



SESSION	TIME	LOCATION (HYBRID)	
EXECUTIVE	1:00 p.m.	Closed Session	
STUDY	2:00 p.m.	South Seattle College 6000 16th Avenue SW Seattle, WA 98106	Zoom <a href="https://zoom.us/j/98190074689">zoom.us/j/98190074689</a>  Meeting ID: 981 9007 4689 Passcode: 588258
REGULAR	3:00 p.m.		

## EXECUTIVE SESSION

### 1:00 p.m. AGENDA

An executive session may be held for one or more of the following purposes: (1) To receive and evaluate complaints against a public officer or employee; (2) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; (3) To discuss with legal counsel litigation or potential litigation to which the college is, or is like to become, a party, when public knowledge of the discussion would likely result in adverse consequence to the district; (4) To consider, as a quasi-judicial body, a quasi-judicial matter between named parties; (5) To consider matters governed by the administrative procedure act, chapter 34.05 RCW; and/or (6) To plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposals made in on-going negotiations or proceedings.

#### A. Negotiations

- a. Exception (6) To plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposals made in on-going negotiations or proceedings.

#### B. Litigation Update

- a. Exception (3) To discuss with legal counsel litigation or potential litigation to which the college is, or is like to become, a party, when public knowledge of the discussion would likely result in adverse consequence to the district;

#### C. Personnel

- a. Exception (2) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

#### D. Real Estate

- a. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- b. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price.

## STUDY SESSION

### 2:00 p.m. AGENDA

- A. Proposed Fiscal Year Budget for 2023-24 | Julienne DeGeyter, Vice Chancellor for Finance & Operations | Pg. 81



## REGULAR SESSION

### 3:00 p.m. PRELIMINARY MATTERS

- A. Call to Order
- B. Land Acknowledgment | Dennis Denman, Director of Equity, Diversity, & Inclusion - South Seattle College
- C. Approval of Agenda

### 3:10 p.m. PUBLIC COMMENT

The Seattle Colleges Board of Trustees welcomes students, employees, and community partners to address the Board during the Public Comment period specified on the Agenda. The Board provides 15 minutes for public comments, which may be adjusted at the discretion of the Board Chair.

Each speaker has 3 minutes to address the Board, and speakers are encouraged not to repeat the same issue that a previous speaker has already raised. Advanced signup for oral comments is requested by completing the short form linked on the [Public Comment – Board of Trustees website](#).

Additional commenters will only be called upon during the meeting as time allows. If there is not enough time for all speakers, commenters will be encouraged to submit a written statement or be put on the list for oral comments at the next public meeting.

In addition, written statements are accepted by Ricky Goetz at any time (via web form mentioned above). All written statements received by noon on the Friday before the Regular Board of Trustees meeting will be published in the public packet. Written statements received after that date and time will be added to the Board packet and transmitted to the Board for the following Board meeting.

The Board functions at the policy level while daily operational matters are delegated to the district and college management team. It is, therefore, not the practice of the Board to respond specific to operational issues during Public Comment period.

- A. Oral Public Comment
- B. Written Submissions
  - a. Chance Fox Hauck | Pg. 4
  - b. Noah Sheehan | Pg. 5

### 3:25 p.m. HIGHLIGHT PRESENTATION

- A. Highlighting AANAPISI Center at South Seattle College | Dr. Jean Hernandez and Rachel Navarro

### 3:40 p.m. ACTION ITEMS

- A. Minutes – Regular Meeting: April 13, 2023 | Pg. 7
- B. S&A Fees | Julienne DeGeyter | Pg. 15
- C. Furniture Orders for Classroom Renovation and Library Renovation Capital Projects - North Seattle College | Julienne DeGeyter | Pg. 17



- D. WAC 132F-121: Student Activities, Rights and Discipline – Second Reading | Joe Barrientos | Pg. 20
- E. Proposed Revisions to Policies 282, 283, 451, & 481 – 2nd Reading & Approval | Jennifer Dixon | Pg. 36

**4:30 p.m. INFORMATION ITEMS**

- A. Proposed Fiscal Year Budget for 2023-24 – First Reading | Julienne DeGeyter | Pg. 84
- B. Capital Projects Balances Report 2021-2023 | Julienne DeGeyter | Pg. 87
- C. Winter 2023 Final Enrollment Report | Dr. Rosie Rimando-Chareunsap | Pg. 92
- D. Proposed Renovation of Student Activities Building – Seattle Central College | Dr. Bradley Lane | Pg. 95

**4:50 p.m. ORAL REPORTS**

Section to provide any additional oral reports that were not included in any submitted written reports.

- A. **Student Representatives**
  - i. Ana Chamale – South
  - ii. Gracie Ochoa – North
  - iii. Ronnie Kuan - Central | **Pg. 97**
- B. **Labor Representatives**
  - i. Johnny Dwyer - WFSE
  - ii. Annette Stofer - AFT Seattle Community Colleges
  - iii. Cody Hiatt - AFT-SPS
- C. **Chancellor | Pg. 104**
  - i. Legislative Updates
  - ii. Leadership Updates
- D. **Chair**
  - i. Chancellor Search
  - ii. Legislative Updates
- E. **Trustees**
- F. **College Presidents, Vice Chancellors, Associate Vice Chancellors**
  - i. Chemene Crawford, President of North Seattle College | **Pg. 99**
  - ii. Bradley Lane, Interim President of Seattle Central College | **Pg. 100**
  - iii. Earnest Phillips, Associate Vice Chancellor of Communications and Strategic Initiatives
  - iv. Kerry Howell, Vice Chancellor of Advancement
  - v. D’Andre Fisher, Associate Vice Chancellor of Equity, Diversity, Inclusion and Community
  - vi. Julienne DeGeyter, Acting Vice Chancellor of Finance and Operations
  - vii. Jean Hernandez, Interim President of South Seattle College | **Pg. 103**
  - viii. Cindy Riche, Associate Vice Chancellor and Chief Information Officer
  - ix. Jennifer Dixon, Vice Chancellor Human Resources

**5:00 p.m. ADJOURNMENT**

The next meeting of the Board of Trustees will be held on Thursday, June 8, 2023, at Seattle Central College in BE 1110/1111. There will be a Study Session at 2:00 p.m., and the Regular Meeting will follow at 3:00 p.m.



The Seattle Colleges Board of Trustees welcomes students, employees, and community partners to address the board during the public comment period specified on the agenda.

Please fill out the short form below to sign up for public comment at an upcoming Board of Trustees meeting.

**The board provides two types of public comment options:**

- **Oral Public Comment:** A total of 15 minutes (3 minutes per speaker) are allotted for oral public comments at each meeting, which may be adjusted at the discretion of the board chair.
- **Written Submission:** All written statements will be distributed to the Board of Trustees and included in the meeting packet.

All written statements received by noon on the Friday before the regular board of trustees meeting will be published in the public packet. Written statements received after that date and time will be added to the board packet and transmitted to the board for the following board meeting.

The board functions at the policy level while daily operational matters are delegated to the district and college management team. It is, therefore, not the practice of the board to respond to specific operational issues during public comment period.

***First Name & Last Name***

Chance Fox Hauck

***Meeting Date***

5/11/2023

***Comment Type***

***Written Submission Attachment (optional)***

Oral Comment

Written Submission

***Topic (optional)***

Should I even dream of becoming a teacher when the bar is so high and pay so little? Seattle Colleges District's budget must prioritize instruction,  
o Seattle Colleges faculty need a percentage wage increase to be on par with other CTCs in the region and earn a livable wage for Seattle.



The Seattle Colleges Board of Trustees welcomes students, employees, and community partners to address the board during the public comment period specified on the agenda.

Please fill out the short form below to sign up for public comment at an upcoming Board of Trustees meeting.

**The board provides two types of public comment options:**

- **Oral Public Comment:** A total of 15 minutes (3 minutes per speaker) are allotted for oral public comments at each meeting, which may be adjusted at the discretion of the board chair.
- **Written Submission:** All written statements will be distributed to the Board of Trustees and included in the meeting packet.

All written statements received by noon on the Friday before the regular board of trustees meeting will be published in the public packet. Written statements received after that date and time will be added to the board packet and transmitted to the board for the following board meeting.

The board functions at the policy level while daily operational matters are delegated to the district and college management team. It is, therefore, not the practice of the board to respond to specific operational issues during public comment period.

***First Name & Last Name***

Noah Sheehan

***Meeting Date***

5/11/2023

***Comment Type***

Oral Comment

Written Submission

***Written Submission Attachment (optional)***



***Topic (optional)***

Funding for instructors

Noah Sheehan  
Seattle Colleges Board of Trustees Meeting Statement

Hello,

I am writing as a student of Seattle Central College to request that the board of trustees prioritize funding for my instructors. My teachers are the backbone of this community, and they should not have to suffer for a lack of funding. The Seattle Colleges District's budget must prioritize instruction. Seattle Colleges faculty need a percentage wage increase to be on par with other CTCs in the region and earn a living wage for Seattle. The Seattle Colleges have already attracted incredible teachers; in order to keep them, we must support them. Our teachers always try their best, but they can only really provide the best quality instruction when they are not concerned with funding issues. Teacher working conditions are student learning conditions!

I believe my teachers are worth fighting for. I was inspired by their walk out on April 11th and after hearing speeches from faculty and students that day, I felt compelled to write to express my support. I want to have my teachers' backs like they have mine.

I trust that the board of trustees will see our worth and invest in us by funding our instructors. Thank you.



SESSION	TIME	LOCATION (HYBRID)	
EXECUTIVE	1:00 p.m.	Closed Session	
STUDY	2:00 p.m.	<b>North Seattle College</b> North Star Dining Room 9600 College Way N Seattle, WA 98103	<b>Zoom</b> <a href="https://zoom.us/j/92355884057">https://zoom.us/j/92355884057</a>  <b>Meeting ID: 923 5588 4057</b> <b>Passcode: 921003</b>
REGULAR	3:00 p.m.		

TRUSTEE ATTENDANCE			
<b>Teresita Batayola</b>	Present	<b>Brian Surratt</b>	Present
<b>Louise Chernin, Chair</b>	Present	<b>Rosa Peralta, Vice Chair</b>	Absent
<b>Colleen Echohawk</b>	Absent		

LEADERSHIP ATTENDANCE			
<b>Kurt Buttleman</b>	Absent	<b>Kerry Howell</b>	Present
<b>Ana Chamale</b>	Present	<b>Ronnie Kuan</b>	Present
<b>Chemene Crawford</b>	Present	<b>Bruce Marvin</b>	Present
<b>Lela Cross</b>	Present	<b>Gracie Ochoa</b>	Present
<b>Jennifer Dixon</b>	Present	<b>Earnest Phillips</b>	Present
<b>Johnny Dwyer</b>	Absent	<b>Cindy Riche</b>	Present
<b>D’Andre Fisher</b>	Absent	<b>Rosie Rimando-Chareunsap</b>	Present
<b>Jean Hernandez</b>	Present	<b>Annette Stofer</b>	Present
<b>Cody Hiatt</b>	Present	<b>Bradley Lane</b>	Present

## EXECUTIVE SESSION

### 1:00 p.m. AGENDA

#### A. Negotiations

- a. Exception (6) To plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposals made in on-going negotiations or proceedings.

#### B. Litigation Update

- a. Exception (3) To discuss with legal counsel litigation or potential litigation to which the college is, or is like to become, a party, when public knowledge of the discussion would likely result in adverse consequence to the district;

#### C. Personnel

- a. Exception (2) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

#### D. Real Estate



- a. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- b. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or

## STUDY SESSION

### 2:00 p.m. AGENDA

Chair Louise Chernin called the study session to order at 2:13 p.m.

#### **A. Update on Workforce Taskforce and Central Programs | Dr. Bradley Lane, Interim President of Seattle Central College | Pg. 4**

Dr. Bradley Lane provided an update on the Workforce Taskforce and Central Workforce programs. Dr. Lane and Dr. Wendy Rockhill shared that lots of work has been done since Spring 2022.

The detailed presentation focused on :

- The Workforce Development Program Sustainability Task Force activities.
- Task Force Site Visits.
- Program Business Plans Developed.
- Various expressions of support for the programs.
- Legislative Advocacy in the current session.

The study session ended at 2:48 p.m.

## REGULAR SESSION

### 3:00 p.m. PRELIMINARY MATTERS

#### **A. Call to Order**

Chair Louise Chernin called the regular meeting to order at 3:00 p.m.

#### **B. Land Acknowledgment | Jazell Jenkins, student from the Clear Sky program at North Seattle College**

The land acknowledgment was performed by Jazell Jenkins, student and member of the Clear Sky program at North Seattle College.

#### **C. Approval of Agenda**

**Motion 1: Trustee Teresita Batayola moved to** approve the agenda; motion seconded; motion approved unanimously.



**3:10 p.m. PUBLIC COMMENT**

**A. Oral Public Comment**

No public comment was made.

**B. Written Submissions | Pg. 23**

- a. Ben Machado
- b. Naomi Gutierrez
- c. Norma Candia Troche
- d. Chance Fox Hauck

**3:25 p.m. HIGHLIGHT PRESENTATION**

**A. North Seattle College Accreditation | Jill Lane | Pg. 29**

Jill Lane, Interim Director of Accreditation and Instructional Assessment at North Seattle College, provided a presentation on North Seattle Colleges upcoming year seven site visit on May 1-3 by the Northwest Commission on Colleges and Universities (NWCCU). More information about North Seattle Colleges accreditation, including self-study reports, evaluation team reports, and annual updates can be found on their [website](#).

**3:40 p.m. ACTION ITEMS**

**A. Minutes – Regular Meeting: March 9, 2023 | Pg. 41**

**Motion 2: Trustee Teresita Batayola moved to** approve the March 9, 2023, meeting minutes; motion seconded; motion approved unanimously.

**B. Minutes – Special Meeting: April 7, 2023 | Pg. 49**

**Motion 3: Trustee Teresita Batayola moved to** approve the April 7, 2023, meeting minutes; motion seconded; motion approved unanimously.

**C. Policy 621: 2<sup>nd</sup> Reading & Approval | Julienne DeGeyter | Pg. 51**

Dr. Rimando-Chareunsap stated that the attached purchasing policy includes the proposed updates:

- Increase the direct buy limit for Institutions of Higher Education per the Department of Enterprise Services POL-DES-125-03.
- Increase of delegated authority for Procurement Card users.
- Grammatical corrections and updating job titles of responsible parties.

**Motion 4: Trustee Teresita Batayola moved to** approve policy 621 as presented; motion seconded; motion approved unanimously.

**D. Proposed Fee Increases & New Fees for FY2023-24 | Julienne DeGeyter | Pg. 54**

Lela Cross, Executive Director, Budget and Financial Forecasting, provided an overview of the proposed fee increases on Julienne DeGeyter's behalf. It was stated that the fee updates proposed only affect students (districtwide). It was stated that all cabinets at the colleges and district reviewed and approved the proposed



changes. In addition, multiple student forums were held which allowed for administration to provide clarification to students about the proposed changes and space for students to voice concerns and suggestions.

It was stated that this was a comprehensive review of all fees districtwide which previously has not happened regularly to this level of detail.

**Motion 5: Trustee Teresita Batayola moved to** approve the proposed fee changes for FY 2023-2024 in accordance with Seattle Colleges policy 108; motion seconded; motion approved unanimously.

- E. Dell Contract - Seattle Central College Instructional Lab Purchase Request | Julienne DeGeyter | Pg. 71**  
Dr. Rosie Rimando-Chareunsap stated that this request is to approve a purchase request for 75 Dell monitors and 225 Optiplex small form factor computers for the total cost of \$250,172.65. It was stated that these computers are replacements for Seattle Central College's instructional labs.

**Motion 6: Trustee Brian Surratt moved to** approve this purchase request and enter into this Dell contract for the total purchase amount of \$250,172.65; motion seconded; motion approved unanimously.

