

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 02-09-16

Revised

A resolution relating to the revision and adoption of the State Board Policy Manual.

WHEREAS, it is important for the State Board to provide the colleges with policy guidance for operation of the colleges,

WHEREAS, a number of changes have occurred to the two-year college system that have resulted in new and different ways of conducting state business,

WHEREAS, it was a priority to review these changes with system groups prior to taking action,

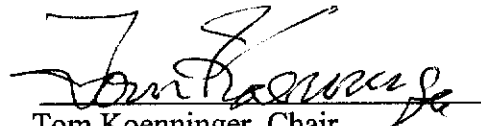
WHEREAS, it was a priority that policies be provided in an electronic format that provides readers with links to other pertinent information,

WHEREAS, it is important that the State Board's Policy Manual reflect the changes and communicate policies clearly to college system and external audiences,

THEREFORE, BE IT RESOLVED, that the State Board approves and adopts the attached Policy Manual on September 19, 2002.

FURTHER, any additions, deletions, or changes made to the Policy Manual will be approved by the State Board.

APPROVED AND ADOPTED on September 19, 2002.


Tom Koeninger, Chair

ATTEST:



**Washington State Board for Community & Technical Colleges
Policy and Procedures Manual**

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CHAPTER 1

STATUTES, POLICIES AND REGULATIONS GOVERNING WASHINGTON COMMUNITY AND TECHNICAL COLLEGES

This chapter contains policies related to the organization of the two-year college system and about other state agencies whose operations concern community and technical college education. Links are provided in the respective policy statements to RCWs, WACs, and procedures and guidelines that are relative to that policy.

As used in this chapter, unless the context requires otherwise, the term “Board” or “State Board” shall mean the State Board for Community and Technical Colleges.

Purposes of the Washington Community and Technical College System

Washington's community and technical colleges will be widely recognized as excellent and accountable educational institutions, responsive to the educational and economic needs of their communities. Local recognition of each college's value will be translated into statewide recognition of the value of the system to the entire state (see RCW 28B.50.20).

State Board for Community and Technical Colleges

The Community and Technical College Act of 1991 established a nine-member Board, appointed by the governor, with the consent of the Senate. Statutory provisions propose that State Board members represent the geographic diversity of the state, labor, business, women, and racial and ethnic minorities (see RCW 28B.50.050).

Bylaws of the State Board for Community and Technical Colleges

Bylaws for the State Board were initially adopted in June 1967 following the Legislature's adoption of the Community College Act of 1967. Since then, several revisions have been made to accommodate changes in the system (see Bylaws of the State Board for Community and Technical Colleges).

State Board Organization and Operation

WAC 131-08-005 describes the general description of the State Board's organization and operation.

Appearances and Presentations Before the State Board

Members of the public who wish to make/request formal presentations to the State Board on matters relevant to community and technical college education or matters under consideration

by the State Board will be given that opportunity consistent with regulations and procedures as codified in (see WAC 131-08-007).

General Duties and Responsibilities of the State Board

Duties and responsibilities of the State Board are set forth in the following:

- General - RCW 28B.50.090 through RCW 28B.50.094
- Adult Education - RCW 28B.50.250
- Real Estate - RCW 28B.50.301 and RCW 28B.50.302
- Construction and Bonding for Physical Facilities - RCW 28B.50.340 through RCW 28B.50.409
- Retirement Programs - RCW 28B.10.400 through RCW 28B.10.423

Executive Director State Board for Community and Technical Colleges

Appointment and Duties/Responsibilities of the State Director

The director of the state system of community and technical colleges is appointed by and serves at the pleasure of the State Board. Qualifications, duties and responsibilities of the State Director are set forth in RCW 28B.50.060.

Delegation of Authority to the Director

By resolution, the State Board for Community and Technical Colleges delegates to the State Director authority to perform the following in the name of the Board. Delegation of these authorities, together with future delegations of the Board's powers and duties, shall be filed in the State Director's office.

1. To approve and/or authorize the employment of employees and consultants as the director shall deem necessary and, together with the chair of the Board, to execute necessary agreements upon such terms and conditions as the director may establish, provided that:
 - a) Funds are available for payment for such personal services and related costs
 - b) The total contractual obligation for the services of a given consultant and/or firm does not exceed one hundred thousand dollars (\$100,000) for a single project or part thereof
2. To make application for and accept federal funds available for educational purposes or that may aid educational institutions or boards. Acceptance of such funds are subject to conditions attached thereto, the laws of the State of Washington and State Board policies and rules.
3. To negotiate and execute interagency contracts for the acquisition of services, supplies, equipment and personnel, or any combination of the above, where the acquisition is

necessary to the performance of the Board's and/or the director's statutory duty. The total obligation incurred by the Board pursuant to any such contract cannot exceed in cost the sum of one hundred thousand dollars (\$100,000).

4. To approve district requests to sell, exchange, or convey community or technical college personal property pursuant to RCW 28B.50.090(12), provided that the estimated value of such property shall not exceed \$100,000.
5. To approve or disapprove applications for professional-technical programs submitted in accordance with State Board policies and procedures governing these programs (see Chapter 4, Instructional Program and Course Development).
6. To set guidelines and receive and disburse funds for capital support, maintenance and operation of community and technical college districts in conformance with state and district budgets and RCW 43.88 (see Chapter 6 Capital Expenditures and Real Property Transactions). This authority includes:
 - a) Distributing funds for project preplanning and master planning as appropriated and according to criteria reviewed and approved by the Board,
 - b) Approving expenditures of local capital funds for projects up to \$400,000
 - c) Approving transfer of title to real property to a public agency,
 - d) Approving easements to public agencies or utility companies,
 - e) Approving the rental or lease of facilities by a community or technical college district that will have 24-hour control of such facilities,
 - f) Approving the rental or lease of community and technical college facilities to a lessee that will have 24-hour control,
 - g) Approving or authorizing local boards to approve the rental or lease of facilities by a community or technical college district that will not have 24-hour control,
 - h) Executing documents required for Certificates of Participation and ground leases previously approved by the State Board in the capital budget.

Delegation of Authority to Division Directors

By the authority granted to the State Director from the State Board for Community and Technical Colleges, SBCTC Division Directors are given authority to sign/execute contracts/agreements for personal services provided that:

- c) Funds are available for payment for such personal services and related costs
- d) The total contractual obligation for the services of a given consultant and/or firm does not exceed five thousand dollars (\$5,000) for a single project or part thereof

Community and Technical College District Organization

District Designations

Washington State is divided into thirty community and technical college districts, the boundaries of which are set forth in RCW 28B.50.040. The State Board is authorized to establish Criteria and Procedures for Modifying District Boundaries consistent with the purposes set forth in RCW 28B.50.020 and may make such changes as it deems advisable (see RCW 28B.50.090 (6)).

Each college district has a board of trustees appointed by the Governor, with consideration for appointments given to geographical diversity, labor, business, women, and racial and ethnic minorities (see RCW 28B.50.100; RCW 28B.50.140).

General Accreditation Requirement

The State Board requires that college districts adhere to the requirements and procedures of the Commission on Colleges - Northwest Association of Schools and Colleges for all colleges operated by that district. The college district shall seek membership and accreditation status in the Association for all new colleges at the earliest possible time following establishment of the college.

Cooperating Educational and Governmental Organizations

In carrying out the duties and responsibilities authorized by the Community and Technical College Act, the State Board and State Board staff work with other educational and government agencies to provide education and training to meet the needs of the state's communities and the students they serve (see Cooperating Educational and Governmental Organizations).

CHAPTER 2

FACULTY AND STAFF PERSONNEL

This chapter contains policies related to human resource administration in the state's two-year college system. State Board authority is limited in this area with the majority of policy and rules and regulations governing faculty and staff resting in other agencies of state government. Links are provided in the respective policy statements to RCWs, WACs, and procedures and guidelines that are relative to that particular policy.

Selecting Faculty and Administrative Personnel

Employees exempt from the provisions of the civil service law who are employed by college districts shall be appointed on the basis of criteria developed by the district consistent with standards established by the State Board (see RCW 28B.50.090).

