Alarms. Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or college facilities.
  - Cheating and Plagiarism. Engaging in cheating, stealing, plagiarizing, knowingly furnishing false information to the college, or submitting to a faculty member any work product that the student fraudulently represents as his or her own work for the purpose of fulfilling or partially fulfilling any assignment or task required as part of a program of instruction.
  - Sexual Harassment. Engaging in unwelcome sexual advances, requests for sexual favors, and



- other verbal or physical conduct of a sexual nature where such behavior knowingly offends the recipient, causes discomfort or humiliation, or interferes with job or school performance.
- Theft or Robbery. Theft or robbery from the district or from another as defined in RCW 9A.56.010 through RCW 9A.56.050 and RCW 9A.56.100 as now law or hereafter amended.
  - Unauthorized Use of Property. Converting college equipment, supplies, or other property without proper authority.
  - Refusal to Provide Identification. Refusal to provide positive identification (e.g., valid driver's license or state identification card) in appropriate circumstances to any college employee in the lawful discharge of said employee's duties.
  - Smoking. Smoking in any college facility or on campus grounds except where specifically posted as permitted, or any other smoking not complying with chapter 60.160 RCW.
  - False Complaint. Filing a formal complaint falsely accusing another student or college employee with violating a provision of this chapter.
  - Improper use of computer, telephone or other electronic devices. Conduct that violates the college's acceptable use policy as it relates to computers, telephone, or electronic technology use, including electronic mail and the internet. Trespassing or gaining access, without authorization, to a computer, system, network, or electronic data owned, used by, or affiliated with the college.
  - Ethics violation. The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking courses or is pursuing as an educational goal or major. These ethics codes must be distributed to students as part of an education program, course, or sequence of courses and the student must be informed that a violation of such ethics may subject the student to disciplinary action by the college.
  - Criminal law violation, illegal behavior, other unlawful violations. Students can be reported to proper authorities for acts which constitute violations to applicable local, state and federal laws. When the student's behavior is determined to threaten the health, safety and/or property of the college and its members, the college may immediately and summarily suspend the student and refer any such violation to the proper authorities for disposition.
  - Stalking behavior: Stalking behavior or conduct in which a student willfully and repeatedly follows or contacts someone with the intent and/or reasonable effect of creating fear or emotional distress and where the College determines that such behavior or conduct serves no legitimate purpose.

### **Purpose of Disciplinary Action**

The college may apply sanctions or take other appropriate action as defined in WAC 132H-120-200.

Disciplinary action proceedings shall determine whether and under what conditions the violator may continue as a student of the college.

### **Responsibility of College Discipline Committee**

The dean of student services is the college administrator responsible for student discipline. All discipline procedures will be initiated by the dean or his/her designee. The dean shall have the authority to administer the disciplinary action prescribed in this chapter and to convene the College Discipline Committee.

The composition of the College Discipline Committee shall be as follows. The committee shall be established each fall. It will be composed of the following persons:

- A faculty member appointed by the president of the college.
- A member of the faculty appointed by the president of Bellevue Community College Association of Higher Education.
- Two representatives selected by the student services cabinet.
- Three students appointed by the president of the Associated Students of Bellevue Community College.

None of the above-named persons shall sit in any case in which he/she has a conflict of interest, is a complainant or witness, has a direct or personal interest, or has acted previously in an advisory capacity. Decisions in this regard, including the selection of alternates, shall be made by the committee as a whole.

The College Discipline Committee chair will be elected by the members of the committee.

There shall be a list of alternates provided in the same manner and number in which membership was obtained. The quorum required for a hearing is the chair, one faculty member, one representative of the student services cabinet and one student.

### **Disciplinary Terms**

The following definitions of disciplinary terms have been established to provide consistency in the application of penalties:

- **Disciplinary Warning:** Formal action censoring a student for violation of college rules or regulations or for failure to satisfy the college's expectations regarding conduct. Disciplinary warnings are always made in writing to the student by the dean of student services. A disciplinary warning indicates to the student that continuation of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described below.
- **Disciplinary Probation:** Formal action placing conditions upon the student's continued attendance for violation of college rules or regulations or failure to satisfy the college's expectations regarding conduct. Disciplinary probation warns the student that any further misconduct will make him/her liable to suspension or expulsion from the college. Disciplinary probation may be for a specific term or for an indefinite period.
- **Suspension:** Formal action dismissing a student temporarily from the college for unacceptable conduct or violation of college rules or regulations. Suspension may be for an indefinite period, but the implication of the action is that the student may eventually return if evidence or other assurance is presented that the unacceptable conduct will not be repeated.
- **Summary Suspension:** Exclusion from college property and/or classes and other privileges or activities in accordance with WAC-132H-120-405.
- **Expulsion:** Students may be expelled only on the approval of the president of the college and on the recommendation of the dean of student services or the College Discipline Committee. The notification expelling a student will indicate, in writing, the term of the expulsion and any conditions which must be met before readmission. There is no refund of fees for the quarter in which the action is taken, but fees paid in advance for a subsequent quarter are to be refunded.
- **Registration Denied:** Formal action refusing to allow a student to register for subsequent quarters, for violation of college rules or regulations, or failure to satisfy the college's expectations regarding conduct, or failure to fulfill obligations to the college.

Students may be denied registration only on the approval of the president and on the recommendation of the dean of student services or the College Discipline Committee. The initiating authority, in his/her written notification to the student, will detail the reasons for the denial of registration and the conditions to be met before registration will be allowed. Registration may be denied for a fixed or indefinite period. Future registration will not be allowed until the initiating authority is satisfied that the conditions have been met.

- **Restitution.** Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

### **Initial Disciplinary Proceedings**

- All disciplinary proceedings will be initiated by the dean of student services or his or her designated representative. The student may be placed on suspension pending commencement of disciplinary action, pursuant to the conditions set forth in WAC 132H-120-405.
- Any student accused of violating any provision of the rules of conduct shall be called for an initial meeting with the dean of student services or his or her designated representative. The student will be informed in writing of what provision or provisions of the rules of conduct he/she is charged with violating, and what appears to be the range of penalties, if any, which might result from initiation of disciplinary proceedings.
- After considering the evidence in the case and interviewing the accused student, if the accused student has appeared at the scheduled conference, the dean may take any of the following actions:
  - Terminate the proceeding, exonerating the student or students;
  - Dismiss the case after whatever counseling and advice the dean deems appropriate;
  - Impose verbal warning to student directly, not subject to the student's right of appeal as

provided in this chapter;

- Impose additional sanctions of reprimand, probation, suspension, or dismissal, subject to the student's right of appeal as provided in the following provisions.

### **Appeals of Disciplinary Action – Generally**

- Appeals contesting any disciplinary action may be made by the student(s) involved. Such appeals shall be made in the following order:
  - Disciplinary action taken by the dean of student services or his or her designee(s) may be appealed to the College Discipline Committee, which may, at the request of the dean, hear the case *de novo*.
  - Disciplinary recommendations made by the College Discipline Committee may be appealed by the student to the president of the college. The president shall review the record of the proceedings which give rise to the appeal, as well as the recommendations made by the dean and the College Discipline Committee. The president's decision shall be final.
- Any appeal by a student receiving a disciplinary sanction must meet the following conditions:
  - The appeal must be in writing and must clearly state errors in fact or matters in extenuation or mitigation which justify the appeal; and
  - The appeal must be filed within twenty-one calendar days from the date on which the student was notified that disciplinary action was being taken.
- All decisions shall be sent from the office of the dean to the president. Written decisions shall include the signature of the College Discipline Committee chair. Copies shall be sent to the president of the college or his or her designee and to the student involved in the proceeding.

### **College Discipline Committee Procedure**

- The College Discipline Committee shall conduct a hearing within twenty calendar days after disciplinary action has been referred to the committee.
- When a person is charged with an offense punishable by suspension, or dismissal of his or her relationship with the institution, and where the person
  - waives the opportunity for a brief adjudicative proceeding, or
  - by his/her conduct in the judgment of the hearing officer makes it impossible to conduct a brief adjudicative proceeding, or
  - is dissatisfied with the results of the brief adjudicative proceedingthat person is entitled to an adjudicative proceeding according to the provisions of RCW 34.05.410 and the guidelines of this chapter. Where an adjudicative proceeding is neither required by law nor requested by the student or the college, the matter may be resolved informally. Brief adjudicative proceedings before the committee shall be conducted in any manner which will bring about a prompt, fair resolution of the matter.
- Written notice of the time and place of his or her hearing before the College Discipline Committee shall be given to the student by personal service or certified mail not less than twenty calendar days in advance of the hearing. The notice shall be issued by the dean of student services and shall contain:
  - a statement of the time, place and nature of the disciplinary proceedings;
  - a statement of the charges including reference to the particular sections of the Student Code involved; and
  - to the extent known, a list of witnesses who will appear and a summary description of any documentary or other physical evidence that will be presented by the college at the hearing.
- The student shall be entitled to:
  - hear and examine the evidence against him or her and be informed of the identity of its source;
  - present evidence in his or her own behalf and to cross-examine witnesses testifying on behalf of the college as to factual matters;
  - take depositions upon oral examination or written interrogatories. Discovery shall be done according to the rules of civil procedure or by a less formal method where all parties agree.
- The student shall have all authority possessed by the college to obtain information relevant to the issues of the hearing, he/she specifically describes, in writing, and tenders to the dean of student services no later than three days prior to the hearings, or request the presence of witnesses or the production of other relevant evidence.
- The student shall have the right to dismiss a member of the College Discipline Committee on

prejudicial grounds if notice is tendered in writing to the dean of student services at least three days prior to the scheduled hearing.

- The student may be represented by counsel of his or her choice at the disciplinary hearing. If the student elects to choose a duly licensed attorney as his or her counsel, he or she must tender at least seven calendar days notice thereof to the dean of student services.
- In all disciplinary proceedings the college may be represented by the dean of student services or his or her designee who shall present the college's case to the College Discipline Committee. The dean of student services may elect to have the college represented by an assistant attorney general.
- An adequate record of the hearing shall be maintained and shall include:
  - all documents, motions, and intermediate rulings;
  - evidence received and considered;
  - a statement of matters noticed; and
  - questions and offers of proof, objections, and rulings thereon.
- The chair of the College Discipline Committee shall preside at the disciplinary hearing and shall be considered the presiding officer.
- The dean of student services shall designate a recorder to take notes during the hearing and to prepare a written summary of all evidence, facts, and testimony presented to the College Discipline Committee during the course of the hearing.
- Hearings conducted by the College Discipline Committee generally will be held in closed session, provided that the accused student may request the hearing to be held in open session.
- If at any time during the conduct of a hearing visitors disrupt the proceedings, the chair of the committee may exclude such persons from the hearing room.
- Any student attending the College Discipline Committee hearing who continues to disrupt the proceedings after the chair of the committee has asked him or her to cease or to leave the hearing room shall be subject to disciplinary action.

#### **Evidence Admissible in Hearings**

- Only those matters presented at the hearing, in the presence of the accused student (except where the student fails to attend after receipt of proper notice) will be considered in determining whether the College Discipline Committee has sufficient cause to believe that the accused student is guilty of violating the rules he or she is charged with having violated. Hearsay evidence is admissible in the hearing.
- The presiding officer of the College Discipline Committee shall, in the course of presiding at the disciplinary hearing, give effect to the rules of privilege recognized by law and exclude incompetent, irrelevant, immaterial, and unduly repetitious evidence.
- Evidence or testimony to be offered by or on behalf of the student in extenuation or mitigation shall not be presented or considered until all substantive evidence or testimony has been presented.

#### **Decision by the College Discipline Committee**

- Upon conclusion of the disciplinary hearing, the College Discipline Committee shall consider all the evidence therein presented and decide by majority vote whether to uphold the decision of the dean of student services or to recommend to the president any of the following actions:
  - that the college terminate the proceedings and exonerate the student or students;
  - that the college impose any of the disciplinary actions as provided in this chapter.
- Within seven calendar days, the student will be provided with a copy of the College Discipline Committee's findings of fact and conclusions regarding what occurred, whether the student violated any provision of the student code, and recommendation for the final disposition of the matter at issue. The committee shall also advise the student of his/her rights to present, within twenty-one calendar days, a written statement to the president of the college appealing the recommendation of the College Discipline Committee.

#### **Final Appeal**

Any student who is aggrieved by the finding(s) or conclusion(s) of an appeal to the College Discipline Committee may appeal the same in writing to the president within twenty-one days following notification to the student of the action taken by the committee. The president may, at his or her discretion, suspend the disciplinary actions imposed. In the consideration of such an appeal, the president shall base his or her findings and decision solely on the official written record of the case and on any reports or recommendations

### **Readmission After Expulsion**

Any student expelled from the college may be readmitted only on written petition to the office which initiated the action resulting in his expulsion. Such petitions must indicate how specified conditions have been met and if the term of the expulsion has not expired, any reasons which support a reconsideration of the matter. Because the president of the college participates in all disciplinary actions expelling students from the college, decisions on such petitions for readmission must be reviewed and approved by the president before readmission is granted. The president shall render a decision in writing to the student.

### **Reporting, Recording, and Maintenance of Records**

Records of all disciplinary cases shall be kept in the office of the dean of student services. Except in proceedings wherein the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved for not more than five years. No record of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation.

### **Summary Suspension Proceedings**

If a dean or his designee(s) has cause to believe that any student

- has committed a felony; or
- has violated any provision of this chapter; and
- presents an imminent danger either to himself or herself, to other persons on the college campus, or to the educational process;

that student shall be summarily suspended and shall be notified by certified and regular mail at the student's last known address, or shall be personally served. Summary suspension is appropriate only where (c) of this subsection can be shown, either alone or in conjunction with (a) or (b) of this subsection.

### **Permission to Enter or Remain on Campus**

During the summary suspension period, the suspended student shall not enter any campus of District VIII other than to meet with the dean of student services or to attend the hearing. However, the dean of student services or the college president may grant the student special permission to enter a campus for the express purpose of meeting with faculty, staff, or students in preparation for a probable cause hearing.

### **Notice of Summary Suspension Proceedings**

- When the president or his/her designee exercises the authority to summarily suspend a student, he/she shall cause notice thereof to be served upon that student by registered or certified mail at the student's last known address, or by causing personal service of such notice upon that student.
- The notice shall be entitled "notice of summary suspension proceedings" and shall state:
  - the charges against the student including reference to the provisions of the Student Code of Bellevue Community College District VIII or the law involved; and
  - that the student charged must appear before the dean of student services at a time specified in the notice for a hearing as to whether probable cause exists to continue the summary suspension. The hearing shall be held as soon as practicable after the summary suspension.

### **Procedures of Summary Suspension Hearing**

- The summary suspension hearing shall be considered an emergency adjudicative proceeding. The proceeding must be conducted as soon as practicable with the dean of student services presiding.
- At the summary suspension hearing, the dean of student services shall determine whether there is probable cause to believe that continued suspension is necessary and/or whether some other disciplinary action is appropriate.

### **Decision by the Dean of Student Services**

If the dean of student services, following the conclusion of the summary suspension proceedings, finds that there is probable cause to believe that:

- the student against whom specific violations of law or of provisions of this chapter are alleged has committed one or more of such violations upon any college facility; and
- that summary suspension of said student is necessary for the protection of the student, other

students or persons on college facilities, college property, the educational process, or to restore order to the campus; and

- such violation or violations of the law or of provisions of this chapter constitute grounds for disciplinary action,

then the dean of student services may, with the written approval of the president, continue to suspend such student from the college and may impose any other disciplinary action appropriate.

#### **Notice of Suspension**

- A student who is suspended or otherwise disciplined pursuant to the above rules shall be provided with a written copy of the dean of student service's findings of fact and conclusions, as expressly concurred in by the president, which constituted probable cause to believe that the conditions for summary suspension existed.
- The student suspended pursuant to the authority of this rule shall be served a copy of the notice of suspension by personal service or by registered mail to said student's last known address within three working days following the conclusion of the summary suspension hearing.
- The notice of suspension shall state the duration of the suspension or nature of other disciplinary action and the conditions under which the suspension may be terminated.

#### **Suspension for Failure to Appear**

The dean of student services is authorized to enforce the suspension of the summarily suspended student in the event the student has been served pursuant to the notice requirement and fails to appear at the time designated for the summary suspension proceeding.

#### **Appeals from Summary Suspension Hearing**

- Any student aggrieved by an order issued at the summary suspension proceeding may appeal to the College Discipline Committee. No such appeal shall be entertained, however, unless
  - the student has first appeared at the student hearing in accordance with WAC 132H-120-430;
  - the student has been officially notified of the outcome of the hearing;
  - summary suspension or other disciplinary sanction has been upheld; and
  - the appeal conforms to the standards set forth in WAC-132H-120-245.
- The discipline committee shall, within five working days, conduct a formal hearing in the manner described in WAC-132H-120-300.

## DEFINITIONS

As used in this Student Code of Community College District VIII, the following words and phrases shall mean:

- "Alcoholic beverages" are any beverages as defined in RCW 66.04.010(15), as now law or hereafter amended.
- "Assembly" is any overt activity engaged in by two or more persons, the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any person, persons or groups of persons.
- "Associated students" is the student body and such authorized groups organized under the provisions of the constitution and bylaws of the associated students of the college.
- "Board" means the board of trustees of Community College District VIII, state of Washington.
- "College" means Bellevue Community College located within Community College District VIII, state of Washington.
- "College property or facilities" are any and all real and personal property that the college owns, uses, controls or operates, including all equipment, buildings and appurtenances affixed thereon or attached thereto. College property and facilities extend to affiliated websites, distance education classroom environments, and agencies or institutions that have educational agreements with the college.
- "College personnel" refers to any person employed on a full-time or part-time basis, except those who are faculty members, by Bellevue Community College.
- "Complaint" means any expression of dissatisfaction with the performance of a student, employee or procedure.
- "Controlled substance" is any drug or substance as defined in RCW 69.50 as now law or hereafter amended.
- "Disciplinary action" includes warning, reprimand, probation, expulsion, suspension, or any sanction of any student by the dean of student services, the College Discipline Committee, the president, or the board of trustees for the violation of any of the provisions of the Student Code for which sanctions may be imposed.
- "Distance education" means various methods of instructional delivery that include, but are not limited to, online courses, telecourses and interactive video courses.
- "District" means Community College District VIII, state of Washington.
- "Faculty member" means any employee of Bellevue Community College who is employed on a full-time or part-time basis as a teacher, counselor, librarian, or other position for which the training, experience, and responsibilities are comparable as determined by the appointing authority, including administrative appointment.
- "Free speech area" means an area that shall be designated by the college president which can be reserved by student groups through the office of student programs.
- "President" means the duly appointed chief executive officer of Bellevue Community College, state of Washington or in his/her absence, the acting chief executive officer.
- "Recognized student organization" shall mean and include any group or organization composed of students which is formally recognized by the Associated Students of Bellevue Community College.
- "Sponsored event or activity" shall mean any activity that is scheduled by the college and supervised and controlled by the college's faculty members, librarians, counselors, or other college personnel. Such "sponsorship" shall continue only as long as the event is supervised and controlled by the college faculty member, librarian, counselor, or other college personnel. When the sponsored event or activity is of prolonged nature, and free time periods are permitted to the students participating in the event, any activity taking place during such a free time period outside of the supervision and control of the activity shall be deemed to a non-sponsored activity.
- "Student" unless otherwise qualified, means any person who is enrolled for classes or has been accepted for admission to the college

## RELEVANT LAWS AND OTHER RESOURCES

RCW 9A.08.020, 9A.36.010, 9A.56.010-050, 9A.56.100, 9A.60.010-020, 9A.60.160, 28B.10.570-572, 28B.50.090(3)(b), 34.05.410, 66.04, 69.04, 69.50.

WAC 132H-120-020, -030, -040, -050, -200, -210, -220, -225, -235, -245, -300, -305, -310, -335, -350, -360,

## **REVISION HISTORY**

Original 6/11/1992

Revision 5/11/1993; 3/22/2005; 8/4/2005

## **APPROVED BY**

Board of Trustees

President's Staff (new format)

## **2100 HAZING**

Effective Date: 9/12/1995 \* Date Last Modified: 3/22/2005

Policy Contact: Dean, Student Services

## **POLICY**

This policy applies to all students and student organizations of Bellevue Community College.

Hazing is prohibited. Hazing means any method of initiation into a student organization or living group or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution. The Student Code of Community College District VIII may be applicable to hazing violations.

Hazing violations are also misdemeanors punishable under state criminal law according to RCW 9A.20.021.

## **PROCEDURES**

Any organization, association or student living group that knowingly permits hazing shall:

- be liable for harm caused to persons or property resulting from hazing, and
- be denied recognition by Bellevue Community College as an official organization, association, or student living group on the Bellevue Community College campus. If the organization, association, or student living group is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.

A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for not less than one academic quarter and up to and including permanent forfeiture, based upon the seriousness of the violation(s).

### **Sanctions for Impermissible Conduct Not Amounting to Hazing**

Impermissible conduct associated with initiation into a student organization or living group or any pastime or amusement engaged in with respect to the organization or living group, will not be tolerated.

Impermissible conduct which does not amount to hazing may include conduct which causes embarrassment, sleep deprivation, or personal humiliation, or may include ridicule or unprotected speech amounting to verbal abuse.

Impermissible conduct not amounting to hazing is subject to any sanctions available under the Student Code of Community College District VIII, depending upon the seriousness of the violation.

## **RELEVANT LAWS AND OTHER RESOURCES**

Board of Trustees Resolution 232

RCW 9A.20.021, 28B.10.900-.903

WAC 132H-121-020



## **REVISION HISTORY**

Original 9/12/1995  
Revision 10/15/1995  
Revision 3/22/2005

## **APPROVED BY**

Board of Trustees  
President's Staff (new format)

## **2500 ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Effective Date: 3/29/2005 \* Date Last Modified: 3/22/2005  
Policy Contact: Dean, Student Services

## **POLICY**

Bellevue Community College is committed to providing each qualified student with a disability equal opportunity in accessing the benefits, rights, and privileges of college services, programs, and activities. These will be provided in compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Washington Law Against Discrimination, RCW 49.60, and RCW 28B.10.910, .912, and .914.

- Section 202 of the 1990 Americans with Disabilities Act states:  
No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, programs, or activities of any public entity, or be subject to discrimination by any such entity.
- Section 504 of the Rehabilitation Act states:  
No otherwise qualified, handicapped individual in the United States shall solely, by reasons of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

No student shall, on the basis of his or her disability, be excluded from participation in, be denied the benefits or, or otherwise be subject to discrimination under any college program or activity.

Bellevue Community College is committed to providing reasonable accommodations, including core services, to qualified students with disabilities. To receive appropriate and timely reasonable accommodations, students are responsible for requesting accommodation and documenting the nature and extent of their disability in accordance with college procedures.

## **PROCEDURES**

Reasonable accommodations under this policy may include, but are not limited to: (a) requests for academic adjustments, such as modification of academic requirements and flexibility in test-taking arrangements; (b) adjustments in nonacademic services and other rules; and (c) auxiliary aids and services.

Bellevue Community College will make those modifications to its academic requirements that (1) are necessary to ensure that those requirements do not discriminate, or have the effect of discriminating, against a qualified student with a disability based on that disability and (2) do not impose an undue financial and administrative burdens on the college nor require fundamental alteration of a service, program, or activity.

Appropriate academic adjustments and/or reasonable accommodations will be provided to qualified students with disabilities during recruitment, admissions, enrollment, registration, financial aid, course work, academic counseling, and nonacademic programs and services.

This procedure provides no additional rights or obligations beyond those required by applicable laws.

### **Obligations of the College**

The college shall:

- Comply with Section 504 of the Rehabilitation Act of 1973 and Section 202 of the Americans with Disabilities Act of 1990, as amended, and the Washington Law Against Discrimination.
- Notify students of the college's policy of nondiscrimination on the basis of disability and of steps the student may take if he/she believes discrimination has taken place. This notice shall be included in all formal correspondence that communicates decisions or policies adversely affecting the student's status or rights within the college. This notice shall include the telephone numbers of the United States Department of Education Office of Civil Rights and the Washington State Human Rights Commission.
- Make available to all students information on the services available to students who have disabilities, including the name and location of the Disability Support Services Director, and the process for accessing those services.
- Work with the student, faculty, and staff on a case-by-case basis, to select and provide those accommodations and/or core services appropriate for each qualified student with a disability.
- Develop procedures to protect the confidentiality of information regarding the nature and extent of the documented disability.
- Maintain the academic integrity of its programs.
- Make no pre-admission inquiry as to whether the applicant has a disability, except as provided by law.
- Work collaboratively with eligible students to determine what accommodations are reasonable and appropriate. In determining what type of auxiliary aid and service is necessary, the college will give primary consideration to the eligible student's request; however, the final determination of the appropriate accommodations rests with the college.
- Assist and advise each qualified student with a disability who requests accommodations under this procedure in identifying those reasonable accommodations appropriate for the student, and monitoring that the identified accommodations are provided.

To identify the accommodations that are reasonable based on the nature and extent of a student's disability, the college requires specific documentation from the appropriate medical clinician which supports the students' request for academic adjustments and auxiliary aids.

### **Obligations and Rights of Students**

A student who seeks reasonable accommodation based upon a disability is responsible for documenting the nature and extent of the disability. The student may request specific accommodations; however, the final determination of the appropriate accommodations rests with the college. To ensure that needed accommodations are provided in a timely manner, the student shall:

- Provide timely notice and documentation of the nature and extent of the disability, and the accommodations requested, to the Office of Disability Support Services. Requests for accommodations should be received by the college six (6) weeks prior to the beginning of the quarter for which the request is made, when possible. Lack of advance notice may delay the availability of an accommodation.
- Provide such additional documentation on the nature and extent of their disability as the college may require to determine appropriate accommodations, including current information from a physician specific to the functional limitations and their severity within an academic setting.
- Promptly notify the Office of Disability Support Services of any problems in receiving the identified accommodations.

### **Office of Disability Support Services**

The Office shall:

- Coordinate services to qualified students with disabilities requiring academic adjustments and auxiliary aids;
- Keep information confidential regarding the nature of a student's disability unless the student signs a Release of Information form, with a notarized signature.

### **Accommodation – Examples by Categories**

The process of selecting reasonable accommodations for each qualified student with a disability shall be made on a case-by-case basis depending on the nature and severity of the student's documented disability.

- Academic Adjustments. Academic adjustments may include, but are not limited to:
  - flexibility in timelines for completion of courses, certification, and degree requirements;
  - substitution of specific courses required for the completion of degrees;
  - adaptation of the manner in which specific courses are conducted;
  - flexibility in teaching methods and test-taking arrangements; and
  - flexibility in credits required to satisfy eligibility for institutional financial aid (the college does not have the authority to modify federal and state eligibility requirements).
- Auxiliary Aids and Services. Auxiliary aids and services may include, but are not limited to:
  - flexible procedures in the admissions process (e.g., early registration or priority registration);
  - qualified sign language, oral and tactile interpreters, or other technological alternatives;
  - access to adaptive equipment including, but not limited to, TTY's, FM communicators, closed captioned videos or access, amplified telephone receivers, closed circuit televisions (CCTV magnification devices), low-vision reading aids, player/recorders for 15/16 4-track tapes, photocopy machine able to use eleven-by-seventeen inch paper, and assistive technology and software for computer access;
  - textbooks and other educational materials in alternative media, including, but not limited to, large print, Braille, electronic format, and audio tape;
  - provision of readers, and/or note takers; and
  - release of syllabi, study guides, and other appropriate instructor-produced materials in advance of general distribution and access beyond the regular classroom session to slides, films, overheads, and other media and taping of lectures.
- Access Assistance. Access assistance may include, but is not limited to:
  - ongoing review and coordination of efforts to ensure campus accessibility, including barrier-free design, signage, identification of hazards of mobility barriers, maintenance of access during construction, snow and ice clearance, and adequate disability parking for all facilities;
  - facilitating physical access to programs and services including relocating classes, activities, and services to accessible facilities;
  - referral to appropriate on-campus and off-campus resources, services and agencies; and
  - accessibility to tutoring, mentoring, peer counseling, and academic advising, if available on campus, for students with disabilities.
  - Allowing students with a disability to be accompanied by a service animal in a college facility.
  - The college will not provide attendants, individually prescribed devices, readers for personal use or study, or other devices of a personal nature.

### **Course Substitutions**

Every student enrolled in a degree program at the college must meet the essential requirements of that program to receive the degree. Course substitutions will be approved only when such substitution is consistent with the essential degree requirements.

Requests for substitution for a required course shall be considered on a course-by-course basis.

- All requests for course substitution shall be submitted to the director of disability support services in a timely manner.
- The director of disability support services shall submit the request for course substitution to the organizational unit administrator (OUA) in which the course is offered.
- The OUAs will review the course substitution request to determine if the proposed substitution meets the learning objective of the degree requirement. In the absence of a proposed substitute course, the OUAs will determine if a substitute course is available.
- The OUAs will inform the student in writing of her/his decision regarding the request for course substitution within two weeks after receiving the request. The OUAs' response shall include a brief summary of the basis for the decision.

### **Degree Requirement Waiver**

Under the Americans with Disabilities Act, the college is not required to waive essential requirements of a student's program of instruction. Therefore, waivers of program degree requirements will be rarely given,

and then only after the student has attempted, with appropriate reasonable accommodations, to meet those requirements. Requests for waiver of a program requirement will only be considered when course substitution is not successful.

Requests for waiver of degree requirements shall be considered only when a qualified student with a disability has demonstrated that, even with academic adjustments and auxiliary aids/services provided by the college, he or she is unable to successfully complete the requirements solely because of his/her disability.

- All requests for waiver for degree requirements shall be submitted to the director of disability support services at least two quarters before the student's anticipated graduation date and shall include the following information:
  - a description of the accommodations previously provided to the student for the requirement;
  - an explanation of the relationship of the student's disability to the lack of success in completing the requirement; and
  - a statement by the student that he/she has made a good faith effort to complete the requirement with appropriate accommodations.
- The director of disability support services shall submit the request for degree requirement waiver to the executive dean of instruction.
- The executive dean or her /his designee shall inform the student of the decision regarding the waiver request within two weeks after receiving the waiver request. The dean's response shall include a brief summary of the basis for the decision.

### **Appeals Process**

- Course Substitution. If a student is not satisfied by the decision of the OUA regarding a request for course substitution, the student may appeal the OUA's decision to the executive dean. The executive dean will review the appeal and respond within ten working days. The decision of the dean regarding a course substitution is final.
- Degree Requirement Waiver. If a student is not satisfied by the decision of the executive dean regarding a request for degree requirement waiver, the student may appeal the dean's decision to the college president. The president will review the appeal and respond within ten working days. The decision of the president regarding a degree requirement waiver is final.
- Other Reasonable Accommodations. If a student believes that the director of disability support services has not identified or provided reasonable academic adjustments or auxiliary aids, the student has the right to appeal.
  - The student will submit a written appeal to the director of disability support services. The director of disability support services will review the student's appeal and respond within five (5) working days.
  - If resolution is not reached by the student and the director of disability support services, the director of disability support services will refer the appeal to the dean of student services, or her/his designee for student services accommodations, or the executive dean of instruction, or her/his designee for academic adjustments.
  - The dean of student services or the executive dean of instruction, or their designee, will review the appeal and will determine the appropriate resolution of the appeal. The dean will notify the student in writing of her/his decision within two weeks of receiving the appeal. The decision of the dean will be final.
- Complaints concerning College Decisions. Students have the right to file complaints concerning college decisions through the Office of Civil Rights, U.S. Department of Education.

## DEFINITIONS

**Core Services** are those services listed in RCW 28B.10.912 that are necessary to ensure students with disabilities are reasonably accommodated at the college.

**Course substitution** is the replacement of a specific course required for a degree program with another course that measures the same learning objectives/skills as the required course.

**Program accessibility** means that all programs and services, when viewed in their entirety, are accessible to persons with a disability.

**Accommodations** in college programs and services are adjustments of those programs, policies, practices, and procedures that enable qualified students with a disability to have an equal opportunity to have access to and benefit from college programs and services. Accommodations mean academic adjustments and auxiliary aids and services.

**A qualified student with a disability** is one who, with or without reasonable accommodations, meets the academic and technical standards required for admission to, participation in, and/or completion of the essential requirements of college programs or activities.

**Student** is a person enrolled at the college.

**A student with a disability** is a student who: (a) has a physical, mental or sensory impairment that substantially limits one or more of his/her major life activities; (b) has a record of such an impairment; or (c) is perceived to have such an impairment; or a student who has an abnormal condition that is medically cognizable or diagnosable.

**Undue financial and administrative burdens** are any excessively costly, extensive, substantial, or disruptive modification.

**Fundamental alteration in the nature of a service, program, or activity** is one that would substantially alter the nature or operation of the institution or any of its programs or services or threaten the health or safety of the college community.

**Service animal** is any guide dog, signal dog, or other animal individually trained to provide assistance to a student with a disability. Service animals perform some of the functions and tasks that the individual with a disability cannot perform for him or herself.

## RELEVANT LAWS AND OTHER RESOURCES

Americans with Disabilities Act of 1990, title II, 42 U.S.C.A. § 12101 et seq.;  
The Rehabilitation Act. Rehabilitation Act of 1973, § 504, as amended, 29 U.S.C.A. § 794  
28 C.F.R. § 35.130; 28 C.F.R. § 35.160; 28 C.F.R. § 35.164; 34 C.F.R. § 104.44  
The Washington Law Against Discrimination, RCW 49.60.215 and WAC 162-28-030;  
RCW 28B.10.910, .912, .914

## REVISION HISTORY

Original 10/1/1995  
Revision 10/28/2003

## APPROVED BY

President's Staff

## 2600 FAMILY EDUCATION RIGHTS AND PRIVACY ACT: DISCLOSURE OF STUDENT INFORMATION

Effective Date: 5/27/2002 \* Date Last Modified: 3/22/2005  
Policy Contact: Dean, Student Services

## POLICY

Bellevue Community College implements policy contained in this chapter in compliance with Public Law 93-

380, the Family Educational Rights and Privacy Act of 1974 ("FERPA"). This law establishes that the education records of students attending or having attended the college are confidential and can be released only with written permission of the student. The Family Educational Rights and Privacy Act also authorizes the college to release so-called "directory information" without that prior written permission.

The college has adopted procedures to implement the Family Educational Rights and Privacy Act. Questions pertaining to the procedures and their implementation should be directed to the dean of student services.

## **PROCEDURES**

### **Annual Notification of Rights**

Bellevue Community College will provide students annual notification of their rights as defined by FERPA by publication in the student handbook and college catalog and by posting information in the student services building.

### **Primary Rights of Students**

The primary rights of students under FERPA are:

- To inspect and review their education records;
- To request amendment of their education records; and
- To have some control over the disclosure of information from their education records.