- F. Faculty Emeritus | Dr. Rosie Rimando-Chareunsap | Pg. 73**  
Dr. Rimando-Chareunsap introduced the recommended faculty for emeritus status:

**North Seattle College**

- Denise Brannan, Math
- Davene Eyres, Physics
- Jane Harradine, English
- Ralph Jenne, Math
- Jim Patterson, Chemistry
- Molly Tenenbaum, English

**Seattle Central College**

- Michael O'Neill, Accounting

**South Seattle College**

- Holly Gilman, English
- Janet Kapp, Science/Nutrition

Faculty who are granted emeritus status receive the following privileges:

- Use of district libraries
- Attendance at graduation, with special recognition
- Free parking, upon request, when participating in college events
- Half-price admission for designated college activities
- Enrollment in classes at senior citizen tuition rate and conditions
- Access to physical education facilities at 50% of regular faculty rates
- Seattle Colleges email account up to two years from retirement, upon request



**Motion 7: Trustee Brian Surratt moved to** grant emeritus status to the recommended faculty; motion seconded; motion approved unanimously.

4:30 p.m.

**INFORMATION ITEMS**

**A. Seattle Colleges Salaries Overview | Dr. Rosie Rimando-Chareunsap | Pg. 74**

It was stated that this information item is being presented as a request from the board after the public comments provided at the previous board meeting. Dr. Rimando-Chareunsap provided an overview of districtwide salaries.

The presentation focused on the following:

1. History of COLAs and pay increases for all employee groups.
2. Comparison of average salaries with other colleges.
3. Understanding of salary distributions across employee groups.

Context within which the request was made:

- Call for statewide advocacy with legislators to strengthen funding for compensation.
- Public comment and other statements from represented employees, primarily faculty, expressing concern of lack of adequate pay.
- Widely understood impact of inflation and cost of living in the Seattle region which impact the strength of existing salary levels.

Salary increase terminology:

- **COLA:** Cost of Living Adjustment is administered by the legislature/governor's office and supported by legislated funding for ALL state employees.
  - Since the last recession, the full cost of the COLA has not been funded completely by the state, colleges have had to make up the difference to meet the mandated COLA amount with "local funds".
  - COLA is not typically funded fully through federal funds.
- **Negotiated Increases:** Locally negotiated/offered usually via CBA negotiations
  - Applied to ALL employees in a bargaining unit (e.g. faculty, exempt pro-staff)
- **Regional Pay:** In 2019-2020, King County employees received a legislated 5% regional pay increase to reflect higher cost of living expenses.
- **Turnover Increments:** *Not on chart.* Funds that are redistributed to faculty salaries if there are annual savings from faculty retirements or departures, per CBA.
  - *Example:* In 2017, \$873.14 was given to each eligible full-time faculty. In 2020, \$190.54 was distributed to each eligible faculty.
- **COVID Payments:** One-time additional payments to support additional/changed work required by pandemic (not a permanent increase)



Base salary increases since 2016-2017:

Year	Classified	FT Faculty	PT Faculty	Exempt rep.	Exempt Non-rep.
2016-2017	1.8% COLA	1.8% COLA 2% negotiated incr.	1.8% COLA 2% negotiated incr.	1.8% COLA	1.8% COLA
2017-2018	2% COLA Range incr. for some	2.3% COLA	2.3% COLA	2% COLA	2% COLA
2018-2019	2% COLA July 2% COLA Jan.	3% COLA July 0.7% COLA Jan.	3% COLA July 0.7% COLA Jan.	2% COLA July 2% COLA Jan.	2% COLA July 2% COLA Jan.
2019-2020	3% COLA 5% Regional Pay Range incr. for some	3.2% COLA 5% Regional Pay 19%-31% Nursing	3.2% COLA 5% Regional Pay 15% Nursing	3% COLA 5% Regional Pay 1% negotiated incr.	3% COLA 5% Regional Pay
2020-2021	3% COLA	2.8% COLA 17.7% High Demand	2.8% COLA 20% High Demand	3% COLA	3% COLA (except AVP and higher)
2021-2022	(no COLA authorized)	1.7% COLA	1.7% COLA	(no COLA authorized)	3% COLA for those forewent prev. year
2022-2023	3.25% COLA	4.74% COLA	4.74% COLA	3.25% COLA Staged incr. of min. salary to \$66K+	3.25% COLA

**Important Note:** Not all increases applied as percentages, some are calculated based on specific criteria

COVID-related or One-Time Payments since 2020:

Year	Classified	Faculty FT	Faculty PT	Exempt Rep.	Exempt Non-rep.
2019-2020		Converting classes- Add'l pay and one-week suspended classes	Converting classes- Add'l pay and one-week suspended classes		
2020-2021	\$1500-\$2500 one-time payment for those with COVID duties	\$2500 one-time payment	\$1667 one-time payment if taught 13% (~2 credits)	\$1500 one-time payment for those with COVID duties	
2021-2022					
2022-2023	\$2000 one-time payment for all, bargained at state level			\$1500-\$2500 one-time payment, locally negotiated	

Faculty salary comparisons:

The table below includes:

- King & Snohomish County comprehensive community colleges to reflect similar cost of living
- Multi-college districts as similar organizational types
- Clark College because of placement as 2nd in system behind Bellevue



Full state faculty salary survey: <https://www.sbctc.edu/colleges-staff/my-employment/faculty-salary-surveys>

Seattle Public Schools average teacher salary: **\$79,673**

Source: <https://www.seattleschools.org/departments/finance/budget/faq/>

College Districts	Average Salary FY 2022
Bellevue (King)	\$85,221
Clark (Clark)	\$83,107
Cascadia (Snohomish)	\$79,146
Shoreline (King)	\$78,900
<b>Seattle (King)</b>	<b>\$78,570</b>
Highline (King)	\$77,391
Green River (King)	\$76,999
<b>System Average</b>	<b>\$75,909</b>
Edmonds (Snohomish)	\$74,732
Pierce (multi-college)	\$72,777
Everett (Snohomish)	\$72,309
Spokane (multi-college)	\$71,045

**B. Winter 2023 Preliminary Enrollment Report | Dr. Kurt Buttleman | Pg. 83**

Dr. Rimando-Chareunsap presented the enrollment report on behalf of Dr. Buttleman in his absence. It was stated that enrollment is not increasing rapidly, but we are seeing enrollments build. Compared to Winter 2022, the Seattle Colleges had a 5% increase in total FTES. All colleges had FTE increases overall with South Seattle College having the largest FTES increase.

- Dr. Jean Hernandez stated that South Seattle College saw a 40% growth for BTS and an increase in Running Start.
- Dr. Bradley Lane stated that Seattle Central College is slowly increasing enrollments, 5% increase.
- Dr. Chemene Crawford stated that North Seattle Colleges B.S. ad B.A.S. enrollments are strong and growing.

It was shared that our recruiters are working on building new relationships in new markets and rebuilding relationships that have been affected in the past few years.



**4:50 p.m. ORAL REPORTS**

Section to provide any additional oral reports that were not included in any submitted written reports.

**A. Student Representatives**

- i. Gracie Ochoa – North
- ii. Ronnie Kuan - Central | **Pg. 86**
- iii. Ana Chamale – South
- iv. Went to Olympia to promote higher pay for teachers....and...

**B. Labor Representatives**

- i. Johnny Dwyer - WFSE
- ii. Annette Stofer - AFT Seattle Community Colleges
- iii. Belinda Tillman - AFT-SPS

**C. Chancellor | Pg. 88**

**D. Chair**

**E. Trustees**

**F. College Presidents, Vice Chancellors, Associate Vice Chancellors**

- i. D’Andre Fisher, Associate Vice Chancellor of Equity, Diversity, Inclusion and Community
- ii. Kerry Howell, Vice Chancellor of Advancement
- iii. Chemene Crawford, President of North Seattle College | **Pg. 90**
- iv. Jean Hernandez, Interim President of South Seattle College | **Pg. 91**
- v. Earnest Phillips, Associate Vice Chancellor of Communications and Strategic Initiatives
- vi. Jennifer Dixon, Vice Chancellor Human Resources
- vii. Bradley Lane, Interim President of Seattle Central College | **Pg. 92**
- viii. Cindy Riche, Associate Vice Chancellor and Chief Information Officer
- ix. Julienne DeGeyter, Acting Vice Chancellor of Finance and Operations
- x. Kurt Buttleman, Vice Chancellor of Academic and Student Success

**5:00 p.m. ADJOURNMENT**

Chair Chernin adjourned the meeting at 4:49 p.m.

The next meeting of the Board of Trustees will be held on Thursday, May 11, 2023, at South Seattle College in Cascade Hall room 107. There will be a Study Session at 2:00 p.m., and the Regular Meeting will follow at 3:00 p.m.



**Date Submitted Presenter**

05/08/23

Julienne DeGeyter

**Position**

Vice Chancellor, Finance & Operations

**Meeting Date Topic**

05/11/23

Student Body Leadership: S&A fee presentations

**Background Information (include if applicable: funding, fiscal impact)**

The Board of Trustees has requested presentations of S&A fee budget proposals provided by student body leaders from each of the colleges. The presentations developed by the Students and their advisors are attached, and the students look forward to having the Board review their plans and answering questions the Board may have.

**Rationale for Board Action**

S&A fee approvals are the responsibility of the Board of Trustees, as described in RCW 28B.15.045.

**Chancellor's Recommended Motion**

It is recommended the Board review and make a motion to approve the S&A budget proposals as presented.

**Attachments (presentations, supplemental documents, reports, resolutions)**

Yes  No



**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Julienne DeGeyter  
**DATE:** May 11, 2023  
**SUBJECT:** Student Body Leadership: S&A fee presentations – ACTION ITEM

**Background**

The Board of Trustees has requested presentations of S&A fee budget proposals provided by student body leaders from each of the colleges. The presentations developed by the Students and their advisors are attached, and the students look forward to having the Board review their plans and answering questions the Board may have.

S&A fee approvals are the responsibility of the Board of Trustees, as described in RCW 28B.15.045.

**Recommendation**

It is recommended the Board review and make a motion to approve the S&A budget proposals as presented.

Submitted by:



Julienne DeGeyter  
Interim Vice Chancellor of Finance & Operations

Transmitted to the Board with a favorable recommendation.



Dr. Rosie Rimando-Chareunsap  
Interim Chancellor, Seattle Colleges



**Date Submitted Presenter**

05/03/23

Julienne DeGeyter

**Position**

Vice Chancellor of Finance & Operations

**Meeting Date Topic**

05/11/23

North Seattle College - Furniture Orders for Classroom Renovation and Library Renovation Capital Projects

**Background Information (include if applicable: funding, fiscal impact)**

On behalf of Tona Khau, Executive Director for Facilities and Capital Projects, the Capital Project Team has reviewed and selected the following furniture and vendors for the Classroom Renovation and Library Renovation capital projects. We went with Open Square and Workpointe for the furniture vendors due to the following reasons below.

All the products on the Workpointe and Open Square quotes have been priced per the WIHPE Contract (Washington Institution of Public Education Contract). Everything has been competitively bid by the University of Washington. The products on this order have been used previously and we are matching previous standards used on campus. All pricing has already been competitively bid and takes advantage of the entire purchasing power of the colleges and universities in the State of Washington. Due to the size of the furniture orders, there are only a few furniture vendors who can support the volume. That would be Workpointe and Open Square.

In addition, the furniture meets ADA compliance which is a requirement for FFE (furniture, fixture and equipment) to fall under capital projects funding. This has been approved by the State Board.

The funds for the furniture will be from capital funding and not local funding and are associated with two capital projects (Classroom Renovation and Library Renovation Project). The Classroom Renovation project is a minor and funding ends at the end of biennium. The Library Renovation project is a major project which carries over to the next biennium and will be completed in the Fall of 2023.

**Rationale for Board Action**

Per District Policy 108, the Board of Trustees has reserved authority on entering into “any other contract, including any settlement agreement that involves payment by the district of a total amount of \$250,000 or more in any fiscal year, except public works contracts that are managed by another state agency.”

**Chancellor's Recommended Motion**

It is recommended that the Board of Trustees authorizes the Chancellor and her designee to make a motion to approve purchase request contract for the total purchase amount of \$1,361,635.05, supported by the Classroom Renovation and Library Renovation Project.

**Attachments (presentations, supplemental documents, reports, resolutions)**

Yes  No



**M E M O R A N D U M**

TO: Board of Trustees

FROM: Julienne DeGeyter

DATE: May 11, 2023

SUBJECT: North Seattle College - Furniture Orders for Classroom Renovation and Library Renovation Capital Projects – ACTION ITEM

**Background**

Per District Policy 108, the Board of Trustees has reserved authority on entering into “any other contract, including any settlement agreement that involves payment by the district of a total amount of \$250,000 or more in any fiscal year, except public works contracts that are managed by another state agency.”

On behalf of Tona Khau, Executive Director for Facilities and Capital Projects, the Capital Project Team has reviewed and selected the following furniture and vendors for the Classroom Renovation and Library Renovation capital projects. We went with Open Square and Workpointe for the furniture vendors due to the following reasons below.

All the products on the Workpointe and Open Square quotes have been priced per the WIHPE Contract (Washington Institution of Public Education Contract). Everything has been competitively bid by the University of Washington. The products on this order have been used previously and we are matching previous standards used on campus. All pricing has already been competitively bid and takes advantage of the entire purchasing power of the colleges and universities in the State of Washington. Due to the size of the furniture orders, there are only a few furniture vendors who can support the volume. That would be Workpointe and Open Square.

In addition, the furniture meets ADA compliance which is a requirement for FFE (furniture, fixture and equipment) to fall under capital projects funding. This has been approved by the State Board.

The funds for the furniture will be from capital funding and not local funding and are associated with two capital projects (Classroom Renovation and Library Renovation Project). The Classroom Renovation project is a minor and funding ends at the end of biennium. The Library Renovation project is a major project which carries over to the next biennium and will be completed in the Fall of 2023.

**CLASSROOM RENOVATION PROJECT (MINOR PROJECT)**

ATTACHMENT	Items	Vendor	Total amount	Notes
A.	Classroom furniture	Open Square	\$644,885.77	APPROVED BY PRESIDENT / NEED BOARD APPROVAL

**LIBRARY RENOVATION PROJECT (MAJOR PROJECT)**

ATTACHMENT	Items	Vendor	Total amount	Notes
B.	LEVEL 2, 3 book stacks, end/top wood panels	Workpointe	\$352,755.90	APPROVED BY PRESIDENT / NEED BOARD APPROVAL
C.	LEVEL 1, 2, 3 student/public area furniture	Open Square	\$363,993.38	APPROVED BY PRESIDENT / NEED BOARD APPROVAL

**Recommendation**

It is recommended that the Board of Trustees authorizes the Chancellor and her designee to make a motion to approve purchase request contract for the total purchase amount of \$1,361,635.05, supported by the Classroom Renovation and Library Renovation Project.

Submitted by:



Julienne DeGeyter  
Vice Chancellor for Finance & Operations

Transmitted to the Board with a favorable recommendation



Dr. Rosie Rimando-Chareunsap  
Interim Chancellor



**Date Submitted** **Presenter**

04/27/23

Joe Barrientos

**Position**

Vice President – Student Services South

**Meeting Date** **Topic**

05/11/23

Second Reading: WAC 132F-121: Student Activities, Rights and Discipline

**Background Information (include if applicable: funding, fiscal impact)**

WAC 132F-121: Student Activities, Rights and Discipline:

Proposed changes are to amend WAC to follow the RCW for Hazing Prevention Policy, expanded definitions used, and the new state Sam’s Law requirements amended in RCW 28B.10.900 from HB 1751. The amended WAC will include providing hazing awareness and prevention.

This proposed rule was subject to a public rulemaking hearing on April 25, 2023. No comments were received.

**Rationale for Board Action**

To bring the WAC up to compliance with the new state Sam’s Law requirements amended in RCW 28B.10.900 from HB 1751.

