

Agenda Items	Information/Action/Presenter
1. CALL TO ORDER	3:00 P.M.
A. Notation of Quorum	
2. ADOPTION OF MINUTES	ACTION
A. May 17, 2023 – Regular Meeting	
B. June 7, 2023 – Special Meeting/Retreat	
3. COMMUNICATIONS	Information
A. General Information/Introductions	
B. Correspondence	
C. Public Comments from the Audience	
D. Student Leadership	
E. Renton Federation of Teachers	
F. Written Communication Reports	
4. ACTION ITEMS	ACTION
A. Tenure Advancements	Vice President Stephanie Delaney
B. Prof-Tech Collective Bargaining Agreement	Vice President Lesley Hogan
C. HB 1751 Emergency Rule Extension	Vice President Jessica Gilmore English
D. RFT High Demand MOU Approval	Vice President Lesley Hogan
E. FY24 College Budget Approval	Vice President Jacob Jackson
5. DISCUSSION/REPORTS	Information
A. Strategic Monitoring Report	Director Lia Homeister
B. Administrative/Finance	Vice President Jacob Jackson
1) Monthly Finance Reports	
C. President’s Report	Dr. Yoshiko Harden
6. BOARD OF TRUSTEES	
A. Foundation Liaison Report	Trustee Tim Cooper
B. Election of Officers FY24	ACTION
C. Appointment of RTC Liaisons FY24	ACTION
7. MEETINGS	Information
A. Regular Board Meeting/Retreat - September 20, 2023	
8. ADJOURNMENT	ACTION

EVENT REMINDERS

- RTC Commencement – June 22, 2023 · ShoWare Center, Kent, WA

Renton Technical College
Board of Trustees Meeting
June 21, 2023

AGENDA ITEM: 1. CALL TO ORDER

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

The Board Chair Entenman will carry out the Notation of Quorum and call the meeting to order.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
June 21, 2023

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT:

BOARD CONSIDERATION	
	Information
X	ACTION

BACKGROUND:

The following meeting minutes are attached for approval by the Board of Trustees.

- A.** May 17, 2023 Regular Meeting
- B.** June 7, 2023 Special Meeting/Retreat

RECOMMENDATION:

Approval as presented.



**Board of Trustees – Regular Meeting
Culinaire Room (I-108)/Hybrid Zoom**

**May 17, 2023
3:00 P.M.**

Join Zoom Meeting: <https://rtcedu.zoom.us/j/6959649663> Meeting ID: 695 964 9663

MEETING MINUTES

1. CALL TO ORDER

Board Chair Debra Entenman called the meeting to order at 3:00 p.m. and noted a quorum.

2. ADOPTION OF MINUTES

Board Chair Entenman asked for a motion to approve the following minutes:

A. April 19, 2023 – Regular Meeting

Trustee Takamura introduced a motion to approve the minutes for the regular meeting held on April 19, 2023. Trustee Norouzi seconded, and the motion carried.

3. COMMUNICATIONS

- C. General Information/Introductions** Vice President Jackson introduced the new executive assistant in Administration/Finance, Kelly Lugtu. Ms. Lugtu has fifteen (15) years of executive level support experience in healthcare and is enjoying the transition to higher education.
- D. Correspondence** Included in Board Packets.
- E. Public Comments from the Audience** There were no public comments.
- F. Student Leadership** Director of Student Leadership and Programs, Walter Lutsch informed the Board that student leadership is rounding out the first year fully-back from COVID. They are excited for the Unity Festival next Thursday, May 25th from 11 a.m. to 3 p.m. We are full steam ahead toward Commencement and looking for volunteers for that event.
- G. Renton Federation of Teachers** RFT President, Donna Maher thanked the Board and other attendees at today’s meeting. RFT is at a high simmer but not yet a high boil for the end of quarter. They continue to collaborate with administration regarding ctcLink. There are still concerns regarding data dashboards. Progress is continuing, working with Director Homeister as we identify campus priorities. There are still some concerns regarding instruction, and on-campus instruction in general. Membership response has been good. Technology access/connectivity tends to still be an issue. Remedies are still being looked at given our financial constraints. A meeting with the Business Administration Committee (BAC) is upcoming and will give information regarding the BAC ctcLink data survey. Program faculty are reaching out to local high schools in Renton and Kent with efforts toward increasing outreach and enrollment. Trustee Takamura noted that she attended the outreach Breakfast for High School counselors. It was a wonderful event, and she learned a lot.
- H. Written Communication Reports** Reports were included in the Board materials.

4. ACTION

- A. Student Leadership FY24 Budget Approval** Director Lutsch presented the proposed FY24 Student Leadership budget. He noted that more students are returning to campus from the pandemic, versus the low participation earlier in the year. Last year's budget had some inaccuracies, and the approved budget was unfortunately loaded incorrectly into the ctcLink system. The FY24 preliminary budget before the Board was approved by the ASG Senate Committee last Monday. Enrollments are down, and Service and Activities (S&A) fees are all tied to enrollment. The budget is entirely funded by student fees. The BIRT Program conference attendance provides an opportunity for students to connect with industry leaders, and future job prospects. As a unique program, support for students to attend this annual conference is included as a part of the budget. The Tech Fee is different and separated out. Those funds are used for any technological equipment upgrades. Trustee Cooper inquired about contingencies built into the budget. The student portion of funding is carried over each year to reserves. The Trustees noted their appreciation for the level of detail included in preparing the budget. In the future, separating salaries from the work would be helpful.

Trustee Takamura introduced a motion to approve the 2024 ASG Leadership budget, as proposed. Trustee Cooper seconded, and the motion carried.

- B. Certificate of Participation (CoP) Approval of IT Instructional Remodel – Building J**

Vice President Jackson shared information on the proposed use of a CoP for the IT Instructional Remodel in building J. We have already engaged in the remodel this past year; this request is to bring phases two and three into one phase. Some minor capital funding (\$1.5M) could be used, with the remaining to be funded through a CoP. The remodel creates a hallway similar to building C, with large windows for natural light. It also includes an internet café for students. We were expecting to request \$1.8M, but SBCTC has recommended \$2M, which is the max for a minor project, at an interest rate of four (4) percent. A CoP can be stretched out twenty (20) years. We have not committed interest on any other projects. The CoP for the building across the street is funded from local tuition dollars. Trustee Cooper inquired if we were staying on the original timeline, have we done an assessment to understand the annualized twenty (20)-year CoP. The consensus of those closest to the project; Barry Baker, Director of Capital Projects and Space Planning, and our representative from Department of Enterprise Services (DES), is that this will be cheaper, projecting \$2.2M. Anticipating that costs will continue to go up - building a linear wall has tripled and carpet squares have quadrupled. We are seeing about a 24 percent per year cost escalation in construction costs. Trustee Cooper asked if this prevents us from moving forward with other capital projects. VP Jackson responded that this is just a way to condense financing. We will only pay interest on what we request reimbursement for. Josh Emery, Computer Science instructor added that a variable to Computer Science classrooms, allows a brighter future for the new facilities for the program. Students will choose because they see upgraded, and desired classroom spaces. Trustee Cooper further inquired as to how we are going to keep this new space relevant for years to come with this investment. VP Jackson confirmed the installation of the newest CAT lines for services. Colleen Day, Computer Network instructor noted her excitement about retention and improvement of the programs space. The program is hoping for a sooner than later outcome. Trustee Cooper suggested an

overview of all projects, so when approvals move forward, everyone has a good overall picture.

Trustee Takamura introduced a motion to approve the use of a CoP to fund a portion of the project at no more than \$2.2M as proposed. Trustee Cooper seconded, and the motion carried.

5. DISCUSSION REPORTS

- A. Preliminary FY24 College Budget Preview Vice President Jackson shared a presentation of the preliminary FY24 budget. The FY24 budget will come to the Board for approval in June.

From the presentation, VP Jackson reviewed the revenue forecast. State allocation is up by \$2.6M while tuition is expected to be down by \$750K. It was highlighted that the general wage increase was fully funded, that the tuition includes a three (3) percent tuition increase, that the new DEI allocation was included, as well as the Renton Promise provision. Overall RTC is expecting to receive about \$1.2M more in revenue.

VP Jackson further reviewed the expenditure forecast from the presentation. Labor is up by \$1.2M. Financial aid is also up due to the Renton Promise and the inclusion of the Opportunity Grant for Allied Health students. The budget includes the general wage increase for all employees, not just represented employees. Overall RTC is expecting to receive about \$1.5M more in revenue.

The FY24 summary shows that we are expecting to present a budget deficit to the Board in June of roughly \$300K. This is in alignment with what was presented last year as part of the FY23 budget approval. It was noted that budget enhancements are being vetted by Cabinet so this amount may change.

Historic FTE FY20 to (projected) FY24 by intent as well as current and next year projected enrollments were included. It was discussed that overall enrollment has dropped by 1000 FTE over the past four (4) years. The main area of this decrease is within our prof-tech enrollment which has been reduced by one-half. This is concerning as prof-tech enrollments are tuition generating. It was shared that the average credit load per tuition paying student is about two (2) credits less than historical average.

Tuition Paying FTE graphs show the decrease in tuition paying FTE over time and projected. Individual program enrollments graphs were shared, prior to COVID, through current and projected.

The governor just signed the budget yesterday, which included the Renton Promise. The proviso is geared to Renton School District (RSD) class of 2023. Graduating seniors of RSD can attend RTC for two years for free. Students must complete FAFSA or WAFSA, so we can determine their aid. The Renton Promise design team is being created by Vice President Student Services, Jessica Gilmore English. This could be a game changer for RTC's mission fulfillment. Dr. Damien Pattenaude, RSD Superintendent mentioned that many students go to Bellevue College, so we have work to do to launch this successfully. Special kudos to Representative Bergquist. Trustee Takamura noted the excitement of the counselors when

this was announced at the recent Counselor Breakfast. Trustee Norouzi questioned the sustainability of the program. There is still a lot to be determined.

B. Administration/Finance

1. Monthly Finance Report

Vice President Jackson presented the financial report for the month ending March 2023. Revenue collection is about eighty-one (81) percent or approximately six (6) percent higher than expected due to collection of state allocation. As noted in the reports, tuition and fees are down about \$781k year over year, as are grants and contracts. Overall revenue is down \$12.2M from last March to March 2023. This decrease is from having already claimed our portion of CRRSA and CARES, \$7.3M, funding as well as the donation from Scott/Jewett of \$5M.

Expenses are about sixty-nine (69) percent or six (6) percent lower than expected. Even with overall expenses lower, salaries and benefits were higher this March, \$38.2M, compared to this time last year of \$36.6M. Financial aid awards are down this year by \$1.6M compared to last year at this time due to the spending out for our student portion of CRRSA and CARES. Our ending cash balance is about \$22.2M.

C. President's Report

Dr. Harden thanked everyone for attending today's meeting. She shared a story of her recent presentation at Renton Rotary. The presentation went well. There were lots of questions about college offerings, followed by amazement about our offerings. During the question-and-answer portion, a guest stood up and shared that RTC gave him his start in life. He took welding, as well as a business course here. He went on to share that he started a global business, a local pie shop, and accumulated a large real estate portfolio. He sold the business for \$29M and no longer owns the pie shop, but still owns around nineteen (19) homes. Now, he focuses on mentoring youth that have been previously incarcerated or are transitioning out of the criminal justice system, to pay it forward. It was a beautiful story. Executive Director Shaw and Dr. Harden will reach out to collaborate on capturing the story.

Dr. Harden's **Campus Engagement** highlights during the month include:

- We held a Spring All-College meeting.
- The DEI office launched the campus climate survey.
- A Monthly Community Check-in has been initiated — coordinated with the president's office, office of DEI, and Gerald Bradford. About 50 people attended the first scheduled event; the topic was "ethic of love".
- Scheduling meetings with instructional deans, with the goal to meet with all leadership.
- A successful High School Counselor Breakfast was held last week coordinated by the Outreach and Recruitment services team. The Breakfast featured information on dual enrollment opportunities, Financial aid, scholarship information, and a student panel. Dr. Harden thanked Trustee Takamura for attending the event.
- Formed Strategic Partnerships Taskforce. Executive Director Carrie Shaw will lead this group. *Objectives:* inventory of partnerships (current, lagging, missing), focus on revenue and enrollment growing partnerships and recommendations. We expect this to be about an 18-month Taskforce. Partnerships should be mutual and in alignment with the community we serve. If any Board member is interested in joining this Taskforce, please contact Dr. Harden.

- At the April Board meeting, RFT President Maher shared frustrations with ctcLink. Lia Homeister, Director of Institutional Research and Effectiveness recommended, launching a ctcLink Taskforce to identify and prioritize challenges with the software. For example, functions such as registration, student financials and other departments.

Dr. Harden's **Community Engagement** highlights for the month include:

- Attended an event at Highline College on Uplifting our community. This was even more special as Board Chair Entenman, an alum of Highline and community leaders, was a panelist. Trustee Norouzi was also in attendance.
- Spoke at Renton Rotary about RTC and her background. Continue to observe a lot of support for RTC and misnomers about what we do at RTC.
- Congressman Adam Smith visited RTC on May 1: Dr. Delaney, Katherine Hansen, and student, Abukar Siad, spoke about RTC, and what we do. Congressman Smith continues to promote the Community and Technical College Investment Act to create tuition free CTC colleges across the country with support services. The legislation would provide grant funding for states.
- Met with Representative Steve Bergquist, as he shared his excitement to announce the Renton Promise.
 - Renton graduates in the class of 2023 could attend Renton Technical College for free for the next two years.
 - State Representative Steve Bergquist, Renton Technical College, and Renton School District announce the launch of Renton Promise, a college tuition and success program to offer graduating students of Renton Schools more opportunities for a successful future. Renton Promise will provide full tuition and fees to 2023 Renton School District (RSD) graduating seniors to attend Renton Technical College regardless of grade point average (GPA), income, ability, or country of birth.
 - Renton Promise core components:
 - Full tuition and fees for RSD graduates to attend Renton Technical College for up to two-years or a student's first associate degree, whichever comes first.
 - Students must first complete a Free Application for Federal Student Aid (FAFSA) form and Washington Application for State Financial Aid (WASFA).
 - Internally, VPSS Jessica Gilmore English is leading an internal Renton Promise Design Team to design the program.
 - Attended the Umoja Symposium, along with about nine (9) RTC staff. Umoja is a program out of the California Community College system that uses African principals. Umoja, (a Kiswahili word meaning unity) is a program dedicated to enhancing the cultural and educational experiences of African American and other students.
 - Umoja actively serves and promotes student success for all students through events, conferences, and curriculum that is responsive to the legacy of the African and African American Diasporas.
 - Attended the Faculty of Color Mentoring program, along with Dean Tanaka. This is great support faculty across the state.

- Was a guest presenter for Seattle Central College's Social and Human Services class, students in counseling fields. She spoke on her dissertation topic; racial microaggressions.
- RTC Foundation sponsored a table at the Renton Schools Foundation Benefit Breakfast to support Renton public schools.

Dr. Harden noted upcoming calendar items for the Board's radar:

- Scholar and Donor Reception is scheduled for tomorrow, May 18, 2023 in the Library from 5 to 7 p.m.
- The June 21, 2023 Board meeting will require an Executive Session for Tenure prior to the Board meeting.
- A Board Retreat will take place on June 7, 2023 in the RTC Board Room. This is an opportunity for Board members to come together, look at the mission/vision and strategic plan. We would like to see everyone in attendance.
- RTC Commencement on June 22, 2023.

6. BOARD of TRUSTEES

A. Board Dashboard Review/Training Board Chair Entenman noted that there is a dashboard that exists that can provide useful information to the Board. The Board members need training on this. She would appreciate some scheduled time to learn how to use the dashboard and understand its usefulness to the Board.

B. Foundation Liaison Report Trustee Cooper shared an update from the April 27, 2023 Foundation Board meeting. This was his first meeting as Board liaison, and noted his appreciation for the work that Executive Director Shaw does for the Foundation and the college.

Board Chair Entenman reminded the Board of the Board Scholarships that are supported directly from Board member participation. The annual requested contribution is \$550 to support the Board Scholarship Fund and the RTC Transforming Lives scholarship. Please give what you can.

C. ACT Spring Conference Report Board Chair Entenman attended the ACT Spring Conference in Walla Walla, WA May 15-16, 2023. Attending state conferences are perfect opportunities to learn what it means to be a Trustee and find out what is happening at other colleges within the system, so that together we can make sure we have adequate state and local funding. Being in Walla Walla was great, with opportunities for critical thinking, and life-long learning. Discussion included the pre-conceived notions of what it looks like to be professional looking, and how this should not be a part of the tenure process. There is a need to increase students in medical fields. Meet them where they are to aid them as to where they want to go and give them that opportunity. Discussions included partnerships between colleges and multi-care. We have better outcomes when staff look like the community they represent.

The National ACCT conference will be held in Las Vegas in October 2023. Ms. Beers will send information to the Board regarding the conference, so Board members can determine if they want to attend.

7. MEETINGS

- A. A special meeting/Board Retreat is scheduled for June 7, 2023. This will be held in the Board room. Food will be provided.
- B. The next regular Board meeting is scheduled for June 21, 2023, with an Executive Session prior to the regular meeting. Commencement is June 22, 2023 at ShoWare arena in Kent. Board members will need to be there at 5:00 p.m.

8. ADJOURNMENT

There being no further business, Trustee Takamura introduced a motion to adjourn the Board of Trustees' regular meeting at 5:03 p.m. Trustee Norouzi seconded, and the motion carried.

DEBRA ENTENMAN, Board Chair
Board of Trustees

YOSHIKO HARDEN, President
Renton Technical College

- ii. What else would be helpful for you to engage fully today (Working Agreements)?
 - Have a collective understanding of Equity.
 - Appreciate the role of conflict, especially as it relates to advancing Diversity, Equity, and Inclusion (DEI).
 - Assuming good intent that we are coming from a place of living out the values of RTC.
 - Address the tension inherent in the status quo and DEI goals.
 - Open to challenging the status quo.

B. RTC historical context was used throughout the day.

3. SHARED FRAMEWORK AND LANGUAGE FOR BOARDS AND DIVERSITY, EQUITY AND INCLUSION (DEI)

A. Understanding Systems: systems are made up of people, relationships, and rules/structures.

B. Discussions advancing understanding of the Board’s role related to DEI at RTC.

4. THE PRESIDENT’S VISION FOR THE COLLEGE

A. Transform the college, ourselves, and communities by diversifying the career and technical education and skilled trades.

5. PURSUING THE VISION: STRATEGIC PLANNING AT RTC

A. Discussions about the role of the Board of Trustees in Strategic Planning.

B. Trustees expressed desire to collaborate with the Cabinet and connect with the broader community during the process.

6. NEXT STEPS

A. The President will clarify the strategic planning process and timeline then share it with the Trustees.

DEBRA ENTENMAN, Board Chair
Board of Trustees

YOSHIKO HARDEN, President
Renton Technical College

Renton Technical College
Board of Trustees Meeting
June 21, 2023

AGENDA ITEM: 3. COMMUNICATIONS

SUBJECT:

BOARD CONSIDERATION

X Information

Action

BACKGROUND:

- A. General Information/Introductions
- B. Correspondence
- C. Public Comments from the Audience
- D. Associated Student Government
- E. Renton Federation of Teachers
- F. Written (and video) Communication Reports

RECOMMENDATION:

None.

Administration and Finance Report Renton Technical College Board of Trustees June 21, 2023

Financial Report

For month ending April, revenue collection is about eighty-eight (88) percent or about five (5) percent higher than expected due to collection of state allocation. As you can see from the reports, tuition and fees continue to be lower from the previous year. They are down about \$1M year over year. Grants and contracts are down about \$4M due to claiming of HEERF lost revenue. Overall revenue is down \$11.3M from last April to April.

Expenses are about seventy-nine (79) percent or about five (5) percent lower than expected. Even with overall expenses lower, salaries and benefits were higher this April, \$28.6M, compared to this time last year of \$25M. Financial aid awards are down this year by \$1.3M compared to last year at this time due to the spending out for our student portion of CRRSA and CARES.

Our ending cash balance and investments is about \$21.7M.

Business Office

- We are beginning year-end preparation and working on opening FY24.

Food Services & Rentals

- Tim O'Donnell, Associate Dean of Culinary Arts and Director of Food Services has started his onboarding training with Doug Medbury on Food Services operations and supporting the Culinary Arts Area of Study.
- Nona May, Catering Events Manager, is on task with her new job of reserving rooms and creating catering contracts. Catering business is picking up with numerous local industries wanting company summer picnics catered.
- Catering has updated our catering menu and increased prices. The catering menu can be found on the RTC website or by clicking [here](#).
- Catering is hosting the King County Emergency Feeding Program fundraiser on Saturday, June 10. This is a competition that challenges industry chefs to prepare a three-course meal with food/ingredients often found in Food Banks. This event is open to the public and tickets are available through the Emergency Feeding Program.
- Our long-term partner at the Annex property, Communities in Schools of Renton, has requested to expand their rental rooms. RTC is on task with accepting bids to place carpet and add internet lines to Annex Room 124 for this additional long-term rental possibility.

Facilities & Capital

Minor Capital Program Projects for Current Biennium (2021-2023):

Projects in this category are more discretionary in nature and are not restricted to repairs.

- **Campus Irrigation System Upgrades** – *Completed*
- **Bldg. J Computer Classroom Remodel, 1st Floor.** Contractor has completed most of the project. The only remaining item is the installation of the office doors as well as testing of the systems. Bid preparation for the second phase of the project is almost complete with the intent to bid on July 6, 2023.
- **Bldg. B Boilers Replacement** – Replacing the old, outdated, and problem prone boilers in the two-story portion of this building with a new, high-efficiency boiler and associated digital controls. *Status: completed except for the contractor replacing some damaged parts under warranty when heating season is over.*
- **Site Repairs** – Repair to the damaged storm drain system west of Bldg. L is being conducted with the work expected to be completed by June 30, 2023.