### **Inspection of Education Records**

Students may inspect and review their education records upon written request to the dean of student services identifying the record(s) the student wishes to inspect.

The dean of student services will make the needed arrangements for access within 45 days from the receipt of the student's written request. If the requested records are not maintained by the office of the dean, then the dean shall forward the request to the appropriate college official. If the requested records contain information about more than one student, the student may inspect and review only the records or portions of records which relate to him or her.

### **Limitation on Right of Access**

Bellevue Community College reserves the right to refuse to permit a student to inspect the following records:

- The financial statement of the student's parents;
- Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before January 1, 1975;
- Records connected with an application to attend Bellevue Community College or a component unit of BCC if that application was denied; and
- Those records which are excluded from the FERPA definition of education records.

### **Refusal to Provide Copies**

Bellevue Community College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

- The student has an unpaid financial obligation to the college.
- There is an unresolved disciplinary action against the student.
- The education record requested is an exam or set of standardized test questions.

### **Types, Locations, and Custodians of Education Records**

The following is a list of the types, locations, and custodians of education records the college maintains. The length of time the records are kept is indicated in parentheses. Requests for specific education records should be sent to the custodian and location indicated, at Bellevue Community College, 3000 Landerholm Circle SE, Bellevue, WA, 98007.

<b><u>Type (retention period)</u></b>	<b><u>Location</u></b>	<b><u>Custodian</u></b>
Admissions records (1 year after last date of attendance)	Admissions Office	Dean of Student Services
Cumulative academic transcript (75	Records Office	Dean of Student Services

years after last date of attendance)		
Disciplinary records (5 years after resolution of disciplinary action)	Student Services Office	Dean of Student Services
Financial aid records (5 years after last date of attendance)	Financial Aid Office	Director of Financial Aid & Student Employment
Financial records (3 years after last date of attendance)	Finance Office	Director of Finance
Student employment records (1 year after last date of attendance)	Student Employment Office	Director of Financial Aid & Student Employment

### Disclosure of Education Records

The college will disclose information from a student's education records only with the written consent of the student except that records may be disclosed without consent when the disclosure is:

- To school officials who have a legitimate educational interest in the records.
  - A school official is:
    - A person employed by the college in an administrative, supervisory, academic or research, or support staff position.
    - A person appointed to the board of trustees.
    - A person assigned, employed by or under contract to the college to perform a special task, such as an attorney or auditor.
    - A person who is employed by public safety.
    - A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
  - A school official has a legitimate educational interest if the official is:
    - Performing a task that is specified in his or her position description or contract agreement.
    - Performing a task related to a student's education.
    - Performing a task related to the discipline of a student.
    - Providing a service or benefit relating to the student or student's family, such as health education, counseling, advising, student employment, financial aid, or other student service related assistance.
    - Maintaining the safety and security of the campus.
- To school officials of another school, upon request by that school, in which a student seeks or intends to enroll.
- To certain officials of the U.S. Department of Education, the Comptroller General, and to state and local educational authorities, in connection with audit or evaluation of certain state-or federally-supported education programs.
- In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To state and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974.
- To organizations conducting certain studies for or on behalf of the college.
- To accrediting organizations to carry out their functions.
- To parents of an eligible student who is claimed as a dependent for income tax purposes.
- To comply with a judicial order or a lawfully-issued subpoena.
- To appropriate parties in a health or safety emergency.
- To individuals requesting directory information so designated by the college.
- The results of any disciplinary proceeding conducted by the college against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

### Directory Information

Bellevue Community College designates the following items as directory information, which may be disclosed without the student's prior written consent, unless the student notifies the college to the contrary in writing by September 15 of the academic year:

- Name of student
- Student's email address
- Degree or certificate awarded
- Dates of attendance

- Athletic statistics
- Scholarships received
- Membership or office in BCC Student Government or honor society
- Part time or full time student status
- Previous schools attended

### **Correction of Education Records**

Students have the right to ask that records be corrected if they believe those records are inaccurate, misleading, or in violation of their privacy rights. The following procedures are in place for correcting education records.

- The student must formally ask the dean of student services to amend a record. The request should identify the specific record, the part of the record to be amended, and the reason why the student believes it is inaccurate, misleading, or in violation of his or her privacy rights.
- BCC decides whether or not to comply with the student's request.
  - If the college decides that the information is indeed inaccurate, misleading, or in violation of the student's privacy rights, it will amend the record and notify the student in writing that it has done so.
  - If the college decides to deny the request, the college will notify the student of that decision and advise the student of his or her further rights:
    - The student has the right to place in the record a statement commenting on the challenged information and/or a statement of the student's reasons for disagreeing with the college's decision. This statement will be maintained as part of the student's education record as long as the contested portion is maintained. If BCC discloses the contested portion of the record, it must also disclose the student's statement.
    - The student has the right to request a hearing to challenge the information which the student believed to be inaccurate, misleading, or in violation of privacy rights.
- If the student so requests, the college will arrange a hearing and notify the student reasonably in advance of the date, place, and time of the hearing.
- The hearing will be conducted by a hearing officer who is a disinterested party. This hearing officer may be a college official. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend an education record. The student may be assisted at the hearing by one or more individuals, including an attorney.
- The hearing officer will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

### **DEFINITIONS**

- Student – any person who attends or has attended Bellevue Community College.
- Education Records - any record (in handwriting, print, tapes, film, computer, e-mail, or other medium) maintained by Bellevue Community College or an agent of the college which is directly related to a student, except:
  - A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
  - Records created and maintained by public safety for law enforcement purposes.
  - An employment record of an individual whose employment is not contingent on the fact that he or she is a student (work-study employment is NOT an exception), provided that the record is used only in relation to the individual's employment.
  - Records made or maintained by the counseling center, if the records are used only for treatment of a student and are made available only to those persons providing the treatment.
  - Alumni records which only contain information about a student after he or she is no longer in attendance at the college and which information does not relate to the person as a student.
- Directory Information – is that information routinely released without the student's permission. This includes: name of student, student's email address, degree or certificate awarded, dates of attendance, athletic statistics, scholarships received, membership or office in BCC Student Government or honor society, Pt time or full time student status, previous schools attended.



### **RELEVANT LAWS AND OTHER RESOURCES**

20 USC 1232g  
34 C.F.R. 89  
WAC 132H-410-010 through 110

### **REVISION HISTORY**

Original 3/6/2002  
Revision 3/22/2005

### **APPROVED BY**

Board of Trustees  
President's Staff (new format)

## **2650 STUDENT PARTICIPATION IN COLLEGE GOVERNANCE**

Effective Date: 5/20/1996 \* Date Last Modified: 3/22/2005  
Policy Contact: Dean, Student Services

### **POLICY**

As members of the college community, students will be free, individually and collectively, to express their views on college policy and on matters of general interest to the Associated Students of Bellevue Community College (ASBCC). BCC provides clear channels for student participation in the formulation of institutional policies.

The board of trustees upholds the principle of student involvement in college governance through Resolution number 11, which requests the ASBCC to designate an official student representative and alternate to the board of trustees; ensures that board of trustees' materials will be shared with the student representative; and pledges that the board will seek the opinion of the student representative on all matters concerning students' welfare and interests.

### **RELEVANT LAWS AND OTHER RESOURCES**

Board of Trustees Resolution 11

### **REVISION HISTORY**

Original 5/20/1996  
Revision 3/22/2005

### **APPROVED BY**

President's Staff

## **2700 ELIGIBILITY FOR PARTICIPATION IN INTERCOLLEGIATE ATHLETICS**

Effective Date: 5/19/1990 \* Date Last Modified: 3/22/2005  
Policy Contact: Dean, Student Services

### **POLICY**

All student athletes in order to be eligible for intercollegiate participation must meet specific criteria established by the Northwest Athletic Association of Community Colleges (NWAACC).

**Grounds for Ineligibility**

Any student found by Bellevue Community College to have violated RCW 69.41 by virtue of a criminal conviction or otherwise insofar as it prohibits the possession, use, or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any school-sponsored athletic event or activity.

## **PROCEDURES**

### **Eligibility Determination Criteria**

- The student athlete must be enrolled in a minimum of 12 credit hours.
- The student athlete must have passed a minimum of 12 credit hours the last quarter the student athlete was enrolled in college.
- The student athlete must have maintained a GPA of 2.00 or better the last quarter enrolled in college as well as a cumulative GPA of 2.00.
  - If his/her cumulative or quarterly GPA falls below 2.00, he/she will be placed on academic probation.
  - If his/her cumulative or quarterly GPA falls below 2.00 two consecutive quarters, he/she will become ineligible to participate in intercollegiate athletics.
- The student athlete may not participate in one sport more than two seasons.
- The student athlete must be registered within 20 days from the beginning of the quarter.
- To qualify for eligibility to participate in a second season of any sport, the student athlete must have earned a minimum of 36 credit hours and maintain a cumulative GPA 2.00 from the first quarter of participation.
- The student athlete must be a high school graduate, or the class of which he/she was a member must have graduated.
- If the student athlete participates in one regularly scheduled game, match, or contest during a year, he/she will be charged with one year of eligibility in that sport.
- The student athlete may be declared ineligible if during the sport season he/she represents any club, organization, or team other than the BCC college team.
- If the student athlete is a transfer student from another community college that is a member of the Northwest Athletic Association of Community Colleges (NWAACC), he/she becomes eligible for athletic competition after a time lapse of three quarters, exclusive of summer school, after separation from the former college.
- If the student athlete is a transfer student from a 4-year college or non-member community college, he/she becomes eligible immediately, provided that he/she passed 12 credits with a cumulative GPA of 2.00 the last quarter in attendance and meets all other requirements of the NWAACC Athletic Code.

### **Suspension Procedure – Right to Informal Hearing**

Any student notified of a claimed violation of WAC 132H-400-010 shall have the right to a brief adjudicative hearing if a written request for such a hearing is received by the dean of student services within three days of receipt of a declaration of further athletic ineligibility. If no written request is received within three days after receipt of the declaration of athletic ineligibility, the student will be deemed to have waived any right to a brief adjudicative hearing and will be declared ineligible for further participation in school-sponsored athletic events for the remainder of the school year.

### **Hearing**

If a timely written request for a hearing is made, the dean of student services shall designate a hearing officer who shall be a college officer who is not involved with the athletic program to conduct the brief adjudicative hearing. The hearing officer shall promptly conduct the hearing and permit affected parties to explain both the college's view of the matter and the student's view of the matter. The brief adjudicative proceeding shall be conducted in accordance with the Administrative Procedure Act, RCW 34.05.482-494.

### **Decision**

The college official who acts as hearing officer shall issue a written decision which shall include a brief statement of the reasons for the decision and a notice that judicial review may be available. All documents presented, considered, or prepared by the hearing officer shall be maintained as the official record of the brief administrative proceeding. A decision must be promptly rendered after the conclusion of the brief adjudicative hearing and in no event later than 20 days after the request for hearing is received by the dean of student services.

## **RELEVANT LAWS AND OTHER RESOURCES**

RCW 34.05.482-494, 69.41  
WAC 132H-400-10 through -40

## **REVISION HISTORY**

Original 5/19/1990  
Revision 3/22/1005

## **APPROVED BY**

Board of Trustees  
President's Staff (new format)

## **2800 STUDENT OUTDOOR EVENTS**

Effective Date: 6/15/1998 \* Date Last Modified: 3/22/2005  
Policy Contact: Dean of Student Services

## **POLICY**

Bellevue Community College recognizes the importance of providing an environment rich in educational and cultural opportunities that stimulate learning. Outdoor events help to foster a greater sense of community among students and offer learning situations outside of the traditional classroom setting. It is recognized that some outdoor events may have the potential to be disruptive to the educational process and interfere with learning or place the college, students, or staff at risk. The purpose of this procedure is to prevent that from happening by establishing guidelines to assist students in hosting outdoor events that are a positive experience for the entire college community.

## **PROCEDURES**

- Student-sponsored outdoor events should be requested at least one-month prior to the date of the event.
- Dates for the outdoor events will be selected at a location that will be least disruptive, and must consider and/or reconcile any other requests received for the same date.
- Events requested will be reviewed for appropriateness by the director of student programs. The director will determine the need of a risk assessment approval and if appropriate release forms are necessary. If the director of student programs disagrees with the request, the dean of student services will have final authority for selection of the events. Event planners must consult with public safety, campus operations, and the executive dean of instruction.
- Requests from non-chartered student organizations must schedule through campus operations and follow college policies appropriate to outside event coordinators.
- An event coordinator will be available during events and will consult with the dean of student services regarding complaints received. The dean of student services will have final authority for control of events and for taking appropriate action if complaints arise.
- After each student outdoor event, the director of student programs or designee will monitor feedback from the campus community.

## **RELEVANT LAWS AND OTHER RESOURCES**

Self Risk Assessment, Assumption of Risk, Release of Liability, travel forms and instructions are available in the BCC forms library Risk Management Folder.

## **REVISION HISTORY**

Original 6/15/1998  
Revision 2/1/2005  
Revision 3/22/2005

## **APPROVED BY**

President's Staff

## **2850 Assessment of Risk**

Effective Date: 7/19/2005 \* Date Last Modified: 7/19/2005  
Policy Contact: Vice President, Administrative Services

## **POLICY**

It is Bellevue Community College's policy to identify and reduce risks to its students that may occur during participation in courses and activities offered by BCC independently or in partnership that occur off campus or outdoors.

## **PROCEDURES**

The unit administrator determines if the course or activity may place staff, students, volunteers or other participants at risk.

When a risk is involved (such as chemical exposure, special physical needs or equipment, exposure to off campus or outdoor risk) with a new or existing course or activity, the unit administrator must complete the risk assessment check list and requirements for a Risk Assessment Form.

Risk Assessments are reviewed regularly on a needs basis by the Risk Committee. The level of risk is determined by the Risk Committee with a recommendation to the President's Staff. President's Staff will make the final determination if the college will offer the course or activity.

All advisors, faculty, program chairs or individuals responsible for the course or activity that involves a risk are required to have all participants complete and sign the Assumption of Risk Notice and Release of Liability Forms. These forms must be submitted to the office of the vice president of administrative services prior to the start of the activity or course.

## **RELEVANT LAWS AND OTHER RESOURCES**

Forms Library- Risk Assessment, Assumption of Risk Notice, Release of Liability forms and instructions; BCC Risk Management Committee; Office of Financial Management Department of Risk Management

## **REVISION HISTORY**

Original 7/19/2005

## **APPROVED BY**

President's Staff

## 3450 SETTING CLASSROOM BEHAVIORAL STANDARDS

Effective Date: 4/20/1987 \* Date Last Modified: 3/22/2005

Policy Contact: Dean, Student Services

### **POLICY**

A common, campus-wide minimum standard regarding classroom behavior, student cheating, stealing, and plagiarizing provides enough autonomy for instructors and programs to set their own standards.

It is the instructor's responsibility to clearly articulate to the students what is considered appropriate and inappropriate behavior in the classroom and what action will be taken in the case of inappropriate classroom behavior. It is recommended that this be done through the course syllabus.

### **PROCEDURES**

#### **Instructor's Syllabus or Instructional Program Handbook**

- Student behavior including cheating, stealing, and plagiarizing should be clearly defined in every syllabus or in a program student handbook provided to the students.
- The syllabus should clearly state what action will be taken by the instructor if the student is found to violate the student code by cheating, stealing, or plagiarizing.
- The syllabus or program handbook should clearly state what due process and procedures a student can follow if he or she wishes to contest the instructor's action.
- The syllabus or program handbook should clearly state that all forms of behavior violations will be reported to the dean of student services. The instructor should tell the student if he or she is recommending that the dean of student services take further action.

#### **Dean of Student Services**

- The dean of student services is to keep a record of all reported cases of student violations including cheating, stealing, and plagiarizing.
- If the instructor has recommended that further action be taken by the dean of student services, the dean will notify the instructor of any action taken.
- For each repeated offense reported to the dean of student services for a given student, the action taken by the dean should increase in severity. However, there is a need to consider the seriousness of the particular act. For example, a student caught looking at a peer's test paper during an exam has not committed as great an offense as a student who steals an exam.
- If a faculty member reports that a student has cheated, stolen, or plagiarized but recommends to the dean of student services that no action be taken, the dean is to report back to the instructor if the student is a repeat offender.

### **REVISION HISTORY**

Original 4/20/1987

Revision 3/22/2005

### **APPROVED BY**

Board of Trustees

President's Staff (new format)

## 4000 AFFIRMATION OF INCLUSION

Effective Date: 6/9/1992 \* Date Last Modified: 5/10/2005

Policy Contact: President

## **POLICY**

Bellevue Community College's affirmation of inclusion is as follows:

Bellevue Community College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at BCC, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

This affirmation of inclusion shall be printed in the College Catalog and Quarterly Schedule and shall be posted prominently throughout the campus.

## **REVISION HISTORY**

Original 6/9/1992

Revision 5/10/2005

## **APPROVED BY**

All College Council

President's Staff (new format)

## **4050 CULTURAL PLURALISM POLICY**

Effective Date: 3/19/1991 \* Date Last Modified: 5/10/2005

Policy Contact: Vice President, Human Resources

## **POLICY**

Bellevue Community College is strongly committed to cultural, ethnic, and racial pluralism, a commitment which means that individuals representing different cultural, ethnic, and racial communities interact in a dynamic and collaborative way while maintaining and valuing their differences. This interaction produces an environment in which different perspectives are equally valued and utilized in the decision-making process. The college community believes that the future of our society depends upon the promotion of such positive interaction.

Therefore, Bellevue Community College resolves that cultural pluralism is and will continue to be an institutional priority, reflected in the following ways:

- by promoting the recruitment, hiring, and retention of qualified individuals representing a broad spectrum of cultural, ethnic, and racial backgrounds;
- by recruiting and retaining students who represent diverse cultural, ethnic, and racial backgrounds;
- by continuing to provide and develop courses in the college curriculum that include the study of various cultures, and that incorporate pluralistic values and skills;
- by making the necessary resources available to implement this policy;
- by reflecting pluralistic values in campus communications;
- by providing learning opportunities to the college community that promote cultural pluralism and cross-cultural communication;
- by providing opportunities to discuss and resolve issues which may arise from the implementation of this policy.

By maintaining an atmosphere that stresses individual growth and utilizes the strength that cultural pluralism brings to the campus, Bellevue Community College will continue to provide an enlivening, enriching experience which encourages cross-cultural understanding.

The president is charged with the overall responsibility for assuring that the college implements this policy.

### **REVISION HISTORY**

Original 3/19/1991  
Revision 5/10/2005

### **APPROVED BY**

All College Council  
Board of Trustees  
President's Staff (new format)

## **4100 EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY**

Effective Date: 11/8/1988 \* Date Last Modified: 11/8/1988  
Policy Contact: Vice President, Human Resources

### **POLICY**

Bellevue Community College is an equal opportunity employer committed to providing equal opportunity and nondiscrimination to applicants and employees without regard to race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; the presence of any sensory, mental, or physical disability; or whether a disabled or Vietnam-era veteran. The college is equally committed to take affirmative action to increase the numbers of Asians, Blacks, Hispanics, Native Americans, women, persons between the ages of 40 and 70, persons of disability, and disabled and Vietnam-era veterans in positions where it is determined they are underutilized. The college will make every effort to eliminate barriers to equal employment opportunity encountered by these protected group members and improve employment opportunities available to underutilized groups. The following are specific goals within the policy:

- A. The college will recruit, hire, train, and promote individuals in all job classifications solely upon their qualifications and ability or potential ability to do the job, and shall consider race; religion; color; national origin; sex; age; physical, mental, or sensory disability; or whether a disabled veteran or a veteran of the Vietnam era only when such is a bona fide occupational qualification.
- B. All other personnel actions such as compensation, benefits, layoffs, return from layoffs, terminations, college-sponsored training, education, tuition assistance, and social and recreational programs will be administered without regard to race, religion, color, national origin, sex, age, physical or sensory disability, sexual preference, or whether a disabled veteran or a veteran of the Vietnam era.
- C. Numerical goals will be set in areas where protected classes are determined to be underutilized. The college will make every good faith effort to meet these goals within the timetables set for them.

The President is charged with the overall responsibility for assuring that the Equal Employment Opportunity/Affirmative Action Policy is administered effectively and is granted the authority to exercise the responsibility. It is incumbent upon each member of the Bellevue Community College faculty, administration, and staff to make a good faith effort in the execution of this policy.

### **REVISION HISTORY**

Original 11/8/1988

### **APPROVED BY**

Board of Trustees



## 4150 EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

Effective Date: 11/8/1988 \* Date Last Modified: 11/8/1998

Policy Contact: Vice President, Human Resources

### **POLICY**

Bellevue Community College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. BCC is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

### **REVISION HISTORY**

Original 11/8/1988

### **APPROVED BY**

Board of Trustees

## 4200 GENERAL POLICY ON SEXUAL HARASSMENT

Effective Date: 3/13/1984 \* Date Last Modified: 5/10/2005

Policy Contact: Vice President, Human Resources

### **POLICY**

It shall be the policy of Bellevue Community College, consistent with efforts to respect the dignity and integrity of both employees and students, to provide an environment free of sexual harassment.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often, sexual harassment involves relationships of unequal power, and contains elements of coercion—as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person's ability to study or work in the academic setting.

The college recognizes its moral, ethical, and legal responsibilities regarding sexual harassment and will take appropriate action to rid the institution of such conduct.

## **DEFINITIONS**

For general policy purposes, the term "sexual harassment" may include, without limitation, such behavior as unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct and expressive behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

## **RELEVANT LAWS AND OTHER RESOURCES**

Board of Trustees Resolution 162

## **REVISION HISTORY**

Original 3/13/1984

Revision 5/10/2005

## **APPROVED BY**

Board of Trustees

President's Staff (new format)

## **4250 STANDARDS OF ETHICAL CONDUCT**

Effective Date: 2/10/1994 \* Date Last Modified: 5/10/2005

Policy Contact: Vice President, Human Resources

## **POLICY**

Bellevue Community College is a state agency operated in accordance with Washington state law. To protect the public interest, college employees are obligated to treat their positions as a public trust, using their official powers and duties and the resources of the college only to advance the public interest. This obligation requires that all employees:

1. protect the integrity of the college by being independent and impartial in the exercise of their duties, avoiding the use of their positions for personal gain or private benefit;
2. promote an environment free from fraud, abuse of authority, and misuse of public property;
3. create a work environment that is free from all forms of unlawful discrimination and harassment;
4. treat members of the campus community and of the community at large with respect, concern, courtesy, and responsiveness;
5. protect confidential information to which employees have access in the course of their duties.
6. The board of trustees directs the president to disseminate this policy and to publish the basic principles of RCW 42.52 (the 1994 Ethics Law) to ensure that college employees are aware of their obligations under the law.

## **RELEVANT LAWS AND OTHER RESOURCES**

RCW 42.52

## **REVISION HISTORY**

Original 2/10/1994

## **APPROVED BY**

Board of Trustees

President's Staff (new format)

## **4400 ACCEPTABLE USE OF STATE RESOURCES**

Effective Date: 6/10/2003 \* Date Last Modified: 6/10/2003

Policy Contact: Vice President, Human Resources

### **POLICY**

As a state agency, Bellevue Community College (BCC) is responsible for overseeing the appropriate use of state resources and ensuring compliance with state law. This policy is intended to provide College employees and other users of College resources with guidelines for responsible and appropriate use of state resources. Additional policies, procedures and standards may also apply to the use of state assets. BCC reserves the right to determine, at any time, what constitutes appropriate use of state resources.

This policy applies to all BCC employees and/or non-employees who may be authorized to use BCC state resources. It shall apply to the use of all state resources as defined in this policy and/or as defined by state or federal law.

It is not the intent of this policy to limit academic freedom in any way, but to provide an appropriate framework for the proper exercise of those freedoms. Furthermore, it is not the intent of this policy to impinge on the intellectual property rights of authorized users.

Specific policies defining the Acceptable Use of the BCC Network, the Acceptable Use of BCC Computers and BCC Information Technology Security supplement this Policy.

Public resources are entrusted by the State of Washington to BCC employees to further the public interest. Misappropriation of any BCC facilities, equipment, services, or personnel for personal benefit undermines this trust and impedes fulfillment of the BCC mission.

At the same time, legitimate need exists for occasional, but limited exceptions to this general policy. Where the use of BCC state resources is reasonable in light of the legitimate needs and expectations of the BCC work force, neither the public trust nor campus efficiency suffers to any significant degree.

This Policy assumes that all BCC employees will act honestly, responsibly and with good judgment to protect public resources and to fulfill the responsibilities identified in RCW 42.52 – Ethics in Public Service, which states "...employees of government hold a public trust that obligates them, in a special way, to honesty and integrity in fulfilling the responsibilities to which they are elected and appointed. Paramount in that trust is the principle that public office, whether elected or appointed, may not be used for personal gain or private advantage." The foundation for this trust is grounded in the personal responsibility of each BCC employee.

### **Use of BCC State Resources – General Exceptions**

The use of BCC state resources shall be for the purpose of facilitating the exchange of information and furtherance of education, research, and administration missions of the college. The use of BCC state resources will be consistent with the purposes and objectives of BCC and the Community and Technical College system (see Washington State Executive Order 91-10, Sec. III [A]) and RCW 42.52). The expectation of the Ethics in Public Service Act is that employees may not use BCC state resources, including any person, money or property, for private benefit or for the gain of the employee or any other person. However, some general exceptions have been defined:

#### **1. Public Benefit**

If there is a public benefit, infrequent and incidental use of state resources may be permissible.

- a. A public benefit under this rule may be direct or indirect, such as improving employee morale, promoting organizational effectiveness, or activities that improve the work-related job skills of a BCC employee.
- b. A public benefit may also include the use of equipment and facilities for a variety of uses by an external group or entity as governed under the WAC, subject to stipulated contractual obligations. This use should substantially relate to and not interfere with the mission of the College.

## **2. Fund Raising for Charitable Organization**

Employees may participate in fund-raising activities in a state-owned or leased facility, subject to all the following conditions:

- a. The activity is in the interest of a charitable organization.
- b. The employee is not directly soliciting co-workers for support of his/her preferred charitable organization.
- c. Participation in such activities does not interfere with the normal transactions of BCC business.
- d. Employees comply with any health regulations and BCC policies relating to the sale of food items.
- e. The activity is authorized by the President of the College or her/his designee.

## **3. Personal Use**

BCC allows personal use of BCC state resources by employees consistent with WAC 292-110-010 (3) and WAC 292-110-010 (6), unless such use is otherwise prohibited by policy. Employees may make occasional, but limited, use of BCC state resources only if all the following conditions are met:

- a. There is little or no cost to the State (de minimis):
  - i. The cost to the State is de minimis if the actual expenditure of state funds is so small as to be insignificant or negligible;
- b. Any use is brief in duration, occurs infrequently, and is the most effective use of time or resources;
- c. The use does not interfere with the performance of the employee's official duties;
- d. The use does not disrupt or distract from the conduct of state business due to volume or frequency;
- e. The use does not disrupt other state employees and does not obligate them to make a personal use of state resources; and
- f. The use does not compromise the security or integrity of state property, information, or software.

Examples of these permissible uses are given on the Washington State Executive Board Web site at [www.wa.gov/ethics](http://www.wa.gov/ethics).

## **Use of BCC State Resources – Specific Exceptions**

Employees may make occasional, but limited, use of telephone services, computers, electronic messaging systems, and Internet access for their personal benefit, provided the use conforms to the conditions set forth in the **Personal Use** section of this Policy.

### **1. Use of Telephones**

BCC-owned telephones are provided to BCC employees for conducting state business.

- a. Employees are not permitted to make personal long-distance calls that would result in charges to BCC. Employees on authorized travel status may place brief (10 minutes or less) calls to their homes and families to communicate safe arrivals and changes in itinerary.

BCC-leased cellular phones may be provided to BCC employees who have a demonstrated business need.

- a. BCC-leased cellular phones and services are to be used to conduct college business only.
- b. Because cellular transmissions are not secure, employees should refrain from using them to relay confidential information.

Further guidelines for the personal use of state-owned wired and cellular telephones are provided under the Personal Use and Prohibited Uses sections of this policy.

## **2. Use of Computers**

All BCC-owned computers, including but not limited to, desktops, laptops, personal digital assistants, and data applications, as well as all servers and all other hardware, are provided to BCC employees for conducting college business.

- a. Employees using BCC-owned computers must follow all expectations of the BCC policies on the Acceptable Use of the BCC Network and the Acceptable Use of BCC Computers.
- b. Further guidelines for the personal use of state-owned computers are provided under the Personal Use and Prohibited Uses sections of this policy.

## **3. Use of Electronic Messaging Systems**

BCC electronic message systems are provided to BCC employees as a means to conduct College business.

- a. Employees using BCC-owned electronic messaging systems must follow all expectations of the BCC policies on the Acceptable Use of the BCC Network and BCC Data Management Systems, and the Acceptable Use of BCC Computers.
- b. Further guidelines for the personal use of state-owned electronic messaging systems are provided under the Personal Use and Prohibited Uses sections of this policy.
- c. Because electronic message systems may not be secure, employees should refrain from using them to relay confidential information.

## **4. Use of the Internet and Instant Messaging**

Access to the Internet is provided to BCC employees as research, teaching and communication tool for conducting College business. Employees may also make use of instant messaging, provided that use is in compliance with this policy.

- a. Employees using the Internet and/or instant messaging from BCC-owned systems must follow all expectations of the BCC policies on the Acceptable Use of the BCC Network and BCC Data Management Systems, and the Acceptable Use of BCC Computers.
- b. Further guidelines for the personal use of the Internet and/or instant messaging using state-owned resources are provided under the Personal Use and Prohibited Uses sections of this policy.
- c. The Internet and/or instant messaging may not be secure. Employees should take this into account before receiving or transmitting information and messages.

## **5. Use of Materials Sent to College Employees**

BCC Employees often receive copies of textbooks, digital materials, subscriptions, publications and/or informational materials from publishers. Such materials are frequently distributed for evaluation or review. In addition, faculty members may receive courtesy textbook copies or "desk copies" directly from the publisher. BCC employees are free to use these materials in the course of their official duties. However, these materials are considered state property and may not be sold or disposed of for the benefit of an individual employee. Divisions/departments may retain custody of these materials or may dispose of them in accordance with college policy and state regulations.

## **Prohibited Uses**

The use of BCC state resources is strictly intended for use by BCC employees. This prohibits others, such as family members and friends, from using employee-controlled state resources for any purpose. Additionally, the state specifically prohibits the employee from certain use, including:

1. Any use for the purpose of supporting, promoting or soliciting for an outside organization, group or business, unless provided for in this policy under General Exceptions, by law or authorized by the BCC President, or designee.
2. Use that promotes personal business interests or conducts private employment.
3. Any use that constitutes political campaigning or lobbying, whether for an individual, a private business, a non-profit organization or a political party, except as noted below. This includes participating in or assisting in an effort to lobby the State Legislature or a state agency head. (see RCW 42.17.190, RCW 42.52.180)
  - a. College facilities may be used for purposes of political campaigning—directed to members of the public—by or for candidates who have filed for public office, only when the full rental cost of the facility is paid. Use of state funds to pay for facility rental costs for political campaigns is prohibited. No person may solicit contributions on college property for political purposes, except where this limitation conflicts with federal law regarding interference with the mail.
4. Use for personal political advocacy, or the promotion of personal religious organizations.
5. Commercial uses, such as advertising or selling.
6. Personal use of BCC E-mail distribution lists.
7. Any illegal or unethical activity.
8. Infringement of copyrights.
9. Any form of harassment, including sexual harassment.
10. Discrimination on the basis of race, creed, color, marital status, religion, sex, national origin, age, veteran's status, sexual orientation, or because of the presence of any sensory, mental or physical disability.
11. Accessing, downloading or disseminating any information that a reasonable person would deem inappropriate for the workplace, such as pornography or racist materials.
  - a. This restriction does not prohibit such access or retention of such materials if they are being used for a specific academic purpose.
12. Downloading of software or files via the Internet for personal use.
13. Any activity using excessive network band-width, such as downloading music. Employees are prohibited from such non-business activities, even if the use is brief in duration or occur infrequently, because it compromises BCC's network and legitimate business activities. Note: this prohibition does not apply to students when being done as directed by a faculty member for specific educational purposes.
14. Private use of any state property removed from BCC, even if there is no cost to the state.
  - a. BCC state resources authorized for an employee to use at home for official purposes are subject to the same ethics expectations as would be applicable if the employee were located in a BCC facility or other official duty station.

Private use of any consumable state property, such as paper, envelopes, or spare parts, even if the actual cost to the State is de minimis.

## **RESPONSIBILITIES**

**Confidentiality, Retention and Access to Public Records:** All BCC employees should be aware that electronic mail, facsimile transmissions, and voice mail are technologies that may create an electronic record. An electronic record is reproducible and is therefore not private. Such records are considered writings and all writings may be public records, subject to disclosure under Washington's Public Disclosure Act (see RCW Chapter 42.17) or may be disclosed for audit or legitimate BCC operational or management purposes. All records and information generated and stored on electronic message systems is kept according to state-approved retention schedules (see RCW Chapter 40.14; BCC Policy #2505, Records Storage and Disposal). The Public Disclosure Law provides for the release of public records upon request. In its preamble, the law

states "...full access to information concerning the conduct of government on every level must be assured as a fundamental and necessary precondition to the sound governance of a free society." Any kind of activity or business conducted by a BCC employee using state resources is considered to be a public record and is subject to disclosure, whether that use is made in their conduct of official duties or is a use made for a purpose other than the conduct of official duties.

While there are exceptions to the requirement of disclosure, state law favors broad disclosure of public documents. Questions about public records or employee privacy issues should be referred to the College's Public Records Officer, the Vice President of Administrative Services (see also BCC Policy #2500, Access to Public Records).

Education records of students attending the college are confidential and can only be released in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA) and the administrative rules of the College. Questions about student records should be referred to the college's Dean of Student Services (see also BCC Policy #4205, Disclosure of Student Information, and BCC Policy #4210, Release of Student Data).

**Logging and Monitoring:** BCC has the right to log and monitor employee use of the BCC state resources and to ensure their appropriate use for business-related privileges. This may include, but is not limited to, review of employee computers, file server space, user accounts and all electronic documents. BCC employees should not expect privacy in their use of BCC state resources.

**Monitoring of Electronic Messaging Systems:** Bellevue Community College will monitor electronic messages only under the following guidelines:

1. If an IR director (and/or his/her staff) who is responsible for the implementation, operation and maintenance of electronic message systems, needs to do so to monitor the flow, not the specific content, of electronic messages.
2. If, through other evidence, there has been established sufficient cause to investigate the misuse of the system, or during the course of investigations where there is evidence of illegal or inappropriate (as defined by policy) activity.

If the College is required to access an employee's electronic messaging system pursuant to the Right to Access described in the Acceptable Use of the BCC Network and Data Management Systems Policy, Human Resources will be responsible for providing the necessary information to the appropriate supervisor(s) and/or administrator(s).

