



RENTON  
TECHNICAL  
COLLEGE

**RENTON TECHNICAL COLLEGE**

**DISTRICT No. 27**

**TRUSTEE BYLAWS**

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# BYLAWS

## 1.0 GENERAL POLICY STATEMENT

The Renton Technical College is an agency of the state with authority vested in a Board of Trustees. It is the function of the trustees, acting together as a board, to adopt appropriate policies for the college. To assist the board in carrying out its responsibilities, the president of Renton Technical College shall be employed with the delegated responsibility for administering the policies of the college. The president shall provide policy drafts, accompanied by available objective evidence, for action by the board. The president will develop and implement the educational and other programs and services being offered at the college with the assistance of the administration, faculty, and staff.

Policies of the Board of Trustees are retained in the records of board action and in the operational procedures manual.

## 2.0 TRUSTEE CODE OF CONDUCT

### 2.1 Involvement

Trustees feel a sense of ownership. The board chair has certain special functions to perform, but addressing group difficulties becomes everyone's concern.

### 2.2 Responsibility

Trustees assume responsibility for their own behavior and its effect on the task and on their relationship with other group members.

### 2.3 Trust and Caring

Trustees trust and care about one another enough to openly express their concerns, feelings, and ideas.

### 2.4 Use of Resources

Diversity of viewpoints is expected and encouraged. The contributions of all trustees are valued and put to use.

### 2.5 Listening

Trustees actively listen to one another.

### 2.6 Self-Examination

Trustees are willing to examine their own processes. When it is functioning well, the trustees can turn from task orientation to an examination of process issues.

### 2.7 Ethical Behavior

The Board of Trustees will show a united leadership front that embodies ethical behavior,

showing staff, students, and the community that the leadership of the Board of Trustees is grounded in integrity and good ethical behavior.

### **3.0 OFFICES OF THE BOARD OF TRUSTEES**

The Board of Trustees shall conduct its regular meetings at Renton Technical College, 3000 Northeast Fourth Street, Renton, Washington 98056-4195, unless otherwise announced, and all records, minutes, and the official college seal shall be kept there.

Correspondence or other business for the board shall be sent to the Renton Technical College president's office located at 3000 Northeast Fourth Street, Renton, Washington 98056-4123.

### **4.0 MEETINGS OF THE BOARD OF TRUSTEES**

The Board of Trustees of Renton Technical College shall hold at least ten (10) regular meetings each year and such other regular or special meetings as may be requested by the chair or by a majority of the members of the board or the president.

- 4.1 The Board of Trustees customarily holds a regular meeting once per month unless otherwise determined by the board. The time and location of these meetings may be found in the Washington State Register or by contacting the office of the president, Renton Technical College, 3000 NE Fourth Street, Renton, Washington. The chairperson of the board may cancel any regular meeting. All such regular meetings will be conducted in conformance with the laws of the state of Washington governing such meetings.
- 4.2 All regular and special meetings of the Board of Trustees shall be open to the general public except that the Board of Trustees may convene in executive session as prescribed by law. No official business shall be conducted by the Board of Trustees except during a regular or special meeting.
- 4.3 The president may arrange study sessions prior to or apart from regular meetings of the Board of Trustees with the approval of the board. Such study sessions are special meetings of the board and shall be announced as such.

### **5.0 MEETING AGENDA**

Information and materials pertinent to the agenda of all regular meetings of the board should be sent to trustees prior to each meeting. Persons wishing to recommend items for the agenda or present any matters of business or correspondence shall notify the secretary of the board, in writing, by 12 noon, five working days prior to the meeting at which they desire to have the item considered. The chair or secretary may present a matter of urgent business received too late for inclusion on the regular meeting agenda if in his/her judgment the matter is of immediate importance or concern.

Reports to the board may include specific information from students, faculty, classified employees, administration, and program committees.

All materials to be considered by the board must be submitted in sufficient quantities to provide each member of the board and the secretary with copies.

The agenda governing all regular meetings of the Board of Trustees of Renton Technical College shall include:

- A. Notation of quorum
- B. Approval of the minutes of the previous meeting
- C. Communications
- D. Action Items
- E. Information items
- F. Unscheduled business
- G. Date of the next meeting
- H. Adjournment
- I. Report and/or Tour (if scheduled)

The order of the agenda may be changed by the chair with the consent of a majority of the board members present.