District Personnel Selection Practices

Each district is required to adopt and publish a statement of personnel selection practices and standards (see WAC 131-16-070).

Qualification of College Personnel

Selection of employees for other than the classified service shall be based upon general standards established by the State Board (see WAC 131-16-080 and WAC 131-16-091).

Classification and Compensation of Employees

The State Board is authorized to:

1. Adopt rules defining the permissible elements of compensation that district boards may approve for college presidents (see RCW 28B.50.140 (3); WAC 131-16-500).
2. Allocate funds, as authorized in the Appropriations Act, for compensation and salary increases (see RCW 28B.50.140 (3)).
3. Determine qualifications and credentials of employees exempt from the provisions of the civil service law (see RCW 28B.50.090 (7) (a); WAC 131-16-080; WAC 131-16-091).
4. Have general supervision and control over activities undertaken by the community colleges pursuant to state civil service law (see Civil Service Classified; RCW 41.06; WAC 251).
5. Designate "special funds" for the purpose of excluding positions supported by federal moneys or other special funds from tenurable faculty positions and, thereby, provide for reducing or terminating of those positions should the funding or program be reduced or eliminated (see RCW 28.50.851 (2) (b); WAC 131-16-400).

The Community and Technical Colleges are authorized to:

1. Employ a college president, faculty and other employees as necessary and fix their salaries and duties (see RCW 28B.50.140 (3));
2. Collectively bargain with:
 - a. Technical college classified (see RCW 41.56)
 - b. Civil service classified (see RCW 41.06; WAC 251)
 - c. Faculty (see “Academic Employee” RCW 28B.52; RCW 28B.50.489; “Faculty Appointment” RCW 28B.50; “Special Faculty Appointment” RCW 28B.50.851; RCW 28B.50.870; WAC 131-16-400)
3. Identify positions Exempt from civil service and/or collective bargaining (see RCW 28B.50.851; RCW 28B.52; RCW 28B.50.140; WAC 131-16-500)

Employee Benefits

For description/authorization of employee benefits and other conditions of employment see the following appendices:

1. Retirement Programs
2. Insurance Programs
3. Annual (Vacation) Leave
4. Leaves of Absence
5. Compensation for Unused Leave
6. Holidays
7. Tenure
8. Collective Bargaining

Ethics in Government Act

The general and executive branch sections of the Ethics in Government Act cover community and technical colleges. Each community and technical college is required to:

1. Develop an ethics policy consistent with RCW 42.52 and rules adopted by the Executive Ethics Board (see Executive Ethics Boards’ rules; Actions Prohibited).
2. Approve all honoraria received by its employees.

Equal Employment Opportunity and Affirmative Action Policies

The State Board for Community and Technical Colleges:

1. Is committed to providing equal employment opportunity to applicants and employees without regard to race, religion, color, national origin, gender, age, marital status, veteran status, or disability (see RCW 41.06.150; Chapter 49.74 RCW).

2. Recognizes its continuing responsibility to set an example by taking affirmative action to include women, people of color, people with disabilities, Vietnam era and disabled veterans in employment opportunities at all levels within the agency workforce.
3. Considers equal opportunity, affirmative action, and non-discrimination to be fundamental to the mission, goals, and objectives of the agency and hereby commits the necessary staff time and resources to implement effectively its equal employment, non-discrimination and affirmative action policies.

The executive director will assure that the agency's commitment to affirmative action is demonstrated through: (1) reviewing minimum qualifications on agency job announcements to assure that they are job-related and that they do not contain artificial barriers which may disproportionately screen out members of protected groups; (2) developing an intensive and aggressive recruiting program designed to assure that competitive people of color, women, people with disabilities, Vietnam era and disabled veterans are contacted and are encouraged to apply for vacant positions within the agency; (3) monitoring of each phase of the agency's recruiting and selection processes to determine affirmative action impact; (4) continual monitoring of the agency's training, promotion, and compensation practices to assure that these programs are administered in a non-discriminatory manner.

A plan has been designed to implement these principles that provide positive benefits to the agency through fuller utilization and development of women, people of color, people with disabilities, Vietnam era and disabled veterans. This plan will be reviewed and its effectiveness reevaluated periodically.

The executive director has the overall responsibility and authority for assuring that the affirmative action program is implemented. The division directors share in this responsibility as specifically noted in the plan. Responsibility for coordination of the plan and maintenance of systems to monitor program effectiveness is vested in the Human Resource Director and in the Director, Administrative Services Division who is the designated agency affirmative action officer.

CHAPTER 3

STUDENT SERVICES

This chapter contains policies related to the admission, enrollment, and operations of support services and student-related activities in the two-year college system. Links are provided in the respective policy statements to RCWs, WACs, procedures and guidelines that are relative to that particular policy.

Student Services

Community and technical colleges shall design student services functions appropriate to the college's populations and employ qualified student services staff to provide services in the following areas:

1. Developmental and maintenance: Academic Advising, Career and Student Employment, Counseling, Financial Aid, Health and Wellness programs, Housing Assistance, and Testing
2. Administrative: Admissions, Discipline, Records, and Registration
3. Support: Child Care, Multicultural and Diversity Programs, Women's Programs, and Services for Students with Disabilities
4. Programs and Activities: Co-curricular and Extra-curricular Programs, Student Government, Student Publications, Athletics, and Student Center
5. Teaching: Orientation Programs, Study Skills, Job Search Skills, Career Planning and Life Planning courses, and International Student Programs.

A Manual for Student Services

Community and Technical Colleges are encouraged to use *A Student Services Manual: Directions and Challenges (1998)* published by the Washington State Student Services Commission to provide assistance in the development and implementation of student services on their campuses. For information on securing a copy, contact the Office of the State Board for Community and Technical Colleges.

Admission/Access to Colleges and Enrollment in Courses

Admission to a Community or Technical College

The State Board for Community & Technical Colleges:

- a) Requires college districts to maintain an open door policy in admitting students (see RCW 28B.50.090 (3)(b)).

- b) Sets minimum standards for governing the admission of students to community or technical colleges (see RCW 28B.50.090 (7)(d); WAC 131-12-010), including the requirement that all international students must demonstrate proficiency in both written and oral English as a prerequisite for enrollment.
- c) Expects colleges to have a written policy on admitting students under 18 (see WAC 180-72-065 (3)) who are not admitted under the provisions of Running Start or another local enrollment options program (see WAC 131-12-010 (1)(e)).
- d) Requires colleges to establish rules and procedures that provide for intercampus and inter-college enrollment of students (see WAC 131-12-040) and for inter-district registration of students (see RCW 28B.50.095; WAC 131-12-041).

Access for Students of Color

The State Board believes Washington's community and technical colleges are the key points of access to higher education for people of color. The Board supports this belief through an earmarked allocation to colleges for the recruitment and retention of students of color. In addition, the Board believes the colleges should:

- a) Be leaders in improving access for students of color.
- b) Continuously seek mechanisms to improve the success for students, faculty, and staff of color.
- c) Incorporate institutional goals for campus diversity and participation by people of color into the college's strategic plan. Institutional goals should be consistent with statewide goals (see Access and Success for System Goals for People of Color in Washington Community and Technical Colleges).
- d) Provide progress reports to the Board with an assessment of the college's effort upon request.

Access for Students with Disabilities

Community and technical colleges shall provide students with disabilities the appropriate core service(s) to ensure equal access to higher education. Reasonable accommodation for students with disabilities shall be provided for all aspects of college life, including nonacademic programs and services. (see RCW 28B.10.910 through RCW 28B.10.914)

The State Board supports the colleges to provide services and reasonable accommodations to students with disabilities through an earmarked allocation and Quarterly Disability Accommodations Reserve Fund (see Quarterly Disability Accommodation Reserve Guidelines).