**Chancellor's Recommended Motion**

It is recommended that the Seattle Colleges Board of Trustees approve the changes for WAC 132F-121: Student Activities, Rights and Discipline.

**Attachments (presentations, supplemental documents, reports, resolutions)**

Yes  No



**WAC 132F-121-010 Definitions and general provisions.** For purposes of this chapter, except for the Title IX supplemental procedures, the following definitions apply. The definition of "consent," however, will apply to the whole chapter.

~~((1)(a) **Bullying.** Bullying is defined as the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at another student or staff that:~~

~~(i) Intentionally causes physical or emotional imminent harm to the student or damage to the student's property;~~

~~(ii) Places the student in reasonable fear of harm to themselves or of damage to the student's property;~~

~~(iii) Creates an unlawful hostile environment at school for the student;~~

~~(iv) Infringes on the rights of the student at school; or~~

~~(v) Is conduct that is sufficiently severe or pervasive to cause material disruption to the ability of a student to participate or benefit in the education program.~~

~~(b) **Cyber misconduct.** Cyberstalking, cyberbullying or online harassment. Use of electronic communications including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's 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, including images or videos of a sexual nature, and nonconsensual distribution of such material.~~

~~(c) **Stalking.** Stalking is intentional and repeated following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that person is frightened, intimidated or harassed, even if the perpetrator lacks such an intent.~~

~~(2) **Sexual misconduct.** The term "sexual misconduct" includes sexual harassment, sexual intimidation, sexual violence, and domestic violence.~~

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

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

~~(c) Sexual violence. Sexual violence 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 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.~~

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

~~(iii) Domestic violence as defined in (d) of this subsection.~~

~~(iv) Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim, and includes conduct that causes emotional, psychological, physical, and sexual trauma. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.~~

~~(v) Stalking as defined in subsection (1) (c) of this section.~~

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

~~A person cannot consent if they are 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.~~

~~(d) Domestic violence. Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law, and, includes conduct that causes emotional, psychological, physical, and sexual trauma.~~

~~(3)) (1) The terms "college" and "campus" are used interchangeably, and each refers to any of the district's three colleges, North Seattle College, Seattle Central College, and South Seattle College. ((The Seattle Vocational Institute is considered to be part of Seattle Central College.~~

~~(4)) (2) "Day" means calendar day, unless specified otherwise, and deadlines shall be computed in accordance with WAC 10-08-080.~~

~~((5)) (3) "District" means the sixth state college district, the district administrative offices (Siegal Center), North Seattle College, Seattle Central College, South Seattle College, and/or every other District VI educational facility, each separately and all together.~~

~~((6))~~ (4) "District community" includes, but is not limited to, the district itself and all enrolled students, employees, officers, and invitees of the district.

~~((7))~~ (5) "District property" includes all real property, buildings, and other facilities that are owned, leased, or controlled by the district or by the state for district purposes.

~~((8))~~ (6) "Vice president for student services" means the person whom a college president has appointed to that position or has otherwise designated to perform the functions ascribed to that position in this chapter.

~~((9))~~ (7) An action or activity that may be authorized or taken by the district chancellor, a vice chancellor, a campus president, or a campus vice president may also be authorized or taken by any other person whom that officer has specifically designated to perform that function on their behalf, but this officer retains responsibility for the function.

~~((10))~~ (8) After the adoption of these rules, if a statute or rule to which they refer is renumbered or otherwise amended, these rules shall be interpreted to the fullest extent possible to incorporate such amendment while still giving effect to their original purposes.

~~((11))~~ (9) Service of any document, notice, or copy under this chapter shall be made (a) by personal delivery, (b) by mailing to the recipient's last known address, which service shall be regarded as complete upon deposit in the U.S. mail properly stamped and addressed, or (c) as otherwise authorized by law or rule.

~~((12))~~ (10) The term "student" includes all persons taking courses at the district, either full-time or part-time. Persons who withdraw after allegedly violating the student code, who are not officially enrolled for a particular term but who have a continuing relationship with the district, or who have been notified of their acceptance for admission are considered "students" as are persons who are living in district resident halls, although not enrolled at the district.

(11) The term "student group" 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.

#### NEW SECTION

**WAC 132F-121-035 Hazing prohibited—Sanctions.** (1) Hazing by a student or a student group is prohibited pursuant to WAC 132F-121-110(15).

(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 permit 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 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.

AMENDATORY SECTION (Amending WSR 21-10-027, filed 4/26/21, effective 5/27/21)

**WAC 132F-121-110 Student misconduct.** Misconduct for which the campuses may impose sanctions includes, but is not limited to, any of the following:

(1) 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, religion; creed; genetic information; sexual orientation; age; gender identity; gender expression; veteran's status; or any other legally protected classification.

(2) Sexual misconduct. (~~The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence as defined in WAC 132F-121-010(2).~~) Sexual misconduct includes sexual harassment, sexual intimidation, sexual violence, domestic violence, and dating violence. Sexual misconduct may also include acts of sexual harassment prohibited under Title IX. See WAC 132F-121-280.

(a) Sexual harassment is a form of sexual discrimination consisting of unwelcome, gender-based, verbal, written, electronic and/or physical conduct. Sexual harassment does not need to be sexual in nature and can include offensive remarks about a person's gender. There are two types of sexual harassment:

(i) Hostile environment sexual harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the college's educational and/or social programs and/or student housing.

(ii) Quid pro quo harassment occurs when an individual, in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

(b) Sexual exploitation. Taking nonconsensual or abusive sexual advantage of another for the respondent's own advantage or benefit, or to benefit or take advantage of anyone other than the one being exploited, when the behavior does not otherwise constitute one of the

other sexual misconduct offenses described herein. Examples of sexual exploitation may include, but are not limited to:

(i) Invading another person's sexual privacy;

(ii) Prostituting another person;

(iii) Nonconsensual photography and digital or video recording of nudity or sexual activity, or nonconsensual audio recording of sexual activity;

(iv) Unauthorized sharing or distribution of photographs or digital or video recording of nudity or sexual activity, or audio recording of sexual activity, unless otherwise protected by law;

(v) Engaging in voyeurism. A person commits voyeurism if they knowingly view, photograph, record, or film another person, without that person's knowledge and consent, while the person being viewed, photographed, recorded, or filmed is in a place where the person has a reasonable expectation of privacy;

(vi) Knowingly or recklessly exposing another person to a significant risk of sexually transmitted disease or infection; or

(vii) Causing the nonconsensual indecent exposure of another person, as defined by subsection (21) of this section.

(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 (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.

(ii) Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object or body part, 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.

(d) Consent: Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. A person cannot consent if they are 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.

(e) Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law, and, includes conduct that causes emotional, psychological, physical, and sexual trauma.

(f) Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim, and includes conduct that causes emotional, psychological, physical, and sexual trauma.

ma. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

(g) Stalking is intentional and repeated following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that person is frightened, intimidated, or harassed, even if the perpetrator lacks such an intent.

(3) Harassment. 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))~~ their membership in a protected ((status)) class and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; gender expression; veteran's status; or any other legally protected classification, and includes sexual harassment. Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic forms of communication not otherwise protected by law.

(4) Academic dishonesty. Any act of course-related dishonesty ~~((7))~~ including, but not limited to, cheating or plagiarism.

(a) Cheating includes, but is not limited to, using, or attempting to use, any material, assistance, or source which has not been authorized by the instructor to satisfy any expectation or requirement in an instructional course, or obtaining, without authorization, test questions or answers or other academic material that belong to another.

(b) Plagiarism includes, but is not limited to, using another person's ideas, words, or other work in an instructional course without properly crediting that person.

(c) Academic dishonesty also includes, but is not limited to, submitting in an instructional course either information that is known to be false (while concealing that falsity) or work that is substantially the same as that previously submitted in another course (without the current instructor's approval).

(5) Other dishonesty. Any other act of ~~((college-related))~~ dishonesty related to district operations. Such acts include, but are not limited to:

(a) Forgery, alteration, or misuse of any district document, record, or instrument of identification;

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

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

(6) Obstruction or disruption of (a) any instruction, research, administration, disciplinary proceeding, or other district activity, whether occurring on or off district property, or (b) any other activity that is authorized to occur on district property, whether or not actually conducted by the district.

(7) Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, ~~((bullying, cyberbullying, stalking))~~ or other con-

duct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property.

(8) Bullying is unwelcome conduct, whether verbal, physical or otherwise, including "cyber" bullying that is objectively offensive and sufficiently severe, or persistent, and/or pervasive, that it has the effect of substantially limiting the ability of an individual to participate in or benefit from the colleges' educational and/or social programs, and/or student housing. Bullying behavior is conduct that is not otherwise protected by law. Bullying may be top-down, perpetuated by someone with greater positional power towards another with lesser positional power; bottom-up, perpetuated by someone with lesser positional power towards someone with greater positional power; or peer-to-peer. Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as bullying.

(9) Cyber misconduct. Cyberstalking, cyberbullying, or online harassment. Use of electronic communications including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's 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, including images or videos of a sexual nature, and nonconsensual distribution of such material.

(10) Stalking. Stalking is intentional and repeated following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that person is frightened, intimidated, or harassed, even if the perpetrator lacks such an intent.

(11) Attempted or actual damage to, or theft or misuse of, real or personal property or money of (a) the district or state, (b) any student or district officer, employee, or organization, or (c) any other person or organization lawfully present on district property, or possession of such property or money after it has been stolen.

~~((9))~~ (12) Failure to comply with the direction of a district officer or employee who is acting in the legitimate performance of their duties, or failure to properly identify oneself to such a person when requested to do so.

~~((10))~~ (13) Participation in any activity which unreasonably disrupts the operations of the district or infringes on the rights of another member of the district community, or leads or incites another person to engage in such an activity.

~~((11))~~ (14) Weapons. Carrying, holding, wearing, exhibiting, displaying or drawing of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:

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

(b) A student with a valid concealed weapons permit may store a firearm in their vehicle parked on campus in accordance with RCW

9.41.050, provided the vehicle is locked and the weapon is concealed from view; or

(c) The president or the president's designee may authorize possession of a weapon on campus upon a showing 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 therein.

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

((12)) (15) Hazing. Hazing includes any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary educational institution in this state, including 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, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions. Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.

((13)) (16) Alcohol. The use, possession, delivery, or sale of any alcoholic beverage, except as permitted by law, applicable college policies, or authorized by chancellor or a college president, or being observably under the influence of alcohol.

((14)) (17) Drugs.

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

(b) Other drugs. The use, possession, delivery, sale or being 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.

((15)) (18) Obstruction of the free flow of pedestrian or vehicular movement on district property or at a district activity.

((16)) (19) Conduct which is disorderly, lewd, or obscene.

((17)) (20) Breach of the peace, or aiding, abetting, or procuring a breach of the peace.

((18)) (21) 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.

(22) The use of tobacco, electronic cigarettes, and related products is prohibited in any building owned, leased or operated by the college, including ((twenty-five)) 25 feet from entrances, exits, windows that open, and ventilation intakes of such buildings, and where

otherwise prohibited. "Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, and snuff.

~~((19))~~ (23) Theft or other misuse of computer time or other electronic information resources of the district. 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 district'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 district's electronic information resources without authorization; or

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

~~((20))~~ (24) Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to district property, or unauthorized entry onto or into district property.

~~((21))~~ (25) Abuse or misuse of any of the procedures relating to student complaints or misconduct including, but not limited to:

(a) Failure to obey a subpoena;

(b) Falsification or misrepresentation of information;

(c) Disruption, or interference with the orderly conduct, of a proceeding;

(d) Interfering with someone else's proper participation in a proceeding;

(e) Destroying or altering potential evidence, or attempting to intimidate or otherwise improperly pressure a witness or potential witness;

(f) Attempting to influence the impartiality of, or harassing or intimidating, a student conduct committee member; or

(g) Failure to comply with any disciplinary sanction(s) imposed under this student conduct code.

~~((22))~~ (26) Safety violations. The operation of any motor vehicle on district property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person. Safety violation includes any nonaccidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.

~~((23))~~ (27) Violation of any other district rule, requirement, or procedure including, but not limited to, any that is posted in electronic form, the district's traffic and parking rules, or the requirements for carpool parking.

~~((24))~~ (28) Violation of any federal, state, or local law, rule, or regulation, including any hate crime.

~~((25))~~ (29) 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 proceeding for violation of the student conduct code, the college may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

~~((26))~~ (30) Attempting to commit any of the foregoing acts of misconduct or aiding, abetting, inciting, encouraging, or assisting another person to commit any of the foregoing acts of misconduct.

~~((27))~~ (31) Retaliation. Retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state or local law, or college policies including, but not limited to, student conduct code provisions prohibiting discrimination and harassment.

AMENDATORY SECTION (Amending WSR 03-16-015, filed 7/28/03, effective 8/28/03)

**WAC 132F-121-130 Disciplinary jurisdiction.** ~~((1) Disciplinary action may be instituted against a student for any misconduct that is a violation of this student code, regardless of whether there is a related civil or criminal court proceeding. Proceedings under these rules may precede, accompany, or follow any such court proceeding.~~

~~(2) Except as provided in subsection (3), a student is subject to disciplinary action under these rules for any act of misconduct which (a) occurs on or damages district property or (b) occurs during any event or activity that the district conducts, participates in, or sponsors, regardless of where it occurs.~~

~~(3) The district reserves jurisdiction and authority to take disciplinary action for student misconduct beyond that described in subsection (2) when the misconduct demonstrates such flagrant disregard for the safety or well-being of others that it endangers the district community.)~~ In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state, or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

(1) The student conduct code shall apply to conduct by students and student groups that occurs:

(a) on college premises; or

(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.

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

tivities 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 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.

AMENDATORY SECTION (Amending WSR 21-10-027, filed 4/26/21, effective 5/27/21)

**WAC 132F-121-280 Prohibited conduct under Title IX.** Pursuant to RCW 28B.50.140(13) and Title IX of the Education Amendments Act of 1972, 20 U.S.C. Sec. 1681, the Seattle Colleges may impose disciplinary sanctions against a student who commits, attempts to commit, or aids, abets, incites, encourages, or assists another person to commit, an act(s) of "sexual harassment."

For purposes of this supplemental procedure, "sexual harassment" encompasses the following conduct:

(1) Title IX quid pro quo harassment. (~~(A Seattle Colleges' student conditioning)~~) Quid pro quo harassment occurs when a student in their capacity as an employee of the Seattle Colleges conditions the provision of an aid, benefit, or service of the Seattle Colleges on an individual's participation in unwelcome sexual conduct.

(2) Title IX hostile environment. Unwelcome sexual or gender-based conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Seattle Colleges' educational programs or activities, or employment.

(3) Sexual assault. Sexual assault includes the following conduct:

(a) 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.

(b) 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.

(c) 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 ~~((eighteen))~~ 18.

(d) Statutory rape. Consensual sexual intercourse between someone who is ~~((eighteen))~~ 18 years of age or older and someone who is under the age of ~~((sixteen))~~ 16.

(4) 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.

(5) 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.

(6) Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

AMENDATORY SECTION (Amending WSR 21-10-027, filed 4/26/21, effective 5/27/21)

**WAC 132F-121-330 Evidence.** The introduction and consideration of evidence during the hearing is subject to the following procedures and restrictions:

(1) Relevance: The committee chair shall review all questions for relevance and shall explain on the record their reasons for excluding any question based on lack of relevance.

(2) Relevance means that information elicited by the question makes facts in dispute more or less likely to be true.

(3) Questions or evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant and must be excluded, unless such question or evidence:

(a) Is asked or offered to prove someone other than the respondent committed the alleged misconduct; or

(b) Concerns specific incidents of prior sexual behavior between the complainant and the respondent, which are asked or offered on the issue of consent.

(4) ~~((Cross examination required: If a party or witness does not submit to cross examination during the live hearing, the committee~~

~~must not rely on any statement by that party or witness in reaching a determination of responsibility.~~

~~(5))~~ No negative inference: The committee may not make an inference regarding responsibility solely on a witness's or party's absence from the hearing or refusal to answer questions.

