

Bellevue College
Student Environmental Sustainability Fee (SESF) Agreement

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Preamble

The purpose of this Agreement between the Associated Students of Bellevue College (ASBC) Board of Directors and the Institution of Bellevue College (BC) (collectively, "the Parties") is to establish a self-imposed Student Environmental Sustainability Fee (SESF), create a governing body overseeing the SESF, and to memorialize the terms, conditions, and procedures governing the collection and administration of the SESF.

Article I – Introduction

1. The primary purpose of the funds collected through the SESF is to:
 - 1.1 Promote students' commitment to sustainability;
 - 1.2 Provide students' opportunities to engage in projects of individual or collective interest or that support the institution's sustainability plans and goals;
 - 1.3 Broaden or enhance student success by integrating sustainability into the curriculum;
 - 1.4 Provide leadership in our communities and throughout society by modeling paths to a sustainable future.
2. The SESF is a self-imposed student fee authorized pursuant to RCW 28B.15.610. Execution of this Agreement shall not affect or otherwise affect the college's ability to impose and/or collect other properly authorized fees and other voluntary student fees.

Article II – Definitions

1. The SESF Oversight Committee ("the Committee"): An advisory body to the ASBC Board of Directors responsible for making recommendations pertaining to the SESF collections, distributions and expenditures, using the procedures described in this Agreement. Authority to set SESF priorities for the yearly budget allocation resides with the Committee, which shall strive to use funds to make a positive environmental and social sustainability impact.
2. The ASBC Board of Directors: The multimember student board, which is the governing body of the recognized student association at the college. The ASBC Board of Directors oversees the Committee. The ASBC Board of Directors shall exercise approval or disapproval of recommendations from the Committee.
3. The Environmental Advisory Committee (EAC): The committee designated to set institutional goals for sustainability. The EAC may submit recommendations to the Committee.
4. The Administration: The officials responsible for the supervision of the institution. The Administration is separate from the faculty or academics, although some personnel may have joint responsibilities.
5. The Institution: The Administration of the College and the Office of the President.
6. The Office of Sustainability: The campus division that directs the sustainability mission at the college by setting goals, creating strategies, implementing projects and programs, and creating partnerships.

7. The Dean of Student Life and Leadership: The administrator empowered to make decisions regarding expenditures related to SESF, including approvals within the annual budget. All such expenditures shall be reported to the Committee and the ASBC Board of Directors.
8. ASBC Social Responsibility representative: The student designated to serve as the chair of the SESF Committee, or successor that is specified by the ASBC by-laws.
9. ASBC Treasurer: The student designated to serve as the vice chair of the SESF Committee, or successor that is specified by the ASBC by-laws. The vice chair shall assume the duties of the chair in the chair's absence.
10. Sustainability: Fulfilling the "needs of the present without compromising the ability of future generations to meet their own needs" (World Commission on Environment and Development, 1987) including but not limited:
 - a. Environmental conservation to avoid the depletion of natural resources in order to maintain an ecological balance;
 - b. Social justice and equity/equality matters relating to race, ethnicity, gender, economic status, and any other aspect that may act as a barrier.
 - c. Economic sustainability: ability to support a defined level of economic production indefinitely.

Article III – SESF Oversight Committee Membership and Responsibilities

1. The Committee shall be comprised of the following voting and non-voting members:

Voting member	Responsibilities
One (1) faculty representative, appointed by the faculty council	<ul style="list-style-type: none"> • Act as the contact for faculty regarding Committee responsibilities and issues. • Solicit proposals from faculty related to sustainability with the SESF funds
One (1) classified staff representative appointed by the classified council	<ul style="list-style-type: none"> • Act as a contact for the classified staff regarding Committee responsibilities and issues. • Solicit proposals from classified staff related to sustainability with the SESF funds
Director of Sustainability	<ul style="list-style-type: none"> • Represent Office of Sustainability needs. • Represent the college's sustainability mission.
ASBC Social Responsibility representative	<ul style="list-style-type: none"> • Serve as chair of the Committee • Call meetings. • Provide meeting agendas. • Preside at meetings. • Provide official Committee reports.
ASBC President	<ul style="list-style-type: none"> • Represent student interest.
ASBC Treasurer	<ul style="list-style-type: none"> • Serve as vice chair of the Committee. • Provide a budget overview of SESF funds available and spent to date within fiscal year. • Represent student interest.