Residency Status

The State Board requires that community colleges must:

- a) Determine the residency of students enrolled in all state-supported courses for which tuition and fees are charged (see WAC 131-12-020; RCW 28B.15.012 through RCW 28B.15-014; Community College Tuition and Fee Waivers and Residency). However, for students enrolled exclusively in "ungraded", contract, and/or student

funded courses, residency determination for the purpose of assessing tuition and fees is prohibited.

- b) Provide for the recovery of fees for improper resident classification consistent with the rules adopted by the Higher Education Coordinating Board (see RCW 28B.15.015).

Financial Aid and Student Employment

The State Board authorizes community and technical colleges to:

- a. Employ qualified persons to administer its student financial aid programs in accordance with federal/state regulations and institutional policies;
- b. Write policies and procedures to ensure consistency in and compliance with the implementation of regulations for federal and state financial aid programs;
- c. Deposit a minimum of three and one-half percent of revenues collected from tuition and services and activities fees in an institutional financial aid fund (see WAC 131-36);

Student Programs and Activities

Intercollegiate Athletic Programs

The State Board requires that:

- a) District boards of trustees adopt rules to assure that intercollegiate athletic programs afford opportunities for participation to the interests of each college's student population and local community as possible.
- b) Intercollegiate athletics will be conducted according to guidelines and policy as established by the designated college athletic association
- c) Colleges will strive to accomplish the state's gender equity goals (see RCW 28B.15.455) and will provide progress reports to the Board with an assessment of the college's effort upon request.

Services and Activities Fee

The State Board sets the maximum student and activities fee colleges can collect from students.

Community and technical colleges are:

- a) Authorized to establish services and activities fees, not to exceed the maximum amount set by the State Board.
- b) Authorized to collect services and activities fees for the express purpose of funding student activities and programs consistent with the needs of their institution (see RCW 28B.15.041; Student Programs and Activities).
- c) Establish an activities fee committee, with students representing a majority of the members, for recommending to the administration and the Board of Trustees a yearly budget for use of the services and activities fees (see RCW 28B.15.045 (3)).

Student Rights and Responsibilities

Community and technical colleges are required to:

- a) Adopt and publish rules establishing student rights and responsibilities, provide for students involvement in such activity, and file all such rules with the State Director (see WAC 131-12-050, WAC 131-012-060, RCW 28B.50.140 (13)).
- b) Adopt rules for hazing violations and sanctions imposed on individuals or groups (see RCW 28B.10.900 through RCW 28B.10.902).
- c) Ensure Confidentiality of Student Data.

Each academic year, the SBCTC will develop and distribute guidelines to help colleges administer:

- a) Worker Retraining Financial Aid and Training Completion Aid – Financial assistance to help dislocated and unemployed workers, including displaced homemakers to gain and upgrade skills for employment
- b) Work-based Learning Tuition Assistance and WorkFirst Work-Study – Temporary Assistance for Needy Families (TANF) and other low income working parents/students to help in wage and skill progression.

Consumer Information

Community and technical colleges must provide information to students, prospective students, parents and the general public on:

- a) State support for higher education students including information on the amount of state subsidy and financial aid received (see RCW 28B.10.044 (4)).
- b) The abuses of alcohol in particular and the illnesses consequent from alcohol in general (see RCW 28B.10.295), for community colleges with state-owned residence halls the availability of student housing where all use of liquor is prohibited (see RCW 28B.10.575), and a process for reporting violations and complaints of illegal liquor and drug use (see RCW 28B.10.575).
- c) Crime statistics for the most recent three years (see RCW 28B.10.569).
- d) Methods of transmission of AIDS and the AIDS virus (see RCW 28B.50.205).
- e) Policies and procedures for handling complaints of sexual harassment (see RCW 28B.110.030 (8)).

Access to campus and student directory information must be made available to military recruiting representatives providing students information on educational and career opportunities if the college provides the same access to other persons or groups (see RCW 28B.10.360).

Gender Equality in Higher Education

Community and technical colleges shall not discriminate in enrollment, financial aid, student employment, recreational activities, including athletics, student services, and/or any other program or service offered to all students on the basis of gender (see RCW 28B.110.040).

CHAPTER 4

INSTRUCTIONAL PROGRAM AND COURSE DEVELOPMENT

This chapter contains policies related to instructional programs and courses offered by the state's two-year college system. Links are provided in the respective policy statements to RCWs, WACs, and procedures and guidelines that are relative to that specific policy.

Course Requirements

All courses offered and reported on by Washington's community and technical colleges must meet minimum standards as determined by the State Board (see [RCW 28B.50.090\(7\)\(c\)](#) and [\(e\)](#)). The SBCTC requires that:

- a) All courses described for reporting purposes use a coding system approved by the SBCTC (see [Course Coding Procedures and Guidelines](#)).
- b) The credit value or credit equivalent assigned to any course or instructional activity must follow the rules for setting credit values and equivalents as approved by the SBCTC (see [Credit Hours/Credit Equivalents by Type of Instruction](#)).
- c) Colleges abide by the rules and regulations adopted by the SBCTC with respect to budgeting, accounting, auditing, and financial procedures supplemental to the State's Budget and Accounting Act (see [RCW 28B.50.090](#); [RCW 43.88](#)) and use criteria as approved by the SBCTC to [Determine the Funding Status of Courses](#) to:
 - Receive state fund support (see [RCW 28B.50.090\(7\)\(b and e\)](#))
 - Be classified as contract funded (see [RCW 28B.50.140 \(16 and 17\)](#); [WAC 131-32-010](#) and [WAC 131-32-020](#))
 - Be classified as student-funded (see [RCW 28B.50.020](#))

Prior Learning

Community and technical colleges may assess and award credit for prior learning that has occurred outside the classroom and/or through previous educational endeavors (see [Guidelines for Prior Learning Assessment](#)).

Distance Education

The State Board establishes rules for the governance of the WashingtonOnline Virtual Campus and its students (see [Distance Learning](#)).

Degree Requirements

The content of the curricula and other educational and training programs (see [RCW 28B.50.090\(7\)\(c\)](#)) and the requirements for degrees, certificates, and high school diplomas awarded by the state's community and technical colleges must follow guidelines established by the SBCTC and the Intercollege Relations Commission (ICRC) (see [Professional/Technical](#)

Program Approval Process; Current Guidelines for DTA Associate Degree; Policy on Intercollege Transfer and Articulation (Umbrella Agreement); Intercollege Relations Commission Direct Transfer Agreement (DTA) Associate Degree Course List Part I: Courses Generally Accepted in Transfer; Intercollege Relations Commission Direct Transfer Agreement (DTA) Associate Degree Course List Part II: Restricted Subject Areas for Transfer; Associate of Science Transfer Degree #1; Associate of Science Transfer Degree #2).

Community and Technical College Post-Secondary Awards

The State Board authorizes community and technical colleges to award diplomas and non-baccalaureate degrees or certificates (see RCW 28B.50.140 (12)). Guidelines for Reporting to SBCTC Degrees, Certificates and Other Program Completions have been implemented that provide information on post-secondary program completions, the high school diploma as a high school-level award, completion of federal apprentice programs and alternative certifications and completion of individually tailored workforce programs.

Transfer to 4-year Institutions

The State Board encourages community and technical colleges to:

- a) Maintain membership in the Intercollege Relations Commission (ICRC) of the Washington Council for High School-College Relations
- b) Provide four-year institutions with up-to-date information on generally transferable courses in order to assure accurate course equivalency lists (see Course Equivalency Guides/Course Transfer Information)
- c) Develop and implement program-to-program articulation agreements with public and private four-year institutions in the state of Washington and elsewhere to meet the needs of their students seeking further education in specific program areas (see “Guidelines for Program-to-Program Articulation Agreements” Transfer Role in Community and Technical Colleges).

The State Board also encourages community colleges to participate in the voluntary statewide agreements regarding the transfer of academic degree programs between Washington Community Colleges and the public and private four-year institutions in the state of Washington (see RCW 28B.80.280).