~~((6))~~ (5) Privileged evidence: The committee shall not consider legally privileged information unless the holder has effectively waived the privilege. Privileged information includes, but is not limited to, information protected by the following:

- (a) Spousal/domestic partner privilege;
- (b) Attorney-client and attorney work product privileges;
- (c) Privileges applicable to members of the clergy and priests;
- (d) Privileges applicable to medical providers, mental health therapists, and counselors;
- (e) Privileges applicable to sexual assault and domestic violence advocates; and
- (f) Other legal privileges identified in RCW 5.60.060.

AMENDATORY SECTION (Amending WSR 21-10-027, filed 4/26/21, effective 5/27/21)

**WAC 132F-121-350 Appeals.** (1) ~~((The parties shall))~~ All parties, including the student conduct officer in their capacity as a representative of the college, have the right to appeal from the ((initial order's)) determination of responsibility and/or from a dismissal ((of an allegation(s) of sexual harassment in a formal complaint. The right to appeal will be subject to the same procedures and time frames set forth in WAC 132F-121-170)), in whole or part, of a formal complaint during the investigative or hearing process. Appeals must be in writing and filed with the president's office within 21 days of service of the initial order or notice of dismissal. Appeals must identify the specific findings of fact and/or conclusions of law in the initial order or dismissal that the appealing party is challenging and must contain argument as to why the appeal should be granted. Failure to file a timely appeal constitutes a waiver of the right to appeal and the initial order or dismissal shall be deemed final.

(2) Upon receiving a timely appeal, the president's office will serve a copy of the appeal on all parties, who will have 10 days from the date of service to submit written responses to the president's office addressing issues raised in the appeal. Failure to file a timely response constitutes a waiver of the right to participate in the appeal. Upon receipt of written responses, the president's office shall serve copies of the responses to the other parties.

(3) Parties receiving a copy of the responses shall have five days in which to submit a written reply addressing issues raised in the responses to the president's office.

(4) The president or their delegate, based on their review of parties' submissions and the hearing or investigative record, will determine whether the grounds for appeal have merit, provide the rationale for this conclusion, and state whether a dismissal if affirmed or denied, or if the disciplinary sanctions and ((condition(s))) conditions imposed in the initial order are affirmed, vacated, or amended, and, if amended, set forth ((any)) the new disciplinary sanctions and ~~((/or condition(s)))~~ conditions.

~~((3))~~ (5) The president's office shall serve the final decision on the parties simultaneously.

(6) All administrative decisions reached through this process may be judicially appealed pursuant to applicable provisions of chapter 34.05 RCW including, but not limited to, the timelines set forth in RCW 34.05.542.

**MEMORANDUM**

**To:** Board of Trustees

**From:** Joe Barrientos, VP of Student Services South Seattle  
Members of the Chancellor’s Executive Cabinet contributed to this report.

**Presenter:** Joe Barrientos, VP of Student Services South Seattle

**Meeting Date:** May 11, 2023

**Subject: Second Reading:**  
WAC 132F-121: Student Activities, Rights and Discipline

**Background**

**WAC 132F-121: Student Activities, Rights and Discipline:**

Proposed changes are to amend WAC to follow the RCW for Hazing Prevention Policy, expanded definitions used, and the new state Sam’s Law requirements amended in RCW 28B.10.900 from HB 1751. The amended WAC will include providing hazing awareness and prevention.

This proposed rule was subject to a public rulemaking hearing on April 25, 2023. No comments were received.

**Recommended Action**

It is recommended that the Seattle Colleges Board of Trustees approve the changes for WAC 132F-121: Student Activities, Rights and Discipline.

Submitted by and transmitted to the Board with a favorable recommendation,

/s Joe Barrientos

Joe Barrientos,

VP of Student Services South Seattle



**Date Submitted Presenter**

**Position**

04/28/23

Jennifer Dixon

Vice Chancellor of Human Resources

**Meeting Date Topic**

05/11/23

Proposed Revisions to Policies 282, 283, 451, & 481 – 2nd Reading & Approval

**Background Information (include if applicable: funding, fiscal impact)**

We are proposing the updates to the below policies to comply with Washington State Laws, and federal regulations. In addition, we are proposing changes to policies to create a clearer reporting structure for members of our SDC to be able to report their experiences and have them meet the criteria of specific policy violations (Workplace Violence, Hostile Work Environment, Bullying, Title IX, Discrimination and Harassment of protected class).

**Rationale for Board Action**

To adopt every declared “Policy” of the district.

**Chancellor's Recommended Motion**

To approve Policies 282, 283, 451, & 481 as presented.

**Attachments (presentations, supplemental documents, reports, resolutions)**

Yes  No



## ACTION ITEM

**To:** Board of Trustees

**From:** Dr. Rosie Rimando-Chareunsap, Interim Chancellor

**Meeting Date:** April 13, 2023

**Subject:** Proposed Revisions to Policies 282, 283, 451, & 481 – 2<sup>nd</sup> Reading & Approval

### BACKGROUND

We are proposing the updates to the below policies to comply with Washington State Laws, and federal regulations. In addition, we are proposing changes to policies to create a clearer reporting structure for members of our SDC to be able to report their experiences and have them meet the criteria of specific policy violations (Workplace Violence, Hostile Work Environment, Bullying, Title IX, Discrimination and Harassment of protected class).

We are making it clear that SDC employees qualify as Mandatory Reporters for Child Abuse and Neglect, and Vulnerable Adults per [RCW 9A.16.100](#); [Chapter 26.44 RCW](#); [RCW 28B.10.846](#); [RCW 74.34.020](#). Training for this will be handled in Get Inclusive, and questions can be answered on the website around this requirement (See Human Resources, Online Training).

We are now following federal regulations for the Title IX 2020 changes, and the WAC in terms of Title IX definitions and state regulations.

We are proposing to separate Workplace Violence and Hostile Work Environment PP to just Workplace violence for the following reasons. First, hostile work environments are addressed in the new 282 and 283 listed below. Second, by separating the two, we are encouraging and making it more comfortable for people who experience workplace violence separate from a hostile work environment safer to report as such. In the past, the policy made it appear that folks had to experience both workplace violence and a hostile environment in order to have it count as a violation of policy. We are trying to be more inclusive of the experiences SDC members may experience in our community, and providing a means to file a claim for a policy violation that meets those experiences.

In addition, we are creating a specific subsection for bullying in 282 to also be inclusive of folks experiencing what counts as bullying separate from being in a protected class. People who are not in a protected class may experience bullying, and folks of a protected class may experience bullying that constitutes discrimination and harassment. Again, trying to provide more means for people in our community to report experiences that specifically meet the standards of a policy violation.

## PROPOSED CHANGES

1. 282 – Discrimination and Harassment (+ Bullying)
  - a. The proposed changes to Policy and Procedure (PP) 282.1 Discrimination and Harassment and 282.2 Bullying Prevention are to first move this PP out of the Personnel 400's section and into the 200's to be applicable to students, staff, and visitors as this policy should include all Seattle Colleges Community Members. In addition, to move this policy into compliance with the state WAC 516-21-115.

The major changes are outlined below:

1. Update to include gender neutral language;
  2. Update definitions in line with state definitions, and in line with the student conduct code, and make consistent across multiple policies that draw on the same terminology (PP 283);
  1. Remove reference to bullying as this will be defined and addressed in the new proposed PP
  2. 282.2 Bully Prevention;
  3. Make clear that previous PP 451 Hostile Work Environment, will be inclusive of PP 282.1 and
  4. 282.2. Discrimination and Harassment, as well as Bullying, may in some cases lead to what we have defined as a Hostile Work Environment. Separately, PP451 is now proposed Workplace Violence.
  5. Creation of sub–Policy Procedure 282.2 Bullying Prevention. This was done to allow bullying instances and reports to be brought forth to be no longer only applicable to protected class discrimination or harassment. However, this PP will sit under 282.1 Discrimination and Harassment as a sub-Policy and Procedure. It sits below 282.1 because bullying may be a part of protected class discrimination and harassment. More specifically, bullying under 282.2 will have to meet the definitions set forth in the procedure to meet criteria.
  6. Redact post disciplinary hearings as there is no law requiring a reconsideration for post investigation. The standards set forth in this section are for reconsideration of an APA ruling and are not appropriate for use here. However, this is now rewritten to the Post Investigative Findings Reconsideration Process and is clearly defined in procedure 282.1. In the past, the college has provided parties with the option of seeking reconsideration of the investigator's findings before the final report is issued and forwarded for disciplinary hearings. This is not in line with policy for APA ruling.
1. 283- Title IX
    - a. The proposed changes to the Title IX Policy and Procedure (PP) are to move this from the 400's personnel section into the 200's to be applicable to students, staff, and visitors. Currently the college does not have a Title IX Policy and Procedure as it stands for students, which is a requirement. In addition, this update aligns with additional current State and Federal Title IX Regulations. More specifically, it is proposed Policy 421

become Policy 283. **Policy 283 has been written to reflect Federal Title IX 2020 Policy requirements. In addition, this policy has major updates to the definitions to align with the WAC Student Conduct Code.** All of the definitions that appear in the PP 283 section should be identical to definitions that appear in both the Student Conduct Code Title IX Disciplinary Procedures and the Employee Title IX 421 Disciplinary Procedures. The employee Title IX Disciplinary Procedure will still be Procedure 421, as it applies to employees. The student disciplinary process will be addressed in the student conduct code WAC 132F-121-170 and Supplemental Title IX Student Conduct Code Policy 375 Procedures, WAC 132F-121-270 through WAC 132F-121-350.

2. 451- Workplace Violence
  - a. Language in this Policy is being updated to reflect solely a Workplace Violence policy. Hostile work environment will be addressed separately within PP 419 and 421, which are being changed to 282 and 283, attached in a different notice. The reasoning to separate the two terms is due to the difference in definition, as well as to encourage reporting of Workplace Violence, separate to a hostile work environment. In addition, a 451 procedure has been drafted to complete this Workplace Violence Prevention policy. The procedure was developed to create a reporting structure for all types of violent incidents.
  - b. This is in alignment with WAC 296-800-14005, which refers to the requirement of accident prevention, as well as the Department of Labor and Industries, Workplace Violence: Awareness and Prevention for Employers and Employees, F417-140-000.
3. 481- Mandatory Reporting
  - a. Reference: [RCW 9A.16.100](#); [Chapter 26.44 RCW](#); [RCW 28B.10.846](#); [RCW 74.34.020](#)
  - b. The creation of this policy is in alignment with Washington State Reporting Requirements, as we have Seattle Colleges Community Members that are required by law to be Mandatory Reporters of child abuse or neglect. As part of this proposed policy, the college will host Mandatory Reporting training for all required parties to report in the Spring 2023.
  - c. The drafted policy of Seattle District Colleges states that all District Employees shall report suspected abuse or neglect of a child (under the age of 18) or a vulnerable adult immediately and in no event later than 48 hours (about 2 days) after having reasonable cause to believe the child or vulnerable adult has suffered abuse or neglect. Employees shall follow the reporting process set forth in the procedures created to effectuate this policy.



**CHANCELLOR'S RECOMMENDED MOTION**

It is the recommendation of the administration that the Seattle Colleges Board of Trustees approve the proposed changes as outlined in the attached polices.

A handwritten signature in black ink, appearing to read 'Rosie Rimando-Chareunsap'.

**Dr. Rosie Rimando-Chareunsap**  
Interim Chancellor

[Seattle District College Policy](#)

**Policy NUMBER: 419282.1**

TITLE: Discrimination and Harassment

The Seattle ~~College~~ District ~~College~~ recognizes its responsibility ~~for investigation, resolution, implementation of~~ to investigate, resolve, implement corrective measures, and ~~monitoring monitor~~ the educational environment and workplace to stop, remediate, and prevent ~~discrimination and harassment~~ on the basis of race ~~or ethnicity~~, color, age, national origin, ~~age, perceived or actual physical or mental disability, religion, creed, marital status, sex, pregnancy, genetic information, sex, gender, gender identity, sexual orientation, gender identity, marital expression, status, creed, religion, as an~~ honorably discharged veteran or ~~disabled veteran or~~ military status, or use of a trained guide dog or service animal, ~~or presence of perceived or actual physical, sensory, or mental disability~~, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. To this end, the Seattle ~~College~~ District ~~has enacted policies prohibiting~~ ~~College prohibits~~ discrimination against and/or harassment of any student, employee, ~~applicant, or~~ visitor ~~of any member of~~ based on their membership in a legally protected class. ~~Further, Employees and students found to be in violation of this policy may be subject to disciplinary action up to and including termination of employment or dismissal as a student from~~ the ~~College~~.

~~Seattle College District is committed to ensure that~~ ~~College~~

**Policy NUMBER: 282.2**

Title: Anti-Bullying

~~Seattle Colleges wants~~ all members of the college community, including but not limited to employees and students ~~work, applicants, and visitors to~~ learn and work in an environment that fosters mutual respect and professionalism, free from all forms of "bullying" ~~behaviors~~ behavior, including "cyber bullying", as defined in Procedure 419282.2. All ~~employees and students~~ members of the college community are responsible for contributing to such an environment and are expected to treat ~~other employees, students, and visitors~~ others with courtesy and respect. ~~Bullying behavior by members of the college community is inconsistent with this goal and, therefore, prohibited.~~

~~Any individual found~~

~~This policy applies to be in violation of this policy will be subject to disciplinary action up to and including dismissal from the College or from employment, conduct that occurs on college property or during any District-sponsored program or activity, including student housing. This Policy is not intended to limit freedom of speech, the exercise of academic freedom, or other conduct that is otherwise protected by law. Any members of the college community~~

~~Any employee, student, applicant, or visitor~~ who believes that ~~he or she has~~ they have been the subject of ~~discrimination, harassment, or bullying, as that term is defined in Seattle Colleges Procedure 282.2,~~ should report the incident or incidents to ~~the College's, or District's Title IX / EEO Coordinator identified~~ their College Human Resources Director or Student Conduct Officer, in Procedure 419, Discrimination and Harassment. ~~If the complaint is against that Coordinator, the~~

Formatted: Header

Style Definition: Normal: Font: (Default) Times New Roman, 12 pt, Space After: 0 pt, Line spacing: single

Style Definition: Heading 2

Style Definition: Heading 3

Style Definition: Hyperlink: Font color: Hyperlink

Style Definition: Normal (Web)

Formatted

Formatted

Formatted: Space Before: 0 pt, After: 0 pt, Pattern: Clear (Background 1)

Formatted

Formatted: Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted

Formatted

Formatted: Font color: Auto

Formatted

Formatted: Font color: Auto

Formatted

Formatted

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted

Formatted: Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Font: +Body (Calibri), 11 pt, Font color: Custom Color(8,75,159)

Formatted: Font color: Custom Color(8,75,159)

Formatted

Formatted

Formatted

Formatted: Space After: 0 pt, Pattern: Clear

Formatted

Formatted

Formatted

Formatted: Footer, Right: 0.25"

~~complainant should report the matter to the college president's or Chancellor's office for referral to an alternate designee a timely manner.~~

Formatted: Header

Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Auto

The District will respond promptly to claims of bullying by members of the District community and will act to prevent, stop, remedy, and impose discipline for violations of this policy, up to and including termination of employment or dismissal from the District. Retaliation against an individual who has, in good faith, reported bullying and/or assisted in any process under this procedure, or attempted to do so, is prohibited.

