

<u>Agenda Item/Subject</u>	<u>Information/Action/Presenter</u>
1. CALL TO ORDER	
A. Notation of Quorum	
B. Flag Salute	
2. ADOPTION OF MINUTES	Action
A. December 16, 2014 Regular Meeting	
3. COMMUNICATIONS	Information
A. Correspondence	
B. General Information	
C. Comments from the Audience	
D. Human Resources Report	
E. Outreach Report	Andrea Lancaster
F. RTC Foundation Report	
G. Safety and Security Report	
4. ACTION ITEMS	Action
5. DISCUSSION/REPORTS	
A. Student Leadership	Jahnee Loudermilk
B. Renton Federation of Teachers	Gary Neill
C. Board of Trustees	
1) President Search Update	Trustee Palmer/Lesley Hogan
2) RTC Advisory Council Liaison Report	Trustee Unti
3) RTC Foundation Liaison Report	Trustee Page
D. President	Steve Hanson
1) Enrollment Update	
E. Instruction	Jodi Novotny
1) General Update	
F. Student Services	
1) Veterans Report	Glen Boje/Scott Latiolais
2) Student Conduct Code and Hearing Procedures Update	June Stacey-Clemons
G. Administration/Finance	
1) Operating Funds Budget Status Report	Melinda Merrell
6. MEETINGS	Information
A. February 17, 2015	

7. EXECUTIVE SESSION

- A. An Executive Session may be called for any reason allowed under the Open Public Meetings Act (RCW 42.30).
- B. Announcement of time Executive Session will conclude.

8. ACTION

Action

- A. Action items, if any, that may be necessary to be taken as a result of matters considered in the Executive Session.

9. ADJOURNMENT

Action

Event Reminders:

- January 28-29, 2015 | TACTC Winter Conference – Red Lion Olympia
 - January 28, 2015 | TACTC Transforming Lives Award Dinner · 5:30 to 8:00 p.m.
 - January 29, 2015 | HC/GRCC/RTC Legislative Reception – Waterstreet Café

Renton Technical College
Board of Trustees Meeting
January 20, 2015

AGENDA ITEM: 1. CALL TO ORDER

SUBJECT:

<p>BOARD CONSIDERATION</p> <p>Information</p> <p>Action</p>

BACKGROUND:

Board Chair Susan Palmer will carry out the Notation of Quorum and the Flag Salute.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
January 20, 2015

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT: A. December 16, 2014

BOARD CONSIDERATION	
	Information
X	Action

BACKGROUND:

The minutes of the December 16, 2014 meeting are attached for the Board of Trustees approval.

RECOMMENDATION:

Approval as presented.



MINUTES

1. CALL TO ORDER

The meeting was called to order at 7:32 a.m. by Board Chair, Trustee Palmer. A quorum was established. Trustee Palmer led the flag salute.

2. ADOPTION OF MINUTES

A. Board Chair Trustee Palmer asked for corrections and/or additions to the following minutes:

November 18, 2014 Regular Meeting

Trustee Page introduced a motion to approve the November 18, 2014 meeting minutes as presented. Trustee SenGupta seconded, and the motion carried.

3. COMMUNICATIONS

- A. **Correspondence** Trustee Palmer shared a variety of published articles from several sources in our community.
- B. **General Information** There was no general information to share.
- C. **Comments from the Audience** There were no comments from the audience.
- D. **Human Resources Report** The written report included personnel activity for the month of November, 2014. There were no questions.
- E. **Communications and Marketing Report** Due to the departure of the Communications and Marketing Director, there is no written report. The report will resume once the position has been filled.
- F. **RTC Foundation Report** The written report was included in the meeting materials. Ms. Heather Giron-Fritts indicated that the only information she needed from the Board was direction on the Board Scholarship offering for spring quarter, which is scheduled under action items.
- G. **Safety and Security Report** Safety and Security Director, Mr. Scott Snider was present to report on the continued efforts to implement the campus security plan. New packets of information have been placed in each room on campus. Information contained within the packet and building evacuation maps are also available to faculty and staff on the [Tdrive>SHARED>Campus Security file](#). All buildings, and the Kent satellite facility have completed building plans for emergencies. Many of the completed plans have also included drills, including lockdown drills. We will be incorporating that into other buildings as well. Live safety inspections are also being done, including hazardous materials and safety needs. Security and Facilities are working to change out 75 lock sets in building H and J; they do not lock from the inside. The quarterly RAVE testing for summer and fall have been completed. New phone system includes digital updates that are connected to our emergency management plan; Alertus emergency banners will run across all computer screens, and audible beacons will be installed in classrooms

that do not have computers. Two sessions of emergency response training are being offered to faculty and staff; there were 41 participants in the first session, and we are hoping for equal or better participation in the second session. We are looking at a camera system for monitoring the campus. We would be unable to fully monitor, but placing cameras on campus could be a deterrent. Phase two of the emergency plan implementation will include robust drills and will include local emergency teams. We are hoping to do some active shooter drills, etc. after the first of the year. Trustee SenGupta suggested including the trustees in a drill while they are on campus. The department of Homeland Security has published a document; *Run, Hide, Fight* which is available on-line. This document subscribes to a methodology to violent crime in your face. Everyone on campus will be trained; faculty, staff and students.

4. ACTION

- A. *Second Year Faculty Advancements to Third Year*** President Hanson informed the trustees that he shared the recommendation of the tenure committees for both *William Partain* and *Ha Nguyen*, to advance to the third year in the tenure process.

*After giving reasonable consideration to the recommendations of the tenure review committee and all other recommendations, Trustee Unti, introduced a motion that **William Partain, and Ha Nguyen** be promoted from the second to the third year of probation effective January 6, 2015. Trustee McAbee seconded, and the motion carried*

B. Board Scholarship – Spring Quarter Release

Trustee McAbee introduced a motion to include the release of a total of \$1500 from the Board Scholarship Fund; \$1,000 in honor of President Hanson, and one \$500 general scholarship. Trustee Page seconded and the motion carried.

The qualities for the Scholarship in honor of President Hanson could include; commitment to community service, support for diversity, inclusion and social justice, promoting volunteerism, demonstration of leadership, specifically at RTC or throughout the community, and involvement in or working to strengthen student government. Board members agreed to put their trust in the scholarship committee for these scholarship selections; casting a vote of confidence in the good work that the Foundation is doing.

5. DISCUSSION/REPORTS

- A. *Student Leadership*** ASG Intern, Noch Balzer was in attendance on behalf of President Jahnee Laudermilk. Mr. Balzer shared information with the Trustees from the written leadership report. He expressed his gratification on spending time in Olympia in November, learning about the platforms that laws are built from, and opportunities to see the process in action. Mr. Anthony Covington, Learning Resource Center Manager was introduced. Students are excited to welcome Mr. Covington and were impressed with the inclusion during the hiring process. Mr. Covington shared his priorities for the Learning Resource Center, to include expanding the center, adding more computers, 7-days per week help profile on-line, and on-line career center. He is appreciative of the work of the mentor/mentee organization. In November, the Events and Activities Board hosted an event; “Thanksgiving: The Untold Truth” with guest speaker, Andrew

Morrison. Mr. Morrison is a Seattle artist and member of the San Carlos Apache Reservation, and shared his perspective on the Thanksgiving holiday. The ASG budget timeline was also included in the written report.

- B. *Renton Federation of Teachers*** RFT President, Gary Neill reported that the faculty have all survived another quarter. Mr. Neill continued by pointing out that in the last five years, the administrative hiring has more than doubled comparatively to faculty. He shared his concerns for the new hire and salaries being paid on administrative salaries versus faculty salaries. RFT is in negotiations with Administration; there have been two sessions, nothing to report out yet, but will resume in January.