Major Capital Growth Projects in Pre-Design/Design Phases for Current Biennium (2021 - 2023):

- The pre-design and design portions of a new Health Sciences Center have been approved by the state legislature. The architectural firm of Schreiber, Starling, and Whitehead Architects, together with a core committee from the college are working on programming, planning, and conceptual design services necessary for executing and documenting the OFM predesign process. This includes Project Analysis, Program Analysis, Site analysis, Budget Analysis, Master Plan Analysis, Facility Operations Analysis, and coordination of various subconsultants and studies as warranted to complete the predesign for the Health Sciences Center. Predesign is completed and submitted to OFM. The design portion, in progress, will follow and be completed early next biennium.

Infrastructure Projects for Current Biennium (2021 - 2023):

The college has received funding for the following project and DES on behalf of the college is contacting the state on-call civil engineering firm to start investigation and design.

Replace aging Storm Water System on campus –The project is being implemented for completion prior to the end of the biennium. Surveying and site assessment (locates) have been completed. The college will be removing trees that may impede replacing some storm water lines/pipes. It has been decided to re-line the drainage pipes due to size of pipe and to lessen impact to surface areas of campus. Additional lines have been added to the project to better align with available funds. Pipe assessment by a third-party service occurred in January. Bidding was initiated via the WA State Public Works process.

COVID HVAC and Air Filtration Mitigation Project – HVAC control settings and filters for various buildings have been returned to their pre COVID levels.

- **Next Biennia's Facilities Condition Survey** – the college has completed the onsite survey with the OFM Capital Coordinator for review of the proposed Capital Repair Projects.
- **Multicultural Center** – Finalizing the agreement to move forward with the remodel of south side of Building D as our new Multicultural Center. The next steps will be to

schedule programming meetings with our Executive Director of DEI and her team and the architects.

- **Lighting Replacement at Blencoe Auditorium** – Overhead lights in the Auditorium have been replaced with new LED lights and drivers.



RENTON
TECHNICAL
COLLEGE®

Communications and Marketing
Renton Technical College Board of Trustees
June 21, 2023

MARKETING

Summer and Fall enrollment campaigns are underway, including targeted campaigns to kick off the college's new Cybersecurity Program and promote short-term programs. Individual program marketing will continue throughout the summer. Executive Director Hedland Hansen will soon finalize contracts with vendors for the next academic year.

Key metrics in the last 30 days:

Search and Display

- 325 leads

Snapchat:

Swipe Up Rate: 2x higher than industry average

COMMUNICATIONS AND OUTREACH

The C&M team has partnered with the Renton School District and Student Services to promote [Renton Promise](#). The team is also preparing for Commencement and providing print and digital materials.

The new Outreach and Marketing brochures are due to be delivered in mid-June. Several of the banners have been delivered, with more on the way.

SOCIAL MEDIA

Audience growth in the past year has grown 20 percent over the same period last year. The most popular posts across platforms were about Renton Promise.

NEWS

[Renton grants help high school grads who can't afford college](#)

KUOW

[Renton starts pilot program providing free college tuition](#)

KIRO Radio

[Promise programs open doors for students at Renton Technical College](#)

Renton Reporter

This past month CTS closed the loop on a few projects related to remote locations: Downtown Seattle location has been closed, Auburn equipment will be picked up in the next two weeks, and Downtown Burnett's network speed increased substantially resulting in positive feedback from faculty and students. We continue working closely with Computer Science/IT programs in preparation for their program relocation to the third floor of J-building. The network drops have been procured and work will be completed in July to ensure IT programs will have the needed capacity for instruction. Demolition work on the first floor of J starts in August 2023. It is expected that programs will return to their remodeled areas by Fall 2024. Our Technical Support Analysts as well as Infrastructure staff are going over Fall quarter preparation projects and tasks to ensure everything will be ready for a successful Fall quarter.

Our network administrator has been busy in her network discovery as well as making major repairs to faulty fiber lines across main campus. This type of work requires us to bring in a fiber optic specialist and work must be done on weekends or after hours as it will cut network connectivity to the campus. Over the past three weeks 90% of the faulty lines have been repaired. The last set of line repairs is scheduled for June 22, 2023. All this work will result in a more reliable network connection throughout main campus.

We completed the interview portion of the SBCTC internal/informal IT Audit, and we are now waiting for the SBCTC report. CTS led the participation of RTC at the Business Administration Commission Cyberattack Tabletop Exercise in mid-May. We had representatives from all key departments on campus for a three-hour session. This exercise provided us with a glance of what we need to keep an eye on as we review our Continuity of Operations and Disaster Recovery Plans. Although the format of the exercise did not allow for substantial internal discussions, CTS will be scheduling deep dives with departments to revise all departmental plans to include cyberattack protocols. A comprehensive Incident Response plan is part of the compliance aspects of GLBA. RTC's readiness and preparedness is the ultimate goal.

The [Gramm-Leach-Bliley Act](#) (GLBA) came into effect this past June 9. This federal law requires additional measures around security, integrity, and confidentiality of student information and unauthorized access or threats to it. CTS is currently coordinating an external IT Security Assessment which will cover compliancy for GLBA as well as PCI. The intent is to have this completed before Fall quarter and get the baseline results that will provide us with the full picture of where our weakest spots are. This security assessment covers one of the four compliance components for GLBA. This past month we have worked in acquiring two of three cyber security layers for our data center. One of them has been fully implemented and it provides with 24/7/365 automated and human-staffed Security Operations Center. This checks the box of a second component of GLBA compliancy, regular monitoring. A third compliancy component takes the form of an Information Security Program. For this, we secured a user

**College Technology Services/IT Department
Renton Technical College Board of Trustees
June 21, 2023**

training tool that will be deployed prior to Fall quarter. This tool will randomly assess and train users on phishing and email security.



Not started	6
In progress	5
Late	0
Completed	1

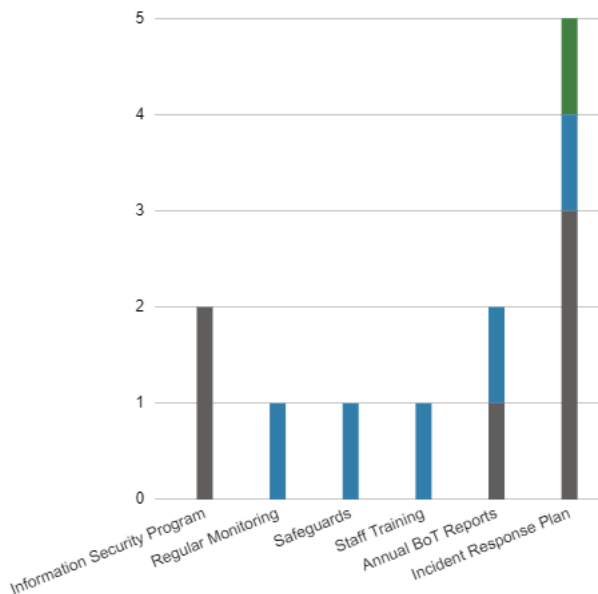


Figure 1. GLBA compliance progress

RTC leadership is wrapping up the hiring process for the next Executive Director of College Technology Services. Second round interviews and college-wide forums took place the week of June 12-15. A final decision is expected soon.

ctcLink will be implementing Multi-Factor Authentication (MFA) for all staff members on July 1st to further secure access to our student and college management system. Institutional Research Director Lia Homeister has been sending ongoing Campus communications and reminders.



Diversity, Equity and Inclusion Report
Renton Technical College Board of Trustees
June 13, 2023

Diversity, Equity & Inclusion Council (DEIC)

The Diversity, Equity & Inclusion Council (DEIC) concluded the 2022-23 academic year with the final council meeting held on June 12. DEIC will resume fall quarter on October 9, 2023. Below are updates from the DEIC Action Teams.

Campus Climate & Data Equity

The Campus Climate and Data Equity Action Team concluded spring quarter with administering the campus climate survey, **May 8- May 28, 2023**. Created by the Higher Education Data Sharing Symposium (HEDS), the survey was open to students, staff, and faculty. In collaboration with Institutional Research and Office of DEI, 308 individuals completed the RTC Campus Climate Survey. The Action Team co-leaders Lia Homeister and Doris Martinez will receive the survey data from HEDS during summer quarter and will disaggregate in preparation for campus presentations fall quarter.

For review,

- In alignment with requirements from Senate Bill 5227, all Washington State Community & Technical Colleges are required to conduct campus climate assessments and listening sessions for students, faculty, and staff.
- The purpose of the campus climate survey is to give the community an opportunity to share their individual experiences as a scholar and/or employee at RTC.
- Participation is anonymous
- The results from the survey will inform policies, procedures, DEI efforts in preparation for the College's upcoming Strategic Plan cycle slated for the 2023-2024 academic year.

Multicultural Center

The south side of Building D has been approved as the future site of Renton Technical College's (RTC) inaugural Multicultural Center set to open May 2024. With nearly 5000 square feet, the multipurpose use space will be open to all students, staff, and faculty to gather and engage in community. Additionally, the Center will facilitate an array of equity centered programs and workshops. Anticipated renovation of the space will begin winter 2024.

Currently, The Multicultural Center Action Team (MCAT) co-led by Raquel Andre and Keyth Sokol is preparing to meet with [Rolluda Architects](#) in June/July to discuss vision and layout for the space. DEIC and Associated Student Government toured the space on June 9th for an overview of structural plans and identify best ways to maximize space.

The Resource and Planning Council approved funding for the Multicultural Center Program Coordinator/Manager position. Supervised by the Executive Director of DEI, this position will oversee daily operations of Center, supervise student staff, engage, and collaborate with campus and community partners and develop culturally responsive, equity centered programming. Development of the job description is in progress.

Professional Development & Training

The Professional Development & Training Action Team is currently focusing on mental health as a theme for an inaugural session fall 2023 with a focus in addressing exhaustion, capacity and racial battle fatigue. Additionally, the team is developing general learning objectives and outcomes for sessions.

Office of Diversity, Equity & Inclusion (DEI)- Departmental Updates

- Doris Martinez (Exec. Dir. Of DEI) attended the City of Renton [Mayor's Inclusion Taskforce](#) on May 18. The Taskforce consisting of Renton business owners and community leaders meets quarterly to work collaboratively to address Renton's commitment to DEI.
- Six RTC staff and faculty attended the 35th Annual National Conference of Race & Ethnicity ([NCORE](#)) in New Orleans, LA, May 30- June 3, 2023. The conference consisted of workshops, seminars and exceptional keynotes geared to antiracist, social justice centered work in higher education. The Office of DEI will be providing various opportunities for professional development in the 23-24 academic year.
- Women of Merit completed their Spring Wellness Series with the intention to center creating spaces for students, faculty, and staff of color. Held June 6, Women of Merit (co-led by Dr. Huma Mohibullah & Shanteal Valteau) hosted the session featuring mental health therapists Makinie Fortino and Nicole Wilson who facilitated much-needed conversations in part 1 and part 2 (coming fall 2023) of their co-led discussions, centered around melanated healing through education about Racial Trauma, shared experiences, learning to tune into the body for self-regulation, and tapping into our communities for healing.
- Disability Awareness Month coming October 2023- In collaboration with Disability Resource Services, Disability Awareness Month will offer the campus community with intentional programming that celebrates and examines the intersectionality of the disability experience through enriching learning formats including lectures, workshops, exhibits and much more. Schedule of programs will be available in September 2023. The planning committee convened June 7 for the first meeting and will curate the programming month during summer quarter.

The following personnel actions have occurred as of May 2023 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
- Hires			
Rosan Sicat	5/1/2023	Dining Room Supervisor	Food Services
Ron Weber	5/8/2023	Custodian I	Facilities
Kurt Thompson	5/22/2023	Custodian I	Facilities
Constance Smith	5/16/2023	Catering Lead Cook	Food Services

-Separations
none

WFSE	Effective Date	Position	Department
- Hires			
Lori Newton	5/2/2023	Part-time Testing Services Specialist	Student Services

-Separations
none

Prof Tech	Effective Date	Position	Department
- Hires			
Emily Terry	5/22/2023	Enrollment Services Information Specialist	Enrollment Services

-Separations

Bjorn Davis	5/1/2023	Security Field Supervisor	Safety & Security
-------------	----------	---------------------------	-------------------

none

Exempt / Administrative	Effective Date	Position	Department
- Hires			
Kelli Lugtu	5/1/2023	EA to VP of Administration	Administration
Rob Kowalski	5/22/2023	Human Resources Manager - Employee & Labor Relations	Human Resources

-Separations

Alex Vinson	5/24/2023	Human Resources Manager / Talent Development & Acquisition	Human Resources
-------------	-----------	--	-----------------

RFT	Effective Date	Position	Department
- Hires			
Ana Arana	5/16/2023	Part-time faculty / Early Childhood Education	Allied Health

-Separations
none

- Retired
none

	Monthly Total Hires	% of Diverse Hires YTD
Full time	7	60%
Part time	2	48%



RENTON
TECHNICAL
COLLEGE®

Instruction Report
Renton Technical College Board of Trustees
June 21, 2023

The Instruction Team shares with the Board its big wins for the quarter or the academic year. Not all the team was able to be there, so we have supplemental videos from the Library and Business & IT.

[Instruction Team Board Report June 2023 - YouTube](#)

[Business & IT - YouTube](#)

[Libraryhttps://www.youtube.com/watch?v=VarTgp2r3IM](https://www.youtube.com/watch?v=VarTgp2r3IM)

I would also like to share about our exciting LatinX graduation ceremony, held on June 12. What a lovely and inspiring evening. I prepared a greeting for the students, utilizing my rather weak Spanish, but the students appreciated the effort.

<https://www.youtube.com/watch?v=rMfDd2WcP38>

**Institutional Research & Effectiveness Report
Renton Technical College Board of Trustees
June 21, 2023**

Institutional Research & Effectiveness

The Office of Institutional Research & Effectiveness (IR&E) has continued its efforts to improve institutional effectiveness by supporting programs, units, cabinet, and committees for their planning, assessment, and data-informed decision making for RTC Mission fulfillment:

Institutional Planning & Effectiveness

- In partnership with the DEIC Campus Climate and Data Equity Action Team, the RTC Campus Climate survey has concluded. Results from the survey will be shared out in about 8-10 weeks.

Student Learning & Assessment

- A new program learning outcomes assessment has concluded for three pilot programs. A report of learnings has been compiled and shared with participating programs.

Data and Research

- In collaboration with the VPI and each instructional program, program data deep dive meetings have concluded for the year.
- The IR&E team continue to work on additional dashboards and enhancements.

ctcLink

- A ctcLink Registration Task Force, has commenced and will continue through August 2023. The task force consists of 9 employees who will detail pain points, solutions, and needs, which will be compiled in a report at the end of the task force period.
- The Legacy Data Platform project continues and has been renamed “LegacyLink” and “LegacyTranscripts.” Data is being transferred from HPUX (legacy system) to a new AWS SQL application. HPUX is planned to be decommissioned by the end of the month. An overview of the new platforms will be provided by SBCTC.
- New multi-factor authentication will be deployed for all RTC employees on July 1, 2023. This will provide additional security for our data in ctcLink.
- New configurations for Running Start After Exit Funds and apprenticeship waivers have progressed. New configurations for tuition/term fees and course fees have been completed.
- The Student Financials Analyst has presented at ctcLink College Collaboration Group to garner support for a Student Financials enhancement request. Feedback from other colleges is being compiled.

Other

- The team continues to support the college in all their reporting, data, and ctcLink needs. Ad hoc requests from last month included a high demand dashboard, foundation retention reports, and CCP statistics visuals.



**RTC Foundation Report
Renton Technical College Board of Trustees
June 21, 2023**

Scholarships and Events

Fall 2023 Scholarship Cycle

Applications closed June 5th and are currently under review by Financial Aid. There were 182 completed applications – the second highest for the Foundation’s scholarship program. This represents a 52% increase from Fall quarter 2022. Historically, 75% to 80% of applications are eligible to be reviewed and scored by the Scholarship committee. The increase in applications reflects an increase in outreach efforts including 22 workshops and one-on-one consultations with students. The Scholarship Committee meets August 1, to make the awards for Fall quarter.

May 18 Scholar & Donor Reception

Many thanks to the Trustees and Board members who attended. The atmosphere was joyful, and 85 funders and students had the opportunity to connect and enjoy each other’s company. Highlights included the Connell family announcing their \$150,000 gift and a McCarthy Bridge Grant major donor connecting with Bridge grant recipients. Speakers included Dr. Yoshiko Harden, SPEEA Treasurer, Don Nowlin, and RTC Faculty member and endowment funder, Michele Lesmeister.

2023 Celebrity Chef Dinner

Chef Melissa Miranda has agreed to be our 2023 Celebrity Chef! The dinner is scheduled for Thursday, Oct. 19. Chef Miranda was Food & Wine Magazine’s 2022 Chef of the Year and a 2023 James Beard awardee semi-finalist for Best New Chef. She founded the restaurant Musang on Beacon Hill and is known for her Filipino cuisine and prioritizing community work such as FareStart.

Operations:

Executive and Finance Committees

The Foundation’s Executive Committee met to do pre-planning for the June 29th Board Retreat. The Finance Committee met to review and approve the FY23-24 Foundation operating budget.

QuickBooks Migration

Work continues around migration and “legacy storage” of the Financial Edge information going back five years. The Board-approved consolidation of endowment funds to start with the new fiscal year July 1, 2023. This prevents major changes to existing funds and will streamline the migration process.

Development & Community Engagement:

- Boeing recommitted to a \$15,000 annual scholarship. The Rayfield Family has committed \$4,500 for annual scholarships for incoming students from local area high schools.
- Attended Boeing's STEM Signing Ceremonies at Museum of Flight as keynote speaker. Meetings with PACCAR representative around computer science internships; the Inatai Foundation around healthcare equity. Student and community-led events are a viable option for sponsorships, and the Foundation will explore opportunities going forward. ITW-Hobart representative Scott Frey was on campus to meet with the mechatronics and property maintenance students. Staff attended the High School Counselors breakfast, May 12 to promote Foundation resources.



RENTON
TECHNICAL
COLLEGE®

Student Services Report
Renton Technical College Board of Trustees
June 21, 2023

Renton Promise at RTC

During the 2023 legislative session, Renton Technical College received 2023 – 2025 biennial funding to pilot a ‘Renton Promise’ program. [Representative Steve Bergquist](#), from the 11th Legislative District, advocated for this exciting opportunity. Listen to the [radio interview](#) Representative Bergquist gave to share about Renton Promise.

The Renton Promise is a funding program beginning with the class of 2023 to support Renton School District graduates attending Renton Technical College. It is a pilot program with the hopes of continuing for Renton School District graduates into the future. The funding is called a “last dollar” grant program, where once a student’s financial aid/scholarship/other funding is applied to tuition and fees, the Renton Promise can cover the remaining tuition/fee balance. This allows the college to stretch the dollars and provide funding to more students. Students must complete an application for the FAFSA or WASFA, but they may be eligible for the Renton Promise even if they are not FAFSA/WASFA eligible.

This program presents an incredible pathway to enroll more students directly from high school. It is a powerful opportunity to get young adults in our community into living wage careers sooner. Staff are well underway working with prospective students and school district partners to launch Renton Promise.

Student Services Leadership Team members share on 2022-23 accomplishments.

Link to video:

<https://rtc.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=3745f51c-d053-413d-a4ea-b01a0112d8fc>

AGENDA ITEM: 4. ACTION

SUBJECT:

BOARD CONSIDERATION	
Information	
X	Action

BACKGROUND:

A. Tenure Advancements

1. Advancing from Third Year to Tenure

Ren Tarvin	Computer Network Technology
Di Zhang	Library

2. Advancing from Second to Third Year

Samuel Woldemariam	Nursing
--------------------	---------

3. Advancing from First to Second Year

Amo-Mensah, Kwabena "Kobi"	Accounting
----------------------------	------------

B. Prof-Tech Collective Bargaining Agreement

Vice President Lesley Hogan will present the executive summary of the changes to the Prof-Tech Collective Bargaining Agreement.

C. HB 1751 Emergency Rule Extension

Vice President Jessica Gilmore English will share information about the emergency rule extension for HB 1751.

D. RFT High Demand MOU Approval

Vice President Lesley Hogan will share information and status of the RFT High Demand MOU.

E. FY24 College Budget Approval

Vice President Jacob Jackson will present the proposed FY24 college budget for Board approval.

RECOMMENDATION:

Approve as requested.