**Policy Maintenance:**

- **Human Resources (HR)**

The primary responsibility for maintenance and administration of this Policy rests with the Vice President of Human Resources. HR is responsible for drafting any updates and changes to these policies and procedures, with input from the Dean of Information Resources. After appropriate campus review and final approval by the College President, HR will publish any new or revised policy, providing a brief description of the policy and its implications for employees and other affected individuals or groups.

- **Information Resources (IR)**

The secondary responsibility for maintenance and administration of this Policy rests with the Dean of Information Resources. IR is responsible for working with the Vice President of Human Resources for drafting any updates and changes to this policy, with input from the Technology Advisory Committee.

- **Technology Advisory Committee (TAC)**

The Technology Advisory Committee (TAC) is responsible for reviewing BCC technology strategies and serving as a conduit for dialogue between IR and the campus regarding all technology policies and procedures. Membership of this group is representative of the campus, and supports the Dean of Information Resources by advocating for and presenting the campus technology needs.

**Sanctions:** Violation of any of the provisions of this Policy will be dealt with in the same manner as violations of other College policies, and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including:

- Disciplinary action – Any disciplinary action will be taken in accordance with appropriate Human

Resources procedures;

- Dismissal from the College; and /or
- Legal action.

Some violations of this Policy may also constitute a state, local or federal criminal offense.

## DEFINITIONS

- **BCC State Resources:** Include, but are not limited to, desktop, laptop or mainframe computer hardware or software; software licenses; workstations; data systems; personal digital assistants; electronic messaging systems; E-mail systems; pagers; telephones—both wired and cellular; SCAN services; voice mail systems; fax machines; BCC network resources, whether wire-based or wireless; Internet connections, accounts or access; state contracts; documentation photocopiers; facilities; vehicles, credit cards; supplies; and state mail services.
- **De Minimis:** The use of state resources is considered de minimis if the actual expenditure of state funds is so small as to be insignificant or negligible, any such use of the resource is brief in duration, occurs infrequently and is the most effective use of time or resources, if the use does not disrupt or distract from the conduct of state business due to volume or frequency, if the use does not disrupt or distract from the conduct of state business due to volume or frequency, the use does not disrupt other state employees and does not obligate them to make a personal use of state resources; and the use does not compromise the security or integrity of state property, information, or software.
- **Electronic Messaging Systems:** Include, but are not limited to, electronic mail systems, such as E-mail, that store and transmit communications; voice mail systems which store and transmit communications; pagers that store and transmit communications; facsimile and imaging equipment that store and transmit images; and all similar systems.
- **Internet:** Includes, but is not limited to, the connection to and the use of interconnected networks in public and private domains to access the World Wide Web, E-mail, file transfer protocols, and other state network resources.
- **Official Duties:** Those duties within the specific scope of employment of BCC employees as defined by Bellevue Community College, by statute, or by the Washington State Constitution.
- **Public Record:** Includes, but is not limited to, any writing (as defined below) containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. [RCW 42.17.020 (36)]
- **Writing:** Includes handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated. [RCW 42.17.020 (42)]

## RELEVANT LAWS AND OTHER RESOURCES

RCW 42.17.020(36), 42.17.020(42)

## REVISION HISTORY

Original 10/14/2005

## APPROVED BY

President's Staff



## 4450 FAMILY RELATIONSHIPS POLICY

Effective Date: 1/27/2004 \* Date Last Modified: 5/10/2005

Policy Contact: Vice President, Human Resources

### **POLICY**

Bellevue Community College seeks to employ qualified persons for all positions. Family relationships shall not be used as a basis for hiring decisions except as outlined below.

Bellevue Community College will not employ family/household members in situations where any family/household member will supervise, appoint, or discipline another family/household member; where any family/household member will evaluate the work of another family/household member; or where the college determines that the working relationship will create a conflict of interest or the appearance of favoritism.

Family/household members shall not serve on screening committees, recommend employment of family/household members, or serve in any capacity as a hearing officer, advisory committee member, or advocate in any situation involving a family/household member.

Supervisors are required to disclose to his/her dean/vice president any relationship that violates or has the potential to violate this policy to ensure timely resolution.

### **DEFINITIONS**

**Family/household member** includes: spouses, siblings, parents, children, grandparents, grandchildren, nieces, nephews, in-laws; as well as people living in the same household and their family members as listed above.

### **REVISION HISTORY**

Original 1/27/2004

Revision 5/10/2005

### **APPROVED BY**

President's Staff

## 4500 DRUG-FREE ENVIRONMENT

Effective Date: 4/10/1990 \* Date Last Modified: 5/10/2005

Policy Contact: Vice President, Human Resources

### **POLICY**

Bellevue Community College intends to provide a drug-free, healthful, safe, and secure work and educational environment. Each employee is expected to report to work in an appropriate mental and physical condition to perform his/her assigned duties. Each student is expected to be in an appropriate mental and physical condition to participate fully in the learning process.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in or on Bellevue Community College owned or controlled property, or while conducting Bellevue Community College business, is prohibited. Violation of this policy will be reason for appropriate personnel action, or for mandatory evaluation/treatment for substance abuse. Any personnel actions and student violations will be processed in accordance with state regulations, bargaining unit agreements, student conduct code, or other appropriate policies of the college. Any disciplinary action for employees or students will be decided on a

case-by-case basis depending upon the specific circumstances.

Employees must report any conviction under a criminal drug statute for violations occurring in or on property owned or controlled by Bellevue Community College or while conducting Bellevue Community College business. An employee shall report any such conviction to her/his supervisor within five (5) days after the conviction. Bellevue Community College must report the conviction to the appropriate federal grant/contracting agency within ten (10) days after having received notice that a person employed under a federally-sponsored grant or contract has any drug statute conviction or violation occurring in the workplace.

Bellevue Community College recognizes drug abuse and/or dependency to be a health, safety, and security problem. Employees needing assistance with problems related to drug or alcohol abuse are encouraged to use the State Employee Advisory Service and/or employee medical insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize employment.

The Board of Trustees of Community College District VIII recognizes alcoholism, alcohol abuse, chemical dependency, and other health and related behavioral problems as treatable conditions which repeatedly and continually interfere with an employee's ability to perform his/her job. A college employee having these conditions will be given the same consideration and offer of assistance presently extended to employees having other illnesses.

### **RELEVANT LAWS AND OTHER RESOURCES**

Federal Drug-Free Schools and Communities Act

### **REVISION HISTORY**

Original 4/10/1990

Revision 5/10/2005

### **APPROVED BY**

All College Council and Board of Trustees  
President's Staff (new format)

## **4550 POLICY ON LIFE-THREATENING, CHRONIC, OR DEBILITATING ILLNESS**

Effective Date: 5/10/1988 \* Date Last Modified: 5/10/2005

Policy Contact: Vice President, Human Resources

### **POLICY**

Bellevue Community College recognizes that students, staff, faculty, administrators and their dependents with life-threatening, chronic, or debilitating illnesses, including but not limited to cancer, heart disease and Acquired Immune Deficiency Syndrome (AIDS), may wish to continue to engage in as many of their activities as their condition allows, including work and academic pursuits without being discriminated against.

As long as these students and employees are able to meet acceptable performance standards, and medical evidence indicates that attendance at Bellevue Community College is not a threat to themselves or others, the college will treat them the same as any other students and employees.

At the same time, Bellevue Community College seeks to provide a safe environment for students and employees. Therefore, precautions will be taken, as needed, to ensure that a student's or employee's condition does not present a health and/or safety threat to any other individuals on the campus.

Consistent with our concern for students and employees with life-threatening, chronic, or debilitating illnesses, Bellevue Community College will provide where appropriate, education and information on

terminal and/or life-threatening illnesses through lectures, workshops and brochures, as well as referral to agencies and organizations which offer supportive services for life-threatening illness.

## **REVISION HISTORY**

Original 5/10/1988  
Revision 5/10/2005

## **APPROVED BY**

Board of Trustees  
President's Staff (new format)

## **4600 BLOODBORNE PATHOGENS; EXPOSURE CONTROL**

Effective Date: 11/1/1995 \* Date Last Modified: 11/1/1995  
Policy Contact: Vice President, Human Resources

## **POLICY**

The OSHA standard guidelines (29 CFR 1910.1030) were designed to cover all workers in health care and public safety occupations who may have occupational exposure to blood and other potentially infectious materials. OSHA has not attempted to list all occupations where exposure could occur.

The Bellevue Community College exposure control program identifies job classifications which are covered by the standard.

Since accidental exposure to blood or other potentially infectious substances may occur in any work setting, all employees need to be aware of accident prevention techniques and the specific steps to be implemented in seeking assistance following any potential exposure incident.

It is the policy of Bellevue Community College to provide a safe work environment for all employees. To protect employees from the dangers associated with the handling of potentially infectious materials, Bellevue Community College will develop and manage an exposure control program in compliance with WAC 296-62-080 (08001-08050); General Occupational Health Standards Part J: Biological Agents; 29 CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens.

## **PROCEDURES**

The Bellevue Community College Exposure Control Program consists of the following parts: Exposure Determination, Methods of Compliance, Hepatitis B Vaccination Program, Exposure Incident Evaluation and Follow-Up, Training, and Policy Enforcement/Responsibilities.

- Exposure Determination
  - The Safety Committee maintains a list of job classifications in which employees have occupational exposure due to their job requirements. Rationale for the classifications has been identified. Other positions may be reviewed on a case-by-case basis using the Exposure Determination by Task Assessment form.
- Methods of Compliance
  - Universal Precautions. The Centers for Disease Control have recognized the following body fluids as being directly linked to the transmission of HIV and/or Hepatitis B: blood, semen, blood products, vaginal secretions, cerebrospinal fluid, synovial fluid, and amniotic fluid. Body secretions like nasal drainage, sputum, vomitus, urine, and feces are not directly linked to the transmission of HIV and/or Hepatitis B if it can be determined that blood is not present in these body secretions. When blood is present or if it is impossible to determine

whether blood is present, the employee will follow universal precautions, i.e., assume that the blood/body secretion is potentially infected. A prescribed level of personal protective equipment as the minimum precaution shall be observed by the employee to prevent exposure to blood. Health Science/Health Care Program faculty who are assigned to clinical agencies shall adhere to the universal precautions or body substance isolation procedures required by those agencies.

- Engineering Controls and Work Practice Controls. Controls used to eliminate or isolate exposure potential are reviewed annually and as needed by the Safety Committee.
  - Needles/ Syringes/Sharps Disposal Containers. Labeled puncture-resistant containers are available in the Student Health Services Center and in the Nursing laboratories.
    - *Work Practice Controls:* Disposable contaminated needles and syringes shall not be bent, recapped, broken, or removed and will be disposed of in approved sharps disposal containers. Sharps disposal containers will be transported to the Science Department for discarding by an appropriate agency.
  - Clean-Up Kits. Clean-up kits consisting of disposable rubber gloves, pick-up spatula, germicidal detergent and wiping cloth, contaminated materials/plastic bag with tie, and antiseptic hand rinse will be available with first aid kits. Additionally, departmental managers will issue clean-up kits to appropriate individual employees (e.g., custodians, Campus Security officers, etc).
    - *Work Practice Controls:*
      - Employees who encounter products containing blood or other potentially infectious material (e.g., used condoms, feminine hygiene products, etc.) will not directly touch the used products. The clean-up kit will be used whenever possible to prevent contact with potentially infected body fluids.
      - Employees who participate in first aid will use the clean-up kit to prevent exposure to potentially infectious materials.
  - Mechanical Assistance Devices. Pick-up tools like tongs or broom/dustpan combination or broom/shovel combination will be a part of the custodial and grounds maintenance employees' equipment to be used in the clean-up of broken glass and any sharp objects.
    - *Work Practice Controls:* In all cases of unprotected needles or syringes and any sharps or broken glass which are found on the floor or the grounds, pick-up will be by mechanical assistance to minimize exposure. The needle, syringe, sharp, or broken glass will then be placed in a container which has an impervious bottom and sides.
  - Regulated Waste Containers. Regulated waste containers for all non-sharp infectious waste will be found in the Student Health Services Center.
    - *Work Practice Controls:* All latex or paper products or any material containing blood or other potentially infectious material in the Health Center will be placed in a leakproof bag prior to disposal.
  - Handwashing Facilities. Handwashing facilities will be readily available for all employees, in all restrooms, in all laboratory classrooms, in the Student Health Services Center, and in the Student Child Care Center.
    - *Work Practice Controls:*
      - Employees will use the prescribed personal protective equipment (PPE) each time they perform a task or procedure involving occupational exposure.
      - Employees will wash with soap and water immediately or as soon as feasible after removal of PPEs.
      - Employees working in areas where handwashing facilities are not readily available will use antiseptic hand rinse (provided in the clean-up kit).
      - Following any contact with potentially infectious material, the exposed skin will be immediately washed with soap and water or the

mucous membrane will be flushed with water.

- First Aid and Safety Devices. A first aid kit, one disposable mouthpiece, and a clean-up kit can be ordered by each department and education office. Campus Security officers and the Health Center nurse(s) will have disposable mouthpieces, disposable rubber gloves, goggles, first aid kits, and clean-up kits as part of their PPEs. As safety devices are marketed they will be evaluated and their effectiveness determined in incident prevention.
  - *Work Practice Controls:*
    - All personnel will comply with the directive emergency information which is posted in each office, classroom, and work area. It is the responsibility of the employee to follow the emergency information for emergency situations. Employees are not required to and in most cases are not expected to perform CPR. In providing first aid, the employee is expected to recognize his/her own capabilities and limitations and to follow guidelines and use equipment designed to protect him/her from any contact with potentially infectious body fluids.
    - Employees who provide first aid will use the appropriate PPEs to prevent contact with body fluids.
      - In the case of a minor injury, the employee will use the first aid kit and provide the injured person with a sterile dressing/bandage or clean paper towel to stop the bleeding and an antiseptic to clean the site followed by the application of a sterile dressing or bandage. The injured individual is then to place the contaminated articles into a leakproof plastic bag. Any soiled surfaces are to be disinfected by using the gloves and solution provided in the clean-up kit. All contaminated articles are to be placed into a leakproof bag which is secured by knotting or tie closing the opening, then placed into a regular waste container.
      - In case of injury which involves blood or other body fluids and which cannot be managed by the injured individual, the employee must first determine his/her ability to provide first aid. If the employee has determined that he is able to provide first aid, a clean-up kit will be used in conjunction with the first aid kit. The employee will put on the disposable rubber gloves from the clean-up kit before providing any first aid. Following first aid, a clean-up kit will be used to clean and disinfect any soiled surface. The employee will cleanse his/her hands using the antiseptic hand rinse provided in the clean-up kit. The used clean-up kit, used first aid materials, and other used disposable materials will be placed in a leakproof bag and secured with a tie before disposal. The employee will wash his/her hands with running water and soap as soon as possible following this procedure.
  - Other Work Practice Controls.
    - Contaminated sharp tools, immediately or as soon as possible after use, will be cleaned with an appropriate disinfectant (such as 10,000 ppm of stabilized chlorine).
    - Contaminated surfaces will be cleaned immediately or as soon as possible after an incident with an appropriate disinfectant (such as 10,000 ppm of stabilized chlorine).
  - Personal Protective Equipment (PPE)

PPE is considered appropriate if it does not permit blood/body fluids to pass through to the employee's clothes, skin, or mucous membranes.

    - PPE will be provided at no cost to an employee performing a task or procedure involving occupational exposure. Clinical faculty in health care programs will use the personal protective equipment provided by the clinical agency.

- The appropriate PPE will be readily accessible in the work area and/or will be issued to the employee by the department manager.
  - PPE will be removed prior to leaving the work area.
  - All PPE will be disposed of by Bellevue Community College or an agency employed by the college.
  - PPE that is not disposable (e.g., work gloves that can be rinsed with a disinfectant) will be used as long as it operates as a barrier, after which it will immediately be replaced at no cost to the employee.
  - In the event that a piece of an employee's personal clothing is exposed to another person's blood or potentially infectious material, the employee must notify his/her immediate supervisor who will arrange for disposition of the garment.
- Custodial Services. Custodial employees are required to ensure that the work area is maintained in a clean and sanitary condition. Departmental guidelines for cleaning work areas and equipment are to be followed.
- Hepatitis B Vaccination Program
  - All employees who have been identified as having occupational exposure will be offered the hepatitis B vaccination series during the training program and within ten days of employment or assignment.
  - All employees who have been identified as having occupational exposure are required to complete the series of vaccinations or to sign a waiver declining vaccination. An employee who declines vaccination may at a later date request the vaccine. The vaccine series must be provided by a qualified health care provider. A record of the vaccination series must be submitted to the supervisor for reimbursement of the cost. The supervisor will forward a copy of the vaccination record to Human Resources for record-keeping.
  - The following declination statement is mandated by WAC 296-08050: "I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me."
- Exposure Incident Evaluation and Follow-Up
  - Whenever there is any eye, mouth, non-intact skin, or parenteral contact with blood or other potentially infectious materials, an exposure incident evaluation must take place. The Exposure Incident Report form is to be completed by a qualified health care provider. The form must be completed within 24 hours of the incident. The evaluation will be facilitated by the college at no cost to the employee.
  - The Safety Committee will annually review reports of incidents including action taken to reduce future incidents.
- Training Program
  - All employees with occupational exposure will receive instruction in the requirements of the training program upon employment or assignment and annual updates on any new information. Other employees will participate in a portion or all of the training program as deemed appropriate by the department manager/administrator. This instruction will be provided by a qualified individual. Training will utilize group presentations, videotapes, and self-study modules to meet employee needs.
  - Training records will be maintained by each department and Human Resources for a period of three years. Training records shall contain the dates of the training, names and qualifications of instructors, and names and job titles of employees attending the training sessions.
  - A copy of the Exposure Control Program will be accessible to all employees.
- Policy Enforcement/Responsibilities
  - All employees
    - are responsible for working in a safe manner. All employees are required to read all safety practices and rules and to follow them at all times.
    - are responsible for reporting all unsafe situations to their immediate supervisors and

- to Campus Operations.
- who are classified as having occupational exposure are required to complete the training program including annual updates as indicated. Waivers will be signed by employees with occupational exposure who choose not to receive the hepatitis B vaccine.
- are to report any exposure incidents to their supervisors within their working shift or day.
- Department Directors/Managers/Supervisors
  - will supervise their employees in following the requirements of this Exposure Control Program.
  - will assure that all employees who are identified as having occupational exposure are instructed in the requirements of the Exposure Control Program upon employment and receive annual updates thereafter.
  - will provide education on the department-specific functions and procedures related to accident prevention and the requirements to be followed in an exposure incident.
  - will conduct investigations of policy exceptions by employees or exposure incidents and, as needed, take corrective action to eliminate, isolate, minimize, or reduce another like incident.
  - will monitor the program within the department and report problems to the Safety Committee.
- Safety Committee
  - will monitor the institutional program for problem areas and make recommendations for corrective actions to the Vice President of Administrative Services.
  - will review the program at least annually and revise it as necessary.

### **DEFINITIONS**

- "Blood" means human blood, human blood components, and products made from human blood.
- "Bloodborne Pathogen" means pathogenic microorganisms that are present in human blood and can cause disease in humans.
- "Contaminated Sharps" means any contaminated object that can penetrate the skin, including but not limited to needles, scalpels, broken glass, etc.
- "Decontamination" means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on an item to the point where they are no longer capable of transmitting infectious particles and the item is rendered safe for handling, use, or disposal.
- "Engineering Controls" means controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogen hazard from the workplace.
- "Exposure Incident" means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
- "Potentially Infectious Material" means any body fluid visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
- "Occupational Exposure" means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
- "Personal Protective Equipment" (PPE) means specialized clothing or equipment worn by an employee for protection against a hazard.
- "Regulated Waste" means liquid or semi-liquid blood or other potentially infectious materials;

contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

- "Work Practice Control" means a control that reduces the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique, wearing gloves to wipe up spilled blood).

## 4650 REASONABLE ACCOMMODATIONS (DISABLED EMPLOYEES)

Effective Date: 11/1/1995 \* Date Last Modified: 11/1/1995

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.

Disabled individuals are defined by the State Human Rights Commission per WAC 162-22-030(2) as "persons with physical, mental, or sensory impairments that would impede 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.

#### 1. General

These guidelines are to be used in conjunction with the applicable HEPB rules. For easy reference, the rules pertaining to reasonable accommodation are:

WAC 251-10-070	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 State Human Rights Commission for 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 his or her immediate supervisor.
  - The request should state the nature of the disability and the accommodation desired.
  - The request should be accompanied by a medical statement which provides the following information:
    - pertinent diagnosis;
    - prognosis;
    - anticipated duration of the disability;



- 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 for Human Resources.
    - The Vice President for Human Resources or 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. As part of the interview, the Vice President for Human Resources shall 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 incapacity (WAC 251-10-070), and shall supply copies of the appropriate rules if requested.
    - Based on the request, medical statement, and interview, the Vice President for Human Resources 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 and/or work schedule within the current position. Such modifications would enable the employee to perform the duties of the position.
      - Assignment to a different position within the current class. The reassignment would enable the employee to perform the 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).
      - 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 Vice President for Human Resources shall decide. That decision is subject to appeal under other procedures of the college. (See Manual §2000, Discrimination Complaint Procedure, and §2010, Formal Hearing Rules.)
  - In the event that the employee is separated from the college, the Vice President for Human 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 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 for 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.

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## **REVISION HISTORY**

Original 11/1/1995

## **APPROVED BY**

President's Staff

## **4700 EMPLOYEE DEVELOPMENT AND TRAINING**

Effective Date: 4/1/1990 \* Date Last Modified: 5/10/2005  
Policy Contact: Vice President, Human Resources

## **POLICY**

Bellevue Community College is committed to provide development opportunities for all classified staff to increase job knowledge, abilities, and skills and to acquire skills for professional advancement.

The quality of service offered to the community depends heavily upon the quality of the college staff serving the community. Staff quality, in turn, depends on characteristics such as motivation, understanding of institutional goals, achievement of personal goals, level of education or expertise, and the ability to work effectively with fellow employees and the public.

With the following goals in mind, resources on and off campus will be utilized for training opportunities.

- New employee orientation;
- Functional training, such as in accounting, data processing, office administration and job skills;
- System training, such as affirmative action, labor relations and safety;
- Professional/technical training;
- Management and organizational development;
- The institution's off-hour training or continuing education program;
- Specific training in the prevention, transmission, and treatment blood borne pathogens for those employees who have a substantial likelihood of on-the-job exposure to the human immunodeficiency virus or acquired immunodeficiency syndrome virus.
- Training of supervisors on implementation of the institution return-to-work policy, including but not limited to assessment of the appropriateness of the return-to-work job for the employee.

## **RESPONSIBILITIES**

Records of employee participation in training activities will be maintained by the vice president of human resources. The employee is responsible for providing documentation of completed training.

## **PROCEDURES**

Training may be scheduled during or outside scheduled work hours. Compensation shall be determined by the supervisor in accordance with the definitions of training below, i.e. Mandatory, Discretionary or Voluntary.

When disagreements arise between employee and his/her supervisor regarding training classification, scheduling and/or release time, the issue may be taken to the vice president of human resources for assistance in seeking resolution.

## **Development and Training Program Selection**

In selecting training and development programs, consideration shall be given, but not limited to, the following.

- Goals of the general training policy
- The data collected and assimilated by the Professional Development Committee and the recommendations of the vice president of human resources.
- Input from academic and administrative units as to training needed and which employees might be eligible for training and development sessions.
- The practicality of employee candidates to acquire the minimum requirements of job specifications they are attempting to qualify for.
- The resources available to provide training for employees wanting to participate in the training program.
- Wherever possible, training will be repeated to allow maximum employee participation.

### **Types of Training Available**

The following are examples of mandatory, discretionary, and voluntary training.

- New Employee Training (Orientation). Mandatory training given each new employee orienting him/her to the operation of the institution, the work area, employee benefits, labor relations. etc.
- College Operations/Programs Training. Mandatory training regarding operational systems of the college, such as accounting services, purchasing, records management, budgeting, etc. Training may include presentation of information on academic programs, student services, special programs, and general college issues.
- Functional Training. Mandatory training which has a direct bearing on the employee's job performance competencies
- System Training. Mandatory training which affects the employee in the workplace, such as safety, first aid, labor relations, etc., but may not be directly related to job skills.
- Employee Orientation Update Training. Discretionary training to reinforce orientation subjects and to present new personnel system information.
- Professional Development and Enrichment Training. Discretionary training which enhances the ability to work effectively with fellow employees and the public.
- Personal Development and Enrichment Training. Voluntary training neither directly nor indirectly related to one's present job description.

### **Released Time**

- Employees shall request release time from their supervisors prior to registering for discretionary training offered during scheduled work hours. The supervisor will notify the employee that the request has been approved or denied within five (5) working days after the request has been submitted. Justification for denial shall be provided. When disagreements arise between employee and his/her supervisor regarding release time, the issue may be taken to the Vice President of Human Resources for assistance in seeking resolution.

### **Space Available Tuition Waiver**

Bellevue Community College is authorized to waive tuition on a space available basis for state employees employed at least half time. Employees enrolling on this basis shall be charged fees in accordance with college policies and procedures and state law.

Space available tuition waiver is not available for self-support or contract courses, including Continuing Education courses. However, these programs may, from time to time, offer discounted fees or special rates to college employees for these categories of courses.

### **Professional Development Committee**

The members of the Professional Development Committee shall be five employees representing Bargaining Unit A, one employee representing Bargaining Unit B and the vice president of human resources or his/her designee. The chair shall be selected by the committee.

The purpose of the committee is to plan each year for developmental activities, workshops, lectures, and seminars.

The committee shall submit a yearly plan to the vice president of human resources for approval.

The committee shall publish and distribute appropriate notices of training opportunities to each classified employee.

### **Scholarship Committee**

***The members of the Scholarship Committee shall be three employees representing Bargaining Unit A and one employee representing Bargaining Unit B. The chair shall be selected by the committee.***

The committee is responsible for disbursing scholarship funds provided by the college to classified employees. Disbursement of scholarship funds will be determined by the committee to allow for changes in demand and availability of funds.

The committee will provide information about scholarship availability and application procedures to all classified employees.

The committee shall submit a yearly plan of action to the Bargaining Unit A and Bargaining Unit B representatives, and the vice president of human resources.

The committee chair is responsible for submitting the names of scholarship recipients and amounts awarded to the vice president of human resources for payment.

Scholarship awards shall follow all rules and regulations governing the use and disbursement of state funds.

### **DEFINITIONS**

- Mandatory Training. Training required by the employer. All expenses of mandatory training shall be borne by the college to the extent that they are reimbursable under OFM guidelines, (i.e., all books, supplies, fees, and travel expenses). The employee is released from normal duties to attend training sessions conducted during scheduled working hours. Mandatory training which outside of regular working is considered "paid time training" and constitutes time worked.
- Discretionary Training. Job-related or professional development training which is suggested by the employer or requested by the employee. Full or partial payment of training expenses and modifications to employee's work schedule, including release time, may be arranged between employee and his or her supervisor. Discretionary training outside of regular working hours does not constitute grounds for overtime or compensatory time.
- Voluntary Training. Training or continuing education which an employee selects. Voluntary training may include academic courses or training programs held during working hours. Supervisors are encouraged to be receptive to employee requests for work schedule modification to pursue personal development, as long as the daily operation of the work unit is not disrupted. Expenses and time off for voluntary training are the sole responsibility of the employee and are not reimbursable except as part of the Classified Employee Scholarship Program. Voluntary attendance in training courses outside of regular working hours does not constitute grounds for overtime or compensatory time.
- Release time. Time during which an employee is released from normal working duties, assigned to training, and compensated at regular pay. Release time is required for mandatory training and may be approved by supervisors for discretionary training.

### **RELEVANT LAWS AND OTHER RESOURCES**

WAC 251-24, 359-39

### **REVISION HISTORY**

Original 4/1/1990  
Revision 1/1/2003  
Revision 5/10/2005

**APPROVED BY**

President's Staff

**5000 ACCEPTABLE USE OF BCC COMPUTERS**

Effective Date: 6/10/2003 \* Date Last Modified: 3/22/2005

Policy Contact: Dean, Information Resources

**POLICY**

Bellevue Community College (BCC) owns all BCC computing systems and applications. This policy is intended to provide campus users with guidelines for responsible and appropriate utilization of these campus computing and technology resources. This policy supplements the BCC Acceptable Use of State Resources Policy; all of its tenets and other applicable BCC policies, procedures and/or standards apply to the use of the assets defined in this Policy as well. BCC reserves the right to determine, at any time, what constitutes appropriate use of BCC Technology Resources and the BCC Network resources, access and/or services provided by BCC. This policy also complies with the Washington State Department of Information Services (DIS) IT Security Audit Process.

**Applicability**

This policy applies to all BCC employees, students and/or non-employees who may be authorized to use any BCC technology resources as defined by this policy. They shall be notified in writing of these policies before being granted permission to access this resource. No part of this policy supersedes the Acceptable Use of State Resources Policy.

This policy shall also apply to the use of all state resources at BCC facilities as defined by policy and/or as defined by state or federal law. Its principles extend to and include any use of BCC technology resources, regardless of its location. BCC users shall also apply this policy when using BCC technology resources to navigate through networks or computing systems beyond the local systems.

**Use of BCC Technology Resources**

Use of the BCC technology resources shall be for the purpose of facilitating the exchange of information and furtherance of education, research, and administration missions of the college. The use of BCC technology resources will be consistent with the purposes and objectives of BCC and the Community and Technical College system (see Washington State Executive Order 91-10, Sec. III [A]) and RCW 42.52).

**Goals**

The goals of the Acceptable Use of BCC Computers Policy are to:

- Help assure the integrity and reliability of the BCC internal networks, hosts on those networks and any computing resource connected to them.
- Ensure the security and privacy of the BCC computer systems and networks.
- Ensure the protection and retention of sensitive College data.
- Establish appropriate guidelines for the use of BCC-owned technology on and off- campus.

**Permission**

It is not the intent of this policy to limit academic freedom in any way, but to provide an appropriate framework for the proper exercise of those freedoms. Furthermore, it is not the intent of this policy to impinge on the intellectual property rights of authorized users.

BCC employees and students may:

- Use BCC owned computers, programs and data to which each individual has authorized access;
- Use BCC provided networking, including access to the Internet;
- Use computing and networking facilities and resources in a manner that is consistent with the mission and educational purpose of BCC.

**Prohibitions**

Utilizing BCC Technology Resources for uses and/or communications that are specifically proscribed in the BCC Acceptable Use of State Resources Policy or violate any other BCC Policy and/or state and federal rule or law is strictly prohibited. Specifically prohibited uses of BCC technology resources include:

- Subverting, attempting to subvert, or assisting others to subvert or breach the security of any BCC network or technology resource, or to facilitate unauthorized access;
- Use of any BCC technology resource to create, disseminate or execute self-replicating or destructive programs (e.g., viruses, worms, Trojan horses);
- Participating in activities involving disclosure or masquerading;
- Viewing, copying, altering or destroying data, software, documentation or data communications belonging to BCC or to another individual without permission;
- Individuals allowing another individual (whether they might otherwise be authorized to use the BCC Technology Resource or not) to use their login account password.

#### **Personal Use**

As defined in the BCC Acceptable Use of State Resources Policy, BCC allows de minimis personal use of BCC technology resources by employees consistent with WAC 292-110-010 (3) and WAC 292-110-010 (6), unless such use is prohibited by this policy, or is specifically identified as a prohibited use in the BCC Acceptable Use of State Resources Policy.

### **RESPONSIBILITIES**

All users of the BCC Network have a responsibility to comply with this policy and to understand their responsibilities and all expectations as spelled out in the Acceptable Use of State Resources Policy. This includes the requirement for Confidentiality, Retention and Access to Public Records detailed there. Bellevue Community College and its representatives also have responsibilities under this policy. These include the responsibilities for logging and monitoring, and for the monitoring of electronic messaging systems as enumerated in the BCC Acceptable Use of State Resources. Additional specific responsibilities include:

#### **Policy Maintenance**

- **Information Resources (IR)**
  - The primary responsibility for maintenance and administration of this policy rests with the dean of information resources. IR is responsible for drafting any updates and changes to the policies and procedures, with input from the Technology Advisory Committee. After appropriate campus review and final approval by the college president, IR will announce the new or revised policy to the campus providing a brief description of the policy and its implications for employees and other affected individuals or groups.
- **Technology Advisory Committee (TAC)**
  - The Technology Advisory Committee (TAC) is responsible for reviewing BCC technology strategies and serving as a conduit for dialogue between IR and the campus regarding all technology policies and procedures. Membership of this group is representative of the campus, and supports the dean of information resources by advocating for and presenting the campus technology needs.
- **Human Resources (HR)**
  - The vice president of human resources is responsible for reviewing any updates and changes to this policy and procedures in light of current policies, providing input on the policy and its implications for employees and other affected individuals or groups.

### **PROCEDURES**

These procedures apply to all BCC employees, students and non-employees who may be authorized to use the BCC computing resources, and describe the steps to be completed, and identify who is responsible for completing them. Compliance with these procedures will assure the integrity and reliability of these resources.

#### **Employee and Non-Employee Permission for Use**

- **Network**
  - Before using any BCC network resource, including computers, employees and non-employees must be authorized by the administrator for their assigned unit. The procedure for requesting login accounts is enumerated in the procedures section of the Acceptable Use of the BCC Network and BCC Data Management Systems policy. The required forms for this request are also appendices to that policy.

- **Non-network**
  - Some BCC-owned computers may not be attached to the BCC network. However, to protect these resources from misuse and/or accidental damage, these resources will still be set up by IR technical support personnel to require the use of login accounts. The same procedures for requesting network login accounts will be followed for this type of resource, despite their lack of actual network connectivity.

#### **Student Permission for Use**

- **Network**
  - Before using any BCC network resource, including computers, students must be authorized. The procedure for requesting login accounts is enumerated in the procedures section of the Acceptable Use of the BCC Network and BCC Data Management Systems Policy.
- **Non-network**
  - Some computers authorized for student use may not be attached to the BCC network. These may either be set up with a generic login account or may require the use of an appropriate student login account, depending on a security analysis of the purpose of the computer. If individual login accounts are required to access these resources—to protect these resources from misuse and/or accidental damage—the same procedures for requesting network login accounts will be followed, despite their lack of actual network connectivity.

Issuance and/or use of *non-computing* technology resources will follow applicable BCC policies and procedures and be authorized by unit administrators.

#### **Software Installation**

- All software installations and/or upgrades to software on BCC-owned computers will be done by an authorized information resources technical support staff member, or designee authorized by the dean of information resources. The specific policies and procedures regarding software installations are detailed in the BCC Software Licensing Compliance Policy and the BCC IT Security Standard on Software Management.