One (1) student at large, appointed by the ASBC President	<ul style="list-style-type: none"> • Represent student interest.
One (1) sustainability focused student led organization representative, appointed by the Committee chair	<ul style="list-style-type: none"> • Represent student interest. • In the event that no sustainability focused student led organization are active and chartered, the ASBC President may appoint a student at large.
Administrative Services representative, appointed by the president of Administrative Services	<ul style="list-style-type: none"> • Provide insight into campus operations and the built environment.
Non – voting member	Responsibilities
Environmental Advisory Committee (EAC) representative, appointed by the EAC Committee chair	<ul style="list-style-type: none"> • Provide insight into the activities of the EAC and assist with the alignment of initiatives affecting campus sustainability efforts.
Student Programs representative, appointed by the Dean of Student Life and Leadership	<ul style="list-style-type: none"> • Provide insight into Student Programs activities and interest.
ASBC Judicial Oversight Committee chair or designee	<ul style="list-style-type: none"> • Ensures Agreement is followed by all parties.

- 1.1 The Committee chair shall be responsible for notifying the Committee members in the event of any change
2. The Committee chair shall hold, at a minimum, quarterly public meetings in accordance with the Open Public Meetings Act of the Revised Code of Washington Chapter 42.30.
 - 2.1 Committee meetings shall include budget status reports from the ASBC Treasurer on behalf of the Office of Sustainability accounting for expenses paid from the SESF budget.
 - 2.2 These quarterly meetings shall include a designated period for public comments. The public comments period is limited at the discretion of the Committee chair.
3. The Committee chair shall assign a designee to take minutes. All records shall be filed electronically within five (5) working days in a manner acceptable to the Committee chair, the Director of Sustainability, and the Student Programs Leadership Advisor or successor who serves as the supervisor for the ASBC Board of Directors.
4. The faculty and classified staff representative shall serve two-year terms.
5. In the event that the office of the ASBC Social Responsibility representative is vacant, the ASBC Board of Directors shall designate a Board member to serve as chair.
6. In the event that the office of the ASBC Treasurer is vacant, the ASBC Board of Directors shall designate a Board member to serve as vice chair.

Article IV – Approved Uses of SESF funds

1. The annual revenue of the Student Environmental Sustainability Fee shall be allocated to the following purposes:
 - 1.1 Office of Sustainability
 - 1.1.1 Purpose: Outreach, administration, strategic planning, project management, support to the college community.
 - 1.2 Student Environmental Sustainability Fund
 - 1.2.1 Purpose: Support student and employee generated limited term sustainability activities.
 - 1.2.2 Criteria: Student or employee generated limited term sustainability activities.
 - 1.2.3 Target: Students and employees with the desire and capacity to implement a sustainability project.
 - 1.3 Sustainable Curriculum Fund
 - 1.3.1 Purpose: To reach students and employees who would otherwise not participate through targeted incentives and support.
 - 1.3.2 Criteria: Creates incentives for students to participate in sustainability focused courses or assignments and faculty to create sustainability related curriculum.
 - 1.3.3 Target: Students and employees with little to no previous experience with sustainability.
 - 1.4 Sustainable Transformations Fund
 - 1.4.1 Purpose: Leverage funds and offer revolving loans for high value projects that make large institutional shifts in the campus environments, operations or curriculum.
 - 1.4.2 Criteria:
 - 1.4.2.1 The pecuniary cost of a Sustainable Transformations Project, including matching funds, must be anticipated, meet, or exceed 5% of the Sustainable Transformations Fund budget.
 - 1.4.2.2 Matching funds: monies from the Institution and/or other contributing benefactors, which must be used exclusively for sustainability endeavors and may not be allocated towards items or initiatives outside the scope of this Agreement.
 - 1.4.2.3 In the event that no matching funds are available, a Sustainable Transformations Project must either guarantee a pecuniary reimbursement of the total project or follow a special approval process defined hereafter.
 - 1.4.2.4 Special approvals process: In the event that neither matching funds nor a pecuniary reimbursement, nor in-kind contributions, are available for a Sustainable Transformations Project, the project must garner a three-fourths (3/4) endorsement from the Committee and a three-fourths (3/4) approval from the ASBC Board of Directors. The Institution and the ASBC Board of Directors will then work concurrently to present a referendum regarding the project to the general student body. The referendum must garner participation of the general student body (a metric which is to be defined, confirmed, and agreed upon by the Institution and the ASBC Board of Directors) in order to be valid.

- 1.4.2.5 In the event that there is a request put before the Committee in which there are neither matching funds nor a pecuniary reimbursement but there have been in-kind contributions from the Institution or elsewhere in regards to the sustainability of a large project, the Committee shall consider the following:
 - 1.4.2.5.1 Does the in-kind contribution contribute to the overall sustainability funding of the project?
 - 1.4.2.5.2 Has the Institution analyzed all other potential sources of funding?
 - 1.4.2.5.3 Has the Institution demonstrated their commitment to bringing sustainability features to the forefront of attention of this project?
 - 1.4.2.5.4 The project must garner a three-fourths (3/4) endorsement from the Committee and a three-fourths (3/4) approval from the ASBC Board of Directors.
- 1.4.3 Target: ASBC Board of Directors/college administration/Office of Sustainability in partnership with public, private, or nonprofit organizations.
2. Each purpose shall maintain its own unique college budget.
3. The Office of Sustainability, in coordination with the Committee chair, shall maintain a list of all projects including capital projects that are SESF funded.
 - 3.1 All projects implemented at the time of the execution of this Agreement shall comprise the initial list. A list of these projects is included as Exhibit A to this Agreement.
 - 3.2 The Committee and the ASBC Board of Directors shall approve any new projects. Upon approval by the Committee and the ASBC Board of Directors, these new projects are included to Exhibit A and are included into this Agreement.
4. All approved funding, not including reoccurring expenses relating to operations and/or Office of Sustainability allocations, must include a project completion summary presentation/report to the Committee. Qualifying projects include but are not limited to student led projects, capital/transformation projects, individual events and/or long/short term infrastructure changes.