**Report to Board of Trustees – Professional Technical Association/RTC Contract Negotiations
Renton Technical College
Board of Trustees Meeting
June 21, 2023**

PROFESSIONAL-TECHNICAL ASSOCIATION/RENTON TECHNICAL COLLEGE

2023-2026 SUMMARY CONTRACT CHANGES

Cover and Article 15 (page 37)	New 3-year term (2023-2026)
Article 2 (page 7)	Definition update
Article 2.3.A.5 (page 8)	Telecommuting/Remote Work housekeeping
Article 2.4 (pages 10-12)	Overtime/Compensatory Time – moved to Article 11 Salaries & Compensation
Article 4 (page 17)	Clarified Sick leave accrual language
Article 5.16 (page 21)	Paid Family Medical Leave – removed prospective language
Article 8 (page 25-26)	Holidays – added Juneteenth and housekeeping
Article 9 (page 26-27)	Change to accrual schedule and request process
Article 10.7 (page 29)	Incorporation of Long-Term Care benefit
Article 11.1 (page 29)	Increment Eligibility Clarification
Article 11.3 (page 30-32)	Overtime/Compensation Time positioning
Article 11.4 (page 32)	Salary Adjustment language and addition of “longevity step”
Article 11.9 (page 33-34)	Multilanguage Stipend Pay
Appendix A (page 42-43)	Classification Revision
Article B (page 44)	Updated Salary Schedule – New Salary Range and Step

COLLECTIVE BARGAINING AGREEMENT

between

The Renton Professional Technical Association



and

Renton Technical College



July 1, 2020 to June 30, 2023 July 1, 2023 – June 30, 2026

TABLE OF CONTENTS

ARTICLE 1 RECOGNITION AND AGREEMENTS	6
1.1 Sole Bargaining Agent.....	6
1.2 Committees.....	6
1.3 Union Membership and Dues.....	6
1.4 Position Descriptions.....	6
1.5 Salary Placement.....	7
1.6 Distribution of Contract.....	7
ARTICLE 2 CONDITIONS OF EMPLOYMENT	7
2.1 Definitions.....	7
2.2 Probation.....	7
2.3 Work Week.....	8
2.3.A Schedule Changes.....	8
2.4 Overtime and Compensatory Time	8
2.52.4 Discipline and Dismissal.....	10
2.62.5 Layoff.....	12
2.72.6 Temporary Layoff.....	14
2.82.7 Voluntary Reduction in Hours.....	14
2.92.8 Separation from Employment.....	14
2.102.9 Vacancies.....	14
2.112.10 Affirmative Action.....	15
2.122.11 Involuntary Transfer.....	15
2.132.12 Seniority.....	15
ARTICLE 3 PROFESSIONAL DEVELOPMENT	16
3.1.....	16
3.2.....	16
3.3.....	16
3.4.....	16
3.5.....	16
3.6 Educational Increments (Certificates).....	16
3.7 Degree Stipend.....	17
3.8.....	17
3.9 Professional Development Plans.....	17
ARTICLE 4 SICK LEAVE	17
4.1.....	17
4.2.....	17
4.3.....	17
4.4.....	17
4.5.....	17
4.6.....	17
4.7.....	18

Renton Technical College and Renton Professional Technical Association

4.8.....18
4.9.....18
4.10.....19
4.11.....19
4.12 Sick Leave Reporting and Verification..... 19
ARTICLE 5 FAMILY AND MEDICAL LEAVE..... 19
5.1.....19
5.2.....20
5.3.....20
5.4.....20
5.5.....20
5.6.....20
5.7.....20
5.8 Parental and Pregnancy Disability Leave.....21
5.9.....21
5.10.....21
5.11.....21
5.12.....21
5.13.....21
5.14.....21
5.15.....21
ARTICLE 6 LEAVES..... 22
6.1 Leave Sharing.....22
6.2 Bereavement Leave.....22
6.3 Emergency Hardship Leave (Non-Accumulative).....23
6.4 General Leaves of Absence.....23
6.5 Jury Duty and Subpoena Leave.....24
6.6 Military Leave.....24
6.7 Uniformed Service Shared Leave Pool.....24
6.8 Domestic Violence Leave.....24
6.9 Personal Convenience Leave.....25
ARTICLE 7 ON-THE-JOB INJURY..... 25
7.1.....25
7.2.....25
ARTICLE 8 HOLIDAYS..... 25
8.1 Paid Holidays.....25
8.2 Faith or Conscience Holidays (Unpaid).....26
ARTICLE 9 VACATION..... 26
9.1.....26
9.2.....27
9.3.....27
9.4.....27

9.6.....	27
9.7.....	27
9.8.....	27
9.9.....	27
ARTICLE 10 HEALTH AND WELFARE	27
10.1 Health and Welfare Benefits	27
10.2 Retirement.....	28
10.3 Supplemental Retirement Plans	28
10.4 Dependent Care	28
10.5 Flexible Spending Account.....	28
10.6 Voluntary Employees' Benefits Account.....	28
10.6 10.7 Long Term Care	
ARTICLE 11 SALARIES AND COMPENSATION	29
11.1 Payment.....	29
11.2 Promotions and Demotions Salary Rate Changes.....	29
11.3 Overtime and Compensatory Time.....	29
11.2 11.4 Salary Adjustments.....	29
11.3 11.5 Longevity Stipend	29
11.4 11.6 Uniforms (Campus Security)	29
11.5 11.7 Salary Overpayment Recovery	30
11.8 Salary Correction	30
11.6 11.9 Multilanguage Stipend Pay.....	30
ARTICLE 12 GRIEVANCES	31
12.1 Purpose.....	31
12.2 Grievance Defined.....	31
12.3 Procedure.....	31
ARTICLE 13 MANAGEMENT RIGHTS.....	32
13.1 Recognition	32
ARTICLE 14 NO STRIKE PLEDGE.....	33
TERMS AND SEPARABILITY OF PROVISIONS.....	33
15.1.....	33
15.2.....	33
15.3.....	33
15.4.....	33
15.5.....	34
15.6.....	34
15.7.....	34
15.8.....	34
ARTICLE 16 ASSOCIATION-MANAGEMENT COMMUNICATION COMMITTEE	34
16.1.....	34
16.2.....	34
16.3.....	34
2020-2023 <u>2023-2026</u>	34

16.4.....	34
16.5.....	34
ARTICLE 17 EMPLOYEE RIGHTS AND RESPONSIBILITIES	35
17.1 Official Personnel File	35
17.2 Grievance Files.....	35
ARTICLE 18 SUSPENDED OPERATIONS.....	35
18.1 Closure Determination	35
18.2.....	35
18.3.....	35
18.4.....	36
18.5.....	36
18.6.....	36
18.7.....	36
18.8.....	36
18.9.....	36
18.10.....	36
SIGNATURE PAGE	37
APPENDIX A	38
APPENDIX B	39

**AGREEMENT BETWEEN
RENTON TECHNICAL COLLEGE
AND THE
RENTON PROFESSIONAL TECHNICAL ASSOCIATION**

THIS AGREEMENT by and between Renton Technical College (College) and the Renton Professional Technical Association (Association), for the purpose of governing their labor relations by establishing the following conditions of employment, schedule of hours, and scales of wages and benefits.

**ARTICLE 1
RECOGNITION AND AGREEMENTS**

1.1 Sole Bargaining Agent

The College agrees to recognize the Association as sole bargaining agent for the employees holding the positions listed in Appendix A of this Agreement, and to deal with the representatives of the Association with respect to wages, benefits, hours and working conditions, and adjustments of grievances arising under this Agreement.

1.2 Committees

- A. The parties agree that at no time will their respective table negotiations committees exceed six (6) persons.
- B. Association representatives that are called to meetings by the office of the President shall be released from College duties, and shall suffer no loss in pay, when such meetings are held during work hours.
- C. Section 1.2.B above shall not be interpreted so as to apply to negotiations sessions. Negotiations may be scheduled during off duty hours.

1.3 Union Membership and Dues

- A. At the time of hire, the college will inform any new hire into a position represented by the Association of the terms and conditions of this agreement.
- B. The Union agrees to indemnify and hold the College harmless from all claims, demands, suits, or other forms of liability that arise against the College for, or on account of, compliance with this Article and any and all issues related to the deduction of dues.
- C. The College shall promptly provide the Association any change to membership, including new or terminated employees and changes of classification. The College shall provide the Association the agenda of the Renton Technical College's Board of Trustees, which includes the Human Resources Report of new and terminated employees.
- D. Union Members will pay dues on an annual basis every July. Dues will be paid to the Union Treasurer.

1.4 Position Descriptions

- A. There will be a current position description on file in the personnel office for each position covered by this Agreement. Any significant modification to the duties associated with the

~~2020-2023~~ 2023-2026

position shall cause the writing of a new position description, with a copy to be given to the employee, the employee's supervisor, and the Association. Each position will have an established salary classification. Significant modification to the duties reflected in the position description will cause a review and possible modification of the salary classification as necessary.

1.5 Salary Placement

The President of the Association will be notified prior to the posting of any new position that would come under the Association Agreement, as indicated in Section 1.1.

The proposed salary as recommended by the College will be reviewed by the Association for comparative analysis with any similar positions already established in the unit.

Final determination of salary placement rests with the office of the President, and will be in accordance with Section [1.4.B](#).

1.6 Distribution of Contract

- A. The College will post the Agreement electronically on the College website by the effective date of this Agreement or within thirty (30) days of ratification, whichever date is later. The College will provide all current and new employees with a link to the Agreement. All employees will be authorized to print one (1) copy of the Agreement from the link on work time using state-purchased paper and state owned equipment.
- B. Five (5) copies of the contract will be printed and sent to the president of the Association and one (1) copy will be sent to the Library within the timeframe as set forth in 1.6.A.

ARTICLE 2 CONDITIONS OF EMPLOYMENT

2.1 Definitions

- A. ~~Annual~~ (Full-time) Employee: A [permanent employee person](#) scheduled for forty (40) hours in a work week, twelve (12) months per year ~~or variations established when the employee is hired~~.
- B. ~~Less than Annual~~ (Part-time) Employee: A ~~person~~ [permanent employees scheduled for less than forty \(40\) hours a week or less than twelve months a year, who does not qualify as an annual employee as defined in 2.1.A.](#)
- C. [Cyclic Employee: a permanent employee who is scheduled for less than twelve months per year, such as aligned with the instructional calendar.](#)

~~C.D.~~ Association: The Renton Professional Technical Association.

~~D.E.~~ College: Renton Technical College.

~~E.F.~~ Office of the President: means the President of Renton Technical College, District 27, or their designee.

~~F.G.~~ Day: means the employee's work day unless otherwise specified.

~~G.H.~~ Domestic Partner: As defined by the Washington State Health Care Authority Public Employees Benefits Board.

2.2 Probation

A probationary period for all new full-time and part-time scheduled employees of one hundred eighty (180) calendar days will be required. If an employee's performance is judged to be satisfactory by the evaluating supervisor during the probationary period, the employee will be given permanent status. The termination provision of Article 2.5 Discipline and Dismissal does not apply to probationary employees. The probationer may be discharged during the probationary period in the event of their inability to perform the assigned duties as identified in their job description, or for being unproductive, or for misconduct.

- A. The College may extend the initial probationary period as long as the extension does not cause the total period to exceed twelve (12) consecutive months. Employees and the Association will be provided with an explanation and the timeframe for the extension.
- B. Upon completion of the probationary period, the employee will be subject to all rights and duties contained in this Agreement, with seniority retroactive to the hire date. All applicable rights and benefits as described elsewhere in the Contract shall apply to probationary employees.

2.3 Work Week

For ~~annual (full-time)~~ employees, the workweek shall consist of forty (40) hours per week, excluding a lunch period.

2.3. A Schedule Changes

1. Temporary Schedule Changes

Employee's workweeks and/or work schedules may be temporarily changed with prior notice from the College. A temporary schedule change is defined as a change lasting thirty (30) days ~~of or~~ less. Employees will ~~be given~~ receive not less than five (5) calendar days' notice of any temporary schedule change.

2. Permanent Schedule Changes

Employees' workweeks and work schedules may be permanently change with prior notice from the College. Employees will receive no less than thirty (30) calendar days' written notice of a permanent schedule change.

3. Emergency Schedule Changes

While appropriate consideration will be given to an employee's availability constraints whenever possible, the College may adjust an employee's workweek and work schedule without prior notice in emergencies or unforeseen operational needs.

4. Employee Requested Schedule Changes/Flexible Schedules.

Flexible work schedules may be approved for employees by their supervisor, in consultation with Human Resources, provided the operational needs of the institution are met and there shall be no reduction in service to students, the public or other employees. Refer to the College's Flextime Procedure for further information.

5. Telecommuting/Remote Work Agreements

Employees may request consideration of a telework agreement provided the operational needs of the institution are met and there shall be no reduction in service to students, the public or other employees. Proposals will be considered on a case-by-case basis, consistent with college policy and may be subject to termination by either party with ~~five-ten (510)~~ calendar days' notice. ~~Written approval or denial should be submitted with five (5) work calendar days' notice.~~

If denied, an employee can resubmit their request quarterly for consideration.

2.4 — Overtime and Compensatory Time

- A. ~~Any approved* time for eligible employees worked in excess of forty (40) hours per week, will be considered overtime to be paid at the rate of time and one-half per hour. Annual and less-than-annual employees may or may not qualify for overtime pay under the provisions of the Fair Labor Standards Act. Approved work* performed on the seventh (7th) consecutive work day will be paid at the rate of two (2) times the regular rate for eligible employees.~~
- B. ~~Approved work* performed on a holiday will be paid at the rate of two (2) times the regular rate, in addition to the holiday rate. [See Article 8.1.D].~~

~~*Approved work is work authorized by immediate supervisor or administrator.~~

C. ~~Call-back Time~~

~~Emergency callback time for eligible employees will be paid for a minimum of two (2) hours.~~

D. ~~Standby Stipend for Campus Security~~

- ~~1. During hours not otherwise covered by an on-campus presence, one (1) campus security officer will be scheduled to be on standby to respond to alarms. Campus security officers will be scheduled for this duty and if called back to the College must be able to return within 1 hour in full uniform.~~
- ~~2. RTC Security Officers may volunteer for standby stipend duties and responsibilities. In the event there is no volunteer, standby duty will be assigned by rotation. The current standby schedule for weekends is 12:00 a.m. Saturday to 11:59 p.m. Sunday. The standby schedule for College holidays is 12:00 a.m. to 11:59 p.m. of the holiday.~~
- ~~3. The campus security officer will be paid \$45 for each weekend and \$30 for each College holiday spent on standby.~~
- ~~4. The current workweek standby schedule from 12:00 a.m. to 6:00 a.m. Monday through Friday. The campus security officer will be paid \$15 for each morning spent on standby.~~
- ~~5. The Security Officer on standby may take calls and investigate the need to respond to campus via mobile duty phone applications for security alarms. Calls warranting investigation without a need to return to campus will be paid at the regular rate of pay. If the Security Officer investigates a call and determines the need to return to campus to investigate further or assist with a security issue, the Officer will claim regular pay for the time to investigate, including the 2 hours callback and then any additional time that may be required beyond 2 hours.~~
- ~~6. The Security Officer on standby will respond to the campus if notified of an incident of, but not limited to, a confirmed burglary, confirmed water flow alarm, fire alarm, flooding on campus, confirmed power outage with no restoral of power, and the day of a potential severe weather forecast to check the campus for operational ability.~~
- ~~7. RTC Security may be required to be on call status during their normal shift if the campus is in closure/suspended operations to take calls and follow up appropriately.~~
- ~~8. The Security Officer will notify Administrators in a timely manner of any potential incident, which may affect operational ability for the campus, according to the college closure procedures.~~

~~9. Authorization for payment of the standby stipend will be submitted to the payroll department by the Director of Campus Safety and Security on a semi-monthly basis.~~

~~E. Compensatory Time Off~~

~~At the option of the employee, and if arranged prior to the assignment, compensatory time may be taken in lieu of authorized overtime payment, in accordance with the provisions of applicable state and federal law. Compensatory time must be granted at the rate of one and one-half (1 1/2) hours of compensatory time for each hour over forty (40) hours worked by full-time overtime-eligible employees and straight time compensatory time for each hour worked over the weekly schedule of less than full-time overtime-eligible employees (up to 40 hours).~~

~~1. Compensatory Time Use~~

~~An employee must use compensatory time prior to using vacation leave, unless this would result in the loss of their vacation leave or the employee is using vacation leave for domestic violence leave. Compensatory time must be used and scheduled in the same manner as vacation leave, as in Article 9, Vacation. Employees may use compensatory time for leave as required by the Domestic Violence Leave Act, RCW 49.76. Compensatory time must be used within 12 months of transfer to an overtime-exempt position within the College.~~

~~2. Compensatory Time Cash Out~~

~~a. All compensatory time must be used by June 30th of each year. If compensatory time balances are not scheduled to be used by the employee by May of each year, the supervisor will contact the employee to review his or her schedule. The employee's compensatory time balance will be cashed out every June 30th or when the employee separates from the Employer.~~

~~b. As an exception to Subsection 2.4.F.2.a above, a Vice President or Director may allow an employee to carry forward up to twenty-four (24) hours of compensatory time past June 30th when an employee's workload requires overtime during the months of May and June. Payroll and Human Resources must be notified no later than June 10th.~~

2.52.4 Discipline and Dismissal

A. General Principles of Discipline

The College will not discipline any permanent employee without just cause. The College shall give consideration to due process and progressive discipline in its discipline of employees. Although each situation merits individual investigation of the facts and circumstances, the College will make reasonable effort to maintain consistency in discipline of employees. Employees will be given adequate forewarning, verbally or in writing, about behaviors that may lead to disciplinary action, except for instances of misconduct that are so severe that the employee is reasonably expected to know that it would be grounds for discipline.

B. Investigation

The College has the authority to conduct investigations and will make effort to maintain employee privacy in all investigations, to the extent that the investigative process allows and as appropriate to applicable statute. Within ten working days receipt of an allegation of potential misconduct that could lead to disciplinary action, up to and including termination, the College will notify the employee and the Association of the allegation and need for investigation. Upon request, an employee who believes that discipline may occur in the course of an investigation may request

representation by a member of the Association. If the requested representative is not reasonably available, the employee will select another representative who is available. The role of the accompanying Association representative is to provide assistance and counsel to the employee and not interfere with the College's right to conduct the investigation. Both parties agree that timely resolution of investigations of alleged employee misconduct is critical to maintaining a positive and productive work environment. The College will notify and advise the employee and Association with updates of the status of the investigation every thirty (30) calendar days until the investigation is complete. An employee may be placed on an alternative assignment during an investigation. Unless a conflict of interest exists relevant to the investigation, the employee will not be prohibited from contacting their Association representative. If a conflict exists, the employee may select an alternate Association representative.

C. Cause for Discipline

The College shall have the right to discipline an employee, up to and including dismissal, with just cause, provided that knowledge of the misconduct is obtained within ninety (90) calendar days of the alleged misconduct.

1. An employee shall be subject to termination as the appropriate culmination of a course of progressive discipline. The principles of progressive discipline shall be used except when the nature of the problem requires more serious or immediate action, as described in 2.5.D below. Progressive discipline includes the following steps: verbal warning /reprimand (which is clearly identified as such when given), written warning /reprimand (clearly defined as such when Issued), suspensions (without pay, and subject to severity of actions), reduction in pay, and dismissal. All disciplinary actions subsequent to the verbal warning shall, at the option of the employee, be given with an Association representative present.
2. In addition, an employee who has received any three (3) disciplinary actions, at the written warning/reprimand level or higher, within a one (1) year period may have their employment terminated upon the occurrence of any fourth cause for discipline.
3. Upon written request by the employee, a warning notice shall be removed from the official personnel file one (1) year from the date of notice if there have been no further notices for a six (6) month period.

D. Causes for Immediate Termination

The College may terminate an employee, without previous discipline, for "cause". "Cause" shall include, but not be limited to, gross misconduct; willful, frequent, and intransigent violation of College rules, policies, procedures or directives; incompetence in the performance of professional duties; insubordination; neglect of duty; or investigation findings of discrimination or sexual harassment.

E. Process for Discipline

The College shall give an employee a written statement of the reason(s) for any suspension without pay, reduction in pay or termination. Prior to a decision of suspension without pay or termination, the College shall inform concurrently the employee and the Association, in writing, of the charges against the employee, any evidence and documentation to support the charge and the action contemplated. The College will provide an opportunity to the employee to respond in writing or in person to the evidence and explain and defend their conduct. The College shall handle discipline of an employee as confidentially and discretely as the situation warrants and is possible under the circumstances.

1. The College will provide fifteen (15) calendar days' written notice prior to the effective date of any suspension or reduction in pay. The College will provide seven (7) calendar days' written notice prior to the effective date of termination. The College may terminate an employee immediately without seven (7) calendar days' notice if, in the College's determination, the continued employment of the employee during the notice period would jeopardize the good of the College. The College will provide the reasons for an immediate termination in the written notice.
- F. The College has the authority to impose discipline, which is subject to the grievance procedure as set forth in Article 12. Verbal warnings, however, may be processed only through Article 12.3.B.2.

2.62.5 Layoff

A. Reduction in Force

This section establishes the process by which a reduction-in-force (RIF) and any resultant layoff of "hard money" employees may occur. Any such reduction-in-force may be due to actions such as a lack of funds, a College reorganization, or a curtailment of work.

B. RIF Determination

The College will determine that a RIF is necessary and establish that one or more positions within the Association that need to be eliminated. The College will determine which positions will be retained and which positions will be eliminated.

C. Association Notice of RIF

The College will notify the Association of any position to be eliminated, unless the position is vacant. Except in emergency situations (i.e., cessation of funding), at least thirty (30) calendar days prior to the first effective date of layoff, the College shall notify the Association of positions to be eliminated and further, shall furnish the Association updated seniority lists for each of the effected classifications.

D. Employee Notification of Layoff

The Association and the employee to be laid off shall be notified in writing a minimum of thirty (30) calendar days prior to the effective date of the layoff unless an emergency situation occurs as described under 2.6.C above. A layoff notice should include: the effective date of the layoff, the reason for layoff, a list of other employees in the same classification by seniority date, notice of placement on the re-employment list, the beginning and ending date of any placement on the re-employment list, and the requirement to notify the College of any change of address.

E. Classification

Classification means those specific job titles, such as, "Campus Security Officer," and "Payroll Officer" listed on the salary schedule. (Appendix A)

F. Bumping Rights

In the event the incumbent in an eliminated position holds more seniority than another employee in a position in the same classification, which is not eliminated, the more senior employee shall notify the human resources department of their intent to exercise the right to bump the less senior employee. Such notice shall include sufficient identification of the specific position the employee is bumping into so as to allow for the transfer from one position to another.

1. *Bumping Order*

Provided the employee has more seniority, one employee shall be allowed to bump another employee with less seniority in the same classification.

2. *Bar on Movement*

No employee shall be able to bump into a higher classification.

3. *Non-Exercise of Bumping Rights*

Employees who chose not to exercise available bumping rights shall be paid their accumulated vacation leave balance at their current rate of pay.

G. Re-Employment Pool

Those employees not initially retained shall be placed in a re-employment pool and shall be called back in order of seniority.

1. Employees placed in the re-employment pool shall be listed by order of seniority in the classification, excluding any temporary or other time spent in a substitute position.
2. In cases where seniority is equal, employees will be chosen by lot.
3. The most senior employee will be offered the first open position which is substantially equal to the position held at the time of layoff.
4. If the most senior employee in the pool does not take the position, the next most senior employee in the classification will be offered the position.
5. An employee may turn down two (2) position offerings for which they qualify before being removed from the re-employment pool, PROVIDED that the employee is offered a position substantially equal to that held prior to being laid off.