#### **Use of Personal Software for Work Purposes**

- Personally-owned software may be installed on BCC-owned computers, provided the software is to be used for work purposes only. The specific policies and procedures regarding the use of personal software are detailed in the BCC Software Licensing Compliance Policy and the BCC IT Security Standard on Software Installation.

#### **Use of BCC-owned software at home**

- Under certain circumstances, BCC-owned software may be authorized for installation on the personal home computers of BCC employees. Employees are never licensed to use the software at home for personal purposes. The policies, procedures and requirements for this type of software use are identified in the BCC Software Licensing Compliance Policy and the BCC Security Standard on the Use of BCC Resources Off-Campus.

#### **Use of BCC-owned computers at home**

- Under certain circumstances BCC employees may be authorized to take BCC-owned computer systems home for use in fulfilling their official duties. IR technical support staff, or designee authorized by the dean of information resources, will perform the initial installation and configuration of the software on such computers. Employees will be required to have administrative approval for this type of use and will be required to fill out and have signed a BCC Loan of State Owned Equipment to Employees form before taking any equipment from campus.
- All provisions for the use of state-owned equipment identified in the BCC Acceptable Use of State Resources policy will apply. All provisions of this policy and the policy on the Acceptable Use of the BCC Network and BCC Data Management Systems will apply. The processes, procedures and requirements for this type of software and equipment use are specifically identified in the BCC Security Standard on BCC-owned Computer Use at Home.

#### **Unattended Workstation Security**

- All BCC computer drives will be configured to automatically lock after 15 minutes of inactivity. This may be done by means of a password-protected screensaver. This configuration will be the responsibility of BCC technical support personnel setting up the computer.
- If any user logged into any BCC resource physically leaves the workstation they are using, they will lock the computer by a password-protected means. Compliance with this requirement is an individual responsibility.

### **Security Rights**

- BCC users are granted standard security privileges or access to the computing equipment assigned to them sufficient to perform their official duties. System administration, installation and removal of software (including plug-ins and system patches), and repair of BCC systems is the principal responsibility of authorized BCC IR support personnel and designees authorized by the dean of information resources.
- In some circumstances—including physical distance of the system from BCC, special technical needs, and research and development—it may become necessary for the user of a BCC computer to perform some of these tasks for him/herself. In these cases, the BCC employee may be granted local administrative privileges for the specific computing system assigned to him/her. The specific processes, procedures and requirements for requesting and granting these privileges are identified in the BCC Security Standard on Security Privileges.

### **Connection of Personal Computer/Telecommunications Equipment**

- BCC users may connect personal workstations to the BCC network for short-term use in electronic classrooms, labs and campus meeting spaces. Personal equipment may also be connected to the BCC network or to BCC-owned computers for long-term use. The processes, procedures and requirements enumerated in the BCC Security Standard on Connecting Non-BCC Computer/Telecommunications Equipment to BCC Networks must be fulfilled before this type of connection may be made.

### **Third-Party Access to Electronic Messages**

- Requests for third-party access to stored electronic messages will be handled through the college's public record procedure (see also BCC Policy #2500, Access to Public Records). BCC may be required to provide third parties with access in order to honor valid legal discovery and public records requests. Both the sender and the recipient will be provided notice of such requests prior to disclosure to the extent deemed feasible by college administrators, depending upon the specific circumstance.

### **Right to Access**

- Given sufficient cause, the vice president of human resources (VPHR), or his/her authorized designee, has the right to obtain access to materials stored on the BCC network or on computers which are under the control of BCC employees in their administrative units or work areas. This access may take place under two different circumstances:
  - When such access is necessary to conduct BCC business, and/or
  - When investigating a suspected illegal act or violation of BCC Policy.
- **Business Purposes**
  - If the purpose is related to routine BCC business, the VPHR, or his/her designee, will identify the specific materials required and the employee will be given sufficient opportunity to provide BCC with the requested materials.
    - In the case of an emergency, best efforts will be made to contact the employee prior to accessing the specific materials required. If such contact is not possible, the VPHR will notify the employee of the access as soon as practical.
    - Any materials so accessed will generally be copied and not removed from the employee's system, unless otherwise directed by the VPHR.
    - After such access, the employee will be given the opportunity to change their password, if desired.
- **Investigations**
  - If the purpose is related to an investigation of a suspected illegal act or violation of BCC Policy, the VPHR, or his/her designee, may gather the specific materials with or without notification to the employee.
    - Materials so accessed may either be copied or removed from the employee's system, as directed by the VPHR.
    - Copies of all materials related to the investigation will be retained by the office of the VPHR.
    - Any individual's network use privileges may be suspended immediately upon the discovery of a possible violation of this policy. Every attempt will be made to notify the individual immediately of this suspension. These privileges may be temporarily restored at the discretion of the VPHR pending resolution of the situation.
    - Such suspected violations will be confidentially reported to the appropriate supervisors and/or administrators.



- Appropriate disciplinary action will take place under the direction of the VPHR in situations where a violation is confirmed.
- If the employee is cleared of any wrong-doing at the conclusion of the investigation, the VPHR will notify the employee of the access and they will be given the opportunity to change their password, if desired.

### **Sanctions**

- Violation of any of the provisions of this policy will be dealt with in the same manner as violations of other college policies, and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including:
  - Loss of computer use privileges;
  - Disciplinary action – any disciplinary action will be taken in accordance with appropriate human resources procedures;
  - Dismissal from the college; and/or
  - Legal action.
- Some violations of this policy may also constitute a state, local or federal criminal offense.

### **DEFINITIONS**

All terms defined in the Acceptable Use of State Resources Policy are applicable in this Policy. In addition, the following are defined:

#### **Software**

- Unless otherwise stated, “software” refers to and includes all freeware, shareware, and third-party products, as well as commercially acquired products.

#### **BCC Network**

- This includes the administrative and academic local area networks (LAN), the wide area networks (WAN) supporting sites separated from the main BCC campus, internet connectivity, networked infrastructure devices such as hubs, switches and servers, CTC-Net, and all other computers, networks and electronic messaging systems operated for the benefit of BCC employees and students.

#### **BCC Technology Resources**

- Includes, but is not limited to, BCC-owned desktop, laptop or mainframe computer hardware or software; software licenses; workstations; data systems; personal digital assistants; electronic messaging systems; E-mail systems; pagers; telephones—both wired and cellular; SCAN services; voice mail systems; fax machines; BCC network resources, whether wire-based or wireless; Internet connections, accounts or access; and documentation photocopiers authorized by BCC to be used by employees, students and/or other campus users.

#### **De Minimis**

- The use of state resources is considered de minimis if the actual expenditure of state funds is so small as to be insignificant or negligible, any such use of the resource is brief in duration, occurs infrequently and is the most effective use of time or resources, if the use does not disrupt or distract from the conduct of state business due to volume or frequency, if the use does not disrupt or distract from the conduct of state business due to volume or frequency, the use does not disrupt other state employees and does not obligate them to make a personal use of state resources; and the use does not compromise the security or integrity of state property, information, or software.

#### **Disclosure**

- This occurs when an unauthorized user gains access to information. Disclosure often occurs when messages are forwarded to unauthorized users.

#### **Masquerading**

- This is when a user presents him/herself to the system as another user. This may be done in order to gain unauthorized access to information or resources, to disseminate (mis)information in another’s name, or to block or deny a system from operating correctly.

#### **Unauthorized Access**

- Includes gaining access to accounts, resources, messages or files to which one is not granted privilege by the owner or sender.

### **RELEVANT LAWS AND OTHER RESOURCES**

<http://www.leg.wa.gov/wsladm/rcw.htm>

Washington Administrative Code

<http://www.leg.wa.gov/wac/>

Washington State Department of Information Resources IT Security Policy

<http://www.dis.wa.gov/portfolio/400P.htm>

Washington State Auditor's Office IT Security Audit Standards

<http://www.sao.wa.gov/stategovernment/itsecurity/itstandards.htm>

Washington State Ethics Board Rules

<http://wsl.leg.wa.gov/common/ethics/ethicrule.htm>

Bellevue Community College Policies and Procedures Manual

BCC IT Security Strategy

BCC Policy, Information Technology Security

BCC Policy, Acceptable Use of State Resources

BCC Policy, Acceptable Use of the BCC Network and BCC Data Management Systems Policy

BCC Policy, Software Licensing Compliance

BCC Policy, Access to Public Records

BCC IT Security Standards on:

Use of BCC Resources Off-Campus

Security Privileges

Connecting Non-BCC Computer/Telecommunications Equipment to BCC Networks

Software Management

## **REVISION HISTORY**

Original 6/10/2003

Revision 3/22/2005

## **APPROVED BY**

President's Staff

## **5050 E-MAIL USAGE**

Effective Date: 8/2/2005 \* Date Last Modified: 6/14/2005

Policy Contact: Dean, Information Resources

## **POLICY**

In order to ensure that the integrity and reliability of the BCC internal networks are not compromised by inappropriate use or configuration of the e-mail tools provided to BCC employees, a number of BCC IT Security standards are in place to define the practices, processes and controls related to using BCC-provided e-mail resources. BCC users will comply with all provisions of these standards.

## **PROCEDURES**

BCC network and systems administrators will take appropriate protective measures to ensure

the integrity of the BCC Administrative e-mail systems, in compliance with the BCC IT Security Standard on Electronic Mail Configuration.

All user access to BCC e-mail will be governed by the BCC IT Security Standard on E-mail Accounts and any other applicable BCC policies and standards.

BCC users will follow the expectations of the BCC IT Security Standard on E-mail Usage Guidelines when generating e-mail from their BCC accounts.

## **RELEVANT LAWS AND REFERENCES**

BCC It Security Web Site

<https://go.mybcc.net/sites/itsecurity>

## **REVISION HISTORY**

Original 6/14/2005

## **APPROVED BY**

President's Staff

# **5150 ACCEPTABLE USE OF THE BCC NETWORK AND BCC DATA MANAGEMENT SYSTEMS**

Effective Date: 6/10/2003 \* Date Last Modified: 9/20/2005

Policy Contact: Dean, Information Resources

## **POLICY**

Bellevue Community College (BCC) owns the BCC network systems and applications. This policy is intended to provide BCC Network users with guidelines for responsible and appropriate utilization of this resource. This policy supplements the BCC Acceptable Use of State Resources Policy; all of its tenets and any other applicable BCC policies, procedures and/or standards apply to the use of the assets defined in this policy as well. BCC reserves the right to determine at any time what constitutes appropriate use of the BCC network and any computing access and services provided by BCC. This policy also complies with the Washington State Department of Information Services (DIS) IT Security Audit Process.

### **Applicability**

This policy applies to all BCC employees, students and non-employees who may be authorized to use the BCC network as defined by this policy. They shall be notified in writing of these policies before being granted permission to access this resource. No part of this policy supersedes the Acceptable Use of State Resources Policy. This policy shall also apply to the use of all State resources at BCC facilities as defined by policy and/or as defined by state or federal law. Its principles extend to and include any use or attempted use of the BCC Network, regardless of point of origin. BCC users shall also apply this policy when using the BCC Network to navigate thorough networks beyond the local systems.

### **Use of the BCC Network and Data Management Systems**

Use of the BCC Network and BCC Data Management Systems shall be for the purpose of facilitating the exchange and storage of information, including information on students and/or employees, and compliance with and furtherance of, the education, research, and administrative missions of the college. The use of the BCC Network and BCC Data Management Systems will be consistent with the purposes and objectives of BCC and the Community and Technical College system (see Washington State Executive Order 91-10, Sec. III [A] and RCW 42.52).

### **Goals**

The goals of the Acceptable Use of the BCC Network and BCC Data Management Systems Policy are to:

- Help assure the integrity and reliability of the BCC internal networks, hosts on those networks, the BCC databases, legacy systems, web-accessible resources, and any computing resource connected

to them.

- Ensure the security and privacy of BCC computer systems, networks and data.
- Ensure the protection and retention of sensitive college data.
- Establish appropriate guidelines for the use of the BCC Network and BCC-owned data, whether accessed from on or off-campus.

### **Permission**

It is not the intent of this policy to limit academic freedom in any way, but to provide an appropriate framework for proper exercise of those freedoms. Furthermore, it is not the intent of this policy to impinge on the intellectual property rights of authorized users.

BCC employees and students may:

- Use BCC-owned networks, computers, programs and data to which each individual has authorized access;
- Use BCC provided networking, including access to the internet;
- Use these computing and networking facilities and resources in a manner that is consistent with the mission and educational purpose of BCC.

### **Prohibitions**

Utilizing the BCC Network and the BCC Data Management Systems for uses and/or communications that are specifically proscribed in the BCC Acceptable Use of State Resources Policy or which violate any other BCC policy and/or State and Federal rule or law is strictly prohibited. Specifically prohibited uses of the BCC Network and BCC Data Management Systems include:

- Subverting, attempting to subvert, or assisting others to subvert or breach the security of any BCC data, network, or technology resource, or to facilitate unauthorized access;
- Use of any BCC Network or BCC Data Management System to create, disseminate or execute self-replicating or destructive programs (e.g., viruses, worms, Trojan horses);
- Participating in activities involving disclosure or masquerading;
- Viewing, copying, altering or destroying data, software, documentation or data communications belonging to BCC or to another individual without permission;
- Individuals allowing another individual (whether they might otherwise be authorized to use the BCC Network and/or BCC Data Management Systems or not) to use their login account password.
- Accessing data for any purpose other than to perform the official duties of a BCC position.
- Unauthorized disclosure of information to a third party.
- Bypassing the BCC Data Management Systems "time-out" feature, unless specifically authorized by the dean of information resources.

### **Personal Use**

BCC allows de minimus personal use of the BCC Network by employees consistent with WAC 292-110-010 (3) and WAC 292-110-010 (6), unless such use is specifically prohibited by this policy. This personal use is defined in the BCC Acceptable Use of State Resources Policy.

## **RESPONSIBILITIES**

All users of the BCC Network and BCC Data Management Systems have a responsibility to comply with this policy and to understand their responsibilities and all expectations as spelled out in the Acceptable Use of State Resources Policy. This includes the requirement for confidentiality, retention and access to public records detailed there.

Bellevue Community College and its representatives also have responsibilities under this policy. These include the responsibilities for logging and monitoring, for the monitoring of data management systems and for the monitoring of electronic messaging systems as enumerated in the BCC Acceptable Use of State Resources. Additional specific responsibilities include:

### **Policy Maintenance**

- **Information Resources (IR)**  
The primary responsibility for maintenance and administration of this policy rests with the dean of information resources. IR is responsible for drafting any updates and changes to the policies and procedures, with input from the Technology Advisory Committee. After appropriate campus review and final approval by the college president, IR will announce the new or revised policy to the campus providing a brief description of the policy and its implications for employees and other affected individuals or groups.
- **Technology Advisory Committee (TAC)**  
The Technology Advisory Committee (TAC) is responsible for reviewing BCC technology strategies and serving as a conduit for dialogue between IR and the campus regarding all technology policies and procedures. Membership of this group is representative of the campus, and supports the dean of information resources by advocating for and presenting the campus technology needs.
- **Human Resources (HR)**  
The vice president of human resources is responsible for reviewing any updates and changes to this policy and procedures in light of current policies, providing input on the policy and its implications for employees and other affected individuals or groups.
- **Student Services (SS)**  
The dean of student services is responsible for reviewing any updates and changes to this policy and procedures in light of current data management policies, providing input on the policy and its implications for employees and other affected individuals or groups.

## **PROCEDURES**

### **Network Use**

- These procedures apply to all BCC employees, students and non-employees who may be authorized to use the BCC Network and who wish to have an account created to access this resource. In the event of changes to BCC policies, standards or procedures, the dean of information resources may require BCC account holders to periodically submit an updated Network Account and E-mail Request Form (see Appendix A).
  - **Employee and Non-Employee Permission for Network Use**
    - Before using the BCC network, employees or authorized non-employees must formally request permission for a login/e-mail/voice mail account. This request must be approved by the administrator to whom the individual reports. This is accomplished by completing and signing a BCC Network Account and E-mail Request Form (see Appendix A), providing the applicable information.
    - After the requestor agrees by signature to the goals and requirements of this policy, the form must be routed to Information Technology Services (ITS) for processing by the ITS staff authorized to create and maintain accounts on the administrative network.
    - Once the account has been created by ITS, the individual will be notified of their login name and password.
    - The completed BCC Network Account and E-mail Request Form and the BCC Acceptable Use Policy Agreement Form will both be maintained on file in a secure location in ITS. When

requesting initial creation of accounts, both forms may be submitted simultaneously to ITS by individuals and/or departments.

- **Student Permission for Network Use**

- Student accounts will not have sufficient privileges to access the administrative networking domain or administrative computers. Because of this, a formal written request and approval process for creating student accounts is not required.
- The method for creation of student user login/e-mail accounts for use on the academic network will be at the discretion of the academic network administrator, with the approval of the director of computing services. Accounts may be requested by students and processed strictly by electronic means, if feasible.
- However, students are expected to abide by all expectations, responsibilities and guidelines of this policy, any other applicable BCC policies, standards and procedures and applicable State and Federal laws and rules. Because of this, a student account may not be created on the academic network until the academic network administrator has ensured that the student has read and agreed with this policy.
- This may be done with the use of a web form requiring electronic acknowledgement by the student when requesting an account (using the information contained in the BCC Acceptable Use Policy Agreement Form). Login banners that must be acknowledged before use of academic network or computing resources, containing the same textual information, may also be used.
- Computing services will also maintain an electronically accessible copy of this policy and any related procedures and standards on the academic support web site and a printed copy in the open lab in N250 on the main campus.

### **Data Management Systems Use**

- These procedures apply to all BCC employees, students and non-employees who may be authorized to use the BCC Data Management Systems. Compliance with this procedure will assure the integrity and reliability of these resources.
- **Employee and Non-Employee Permission for Data Management System Use**
  - Before using a BCC Data Management System, employees or authorized non-employees must formally request permission for a user log on. The administrator to whom the individual reports must approve this request. For access to student information, the supervisor must complete and submit electronically a Student Database Access Request Form (see the BCC IT Security Standard on Student Database Access Requests), providing the requested access. This form must be routed to the Family Education Rights and Privacy Act (FERPA) Officer for processing. The FERPA Officer will route the form to the appropriate ITS staff authorized to create and maintain accounts on the administrative network.
  - Once the account has been created by ITS, the individual will be emailed their login instructions, userid and generic password. The user is to immediately change the generic password. The completed Student Database Access Request Form will be maintained on file in a secure location in ITS. When requesting changes to created accounts, supervisors may email the FERPA Officer the userid and changes/additions requested.

### **Third-Party Access to Electronic Messages**

- Requests for third-party access to stored electronic messages will be handled through the college's public record procedure (see also BCC Policy #2500, Access to Public Records). BCC may be required to provide third parties with access in order to honor valid legal discovery and public records requests. Both the sender and the recipient will be provided notice of such requests prior to disclosure to the extent deemed feasible by college administrators, depending on the specific circumstance.

### **Right to Access**

- Given sufficient cause, the vice president of human resources, or his/her authorized designees, has the right to obtain access to materials stored on the BCC Network which are under the control of BCC employees in their administrative units or work areas when such access is necessary to conduct BCC business. The vice president, or his/her designee, will identify the specific materials required and the employee will be given sufficient opportunity to provide BCC with the requested materials. In the case of an emergency, best efforts will be made to contact the employee prior to accessing the specific materials required.

- Any individual's network use privileges may be suspended immediately upon the discovery of a possible violation of this policy. Such suspected violations will be confidentially reported to the appropriate supervisors and/or administrators.

### **Sanctions**

- Violation of any of the provisions of this policy will be dealt with in the same manner as violations of other college policies, and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including:
  - Loss of computer use privileges;
  - Disciplinary action – any disciplinary action will be taken in accordance with appropriate human resources procedures;
  - Dismissal from the college; and/or
  - Legal action.
- Some violations of this policy may also constitute a state, local or federal criminal offense.

## **DEFINITIONS**

All terms defined in the Acceptable Use of State Resources Policy are applicable in this policy. In addition, the following are defined:

### **BCC Data Management Systems**

- This includes the Student Management System, Human Resources, Finance, Cashiering, Degree Audit and individual databases created by individual departments or the College.

### **BCC Network**

- This includes the administrative and academic local area networks (LAN), the wide area networks (WAN) supporting sites separated from the main BCC campus, internet connectivity, networked infrastructure devices such as hubs, switches and servers, CTC-Net, and all other computers, networks and electronic messaging systems operated for the benefit of BCC employees and students.

### **De Minimis**

- The use of state resources is considered de minimis if the actual expenditure of state funds is so small as to be insignificant or negligible, any such use of the resource is brief in duration, occurs infrequently and is the most effective use of time or resources, if the use does not disrupt or distract from the conduct of state business due to volume or frequency, if the use does not disrupt or distract from the conduct of state business due to volume or frequency, the use does not disrupt other state employees and does not obligate them to make a personal use of state resources; and the use does not compromise the security or integrity of state property, information, or software.

### **Disclosure**

- This occurs when an unauthorized user gains access to information. Disclosure often occurs when messages are forwarded to unauthorized users.

### **Masquerading**

- This is when a user presents him/herself to the system as another user. This may be done in order to gain unauthorized access to information or resources, to disseminate (mis)information in another's name, or to block or deny a system from operating correctly.

### **Unauthorized Access**

- Includes gaining access to accounts, resources, messages or files to which one is not granted privilege by the owner or sender.

## **RELEVANT LAWS AND OTHER RESOURCES**

Revised Code of Washington

<http://www.leg.wa.gov/wsladm/rcw.htm>

Washington Administrative Code

<http://www.leg.wa.gov/wac/>

Washington State Department of Information Services IT Security Policy

<http://www.wa.gov/dis/portfolio/itsecuritypolicy.htm>

Washington State Department of Information Services IT Security Audit Standards

<http://www.sao.wa.gov/StateGovernment/ITSecurityAuditPolicyAuditStandards.asp>

Bellevue Community College Policies and Procedures Manual

<http://intranet.bcc.ctc.edu/policies/default.asp>

Washington State Ethics Board Rules

<http://wsl.leg.wa.gov/common/ethics/ethicrule.htm>

Bellevue Community College IT Security Policy

Bellevue Community College IT Security Strategy

Bellevue Community College Acceptable Use of State Resources Policy

## **APPENDICES**

Appendix A – BCC Network Account and E-mail Request Form—Updated September, 2005

## **REVISION HISTORY**

Original 6/10/2003

Revision 3/22/2005; 9/20/2005

## **APPROVED BY**

President's Staff



## Appendix A –



## BCC Network Account and E-mail Request Form

Access to the BCC Network and related internet services, Electronic Mail, and/or Phone Mail is requested. This is for a user who is one of the following:

- ☐ Faculty (Full- time)      ☐ Classified Staff      ☐ Administrator/Exempt  
☐ Faculty (Part-time)      ☐ Part-time/ Hourly Staff      ☐ Other (specify) \_\_\_\_\_

***This section is to be read and signed by the individual for whom the account is being created.***

I have been given access to a copy of each of the following BCC policies:

- *Acceptable Use of State Resources*
- *BCC Information Technology Security*
- *Software Licensing Compliance*
- *Acceptable Use of the BCC Network and BCC Data Management Systems*
- *Acceptable Use of BCC Computers*

I have read them and understand these policies, including my responsibilities and all procedures and processes identified in them, and agree to abide by their provisions.

I also understand that I am required to protect the confidentiality of college data in accordance with the Family Education Rights and Privacy Act (FERPA), the Washington State Ethics Law (RCW 42.17), and BCC policies.

Name \_\_\_\_\_ Department \_\_\_\_\_  
 Please print clearly

Signature \_\_\_\_\_ Date \_\_\_\_\_

***This section is to be completed by the department contact or approving Administrator.***

Please check all boxes that apply. Incomplete forms will result in a delay in creation of the account.

- ☐ Request for **BCC Network log-in account.**      ☐ Request for **BCC e-mail account.**  
☐ Permanent Account      ☐ Temporary Account, Expiration Date: \_\_\_\_\_  
☐ Access to special e-mail distribution groups listed: \_\_\_\_\_

**NOTE:** Phone and voice mail access are tied to BCC e-mail accounts, but must be requested separately through Request Center (<http://requestcenter.bcc.ctc.edu>).

Account creation communication will be directed to the Department contact person, who will be responsible for distributing that information to the new account holder:

Dept. contact name \_\_\_\_\_ Phone \_\_\_\_\_  
 Please print name clearly

**APPROVAL (Must be approved by an Administrator):**

Administrator Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## 6000 EMERGENCY PROCEDURES

Effective Date: 10/1/1995 \* Date Last Modified: 3/22/2005  
Policy Contact: Vice President, Administrative Services

### **POLICY**

It is Bellevue Community College's policy to ensure a safe environment for our students, staff, faculty and visitors.

### **PROCEDURES**

This section contains the procedures to follow in case of fire, medical emergency, earthquake, or other crises. These procedures will help prevent injury or minimize injury to BCC students, faculty, staff and visitors.

Please read and learn the steps for each emergency procedure. To perform each procedure correctly, learn the location of all first-aid stations, manual fire alarm boxes, and fire extinguishers. The emergency maps posted in classrooms, offices and stairwells point out these items, as well as evacuation routes and assembly areas.

Employees at college sites other than main campus should call 911 first and the BCC public safety office second in any potentially life-threatening situation.

#### **Acts of Violence**

If you see any violent or threatening behavior which you think is an immediate danger to people or property:

- Stay calm.
- Secure your own safety and the safety of others around you. Remain where you are until it is clearly safe for you to leave the area.
- Call public safety at ext. 2400 and 9-911 (or 564-2400 from a main campus pay phone; it will be a free call). Describe the following:
  - the location where the incident took place/is taking place;
  - the individual(s) involved in the violence (physical features, clothing, etc.); and
  - any weapons involved.
- Cooperate with public safety and with local law enforcement personnel when they have responded to the call and taken control of the situation.
- If you are a witness, be prepared to make a statement describing what you saw, what happened when, etc.

#### **Bomb Threats**

If you **see** a suspicious object –

- Stay calm.
- Call public safety at ext. 2400 (or 564-2400 from a main campus public pay phone; it will be a free call).
- Follow instructions concerning securing or evacuating the area.
- Do not touch or disturb the suspicious object in any way.
- Do not touch or operate electrical appliances or circuitry near it.
- Do not operate radio communications equipment near it.
- Do not smoke or strike a light near it, and extinguish any open flames nearby.
- A public safety officer will arrive at the scene as soon as possible. Public safety will contact local law enforcement and emergency response agencies if necessary.
- If you are in doubt or unable to reach public safety, call 911 from a main campus pay phone (it will be a free call) or 9-911 from a campus phone.

If you **receive a call** about a bomb threat –

- Stay calm.
- Keep the person on the line as long as possible. Gain as much information as you can about the bomb and the caller. Take notes if possible. Things to take note of:
  - date and time the call was received
  - exact words the caller said
  - description of the caller's voice
    - male or female?
    - young, middle-aged, old?
    - any lisp or a regional or foreign accent?
  - When is the bomb going to explode?
  - Where is the bomb right now?
  - What kind of bomb is it? What is it made of?
  - What does it look like?
  - Why did you put it there?
  - What did you say your name was?
  - What is your address, sir (ma'am)?
- If possible signal another person to call public safety while you are still on the phone with the caller.
- After the call ends, call public safety at ext. 2400. Relay the information you gathered from the caller, especially the location of the bomb and time it is set to go off.

### **Evacuation Procedures**

If public safety or other emergency personnel direct you to evacuate any college building:

- Walk – do not run – to the nearest exit.
- If you are on an upper floor, take the stairs. Do not use the elevators.
- Evacuate to the outside of the building complex, toward the parking areas. (See the emergency map for the evacuation route and meeting location.) If you are on the main campus, do not evacuate into the central courtyards.
- Assist disabled or injured persons who are not able to leave the area quickly by themselves.
- Do not re-enter the buildings until you hear an "all clear" message or public safety or other emergency personnel advise you that it is safe.
- Remain on campus until directed to leave.

### **Earthquake**

**During** the earthquake –

- Stay calm and stay where you are.
  - If you are indoors, stay indoors. Take shelter under a desk or table or along an inner wall. Move away from windows, glass walls, outside walls, or outside doors – these are danger areas.
  - If you are outdoors, stay outdoors. Move away from overhead electric wires, poles, or anything that may shake loose and fall.
- Assist disabled or injured persons to find and stay in sheltered areas.
- Remain in your sheltered area until the shaking stops, then evacuate the buildings if necessary (e.g. if there is power loss or serious damage).

**After** the earthquake –

- Be prepared for additional aftershocks, which may be as strong as the initial earthquake.
- Evacuate the buildings if instructed to do so. After the "all clear", be extremely careful when re-entering the buildings.
- Do not use any open flames until advised that there are no gas leaks.
- Stay away from fallen or damaged electric wires.
- If there is a fire or serious injury, follow the instructions given elsewhere in these emergency procedures.

### **Fire**

If you **hear** a fire alarm, leave the area immediately, following the evacuation procedures. Remain in your assembly location – usually a parking lot outside the main building complex – until you receive the "all clear" message.

If you **see or suspect** a fire and no alarm is sounding yet, then

- Call public safety at ext. 2400 (or 564-2400 from a main campus public pay phone; it will be a free call). State that there is a fire and describe:
  - your location, including the building letter and room number;
  - the telephone number from which you are calling;
  - the exact location of the fire;
  - the extent of the fire (small, large, etc.) and type of fire if you can identify it (wastepaper basket, electrical, chemical, etc.).
- Public safety will call the fire department. A public safety officer will arrive at the scene as soon as possible.
- If you are on the main campus, pull a manual fire alarm. (See the emergency map for the alarm boxes nearest your location.)
- You may attempt to extinguish the fire if you know how to do so (however, it is more important to avoid injuring yourself or others). See the emergency map for the closest fire extinguisher.
- Evacuate the area (see evacuation instructions).
- If you are in doubt or are unable to reach public safety, dial 911 from a main campus pay phone (it will be a free call) or 9-911 from a campus phone.

### **Hazardous Substances**

If you notice something out of place that you can't readily identify – a suspicious object, odor, spilled or leaking liquid or powder, etc. – it's best to treat it as a hazardous substance until proven otherwise.

- In the case of a suspicious odor, open doors and windows, turn off any fans, then evacuate the area immediately.
- In the case of a suspicious object, powder, or liquid
  - do not disturb it, touch it, or sniff it
  - do not smoke or strike a light near it, and extinguish any open flames nearby
  - turn off electrical equipment near it (especially fans)
  - secure or block off the area around it.
- Call public safety at ext. 2400 (or 564-2400 from a main campus public pay phone; it will be a free call). Describe the hazardous substance and its location.
- If you are in doubt or are unable to reach public safety, call 911 from a main campus pay phone (it will be a free call) or 9-911 from a campus phone.

### **Medical Emergency**

In the case of injury or other medical emergency:

- Call public safety at 2400 (or 564-2400 from a main campus public pay phone; it will be a free call). State that medical aid is needed and describe:
  - your location, including the building and room number if you know them;
  - the telephone number from which you are calling;
  - the location of the injured or sick person (if different from your location);
  - the person's present condition (e.g. bleeding, breathing erratically, unconscious);
  - the nature of the injury or medical problem if the person has been able to tell you what is wrong.
- Public safety will call an aid car if required. A public safety officer will arrive at the scene as soon as possible.
- After calling public safety, return to the injured person; do not leave the scene or leave the injured person alone again.
- Do not move the injured person.
- Give first aid if you are qualified to do so.

If you are in doubt or are unable to reach public safety, call 911 from a main campus pay phone (it will be a free call) or 9-911 from a campus phone.

### **Power Failure**

- Shut off computers and other sensitive equipment.

- Contact public safety at ext. 2400.
- If there is a fire or other emergency associated with the power failure, follow the appropriate procedures.

### **REVISION HISTORY**

Original 10/1/1995  
Revisions 12/1/2001  
Revision 3/22/2005

### **APPROVED BY**

President's Staff

## **6100 FACILITIES USE**

Effective Date: 5/4/1982 \* Date Last Modified: 5/10/2005  
Policy Contact: Vice President, Administrative Services

### **POLICY**

Bellevue Community College District VIII is an educational institution provided and maintained by the people of the state of Washington. The college reserves its facilities, buildings and grounds for those activities that are related to its broad educational mission. At other times, the college facilities may be made available to other individuals and organizations.

The purpose of these regulations is to establish procedures and reasonable controls for the use of college facilities for non-college groups and for college groups where applicable.

In keeping with this general purpose, and consistent with RCW 28B.50.140(7) and 28B.50.140(9), facilities should be available for a variety of uses which are of benefit to the general public if such general uses substantially relate to and do not interfere with the mission of the college. However, a state agency is under no obligation to make its public facilities available to the community for private purposes.

Primary consideration shall be given at all times to activities specifically related to the college's mission, and no arrangements shall be made that may interfere with, or operate to the detriment of, the college's own teaching, or public service programs.

Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned, time of use, and to insure the proper maintenance of the facilities. Subject to the same limitations, college facilities shall be made available for assignment to individuals or groups within the college community.

#### **Scheduling and Reservation Practices**

The primary purpose of college facilities is to serve the instructional program of the college. However, the facilities, when not required for scheduled college use, may be available for rental by the public in accordance with current fee schedules and other relevant terms and conditions for such use.

No college facilities may be used by individuals or groups from outside the college unless the facilities including buildings, equipment and facilities land have been reserved.

In determining whether to accept a request for the use of college facilities, the administration shall use the college mission statement and the following items, listed in priority order, as guidelines:

- Bellevue Community College scheduled programs and activities.
- Major college events.

- Foundation related events.
- Non-college (outside individuals or organization) events.

### **Facility Rental/Use Fees**

Fees will be charged in accordance with a schedule available at the facilities events office. The college reserves the right to make pricing changes without prior written notice, except that such price changes shall not apply to facility use agreements already approved by the administration.

### **Other Requirements**

When using college facilities, an individual or organization may be required to make an advance deposit, post a bond and/or obtain insurance to protect the college against cost or other liability.

When the college grants permission to an individual or organization to use its facilities it is with the expressed understanding and condition that the individual or organization assumes full responsibility for any loss or damage resulting from such use and agrees to hold harmless and indemnify the college against any loss or damage claim arising out of such use.

### **Limitations and Denial of Use**

The college may deny use of its facilities to any individual, group, or organization if the requested use would:

- interfere or conflict with the college's instructional, student services, or support programs;
- interfere with the free flow of pedestrian or vehicular traffic on campus;
- involve illegal activity;
- create a hazard or result in damage college facilities; or
- create undue stress on college resources (e.g., a request for a major event may be denied if another major event is already scheduled for the same time period, because of demands for parking, security coverage, etc.).