Seattle District College

Procedure NUMBER: 419282.1 Discrimination and Harassment

TITLE: Seattle College District College Discrimination and Harassment Complaint Claim Procedure

Formatted

Formatted: Normal, Space Before: 0 pt, After: 0 pt, Pattern: Clear

**A. INTRODUCTION**

Formatted

~~The Seattle College District College recognizes its responsibility, described in Policy 419, for investigation, resolution, implementation of 282, to investigate, resolve, implement corrective measures, and monitoring monitor the educational environment and workplace to stop, remediate, and prevent all manners of discrimination and harassment. To effectuate this end policy, the Seattle College District College has enacted Policy and Procedure 419, Discrimination the following procedure for handling allegations by members of the college community, including but not limited to employees, students, applicants, and Harassment, prohibiting visitors, that they have been subject to discrimination against and/or harassment of any employee, student, applicant or visitor, and based on their membership in a legally defined members of a protected class. Any individual found to be in violation of Policy 419 will be subject to disciplinary action up to and including dismissal from the College or from employment.~~

Formatted: Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Pattern: Clear

Formatted: Default Paragraph Font, Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Auto

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Pattern: Clear

Employees or students found to be in violation of Policy 282 are subject to disciplinary action up to and including termination of employment or dismissal as a student from the College. Student discipline for discrimination and harassment is addressed under the student conduct code, WAC 132F-121). Employee discipline for violation of Policy 282 is addressed through disciplinary procedures in applicable employment contracts, employee handbooks, and collective bargaining agreements (CBAs).

Formatted: Font color: Auto

Formatted

Formatted: Normal, Space After: 0 pt, Pattern: Clear

~~Any Any employee, student, applicant, or visitor who believes that member of the college community who believes they have been the subject of discrimination or harassment should report the incident or incidents to the College's, or Colleges District's Compliance Officer or one of the Colleges' Title IX / EEO Coordinator Coordinators identified below. All District employees (faculty, staff, student employees and administrators) are designated as "responsible employees" and must report actual or suspected discrimination or harassment immediately, promptly to one of the District's Title IX/ EEO Coordinators subject to limited exceptions for employees, like college counselors, who are statutorily barred legally required to maintain client confidentiality and may not share client information without express consent from reporting. All details of the reports they receive must be shared promptly their client. If the complaint an allegation is against that Compliance Officer or Title IX /EEO Coordinator, the impacted party responsible employee should report the matter to the president's, President's or Chancellor's office for referral to an alternate designee.~~

Formatted: Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Space After: 0 pt, Pattern: Clear

Formatted

District Compliance Officer and Title IX / EEO Coordinators

Formatted: Footer, Right: 0.25"

**Seattle District College District Office:**  
**Chief Human Resources**  
**Compliance Officer**

Title IX / EEO Coordinator

[TitleIX.District@seattlecolleges.edu](mailto:TitleIX.District@seattlecolleges.edu)  
Contact info: (206) 934-4136;  
1500 Harvard Avenue, Seattle, WA 98122 or

**Compliance Officer**  
**(206) 934-3873**  
1500 Harvard Avenue, Seattle, WA 98122

**Seattle Central College:**

Human Resources Director  
Title IX / EEO Coordinator  
[TitleIX.District@seattlecolleges.edu](mailto:TitleIX.District@seattlecolleges.edu)  
Contact info: (206) 934-4017  
1701 Broadway, Seattle, WA 98122

**North Seattle College:**

Human Resources Director  
Title IX / EEO Coordinator  
[TitleIX.District@seattlecolleges.edu](mailto:TitleIX.District@seattlecolleges.edu)  
Contact info: (206) 934-77924710  
9600 College Way North, Seattle, WA 98103

**South Seattle College:**

Human Resources Director  
Title IX / EEO Coordinator  
[TitleIX.District@seattlecolleges.edu](mailto:TitleIX.District@seattlecolleges.edu)  
Contact info: (206) 934-6415  
6000 16th Avenue S.W., Seattle, WA 98106

**The Title IX / EEO Coordinator or designee:**

- Will accept all **complaints** **Claims** and referrals from College or District employees, applicants, students, and visitors.
- Will make determinations regarding how to handle requests by impacted **parties** **parties** for confidentiality.
- Will keep accurate records of all **complaints** **Claims** and referrals for the required time period.
- May conduct investigations or delegate and oversee investigations conducted by a designee.
- May impose interim remedial measures to protect parties during investigations of discrimination or harassment.

Formatted: Header

Formatted: Font: +Body (Calibri), 11 pt, Bold

Formatted: Font: Bold

Formatted: Font: +Body (Calibri), 11 pt, Bold

Formatted: Font: +Body (Calibri), 11 pt

Formatted: Font: +Body (Calibri), 11 pt

Formatted: Indent: Left: 1", Space Before: 0 pt, After: 0 pt, No bullets or numbering, Pattern: Clear (Background 1)

Formatted: Font: +Body (Calibri), 11 pt

Formatted: Font: +Body (Calibri), 11 pt

Formatted

Formatted: Font: +Body (Calibri), 11 pt

Formatted: Font: +Body (Calibri), 11 pt, Bold

Formatted: Font: Bold

Formatted: Font: +Body (Calibri), 11 pt

Formatted: Font: +Body (Calibri), 11 pt

Formatted

Formatted: Font: +Body (Calibri), 11 pt, Bold

Formatted: Font: +Body (Calibri), 11 pt

Formatted: Font: +Body (Calibri), 11 pt

Formatted

Formatted: Font: +Body (Calibri), 11 pt

Formatted: Font: +Body (Calibri), 11 pt, Bold

Formatted: Font: +Body (Calibri), 11 pt

Formatted: Font: +Body (Calibri), 11 pt

Formatted

Formatted: Font: Bold, Font color: Auto

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted: Font: +Body (Calibri), 11 pt

Formatted

Formatted

Formatted: Footer, Right: 0.25"





Acts of sexual harassment may also violate the District's Title IX policy and procedures. If you are reporting a Claim of sexual harassment or sexual violence, please read Policy and Procedure 283: Title IX, and the definitions below.

- o Sexual Harassment; a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender, gender identity, sexual orientation, or sexual expression. There are two types of sexual harassment.
  - Hostile Environment Sexual Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive and sufficiently severe, persistent, or pervasive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's/Colleges' educational and/or social programs f, and/or student housing].
  - Quid Pro Quo Sexual Harassment occurs when an individual in who holds a position of real or perceived authority, conditions the receipt/provision of aid, benefit upon granting of, or services on an individual's participation in unwelcome sexual favors/conduct.Examples of conduct that may qualify as sexual harassment include:
  - Persistent Unwelcome and persistent comments or questions of a sexual nature.
  - A supervisor who gives an employee a raise in exchange for submitting to sexual advances.
  - An instructor who promises a student a better grade in exchange for sexual favors.
  - Sexually Unwelcome sexually explicit statements, questions, jokes, or anecdotes.
  - Unwelcome touching, patting, hugging, kissing, or brushing against an individual's/individual's body.
  - Remarks Unwelcome remarks of a sexual nature about an individual's/individual's clothing, body, or speculations about previous sexual experiences.
  - Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
  - Direct Unwelcomed direct or indirect propositions for sexual activity.
  - Unwelcome letters, emails, texts, telephone calls, or other communications referring to or depicting sexual activities.
- o Sexual Violence; is a type of sexual discrimination and harassment. Non-consensual that includes:

10. Nonconsensual sexual intercourse, non-consensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

- Non-consensual sexual intercourse is any Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a

Formatted: Header

Formatted

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted

Formatted: Font color: Auto

Formatted

Formatted: Footer, Right: 0.25"

person upon another person, that is without ~~consent~~ 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.

- ~~Non-consensual~~ Nonconsensual sexual contact ~~is any intentional. Any actual or attempted~~ sexual touching, however slight, with any body part or object, by a person upon another person that is without ~~consent~~ 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.

- 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 eighteen (18).

- Statutory Rape. Consensual intercourse between a person who is eighteen (18) years of age or older, and a person who is under the age of sixteen (16).

- ~~Domestic violence includes asserted violent misdemeanor and felony offenses.~~ Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by ~~the victim's current or former 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, current or former cohabitant, by a person similarly situated to a spouse of the victim under the domestic or family violence law, or anyone else laws of 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 law laws of the State of Washington, RCW 26.50.010.

- Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for their safety or the safety of others; or (ii) suffer substantial emotional distress.

- Dating violence means, Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person (i) who is or has been in a social relationship of a romantic or intimate relationship nature with the victim. Whether there was; and (ii) where the existence of such a relationship will be gauged by its 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.

- ~~Stalking means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.~~

11. **“Bullying”:** Workplace and/or Classroom bullying is defined as persistent, unwelcome, severe, and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee

Formatted: Header

Formatted: Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Default Paragraph Font, Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted

Formatted: Font color: Auto

Formatted

Formatted

Formatted: Font color: Auto

Formatted

Formatted

Formatted

Formatted: Footer, Right: 0.25"

~~or student, whether verbal, physical or otherwise, including “cyber” bullying, in the course of employment, or pursuit of education. Any employee found in violation of this District policy, will be disciplined, up to and including immediate termination. Any student found in violation of the District’s Code of Student Conduct, as it relates to this policy, will be disciplined, up to and including, immediate expulsion from the college. Examples of bullying behavior include, but are not limited to:~~

- ~~■ Being held to a different standard than the rest of an employee’s work group;~~
- ~~■ Consistent ignoring or interrupting of an employee in front of co-workers;~~
- ~~■ Personal attacks (angry outbursts, excessive profanity, or name-calling);~~
- ~~■ Encouragement of others to turn against, marginalize, or ostracize the targeted employee;~~

~~Use of email, internet, or other “cyber” venues to denigrate the targeted employee.~~

~~**D.**  
The Seattle College District encourages all employees to report any instance of bullying behavior they have experienced or witnessed to their supervisor or the college HR Director.~~

### ~~C. WHO MAY FILE A COMPLAINT~~

~~Any employee, applicant, student or visitor of the Seattle College District may file a complaint. Complaints may be submitted in writing or verbally. The Seattle College District encourages the timely reporting of any incidents of discrimination or harassment. For impacted parties who wish to submit a written complaint, a formal complaint form is available online at [seattlecolleges.edu/reporting-forms](http://seattlecolleges.edu/reporting-forms). Hard copies of the complaint form are available at the locations listed above in Section A. Any person submitting a discrimination complaint shall be provided with a written copy of the College’s anti-discrimination policies and procedures.~~

#### ~~D. CONFIDENTIALITY AND RIGHT TO PRIVACY~~

~~The Seattle College District College will seek to protect the privacy of the impacted party to the full extent possible, consistent with ~~theits~~ legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as District policies and procedures. Although Seattle College District College will attempt to honor impacted party’s requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX / EEO Coordinator.~~

~~Confidentiality Requests and Sexual Violence **Complaints/Claims**. The Title IX / EEO Coordinator will inform and obtain consent from the impacted party before commencing an investigation into a sexual violence **complaint/Claim**. If ~~an impacted party making allegations of~~ sexual violence impacted party asks that ~~his or her~~their name not be revealed to the responding party or that the College/District not investigate the allegation, the Title IX / EEO Coordinator will inform the impacted party that maintaining confidentiality may limit the District’s or ~~college’s/Colleges'~~ ability to fully respond to the allegations and that retaliation by the responding party and/or others is prohibited. If the impacted party still insists that ~~his or her~~their name not be disclosed or that the College/District not investigate, the Title IX /EEO Coordinator will determine whether the College/District can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the District’s community, including the impacted party.~~

Formatted: Header

Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Auto

Formatted: Space Before: 0 pt, After: 0 pt, Line spacing: Multiple 1.07 li, No bullets or numbering, Pattern: Clear

Formatted: Font color: Auto

Formatted: Default Paragraph Font, Font: (Default) +Body (Calibri), 11 pt, Font color: Text 1

Formatted: Default Paragraph Font, Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Auto

Formatted: Indent: Left: 0", First line: 0", Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0" + Indent at: 0", Pattern: Clear

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Normal, Space After: 0 pt, Pattern: Clear

Formatted: Font color: Auto

Formatted: Default Paragraph Font, Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Default Paragraph Font, Font color: Auto

Formatted: Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Footer, Right: 0.25"

Factors to be weighed during this determination may include, but are not limited to:

- the seriousness of the alleged sexual violence;
- the age of the impacted party;
- whether the sexual violence was perpetrated with a weapon;
- whether the responding party has a history of committing acts of sexual violence or has been the subject of other sexual violence ~~complaints~~ Claims;
- whether the responding party threatened to commit additional acts of sexual violence against the impacted party or others; and
- whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

If the College/District is unable to honor ~~an~~ impacted party's request for confidentiality, the Title IX / EEO Coordinator will notify the impacted party of the decision and ensure that impacted party's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

If the College/District decides not to ~~conduct an investigation~~ investigate or not to take disciplinary action because of a request for confidentiality, the Title IX / EEO Coordinator will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence and implement such measures if reasonably feasible.

**E. INVESTIGATION PROCEDURE**

Upon receiving a discrimination ~~complaint~~ Claim, the College/District shall commence an impartial investigation. The Title IX / EEO Coordinator shall be responsible for overseeing all investigations. Investigations may be conducted by the Title IX / EEO Coordinator or ~~his or her~~ their designee. If the investigation is assigned to someone other than the Title IX / EEO Coordinator, the Title IX / EEO Coordinator shall inform the impacted party and responding party(s) of the appointment of an investigator.

Interim Measures. The Title IX / EEO Coordinator may impose interim measures to protect the impacted party and/or responding party pending the conclusion of the investigation. Interim measures may include, but are not limited to, imposition of no contact orders, rescheduling classes, temporary work reassignments, referrals for counseling or medical assistance, and imposition of ~~a~~ summary discipline suspension on the responding party consistent with the District's/~~College's~~ Colleges' student conduct code or the District's/~~College's~~ Colleges' employment policies and collective bargaining agreements.

Informal Dispute Resolution. Informal dispute resolution processes, like mediation, may be used to resolve Claims, when appropriate. Informal dispute resolution shall not be used without written permission from both the impacted party and the responding party. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve Claims involving allegations of sexual violence.

Investigation. Complaints Claims shall be thoroughly and impartially investigated. The investigation shall include, but is not limited to, interviewing the impacted party and the responding party, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, ~~normally sixty days barring exigent circumstances. At the conclusion of the investigation the~~

Formatted: Header

Formatted: Font color: Auto

Formatted: Normal, Space After: 0 pt, Pattern: Clear

Formatted

Formatted

Formatted

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Normal, Space After: 0 pt, Pattern: Clear

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Normal, Space After: 0 pt, Pattern: Clear

Formatted

Formatted

Formatted

Formatted: Font color: Auto

Formatted: Normal, Space After: 0 pt, Pattern: Clear

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted

Formatted: Font color: Auto

Formatted: Normal, Space After: 0 pt, Pattern: Clear

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted

Formatted: Font color: Auto

Formatted

Formatted

Formatted: Font color: Auto

Formatted

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Normal, Space After: 0 pt, Pattern: Clear

Formatted: Footer, Right: 0.25"

investigator shall set forth their findings and recommendations in writing. If the investigator is a designee, the investigator shall send a copy of the findings and recommendations to the Title IX / EEO Coordinator. The Title IX / EEO Coordinator shall consider the findings and recommendations and determine, based on a preponderance of the evidence, whether a violation of the discrimination and harassment policy occurred, and if so, what steps will be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence. Possible remedial steps may include, but are not limited to, referral for voluntary training/counseling, development of a remediation plan, limited contact orders, and referral and recommendation for formal disciplinary action. Referrals for disciplinary action will be consistent with the student conduct code or college employment policies and collective bargaining agreements, which normally will be within sixty days. If the investigation will take longer than 60 days to complete, the Title IX / EEO Coordinator will notify the parties, describe the reasons for the delay, and provide an estimated time for completing the investigation.

**Written Notice of Decision-**

At the conclusion of the investigation, the investigator shall set forth their findings in writing. If the investigator is someone other than the Title IX / EEO Coordinator, the investigator shall send a copy of the findings to the Title IX / EEO Coordinator.

The Title IX / EEO Coordinator will provide each party with written notice of the investigative findings and of actions taken or recommended to resolve the complaint, subject to the following limitations: The impacted party shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint, if any, only to the extent that such findings, actions or recommendations directly relate to the impacted party, such as a finding that the complaint is or is not meritorious or a recommendation that the accused not contact the impacted party party's allegations. The impacted party may be notified generally that the matter has been referred for disciplinary action. The responding party shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action. Both the impacted party and the responding party are entitled to review any final findings, conclusions, and recommendations, the investigative report, subject to any FERPA and/or other confidentiality requirements. The impacted party is entitled to review the investigative report only to the extent that such findings directly relate to the impacted party's allegations of Discrimination or Harassment and subject to any FERPA and/or other confidentiality requirements.