Article V – Voting Procedures

1. A meeting of the Committee requires a quorum of voting members to be present.
2. A two-thirds (2/3) majority of the members with voting privileges must be present to achieve quorum.
3. A member may be considered present and have their vote counted if they appoint a designated proxy voter to the Committee chair at least twenty four (24) hours in advance of the meeting at which the vote is taken. A member may have their vote counted if they submit a proxy vote via email to the Committee chair at least twenty four (24) hours in advance of the meeting at which the vote is taken. The Committee chair shall present any emailed proxy votes meeting these requirements to the Committee at the time of any voting. An email proxy vote shall not apply toward quorum.

Article VII – Dispute Resolution

1. Both Parties to this Agreement agree to follow its tenets and requirements in good faith.
2. In the event a dispute arises between the Parties concerning any matter involving this Agreement, the parties shall first meet and confer in an attempt to resolve their disagreement informally.
3. If the Parties cannot agree on a resolution, the Committee shall appoint a disinterested third person from the college community, one (1) student at large, as well as the Dean of Student Life and Leadership. This panel of three (3) shall conduct an investigation and issue a written recommendation regarding out to resolve the dispute. This recommendation shall become binding if neither Party files a written appeal with the Committee chair, the ASBC President, and the college President within thirty (30) days of its issuance. If a timely appeal is filed, the Committee chair, the ASBC President, the Dean of Student Life and Leadership, one (1) student at large appointed by the ASBC President, and the college President shall review the recommendation and make a final decision regarding resolution of the dispute.

Article VIII – Waivers

1. The following waivers of the obligation to pay the SESF may be granted:
 - 1.1 Washington state law waives all fees, including SESF, for students in select programs. However, they may use any SESF funded resources. Any future waivers required by state law shall automatically be incorporated without going through the required change process articulated in the Agreement.

Article IX – Fee Structures and Changes

1. Upon approval of this Agreement, the SESF shall be collected at \$1.00 per credit, applicable to the first 10 credits in which a student is registered, not to exceed \$10.00 each quarter.
2. The ASBC may eliminate or reduce the fee by a majority vote of the student body.
 - 2.1 From the initiation of this process, a probationary period of twenty four (24) months must occur before further action is taken as specified hereafter.
 - 2.2 Upon initiation of the process, the ASBC Board of Directors, working on behalf of the ASBC, must confer with and/or present to the Committee, the College President, the Administration, the Student Body, and the BC Board of Trustees. The BC administration shall present its position on the intent to eliminate or reduce the fee. During this probationary period, the direct impact of such a vote on services to students shall be presented/deliberated.
 - 2.3 After completion of probationary period, the ASBC Board of Directors, working on behalf of the ASBC, must notify the Committee, the College President, the BC Board of Trustees, and the Bellevue College student body via student wide announcement system at least forty five institutional days (45) days prior to the date of voting to discontinue the fee.

- 2.4 Such a vote must garner participation of the student body quarter enrollment (a metric which is to be defined, confirmed, and agreed upon by the Institution, the Committee and the ASBC Board of Directors) in order to be valid.
3. Notwithstanding any other provision of this Agreement, if the SESF is pledged to secure a loan, the collection of the fee shall continue until the loan and all related costs and interest have been paid off.

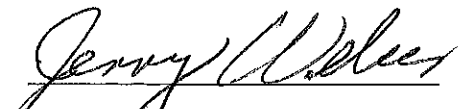
Article XI – Period of Performance

Subject to its other provisions, the period of performance of this Agreement shall commence on July 1 2018, and shall end on June 30, 2021, unless terminated sooner as provided herein or extended through a properly executed amendment. Any amendment extending the term of this Agreement must be approved by the ASBC Board of Directors.

Article X – Amendments

The ASBC Board of Directors may amend this Agreement with a two-thirds (2/3) vote. Such amendments shall not be binding unless they are in writing and signed by the ASBC President and the college President.

This Agreement is accepted by the signatories below, representing Bellevue College and the Associated Students of Bellevue College. These signatures were affixed on this 5th day of June in the year 2018.



Dr. Jerry Weber
Bellevue College President



Amber Castaneda
ASBC President