Professional-Technical Programs

All professional-technical degree and certificate programs must be approved by the SBCTC prior to course or program implementation (see RCW 28B.50.090(7)(c)). As part of this responsibility, the SBCTC:

1. Sets rules/procedures/guidelines, developed in cooperation with the college system, that provide for the approval of all proposed new professional/technical programs,

- curriculum modifications and program title changes (see Professional/Technical Program Approval Process; Work-Based Learning Programs).
2. Seeks approval from the Higher Education Coordinating Board for any new professional-technical program where the students enrolled shall be required to complete more than 120 quarter hour credits or 2,400 clock hours for colleges using clock hour standards for FTE counting. Approval is also needed for existing professional-technical programs to increase their requirements to 121 credit hours or more (see WAC 250.61.050 (11)(12)).
 3. Requires that colleges certify professional-technical staff and faculty as provided by WAC 131-16-070 through WAC 131-16-095.

Skill Standards

Skill standard projects are commissioned by the SBCTC and supported by state funds to enhance the connection between state workforce education programs and the state's major industries. As such, guidelines have been established related to the ownership of the skills standards products and related projects (see Skill Standards Ownership).

Advisory Committees for Professional-Technical programs

Each community and technical college or college district is required to have an industry advisory committee for each program (see RCW 28B.50.252) and to follow approved College Advisory Committee Procedures.

Adult Basic Education and Family Literacy

The State Board is responsible for administration of the state and federally funded adult basic education programs in the State of Washington (see RCW 28B.50.020 (3); RCW 28B.50.030 (12); RCW 28B.50.250; SBCTC Office of Adult Literacy).

Certificate of Educational Competence Program—GED

The State Board is the state administrator for GED testing. The Board authorizes agencies to administer the General Education Development Test to qualify persons for the Certificate of Educational Competence including determining eligibility for taking the GED test and administering the test (see WAC 131-48; WAC 131-48-060; RCW 28B.50.912; RCW 28B.50.536; Washington State GED website).

High School Completion

Community and technical colleges are authorized to provide opportunities for adults to complete studies leading to a high school diploma (see WAC 180-72), provided that admission to such a program is consistent with the general community and technical college admissions policy (see RCW 28B.50.535; WAC 131-12-010). Minimum requirements for completing high school are set by the State Board of Education (see

Chapter 180-51 WAC). Statutory provisions govern the program for persons nineteen years of age and over (see WAC 180-72-065 (2)) and under eighteen years of age (see WAC 180-72-065 (3)).

High School College Dual Registration and Transition Programs

Agreements Between District Boards of Trustees and Common School Boards

The State Board supports boards of trustees entering into agreements in cooperation with local high school district boards to provide options for students to complete college-equivalent courses and programs while still in high school (see RCW 28B.50.530). Statewide programs are:

Running Start

The SBCTC in conjunction with the Superintendent of Public Instruction and the Higher Education Coordinating Board has adopted rules governing Running Start, a program that allows eligible eleventh and twelfth graders to enroll in college for the purpose of earning credits toward high school graduation while earning college credits (see Chapter 131-46 WAC; WAC 392-169-005; RCW 28A.600.390).

Tech Prep

Tech Prep is a federally funded program (Perkins) intended to increase the articulation of high school and college professional/technical programs (see Tech Prep Education: Guidelines for Statewide Articulation Using the Direct Transcription Method).

College in the High School

College-in-the-High School programs are designed to provide college level courses in high school locations to serve qualified eleventh and twelfth grade students. Currently, community and technical college boards of trustees may establish such programs in cooperation with local school district boards under the authorization of RCW 28B.50.530 (see Guidelines for College in the High School Programs).

Contracting for Instruction

Out-of-District Contracting

Community and technical colleges may enter into out-district-contracts to offer educational services. Agreements must be in place to:

1. Provide courses, special events or services in another college's district (see WAC 131-32-030), and/or

2. Jointly provide educational courses, programs or services (see WAC 131-32-035).

Guidelines for Statewide and Regional Contract Services have been developed for colleges to use when entering into these agreements.

Contracting with Joint Apprenticeship Training Councils

The SBCTC establishes guidelines for contracting for apprenticeship training with Joint Apprenticeship Training Councils (see Workforce Education Program Funding; WAC 131-28-026 (4)(c); Community College Tuition and Fee Waivers and Residency).

Contract International Students (in state-supported classes)

Community and technical colleges may serve international students on the basis of a contract with a third party organization. Students enroll in state-supported classes, but for reporting purposes, their enrollments are counted as contract-supported (see Chapter 5 Tuition and Fees).

Educational Programs to Serve Foreign Nationals in a Foreign Country

The SBCTC requires prior approval for certain contracts by colleges to conduct out-of-country educational courses and programs (see Authorization to Contract to Operate Educational Programs to Serve Foreign Nationals in a Foreign Country).

CHAPTER 5

ENROLLMENT REPORTING AND TUITION AND FEES

This chapter contains policies on the reporting of enrollments, credit generation, and tuition and fee charges. Links are provided in the respective policy statements to RCWs, WACs, procedures and guidelines that are relative to that specific policy.

Reporting Course Effort and Student Enrollment

To meet state and federal reporting requirements and to support state policy initiatives, the SBCTC requires that colleges:

- a) Report specific course and student data (see RCW 28B.50.020; Data Warehouse Documentation; Terms and Definitions).
- b) Establish written procedures that are uniformly applied (see Special Provisions).
- c) Accurately code and report required data and not overstate their enrollments.

Enrollment audits will be conducted to review procedures, enrollment practices, and data that affect how enrollment is reported.

Enrollment Reporting Discrepancies

Enrollment information is a fundamental element in budget allocations. Therefore, it is necessary that the information reported by community and technical colleges is accurate and consistent. To ensure accuracy and consistency, the following progressive actions may be taken when enrollment reporting does not comply with the RCW, WAC and/or SBCTC policies, procedures, or reporting requirements.

1. A district will be notified in writing of a reporting discrepancy. The notice will indicate that reporting practices will be examined at specified intervals to verify compliance with the appropriate procedures.
2. If subsequent examination does not reflect compliance it will be the discretion of the Executive Director of the State Board to take any one or combination of the following actions:
3. Continued in-depth examination of district reporting practices until further notice.
4. Appoint a team composed of State Board staff and/or system representatives to assist the district in complying with the reporting procedures.
5. A retroactive adjustment to the improperly reported enrollment and funding to reflect proper enrollment reporting.
6. Permanent or temporary reduction or redistribution of student FTEs.

Reporting Student Enrollments – College Responsibility

All colleges are required to develop and adopt campus procedures to ensure that internal access and control, monitoring of enrollment activity, and documentation of operational enrollment practices are maintained as described in the policies.

Enrollment Reporting

The enrollment reporting methodology used by the community and technical college system shall be consistent with other public higher educational institutions in the state. The State Board for Community & Technical Colleges, Higher Education Coordinating Board, the Office of Financial Management, and the Washington State Legislature rely on this methodology and the State Auditor's office monitors for compliance. This reporting methodology has an Enrollment Census Date that is intended to allow colleges to count enrollments for funding after a predetermined period of time even if the student does not continue to the completion of the course.

Students Reportable for Enrollment

Students, who register for a course prior to the census date and do not subsequently withdraw prior to the census date, count for enrollment reporting. Note:

1. Students, who attend a course prior to the census date and register prior to completion of the course, may count for enrollment reporting if Special Provisions for Post Census Date Registrations have been followed.
2. Some student specific provisions can affect the reporting of students in courses funded by state dollars (see Reporting Enrollment).
3. Colleges must follow guidelines for scheduling and reporting enrollments in Basic Skills classes (see Reporting Enrollment).

Quarterly Reportable Enrollment

Student enrollments must be counted and reported only for the quarter in which they were registered and transcribed.

Enrollment Census Date

The census date of a course represents the timeframe within which students must register or attend with intent to register for a course, in order to count for enrollment reporting. The intent of this policy is to recognize that there is a base cost in providing a course that is constant after a period of time regardless of the number of students that withdraw from a course or continue to completion of that course.