**Informal Dispute Resolution.** Informal dispute resolution processes, like mediation, may be used to resolve complaints, when appropriate. Informal dispute resolution shall not be used to resolve sexual discrimination complaints without written permission from both the impacted party and the responding party. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

**Final Decision/Appeals-**

**Post Investigative Findings Reconsideration Process:**

Either the impacted party Complainant or the responding party may seek review of the decision by the Title IX / EEO Coordinator. Appeals shall be submitted in writing to the Chief Human Resources Officer for employee complaints or the VP of Student Services for student complaints Respondent may request reconsideration of the investigative findings within ten (10) calendar days of receiving the decision. The administrator will designate an individual to handle the appeal. Appeals are limited to the following grounds:

Formatted: Header

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Normal, Space After: 0 pt, Pattern: Clear

Formatted: Font color: Auto

Formatted: Default Paragraph Font, Font: Times New Roman, 12 pt, Font color: Auto

Formatted: Footer, Right: 0.25"

~~0. A procedural error or omission occurred that significantly impacted the an outcome of the hearing (e.g., substantiated bias, material deviation from established procedures):~~

- ~~1. To consider new evidence, unknown or unavailable during the original letter. Requests for reconsideration should be in writing and provide specific information on what findings of fact in the final investigation, that could substantially impact the original finding or sanction. A summary of the new evidence report the party believes to be erroneous, and its potential impact must be included in the submitted appeal request.~~
- ~~2. The sanctions imposed fall outside the range of sanctions generally designated for this offense,~~

~~If no appeal is received within ten (10) calendar days, the decision becomes final. If an appeal is received, the individual handling the appeal shall respond within 21 calendar days. Both parties will be informed if an appeal has been filed. The why. The reconsideration request shall either be denied or, if found to have merit, an amended decision can be issued. Any amended decision is should be submitted to the appropriate Title IX/ EEO Coordinator. A copy of the final and no further appeal is investigation report will be made available, upon request. The Title IX/ EEO Coordinator will respond to the request for reconsideration within thirty (30) calendar days of notice.~~

If a party fails to submit a written request for reconsideration complying with the procedure set forth above within ten (10) days, the party will be deemed to have waived their right for reconsideration, and the report will be finalized.

#### ~~F.~~ F. PUBLICATION OF ANTI-DISCRIMINATION POLICIES AND PROCEDURES

~~The policies and procedures regarding complaints Claims of discrimination and harassment shall be published and distributed as determined by the Chancellor/President or designee, on an annual basis to all current and prospective students and employees. Any person who believes they have been subjected to discrimination Discrimination or Harassment in violation of District/College policy will be provided a copy of these policies and procedures~~

#### ~~G.~~ LIMITS TO AUTHORITY

~~Nothing in this procedure shall prevent the District Chancellor or College President or designee from taking immediate disciplinary action in accordance with Seattle College District policies and procedures, and federal, state, and municipal rules and regulations.~~

#### G. EMERGENCY REMOVAL

Student respondents may be summarily suspended from the District pending final resolution of the allegation pursuant to WAC 132F-121-250. To impose a summary suspension, the District must have probable cause to believe that the student violated the student conduct code, and that the student poses an immediate threat to the health and safety of the College Community or an immediate threat of significant disruption to College operations. Nothing in this procedure prohibits the College from placing non-student employees on administrative leave pending final resolution of the allegations.

#### ~~H.~~ H. NON-RETALIATION, INTIMIDATION AND COERCION

Retaliation by, for or against any participant (including impacted party, responding party, witness, Title IX / EEO Coordinator, or investigator) is expressly prohibited. Retaliatory action of any kind taken against

Formatted: Header

Formatted: Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Font color: Auto

Formatted: Normal, Space After: Auto, Pattern: Clear (Background 1)

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Default Paragraph Font, Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Auto

Formatted: Indent: Left: 0", First line: 0", Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0" + Indent at: 0", Pattern: Clear

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Normal, Space After: 0 pt, Pattern: Clear

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Default Paragraph Font, Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Auto

Formatted: Indent: Left: 0", First line: 0", Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0" + Indent at: 0", Pattern: Clear

Formatted: Font color: Auto

Formatted: Footer, Right: 0.25"

individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation or any resulting disciplinary proceedings is prohibited and is conduct subject to discipline. Any person who thinks they have been the victim of retaliation should contact the Title IX / EEO Coordinator immediately subject up to and including dismissal from the College or termination of employment.

Any person who believes they have been subject to retaliation for filing a discrimination of harassment Claim or for participating in investigatory or disciplinary proceedings pursuant to this procedure should contact the Title IX / EEO Coordinator promptly.

#### I. CRIMINAL COMPLAINTS CLAIMS

Discriminatory or harassing conduct may also be, or occur in conjunction with, criminal conduct. Criminal complaints Claims may be filed with the applicable law enforcement authorities.

Call 911 in case of emergency.

#### Campus Security Offices

North Seattle College: CC 1252, 206.934.3636

Seattle Central College: BE 1108, 206.934.5442

Seigal Center: BE 1108, 206.934.5442

Wood Technology Center: 206.934.5442

Health Education Center: 206-255-3974 / 206.934.5442. Security officers usually sit at a table just inside the main entrance on the south side of the Pacific Tower Building.

Seattle Maritime Academy: 206.934.5442

South Seattle College: RSB62A, 206.934.5157

Georgetown Apprenticeship and Education Center: C102, 206.354.6185

The College will reserves the right to proceed with an investigation of harassment and discrimination complaints Claims regardless of whether the underlying conduct is subject to civil or criminal prosecution.

#### J. OTHER DISCRIMINATION COMPLAINT CLAIM OPTIONS

Discrimination complaints Claims may also be filed with the following federal and state agencies:

Washington State Human Rights Commission, www.hum.wa.gov

US Dept of Education Office for Civil Rights, www2.ed.gov/about/offices/list/ocr/

Equal Employment Opportunity Commission, www.eeoc.gov

Formatted: Header

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Default Paragraph Font, Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Auto

Formatted: Indent: Left: 0", First line: 0", Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0" + Indent at: 0", Pattern: Clear

Formatted: Font color: Auto

Formatted: Normal, Space After: 0 pt, Pattern: Clear

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Normal, Space After: 0 pt, Pattern: Clear

Formatted: Font color: Auto

Formatted: Default Paragraph Font, Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Default Paragraph Font, Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Auto

Formatted: Indent: Left: 0", First line: 0", Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0" + Indent at: 0", Pattern: Clear

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Normal, Space After: 0 pt, Pattern: Clear

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Footer, Right: 0.25"

[Seattle District College](#)

**[Procedure NUMBER: 282.2](#)**

[Title: Seattle Colleges Procedure for Reporting Bullying](#)

#### **A. INTRODUCTION**

[The following procedure implements SDC Policy 282.2 Anti-Bullying, which prohibits bullying behavior by members of the college community, including employees, students, applicants, and visitors, on District property and during District-sponsored programs and activities, including student housing. This procedure defines "bullying," and outlines the process for receiving, responding to, and resolving claims by members of the college community alleging violations of SDC Policy 282.2.](#)

#### **B. REPORTING A CLAIM OF BULLYING**

[All claims of bullying should be reported to their college Human Resources Director, or Student Conduct Officer. The Seattle District College encourages reporting incidents of bullying in a timely manner. Individuals with concerns about their immediate safety or who believe they are the victim of a crime should call 911 and then contact their campus Safety and Security office.](#)

[Claims may also be submitted in writing through Seattle Colleges' internal reporting system, Maxient.](#)

[For reporting parties who wish to submit a written Claim, a formal Claim form is available online: <https://www.seattlecolleges.edu/administration/human-resources/discrimination-and-harassment-statement/reportingclaim-forms>.](#)

[Hardcopies of the Claim form also are available at the following locations on campus or the District office:](#)

- [o Seattle District College Office](#)  
[1500 Harvard Avenue, Seattle, WA 98122;](#)  
[2nd Floor Reception Desk](#)  
[\(206\) 934-3873](#)
- [o Seattle Central College](#)  
[1701 Broadway, Seattle, WA 98122](#)  
[Student Services Office: Room BE4180](#)  
[HR \(Human Resources\) Office: BE4180](#)  
[206\) 934-4017](#)
- [o North Seattle College](#)  
[9600 College Way North, Seattle, WA 98103](#)  
[Student Services Office: 3NC2449A](#)  
[HR Office: 3NC2261G](#)  
[\(206\) 934-4710](#)
- [o South Seattle College](#)  
[6000 16th Avenue S.W., Seattle, WA 98106](#)  
[Student Services Office: Room CC2354](#)  
[HR Office: Room CC2160A](#)  
[\(206\) 934-6415](#)

- o [Georgetown Apprenticeship and Education Center](#)  
[Main Office: 4GT100](#)  
[\(206\) 934-6415](#)

### College Campus Security Offices

[Central/Siegal Center: 206.934.5442](#) | [North: 206.934.3636](#) | [South: 206.934.5157](#)

[All correspondence related to a claim and any resulting investigation will be sent to the employee's or student's Seattle Colleges email account. Correspondence may also be delivered by letter sent to an individual's last known address, or by hand delivering a hard copy, as appropriate.](#)

### WHO MAY FILE A CLAIM

[Any member of the Seattle District Colleges community who believes they have been subjected to bullying behavior that violates the District's anti-bullying policy may file a Claim of Bullying. Claims may be submitted in writing or verbally.](#)

[Alleged abusive behavior that is directed at an individual or group based on their membership in a protected class may qualify as discriminatory harassment and be subject to action under the College's Discrimination and Harassment Grievance Procedures \(SDC PP 282.1\). Alleged abusive behavior that involves physical contact or verbal, or physical threats of violence may be subject to action under the College's Workplace Violence Prevention Policy \(SDC PP 451\). Claims of Hostile Work Environment based on membership in a protected class, Quid Pro Quo Harassment, or Sexual Violence, will be investigated pursuant to the District's policy and procedure prohibiting Discrimination and Harassment \(PP 282.1\) or the District's Title IX policy and procedure \(PP283\).](#)

### C. DEFINITIONS

- **Bullying:** [Bullying is unwelcome conduct, whether verbal, physical or otherwise, including "cyber" bullying, that is objectively offensive and sufficiently severe, persistent, and/or pervasive, as to alter the terms or conditions of employment or substantially limit the ability of a student to participate in or benefit from the Colleges' educational and/or social programs, including student housing. Bullying may be top-down, perpetuated by someone with greater positional power towards another with lesser positional power; bottom-up, perpetuated by someone with lesser positional power towards someone with greater positional power; or peer-to-peer. This policy is not intended to restrict constitutionally protected expressive activity, the exercise of academic freedom, or other conduct otherwise protected by law. Petty slights, annoyances, offensive utterances, and isolated incidents \(unless extremely serious\) typically do not qualify as bullying.](#)
- **Reporting Party:** [A member of the District Community, including employees, students, applicants, or visitors, who claims they have been subjected to bullying as defined in this procedure.](#)

Formatted: Header

Formatted: Normal, Space After: 0 pt, Line spacing: Multiple 1.07 li, Pattern: Clear

Formatted: Default Paragraph Font, Font: (Default) +Body (Calibri), 11 pt, Font color: Text 1

Formatted: Footer, Right: 0.25"

- **Claim:** An allegation(s) by a reporting party that they have been subject to conduct that violates the District’s prohibition against bullying.
- **Protected Class:** Persons who are protected under state or federal civil rights laws, including laws that prohibit discrimination on the basis race or ethnicity, color, age, national origin, religion, creed, marital status, sex, pregnancy, gender, gender identity, sexual orientation, gender expression, status as an honorably discharged veteran or disabled veteran or military status, or use of a trained guide dog or service animal, or presence of perceived or actual physical, sensory, or mental disability.
- **Resolution:** The means by which a Claim is finally resolved. This may be accomplished through informal or formal processes, including counseling, mediation, or the formal imposition of disciplinary sanctions.
- **Respondent:** A District employee, student, volunteer, or visitor who is alleged to have bullied another person or persons.

#### **E. CONFIDENTIALITY**

The Seattle District College will seek to protect the privacy of the reporting party to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as District policies and procedures. Although the Seattle District College will attempt to honor reporting party’s requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Investigator.

#### **F. INVESTIGATION PROCEDURE**

Upon receiving a Bullying Claim, the College/District shall commence an impartial investigation consistent with the collective bargaining agreement(s) (as applicable) and District Policies governing student and employee discipline.

#### **G. NON-RETALIATION, INTIMIDATION AND COERCION**

Retaliation of any kind by, for, or against any participant in an investigation or disciplinary proceeding (including, but not limited to, the reporting party, responding party, witness, investigator, or hearings officer) is expressly prohibited. and subject to discipline, up to and including dismissal from the college or termination of employment.

Any person who thinks they have been the victim of retaliation should contact their college Human Resources Director or Student Conduct Officer Services college security officer immediately.

#### **H. CRIMINAL CLAIMS**

Conduct that constitutes Bullying may also be, or occur in conjunction with, criminal conduct. Criminal Claims may be filed with the applicable law enforcement authorities.

The College reserves the right to proceed with resolution of Bullying Claims regardless of whether the underlying conduct is subject to civil or criminal prosecution.

Call 911 in the case of emergency, or the campus security office.

Campus Security Offices

North Seattle College: CC 1252, 206.934.3636

Seattle Central College: BE 1108, 206.934.5442

Seigal Center: BE 1108, 206.934.5442

Wood Technology Center: 206.934.5442

Health Education Center: 206-255-3974 / 206.934.5442. Security officers usually sit at a table just inside the main entrance on the south side of the Pacific Tower Building.

Seattle Maritime Academy: 206.934.5442

South Seattle College: RSB62A, 206.934.5157

Georgetown Apprenticeship and Education Center: C102, 206.354.6185

I. CORRECTIVE ACTION/ DISCIPLINE

Employees or students found responsible for Bullying or Retaliation may be subject to disciplinary action up to and including termination of employment or dismissal from the District.

Student discipline for bullying is addressed under the student conduct code and associated student conduct procedures PP 375 (WAC 132F-121).

Employee discipline for violation of Policy 282.2 is addressed through procedures in employment contracts, employee handbooks, and applicable collective bargaining agreements (CBA).