6. *Removal from the Re-employment Pool*

An employee will remain in the re-employment pool for a period of two (2) years from date of layoff, UNLESS the employee has declined two offered positions as stated above.

7. A laid-off employee shall, upon application and at the employee's option, be placed on the substitute list.

8. *Salary Placement and Benefits Upon Recall From Layoff*

All benefits to which an employee was entitled at the time of the layoff, including unused sick leave, will be restored to the employee upon return to active employment, unless accumulated vacation leave balances were cashed-out at the time of layoff. The employee will be placed on the appropriate range of the salary schedule, on the step that is closest to, but not less than, the hourly rate of pay at the time of layoff; PROVIDED that no employee shall be placed above the top step of the appropriate range. Seniority will be restored to the accumulation at the time of layoff.

9. *Requirements for Recall Notices*

Notices of recall shall be sent by certified or registered mail to the last known address as shown on the College's records. It shall be the employee's responsibility to keep the College notified as to his/her current mailing address.

H. Employment Under a Special Contract

The scheduled hours and days per week of any employee hired under a "special contract" may be modified by the College in the event that such modifications are necessary to maintain contracted instructional programs, classes, or services without being subject to the layoff section of this contract. The term "special contract" shall mean those situations in which the funding and obligations to provide instruction or services are the result of special funding provided by the state, a gift, a grant, or a contract with a business, organization or agency outside the College.

Employees hired under a "special contract," who are subsequently laid off, are not eligible to bump "hard money" funded employees.

I. Re-Training

The College will work with the employee in the re-employment pool to retrain them for other occupational opportunities.

2.72.6 Temporary Layoff

The employer may temporarily reduce the hours of an employee up to twelve (12) days per fiscal year or as directed by the state legislature, due to revenue short-fall or unanticipated loss of funding. The employee shall receive a thirty (30) day notice of a temporary reduction of hours. Temporary layoff is leave without pay. An employee may not use any leave for a temporary layoff day(s).

2.92.7 Voluntary Reduction in Hours

An employee may request to reduce their working hours for a period not to exceed one (1) year, to help reduce permanent layoffs. The employee and their supervisor will determine if a reduction in hours is feasible, based on department staffing needs. The President or designee will have final approval for the reduction in hours. At the end of the one (1)-year period, the employee may choose to reinstate their original working hours or request to continue working the reduced hours. The employee shall be paid their current salary and benefits based on their new percentage of fulltime. The employee, supervisor and President or designee will sign a form agreeing to the reduced hours and new work schedule. The form will be kept in the employees personnel file. The College may terminate this agreement with two (2) weeks' notice.

2.92.8 Separation from Employment

Employees are encouraged to give two (2) weeks' notice of intent to terminate.

2.102.9 Vacancies

- A. The president of the Association will be notified of all openings of positions covered by this Agreement and will be informed in advance of the selection process to be used in such positions. Such notice will state that the position is funded by "special contract" funds, if applicable.
- B. The College will fill job openings covered by this Agreement by selecting the best-qualified applicant, PROVIDED such selection is made in compliance with the College's Affirmative Action Program.

- C. The College will give preferential consideration to senior employees in this unit for any job openings covered by the Agreement when qualifications and ability are substantially equal to those of other candidates.
- D. In the event the person with the most seniority is not chosen, the office of the President will give an explanation in writing, upon request, to such senior employee and the Association, stating the reason for the non-selection. Nothing contained in this section is intended to preclude the College from hiring outside applicants.

2-142.10 Affirmative Action

- A. The Association and the Board of Trustees recognize the requirements of the Civil Rights Act of 1964 and mutually agree to support the provisions of the College's Affirmative Action Plan. The parties further agree that the purpose of the plan is for achieving equality in employment practices wherever it may be lacking in compliance with the letter and spirit of the law. The Affirmative Action Plan will be applied in modifying the composition of the future work forces in the College.
- B. Present employees will not be discharged to achieve employment goals. Hiring policies will be adapted to ensure equal employee opportunities. Only qualified personnel will be considered for any position.
- C. The College and the Association are committed to providing equal access to employment opportunities, and to maintaining a workplace that is free from discrimination. This policy shall apply to all employees and applicants for employment without regard to race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorable discharged veteran or military status, or use of a trained guide dog or service animal.

2-122.11 Involuntary Transfer

- A. If an employee is involuntarily transferred to another classification of work, their job classification and base rate of pay will be changed to conform to the new work to which they are assigned.
- B. If the employee is involuntarily transferred to a classification position of lower pay, they shall be placed on the step closest to but not less than the rate of pay the employee was receiving at the time of transfer. If the employee's salary exceeds the salary of the new classification, they will be grandfathered at their current salary.

2-132.12 Seniority

- A. For the purpose of promotion and layoff within the unit, an employee's seniority will be determined by the following factors in the order listed:
 - 1. Employees transferred from the Renton School District No. 403 on September 1, 1991 will continue their seniority from that organization.
 - 2. The total College seniority will be applied to persons within their specified classification.
 - 3. The total amount of time in the bargaining unit will include time with the Renton School District in this unit.
- B. All seniority rights will be lost and an employee's relationship with the College deemed severed under the following circumstances:

If the employee:

- a. resigns;
- b. is discharged for just cause;
- c. does not return to work as required when recalled after layoff;
- d. is absent due to work elsewhere.

- C. Employees do not accumulate seniority when on unpaid leave of absence or layoff.
- D. Employees returning from unpaid leave of absence or from a layoff may recover their previous seniority.
- E. For purposes other than those described in 2.11.A, seniority shall be length of continuous employment in the College.

ARTICLE 3 PROFESSIONAL DEVELOPMENT

- 3.1 The College and the Association recognize the quality of the College's educational program and services can be enhanced by employee training. In the mutual interest of the College and employees of this bargaining unit, the College shall budget funds for the purposes of training as noted herein. The amount budgeted for each year of this Agreement is \$5,000. These funds will be available to members after completing their probationary period. All state employees are eligible for tuition fee waivers at any State of Washington college after meeting their probationary period in accordance with the provisions of RCW 28B.15.558. Fee waivers should be used when possible to maximize the use of this funding for all members.
- 3.2 The College shall establish a Staff Development Committee with at least two Association appointed members. The Staff Development Committee will determine the content and structure of the staff in-service.
- 3.3 Any fees or registration costs for required training will be paid by the College. Any hours of required training by the College will be paid for at the employee's regular rate, or at the employee's overtime rate if appropriate, unless training is scheduled during the employee's regularly scheduled work hours, in which case the employee will receive [their](#) regular pay rate.
- 3.4 The College will provide training on state and federal regulatory requirements to all staff. It is the responsibility of all staff to stay current with all regulatory requirements related to their duties.
- 3.5 The College and the Association will develop procedures and criteria which will increase the Association's involvement in both the planning for and authorization of education and in-service opportunities. Such increased involvement and authority could affect up to fifty percent (50%) of the training funds allocated in Subsection 3.1 of the Agreement.

3.6 Educational Increments (Certificates)

Three (3) college credits or thirty (30) hours earned in a College approved training program qualify for one (1) payment of five hundred dollars (\$500). Educational increments will not be prorated. Unused credits and/or hours will be carried over to the next fiscal year only. Employees are individually responsible for obtaining and keeping course or training documentation and submitting such documentation with the College educational increment application form when each thirty (30) hours has been completed. Notification of intent to earn educational increments ~~must be made in writing~~ to the Human Resources department for budget purposes by March 15. Actual documentation and verification must be received by the human resources department no later than June 10 of one (1) contract year for payment in July of the following contract year. Employees may submit documentation

~~2020-2023~~ 2023-2026

16

by June 30 if taking a class spring quarter and the grades are not available by June 10. Employees who need to submit grades after June 10 must notify the ~~Human Resources Assistant Director~~[Vice President of Human Resources or designee](#) in writing by June 10. Credit and payment will not be given for duplicate training or training not relevant to the individual employee's specific responsibilities or individual personal growth, unless special circumstances result in College authorization for such repeat training. NOTE: Hours of training received during regularly scheduled work hours or for which the employee is paid are specifically excluded from the certificate program.

3.7 Degree Stipend

One (1) Renton Technical College degree stipend will be paid in July to each qualifying employee who has earned and submits transcripts verification of their degree. A degree stipend of one hundred fifty dollars (\$150) will be paid annually if the employee's highest degree is an associate degree. A degree stipend of two hundred fifty dollars (\$250) will be paid annually if the employee's highest degree is a bachelor's degree. A degree stipend of three hundred fifty dollars (\$350) will be paid annually if the employee's highest degree is a master's degree. The degrees must be from an accredited college or university.

3.8 The College recognizes the value of participation in professional organizations. The College agrees to pay for or reimburse full-time employees up to two hundred fifty dollars, (\$250) annually, for each supervisor approved membership in professional organizations. A membership that exceeds \$250 will require approval of the Vice President of Administration and Finance or designee.

3.9 Professional Development Plans

Each employee has the option to develop a five (5) year professional development plan in consultation with the College, and approved by the supervisor. The plan shall be on file with the supervisor and reviewed annually with the employee. The human resources department shall maintain a file of all such plans and share summarized information with the staff development committee.

ARTICLE 4 SICK LEAVE

~~4.1 All annual~~[Full-time employees will receive twelve \(12\) days sick leave each year. Annual employees shall be credited with one \(1\) day sick leave per month for each month in pay status of ten \(10\) days or more.](#)

~~4.1.2~~ (NOTE: Article 6.3—six (6) days emergency leave inclusive.)

~~4.2.3~~ Former State of Washington and Washington School District employees who are re-employed within five (5) years of their separation from service will have their sick leave balance at the time of separation restored; employees must notify Human Resources within thirty days of hire of a previous sick leave balance.

~~4.3.4~~ ~~Less than annual~~[Part-time](#) employees will receive a prorated portion of one (1) day for each month in pay status of ten (10) days or more.

~~4.4.1 Annual employees shall be credited with one (1) day sick leave per month for each month in pay status of ten (10) days or more.~~

4.5 Employees, who have been on leave without pay which exceeds ten (10) working days in a calendar month and have worked during the month, will accrue sick leave at a rate of one (1) hour of sick leave per forty (40) hours worked up to a maximum of eight (8) hours of sick leave in a month, in accordance with RCW 49.46.210 and WAC 296.128.600.

- 4.6 Each employee's portion of unused sick leave allowance shall accumulate from year to year. Sick leave may be used for:
- A. A personal mental or physical illness, injury or health condition; for medical appointments and to accommodate the employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or an employee's need for preventative medical care.
 - B. Illness or preventative health care appointments of family members listed below when the presence of the employee is required (Family Care Act WAC 296.130);
 - 1. A child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands *in loco parentis*, is a legal guardian, or is a de facto parent, regardless of age or dependency status;
 - 2. A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood *in loco parentis* when the employee was a minor child;
 - 3. A spouse;
 - 4. A registered domestic partner;
 - 5. A grandparent;
 - 6. A grandchild;
 - 7. A sibling
 - C. Leave for Military Family Leave as required by RCW 49.77 and in accordance with Article 5.2.
 - D. Leave for Domestic Violence Leave as required by RCW 49.76.
 - E. Qualifying absences for Family and Medical Leave (Article 5).
 - F. When the college has been closed by order of a public official for any health related reason, or when an employee's child's school or place of care has been closed for such a reason.
- 4.7 A doctor's certificate is required for sick leave absences of the employee that last more than five (5) consecutive days.
- 4.8 Employees who qualify for the State's Sick Leave Buy Back program will be eligible for the following:
- A. In January of the year following any year in which a minimum of sixty (60) days of leave for illness or injury is accrued, and each January thereafter, any eligible employee may exercise an option to receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate equal to one (1) day's monetary compensation of the employee for each four (4) full days of accrued leave for illness or injury in excess of sixty (60) days.
 - B. Leave for illness or injury for which compensation has been received shall be deducted from accrued leave for illness or injury at the rate of four (4) days for every one (1) day's monetary compensation. PROVIDED, that no employee may receive compensation under this Section for any portion of leave for illness or injury accumulated at a rate in excess of one (1) day per month.
 - C. At the time of separation from College employment due to retirement or death, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full day's accrued leave for illness or injury.

D. Should the legislature revoke any benefits granted under this section, no affected employee shall be entitled thereafter to receive such benefits as a matter of contractual rights.

4.9 In the event an employee is injured or becomes ill while on vacation leave, the employee may submit a written request to use sick leave and have the equivalent amount of vacation leave restored. A written medical certificate may be required.

4.10 The College may allow an employee who has used all of their sick leave to use compensatory time, vacation leave, and personal holiday for sick leave purposes as provided in 4.6 above. For each day's absence beyond accumulated sick leave or other leave, a deduction of the full day's salary will be made.

4.11 Sick Leave Reporting and Verification

A. In the absence of extenuating circumstances, an employee must promptly notify their supervisor on their first day of sick leave and each day after, unless there is mutual agreement to do otherwise. If an employee is in a position where a relief replacement is necessary if he or she is absent, they will notify their supervisor at least two (2) hours prior to their scheduled time to report to work (excluding leave taken in accordance with the Domestic Violence Act).

B. An employee returning to work after any sick leave absence may be required to provide written certification from their health care provider that the employee is able to return to work and perform the essential functions of the job with or without reasonable accommodation.

C. Sick leave must be reported by the employee on the appropriate absentee reporting form. Leave used for Pregnancy Disability, or Family Medical Leave including Parental Leave (FMLA) purposes should also be reported to Human Resources.

ARTICLE 5 FAMILY AND MEDICAL LEAVE

5.1 Consistent with the federal Family and Medical Leave Act of 1993 (FMLA) and any amendments thereto and the Washington State Family Leave Act of 2006 (WFLA), an employee who has worked for the state for at least twelve (12) months and for at least one thousand two hundred fifty (1,250) hours during the twelve (12) months prior to the requested leave is entitled to up to twelve (12) workweeks of family medical leave in a twelve (12) month period for one (1) or more of the following reasons A through D:

A. Parental leave for the birth and to care for a newborn child, or placement for adoption or foster care of a child and to care for that child.

B. Personal medical leave due to the employee's own serious health condition that requires the employee's absence from work.

C. Family medical leave to care for a spouse, son, daughter, parent or state registered domestic partner as defined by RCWs 26.60.020 and 26.60.030 who suffers from a serious health condition that requires on-site care or supervision by the employee. Because the FMLA does not recognize state registered domestic partners, an absence to care for an employee's state registered domestic partner in accordance with the WFLA will not be counted towards the twelve (12) workweeks of FMLA.

D. Family medical leave for a qualifying exigency when the employee's spouse, child of any age or parent is on active duty or on call to active duty status of the Armed Forces, Reserves or National Guard for deployment to a foreign country.

Qualifying exigencies include attending certain military events, arranging for alternate childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, rest and recuperation, and attending post-deployment reintegration briefings. In addition, the College and the employee may agree that other events which arise out of the covered military member's active duty or call to active duty status qualify as an exigency, provided both agree to the timing and duration of the leave.

- 5.2 Military Caregiver Leave will be provided to an eligible employee who is the spouse, child of any age, parent or next of kin of a covered service member to take up to twenty-six (26) workweeks of leave in a single twelve (12) month period to care for the covered service member or veteran who is suffering from a serious illness or injury incurred in the line of duty.

During the single twelve (12) month period during which Military Caregiver Leave is taken, the employee may only take a combined total of twenty-six (26) workweeks of leave for Military Caregiver Leave and leave taken for other FMLA qualifying reasons.

The single twelve (12) month period to care for a covered service member or veteran begins on the first (1) day the employee takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established for other types of FMLA leave.

- 5.3 Entitlement to family medical leave for the care of a newborn child or newly adopted or foster child ends twelve (12) months from the date of birth or the placement of the foster or adopted child.
- 5.4 The one thousand two hundred fifty (1,250) hour eligibility requirement noted above does not count paid time off such as time used as vacation leave, sick leave, personal holidays, compensatory time off, or shared leave.
- 5.5 The family medical leave entitlement period will be a twelve (12) month period measured forward from the date an employee begins family medical leave. Each time an employee takes family medical leave during the twelve (12) month period, the leave will be subtracted from the twelve (12) workweeks of available leave.
- 5.6 The College will continue the employee's existing College-paid health insurance, life insurance and disability insurance benefits during the period of leave covered by family medical leave. The employee will be required to pay his or her share of health insurance, life insurance and disability insurance premiums. The College may require an employee to exhaust all paid leave prior to using any leave without pay, except that the employee will be allowed to use eight (8) hours a month of accrued leave during each month to provide for the continuation of benefits as provided for by the Public Employees Benefit Board.
- 5.7 The College has the authority to designate absences that meet the criteria of the family medical leave.
- A. The use of any paid or unpaid leave (excluding leave for compensable work-related illness or injury and compensatory time) for a family medical leave qualifying event will run concurrently with, not in addition to, the use of the family medical leave for that event. An employee, who meets the eligibility requirements listed in Section 5.1, may request that family medical leave run concurrently with absences due to work-related illness or injury covered by workers compensation at any time during the absence. Employees will not be required to exhaust all paid leave prior to using any leave without pay for a compensable work-related injury or illness.
- B. An employee using paid leave during a family medical leave qualifying event must follow the notice and certification requirements relating to family medical leave usage in addition to any notice requirements relating to the paid leave.

5.8 Parental and Pregnancy Disability Leave

- A. Parental leave will be granted to the employee for the purpose of bonding with his or her natural newborn, adoptive or foster child. Parental leave may extend up to six (6) months, including time covered by the family medical leave, during the first year after the child's birth or placement. Leave beyond the period covered by family medical leave and pregnancy disability may only be denied by the College due to operational necessity and per Article 6.4 - General Leaves of Absence. Such denial may be grieved beginning at the top internal step of the grievance procedure in Article 12.
- B. Parental leave may be a combination of the employee's accrued vacation leave, sick leave, personal holiday, compensatory time, or leave without pay. Parental leave may be taken on an intermittent or reduced schedule basis in accordance with Subsection 5.10 below.
- C. Pregnancy disability leave will be granted for the period of time an employee is sick or temporarily disabled because of pregnancy and/or childbirth and will be in addition to any leave granted under family medical leave or Washington state family leave laws.

- 5.9 The College may require certification from the employee's, family members, or covered service member's health care provider for the purpose of qualifying for family medical leave.
- 5.10 Personal medical leave, serious health condition leave, or serious injury or illness leave covered by family medical leave may be taken intermittently or on a reduced schedule basis when certified as medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the College's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.
- 5.11 Upon returning to work after the employee's own family medical leave qualifying illness, the employee will be required to provide a fitness for duty certificate from a health care provider.
- 5.12 The employee will provide the College with not less than thirty (30) days' notice before family medical leave is to begin. If the need for the leave is unforeseeable thirty (30) days in advance, then the employee will provide such notice as is reasonable and practicable.
- 5.13 An employee returning from family medical leave will have return rights in accordance with FMLA and WFLA.
- 5.14 Both parties agree that nothing in this Agreement will prevent an employee from filing a complaint regarding FMLA with the Department of Labor or regarding the WFLA with the Department of Labor and Industries.
- 5.15 Definitions used in this Article will be in accordance with the FMLA and WFLA. The parties recognize that the Department of Labor is working on further defining the amendments to FMLA. The College and the employees will comply with existing and any adopted federal FMLA regulations and/or interpretations.
- 5.16 Washington Paid Family and Medical Leave Program ~~(effective January 1, 2020)~~

The parties recognize that the Washington State Family and Medical Leave Program (RCW 50A.04) is in effect beginning January 1, 2020 and eligibility for and approval for leave for purposes as described under that Program shall be in accordance with RCW 50A.04. In the event the legislature amends all or part of RCW 50A.04, those amendments are considered by the parties to be incorporated herein. ~~Premium deductions will commence July 1, 2020.~~

**ARTICLE 6
LEAVES**

6.1 Leave Sharing

- A. Employees may participate in the Washington State Leave Sharing Program in accordance with RCW 41.04.650 and College procedure. Under the provisions of this program, the College shall receive and process requests for leave sharing.
- B. Shared leave may be requested and shared to aid another employee who;
 - 1. has been called to service in the uniformed services
 - 2. who is responding to a state of emergency anywhere within the United States declared by the federal or state government
 - 3. who is a victim of domestic violence, sexual assault, or stalking
 - 4. who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition; or
 - 5. employees who are sick or temporarily disabled because of pregnancy disability or for the purposes of parental leave to bond with the employee's newborn, adoptive or foster child.
- C. An employee is not required to deplete all of their leave before receiving shared leave for the purposes of any request for a situation listed above in 6.1.B, and may maintain up to forty (40) hours total leave between vacation, sick and military leave (if applicable).
- D. An employee is not required to deplete all of their sick leave before receiving shared leave for the purposes of pregnancy disability or for parental leave and may maintain up to forty (40) hours of vacation leave and up to forty (40) hours of sick leave in reserve.
- E. Employees may request or use shared leave for parental leave to up to sixteen (16) weeks after the birth or placement of a child.
- F. The College will determine the amount of leave, if any, which an employee may receive. However, an employee will not receive more than five hundred twenty-two (522) days of shared leave, except that, the College may authorize leave in excess of five hundred twenty-two (522) days in extraordinary circumstances for an employee qualifying for the program because he or she is suffering from an illness, injury, impairment or physical or mental condition which is of an extraordinary or severe nature.

6.2 Bereavement Leave

- A. Up to and including five (5) days leave with pay, including travel time, shall be allowed for bereavement leave for each occurrence of a death in the employee's immediate family, or the immediate family of his/her spouse or domestic partner, which includes spouse, domestic partner, children, mother, father, sister, or brother.