Where college space is used for an authorized function (such as class or a public or private meeting under approved sponsorship, administrative functions or service related activities), groups must obey or comply with directions of the designated administrative officer or individual in charge of the meeting.

Any individual or group granted permission to use college facilities shall agree in advance to abide by all college rules and regulations. The college reserves the right to deny use of college facilities to any individual or group whose past conduct indicates likelihood that college rules and regulations will not be obeyed. The college may also deny use to a requesting individual or organization which has used the facilities in the past and has damaged college property, left college buildings and grounds in excessive disorder, or failed to cooperate with college staff concerning use of the facilities.

No person or group may use or enter onto college grounds or facilities having in their possession firearms or other dangerous weapons, even if licensed to do so, except commissioned police officers as prescribed by law.

College facilities may be used for purposes of political campaigning by or for candidates who have filed for public office, directed to members of the public, only when the full rental cost of the facility is paid. Use of state funds to pay for facility rental costs for political campaigns is prohibited. No person may solicit contributions on college property for political uses, except where this limitation conflicts with federal law regarding interference with the mails.

Orderly picketing and other forms of peaceful dissent are protected activities on and about the college premises when such premises are open to public use. However, interference with free passage through areas where members of the college community have a right to be, interference with ingress and egress to college facilities, interruption of classes, injury to persons, or damage to property exceeds permissible limits. While peaceful dissent is acceptable, violence or disruptive behavior is not a legitimate means of dissent. If any person, group, or organization attempts to resolve differences by means of violence, the college retains the right to take steps to protect the safety of individuals, the continuity of the educational process, and the property of the state.

If at any time actual use of college facilities by an individual or group constitutes an unreasonable disruption of the normal operation of the college, such use shall immediately terminate, all persons engaged in such use shall immediately vacate the premises, and leave the college property upon command of the appropriate college official.

Advertising or promotional materials for any event being held in a college facility must follow the same procedure as applies to students outlined in WAC 132H-120-050.

Use of audio amplifying equipment is permitted only in locations and at times that will not interfere with the normal conduct of college affairs.

BCC facilities may not be used for private or commercial purposes unless such activities clearly serve the educational mission of the college, are either sponsored by an appropriate college unit or conducted by contractual agreement with the college. Commercial uses may also be made as noted in WAC 132H-133-050.

Alcoholic beverages will not be served without the approval of the president or his/her designee. It shall be the responsibility of the event sponsor to obtain all necessary licenses from the Washington State Liquor Control Board and adhere to their regulations, and those of Bellevue Community College.

### **PROCEDURES**

Requests by non-college groups for utilization of college facilities shall be made to the facilities events office, who shall be the agent of the college in consummating rental and use agreements.

### **RELEVANT LAWS AND OTHER RESOURCES**

WAC 132H-140-020, 030, 050, 065, 070, 085

### **REVISION HISTORY**

Original 5/4/1982  
Revision 6/12/2002  
Revision 5/10/2005

### **APPROVED BY**

Board of Trustees  
President's Staff (new format)

## **6120 USE OF COMMUNITY COLLEGE DISTRICT VIII FACILITIES BY COLLEGE GROUPS AND NON-COLLEGE GROUPS FOR FIRST AMENDMENT ACTIVITIES**

Effective Date: 4/14/2005 \* Date Last Modified: 4/14/2005  
Policy Contact: Vice President of Administrative Services

### **POLICY**

Bellevue Community College District VIII is an educational institution provided and maintained by the people of the state of Washington. 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 non-college 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 non-college 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 non-college groups or college groups who are interested in using the campus for purposes of constitutionally protected speech, assembly or expression.

## PROCEDURES

**Request for use of facilities.** Subject to the regulations and requirements of this policy, college or non-college 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.

Non-college groups that intend to be on campus to engage in first amendment activities (hereinafter "the event") shall provide notice to the campus public safety department no later than forty-eight (48) hours prior to the event along with the following information:

- The name, address and telephone number of the individual, group, entity or organization sponsoring the event (hereinafter "the sponsoring organization"); and
- The name, address and telephone number of a contact person for the sponsoring organization; and
- The date, time and requested location of the event; and
- The nature and purpose of the event; and
- The type of sound amplification devices to be used in connection with the event, if any; and
- 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.

If more than thirty (30) people are expected to participate in the event, the event must be held in the southern courtyard, just north of the Carlson Theater.

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 campus public safety department no later than 48 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. Non-college events shall not last longer than five hours from beginning to end.

Information may be distributed as long as it is not obscene or libelous or does not advocate unlawful conduct. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed information. 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.

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.

**Additional requirements for non-college 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 (500) people will attend the college event or activity.

**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.

**Criminal trespass.** 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.

**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 non-college 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.

**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.

## **DEFINITIONS**

For the purposes of this policy non-college 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.

The College is a limited public forum for non-college groups. The limited public forum does not include college buildings or athletic fields. College buildings, rooms, and athletic fields may be rented in accordance with the college's facilities use policy.

## **RELEVANT LAWS AND OTHER RESOURCES**

WAC 132H-142-010 through 132H-142-080

## **REVISION HISTORY**

Original 4/14/2005

## **APPROVED BY**

Board of Trustees

## **6150 ALCOHOLIC BEVERAGES ON CAMPUS**

Effective Date: 10/1/1995 \* Date Last Modified: 3/22/2005  
Policy Contact: Vice President, Administrative Services

## **POLICY**

Alcoholic beverages will not be served at Bellevue Community College without the approval of the president or his/her designee. The college reserves the right to deny any application on the basis that it may be inconsistent with the college's educational mission. Public safety personnel may be required for any events serving alcohol. Alternative beverages must also be provided.

Alcoholic beverages may not be served at student club meetings or events.

## **PROCEDURES**

- An application may be obtained in the facilities events office located in campus operations. It must be filled out and submitted to the president for approval.
- Upon approval for use of alcoholic beverages at Bellevue Community College by the president or his/her designee, alcoholic beverages may be served. It shall be the responsibility of the event sponsor to obtain and display all necessary licenses from the Washington State Liquor Control Board and to adhere to that board's regulations
- Approval for the serving of alcoholic beverages must be requested at least seven calendar days prior to the date of use. The request shall be approved or denied at least three calendar days prior to the event.
- Banquet events (sit-down dinners) are recognized as being different in nature from student program events. At student program events, permission to serve alcoholic beverages shall be restricted to beer and wine. Food appropriate for the event must be available. Banquet events shall be approved in

accordance with Washington State Liquor Control Board regulations which permit the consumption of spirits.

- The following unexpired documents are the only acceptable proofs to verify that a person is of legal age to consume alcoholic beverages: a driver's license with picture, a Washington State Liquor Control Board identification card, a United States armed forces identification card, passport, or a Merchant Marine identification card issued by the United States Coast Guard.
- The sponsoring organization will be responsible and accountable for checking identification and ensuring that the individuals dispensing, serving, and consuming alcohol are 21 years of age or older and in compliance with Washington State Law and Washington State Liquor Control Board regulations.
- No person who is under the influence of alcohol or dangerous substances or who is disorderly in conduct shall be allowed to dispense, serve, or consume alcoholic beverages.
- All sales and use of alcoholic beverages shall be governed by the law of the state of Washington as interpreted by the Washington State Liquor Control Board. The regulation/permit shall be posted outside the room where the alcoholic beverages will be consumed.
- No alcoholic beverages may be consumed outside the area approved for the event (room, building, etc.)
- Non-alcoholic beverages must be available at all events where alcoholic beverages are permitted.
- No state moneys shall be used to purchase any alcoholic beverages or to pay any license fees or related expenses. All revenues generated by the sale of alcoholic beverages shall be processed in accordance with normal college policies and procedures.
- Bellevue Community College and/or the City of Bellevue Police Department have the right to cancel the continued sale and/or consumption of alcoholic beverages in the event that the Washington State Liquor Control Board regulations are violated.
- The sponsor agrees to indemnify and hold harmless Bellevue Community College, Community College District VIII, its officers, employees and agents (the "indemnitees") against and from any and all liability, loss or damage the indemnitees may suffer as a result of claims, demands, costs, or judgments, including reasonable attorneys' fees against the indemnitees arising from the event described above in general, and in particular arising out of the use of alcoholic beverages at this event. The sponsor agrees to assume total and complete responsibility for adherence to all rules and regulations that apply to the provision of alcoholic beverages at this event and to the forfeiture of the deposit paid if any such action is brought against the above named indemnitees or if violation of rules occurs.

### **RELEVANT LAWS AND OTHER RESOURCES**

RCW 66.16.040  
WAC 314-11-025

### **REVISION HISTORY**

Original 10/1/1995  
Revision 3/22/2005

### **APPROVED BY**

President's Staff

6190 Integrated Pest Management

Effective Date: 6/28/2005 \* Date Last Modified: 6/28/2005  
Policy Contact: Vice President, Administrative Services

### **POLICY**

Per Washington Sate Law, Bellevue Community College will utilize safe and effective practices to control structural, nuisance, greenhouse and landscape pests.

To minimize risk from both pests and pesticides, the college will implement an Integrated Pest Management (IPM) program. IPM emphasizes preventing and reducing pest problems by using proactive, non-chemical control practices, rather than responding to a pest crisis through the use of pesticides. IPM relies on a combination of common sense strategies. IPM programs take advantage of all pest management options possibly including, but not limited to, the judicious use of pesticides.

All outside contractors must comply with the campus IPM policy and procedures.

### **RESPONSIBILITIES**

#### **IPM Coordinator**

The grounds manager shall be designated as the IPM coordinator and will oversee the implementation of the IPM policy on the campus as a whole. This position is required to be on the Integrated Pest Management Coordinating Committee that is made up of IPM coordinators of other state agencies; they will meet twice yearly.

The IPM coordinator will coordinate with the responsible BCC employees in affected departments/areas to acquire a WSDA pesticide applicators license and the continued education required to maintain the license. Individual departments will be responsible for funding this license obtaining process and continued educations to maintain licenses.

#### **Pesticide Applicators**

Pesticide applicators will be educated and trained in the principles and practices of IPM. They must follow regulations and label precautions. Applicators should be licensed through the Washington State Department of Agriculture and comply with the campus IPM policy.

#### **Departments**

There are three departments/areas on campus that are responsible for applying pesticides, including; Building and Grounds, the Baseball field, and the Science Divisions' Academic Greenhouse. Each department will be responsible for the development of an IPM plan that applies to their individual area.

As required by law, pesticide application records will be used for every pesticide application. Bellevue Community College will use "Pesticide Application Record (Version 1)" see Appendix, designed by Washington Department of Agriculture. Records are required to be kept for seven years.

The following departments will be individually responsible for keeping pesticide application records, pest monitoring records, Material Safety Data Sheets, and pesticide labels for the pesticides used in each area:

Buildings/Grounds Applications  
Grounds Manager

Baseball Field Applications  
Baseball Coach

Science Division/Greenhouse Applications  
Science Lab Manager

### **PROCEDURES**

#### **Pesticide Storage**

All pesticides used on campus will be registered and approved with the EPA and the WSDA. Pesticides will be stored in a clearly posted and secure site not accessible to students or other unauthorized personnel.

#### **Posting Requirements**

##### Campus Grounds; Buildings, Grounds and Athletic Facilities

Pesticide application signage must be posted at each time of application by the individual licensed applicator. Notification signage must meet the following standards:

Size: 8 ½" by 11"  
Paper: Brightly colored cardstock or laminated paper  
Text Color: Black

Header:

- **"PESTICIDE APPLICATION"** All capital letters, bold, and a minimum 1/2" high with BCC Logo
- "This landscape has been treated by: BCC (insert department)"

All capital letters and a minimum of ¼" high text

Other Information:

- PRODUCT NAME/TYPE:
- DATE APPLIED:
- FOR MORE INFORMATION PLEASE CALL: [DEPARTMENT]\* (include applicator or contact name and phone number)

These titles are to be a minimum ¼" high, all capital letters

Posting:

- Post at points of entry
- Post in front of area treated
- Leave sign in place for a minimum of 24 hours

### **Construction Design**

All future construction, renovations, and landscape modifications will incorporate pest exclusion, prevention, and other established IPM techniques in the planning, design and construction process.

### **Early Learning Family & Childcare Center**

Any application made to the Early Learning Family & Childcare Center landscape or building facilities will follow IPM procedures; as well as the requirements stated in RCW 17.21.415.

## **DEFINITIONS**

### **Pests**

For the purpose of this Policy, a "pest" includes any insect, rodent, nematode, snail, weed, fungus or other forms of plant or animal life that adversely interferes with the health, safety, aesthetic, environmental or economic goals of the college. A pest does not include viruses or microorganisms on or in a living person or animal, but shall include plant diseases.

### **Pesticides**

The term "pesticide" includes any chemical agent registered as a pesticide by the Washington State Department of Agriculture, which includes herbicides, insecticides, rodenticides, fungicides, or other chemicals that repels, changes the regular growth rate of, kills, or otherwise reduces levels of a targeted pest or pests.

### **Integrated Pest Management**

"Integrated pest management" (IPM) means a coordinated decision-making and action process that uses the most appropriate pest control methods and strategy in an environmentally and economically sound manner to meet agency programmatic pest management objectives.

## **RELEVANT LAWS AND OTHER RESOURCES**

RCWs 17.15, 17.21.415

## **REVISION HISTORY**

**APPROVED BY**

President's Staff

**6200 PARKING AND TRAFFIC**

Effective Date: 6/11/1992 \* Date Last Modified: 5/10/2005  
Policy Contact: Vice President, Administrative Services

**POLICY**

Under RCW 28B.50.140(10), the Board of Trustees of Community College District VIII has the authority to establish rules and regulations for pedestrian and vehicular traffic over property owned, operated, or maintained by the college district.

**Objectives**

The objectives of these regulations are:

- to protect and control pedestrian and vehicular traffic on property owned, operated, or maintained by the college district;
- to assure access at all times for emergency equipment;
- to minimize traffic disturbances;
- to facilitate the operation of the college by assuring access to vehicles;
- to allocate limited parking space for the most efficient use; and
- to protect state property.

**Applicable Parking and Traffic Rules and Regulations**

The applicable parking and traffic rules and regulations upon the campus are:

- The motor vehicle and other traffic laws of the state of Washington (RCW Title 46);
- The traffic code of the city of Bellevue;
- The Bellevue Community College Parking and Traffic Regulations.

In case of conflict among the provisions of the motor vehicle and other traffic laws of the state of Washington or the traffic code of the city of Bellevue and the Bellevue Community College Parking and Traffic Regulations, the provisions of the state of Washington motor vehicle laws shall govern.

**Allocation of Parking Spaces**

The parking space available on the campus shall be allocated by the vice president of administrative services or his/her designee in such manner as will best obtain the objectives of these regulations. The vice president of administrative services or his/her designee is further authorized to designate and mark the various parking areas on the campus with numbers or titles or both. This includes the authorization to reserve certain areas for vehicles displaying certain special permits.

**Enforcement**

The vice president of administrative services is responsible for parking and traffic management on campus. Duly appointed public safety officers of Bellevue Community College are delegated the authority to enforce all college parking and traffic rules and regulations.

The authority and powers conferred upon the director of campus operations or the director of public safety by these regulations may be delegated by them to their subordinates.

**Parking Fees**

Parking fees may be adopted by the board of trustees, specifying the charge per quarter and year.

**Liability**

Except for college-owned and/or –operated vehicles, the college assumes no liability under any circumstances for vehicles on college properties.

### **Parking Permits**

No person shall park or leave any vehicle, whether attended or unattended, upon the campus of Bellevue Community College between 6:00 a.m. and 3:00 p.m. without properly displaying a valid permit issued by the Public Safety or Cashiering Offices. Vehicles displaying government agency license plates do not need BCC parking permits.

A valid permit is:

- a current student or faculty/staff permit displayed in accordance with WAC 132H-116-356 (see subsection D below); or
- a temporary permit authorized by Public Safety and displayed in accordance with instructions.

The college reserves the right to refuse to issue a parking permit.

### Authorization for Issuance of Permits

The vice president of administrative services or his or her designee is authorized to issue all BCC parking permits.

### Special Permits

Special permits are valid only in the areas specified, on the date(s) specified on the permits, and when displayed visibly on the dashboard of the vehicle (see subsection D below). Vehicles operated by students, faculty, and staff members must display a regular student or faculty/staff permit in addition to the special permit.

- **Carpool Permits.** Carpool permits may be issued to faculty, staff, or students. All members of the carpool must appear in person when applying for the permit. One transferable permit will be issued by the Public Safety Office for each carpool. This permit is transferable only among the registered members of the carpool. This permit must be displayed in accordance with the instructions provided with the permit. Each carpool vehicle must also display a regular student or faculty/staff permit.
- **Handicapped Parking Permits.** As of Fall 1995, BCC no longer issues special parking permits for disabled students, faculty, or staff. Only vehicles displaying a valid state of Washington placard may park in spaces designated for the disabled.
- **Visitor Permits.** One-day parking permits may be requested from public safety and given to visitors attending conferences, interviews, etc. These permits are valid in faculty/staff lots except E-1.
- **Other Special Permits.** Public safety issues special permits to faculty members, staff, students, parents of Child Care or Headstart participants, volunteers working in BCC programs, or vendors if issuing such permits enhances the operation of the college.
- **Temporary Permits.** Drivers needing to leave vehicles on campus overnight or for extended periods of time (e.g., because the vehicle is inoperable, or because the driver will participate in a field trip) may request temporary parking permits from public safety. Drivers may also request temporary permits if they will be using a borrowed or rented vehicle.
- **Special Events.** The Public Safety Office assists college divisions which sponsor functions such as conferences, seminars, dinners, and similar events, in arranging reserved parking and direction signs as appropriate. Requests for such assistance must be received in Public Safety at least 48 hours in advance.

### Display of Permits

***Student or Faculty/Staff Permits.*** The vehicle permit issued by the college shall be affixed to the inside of the rear window in the lower left corner. If the vehicle is a convertible or truck-camper or has no permanently fixed rear window, the permit shall be affixed to the front windshield. Permits not displayed in accordance with the provisions of the section shall not be valid and vehicles displaying the improperly placed permit shall be subject to citation.

***Temporary or Special Permits.*** The temporary permit shall be displayed on the dashboard of the vehicle in such a way that it is legible from outside the vehicle.

#### Responsibility of Permit Holder

The person to whom a permit is issued is responsible for the vehicle in or upon which the permit is displayed. He or she shall be held responsible for all violations of these rules and regulations charged to that vehicle. However, the operator of a vehicle will not be held relieved of responsibility for violating any rule or regulation simply because he or she is not also the permit holder.

#### Transfer of Permits

With the exception of carpool permits, parking permits are not transferable. If a vehicle is sold or traded, a replacement permit will be issued to the permit holder if he/she:

- records the invalid permit number;
- removes the invalid permit; and
- brings the invalid permit or remnants thereof to public safety.

Public safety will then issue a replacement permit, and the permit holder will be registered under the new number.

Permits may be reissued as authorized by the director of public safety.

#### Permit Revocation

Parking permits are the property of the college and may be revoked by the vice president of administrative services or his/her designee for any of the following reasons:

- when the purpose for which the permit was issued no longer exists;
- when a permit is used by an unauthorized individual;
- falsification on a parking permit application;
- counterfeiting or alteration of permits;
- repeated violation of parking and traffic regulations; or
- failure to comply with a final decision of the Citation Review Committee or Institutional Hearing Officer.

Parking permit revocations may be appealed to the Citation Review Committee and to the Institutional Hearing Officer

### **Parking and Traffic Rules**

#### Regulatory Signs, Markings, Barricades

The director of campus operations or his/her designee is authorized to erect signs, barricades, and other structures and to paint marks and other directions upon the streets and parking areas owned and operated by the college. Such signs, barricades, structures, markings, and directions shall be so made and placed as in the opinion of the director of campus operations will best achieve the goals of these regulations.

Drivers of vehicles shall obey the signs, barricades, structures, markings, and directions erected pursuant to this section. Drivers shall also comply with the directions given them by a public safety officer or other public safety personnel controlling and regulating traffic or parking.

No person without authorization from the director of campus operations or his/her designee shall move, deface, or in any way change a sign, barricade, structure, marking, or direction so placed, or previously placed, for the purpose of regulating traffic or parking.

#### Issuance of Traffic Citations

Upon probable cause to believe that a violation of these rules and regulations has occurred, the Vice President of Administrative Services and/or duly appointed public safety officers may issue citations setting forth the date, the approximate time, the locality, the nature of the violation, the permit number, license number, infraction, officer, and the amount of the fine(s) by affixing a copy thereof to the vehicle allegedly involved in such violation, by placing a copy thereof in some prominent place upon such vehicle, delivered by mail or by personal service.

#### Day and Evening Parking

Students, staff, and faculty may obtain daytime and/or evening parking on campus to the extent that spaces



are available as follows:

- Student daytime parking is limited to areas designated Student Parking.
- Staff/faculty daytime parking is limited to areas designated Staff/Faculty Parking.
- Evening parking, after 3:00 p.m., for students, staff, and faculty is available in all designated parking areas with the exceptions of parking spaces for the handicapped, the college motor pool, and specifically signed reserved areas. Students may not park in those lots designated as "Staff/Faculty Parking" with signage stating "No Student Parking Anytime Mon-Fri".

#### Parking Within Designated Spaces

- No vehicle shall be parked on the campus except in those areas set aside and designated as parking areas.
- No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall shall not constitute an excuse for a violation of this section.
- No vehicle shall be parked at any time in roadways, fire lanes, bus zones, loading zones, or service driveways; or on sidewalks; or in the landscaping.

#### Parking - Operator's Responsibility

No person driving or in charge of a motor vehicle shall permit it to stand unattended without first:

- Stopping the engine, locking the ignition and removing the key.
- Effectively setting the brake and transmission to prevent movement of the vehicle.

#### Motorcycles, Bicycles and Scooters

1. Motorcycles, bicycles, and scooters are for the purpose of these regulations considered to be motor vehicles and are subject to all traffic and parking rules and regulations controlling other motor vehicles.
2. Motorcycles and motorized scooters may be parked in designated areas in addition to the regular parking lots.
3. Motorcycles and motorized scooters are not permitted at any time on paths, sidewalks, or authorized bicycle or pedestrian areas, or in buildings at any time.
4. Bicycles shall be parked in designated areas only. Improperly parked bicycles may be impounded and a citation and/or a fine imposed upon the owner. Public safety patrol bicycles are exempt.
5. No bicycles or foot-propelled devices shall be operated on campus walkways, corridors, hallways, or in buildings unless their use is required as part of the educational process in an authorized program.

#### Speed

No vehicles shall be operated on the campus at a speed in excess of 20 miles per hour or such lower speed as is reasonable and prudent in the circumstances.

#### Pedestrian's Right of Way

The operator of a vehicle shall yield the right of way, slowing down or stopping if need be, to so yield to any pedestrian, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible or unsafe for the driver to yield. Pedestrians shall use sidewalks where sidewalks are provided.

Whenever any vehicle slows or stops so as to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass the vehicle which has slowed or stopped to yield to pedestrian traffic.

#### Report of Accident or Theft

The operator of any vehicle involved in an accident on campus resulting in injury to or death of any person or total or claimed damage to either or both vehicles of \$500 or more shall within 24 hours report such accident to Public Safety. This does not relieve any person so involved in an accident from his/her responsibility to file a state of Washington motor vehicle accident report within 24 hours after such accident.

Students, faculty, staff, and visitors should report any thefts of or out of vehicles to Public Safety promptly.

#### Visitor's Parking

The director of public safety may allow visitors without permits to drive through the campus without parking and may also require visitors to wait at the entrances to campus during times when pedestrian and/or vehicular traffic congestion is above normal.

Guests of the college who are present to attend a conference, interview, etc., may be issued visitor permits valid for faculty/staff parking lots. Visitors on brief errands to campus may park in any student lot.

#### Distribution of Literature in Parking Lots

Distribution of literature by placing the same on motor vehicles parked on the premises of Bellevue Community College is hereby prohibited. Violators will be fined.

Literature includes but is not limited to:

- Pamphlets
- Flyers
- Stickers

#### Special Parking and Traffic Regulations Restrictions Authorized

During special occasions causing additional and/or heavy traffic and during emergencies, the director of public safety is authorized to impose additional traffic and parking regulations to achieve the specified objectives of this chapter.

#### Exceptions to Parking and Traffic Restrictions

The regulations governing permits and parking within designated spaces shall not apply to the drivers of state-owned vehicles operated by Bellevue Community College in the performance of assigned functions.

#### **Traffic Citations**

Upon probable cause to believe that a violation of the parking and traffic rules and regulations has occurred, the vice president of administrative services and/or duly appointed public safety officers may issue citations setting forth the date, the approximate time, the locality, the nature of the violation, the permit number, license number, infraction, officer, and the amount of the fine(s) by affixing a copy thereof to the vehicle allegedly involved in such violation, by placing a copy thereof in some prominent place upon such vehicle, delivered by mail or by personal service.

#### Fines, Penalties and Impounding

- The current schedule and fines for parking and traffic violations shall be published by the college and made available for review in the public safety office.
- An individual receiving a parking and traffic citation must pay all fines listed on the citation notice within 20 calendar days after the date on the citation notice unless he/she elects to appeal the citation. Payments should be taken or mailed to the Cashiering Office.
- If any citation remains unpaid after 20 calendar days from the date of the citation, Bellevue Community College may take any of the following actions:
  - withhold degrees, transcripts, grades, refunds, and/or credits;
  - block or delay registration for the following quarter;
  - impound the violator's vehicle;
  - deny future parking privileges, whether student or faculty/staff;
  - refuse to issue keys to students, faculty, or staff.
- In addition to imposing fines, the vice president of administrative services and duly appointed public safety officers are authorized to impound, immobilize, and take to such place for storage as the director of public safety selects, any vehicles parked on college property in violation of these regulations, with the following stipulations:
  - The expenses of such impounding, immobilization, and storage shall be charged to the owner or operator of the vehicle and must be paid prior to the vehicle's release.
  - The college shall not be liable for loss or damage of any kind resulting from such impounding, immobilization, or storage.
  - Impoundment of a vehicle does not remove the obligation for any fines associated with the

- violation(s).
  - Ground for impounding vehicles shall include but not be limited to the following:
    - blocking a roadway so as to impede the flow of traffic;
    - blocking a walkway so as to impede the flow of pedestrian traffic;
    - blocking a fire hydrant or fire lane;
    - creating a safety hazard in the opinion of a public safety officer;
    - blocking another legally parked vehicle;
    - parking in a marked "tow away" zone.
- An accumulation of traffic violations by a student will be cause for disciplinary action, and the vice president of administrative services or his/her designee may initiate disciplinary proceedings against such students.

#### Appeal of Fines and Penalties

*Right to Appeal.* Anyone who has received a citation for an alleged violation of these parking and traffic rules has the right to appeal. Appeals must be made in writing and must be submitted to Administrative Services within 20 calendar days after the date of the citation. Appeal forms are available from the Public Safety, Cashiering, and Administrative Services offices.

If the alleged violator has paid the fine(s) associated with the parking and traffic citation, he/she has forfeited the right to appeal the citation.

*Citation Review Committee.* Appeals shall be considered by the BCC Citation Review Committee, which is made up of two students (one the ASBCC Chief Justice), a faculty representative and a classified staff representative. The Citation Review Committee shall hold hearings regularly throughout the academic year. The committee shall consider each appeal on its merits based upon these parking and traffic regulations. Appellants shall be notified of the hearing dates so that they may state their cases and present any additional evidence in person. The committee shall decide the cases of appellants who do not attend the hearing in person based on the statements given on the appeal form, with no penalty for non-appearance. Appellants who do not attend the hearing shall be sent written notification of the committee's decision.

The Citation Review Committee may uphold, reduce, or waive the fine(s) associated with the parking and traffic citation. Any fine(s) still levied against the appellant must be paid within 15 calendar days after the date of the hearing unless the appellant wishes to pursue a second-level appeal. Non-payment after 15 calendar days may result in any of the college actions listed above.

*Second Level Appeal.* An appellant who is not satisfied with the decision of the Citation Review Committee has the right to a second-level appeal before the Institutional Hearing Officer appointed by the president of Bellevue Community College. The appellant must contact the Institutional Hearing Officer within 15 calendar days after the Citation Review Committee hearing to request a second-level appeal. The Institutional Hearing Officer shall notify the appellant of his/her decision in writing. The Institutional Hearing Officer's decision is final.

Any appellant who has paid the fine(s) confirmed or set by the Citation Review Committee has forfeited the right to a second-level appeal.

## DEFINITIONS

**Board:** The board of trustees of Community College District VIII, state of Washington.

**Campus:** Any or all real property owned, operated, controlled, or maintained by Community College District VIII, state of Washington.

**Carpool:** Any group of three or more faculty, staff, or students who commute to the college in the same vehicle.

**College:** Bellevue Community College or any additional community college hereafter established within Community College District VIII, state of Washington, and collectively, those responsible for its control and operations.

**Faculty members:** Any employee of Community College District VIII who is employed on a full-time or part-time basis as a teacher, counselor, librarian, or other position for which the training, experience, and responsibilities are comparable as determined by the appointing authority, including administrative appointment.

**Foot propelled device:** Wheeled devices including but not limited to skateboards, roller skates, roller blades, etc., designed or used for recreation and/or transportation purposes.

**Public Safety Officers:** Employees of the college accountable to the vice president of administrative services and responsible for campus security, safety, and parking and traffic control.

**Staff:** The administrative and classified members employed by the college.

**Student:** Any person enrolled in the college.

**Vehicle:** An automobile, truck, motorcycle, scooter, or bicycle, both engine-powered and non-engine-powered.

**Visitors:** Persons who come onto campus as guests or who lawfully visit the campus for purposes in keeping with the college's role as an institution of higher learning in the state of Washington and are neither employees nor registered students of the institution.

## RELEVANT LAWS AND OTHER RESOURCES

WAC 132H-116-300 through 790

## REVISION HISTORY

Original 6/11/1992

Revision 1/11/2004

Revision 5/10/2005

## APPROVED BY

All College Council

Board of Trustees

President's Staff (new format)

## 6280 EMPLOYEE IDENTIFICATION

Effective Date: 8/19/2003 \* Date Last Modified: 5/10/2005

Policy Contact: Vice President, Administrative Services

## POLICY

It is the policy of Bellevue Community College to issue identification cards to all employees. Employees are encouraged to carry their identification card on their person so that they will be able to produce it if needed and certain employees will be required to wear their identification card as a badge. Identification cards will have the same look for all employees.

The need for identification badges associated with a special event will be determined by the director of

facilities events. Special event identification badges will be noticeably different from all other official BCC badges. Special event identification badges will include, at a minimum, the following information: (1) An "Issued by Bellevue Community College" phrase, (2) an expiration date to occur at the end of the event and (3) the name of the event.

No identification card will be issued to provisional or third-party hires, such as vendors, temporary office help, or contractors, however, *some form of ID must be displayed*.

The identification issuing authority for Bellevue Community College will be Administrative Services, as represented by the campus public safety department.

## PROCEDURES

Unit administrators may request an identification card for an employee via an email to the director of public safety or through the use of the Identification Badge Request form located in the forms library.

The decision as to which administrators and staff will be required to wear identification cards will be left to each division's/department's leadership. The decision as to which faculty will be required to wear identification badges will be decided by the division chair based on the recommendation of the program chair. Such a requirement will only be recommended if it is intended as a safety measure.

It is strongly suggested that employees who frequently work outside their immediate office area, such as those transporting college equipment, installing or repairing hardware/software, responding to service calls, etc. be required to wear identification badges. In addition to providing security, these badges will identify the wearer as a member of a select team of responsible individuals, as well as provide identification in emergency and public service situations. The badge may be displayed by clipping or pinning it to their clothing, or hanging it by a neck lanyard.

**Funding.** Standard-issue identification for all employees will be charged to the Employee Identification budget. The first identification card and renewal identification cards will be issued free of charge. In addition, the Employee Identification budget will cover the cost of identification being replaced because of a change in department or name.

For all other replacements, a fee of \$10 will be charged to the employee's divisional/departmental budget.

Costs for identification created for special events will be paid according to the facilities events pricelist.

**Separation.** Upon separation from the college, all official identification must be returned to the public safety department.

## REVISION HISTORY

Original 8/19/2003  
Revision 5/10/2005

## APPROVED BY

All College Council  
President's Staff

## 6350 SMOKING ON CAMPUS

Effective Date: 9/12/2000 \* Date Last Modified: 5/10/2005  
Policy Contact: Vice President, Administrative Services

## **POLICY**

In accordance with the Washington Clean Indoor Air Act of 1985 (RCW 70.160) and in recognition of the Executive Order Establishing Governor's Policy on Smoking in State Facilities, it shall be the policy of Bellevue Community College to limit smoking and tobacco use on campus as follows:

1. Smoking and tobacco use is permitted only in designated locations. Administrative Services will designate locations outside the campus courtyard on the main campus.
2. Smoking and tobacco use shall not be permitted in college vehicles.

Campus Operations will provide signage at the three main entrances to campus to inform people of our policy. Signs and ashtrays will be placed at the main pedestrian entrances to campus from our parking lots. A map depicting designated smoking and tobacco use areas is available from Campus Operations. Information about smoking areas at off campus locations will be posted at that site.

## **RELEVANT LAWS AND OTHER RESOURCES**

RCW 70.160

## **REVISION HISTORY**

Original 9/12/2000  
Revision 5/10/2005

## **APPROVED BY**

Board of Trustees  
President's Staff (new format)

## **6380 SECURITY CAMERA USE**

Effective Date: 5/10/2005 \* Date Last Modified: 5/10/2005  
Policy Contact: Vice President, Administrative Services

## **POLICY**

Bellevue Community College uses technology to improve security on the campus grounds. Public safety installs video cameras in several public and open areas. Additional cameras may be installed in the future. Security cameras may be connected to several different control rooms that are accessible to public safety. The purpose for using the cameras is to reduce incidents of crime by providing detailed recorded actions that occurred within the cameras field of view. Signs should be posted indicating that cameras are not monitored continuously and neither Bellevue Community College nor its employees shall be held liable of actions that do occur within the cameras field of view.

## **PROCEDURES**

The following policy statement outlines where and when the College may employ security cameras. These uses do not apply to legitimate academic uses of video cameras for instructional or research purposes.

- Security cameras may be used in public and open areas for safety and security purposes only. College administration will approve where cameras will be installed and will review the actions recorded should the need arise. The cameras will be in plain view. Areas being recorded will be marked with appropriate signs. The cameras will not record sound.
- Cameras shall NOT be used to observe any private areas or employee work areas without prior notification of employees, with the exception of public safety investigations of criminal activity. A private area or employee work area may be recorded for a work-related purpose, such as to study a

work process or to record financial transactions or cash handling. Any recording of a private area or an employee work area must be approved in advance by the Bellevue Community College administration.

