

Hybrid Annual Retreat: Board Room (I-204)

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Hybrid Regular Meeting: Culinaire Room (I-108)

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Agenda Items

Information/Action/Presenter

I. STUDY SESSION

1:00 P.M.

1. Call to Order
Chair Jessica Norouzi
2. Public Comments
3. Potential OFM Budget Impacts
Vice President Jacob Jackson
4. BIRT Class Visit
Jessica Ganska
5. Title IX Changes
Student Services and Human Resources
6. Meetings
Information
 - A. Regular Board Meeting – November 20, 2024 at 3:00 P.M.
7. Adjournment
Action

II. REGULAR BOARD MEETING

Information/Action/Presenter

1. Call to Order
3:00 P.M.
 - A. Notation of Quorum
2. Adoption of Minutes
 - A. September 18, 2024 – Regular Meeting
Action
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
 - A. Title IX Changes
Vice Presidents Jessica Gilmore English and Lesley Hogan
 - B. Retirement Incentive
VP Hogan
5. Discussion/Reports
Information

- A. President's Report
- B. Financial/Budget Status

Dr. Yoshiko Harden
Vice President Jacob Jackson

6. Board of Trustees

- A. Foundation Liaison Report
- B. Legislative Action Liaison Report
- C. Community Advisory Committee Liaison Report

Trustee Frieda Takamura
Trustee Debra Entenman
Chair Norouzi

7. Meetings

- A. Regular Board Meeting – December 11, 2024

8. Adjournment

Action

Renton Technical College
Board of Trustees Meeting
November 20, 2024

AGENDA ITEM: **1. CALL TO ORDER**

SUBJECT:

BACKGROUND:

<p>BOARD CONSIDERATION</p>

<p><input checked="" type="checkbox"/> Information</p>
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<p><input type="checkbox"/> Action</p>
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Board Chair Norouzi will carry out the Notation of Quorum and call the meeting to order.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
November 20, 2024

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT:

BACKGROUND:

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

- A. October 16, 2024 Special and Regular Meetings

BOARD CONSIDERATION	
	Information
X	Action

RECOMMENDATION:

Approval as presented.

I. STUDY SESSION

1. Call to Order

Chair Jessica Norouzi called the meeting to order at 1:34 P.M. and noted a quorum.

2. Public Comments

There were no public comments.

3. Board Budget

The Board agreed to a \$23,000 budget for the 2025-2025 academic year. This aligns with budgets from previous years, with a slight increase for inflation. The group agreed that there may be need to adjust the budget moving forward.

4. Board Calendar

The Board reviewed the 2025 Board calendar.

5. 2024-2025 Board Goals

Chair Norouzi walked the group through the 2024-2025 Board goals draft. (1) Provide guidance for the Be The Place Strategic Equity Plan (BTP SEP) and stay apprised of progress towards BTP SEP outcomes. (2) Continue to strengthen the Board-President relationship through ongoing communication and transparency. (3) Continu professional development for the Board and deepen knowledge of RTC's programs and role in community. (4) Deepen connections to the community in support of the College's mission to advance Board succession planning and support a pipeline of Board members and friend- and fund-raising.

6. Meetings

A. Regular Board Meeting – October 16, 2024 at 3:00 P.M.

The regular Board meeting is scheduled for October 16, 2024 at 3:00 P.M.

7. Adjournment

There being no further business, Trustee Entenman motioned to adjourn the Board of Trustees meeting at 2:27 P.M. Trustee Takamura seconded, and the motion carried.

II. REGULAR BOARD MEETING

1. Call to Order

Chair Norouzi called the meeting to order at 3:00 P.M. and noted a quorum.

2. Adoption of Minutes

A. September 18, 2024 – Regular Meeting

Trustee Takamura introduced a motion to approve the minutes from the Board meeting held on September 18, 2024. Vice Chair Tim Cooper seconded, and the motion carried.

3. Communications

A. General Information/Introductions

There were no introductions.

B. Correspondence

There was no correspondence.

C. Public Comments from the Audience

There were no public comments.

D. Student Leadership

There was a student-led artificial intelligence (AI) focus group, which created a student-made draft ethics policy. The group advertised the focus group across campus. The purpose of this document is to start work on an official policy. This included FELX GPT, Raspberry Pi, and a live language translator from both an instructor position and via phone. Students use AI to help code, streamline projects, AI is only as smart as the user. The group is seeking to help students to use AI to enhance their writing, or to assist them in getting started when they are stuck. This policy includes requirements for students to extensively cite when AI is used and notes that the ultimate discretion is up to the instructor. The next step is for the group to present to the Associated Student Government (ASG).

Regarding AI, there are some conduct elements addressed in the Student Code of Conduct. The State Board is working on guidance, and RTC is holding off on rolling out a policy to stay aligned with the State Board. There will be changes in the Student Conduct Code per the Attorney General's Office after public comment. The Foundation has developed an authenticity statement for scholarship applications.

Leslie Wofford, the President of ASG; Leo Ragual, ASG Treasurer; Trinity Baker, ASG Vice President; and Ruby Pocasangre, Diversity, Equity, and Inclusion Council (DEIC) Student Liaison gave an update on ASG events. Trunk-or-Treat will be on October 31 with vehicle set-up from 3:30P.M.-4:00P.M. Please volunteer!

Indigenous Peoples Day Event was this week. ASG has a board that they decorate each month. Last month's board was Hispanic Heritage, this Month's is Disability Awareness. There is food drive going through December 4. Please drop off nonperishable items to the Learning Resource and Career Center (LRCC). There is a winter coat drive in J-216 and in the LRCC. Both drives benefit students. The Foundation provides funds to purchase culturally appropriate food. Please feel free to donate to the Foundation with a note that the donation is intended for the LRCC food pantry. Food insecurity, housing insecurity, and childcare are the top three needs for students.

There was a Fall Open House that had a morning and evening session. Three new clubs have been established.

E. Renton Federation of Teachers

Shout out to IT and Shelley Heath, Testing Center Manager. Michele Lesmeister put a call out for testing center help, and many answered. Thank you! Renton Federation of Teachers (RFT) had a wonderful meeting with the President yesterday ahead of the Board meeting. Thank you to AJ Serba for her presence driving the meeting. Tomorrow, RFT's Executive Board will meet and review communication strategies.

F. Written Communication Reports

Thank you to everyone for their written reports. Chair Norouzi thanked Instruction for their video on partnerships across campus. It's inspiring to see the opportunities these partnerships create for students, and it is what is best for students. Trustee Takamura stated that the written reports are often the only way for the Board to hear what is going on in each department. Trustees are often asked about what is going on, and it's helpful to the trustees to be able to talk to community about what is going on. Please be sure to contribute to your unit's written report.

4. Action Items

A. Annual Board Meeting Schedule 2025

The trustees reviewed the 2025 Board meeting calendar.

Trustee Debra Entenman introduced a motion to approve the Annual Board meeting schedule for 2025 as presented. Trustee Takamura seconded, and the motion carried.

5. Discussion/Reports

A. President's Report

President Harden gave her report. Buildings H, C, I, and G were all impacted by power outages. Thank you to Facilities, Custodial staff, Security, CTS, and all of the faculty and staff who were affected. We needed to work with external partners to work on repairs.

Yesterday, RTC was informed that we are one of nine technical colleges eligible to apply for the US Department of Education's Inclusive Excellence Award. This award acknowledges how well the institutions prepare students for their lives, as opposed to exclusivity. This is a new program, and it could help support other work that the college does.

Diversity, Equity, and Inclusion

The Fall All-College meeting occurred. Thank you to Trustees Entenman and Zappone for attending! The meeting started with an update from Instruction. Vice President Jacob Jackson gave an update on facilities. There were also updates on events around Disability Justice Week. Thank you to Jean Munroe and Teresa Woods for their work on Indigenous Peoples Day. Yesterday was Men of Merit, which is a program that supports male-identifying students of color and is open to all students. There are faculty and staff affinity groups. 18 faculty and staff are attending the Faculty and Staff of Color Conference. Yesterday was the Fall Open House. President Harden gave a welcome to the diverse students.

President Harden has prioritized being out around campus to talk with community members. She has spent time with students in the massage program, culinary program, and medical assisting. It's been very special to see students practicing in their programs.

Be The Place Strategic Equity Plan (BTP SEP) Implementation

Executive Director Doris Martinez and Director Lia Homeister are leading the BTP SEP Implementation Task Force process. The Task Force will be comprised of 14-16 community members (faculty, staff, administrators, and other community members) for a two-year term. The task force will focus on infrastructure during the first year, including creating records and policy process.

The trustees requested to be informed of the task force meetings, and potentially have a Board liaison serve on the taskforce.

Financial Stewardship

President Harden met with Arlen Haris (State Board Legislative Director), President David May (Bellevue College), and Representative Steve Bergquist about the Office of Financial Management (OFM) error. RTC used these funds to enhance the college campus and safety, collective bargaining, and achieve pay equity. Trustee Takamura commented that she has sent a letter to her legislators voicing her disappointment with the OFM decision. There are 11 legislative districts that make up RTC. President Harden agreed to provide high-level points for the trustees should they want to use them.

Workforce Development

President Harden is on the Workforce Development Board, and they had their orientation. The first meeting is upcoming. President Harden attended the Kent Valley Air and Space Manufacturing Roundtable to work together on jobs initiatives for aerospace work. There is a Renton Promise partnership meeting that aims to continue funding after proviso dollars have run out. The fall Washington Association of Community and Technical Colleges (WACTC) President and Chancellor group met in Cascadia and focused on proposed capital projects. VP Jackson has been a big leader in the capital projects group. There are currently 35 major projects on the list. Only about six projects are funded each year. It will take about 20 years to get through the current list, excluding inflation. One goal of the group is to allow for intermediate projects. President Harden serves on the WACTC Equity Subcommittee which is working with the Diversity Officers Commission.

Enrollment

Fall enrollment is up 9% overall and 16% for tuition-paying. Thank you to VP Jackson for sending notes. RTC still has work to do focusing on retention and ensuring programs are relevant for students. The trustees will tour the first floor Building J remodel next study session. There is hope that the Multicultural Center completion date is moved up a bit. We will be reworking priorities going into our next legislative cycle and are continuing to work with legislators on advocacy. We are preparing for the January 2025 Hill Climb.

B. Financial/Budget Status

VP Jackson walked the group through the financial report. For month ending in August, RTC has collected about 21% of revenue. State allocation is up when

compared to last year. There will likely be an adjustment to this as more information comes out from OFM. Tuition-Revenue is up, mainly because enrollment is up in General Education, which increases tuition and fees collection. Youth high school completion and Running Start enrollment is up. Enterprise is also up. Surplus has been approved to cover the budget. Trustee Cooper asked about utilizing tuition and fees opposed to surplus. VP Jackson stated that RTC will need the surplus when future expenditures that are projected out come to fruition. Salaries and wages are up. Goods and services are up, as is travel. Equipment purchases are significantly down due to the previous year's expenses. Financial Aid is up. RTC has spent about \$700,000 more when compared to last year. The Cash and Investment balance chart shows roughly the same start this year as last year, with a prediction that there will be a slight increase through March or April when the state allocation runs out, at which time the college will need to use local funds.

OFM has directed the state board to set aside \$28.5M. OFM sees this as an accounting error, and RTC's share is about \$800,000 this current year. OMF has stated that the base maintenance level will be adjusted by \$48M. When we look at the state allocation, this will be about a \$1.2M deficit each year. VP Jackson walked the Board through the Board reserve policy. RTC has an operating reserve of about two months, and about a \$2M reserve for building failures as well as \$2M in reserves for the "Innovation Fund" if a new program needs to be started up. Vice Chair Cooper asked if there is a precedent to have multiple Board Chairs co-sign a letter to the OFM. President Harden agreed to send an inquiry to Alren Harris and Kim Tanaka. There are discussions on increasing the College Affordability Program with OFM and the Governor's Office. This will help offset the dollars. Vice Chair Cooper stated that there was no way to know that this was an error, as there is no way to check this. Trustee Takamura commented that this is the people's money.

Running Start FTE is up by about 10. High school completion is about 216. Worker retraining is up by about 50. Work first is up by about 9 FTE. These are special-funded or contracts that get enhanced dollars.

RTC failed the second inspection for Building J. The contractor will have to work on this and then submit for another inspection with the Fire Marshall. We are hopeful that the Multicultural Center will be completed this calendar year. The structural issues have been addressed. The Multicultural Center construction has caused delays in the HVAC system replace in Building D. We are working on adding more cubicles for staff in Building I, Room 214. The next project this

quarter will be the replacement of bathroom partitions and fixtures in Buildings A, B, E, and F. There have been several power outages over the past weeks, and campus is still recovering. Buildings C, I, and J have remaining issues. Light bays and receptacles are out in Building C, and maintenance is short staffed. Building I's power outage caused a fire on the circuit board in the fire system and cause a fire in the circuit board in the back up fire system. The HVAC system is down because the connectors and connections burnt out. Parts are ordered and installation is scheduled. Building G sits west of Building A and houses the cooler, which cools Buildings C, H, and F. That cooler experienced a failure, which will cost about \$60,000 to get up and running. The technician stated that they believe the cooler will not work much longer and will need to be replaced, which will cost \$1M. Trustee Entenmann asked for a cost-benefit analysis to upgrade to a better system. VP Jackson agreed. Vice Chair Cooper asked about pursuing damages for the person who caused the power failure. VP Jackson responded that he would look into it.