Two (2) days bereavement leave with pay will be allowed in the case of the death of grandparents and grandchildren, or anyone who is living with or considered part of the family.
- B. This bereavement leave is not deducted from sick leave and is not accumulative.
- C. In special cases, the office of the President may extend the definition of immediate family.

6.3 Emergency Hardship Leave (Non-Accumulative)

- A. Six (6) days emergency leave per year, non-cumulative year to year, will be available upon request for each employee without loss of pay (deductible from annual sick leave). Upon written request to the office of the President, employees may be granted additional emergency leave days with pay. Additional days may be granted: (1) if the situation is as defined in this section; (2) if the employee has sufficient sick leave balance to cover the requested days; and (3) if such request is timely and follows the regularly established absence reporting procedures.
- B. The problem must have been suddenly precipitated and must be of such an emergent nature that pre-planning is not possible and where pre-planning could not relieve the necessity for the absence during the working hours.
- C. Emergency leave may not be taken the day before or the day after a holiday or in any combination for purposes of extending vacations.
- D. This leave may be used for any personal reasons of an emergency nature, including illness or injury in the family except as provided in Subsection C.1, funeral of friends or legal or personal affairs that cannot be scheduled outside the normal working day.
- E. Weather conditions for local travel to and from school shall be considered as a valid reason for an emergency leave, EXCEPT for "emergency staff" who must work his/her assigned shift, unless on a pre-approved leave, during time of inclement weather.
- F. Emergency leave for purposes of illness in the immediate family, including domestic partners legal affairs, business affairs, and/or funerals not covered by bereavement leave should be cleared through the department supervisor and then reported on the usual absentee report.
- G. Emergency leave for other or unusual circumstances should be cleared through the department supervisor and then reported on the usual absentee report for final payroll approval by the personnel department.
- H. Employees with special hardship situations may be granted additional emergency days by the President.

6.4 General Leaves of Absence

- A. Upon written request from the employee and upon approval of the College President, unpaid leave of absence may be granted to any employee for such things as: (a) illness; (b) family emergency; (c) maternity/paternity; (d) adoption; (e) education; and (f) military leave. The terms of the leave of absence will be confirmed in writing by the College.
- B. The leave of absence of an employee on leave for reasons other than military service will terminate at the end of one (1) full year in which no service has been rendered. No more than one (1) year will be granted to any family unit for maternity/paternity leave for any one (1) child.
- C. Except for military service, there shall be no other employment while on leave without prior approval of the President.
- D. The College may agree to re-employ the employee upon written request or give first preference to any opening for which the employee is qualified.
- E. All employee benefits earned prior to a leave of absence will be maintained upon re-employment.

6.5 Jury Duty and Subpoena Leave

- A. Leave of absence with pay will be granted to employees for jury duty with appropriate documentation. An employee will be allowed to retain any compensation paid to him or her for jury duty service. An employee will inform their supervisor when notified of a jury summons and will cooperate in requesting a postponement of service if warranted by business demands.
- B. Leave of absence with pay will be granted for employees responding to a subpoena, with appropriate documentation, when the employee has been subpoenaed on the employer's behalf or the subpoena is for legal proceeding which is unrelated to the personal or financial matters of the employee.

6.6 Military Leave

- A. In accordance with RCW 38.40.060, any employee who is a member of the Washington National Guard or of any organized reserve or armed forces unit of the United States shall be entitled to and shall be granted military leave of absence from their employment for a period not exceeding twenty-one (21) days during each year, beginning October 1st and ending the following September 30th. Military leave will be in addition to any vacation or sick leave to which the employee might otherwise be entitled and will not involve any loss of privileges or pay.
- B. Military leave shall be granted in order that the person may take part in active training duty when required to do so by the military service if such duty cannot be taken during non-contract days.
- C. When military leave is granted, the employee shall receive his or her regular pay from the College.

6.7 Uniformed Service Shared Leave Pool

The Uniformed Service Shared Leave Pool (USSLP) was created so that state employees who are called to service in the uniformed services will be able to maintain a level of compensation and employee benefits consistent with the amount they would have received had they remained in active state service.

The pool was also created to allow general government and higher education employees to voluntarily donate their leave to be used by any eligible employee who has been called to service in the uniformed services. Employee participation is voluntary at all times and will be consistent with state law (RCW 41.04.685) and College Policy. The Military Department, in consultation with the Department of Personnel and the Office of Financial Management, is responsible for administering the USSLP.

6.8 Domestic Violence Leave

In accordance with the Domestic Violence Leave Act, RCW 49.76, leave without pay, including intermittent leave, will be granted to an employee who is a victim of domestic violence, sexual assault or stalking. Family members of a victim of domestic violence, sexual assault or stalking will be granted leave without pay to help the victim obtain treatment or seek help. Family member for the purpose of domestic violence leave includes child, spouse, state registered domestic partner, as defined by RCWs 26.60.020 and 26.60.030, parent, parent-in law, grandparent or a person the employee is dating. The Employer may require verification from the employee requesting leave.

Requests for leave without pay will be submitted in writing. The College will approve or deny leave without pay requests, in writing, within fourteen (14) calendar days when practicable and will include the reason for denial.

6.9 Personal Convenience Leave

- A. During each contract year, all employees will be credited with four (4) days paid accumulative leave, which may be used for the employee's personal convenience. Employees may use this leave for a purpose they believe to be sufficient to warrant their absence from their assigned responsibilities.
1. Employees may accumulate up to a maximum of eight (8) days personal convenience leave. Should an employee have an accumulated balance of eight (8) days the employee will not receive additional personal convenience leave.
 2. Employees whose initial hire date is after July 1 shall receive a prorated amount of personal convenience leave.
- Personal convenience leave days may be used at the discretion of the employee with the approval of the College. Employees who want to use personal leave days to extend vacation or holiday periods will request use of the personal convenience leave days in accordance with Article 9.4. Employees who request use of personal convenience leave days on short notice are urged to not use this leave for days in which their presence on the job, rather than a substitute, is especially critical to the successful functioning of their office, department, or program.
- B. An employee planning to use a personal convenience day or days will normally notify their supervisor at least two (2) days in advance and will report the absence on the appropriate absentee form.
- C. Each year employees have the option to be compensated at their current salary, for their unused personal convenience balance. Employees must notify the payroll office in writing no later than June 10 indicating the amount for which they want compensation. Employees shall receive payment with their June 25th or July 10th pay. It is the intent of the College to pay for the unused personal convenience days on the June 25th check whenever possible.

ARTICLE 7 ON-THE-JOB INJURY

- 7.1 In the case of accidental injuries or work-related illnesses which occur to employees during the working hours and/or while they are carrying out their responsibilities, the College agrees to maintain maximum allowable coverage under current provisions of workers' compensation rules. The College further agrees to review each such accident case on an individual basis when the loss of salary is involved. The College shall provide necessary information and forms to the employee who is filing a claim under Workers' Compensation.
- 7.2 Employees are to promptly report all accidental injuries or work-related illnesses to immediate supervisors or designees. Supervisors must report any accidental injuries or work-related illnesses within twenty-four (24) hours of occurrence to Human Resources and Campus Safety.

ARTICLE 8 HOLIDAYS

8.1 Paid Holidays

- A. Employees are eligible to be paid for up to ~~eleven~~ twelve (12) of the following holidays:

1. Independence Day
- ~~1-2~~ 2. Labor Day
- ~~2-3~~ 3. Veterans Day
- ~~3-4~~ 4. Thanksgiving Day

~~2020-2023~~ 2023-2026

25

- ~~4-5.~~ The day after Thanksgiving Native American Heritage Day
- ~~5-6.~~ Christmas Day
- ~~6-7.~~ New Year's Day
- ~~7-8.~~ The legally designated day for Martin Luther King Jr's Birthday Observed
- ~~8-9.~~ Presidents' Day
- 10. Memorial Day
- ~~9-11.~~ Juneteenth
- ~~10-11.~~ Independence Day
- ~~11-12.~~ Personal Holiday (1 day)

~~B.~~ If a paid holiday falls on the weekend, the holiday will be designated and granted on the Friday preceding or Monday following said holiday. Employees shall receive pay equal to their normal work shift if they are in pay status on the last scheduled shift preceding the holiday and the shift after the holiday. An exception to this requirement is if employees are on an approved leave of absence under FMLA or PFML of less than thirty (30) consecutive workdays. If the employee fails to work the assigned day before a holiday or the day after because of illness, they must show reasonable proof of such illness, or receive a full deduction for the day(s) missed and the holiday. If a holiday falls within an employee's vacation period, the employee shall receive an extra day of paid vacation or be given an extra day off at the employee's discretion.

~~C.~~ Full-time employees that are scheduled for eight (8) hours per day and two hundred sixty (260) days per year will be paid for all eleven twelve (11/12) holidays. All other employees will receive the holiday pay if they are in pay status on their last regularly scheduled work day before or after the holiday.

~~D-B.~~ Employees whose regular schedule does not fall on a school holiday, may elect to take the holiday within one (1) week of the scheduled holiday or receive their regular pay. Employees who elect to be paid for the holiday must notify payroll in writing the next working day after the holiday.

8.2 Faith or Conscience Holidays (Unpaid)

Pursuant to RCW 1.16.050, employees are entitled to up to two unpaid holidays per calendar year for reasons of faith or conscience, or an organized activity conducted under the auspices of a religious denomination, church or religious activity. Employees must follow practice as established under Article 9, Vacation. Requests will be granted provided the employee's absence will not impose an undue hardship on the College as defined by WAC 82-56-020.

ARTICLE 9 VACATION

9.1 Each annual full-time employee will receive paid vacation as follows:

Vacation leave will accrue monthly based on an employee's hire date, or state seniority date if a direct transfer. For each month the employee is in pay status ten (10) or more days, the employee shall earn vacation leave based on the schedule below.

Each employee is eligible for paid vacation based on the schedule below:

Years of Service	Number of Days of Annual Vacation	Rate of Hours per Month Based on Continuous Service
One (1) Year	13 Days	8.67 Hours
Two (2) through Four (4) Years	14 Days	9.33 Hours
Five (5) through Nine (9) Years	15 Days	10 Hours
Ten (10) Years	16 Days	10.67 Hours
Eleven (11) Years	17 Days	11.33 Hours
Twelve (12) Years	18 Days	12 Hours
Thirteen (13) Years	19 Days	12.67 Hours
Fourteen (14) Years	20 Days	13.33 Hours
Fifteen (15) Years	21 Days	14 Hours
Sixteen (16) through Nineteen (19) Years	22 Days	14.67 Hours
Twenty (20) through Twenty Four (24) Years	23 Days	15.33 Hours
Twenty Five (25) Years	24 Days	16.00 Hours

- 9.2 Employees working less than full-time schedules shall accrue vacation leave credits on the same pro-rata basis that their schedule bears to a full-time appointment.
- 9.3 Vacations must be earned before an employee is entitled to use ~~his/her~~their vacation accrual.
- 9.4 Vacations will be taken at times mutually agreed on between the employee and the immediate supervisor and reported on the appropriate absentee reporting form. ~~If a vacation is denied denial must be made in writing, with an explanation of the rationale. When a vacation cannot be approved the next earliest alternative date requested by the employee, if available and deemed possible by the supervisor, shall be approved.~~
- 9.5 Vacation leave may be used for care of family members as required by the Family Care Act (WAC 296-130).
- 9.6 Vacation leave may be used as required by the Military Caregiver Act, RCW 49.77 and in accordance with Article 5.2.
- 9.7 Vacation leave may be used as required by the Domestic Violence Leave Act, RCW 49.76.
- 9.8 Vacation credit currently due but unused by the new accrual date each year may be carried over to a maximum of thirty (30) days as provided in RCW 43.01.040. ~~No employee shall be denied accrued vacation benefits due to College employment needs.~~
- 9.9 Any employee who ~~is discharged or terminates~~separates from employment shall receive payment for accrued and unused vacation credit with their final paycheck, up to a maximum of 240 hours. Employees are encouraged to provide at least two (2) weeks' notice of intent to terminate.

**ARTICLE 10
HEALTH AND WELFARE**

10.1 Health and Welfare Benefits

- A. The College agrees to make available to all eligible employees group medical, dental, life, and other appropriate insurance programs consistent with the rules and regulations of the State Health Care Authority and as funded by the Legislature.

- B. In the event of the inability of an eligible employee to work because of illness or a non-occupational accident, the College will continue the funded monthly medical/dental and insurance payments for eligible employees for a period of up to six (6) months for any month that the employee is in a pay status for at least eight (8) hours per month. The employee may use any available leave, one (1) day per month as pay status for the purpose of keeping insurance benefits intact for this period. If the employee desires to continue the benefit of this health/dental plan beyond the six (6) months, they may do so by making the required payments to the Health Care Authority. In either event the employee must actually be incapacitated from work by such illness or non-occupational accident and shall, in fact, not be working elsewhere.
- C. Any employee who is on authorized unpaid leave may continue their term life and accidental death plan via direct monthly payments to the state Health Care Authority. Employees must make arrangements with the benefits office to continue other benefits while on a leave of absence.

10.2 Retirement

All employees covered by this Agreement shall be members of the Washington State Public Employees Retirement System as required by law.

10.3 Supplemental Retirement Plans

The College shall offer Internal Revenue Service (IRS) 403(b) plan(s) and make the state's IRS Rule 457, Deferred Compensation Plan available to all employees. The College will provide application forms to participate, deduct the amount from the employee's salary, and make appropriate remittance to the plans.

10.4 Dependent Care

The College will make available to employees, at their option, an Internal Revenue Service Code Section 129 Dependent Care plan as offered by the State of Washington Health Care Authority. The plan will be established, administered, and communicated to employees by the state without cost to the employees.

10.5 Flexible Spending Account

The College will make available to employees, at their option, an Internal Revenue Service Code Section 125 Flexible Spending Account as offered by the State of Washington Health Care Authority. The account will be established, administered, and communicated to employees by the state without cost to the employees.

10.6 Voluntary Employees' Benefits Account

- A. The College shall make available to eligible employees a medical expense plan that provides for reimbursement of medical expenses. Instead of cash out of sick leave at retirement, the Employer agrees to contribute equivalent funds in a medical expense plan for eligible employees, as authorized by the state statute. The medical expense plan must meet the requirements of the Internal Revenue Service.
- B. As a condition of participation, each eligible employee must submit to the College a signed hold harmless agreement complying with RCW 28B.50.553. If an eligible employee fails to sign and submit such agreement to the College, the College will not make sick leave cash-out contributions to the Plan at any time during the term of this agreement, and the eligible employee will not be permitted to participate in the Plan and remuneration for accrued sick leave at retirement shall be forfeited.

C. Funds deposited in the plan will be used for payment of the retiree's documented medical insurance premiums and medical, dental, and vision care expenses not covered by insurance (including co- payments and deductibles) until the account is exhausted. The Union must notify the Vice President of Human Resources by December 31st if they choose not to participate in the VEBA plan of the following calendar year.

10.7 Long Term Care

Both parties agree that deductions of members' wages will begin for the long-term care services and support trust program, at the time the State of Washington determines and approves such premium deductions and in compliance with the guidelines as set forth. Deductions for this benefit are currently scheduled to be effective will commence July 1, 2023.

ARTICLE 11 SALARIES AND COMPENSATION

11.1 Payment

- A. ~~Annual-Full-time~~ employees will be paid in accordance with their placement on the salary schedule(s), Appendix A. Each employee who is eligible for an increment and who has remaining incremental movement available will be granted one (1) increment each year of this Agreement as authorized by Section 11.1.D below. Should the state authorize and fund an amount for classified salaries higher than the amounts shown on Appendix A, the College will improve the salary schedule to cause the total salary increase (increments plus percentage allocated to schedule improvement) to reach the percentage allocated in the State Appropriations Act. Salaries listed are based upon a ~~260 day, 8 hours per day~~ forty (40) hour week work year.
- B. ~~Less than full-time~~ Permanent part-time employees will be paid a pro-rated share based on the number of days and/or hours worked and in accordance with their placement on the salary schedule, Appendix A. Any time in excess of their schedule as stated in the work assignment will be paid at their hourly rate, or overtime rate if applicable, plus benefits.
- ~~C. Employees are eligible for an increment provided they have at least three months of service during the prior fiscal year. Extra days: Less than full-time employees authorized to work any time in excess of their schedule as stated in the job description will be paid at their hourly rate plus benefits.~~
- ~~D.C.~~ Salary Improvement: It is the intention of Renton Technical College to provide employees with salary improvement from such monies as are authorized by the state legislature and allocated and approved by the State Board for Community and Technical Colleges. It must be clearly understood that the College must meet all requirements set by the state in the budget allocation for each school year. When the amount is known, the College will revise the appropriate salary schedule with the improvement authorized by the legislature.

11.2 ~~Promotions and Demotions~~ Salary Rate Changes

- A. Upward Salary ~~on Promotion~~ Change: Employees covered by this Agreement who move to a higher classification shall be placed on the appropriate step which will result in a salary equal to or greater than the salary that would have been paid on the previous classification plus one step.
- B. Downward Salary ~~on Demotion~~ Change: An employee who moves voluntarily or involuntarily to a position with a lower salary classification and whose salary exceeds the maximum rate of the new

classification shall be held at their current salary until the salary range shall exceed the employee's rate of pay (red-circled rate). An employee who moves voluntarily or involuntarily to a position with a lower salary range, and whose salary rate is within the new range shall be placed on the step closest to, but not less than, the rate of pay the employee was receiving prior to the move to the new position.

11.3 Overtime and Compensatory Time

- A. Any approved* time for eligible employees worked in excess of forty (40) hours per week, will be considered overtime to be paid at the rate of time-and-one-half per hour. ~~Annual and less than annual~~ Employees may or may not qualify for overtime pay under the provisions of the Fair Labor Standards Act.
- B. Approved work* performed on the seventh (7th) consecutive work day will be paid at the rate of two (2) times the regular rate for eligible employees.
- C. Approved work* performed on a holiday will be paid at the rate of two (2) times the regular rate, in addition to the holiday rate. [See Article 8.1.D].
- D. Unapproved overtime will be compensated at the rate of time-and-one-half per hour but the employee may be subject to disciplinary action, per Article 2, for working said unapproved overtime.

*Approved work is work authorized by immediate supervisor or administrator.

E. Call-back Time

Emergency callback time for eligible employees will be paid for a minimum of two (2) hours.

F. Standby Stipend for Campus Security

1. During hours not otherwise covered by an on-campus presence, one (1) campus security officer will be scheduled to be on standby to respond to alarms. Campus security officers will be scheduled for this duty and if called back to the College must be able to return within 1 hour in full uniform.
2. RTC Security Officers may volunteer for standby stipend duties and responsibilities. In the event there is no volunteer, standby duty will be assigned by rotation. The current standby schedule for weekends is 12:00 a.m. Saturday to 11:59 p.m. Sunday. The standby schedule for College holidays is 12:00 a.m. to 11:59 p.m. of the holiday.
3. The campus security officer will be paid \$45 for each weekend and \$30 for each College holiday spent on standby.
4. The current workweek standby schedule from 12:00 a.m. to 6:00 a.m. Monday through Friday. The campus security officer will be paid \$15 for each morning spent on standby.
5. The Security Officer on standby may take calls and investigate the need to respond to campus via mobile duty phone applications for security alarms. Calls warranting investigation without a need to return to campus will be paid at the regular rate of pay. If the Security Officer investigates a call and determines the need to return to campus to investigate further or assist with a security issue, the Officer will claim regular pay for the time to investigate, including the 2 hours callback and then any additional time that may be required beyond 2 hours.

6. The Security Officer on standby will respond to the campus if notified of an incident of, but not limited to, a confirmed burglary, confirmed water-flow alarm, fire alarm, flooding on campus, confirmed power outage with no restoral of power, and the day of a potential severe weather forecast to check the campus for operational ability.
7. RTC Security may be required to be on-call status during their normal shift if the campus is in closure/suspended operations to take calls and follow up appropriately.
8. The Security Officer will notify Administrators in a timely manner of any potential incident, which may affect operational ability for the campus, according to the college closure procedures.
9. Authorization for payment of the standby stipend will be submitted to the payroll department by the Director of Campus Safety and Security on a semi-monthly basis.

G. Compensatory Time Off

At the option of the employee, and if arranged prior to the assignment, compensatory time may be taken in lieu of authorized overtime payment, in accordance with the provisions of applicable state and federal law. Compensatory time must be granted at the rate of one and one-half (1-1/2) hours for each hour over forty (40) hours worked by an overtime-eligible employees. Straight time compensatory time will be granted at the rate of one hour for every hour worked when hours actually worked during a work week are forty (40) or fewer, applicable to **part-time** overtime eligible employees.

1. Compensatory Time Use

An employee must use compensatory time prior to using vacation leave, unless this would result in the loss of their vacation leave or the employee is using vacation leave for domestic violence leave. Compensatory time must be used and scheduled in the same manner as vacation leave, as in Article 9, Vacation. Employees may use compensatory time for leave as required by the Domestic Violence Leave Act, RCW 49.76. Compensatory time must be used within 12 months of transfer to an overtime-exempt position within the College.

2. Compensatory Time Cash Out

- a. All compensatory time must be used by June 30th of each year. If compensatory time balances are not scheduled to be used by the employee by May of each year, the supervisor will contact the employee to review his or her schedule. The employee's compensatory time balance will be cashed out every June 30th or when the employee separates from the Employer.
- b. As an exception to Subsection 2.4.F.2.a above, a Vice President or Director may allow an employee to carry forward up to twenty-four (24) hours of compensatory time past June 30th when an employee's workload requires overtime during the months of May and June. Payroll and Human Resources must be notified no later than June 10th.

11.4 Salary Adjustments

11.4.a. The College may increase an employee's step within the salary range to address issues related to recruitment, retention or other business needs. Such an increase may not result in a salary greater than Step 10 of the range.

11.4.b. All employees will progress to Step 12 six (6) years after being assigned to Step 11 in their ~~2020-2023~~ 2023-2026

[permanent salary range.](#)

11.311.5 Longevity Stipend

One (1) Renton Technical College longevity stipend in the amount of six hundred dollars (\$600) will be paid annually in July to each qualifying employee who has ten (10) or more year's seniority on July 1st.