- Recording of any location on campus grounds may be conducted, in accordance with state and federal laws, to detect and record criminal activity. Such recordings shall be coordinated and conducted ONLY by public safety or other law enforcement agencies.
- Use of security cameras or their recordings for any non official purpose is strictly forbidden. Any person utilizing security cameras for any illegal or prohibited purpose may be subject to disciplinary or legal actions.
- Cameras are forbidden to be used in any restroom public or private, locker room, changing area or shower.

Questions about this security program or the law enforcement elements of such plans or policies should be directed to the director of public safety. Inquiries about the use of cameras to observe employee work areas, as outlined above, should be directed to the vice president of administrative services.

### DEFINITIONS

**Administration** - The president or designee authorized to make decisions pursuant to the use of cameras at Bellevue Community College.

**Campus** - Bellevue Community College owned and controlled properties.

**College** - Bellevue Community College

**Employee** – Any person employed, or contracted by Bellevue Community College.

**Public Areas** – Areas accessible to the general public, students, and or employees of Bellevue Community College.

**Private Areas** – Areas that are assigned to or controlled by and individual or a select group of individuals such as, private offices, semi private offices, or work areas.

**Public Safety** – Applies to any person employed by the public safety office.

**Surveillance** – The act of watching, listening or tracking live action through the use of electronic devices.

### REVISION HISTORY

Original 5/10/2005

### APPROVED BY

President's Staff

## 6420 WEAPONS AND FIREWORKS

Effective Date: 7/7/1970 \* Date Last Modified: 5/10/2005

Policy Contact: Vice President, Administrative Services

### POLICY

It shall be the policy of the college that carrying, exhibiting, displaying, or drawing any firearm, dagger, sword, knife, or any other cutting or stabbing instrument or club or incendiary device, or explosive, or any facsimile weapons, or any other weapon apparently capable of producing bodily harm and/or property damage, is prohibited on college property; provided, however that this regulation shall not apply to law enforcement personnel required by their office to carry such weapons or devices. Possession of fireworks and/or use of fireworks anywhere on campus are not permitted per City of Bellevue ordinance.

### RELEVANT LAWS AND OTHER RESOURCES

City of Bellevue – Fire Code: 23.11.780 Fireworks – Discharge Prohibited.

### **REVISION HISTORY**

Original 7/7/1990  
Revision 5/10/2005

### **APPROVED BY**

Board of Trustees  
President's Staff (new format)

## **6450 FOOD AND DRINK IN CLASSROOMS**

Effective Date: 1/11/1995 \* Date Last Modified: 5/10/2005  
Policy Contact: Vice President, Administrative Services

### **POLICY**

Food and drinks are not permitted inside BCC classrooms and laboratories unless approved in advance by the unit administrator as part of an event or meeting. This regulation pertains to all BCC owned or operated facilities, except as provided below, and is intended to prevent damage to furnishings and equipment.

Continuing Education locations offering cooking classes or multi-hour classes that include mealtimes are exempt.

### **REVISION HISTORY**

Original 11/1/1995  
Revision 2/3/2004  
Revision 5/10/2005

### **APPROVED BY**

President's Staff

## **6480 GAMBLING ON CAMPUS**

Effective Date: 1/1/1996 \* Date Last Modified: 5/10/2005  
Policy Contact: Vice President, Administrative Services

### **POLICY**

Games of chance, lotteries, raffles, etc. are not allowed on college property, except as part of entertainment offered at fund-raising events officially sponsored by the college or the BCC Foundation and only in accordance with RCW 9.46 and WAC 230-04.

### **RELEVANT LAWS AND OTHER RESOURCES**

RCW 9.46  
WAC 230-04

### **REVISION HISTORY**

Original 1/1/1996  
Revision 5/10/2005



**APPROVED BY**

President's Staff

**6500 CHILDREN ON CAMPUS**

Effective Date: 6/25/1996 \* Date Last Modified: 5/10/2005  
Policy Contact: Vice President, Administrative Services

**POLICY**

As an institution of higher education, the college provides educational and support services primarily to adult learners. Under certain circumstances and under the auspices of special programs, students under the age of 18 also attend classes and/or participate in programs or activities on campus.

The college is a public facility of the State of Washington, available to its students as well as to the general public who may wish to use its facilities, learn about its services and programs, or attend functions on the campus. Citizens have the right to use the facilities of the college and to visit the campus during normal business hours of operation.

The college recognizes that children often appropriately accompany adults during visits to campus. Children, however, need at all times to be under the supervision of their parent(s). It is inappropriate for a parent to ask members of the college community—administrators, faculty, staff, or students—to assume these responsibilities, unless he or she is leaving the child in a college program sanctioned for children as defined in these procedures.

Children without supervision or with supervision imposed upon college employees or students may disrupt the educational process or work setting, and possibly create a safety hazard for the children themselves or for others on the college campus.

By these procedures the college seeks to create a safer environment on campus, which is conducive to and supports the effective conduct of the educational process.

**PROCEDURES**

As a general rule, employees and students shall not bring children with them to their work sites or to classes. Employees and students may bring children to their work sites and/or classrooms only in special circumstances, and then only upon approval by their instructor (for students) or supervisor (for employees), and upon their compliance with college rules.

No employee, student, or visitor to the college shall leave a child unsupervised at the college, nor may such person leave a child with a college employee or student, unless that child is enrolled in an authorized program of the college.

Bellevue Community College offers certain programs and activities targeted towards children, such as Head Start, Parent Education, computer camps, or sports camps. The college provides supervision for children enrolled in these activities. Bellevue Community College also provides child care in its daycare facility. The college does not supervise children outside of such programs for children which are officially sanctioned by the college; and neither the college nor its employees, agents, or students may accept responsibility to do so on behalf of the college.

Unsupervised children on the Bellevue Community College campus will be referred to campus security for assistance, and may be asked to leave.

This procedure pertains to all employees and persons who visit the college, participate in classes, and/or

programs, events, or other activities.

## **DEFINITIONS**

For purposes of these procedures and pursuant to RCW 13.34.030—the Juvenile Court Act, RCW 74.13.020—Child Welfare Services, and RCW 26.28.010—Age of Majority, a child is any individual under the age of 18.

## **REVISION HISTORY**

Original 6/25/96

Revision 5/10/2005

## **APPROVED BY**

President's Staff

All College Council

## **6550 POSTING OF LITERATURE ON CAMPUS**

Effective Date: 4/22/1999 \* Date Last Modified: 5/10/2005

Policy Contact: Dean, Student Services

## **POLICY**

Bellevue Community College posting facilities shall be reserved primarily for the use of students, faculty and staff to inform the campus community about college-related programs and activities. Some space shall also be made available for posting by off-campus groups, individuals, or organizations, including commercial enterprise for promoting appropriate activities and/or opportunities in the community or at the college.

## **PROCEDURES**

### **General Procedures for all Posting and Distribution of Literature**

- All materials must be approved and date-stamped at the campus information desk before posting. Posted materials not bearing a legitimate date stamp will be removed.
- Individuals or groups posting literature on campus are responsible for removing it in a timely fashion. Any literature not removed by the individual or group may be taken down by student programs after the announced event or one month after the approval date-stamp, whichever is earliest.
- Custodians and maintenance staff will immediately remove signs that are causing damage to the buildings or grounds.
- Posted materials which are torn, damaged, or covering another posting will be removed and discarded.
- All posted literature must bear some identification of the organization or individual publishing, sponsoring, or distributing it. No anonymous literature may be posted on the Bellevue Community College campus. College staff will immediately remove and discard any anonymous literature.
- If posted literature is in a language other than English, an English translation must be included or posted alongside.
- Distribution of literature by placing it on motor vehicles parked on Bellevue Community College property is prohibited.
- Violators of these provisions may be responsible for the cost of cleaning and/or restoration of any facility marred or damaged by the posting of literature.
- Student programs staff will periodically clear outdated material from posting areas. Campus operations staff will completely clear posting areas before each Fall quarter.

### **Literature Concerning Campus Life, Student, and Staff Activities**

- Literature concerning campus life, student, and staff activities may be posted only on the designated posting areas (bulletin boards or kiosks) provided in stairwells and corridors around campus.
- Members of the campus community must have their literature date-stamped at the campus information desk before they post it.
- The campus group or individual posting literature about an event is also expected to remove it in a timely fashion after the event.
- Posted materials are normally placed two to three weeks prior to an event and removed immediately after the event. Exceptions may be granted for certain Bellevue Community College activities and announcements.
- Student, campus life, and staff activities posting is limited to one copy per designated posting area.
- Members of the campus community violating these provisions or other appropriate college rules may be held responsible for the cost of cleaning or repairing any BCC facilities damaged by their posting of literature, and may be prohibited from future posting.

#### **Literature Concerning Commercial Promotions or Off-Campus Events**

- Posting of literature for commercial purposes or to promote off-campus events is limited to posting on the designated bulletin boards in the student union. "Commercial purposes" means speech which does no more than propose a commercial transaction.
- Commercial organizations or off-campus groups must submit their materials to the campus information desk for content approval and date-stamping. Student programs staff will post the literature on the designated boards.
- All posted literature from commercial or off-campus groups must bear identification of the organization or individual publishing, sponsoring, or distributing it.
- Advertising of alcohol, weapons and tobacco products is not permitted.
- Posted materials are normally placed two to three weeks prior to a promotion and removed immediately after the promotion.
- Commercial posting is limited to one copy per authorized commercial/off-campus posting area.
- Violations of these provisions may be responsible for the cost of cleaning and/or restoration of any facility marred or damaged by the posting of literature and may be prohibited from further use of BCC posting facilities.

#### **Bulletin Board Assignments**

- Stairwell and corridor bulleting boards and kiosks around campus will be clearly designated for publicizing Bellevue Community College campus life, student, and staff activities. Bulletin board space designated for commercial/off-campus group literature will be provided in the student union.
- Interior office and classroom bulletin boards are reserved for the use of staff and instructors. Campus departments control what may be posted on the bulletin boards within their office areas.
- Interior bulleting board space within the student union in the C building is assigned by the director of student programs. Personal and sale items may be posted in the designated bulletin board space in the student union. Pre-printed forms for advertising housing, help wanted, tutoring, child care, etc. are available from the campus information desk.
- Bulletin boards may be provided in public restrooms for the posting of health-related information. Such materials must be approved by the director of student programs before posting.
- A complete inventory of Bellevue Community College bulletin board assignments is available at the campus information desk or from the director of student programs or the dean of student services.

#### **Student Union Display Case**

- Bellevue Community College departments, programs, and recognized student organizations may reserve and use the display case in the student union.
- Reservations must be made in writing at least two weeks before the desired starting date for the display. Reservation forms are available from the campus information desk. The following information must be provided:
  - Desired display date(s)
  - Name of BCC department, program or student group
  - Name and phone number of contact person
  - Who will be responsible for the display case key
  - Description of the display contents

- The display case may be reserved for two weeks unless the director of student programs grants permission for a longer display period.
- No department, program, or student group may reserve the display case more than twice within one academic quarter.
- The department, program, or student group is expected to remove its display at least six hours prior to the next group's reservation time.
- Cancellation of a display case reservation requires 24-hour notice.
- Bellevue Community College does not endorse or support the content of any display presented in the student union display case.

### REVISION HISTORY

Original 4/22/1999

Revision 5/10/2005

### APPROVED BY

All College Council

President's Staff (new format)

## 6600 STUDENT UNION VENDORS

Effective Date: 4/3/2000 \* Date Last Modified: 5/10/2005

Policy Contact: Dean of Student Services

### POLICY

Bellevue Community College will have in place procedures to ensure equitable and fair practices for sale of merchandise occurring in the Student Union Building.

### PROCEDURES

Individuals wanting to sell items of educational value in the Student Union are required to abide by the procedures listed below:

- 1. Sponsorship.** Sponsorship must be obtained for the sales activity by contacting the student programs office. Companies advertising job openings must be sponsored by the career center, but are not charged a table rental fee. A notice identifying the sponsor must be displayed on or near the table during the sale. Vendors shall have, in their possession, the approved BCC Facility Request Use Form and will post a pre-prepared qualifying statement (provided by the student programs office), releasing BCC of responsibility for product unreliability. Student programs reserves the right to refuse space to a vendor who has a history of product unreliability or poor quality.
- 2. Charge.** A minimum of \$75.00 per table per day, plus a percentage (agreed upon in advance) of the day's proceeds. Any additional setup charges and costs with the vendors' use of BCC facilities will be billed in the rental fee. All conditions in the BCC Facility Use Agreement will apply. Payment for rental fee is due at the time of application for use of facility. To receive a full refund, vendors must cancel their reservation, in writing, 5 business days in advance of the reservation date. No refunds if vendors cancel in less than 5 business days of the reservation date.
- 3. Vendor Fairs.** Vendors will have the opportunity to participate in at least two vendor fairs per year. Vendors will pay a flat participation fee as determined by student programs.
- 4. Method of Payment.** Check or money order, made out to Bellevue Community College, due at the time of application for reserving facility.
- 5. Space Availability.** To reserve space on the calendar, vendors should contact the student programs office, preferably two weeks or more before the desired date(s).
- 6. Limits.** Individual vendors may not sell items in the BCC Student Union more than twice per quarter, with the exception of annual fairs. Student programs reserves the right to refuse space in the facility,

if there is no space available for the desired dates.

7. **Special Events.** Vendor sales may be allowed at student sponsored events at locations other than the student union with the approval of the vice president of administrative services.

### **REVISION HISTORY**

Original 4/3/2000  
Revision 4/22/2003  
Revision 5/10/2005

### **APPROVED BY**

President's Staff

## **6605 MARKETING AND MERCHANDISING OF CREDIT CARDS**

Effective Date: 5/17/2005 \* Date Last Modified: 5/17/2005  
Policy Contact: Dean, Student Services

### **POLICY**

This policy establishes procedures regarding the marketing or merchandising of credit cards on institutional property to students and shall be available to students upon their request.

### **PROCEDURES**

These procedures describe the limitations of marketing or merchandising of credit cards to students, except as provided in newspapers, magazines, or similar publications or within any location of a financial services business regularly doing business on the institution's property. Credit Card marketers shall register with the Office of Student Programs and:

1. Use the Student Union Building and follow Student Union Vendor Policy and Procedures.
2. Limit marketing and merchandising to once each month unless invited to participate in a college-wide event.
3. Provide credit card debt education literature, which includes, but is not limited to, brochures of written or electronic information.
4. Inform students about good credit management practices unless the college has made such information available to students.
5. Make the marketing policy available to all students upon their request.

### **DEFINITIONS**

**Merchandising** means the offering of free merchandise or incentives to students as part of the credit card marketing.

**Student** means any student enrolled for one or more credit hours.

### **REVISION HISTORY**

Original 05/17/2005

## RELEVANT LAWS AND REFERENCES

28B.10 RCW

### APPROVED BY

President's Staff

## 6620 GUIDELINES FOR EMPLOYERS AND RECRUITERS

Effective Date: 5/27/2003 \* Date Last Modified: 5/10/2005

Policy Contact: Dean, Student Services

### POLICY

Some businesses come to the college to recruit students for jobs which require them to purchase products or training as part of being hired by that company. Bellevue Community College has enacted guidelines implemented by the Career Center to protect BCC students from employers and recruiters who may not have the students' best interest in mind. These guidelines prevent on-campus recruitment of students into employment that does not offer pay for each hour worked or uses other questionable recruiting practices.

BCC has the right to refuse service if an organization has any unresolved investigations and/or complaints filed with the Better Business Bureau, Office of the Attorney General, Consumer Complaints, et. al.

### PROCEDURES

#### **Career Center Sponsored Employer**

In order to be sponsored by the Career Center the employer must meet the following criteria. Employers must sign a statement which verifies:

- They will provide guaranteed hourly wage or salary that is not based on a minimum deliverable of sales or performance.
- They will not offer commission-only positions.
- They will not require any equipment or products to be purchased by the prospective employee in order to earn their wage. This is true prior to being hired, after the employment offer and after employment has commenced.
- They will not charge for any training that is required prior to employment starting. Required training must also have an hourly wage the prospective employee will earn.
- They are an Equal Opportunity Employer.
- They comply with the American with Disabilities Act.

A Student Employment Representative will be named as the contact person. A clearly identifiable sponsorship from the Career Center will be displayed by the employer. Employers are welcome to bring company information, logos, application and informational brochures. A 6 x 2' table will be reserved in the cafeteria for specific date(s) and time(s). There is no charge for the sponsorship.

#### **Other Employers**

Employers who cannot meet the criteria to be sponsored by the Career Center may recruit on campus by contacting Campus Operations, (425) 546-2377. A fee will be charged for using a campus facility. The employer will display a clearly identifiable sign from the Career Center that this is NOT a sponsored employer.

### REVISION HISTORY

Original 5/27/2003

Revision 5/10/2005

**APPROVED BY**

President's Staff

**6650 COMMUNICATIONS AND PUBLICATIONS**

Effective Date: 5/22/1996 \* Date Last Modified: 1/8/2007  
Policy Contact: Vice President, Institutional Advancement

**POLICY**

Bellevue Community College is committed to honesty, accuracy, currency, consistency and professionalism in its public communications. Overall responsibility for assuring that this commitment is realized lies with the Institutional Advancement office. In carrying out this charge, Institutional Advancement leads and coordinates all of the college's public communications activities – providing final approval of all official college publications, advertisements and speeches, and managing all public pronouncements including interactions with news media.

"Official" college publications are those, regardless of originating department, intended to provide official policy or information on behalf of the college. This includes (but is not limited to) publications that describe policies, procedures, operations, instructional offerings and effectiveness. "Official" college publications include print, electronic and broadcast communications distributed or made available to potential students, current students, volunteers, community members, government officials, businesses, donors and other educational institutions. Examples include the annual report, annual course catalog, credit and non-credit class schedules, advising sheets, program brochures and flyers, student handbooks, promotional and marketing materials (including flyers, posters, direct mail, advertisements and public service announcements) and websites. Documents originally considered "internal" or "non-public" should not be distributed publicly until reviewed and approved under this policy.

This policy does not extend to interpersonal communications with college constituents, except for interactions with news reporters, as discussed below.

Although Institutional Advancement coordinates the college's public communications, all college administrators, faculty and staff members share responsibility for giving out accurate and consistent information about college activities, course offerings, policies, procedures, etc., in all forms of communication. The chair of a program issuing an official college communication and the related division chair (or, in non-instructional departments, department head and the appropriate Organizational Unit Administrator) bear specific responsibility for approving content and look of all publications originating in their areas, as outlined below.

**Student publications**

This policy applies to student publications only if they are intended to represent the college publicly within the definition in the second paragraph above. Such publications must carry the Bellevue Community College logo and must follow the approval procedures described in "Publications Content Approval Procedure: Implementing 'BCC Policy 6650 - Communications and Publications.'" Other student publications (except the student newspaper, *The Jibsheet*, which operates under a separate agreement with the college) should carry an "Associated Students of Bellevue Community College" logo or other appropriate logo to clearly indicate that the publication is not an official communication from the college.

**Coordination of Official Publications**

Final approval authority for all official college publications lies with Institutional Advancement or its designee. However, BCC division, department and program administrators are also responsible for approving the content of official publications developed to support or promote their specific areas. Prior to submission to Institutional Advancement, the content of each official college publication must be approved first by the program chair and then by the division chair – or, in non-instructional departments, by the department head

and then by the appropriate Organizational Unit Administrator. (See requirements for student publications, above). In approving the content, each administrator must ensure that:

- All information about the college is accurate and up-to-date.
- All legal and regulatory requirements are met – one of which is the inclusion of a non-discrimination announcement in all official publications.
- All program and course information is accurate, complete and consistent with that on file in the Office of Instruction, which serves as the official record of the college for purposes of state auditing.
- All claims or statements about programs, course transferability and any completion, placement, salary or employment-on-completion data are accurate and have adequate supporting documentation on file.
- Information on program pre-requisites or other admissions requirements is present and complete when applicable.
- Any need for a student to obtain post-graduation licensure or certification in order to be employable is clearly described.
- All publications and websites include the college logo, full college name and address, revision or creation date, official BCC website address and a current contact person's name and/or title, phone number and e-mail address.

#### **Coordination of Public Pronouncements**

Institutional Advancement coordinates the official "voice of BCC" and is responsible for managing all public pronouncements.

The Public Information Director, within the Office of Institutional Advancement, has general responsibility for communications with the community, including serving as the primary, initial point of contact for news media, coordinating communications with media representatives and issuing college press releases.

Faculty are urged and administrators and staff are required to involve the Public Information Director or Vice President–Institutional Advancement in all college-related communications with representatives of the news media, both to receive assistance in preparing for interviews and to ensure accuracy and consistency in public statements.

### **PROCEDURES**

#### **Publications Content Approval Procedure**

##### **Objective:**

To ensure that all official BCC publications meet the following requirements:

- All information about the college is accurate and up-to-date.
- All legal and regulatory requirements are met.
- All program and course information is accurate, complete and consistent with that on file in the Office of Instruction, which serves as the official record of the college for purposes of state auditing.
- All claims or statements about programs, course transferability and any completion, placement, salary or employment-on-completion data are accurate and have adequate supporting documentation on file.
- Information on program pre-requisites or other admissions requirements is complete.
- Any need for a student to obtain post-graduation licensure or certification in order to be employable is clearly described.
- All documents include statement of equal opportunity and reasonable accommodation.
- All official publications and websites include the college logo, full college name and address, revision or creation date, official BCC website address and a contact person's phone number and e-mail address.

##### **Procedure:**

BCC policy requires three approvals of the content of every official college publication. In academic divisions, these approvals must come from: 1) program chair, 2) division chair, 3) Institutional Advancement. In non-instructional departments, the publication content must be approved by 1) the department head, 2) the



The document originator must retain copies of each approval message.

To provide a checkpoint, Printing Services (PS) will require confirmation of full content approval before printing begins. For ease of communication with PS staff, work order forms may include boxes to be checked by the customer prior to graphics or print production work, confirming approval from the appropriate people.

**Suggestions to document authors, editors and reviewers:**

Improper and unsubstantiated claims in publications can not only confuse and annoy readers, but as happened nearby a few years ago, lead to legal action against the college. To avoid problems:

- 1) Don't make broad claims or provide explicit assurances about course or program results. For example, never state or imply that taking a particular class, degree or certificate will get a student a job or enable them to pass a certification exam.

Wrong:

- "leads to employment as....,"
- "with immediate placement upon completion."
- "prepares students to pass the XYZ exam."

Right:

- "intended for people considering work in fields of..."
- "helps ready graduates to compete for jobs in...."
- "helps prepare students to take certification exams in ..."
- "Successful students learn the skills needed to become competitive in..."
- "95% of our 2004 graduates passed the certification exam..."

Even better, quote students and employers on the value of a BCC education (but be sure to get permission from the person quoted before using his or her words, name or photo):

- "Thanks, BCC! I got three job offers within a month of graduation!" Suzy Student, 2000.
- "When we're hiring, we always look at students coming out of BCC. The training they get there allows them to contribute from the get-go." Ellen Employer, Good Company, Bellevue, 2005.

- 2) Be sure that statements about job placement and salary expectations are accurate and that all claims can be substantiated. Preferably, documentation should be kept on file. If possible, cite the source of the data.

Wrong:

- Graduates of this program earn between \$40,000 and \$50,000 per year.

Right:

- "90% of our 2005 graduates were employed within 3 months of graduation, at salaries averaging \$47,000." (Source: XYZ Survey, 2005.)

- 3) Don't promise that classes will transfer to another college or university unless BCC has a signed articulation agreement with that institution.

Wrong:

- "This course transfers for humanities credit at four-year colleges."

Right:

- "The University of Washington has agreed to accept this course in fulfillment of their Humanities general-education requirement."

- 4) Don't claim that classroom tools, technology or teaching methods are "state of the art" or describe them with superlatives such as "latest," "best" or "finest." Such claims, if ever true, are unlikely to remain so throughout the life of a publication.

Wrong:

- "BCC has the most successful Radiation Therapy program in the region."
- "You will learn up-to-the minute skills on state-of-the-art equipment."

Right:

- "You will train on the type of equipment often found in..."
- "We employ such inventive teaching methods as..."
- "We work with industry professionals to keep our curriculum in line with changing workplace needs."

Superlatives are OK if they appear in a documented quote from an outsider:

Right:

- "The BCC radiology program turns out the best techs in the region." (Johnny B. Goode, M.D., medical director of Highbrow Hospital, quoted in Hospital Helper, January 2005)

5) Be careful with any word expressing an absolute—it only takes one instance to prove it incorrect.

Avoid:

- always, never, all, every, none

Alternatives:

- usually, typically, generally, often, almost never, rarely, most

6) Avoid describing a collaborative project with another entity as a "partnership," as that implies a legal arrangement involving sharing of profits and debts. State agencies are not authorized to enter into partnerships.

Alternatives:

- Strategic alliance
- Cooperative project
- Collaboration

7) Avoid any content that might be interpreted as advertising for another organization. For example, another organization's logo, even without accompanying 'advertising text,' should not be shown unless it is there to identify a group that is directly involved in the program or event being described. State funds may not be used to promote any private interests. Also, the presence of advertising content can increase postage costs. If your material is going to be sent through the mail, consult the Mail Center or Publications Manager for advice.

If you have questions about how these procedures apply to your publication, contact the BCC Public Information Director (X3081) or Publications Manager (X2283) in the Institutional Advancement Office.

## **REVISION HISTORY**

Original 5/22/1996

Revision 5/10/2005

Revision 1/8/2007

## **APPROVED BY**

President's Staff

## **6680 EARLY LEARNING FAMILY AND CHILD CARE CENTER ADMISSION PRIORITIES**

Effective Date: 11/1/1995 \* Date Last Modified: 5/10/2005

Policy Contact: Vice President, Administrative Services

## **POLICY**

Children of students, staff and faculty, and community members are served on a space-available basis in the Early Learning Family and Child Care Center (ELFCC). Priority is given to children of students enrolled at Bellevue Community College with six (6) credits or more, BCC employees and to children of Costco employees per the BCC/Costco partnership agreement. There is equal opportunity for participation of all children without discrimination according to race, national origin, ethnic group, sex, sexual orientation, or handicapping condition. For specific enrollment information refer to the ELFCC Family Handbook.

## **REVISION HISTORY**

Original 11/1/1995

Revision 5/10/2005

## **APPROVED BY**

President's Staff

## 6700 FOOD SERVICES

Effective Date: 10/1/1995 \* Date Last Modified: 6/28/2005  
Policy Contact: Vice President, Administrative Services

### **POLICY**

Operation of BCC's Food Services is authorized by state law (RCW 28B.50.140(5)). The purpose of Food Services is to provide healthful, readily-available, reasonably-priced food and beverages for students, faculty, staff, and visitors to the campus. The director of Food Service is responsible for ensuring that food prepared on the college premises is safe for public consumption and meets all state licensing requirements. As a result outside parties may not use any food service facilities or equipment as this may potentially compromise food safety.

Any opportunity for food service on the BCC campus must be offered to the BCC Food Service director prior to arrangement to cater food from an outside vendor, including refreshments and/or beverages for all campus events, unless Food Service director has been notified of the arrangement.

Campus vending and their proceeds are coordinated by the director of Food Services.

Recognized student organizations may sell or dispense food on campus, provided such sale or dispensing is in accord with guidelines established in the student club Event Planning Manual.

Complimentary food items may be provided by BCC employees for sharing with their co-workers.

### **PROCEDURES**

Catering requests are to be made directly with the director or assistant director of food services in an adequate timeframe for the food service department to prepare.

The coordinator for a college event must process the meals with meetings or light refreshments form.

All purchasing, presentation and pricing of food service products are the responsibility of the director.

Except as set forth in the above policy, all on campus food service must be provided by BCC Food Service. All student club activities selling food, including baked goods for fund raisers, will notify the director of food service of dates, times and locations of the sales so food service daily purchases may be altered.

Directors of food service and student activities along with club advisors will work to coordinate student campus activities that include food service functions.

### **REVISION HISTORY**

Original 10/1/1995  
Revision 5/10/2005  
Revision 6/26/2005

### **APPROVED BY**

President's Staff

## 6880 STUDENT RECORDS

Effective Date: 9/1/1995 \* Date Last Modified: 5/10/2005

Policy Contact: Dean, Student Services

### **POLICY**

All records forwarded to the college become the property of the college and will not be returned to students or duplicated for any reason.

Permanent academic transcript information will be kept for a minimum of 75 years from the student's last date of attendance. All other records concerning the student will be retained for one year beyond graduation or withdrawal from the college.

### **REVISION HISTORY**

Original 9/1/1995

Revision 5/10/2005

### **APPROVED BY**

President's Staff

## 6900 RECORDS STORAGE AND DISPOSAL

Effective Date: 10/14/2003 \* Date Last Modified: 5/10/2005

Policy Contact: Vice President, Administrative Services

### **POLICY**

This policy establishes standards for Bellevue Community College to manage records according to the provisions of the Public Records Act and all other state and federal statutes and regulations which govern records keeping practices. These include the systematic identification and disposal of obsolete records; transfer of historically valuable records to the Division of Archives; removal of non-current records from active office storage; protection and security backup of records essential to the college's authority and operations; disaster preparedness; insurance of records systems integrity and accessibility; and effective compliance with public disclosure requirements.

All offices, departments and divisions of the college will work with the college records officer to ensure that:

- Only active records are stored in valuable office space.
- Non-current records are regularly shifted to the records storage center.
- Historically valuable records are preserved.
- Records are destroyed at the end of the retention period specified on the retention schedule.
- Records essential to college authority and operations are adequately protected from damage and loss.
- The college will be prepared to recover or replace records damaged by fire, flood or other disaster.
- All information systems, including hard copy, microfilm, and electronic, shall preserve the integrity and accessibility of the public records they hold for the duration of the established retention periods.
- Records will be made accessible for public inspection and their security will be maintained according to the provisions of the Public Disclosure Act.

### **PROCEDURES**

See attached instructions (Appendix A)

## **DEFINITIONS**

### **Records**

Any paper, correspondence, form, book, photograph, film, sound recording, map, drawing or other document, regardless of physical format or characteristics made by any agency of the state of Washington or received by it in connection with the transaction of public business.

### **Archival Records**

Records identified as being of historical value to the state and the college. These records must not be destroyed; rather they must be transferred to the regional branch of the State Archives serving Bellevue Community College.

### **Essential Records**

Records identified by the State Board for Community and Technical Colleges as essential for the continuity and restoration of college operations after a disaster.

## **RELEVANT LAWS AND OTHER RESOURCES**

RCW 40.14

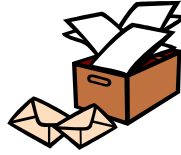
## **REVISION HISTORY**

Original 10/14/03  
Revision 5/10/2005

## **APPROVED BY**

President's Staff

**BELLEVUE COMMUNITY COLLEGE**  
**INSTRUCTIONS ON RECORDS RETENTION**



**Please follow the steps listed below in preparing records for archiving:**

1. Use the Retention Schedules database in the Records and Retention Public Folder to determine Record Series Codes and retention periods for documents to be archived.
2. Sort the records by retention period and order records storage boxes from Material Resources.
3. When boxing records always keep records with matching retention periods together (do not do one box that is half 6 years retention and half 3 years retention.).
4. For each box, complete a records retention form located in the Records and Retention Public Folder. Include the disposal date (based on the retention period), the record series code and a complete description of each type of file. Forms WILL NOT be accepted without record series codes.
5. In the lower left-hand corner of the form is an empty box. Mark the form and the box using a character of your choosing (can be a number, letter, symbol, etc.). This is to ensure that the proper form ends up with the proper box.
6. Email completed forms to Kathi Hutchins in Administrative Services.
7. Administrative Services will review the forms and print them out in triplicate. Once the forms are approved, you will be sent two copies of the form (yellow and pink) and a storage card.
8. Place the pink copy of the form inside the corresponding box and tape the card to the front of the box over the top of the square marked "Records Center box label here". Call Material Resources to have the box(es) picked up.
9. File the yellow copy. This is your department's record of the archiving and may need to be referred to in the event that archived information needs to be retrieved.

**WELCOME TO BELLEVUE COMMUNITY COLLEGE**

Welcome to Bellevue Community College! You are now an employee of the state of Washington and a valued member of the college staff. This handbook has helpful information about things you will want to know as a BCC employee. It is presented in electronic format with links to important documents to ensure that you always have access to the most up to date information, policies and procedures.

The *BCC home page* ([www.bcc.ctc.edu](http://www.bcc.ctc.edu)) and *college portal* (<http://mybcc.net>) are good places to start. The *campus directory* includes information about the phone system, an organizational overview, and campus emergency procedures along with departmental and individual phone and fax numbers. Sections in this Employee Handbook contain hyperlinks to items in the BCC Policies and Procedures Manual, ethics brochure and other pertinent information. The bargaining unit contracts are another good source of information. The *Credit Class Schedule*, *Course Catalog*, and *Student Handbook* give more details about BCC's programs and services.

If you have any questions, we encourage you to ask your supervisor, unit administrator, or program/division chair. We also encourage you to share suggestions for improvement as you learn more about your new job and the way it fits into the college's overall activities. We're always looking for better ways to serve our students and our community, and your ideas are important.

If you have additional questions about items in this handbook or need more information, please contact the Office of Human Resources who will be able to help you find the answers you need.

Again—welcome to the college! We're glad to have you here!

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## TELL ME ABOUT BELLEVUE COMMUNITY COLLEGE

BCC is one of 34 community and technical colleges in the state of Washington. The college offers instruction and services supporting the traditional community college mission: transfer education equivalent to the freshman and sophomore years at a four-year college or university; professional and technical training for students entering or re-entering the job market; basic skills; and community-interest programs.

BCC is the largest single-campus community college in the state. More than 22,000 students attend classes in a typical quarter, including full-time or part-time; day, evening, or weekend; college credit or non-credit Continuing Education.

The college's district (Community College District VIII) includes the communities of Bellevue, Fall City, Hobart, Issaquah, Medina, Mercer Island, North Bend, Preston, Newcastle, Sammamish, Snoqualmie, and Snoqualmie Falls. The main campus sits on 97 acres in the Eastgate area of Bellevue. The north campus, which houses Continuing Education and some credit programs, is at the nexus of state highway 520 and Interstate 405. Other courses and programs are scattered throughout the college's district.

Bellevue Community College is accredited by the Northwest Association of Schools, Colleges and Universities.

The college's instructional programs fall under one of five credit divisions – Arts and Humanities, Science and Math, Social Sciences, Business, and the Health Sciences, Education and Wellness Institute. The major administrative and academic support programs include the President's Office, Student Services, Administrative Services, Workforce Development, Information Resources, Human Resources, and Institutional Advancement. A complete list of programs and services offered by the college and the college's organizational chart is available online at: [http://www.bcc.ctc.edu/mybcc/orgchart/OrgChart\\_files/OrgChart\\_frames.htm](http://www.bcc.ctc.edu/mybcc/orgchart/OrgChart_files/OrgChart_frames.htm).