- 5.1 The chair may designate the method by which members of the audience may speak to an item on the agenda. The chair, with the consent of the board, shall have the right to limit the length of time used by speakers for the discussion of any subject.
- 5.2 In the case of presentations to the Board of Trustees on behalf of organizations or groups, testimony shall normally be limited to a single representative. It shall be the prerogative of the board to take no action on matters that come before the board by such presentations or otherwise for the first time.
- 5.3 The board chair and secretary shall make reasonable efforts to specifically list changes or amendments to prior board actions on the meeting agenda.

## 6.0 **RECORDS OF BOARD MEETINGS**

The minutes of all regular and special meetings, except executive sessions of the board, shall be recorded and such records shall be open for public inspection.

## 7.0 **PARLIAMENTARY PROCEDURES**

Three (3) members of the Board of Trustees shall constitute a quorum and no action shall be taken by less than a majority of the trustees of the board in accordance with RCW 28B.50.130.

Although voting shall normally be by voice vote, a roll call vote may be requested by any member of the board for purposes of the record.

In questions of parliamentary procedure, the actions of the board shall be conducted according to "Robert's Rules of Order" unless specified otherwise by state law, regulation of the state board, or these bylaws.

## **8.0 OFFICERS OF THE BOARD OF TRUSTEES**

At the normally scheduled June meeting of the Board of Trustees, the board shall elect from its membership a chair and vice chair to serve for the ensuing year. In addition, the president of Renton Technical College or the president's designee shall serve as secretary to the Board of Trustees as specified by state law. The treasurer of the board shall be the chief financial officer of the college as designated by the president.

- 8.1 The chair, in addition to any duties imposed by rules and regulations of the state board, shall preside at each regular or special meeting of the board, sign all legal and official documents recording actions of the board, and review the agenda prepared for each meeting of the board. The chair shall, while presiding at official meetings, have full right of discussion and vote.
- 8.2 The vice chair, in addition to any duties imposed by rules and regulations of the state board, shall act as chair of the board in his/her absence.
- 8.3 In the absence of the chair and vice chair the remaining members of the board shall designate an acting chair.
- 8.4 In addition to any duties imposed by rules and regulations of the state board, the secretary shall keep the official seal of the board and maintain all records of meetings and other official actions of the board. The secretary shall also be responsible for board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports. The secretary shall further be responsible to attend all regular and special meetings of the board and prepare the official minutes of all such meetings, subject to board approval.
- 8.5 The treasurer of the Board of Trustees shall in the name of the Board of Trustees receive and take charge of all money and property of the college subject to the control and direction of the board. The treasurer is authorized to endorse and issue checks and warrants in the name of the board in accordance with any standard accounting standard or control adopted by the board or president. The treasurer shall make reports on matters pertaining to the fiscal operations of the college as requested by the president or the Board of Trustees.

## 9.0 **TRUSTEE COMMITTEES**

The Board of Trustees shall act as a committee of the whole for the conduct of its business.

Special advisory committees may be appointed by the chair of the board upon consent of the board with the powers and duties that the board may determine. No special advisory committee may act for more than one year from the date of appointment. Each special advisory committee shall be considered discharged at the expiration of one year unless specifically authorized by the Board of Trustees to act for a longer time.

Minutes of special advisory committee proceedings shall be kept and as soon as practical after each meeting a copy of the minutes shall be mailed or delivered to each member of the committee, the remaining members of the board, and the secretary of the board.

In contrast with temporary trustee committees, the Renton Technical College Advisory Council and instructional program advisory committees are standing committees which do not have fixed terms.

## 10.0 **BOARD OF TRUSTEES OBJECTIVES AND ANNUAL EVALUATION**

The board shall adopt, usually at its annual planning retreat, a list of objectives for the ensuing year, which shall include suggestions from both the college president and board members. An annual board self-evaluation will be completed prior to or during the annual planning retreat. The self-evaluation will include, but not be limited to, the board's progress toward completion of the list of objectives. As identified in Board Policy GP-8, an annual planning retreat will be held in the early autumn each year.