C. *Board of Trustees*

- 1) *President Search Update*** Human Resources Executive Director, Lesley Hogan reported that we are in the final stretch of the open application process and have about 20 applications for president so far. Conversations have taken place with the WELA organization and other presidents. Should the pool require it, the timeline as approved could accommodate a slide in the first consideration date until the end of January and there would be ample time to interview and provide due diligence on the finalist in time for a July 1, 2015 start. The board is very open about the possibilities. The encouragement to the hiring committee is to be bold, smart and recognizing issues of concern on campus, and living up to the potential that we have been recognized for thus far. We have a great college and we will have a great president. Looking at the college's future and the changing of demographics are very clear.

Trustee Page commented that he recognizes that professional opportunities for college employees have caused departures from the college. The Board would like to keep good people here and ask their commitment, while we move forward; we will still be great, and good people are scarce.

D. *President's Report*

- 1) *White House College Opportunity Day of Action*** President Hanson shared the opportunity to attend the second Day of Action held by the White House at the Ronald Reagan building on December 5, 2014. The summit included over 300 people from Community and Technical Colleges, Universities, and K-12 School Districts. RTC joined with 14 other Aspen finalists to submit a proposal for increasing completions. The summit also included panel presentations; one from Arizona State University president, Michael Crow. He is a dynamic speaker and forward thinker. He spoke about working in a new alliance of 11 public universities committed to expanding college completion, focus on low-income student success, innovating together, and keeping college costs affordable. There is a lot of focus on the use of technology to expand and enhance student success.

2) WACTC Report President Hanson shared information from the WACTC meeting held December 11-12, 2014 at Green River Community College.

- **Whistleblower action on South Puget Sound**
There are guidelines that need to be followed related to work hours and serving alcohol. If there is a whistleblower, the president must file a report within 15 days.
- **Critical Issues Committee** is focusing on international enrollment rules (related to the allocation formula). There is disparity within the system about colleges being allowed to count international students as state-funded FTEs. The current WACTC policy allows flexibility in counting the FTEs as state supported.
- **Strategic Visioning** is looking at diversity, both students and staff. The Academy in April will be on best practices on recruitment.
- **Allocation sub-committee** looked at high-demand and high-cost, as well as high-wage. It was decided not to use high-wage data as part of the model.
- **ctcLink** go live date is February 23, 2015, testing is in process for payroll. Initial costs for Spokane and Tacoma have been higher than anticipated. Colleges are encouraged to have a coordinator that will coordinate implementation.
- **Ed Services** talked a lot about dual credit. There is a bill that would make College in the High School free. The universities are very flexible in approving teachers; community and technical college teachers are required to meet specific standards that are determined by the Washington Administrative Code.
- **Student Achievement Council** is doing a study on State Need grant; this could affect our share of the State Need grant.
- **The Governor** is doing town hall meetings to roll out his budget proposals. He is proposing a 2.3 billion education plan that focuses on student success; freezing tuition for both years of 2015-17 biennium.

E. Instruction – Update on New Programs Vice President Novotny commented that we are happy to have Patrick Brown on board. He has attended the Instructional meeting and the deans are looking forward to working with him about the specifics of the enrollment report. IBEST FTE has been pulled out as a separate category and will be looked at for planning; we have shown great student success in our I-BEST programming. Reading Apprenticeship is another area where we have shown success. How we move forward our work with Achieving the Dream and our work with the Aspen Institute will involve both of these strategies; there is a lot of focused attention on our work, including everything that Student Success is doing with Title III. We are working with Student Success to look at certificate and associate's completion rates; students are interested in completing their Associate's degree, which leads to employment and higher wages. This could be an area where we could really move the needle. Of the 28 programs, pulled by zip code, 9 of 28 had an Associate's degree completion of about 50% and 11 programs have a completion of 25-50%. We would like to combine successful instructional strategies and work with Student Success as well as general education to increase Associate's degrees in more programs.

F. Student Services Vice President Stacey-Clemons introduced Mr. Patrick Brown, Registrar. Mr. Brown came to us from Bates Technical College, and has a lot of knowledge. Mr. Brown shared an updated enrollment report. The new report is based from the State Board report, using institutional intent. He gave a quick overview of the report; broken out by quarter,

annual then budgeted. Also included was year to date and special interest, and historical information. Running Start students don't count in FTE, but do count in headcount. This report provides a more complete profile for trustees. Winter quarter headcount will be run every Monday. Official capacity is one that we need to work on further with the Deans; there are very few over-enrollment in programs, which was surprising to Mr. Brown. We should want to begin classes over-enrolled, because we will lose some students. There may be opportunities to move programs to a hybrid or on-line. Allied Health, Culinary, and Welding are high demand programs. Based on the Noel-Levitz study, we believe there is a need for more expansion.

G. Administration and Finance

- 1) **Operating Funds Budget Status Report** As a regular report to the Board of Trustees, Vice President Merrell provided information on the revenues and expenditures for the period ending October 30, 2014.

6. MEETINGS

The next regular meeting of the Board of Trustees will be held January 20, 2015.

7. EXECUTIVE SESSION

At 9:18 a.m. Board Chair Palmer called for an Executive Session, for twenty (20) minutes to discuss the strategy or position to be taken in collective bargaining, as per RCW 42.30.140(4). The trustees returned to regular session at 9:38 a.m.

8. ACTION

There was no action taken as a result of the Executive Session.

9. ADJOURNMENT

It was moved by Board Chair Palmer to adjourn the Board of Trustees' meeting at 9:40 a.m. Motion carried.

SUSAN PALMER, Chair
Board of Trustees

STEVEN J. HANSON, President
Board of Trustees

Renton Technical College
Board of Trustees Meeting
January 20, 2015

AGENDA ITEM: **3. COMMUNICATIONS**

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

- A. Correspondence
- B. General Information
- C. Comments from the Audience
- D. Human Resources Report
- E. Outreach Report
- F. RTC Foundation Report
- G. Safety and Security Report

RECOMMENDATION:

None.



RENTON
TECHNICAL
COLLEGE

**Board of Trustees
January 20, 2015
Human Resources**

The following personnel actions have occurred as of December 31, 2014 and are presented for the Board of Trustees' information.

AFT

- Hires

Name	Effective Date	Position	Department	Rate	Step
Bybee, Dita	12/3/2014	Cashier / Greeter	Food Service	\$9.66 hr	A
Casado, Eddie	12/22/2014	Custodian I	Custodial	\$2,342.76 mo	B

- Terminations

Name	Effective Date	Position	Department
None			

- Retired

Name	Effective Date	Position	Department
Fasoli, Brent	12/31/2014	Custodian III	Custodial

WFESE

- Hires

Name	Effective Date	Position	Department	Rate	Step
LeClaire, Paula	12/15/2014	Library Specialist	Library	\$2,278.25 mo	C

- Terminations

Name	Effective Date	Position	Department
None			

Prof Tech

- Hires

Name	Effective Date	Position	Department	Rate	Step
Morris, Jill	12/1/2014	HR Representative	Human Resources	\$2,925.14 mo	C

- Terminations

Name	Effective Date	Position	Department
None			

Exempt / Administrative

- Hires

Name	Effective Date	Position	Department	Rate	Step
Boatwright, Jason	12/1/2014	Interim Dean of Allied Health / <u>25% FT</u>	Allied Health	\$1,734.46 mo	
Covington, Anthony	12/2/2014	LRCC Manager	Student Services	\$3,833.33 mo	
McIrvin, Stefanie	12/1/2014	BAS Program Manager	Administration	\$4,062.50 mo	

- Terminations

Name	Effective Date	Position	Department
Boatwright, Jason	12/31/2014	Health Opportunity Grant Mgr.	Allied Health

- Retired

Name	Effective Date	Position	Department
None			

RFT

- Hires

Name	Effective Date	Position	Department	Rate	Step
Chamberlin, Frances	12/30/2014	Part-time faculty	GEN ED	\$38.16 hr	B
Locke, Bradley	12/19/2014	Part-time faculty	Basic Studies	\$38.16 hr	B
Robinson, James	12/18/2014*	Full-time faculty	Medical Assistant	\$35,883.80** instr yr	16
Taroc, Ann-Marie	12/22/2014	Part-time faculty	LPN	\$38.16 hr	B
	* Full-time 1/5/2015			** 55,954.00 annual	

- Terminations

Name	Effective Date	Position	Department
Mills, Lydia	12/16/2014	Full-time faculty	Nursing

- Retired

Name	Effective Date	Position	Department
Hanson, Glenda	12/16/2014	Full-time faculty	Legal Secretary
Lemenager, Maggie	12/16/2014	Full-time faculty	Basic Studies

The Recruiter

Outreach & Entry Services

Fall 2014

[Edition 1, Volume 1]

RTC Outreach

Andrea Lancaster

There are many exciting things happening on campus. Our college now has a large team of people stretching across campus who will be doing very specific outreach activities.