Determining the Quarter Census Date for Sequential Courses

Non-summer quarters are typically 10 or 11 weeks in length. The quarter census date is the 10th instructional day after the quarter begins. For sequential courses that begin within the first few days of the start of the quarter and run for the duration of the quarter, the 10th instructional day of the quarter is the census date. Summer quarter typically is shorter than 10 or 11 weeks. The quarter census date is based on the number of weeks in the quarter. If the quarter is 9 weeks, the census date is the ninth instructional day. If the quarter is 8 weeks, the census date is the eighth instructional day, etc. For sequential courses that begin within the first few days of the start of summer quarter and run for the duration of the quarter the number of weeks in the quarter determines their census date. This is not a change from earlier versions of this policy.

Determining the Course Census Date for Short Sequential Courses

Sequential courses that do not meet the criteria described in “Determining the Quarter Census Date for Sequential Courses” (above) use a census date based on the length of the course. The census date is determined by calculating 20% of the instructional days of the course. For example, if a course runs 5 weeks spanning 25 instructional days, 20% of the instructional days are five. The census date of this course would be the fifth instructional day after the beginning of the course. If a course runs 7 weeks spanning 35 instructional days, 20% of the instructional days are seven. The census date of this course would be the seventh instructional day after the beginning of the course, etc. Standard rounding rules apply is applicable.

Determining the Census Date for Continuous Courses

In continuous courses the census date occurs either on the last day of the course or the last day of the quarter in which that course began whichever comes first. This census date is the same for all students enrolled in this course.

Determining the Census Date for Student Based Courses – Clock Hour Technical Colleges Only

In student based courses the census date occurs after the fifth instructional day following the first day of attendance for each student.

Determining Instructional Days

Instructional days are the weekdays available for instruction, Monday through Friday, excluding weekends and official college holidays, for each quarter of the academic year. Courses that begin on a Saturday or Sunday use the following Monday as the first day of the course for enrollment counting purposes.

Special Provisions

The registrar is responsible for and must approve changes to student records that affect enrollment counting. The registration office of each college shall maintain documentation pursuant to adopted college procedures to support these changes. Upon request, the registration office shall produce both specific enrollment documentation and associated college procedures.

Post Census Date Registrations

Post Census Date Registrations – Extenuating Circumstances

Under Special Provisions, a registrar may allow a **Post Census Date Registration** for enrollment counting purposes if the registrar deems extenuating circumstances exist and both the associated documentation is maintained as per college procedures. An extenuating circumstance should not be inconsistent with Students Reportable for Enrollment and Quarterly Reportable Enrollment. The registration dates in the computer system should be adjusted to reflect the actual student attendance dates as reflected in the associated documentation. The registrar may be requested to produce this documentation in the event of an enrollment audit.

Post Census Date Registrations – Logistical Circumstances

Under Special Provisions, a registrar may allow Post Census Date Registrations for enrollment counting purposes if the registrar deems it necessary to accommodate geographical or logistical circumstances such as associated with off-campus operations. Registrations may be “batched” for more effective data entry into the computer system. The registration dates in the computer system should be adjusted to reflect the actual student registration dates on the forms. The registrar may be requested to produce these forms as documentation in the event of an enrollment audit.

Post Census Date Registrations – Administrative Circumstances

Under Special Provisions, a registrar may allow Post Census Date Registrations for enrollment counting purposes if the registrar deems it necessary to correct an error or errors associated with a student’s enrollment. The registrar may be requested to explain excessive corrections in the event of an enrollment audit.

Enrollment Data Responsibility

The Registrar is considered the college official responsible for determining, implementing, and monitoring the college’s registration procedures, and reporting accurate enrollment data to the SBCTC. Each registrar may delegate responsibility to appropriately trained staff.

Enrollment Data Quality and Completeness

Colleges shall ensure the accuracy, completeness, consistency, and timeliness of enrollment data

Confidentiality of Student Data

The Management Information System (MIS) of the State Board shall be designed in such a way that any identification code numbers accompanying student data or personal information provided for the MIS shall not enable State Board personnel to identify individual students by name, except for the purpose of research. Each college is encouraged to adopt policies to assure the confidentiality of all student records and to develop procedures for allowing each interested student to have access to his or her student records (see Confidentiality of Student Data).

Tuition and Fees

The State Board requires that all tuition and fees be based on a uniform and equitable basis and that as a condition of enrollment, all students must pay tuition and fees, unless tuition and fees have been reduced or waived by other rules or statutory provisions (see Chapter 28B.15 RCW; Chapter 131-28 WAC); Community College Tuition and Fee Waivers and Residency). Community college tuition and fees are governed by Chapter 28B.15 RCW. Technical college tuition and fees are not governed by Chapter 28B.15 RCW, but generally are subject to the same increase limits as the community colleges (Initiative 601 and legislative budget limits)

Residency Status

Community colleges must determine the residency of students enrolled in all state-supported courses for which tuition and fees are charged (see WAC 131-12-020; RCW 28B.15.012 through RCW 28B.15-014; Community College Tuition and Fee Waivers and Residency). However, for students enrolled exclusively in “ungraded”, contract, and/or student funded courses, residency determination for the purpose of assessing tuition and fees is prohibited.

Fee Pay Status

Fee pay status codes are attached to students and/or courses. They are assigned by the college from SBCTC “Fee Pay Status” codes. These codes distinguish among the various classifications of courses and among the various types of students. For more explanation of the tuition and fee waiver codes see Community College Tuition and Fee Waivers and Residency and Data Warehouse Documentation.

Ungraded Course Offerings

Ungraded courses are designed to meet the unique educational needs of a specific category of students (see WAC 131-28-026).

For some ungraded courses a specific fee is required to be charged. For others, colleges have discretion in setting the rates (see WAC 131-28-026). All ungraded course fees are operating fees (see RCW 28B.15.031).

Tuition and fee charges for enrollment in a combination of graded and ungraded courses is the sum of the tuition (and surcharge, if any) for the graded courses and/plus the rate(s) specified for the ungraded courses.

Contract Courses

Colleges may provide instruction through contracts. The contracting provisions allow agreements between college districts and entities for the benefit of the employees, agents, or members of such entities. Contracting with single individuals is contrary to the intent of these statutes and rules. Full recovery of all direct and indirect costs associated with a course is required. The fee charged is retained by the college and enrollments generated by the course cannot be reported for state funding purposes (see RCW 28B.50.140 (16) WAC 131-28-027). In addition, there are two types of modified contracting:

Supplemental Funding Contracts - Subject to SBCTC rules covering such arrangements, a course is offered at regular tuition and fee rates. Enrollments may be reported for state funding purposes (see RCW 28B.50.140 (17); WAC 131-32-010,

Shared Funding Contracts - Subject to SBCTC approval, a course may be offered at regular tuition and fee rates. Enrollments reported for state funding must be discounted to the proportion the available state funding bears to the total cost of offering the course (see RCW 28B.50-140 (17); WAC 131-32-020,

International Student Contracts

To achieve an internationally integrated educational environment, some districts have opted to contract for international students. Students participating in these programs are excluded from state supported FTEs, thus assuring maximum availability of state-supported enrollment capacity for local residents.

The college must establish a contract with an organization sponsoring international students (students on F-1 Visa). These students are contract students, and as such they do not pay tuition. The contract rate for these students shall be no less than the equivalent of nonresident tuition and fees. However, the college may reduce its annual revenue from these contracts by an amount not to exceed 5% of annual international student contract revenues calculated at the full contract rate. The college shall maintain records to assure these students are not reported as state-supported and that fees collected cover direct and indirect cost of instruction.

CHAPTER 6

CAPITAL EXPENDITURES AND REAL PROPERTY TRANSACTIONS

This chapter contains policies related to capital budgeting, capital expenditures and projects, and real estate transactions for the state's two-year college system. Links are provided in the respective policy statements to RCWs, WACs, and procedures and guidelines that are relative to that particular policy.