## 11.0 **RESTRICTIONS OF INDIVIDUAL AUTHORITY**

Legal authority is vested in the Board of Trustees and may be exercised by formal action of the board taken in regular or special meetings. No individual member of the board may act on behalf of the board unless specifically authorized by action of the board. Every member of the board shall be under obligation to support the decision or policy of the majority and shall not actively oppose such a decision or policy after it has been adopted other than through deliberations with fellow board members or the president.

## 12.0 **TRUSTEE CONTACTS WITH COLLEGE STAFF, STUDENTS, AND PUBLIC**

Members of the Board of Trustees have a very difficult role in enacting college policy. The board, acting as a body, is the official entity which enters into labor agreements with the campus working units. Board members have a particularly delicate responsibility to respond appropriately to contacts from members of the college staff.

Members of the board recognize that administrative and or contractual avenues, usually including

grievance procedures are available for resolution of complaints or concerns. Staff and students are encouraged to exhaust such avenues for resolution before coming to the board and especially before coming to individual board members.

Members of the board cannot act individually but must refer issues to the full board or to the president.

College staff members and students who present complaints or grievances to individual board members will be informed of these considerations.

### **13.0 NEWS MEDIA RELATIONSHIPS**

All inquiries from the news media to individual board members will ordinarily be directed to the board chair for a response. The chair may respond or refer the media to the president for response. When the issue involved is one on which the board has reached a decision, established a policy or taken other action, the chair or secretary may provide that information. When the news media request for information involves matters on which no board action or agreement has occurred, no response will be made without board action although background information may still be provided.

### **14.0 BOARD OF TRUSTEES BUDGET**

The board has the final responsibility for fiscal prudence within the institution. The board believes that it should exercise the same prudence in the expenditure of public funds as it expects of staff and should set the standard for the institution.

The chair and vice chair will work with the president to develop the annual trustee budget. Priorities for board activities involving the expenditure of funds should further college long- and short-term plans and goals. The trustee budget should reflect consideration of organizational memberships, state-required attendance at state meetings, major travel obligations the board intends to incur, and all avenues available which will increase members' awareness of community and technical college issues, obligations, and local, state, and national trends. The chair and vice chair, in concert with the secretary, will develop the proposed trustee budget for approval by the board usually in June each year.

### **15.0 BOARD OF TRUSTEES TRAVEL**

The Board of Trustees is committed to support appropriate and beneficial trustee travel outside the district. Travel may include, but is not limited to, attendance at official meetings, state trustee association meetings, national educational meetings, and other similar activities.

The board is committed to its member's development as citizen representatives who are aware and knowledgeable about educational issues, traditions, innovations, and challenges. For this reason the board believes that attending and participating in national conferences may not only

enhance the background of individual members, but improve the board's effectiveness as a policy making body.

Trustees recognize that travel must be accomplished within the trustee budget. An individual trustee who desires to participate in a travel opportunity should discuss this with the board chair and the board secretary to determine the expected benefit to the institution and whether the trustee travel budget or other funds can accommodate the proposed travel. All travel arrangements should be made through the office of the president as far in advance as possible. All travel reimbursement shall be made according to state law and district policy. Summation reports, either oral or written, should be delivered to the board at or by the next meeting following the travel.

#### 16.0 **EMPLOYMENT OF THE PRESIDENT**

The board shall be responsible for recruiting, employing, compensating, evaluating, nurturing, professional development, and separating the college president. The president shall serve as the chief executive officer of the college as provided by state law, these bylaws, enactments of the board, and his/her individual contract.

Annually the board will conduct an evaluation of the president's performance using criteria upon which there is mutual agreement. The conclusion of this evaluation process will occur at the same time as the presidential contract renewal.

#### 17.0 **ORDER DELEGATING AUTHORITY**

Although the Board of Trustees may initiate policy, its primary function is advisory and legislative. The board adopts rules for inclusion in the Washington Administrative Code as well as resolutions and motions expressing its policy determinations. It delegates to the college president the responsibility and authority to administer the college consistent with the policies adopted by the Board of Trustees, as follows:

17.1 The president shall act on behalf of the Board of Trustees in any and all matters which concern the administrative functions of the college. The president shall be responsible for organizing all of the functions of the college in an effective and efficient manner. At the operational level the president has final administrative authority over all matters affecting the college district.

