Chapter 132H-133 WAC

ORGANIZATION AND GENERAL OPERATING POLICIES
OF COMMUNITY COLLEGE
DISTRICT VIII

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-
049, § 132H-133-010, filed 9/10/92, effective 10/11/92.]

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-
049, § 132H-133-020, filed 9/10/92, effective 10/11/92.]

WAC 132H-133-040 Organization/operation infor-
mation. (1) Organization: Bellevue Community College,
Community College District VIII is established in Title 28B
RCW as a public institution of higher education. The institu-
tion 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., Bel-
levue, Washington 98007-6484. Educational operations are
also located at other sites throughout the district. 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 throughout the year,
some evening services are provided. Specific information is
available through the college public information office and in
the quarterly schedule.

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

[Statutory Authority: RCW 28B.50.140. 03-01-009, § 132H-133-040, filed
12/5/02, effective 1/5/03. Statutory Authority: Chapter 34.05 RCW and
RCW 28B.50.140. 92-19-049, § 132H-133-040, filed 9/10/92, effective
10/11/92.]

Reviser’s note: RCW 34.05.395 requires the use of underlining and
deletion marks to indicate amendments to existing rules, and deems inef-
cient changes not filed by the agency in this manner. The bracketed material
in the above section does not appear to conform to the statutory requirement.

(12/5/02)

WAC 132H-133-050 Commercial activity policy. The
mission of Community College District VIII, Bellevue Com-
munity College, is to provide comprehensive educational
programs of the highest quality as provided for in the Com-
munity College Act of 1967. These programs will be respon-
sive to the changing needs of the communities and the stu-
dents 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 stu-
dents, faculty, staff and members of the public participating
in college activities and events.

Chapter 28B.63 RCW establishes standards for institu-
tions 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 is to assure that Bellevue Community College
pursues commercial activities in compliance with chapter
28B.63 RCW 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 market-
place.

(2) Approval and review of commercial activities. The
vice-president of administrative services shall be responsible
for the approval of new commercial activities and the peri-
odic 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
vice-president of administrative services prior to implement-
ation.

(3) Criteria for commercial activities serving mem-
bers of the campus community. Each of the following crite-
rion 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 cam-
pus represents a special convenience to the campus commu-
nity or facilitates extracurricular activities.

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(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, services or facilities provided relate substantially and directly to the mission of the college and are not commonly available or otherwise easily accessible in the private marketplace and are in 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.

[Statutory Authority: RCW 28B.50.140. 03-01-009, § 132H-133-050, filed 12/5/02, effective 1/5/03. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-049, § 132H-133-050, filed 9/10/92, effective 10/11/92.]

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