Linh Bracking, David Grant, Jason Hutson, Micalah Pieper, Haleigh Phillips, and Andrea Lancaster are all part of Outreach and Entry Services, working under Student Success. Haleigh Phillips, Lucius Martin, Stefanie McIrvin, and Jason Hutson are new to the campus and are providing very specific recruitment support across campus. We are so excited to have a team of people working together to spread the word about the great things we have to offer.

Fall Outreach Efforts

The Fall Outreach Efforts reflects fall events and summer events for preparation to the fall start.

The college hosted four Open House sessions before the start of fall quarter, and three sessions during the fall session.

- Averaged 30 attendees in the Open House sessions prior to the fall start
- Averaged 16 attendees during the fall quarter



These Open Houses combined brought in 168 potential students. Thank you to Financial Aid, Student Leadership, Marketing, Food Services, and all Counseling and Advising staff that continue to help make the open house sessions successful.

We attend many events in preparation to the fall start and during the fall quarter that allowed us to increase our inquiries to almost 200.

In this issue:

- **New Outreach Team**
- **Fall Outreach Efforts**
- **Upcoming Activity**

Purpose • • •

The purpose of the outreach quarterly newsletter is to communicate with the campus community of all campus wide recruitment efforts happening across campus, including but not limited to Outreach and Entry Services. We can share future events and talk about where we've been. There are many who are involved in recruiting for the campus. Please share your efforts with the campus. If you would like to inform the campus of the recruitment activities you have been involved in, all you have to do is email Andrea Lancaster before the end of finals week every quarter at alancaster@rtc.edu.

Fall Outreach Efforts continued

Events and campus tours:

- Attended 43 High School college fairs
- Attended 16 community events
- Collected 192 inquiries
- Administered tours to over 150 potential students

Winter Activity

- Auburn School District Middle Schools College fairs.
- Auburn Mountain View class presentations
- Tech Bridge tours and programing
- Seattle Public School Career Counselors tour and presentations
- Washington Alliance for Better Schools tour and presentations
- Girl Scouts College and Career Fair
- Lindbergh High School Trades Fair
- Winter Open Houses
- Liberty, Auburn Riverside, Evergreen, Emerald Ridge, Kent, and Tahoma district college fairs
- More to communicate in the next issue

Further Introductions

Haleigh Phillips
425-235-2352 ext. 2340

Haleigh is our new Student Success Specialist / Basic Studies position. Her position falls under the Outreach and Entry Services team within the Student Success division. She will be responsible for growing our Basic Studies population and working to transition Basic Studies Students into career training programs.

Jason Hutson
(425) 235-2352 x5318

Jason is the new Career Pathways Coordinator; he will also be working under Outreach and Entry Services to fill under enrolled programs and Workforce Education programs, also helping to develop career pathways for the students he serves.

Lucius Martin
(425) 235-2352 x5317

Lucius is the new Project Manager for the Washington Integrated Sector Employment (WISE) Grant. The WISE Grant is part of \$10 million, Department of Labor funded, workforce solution received by an eight college

consortium. The grant will support targeted construction training programs on campus.

Stefanie McIrvin
(425) 235-2352 x5763

Stefanie joins RTC as the new Bachelors of Applied Sciences (BAS) Program Manager. She will be working to fill our new BAS degree, and is working under the Automotive / Technical Programs Department.

Outreach Committee

Let's fill our programs together. We want to pull together a group that would like to meet on a quarterly basis. The Outreach committee will brainstorm ideas that will help to fill our programs. We will be sharing event ideas and best practices. If you're interested in being involved in this committee please email Andrea Lancaster.

AGENDA ITEM: 3. COMMUNICATIONS

SUBJECT: F. RTC Foundation

BOARD CONSIDERATION

X Information

Action

RTC FOUNDATION

Events:

Foundation Taxes and Audit Review

The Foundation will be engaged in our 2013/14 FY audit with Branch, Richards & Co., P.S. the week of January 26, 2015. Branch, Richards has submitted an extension for our 2013/14 FY 990. Last year, our 990 was completed once the review was finalized. Therefore, if the same process is followed, we expect one final extension to be filed for our 990. The Foundation is working closely with Mark Johnson in the RTC business office to pull all necessary data for compliance and we expect a positive result. Total costs are expected to come in near \$8,250 for the audit, and \$1,350 for the 990. Additional nominal expenses for travel and out-of-pocket expenses may occur, which Branch Richards expects not to exceed \$200. The total cost of approximately \$9,800 exceeds last year's review and 990 of \$7,134.80, by \$2,665.20. The increase was due to moving from a review to a full audit and was appropriately budgeted for in our 2014/15 budget.

RTC Program Collaboration on Conferences/Symposiums

The Foundation continues to manage enrollment for the Reading Apprenticeship Conference scheduled for March 14, 2015 and for the Boiler Symposium in August. Both event registrations are directed into the respective fund accounts and we continue to work with staff to coordinate expenses incurred for each. The Foundation secured a \$4,000 grant for the Reading Apprenticeship conference, as a portion of the overall Seattle Foundation \$20,000 grant awarded. *See Seattle Foundation grant below*

Grants Work:

Last fall, Seattle Foundation donors participated in a GiveTogether Cycle, identifying Success in Higher Education as their grant making focus. Research shows that college completion remains an elusive goal for many King County low-income and minority students and given that two-thirds of jobs in our region will require a college degree or career credential by 2018, we know, as do these donors, that these equity challenges posed are critical. Hence, RTC Foundation joined with many King County nonprofit organizations that support low income, first generation, minority, and other underserved student populations in attaining success in higher education, and submitted a two page letter of interest in response to their proposal.

Making it through the first round of decision making, we held an on-site visit with the Seattle Foundation that included Michele Lesmeister, who spoke about the Reading Apprenticeship Program and the upcoming conference the Foundation is collaborating on, and Michelle Campbell who was instrumental in pulling additional statistics the Seattle Foundation requested of us in order to make their final decision. In early January, RTC Foundation received a \$20,000 grant to support the work of the Foundation in supporting this student population on their way to success.

We continue to work with Heather Knous-Westfall, Institutional Research Manager, to pull statistics that will more strongly support the Foundation's ability to apply for grants ongoing, as well and with Marta Burnett, Director of Grant Development to help determine potential grants for our future application.

Scholarships Process:

The Foundation has contracted with WizeHive, a cloud-based application process for grants and scholarships that is used by leading foundations, universities and organizations to automate application processes. With support from WizeHive staff and Wil Samson, RTC's Website and Portal Administrator, we have converted our scholarship application process over to this system successfully, as of January 14, 2015.

Students who enter www.rtc.edu/scholarships may now link directly to the WizeHive system without even realizing they are exiting our website and entering another. This seamless process allows the Financial Aid office and our volunteer Scholarship Committee members to enter appropriate data and ratings, which then automatically moves the applicant's submitted application along the process, eliminating much behind-the-scenes work from the Foundation. This will increase efficiency in this process significantly and eliminate data entry errors and scholar placements.

Additionally, Financial Aid and our Scholarship Committee members will have an increased window in which they can accomplish their part of the process, eliminating a crunch post scholarship closures. The Foundation will design and pull reports that automatically place scholars into the appropriate scholarship and automate both award and regret letters. Through this process, we also designed an improved printable application to meet ADA requirements.