11.411.6 Uniforms (Campus Security)

The College will furnish and maintain the established uniform requirements for Campus Security employees in the bargaining unit, which will be appropriate for given weather conditions. Employees shall wear uniforms that comply with general College guidelines. Each Security employee working four(4) hours daily shall receive a biennial boot/shoe allowance of one hundred dollars (\$100.00). Receipts must be submitted and approved by June 15th to be reimbursed by June 30th.

11.511.7 Salary Overpayment Recovery

A. When the College has determined that an employee has been overpaid wages, the College will provide written notice, hand delivered or via certified mail, to the employee which will include the following items:

1. The amount of the overpayment,
2. The basis for the claim, and
3. The rights of the employee under the terms of this Agreement.

B. Method of Payback

1. The employee must choose one of the following options for paying back the overpayment:
 - a. Voluntary wage deduction
 - b. Cash
 - c. Check
2. The employee will have the option to repay the overpayment over a period of time equal to the number of pay periods during which the overpayment was made, unless a longer period is agreed to by the employee and the agency. The payroll deduction to repay the overpayment shall not exceed five percent (5%) of the employee's disposable earnings in a pay period, unless the College and employee agree to an amount that is more than the five percent (5%).
3. If the employee fails to choose one of the three options described above, within the timeframe specified in the agency's written notice of overpayment, the agency will deduct the overpayment owed from the employee's wages. This overpayment recovery will take place over a period of time equal to the number of pay periods during which the overpayment was made.
4. Any overpayment amount still outstanding at separation of employment will be deducted from their final pay.

C. Appeal Rights

Any dispute concerning the occurrence or amount of the overpayment will be resolved through the grievance procedure in Article 12.

11.611.8 Salary Correction

When the college discovers an employee has been underpaid, the college will correct the employee's compensation no later than the following pay period.

11.9 Multilanguage Stipend Pay

Employee(s) who are effectively bi- or multi-lingual and are approved by management to use their skills in a language other than English in addition to the performance of their work duties will be paid a bilingual stipend of \$250 per quarter. The employee may request payment from the Vice President of Human Resources or designee. Such employee(s) may be required to demonstrate their bi- or multi-lingual ability, but are not required to be certified by the State of Washington as a translator/interpreter.

ARTICLE 12 GRIEVANCES

12.1 Purpose

A. The purpose of this Article is to provide for a mutually acceptable method of prompt and equitable settlement of grievances or complaints arising between the College and its employees within the Association with respect to matters dealing with the interpretation or application of the Terms and Conditions of this Agreement.

Both parties will encourage employees and supervisors to discuss and resolve concerns on an informal basis. The employee's concerns will be presented to the appropriate supervisor. Every effort shall be made by all concerned in an informal manner to develop an understanding of the facts and the issues in order to create a climate, which will lead to resolution of the problem. If the employee is not satisfied with the informal discussion(s) relative to the matter in question, they may proceed to the formal grievance procedure as outlined in 12.3.

- B. Grievances shall be processed as rapidly as possible; the number of days indicated at each step shall be considered the maximum and every effort shall be made to expedite the process. Under unusual circumstances, time limits may be extended by mutual agreement.
- C. Failure of the College to respond within the stipulated number of days will result in the grievance proceeding to the next step, PROVIDED the grievance was submitted in a timely manner.

12.2 Grievance Defined

- A. A grievance is an alleged violation or misapplication of a specific article(s) of this Agreement. This does not preclude complaints regarding matters other than the contract provisions, including College policies and rules/regulations being pursued informally by employees through the regular administrative channels.
- B. "Grievant" means an employee having a grievance.

12.3 Procedure

An employee may institute a grievance on their own or may request the assistance of the Association. The proper procedure for pursuing adjudication of alleged grievance is as follows:

1. Step One:

- a. Within twenty (20) work days of the date that the employee demonstrably knew or should

have known of the alleged violation/grievable action, submit a completed Prof Tech Grievance Claim form containing (1) the facts on which the grievance is based; (2) a reference to provisions of this Agreement allegedly violated; (3) the remedy sought. All allegations, and any facts, evidence, or materials supporting the allegations should be clearly stated.

- b. Within fifteen (15) work days of receipt of the form, the immediate supervisor shall submit his/hers/their written response to the aggrieved.
2. If the grievance is satisfactorily resolved, the grievance ends. *Step Two:*
 - a. If the grievant is not satisfied with the resolution at STEP ONE, they may, within fifteen (15) work days of receipt of the written response in STEP ONE, submit the grievance to the office of the President. If the President does not personally review the grievance case, they shall appoint a designee to serve in their place. This designee shall not have had prior involvement in the grievance.
 - b. Within fifteen (15) work days of receipt of the grievance, the office of the President shall communicate a written response to the aggrieved.
 - c. If the grievance is satisfactorily resolved, the grievance ends.
 3. *Step Three:*
 - a. If the grievant is not satisfied with the resolution at STEP TWO and provided that the grievance has to do with an alleged violation or alleged misapplication of a specific article or section of this Agreement, they may, if the Association's membership agrees, within fifteen (15) work days of receipt of written response to STEP TWO, submit the grievance to the American Arbitration Association for arbitration under their rules and within the following guidelines:
 - b. The arbitrator shall, if convenient, hold a hearing within twenty (20) work days of this appointment. Five (5) work days' notice will be given to all parties of the time and place of the hearing. The arbitrator shall limit their decision strictly to disputes involving the application, interpretation, or alleged violation of specific articles and/or sections of this Agreement; and they shall be without power or authority to establish salary schedules.
 - c. The arbitrator shall issue his/hers/their written opinion within twenty (20) work days, if possible, from the date of the hearing. The opinion shall set forth the arbiter's award, opinions, and conclusion on the issues submitted.
 - d. There shall be no appeal from the arbitrator's decision if within the scope of their authority. It shall be final and binding on the Association, the employee(s) involved, and the College.
 - e. The fees and expenses of the arbitrator shall be shared equally by the College and the Association. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expenses of witnesses called by the other.
 - f. The fact that the grievance has been considered by the parties in the preceding steps of the grievance shall not constitute a waiver of jurisdictional limitations upon the arbitrator as delineated in STEP 3.a. above.

g.

**ARTICLE 13
MANAGEMENT RIGHTS**

13.1 Recognition

- A. The Association recognizes the College's inherent and traditional right to manage its respective business, as has been its practice in the past.
- B. The Association recognizes the right of the College to hire, suspend, transfer, promote, demote, or discipline its employees and to maintain the discipline and efficiency of its employees; the right (which shall be exercised as provided in the paragraph hereof relating to termination of employment) to layoff, terminate and otherwise relieve employees from duty because of lack of work for them to do, or for other reasons set forth in this Agreement; the right to establish and change or consolidate jobs; the right to direct the methods and processes of doing work, to introduce new, improved work methods or equipment, and to assign work to outside contractors; the right to determine the starting and quitting time and the number of hours to be worked; and the right to reasonably make and amend such rules and regulations as it may deem necessary for the conduct of its business, and to require their observance. All matters not specifically and expressly covered by the language of this Agreement may be administered for its duration by the employer in accordance with such policies and procedures as it from time to time may determine. If an issue arises that must be administered by management that issue will be allowed as an article that may be negotiated at the start of the following contract year. Such an issue will not affect 15.3.
- C. The exercise of the College's rights stated herein is an exclusive function of management.
- D. The exercise of the management rights herein does not modify the employee's right to appeal through the grievance procedure as set forth in this Agreement when, in the opinion of the Association, such exercise violates the letter and intent of the Agreement.

**ARTICLE 14
NO STRIKE PLEDGE**

The Association and the College recognize and agree that strikes are not conducive to harmonious working relations and may be disruptive to the educational process and should not occur. The Association and the College subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the College operations. The Association, therefore, agrees that there shall be no strikes or other concerted refusal to work, nor any instigation thereof, by the employees for the duration of this contract.

The Association further agrees not to honor, or to encourage employees in the bargaining unit to honor any strikes, picket lines, or other concerted work stoppages that may be established by any other College employee organization. The College agrees that, for the duration of this contract, there shall be no employee lockout.

TERMS AND SEPARABILITY OF PROVISIONS

- 15.1 The term of this Agreement shall be July 1, ~~2020-2023~~ to June 30, ~~2023-2026~~.
- 15.2 All provisions of this Agreement shall be applicable to the entire term of this Agreement notwithstanding its execution date, except as provided in the following section.
- 15.3 This Agreement may be reopened and modified at any time during its term upon mutual written consent of the College and the Association. The parties may each identify five (5) sections of this contract in each year of the agreement.

~~2020-2023~~ 2023-2026

- 15.4 This Agreement shall be reopened as necessary to consider the impact of legislation enacted following the execution of this Agreement which affects the terms and conditions herein. All contract modifications will be in conformance with state legislative action and the attending Washington Administrative Codes and, if found not in conformance by government regulatory agencies or a court of law, the provisions in question shall be deemed invalid and proper modifications and necessary adjustments shall be made to bring the College into conformance. Also, collective bargaining may be initiated at the request of either party to adjust, where necessary, contract language to reflect the adjustments that have been necessary to bring the College into compliance with the law. If any provision of this Agreement or the application of any such provision is held invalid, the remainder of this Agreement shall not be affected. Such provision shall be subject to negotiation pursuant to a written request by either party.
- 15.5 This Agreement constitutes the negotiated agreements between the employer and the Association and supersedes any previous agreements or understandings, whether oral or written, between the parties. In addition, this Agreement supersedes any rules, regulations, policies, resolutions or practices of the employer which shall be contrary to or inconsistent with its terms.
- 15.6 Agreement expressed herein in writing constitutes the entire Agreement between the parties and no oral statement shall add to or supersede any of its provisions.
- 15.7 The parties acknowledge that each has had the unlimited right and opportunity to make demands and proposals with respect to any matter deemed a proper subject for negotiations. The results of the exercise of that right and opportunity are set forth in this Agreement.

Therefore, the employer and the Association for the duration of this Agreement each voluntarily and unqualifiedly agree to waive the right to oblige the other party to negotiate with respect to any subject or matter covered or not covered in this Agreement unless mutually agreed otherwise.

**ARTICLE 16
ASSOCIATION-MANAGEMENT COMMUNICATION COMMITTEE**

- 16.1 The College and the Association support the goal of a constructive and cooperative relationship. To promote and foster such a relationship, an Association-Management Communication Committee will be established. The purpose of the committee(s) is to provide communication between the parties, to share information, to address concerns and to promote constructive union-management relations. Agenda items may include, but are not limited to: administration of the Agreement, changes to applicable law, legislative updates, resolving workplace problems and/or organizational change. The committee(s) will meet, discuss and exchange information of a group nature and general interest to both parties.
- 16.2 Employees attending pre-meetings during their work time will have no loss in pay for up to sixty (60) minutes per committee meeting. Attendance at pre-meetings during the employee's non-work time will not be compensated for nor be considered as time worked.
- 16.3 Employees attending committee meetings during their work time will have no loss in pay. Attendance at meetings during employees' non-work time will not be compensated for nor be considered as time worked.
- 16.4 All committee meetings will be regularly scheduled on mutually acceptable dates and times. Agenda items will be exchanged five (5) work days prior to the meeting date. Summary minutes will be taken of the meeting and consist of the topics discussed and disposition of each. Copies of the minutes shall be exchanged electronically and corrections made within seven (7) working days after the meeting. If the topics discussed require follow-up by either party, it will be documented and communication will be provided by the responsible party.

- 16.5 Committee meetings will be used for communications between the parties, to share information and to address concerns. The committee will have no authority to conduct any negotiations or modify any provision of this Agreement. If any matter remains unresolved at the Association-Management Communications Committee, the parties may agree to submit the dispute to an Alternative Dispute Resolution (ADR) process. If the parties do not mutually agree to ADR, or if the matter is not resolved through the ADR process, the issue may be pursued as a grievance in accordance to Article 12.

**ARTICLE 17
EMPLOYEE RIGHTS AND RESPONSIBILITIES**

17.1 Official Personnel File

- A. Only one (1) official personnel file for each employee shall be maintained by the College, and that file shall be located in the human resources department. The official personnel file shall contain all relevant information including but not limited to original employee application, transcripts, letters of recommendation, recognition, discipline, and all official evaluation reports. This shall not preclude the maintenance of other files such as working files necessary for the operation of the College.
- B. Employees shall have the right to review material in their official personnel file in the presence of a member of the human resources department during regular business hours, except for materials that were obtained upon initial employment through assurances of confidentiality to a third party.
- C. Upon request, copies of any document in the official personnel file shall be provided to the employee. The College may assess a reasonable charge for this service.
- D. Any written communication either critical or commendatory shall be shared with the employee prior to inclusion in the official personnel file. The employee shall be given the opportunity to sign or initial any document prior to inclusion in the official personnel file. The employee shall have the right to respond to any critical written communication which is to be included in the employee's official personnel file, and a copy supplied to the administrator shall be entered into the employee's official personnel file.

17.2 Grievance Files

A separate file for processed grievance(s) shall be kept apart from the employee's official personnel file. No reports on grievance(s) shall be added to the employee's official personnel file.

**ARTICLE 18
SUSPENDED OPERATIONS**

18.1 Closure Determination

The College President or designee (or in some cases the Governor) is authorized to suspend the operation of all or any portion of the College if, it is determined that public health, property or safety may be at risk. The President (or designee) must declare "suspended operations" or "closure", as such.

If the College is closed, the buildings will be closed and non-emergency staff cannot report to work. Due to safety issues the only people allowed on campus will be designated the emergency staff or those preauthorized to work due to operational necessity.

In the event the Governor closes the College, no employee is required to take leave for the period of time the College is closed, unless the Governor declares otherwise.

18.2 When the College is closed by the President or designee prior to an employee's designated shift and the closure continues through the entire shift employees scheduled and not required to work during the disruption will have no loss in pay for the first full day.

18.3 The following options will be made available for time lost for the balance of the closure:

- 1. emergency Leave (if available),
- 2. personal convenience or personal holiday (if available),

~~2020-2023~~ 2023-2026

3. vacation (if available),
4. previously accrued compensatory time (if available),
5. leave without pay,
6. employee's requested schedule change during the same workweek.
This time is not subject to overtime,
7. pre-approved remote/ telework.

- 18.4** If the employee reports to work for his/her/their regular shift and the College is subsequently closed **during** the shift and the employee is instructed to go home, the employee will not have to take leave for the period of time the College was declared closed during that shift.
- 18.5** If the employee does not report to work for his/her/their regular shift and the College is subsequently closed during the shift, the employee must take leave for the entire shift.
- 18.6** If the employee does not report to work for his/her/their regular shift due to inclement weather or disaster hazards and the College is not declared closed during the shift, the employee must take leave for the entire shift.
- 18.7** Employees who already had an approved leave at the time of the College closure will be charged leave as they would have been had the closure not occurred.
- 18.8** Campus Security Officers and those authorized to work due to operational necessity are required to work on campus during suspended operations. These employees will receive one and one-half times their regular rate of pay for work performed on site during the suspended operations.
- 18.9** Campus Security Officers who fail to report to duty during suspended operations will not receive the first day paid per 18.2, above. An officer may be, at the discretion of the Director of Campus Safety, assigned to telework or standby duty for the duration of their shift as described in Article 2.5.E. When the director assesses that telework duties cannot be performed, the officer will use leave.
- 18.10** Normal Sunday and Holiday business closures do not constitute "suspended operations" for additional payment as described in 18.8 above.

HOLD FOR SIGNATURE PAGE

**APPENDIX A
RENTON PROFESSIONAL TECHNICAL
ASSOCIATION CLASSIFICATION AND
SALARY RANGE TABLE**

<u>Classification</u>	<u>Salary Range</u>
Campus Security Officer	II
Research Assistant	II
Campus Security Officer	III
Clinical Placement Associate	III
Credentials Evaluator	III
Dental Clinic Coordinator	III
Events Coordinator	III
Financial Aid Program Coordinator	III
Graphic Digital & Print Designer	III
Events Coordinator	III
Instructional Support Tech	III
Library Coordinator	III
Project Manager A	III
WorkFirst Reporting Coordinator	III
Worker Retraining Financial Aid Specialist	III
College & Career Pathway Navigator	IV
Dental Clinic Coordinator	IV
Financial Aid Program Specialist	IV
Guided pathways Navigator	IV
Grant and Contract Coordinator/Accountant	IV
Human Resources Assistant	IV
Payroll Officer/Coordinator	IV
Promise Navigator	IV
Research Associate	IV
Schedule and Curriculum Analyst	IV
Security Field Supervisor	IV
Student Support Navigator – HEET	IV
Student Success Specialist	IV
Worker Retraining Financial Aid Program Specialist	IV
Capital Projects Coordinator	IV
College & Career Pathway Program Manager	IV
Web Content, New Media Manger	IV
Community Outreach & Recruitment Manager	IV
Data Analyst	IV
Enrollment Information Specialist	IV
Enrollment Services manager	IV
Enrollment Technology Specialist	IV
Fiscal Coordinator	IV
Flex Media Specialist	IV

<u>E-Learning Administrator</u>	<u>±V</u>
<u>High School Program Outreach & Recruitment Manager</u>	<u>±V</u>
<u>Grant and Contract Coordinator</u>	<u>±V</u>
<u>Schedule and Curriculum Manager</u>	<u>±V</u>
<u>Payroll Officer</u>	<u>±V</u>
<u>Purchasing Agent/Procurement Manager</u>	<u>±V</u>
<u>Student Financials Analyst</u>	<u>±V</u>
Technical Support Analyst	±V
Testing Center Manager	±V
<u>Veteran Services & Agency Funded Manager</u>	<u>±V</u>

APPENDIX B
RENTON PROFESSIONAL TECHNICAL ASSOCIATION
SALARY TABLE FOR JULY 1, 2020 – JUNE 30, 2021

Salary Range	Pay Interval	Step A	Step B	Step C	Step D	Step E	Step E	Step G	Step H	Step I	Step J	Step K
I	Index	1.000	1.035	1.071	1.108	1.148	1.188	1.230	1.273	1.317	1.363	1.411
	Annual	\$32,767.19	\$33,897.65	\$35,090.38	\$36,315.87	\$37,600.35	\$38,915.95	\$40,292.17	\$41,703.13	\$43,154.38	\$44,661.67	\$46,224.83
	Monthly	\$2,730.60	\$2,824.80	\$2,924.20	\$3,026.32	\$3,133.36	\$3,243.00	\$3,257.68	\$3,475.26	\$3,596.20	\$3,721.81	\$3,852.07
	Semi-Monthly	\$1,365.30	\$1,412.40	\$1,462.10	\$1,513.16	\$1,566.68	\$1,621.50	\$1,678.84	\$1,737.63	\$1,798.10	\$1,860.90	\$1,926.03
	Hourly	\$15.75	\$16.30	\$16.87	\$17.46	\$18.08	\$18.71	\$19.37	\$20.05	\$20.75	\$21.47	\$22.22
II	Index	1.155	1.190	1.232	1.275	1.320	1.366	1.414	1.463	1.514	1.567	1.622
	Annual	\$37,854.20	\$39,009.01	\$40,383.92	\$41,790.94	\$43,260.88	\$44,759.98	\$46,219.69	\$47,941.67	\$49,609.52	\$51,346.18	\$53,149.30
	Monthly	\$3,154.52	\$3,250.75	\$3,365.33	\$3,482.58	\$3,605.07	\$3,730.00	\$3,859.97	\$3,995.14	\$4,134.13	\$4,278.85	\$4,428.61
	Semi-Monthly	\$1,577.26	\$1,625.38	\$1,682.66	\$1,741.29	\$1,802.54	\$1,865.00	\$1,929.99	\$1,997.57	\$2,067.06	\$2,139.42	\$2,214.30
	Hourly	\$18.20	\$18.75	\$19.42	\$20.09	\$20.80	\$21.52	\$22.27	\$23.05	\$23.85	\$24.69	\$25.55
III	Index	1.236	1.279	1.324	1.371	1.418	1.468	1.519	1.572	1.627	1.684	1.743
	Annual	\$40,506.80	\$41,914.15	\$43,383.43	\$44,912.34	\$46,473.70	\$48,094.04	\$49,776.63	\$51,519.85	\$53,312.21	\$55,170.94	\$57,111.24
	Monthly	\$3,375.57	\$3,492.85	\$3,615.29	\$3,742.70	\$3,872.81	\$4,007.84	\$4,148.05	\$4,293.32	\$4,442.68	\$4,598.33	\$4,759.27
	Semi-Monthly	\$1,687.78	\$1,746.42	\$1,807.64	\$1,871.35	\$1,936.40	\$2,003.92	\$2,074.03	\$2,146.66	\$2,221.34	\$2,299.16	\$2,379.63
	Hourly	\$19.47	\$20.15	\$20.86	\$21.59	\$22.34	\$23.12	\$23.93	\$24.77	\$25.63	\$26.53	\$27.46
IV	Index	1.545	1.599	1.655	1.713	1.773	1.835	1.899	1.966	2.034	2.105	2.179
	Annual	\$50,633.49	\$52,407.84	\$54,242.80	\$56,140.02	\$58,099.50	\$60,117.06	\$62,228.16	\$64,406.53	\$66,648.46	\$68,974.93	\$71,389.05
	Monthly	\$4,219.46	\$4,367.32	\$4,520.23	\$4,678.34	\$4,841.62	\$5,009.83	\$5,185.68	\$5,367.21	\$5,554.04	\$5,747.91	\$5,949.09
	Semi-Monthly	\$2,109.73	\$2,183.66	\$2,260.12	\$2,339.17	\$2,420.81	\$2,504.91	\$2,592.84	\$2,683.61	\$2,777.02	\$2,873.96	\$2,974.54
	Hourly	\$24.34	\$25.20	\$26.08	\$26.99	\$27.93	\$28.90	\$29.92	\$30.96	\$32.04	\$33.16	\$34.32

