

FORM OF ORDER AND TRANSMITTAL BY BOARD, COMMISSION, OR COUNCIL

State of Washington

Board of Trustees
(name of governing body)

Community College District VIII
(name of institution)

Resolution No. 177

Administrative Order No. 95

(1) Be it resolved by the board of Board of Trustees
of the Community College District VIII, Bellevue Community College
acting at 3000 Landerholm Circle SE, Bellevue WA 98007
that it does adopt the annexed rules relating to:

Commercial Activity Policy - General Operating Policies of Community College District VIII

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. 88-04-059
filed with the code reviser on 2-1-88. These rules shall take effect:
 thirty days after they are filed with the code reviser pursuant to RCW 28B.19.050(2).
 at a later date, such date being _____.

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

We, _____, find that
an emergency exists and that this order is necessary for the preservation of the public health, safety, or general
welfare and that observance of the requirements of notice and opportunity to present views on the proposed action
would be contrary to public interest. A statement of the facts constituting the emergency is:

These rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of WAC 1-13-040¹ that each order shall set forth an appropriate statement
of state statutory authority fill in statement (a), (b), or (c) as appropriate:

(a) This rule is promulgated pursuant to RCW _____
and is intended to administratively implement that statute.

(b) This rule is promulgated pursuant to RCW _____
which directs that the

_____ (institution)
has authority to implement the provisions of _____
_____ (name of act or RCW citation)

(c) This rule is promulgated under the general rule-making authority of the
Community College District VIII, Bellevue Community College
_____ (institution)


as authorized in RCW 28B.50.140

(4) The undersigned hereby declares that the institution has complied with the provisions of the Open Public
Meetings Act (chapter 42.30 RCW), the Higher Education Administrative Procedure Act (chapter 28B.19 RCW),
and the State Register Act (chapter 34.08 RCW) in the adoption of these rules.

(5) This order after being first recorded in the order register of this governing body is herewith transmitted to
the Code Reviser for filing pursuant to chapter 28B.19 RCW and chapter 1-13 WAC.

APPROVED AND ADOPTED
FILED

March 8, 19 88

By 
Paul N. Thompson
President

Title

MAR 11 1988
CODE REVISER'S OFFICE
WSR 88-07-036

NOTE:

¹Pursuant to WAC 1-13-040, each rule-making order adopted by an institution of higher education shall incorporate the most specific, but in no case omit all of the following language alternatives when adopting or amending rules:

(a) The most specific reference shall be to a section of law which the rule is implementing, and shall be quoted as follows: "This rule is promulgated pursuant to RCW _____ and is intended to administratively implement that statute."

(b) The next specific reference, and one which shall be used only if paragraph (a) of this subsection is not applicable, shall be to that portion of an act which directs an agency to adopt rules and regulations as necessary to implement the act, and shall be quoted as follows: "This rule is promulgated pursuant to RCW _____ which directs that the (agency) has authority to implement the provisions of (name of act or RCW citation)."

(c) The least specific reference, and one which shall be used only if paragraphs (a) and (b) of this subsection are not applicable, is one which indicates that the rule is promulgated under the agency's broad rule-making authority—either in the agency enabling legislation or chapter 34.04 RCW, and shall be quoted as follows: "This rule is promulgated under the general rule-making authority of the (agency) as authorized in RCW _____."

STATE OF WASHINGTON
FILED
MAR 1 1988
JOHN REVERE, CLERK
WSP

WAC 132H-200-200 COMMERCIAL ACTIVITY POLICY. The mission of Community College District VIII, Bellevue Community College, is to provide comprehensive educational programs of the highest quality as provided for in the Community College Act of 1967. These programs will be responsive to the changing needs of the communities and the students served by our District and will be accessible to all those seeking to continue their education.

To promote the mission of Bellevue Community College it is often necessary to engage in commercial activities that provide goods and services that meet special needs of students, faculty, staff and members of the public participating in College activities and events.

Chapter 97 of the Washington Laws of 1987 establishes standards for institutions of higher education to follow in conducting commercial activities. The purpose of these laws is to require institutions of higher education to define the legitimate purposes under which commercial activities may be approved by a college or university and to establish mechanisms for review of such activities. The purposes of the policy statement and standards that follow are to assure that Bellevue Community College pursues commercial activities in compliance with Chapter 97, Laws of 1987 and that all commercial activities of the College serve the mission of the College. (1) POLICY STATEMENT. Bellevue Community College may engage in the providing of goods, services, or facilities for a fee only when such are directly and substantially related to the educational mission of the College. Fees charged for goods, services and facilities shall reflect their full direct and indirect costs, including overhead. They shall also take into account the price of such items in the private marketplace.

(2) APPROVAL AND REVIEW OF COMMERCIAL ACTIVITIES. The Dean of Administrative Services shall be responsible for the approval of new commercial activities and the periodic review of existing ones. It shall be the responsibility of this officer to assure that each commercial activity meets the criteria established for commercial activities of the College. Proposals for new or altered services shall be approved by the Dean of Administrative Services prior to implementation.

(3) CRITERIA FOR COMMERCIAL ACTIVITIES SERVING MEMBERS OF THE CAMPUS COMMUNITY. Each of the following criteria shall be used in assessing the validity of providing goods or services to members of the campus community: (a) The goods or services are substantially and directly related to the mission of the College.

(b) Provision of the goods, services or facilities on campus represents a special convenience to the campus community or facilitates extracurricular activities.

(c) Fees charged for the goods, services, or facilities shall take into account the full direct and indirect costs, including overhead. They shall also reflect the costs of such items in the private marketplace.

(d) Procedures adequate to the circumstances shall be observed to ensure that the goods and services are provided only to persons who are students, faculty, staff, or invited guests.

(4) CRITERIA FOR PROVIDING COMMERCIAL ACTIVITIES TO THE EXTERNAL COMMUNITY. (a) The goods or services provided relate substantially to the mission of the College and are not commonly available or otherwise easily accessible in the private marketplace and for which there is a demand from external community.

(b) Fees charged for the goods, services, or facilities shall take into account the full direct and indirect costs, including overhead. They shall also reflect the price of such items in the private marketplace.

(5) DEFINITIONS AND LIMITATIONS. "Commercial activity" means an activity which provides a product or service for a fee which could be obtained from a commercial source.

This definition shall be used to determine which activities shall be governed by this policy except as follows: (a) This policy shall not apply to the initiation of or changes in academic or vocational programs of instruction in the College's regular, extension, evening, or continuing education programs;

(b) Or the fees therefor;

(c) Fees for services provided in the practicum aspects of instruction;

(d) Or in extracurricular programs, including food services, athletic and recreational programs, and performing arts programs.