



RENTON  
TECHNICAL  
COLLEGE®

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# **Board of Trustees**

## **Policies**

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# Renton Technical College Board of Trustees Policy Manual

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## SECTION 1: INTRODUCTION

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#### INTRODUCTION: VISION AND MISSION STATEMENT



# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE:** VISION AND MISSION STATEMENT

**POLICY TITLE:** INTRODUCTION

**POLICY NUMBER:**

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The purpose of Renton Technical College's Strategic Plan is to chart the College's direction by articulating a future that is visionary, yet realistic. It provides a structure to guide decision-making and resource allocation, and ensure follow-through. The RTC Strategic Plan is composed of the following elements: the mission, vision, and values; and strategic goals, objectives, and priority activities.

## **VISION**

Renton Technical College will be a locally, regionally, and nationally recognized leader for improving lives and inspiring lifelong learning.

## **MISSION**

Renton Technical College engages a diverse student population through educational opportunities for career readiness and advancement, serving the needs of individuals, the community, businesses, and industry.

We are dedicated to serving the educational, workforce and cultural needs of our diverse community.

## **CORE VALUES**

Renton Technical College is committed to the following values as we fulfill our mission and move towards our vision:

- |                    |   |
|--------------------|---|
| <b>Community</b>   | create an inclusive environment where all are affirmed and welcomed.  |
| <b>Empowerment</b> | promote strength and confidence to embrace challenge, creativity, and intellectual risk.  |
| <b>Equity</b>      | nurture an academic and work environment that identifies and addresses systemic and institutional barriers and promotes fairness. |
| <b>Integrity</b>   | foster an ethical environment of trust and honesty.   |
| <b>Learning</b>    | pursue excellence through critical thinking, problem solving, and technical expertise.  |
| <b>Respect</b>     | value humanity and the diversity of people, perspectives, and ideas.  |
| <b>Stewardship</b> | build a stronger, accountable institution for future generations.   |

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**Adopted:** November 9, 2010

**Revised:** May 18, 2022



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# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE:** EXECUTIVE LIMITATIONS  
**POLICY TITLE:** GLOBAL EXECUTIVE CONSTRAINT  
**POLICY NUMBER:** EL-1

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1. The Board of Trustees delegates to the President of Renton Technical College the authority to exercise in the name of the Board (RCW 28B.10.528) all of the powers and duties vested in or imposed upon the Board by law, except such powers and duties as the Board expressly reserves for the Board.
2. The College President will allow within the college, practices, activities, decisions, or organizational circumstances that are lawful, prudent, and in compliance with commonly accepted business and professional ethics and practices, and in agreement with the provisions set forth in the State Board for Community and Technical Colleges policy, Office of Financial Management policy, the Renton Technical College Board of Trustees' Policy and/or take into account any executive order of the Governor of the State of Washington.



# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE:** EXECUTIVE LIMITATIONS

**POLICY TITLE:** TREATMENT OF PEOPLE

**POLICY NUMBER:** EL-2

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*With respect to treatment of students, employees, volunteers, community members and visitors, the President will promote conditions that are humane, fair, dignified, and non-discriminatory.*

Accordingly, the President will:

1. Operate with policies or procedures that
  - a. clarify rules for students, employees, volunteers, community members and visitors,
  - b. provide for effective handling of grievances,
  - c. protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons, and
  - d. ensure due process procedures for students, employees, volunteers and visitors.
2. Comply with all laws, rules, and regulations pertaining to students and employees, including those pertaining to discrimination.
3. Acquaint students and employees, with their rights and responsibilities.
4. Take prompt and appropriate action when the President becomes aware of any violation of federal laws, state laws, rules, regulations, State Board for Community and Technical Colleges' policy, Office of Financial Management policy, any executive order of the Governor of the State of Washington, or Renton Technical College Board of Trustees' policy.
5. Interact with community members or external stakeholders in a manner that creates good will towards the college.
6. Protect the academic freedom of the institution, its faculty and its students.
7. Promulgate rules and provide for sanctions that provide a civil and non-disruptive learning environment.
8. Ensure that staff is prepared to deal with emergency situations.



# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE:** EXECUTIVE LIMITATIONS  
**POLICY TITLE:** FINANCIAL PLANNING/BUDGETING  
**POLICY NUMBER:** EL-3

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*The President will promote and allow financial planning and budgeting for general, capital, student body, and other funds in any fiscal year or the remaining part of any fiscal year to be in accordance with the Board's policies, to protect fiscal integrity, to be derived from a multi-year strategic plan, and to be realistic in projections of income and expenses.*

Accordingly, the President will:

1. Uphold those situations or conditions described in the Board Policy "Financial Condition and Activities." (Policy No. EL-4)
2. Develop a budget with credible projection of revenues and expenses that separates capital and operating items and that discloses planning assumptions.
3. Plan that expenditure of funds in any fiscal year will not be more than the sum of a) what is conservatively projected to be received during that year and, b) what has been approved by the Board to be carried over for expenditure from previous years.
4. Develop budget processes that provide opportunities for information and feedback from a broad base, including administrators, faculty, staff and students.
5. Develop a budget that takes into account the Board's priorities, including funding actions and positions that lead to equity-producing outcomes.



# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE:** EXECUTIVE LIMITATIONS  
**POLICY TITLE:** FINANCIAL CONDITION AND ACTIVITIES  
**POLICY NUMBER:** EL-4

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*With respect to the actual, ongoing financial condition and activities, the President will promote fiscal integrity and avoid material deviation from Board-approved priorities*

Accordingly, the President will:

1. Expend only those funds that have been approved by the Board in the fiscal year, unless the Board's approval to do otherwise has been obtained.
  2. Not incur debt in an amount greater than that which can be repaid by certain and otherwise unencumbered revenues within the current year, or can be repaid from accounts specifically established for such purpose.
  3. Not make any single purchase or otherwise commit the College to any expenditure greater than one half (1/2) of one percent (1%) of the College's current approved operating budget that deviates from the Board-adopted budget, without notifying the Board within 45 days of such expenditure. Splitting orders or obligations to avoid this limit is not acceptable.
  4. Maintain a cashflow reserve of at least one payroll cycle, plus one financial aid disbursement amount, plus one average month worth of non-payroll expenses.
  5. Maintain an operating reserve for two months of expenditures based on general operating budget funds.
  6. Maintain an emergency reserve of at least two weeks of operating expenditures to support business continuity and operations during and after natural or manmade disasters, system failures, infrastructure failures, insufficient major capital-project funding, or unexpected revenue shortfalls.
  7. Maintain an initiative reserve of at least two weeks of operating expenditures for future institutional growth opportunities and investments which help advance the college's mission, objectives, and goals.
  8. Maintain a variance reserve of surplus funds above those set aside for the cashflow, operating, emergency, and initiative reserves outlined above; variance funds can be expended at the President's discretion and shall be reported to the Board.
  9. Promote fiscal integrity by expending College funds in a manner that will result in a zero or positive fund balance at the close of the fiscal year.
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# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE:** EXECUTIVE LIMITATIONS

**POLICY TITLE:** FINANCIAL CONDITION AND ACTIVITIES

**POLICY NUMBER:** EL-4 (CONTINUED)

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10. Promote comprehensive facilities planning and execute the resulting plans for the use of the College's physical plant in order to:
  - a. contribute to student learning,
  - b. assist in the attraction of new students and retention of existing students,
  - c. optimize the use of taxpayer-provided capital assets,
  - d. extend the useful life of existing structures to the greatest practical degree, and
  - e. promote a safe and healthy environment for students and staff.
11. Provide to the Board, monthly and annual reports of the College's current financial condition that will continually enhance the Board's ability to meet its fiduciary responsibility.

Accept only gifts or grants that are in the best interest of the College, and not obligate the College to make future expenditures using funds other than those created by the gift or grant without Board approval.



# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE:** EXECUTIVE LIMITATIONS  
**POLICY TITLE:** EMERGENCY EXECUTIVE SUCCESSION  
**POLICY NUMBER:** EL-5

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*To protect the Board from sudden loss of presidential services, the President will have at least two executives sufficiently familiar with board and presidential issues and processes to enable either to take over with reasonable proficiency as an interim successor.*



# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE:** EXECUTIVE LIMITATIONS

**POLICY TITLE:** ASSET PROTECTION

**POLICY NUMBER:** EL-6

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*The President will protect and maintain College assets.*

Accordingly, the President will:

1. Insure adequately, to the extent appropriate for a state-owned institution of higher education, against
  - a. theft and casualty losses in amounts consistent with replacement values, and
  - b. liability losses to the College itself, Board members, and employees.
2. Ensure that un-bonded personnel do not have access to funds in amounts considered material for audit purposes.
3. Promote the proper care and sufficient maintenance of physical plant and equipment.
4. Protect the College, the Board, and employees against claims of liability.
5. Receive, process, and disburse funds under controls that are sufficient to meet standards used by all auditors at various federal, state, and local levels that may be reasonably expected to assess the College's controls.
6. Invest funds in accounts or in investments only as permitted by Washington state law.
7. Acquire, encumber, name, and dispose of real property only with Board approval.
8. Protect information, files, and intellectual property from loss, damage, and misuse.
9. Protect the College's name and maintain its identity in the community.
10. Submit the facilities master plan to the Board for approval.



# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE:** EXECUTIVE LIMITATIONS  
**POLICY TITLE:** COMPENSATION AND BENEFITS  
**POLICY NUMBER:** EL-7

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*With respect to employment of, compensation for, and benefits to employees, consultants, and contract workers, the President will protect the financial integrity and public image of the College, and is in accordance to the Ethics and other State Laws.*

Accordingly, the President will:

1. Not change his/her own compensation and benefits, except when they are consistent with a package for all other employees.
2. Not establish or change the compensation and benefits of other employees except in accordance with collective bargaining agreements negotiated by the Board or in accordance with salary schedules or plans adopted by the Board, except as allowed in EL7.4.
3. Not promise or imply permanent or guaranteed employment beyond that provided in Board adopted contractual agreements or Board approved contractual templates.
4. Provide the Board an annual accounting of any employee fringe benefits granted outside of Board adopted collective bargaining agreements or Board approved contractual templates.



# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE:** EXECUTIVE LIMITATIONS

**POLICY TITLE:** COMMUNICATION AND SUPPORT TO THE BOARD

**POLICY NUMBER:** EL-8

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*The President will inform and support the Board in its work.*

Accordingly, the President will:

1. Submit monitoring data required by the Board in a timely, accurate, and understandable manner that directly addresses provisions of the Board policies being monitored.
2. Inform the Board Chair of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, including changes in the assumptions upon which any Board policy has been established.
3. Tell the Board that, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-President Relationship, particularly in the case of Board behavior that is detrimental to the working relationship between the Board and the President.
4. Not present information that is knowingly inaccurate or incomplete.
5. Provide a mechanism for official Board communication.
6. Deal with the Board in a way that indicates no favoritism and privilege towards certain Board members, except when:
  - a. fulfilling individual requests for information, or
  - b. responding to officers or committees duly charged by the Board.



# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE:** EXECUTIVE LIMITATIONS

**POLICY TITLE:** TENURE

**POLICY NUMBER:** EL-9

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*The Board of Trustees reserves the authority to grant tenure, deny tenure, and to issue a final order for dismissal of tenured faculty at Renton Technical College. Additionally, the Board reserves the authority to renew or not renew contracts for probationary faculty and to issue a final order to dismiss probationary faculty.*

Accordingly, the President will:

1. Submit recommendations to the Board to grant, deny or tenure faculty.
2. Submit recommendations to the Board to issue the final order to dismiss tenured faculty.
3. Submit recommendations to the Board for the renewal or non-renewal of contracts for probationary faculty.
4. Submit recommendations to the Board to issue the final order to dismiss probationary faculty.



# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE:** EXECUTIVE LIMITATIONS  
**POLICY TITLE:** NEGOTIATED AGREEMENTS  
**POLICY NUMBER:** EL-10

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*The Board of Trustees reserves the authority to ratify negotiated agreements between the Board of Trustees and any bargaining unit representing the employees of Renton Technical College.*

Accordingly,

1. The President will not ratify any such negotiated agreements on behalf of the Board.

## **SECTION 3: GOVERNANCE PROCESS**

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# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE:** GOVERNANCE PROCESS  
**POLICY TITLE:** GLOBAL GOVERNANCE COMMITMENT  
**POLICY NUMBER:** GP-1