NOTE: The Washington State Legislature has appropriated funds for a 5% King County Premium Pay (KCPP) general wage increase on base salaries. Because the KCPP is separate funding contingent on appropriations from the Legislature and not part of the general wage increase, it will not be used in the calculation of future wage increases. Furthermore, if future allocations from the state does not fund the KCPP, the college will reduce the salary table accordingly and with appropriate notice to the union. Should the legislature not fund or change the amount of the cost of living increase, Management and the Association agree to bargain the impact of any change prior to

APPENDIX B
RENTON PROFESSIONAL-TECHNICAL ASSOCIATION.
JULY 1, 2023 - JUNE 30, 2024
SALARY SCHEDULE

Salary Range	Pay Interval	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
	Index	1.000	1.035	1.071	1.108	1.148	1.188	1.230	1.273	1.317	1.363	1.411	1.458
	Annual	\$37,775	\$39,079	\$40,454	\$41,866	\$43,347	\$44,864	\$46,450	\$48,077	\$49,750	\$51,488	\$53,290	\$55,092
	Monthly	\$3,148	\$3,257	\$3,371	\$3,489	\$3,612	\$3,739	\$3,871	\$4,006	\$4,146	\$4,291	\$4,441	\$4,591
	Semi-Monthly	\$1,574	\$1,628	\$1,686	\$1,744	\$1,806	\$1,869	\$1,935	\$2,003	\$2,073	\$2,145	\$2,220	\$2,295
	Hourly	\$18.16	\$18.79	\$19.45	\$20.13	\$20.84	\$21.57	\$22.33	\$23.11	\$23.92	\$24.75	\$25.62	\$26.49
II	Index	1.200	1.235	1.271	1.308	1.348	1.388	1.430	1.473	1.517	1.563	1.611	1.658
	Annual	\$45,330	\$46,634	\$48,009	\$49,421	\$50,902	\$52,419	\$54,005	\$55,632	\$57,305	\$59,043	\$60,845	\$62,647
	Monthly	\$3,778	\$3,886	\$4,001	\$4,118	\$4,242	\$4,368	\$4,500	\$4,636	\$4,775	\$4,920	\$5,070	\$5,221
	Semi-Monthly	\$1,889	\$1,943	\$2,000	\$2,059	\$2,121	\$2,184	\$2,250	\$2,318	\$2,388	\$2,460	\$2,535	\$2,610
	Hourly	\$21.79	\$22.42	\$23.08	\$23.76	\$24.47	\$25.20	\$25.96	\$26.75	\$27.55	\$28.39	\$29.25	\$30.12
III	Index	1.400	1.435	1.471	1.508	1.548	1.588	1.630	1.673	1.717	1.763	1.811	1.858
	Annual	\$52,885	\$54,189	\$55,564	\$56,976	\$58,457	\$59,974	\$61,561	\$63,187	\$64,860	\$66,598	\$68,400	\$70,202
	Monthly	\$4,407	\$4,516	\$4,630	\$4,748	\$4,871	\$4,998	\$5,130	\$5,266	\$5,405	\$5,550	\$5,700	\$5,850
	Semi-Monthly	\$2,204	\$2,258	\$2,315	\$2,374	\$2,436	\$2,499	\$2,565	\$2,633	\$2,703	\$2,775	\$2,850	\$2,925
	Hourly	\$25.43	\$26.05	\$26.71	\$27.39	\$28.10	\$28.83	\$29.60	\$30.38	\$31.18	\$32.02	\$32.88	\$33.75
IV	Index	1.600	1.635	1.671	1.708	1.748	1.788	1.830	1.873	1.917	1.963	2.011	2.058
	Annual	\$60,440	\$61,744	\$63,119	\$64,532	\$66,012	\$67,529	\$69,116	\$70,742	\$72,415	\$74,153	\$75,955	\$77,757
	Monthly	\$5,037	\$5,145	\$5,260	\$5,378	\$5,501	\$5,627	\$5,760	\$5,895	\$6,035	\$6,179	\$6,330	\$6,480
	Semi-Monthly	\$2,518	\$2,573	\$2,630	\$2,689	\$2,751	\$2,814	\$2,880	\$2,948	\$3,017	\$3,090	\$3,165	\$3,240
	Hourly	\$29.06	\$29.68	\$30.35	\$31.02	\$31.74	\$32.47	\$33.23	\$34.01	\$34.82	\$35.65	\$36.52	\$37.38
V	Index	1.800	1.835	1.871	1.908	1.948	1.988	2.030	2.073	2.117	2.163	2.211	2.258
	Annual	\$67,996	\$69,299	\$70,674	\$72,087	\$73,567	\$75,084	\$76,671	\$78,297	\$79,970	\$81,708	\$83,510	\$85,312
	Monthly	\$5,666	\$5,775	\$5,889	\$6,007	\$6,131	\$6,257	\$6,389	\$6,525	\$6,664	\$6,809	\$6,959	\$7,109
	Semi-Monthly	\$2,833	\$2,887	\$2,945	\$3,004	\$3,065	\$3,129	\$3,195	\$3,262	\$3,332	\$3,404	\$3,480	\$3,555
	Hourly	\$32.69	\$33.32	\$33.98	\$34.66	\$35.37	\$36.10	\$36.86	\$37.64	\$38.45	\$39.28	\$40.15	\$41.02

NOTE: The Washington State Legislature has appropriated funds for a 5% King County Premium Pay (KCPP) general wage increase on base salaries. Because the KCPP is separate funding contingent on appropriations from the Legislature and not part of the general wage increase, it will not be used in the calculation of future wage increases. Furthermore, if future allocations from the state does not fund the KCPP, the college will reduce the salary table accordingly and with appropriate notice to the union. Should the Legislature not fund or change the amount of the cost of living increase, Management and the Association agree to bargain the impact of any change prior to implementation. Any employee who has ten (10) or more years of seniority as of July 1st shall receive an annual longevity stipend of \$600.

****NOTE: Progress to Step 12 is contingent of six years assignment at Step 11 in their permanent salary range.**

Vice President Jessica Gilmore English will present the request for approval of HB 1751 Emergency Rule Extension.

The Washington State Legislature passed HB 1751, anti-hazing legislation, during the 2022 legislative session. This legislation is also referred to as “Sam’s Law” in memory of Sam Martinez, a freshman at Washington State University who died of alcohol poisoning at a fraternity party in November 2019. A component of Sam’s Law necessitates an update to the Student Conduct Code and Hearing Procedures. This process is underway through the Office of the Code Reviser.

Next Steps

The Board approved adoption of an emergency rule to be in compliance with the legislation at the Board meeting on October 19, 2022. Emergency rules are good for 120 days as the College prepares and executes the regular rulemaking process. A public hearing will take place on July 10, 2023, to receive input from the campus community, the results of which will be presented to the Board for final permanent rulemaking approval at the Board meeting on September 20, 2023. The current emergency rule will expire prior to the date the regular rulemaking process is complete. The College is requesting the Board approve the extension of the emergency rule to remain in compliance with Sam’s Law as the rulemaking process concludes.

RECOMMENDATION:

Approve as requested.



RENTON
TECHNICAL
COLLEGE®

3000 NE 4th St.
Renton, WA 98056-4123

(425) 235-2352
RTC.EDU

June 21, 2023

Board of Trustees
Renton Technical College

Renton Technical College's operating budget for the 2023-2024 fiscal year is \$44,938,277, including \$1,780,965 of enterprise account budgets, and \$2,378,122 of grants and contracts budgets. The budget is balanced with projected revenues from State allocation, tuition, fees, Running Start, enterprise services, grants and contracts. The College requests to balance the budget by drawing on funds from the variance account in the amount of \$590,228. This shall be in alignment with Board Policy Manual section 4, EL-2.9.

During the past fiscal year, RTC has continued to experience the adverse effects that the COVID-19 pandemic had on our enrollments, enterprise services, and economy. The effects have continued through this fiscal year and have affected our revenue forecasts. Tuition and fee revenue projections, which are based on historical trends and changes in educational programs, were reduced by a combined \$749,854 from the previous year's projection. This decrease of tuition includes the adopted tuition increase of 3 percent by the State Board. The main driving force in the reduced tuition and fees is that students are taking on average two credits less per student. We anticipate this continuing with the robust economy as well as high inflation rate. Running Start and high school completion revenue projections were increased by \$100,000 from the previous year to \$1,202,000.

Our current expenditure budget includes increases and decreases. It includes approximately \$2,031,372 in wage increases. This includes the step increases, an 8.9% legislatively-approved increase for represented employees and local monies to match that for exempt employees. It includes miscellaneous instructional and support staff increases which will help us better serve our students and maintain enrollments. The utility budget was decreased by \$200,000 as we return to our pre-COVID airflow patterns.

The crafting of this budget was in the context of the board reserves policy, especially in the discretionary variance account, which will help both support operations in the coming year, to provide a buffer to uncertainties in the future.

Sincerely,

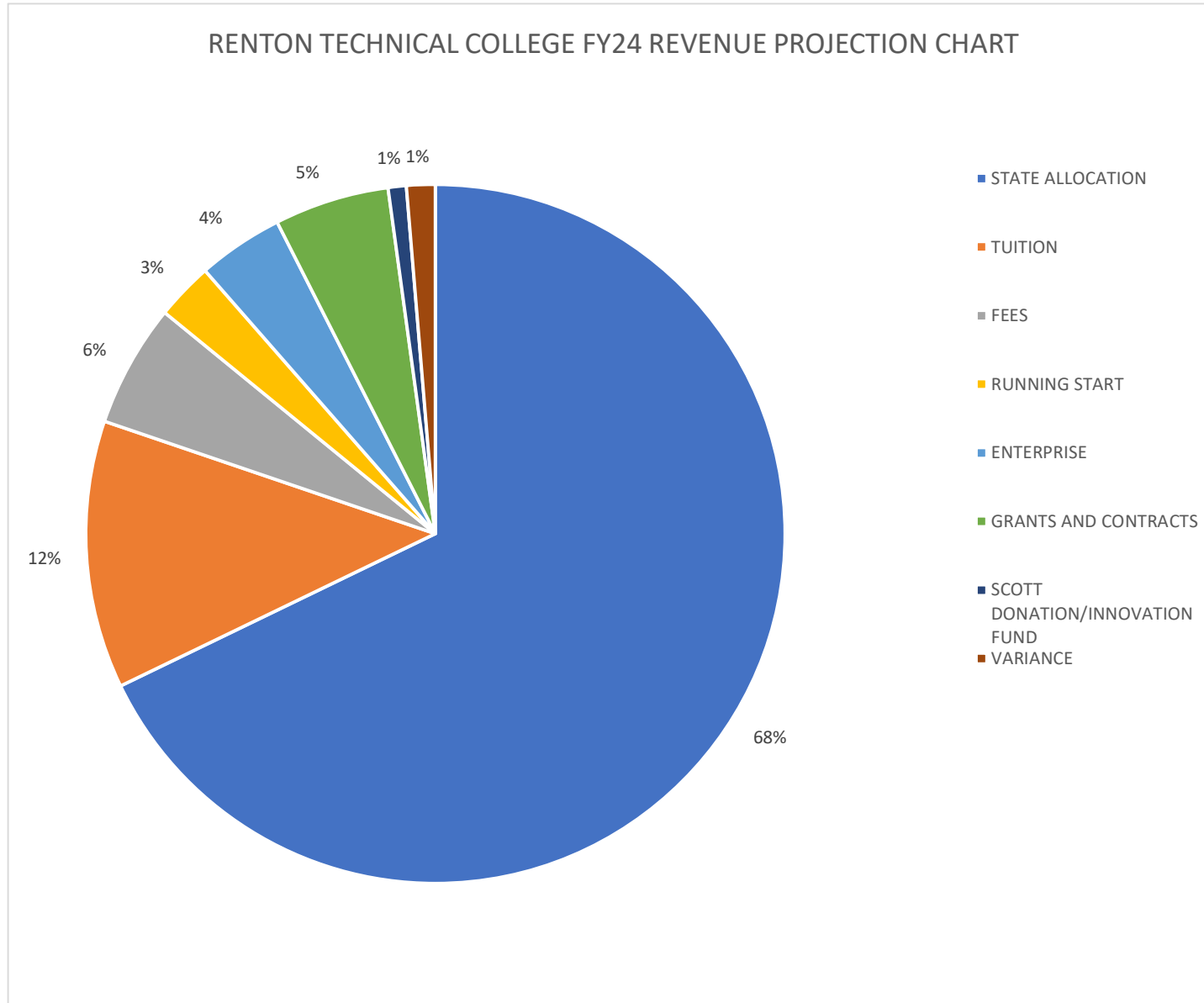
A blue ink signature of Yoshiko Harden, consisting of a stylized, cursive script.

Yoshiko Harden, Ed.D.
President

RENTON TECHNICAL COLLEGE FY24 REVENUE PROJECTION

FY23 FUND SOURCES	AMOUNT	PERCENT OF TOTAL	FY24 BUDGET TOTAL	SURPLUS/(DEFICIT)
STATE ALLOCATION				
BASE ALLOCATION	\$ 18,567,779	41%		
EARMARKS & PROVISOS	\$ 11,599,920	26%		
CAPITAL ALLOC FOR OPS	\$ 323,900	1%		
TUITION	\$ 5,555,996	12%		
FEES	\$ 2,554,030	6%		
RUNNING START/HS COMPLETION	\$ 1,202,000	3%		
ENTERPRISE	\$ 1,780,965	4%		
GRANTS AND CONTRACTS	\$ 2,378,122	5%		
SCOTT DONATION/INNOVATION FUND	\$ 385,337	1%		
VARIANCE	\$ 590,228	1%		
	\$ 44,938,277	100%	\$ 44,938,277	\$ 0

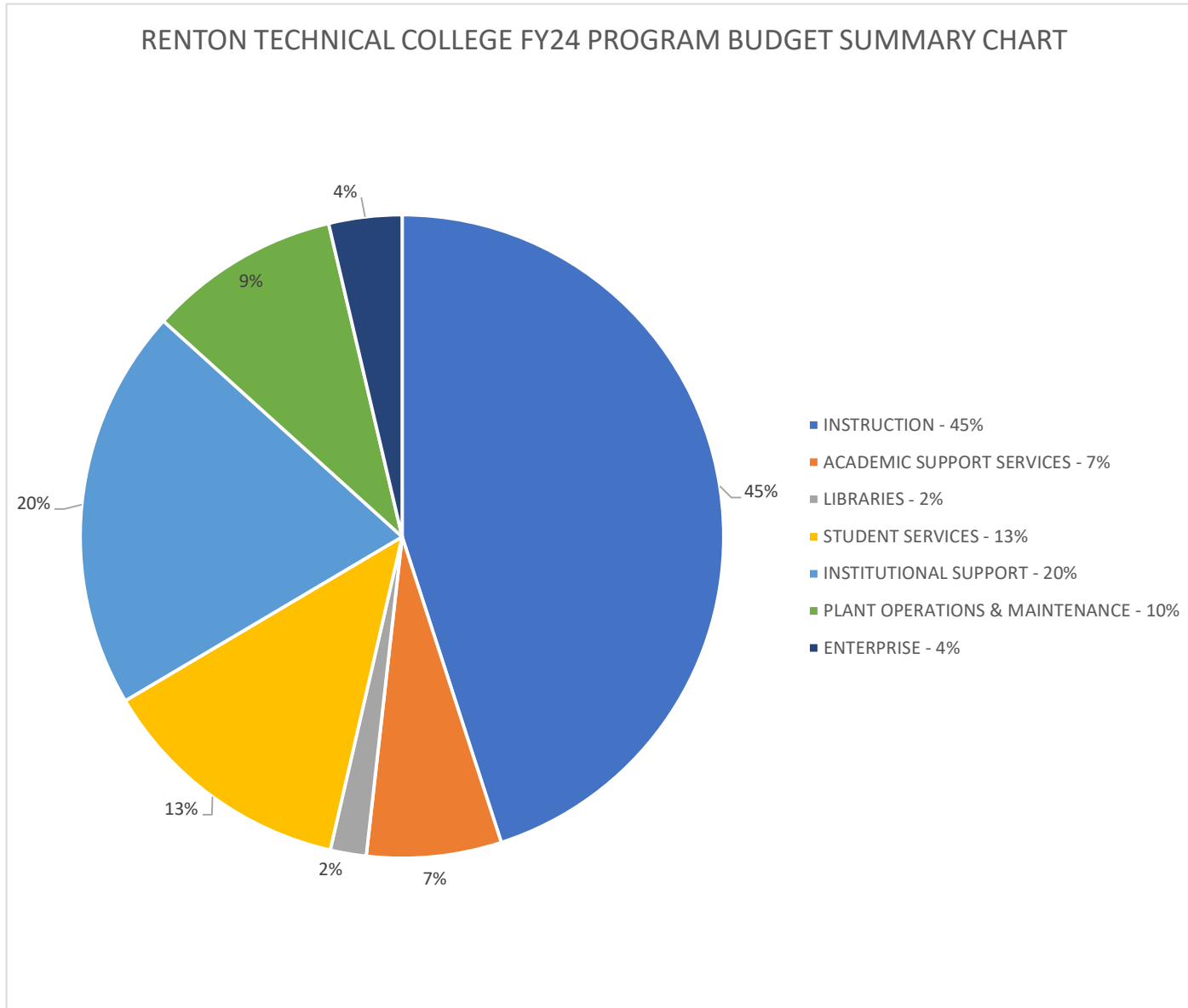
RENTON TECHNICAL COLLEGE FY24 REVENUE PROJECTION CHART



RENTON TECHNICAL COLLEGE FY24 PROGRAM BUDGET SUMMARY

PRG CODE	PROGRAM GROUP	ADOPTED		ADOPTED		ADOPTED		ADOPTED		PROPOSED	
		2019-20	PERCENT	2020-21	PERCENT	2021-22	PERCENT	2022-23	PERCENT	2023-2024	PERCENT
01X	INSTRUCTION	\$ 18,500,299	50%	\$ 18,332,645	48%	\$ 19,176,449	47%	\$ 19,364,404	45%	\$ 19,424,389	43%
04X	ACADEMIC SUPPORT SERVICES	\$ 2,166,037	6%	\$ 2,223,997	6%	\$ 2,632,746	7%	\$ 2,912,758	7%	\$ 2,922,659	7%
05X	LIBRARIES	\$ 632,874	2%	\$ 649,269	2%	\$ 699,930	2%	\$ 779,445	2%	\$ 813,527	2%
06X	STUDENT SERVICES	\$ 3,837,186	10%	\$ 4,658,578	12%	\$ 5,238,748	13%	\$ 5,553,518	13%	\$ 6,686,260	15%
08X	INSTITUTIONAL SUPPORT	\$ 6,172,666	17%	\$ 6,308,582	17%	\$ 6,991,096	17%	\$ 8,696,025	20%	\$ 9,453,656	21%
09X	PLANT OPERATIONS & MAINTENANCE	\$ 3,751,047	10%	\$ 3,645,687	10%	\$ 3,859,712	10%	\$ 4,139,253	10%	\$ 3,856,821	9%
2XX	ENTERPRISE	\$ 2,062,240	6%	\$ 2,059,255	5%	\$ 1,852,138	5%	\$ 1,584,324	4%	\$ 1,780,965	4%
		\$ 37,122,349		\$ 37,878,013		\$ 40,450,819		\$ 43,029,727		\$ 44,938,277	