The newly improved process is a significant enhancement and we were excited to see it go live. Any bugs or corrections this spring quarter will be ironed out for fall 2015.

Training on the new system for Financial Aid has taken place. Training for the Scholarship committee is scheduled for January 23rd and will be paired with our previously mentioned need to develop a system that displays all committee members rating applicants on an equal basis.

The Foundation lost a Scholarship Committee Member, a staff member at Grainger, due to Granger's inability for staff to have any influence on a scholarship applicant decision. We will recruit new committee members moving forward.

RTC Trustee Scholarship:

The Trustees annual scholarship is slated to be paid out in Spring 2015 Quarter as two scholarships totaling \$1,500. The first will honor retiring President Hanson at \$1,000 and the second will be a general Trustee Scholarship for \$500.

To do so, we will seek students who demonstrate quality traits similar to Steve's and or interests or inclusion in programs Steve worked to further here at RTC. Specific qualities and interests could include:

- Commitment to community service
- Support for diversity, inclusion and social justice
- Promoting volunteerism
- Demonstrating leadership specifically at RTC or throughout the community
- Involvement in or working to strengthen student government

Foundation Staff

Regrettably, the Foundation Assistant, Natasha Daily, has given her notice. Her last day at the Foundation will be Thursday, January 22nd. Natasha has been a significant resource to the Foundation and we are sorry to lose her. The American Cancer Society will be gaining a valuable asset as not only has her past eight years entailed playing a key volunteer role in their Auburn Relay for life, but as their new Relay for Life Specialist, Natasha is also quite close to the completion of her Bachelor's Degree from ASU in Organizational Leadership. We wish her much luck in her endeavors and will be sending her off with two good luck gatherings: Lunch at the Red House on January 22nd and an after work gathering at Vino's at the Landing on January 27th.

The Executive Director is developing the job description in order to post the position and is working with Human Services to do so. With the transition in Foundation Executive Directors this past summer, RTC President Hanson moved the position to a 32 hour position through June 2014. In the interim, and ongoing, this position's duties shifted and have continued to take on many new tasks, beyond the original administrative tasks. Such tasks include, and are not limited to, event orchestration, grant research and writing, managing our student ambassadors, and donor/student relations. Discussion will occur with the RTC Foundation Board for direction on the replacement of this position.

Foundation Board Retreat and Strategic Planning

A Foundation Board Retreat is scheduled for January 15, 2015, on campus, from 7:30 – 1:00 pm. At this retreat board members will explore their individual thoughts about the Foundation and their role as a key player in the advancement of the organization; their collective thoughts toward the purpose and mission of the organization; and student stories will be shared to help determine what work should look like over the coming years (i.e. whose lives we should be changing and what resources we should be engaging in order to do so). The overall outcome will be to strengthen the relationship with every board member, while identifying the groundwork for the development of our 3-5 year strategic plan to move the Foundation successfully forward in order to strengthen our work.

Donor Database:

The Foundation is working closely with IT and with Blackbaud to complete our conversion back over to Raiser's Edge, a donor database the Foundation used previously, and that syncs with Financial Edge, the software our business office uses.

Approximately two years ago, the Foundation converted from Raisers Edge to Trailblazer, a political campaign software that manages voter files. The software is not an appropriate database for nonprofit donor relations. Therefore, the Foundation is converting back over to Raiser's Edge and is working closely with David Schieber, RTC Database and Applications Administrator and Paul Corigliano, Director of IT, to have this conversion by March 1st.

David continues to work closely with Trailblazer and Blackbaud to define the current issues with lining up Trailblazer and Raisers Edge fields in order to sync data and import back over to Raisers Edge. Additionally, because Raiser's Edge is a module based software, the Foundation has been working closely with Blackbaud to ensure we have all necessary systems in place before making the switch, including our online donations and current registrations open.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
January 20, 2015

AGENDA ITEM: 4. ACTION ITEMS

SUBJECT:

BOARD CONSIDERATION	
	Information
X	Action

BACKGROUND:

There are no action items for approval.

RECOMMENDATION:

None

AGENDA ITEM: 5. DISCUSSION/REPORTS

SUBJECT: A. Student Leadership

BOARD CONSIDERATION

X Information

Action

BACKGROUND

There is no written newsletter from Student Leadership for January. Jahnee Loudermilk, President of the Associated Student Government will introduce students that have recently received external scholarship awards:

- Shane Sopher RTC's TACTC Transforming Lives Scholarship Nominee
- Breeann Loya 2014/15 All-USA Academic Team Scholarship Nominee
- Joe Spieldenner 2014/15 All-USA Academic Team Scholarship Nominee

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
January 20, 2015

AGENDA ITEM: 5. **DISCUSSION/REPORTS**

SUBJECT: B. Renton Federation of Teachers

BOARD CONSIDERATION

X Information

Action

BACKGROUND

Gary Neill, President of the Renton Federation of Teachers will report on recent activities of the faculty.

RECOMMENDATION:

None.

AGENDA ITEM: 5. DISCUSSION/REPORTS

SUBJECT: C. Board of Trustees

BOARD CONSIDERATION

X Information

Action

BACKGROUND

1) President Search Update

Executive Director, Human Resources, Lesley Hogan and Trustee Palmer will provide an update on the President Search.

2) RTC Advisory Council Liaison Report

As Council liaison, Trustee Unti will report out from the RTC Advisory Council meeting held January 13, 2015.

3) RTC Foundation Liaison Report

As Council liaison, Trustee Page will report out from the RTC Foundation Board Retreat held January 15, 2015.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
January 20, 2015

AGENDA ITEM: **5. DISCUSSION/REPORTS**

SUBJECT: **D. President**

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND

President Hanson will provide an update on enrollment to the trustees.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
January 20, 2015

AGENDA ITEM: 5. DISCUSSION/REPORTS

SUBJECT: E. Instruction

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND

- 1) Vice President Novotny will provide a general update from Instruction.

RECOMMENDATION:

None.

AGENDA ITEM: **5. DISCUSSION/REPORTS**

SUBJECT: **F. Student Services**

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND

- 1) Mr. Glen Boje, Veteran Navigator and Mr. Scott Latiolais, Dean of Student Success will provide an overview of Veterans services at RTC.

- 2) Vice President Stacey-Clemons will provide an update from Student Services, on the proposed Student Conduct Code and Hearing Procedures. At the recommendation of the Assistant Attorney General's office, RTC has undergone the process of revising the Code and Procedures, to comply with current regulations. The attached revised draft is information only at this time. Following two public hearings, the code will be scheduled for action by the trustees; most likely in April, 2015.

RECOMMENDATION:

None.

Chapter 495E-110 WAC

STUDENT CONDUCT CODE AND HEARING PROCEDURES

STUDENT CONDUCT CODE

NEW SECTION

WAC 495E-110-010 Authority. The board of trustees, acting pursuant to RCW 28B.50.140(14), delegates to the president of the college the authority to administer disciplinary action. Administration of the disciplinary procedures is the responsibility of the vice-president of student affairs or designee. The student conduct officer shall serve as the principal investigator and administrator for alleged violations of this code.

[]

NEW SECTION

WAC 495E-110-020 Statement of student rights. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for

truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community.

The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college:

(1) **Academic freedom.**

(a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.

(b) Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 28B.50.090 (3)(b).

(c) Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.

(d) Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.

(2) **Due process.**

(a) The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.

(b) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.

(c) A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter.

[]

NEW SECTION

WAC 495E-110-030 Prohibited student conduct. The college may impose disciplinary sanctions against a student who commits (or attempts to commit), or aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct, which include, but are not limited to, the following:

(1) **Academic dishonesty.** Any act of academic dishonesty including, but not limited to, cheating, plagiarism, and fabrication.

(a) Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.

(b) Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.

(c) Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.