17.2 The Board of Trustees delegates to the president the responsibility to develop and administer regulations and procedures necessary to the operation of the college other than rules adopted in the Washington Administrative Code. These regulations and procedures should be maintained in the college operational procedures manual and may be reviewed with the president at any regular or special board meeting.

17.3 The president is authorized to receive and administer on behalf of the college such gifts,

grants, conveyances, devises, bequests and other transfers of real and personal property as may be offered from time to time, in trust or otherwise, whenever the terms and conditions thereof will aid in carrying out the college program. The president shall adopt procedures to assure proper accountability for such gifts.

- 17.4 The president shall execute or attest to all contracts, deeds, leases, notes, mortgages, deeds of trust, bonds, indentures, warrants, undertakings, powers of attorney, releases and satisfactions of mortgages and indebtedness, re-conveyances, under deeds of trust, and all other releases, when the same have been authorized by the Board of Trustees.
- 17.5 The president is authorized to enter into contracts on behalf of the Board of Trustees in amounts less than one half (1/2) of one percent (1%) of the College's current approved operating budget that deviates from the Board-adopted budget, without notifying the Board within 45 days of such expenditure.
- 17.6 The president is further authorized to initiate, direct, and settle claims and litigation where the cost to the college is less than \$100,000 on behalf of the Board of Trustees, excluding labor relations arbitration.
- 17.7 The president shall be the appointing authority in all matters of personnel and employment and is hereby delegated in such matters all powers not reserved by law solely to the board. The authority to grant or deny faculty tenure, to dismiss tenured faculty, and the employment of the president are exceptions and are not delegated.
- 17.8 The president is authorized to conduct labor negotiations with representative units except that negotiated agreements shall require final approval by the Board of Trustees before taking effect.
- 17.9 Any power delegated to the president may be sub-delegated in writing to any college office, position or employee.
- 17.10 The president develops with his/her administration, faculty, and staff the educational and other programs for consideration, and the board furnishes the necessary legislation and authority for the president to carry them out effectively.
- 17.11 The above does not in any way restrict the Board of Trustees from expressing its opinion on educational issues or matters of institutional welfare including long-range planning.

#### 18.0 **FISCAL YEAR OF THE BOARD OF TRUSTEES**

The fiscal year of the board shall conform to the fiscal year of the state of Washington and shall be from July 1 to June 30 inclusive.

**19.0 SEAL AND NAME OF THE COLLEGE**

The Board of Trustees of Community College District No. 27 shall adopt by motion or resolution and maintain an official seal for use upon all official documents of the board. The seal shall have inscribed upon it the name of the college which shall be: Renton Technical College, College District No. 27. The president may authorize other appropriate uses for the college seal.

**20.0 ACADEMIC FREEDOM**

Faculty shall be free to present instructional materials which are pertinent to the subject taught, within the outline and approved course content of instructional programs.

The presentation and discussion of controversial issues should be on an informative basis and students should have the opportunity to research the subject, to interpret the data without prejudice, to reconsider assumptions and to reach their own conclusions. The right to teach controversial issues carries with it the responsibility to explore the various sides and aspects of an issue utilizing suitable materials. All facets of controversial issues shall be presented in a scholarly and objective manner within the limits of appropriate discretion and propriety.

**21.0 COLLEGE FOUNDATION**

The Board of Trustees authorizes the establishment and operation of a college foundation. The aim of the foundation shall be to meet the needs of the college and students unable to be met through other budgetary processes, and to receive and administer gifts within the goals of the college.

The college shall enter into an agreement with the foundation specifying the rights and responsibilities of each party.

The foundation board shall have representation from leaders in public service, education, labor, and management.

**22.0 AMENDMENT OF TRUSTEE BYLAWS**

Trustee bylaws may be adopted, repealed or amended by an affirmative vote of three trustees at a meeting of the board. Notice of an intention to propose, repeal or amend a bylaw, including a draft, shall be given members at least five (5) days prior to the meeting.

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