As used in this chapter, unless context requires otherwise, the term:

- "Board," "State Board," or "SBCTC" shall mean the State Board for Community and Technical Colleges
- "College district" or "local board" shall mean the local community and technical college Board of Trustees

Approval of Capital Projects and Related Expenditures

RCW 28B.50 authorizes the State Board, to approve:

1. Any expenditure of designated capital funds (from either Fund 147 or a legislative appropriation)
2. Any expenditure of other local funds for a capital purpose (i.e., to acquire, construct or improve real property)
3. Each capital improvement project as an action affecting educational facilities. Projects include purchases of real property, new construction, replacements, renovations, remodels, major repairs, land acquisitions and site improvements.

SBCTC capital budget staff should be consulted on preferred methods and timing of approvals. The preferred schedule for SBCTC action on construction expenditures is following bid opening and before award of the contract. This allows the local board to affirm the availability of sufficient funds to proceed with the project as bid, before SBCTC action.

Capital Budget Request

Biennial Capital Budget

The SBCTC prepares a budget request on behalf of the colleges seeking state capital appropriations. OFM currently describes the types of capital projects as preservation (repairs, replacements), program (remodels, new space), and alternatively financed projects (see a more detailed set of Project Types/Categories that fall within the OFM structure used by the community and technical college system). The primary budget request in each biennium is submitted to OFM and the Legislature prior to the long session in odd-numbered calendar years. The budget request is expected to reflect the prioritized needs of the system and to be consistent with OFM instructions. The request:

1. Is comprised of projects that are proposed by local boards of trustees to preserve, improve or expand educational facilities
2. Contains a long-range (ten year) capital program and includes requests for legislative authorization to acquire real property through alternative financing.

Legislative appropriations are made to the SBCTC for the projects at each college, and the SBCTC allocates the appropriated funds to the districts for the purposes identified by the Legislature (see Process and Schedule to view a typical timetable for biennial capital budget actions).

Supplemental Capital Budget

In the even-numbered year of a biennium, a supplemental capital budget may be proposed by the Governor and considered by the Legislature amending the biennial budget. OFM typically limits the funding requests in the supplemental budget to emergency situations or planned appropriation for the next phase of a project in process (see Process and Schedule for a typical timetable for a supplemental capital budget request).

Managing Capital Projects Within Appropriations

It is the intent of the State Board that colleges will manage capital projects within the level of their state appropriation and approved local funds.

1. Any instance where circumstances in a project resulting from claims or disruptions that may require an increase in the appropriation must be brought before the State Board.
2. Prior to execution, the State Board is required to approve any agreement that would generate a supplemental budget request to the legislature.

Types of Capital Funds

Appropriated capital funds are provided by the Legislature from General Obligation bond monies (Fund 057), Education Construction Account (253), and Community and Technical College Construction Account (060), and are included in the biennial state capital appropriations act or other acts affecting capital appropriation.

Non-appropriated funds are local funds (see Source of Non-appropriated Funds). These funds may be used for capital purposes and are derived from fee revenue, gifts, contracts, interest earnings, grants, etc. Such local funds are not considered capital funds until they are transferred into Fund 147 by action of the local board of trustees or until they are proposed for use in a particular project.

Appropriated Capital Funds

The Legislature provides appropriations of state capital funds to the SBCTC for the community and technical college system. The legislative appropriations act specifies the intended purpose of each appropriation.

1. Following the Governor's signing of a legislative appropriations act, approvals for an individual college to spend from an appropriation are granted by the SBCTC (see Process and Schedule).
2. Appropriations of capital funds take effect on the effective day of the appropriations act. For the biennial capital budget, the effective day is normally July 1 of the odd-number year--the first day of the biennium.
3. Appropriations of capital funds lapse (expire) on the last day of the biennium (or earlier if written in the appropriations act).
4. Re-appropriation by the Legislature of previously authorized funds (and projects) is required before any portion of a biennium-ending balance can be expended in the subsequent biennium.
5. Re-appropriations of anticipated project fund balances are included by the SBCTC in the system capital request for the subsequent biennium, not all requests for re-appropriation are accepted by the legislature.
6. Because any biennium-ending fund balance exceeding the re-appropriation level in the bill will be lost (not available in the new biennium to complete the intended project) re-appropriation requests must reflect accurate local accounting of current project expenditures.

Non-appropriated Funds

Non-appropriated funds for a capital purpose require SBCTC approval and are based on a "recommendation to approve" from the local board of trustees. Such a "recommendation to approve" should be explicit in the deliberations of the local board of trustees or may be made by college staff under an authority clearly delegated by the local board for that project or category of capital expenditure (see C8 form). Approval for expenditures:

1. Up to \$400,000 has been delegated to the SBCTC Executive Director
2. The State Board approves expenditures over \$400,000 at regularly scheduled meetings

Expenditures of non-appropriated funds for a capital purpose are not subject to legislative appropriation, **unless** such funds are used to acquire real property. Then, acquisition may be subject to legislative approval. Upon approval, SBCTC staff will amend the college's

allocation schedule and send the revised schedule to the college's business officer along with other appropriate forms.

Note: Non-appropriated funds identified in the biennial capital budget request do not require additional approval by the State Board.

Borrowed Funds

College districts may borrow funds, to be used for capital purposes, from commercial sources or through the Certification of Participation program of the State Treasurer.

1. Any loan from the state treasurer or other financing contract for real property acquisition or improvement requires explicit prior approval by the Legislature and the state finance committee (see RCW 39.94).
2. SBCTC approves the proposed alternatively financed capital expenditure as well as the local board's loan arrangements either in the capital budget process or by separate resolution.
3. Loans arranged through the State Treasurers Lease Purchase Program or Energy Conservation Program, managed by General Administration, do not require legislative or State Board approval. These programs have sufficient oversight and fiscal requirements imposed by the state financial committee to ensure performance.

Real Property Transactions

Under RCW 28B.50, the SBCTC holds title to the state owned real property of the community and technical colleges. College districts may acquire or alter property for the purpose of carrying out any approved program or activity provided prior approval of the State Board based on the recommendations of state board staff and the board of trustees of the benefiting college has been granted (see Real Property Acquisitions). Properties shall be acquired in the name of the State Board for Community and Technical Colleges through the Department of General Administration Division (GA) of Real Estate Services as required by RCW 43.82.

Prior approval of the State Board or State Director is also required before any college enters into an option to purchase, a right of first refusal, or a letter of intent to purchase real property.

Colleges acquiring real property are expected to cover the repair and remodeling costs of that acquisition. The State Board will not support or recommend to the Legislature a proposal to significantly repair or remodel a facility recently acquired by a college district

Ground Leases

The State Director is authorized to execute Certificates of Participation documents, including the ground lease, and to execute ground leases in general that are associated with previously approved capital projects contained within the Capital Budget.

For off-budget projects requiring ground leases, the State Board will review requests early in the development phase with final review and approval needed for ground leases prior to projects entering the later design and bid phase.

Gifts

Any college district and/or the State Board can receive fee title to real property as a gift (see RCW 28B.50.090 (14); RCW 28B.50.140 (8)).

- a. For any gifted real property that is or will become a part of the educational or related support facilities of a college, SBCTC approval is required to complete the formal acceptance of the gift. Approval should be requested through SBCTC staff and will be based on a recommendation for acceptance from the board of trustees of the benefiting college.
- b. For any gifted real property that will not be used for educational or related supporting activities, the local board of trustees may hold fee title without SBCTC approval. An example of such a gift would be the bequest of an income-producing property that is neither intended nor feasible for use in college-related activities.

Acquisitions

Under RCW 28B.50, neither the college district nor the SBCTC have statutory authority to directly purchase or lease real property. Any such acquisition is the responsibility of the Department of General Administration (GA) who acts as the public works agent for SBCTC. However, the GA may delegate limited authority to a college, acting on behalf of the State Board, to negotiate, acquire, amend an existing lease, etc.

For property contiguous to an existing owned college site or within the master-plan area of a primary campus, a district will inform the State Director of their interest in acquiring the property. The State Director will request information necessary to evaluate the acquisition according to relevant State Board criteria (see Form and Criteria for Evaluating Real Property) and will assure any necessary involvement of acquisition staff from the Department of General Administration. The State Director may approve letters or agreements relating to a proposed acquisition by the requesting college or bring the matter before the State Board.