RENTON TECHNICAL COLLEGE FY24 PROGRAM BUDGET SUMMARY CHART



RENTON TECHNICAL COLLEGE FY24 PROGRAM BUDGET

CLASS	PROGRAM TITLE	SALARY FACULTY	SALARY EXEMPT	SALARY CLASS	SALARY OTHER	EMPLOY BEN	PERSONAL SERV CONT	GOOD & SERVICES	COST OF GOODS	TRAVEL	EQUIP	SOFTWARE	CLIENT SVCS	DEBT SVC	FND TRANS	
GENERAL OPERATING																
011	INSTRUCTION/GEN ED	\$ 3,437,030	\$ -	\$ 88,170	\$ -	\$ 1,233,820	\$ -	\$ 196,081	\$ 150,000	\$ 4,640	\$ -	\$ -	\$ -	\$ -	\$ -	
012	VOC/TECH INSTRUCTION	\$ 4,033,061	\$ 106,341	\$ 91,059	\$ 22,006	\$ 1,488,363	\$ -	\$ 1,923,194	\$ -	\$ 43,451	\$ 80,558	\$ -	\$ -	\$ -	\$ -	
014	COMMUNITY ED	\$ 76,930	\$ -	\$ 119,840	\$ -	\$ 68,870	\$ -	\$ 101,284	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	
016	PREPARATORY INSTR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
018	ADULT BASIC ED/EL CIV	\$ 2,348,301	\$ 168,401	\$ 424,052	\$ -	\$ 1,029,264	\$ -	\$ 10,250	\$ -	\$ 4,800	\$ -	\$ -	\$ -	\$ -	\$ -	
041	ACADEMIC SUPPORT IT	\$ -	\$ -	\$ 82,586	\$ -	\$ 28,905	\$ -	\$ 24,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
042	ANCILLIARY SUPPRT SVCS	\$ -	\$ -	\$ -	\$ 43,560	\$ 15,246	\$ -	\$ 46,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
043	ACADEMIC ADMIN	\$ -	\$ 1,506,936	\$ 346,829	\$ -	\$ 648,818	\$ -	\$ 40,700	\$ -	\$ 17,550	\$ -	\$ -	\$ -	\$ -	\$ -	
045	COURSE/CURR DEV	\$ 44,392	\$ -	\$ -	\$ -	\$ 15,537	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
051	LIBRARY SERVICES	\$ 269,761	\$ 110,230	\$ 163,474	\$ -	\$ 190,213	\$ -	\$ 69,550	\$ -	\$ 300	\$ 10,000	\$ -	\$ -	\$ -	\$ -	
052	ART PRESERVATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
061	STUDENT SVCS	\$ 322,129	\$ 392,761	\$ 121,321	\$ 120,487	\$ 334,845	\$ -	\$ 316,151	\$ -	\$ 450	\$ 7,500	\$ -	\$ -	\$ -	\$ -	
062	SOCIAL & CULTURAL DEV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 1,024	\$ -	\$ -	\$ 279,412	\$ -	\$ -	
063	COUNSELING & CAREER	\$ 535,589	\$ 213,568	\$ 142,084	\$ -	\$ 311,934	\$ -	\$ 41,530	\$ -	\$ 374	\$ -	\$ -	\$ -	\$ -	\$ -	
064	FINANCIAL AID ADMIN	\$ -	\$ 193,912	\$ 427,368	\$ 296,617	\$ 321,264	\$ -	\$ 34,145	\$ -	\$ 8,288	\$ -	\$ -	\$ -	\$ -	\$ -	
065	STUDENT ADMISSIONS	\$ -	\$ 447,789	\$ 932,691	\$ -	\$ 483,168	\$ -	\$ 175,495	\$ -	\$ 11,365	\$ -	\$ -	\$ -	\$ -	\$ -	
081	INSTITUTIONAL MGMT	\$ -	\$ 810,332	\$ 180,000	\$ 411,582	\$ 490,670	\$ -	\$ 689,651	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ (143,444)	
082	FISCAL OPERATIONS	\$ -	\$ 302,603	\$ 649,503	\$ -	\$ 333,237	\$ -	\$ 154,300	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	
083	HR & GEN SUPPRT SVCS	\$ -	\$ 1,097,476	\$ 343,708	\$ 72,234	\$ 529,696	\$ -	\$ 402,250	\$ -	\$ 2,411	\$ -	\$ -	\$ -	\$ -	\$ -	
085	MARKETING & FOUNDTN	\$ -	\$ 307,868	\$ 241,865	\$ -	\$ 192,407	\$ -	\$ 178,000	\$ -	\$ 3,790	\$ -	\$ -	\$ -	\$ -	\$ -	
086	ADMINISTRATIVE IT	\$ -	\$ 883,765	\$ 323,682	\$ -	\$ 422,606	\$ -	\$ 536,075	\$ -	\$ 1,189	\$ -	\$ -	\$ -	\$ -	\$ -	
091	UTILITIES/FIXED COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
092	BLDG/EQUIP MAINT	\$ -	\$ 208,240	\$ 523,699	\$ -	\$ 256,179	\$ -	\$ 278,000	\$ -	\$ 400	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	
093	CUSTODIAL SVCS	\$ -	\$ -	\$ 925,196	\$ -	\$ 323,819	\$ -	\$ 118,000	\$ -	\$ 400	\$ 15,000	\$ -	\$ -	\$ 4,000	\$ -	
094	PHYS PLANT ADMIN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
095	LNDSCP & GRNDS MAINT	\$ -	\$ -	\$ 131,890	\$ 38,258	\$ 59,552	\$ -	\$ 42,000	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ 8,400	\$ -	
096	MAJOR REPAIRS & RENOV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 177,000	\$ -	
097	SECURITY & SAFETY	\$ -	\$ 98,115	\$ 280,387	\$ -	\$ 132,476	\$ -	\$ 52,783	\$ -	\$ 274	\$ -	\$ -	\$ -	\$ 9,000	\$ -	
098	LOGISTICAL SVCS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103,504	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ 11,067,193	\$ 6,848,337	\$ 6,539,402	\$ 1,004,745	\$ 8,910,887	\$ -	\$ 5,652,593	\$ 150,000	\$ 138,606	\$ 123,058	\$ -	\$ 279,412	\$ 208,400	\$ (143,444)	
														SUB TOTAL:	\$	40,779,190
ENTERPRISE SERVICES																
252	SECURITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
261	BOOKSTORE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
262	CULINARY ARTS	\$ -	\$ 227,063	\$ 345,171	\$ 307,779	\$ 308,004	\$ -	\$ 40,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
264	STUDENT GOVERNMENT	\$ -	\$ 245,134	\$ 60,753	\$ -	\$ 107,060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ 472,196	\$ 405,925	\$ 307,779	\$ 415,065	\$ -	\$ 80,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
														SUB TOTAL:	\$	1,780,965
GRANTS AND CONTRACTS																
018	ABE BASIC STUDIES/IEL CIVICS	\$ 92,913	\$ -	\$ -	\$ -	\$ 32,520	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
163	COUNSELING & CAREER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
111	INSTRUCTION	\$ 288,842	\$ 192,302	\$ 246,857	\$ -	\$ 254,800	\$ -	\$ 350,265	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	
112	VOC/TECH INSTRUCTION	\$ 6,301	\$ -	\$ -	\$ -	\$ 2,205	\$ -	\$ 1,282	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
118	ADULT BASIC ED	\$ 111,804	\$ -	\$ 79,283	\$ -	\$ 66,880	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
143	ACADEMIC ADMIN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
144	PROFESSIONAL DEVELOPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
145	ACADEMIC SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
151	DUAL CREDIT COORDINATOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
161	STUDENT SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
164	FINANCIAL AID ADMIN	\$ -	\$ -	\$ -	\$ 330,829	\$ 115,790	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
171	CORRECTIONAL ED	\$ -	\$ 76,687	\$ -	\$ -	\$ 26,841	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
185	MARKETING & FOUNDTN	\$ -	\$ 74,052	\$ -	\$ -	\$ 25,918	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ 499,860	\$ 343,041	\$ 326,140	\$ 330,829	\$ 524,955	\$ -	\$ 353,047	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	
														SUB TOTAL:	\$	2,378,122
														GRAND TOTAL:	\$	44,938,277

Renton Technical College
Board of Trustees Meeting
June 21, 2023

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

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

A. Strategic Monitoring Report

Institutional Research Director Lia Homeister will discuss the recommendations from the 2021-22 Strategic Monitoring Report.

B. Administration/Finance

Vice President Jacob Jackson will provide a monthly report of the budget.

C. President's Report

Dr. Yoshiko Harden will provide a report subsequent to the May 17, 2023 Board meeting.

RECOMMENDATION:

None.

2021-2022 Strategic Plan Monitoring Report
Renton Technical College Board of Trustees
June 21, 2023

2021-2022 Strategic Plan Monitoring Report Review

Background Information

In 2017, RTC launched the [2017-2022 Strategic Plan](#). The purpose of the strategic plan is to guide the college with a clear mission, vision, values, along with specific goals. The plan was organized by the Strategic Plan Steering Committee, consisting of 25 administrators, faculty, and staff. While this strategic plan was intended to conclude in Spring 2022, we are currently in a 2-year transition period, extending this strategic plan until a new one is established for the 2024-2025 academic year.

The **Strategic Plan Monitoring Report** is an annual report card, measuring RTC's progress towards mission fulfillment. This monitoring report covers metrics from the 2021-2022 academic year. The data are collected by the Institutional Research & Effectiveness office and scored by Resource & Planning Council. The strategic indicators and benchmarks were established by College Council (now Resource & Planning Council) in 2017.

Board of Trustees Presentation

For this session, the **Key Findings** and **Recommendations** will be reviewed as written below.

The draft of the full report with all metrics and scoring can be found here: [2021-22 Strategic Plan Monitoring Report DRAFT.docx](#)

Key Findings

Overall

- 13 out of 32 indicators "met the goal" or were "in progress of meeting the goal."
- 2 indicators were not scored: (1) WA state OCIO Policy 188 compliance and (2) Four recommendations cleared during Year Seven accreditation visit in 2021. The previous rubrics for measuring accessibility could not be replicated. However, consultation with RTC's Accessibility Advisory Committee provided comments for future improvement. The four accreditation recommendations have already been cleared in 2019-2020, and the Year Seven visit has prompted new recommendations.

Equity and Student Satisfaction

- The percentage of students of color in professional technical programs continued to increase since 2015-2016. For the 2021-2022 academic year, 59.9% of students enrolled in professional technical programs were students of color.
- An RTC Student Learning Engagement survey was distributed in the summer of 2022, where there were 407 respondents. Overall, the college scored an 89% satisfaction score across a variety of student support services.

Student Progression and Completion

- The 1st to 3rd quarter retention rate has improved by 11.5% from the previous year. However, when looking at these metrics disaggregated by race/ethnicity, there was a 6.6% gap between students of color and white students compared to a 3.7% gap the previous year.
- The 1-year persistence rate overall (60.6%) has improved since last year (52.4%). The gap between students of color and white students does not meet RTC's target of a less than 5% difference. However, improvements have been made in narrowing this gap since last year (12.2% vs. 7.5% differences).
- The 3-year completion rate has continued to decrease. There has been a sharp decline from 61.6% to 50.7% for this past year. In addition, the gap between students of color and white students has widened to 8.4% difference.

Program Effectiveness

- For those who completed a professional technical program the job placement rate was higher (77%) compared to those who did not complete (61%). Median annual wages were also higher for completers (\$44,949 compared to \$39,835).
- Industry licensure and certification pass rates have remained consistent since last year (76%), but 2 of the 8 exams had pass rates below 67%. There has also been a drop from years prior. Caution should be taken with this metric, as there is currently no systematic way of collecting this data.
- In previous years, it was recommended to hold student learning assessment reporting in the faculty professional development days in the fall. While this was completed in the 2019-2020 academic year, it has not been completed since.
- The college has yet to implement a program review process since the 2017-2018 academic year. Program viability was last conducted in the 2018-2019 academic year. Attempts to revive program review have started but have yet to be implemented. New processes should include all instructional programs and support systems.

Employees

- The percentage of employees of color at RTC is 40%. The SBCTC system is at 24%. RTC is way above the benchmark of +/- 5% of the SBCTC system.
- The employee retention rate has dropped from 91% in 2020-2021 to 80% in 2021-2022.
- Although less funding was budgeted for professional development for 2021-2022 than in previous years, it should be noted that travel budgets were cut during this period due to COVID. It is also important to note that all students, faculty, and staff learned how to use new systems with the implementation of ctLink.

Financials

- Each institutional intent area saw a decline in FTE in 2020-2021, most likely due to the pandemic. However, General Education and College & Career Pathways saw improvements this past year. FTE for Career Training programs and Occupational Supplemental courses have continued to decline.
- The college's actual FTE continues to decline and was 70% of allocation.
- The percentage of high demand programs for RTC was 19%. High demand programs receive enhanced FTE and may be an opportunity for growth.

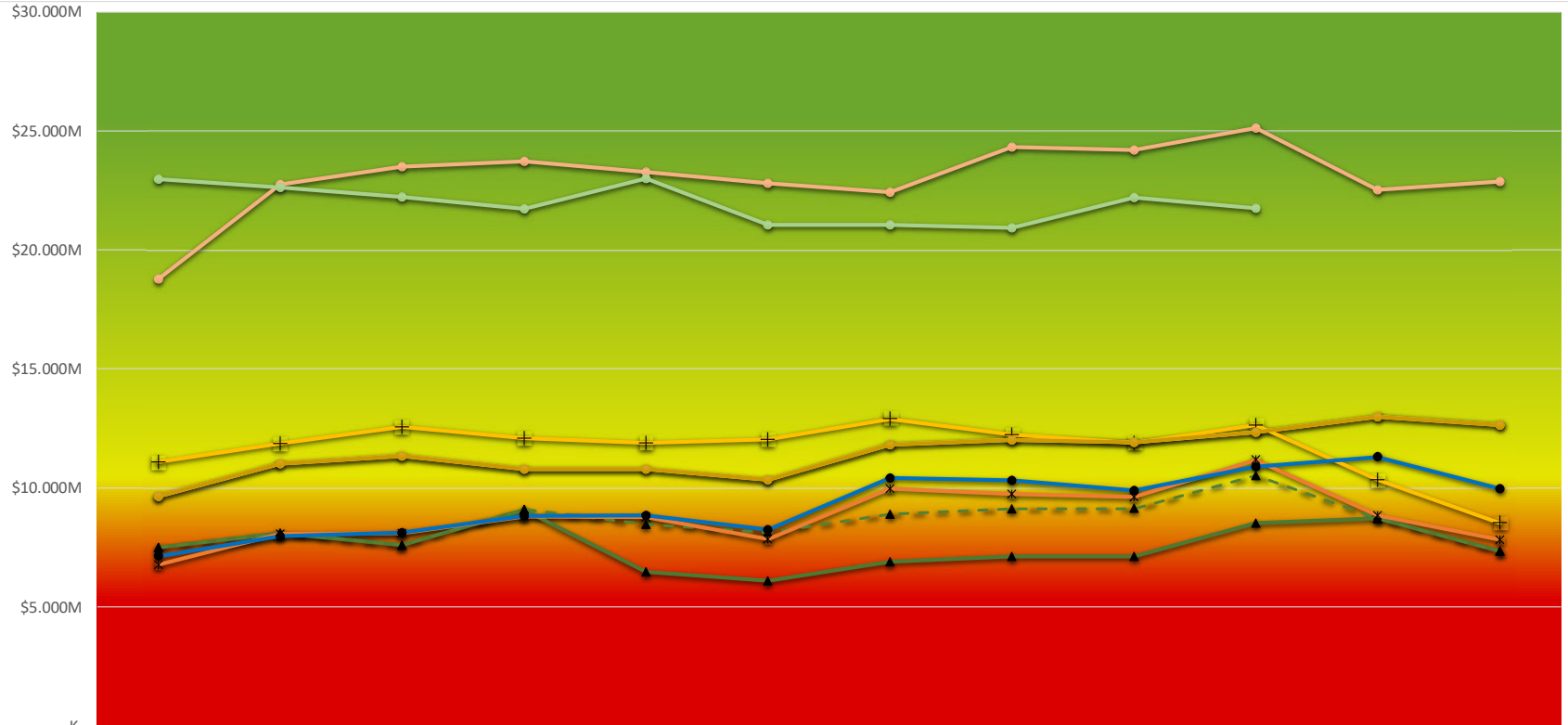
RECOMMENDATIONS

- The percentage of **students of color is increasing** over time, yet **gaps** between students of color and white students in terms of retention, persistence, and completion are **widening**. This should be investigated further. It is recommended that further disaggregation of data and primary and secondary research be conducted to inform new interventions that can support students of color on campus. Faculty and staff should go through equity training to better support students. Policies need to be reviewed and reexamined through an equity lens.
- RTC must find a way to ensure that a **program review** and **student learning outcomes assessment consistently** take place in a **sustainable** manner, regardless of turnover and changes in staffing. The effectiveness of our programs is hindered by not having a robust systematic way of evaluating program effectiveness. Programs should be evaluated holistically via the Guided Pathways framework.
- The slipping **retention rate of employees** may reflect changes due to the pandemic and implementation of ctcLink. It is recommended that employee surveys and/or focus groups/interviews be conducted to inform activities that can help retain employees. An exit interview process is also recommended.
- As in previous years, it is recommended that a comprehensive **strategic equity enrollment management plan** be implemented to recruit and retain students at RTC. RTC should review areas that have enhanced FTEs to take advantage of that opportunity.
- In order to sustain future tracking and **data integrity**, all staff who perform data entry should check and audit their work to ensure data cleanliness and completeness by state deadlines. It is recommended that these mechanisms be built into job descriptions, trainings, and business processes, if applicable. In addition, reporting of data should include data sources and calculations for transparency and sustainability.

**RENTON TECHNICAL COLLEGE
MONTHLY OPERATIONS REPORT
FISCAL 2022-23
For the Month of April 2023**

	April 2023 - Actual	Year to Date - April 2023 - Actual	Prior Year to Date - April 2022 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance	10,063,958	19,248,178	9,407,669	9,840,509
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	(31,717)	8,180,679	9,262,805	(1,082,126)
Grants and Contracts	167,264	4,077,157	8,198,425	(4,121,268)
Donation Received	-	-	5,000,000	(5,000,000)
Student Government	(15,775)	589,605	684,836	(95,230)
Bookstore	-	15,443	77,076	(61,633)
Security/Parking	(2,380)	79,758	147,256	(67,498)
Culinary Arts - Food Services	59,103	584,369	270,587	313,783
Housing	-	32,196	39,184	(6,988)
Interest Income	38,572	159,915	18,547	141,368
Rental Income - Excluding 569	21,330	198,352	129,015	69,337
Scholarship and Student Loan Funds Received	1,353,227	6,749,219	8,179,071	(1,429,852)
CRRSA	-	-	-	-
CARES Deferred FY20	-	-	-	-
Net Operating Revenues	1,589,625	20,666,693	32,006,801	(11,340,108)
Add - State Allocation				
State Allocation - VPA Expenses	2,744,366	23,629,290	20,701,486	2,927,804
Capital Allocation Fund 057	45,380	1,180,085	-	1,180,085
Capital Allocation Fund 060	26,563	251,360	-	251,360
Total State Funding	2,816,309	25,060,735	20,701,486	4,359,249
Total Revenues	4,405,934	45,727,428	52,708,287	(6,980,859)
Less - Expenses:				
Salaries	2,232,085	21,608,170	19,121,897	2,486,273
Benefits	708,287	7,038,301	5,892,981	1,145,321
Contracts	-	-	-	-
Goods and Other Services	967,268	6,803,624	4,397,052	2,406,572
Cost of Goods Sold	22,647	146,114	80,792	65,322
Travel	17,719	113,978	26,796	87,183
Equipment	17,549	81,250	917,641	(836,391)
Computer Equipment	-	-	-	-
Financial Aid	1,951,346	9,613,386	8,277,066	1,336,320
Debt Service	-	45,340	46,415	(1,076)
Bad Debt	-	-	3,076	(3,076)
Total Expenses	5,916,900	45,450,164	38,763,716	6,686,448
Net Operating Surplus (Deficit)	(1,510,966)	277,264	13,944,571	(13,667,306)
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	1,354,950.82	(577,289)	(1,757,026)	1,179,737
Decrease/ (Increase) in Investments & Bond Amortization	(40,816)	(8,375,716)	(1,377,146)	(6,998,570)
Payment of Bldg, Innovation Fee, and VPA Advance to State	(125,443)	(830,754)	(942,020)	111,266
Land Purchase	-	-	-	-
Total Other Sources (Applications) of Cash	1,188,692	(9,783,759)	(4,076,193)	(5,707,567)
Adjustments to Cash - Posting Errors	-	-	-	-
Ending Cash Balance	9,741,684	9,741,684	19,276,048	(9,534,364)
Add College Reserves:				
Local Government Investment Pool (LGIP)	9,380,574	9,380,574	985,639	8,394,935
Investment Bonds held in trust by US Bank	2,625,743	2,625,743	1,638,158	987,585
Total Reserves	12,006,317	12,006,317	2,623,797	9,382,521
Total Cash and College Reserves	21,748,001	21,748,001	21,899,844	(151,843)
Actual %				
Total Current State Allocation	100%	28,997,513	26,554,840	2,442,673
Allocation Used - Year to Date	86%	25,060,735	20,701,486	4,359,250
Remaining State Allocation	14%	3,936,778	5,853,354	(1,916,577)

RTC Month End Cash and Reserves Balances - FYR 1516 to 2223



K

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2016-2017	\$11.082M	\$11.857M	\$12.569M	\$12.093M	\$11.886M	\$12.037M	\$12.906M	\$12.231M	\$11.897M	\$12.636M	\$10.343M	\$8.531M
2017-2018	\$7.490M	\$8.100M	\$7.599M	\$9.081M	\$6.473M	\$6.106M	\$6.887M	\$7.121M	\$7.129M	\$8.519M	\$8.708M	\$7.338M
2017-18 w COP	\$7.490M	\$8.100M	\$7.599M	\$9.081M	\$8.473M	\$8.106M	\$8.887M	\$9.121M	\$9.129M	\$10.519M	\$8.708M	\$7.338M
2018-2019	\$6.772M	\$8.059M	\$8.096M	\$8.783M	\$8.768M	\$7.853M	\$9.965M	\$9.740M	\$9.611M	\$11.186M	\$8.833M	\$7.823M
2019-2020	\$7.135M	\$7.958M	\$8.126M	\$8.817M	\$8.834M	\$8.245M	\$10.404M	\$10.311M	\$9.896M	\$10.895M	\$11.302M	\$9.961M
2022-2023	\$9.645M	\$11.017M	\$11.342M	\$10.791M	\$10.790M	\$10.343M	\$11.811M	\$12.022M	\$11.922M	\$12.327M	\$12.986M	\$12.624M
2020-2021	\$9.645M	\$11.017M	\$11.342M	\$10.791M	\$10.790M	\$10.343M	\$11.811M	\$12.022M	\$11.922M	\$12.327M	\$12.986M	\$12.624M
2021-2022	\$18.781M	\$22.747M	\$23.502M	\$23.724M	\$23.261M	\$22.798M	\$22.418M	\$24.309M	\$24.201M	\$25.120M	\$22.513M	\$22.868M
2022-2023	\$22.982M	\$22.615M	\$22.229M	\$21.727M	\$23.004M	\$21.048M	\$21.041M	\$20.925M	\$22.201M	\$21.748M		

AGENDA ITEM: 6. BOARD OF TRUSTEES

SUBJECT:

BOARD CONSIDERATION

X Information

X **ACTION**

BACKGROUND

A. Foundation Liaison Report

Trustee Timothy Cooper will share a report from the Foundation.

B. Election of Board Officers for FY24

Board Chair – current Trustee Debra Entenman

Board Vice Chair – current Trustee Frieda Takamura

C. Appointment of RTC Board Liaisons

RTC Foundation Board – current Trustee Timothy Cooper

Presidents RTC Advisory Council – current Trustee Jessica Norouzi

ACT Legislative Action Committee (LAC) – current primary Trustee Debra Entenman

ACT Legislative Action Committee (LAC) – current secondary (none)

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
June 21, 2023

AGENDA ITEM: 7. MEETINGS

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

A. The next regularly scheduled meeting of the Board of Trustees will be September 20, 2023.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
June 21, 2023

AGENDA ITEM:

8. ADJOURNMENT

SUBJECT:

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

BACKGROUND:

RECOMMENDATION:

Motion required.