(2) **Other Dishonesty.** Any other acts of dishonesty. Such acts include, but are not limited to:

(a) Forgery, alteration, submission of falsified documents, or misuse of any college document, record, or instrument of identification;

(b) Tampering with an election conducted by or for college students; or

(c) Furnishing false information or failing to furnish correct information, in response to the request or requirement of a college officer or employee.

(3) **Obstruction or Disruption.** Obstruction or disruption of:

(a) Any instruction, research, administration, disciplinary proceeding, or other college activity, including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity; or

(b) Any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.

(4) **Assault.** Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, stalking or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this subsection:

(a) Bullying is physical or verbal abuse, repeated over time, and involving a power imbalance between the aggressor and victim.

(b) Stalking is intentional and repeated following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably

should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

(5) **Cyber misconduct.** Cyberstalking, cyberbullying or online harassment. Use of electronic communications including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully, or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's e-mail communications directly or through spyware, sending threatening e-mails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's e-mail identity, nonconsensual recording of sexual activity, and nonconsensual distribution of a recording of sexual activity.

(6) **Property violation.** Damage to, or theft or misuse of, real or personal property or money of:

- (a) The college or state; or
- (b) Any student or college officer, employee, or organization; or
- (c) Any other member of the college community or organization; or
- (d) Possession of such property or money after it has been stolen.

(7) **Failure to comply with directive.** Failure to comply with the direction of a college officer or employee who is acting in the legitimate performance of his or her duties, including failure to properly identify oneself to such a person when requested to do so.

(8) **Weapons.** Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:

(a) Commissioned law enforcement personnel or legally authorized military personnel while in performance of their duties;

(b) A student with a valid concealed weapons permit may store a pistol in his or her vehicle parked on campus in accordance with RCW 9.41.050 (2) or (3), provided the vehicle is locked and the weapon is concealed from view; or

(c) The president may grant permission to bring a weapon on campus upon a determination that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.

This policy does not apply to the possession or use of disabling chemical sprays when used for self-defense.

(9) **Hazing.** Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.

(10) **Alcohol, drug, and tobacco violations.**

(a) **Alcohol.** The use, possession, delivery, or sale, or being ~~visibly-observably~~ under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.

(b) **Marijuana.** The use, possession, delivery, or sale, or being ~~visibly-observably~~ under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

(c) **Drugs.** The use, possession, delivery, sale, or being ~~observably~~ under the influence of any legend drug including, anabolic steroids, androgens, or human growth hormones as defined in chapter 69.41

RCW, or any other controlled substance under chapter 69.50 RCW, except as prescribed for a student's use by a licensed practitioner.

(d) **Tobacco, electronic cigarettes, and related products.** The use of tobacco, electronic cigarettes, and related products in any building owned, leased, or operated by the college or in any location where such use is prohibited, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased, or operated by the college. "Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, water-pipes, hookahs, chewing tobacco, and snuff. There are designated smoking areas on campus.

(11) **Lewd conduct.** Conduct which is lewd or obscene.

(12) **Discriminatory conduct.** Discriminatory conduct which harms or adversely affects any member of the college community because of her/his person's race; color; national origin; sensory, mental or physical disability; use of a service animal; age ~~(40+)~~; religion, genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification.

(13) **Sexual misconduct.** The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence.

(a) **Sexual harassment.** The term "sexual harassment" means unwelcome conduct of a sexual nature including, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members.

(b) **Sexual intimidation.** The term "sexual intimidation" incorporates the definition of "sexual harassment" and means threatening or emotionally distressing conduct based on sex including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.

(c) ~~Sexual violence.~~ **Sexual Violence.** "Sexual Violence" is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

1. Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis,

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tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

2. Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

3. Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

4. Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

5. Stalking means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator

knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

6. Consent: knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.~~The term "sexual violence" incorporates the definition of "sexual harassment" and means a physical sexual act perpetrated without clear, knowing, and voluntary consent, such as committing a sexual act against a person's will, exceeding the scope of consent, against a person's will or where the~~

~~person is incapable of giving consent, including rape, sexual assault, sexual battery, sexual coercion, sexual exploitation, gender or sex-based stalking. The term further includes acts of dating or domestic violence. A person may be incapable of giving consent by reason of age, threat or intimidation, lack of opportunity to object, disability, drug or alcohol consumption, or other cause.~~

(14) **Harassment.** Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; age ~~(40+)~~; religion; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification. See "Sexual misconduct" for the definition of "sexual harassment." Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic communications.

(15) **Retaliation.** Retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state or local law, or college policies including, but not limited to, student conduct code provisions prohibiting discrimination and harassment.

(16) **Misuse of electronic resources.** Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes, but is not limited to:

(a) Unauthorized use of such resources or opening of a file, message, or other item;

(b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;

(c) Unauthorized use or distribution of someone else's password or other identification;

(d) Use of such time or resources to interfere with someone else's work;

(e) Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;

(f) Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;

(g) Use of such time or resources in violation of applicable copyright or other law;

(h) Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization; or

(i) Failure to comply with the college's electronic use policy.

(17) **Unauthorized access.** Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property.

(18) **Safety violations.** Safety violation includes any nonaccidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.

(19) **Violation of other laws or policies.** Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college traffic and parking rules.

(20) **Ethical violation.** The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.

In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state, or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

[]

NEW SECTION

WAC 495E-110-040 Disciplinary sanctions and terms and conditions.

(1) The following disciplinary sanctions may be imposed upon students found to have violated the student conduct code.

(a) Disciplinary warning: A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.

(b) Written reprimand: Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.

(c) Disciplinary probation: Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the student's attendance at the college.

(d) Disciplinary suspension: Dismissal from the college and from the student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action is taken.

(e) Dismissal: The revocation of all rights and privileges of membership in the college community and exclusion from the campus and

college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.

(2) Disciplinary terms and conditions that may be imposed in conjunction with the imposition of a disciplinary sanction include, but are not limited to:

(a) Restitution: Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation.

(b) Professional evaluation: Referral for drug, alcohol, psychological, or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until

future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.

(c) Not in good standing: A student may be deemed "not in good standing" with the college. If so the student shall be subject to the following restrictions:

(i) Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college;

(ii) Ineligible to represent the college to anyone outside the college community in any way, including representing the college at any official function, or any forms of intercollegiate competition or representation.

(d) No contact order: A student may be directed to have no physical, verbal, and/or written contact with another individual.

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HEARING PROCEDURES

NEW SECTION

WAC 495E-110-050 Statement of jurisdiction. The student conduct code shall apply to student conduct that occurs on college premises,

to conduct that occurs at or in connection with college sponsored activities, or to off-campus conduct that in the judgment of the college adversely affects the college community or the pursuit of its objectives. Jurisdiction extends to, but is not limited to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, online education, practicums, supervised work experiences or any other college-sanctioned social or club activities. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. The college has sole discretion, on a case-by-case basis, to determine whether the student conduct code will be applied to conduct that occurs off-campus.

[]

NEW SECTION

WAC 495E-110-060 Definitions. The following definitions shall apply for purpose of this student conduct code:

(1) "Business day" means a weekday, excluding weekends and college holidays.

(2) "College premises" includes all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.

(3) "Conduct review officer" is the vice-president of student services or other college administrator designated by the president to be responsible for receiving and for reviewing or referring appeals of student disciplinary actions in accordance with the procedures of this code. The president is authorized to reassign any and all of the conduct review officer's duties or responsibilities as set forth in this chapter as may be reasonably necessary.

(4) "Disciplinary action" is the process by which the student conduct officer imposes discipline against a student for a violation of the student conduct code.

(5) "Disciplinary appeal" is the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. Disciplinary appeals from a suspension in excess of ten instructional days or an expulsion are heard by the student conduct appeals board. Appeals of all other appealable disciplinary action shall be reviewed through brief adjudicative proceedings.

(6) "Filing" is the process by which a document is officially delivered to a college official responsible for facilitating a disciplinary review. Unless otherwise provided, filing shall be accomplished by:

(a) Hand delivery of the document to the specified college official or college official's assistant; or

(b) By sending the document by e-mail and first class mail to the specified college official's office and college e-mail address.