State Board approval is required for agreements relating to acquiring property that is neither contiguous to an existing owned college site or within a master plan area of an existing primary campus. The State Director will determine the facts of the situation,

assure any necessary involvement of the acquisition staff of the Department of General Administration, and develop a plan with the district for subsequent review and approval by the State Board. The State Director may recommend approval or denial by the State Board based on State Board criteria (see Form and Criteria for Evaluating Real Property). The State Board, after evaluating a proposed acquisition, may delegate to the State Director outright or conditional authority to approve subsequent documents relating to that acquisition.

Additional authorization may be required prior to the college entering into real estate transactions (see Special Requirements for Real Estate Appropriation Approvals).

Disposals

The SBCTC has statutory authority to sell or otherwise dispose of state-owned real property held for the community and technical college system. All sales or exchanges of real property must be approved by the SBCTC.

1. Sales of community or technical college real property can be approved by the SBCTC upon the recommendation of a local board of trustees and consistent with the needs of the local college and the two-year college system.
2. Sales transactions should be administered by or with the advice of the GA Division of Real Estate Services staff when technical concerns are significant or when the value of the property is high.
3. Proceeds of the sale or exchange of real property normally remain with the local college, and may be expended or committed to college use with SBCTC approval.
4. Easements for use of state owned college property must be approved by the SBCTC and are normally granted upon the recommendation of the benefiting college.
5. Rental of college property for educational use of facility resources to non-college entities is within the authority of each local board of trustees, under the general oversight of the SBCTC.

Emergency Reserve

At the direction of the Legislature, the SBCTC created an emergency reserve fund using a portion of the state capital appropriation of RMI funds. The emergency reserve is intended to supplement the regular RMI allocation to each college, if and when a major facility emergency occurs (see Reserve Fund Guidelines; Reserve Fund Assumptions; Reserve Fund Allocation Formula)

Facility Guidelines (CAM)

The SBCTC has established the Capital Analysis Model (CAM) as a tool to evaluate the quantitative adequacy of on-campus facilities to serve current or projected levels of daytime FTE students. For each type of space, a square-foot-per-FTE factor is set. The model calculates total space by category that can be compared to actual space available (see CAM Factors).

CHAPTER 7

PUBLIC INFORMATION AND PUBLIC RECORDS

This chapter contains policies related to public information, public records and printing of the SBCTC and the state's two-year college system. Links are provided in the respective policy statements to RCWs, WACs, procedures and guidelines that are relative to that particular policy.

Public Information

The State Board for Community and Technical Colleges and the community and technical college districts are agencies of the State of Washington. As such, they subscribe to the principle of the public's right to know, and of full disclosure of official actions. News media, which gather and disseminate information in the public behalf, are entitled to full and candid answers to their questions.

Public Records

All written and electronically-processed records prepared by the State Board and the state's community and technical college districts shall be available for public inspection with limited exceptions, i.e., student information/records, personnel records, surveys of personal opinions, etc. (see Chapter 131-276 WAC; Chapter 1-06 WAC; Guidelines for Accessing Public Records).

Public Records Program

In keeping with the Washington Association of Community and Technical System General Records Retention Schedule and Records Management Manual, the SBCTC requires that colleges:

1. Follow the General Retention Schedule as approved by the SBCTC and the State Records Committee for the orderly disposition and maintenance of all college records (see Chapter 40.14 RCW)
2. Seek approval from the SBCTC and the State Records Committee for any new items added to or deleted from a Records Category, and/or changes to a Records Series number, title, location, retention period, or special instructions.

Recruitment Information

Community and technical colleges:

1. Are authorized to provide course and enrollment information to the citizens in their respective districts.
2. May not do mass distribution of or disseminate unsolicited course and enrollment information outside district boundaries except as provided by WAC 131-32-040.

Printing of Publications

The SBCTC, community and technical colleges and college districts may print publications—defined as catalogs, bulletins, newsletters, brochures, handbooks, posters, multi-media material and other types of published material (see Chapter 43.78 RCW)

1. In their own printing facilities, by contracting with local printers, or through the services of the state printer.
2. Using private sources when the printing and related work is more economical or efficient than through the state printer.

STATE OF WASHINGTON
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES
RESOLUTION 02-09-17

A resolution relating to interdistrict enrollment/permanent rule adoption.

WHEREAS the State Board is responsible for administering the tuition and fees rate and structure for the community colleges; and

WHEREAS to exercise its responsibilities the State Board seeks clarity and flexibility in its tuition and fee rules; and

WHEREAS the tuition and fee rates for interdistrict enrollment of students should parallel the tuition structure for community colleges;

THEREFORE BE IT RESOLVED that the State Board for Community and Technical Colleges hereby adopts permanent rules to amend WAC 131-12-041 regarding interdistrict enrollment as contained in Attachment One.

APPROVED AND ADOPTED on September 19, 2002.


Tom Koeninger, Chair

ATTEST:


Earl Hale, Secretary

AMENDATORY SECTION (Amending WSR 98-15-011, filed 7/2/98, effective 8/2/98)

WAC 131-12-041 Interdistrict registration of students.

~~((Pursuant to authority granted in chapter 28B.50 RCW, the following regulations shall be observed by the community college districts in the interdistrict enrollment of students without the payment of additional tuition and fees as required by RCW 28B.15.500.))~~ Under the authority of RCW 28B.50.095 the following rule applies to the interdistrict enrollment of students at community colleges. The purpose of this rule is to allow students to concurrently enroll at more than one community college, but pay no more tuition and fees than if the student was enrolled at a single college.

(1) Interdistrict registration shall mean the concurrent enrollment of a student in community colleges operated by two or more community college districts.

(2) Interdistrict registration shall occur only on the basis of a specific agreement between the two or more colleges and shall be used only to accommodate students when courses will not be offered in a manner that will enable the timely completion of the student's program of study. Agreements may also include tuition and fee revenue sharing.

(3) ~~((If the student registers and pays (including loans, grants, waivers, and other forms of financial aid) the maximum tuition and fees in one college, a second college may allow such student to register for additional courses without payment of additional fees provided that the courses will not be offered by the first college in a manner that will enable the student to complete his or her program in a timely manner.))~~ Students shall enroll and pay tuition and fees at the first college. The second college in which the student is enrolled shall charge and collect tuition and fees for those additional credits as if the student was taking all of their credits at the second college.

(4) ~~((If the student so enrolled under this interdistrict registration provision has paid less than the maximum amount of tuition and fees required by RCW 28B.15.500, the second college shall assess tuition and fees at the standard rate for the course registrations in that college up to that maximum.))~~ Withdrawal from the college or reduction of course load in the college of initial registration shall invalidate any ~~((cost-free))~~ reduced tuition and fee registration at a second college unless the appropriate additional tuition and fees are paid.

(5) Students enrolled in a second college under the provisions of this regulation shall be required to comply with the regular registration procedure of such second college and shall be required to pay any additional special fees--such as laboratory, supply, use

or records fees normally charged to students enrolled at that college.

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 02-09-18

A resolution relating to the 2003-2005 Operating Budget Request.

WHEREAS the community and technical college system has conducted a thorough assessment of its operating needs for the 2003-2005 biennium based on the statutory mission of the colleges and the long-term goals of the system; and

WHEREAS responding to the changing needs of Washington's economy is a key role of the community and technical college system; and

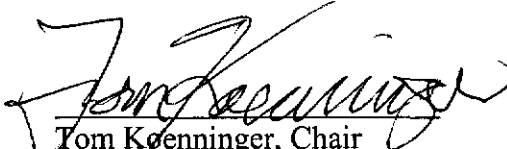
WHEREAS quality instruction programs in academic, vocational, and basic skills are critical to the state's economic and social development; and

WHEREAS the system has identified a limited number of priority items given the broad range of needs of the system; and


WHEREAS the quality of instruction is dependent upon committed full- and part-time faculty and staff who should receive equitable levels of compensation and support;

THEREFORE BE IT RESOLVED that the State Board for Community and Technical Colleges authorizes the Director to submit to the Governor a 2003-2005 community and technical college system operating budget request for general fund state dollars of \$1,168,194,000 of which \$102,778,000 represents improvements in the system wide priority areas of general and apprentice enrollments, worker retraining, health care training, economic development, part-time faculty salaries, online education, improved transfer programs, and risk management premiums; \$354,279,000 of operating fees from tuition; and \$494,201,000 from dedicated and contract activity as displayed on Attachment One.