Formatted: Header

Formatted: Font: +Body (Calibri), 11 pt

Formatted: Footer, Right: 0.25"

[Seattle District College Policy](#)

**Policy NUMBER: 421283**

**TITLE:** ~~TITLE~~ [Title IX Sexual Harassment Policy](#)

[Seattle Colleges recognizes its responsibility to investigate, resolve, implement of corrective measures, and monitor the educational environment and workplace to stop, remediate, and prevent sexual harassment as required by Title IX of the Educational Amendments of 1972, the Violence Against Women Reauthorization Act, and Washington State’s Law Against Discrimination, Chapter 49.60 RCW, and their implementing regulations.](#)

[Title IX requires institutions to protect all students, faculty, and staff from sex-based discrimination, a term that includes both sexual harassment and sexual violence. This Policy applies to all students and employees of Seattle Colleges.](#)

[Consistent with the U.S. Department of Education’s regulations under Title IX of the Education Amendments of 1972 \(“Title IX”\) \(see 34 C.F.R. § 106 et seq.\), the Seattle Colleges prohibits Sexual Harassment that occurs within its education programs and activities. For purposes of this policy, Sexual Harassment includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Sexual Violence, Domestic Violence, Dating Violence, and Stalking as defined in 34 C.F.R. § 106.30](#)

**To TITLE IX GRIEVANCE PROCEDURES**

[this end, Seattle Colleges prohibits sexual harassment occurring within its education programs and activities and has adopted grievance and disciplinary procedures for investigating claims of sexual harassment and sexual violence and disciplining students and employees found responsible for violating this policy.](#)

[Any individual found to be in violation of this policy will be subject to disciplinary action up to and including dismissal from the College or from employment. Further, the Seattle District College is committed to ensuring that all employees and students work and learn in an environment that fosters mutual respect and professionalism. Student discipline for violation of Title IX Policy 283 is addressed under WAC 132F-121-270 through WAC 132F-121-350. Employee discipline for violation of Title IX Policy 283 is addressed by Procedure 421.](#)

[This policy applies only to Sexual Harassment that is actionable under federal rules adopted to implement Title IX and are subject to the jurisdictional limits and definitions of the College’s Procedure 283 - Title IX Grievance Procedures. Other forms of sexual harassment that are not covered by Title IX are addressed by the Seattle Colleges PP Discrimination and Harassment Policy 282.](#)

Formatted: Header

Style Definition: Heading 2

Style Definition: Heading 3

Style Definition: Heading 4

Style Definition: Normal (Web)

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt

Formatted: Space Before: 0 pt, After: 0 pt, Pattern: Clear (Background 1)

Formatted: Font: Calibri, 11 pt, Font color: Blue

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt, Bold, Font color: Auto

Formatted: Pattern: Clear

Formatted: Font: Calibri, 11 pt, Font color: Auto

Formatted: Space Before: 0 pt, After: 0 pt, No bullets or numbering, Pattern: Clear

Formatted: Footer, Right: 0.25"

[Seattle District College Procedure](#)  
[TITLE: 283 Title IX Grievance Procedure](#)

**A. Purpose** **INTRODUCTION**

Seattle Colleges recognizes its responsibility to investigate, resolve, implement corrective measures, and monitor the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of sex, as required by Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Violence Against Women Reauthorization Act, and Washington State's Law Against Discrimination, and their implementing regulations. To this end, Seattle Colleges has enacted Policy ~~421.283~~ and adopted the following Title IX Grievance Procedure for receiving and investigating Sexual Harassment ~~allegations~~ ~~claims~~ arising during education programs and activities. Any individual found responsible for violating Seattle Colleges' Title IX policy is subject to disciplinary action up to and including dismissal from the *District's* educational programs and activities and/or termination of employment.

Application of this Title IX Grievance Procedure is restricted to ~~allegations~~ ~~claims~~ of "Sexual Harassment," as that term is defined in 34 C.F.R. §106.30. Nothing in this procedure limits or otherwise restricts the *District's* ability to investigate and pursue discipline based on alleged violations of other federal, state, and local laws, their implementing regulations, and other college policies prohibiting gender discrimination through processes set forth in the *District's* code of student conduct, employment contracts, employee handbooks, and collective bargaining agreements.

**B. Definitions** **DEFINITIONS**

For purposes of this Title IX Grievance Procedure, the following terms are defined as follows:

1. **"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 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.

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

2. **"Claimant"** means an **Complainant**: An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment ~~prohibited under Title IX~~.
3. **"Respondent"** means an **Responding Party**: An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment ~~prohibited under Title IX~~.
4. **"Formal Claim"** means a **Complaint**: A writing submitted by the **Claimant** **Complainant** or signed by the Title IX coordinator alleging Sexual Harassment against a Respondent and requesting that the ~~Seattle Colleges~~ *District* conduct an investigation.
5. **"Education Program or Activity"** includes locations, events, or circumstances over which the Seattle Colleges ~~exercised~~ ~~exercises~~ substantial control over both the Respondent and the context in which the alleged Sexual Harassment occurred. It also includes any building owned or controlled by a student organization officially recognized by the Seattle Colleges.

Formatted: Header

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt

Formatted: Space After: 0 pt

Formatted: Font: Calibri, 11 pt, Not Italic

Formatted

Formatted: Space After: 0 pt, Pattern: Clear (Background 1)

Formatted

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt

Formatted: Space After: 0 pt, Pattern: Clear (Background 1)

Formatted: Space After: 0 pt

Formatted

Formatted: Indent: Left: 0.5", Space Before: 0 pt, After: 0 pt, No bullets or numbering, Pattern: Clear (Background 1)

Formatted: Indent: Left: 0.75", Space After: 0 pt

Formatted: Font: Calibri, 11 pt

Formatted: Indent: Left: 0.75", Space After: 0 pt, Pattern: Clear (Background 1)

Formatted

Formatted

Formatted

Formatted

Formatted: Footer, Right: 0.25"



Formatted: Header

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

2. 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.

3. 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 eighteen (18).

4. **Statutory rape.** Consensual intercourse between a person who is eighteen (18) years of age or older, and a person who is under the age of sixteen (16).

5. **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.

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

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

6. **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to ~~Dating violence,~~ Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- 1. The length of the relationship;
- 2. The type of relationship; and
- 3. The frequency of interaction between the persons involved in the relationship.

7. **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for their safety or the safety of others; or (ii) suffer substantial emotional distress.

“(i) fear for their safety or the safety of others; or (ii) suffer substantial emotional distress.”

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt, Bold

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt, Bold

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt, Bold

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt, Bold

Formatted: Font: Calibri, 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Formatted: Footer, Right: 0.25"

10. **Title IX Administrators** are the Title IX Coordinator, Title IX investigators, the Student Conduct Officer, Student Conduct Committee members, a supervisor with authority under the generally applicable collective bargaining agreement or policy with disciplinary authority for an employee as pertaining to Title IX disciplinary proceedings only, and Seattle Colleges provided advisors assigned to the parties by the Seattle Colleges during Title IX disciplinary proceedings.

11. **Title IX Coordinator** is responsible for processing Title IX claims and conducting and/or overseeing formal investigations and informal resolution processes under this Grievance Procedure. Among other things, the Title IX Coordinator is responsible for:

1. Accepting and processing all Title IX reports, referrals, and Formal Claims.
2. Executing and submitting a Formal Claim when appropriate and necessary.
3. Handling requests for confidentiality.
4. Determining during the Grievance Procedure (i) whether a Formal Claim should be dismissed either in whole or in part, and if so, (ii) providing notice to both parties about why dismissal was necessary or desirable, and (iii) referring the claim to the appropriate disciplinary authority for proceedings outside the jurisdiction of Title IX.
5. Maintaining accurate records of all claims, reports, and referrals, and retaining investigation files, claims, reports, and referrals in compliance with the applicable records retention schedules or federal or state law, whichever is longer.
6. Conducting investigations or assigning and overseeing investigations.
7. Engaging in an interactive process with both parties to identify and provide supportive measures that ensure during the investigation and disciplinary processes that the parties have equitable access to education programs and activities and are protected from further discrimination or retaliation.
8. Upon completion of an investigation, issuing or overseeing the issuance of a final investigation report to the parties and the appropriate disciplinary authority in compliance with this Grievance Procedure.
9. Recommending non-disciplinary corrective measures to stop, remediate, and/or prevent recurrence of discriminatory conduct to disciplinary authorities and other Seattle Colleges administrators.

12. **Advisors** can accompany parties at any time during the grievance process, at the party's discretion. They can be any individual chosen by the party including, but not limited to, a family member, teacher, friend, or attorney. Their role during the grievance process is limited to providing support, taking notes, and/or caucusing with the party if needed. During the Grievance Procedure, the advisor may be a union representative if the party is a represented member. ~~Note: advisors take on a larger role during a disciplinary hearing. Union representatives may not serve as advisors in this capacity; however, they may be present at any time during the disciplinary process.~~

### C. Principles for Title IX Grievance Procedure

1. Respondent shall be presumed not responsible for the alleged conduct unless or until a determination of responsibility is reached after completion of the grievance investigation and disciplinary processes.
2. Before imposing discipline, the Seattle Colleges is responsible for gathering and presenting evidence to a neutral and unbiased decision maker establishing responsibility for a Title IX violation by a preponderance of the evidence.

Formatted: Header

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt, Bold

Formatted: Font: Calibri, 11 pt

Formatted: Indent: Left: 0.5", Space Before: 0 pt, After: 0 pt, No bullets or numbering, Pattern: Clear (Background 1)

Formatted: Font: Calibri, 11 pt, Not Italic

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt, Not Italic

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt, Not Italic

Formatted: Font: Calibri, 11 pt

Formatted: Space After: 0 pt

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt, Not Italic

Formatted: Font: Calibri, 11 pt

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Pattern: Clear (Background 1)

Formatted: Footer, Right: 0.25"

3. The Seattle Colleges shall treat both the ~~Claimant~~~~Complainant~~ and Respondent equitably by providing ~~Claimant~~~~Complainant~~ with remedies against Respondent who has been found responsible for Sexual Harassment through application of the institution's Title IX grievance and applicable Title IX disciplinary procedures and by providing Respondent with Title IX procedural safeguards contained in this Title IX Grievance Procedures and in the applicable Title IX disciplinary procedures.

Formatted: Header

Formatted: Font: Calibri, 11 pt, Not Italic

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt

4. The investigator shall base investigation results on all relevant evidence, including both exculpatory and inculpatory evidence.

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt

5. Formal and informal resolutions will be pursued within reasonably prompt timeframes (usually within 90 days) with allowances for temporary delays and extensions for good cause shown. Grounds for temporary delay include, but are not limited to, campus closures, extraordinary disruptions to normal operations, and school breaks. Good cause supporting a request for an extension includes, but is not limited to, a party, a party's advisor, or a witness being unavailable, concurrent law enforcement activity, and the need for language assistance or accommodation of disabilities. Both parties will receive written notice of any temporary delay or extension for good cause with an explanation of why the action was necessary.

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt, Not Italic

Formatted: Font: Calibri, 11 pt

6. A ~~Respondent~~~~student~~ found responsible for engaging in Sexual Harassment may receive discipline up to and including dismissal from the Seattle Colleges. A description of other possible disciplinary sanctions and conditions that may be imposed against students can be found in WAC 132F-121-160.

Formatted: Indent: Left: 0.5", Space After: 0 pt

An employee found responsible for Sexual Harassment may receive discipline up to and including dismissal from employment. A description of possible disciplinary sanctions and conditions that may be imposed against employees can be found

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt

at: <http://resources.seattlecolleges.edu/intranet/getdocument.aspx?siteID=170&docID=1079&doctype=1079>.

Formatted: Font: Calibri, 11 pt

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Pattern: Clear (Background 1)

7. In proceedings against a student Respondent, the parties may appeal the Student Conduct Committee's ruling to the President pursuant to WAC 132F-121-170 and Supplemental Title IX Student Conduct Code Policy 375 Procedures, WAC 132F-121-270 through WAC 132F-121-350.

Formatted: Font: Calibri, 11 pt

In proceedings against an employee Respondent, the parties may appeal the Employee Disciplinary Decision to the Vice Chancellor for Human Resources pursuant to Procedure 421.

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

8. Title IX Administrators may not require, allow, rely upon, or otherwise use questions or evidence that seeks disclosure of privileged communications, unless the privilege has been effectively waived by the holder. This provision applies, but is not limited to information subject to the following:

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

~~1-0~~ Spousal/domestic partner privilege;

~~2-1~~ Attorney-Client and attorney work product privileges;

~~3-2~~ Privileges applicable to members of the clergy and priests;

~~4-3~~ Privileges applicable to medical providers, mental health therapists, and counsellors;

~~5-4~~ Privileges applicable to sexual assault and domestic violence advocates; and

~~6-5~~ Other legal privileges identified in RCW 5.60.060.

Formatted: Font: Calibri, 11 pt

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

~~D. Title IX Administrators – Free from bias – Training requirements~~

D. TITLE IX ADMINISTRATORS – FREE FROM BIAS – TRAINING REQUIREMENTS

1. Title IX Administrators shall perform their duties free from bias or conflicts.

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

2. Title IX Administrators shall undergo training on the following topics:

~~1-0~~ The definition of Sexual Harassment under these procedures,

Formatted: Footer, Right: 0.25"

- 2-1. The scope of the Seattle Colleges' educational programs and activities,
  - 3-2. How to conduct an investigation,
  - 4-3. How to serve impartially without prejudice of facts, conflicts of interest, or bias,
  - 5-4. Use of technology used during an investigation or hearing,
  - 6-5. The relevance of evidence and questions, and
  - 7-6. Effective report writing.
3. All Title IX Administrator training materials shall be available on the *Seattle Colleges'* Title IX webpage.

**E. Filing a Claim FILING A CLAIM**

Any employee, student, applicant, or visitor who believes that they have been the subject of Sexual Harassment should report the incident or incidents to the Seattle Colleges' Title IX Coordinators identified below for each campus. If the claim is against the Title IX Coordinator, the Claimant/Complainant should report the matter to the President's office for referral to an alternate designee.

**Seattle College District College Office:**

Associate Director, Human Resources

Compliance Officer

Title IX / EEO Coordinator

Contact info: (206) 934-5428;

1500 Harvard Avenue, Seattle, WA 98122, or

Director, Legal Compliance

Title IX / EEO Coordinator [TitleIX.District@seattlecolleges.edu](mailto:TitleIX.District@seattlecolleges.edu)

Contact info: (206) 934-3873

1500 Harvard Avenue, Seattle, WA 98122

**Seattle Central College:**

Human Resources Director

Title IX / EEO Coordinator

[TitleIX.District@seattlecolleges.edu](mailto:TitleIX.District@seattlecolleges.edu)

Contact info: (206) 934-4017

1701 Broadway, Seattle, WA 98122

**North Seattle College:**

Human Resources Director

Title IX / EEO Coordinator

[TitleIX.District@seattlecolleges.edu](mailto:TitleIX.District@seattlecolleges.edu)

Contact info: (206) 934-4710

9600 College Way North, Seattle, WA 98103

**South Seattle College:**

Human Resources Director

Title IX / EEO Coordinator

[TitleIX.District@seattlecolleges.edu](mailto:TitleIX.District@seattlecolleges.edu)

Contact info: (206) 934-6415

6000 16th Avenue S.W., Seattle, WA 98106

[Claims may be submitted in writing through Seattle Colleges' internal reporting system, Maxient, or orally. For impacted parties who wish to submit a written Claim, a formal Claim form is available online at <http://seattlecolleges.edu/HR/Claim>.](#)

**Formatted: Header**

**Formatted: Font: Calibri, 11 pt, Not Italic**

**Formatted: Font: Calibri, 11 pt**

**Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"**

**Formatted: Font: Calibri, 11 pt**

**Formatted: Font: Calibri, 11 pt, Bold**

**Formatted: Space After: 0 pt**

**Formatted: Font: Calibri, 11 pt, Font color: Auto**

**Formatted: Space After: 0 pt, Pattern: Clear (Background 1)**

**Formatted: Font: Calibri, 11 pt, Not Italic, Font color: Auto**

**Formatted: Font: Calibri, 11 pt, Font color: Auto**

**Formatted: Font: Calibri, 11 pt, Font color: Auto**

**Formatted: Font: Calibri, 11 pt, Font color: Auto**

**Formatted: Font: Calibri, 11 pt**

**Formatted: Font: Calibri, 11 pt**

**Formatted: Font: Calibri, 11 pt**

**Formatted: Indent: First line: 0.5"**

**Formatted: Font: Calibri, 11 pt**

**Formatted: Font: Calibri, 11 pt**

**Formatted: Indent: First line: 0.5"**

**Formatted: Font: Calibri, 11 pt**

**Formatted: Indent: First line: 0.5"**

**Formatted: Font: Calibri, 11 pt**

**Formatted: Indent: First line: 0.5"**

**Formatted: Font: Calibri, 11 pt**

**Formatted: Indent: First line: 0.5"**

**Formatted: Font: Calibri, 11 pt**

**Formatted: Font: Calibri, 11 pt, Font color: Auto**

**Formatted: Footer, Right: 0.25"**

Hardcopies of the Claim form are available at the following locations on campus or the District office:

- o Seattle District College Office  
1500 Harvard Avenue, Seattle, WA 98122;  
2nd Floor Reception Desk
- o Seattle Central College  
1701 Broadway, Seattle, WA 98122  
Student Services Office: Room BE4180  
HR Office: BE4180
- o North Seattle College  
9600 College Way North, Seattle, WA 98103  
Student Services Office: 3NC2449A  
HR Office: 3NC2261G
- o South Seattle College  
6000 16th Avenue S.W., Seattle, WA 98106  
Student Services Office: Room CC2354  
HR Office: Room CC2160A
- o Georgetown Apprenticeship and Education Center  
Main Office: 4GT100

All correspondence related to an investigation will be made first through the employees' or students' Seattle Colleges email account. Communications may also be made through hard copy as appropriate (visitors, applicants, etc.).