Papers required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified college official.

(7) "Respondent" is the student against whom disciplinary action is initiated.

(8) "Service" is the process by which a document is officially delivered to a party. Unless otherwise provided, service upon a party shall be accomplished by:

(a) Hand delivery of the document to the party; or

(b) Sending the document by e-mail and by certified mail or first class mail to the party's last known address.

Service is deemed complete upon hand delivery of the document or upon the date the document is e-mailed and deposited in the mail.

(9) "Student" includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered "students."

(10) "Student conduct officer" is a college administrator designated by the president or vice-president of student services to be responsible for implementing and enforcing the student conduct code. The president or vice-president of student services is authorized to reassign any and all of the student conduct officer's duties or responsibilities as set forth in this chapter as may be reasonably necessary.

(11) "The president" is the president of the college. The president is authorized to delegate any and all of his or her responsibilities as set forth in this chapter as may be reasonably necessary.

[]

NEW SECTION

WAC 495E-110-070 Initiation of disciplinary actions. (1) All disciplinary actions will be initiated by the student conduct officer. If that officer is the subject of a complaint initiated by the respondent, the president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complainant.

(2) The student conduct officer shall initiate disciplinary action by serving the respondent with written notice directing him or her to attend a disciplinary meeting. The notice shall briefly describe the factual allegations, the provision(s) of the conduct code the respondent is alleged to have violated, the range of possible sanctions for the alleged violation(s), and specify the time and location of the meeting. At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent

fails to attend the meeting, the student conduct officer may take disciplinary action based upon the available information.

(3) Within ten days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting his or her decision, the specific student conduct code provisions found to have been violated, the discipline imposed, if any, and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal.

(4) The student conduct officer may take any of the following disciplinary actions:

(a) Exonerate the respondent and terminate the proceedings.

(b) Impose a disciplinary sanction(s), as described in WAC 495E-110-040.

(c) Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the student conduct committee, with a copy served on the respondent.

[]

NEW SECTION

WAC 495E-110-080 Appeal from disciplinary action. (1) The respondent may appeal a disciplinary action by filing a written notice of appeal with the conduct review officer within twenty-one days of service of the student conduct officer's decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.

(2) The notice of appeal must include a brief statement explaining why the respondent is seeking review.

(3) The parties to an appeal shall be the respondent and the conduct review officer.

(4) A respondent, who timely appeals a disciplinary action or whose case is referred to the student conduct committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.

(5) On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.

(6) Imposition of disciplinary action for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.

(7) The student conduct committee shall hear appeals from:

(a) The imposition of disciplinary suspensions in excess of ten instructional days;

(b) Dismissals; and

(c) Discipline cases referred to the committee by the student conduct officer, the conduct review officer, or the president.

(8) Student conduct appeals from the imposition of the following disciplinary sanctions shall be reviewed through a brief adjudicative proceeding:

(a) Suspensions of ten instructional days or less;

(b) Disciplinary probation;

(c) Written reprimands; and

(d) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.

(9) Except as provided elsewhere in these rules, disciplinary warnings and dismissals of disciplinary actions are final action and are not subject to appeal.

[]

NEW SECTION

WAC 495E-110-090 Brief adjudicative proceedings—Initial hearing.

(1) Brief adjudicative proceedings shall be conducted by a conduct review officer. The conduct review officer shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(2) Before taking action, the conduct review officer shall conduct an informal hearing and provide each party:

(a) An opportunity to be informed of the agency's view of the matter; and

(b) An opportunity to explain the party's view of the matter.

(3) The conduct review officer shall serve an initial decision upon both the parties within ten days of consideration of the appeal. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within twenty-one days of service of the initial decision, the initial decision shall be deemed the final decision.

(4) If the conduct review officer upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

[]

NEW SECTION

WAC 495E-110-100 Brief adjudicative proceedings—Review of an initial decision. (1) An initial decision is subject to review by the president, provided the respondent files a written request for review with the conduct review officer within twenty-one days of service of the initial decision.

(2) The president shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(3) During the review, the president shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the

sanctions should be modified or whether the proceedings should be referred to the student conduct committee for a formal adjudicative hearing.

(4) The decision on review must be in writing and must include a brief statement of the reasons for the decision and must be served on the parties within twenty days of the initial decision or of the request for review, whichever is later. The decision on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the president does not make a disposition of the matter within twenty days after the request is submitted.

(5) If the president upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

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NEW SECTION

WAC 495E-110-110 Student conduct committee. (1) The student conduct committee shall consist of five members:

(a) Two full-time students appointed by the student government;

(b) Two faculty members appointed by the president; and

(c) One administrator (other than an administrator serving as a student conduct or conduct review officer) appointed by the president at the beginning of the academic year.

(2) The faculty member or administrator shall serve as the chair of the committee and may take action on preliminary hearing matters prior to convening the committee. The chair shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.

(3) Hearings may be heard by a quorum of three members of the committee so long as one faculty member and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.

(4) Members of the student conduct committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition for disqualification of a committee member pursuant to RCW 34.05.425(4).

[]

NEW SECTION

WAC 495E-110-120 Appeal—Student conduct committee. (1) Proceedings of the student conduct committee shall be governed by the Administrative Procedure Act, chapter 34.05 RCW, and by the Model Rules of Procedure, chapter 10-08 WAC. To the extent there is a conflict between these rules and chapter 10-08 WAC, these rules shall control.

(2) The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven days in advance of the hearing date, as further specified in RCW 34.05.434 and WAC 10-08-040 and 10-08-045. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown.

(3) The committee chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and form of any discovery, issuance of protective decisions, and similar procedural matters.

(4) Upon request filed at least five days before the hearing by any party or at the direction of the committee chair, the parties shall exchange, no later than the third day prior to the hearing, lists of potential witnesses and copies of potential exhibits that

they reasonably expect to present to the committee. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.

(5) The committee chair may provide to the committee members in advance of the hearing copies of (a) the conduct officer's notification of imposition of discipline (or referral to the committee), and (b) the notice of appeal (or any response to referral) by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.

(6) The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.

(7) The student conduct officer, upon request, shall provide reasonable assistance to the respondent in obtaining relevant and admissible evidence that is within the college's control.

(8) Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all

parties to participate, and any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.455.

(9) Each party may be accompanied at the hearing by a nonattorney assistant of his/her choice. A respondent may elect to be represented by an attorney at his or her own cost, but will be deemed to have waived that right unless, at least four business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer. The committee will ordinarily be advised by an assistant attorney general. If the respondent is represented by an attorney, the student conduct officer may also be represented by a second, appropriately screened assistant attorney general.

[]

NEW SECTION

WAC 495E-110-130 Student conduct committee hearings—Presentations of evidence. (1) Upon the failure of any party to attend or participate in a hearing, the student conduct committee may either:

- (a) Proceed with the hearing and issuance of its decision; or
- (b) Serve a decision of default in accordance with RCW 34.05.440.

(2) The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.

(3) The chair shall cause the hearing to be recorded by a method that he/she selects, in accordance with RCW 34.05.449. That recording, or a copy, shall be made available to any party upon request. The chair shall assure maintenance of the record of the proceeding that is required by RCW 34.05.476, which shall also be available upon request for inspection and copying by any party. Other recording shall also be permitted, in accordance with WAC 10-08-190.

(4) The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.

(5) The student conduct officer (unless represented by an assistant attorney general) shall present the case for imposing disciplinary sanctions.

(6) All testimony shall be given under oath or affirmation. Evidence shall be admitted or excluded in accordance with RCW 34.05.452.

[]

NEW SECTION

WAC 495E-110-140 Student conduct committee—Initial decision. (1)

At the conclusion of the hearing, the student conduct committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or a proposed decision for its consideration.

(2) Within twenty days following the later of the conclusion of the hearing or the committee's receipt of closing arguments, the committee shall issue an initial decision in accordance with RCW 34.05.461 and WAC 10-08-210. The initial decision shall include findings on all material issues of fact and conclusions on all material issues of law, including which, if any, provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified.