6. Board of Trustees

A. Foundation Liaison Report

Trustee Frieda Takamura reported that pies are on sale! Please order a pie from the Foundation! The Celebrity Chef dinner next Thursday is sold out! The foundation is in the middle of Winter Quarter applications and is ahead of where they are for applications received. The book and equipment grant doubled this year thanks to a generous donation.

B. Legislative Action Liaison Report

Trustee Debra Entenman reported that the first day of the legislative session is January 6, 2025. No matter how you are going to participate, please vote in the next election. The legislative action report is talking about capital funding and potential legislative competition between K-12 and higher education. Please turn in your ballots and get five people who may have not voted in the last election to turn in their ballots.

C. Community Advisory Committee Liaison Report

Chair Norouzi and President Harden met to discuss the new vision of the Community Advisory Committee. They discussed how this will be a space for community-building and visioning that serves the BTP SEP and meets the needs of RTC now as well as where RTC would like to go.

7. Meetings

A. Regular Board Meeting – November 20, 2024

The next regular Board meeting is scheduled for November 20, 2024.

8. Adjournment

There being no further business, Vice Chair Cooper moved to adjourn the Board of Trustees regular meeting at 4:41 P.M. Trustee Takamura seconded, and the motion carried.

Renton Technical College
Board of Trustees Meeting
November 20, 2024

AGENDA ITEM: 3. COMMUNICATIONS

SUBJECT:

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

BOARD CONSIDERATION

Information

Action

RECOMMENDATION:

None.

**Administration and Finance Report
Renton Technical College Board of Trustees
November 20, 2024**

Financial Report

For month ending September, we are about 25% through the year. Revenue collection is about 28 percent. Revenues are up about \$5.8M this year compared to last year. This is due to state allocation and tuition and fees. Tuition and fees are up by \$2.3M from September 2024. It should be noted that tuition and fee collection is still well below our enrollment/tuition/fees prior to the pandemic 19-20 and enrollment is still well below our District Enrollment Allocation Base. We have drawn down \$8.0M this year compared to \$6.7M last year. Interest income is \$176k this year compared to only \$12k last year at this time.

Expenses are about 25%. Expenses are about \$16.8M through September compared to this time last year of \$12.8M last year. Salary and benefits are about \$1.8M higher than last year at this time. Goods and Other Services is also about \$1.8M higher for month ending September compared to last year.

Our ending cash and investment balances are about \$19.9M.

Business Office

- Started State Auditor's Office (SAO) performance audit.
- In preparation of their transition to One Washington, the Office of Financial Management (OFM) has asked all community and technical colleges to reconcile their balance sheet accounts as of June 30, 2024, by the end of the calendar year. Our accounting team has been working on reconciling and cleaning up these accounts from conversation. They received praise from the State Board last week for their progress on this project.

Food Services & Rentals

- October 2025 Catering Revenue: \$74,176.55
- October 2024 Catering Revenue: \$47,700.75

Year-over-Year Comparison (October):

- Increase in Catering Revenue: \$26,475.80
- Percentage Increase: 55.5%

Context and Analysis:

October 2025 saw a significant increase in catering revenue compared to the same period in 2024, with a 55.5% increase year-over-year. Several factors likely contributed to this improvement:

1. **Increased Event Bookings:** Compared to the previous year, more large-scale events were booked in October 2025, reversing the declining trend seen in earlier months. This increase in bookings positively impacted revenue.
2. **Higher Attendance at Key Events:** Key events held in October saw higher participation rates, leading to greater demand for catering services. This boosted overall sales for the month.

Facilities & Grounds

- Hired the following
 - 2 - Custodians
 - 2 - Maintenance Mechanic 3s

Capital

Minor Capital Program Projects for Current Biennium (2023-2025):

- **2022-511 A - Bldg. J Computer Classroom Remodel, 1st Floor – Phase 2 (SWL Architects)**
 - The fire alarm system has been reprogrammed, and is now pending an update on the monitoring company's end.

Minor Capital Repair Projects for Current Biennium (2023-2025):

- **2024 – 047 - Roof Top Unit replacement in Bldg. D (Rolluda Architects)**
 - The office units are in. Due to a sprinkler pipe, some of the units in the main space will have to be moved over from their original planned locations. The startup is scheduled for November 11. We are still working on trying to locate the correct gas pipe to disconnect.
- **2024 – 046 - Storm line Replacement Phase 2 (AHBL)**
 - The stumps were removed, and the hydro excavation is complete. The pipe replacement and the backfill will take place today.
- **CBPS – SBCTC Utility submeters for Clean Buildings Act 40000878**
 - Ameresco has been able to come in at \$1,800 below budget with the direct to network option. After the first year, the monitoring will be \$3,500-\$5,000 per year, depending on commitment time, which we would have to find funding for. We are aiming for a Spring 2025 install.
- **2024 – 281 - Multicultural Center Bldg. D (Rolluda Architects)**
 - The ceiling grid is complete, and a portion of the lighting has gone in. The electrical and sprinkler trim is being installed today. The rest of the doors are currently being hung.
- **2024 – 718 - Room 214A Bldg. I – Remodeling**
 - The hazmat survey was returned with no identified issues.

College Technology Services (CTS)

Fall Quarter

CTS continues to provide support for day and evening students. While maintaining long office hours, CTS is able to provide support starting at 7:00 A.M. until 7:30 P.M. each night (Monday-Thursday) to ensure students and faculty have IT support while class is in session. CTS also invites students, faculty and staff to stop by J-311 as we are open for walk-in support.

Technology News & Updates

CTS completed a phishing campaign as a part of October's Cybersecurity Awareness month activities. RTC ranked better than industry averages and thanks RTC employees for making our environment stronger together.

Employee account password complexity was also updated to meet or exceed rigor. This ensures RTC meets regulations for identity management as well as safeguarding accounts and data.

Technology Improvements

CTS successfully updated a critical piece of infrastructure in upgrading our firewalls. This is a major IT project, and we want to recognize Network and Security Engineer Renee Jones for her incredible work with planning, architecting and executing such a complex project.

Upcoming

- J first floor networking configuration and set up
- J first floor computer deployment
- J first floor TV installation and set up
- Student multifactor authentication (MFA)

**Communications and Marketing Report
Renton Technical College Board of Trustees
November 20, 2024**

ENROLLMENT MARKETING

Campaigns geared toward strengthening Winter Quarter Enrollment began running October 30 on several platforms, with different messages and media. They include: Manufacturing (Machining, Welding Mechatronics); Engineering Design Technology; Hands-on Training; and general Find Your Place at RTC ads, including Career Training, Transfer, and College Prep Courses. These ads lead to submission forms that prospective students can fill out for more information and follow-up messaging. Reports from the first week show they are performing well, with ads seen more than 45,00 times, and clicked more than 1,400 times, with more than 50 forms submitted.

AWARDS and RECOGNITION

RTC received two Gold Medallion Awards at the District Conference for the National Council for Marketing and Communications, which includes two-year colleges from Washington, Oregon, Idaho, Montana, Alaska, and Canada. The team won Gold in the Website Category for the college's new site and Gold in Excellence in writing for the [Renton Promise Success story](#). The website team includes Evyson Beasley, Mike Choi, Katherine Hedland Hansen and Matt Stephen from Communications and Marketing and Marzena Sasin from CTS.

COMMUNICATIONS and PROJECTS

The C&M Marketing team created a series of light pole banners highlighting students, the college's new mission statement, and Be The Place Strategic Equity goals. They will be installed in the coming weeks across campus.

Staff collaborated with the Foundation to create this year's annual report, which will be mailed to donors in December.

Executive Director Katherine Hedland Hansen, with feedback from Cabinet members, wrote the application for the [Postsecondary Success Recognition Program](#), for which RTC was nominated.

SOCIAL MEDIA HIGHLIGHTS

- Total audience grew 5% over the previous year, with the largest growth on Instagram and LinkedIn.
- Engagement on LinkedIn increased 27%.
- Most popular posts: A Renton Promise student from Lindbergh High School enrolled in Baking and the coverage of RTC's Indigenous People's Day event.

Diversity, Equity, and Inclusion Report
Renton Technical College Board of Trustees
November 20, 2024

Diversity, Equity & Inclusion Council (DEIC)

The Diversity, Equity & Inclusion Council (DEIC) concluded its fall meeting schedule on November 4, 2024 and will resume January 13, 2025. DEIC does not meet in December. DEIC meetings are scheduled for the second Monday of each month in a FLEX format—both on Zoom and in room C-111—from 2:30 to 4PM.

This month's report will highlight updates from the Multicultural Center Action Team (MCAT).

Multicultural Center Action Team (MCAT)

The MCAT will conclude in Winter 2025. The Action Team has worked on numerous projects including the naming of the Center, developing the mission statement, design of the space, amenities and much more. The Division of DEI has submitted a position through Human Resources for a Program Manager who will provide leadership, strategic vision and innovative educational DEI focused programming.

The Multicultural Center will now be named the *Unity Center*.

Mission Statement:

The Renton Technical College Unity Center exists as an inclusive space that honors and celebrates all identities and backgrounds. Through culturally responsive educational programming and initiatives, this space centers equity and social consciousness, fostering holistic student support and belonging.

Aligned with the college's Be the Place Strategic Equity Plan, the Unity Center is committed to actively engage students, faculty, staff through the following offerings:

- **Educational Programming:** Center will provide an array of programs, trainings and workshops focused on diversity, equity and inclusion, promoting critical dialogue and learning.
- **Resource Center:** A collection of resources including books and articles geared to expand knowledge on DEI topics. Additionally, campus resources will be available to support student needs.
- **Multipurpose Lounge Space:** designed with accessibility and flexibility in mind, the lounge space fosters an inviting environment for studying, community gatherings, interactive events and much more.
- **Reflection Area:** A designated space for individuals to pray, meditate or seek silence.
- **Communal Kitchen:** An equipped and shared space to warm or store your meal in between classes and be in community.

Why Unity?

Unity (noun)

1a: the quality or state of not being multiple: oneness

2a: a condition of harmony: accord

"Unity." Merriam-Webster.com Dictionary, Merriam-Webster, <https://www.merriam-webster.com/dictionary/unity>.

In February 2024, the MCAT administered a two-part Multicultural Center Survey. The survey asked students the following question: "Other colleges have named their center using the following terms: belonging, empowerment, intercultural, mosaic, unity, etc. Which word describes a space you would be most likely to visit?"

"Belonging", "Unity" and "Intercultural" were rated the top three.

Building on student feedback, MCAT developed combinations of possible names of the Center. The second survey was conducted in May 2024 for students to vote for their preferred name from the following options:

- Center of Belonging and Unity (CBU)
- Heart of Unity and Belonging (HUB)
- Space of Unity and Belonging (SUB)
- Unity Center (UC)
- Unity Center of Celebration (UCC)

Unity Center was selected by students as the number one choice.

Diversity, Equity & Inclusion (DEI) – Unit Updates

Election Reflection Spaces- November 6 & 7

The Office Student Leadership & Programs in partnership with Behavioral Health hosted two post elections spaces on November 6 and 7, 2024 that were open for all students, faculty and staff to reflect and engage in community dialogue regarding the elections on November 5, 2024. Activities included puzzle, coloring and crochet stations. Much gratitude to [College Dogs](#) who attended the second day of the reflection space and provided nurturing support and smiles to all participants.

Rev. Dr. Martin Luther King, Jr. Commemoration: January 21-24, 2025

The 2025 MLK Commemoration Committee has begun planning for the third Annual programming series scheduled in January. All programs will be open to students, faculty, staff and greater community and will include lectures, workshops, passive programs and much more.

MLK Commemoration is a programming series that honors and examines the enduring legacy of Rev. Dr. Martin Luther King Jr. Held the week of the federal MLK Day holiday, our program aims to engage our community in a deep examination of Rev. Dr. King's teachings centered in justice, equity, and social change. Our goal is to inspire reflection, dialogue, and action rooted in his transformative vision for a more just and equitable society.

RTC Foundation Report
Renton Technical College Board of Trustees
November 20, 2024

Scholarships and Events

[Winter 2025 Scholarship Cycle](#)

Application reviews have begun with the Scholarship Committee. There were 149 eligible applicants for the winter quarter 2025, down slightly from 166 in 2024 or 11%. Fewer workshops were conducted during this cycle due to the onboarding of the new Scholarship and Development Manager. A pre-recorded workshop was available to students and promoted via the website and faculty members. New scholarships for winter included two memorial scholarships and the PSE Energize Scholars.

[Book & Equipment Support \(BES\) Grants and other grants](#)

To date, the Foundation has awarded 82 grants for fall quarter nearly doubling the number from fall 2023 and totaling \$71,500. Over half of the BES funds have been awarded for the 24-25 academic year. The top areas of study are IT at 32% and healthcare at 30%. Transportation and advanced manufacturing programs are at 16%.

[2024 Celebrity Chef Dinner with Kristi Brown](#)

The dinner exceeded fundraising goals and Chef Kristi spent extra time with students sharing her amazing career journey and encouraging the students. New donors provided the added funds for the “fund-a-need” portion of the event doubling the amount raised for student uniforms, knife kits, and emergency funds.

[Connell Scholar and staff pizza parties](#)

The Foundation is hosting a pizza party for all the students who have received the Connell Scholarship November 14, 2024. It is a meet and greet with the Connell family and President Yoshiko Harden. A staff pizza party is scheduled November 18, 2024 for the winners of the table competition game during Fall Kick-Off.

[Thanksgiving Pie Project](#)

The pies sell-out annually (108) and proceeds go to support the campus food pantry. This year the Foundation is doing a \$600 match with United Way to provide Thanksgiving dinner sides for students and their families.

