



# RULE-MAKING ORDER

(RCW 34.05.360)

**CR-103** (10/1/89)

- Permanent Rule  
 Emergency Rule

Agency: **Bellevue Community College**

(1) Date of adoption: **September 8, 1992**

(2) Purpose: **Establish new Chapter WAC 132H-133 Organization and General Operating Policies of Community College District VIII**

(3) Citation of existing rules affected by this order:  
 Repealed:  
 Amended:  
 Suspended:

(4) Authority for adoption:  
 Statute: **RCW.34.05**  
 Other Authority: **RCW.28B.50.140**

(5.1) **PERMANENT RULE ONLY**  
 Pursuant to notice filed as WSR 92-15-063 on 7-14-92 (date).  
 Describe any changes other than editing from proposed to adopted version:

(5.2) **EMERGENCY RULE ONLY**  
 Pursuant to RCW 34.05.350 the agency for good cause finds:  
 (a) That immediate adoption, amendment, or repeal of a rule is necessary for the preservation of the public health, safety, or general welfare, and that observing the time requirements of notice and opportunity to comment upon adoption of a permanent rule would be contrary to the public interest.  
 (b) That state or federal law or federal rule or a federal deadline for state receipt of federal funds requires immediate adoption of a rule.

Reasons for this finding:

(5.3) Any other findings required by other provisions of law as precondition to adoption or effectiveness of rule?  
 Yes  No If yes, explain:

(6) Effective date of rule:  
**Permanent Rules**                      **Emergency Rules**  
 31 days after filing                       Immediately  
 Other (specify) \_\_\_\_\_ \*                       Later (specify) \_\_\_\_\_  
 \*(If less than 31 days after filing, specific finding in 5.3 under RCW 34.05.380(3) is required)

**CODE REVISER USE ONLY**  
 CODE REVISER'S OFFICE  
 STATE OF WASHINGTON  
 FILED  
 SEP 10 1992  
 TIME: 3:05  
 WSR: 92-19-019

NAME (TYPE OR PRINT) **Carol Peterson**  
 SIGNATURE *Carol R. Peterson*  
 TITLE **Secretary, Board of Trustees**                      DATE **9-9-92**

BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT VIII  
BELLEVUE, WASHINGTON

RESOLUTION NO. 213

ADMINISTRATIVE ORDER NO. 122

A RESOLUTION adopting Chapter WAC 132H-133 as Permanent Rules.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT VIII, STATE OF WASHINGTON:

Chapter WAC 132H-133 - Organization and General Operating Policies of Community College District VIII is hereby adopted.

APPROVED AND ADOPTED September 8, 1992.

BOARD OF TRUSTEES

*Carol James*

Carol James, Chair

*Sally B. Jarvis*

Sally Jarvis, Vice-Chair

*Evelyn C. Kest*

Evelyn C. Kest

*Dennis Uyemura*

Dennis Uyemura, Trustee

*R. C. "Joe" Strauss*

R. C. "Joe" Strauss

ATTEST:

*Carol Peterson*

Carol Peterson  
Secretary, Board of Trustees  
Community College District VIII

CHAPTER 132H-133 WAC  
ORGANIZATION AND GENERAL OPERATING POLICIES OF COMMUNITY COLLEGE DISTRICT VIII

WAC

132H-133-010	Title
132H-133-020	Purpose
132H-133-040	Organization/operation information
132H-133-050	Commercial activity policy

**WAC 132H-133-010 Title.** WAC 132H-133-010 through WAC 132H-133-150 shall be known as the organization and general operating policies of Community College District VIII.

**WAC 132H-133-020 Purpose.** To incorporate those policies that pertain to the campuswide community and not otherwise incorporated in the Washington Administrative Code of Community College District VIII.

**WAC 132H-133-040 Organization/operation information.** (1) **Organization:** Bellevue Community College, Community College District VIII is established in Title 28B.RCW as a public institution of higher education. The institution is governed by a five-member board of trustees, appointed by the governor. The board employs a president, who acts as the chief executive officer of the institution. The president establishes the structure of the administration.

(2) **Operation:** The administrative office is located at the following address: 3000 Landerholm Circle, S.E., Bellevue, Washington 98007-6484. Educational operations are also located at the following address: 14844 S.E. 22nd Street, Bellevue, Washington 98007-6484. The office hours are 8:00 a.m. to 5:00 p.m., Monday, through Friday, except legal holidays. During the summer months the college operates on an alternate schedule and throughout the year, some evening services are provided. Specific information is available through the college public information office.

(3) Additional and detailed information concerning the educational offerings may be obtained from the catalog, copies of which are available at the following address: Bookstore, 3000 Landerholm Circle, S.E., Bellevue, Washington 98007-6484.

**WAC 132H-133-050 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 purpose 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 that this policy shall not apply to:

(a) The initiation of or changes in academic or vocational programs of instruction in the college's regular, extension, evening or continuing education programs;

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

(c) Extracurricular programs, including food services, athletic and recreational programs, and performing arts programs.