(3) The committee's initial order shall also include a determination on appropriate discipline, if any. If the matter was referred to the committee by the student conduct officer, the committee shall identify and impose disciplinary sanction(s) or conditions (if any) as

authorized in the student code. If the matter is an appeal by the respondent, the committee may affirm, reverse, or modify the disciplinary sanction and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanction(s) or conditions as authorized herein.

(4) The committee chair shall cause copies of the initial decision to be served on the parties and their legal counsel of record. The committee chair shall also promptly transmit a copy of the decision and the record of the committee's proceedings to the president.

[]

NEW SECTION

WAC 495E-110-150 Appeal from student conduct committee initial decision. (1) A respondent who is aggrieved by the findings or conclusions issued by the student conduct committee may appeal the committee's initial decision to the president by filing a notice of appeal with the president's office or designee within twenty-one days of service of the committee's initial decision. Failure to file a timely appeal constitutes a waiver of the right and the initial decision shall be deemed final.

(2) The notice of appeal must identify the specific findings of fact and/or conclusions of law in the initial decision that are challenged and must contain argument why the appeal should be granted. If necessary to aid review, the president may ask for additional briefing from the parties on issues raised on appeal. The president's review shall be restricted to the hearing record made before the student conduct committee and will normally be limited to a review of those issues and arguments raised in the notice of appeal.

(3) The president shall provide a written decision to all parties within forty-five days after receipt of the notice of appeal. The president's decision shall be final and shall include a notice of any rights to request reconsideration and/or judicial review.

(4) The president shall not engage in an ex parte communication with any of the parties regarding an appeal.

[]

NEW SECTION

WAC 495E-110-160 Summary suspension. (1) Summary suspension is a temporary exclusion from specified college premises or denial of ac-

cess to all activities or privileges for which a respondent might otherwise be eligible, while an investigation and/or formal disciplinary procedures are pending.

(2) The student conduct officer may impose a summary suspension if there is probable cause to believe that the respondent:

(a) Has violated any provision of the code of conduct; and

(b) Presents an immediate danger to the health, safety or welfare of members of the college community; or

(c) Poses an ongoing threat of substantial disruption of, or interference with, the operations of the college.

(3) Notice. Any respondent who has been summarily suspended shall be served with oral or written notice of the summary suspension. If oral notice is given, a written notification shall be served on the respondent within two business days of the oral notice.

(4) The written notification shall be entitled "Notice of summary suspension" and shall include:

(a) The reasons for imposing the summary suspension, including a description of the conduct giving rise to the summary suspension and reference to the provisions of the student conduct code or the law allegedly violated;

(b) The date, time, and location when the respondent must appear before the conduct review officer for a hearing on the summary suspension; and

(c) The conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassed from the campus, a notice against trespass shall be included that warns the student that his or her privilege to enter into or remain on college premises has been withdrawn, that the respondent shall be considered trespassing and subject to arrest for criminal trespass if the respondent enters the college campus other than to meet with the student conduct officer or conduct review officer, or to attend a disciplinary hearing.

(5) The conduct review officer shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension.

(6) During the summary suspension hearing, the issue before the conduct review officer is whether there is probable cause to believe that the summary suspension should be continued pending the conclusion of disciplinary proceedings and/or whether the summary suspension should be less restrictive in scope.

(7) The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.

(8) If the student fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.

(9) As soon as practicable following the hearing, the conduct review officer shall issue a written decision which shall include a brief explanation for any decision continuing and/or modifying the summary suspension and notice of any right to appeal.

(10) To the extent permissible under applicable law, the conduct review officer shall provide a copy of the decision to all persons or offices who may be bound or protected by it.

[]

**DISCIPLINE PROCEDURES FOR CASES INVOLVING ALLEGATIONS OF SEXUAL MIS-
CONDUCT**

NEW SECTION

WAC 495E-110-170 Supplemental sexual misconduct procedures. Both the respondent and the complainant in cases involving allegations of sexual misconduct shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the initial disciplinary decision-making process and to appeal any disciplinary decision.

Application of the following procedures is limited to student conduct code proceedings involving allegations of sexual misconduct by a student. In such cases, these procedures shall supplement the student disciplinary procedures in WAC 495E-110-050 through 495E-110-160. In the event of conflict between the sexual misconduct procedures and the student disciplinary procedures, the sexual misconduct procedures shall prevail.

[]

NEW SECTION

WAC 495E-110-180 Supplemental definitions. The following supplemental definitions shall apply for purposes of student conduct code proceedings involving allegations of sexual misconduct by a student:

(1) A "complainant" is an alleged victim of sexual misconduct, as defined in subsection (2) of this section.

(2) "Sexual misconduct" has the meaning ascribed to this term in WAC 495E-110-030(13)~~is prohibited sexual or gender based conduct by a student including, but not limited to:~~

~~(a) Sexual activity for which clear and voluntary consent has not been given in advance;~~

~~(b) Sexual activity with someone who is incapable of giving valid consent because, for example, she or he is underage, sleeping, or otherwise incapacitated due to alcohol or drugs;~~

~~(c) Sexual harassment;~~

~~(d) Sexual violence which includes, but is not limited to, sexual assault, domestic violence, intimate violence, and sexual or gender-based stalking;~~

~~(e) Nonphysical conduct such as sexual or gender-based digital media stalking, sexual or gender based online harassment, sexual or gender based cyberbullying, nonconsensual recording of a sexual activity, and nonconsensual distribution of a recording of a sexual activity.~~

[]

NEW SECTION

WAC 495E-110-190 Supplemental complaint process. The following supplemental procedures shall apply with respect to complaints or other reports of alleged sexual misconduct by a student.

(1) The college's Title IX compliance officer shall investigate complaints or other reports of alleged sexual misconduct by a student. Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for disciplinary action.

(2) Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

(3) College personnel will honor requests to keep sexual misconduct complaints confidential to the extent this can be done without unreasonably risking the health, safety and welfare of the complainant

or other members of the college community or compromising the college's duty to investigate and process sexual harassment and sexual violence complaints.

(4) The student conduct officer, prior to initiating disciplinary action, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions (if any) that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.

(5) The student conduct officer, on the same date that a disciplinary decision is served on the respondent, will serve a written notice informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including disciplinary suspension or dismissal of the respondent. The notice will also inform the complainant of his or her appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the complainant to ensure prompt notice of the protective disciplinary sanctions and/or conditions.

[]

NEW SECTION

WAC 495E-110-200 Supplemental appeal rights. (1) The following actions by the student conduct officer may be appealed by the complainant:

(a) The dismissal of a sexual misconduct complaint; or

(b) Any disciplinary sanction(s) and conditions imposed against a respondent for a sexual misconduct violation, including a disciplinary warning.

(2) A complainant may appeal a disciplinary decision by filing a notice of appeal with the conduct review officer within twenty-one days of service of the notice of the discipline decision provided for in WAC 495E-110-190(5). The notice of appeal may include a written statement setting forth the grounds of appeal. Failure to file a timely notice of appeal constitutes a waiver of this right and the disciplinary decision shall be deemed final.

(3) If the respondent timely appeals a decision imposing discipline for a sexual misconduct violation, the college shall notify the complainant of the appeal and provide the complainant an opportunity to intervene as a party to the appeal.

(4) Except as otherwise specified in this supplemental procedure, a complainant who timely appeals a disciplinary decision or who intervenes as a party to respondent's appeal of a disciplinary decision shall be afforded the same procedural rights as are afforded the respondent.

(5) An appeal by a complainant from the following disciplinary actions involving allegations of sexual misconduct against a student shall be handled as a brief adjudicative proceeding:

- (a) Exoneration and dismissal of the proceedings;
- (b) A disciplinary warning;
- (c) A written reprimand;
- (d) Disciplinary probation;
- (e) Suspensions of ten instructional days or less; and/or
- (f) Any conditions or terms imposed in conjunction with one of

the foregoing disciplinary actions.