Development & Community Engagement

- The Anne Knack estate has provided a gift of \$127,000 for scholarships. Anne passed away in September at the age of 104. Her late husband, Fred Knack, owned car dealerships in Renton. Fred passed away in 1994 and established a remainder trust. Anne contacted the Foundation in 2020 to add RTC as a beneficiary of the

trust.

- The Connell family has provided \$100,000 for scholarships during the winter quarter.
- The Sharing Foundation doubled their annual scholarship donation to \$21,000 to support machining, welding, and mechatronics students through the Rottler Manufacturing Scholarship.
- Teresa Woods led efforts around Indigenous Peoples Day, October 14, 2024, and secured the two presenters. The event was well attended and featured storyteller Danny Marshall and Matthew War Bonnet, a Native American boarding school survivor, who recently met with President Joe Biden. On October 25, 2024, President Biden issued a formal apology to Native Americans who were forced to attend the government sponsored boarding schools.
- President Harden, Dean Shannon Matson, and Carrie Shaw will be a part of the official launch of the Kent Valley Air & Space Manufacturers Roundtable. Over two dozen local companies plan to send leadership to the launch and engage with education partners through the Roundtable.
- Plans are underway to launch a new CTE-focused scholarship for Renton School District graduates to attend RTC. The Foundation is working with RSD career education leadership to identify 25 students with financial need to access the scholarship. Donors have been identified to fund the \$6,000 per student scholarship. The goal is to incentivize RSD graduates with an interest in traditional trades to attend RTC to earn their certification or degree.

Operations

The 2023-2024 Annual Report production wraps up this week and will be mailed out to all donors and community partners the first week of December. This magazine features student success stories and showcases partnerships. This year's theme carries the college's new vision *Transformation through learning*.

The following personnel actions occurred during October 2024 and are present for the Board of Trustees' information.

AFT	Effective Date	Position	Department
- Hires			
Torsen Etschied	10/1/2024	Storeroom Clerk	Food Services
Brian Canady	10/14/2024	Custodian I	Custodial

-Separations			
Joette Levias	10/1/2024	Custodian I	Custodial
Nathan Beltran	10/4/2024	Maintenance Mechanic III	Facilities

WFSE	Effective Date	Position	Department
- Hires			
Shasta Nicholson	10/21/2024	Administrative Assistant V - Instruction	Instruction

-Separations

Prof Tech	Effective Date	Position	Department
- Hires			
Jannica Jones	10/1/2024	Schedule & Curriculum Analyst	Instruction
Sterling McKernon	10/1/2024	Financial Aid Program Specialist (<i>position change</i>)	Financial Aid
Karla Perez	10/7/2024	Guided Pathways Navigator	Instruction

-Separations

Exempt / Administrative	Effective Date	Position	Department
- Hires			
Margo Ikegami	10/7/2024	Scholarship & Development Manager	Foundation

-Separations

RFT	Effective Date	Position	Department
- Hires			
Mercedes Ramirez	10/1/2024	Workforce Programs Career & Academic Counselor (<i>position change</i>)	Student Success
Sandra Esparza	10/15/2024	Adjunct - Spanish Language Instructor	Faculty
Baxi Vu	10/21/2024	Adjunct ELA Instructor	Faculty

-Separations			
Mark Harrison	10/15/2024	Adjunct Faculty - Land Survey	Faculty

	Monthly Total Hires	% of Diverse Hires YTD
Full time	5	73%
Part time	3	46%

Institutional Research and Effectiveness Report
Renton Technical College Board of Trustees
November 20, 2024

Institutional Planning and Effectiveness

- Members for the **Strategic Equity Plan Implementation Task Force** have been recruited and was launched earlier this month. The task force will ensure the successful implementation of the 2024-29 Strategic Equity Plan (SEP).
- The **Accreditation Team** is currently reviewing the **strategic indicators** for SEP. These indicators will be used to measure RTC's success in mission fulfillment.
- The **annual unit planning process** is in progress. Planning forms were sent to directors and deans last month. Budget planning sheets were sent out this month. This process includes strategic alignment/reflection, resource planning, and project management for accountability.
- The **college's councils** have each met last month and are currently working on their annual plans to align with the Strategic Equity goals.

Student Learning and Assessment

- The implementation of the new **course evaluation** platform, Watermark, has been ongoing with the new course evaluations being released to students this month. Faculty and deans will have access to their results in December.
- Faculty continue to assess **student learning outcomes** in Canvas this quarter. The Assessment Committee has been offering peer assistance to faculty, as well as working on initial data pulls. They will be following up with a check-in at the end of the quarter in December.

Data and Reporting

- Federal reporting on **financial value transparency and gainful employment (FVT/GE)** continues to be in progress. The team is working with Enrollment Services, Financial Aid, SBCTC, and a few other colleges to work on a system-wide query to help make this process easier for future iterations. The reporting requirements deadline is in January.
- The college promoted a state-wide survey, **Washington Student Experience Survey**, administered by the Washington Student Achievement Council (WSAC). The project goal is to create a report describing state-level data on the prevalence of postsecondary basic needs insecurity, highlighting any disparate impacts on particular student populations, that can be used to drive policy and investment in Washington in 2025. It also fulfills the requirements of the Postsecondary Basic Needs Act (2SHB 1559 2023), which requires a state-level survey on postsecondary basic needs prevalence and resource access in Fall 2024. The survey remains open until November 22, 2024.

ctcLink

- Colleges and the State Board have been collaborating on **process alignment work** (PAW) in order to improve efficiency and optimization of ctcLink. RTC is leading the pilot task force on Travel & Expense. Surveys to college leaders for preliminary information and nominations have been sent out to all the colleges. The pilot task force will continue through Winter quarter.

Other

- **EAB Navigate** functionality and training continues to expand to more users.
- Two team members attended the annual Faculty and Staff of Color Conference last month.
- The team continues to support the college in all of their reporting, data, and ctcLink needs. Last month, the team worked on 15 new projects. **Ad hoc requests** from last month included work on program accreditation requests, apprenticeship assistance, evening services needs, and budget reports.

Instruction Report
Renton Technical College Board of Trustees
November 20, 2024

Instruction Board Report:

The month of October was dedicated to face-to-face visits with most of our 46 programs. I am almost done, with fewer than 5 programs left to visit.

My Executive Assistant, Lindsay Johnson, used Zoom's AI companion to generate summaries of each program visit. She then compiled those summaries into a single document. I used that document as the source for my Board Report, assisted by AI.

Notebook LM – This is an [AI generated podcast giving a comprehensive overview of our Program Viability visits \(31 Minutes\)](#).

Notebook LM also created a briefing document, below. I asked ChatGPT to do the same, but the Notebook LM summary is much nicer.

We also did a visit with CCP, but its concerns were very different from those of the programs, so they didn't surface in the themes of the visit. So, I created a separate podcast for CCP. [Click here for the CCP Program Visit Podcast](#) (17 minutes).

Please note that these meetings focused on capturing the faculty perspective and don't capture the input of other areas of the college.

Program Visit Briefing Document *generated by Notebook LM*

Date: October 23 - November 1, 2024

Purpose: This document summarizes key themes, important facts, and action items discussed during program visits across various departments. It highlights challenges, opportunities, and proposed solutions for enhancing program quality, student success, and future growth.

Key Themes:

- **Adapting to Technological Advancements:** Across numerous departments, the need to integrate emerging technologies into curriculum was a recurring theme. From incorporating AI in computer science and culinary programs to exploring AR/VR in engineering design, faculty recognize the necessity to equip students with skills relevant to the evolving job market.
- *"The program will be condensed from 90 to 60 credits, focusing on practical skills required for entry-level dental assistants. The program will incorporate emerging*

technologies like intraoral scanners while still teaching traditional techniques." - **Dental Assistant Team**

- **Curriculum Alignment and Modernization:** Many programs highlighted the need to revamp curriculum to better reflect industry needs and ensure student success. This includes streamlining content, focusing on practical skills, and introducing new specializations.
- *"The program should remain comprehensive, including software engineering classes, and only change the title and some classes."* - **Naser, Computer Science**
- **Resource Constraints:** Faculty frequently cited limited resources – including space, equipment, and staffing – as significant obstacles. Funding limitations, outdated equipment, and insufficient personnel impede program development and student experience.
- *"Zak discussed the challenges faced by their team, particularly in terms of resource allocation and execution. Zak mentioned the difficulty in navigating what they can do due to limited resources, and the need for more effective marketing strategies."* - **Zak, BAS IT Program**
- **Enrollment Management:** Balancing program capacity, student demand, and resource allocation is a persistent challenge. While some programs experience high enrollment, others struggle to attract and retain students, prompting discussions on marketing strategies and program structure.
- *"Aj discussed the high demand for their program... However, they were experiencing issues with student retention, with some students leaving the program early due to job opportunities or perceived unfair treatment at clinical sites."* - **AJ, Surgical Technology Program**
- **Student Success and Career Readiness:** Faculty are deeply invested in preparing students for successful careers. Discussions centered on integrating soft skills, providing hands-on learning opportunities, strengthening industry partnerships, and offering exam preparation and job placement support.
- *"Lance discussed the readiness of his students for the real world, highlighting their success in finding employment after graduation."* - **Lance, Anesthesia Technology**

Department-Specific Highlights and Action Items:

Accounting:

- Considering curriculum adjustments to QuickBooks course and Intuit certification.
- Evaluating the potential for more bachelor's degrees in accounting.

- **Action Item:** Faculty to determine optimal student capacity.

Machine Learning:

- Addressing capacity challenges and the need for more machines to accommodate growth.
- Exploring a new degree program in partnership with Welling.
- **Action Item:** Shannon to follow up with machine reseller regarding automation capabilities.

Information Technology:

- Program boasts high employment rates despite industry layoffs.
- Addressing challenges related to resource constraints and ineffective marketing.
- Exploring opportunities for outreach to potential students with existing degrees or career changers.
- **Action Items:** Stephanie to improve digital marketing, IT department to address network restrictions, and Zak to develop online resources and outreach strategies.

Automotive Technology:

- Addressing challenges related to accreditation requirements, student support, and roster problems.
- Exploring potential course changes and the possibility of gap filler scholarships.
- **Action Item:** ATT to address recurring roster issues and explore instructor support options.

Computer Science:

- Program has expanded to include data science, data engineering, and machine learning.
- Exploring potential for a certificate program in data visualization.
- Working on increasing enrollment and implementing a four-year curriculum.
- **Action Items:** Naser to align curriculum with associate degree changes, marketing team to improve outreach strategies.

Drone Technology:

- Considering incorporating drone technology into the advanced technology class.

- Exploring the possibility of a specialized continuing education class for drone operations.
- **Action Item:** Shannon to pursue approval for equipment and space for hands-on training.

Energy Efficiency Systems:

- Addressing the need for a new energy efficiency system and hands-on training.
- Exploring program expansion to include air and water balancing.
- **Action Item:** Nabeel to develop a detailed plan for updating curriculum and incorporating new standards.

Healthcare:

- Addressing concerns about outdated equipment, particularly in the healthcare field.
- Discussing the need for a new sink with drainage and a new sterilizer.
- **Action Item:** Anthony to explore resource options for central service and sterilization equipment.

HVAC:

- Maintaining current enrollment levels to prevent overcrowding.
- Exploring the possibility of offering two full cohorts in the future.
- **Action Item:** Oleg to explore scholarship opportunities and continue updating curriculum and equipment.

Surgical Technology:

- Addressing student retention issues and the need for program adjustments.
- Exploring the future of search tech and the impact of AI on the field.
- **Action Items:** Stephanie to follow up with enrollment services and explore equipment options.

Anesthesia Technology:

- Reassuring students that technology will not replace the role of anesthesia technicians.
- Exploring potential equipment donations and the need for a new computer.

- **Action Item:** Lance to explore equipment acquisition options and develop an exam prep course.

Dental Assisting:

- Condensing the program from 90 to 60 credits, focusing on practical skills.
- Adapting curriculum to incorporate emerging technologies while maintaining traditional techniques.
- **Action Items:** Connie to refine curriculum, Scarlett to address audio issues with training videos, and Stephanie to explore professional development options for faculty.

Medical Assisting:

- Addressing challenges with classroom space and the need for a new building.
- Discussing the future of technology in healthcare and the need for loaner laptops.
- Exploring the creation of a bridge program for students interested in nursing.
- **Action Items:** MAT to gather data on AST/AAS completion rates, Stephanie to follow up on program outcomes updates, and Chris to pursue apprenticeship partnerships.

Medical Billing and Coding:

- Exploring the viability of an externship program and addressing concerns about student readiness.
- Discussing the need for a program that combines various industry aspects, including billing and claims.
- **Action Item:** Sheila to re-evaluate course structure and payment options.

Phlebotomy:

- Expanding program reach, improving visibility, and increasing financial aid eligibility.
- Introducing new machines and emphasizing hands-on learning.
- **Action Items:** Mei to collaborate with Irena on ESL student support, Stephanie to explore bridge program options.

Cloud Networking:

- Addressing the need for better collaboration and understanding of industry needs.
- Creating a virtual space for esports activities.

- **Action Items:** Ren to explore a new Linux class, pursue Red Hat training, and continue accessibility discussions.

Mechatronics:

- Modernizing the curriculum, introducing new classes, and expanding partnerships.
- Integrating modern software packages and emphasizing hands-on experience.
- **Action Items:** Jeremy to collaborate on equipment development, integrate job preparation skills, and address software approval challenges.

Band Instrument Repair:

- Addressing gender inequality in the music industry.
- Managing student enrollment challenges.
- Seeking an instructional aid and exploring scheduling adjustments.
- **Action Items:** Jessica to address floor maintenance and camera replacement needs.