APPROVED AND ADOPTED on September 19, 2002.


Tom Koeninger, Chair

ATTEST:


Earl Hale, Secretary

Washington Community and Technical Colleges
2003-05 Operating Budget Request

Dollars in Thousands

	<u>General Fund State - 001</u>	<u>Operating Fees/Tuition - 149</u>	<u>Other Funds *</u>	<u>Total Funds</u>
I. 2001-03 Current Biennium Total	\$1,050,517	\$313,268	\$395,496	\$1,759,281
II. Carryforward Costs	(\$8,066)	\$0	(\$9,600)	(\$17,666)
III. Maintenance Items				
Faculty Increments	7,100	-	-	7,100
Facilities Maintenance & Operations	12,989	-	-	12,989
Disabled Students Accommodations	2,200	-	-	2,200
Increased Leases and Assessments	676	-	-	676
ABE Grant Transfer	-	-	-	-
Non-Appropriated Fund Adjustment	-	25,058	108,305	133,363
Health Insurance Rate Changes	<i>OFM provides</i>	-	-	-
Pension Rate Changes	<i>OFM provides</i>	-	-	-
Other Agency Charges **	<i>OFM provides</i>	-	-	-
Total Maintenance Items	22,965	25,058	108,305	156,328
Total Base Budget Requested	\$1,065,416	\$338,326	\$494,201	\$1,897,943
IV. Enhancements				
Enrollment Growth	40,575	9,210	-	49,785
Worker Retraining	14,282	3,242	-	17,524
Health Care	6,000	738	-	6,738
Economic Development	14,625	2,763	-	17,388
Part-time Faculty Salaries	20,000	-	-	20,000
Online Education	4,500	-	-	4,500
Improving Transfer	700	-	-	700
Risk Management	2,096	-	-	2,096
Total Enhancements	102,778	15,953	-	118,731
Total 2003-05 Operating Budget Request	\$1,168,194	\$354,279	\$494,201	\$2,016,674
% Change from Carryforward Level	12.1%	13.1%	28.1%	15.8%

* Other Funds include General Fund-Federal, Grants and Contracts, Local Dedicated and Data Processing Internal Account

** Other Agency Charges include Legal Services, Auditors, Archives, Data Processing, Facilities & Services, & OMWBE.

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 02-09-19

A resolution relating to the adoption of the 2003 community and technical college legislative platform.

WHEREAS the two-year college system is a one of the major contributors to the economic recovery of the state, and

WHEREAS more of the state's citizens are seeking access to basic skills education, workforce training, and transfer education programs to prepare them for four-year institutions, and

WHEREAS community and technical colleges are positioned to respond to critical state needs, such as provided trained workers in health occupations, responding to local business and industry needs and retraining dislocated workers across the state, and

WHEREAS the two-year colleges annually provide service to over 480,000 students and the State Board for Community and Technical Colleges and the colleges are committed to supporting these students to achieve their goals, and

WHEREAS the State Board for Community and Technical Colleges values and supports the colleges and their faculty, administrators, and staffs who provide instruction and student and business services, and

WHEREAS the State Board seeks to protect the state's investment in existing facilities as well as responding to the needs of communities that are experiencing high growth and demand, providing opportunities for colleges that need to renovate and replace existing facilities, and expanding and integrating technological educational delivery systems, and

WHEREAS the State Board believes that there is a significant return on the state's investment in the community and technical college system and the colleges' contribute in significant ways to the economic health and well-being of the state,

NOW, THEREFORE, BE IT RESOLVED that the State Board for Community and Technical Colleges adopts the recommendation of the Joint Legislative Committee and indicates its strong support for the proposed 2003 legislative platform that includes:

- the system's 2003-05 operating budget,
- the system's 2003-05 capital budget,
- a commitment to the state's financial aid system that ensures:
 - the focus remains on access for low-income students;
 - that students with children who qualify for financial aid have adequate resources to pay for child care while they are in college; and
 - that we work with the Higher Education Coordinating Board and the higher education community to develop a different way of determining grant amounts for students in the state need grant program; and
- modify the exceptional faculty program to allow more colleges to participate.

The State Board recognizes that these items were unanimously recommended by the Joint Legislative Committee which includes representatives of the Trustees Association of Community and Technical Colleges (TACTC), the Washington Association of Community and Technical College (WACTC) presidents, the system's faculty unions, and the State Board and its staff.

APPROVED AND ADOPTED September 19, 2002.


Tom Koeninger, Chair

ATTEST:



Earl Hale, Executive Director

**Joint Legislative Committee
2003 Legislative Session Platform Recommendations**

- **The community and technical colleges' operating budget request, (this component of the platform incorporates specific priorities of system groups: funding for increments (union priority) and maintenance and operations funding for facilities (TACTC priority) in the maintenance level budget, and additional funding to continue to improve salaries for part-time faculty (union priority),**
- **The community and technical colleges' capital budget request,**
- **Support for the state's financial aid system which includes the following elements:**
 - **the state should continue to place a priority on providing access to low-income students through the state need grant program (TACTC priority),**
 - **that students with children who qualify for financial aid have adequate resources to pay for child care while they are in college (TACTC priority); and**
 - **that we work with the HECB and the higher education community work to develop a different way of determining grant amounts for students in the state need grant program (WACTC priority); and,**
- **Modify the exceptional faculty program to allow more colleges to participate (WACTC priority).**

The Joint Legislative Committee is not taking a position on tuition increase recommendations at this time. The JLC recommends that the system continues to communicate the importance of keeping tuition low but believes that is important to have the conversation about tuition in the context of what role the state will play in funding higher education, how much students should contribute, and how much financial aid should be provided.

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 02-09-20

WHEREAS, each year the State Board adopts its meeting schedule for the next calendar year for publication in the *Washington State Register*; and

WHEREAS, the State Board has agreed upon the following dates and locations for 2003:

January 29-30	State Board Office (Olympia)
March 12-13	South Puget Sound Community College
May 7-8	Clover Park Technical College
June 25-26	Columbia Basin College
September 7-9	State Board Retreat (location to be determined)
October 22-23	Bellingham Technical College
December 3-4	Seattle Central Community College

APPROVED AND ADOPTED September 19, 2002.


Tom Koeninger, Chair

ATTEST:



Earl Hale, Secretary

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

RESOLUTION 02-09-21

A resolution to execute a ground lease for the Skagit Valley College performing arts and convention center.

WHEREAS the State Board is the owner of and responsible for management of property on behalf of the state; and

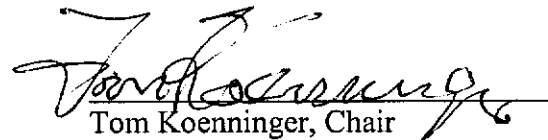
WHEREAS the local community and District 4 have worked together to facilitate development and financing of a performing arts and conference center on the main campus of Skagit Valley College; and

WHEREAS the college Board of Trustees has approved this project and the underlying ground lease subject to State Board approval;

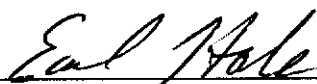
THEREFORE BE IT RESOLVED that the State Board for Community and Technical Colleges approves the construction of the performing arts and convention center on the Skagit Valley College main campus and approves execution of the ground lease (Tab 14, Attachment A).

FURTHER BE IT RESOLVED that the State Board delegate authority for the execution of the ground lease to Earl Hale, Executive Director.

APPROVED AND ADOPTED on September 19, 2002.


Tom Koeninger, Chair

ATTEST:



Earl Hale, Secretary