(6) An appeal by a complainant from disciplinary action imposing a suspension in excess of ten instructional days or an expulsion shall be reviewed by the student conduct committee.

(7) In proceedings before the student conduct committee, respondent and complainant shall have the right to be accompanied by a nonat-

torney assistant of their choosing during the appeal process. Complainant may choose to be represented at the hearing by an attorney at his or her own expense, but will be deemed to have waived that right unless, at least four business days before the hearing, he or she files a written notice of the attorney's identity and participation with the committee chair, and with copies to the respondent and the student conduct officer.

(8) In proceedings before the student conduct committee, complainant and respondent shall not directly question or cross examine one another. All questions shall be directed to the committee chair, who will act as an intermediary and pose questions on the parties' behalf.

(9) Student conduct hearings involving sexual misconduct allegations shall be closed to the public, unless respondent and complainant both waive this requirement in writing and request that the hearing be open to the public. Complainant, respondent and their respective nonattorney assistants and/or attorneys may attend portions of the hearing where argument, testimony and/or evidence are presented to the student conduct committee.

(10) The chair of the student conduct committee, on the same date as the initial decision is served on the respondent, will serve a

written notice upon complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent. The notice will also inform the complainant of his or her appeal rights.

(11) Complainant may appeal the student conduct committee's initial decision to the president subject to the same procedures and deadlines applicable to other parties.

(12) The president, on the same date that the final decision is served upon the respondent, shall serve a written notice informing the complainant of the final decision. This notice shall inform the complainant whether the sexual misconduct allegation was found to have merit and describe any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent.

[]

BRIEF ADJUDICATIVE PROCEEDINGS (BAPs) AUTHORIZATION

NEW SECTION

WAC 495E-110-210 Brief adjudicative proceedings authorized. This rule is adopted in accordance with RCW 34.05.482 through 34.05.494.

(1) Brief adjudicative proceedings shall be used, unless provided otherwise by another rule or determined otherwise in a particular case by the president, or a designee, in regard to:

- (a) Parking violations;
- (b) Outstanding debts owed by students or employees;
- (c) Use of college facilities;
- (d) Residency determinations;
- (e) Use of library - Fines;
- (f) Challenges to contents of education records;
- (g) Loss of eligibility for participation in institution sponsored athletic events;
- (h) Student conduct appeals involving the following disciplinary actions:
 - (i) Suspensions of ten instructional days or less;
 - (ii) Disciplinary probation;
 - (iii) Written reprimands;

(iv) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions; and

(v) Appeals by a complainant in student disciplinary proceedings involving allegations of sexual misconduct in which the student conduct officer:

(A) Dismisses disciplinary proceedings based upon a finding that the allegations of sexual misconduct have no merit; or

(B) Issues a verbal warning to respondent.

(i) Appeals of decisions regarding mandatory tuition and fee waivers.

(2) Brief adjudicative proceedings are informal hearings and shall be conducted in a manner which will bring about a prompt, fair resolution of the matter.

[]

NEW SECTION

WAC 495E-110-220 Brief adjudicative proceedings—Agency record.

The agency record for brief adjudicative proceedings shall consist of any documents regarding the matter that were considered or prepared by the presiding officer for the brief adjudicative proceeding or by the

reviewing officer for any review. These records shall be maintained as the official record of the proceedings.

[]

Renton Technical College
Board of Trustees Meeting
January 20, 2105

AGENDA ITEM: **5. DISCUSSION/REPORTS**

SUBJECT: **G. Administration/Finance**

BOARD CONSIDERATION
X Information
Action

BACKGROUND

1) Operating Funds Budget Status Report

Vice President Merrell will update trustees on the operating funds budget status for the period ending November 30, 2014.

RECOMMENDATION:

None.

Renton Technical College
2014-2015 Operating Funds Budget Status Report
for the 5 months ending November 30, 2014

	2014-2015			2013-2014		
	2014-15 Budget	Actual YTD 14-15 11/30/2014	YTD % of Budget	Annual 2013-14 Actual	Actual YTD 13-14 11/30/2013	YTD % of Annual Actual
Revenues Reported by Source						
State Allocation	15,397,846	7,382,965	47.9%	16,134,724	7,334,999	45.5%
Tuition	7,763,837	2,435,421	31.4% A	8,436,032	2,831,201	33.6%
Local Dedicated Funds	1,447,928	625,575	43.2%	1,559,442	607,397	38.9%
Grants & Contracts	3,390,234	893,184	26.3% B	3,350,404	1,106,858	33.0%
Financial Aid/Scholarships	11,135,669	2,584,366	23.2% C	12,010,212	3,524,184	29.3%
Enterprise Operations	2,844,822	1,232,474	43.3%	3,098,280	1,260,926	40.7%
Interest Income	20,000	2,208	11.0% D	20,000	1,659	8.3%
Total Revenue by Source	\$ 42,000,336	\$ 15,156,192	36.1%	\$ 44,609,094	\$ 16,667,224	37.4%
Expenditures by Object						
Salaries	17,174,529	6,869,963	40.0%	16,911,701	6,787,742	40.1%
Benefits	5,447,646	2,096,576	38.5%	5,564,621	2,263,314	40.7%
Goods & Services	6,832,711	2,013,938	29.5% E	7,344,444	2,377,919	32.4%
Travel	244,150	75,301	30.8% F	206,350	68,557	33.2%
Equipment, other	603,850	529,715	87.7% G	886,850	719,631	81.1%
Financial Aid/Scholarships	11,073,000	3,202,766	28.9% H	11,947,022	3,912,754	32.8%
Total Expenditures by Object	\$ 41,375,886	\$ 14,788,259	35.7%	\$ 42,860,988	\$ 16,129,917	37.6%
Contribution to (Depletion of) Reserve	\$ 624,450	\$ 367,933		\$ 1,748,106	\$ 537,307	
	2014-15 Budget	Actual YTD 14-15 11/30/2014	YTD % of Budget	Annual 2013-14 Actual	Actual YTD 13-14 11/30/2013	YTD % of Annual Actual
Expenditures by Program						
Instruction	14,853,474	5,259,742	35.4%	15,708,131	5,801,001	36.9%
Academic Support	2,167,131	1,074,986	49.6%	2,083,871	1,146,271	55.0%
Financial Aid/Scholarship	10,946,257	2,897,552	26.5% I	11,730,800	3,603,360	30.7%
Student Services	3,017,311	1,218,611	40.4%	3,039,165	1,214,344	40.0%
Institutional Support	4,816,836	1,826,303	37.9%	4,732,996	1,904,021	40.2%
Plant Operations & Maintenance	2,950,055	1,423,284	48.2%	2,707,745	1,296,770	47.9%
Enterprise Operations	2,624,822	1,087,781	41.4%	2,858,280	1,164,150	40.7%
Total Expenditures by Program	\$ 41,375,886	\$ 14,788,259	35.7%	\$ 42,860,988	\$ 16,129,917	37.6%

Renton Technical College
Board of Trustees Meeting
January 20, 2015

AGENDA ITEM: 6. MEETINGS

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

The next regular scheduled meeting of the Board of Trustees will be held on February 17, 2015.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
January 20, 2014

AGENDA ITEM: 7. EXECUTIVE SESSION

SUBJECT:

BOARD CONSIDERATION

Information

Action

BACKGROUND:

- A) An Executive Session may be held for any topic allowable under the Open Public Meetings Act; RCW 42.30.110.
- B) Announcement of time Executive Session will conclude.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
January 20, 2015

AGENDA ITEM: **8. EXECUTIVE SESSION**

SUBJECT: A. Action

BOARD CONSIDERATION	
	Information
X	Action

BACKGROUND:

A) Action items, if any, that may be necessary to be taken as a result of matters considered or discussed in the Executive Session.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
January 20, 2015

AGENDA ITEM: 9. **ADJOURNMENT**

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION	
	Information
X	Action

RECOMMENDATION:

Motion required.