Entrepreneurship:

- Integrating entrepreneurship into existing programs without extending program length.
- Developing a specialized entrepreneurship package for early childhood education students.
- **Action Items:** Steve to explore entrepreneurship course integration, develop curriculum for early childhood education, and consider an entrepreneurship hub on campus.

Engineering Design:

- Exploring the potential of AR/VR and AI in engineering design.
- Proposing a "maker space" that combines design, fabrication, welding, and machining.
- **Action Items:** Mike to research AR/VR options, explore maker space implementation, and update marketing materials.

Veterinary Technology:

- Introducing plans for the program, including potential updates and the use of AI for resources.

- Emphasizing the importance of teamwork and professionalism.
- **Action Item:** Laura to explore grant opportunities and implement program updates.

Baking:

- Addressing potential staffing changes due to retirement and adjusting program size.
- Exploring special dietary needs baking options and incorporating AI-powered recipe generation.
- **Action Items:** Chef Holland to reach out to Margaret for potential support, explore special dietary needs training, and integrate AI recipe tools.

Registered Nursing:

- Addressing nurse shortages and the need for expanded nursing education.
- Exploring the use of technology and simulation in nursing education.
- **Action Items:** Stephanie to investigate state funding status, nursing faculty to upgrade lab equipment and explore Kaplan NCLEX resources.

Legal Assistant:

- Addressing challenges related to student tutoring, particularly for students with dyslexia.
- Exploring strategies to accommodate high program demand and potential staffing needs.
- **Action Item:** Corinne to work with Sarah on a tutoring plan.

Massage Therapy:

- Addressing program demand, staffing limitations, and potential for offering evening sections.
- Exploring expansion into aesthetics and high-end spa design.
- **Action Items:** Zefire to gather data to justify staffing needs, consider evening section feasibility, and explore alumni support options.

Overall: These program visits underscore a shared commitment to educational excellence and responsiveness to industry trends. By addressing resource constraints, embracing technological advancements, and prioritizing student success, these programs are well-positioned for continued growth and positive impact within their respective fields.

Student Services Report
Renton Technical College Board of Trustees
November 20, 2024

Programming and Events Collaboration

Disability Resource Services (DRS) collaborated with the Office of DEI to plan and facilitate Disability Justice Week, October 21 – 25, 2024. Programming featured keynote speaker ChrisTiana ObeySumner (they/them), CEO and principal consultant of Epiphanies of Equity, LLC. They presented to an audience of over 130 attendees who participated via Zoom and in-person. Organizers were delighted that a few faculty brought their classes to the keynote as a part of their instruction for the day. DRS Director Jake Swanke and College & Career Pathways Instructor, Dr. Elizabeth Flanagan, co-facilitated ‘People First Language & The Social Justice Model of Disability’ in two separate sessions that approximately 50 people attended. Additionally, resources were shared to the campus community about Universal Design practices and how to spot them, and a comprehensive Disability Awareness LibGuide for staff and faculty to engage in further learning. The LibGuide features books, movies, podcasts, statistical information, and more. Our Librarians supported their student workers in creating a Disability Justice Week display, featuring fiction and non-fiction writings.

Outreach & Recruitment collaborated with the Office of Student Life to host the second annual Trunk or Treat event. Over 150 people attended. Community members consistently expressed their gratitude for having a safe and fun trick-or-treating option for their children. Students and staff enjoyed wonderful food, games and activities in the Cafeteria. The decorations were amazing. Even the rain couldn’t dampen the fun.

Behavioral Health and the Office of Student Life offered two separate “Election Reflection” days to provide a supportive environment for students, staff, and faculty to decompress through group discussions, reflective activities, or simply having a space that was quiet and calm. Behavioral Health Counselor, Sarah Hoaglin, was on hand to support students and staff.

Winter Registration is Underway

The faculty counselors, who provide our students life-cycle academic advising, launched a winter quarter enrollment campaign through EAB Navigate. Each faculty counselor targeted their respective advisees to encourage early enrollment. We will analyze enrollment data to assess the success of the campaign and adjust for future quarters. Additionally, the Student Success Center launched Progress Reports through Navigate focusing on special populations and students enrolled in specific courses. The faculty response rate was great – over 300 reports have been received and are being followed up on, as necessary.

New this quarter is the addition of the ‘waitlist’ feature on full classes for a handful of our professional technical courses. This allows a student to essentially get in line for a class they want without having to constantly check to see if there is an opening. Students are auto enrolled into seats as they become available. This feature has long been an option for our general education courses. Our goal is to expand this feature to first quarter prof/tech program classes to provide a more seamless registration experience.

Renton Technical College
Board of Trustees Meeting
November 20, 2024

AGENDA ITEM: 4. ACTION

SUBJECT:

BACKGROUND:

- A. Title IX Changes
The Trustees will review federally-mandated Title IX Student Conduct Code changes and vote on adoption.

- B. Annual Board Meeting Schedule 2025
The Trustees will review the 2025 Board meeting calendar and vote on adoption.

BOARD CONSIDERATION	
	Information
X	Action



Memorandum
Office of Student Services

To: Renton Technical College Board of Trustees

From: Jessica Gilmore English, Vice President of Student Services
Lesley Hogan, Vice President of Human Resources, Title IX & ADA Coordinator

Date: November 20, 2024

RE: 2024 Title IX Changes to Student Conduct Code Permanent Rule Adoption

The United States Department of Education Office for Civil Rights released final regulations under the Title IX Education Amendments of 1972 on April 19, 2024. The Washington State Office of the Attorney General in collaboration with Washington State Community and Technical Colleges Human Resource Management Commission and Student Services Commission worked collaboratively to implement these federal emergency rules.

Highlight of significant changes

- Expands definition of sex discrimination including sexual orientation, gender identity, and pregnancy.
 - Schools must provide reasonable modifications for students based on pregnancy or related conditions, allow for reasonable break time for lactation for employees, and access to a private and clean lactation space for students and employees.
- Expansion of sex-based harassment to clarify that Title IX prohibits all harassment based on sex, not only harassment that is sexual in nature. This expansion covers three areas:
 - Quid pro quo harassment
 - Hostile environment harassment
 - Sexual violence
- Expands jurisdiction by covering all college programs and activities, regardless of location.
- Revises hearings, providing more flexibility and notably eliminating the requirement for live hearings with cross-examination.
- Increases privacy rights for all parties involved in the hearings process.
- Quickens resolutions, requiring us to establish and enforce prompt time frames for investigation.
- Expands reporting requirements of employees and defines confidential employees.
- Increases support measures for complainants.

Next Steps

The Board approved adoption of an emergency rule to be in compliance with the federal

rule at the July 23rd, 2024, special Board meeting. The College held a public hearing on October 23rd, 2024, to receive input from the campus community. No changes were made to the proposed rule change, and the summary of the public hearing and comments are attached. The College is requesting the Board approve to adopt the permanent rule change to conclude the rulemaking process.

Therefore, Student Services provides the suggested motion below:

I move that the Renton Technical College Board of Trustees approve the changes, as presented in the Board materials, to the Student Conduct Code and Hearing Procedures in Chapter 495E-110 WAC, and that these rules shall become effective on November 30, 2024, because these rule changes are necessary to comply with federal Title IX law and related federal regulations.

Attachments (2):

RTC 2024 Title IX Conduct Code Changes

WAC_495E-110_Rulemaking_Summary October 2024

AMENDATORY SECTION (Amending WSR 21-10-038, filed 4/28/21, effective 5/29/21)

WAC 495E-110-010 Authority. The board of trustees, acting pursuant to RCW 28B.50.140(14), delegates to the president of the college the authority to administer disciplinary action. Administration of the disciplinary procedures is the responsibility of the vice president of student ~~((affairs))~~ services or their designee. Except in cases involving allegations of sex discrimination, including sex-based harassment, the student conduct officer, or delegate, shall serve as the principal investigator and administrator for alleged violations of this code.

[Statutory Authority: Title IX of Education Amendments of 1972 and RCW 28B.50.140. WSR 21-10-038, § 495E-110-010, filed 4/28/21, effective 5/29/21. Statutory Authority: RCW 28B.50.140(13), Violence Against Women Act of 1994, and Title IX of Education Amendments of 1972. WSR 15-11-013, § 495E-110-010, filed 5/8/15, effective 6/8/15.]

AMENDATORY SECTION (Amending WSR 23-22-005, filed 10/18/23, effective 10/19/23)

WAC 495E-110-030 Prohibited student conduct. The college may

impose disciplinary sanctions against a student or student group, who commits, attempts to commit, aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct, which include, but are not limited to, the following:

(1) Abuse of others. Assault, physical abuse, verbal abuse, threat(s), intimidation, or other conduct that harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property unless otherwise protected by law.

(2) Abuse in later life.

(a) Neglect, abandonment, economic abuse, or willful harm of an adult aged 50 or older by an individual in an ongoing relationship of trust with the victim; or

(b) Domestic violence, dating violence, sexual assault, or stalking of an adult aged 50 or older by any individual; and

(c) Does not include self-neglect.

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

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

(b) Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person, or artificial intelligence, in completing an academic assignment.

Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.

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

(d) Deliberate damage includes taking deliberate action to destroy or damage another's academic work or college property in order to gain an advantage for oneself or another.

(e) Academic consequences for academic dishonesty or abetting in academic dishonesty may be imposed at the discretion of a faculty member up to and including a failing grade for the course. Students should refer to each faculty course syllabus. Further academic consequences may follow consistent with the provisions in any program handbook. Incidents of academic dishonesty may also be referred to the student conduct officer for disciplinary action consistent with this chapter in addition to the academic consequences identified above.

~~((2))~~ (4) **Other dishonesty.** Any other acts of dishonesty. Such acts include, but are not limited to:

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

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

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

~~((3))~~ (d) Knowingly making a false statement or submitting false information in relation, or in response, to a college academic or disciplinary investigation or process.

(5) **Obstruction or disruptive conduct.** Conduct, not otherwise protected by law, that interferes with, impedes, or otherwise unreasonably hinders:

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

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

~~((4) **Assault, intimidation, harassment.** Unwanted touching, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this section, "bullying" is defined as repeated or aggressive unwanted behavior, not otherwise protected by law that intentionally humiliates, harms, or intimidates the victim.~~

~~(5))~~ (6) **Cyber misconduct.** Cyberstalking, cyberbullying or online harassment. Use of electronic communications including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, applications (apps), and social media sites, to harass, abuse, bully, or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's email identity,

nonconsensual recording of sexual activity, and nonconsensual distribution of a recording of sexual activity.

~~((6))~~ (7) **Property violation.** Damage to, misappropriation of, unauthorized use or possession of, vandalism, or other nonaccidental damaging or destruction of college property or the property of another person. Property for purposes of this subsection includes computer passwords, access codes, identification cards, personal financial account numbers, other confidential personal information, intellectual property, and college trademarks.

~~((7))~~ (8) **Failure to comply with directive.** Failure to comply with the directive of a college officer or employee who is acting in the legitimate performance of their duties, including failure to properly identify oneself to such a person when requested to do so.

~~((8))~~ (9) **Weapons.** Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus and during college programming and activities, subject to the following exceptions:

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

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

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

(d) This policy does not apply to the possession and/or use of disabling chemical sprays when possessed and/or used for self-defense.

~~((9))~~ (10) **Hazing.**

(a) Hazing is any act committed as part of:

(i) A person's recruitment, initiation, pledging, admission into, or affiliation with a student group; or

(ii) Any pastime or amusement engaged in with respect to such a student group;

(iii) That causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student.

(b) Examples of hazing include, but are not limited to:

(i) Causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm;

(ii) Humiliation by ritual act;

(iii) Striking another person with an object or body part;

(iv) Causing someone to experience excessive fatigue, or physical and/or psychological shock; or

(v) Causing someone to engage in degrading or humiliating games or activities that create a risk of serious psychological, emotional, and/or physical harm.

(c) "Hazing" does not include customary athletic events or other similar contests or competitions.

(d) Consent is not a valid defense against hazing.

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

~~(a))~~ (11) **Alcohol.** The use, possession, manufacture, delivery,
~~((or))~~ sale, or ((being observably under the influence of any
~~alcoholic beverage,))~~ distribution of alcoholic beverages or
paraphernalia (except as permitted by federal, state, and local laws
and applicable college policies), or being observably under the
influence of any alcoholic beverage or public intoxication on college
premises or at college-sponsored events. Alcoholic beverages may not,

in any circumstance, be used by, be possessed by, or distributed to any person not of legal age.

(12) Cannabis, drug, and tobacco violations.

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

~~(e)) (a) **Cannabis.** The use, possession, growing, delivery, sale, or being visibly under the influence of cannabis or the psychoactive compounds found in cannabis and intended for human consumption, regardless of form, or the possession of cannabis paraphernalia on college premises or college-sponsored events. While state law permits the recreational use of cannabis, federal law prohibits such use on college premises or in connection with college activities.~~

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

69.50 RCW, except as prescribed for a student's use by a licensed practitioner.

~~((d))~~ (c) **Tobacco, electronic cigarettes, and related products.**

The use of tobacco, electronic cigarettes, and related products in any building owned, leased, or operated by the college or in any location where such use is prohibited, including 25 feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased, or operated by the college. The use of tobacco, electronic cigarettes, and related products on the college campus is restricted to designated smoking areas. "Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, vaporizers, and snuff. There are designated smoking areas on campus.