The college's academic program operates on the quarter system. Fall, Winter, and Spring Quarters make up a traditional academic year, starting in September and ending in June. Quarters are each about 11 weeks long. Summer Quarter runs for seven weeks. During the breaks between quarters, no classes are in session and few students or faculty members are on campus; however the college is still open for business.

The college receives less than half of its funding from the state legislature. Other funding comes through locally retained tuition, grants, special programs, and self-support programs such as Continuing Education. It's fiscal year runs from July 1 through June 30.

The five-member Board of Trustees is the governing body of BCC. The Board appoints the college president and sets policy and strategic planning direction for BCC. Board members are appointed by the governor and approved by the state legislature; they serve five-year terms. Board membership and a calendar of Board meeting dates can be found on the [BCC website](#).

## BCC'S MISSION, VISION, AND GOALS

In preparation for reaccreditation in 2005, the Bellevue Community College Board of Trustees approved a new vision, core values and mission; and goals for the period 2004-2011. Detailed objectives with annual deliverables and outcomes are available on the BCC website. ([Mission & Goals](#))

### **Vision**

Bellevue Community College will continue to be the region's college of choice, based on its excellence, innovation, and national recognition for exemplary programs.

### **Core Values**

We, the Board of Trustees, faculty, staff and administration of Bellevue Community College, place students at the center of all we do and support and promote the excellence of their efforts. We affirm and embody pluralism; value collaboration and shared decision making; and honor creativity and innovation. We consider it our duty to anticipate changing demands in education and welcome the opportunity to shape its future. We acknowledge our responsibility to society and embrace the belief that widespread access to excellent postsecondary education is the cornerstone of a democratic society.

### **Mission**

Bellevue Community College is a comprehensive and innovative college that advances the life-long educational development of its students consistent with their needs, interests, and abilities while strengthening the economic, social, and cultural life of its diverse community. The college accomplishes this purpose by providing high-quality, flexible educational programs and services that are academically, geographically, and financially accessible. Committed to teaching and learning excellence and employee growth and development, the college nurtures a supportive environment throughout its programs and services.

### **Goals**

#### **Access**

BCC will provide access to educational programs and services that strengthen the economic, social, and cultural life of its diverse community.

#### **Student Success**

BCC will support students' lifelong educational development by offering programs and services consistent with their needs, interests and abilities. Teaching and Learning Excellence

BCC will offer educational programs and services that are responsive, flexible, and of the highest quality.

#### **Institutional Accountability**

BCC will maintain a viable and supportive system of organizational review that verifies and improves college effectiveness and ensures the integrity of programs.

**Professional and Organizational Excellence**

BCC will foster creativity and innovation, high standards of professional excellence, a developed sense of community, and continuous organizational renewal.

**Financial Sustainability**

BCC will remain preeminent by strengthening its financial position.

**Technology Leadership**

BCC will be a leader in administrative and educational technology, including online learning.

**Pluralism**

BCC will advance diversity programs that promote pluralism, inclusion, and global awareness.

**Community Leadership and Partnership**

BCC will be a leader and partner in building a strong and vibrant region.

## PLURALISM AT WORK

Bellevue Community College takes seriously its responsibility to model the pluralistic society in which we live and to foster respect for all people and ideas. To that end that college has implemented many actions to protect individuals' rights and to create a campus where everyone can work together harmoniously.

### **Affirmation of Inclusion**

The Affirmation of Inclusion is a statement of our commitment to maintaining an environment free from harassment and discrimination for all members of the college community. Adopted by the All College Council in 1992, the affirmation is printed in major college publications and is posted throughout the campus. All college employees are encouraged to support the principles contained in the affirmation and to treat all members of the college community with dignity and respect. The Affirmation states:

Bellevue Community College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at BCC, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

### ***Americans with Disabilities Act***

BCC employees are covered by the Americans with Disabilities Act (ADA). Employees may request reasonable accommodation under ADA provisions if they have medical certification of a disability affecting the performance of their major work activities. Reasonable accommodation means adjustment to the work environment to enable an employee with a disability to perform his/her assignments and enjoy benefits and privileges equal to those of employees without disabilities. The employee and supervisor/unit administrator should together contact Human Resources for assistance.

### ***Complaint Procedures***

Employees are encouraged to refer to the grievance procedures in their negotiated contracts or to contact Human Resources. For complaints not covered by the negotiated contract the [complaint procedure](#) is available to help an employee resolve complaints.

### **Cultural Pluralism Policy and Pluralism compact**

Bellevue Community College is strongly committed to cultural, ethnic, and racial pluralism, a commitment which means that individuals representing different cultural, ethnic, and racial communities interact in a dynamic and collaborative way while maintaining and valuing their

differences. This interaction produces an environment in which different perspectives are equally valued and utilized in the decision-making process. The president is charged with the overall responsibility for assuring that the college implements this policy.

In 2002, college employees rededicated themselves to living and teaching the values that are important to a pluralistic community by signing the [Pluralism Compact](#).

### **Discrimination Complaint Procedure**

Bellevue Community College prohibits discrimination against students and employees on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; the presence of sensory, mental, or physical disability; or status as a disabled or Vietnam-era veteran.

All members of Bellevue Community College are responsible for ensuring that their conduct does not discriminate against any other member of the college community. If administrators or supervisors become aware that discrimination is occurring, receive a complaint, or obtain other information indicating possible discrimination, they must notify Human Resources as soon as reasonably possible, even if the problem or alleged problem is not within their area of responsibility and authority.

### **Equal Opportunity in Education & Employment**

BCC reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran, or Vietnam era veteran. Bellevue Community College is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. For further information, please visit [www.bcc.ctc.edu/equal.asp](http://www.bcc.ctc.edu/equal.asp) or contact Human Resources at—Voice: 425/564-2274; TTY: 425/564-4184; Fax: 425/564-3173 or e-mail: [hr@bcc.ctc.edu](mailto:hr@bcc.ctc.edu). To request disability accommodation, students should contact the Office of Disability Support Services at least ten days in advance at—Voice: 425/564-2498; TTY: 425/564-4110; Fax: 425/564-4138 or e-mail: [dss@bcc.ctc.edu](mailto:dss@bcc.ctc.edu). Employees and the general public should contact Human Resources at least ten days in advance at—Voice: 425/564-2274; TTY: 425/564-4184; Fax: 425/564-3173 or e-mail: [hr@bcc.ctc.edu](mailto:hr@bcc.ctc.edu)

### **Sexual Harassment**

It shall be the policy of Bellevue Community College, consistent with efforts to respect the dignity and integrity of both employees and students, to provide an environment free of sexual harassment.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often, sexual harassment involves relationships of unequal power, and contains elements of coercion—as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve

relationships among equals, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person's ability to study or work in the academic setting.

The college recognizes its moral, ethical, and legal responsibilities regarding sexual harassment and will take appropriate action to rid the institution of such conduct. Contact the Office of Human Resources, immediately, if you are a victim of sexual harassment.



## YOUR RESPONSIBILITIES AS A BCC EMPLOYEE

### **Children on Campus**

Employees should not bring children with them to their work sites.

### **Copyright**

Bellevue Community College expects all students, faculty, and staff members to comply with federal laws governing the use of copyrighted material.

### **Ethics Law**

Bellevue Community College is a state agency operated in accordance with Washington state law. To protect the public interest, college employees are obligated to treat their positions as a public trust, using their official powers and duties and the resources of the college only to advance the public interest. The State Ethics Law of 1994 sets out strict conflict-of-interest standards for all state employees. The guiding principle is that public employees, whether elected or appointed, may not use their public employment for personal gain or private advantage. The law also prohibits state employees from engaging in political activities at work. Penalties for disobeying the ethics law include disciplinary action and monetary fines of \$5,000 or three times the amount pertaining to the violation, whichever is greater. Please see the ethics brochure, [\*Ethics at Work\*](#), for complete details, or contact Human Resources for more information.

### **Drug-Free Workplace**

In compliance with the Federal Drug-Free Workplace Act of 1988, Bellevue Community College is a drug-free work and educational environment. Employees needing assistance with problems related to drug or alcohol abuse are encouraged to contact the Employee Advisory Service, Human Resources and/or employee medical insurance plans, as appropriate.

### **E-mail Guidelines**

In addition to using the system in a legally responsible manner, employees should understand and practice courteous electronic messaging.

### ***Fines***

Employees who incur fines for traffic citations, overdue library materials, etc., are expected to pay them promptly. All fines may be paid at the Cashier's Office during business hours. Library fines may also be paid in the Library. Questions regarding the fines should be directed to the issuing office. Unpaid fines may delay an individual's last paycheck upon leaving college employment.

### **Firearms / Weapons on Campus**

Carrying, exhibiting, displaying, or drawing any weapon is prohibited on college property. This regulation does not apply to law enforcement personnel required by their office to carry such weapons or devices.

### **Family Relationships**

Bellevue Community College administrators and supervisors considering the employment of relatives of any college employee, in any capacity, should first contact Human Resources to discuss the implications of Affirmative Action, Equal Employment Opportunity, and the Ethics Law.

### **Property and Equipment**

All college property and equipment legally belongs to the state of Washington. State property is not to be used for personal or private purposes, nor may it be removed from campus without written authorization.

#### **Property / Equipment Off-Site**

In some circumstances a BCC employee may need to borrow college equipment to complete assignments or carry out college business. Authorization is required before the equipment may be taken away from BCC facilities. Anyone who needs to borrow college equipment must follow the rules for state-owned equipment and should submit a “Loan of State-Owned Equipment to Employees” form to Material Resources.

### **Smoking Policy**

Bellevue Community College limits smoking and tobacco use on campus to designated locations outside the campus courtyard on the main campus. Smoking and tobacco use is not permitted in college vehicles.

### **Student Records**

All employees are responsible for helping to maintain the confidentiality of student information. Students’ educational records are protected by the federal Family Education Rights and Privacy Act (FERPA). Click on the link to find out about information which you should not disclose. Contact Enrollment Services for questions or details.

### **Whistleblowers**

The Whistleblower Law was enacted to encourage employees of the state of Washington to report improper governmental actions that violate state law, abuse authority, waste public funds, or endanger public health or safety. This is done by contacting the State Auditor’s Office in writing.

A whistleblower is entitled to protection from reprisal or retaliation. Whistleblowers who believe they have been the subject of such action may file claims with the Washington Human Rights Commission.

## GENERAL INFORMATION ABOUT EMPLOYMENT

### ***Employee Categories***

**Administrative Staff:** The administrative staff includes all college administrators and professional/exempt support staff. Administrative staff are at will employees who are not represented by bargaining units but have individual annual work contracts. Certain program directors and professional support staff positions—e.g., administrative assistants to deans and vice presidents—are “*exempt*” from the state civil service rules and are therefore considered part of the administrative staff, not the classified staff.

**Faculty:** The terms “faculty” and “faculty member” are defined in the BCCAHE contract to include any person employed by Community College District VIII as an instructor, counselor, librarian, program or department chair, or in any other position for which the training, experience, or responsibilities are comparable as determined by the appointing authority. Faculty members can be full- or part-time instructors, counselors, and librarians. See Bellevue Community College Association of Higher Education (BCCAHE) bargaining agreement for more information. Contact the BCCAHE office for details.

**Classified Employees:** Classified employees are represented by two bargaining units, depending on the type of work done by the employee. Under state definitions, “classified staff” includes all college positions which are subject to the State Personnel Law, RCW 41.06, which establishes a civil-service system based upon merit principles and assures fair treatment of applicants and employees in all aspects of personnel administration. In essence, classified staff members are those college employees who are not faculty members, administrative staff, or hourly or student help. For more information see the Classified Employee bargaining agreement.

**Excepted Staff:** Certain classified staff positions are excepted from the Fair Labor Standards Act rules concerning work weeks and overtime. Human Resources maintains a list of these “*excepted*” classified staff.

### ***Fair Labor Standards Act***

Bellevue Community College complies with the Fair Labor Standards Act (FLSA), which establishes standards about minimum wages, equal pay, overtime pay, record-keeping, and child labor. FLSA provisions apply to most classified employees at BCC.

Certain BCC positions are excepted from the FLSA regulations on work weeks, compensatory time, and Overtime. The Human Resources Office maintains a list of positions which are excepted from FLSA regulations.

### ***Insurance Benefits***

Eligible employees may choose from the array of insurance plans offered by the Public Employees Benefits Board (PEBB). PEBB insurance plans are administered by the Washington Health Care Authority. The college purchases medical and dental coverage, a \$5,000 life insurance policy, and minimal long-term disability coverage for all eligible employees. Employees may choose to add medical and dental coverage for spouses and dependents and/or additional life and long-term disability insurance according to SEBB procedures. For further information on insurance benefits, contact Human Resources.

Coverage while on leave of absence without pay for a calendar month or more may require that employees self-pay benefit premiums.

### ***Dependent Care Reimbursement Account***

BCC employees have access to Dependent Care Reimbursement Accounts. For more information on eligibility and enrollment, contact Human Resources.

### ***Job Line***

Human Resources maintains a 24-hour job line (564-2082) listing current job openings and also posts the information on the BCC website.

### ***Hiring Process***

BCC seeks to recruit, hire, and retain highly qualified individuals representing the cultural diversity of our community. Recruitment and selection procedures in each employee category are consistent with college policies about equal employment opportunity and cultural pluralism, bargaining unit agreements, and applicable state law. In most cases, a screening committee reviews applications, conducts preliminary interviews, and forwards candidates to the hiring authority.

### ***On-the-job Injuries***

BCC provides Washington State Industrial Insurance coverage for its employees to cover on-the-job injuries. The college and employees are required to pay proportionately for medical aid and pension remuneration coverage. The employee's deductible contribution for this purpose is subject to change each year. Contact Human Resources for details. See also Worker's Compensation.

### ***Performance Evaluations***

Permanent employees are evaluated consistent with the terms of their contracts. Employees are encouraged to discuss the evaluation process and results with their supervisors. See the appropriate contract for details.

### ***Personnel Records***

Personnel files are maintained in Human Resources and contain information relating to employment at BCC (e.g., application materials, performance evaluations). Employees may review their own files at any time during regular business hours. Contact Human Resources for details.

### ***Probationary Period (For Classified Employees)***

All new classified employees serve a six-month probationary period to give them an opportunity to demonstrate the skills, knowledge, and ability required for their assignments, and so that supervisors can evaluate work performance and offer assistance. If an employee's work performance is acceptable during the probationary period, he/she may be recommended for permanent status. There are restrictions on taking annual leave or personal holidays during the probationary period. Contact Human Resources for details.

### ***Professional Development***

The college is committed to professional development for all employees. Non-instructional days are built into the college calendar for campus-wide professional development activities. Technology-related training sessions are offered to help employees learn new technologies.

### ***Tenure (For Faculty Members)***

Washington state law authorizes the Board of Trustees to grant tenure to college instructors, counselors, and librarians. Tenure provides faculty members with the right to due process and protection against dismissal without cause. See the BCCAHE contract for details.

## LEAVES AND ABSENCES

### ***Absences***

Employees must notify their supervisors/unit administrators when they will be absent from campus during their regular work day. Unanticipated absences must be reported in accordance with department/unit policy. Classified and administrative staff record their absences and leave on Absentee & Overtime Report forms.

### ***Bereavement Leave***

Employees are entitled to bereavement leave for the death of a family member or member of the employee's immediate household. Contact Human Resources for details.

### ***Family & Medical Leave***

Eligible employees may take up to 12 weeks of family and medical leave during any 12-month period in accordance with the Family and Medical Leave Act of 1993 (FMLA). The leave may be paid, unpaid, or a combination. This leave covers the birth of a child and care for that child; placement of a child for adoption or foster care; care for a spouse, child, or parent with a serious health condition; or the serious health condition of the employee. Contact Human Resources for eligibility requirements.

### ***Holidays***

BCC's annual calendar observes the following holidays:

New Year's Day	Veteran's Day (faculty only)*
Martin Luther King, Jr. Birthday	Thanksgiving Day
Presidents' Day	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	
Labor Day	

For administrative/exempt and classified employees, Veterans' Day is a work day offset by a holiday just before or after Christmas.

### ***Inclement Weather absences***

Employees absent from work due to inclement weather can charge the absence to accrued compensatory time (where applicable), vacation leave, personal holiday, or leave without pay. Compensation for lost work time due to inclement weather is subject to the approval of the president. When the college is officially closed for inclement weather, Human Resources will notify employees how to account for partially worked days and absences. To determine whether the college is closed due to inclement weather, employees can check the BCC website at [www.bcc.ctc.edu](http://www.bcc.ctc.edu), listen to the local radio stations, or call (425) 564-1000.

### ***Jury Duty or Civil Duty Leave***

Leave of absence with pay is granted to an employee who has been called to jury duty, to witness at a trial, or to fulfill some other subpoenaed civil duty. Employees must reimburse the college for any compensation received for such civil duty, except for expenses incurred.

### ***Leave Without Pay***

Requests for leave of absence without pay must be submitted in writing and approved by the employee's supervisor and the area dean or vice president.

A classified employee who is appointed to an exempt position may be granted a leave of absence without pay with the right to return to the former or a similar position at the end of the leave, if the employee requests this in writing. Contact Human Resources for details.

### ***Military Leave***

Employees are entitled to leave with pay up to 15 calendar days in any one calendar year for active duty in discharge of United States military reserve obligations. Such leave is in addition to annual leave and will not result in loss of benefits, privileges, or pay. For additional information contact Human Resources. Please contact Human Resources if you are called into long term active service.

### ***Personal Holiday***

In addition to accrued vacation and college-wide holidays, classified and administrative staff may select one personal holiday each calendar year. Personal holidays are not cumulative and lapse at the end of each calendar year. A newly-hired classified staff member may not take the personal holiday during the first four months of employment.

### ***Shared Leave***

State employees may donate accumulated leave to benefit a co-worker who is suffering from an extraordinary or severe illness, injury, etc., and has exhausted his or her leave benefits. Employees may request shared leave if they meet certain criteria; contact Human Resources for details.

### ***Sick Leave***

Classified staff, full-time and affiliated faculty members, and administrative staff accrue sick leave. Part-time faculty receive non-accruable sick leave on a quarterly basis. Employees represented by a bargaining unit should refer to their negotiated agreement for sick leave rules and accrual rates.



### ***Vacation***

Classified and administrative staff accrue annual leave at rates determined by their employee status. An employee may not take vacation that he/she has not yet accrued; newly-hired classified staff members accrue vacation but may not take it until after passing the probationary period. Vacation may be accrued up to 240 hours. Use of vacation requires prior approval from the appropriate supervisor/unit administrator. Vacation leave balances are reported on payroll checks. For further information, contact Human Resources.

### ***Worker's Compensation Leave***

An employee who suffers a work-related injury or illness that is eligible under the state Worker's Compensation Law may choose time-loss compensation, leave payment, or a combination of time-loss compensation and accrued paid leave. Contact Human Resources for further information and assistance.

## **PAYROLL INFORMATION**

### ***Annual Reporting***

At the end of each January, employees will receive a W-2 form (Annual Wage & Tax Statement) summarizing his/her wages, federal withholding taxes, and OASI medical deductions for the preceding year.

### ***Combined Fund Drive***

Human Resources conducts the Washington State Employee Combined Fund Drive supporting a variety of charities statewide. Contributions are voluntary and can be made separately in one payment or deducted from monthly paychecks.

### ***Direct Deposit***

Bellevue Community College encourages employees to have their paychecks automatically deposited into their bank accounts—a convenient way to deposit earnings without the possibility of loss. Contact Human Resources for direct deposit authorization forms.

## ***Employee Earnings History***

Employees have access to their current and past earnings information as well as their vacation balance through the BCC portal at <https://go.mybcc.net>.

## ***Payday***

Faculty (both full- and part-time), administrative staff, and classified employees are paid twice a month, generally on the 10<sup>th</sup> and 25<sup>th</sup>. Students and hourly employees are paid once a month, generally on the 10<sup>th</sup>. When a payday falls on Saturday, paychecks are distributed on Friday; when on Sunday, paychecks are distributed on Monday. Checks for each college unit are available for authorized pick-up in the Cashier's Office, 9:00–9:30 a.m.

## ***Payroll***

The Payroll Office processes two payrolls each month. Payroll staff handle payment of salaries and wages, and record deductions and leave (vacation, sick leave, personal holiday). For specific questions or concerns about a paycheck, contact the payroll supervisor at (425) 564-4270. If an employee has lost a paycheck, the individual should contact Human Resources.

## ***Tax-deferred Annuities***

The Internal Revenue Code allows college employees to contribute pre-tax dollars, up to an annual limit, into tax-deferred annuities. Various annuity plans are available for college employees. Contact Human Resources for details.

## ***Timesheets***

BCC uses two types of timesheets. Classified and administrative employees report any exceptions to their work week (sick leave, vacation, personal holiday, overtime) on the *Classified & Administrative Absentee & Overtime Report*. Student and hourly employees report their hours worked on the *Hourly & Student Employee Wage Report*. All timesheets must show the employee's name, department, social security number, month/year being reported, budget number and be signed by employee and supervisor.

Full-time faculty who take leave must complete a faculty leave slip and submit it to their division.

For more information regarding timesheets and processing deadlines, contact Human Resources and Payroll. A Payroll calendar giving timesheet due dates is maintained on the BCC portal.

## ***Withholding Tax***

The mandatory deductions for withholding tax are based on an employee's salary and dependents as stipulated by the Internal Revenue Service. Contact Human Resources to make allowable adjustments in the amount of withholding.

The mandatory payroll deductions at BCC include:

**Federal Withholding Tax:** The federal tax is withheld in accordance with the current rates established by the Internal Revenue Service. All employees are required to complete a W-4 form concerning withholding status and the number of allowances.

**Industrial & Medical Aid Insurance:** The deduction amount is based on the number of hours worked. The college matches the employee's contribution.

**Retirement:** Bellevue Community College provides retirement programs to eligible employees. Eligibility is dependent upon the number of hours employed at the college. Retirement contributions are mandatory and are automatically deducted from the employee's monthly salary. Contact Human Resources for details about retirement plans and deductions.

**Social Security:** All employees are required to contribute to Federal Social Security (OASI) and Medicare, and the college matches this contribution.

## EMPLOYEE BENEFITS

### ***Bookstore Discount***

BCC employees are eligible for a 10% discount on Bookstore purchases, except for textbooks. Present your BCC identification badge at the time of purchase to receive this discount.

### ***Bus Passes and Carpools***

Bellevue Community College participates in the statewide Commute Trip Reduction effort as mandated by the Washington Clean Air Act. The college encourages employees to carpool, vanpool, bicycle, walk, or take the bus to work. Employees who are eligible for BCC's CTR program may buy subsidized monthly Metro bus passes or receive quarterly mileage reimbursement for carpooling, vanpooling, bicycling, or walking. Metro route information is available in the Campus Information Center. Contact Human Resources for details and sign-up forms.

### ***Childcare for employees' children***

On a space available basis, employees may enroll their children aged 18 months–7 years in the Early Learning, Family and Childcare Center.

### ***Classes for Employees***

Any BCC employee is welcome to register, and pay for college credit classes as a regular student. You should, of course, plan your class schedule so as not to conflict with your work schedule.

Employees can take most credit and non-credit classes at a reduced cost when space is available and certain conditions are met. If the topic pertains to your work assignment, ask your supervisor or unit administrator about the possibility of department or college funds paying for the class.

**Credit classes.** Faculty employed at 50% or more and permanent classified or administrative staff may take almost any credit class on a space-available basis if requirements and prerequisites have been met. The basic cost is \$5.00, plus any fees associated with that class. To get the reduced tuition rate, the employee may not register until the date listed in the enrollment calendar (usually the third day of the quarter). Hourly and probationary employees are not eligible for this reduced tuition. Contact Registration for details (ext. 2222).

**Continuing Education.** Permanent employees who are eligible for benefits may sign up for most Continuing Education classes and workshops at a reduced cost. The employee or his/her department pays 75% of the listed fees. Contact Continuing Education's Customer Service department for details.

**Other Self-Support Programs.** Contact self-support programs (Continuing Nursing Education, Fire Service, etc.) about the rules for BCC employees taking classes.

### ***Counseling Center***

BCC employees may contact the Counseling Center for crisis intervention, immediate or short-term counseling, and referrals to other resources. See also Occupational Health Service.

### ***Credit Unions***

BCC Employees may join the Washington School Employees Credit Union or the Washington State Employees Credit Union. Contact Human Resources for details.

### ***Employee Assistance Program***

BCC provides an assistance plan for employees and family members through the Employee Advisory Service. EAS provides confidential consultation and counseling for a range of issues: finances, pre-retirement, child care, elder care, organizing life's affairs, and personal or family concerns.

### ***Gymnasium***

The BCC Gymnasium is located at the north end of the campus. Employees may use Gym showers and locker rooms and can sign up for a multitude of fitness classes.

### ***Library Borrowing Privileges (<http://ir.bcc.ctc.edu/library>)***

BCC employees have full borrowing privileges at the Library Media Center for work-related and personal use. Identify yourself as an employee when you check materials out and give your social security number in place of a student ID number.

## AT YOUR SERVICE

### ***ATMs***

There are automated teller machines in the Student Union and in the Student Services wing of Building B.

### ***Cafeteria***

Food Service operates the main cafeteria in the Student Union and the Espresso bars, as well as vending machines around campus. The Cafeteria is open on instructional days and evenings during Fall, Winter, and Spring Quarters and has limited service during Summer Quarters. Food Services can also cater campus events.

### ***Bookstore***

The Bookstore, located on the first floor of the Student Services Building, sells new and used textbooks as well as art and school supplies, greeting cards, snacks, sundries, and gift items. Bookstore hours during an academic quarter are generally 7:30 a.m.–7:30 p.m., Monday–Thursday and 7:30 a.m.–2:00 p.m. Friday. Employees are eligible for a 10% discount on purchases, except for textbooks. Show staff ID to obtain discount.

### ***Campus Information Center***

The Campus Information Center in the Student Union (Building C) sells stamps, sundries, and discounted movie tickets and has fax and photocopy service available for student use. Come here to find Metro bus schedules, reserve use of the display case in the student union, and get approval for materials to be posted on campus bulletin boards.

### ***Cashier's Office***

The Cashier's Office, located in the Student Services Building, is responsible for collecting, receipting, and depositing all general institutional funds, such as student tuition and fees, parking and library fines, grants and contracts revenue, and facility use fees. The Cashier's Office also sells Metro bus passes and student photocopier cards.

### ***E-mail System***

E-mail accounts are available for all administrative staff, classified staff, faculty members (both full- and part-time), and students. Employees must sign the Acceptable Use Agreement before Technology Services establishes the account.

## ***Emergencies***

If you feel endangered, threatened or find yourself or someone else in an emergency situation, call Public Safety at extension 2400 (dial 425-564-2400 from a public pay phone; it will be a free call). See the Emergencies section of this handbook for what to do in case of fire, earthquake, medical emergency, etc.

Emergency maps are posted in classrooms, offices, stairwells, and other public places throughout campus to show evacuation routes and the location of fire alarms and extinguishers, public pay phones, and first aid kits. Emergency procedures are also posted in classrooms and offices. All employees should become familiar with the emergency procedures and evacuation routes.

## ***Information / College Switchboard***

(425) 564-1000 is the general campus switchboard and information number. Call or transfer a caller to ext. 1000 if you are unable to locate a department or another employee.

## ***Keys and Locks***

Campus Operations is responsible for issuing keys to all BCC facilities. A key request form, signed by the employee and the unit administrator, must be presented at Public Safety before keys will be issued. Separate key request forms are necessary if an employee requires keys in more than one division or department.

Keys to college facilities may not be duplicated, loaned to other BCC employees, or loaned to non-employees. Lost keys should be reported to Public Safety promptly. If re-keying is necessary because of the loss, the labor and materials costs will be recharged to the department or area budget.

Keys must be returned to Public Safety when an individual leaves a division or department or leaves BCC employment altogether. If you do not turn in your keys when leaving college employment, Human Resources may hold your last paycheck.

## ***Lost and Found***

Employees finding lost articles on the main campus should immediately call Public Safety staff who will attempt to notify the owner if possible. Items are held for approximately 60 days, then either donated to charity or discarded.

## ***Mail Service***

Campus mail is delivered to and collected from designated campus mail stops twice daily. The mailroom staff can also assist with packages sent by U.S. Postal Service,

United Parcel Service, or Federal Express. Contact the mailroom staff for information and advice concerning sending bulk mailings.

### ***Notary Service***

Notary services for college business are available in Human Resources, Registration, and the Finance Office.

Permits are required to park in faculty/staff parking lots; employees can get permits at no cost from Public Safety, which also enforces BCC's parking and traffic regulations. The permit should be visible through the rear window of the car. Overnight and temporary permits are also available (for example if you are parking a borrowed or rented car on campus).

### ***Printing Services***

BCC's Printing Services provides photocopying services, graphic design, editing, duplicating, and printing services for the college. Work request forms are available on the college portal or at Printing Services. Contact printing services for a complete list of their services and information about how to utilize them.

### ***Public Safety***

The Public Safety Department is responsible for maintaining public safety and works closely with local fire and police agencies. Public Safety officers can be reached by dialing campus extension 2400 or 425-564-2400 from any pay phone on campus (it will be a free call).

Public Safety staff enforce the college's parking and traffic regulations, maintain emergency equipment, and provide jump-starts for dead batteries in staff or employee vehicles as well as working to deter crime and defuse potential tense incidents on campus. If you must work late into the night, you may call Public Safety to walk you to your car.

### ***Purchasing***

The Purchasing Department is responsible for assisting college staff in procuring goods and services in the most cost-effective manner. BCC's purchasing rules comply with state Office of Financial Management rules. Contact the Purchasing Office for details on purchase requisitions, special purchases, requests for proposals, bids, and state purchasing regulations.



## ***Recycling***

Campus Operations oversees a basic recycling program to collect paper, newspaper, cardboard and aluminum cans. Employees take recyclables to bins located around campus. Call Material Resources in Campus Operations for details.

## ***Request Center*** (<https://requestcenter.bcc.ctc.edu/>)

The Request Center is your one-stop center for many campus services. You may report problems you are having with your hardware or software; order new software, ask for a price quote on new technology purchases; report problems with online services or applications; report issues with your phone or voice mail, or report a classroom projector or podium malfunction. Request Center puts you in touch with Campus Operations departments to request help with custodial or grounds services; routine maintenance, such as changing a light bulb, fixing a leak of moving furniture; keys, fixing locks or other material resources; or special signage for meetings. You may report burned out roadway lights, or ask for help with a dead battery or locked car door. Request Center also allows you to order media services such as AV equipment.

## ***Room Reservations*** (<https://ems.bcc.ctc.edu/>)

Room reservations for college events or meetings may be made through the EMS Scheduling System.

## ***Student Union***

The Student Union complex in Building C includes the main Cafeteria, the Campus Information Center, a coffee and snack bar and lounge, a games room, several meeting/dining rooms, a quiet study room, and vending machines.

## ***Telephones***

Campus telephones, like all BCC equipment and facilities, are provided for educational and business purposes. Occasional personal local calls are allowed.

For information on setting up a telephone account, see the college portal. Basic instructions are included in the campus directory.

**Long distance.** Long-distance telephone service for college business is provided by the State Controlled Area Network (SCAN) system. A seven-digit SCAN ID code is assigned to employees who need to place long-distance calls as part of their work. Dial 8, the long-distance number and the SCAN code. The SCAN system must not be used for personal calls. If a personal or family emergency arises which requires a long-distance telephone call, the employee must use a personal telephone credit card.

### ***Vehicle Problems***

Public Safety can assist people with jump-starts for dead batteries, keys locked in vehicles, etc. Disabled vehicles left in any college roadway should be immediately reported to Public Safety at ext. 2400.

## GENERAL COLLEGE INFORMATION

### **Alcoholic Beverages on Campus**

Alcoholic beverages will not be served at Bellevue Community College without the approval of the president. Authorized representatives of groups wishing to serve alcoholic beverages must apply for this approval using BCC form 010-116. For more information, contact the President's Office.

### **Animals on Campus / Pets**

Pets (dogs, cats, birds, etc.) are prohibited from entering buildings operated by BCC. Pets on the grounds of Bellevue Community College shall be in the physical control of their owners according to City of Bellevue "leash law" ordinances. Exceptions to these regulations are animals which are assisting physically disabled individuals.

### **Bicycles & Foot-Propelled Devices**

No bicycles or foot-propelled devices shall be operated on campus walkways or in corridors, hallways, or buildings unless their use is required as part of an authorized college activity.

Bicycle riders should obey BCC traffic regulations and should park in designated areas only. Improperly parked bicycles may be impounded and a citation and/or a fine imposed upon the owner. Contact Public Safety for details.

### **Bulletin Boards / Posting**

Bulletin boards are mounted in the Student Union, stairwells, and at other locations on campus for posting flyers and other literature. All literature posted on college grounds must identify the organization or individual responsible for it and must be approved and date-stamped at the Campus Information Center. For additional information, contact Student Programs.

### **Campus Closure**

The college will be open on all scheduled work days unless, in the judgment of the president, maintaining the work schedule would constitute a real and present danger to the safety or welfare of the employees, or if conditions make it impossible to begin or continue the regular work day, in which case the president or his/her designee will make the decision whether to cancel classes or close college offices.

When the college must be closed, efforts are made to notify all faculty, staff, and students present at the time. In addition, the college contacts radio stations to make community service announcements. Campus closure status is posted on the college website and on the emergency closure message phone, (425) 401-6680.

### ***College Issues Days***

BCC sets aside non-instructional time in the college calendar for “College Issues Days,” when all faculty and staff have an opportunity to discuss topics of wide-ranging interest and importance. The President’s Staff coordinates the activities.

### **Committees**

BCC’s committee structure aids in collaborative planning and decision-making. Some committees are mandated by negotiated agreements with employee associations; some have grown out of a campus need. Most include representatives of the major college constituencies, including students, faculty, administrators, and classified staff. The committee book is maintained on the Employee Portal.

### ***Credit Cards***

Authorized employees may use college-issued credit cards to pay for college-related travel. Many departments have “procurement cards” with which to purchase supplies and equipment as needed. Contact the Finance Office for details.

### ***Fundraising***

Major campus fundraising efforts are coordinated through Institutional Advancement. For other fundraising events, employees should take care when selling tickets and collecting payments. Any college program that wishes to hold a fund-raising event should contact the Finance Office to ensure that it will comply with all applicable regulations. Student clubs should contact the Student Programs Office.

### **Honoraria**

Under the 1994 State Ethics Law, any state employee must have the approval of the employing agency before accepting an honorarium in connection with their official role. At BCC, the Vice President for Administrative Services has been delegated the authority to review and grant requests for permission to accept honoraria.

If any BCC employee is offered an honorarium for an activity which is clearly linked to the employee’s work at the college, he or she must complete a “Request for Approval to Accept an Honorarium” form, available in division offices and in Administrative Services.