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*The Board of Trustees is committed to governing Renton Technical College by means of a policy governance model. The Board of Trustees will always act in the best interest of Renton Technical College, its students, employees, and the community it serves. Accordingly, the Board of Trustees will ensure the accountability of Renton Technical College by assuring that it achieves its identified outcomes at an appropriate cost and avoids unacceptable activities, conditions, and decisions as specified by Board policy.*



# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE:** GOVERNANCE PROCESS

**POLICY TITLE:** GOVERNANCE STYLE

**POLICY NUMBER:** GP-2

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*The Board of Trustees will govern with an emphasis on outward vision rather than being preoccupied with internal college operations. The Board will encourage diversity in viewpoints, focus on strategic viewpoints rather than administrative detail, clearly define Board and presidential roles, make collective rather than individual decisions, focus on the future rather than the past, and be proactive rather than reactive.*

Accordingly, the Board will:

1. Operate in ways mindful of its obligation to the public.
2. Direct the organization through the careful establishment of the broadest organizational policies reflecting the Board's values and perspectives. The Board's major focus will be on the intended long-term impacts outside the operating organization and not on the administrative or programmatic means of attaining those outcomes.
3. Be the initiator of policy.
4. Seek input from staff, faculty, students, alumni, employers, and other community members on Board policies when appropriate.
5. Enforce upon itself whatever discipline is needed to govern effectively, with efficiency and excellence. Discipline will apply to matters such as attendance, preparation for meetings, respect of roles, speaking with one voice, and ensuring the continuity of governance capability.
6. Pursue continual development, including orientation of new Board members in the Board's governing process and period discussions of process improvement.
7. Monitor and discuss the Board's process and performance regularly. Self-monitoring will include comparison of Board activity and discipline to policies adopted under Governance Process and Board-Staff Relationships.
8. Make consensus-based decisions, to the extent possible.

# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE:** GOVERNANCE PROCESS  
**POLICY TITLE:** BOARD JOB DESCRIPTION  
**POLICY NUMBER:** GP-3

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*The Board of Trustees shall set direction for Renton Technical College and represent the citizens of Community College District No. 27 in determining and demanding appropriate organizational performance.*

Accordingly, the Board will concentrate on the following:

1. Serving as the link between the College and the public.
2. Determining and enacting written governing policies that will address:
  - a. *Goals*: College services, impacts, benefits, outcomes, recipients, impacted groups, and beneficiaries and their relative worth in cost or priority.
  - b. *Executive Limitations*: Constraints on executive authority, that establish the prudent and ethical boundaries within which all executive activity and decisions must take place.
  - c. *Governance Process*: Specification of how the Board conceives, carries out, and monitors its own tasks.
  - d. *Board-President Relationship*: The President's authority and accountability, and how their power is delegated and its proper use is monitored.
3. Ensuring a consistent, equity-minded review of governing policies on a regular schedule.
  - a. Sections 1 and 2 in October, section 3 in February, and section 4 in May
4. Monitoring college performance and the president's performance against established Board policies.
5. Ensuring college compliance with all applicable laws and regulations.
6. Serving as a link between the College and the Renton Technical College Foundation to ensure communication and coordination between the two boards.
7. Promoting a positive image and advocating for the College.
8. Keeping current with issues pertaining to higher education by participating in development and training opportunities including the following:
  - a. Participating in the Washington State Association of College Trustees (ACT)
  - b. Attending ACT new trustee orientation program
  - c. Participating on the College's legislative committee and attending legislative sessions or functions
  - d. Attending the annual Board of Trustees retreat



# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE:** GOVERNANCE PROCESS  
**POLICY TITLE:** BOARD JOB DESCRIPTION  
**POLICY NUMBER:** GP-3 (CONTINUED)

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9. Providing for the orientation, onboarding and mentoring of newly appointed members of the Board, by:
  - a. Adopting an Onboarding Outline describing the expectations for the orientation and onboarding process, to ensure that new Trustees begin their service well prepared to participate and contribute to the work of the Board.
  - b. Assigning a Board member to serve as Onboarding Delegate, whose duties will include:
    1. Working with the Office of the President in the development of onboarding materials to be used in the orientation and onboarding process, to support the Outline adopted under (a) above.
    2. Coordinating the orientation, onboarding, and mentoring of each new Trustee, in collaboration with the Board Chair and the President.
    3. Representing the RTC Board on the State Association of College Trustees' committee on Onboarding, if constituted.
    4. Reporting to the Board on these activities.