~~((11)) **Lewd conduct.** Conduct which is lewd or obscene that is not otherwise protected under the law.~~

~~((12)) **Discriminatory conduct.** Discriminatory conduct which harms or adversely affects any member of the college community because of their race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; sexual orientation; gender~~

~~identity; veteran's status; or any other legally protected classification.~~

~~(13) **Sexual misconduct.** The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence. Sexual harassment prohibited by Title IX is defined in the supplemental procedures to this code. (Supplemental Title IX student conduct procedures.)~~

~~(a) **Sexual harassment.** The term "sexual harassment" means unwelcome sexual or gender-based conduct, including, unwelcome sexual advances, requests for sexual favors, quid pro quo harassment, and other verbal, nonverbal, or physical conduct of a sexual or a gendered nature that is sufficiently severe, persistent, or pervasive as to:~~

~~(i) Deny or limit the ability of a student to participate in or benefit from the college's educational program;~~

~~(ii) Alter the terms or conditions of employment for a college employee(s); and/or~~

~~(iii) Creates an intimidating, hostile, or offensive environment for other campus community members.~~

~~(b) **Sexual intimidation.** The term "sexual intimidation" incorporates the definition of "sexual harassment" and means threatening or emotionally distressing conduct based on sex including,~~

~~but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.~~

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

~~(i) Nonconsensual sexual intercourse. Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.~~

~~(ii) Nonconsensual sexual contact. Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.~~

~~(iii) Incest. Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half~~

~~related. Descendant includes stepchildren, and adopted children under the age of 18.~~

~~(iv) Statutory rape. Consensual intercourse between a person who is 18 years of age or older, and a person who is under the age of 16.~~

~~(v) Domestic violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Washington, RCW 26.50.010.~~

~~(vi) Dating violence, physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person:~~

~~(A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and~~

~~(B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:~~

~~(I) The length of the relationship;~~

~~(II) The type of relationship; and~~

~~(III) The frequency of interaction between the persons involved in the relationship.~~

~~(vii) Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:~~

~~(A) Fear for their safety or the safety of others; or~~

~~(B) Suffer substantial emotional distress.~~

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

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

~~Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.~~

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

~~(15) **Retaliation.** Harming, threatening, intimidating, coercing, or taking adverse action of any kind against a person because such person reported an alleged violation of this code or college policy,~~

~~provided information about an alleged violation, or participated as a witness or in any other capacity in a college investigation or disciplinary proceeding.~~

~~(16))~~ (13) **Discriminatory harassment.**

(a) Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, not otherwise protected by law, that is directed at a person because of such person's protected status and that is sufficiently severe, persistent, or pervasive so as to:

(i) Limit the ability of a student to participate in or benefit from the college's educational and/or social programs and/or student housing;

(ii) Alter the terms of an employee's employment; or

(iii) Create an intimidating, hostile, or offensive environment for other campus community members.

(b) Protected status includes a person's race; color; creed/religion; national origin; presence of any sensory, mental or physical disability; use of a trained service animal; sex, including pregnancy; marital status; age; genetic information; sexual orientation; gender identity or expression; veteran or military status; HIV/AIDS and hepatitis C status; or membership in any other group protected by federal, state, or local law.

(c) Discriminatory harassment may be physical, verbal, or nonverbal conduct and may include written, social media, and electronic communications not otherwise protected by law.

(14) **Harassment or bullying.** Conduct unrelated to a protected class that is unwelcome and sufficiently severe, persistent, or pervasive such that it could reasonably be expected to create an intimidating, hostile, or offensive environment, or has the purpose or effect of unreasonably interfering with a person's academic or work performance, or a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities.

(a) Harassing conduct may include, but is not limited to, physical, verbal, or nonverbal conduct, including written, social media, and electronic communications not otherwise protected by law.

(b) For purposes of this code, "bullying" is defined as repeated or aggressive unwanted behavior not otherwise protected by law when a reasonable person would feel humiliated, harmed, or intimidated.

(c) For purposes of this code, "intimidation" is an implied threat. Intimidation exists when a reasonable person would feel threatened or coerced even though an explicit threat or display of physical force has not been made. Intimidation is evaluated based on

the intensity, frequency, context, and duration of the comments or actions.

(15) **Retaliation.** Harming, threatening, intimidating, coercing, or other adverse action taken against any individual for reporting, providing information, exercising one's rights or responsibilities, participating, or refusing to participate, in the process of responding to, investigating, or addressing allegations or violations of federal, state, or local law, or college policies.

(16) **Sex discrimination.** The term "sex discrimination" includes sex-based harassment, and may occur when a respondent causes more than "de minimis" harm to an individual by treating them different from a similarly situated individual on the basis of: Sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Conduct that prevents an individual from participating in an education program or activity consistent with the person's gender identity subjects a person to more than "de minimis" (insignificant) harm on the basis of sex.

(a) **Sex-based harassment.** "Sex-based harassment" is a form of sex discrimination and means sexual harassment or other harassment on the basis of sex, including the following conduct:

(i) **Quid pro quo harassment.** A student, employee, agent, or other person authorized by the college to provide an aid, benefit, or service under the college's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.

(ii) **Hostile environment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

(A) The degree to which the conduct affected the complainant's ability to access the college's education program or activity;

(B) The type, frequency, and duration of the conduct;

(C) The parties' ages, roles within the college's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;

(D) The location of the conduct and the context in which the conduct occurred; and

(E) Other sex-based harassment in the college's education program or activity.

(iii) **Sexual violence.** "Sexual violence" includes nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, incest, statutory rape, domestic violence, dating violence, and stalking.

(A) **Nonconsensual sexual intercourse** is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

(B) **Nonconsensual sexual contact (fondling)** is any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

(C) **Incest** is sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half

related. Descendant includes stepchildren and adopted children under the age of 18.

(D) **Statutory rape (rape of a child)** is nonforcible sexual intercourse with a person who is under the statutory age of consent.

(E) **Domestic violence** is physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, coercive control, damage or destruction of personal property, stalking or any other conduct prohibited under RCW 10.99.020, committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Washington.

(F) **Dating violence** is physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

(I) The length of the relationship;

(II) The type of relationship; and

(III) The frequency of interaction between the persons involved
in the relationship.

(G) **Stalking** means engaging in a course of conduct directed at a
specific person that would cause a reasonable person to fear for the
person's safety or the safety of others or to suffer substantial
emotional distress.

(b) **Consent.** For purposes of this code, "consent" means knowing,
voluntary and clear permission by word or action, to engage in
mutually agreed upon sexual activity.

(i) Each party has the responsibility to make certain that the
other has consented before engaging in the activity.

(ii) For consent to be valid, there must be at the time of the
act of sexual intercourse or sexual contact actual words or conduct
indicating freely given agreement to have sexual intercourse or sexual
contact.

(iii) A person cannot consent if they are unable to understand
what is happening or are disoriented, helpless, asleep, or unconscious
for any reason, including due to alcohol or other drugs. An individual
who engages in sexual activity when the individual knows, or should

know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

(iv) Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

(c) **Title IX retaliation** means intimidation, threats, coercion, or discrimination against any person by a student, for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in a sex discrimination investigation, proceeding, or hearing under this part, including during an informal resolution process, during a Title IX investigation, or during any disciplinary proceeding involving allegations of sex discrimination.

(17) **Indecent exposure.** The intentional or knowing exposure of a person's genitals or other private body parts when done in a place or manner in which such exposure is likely to cause affront or alarm. Breastfeeding or expressing breast milk is not indecent exposure.

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

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

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

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

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

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

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

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

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

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

((~~17~~)) (19) **Unauthorized access.** Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means

of access to college property, or unauthorized entry onto or into college property.

~~((18))~~ (20) **Safety violations.** Nonaccidental, reckless, or unsafe conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.

~~((19))~~ (21) **Violation of other laws or policies.** Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college housing, traffic, and parking rules.

~~((20))~~ (22) **Ethical violation.** The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.

~~((In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state, or local laws to civil and criminal authorities for disposition. The college reserves the right to pursue student~~

~~disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.))~~

[Statutory Authority: 2022 c 209 § 4(1) and RCW 28B.50.140. WSR 23-22-005, § 495E-110-030, filed 10/18/23, effective 10/19/23. Statutory Authority: Title IX of Education Amendments of 1972 and RCW 28B.50.140. WSR 21-10-038, § 495E-110-030, filed 4/28/21, effective 5/29/21. Statutory Authority: RCW 28B.50.140(13), Violence Against Women Act of 1994, and Title IX of Education Amendments of 1972. WSR 15-11-013, § 495E-110-030, filed 5/8/15, effective 6/8/15.]

NEW SECTION

WAC 495E-110-035 Denial of access to Renton Technical College.

(1) The vice president of student services, or delegate, may deny admission to a prospective student, or continued attendance to an enrolled student, if it reasonably appears that the student would not be competent to profit from the curriculum offerings of the college, or would, by the student's presence or conduct, create a disruptive atmosphere within the college or a substantial risk of actual harm to self or other members of the campus community.

(2) Denial of access decisions may be appealed, as or like disciplinary actions, to the student conduct committee.

[]

AMENDATORY SECTION (Amending WSR 21-10-038, filed 4/28/21, effective 5/29/21)

WAC 495E-110-040 Corrective action, disciplinary sanctions, and terms and conditions. (1) One or more of the following disciplinary sanctions may be imposed upon students or upon college-sponsored student organizations, athletic teams, or living groups found to have violated the student conduct code.

(a) (~~(Disciplinary)~~) **Warning.** A verbal or written statement to a student that there is a violation and that continued violation may be cause for further disciplinary action. Warnings are corrective actions, not disciplinary, and may not be appealed.

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

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

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

(e) **Dismissal.** The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.

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

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

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

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

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

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

(d) **No contact order.** An order directing a student to have no contact with a specified student, college employee, a member of the college community, or a particular college facility.

(e) **Education.** Participation in or successful completion of an educational assignment designed to create an awareness of the student's misconduct.

(f) **Loss of privileges.** Denial of specified privileges for a designated period of time.

(g) **Trespass or restriction.** A student may be restricted from any or all college premises and/or college-sponsored activities based on the violation.

(3) If a student withdraws from the college or fails to reenroll before completing a disciplinary sanction or condition, the disciplinary sanction or condition must be completed either prior to or upon the student's reenrollment, depending on the nature of the sanction, condition, and/or the underlying violation. Completion of disciplinary sanctions and conditions may be considered in petitions for readmission to the college.

[Statutory Authority: Title IX of Education Amendments of 1972 and RCW 28B.50.140. WSR 21-10-038, § 495E-110-040, filed 4/28/21, effective 5/29/21. Statutory Authority: RCW 28B.50.140(13), Violence Against Women Act of 1994, and Title IX of Education Amendments of 1972. WSR 15-11-013, § 495E-110-040, filed 5/8/15, effective 6/8/15.]

AMENDATORY SECTION (Amending WSR 23-22-005, filed 10/18/23, effective 10/19/23)

WAC 495E-110-045 Hazing prohibited, sanctions. (1) Hazing by a student or a student group is prohibited pursuant to WAC 495E-110-030(~~(+9)~~) (10).

(2) No student may conspire to engage in hazing or participate in hazing of another. State law provides that hazing is a criminal offense, punishable as a misdemeanor.

(3) Washington state law provides that:

(a) Any student group that knowingly permits hazing is strictly liable for harm caused to persons or property resulting from hazing. If the organization, association, or student living group is a corporation whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.

(b) Any person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the college.

(c) Student groups that knowingly permits hazing to be conducted by its members or by others subject to its direction or control shall be deprived of any official recognition or approval granted by the college.

(d) Student groups found responsible for violating the code of student conduct, college (~~(anti-hazing)~~) antihazing policies, or state or federal laws relating to hazing or offenses related to alcohol, drugs, sexual assault, or physical assault will be disclosed in a public report issued by the college setting forth the name of the

student group, the date the investigation began, the date the investigation ended, a finding of responsibility, a description of the incident(s) giving rise to the finding, and the details of the sanction(s) imposed.

[Statutory Authority: 2022 c 209 § 4(1) and RCW 28B.50.140. WSR 23-22-005, § 495E-110-045, filed 10/18/23, effective 10/19/23.]

AMENDATORY SECTION (Amending WSR 23-22-005, filed 10/18/23, effective 10/19/23)

WAC 495E-110-050 Statement of jurisdiction. (1) The student conduct code shall apply to conduct by students and student groups that occurs:

- (a) On college premises;
- (b) At or in connection with college-sponsored activities; or
- (c) To off-campus conduct that in the judgment of the college adversely affects the college community or the pursuit of its objectives, or the ability of a student or staff to participate in the college's programs and activities.

(2) Jurisdiction extends to, but is not limited to, locations in which students or student groups are engaged in official college

activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, online education, practicums, supervised work experiences or any other college-sanctioned social or club activities and college-sanctioned housing.

(3) Students are responsible for their conduct from notification of admission to the college through the last day of enrollment or the actual receipt of a certificate or degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment.

(4) These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending.

(5) The student conduct officer has sole discretion, on a case-by-case basis, to determine whether the student conduct code will be applied to conduct by students or student groups that occurs off campus.

(6) In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state, or local laws to civil and criminal

authorities for disposition. The college reserves the right to pursue student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

[Statutory Authority: 2022 c 209 § 4(1) and RCW 28B.50.140. WSR 23-22-005, § 495E-110-050, filed 10/18/23, effective 10/19/23. Statutory Authority: Title IX of Education Amendments of 1972 and RCW 28B.50.140. WSR 21-10-038, § 495E-110-050, filed 4/28/21, effective 5/29/21. Statutory Authority: RCW 28B.50.140(13), Violence Against Women Act of 1994, and Title IX of Education Amendments of 1972. WSR 15-11-013, § 495E-110-050, filed 5/8/15, effective 6/8/15.]