## **Hours of Operation**

Bellevue Community College is a public agency whose first responsibility is to serve the educational needs of students and potential students. To honor this commitment, it is important to ensure that college services are available and offices are open to the public during our published hours of business.

**Official Hours of Operation.** The official hours of operation for all college activities are 6:30 a.m.–10:30 p.m., Monday–Friday. Lights in the parking lots and roads on the main campus are turned on at 6:00 a.m. and off at 11:00 p.m. The north and south gates to campus are closed at 11:00 p.m. (unless there is a special event) and reopened at 6:00 a.m. After 11:00 p.m. only custodial and Public Safety staff are permitted to be on campus; all others will be asked to leave.

**Hours of Instruction.** Daytime classes are generally scheduled Monday–Friday starting at 6:30 a.m. Evening classes are scheduled Monday–Friday 5:30 p.m. to 10:00 p.m. Most daytime classes (with the exception of labs) are 50 minutes in length beginning on the half hour. Weekend College classes, special events, and seminars may be scheduled on Saturdays and Sundays.

**Summer Hours.** BCC operates on summer hours from the first instructional day of Summer Quarter until the Friday before Labor Day. During summer hours, most offices are open from 7:30 a.m.–5:00 p.m., Monday–Thursday and 8:00 a.m.–12 noon on Friday.

## ***Margin of Excellence Awards***

The BCC Foundation supports an annual award which honors full- and part-time faculty members and classified staff. Any employee may nominate an individual for the award. Past recipients are listed on plaques in the faculty/staff dining room in the Cafeteria.

## **Policies and Procedures Manual**

Policies and procedures are necessary to the efficient and orderly functioning of the college. The Administrative Services Office maintains a comprehensive Policies and Procedures Manual on the BCC employee portal. See the Policies section of this handbook for specific policies and procedures affecting all employees.

## ***Public Records***

Most documents at the college are public information. BCC complies with the provisions of federal and state law governing access to public records. At the same time, the college is concerned with minimizing disruption to college business and, more important, with preserving confidentiality and protecting student and employee rights to privacy.

Requests for access to and/or copies of public records should be made in writing to the Vice President for Administrative Services. Request forms and procedures are available from the Administrative Services Office.

### **Records Storage and Disposal**

State law governs what types of records must be preserved for how long. The Finance Office coordinates records storage and disposal for the campus, working closely with warehouse staff in Material Resources. BCC division, department, or area offices are responsible for preparing records for storage and/or disposal. This involves making an inventory of the records in each box, completing a box control card for each box, submitting the forms to Finance, and arranging for Warehouse staff to take the boxes to storage. Some records are also maintained on microfilm. Contact the Finance Office for details.

### ***Solicitation and Distribution***

The use of college grounds or facilities for commercial purposes or private gain is prohibited except where commercial activity such as sale of books, instructional supplies, or food contribute to the operation of the instructional program or where limited sale is specifically authorized by the Dean of Student Services for the benefit of the approved activity. A non-college group may be permitted to display and distribute information on campus if governed by a facilities use agreement.

### ***Student Help***

Many students receive Work-Study assistance as a form of financial aid. To hire a work-study student, BCC departments should contact the Student Employment Office in the Career Center.

### ***Travel***

Specific procedures govern approval and reimbursement for travel. In general, the travel must be clearly related to college business and the traveler must have **prior** approval for airfare, overnight lodging, meals, and other expenses related to the trip. There are restrictions on reimbursable maximums for lodging and meals and on which travel agencies may be used. The Finance Office maintains a Travel Procedures Manual and offers regular training for staff members who work with the approval and reimbursement forms.

## Emergencies

### ***Accidents, First Aid OR Medical Emergencies***

In the case of injury or some other medical emergency—

- 1) Call Public Safety at ext. 2400 (or 425-564-2400 from a public pay phone; it will be a free call). State that medical aid is needed and describe:
  - a) your location, including the building and room number if you know them,
  - b) the telephone number from which you are calling,
  - c) the location of the injured or sick person (if different from your location),
  - d) the person's present condition (e.g., bleeding, breathing erratically, unconscious),
  - e) the nature of the injury or medical problem if the person has been able to tell you what is wrong.
- 2) Public Safety will call an aid car if required. A Public Safety officer will arrive at the scene as soon as possible.
- 3) After calling Public Safety, return to the injured person; do not leave the scene or leave the injured person alone again.
- 4) Do not move the injured person.
- 5) Give first aid if you are qualified to do so.
- 6) If you are in doubt or are unable to reach Public Safety, call 911 from a pay phone (as a free call) or 9-911 from a campus phone.

### ***Bomb Threat***

**The following procedures are designed to protect all BCC students, faculty, staff, and guests when a bomb threat has been received. The objective is to ensure that evacuations and searches are conducted in the most safe, timely, and orderly manner possible.**

**If you SEE A SUSPICIOUS OBJECT—**

- 1) Stay calm.
- 2) Call Public Safety at ext. 2400 (or 425-564-2400 from a public pay phone; it will be a free call). Describe the object and its location.
- 3) Follow instructions concerning securing or evacuating the area.
- 4) Do not touch or disturb the suspicious object in any way.
- 5) Do not touch or operate electrical appliances or circuitry near it.
- 6) Do not operate radio communications equipment near it.
- 7) Do not smoke near it.
- 8) A Public Safety officer will arrive at the scene as soon as possible. Public Safety will contact local law enforcement and emergency response agencies if necessary.
- 9) If you are in doubt or are unable to reach Public Safety, call 911 from a pay phone (as a free call) or 9-911 from a campus phone.

**If you RECEIVE A CALL ABOUT A BOMB THREAT—**

- 1) Stay calm.
- 2) Keep the caller on the line as long as possible. Using the list here, gain as much information as you can about the bomb and the caller. Take notes if possible.

- 3) If possible, signal another person to call Public Safety while you are still on the phone with the caller.
- 4) After the call ends, call Public Safety at ext. 2400. Relay the information about the location of the bomb and the time it is set to detonate and any other data you gathered from the caller.

#### Data to collect about a Bomb Threat Call

- Date and time the call was received.
- Exact words the caller said.
- Description of caller's voice: male or female? young, middle-aged, old? any regional or foreign accent? what tone of voice was used? was the voice familiar? who did it sound like?
- Description of any background noise.
- Remember: stay calm and *prolong the call*. Questions to ask the caller:
  - When is the bomb going to explode?
  - Where is the bomb right now?
  - What kind of bomb is it? What is it made of?
  - What does it look like?
  - Why did you put it there?
  - What did you say your name was?
  - What is your address?

## **Earthquake**

During the earthquake—

- 1) Stay calm and stay where you are.
  - a) If you are indoors, stay indoors. Take shelter under a desk or table or along an inner wall. Move away from windows, outside walls, glass walls, or outside doors—these are danger areas.
  - b) If you are outdoors, stay outdoors. Move away from overhead electrical wires, poles, or anything that may shake loose or fall.
- 2) Assist disabled or injured persons to find and stay in sheltered areas.
- 3) Remain in your sheltered area until Public Safety or other emergency personnel give the “all clear” notification.

After the earthquake—

- 1) Be prepared for additional aftershocks, which may be as strong as the initial earthquake.
- 2) After the “all clear,” be extremely careful when entering any buildings.
- 3) Do not use any open flames until advised that there are no gas leaks.
- 4) Stay away from fallen or damaged electrical wires.
- 5) If there is a fire or serious injury, follow the instructions given elsewhere in this section.

## **Evacuation of Buildings**

If Public Safety or other emergency personnel direct you to evacuate any college building—

- 1) Walk—do not run—to the nearest exit.
- 2) If you are on an upper floor, walk down the stairs. Do not use the elevators.



- 3) Evacuate to the outside of the building complex, toward the parking areas. (See the emergency map for the evacuation route and meeting location.) If you are on the Main Campus, do not evacuate into the central courtyards.
- 4) Assist disabled or injured persons who are not able to leave the area quickly by themselves.
- 5) Do not re-enter the buildings until Public Safety or other emergency personnel advise you that it is safe to do so.
- 6) Remain on campus until directed to leave.

## ***Fires***

### ***Power Failure***

- 1) Shut off computers and other sensitive equipment.
- 2) If the failure occurs during normal working hours, contact Campus Operations. If the failure occurs during evening, night, or weekend hours, contact Public Safety.
- 3) If there is a fire or other emergency associated with the power failure, follow the appropriate procedures.
- 4) Lock up or otherwise secure your area before leaving.

## ***Violence on Campus***

**If you see any violent or threatening behavior which you think is an immediate danger to people or property—**

- 1) Stay calm.
- 2) Secure your own safety and the safety of others around you. Remain where you are until it is clearly safe for you to leave the area. Call Public Safety at ext. 2400 and 9-911. (From a campus pay phone dial 425-564-2400 and 911; the call will be free.) Describe the following:
  - a) the location where the incident took place/is taking place,
  - b) the individual(s) involved in the violence (physical features, clothing, etc.), and
  - c) any weapons involved.
- 3) Cooperate with Public Safety and with local law enforcement personnel when they have responded to the call and taken control of the situation.
- 4) If you are a witness, be prepared to make a statement describing what you saw, what happened when, etc.

## ACRONYMS

AACC	American Association of Community Colleges (national org.)
ABE	Adult Basic Education
ACC	All College Council (BCC representative group which proposes policies, etc.)
ADA	Americans with Disabilities Act
ASBCC	Associated Students of Bellevue Community College
BAC	Business Affairs Commission (state org. of business officers: subgroup within WACTC)
BAR	Budgeting, Accounting, & Reporting group (state org. of finance officers)
BCCAHE	Bellevue Community College Association of Higher Education
BPS	Bellevue Public Schools (local elementary/secondary school district)
CEABCC/WPEA	Classified Employee Association of Bellevue Community College
CEU	Continuing Education Unit (official recognition of participation in Cont. Ed.; generally, 10 instruction hours = 1 CEU)
CFD	Combined Fund Drive
CIS	Center for Information Services (statewide consortium of community & technical colleges for computer systems for student, financial, personnel/payroll, and facilities information)
CTR	Commute Trip Reduction
DCRA	Dependent Care Reimbursement Account
DSS	Disability Support Services
DOP	Department of Personnel
EAP	Employee Assistance Program
ESL	English as a Second Language
FERPA	Family Education Rights & Privacy Act
FLSA	Fair Labor Standards Act
FMLA	Family and Medical Leave Act
FMS	Financial Management System (part of statewide database)
FTE	“Full-time equivalent,” generally used in defining student count (plural FTEs)
FTEF	“Full-time equivalent faculty member” (e.g., four part-time instructors teaching 25% loads make up one FTEF)
GED	General Education Development (high-school equivalency)
HCA	Health Care Authority
HECB	Higher Education Coordinating Board
HEPB	Higher Education Personnel Board
IML	Interactive Multimedia Lab
IPEDS	Integrated Postsecondary Education Data System
IA	Institutional Advancement
ICRC	Intercollegiate College Relations Council
IR	Information Resources

IRC	Information Research Coordinator (local representative to CIS)
ISS	International Student Services
ITPG	Information Technology Planning Group (statewide group for CIS oversight)
KBCS	Call letters of BCC's radio station, 91.3 FM
L&I	Labor and Industries (state agency)
MCS	Multi-Cultural Services
MOU	"Memorandum of understanding"
NWAACC	Northwest Athletic Association of Community Colleges
NWCET	National Workforce Center for Emerging Technologies
OFM	Office of Financial Management (state agency)
OUA	Organizational Unit Administrator, such as a division chair
OWMBE	Office of Women & Minority Business Enterprises (state agency)
PAB	Personnel Appeals Board
PPMS	Payroll & Personnel Management System (part of statewide database)
RCW	Revised Code of Washington
RMI	Repairs & Minor Improvements (category within state capital budget funding)
RFI	"Request for information"
RFP	"Request for proposals"
SBCTC	State Board for Community and Technical Colleges (state agency)
SBDC	Small Business Development Center
SCAN	State Controlled Area Network (tracking system for long-distance calls)
SEBB	State Employee Benefits Board
STTACC	Staff Training Association for Technical & Community Colleges (statewide org. for classified staff development)
SMS	Student Management System (part of statewide database)
WAC	Washington Administrative Code
WACTC	Washington Association of Community & Technical Colleges (statewide organization of college presidents)
WEA	Washington Education Association
WFSE	Washington Federation of State Employees
WSECU	Washington State Employees Credit Union and Washington School Employees Credit Union
WPRB	Washington Personnel Resources Board

## 12) ASG Committee List

Name	Membership	Delegate
Academic Standards Committee	ASG President Delegates	Jacob Peltie
All College Council	ASG President	Jacob Peltie

All College Council	ASG VPSAP	VPFC
All College Council	ASG President Delegates	Jorge Enrique
All College Council	ASG President Delegates	Lauren DeW
All College Council	ASG President Delegates	Sergey Smir
Center for Liberal Arts Task Force	Open Membership (No Student Stated)	Sergey Smir
Citation Review Committee	ASG President Delegates	Jorge Enrique
Citation Review Committee	ASG President Delegates	Kelsey Neel
Citation Review Committee	ASG President Delegates	Yoonmi Park
College Disciplin Committee	ASG President Delegates	Jorge Enrique
College Disciplin Committee	ASG President Delegates	Kelsey Neel
College Disciplin Committee	ASG President Delegates	Sergey Smir
Commencement Committee	ASG President Delegates	Katie Wilson
Commencement Committee	ASG President Delegates	Marcus Swe
Commencement Committee	ASG President Delegates	Yoonmi Park
Curriculum Advisory Committee	ASG President Delegates	VPFC
Dismissal Review Committee	ASG President Delegates	Jacob Peltie
Distance Learning Committee	NONE	Jorge Enrique
Diversity Caucus	All of ASG	EVERYONE
Educational Services Cabinet	NONE	
Environmental Advisory Committee	ASG Environmental and Entrepreneurial Representative	Lauren DeW
Environmental Advisory Committee	Student Science Association Appointment	SSA
Environmental Advisory Committee	Student Science Association Appointment	SSA
Ergonomics and Safety Committee	ASG President Delegates	Marcus Swe
Facilities Universal Access Advisory Committee	Dean of Student Service	Student-at-la
Facilities Universal Access Advisory Committee	Dean of Student Service	Student-at-la
Facilities Universal Access Advisory Committee	Dean of Student Service	Student-at-la
Foundation Board of Directors	ASG President Delegates	Lauren DeW
Instituional Effectivness Group	ASG President Delegates	Peter Tran
Instituional Effectivness Group	ASG President Delegates	Marcus Swe
Legislative Contact Committee	ASG President Delegates	Jacob Peltie
Legislative Contact Committee	ASG President Delegates	Brianne Woo
Planning Council	ASG President Delegates	Lauren DeW
Planning Council	ASG President Delegates	VPFC
Planning Council	ASG President Delegates	Peter Tran
Planning Council	ASG President Delegates	Kelsey Neel
Pluralism Comumunity Advisory Board	NONE	NONE
Student Pluralism Committee	2 Allowed (Mandadeted all ASG)	EVERYONE
Pluralism Steering Committee	NONE	Sergey Smir
Presidents Staff	NONE	NONE
Risk Management Committee	ASG President Delegates	Lauren DeW
Sabbatical Leave Committee	NONE	NONE
Service and Activites Fee Budget Committee	ASG VPFC (Chair)	VPFC
Service and Activites Fee Budget Committee	ASG EBOD Members	Jacob Peltie
Service and Activites Fee Budget Committee	ASG EBOD Members	Peter Tran
Service and Activites Fee Budget Committee	ASG President Delegates	Lauren DeW

Service and Activites Fee Budget Committee	ASG President Delegates	Student-at-la
Student Academic Grievance Committee	ASG President Delegates from ASG JB	Jorge Enriqu
Student Academic Grievance Committee	ASG President Delegates from ASG JB	Kelsey Neel
Student Academic Grievance Committee	ASG President Delegates from ASG JB	Yoonmi Park
Technology Advisory Committee	ASG President Delegates	Justin Abbas
Tenure Review Committee	ASG President Delegates	Sergey Smir
Web Steering Committee	Open Membership (No Student Stated)	Justin Abbas
Technology Fee Advisory Committee	ASG EBOD Members	Jacob Peltie
Technology Fee Advisory Committee	ASG EBOD Members	Student-at-la
Technology Fee Advisory Committee	ASG EBOD Members	VPFC
Technology Fee Advisory Committee	ASG EBOD Members	Justin Abbas
ASG Legislative Committee	ASG President Delegates	Brianne Woo
ASG Legislative Committee	ASG President	Student-at-la
ASG Legislative Committee	Chair Delegates	Student-at-la
ASG Legislative Committee	Chair Delegates	Student-at-la
ASG Legislative Committee	Chair Delegates	Student-at-la

(All of ASG i Caucus)
Jacob Peltie
Sergey Smir
VPFC
Lauren DeW
Justin Abbas
Peter Tran
Marcus Swe
Jorge Enriqu
Kelsey Neel
Yoonmi Park
Student-at-la

**13) ASG BOD Bill 2007-003**  
**ASG Board of Directors**  
**Bill# 2007-003**  
**2007-2008 Associated Student Government**  
**July 5, 2007**

**Submitted By: Student Brianne Wood**  
**Endorsed By: ASG President Jacob Peltier**  
**Approved at ASG BOD Meeting on: NA Via Email**  
 (Any registered BCC Student may submit a Bill that may or may not be endorsed by an  
 ASG Board of Directors Officer.)

**AN ACT TO: to Officially form the Associated Student Government Legislative Committee**

**WHEREAS: it is important to be involved in legislative issues,**

**WHEREAS: it is critical to advocate on behalf of students to the Washington State Legislature,**

**WHEREAS: there is a need to form a group that can concentrate our efforts to ensure efficiency and a unified voice,**

**THEREFORE IT ENACTED BY THE ASSOCIATED STUDENT GOVERNMENT OF THE ASSOCIATED STUDENTS OF BELLEVUE COMMUNITY COLLEGE**

**THAT: We Officially Enact and Form the Associated Student Government Legislative Committee.**

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**ASG President  
Justice**

**ASG Chief**

## **Associated Student Government Legislative Committee**

**CONVENED BY: ASG Legislative Chair**

**PURPOSE:** To be the Bellevue Community College Student Voice at the Washington State Legislature

**MEMBERSHIP:** Chair (appointed by ASG President)  
ASG President  
ASG Vice President of Student Affairs and Pluralism  
Three (3) Students appointed by Chair

**TASKS:** Set legislative goals and objectives that cater to the student issues on campus

Work in conjunction with the Bellevue Committee Legislative Committee

Work with the Washington Student Lobby (WSL)  
Communicate Legislative Agenda to ASG Board of Directors, BCC Legislative Committee and Student Body  
Meet with State Legislators and others pertinent to Legislative process  
Be the primary contact for Student Legislative Affairs in conjunction with ASG

**FREQUENCY:** To be decided at first meeting called by Chair

**LINKAGES:** Washington Student Lobby (WSL)  
Associated Student Government  
Bellevue Community College Legislative Committee

#### 14) ASG VP of Finance and Communications Application 2007-2008



#### **ASG Vice President of Finance and Communications Application**

**POSITION:** Associated Student Government Vice President of Finance and Communications

**DEPARTMENT:** Associated Student Government of the Associated Students of Bellevue Community College

**SALARY:** Approximately \$7800 Annually.

**OPENS:** September 24, 2007

**CLOSES:** October 12, 2007

**(Applications and all required documents must be submitted by 5PM Pacific Standard Time on October 12, 2007.)**

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**MINIMUM QUALIFICATIONS:** *Applicants must meet the minimum qualifications to apply.*

- Candidates must have a minimum GPA of 2.75 at the time of application
- Candidates must maintain a minimum GPA of 2.75 if hired.
- Candidates must maintain a minimum of 8 credits per quarter if hired.
- Candidates must have completed a minimum of 24 BCC college level credits at the time of application.

**REQUIRED DOCUMENTS TO SUBMIT WITH THE ASG VICE PRESIDENT OF FINANCE AND COMMUNICATIONS APPLICATION:**

*To be considered for this position, applicants must meet the minimum qualifications and must submit a complete application packet which includes the following\*\*:*

- Two (2) letters of recommendation from Bellevue Community College staff, faculty, or administration.
- Resume\*
- Two Professional References (Optional)
- Letter of Intent that answers the following questions addresses the following questions.
  1. What skills and strengths do you possess that will enable you to be successful in the position for which you've applied?
  2. Describe what team work means to you? Describe an experience you have had working as part of a team?
  3. Describe how you are involved on campus?
  4. Describe a community service experience you have had and what you learned from that experience?

\* If you need assistance in creating a resume, the BCC Career Center is available for you in Bellevue Community College Main Campus Room B-231.

\*\* Items that are submitted in addition to those listed below will not be taken into consideration to insure equality.

**APPLICATIONS MUST BE SUBMITTED TO:**

Student Programs, C212  
Bellevue Community College  
3000 Landerholm Circle, SE  
Bellevue, WA 98007-6484

**Student Programs Office hours:** 8:00a.m. - 5:00 p.m., Monday-Friday. Closed weekends and holidays. For information or to request an application send an email to [asgpres@bcc.ctc.edu](mailto:asgpres@bcc.ctc.edu) or call 425-564-2295.

**JOB SUMMARY:**

- Shall monitor ASBCC budget appropriations and expenditures.
- Shall create, implement, and oversee the ASBCC Board of Directors communication plan.

**KEY RESPONSIBILITIES:**

- Chairs the Service and Activity Fee Budget Committee
- Monitor ASG/ Club Budgets



- Create and maintain a communications plan for the ASG
- Report to the ASG Board of Directors Monthly on Budgets
- Report to the ASG Board of Directors and Students at Large on Communications
- Maintains 15.0 hours per week.
- Serve on assigned committees
- Attend training sessions
- Attend all board meetings
- Support student programs in its various projects
- Will perform the duties of a 'Student Ambassador'
- Shall work with clubs and support them through the club funding process

**ASG VICE PRESIDENT OF FINANCE AND COMMUNICATIONS HIRING  
TIMELINE:**

*Timeline is tentative upon the number of applicants that meet the Minimum Qualifications and upon the number of applicants recommended by The Screening Committee.*

- Application OPENS September 24, 2007
- Application CLOSES October 12, 2007. Completed Applications and Required Documents must be submitted to the Student Programs Front Desk by 5PM on October 12, 2007, BCC Main Campus room C-212.
- If Applicants meet the minimum qualifications an interview will be scheduled by The Screening Committee.
- The Screening Committee will assess and review applications and information provided by each applicant.

- The Screening Committee will interview the applicants that meet the Minim Qualifications on October 16, 2007 and/or October 17, 2007. *Applicants may request alternative interview times by writing to asgpres@bcc.ctc.edu by the Closing Date.*
- The Screening Committee may recommend applicants to the ASG Executive Board. The Screening Committee must notify the ASG Executive Board by October 19, 2007.
- The ASG Executive Board will contact applicants that have been recommended by the Screening Committee to schedule an interview
- The ASG Executive Board will conduct interviews on October 23, 2007 and/or October 24, 2007 in BCC Main Campus Room C-212. *Applicants may request alternative interview times in writing to asgpres@bcc.ctc.edu by the Closing Date.*
- The ASG Executive Board may choose to hire an applicant to fill the position of ASG Vice President of Finance and Communications.
- The ASG Justice Board will notify all applicants as to the final decision of the ASG Executive Board by October 26, 2007.

#### SCREENING COMMITTEE:

- ASG Chief Justice (Non-Voting member who will chair to only insure the committee complies with ASG By-Laws, ASG Constitution, and ASBCC Ethics Code)
- 5 Bellevue Community College Students at large

#### ASG EXECUTIVE BOARD:

- ASG Chief Justice ((Non-Voting member who will chair to only insure the committee complies with ASG By-Laws, ASG Constitution, and ASBCC Code of Ethics )
- ASG President
- ASG President will appoint a member from the ASG Board of Directors
- ASG Vice President of Student Affairs and Pluralism

### 15) Original DLR Architectural Estimate

**DLR GROUP** 6/26/2007

**Bellevue Community College Campus Architect**

**Student Activities**

**Light Renovation**

**Total Units Unit Cost Cost**

Barricades 0 LF 20 0.00

Demolition

**Gut Demo. 0 SF 6 0.00** (Use rooms as they are - do not remove walls)

Conc. Wains./storefrnt. 0 LF 100 0.00 (None assumed at this time)

Interior Walls 0.00

3-5/8" stud, GWB, insul. 0 SF 8 0.00

6" stud, GWB, insul. 0 SF 8.5 0.00

Dbl. Stud, GWB, insul. 0 SF 12 0.00

One hour wall upgrade 0 SF 10 0.00

**Painting 5000 SF 2 10,000.00** (still assume as an allowance to repaint - we may find some savings here, but let's not assume that yet )

Wall coverings/Premium finishes 0 LS 10000 0.00

Misc. framing/carpentry 0 LS 10000 0.00

Storefront 0.00

Interior office walls 0 SF 50 0.00

Interior relite at conference 0 SF 50 0.00  
**Exterior 0 SF 50 0.00** (Move to Phase 2)  
 Soffits & Door surrounds 0 LS 10000 0.00  
 Doors 0.00  
 Typ. Alum. Stile&rail 0 EA 1100 0.00  
 Coiling fire doors 0 EA 6000 0.00  
 Sliding Doors 0 EA 2000 0.00  
 Security grill 0 EA 3500 0.00  
 Misc Access doors 0 EA 200 0.00  
**New Keypad locks 2 EA 500 1,000.00**  
 Specialties 0.00  
**Markerboards 0 EA 500 0.00** (Buy as budget allows)  
 Projection screens 0 EA 1000 0.00  
 Fire Etinguisher Cab. 0 EA 180 0.00  
 Window blinds 0 LF 40 0.00  
 General Signage 0 EA 1000 0.00  
 Wayfinding Signage 0 EA 75 0.00  
**Cork Wall Board 0 SF 12 0.00** (Buy as budget allows)  
 Corner Guards 0 EA 75 0.00  
 Acoustical treatment 0 LS 10,000 0.00  
 Misc. Equipment 0 LS 5,000 0.00  
 Flooring 0.00  
**Concrete patch and repair 1 LS 1000 1,000.00**  
**Carpet tile 5000 SF 4 20,000.00 R**  
 Rubber 0 SF 6 0.00  
 Cork Rubber 0 SF 7 0.00  
**Flooring Prep 2560 SF 0.5 1,280.00**  
 Casework 0.00  
**Built-ins 80 LF 250 20,000.00** (Total casework allowance of \$24,000 - we can review  
**Premium Upgrade 0 LS 8000 0.00** what we can "buy" of new systems furniture and storage for this amount)

1

### 16) SP Remodel Budget Breakdown

#### Student Programs Remodel DRAFT Budget - as of 09/2

Vendor	Description	Cost	Sale
Great Floors	Carpet - Supply & Install	\$27,262.40	\$
SME	C206 - Redistribute Power for Jibsheel	\$ 1,715.00	\$
PowerComm	C206 - Add Comm for Jibsheel		\$
System Connections	Moving Services	\$ 5,550.00	\$
Northern Pacific Construction	C206 - Countertop Move & Addition for Jibsheel	\$ 3,000.00	\$
DLR	Architectural Services	\$15,180.00	\$
City of Bellevue	Permit	\$ 5,000.00	\$
KI	Furniture		\$
BCC Lockshop	2 keypad locks	\$ 1,800.00	\$
Grayhawk	C206 Asbestos Abatement	\$ 2,155.00	\$
Based on DLR Estimate	Construction C202-C205		\$

Nuprecon	Asbestos Abatement for C202-C205	\$5,612	\$
	Contingency for Construction		\$
Budget Allocation	Approved Allocation (Ref ASG Bill 2007-004)		
ASG Reserve Account # 1984	\$50,000.00		
ASBCC Student Capital Construction Budget #1983	\$146,000.00		

**17) ASG BOD Bill 2007-004**  
**ASG Board of Directors**  
**Bill# 2007- 004**  
**2007-2008 Associated Student Government**  
**July 5, 2007**

**Submitted By: ASG President Jacob Peltier**  
**Endorsed By: ASG Vice President of Student Affairs and Pluralism**  
**Approved at ASG BOD Meeting on: NA Email Vote**  
 (Any registered BCC Student may submit a Bill that may or may not be endorsed by an ASG Board of Directors Officer.)

**AN ACT TO: Approve Funding for the Student Programs Remodel**

**WHEREAS: It is critical to the success of students at Bellevue Community College that we continue to build capacity to serve students,**

**WHEREAS: It is critical to future Bellevue Community College students that we grow student employment opportunities,**

**WHEREAS: It is important to grow opportunities for students to engage in campus life,**

**THEREFORE IT ENACTED BY THE ASSOCIATED STUDENT GOVERNMENT OF THE ASSOCIATED STUDENTS OF BELLEVUE COMMUNITY COLLEGE**

**THAT: We approve the allocation of \$146,000 from the ASBCC Account# 1983 Student Capital Construction Budget and \$50,000 from the ASG Reserve Account 1984 to be utilized for the costs associated with the remodel of the Student Programs Office. This includes funds that have already been approved for this project.**

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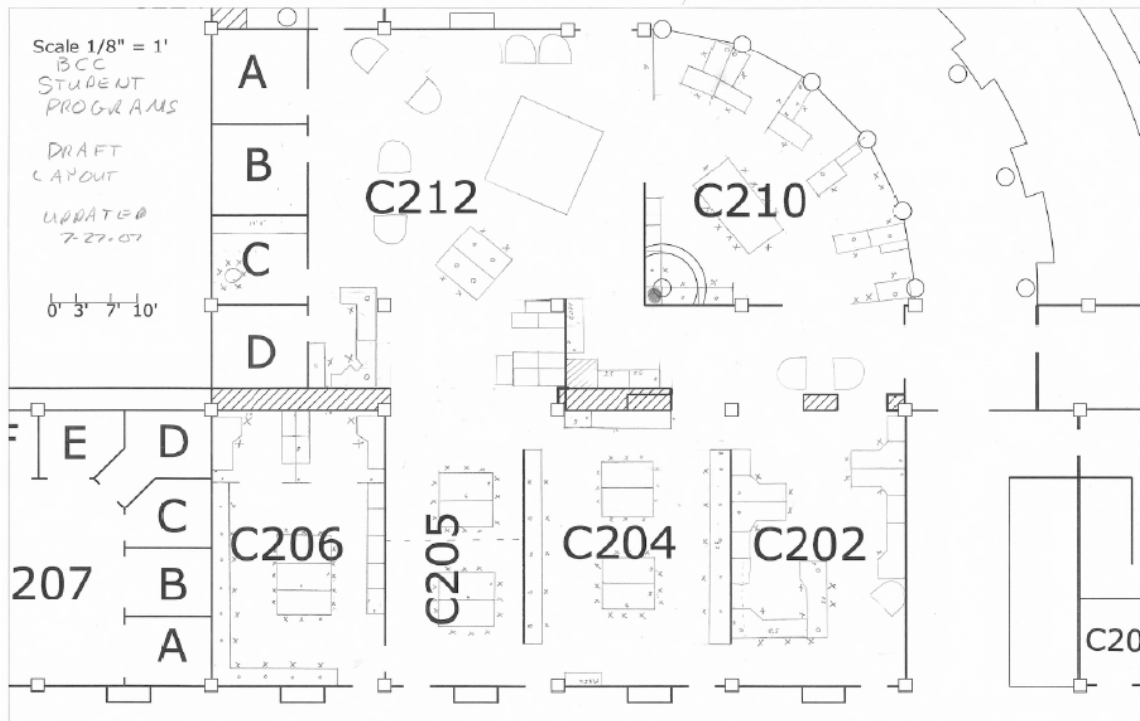
ASG President

ASG Chief

Justice

See Attached Proposal from the DLR Group for Bellevue Community College Student Programs Remodel and other attachments.

### 18) Original Remodel Schematic



### 19) Tracking ProposalMemo.doc

**Bellevue  
Community College  
Associated Student  
Government**

## Inter-Office Memo

**To:** ASG Officers  
**From:** Judicial Board  
**CC:** Gabrielle Bennett  
**Date:** November 7, 2007

**Re:** Document Tracking Form

---

The purpose of this plan is to ensure that the safety, confidentiality, and integrity of the documents and concerns of the students of Bellevue Community College be safeguarded by the Justice Board as effectively as possible.

This plan was created due to the amount of documents that the ASG receives and works with on a daily basis, this plan will help manage said documents and create a place to easily access them.

The plan will be executed in this way:

1. Front Desk receives a document; they will record the time, date, and person who submitted the document, along with their email and phone number.
2. Front Desk scans the document and sends it to the Judicial Board.
3. Front Desk hands the original document to the Judicial Board.
4. Judicial Board will fill out the 'Document Tracking Form' and attach it to the digital and physical document.
5. Judicial Board will store the scanned form in the "Official ASG Archives 2007-2008" folder on the R-Drive.
6. Justice Board will register the item in the spreadsheet which will be located in the R-Drive under the "Official ASG Archives 2007-2008" folder, in its respective folder.
7. Justice Board will stamp and store the original document in the corresponding folder in the filing cabinet located in the Judicial Board office area.

We do however have a request; in order to make the system official on the hard copy of any document we will need a specialized stamp. The stamp should "ASBCC Judicial Board", serial number, and the date on it. This would enable us to keep track of the date we filed the document should anyone inquire.

Sincerely,

The Judicial Board 2007-2008

## **20) Senate Proposal.doc**

### **Bellevue Community College Student/Club Senate**

#### **Purpose**

To increase club productivity, student involvement on campus, and student life in a safe, transparent, and productive environment within the boundaries of professionalism and campus decorum.

### **Description**

The Student/Club Senate is an organization composed with student representatives in charge of increasing student participation in college governance and club life.

### **Implementation Plan**

1. Research
  - Online investigation of college and university senate.
  - Contact by email student leaders and senate participants of other Institutions which have and have not implemented a Senate.
  - Visits to the Senate Meetings of other colleges.
2. Discussion and analysis of research
  - Various Judicial Board Meetings which will assess the pros and cons of each college senate, and what would work at BCC.
3. Proposal to ASG
  - Present research in a Team Meeting.
  - Vote upon implementing a Senate.
4. Member recruitment
  - Creation of Membership forms
  - Campus FYI
  - Campus Advertisement
  - Club meeting visits
  - Class visits
5. Implementation
  - To be decided when a plan of action is set.

### **July 18<sup>th</sup> Team Meeting Discussion Topics**

- Membership
- Requirements
- Responsibilities
- Deadlines
- Salary
- Offices

**21) ASBCC/ASG LOGO (see cover page)**

**22) ASG Point-of-Purchase Card (Come to SP front desk to receive a copy or contact ASG Community and Campus Events Rep.)**



WHO ARE WE?