Reference: <https://www.rtc.edu/trustee-onboarding-syllabus>

# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE: GOVERNANCE PROCESS**  
**POLICY TITLE: BOARD STRUCTURE AND ELECTIONS**  
**POLICY NUMBER: GP-4**

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*The Governor of the State of Washington appoints all members of the Board of Trustees. The officers of the Board of Trustees shall be a Chair, a Vice-Chair, and a Secretary.*

Accordingly:

1. The Board will elect from its membership the Chair and Vice-Chair. As specified by state law, the Secretary will be the President of Renton Technical College, or the President's designee.

By convention, all members of the Board will serve as Chair and as Vice-Chair, rotating in the order of appointment to the Board.

2. The Board will elect the Chair and Vice-Chair at the regularly scheduled Board meeting in June, to a term of one year, with the term beginning on July 1.
  - a. Election of Chair
    - i. The sitting Vice-Chair will be presumed to be nominated for Chair. This nomination may be declined.
    - ii. The sitting Chair may be nominated for another year as Chair under extraordinary circumstances. Discussion concerning the extraordinary circumstances are to be held in a full Board open meeting.
    - iii. Any Board member may be nominated as a candidate for Chair, beyond the provisions of (i) and (ii) above.
  - b. Election of Vice-Chair
    - i. The Board member having the most seniority since last serving as Chair or Vice-Chair will be nominated for Vice-Chair. This nomination may be declined.
    - ii. The sitting Vice-Chair may be nominated for another year as Vice-Chair under extraordinary circumstances. Discussion concerning the extraordinary circumstances are to be held in a full Board open meeting.
    - iii. The sitting Chair may not be nominated for Vice-Chair.
    - iv. Any Board member may be nominated as a candidate for Vice-Chair, beyond the provisions of (i), (ii), and (iii) above.
3. Vacancies
  - a. In the event of a vacancy in the office of Chair, the Vice-Chair shall immediately become Chair, and serve for the remainder of the current term. The office of Vice-Chair thereby becomes vacant, to be filled as described in (B) below.

If there is no sitting Vice-Chair at the time a vacancy in the office of Chair occurs, the Board member with the most years of service shall immediately become Chair, and shall serve for the remainder of the current term.

# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE: GOVERNANCE PROCESS**

**POLICY TITLE: CHAIR'S ROLE**

**POLICY NUMBER: GP-5**

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*The Chair assures the integrity of the Board's process and secondarily, represents the Board to outside parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in specifically authorized instances.*

Accordingly, the Chair will:

1. Ensure that the Board and individual Board members consistently behave in accordance with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College. Specifically:
  - a. Meeting discussion content will be on those issues that, according to Board policy, belong to the Board, not to the President, to examine and or decide.
  - b. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
  - c. The Chair will stimulate discussion among the Board members and will attempt to arrive at Board decisions through consensus.
  - d. The Chair will confirm accuracy of transcribed, approved minutes, will sign the minutes of all special and regular meetings of the Board, and will sign other documents as required by law.
2. Make decisions that fall within the topics covered by Board policies on the Governance Process and Board-President Relationship, with the exception of employment or termination of the President, and where the Board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.
3. Not make decisions about policies created by the Board within the Goals and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the President.
4. Chair board meetings with all the commonly accepted power of the position, to include ruling, recognizing, agenda setting and calling special meetings as required.
5. Ensure that other Board members are informed of current and pending Board issues and processes.
6. After Board discussion, appoint members to committees established by the Board.
7. Designate the Vice-Chair to preside at Board meetings in the absence of the Chair or to fulfill the duties of the Chair as needed.

# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE: GOVERNANCE PROCESS**  
**POLICY TITLE: BOARD COMMITTEE PRINCIPLES**  
**POLICY NUMBER: GP-6**

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*Board committees, when used, will be assigned so as to reinforce the wholeness of the Board's job. The committees will operate to minimally interfere with the wholeness of the board's job and never to interfere with delegation of authority from the Board to the President. Committees will be used sparingly.*

Accordingly, Board Committees are:

1. To help the Board do its job, not to help, guide or advise the employees of the College do their jobs. Committees typically will assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees will, by and large, not have direct dealings with current staff operations.
2. Not to speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.
3. Not to exercise authority over College employees. The President works for the full Board; therefore, the President is not required to obtain approval of a Board committee before an executive action.
4. To avoid identification with organizational parts rather than the whole. A Board committee that has helped the Board create policy on some subject will not be used to monitor organizational performance on that same subject.
5. Not to have standing committees. When necessary, the Board will form an ad-hoc committee. Committees will never consist of more than two Board members.
6. This policy applies only to committees that are formed by Board action, whether or not the committees include non-board members. It does not apply to committees formed under the authority of the President.



# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE:** GOVERNANCE PROCESS  
**POLICY TITLE:** BOARD SELF-EVALUATION  
**POLICY NUMBER:** GP-7

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*The Board of Trustees shall conduct an annual self-evaluation prior to the annual planning retreat.*



# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE: GOVERNANCE PROCESS**

**POLICY TITLE: AGENDA PLANNING**

**POLICY NUMBER: GP-8**

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*The Board, in order to carry out its responsibilities with a governance style consistent with Board policies, will follow an annual agenda that will include:*

- *Completing a re-examination of Goals policies annually*
- *Continually improving its performance through Board education, through enriched input and deliberation.*

Accordingly, the Board will:

1. Hold an annual planning retreat in the early autumn each year so that administrative planning and budgeting can be based on accomplishing a one-year segment of the board's most recent statement of long-term goals. At the annual retreat, the Board will:
  - a. Review the Board and College Mission
  - b. Establish priorities and budget parameters
  - c. Develop subjects for Board discussion and action during the following year
  - d. Review Board self-evaluation results
  - e. Prepare the annual agenda
2. Establish, not later than October of each year, a Board meeting calendar, listing the dates and places for the regular monthly Board meetings for the ensuring year.
3. Request the agenda and supporting materials for each Board meeting to be delivered to the Board at least three (3) days before the meeting.
4. Be mindful that education, input, and deliberation will be paramount in structuring meetings and other Board activities.
5. Provide an opportunity for public input at each regular Board meeting.
6. Approve the College budget each June, or at a later date if circumstances dictate otherwise. The College will submit revised budgets to the Board for approval as necessary during the fiscal year but not less than quarterly.
7. Decide the President's remuneration during the month of June, or at a later date if circumstances dictate otherwise, after a review of the President's annual performance evaluation, including any monitoring reports received during the year.



# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE: GOVERNANCE PROCESS**  
**POLICY TITLE: BOARD MEMBERS CODE OF CONDUCT**  
**POLICY NUMBER: GP-9**

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*The Renton Technical College Board of Trustees commits itself to ethical, businesslike, and lawful conduct. Such conduct includes the proper use of authority and appropriate decorum when acting as Board members.*

Accordingly, Board Members will:

1. Maintain loyalty to the College. This loyalty supersedes any conflicting loyalty to or advocacy for staff, other organizations, interest groups, membership on other boards or organizations. This loyalty supersedes the personal interest of any Board member acting as an individual consumer of College services.
2. Avoid any conflict of interest with respect to their fiduciary responsibility. Specifically:
  - a. There will be no self-dealing or any conduct of private business or personal services between any Board member and the College.
  - b. When the Board is to decide upon an issue that a member has an unavoidable conflict of interest, that member will withdraw without comment not only from the vote, but also from the deliberation.
  - c. Board members will not use their positions to obtain employment by the College or to furnish services or goods to the College on behalf of themselves, family members, friends, or associates.
3. Not attempt to exercise individual authority over the College or on behalf of the Board as a whole, except as explicitly set forth in Board policies. Specifically:
  - a. Board members will recognize the lack of authority in any individual Board member when interacting with the President or with College employees, except when explicitly authorized by the Board.
  - b. Board members will recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board in interaction with the public, press, or other entities.
4. Support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member's personal position on the issue.
5. Not permit themselves to be used to circumvent established lines of authority or to interfere in normal procedures for the handling of complaints or grievances.
6. Not present an item for action at board meetings that is not on the agenda, without consensus of the Board.
7. Be properly prepared for board deliberation.



# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE:** GOVERNANCE PROCESS  
**POLICY TITLE:** BOARD MEMBERS CODE OF CONDUCT  
**POLICY NUMBER:** GP-9 (CONTINUED)

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8. Strive to participate in educational activities, including local, state, regional, and national meetings, to enhance their ability to serve effectively as members of the College's Board of Trustees.
9. Aim to be honest and ethical in their dealings with each other, with college employees, partners, suppliers and the public.
10. Treat each other and all people with respect, and will foster a productive environment free of harassment, intimidation and discrimination.
11. This policy will not restrict a Board member from communicating informally with the President, College staff, the public or other entities about College educational services or activities.

# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE: GOVERNANCE PROCESS**

**POLICY TITLE: NAMING OF FACILITIES**

**POLICY NUMBER: GP-10**

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*The Board of Trustees shall have the final authority in the naming of new and existing college facilities, including buildings, rooms, landscaped areas, or other significant locations. The Board will give consideration to naming for people or entities that have made extraordinary contributions to Renton Technical College through personal service or significant financial support, including individuals who have greatly enhanced the prestige of the institution through outstanding state or national achievement or recognition.*

*The naming of facilities should be done deliberately. The Board's consideration of naming facilities shall follow these guidelines:*

1. Naming a facility to honor the extraordinary service of an employee or a person officially involved with Renton Technical College can be made one year or more after retirement or a person's death. Significant gifts benefiting the College will provide opportunities for donors or entities to name a new or existing facility, unit or other significant locations in honor of their donation, an entity, or another person.
2. The Board, in consultation with the president, Foundation director, and Foundation Board president, may rename a facility.
3. While the Board normally reserves the right to approve a proposed name, the Board may delegate the ability to grant preliminary approval to the president.
4. The Board delegates responsibility to the president and Foundation director to solicit input and develop proposals for naming opportunities involving donors and entities.

**SECTION 4: BOARD-PRESIDENT RELATIONSHIP**

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<b>BPR-1:</b>	<b>GLOBAL BOARD PRESIDENT DELEGATION</b>
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<b>BPR-5:</b>	<b>MONITORING PRESIDENTIAL PERFORMANCE</b>
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# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE:** BOARD-PRESIDENT RELATIONSHIP  
**POLICY TITLE:** GLOBAL BOARD PRESIDENT DELEGATION  
**POLICY NUMBER:** BPR-1

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*The Board's sole official connection to Renton Technical College, its operational achievements and conduct, will be through the President of Renton Technical College.*



# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP**

**POLICY TITLE: UNITY OF CONTROL**

**POLICY NUMBER: BPR-2**

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*Only official motions passed by the Board of Trustees are binding on the President of Renton Technical College.*

Accordingly:

1. Decisions or instructions by individual Board members, officers, or committees are not binding on the President of the college, except in rare instances when the Board has specifically authorized such exercise of authority.
2. In the event Board members or committees request information or assistance with Board authorization, the President may refuse such requests that require, in the President's opinion, a material amount of staff time or funds, or are disruptive.

# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP**  
**POLICY TITLE: ACCOUNTABILITY OF THE PRESIDENT**  
**POLICY NUMBER: BPR-3**

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*The President is the chief executive officer of the College. The Board will instruct the President through written policies, delegating to the President the authority to implement them, within the boundaries of prudence, ethics, laws and regulations. The President is accountable to the Board as a body. The President is the Board's single official link with operational achievements and conduct. Therefore, all authority and accountability of staff, as far as the Board is concerned, is the authority and accountability of the President.*

Accordingly, the Board will:

1. Annually set realistic and achievable goals for the President.
2. Annually communicate these goals to the campus.
3. Not give instructions to persons who report directly or indirectly to the President.
4. Not evaluate any staff, formally or informally, other than the President.
5. View the President's performance as identical to the college performance. Therefore, the college's accomplishment of the Board-stated Goals and in compliance with *Executive Limitations*, as defined in Section 2, will be viewed as successful Presidential performance.





# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP**

**POLICY TITLE: DELEGATION TO THE PRESIDENT**

**POLICY NUMBER: BPR-4**

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*The Board will delegate its authority and accountability for College operations to the President of Renton Technical College. The Board considers all authority over and accountability of employees to be the responsibility of the President.*

Accordingly:

1. As long as the President uses any reasonable interpretation of the Board's Goals and Executive Limitations policies, the President is authorized to establish all administrative policies and procedures, make all decisions, take all actions, establish all practices, and develop all activities. The Board will never prescribe organizational means to the President.
2. The Board may change its Goals and Executive Limitations policies, thereby shifting the boundary between Board and President domains. By so doing, the Board changes the latitude of choice given to the President. As long as any particular delegation is in place, the Board and its members will respect and support the President's choices. The Board is not prevented from obtaining information in the delegated areas except where confidentiality prohibits.
3. Only those decisions of the Board acting as a body are binding upon the President.
4. If the President deems that a waiver of a Board policy is in the best interest of the College, the President shall apply to the Board for one.

# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP**

**POLICY TITLE: MONITORING PRESIDENTIAL PERFORMANCE**

**POLICY NUMBER: BPR-5**

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*Monitoring executive performance is synonymous with monitoring organizational performance with reference to Board policies regarding Goals and Executive Limitations. The Board will monitor performance to ensure policy compliance, including accomplishments of Goals. The Board may formally or informally evaluate the President's performance based on monitoring data.*

Accordingly:

1. The purpose of monitoring is to determine the degree to which Board policies are being met. Information not dealing with the degree to which Board policies are being fulfilled will not be considered.
  2. Monitoring will be done as routinely as possible.
  3. Monitoring will be done in a way that permits the Board to use most of its time creating the future rather than reviewing the past.
  4. The Board will acquire monitoring information for a given policy in one or more of three ways:
    - a. *Internal Reports*, in which the President discloses to the Board, interpretations and compliance information. Internal reports may include, but not be limited to:
      - Institutional data collection
      - Community surveys
      - Placement data
      - Assessment of student learning
      - Financial reports
      - Data on service to constituents
      - Goal achievement data
      - Additional relevant data to support compliance as requested by the Board
    - b. *External Reports*, in which disclosure of compliance information by an external auditor or other persons or entities external to the institution. External reports may include, but not be limited to:
      - Audit reports
      - Licensing examination results
      - Accreditation reports
      - Transfer data
      - Additional relevant data to support compliance as requested by the Board
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# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP**

**POLICY TITLE: MONITORING PRESIDENTIAL PERFORMANCE**

**POLICY NUMBER: BPR-5 (CONTINUED)**

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- c. *Direct Board Inspection*, where assessment of compliance is made by a designated Board member(s), a committee, or the Board as a whole. This discovery is a Board-directed inspection of documents, activities, or circumstances to test policy compliance.
5. The Board will judge in all cases, the reasonableness of the President's interpretation, and whether data demonstrate the accomplishment of the interpretation.
6. The standard for compliance for the Board policy being monitored will be *any reasonable* President interpretation. The Board is the final judge of "reasonableness". The Board will always judge with a "reasonable person" test and not with interpretations favored by individual board members.
7. Any policy can be monitored by any method at any time. For regular monitoring however, the Board will classify each Goals and each Executive Limitations policy according to frequency and method to be applied.

# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP**

**POLICY TITLE: ACTING PRESIDENT**

**POLICY NUMBER: BPR-6**

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*The Board will not be left without a President.*

Accordingly:

1. If the President is off campus for more than one day, he/she will, prior to the absence, delegate his/her authority to a Vice-President to serve as acting President for short periods of time, not to exceed 30 consecutive working days at a time.
2. If no Vice-President is available, the President will delegate his/her authority consistent with #1 to a dean or director the president considers to be capable of fulfilling such responsibilities of a President.
3. The Board will, upon the resignation, termination, incapacity or death of the current President, appoint an acting, interim or permanent President.



# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP**

**POLICY TITLE: BOARD TRAVEL**

**POLICY NUMBER: BPR-7**

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*The President will ensure that adequate funding for trustee education and travel will be provided in the college-operating budget.*

Accordingly:

1. Trustee expenditures will not exceed this amount of funding.
2. As part of the operating budget development process, and not later than the April Board meeting, the Board shall inform the president of its education and travel needs for the following year.