AMENDATORY SECTION (Amending WSR 23-22-005, filed 10/18/23, effective 10/19/23)

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

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

(2) "College premises" shall include all campuses of the college, wherever located, and includes all land, buildings, facilities,

vehicles, equipment, and other property owned, used, or controlled by the college.

(3) (~~(A "complainant" is an alleged victim of sexual misconduct.)~~) "Complainant" means the following individuals who are alleged to have been subjected to conduct that would constitute sex discrimination:

(a) A student or employee; or

(b) A person other than a student or employee who was participating or attempting to participate in the college's education program or activity at the time of the alleged discrimination.

(4) "Conduct review officer" is the vice president of student services or other college administrator designated by the president to be responsible for receiving and for reviewing or referring appeals of student disciplinary actions in accordance with the procedures of this code.

(5) "Disciplinary action" is the process by which the student conduct officer imposes discipline against a student for a violation of the student conduct code. A written or verbal warning is not disciplinary action.

(6) "Disciplinary appeal" is the process by which an aggrieved (~~student~~) party can appeal the discipline imposed or recommended by

the student conduct officer. Disciplinary appeals from a suspension in excess of 10 instructional days or (~~(an expulsion)~~) a dismissal are heard by the student conduct (~~(appeals board)~~) committee. Appeals of all other appealable disciplinary action shall be reviewed through brief adjudicative proceedings.

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

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

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

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

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

~~(9))~~ "Pregnancy or related conditions" means:

(a) Pregnancy, childbirth, termination of pregnancy, or lactation;

(b) Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or

(c) Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

(9) "Program" or "programs and activities" means all operations of the college.

(10) "Relevant" means related to the allegations of sex discrimination under investigation. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision maker in determining whether the alleged sex discrimination occurred.

(11) "Remedies" means measures provided to a complainant or other person whose equal access to the college's educational programs and activities has been limited or denied by sex discrimination. These measures are intended to restore or preserve that person's access to educational programs and activities after a determination that sex discrimination has occurred.

(12) "Respondent" is a student who is alleged to have violated the student conduct code.

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

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

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

Service is deemed complete upon hand delivery of the document or upon the date the document is emailed and deposited in the mail, whichever is first.

~~((10) "Sexual misconduct" has the meaning ascribed to this term in WAC 495E-110-030(13)).~~

~~(11))~~ (14) "Student" includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered "students" for purposes of this chapter.

~~((12))~~ (15) "Student conduct officer" is a college administrator designated by the president or vice president of student

services to be responsible for implementing and enforcing the student conduct code.

~~((13))~~ (16) "Student employee" means an individual who is both a student and an employee of the college. When a complainant or respondent is a student employee, the college must make a fact-specific inquiry to determine whether the individual's primary relationship with the college is to receive an education and whether any alleged student conduct code violation including, but not limited to, sex-based harassment, occurred while the individual was performing employment-related work.

(17) "Student group" for purposes of this code, is a student organization, athletic team, or living group including, but not limited to, student clubs and organizations, members of a class or student cohort, student performance groups, and student living groups within student housing.

~~((14))~~ (18) "Supportive measures" means reasonably available, individualized and appropriate, nonpunitive and nondisciplinary measures offered by the college to the complainant or respondent without unreasonably burdening either party, and without fee or charge for purposes of:

(a) Restoring or preserving a party's access to the college's educational program or activity, including measures that are designed to protect the safety of the parties or the college's educational environment; or providing support during the college's investigation and disciplinary procedures, or during any informal resolution process; or

(b) Supportive measures may include, but are not limited to: Counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of campus; restriction on contact applied to one or more parties; a leave of absence; change in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.

(19) "The president" is the president of the college. The president is authorized to:

(a) Delegate any of their responsibilities as set forth in this chapter as may be reasonably necessary; and

(b) Reassign any and all duties and responsibilities as set forth in this chapter as may be reasonably necessary.

(20) "Title IX coordinator" is the administrator responsible for processing complaints of sex discrimination, including sex-based harassment, overseeing investigations and informal resolution processes, and coordinating supportive measures, in accordance with college policy.

[Statutory Authority: 2022 c 209 § 4(1) and RCW 28B.50.140. WSR 23-22-005, § 495E-110-060, filed 10/18/23, effective 10/19/23. Statutory Authority: Title IX of Education Amendments of 1972 and RCW 28B.50.140. WSR 21-10-038, § 495E-110-060, filed 4/28/21, effective 5/29/21. Statutory Authority: RCW 28B.50.140(13), Violence Against Women Act of 1994, and Title IX of Education Amendments of 1972. WSR 15-11-013, § 495E-110-060, filed 5/8/15, effective 6/8/15.]

AMENDATORY SECTION (Amending WSR 21-10-038, filed 4/28/21, effective 5/29/21)

WAC 495E-110-070 Initiation of disciplinary actions. (1) Any member of the college community may file a complaint against a student or student group for possible violations of the student conduct code.

(2) The student conduct officer, or designee, may review and investigate any complaint to determine whether it appears to state a violation of the student conduct code.

(a) **Sex discrimination, including sex-based harassment.** The college's Title IX coordinator or designee shall review, process, and, if applicable, investigate complaints or other reports of sex discrimination, including sex-based harassment. Allegations of sex discrimination, including sex-based harassment, by a student shall be addressed through the student conduct code. Allegations involving employees or third parties associated with the college will be handled in accordance with college policies.

(b) **Hazing by student groups.** A student conduct officer, or designee, may review and investigate any complaint or allegation of hazing by a student group. A student group will be notified through its named officer(s) and address on file with the college. A student group may designate one representative who may speak on behalf of a student group during any investigation and/or disciplinary proceeding. A student group will have the rights of a respondent as set forth below.

(3) Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for disciplinary action.

(4) If a student conduct officer determines that a complaint appears to state a violation of the student conduct code, the student conduct officer will consider whether the matter might be resolved through agreement with the respondent or through alternative dispute resolution proceedings involving the complainant and the reporting party.

(a) Informal dispute resolution shall not be used to resolve sex-based harassment complaints without written permission from both the complainant and the respondent.

(b) If the parties elect to mediate a dispute through informal dispute resolution, either party shall be free to discontinue mediation at any time.

(5) If the student conduct officer has determined that a complaint has merit and if the matter is not resolved through agreement or informal dispute resolution, the student conduct officer may initiate disciplinary action against the respondent.

(6) Both the respondent and the complainant in cases involving allegations of sex discrimination shall be provided the same

procedural rights to participate in student discipline matters,
including the right to participate in the disciplinary process and to
appeal any disciplinary decision.

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

~~((2))~~ (8) The student conduct officer shall initiate disciplinary action by serving the respondent with written notice directing them to attend a disciplinary meeting. The notice shall briefly describe the factual allegations, the provision(s) of the conduct code the respondent is alleged to have violated, the range of possible sanctions for the alleged violation(s), and specify the time and location of the meeting. ~~((At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to attend the meeting, the student conduct officer may take disciplinary action based upon the available information.~~

~~(3) The student conduct officer, prior to taking disciplinary action in a case involving allegations of sexual misconduct, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions, if any, that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.~~

~~(4))~~ (9) At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to attend the meeting, the student conduct officer may take disciplinary action based upon the available information.

(10) Within ((ten)) 10 business days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting ((his or her)) their decision, the specific student conduct code provisions found to have been violated, the discipline imposed, if any, and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal. This period may be extended at the sole discretion of the student conduct officer, if additional information

is necessary to reach a determination. The student conduct officer will notify the parties of any extension period and the reason therefore.

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

(a) Exonerate the respondent and terminate the proceedings.

(b) Impose a disciplinary sanction(s), with or without conditions, as described in WAC 495E-110-040.

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

~~((6) In cases involving allegations of sexual misconduct, the student conduct officer, on the same date that a disciplinary decision is served on the respondent, will serve a written notice informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including disciplinary suspension or dismissal of the respondent. The notice will also inform the complainant of their appeal rights. If protective sanctions and/or conditions are imposed, the student~~

~~conduct officer shall make a reasonable effort to contact the complainant to ensure prompt notice of the protective disciplinary sanctions and/or conditions.))~~ (12) In cases involving allegations of sex discrimination, the student conduct officer shall review the investigation report provided by the Title IX coordinator, and determine whether, by a preponderance of the evidence, there was a violation of the student conduct code; and if so, what disciplinary sanction(s) and/or remedies will be recommended. The student conduct officer shall, within five business days of receiving the investigation report, serve respondent, complainant, and the Title IX coordinator with a written recommendation, setting forth the facts and conclusions supporting their recommendation. The time for serving a written recommendation may be extended by the student conduct officer for good cause.

(a) The complainant and respondent may either accept the student conduct officer's recommended disciplinary sanction(s) or request a hearing before a student conduct committee.

(b) The complainant and respondent shall have 21 calendar days from the date of the written recommendation to request a hearing before a student conduct committee.

(c) The request for a hearing may be verbal or written, but must be clearly communicated to the student conduct officer.

(d) The student conduct officer shall promptly notify the other party of the request.

(e) In cases involving sex discrimination, the student conduct officer may recommend dismissal of the complaint if:

(i) The college is unable to identify respondent after taking reasonable steps to do so;

(ii) The respondent is not participating in the college's educational programs or activities;

(iii) The complainant has voluntarily withdrawn any or all of the allegations in the complaint, and the Title IX coordinator has declined to initiate their own complaint;

(iv) The college determines that, even if proven, the conduct alleged by the complainant would not constitute sex discrimination; or

(v) The conduct alleged by the complainant falls outside the college's disciplinary jurisdiction.

(f) In cases involving allegations of sex-based harassment, the college must obtain the complainant's voluntary withdrawal in writing before the matter can be dismissed.

(g) If no request for a full hearing is provided to the student conduct officer, the student conduct officer's written recommendation shall be final and implemented immediately following the expiration of 21 calendar days from the date of the written recommendation.

(h) Upon receipt of the student conduct officer's written recommendation, the Title IX coordinator or their designee shall review all supportive measures and, within five business days, provide written direction to the complainant and respondent as to any supportive measures that will be implemented, continued, modified, or terminated. If either party is dissatisfied with the supportive measures, the party may seek review in accordance with the college's Title IX investigation procedure.

(i) If the respondent is found responsible for engaging in sex discrimination, the Title IX coordinator shall also take prompt steps to coordinate and implement any necessary remedies to ensure that sex discrimination does not recur and that complainant has equal access to the college's programs and activities.

[Statutory Authority: Title IX of Education Amendments of 1972 and RCW 28B.50.140. WSR 21-10-038, § 495E-110-070, filed 4/28/21, effective 5/29/21. Statutory Authority: RCW 28B.50.140(13), Violence Against

Women Act of 1994, and Title IX of Education Amendments of 1972. WSR 15-11-013, § 495E-110-070, filed 5/8/15, effective 6/8/15.]

AMENDATORY SECTION (Amending WSR 21-10-038, filed 4/28/21, effective 5/29/21)

WAC 495E-110-080 Appeal from disciplinary action. (1) Except as specified for cases involving allegations of sex discrimination, as set forth in WAC 495E-110-070(12), the respondent may appeal a disciplinary action by filing a written notice of appeal with the conduct review officer within (~~ten~~) 21 calendar days of service of the student conduct officer's decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.

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

(3) The parties to an appeal shall be the respondent, complainant, if any, and the student conduct (~~review~~) officer.

(4) A respondent, who timely appeals a disciplinary action or whose case is referred to the student conduct committee, has a right

to a prompt, fair, and impartial hearing as provided for in these procedures.

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

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

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

- (a) The imposition of disciplinary suspensions in excess of ~~((ten))~~ 10 instructional days;
- (b) Dismissals; ~~((and))~~
- (c) Sex discrimination, including sex-based harassment cases; and
- (d) Discipline cases referred to the committee by the student conduct officer, the conduct review officer, or the president.

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

- (a) Suspensions of ~~((ten))~~ 10 instructional days or less;
- (b) Disciplinary probation;

(c) Written reprimands; and

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

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

~~((10) In cases involving allegations of sexual misconduct, the complainant has the right to appeal the following actions by the student conduct officer following the same procedures as set forth above for the respondent:~~

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

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

~~(11) If the respondent timely appeals a decision imposing discipline for a sexual misconduct violation, the college shall notify the complainant of the appeal and provide the complainant an opportunity to intervene as a party to the appeal.~~

~~(12) Except as otherwise specified in this chapter, a complainant who timely appeals a disciplinary decision or who intervenes as a~~

~~party to the respondent's appeal of a disciplinary decision shall be afforded the same procedural rights as are afforded the respondent.))~~

[Statutory Authority: Title IX of Education Amendments of 1972 and RCW 28B.50.140. WSR 21-10-038, § 495E-110-080, filed 4/28/21, effective 5/29/21. Statutory Authority: RCW 28B.50.140(13), Violence Against Women Act of 1994, and Title IX of Education Amendments of 1972. WSR 15-11-013, § 495E-110-080, filed 5/8/15, effective 6/8/15.]

AMENDATORY SECTION (Amending WSR 21-10-038, filed 4/28/21, effective 5/29/21)

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

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

(2) The parties to a brief adjudicative proceeding are the respondent((~~r~~)) and the student conduct officer(~~(r and in cases involving sexual misconduct, the complainant)~~). Before taking action,

the conduct review officer shall conduct an informal hearing and provide each party:

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

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

(3) The conduct review officer shall serve an initial decision upon the respondent and the student conduct officer within ~~((ten))~~ 10 business days of consideration of the appeal. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within ~~((ten))~~ 21 calendar days of service of the initial decision, the initial decision shall be deemed the final decision.

~~(4) ((In cases involving allegations of sexual misconduct, the conduct review officer, on the same date as the initial decision is served on the respondent, will serve a written notice upon the complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection. The notice will also inform the complainant of their appeal rights.~~

~~(5)~~) If the conduct review officer upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension in excess of (~~more than ten~~) 10 instructional days or (~~expulsion~~) dismissal, the matter shall be referred to the student conduct committee for a disciplinary hearing.

[Statutory Authority: Title IX of Education Amendments of 1972 and RCW 28B.50.140. WSR 21-10-038, § 495E-110-090, filed 4/28/21, effective 5/29/21. Statutory Authority: RCW 28B.50.140(13), Violence Against Women Act of 1994, and Title IX of Education Amendments of 1972. WSR 15-11-013, § 495E-110-090, filed 5/8/15, effective 6/8/15.]

AMENDATORY SECTION (Amending WSR 21-10-038, filed 4/28/21, effective 5/29/21)

WAC 495E-110-100 Brief adjudicative proceedings—Review of an initial decision. (1) An initial decision is subject to review by the president, provided the respondent files a written request for review with the conduct review officer within (~~ten~~) 21 calendar days of service of the initial decision.

(2) The president shall not participate in any case in which they are a complainant or witness, or in which they have direct or personal

interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(3) During the review, the president shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the sanctions should be modified or whether the proceedings should be referred to the student conduct committee for a formal adjudicative hearing.

(4) The decision on review must be in writing and must include a brief statement of the reasons for the decision and must be served on the parties within (~~(twenty)~~) 20 calendar days of the initial decision or of the request for review, whichever is later. The decision on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the president does not make a disposition of the matter within (~~(twenty)~~) 20 calendar days after the request is submitted.

(5) If the president upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than (~~(ten)~~) 10 instructional days or (~~(expulsion)~~) dismissal, the matter shall be referred to the student conduct committee for a disciplinary hearing.

~~((6) In cases involving allegations of sexual misconduct, the president, on the same date as the final decision is served on the respondent, will serve a written notice upon the complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent. The notice will also inform the complainant of their appeal rights.))~~

[Statutory Authority: Title IX of Education Amendments of 1972 and RCW 28B.50.140. WSR 21-10-038, § 495E-110-100, filed 4/28/21, effective 5/29/21. Statutory Authority: RCW 28B.50.140(13), Violence Against Women Act of 1994, and Title IX of Education Amendments of 1972. WSR 15-11-013, § 495E-110-100, filed 5/8/15, effective 6/8/15.]

AMENDATORY SECTION (Amending WSR 21-10-038, filed 4/28/21, effective 5/29/21)

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

- (a) Two full-time students appointed by the student government;
- (b) Two faculty members appointed by the president; and

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

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

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

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

(5) For cases involving allegations of sex discrimination, including sex-based harassment, members of the student conduct committee must receive training on serving impartially, avoiding

prejudgment of facts at issue, conflicts of interest, and bias. The chair must also receive training on the student conduct process for sex discrimination cases, as well as the meaning and application of the term "relevant," in relations to questions and evidence, and the types of evidence that are impermissible, regardless of relevance in accordance with 34 C.F.R. §§ 106.45 and 106.46.

(6) The college may, in its sole discretion, contract with an administrative law judge or other qualified person to act as the presiding officer, authorized to exercise any or all duties of the student conduct committee and/or committee chair.

[Statutory Authority: Title IX of Education Amendments of 1972 and RCW 28B.50.140. WSR 21-10-038, § 495E-110-110, filed 4/28/21, effective 5/29/21. Statutory Authority: RCW 28B.50.140(13), Violence Against Women Act of 1994, and Title IX of Education Amendments of 1972. WSR 15-11-013, § 495E-110-110, filed 5/8/15, effective 6/8/15.]

AMENDATORY SECTION (Amending WSR 21-10-038, filed 4/28/21, effective 5/29/21)

WAC 495E-110-120 ((~~Appeal~~)) Student conduct committee

Prehearing. (1) Proceedings of the student conduct committee shall be governed by the Administrative Procedure Act, chapter 34.05 RCW.

(2) The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven calendar days in advance of the hearing date. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown. The notice must include:

- (a) A copy of the student conduct code;
- (b) The basis for jurisdiction;
- (c) The alleged violation(s);
- (d) A summary of facts underlying the allegations;
- (e) The range of possible sanctions that may be imposed; and
- (f) A statement that retaliation is prohibited.

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

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

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

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

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

(7) The student conduct officer (~~((, upon request,))~~) shall provide reasonable assistance to the respondent (~~((in obtaining relevant and admissible evidence that is within the college's control))~~) and complainant in procuring the presence of college students, employees, staff, and volunteers to appear at a hearing, provided the respondent

and complainant provide a witness list to the student conduct officer no less than three business days in advance of the hearing. The student conduct officer shall notify the respondent and complainant no later than 24 hours in advance of the hearing if they have been unable to contact any prospective witnesses to procure their appearance at the hearing. The committee chair will determine how to handle the absence of a witness and shall describe on the record their rationale for any decision.

(8) Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate, and any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.455.

(9) In cases heard by the committee, each party may be accompanied at the hearing by ~~((a nonattorney))~~ an assistant of their choice, which may be an attorney retained at the party's expense.

~~((The respondent, in all appeals before the committee, or a complainant in an appeal involving allegations of sexual misconduct before the committee, may elect to be represented by an attorney at their own cost, but will be deemed to have waived that right unless,~~

~~at least four business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer. The committee will ordinarily be advised by an assistant attorney general. If the respondent is represented by an attorney, the student conduct officer may also be represented by a second, appropriately screened assistant attorney general.))~~

(10) The committee will ordinarily be advised by an assistant attorney general or their designee. If the respondent and/or the complainant is represented by an attorney, the student conduct officer may be represented by an assistant attorney general.

(11) Attorneys for students must file a notice of appearance with the committee chair at least four business days before the hearing. Failure to do so may, at the discretion of the committee chair, result in a waiver of the attorney's ability to represent the student at the hearing, although an attorney may still serve as an advisor to the student.

(12) In cases involving allegations of sex discrimination, the complainant has a right to participate equally in any part of the disciplinary process, including appeals. Respondent and complainant both have the following rights:

(a) **Notice.** The college must provide a notice that includes all information required in subsection (2) of this section, and a statement that the parties are entitled to an equal opportunity to access relevant and permissible evidence, or a description of the evidence upon request.

(b) **Advisors.** The complainant and respondent are both entitled to have an advisor present, who may be an attorney retained at the party's expense.

(c) **Extensions of time.** The chair may, upon written request of any party and a showing of good cause, extend the time for disclosure of witness and exhibit lists, accessing and reviewing evidence, or the hearing date, in accordance with the procedures set forth in subsection (13)(b) of this section.

(d) **Evidence.** In advance of the hearing, the student conduct officer shall provide reasonable assistance to the respondent and complainant in accessing and reviewing the investigative report and relevant and not otherwise impermissible evidence that is within the college's control.

(e) **Confidentiality.** The college shall take reasonable steps to prevent the unauthorized disclosure of information obtained by a party solely through the disciplinary process, which may include, but are

not limited to, directives by the student conduct officer or chair
pertaining to the dissemination, disclosure, or access to evidence
outside the context of the disciplinary hearing.

(13) In cases involving allegations of sex-based harassment, the
following additional procedures apply:

(a) **Notice.** In addition to all information required in subsection
(2) of this section, the notice must also inform the parties that:

(i) The respondent is presumed not responsible for the alleged
sex-based harassment;

(ii) The parties will have an opportunity to present relevant and
not otherwise impermissible evidence to a trained, impartial decision
maker;

(iii) They may have an advisor of their choice, who may be an
attorney, to assist them during the hearing;

(iv) They are entitled to an equal opportunity to access relevant
and not otherwise impermissible evidence in advance of the hearing;
and

(v) The student conduct code prohibits knowingly making false
statements or knowingly submitting false information during a student
conduct proceeding.

(b) **Extensions of time.** The chair may, upon written request of any party and a showing of good cause, extend the time for disclosure of witness and exhibit lists, accessing and reviewing evidence, or the hearing date. The party requesting an extension must do so no later than 48 hours before any date specified in the notice of hearing or by the chair in any prehearing conference. The written request must be served simultaneously by email to all parties and the chair. Any party may respond and object to the request for an extension of time no later than 24 hours after service of the request for an extension. The chair will serve a written decision upon all parties, to include the reasons for granting or denying any request. The chair's decision shall be final. In exceptional circumstances, for good cause shown, the chair may, in their sole discretion, grant extensions of time that are made less than 48 hours before any deadline.

(c) **Advisors.** The college shall provide an advisor to the respondent and any complainant, if the respondent or complainant have not otherwise identified an advisor to assist during the hearing.

(d) **Evidence.** In advance of the hearing, the student conduct officer shall provide reasonable assistance to the respondent and complainant in accessing and reviewing the investigative report and

relevant and not otherwise impermissible evidence that is within the college's control.

(e) Confidentiality. The college shall take reasonable steps to prevent the unauthorized disclosure of information obtained by a party solely through the disciplinary process, which may include, but are not limited to, directives by the student conduct officer or chair issuing directives pertaining to the dissemination, disclosure, or access to evidence outside the context of the disciplinary hearing.

(f) Separate locations. The chair may, or upon the request of any party, must conduct the hearing with the parties physically present in separate locations, with technology enabling the committee and parties to simultaneously see and hear the party or the witness while that person is speaking.

(g) Withdrawal of complaint. If a complainant wants to voluntarily withdraw a complaint, they must provide notice to the college in writing before a case can be dismissed.

[Statutory Authority: Title IX of Education Amendments of 1972 and RCW 28B.50.140. WSR 21-10-038, § 495E-110-120, filed 4/28/21, effective 5/29/21. Statutory Authority: RCW 28B.50.140(13), Violence Against Women Act of 1994, and Title IX of Education Amendments of 1972. WSR 15-11-013, § 495E-110-120, filed 5/8/15, effective 6/8/15.]

AMENDATORY SECTION (Amending WSR 21-10-038, filed 4/28/21, effective 5/29/21)

WAC 495E-110-130 Student conduct committee hearings—

Presentations of evidence. (1) Upon the failure of any party to attend or participate in a hearing, the student conduct committee may either:

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

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

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

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

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

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

(7) In cases involving allegations of (~~sexual misconduct, no party shall directly question or cross examine one another. Attorneys for the parties are also prohibited from questioning the opposing party absent express permission from the committee chair. Subject to this exception, all cross-examination questions shall be directed to the committee chair, who in their discretion shall pose the questions on the party's behalf~~) sex-based harassment, the complainant and respondent may not directly question one another or other witnesses. In such circumstances, the chair will determine whether questions will be submitted to the chair, who will then ask questions of the parties and witnesses, or allow questions to be asked directly of any party or witnesses by a party's attorney or advisor. The committee chair may

revise this process if, in the chair's determination, the questioning by any party, attorney, or advisor, becomes contentious or harassing.

(a) Prior to any question being posed to a party or witness, the chair must determine whether the question is relevant and not otherwise impermissible; and must explain any decision to exclude a question that is deemed not relevant, or is otherwise impermissible. The chair will retain for the record copies of any written questions provided by any party.

(b) The chair must not permit questions that are unclear or harassing; but shall give the party an opportunity to clarify or revise such a question.

(c) The chair shall exclude and the committee shall not consider legally privileged information unless the individual holding the privilege has waived the privilege. Privileged information includes, but is not limited to, information protected by the following:

(i) Spousal/domestic partner privilege;

(ii) Attorney-client communications and attorney work product privilege;

(iii) Clergy privileges;

(iv) Medical or mental health providers and counselor privileges;

(v) Sexual assault and domestic violence advocate privileges; and

(vi) Other legal privileges set forth in RCW 5.60.060 or federal law.

(d) The chair shall exclude and the committee shall not consider questions or evidence that relate to the complainant's sexual interests or prior sexual conduct, unless such question or evidence is offered to prove someone other than the respondent committed the alleged conduct, or is evidence of specific instances of prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

(e) The committee may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The committee must not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.

(8) Except in cases involving allegations of sex-based harassment, the chair has the discretion to determine whether a respondent may directly question any witnesses; and if not, to

determine whether questions must be submitted to the chair to be asked of witnesses, or to allow questions to be asked by an attorney or advisor for the respondent.

[Statutory Authority: Title IX of Education Amendments of 1972 and RCW 28B.50.140. WSR 21-10-038, § 495E-110-130, filed 4/28/21, effective 5/29/21. Statutory Authority: RCW 28B.50.140(13), Violence Against Women Act of 1994, and Title IX of Education Amendments of 1972. WSR 15-11-013, § 495E-110-130, filed 5/8/15, effective 6/8/15.]

AMENDATORY SECTION (Amending WSR 21-10-038, filed 4/28/21, effective 5/29/21)

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

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

(2) Within (~~twenty~~) 20 calendar days following the later of the conclusion of the hearing or the committee's receipt of closing arguments, the committee shall issue an initial decision in accordance

with RCW 34.05.461 and WAC 10-08-210. The initial decision shall include findings on all material issues of fact and conclusions on all material issues of law, including which, if any, provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified.

(3) The committee's initial order shall also include a determination on appropriate discipline, if any. If the matter was referred to the committee by the student conduct officer, the committee shall identify and impose disciplinary sanction(s) or conditions (if any) as authorized in the student code. If the matter is an appeal by the (~~respondent~~) party, the committee may affirm, reverse, or modify the disciplinary sanction and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanction(s) or conditions as authorized herein.

(4) The committee chair shall cause copies of the initial decision to be served on the parties and their (~~legal counsel of record~~) attorneys, if any. The notice will inform all parties of their appeal rights. The committee chair shall also promptly transmit a copy of the decision and the record of the committee's proceedings to the president.

(5) In cases involving (~~(allegations of sexual misconduct, the chair of the student conduct committee, on the same date as the initial decision is served on the respondent, will serve a written notice upon the complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent. The complainant may appeal the student conduct committee's initial decision to the president subject to the same procedures and deadlines applicable to other parties. The notice will also inform the complainant of their appeal rights))~~ sex-based harassment, the initial decision shall be served on all parties simultaneously, as well as the Title IX coordinator.

[Statutory Authority: Title IX of Education Amendments of 1972 and RCW 28B.50.140. WSR 21-10-038, § 495E-110-140, filed 4/28/21, effective 5/29/21. Statutory Authority: RCW 28B.50.140(13), Violence Against Women Act of 1994, and Title IX of Education Amendments of 1972. WSR 15-11-013, § 495E-110-140, filed 5/8/15, effective 6/8/15.]

AMENDATORY SECTION (Amending WSR 21-10-038, filed 4/28/21, effective 5/29/21)

WAC 495E-110-150 Appeal from student conduct committee initial

decision. (1) ~~((A party who is aggrieved by the findings or conclusions issued by the student conduct committee))~~ Any party, including a complainant in sex-based harassment cases, may appeal the committee's initial decision to the president by filing a notice of appeal with the president's office ~~((or designee))~~ within ~~((ten))~~ 21 calendar days of service of the committee's ~~((initial))~~ decision. Failure to file a timely appeal constitutes a waiver of the right and the ~~((initial))~~ decision shall be deemed final.

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

~~(3) The president shall provide a written decision to the party and the student conduct officer within twenty days after receipt of the notice of appeal. The president's decision shall be final and~~

~~shall include a notice of any rights to request reconsideration and/or judicial review.~~

~~(4) In cases involving allegations of sexual misconduct, the president, on the same date that the final decision is served upon the respondent, shall serve a written notice informing the complainant of the final decision. This notice shall inform the complainant whether the sexual misconduct allegation was found to have merit and describe any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent.~~

~~(5)) The written appeal must identify the specific findings of fact and/or conclusions of law in the decision that are challenged and must contain argument why the appeal should be granted. Appeals may be based upon, but are not limited to:~~

~~(a) Procedural irregularity that would change the outcome;~~

~~(b) New evidence that would change the outcome and that was not reasonably available when the initial decision was made; and~~

~~(c) The investigator, decision maker, or Title IX coordinator had a conflict of interest or bias for or against a respondent or complainant individually or respondents or complainants generally.~~

(3) Upon receiving a timely appeal, the president or a designee will promptly serve a copy of the appeal on all nonappealing parties, who will have 10 business days from the date of service to submit a written response addressing the issues raised in the appeal to the president or a designee, and serve it on all parties. Failure to file a timely response constitutes a waiver of the right to participate in the appeal.

(4) If necessary to aid review, the president may ask for additional briefing from the parties on issues raised on appeal. The president's review shall be restricted to the hearing record made before the student conduct committee and will normally be limited to a review of those issues and arguments raised in the appeal.

(5) The president shall serve a written decision on all parties and their attorneys, if any, within 20 calendar days after receipt of the appeal. The president's decision shall be final and subject to judicial review pursuant to chapter 34.05 RCW, Part V.

(6) In cases involving allegations of sex-based harassment, the president's decision must be served simultaneously on the complainant, respondent, and Title IX coordinator.

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

[Statutory Authority: Title IX of Education Amendments of 1972 and RCW 28B.50.140. WSR 21-10-038, § 495E-110-150, filed 4/28/21, effective 5/29/21. Statutory Authority: RCW 28B.50.140(13), Violence Against Women Act of 1994, and Title IX of Education Amendments of 1972. WSR 15-11-013, § 495E-110-150, filed 5/8/15, effective 6/8/15.]

AMENDATORY SECTION (Amending WSR 21-10-038, filed 4/28/21, effective 5/29/21)

WAC 495E-110-160 Summary suspension. (1) Summary suspension is a temporary exclusion from specified college premises or denial of access to all activities or privileges for which a respondent might otherwise be eligible, while an investigation and/or formal disciplinary procedures are pending.

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

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

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

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

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

(4) The written notification shall be entitled "Notice of Summary Suspension" and shall include:

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

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

(c) The conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassed from the campus, a notice against trespass shall be included warning the respondent that their privilege to enter into or remain on college premises has been withdrawn, and that the respondent shall be considered trespassing and subject to arrest for criminal trespass if they enter the college

campus other than to meet with the student conduct officer or conduct review officer, or to attend a disciplinary hearing.

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

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

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

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

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

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

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

(6) In cases involving allegations of ~~((sexual misconduct))~~ sex discrimination, the complainant shall be notified that a summary suspension has been imposed on the same day that the summary suspension notice is served on the respondent. The college will also provide the complainant with timely notice of any subsequent changes to the summary suspension order.

[Statutory Authority: Title IX of Education Amendments of 1972 and RCW 28B.50.140. WSR 21-10-038, § 495E-110-160, filed 4/28/21, effective 5/29/21. Statutory Authority: RCW 28B.50.140(13), Violence Against Women Act of 1994, and Title IX of Education Amendments of 1972. WSR 15-11-013, § 495E-110-160, filed 5/8/15, effective 6/8/15.]

REPEALER

The following section of the Washington Administrative Code is
repealed:

WAC 495E-110-210

Brief adjudicative proceedings authorized.

RENTON TECHNICAL COLLEGE RULEMAKING SUMMARY

Proposed Rules Under Consideration: Revision of Chapter 495E-110 WAC (Student Conduct Code and Hearing Procedures)

Authority: RCW 34.05.325 requires state agencies and institutions to provide for oral and written comments in response to proposed rules and to provide a summary of those comments to the Board of Trustees.

WAC 131-12-060 requires college districts to involve students in the promulgation, amendment and revocation of rules defining student rights and responsibilities. At a minimum, students should be afforded a reasonable opportunity to review and express opinions regarding a college's proposed exercise of rule-making authority.

The College held a rulemaking hearing on October 23rd, and received 0 oral comments and 0 written comments.

Summary: The purpose of this rulemaking hearing was to solicit comment on changes relating to the Student Conduct Code and Hearing Procedures. The proposed revisions would:

1. Update the definition of sex discrimination to include sexual orientation, gender identity, and pregnancy.
2. Expansion of sex-based harassment to clarify that Title IX prohibits all harassment based on sex, not only harassment that is sexual in nature. This expansion covers quid pro quo harassment, hostile work environment harassment, and sexual violence.
3. Expands the jurisdiction of by covering all college programs and activities regardless of location.
4. Revises hearings, providing more flexibility and notably eliminating the requirement for live hearings with cross-examination.
5. Increases privacy rights for all parties involved in the hearing process.
6. Quickens resolutions, requiring the college to establish and enforce prompt time frames for investigation.
7. Expands reporting requirements of employees and defines confidential employees.
8. Increases support measures for complainants.

Recording: [Link to recording.](#)

Zoom Comments:

14:05:49 From Matt Wurz to Everyone:

Link to changes:

https://rtc.edu/_resources/documents/20240923r-OTS-5652.2-permanent.pdf

14:08:58 From Anh Phan to Everyone:

I don't have any comments.

14:18:02 From Anh Phan to Everyone:

I've reviewed the documents and don't have any comments to add. Am I okay to exit?

14:18:50 From Anh Phan to Everyone:
Thank you! You all have a good day.



Memorandum of Understanding
Between
The Renton Federation of Teachers and
Renton Technical College

The Renton Federation of Teachers and Renton Technical College recognize that the stipend for the Early Retirement Notification in Article 13 Section 5 in the new 2024-2027 agreement increased from \$1,500 to \$3,000; and,

This Memorandum of Understanding is intended to signify an agreement between the Renton Federation of Teachers and Renton Technical College that the stipend for the Early Retirement Notification will increase to \$10,000 for the current academic year only (2024-2025). Notice of retirement must be submitted to Human Resources by January 1, 2025, and retirement shall take place no later than June 30, 2025. All other stipulations of Article 13 Section 5 remain in effect, and this shall not be considered as an ongoing obligation or precedent.

Signed on this day, November 2024,

Donna Maher, President
Renton Federation of Teachers

Jessica Norouzi, Board Chair
Renton Technical College

Renton Technical College
Board of Trustees Meeting
November 20, 2024

AGENDA ITEM: 5. DISCUSSION/REPORTS

SUBJECT:

BACKGROUND:

A. President's Report

Dr. Harden will provide a report subsequent to the October 16, 2024 Board meeting.

B. Financial/Budget Status

Vice President Jackson will provide a report of the budget.

BOARD CONSIDERATION

Information

Action

RECOMMENDATION:

None.

**RENTON TECHNICAL COLLEGE
MONTHLY OPERATIONS REPORT
FISCAL YEAR 2024-25
For the Month of September 2024**

	September 2024 - Actual	Year to Date - September 2024 - Actual	Prior Year to Date - Septem	Variance - Increase (Decrease)
Beginning Cash Balance	6,964,305	9,427,232	19,248,178	(9,820,946)
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	379,068	4,286,056	1,956,422	2,329,634
Grants and Contracts	431,218	1,418,933	1,106,690	312,243
Donation Received	-	-	-	-
Student Government	23,365	344,603	227,286	117,317
Bookstore	-	4,717	-	4,717
Security/Parking	6,515	95,510	-	95,510
Culinary Arts - Food Services	83,339	177,328	125,153	52,175
Housing	-	-	-	-
Interest Income	52,043	176,675	12,954	163,721
Rental Income - Excluding 569	15,244	84,391	58,489	25,901
Scholarship and Student Loan Funds Received	2,846,327	3,620,824	2,051,615	1,569,209
CRRSA	-	-	-	-
CARES Deferred FY20	-	-	-	-
Net Operating Revenues	3,837,118	10,209,036	5,538,609	4,670,427
Add - State Allocation				
State Allocation - VPA Expenses	2,869,723	8,035,371	6,766,206	1,269,165
Capital Allocation Fund 057	156,549	158,944	212,751	(53,807)
Capital Allocation Fund 060	-	2,025	61,630	(59,605)
Total State Funding	3,026,272	8,196,340	7,040,587	1,155,754
Total Revenues	6,863,390	18,405,377	12,579,196	5,826,181
Less - Expenses:				
Salaries	2,507,486	6,893,117	5,372,302	1,520,816
Benefits	819,216	2,238,093	1,895,518	342,574
Contracts	-	-	-	-
Goods and Other Services	1,693,311	3,064,691	1,228,615	1,836,076
Cost of Goods Sold	26,170	56,429	7,698	48,731
Travel	4,156	14,924	12,091	2,833
Equipment	3,122	17,978	7,085	10,893
Computer Equipment	-	-	-	-
Financial Aid	3,113,266	4,533,615	4,288,129	245,486
Debt Service	-	859	-	859
Bad Debt	-	-	-	-
Total Expenses	8,166,727	16,819,706	12,811,437	4,008,269
Net Operating Surplus (Deficit)	(1,303,338)	1,585,670	(232,242)	1,817,912
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	1,608,122.08	(3,556,820)	(259,487)	(3,297,333)
Decrease/ (Increase) in Investments & Bond Amortization	(45,588)	(150,199)	(1,749,049)	1,598,850
Payment of Bldg, Innovation Fee, and VPA Advance to State	(69,838)	(152,221)	(158,189)	5,967
Land Purchase	-	-	-	-
Total Other Sources (Applications) of Cash	1,492,696	(3,859,240)	(2,166,724)	(1,692,516)
Adjustments to Cash	-	-	-	-
Ending Cash Balance	7,153,663	7,153,663	16,849,213	(9,695,550)
Add College Reserves:				
Local Government Investment Pool (LGIP)	10,121,142	10,121,142	2,744,059	7,377,084
Investment Bonds held in trust by US Bank	2,687,125	2,687,125	2,635,592	51,533
Total Reserves	12,808,267	12,808,267	5,379,650	7,428,616
Total Cash and College Reserves	19,961,930	19,961,930	22,228,863	(2,266,933)
Actual %	Year to Date	Prior Year to Date	Variance	
Total Current State Allocation	100%	31,463,688	28,926,488	2,537,200
Allocation Used - Year to Date	26%	8,035,371	6,766,206	1,269,165
Remaining State Allocation	74%	23,428,317	22,160,282	1,268,035

Renton Technical College
Board of Trustees Meeting
November 20, 2024

AGENDA ITEM: 6. BOARD OF TRUSTEES

SUBJECT: TRUSTEE REPORTS

BOARD CONSIDERATION	
<input checked="" type="checkbox"/>	Information
<input type="checkbox"/>	Action

BACKGROUND:

- A. Foundation Liaison Report
Foundation Liaison, Trustee Takamura, will provide an update from the Foundation Board.

- B. Legislative Action Liaison Report
Legislative Action Liaison, Trustee Entenman, will provide an update on legislative action meetings and activity.

- C. Community Advisory Committee
Community Advisory Committee Liaison, Chair Norouzi, will provide an update from the Community and Partnerships Council.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
November 20, 2024

AGENDA ITEM: 7. MEETINGS

SUBJECT:

BACKGROUND:

- A. The next regularly scheduled meeting of the Board of Trustees will be December 11, 2024.

BOARD CONSIDERATION
X Information
Action

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
November 20, 2024

AGENDA ITEM: 8. ADJOURNMENT

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION

Information

X Action

RECOMMENDATION:

Motion required.