**F. Confidentiality** ~~CONFIDENTIALITY~~

1. The Seattle Colleges will seek to protect the privacy of the ~~Claimant~~ Complainant to the fullest extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as *Seattle Colleges* policies and procedures. Although the *Seattle Colleges* will attempt to honor ~~Claimants' Complainant's'~~ requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX Coordinator.
- 2.1. The Title IX Coordinator will inform and attempt to obtain consent from the ~~Claimant~~ Complainant before commencing an investigation of alleged Sexual Harassment. If a ~~Claimant~~ Complainant asks that their name not be revealed to the Respondent or that the *Seattle Colleges* not investigate the allegation, the Title IX Coordinator will inform the ~~Claimant~~ Complainant that maintaining confidentiality may limit the *Seattle Colleges'* ability to fully respond to the ~~allegations~~ claims and that retaliation by the Respondent and/or others is prohibited. If the ~~Claimant~~ Complainant still insists that their name not be disclosed or that the *Seattle Colleges* not investigate, the Title IX Coordinator will determine whether the *Seattle Colleges* can honor the request and at the same time maintain a safe and nondiscriminatory environment for all members of the *Seattle Colleges* community, including the ~~Claimant~~ Complainant. Factors to be weighed during this determination may include, but are not limited to:
  - 1.0. The seriousness of the alleged Sexual Harassment;

Formatted: Header

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt, Font color: Auto

Formatted: Space After: 0 pt

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt, Not Italic

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Pattern: Clear (Background 1)

Formatted: Font: Calibri, 11 pt

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt, Not Italic

Formatted: Font: Calibri, 11 pt

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

Formatted: Footer, Right: 0.25"

- 2-1. The age of the **Claimant/Complainant**;
  - 3-2. Whether the Sexual Harassment was perpetrated with a weapon;
  - 4-3. Whether the Respondent has a history of committing acts of Sexual Harassment or violence or has been the subject of other Sexual Harassment or violence claims or findings;
  - 5-4. Whether the Respondent threatened to commit additional acts of Sexual Harassment or violence against the **Claimant/Complainant** or others; and
  - 6-5. Whether relevant evidence about the alleged incident can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).
- 3-2. If the Seattle Colleges is unable to honor a **Claimant's/Complainant's** request for confidentiality, the Title IX Coordinator will notify the **Claimant/Complainant** of the decision and **ensure that Claimant's/only disclose the Complainant's** identity **is disclosed only**, to the extent reasonably necessary to effectively conduct and complete the investigation in compliance with this Grievance Procedure.
- 4-3. If the Seattle Colleges decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX Coordinator will evaluate whether other measures are available to address the circumstances giving rise to the **claim/complaint** and prevent their recurrence, and implement such measures if reasonably feasible.

**G. Claim Resolution/COMPLAINT RESOLUTION**

The Title IX resolution processes are initiated when the Title IX Coordinator's Office receives a **claim/formal complaint** alleging that a Respondent(s) sexually harassed a **Claimant/Complainant** and requesting that the Seattle Colleges initiate an investigation (a Formal Claim). A Formal **Claim/Complaint** must be either submitted by the **Claimant/Complainant** or signed by the Title IX Coordinator on behalf of the **Claimant/Complainant** on a form designated by the District. At the Seattle Colleges, formal claims are submitted via an online platform ([seattlecolleges.edu/reporting-forms](http://seattlecolleges.edu/reporting-forms)). Formal **claims/complaints** submitted to the Title IX Coordinator may be resolved through either informal or formal resolution processes. The Seattle Colleges will not proceed with either resolution process without a Formal **Claim/Complaint**.

For purposes of this Title IX Grievance Procedure, the **Claimant/Complainant** must be participating in or attempting to participate in a Seattle Colleges education program or activity at the time the Formal **Claim/Complaint** is filed.

**1. Informal Resolution:**

Under appropriate circumstances and if the impacted and responding parties agree, they may voluntarily pursue informal resolution during the investigation of a concern. Informal resolution is not appropriate when the **allegations/claims** involve a mandatory reporting situation, an immediate threat to the health, safety, or welfare of a member of the Seattle Colleges community, or in cases where an employee is alleged to have sexually harassed a student.

If an informal resolution is appropriate, the **impacted party/Complainant** and the **responding party/Respondent** may explore remedies or resolution through:

- o Guided conversations or communications conducted by the Title IX coordinator / HRO representative or a mutually agreed upon third party;
- o Structured resolution process conducted by a trained mediator; or
- o Voluntarily agreed on alterations to either or both of the parties' work or class schedules or student housing arrangements.

Formatted: Header

Formatted: Font: Calibri, 11 pt

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1", Pattern: Clear (Background 1)

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1", Pattern: Clear (Background 1)

Formatted: Font: Calibri, 11 pt

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

Formatted

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Pattern: Clear (Background 1)

Formatted

Formatted

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt

Formatted: Space After: 0 pt

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted: Indent: Left: 0.5", Space After: 0 pt

Formatted

Formatted: Font: Calibri, 11 pt

Formatted: Footer, Right: 0.25"

If the parties agree to an informal resolution process, the Seattle Colleges will commence the process within 10 days after the parties agree to this option and conclude within 30 days of beginning that process; subject to reasonable delays and extensions for good cause shown. The informal process is voluntary. Either the impacted Complainant or responding party Respondent may withdraw from the informal resolution process at any time, at which point the formal investigation process will resume.

If the impacted Complainant and responding party Respondent voluntarily resolve a report, the Seattle Colleges will record the terms of the resolution in a written agreement signed by both parties and provide written notice to both parties that the report has been closed.

2. **Formal Resolution**

Formal resolution means that the Claimant's allegations Complainant's claims of Sexual Harassment will be subjected to a formal investigation by an impartial and unbiased investigator. The investigator will issue a report of the investigation findings. Upon completion of the investigation, the investigator will submit the final investigation report to the appropriate disciplinary authority to determine whether disciplinary proceedings are warranted.

**H. Emergency Removal EMERGENCY REMOVAL**

If a student Respondent poses an immediate threat to the health and safety of the College Community or an immediate threat of significant disruption to Seattle Colleges operations, the Seattle Colleges' student conduct officer may summarily suspend a Respondent pursuant to WAC 132F-121-250, pending final resolution of the allegations claims. Nothing in this Grievance Procedure prohibits the Seattle Colleges from placing non-student nonstudent employees on administrative leave pending final resolution of the allegations claims.

**I. Investigation Notices INVESTIGATION NOTICES**

Upon receiving a Formal Claim Complaint and determining that allegations complaint comport with Title IX claims, the Seattle Colleges will provide the parties with the following notices containing the following information:

1. Notice of formal and informal resolution processes. A description of the Seattle Colleges' grievance resolution procedures, including the informal resolution procedure.
2. The investigator will serve the Respondent and the Claimant Complainant with a Notice of Investigation in advance of the initial interview with the Respondent to allow the Respondent sufficient time to prepare a response to the allegations claims and to inform the Claimant Complainant that the Seattle Colleges has commenced an investigation. The investigation notice will:

- 1-a. Include the identities of the parties (if known), a description of the conduct alleged constituting Title IX Sexual Harassment, and the time and location of the incident (if known).
- 2-b. Confirm that the Respondent is presumed not responsible for the alleged conduct and that the Seattle Colleges will not make a final determination of responsibility until after the grievance and disciplinary processes have been completed.
- 3-c. Inform parties that they are both entitled to have an advisor of their own choosing, who may be an attorney.
- 4-d. Inform parties they have a right to review and inspect evidence.

Formatted: Header

Formatted

Formatted: Indent: Left: 0.5", Space After: 0 pt

Formatted

Formatted

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Pattern: Clear (Background 1)

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt, Pattern: Clear (Background 1)

Formatted

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt

Formatted: Space After: 0 pt

Formatted

Formatted: Space After: 0 pt, Pattern: Clear (Background 1)

Formatted

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Pattern: Clear (Background 1)

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

Formatted

Formatted: Footer, Right: 0.25"

5.e. Inform parties about student conduct code provisions and employment policies that prohibit students and employees from knowingly submitting false information during the grievance and disciplinary processes.

3. Amended investigation notice. If during the course of the investigation, the Seattle Colleges decides to investigate Title IX Sexual Harassment allegations/claims about the Claimant/Complainant or Respondent that are not included in the investigation notice, the Seattle Colleges will issue an amended notice of investigation to both parties that includes this additional information.
4. Interview and meeting notices. Before any interviewing or meeting with a party about Title IX allegations/claims, the Seattle Colleges shall provide the party at least 48 hours in advance with a written notice identifying the date, time, location, participants, and purpose of the interview or meeting with sufficient time for the party to prepare for the interview or meeting.

#### J. Investigation Process – Dismissal

##### J. INVESTIGATION PROCESS - DISMISSAL

1. Mandatory dismissal. The Title IX Coordinator will dismiss the Title IX allegations/claims, if during the course of a formal investigation under the Title IX Grievance Process, the investigator determines that the alleged misconduct in the Formal Claim:
  - 1.a. Does not meet the definition of Sexual Harassment under Title IX, even if proved; or
  - 2.b. Did not occur in the context of a College Education Program or Activity; or
  - 3.c. Occurred outside the United States.
2. Discretionary dismissal. The Seattle Colleges Title IX Coordinator may dismiss a Title IX claim in whole or in part, if:
  - 1.a. The Claimant/Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Claim in whole or in part;
  - 2.b. Respondent is no longer enrolled with or employed by the Seattle Colleges; or
  - 3.c. Specific circumstances prevent the Seattle Colleges from gathering evidence sufficient to complete the investigation of the Title IX allegations/claims in whole or in part.
3. The Title IX Coordinator will provide both parties written notice if Title IX allegations are dismissed with an explanation for the dismissal/claims are dismissed with an explanation for the dismissal. Either party may appeal the dismissal of a formal complaint to pursuant either the disciplinary appeal processes applicable to employee respondents in Seattle Colleges Procedure 421 or the disciplinary appeal procedure applicable to student respondents in the Seattle College Student Conduct Code, WAC 132F-121-350.
4. Mandatory or discretionary dismissal of a Title IX claim does not preclude the Seattle Colleges from investigating and pursuing discipline based on allegations/claims that a Respondent violated other federal or state laws and regulations, Seattle Colleges conduct policies, and/or other codes and contractual provisions governing student and employee conduct.

#### K. Investigation Process – Consolidation of Formal Claims

##### K. INVESTIGATION PROCESS – CONSOLIDATION OF FORMAL CLAIMS

When multiple Sexual Harassment allegations by or against different parties arise out of the same facts or circumstances, the Seattle Colleges may consolidate the investigation of Formal Claims, provided

Formatted: Header

Formatted: Font: Calibri, 11 pt, Not Italic

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Pattern: Clear (Background 1)

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt, Not Italic

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt, Not Italic

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt, Not Italic

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt, Not Italic

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt

Formatted: Space After: 0 pt

Formatted: Footer, Right: 0.25"

consolidation can be accomplished in compliance with confidentiality protections imposed by the Family Educational Records and Privacy Act (FERPA). This includes instances in which Claimant/Complainant and Respondent have lodged Formal Claims against one another or when allegations/claims of sexual assault are lodged by a single Claimant/Complainant against multiple Respondents, or when multiple Claimants/Complainants lodge sexual assault claims against single or multiple Respondents.

#### **L. Investigation Process – Required Procedures**

#### **L. INVESTIGATION PROCESS – REQUIRED PROCEDURES**

During the investigation, the Investigator:

1. Will provide the parties with equal opportunity to present relevant statements, and other evidence in the form of fact or expert witnesses and inculpatory or exculpatory evidence.
2. Will not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence, except when a no contact order has been imposed based on an individualized and fact specific determination that a party poses a threat to the health, safety, or welfare of another party and/or witnesses or when contact with a party and/or witness is prohibited by court order. A Seattle Colleges-imposed no contact shall be no broader than is necessary to protect the threatened party or witness and must provide the impacted party or their advisor with alternative means of gathering and presenting relevant evidence from the protected witness and/or party.
3. Will allow each party to be accompanied by an advisor of their choosing, who may be an attorney, to any grievance related meeting or interview. Advisors' roles during the investigation meetings or interviews will be limited to providing support and advice to the party. Advisors will not represent or otherwise advocate on behalf of the parties during the investigation process. An attorney representing a party must enter a notice of appearance with the Title IX Coordinator and the Investigator at least five (5) days before the initial interview or meeting they plan to attend, so that the Seattle Colleges can secure its own legal representation, if necessary.
4. The investigator will provide both parties and their respective advisors with an equal opportunity to review the draft investigation report and to inspect and review any evidence obtained during the investigation that is directly related to the allegations/claims raised in the Formal Claim, including inculpatory or exculpatory evidence, regardless of its source, as well as evidence upon which the investigator does not intend to rely in the final investigation report. After disclosure, each party will receive ten (10) days in which to submit a written response, which the investigator will consider prior to completion of the investigation report. If a party fails to submit a written response within ten (10) days, the party will be deemed to have waived their right to submit comments and the investigator will finalize the report without this information.
5. The investigator will forward the final report to the Title IX Coordinator, who will distribute the report and evidence to the parties, as well as the disciplinary authority responsible for determining whether pursuing disciplinary action is warranted.

**NUMBER:**

Formatted: Header

Formatted: Font: Calibri, 11 pt

Formatted: Space After: 0 pt

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Pattern: Clear (Background 1)

Formatted: Font: Calibri, 11 pt, Not Italic

Formatted: Font: Calibri, 11 pt

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Pattern: Clear (Background 1)

Formatted: Font: Calibri, 11 pt

Formatted: Footer, Right: 0.25"

~~TITLE IX EMPLOYEE DISCIPLINARY HEARING PROCEDURE~~

~~1. Order of Precedence~~

ORDER OF PRECEDENCE

This supplemental employee discipline procedure applies to ~~allegations~~ claims of Sexual Harassment subject to Title IX jurisdiction pursuant to regulations promulgated by the United States Department of Education. See 34 C.F.R. § 106. Disciplinary proceedings against an employee respondent alleged to have engaged in sexual harassment in violation of Title IX shall be governed by District Policy ~~421~~ 283 and this supplemental hearing procedure. To the extent ~~the~~ this supplemental hearing procedure conflicts with provisions set forth in applicable employment contracts, collective bargaining agreements, employee handbooks, and other *Seattle Colleges* employment policies and procedures, this supplemental hearing procedure will take precedence.

Notwithstanding the foregoing, if Respondent is a tenured or probationary faculty member and the Title IX Coordinator determines that the ~~allegations~~ claims in the investigation, if true, would warrant Respondent's dismissal from the College, the Title IX Coordinator will refer the matter to the Tenure Dismissal Committee for a hearing pursuant to RCW 28B.50.863 and applicable procedures set forth in the faculty union Collective Bargaining Agreement (CBA). To the extent the Tenure Dismissal Committee procedures are inconsistent or in conflict with Sections II through VII of this Supplemental Procedure, those Supplemental Procedure sections will prevail. At the end of the hearing, the Tenure Dismissal Committee will issue a Recommendation consistent with the provisions set forth in Section VIII. ~~Claimant~~ The Complainant shall have the same right to appear and participate in the proceedings as the Respondent, including the right to present their position on the Recommendation to the Title IX Coordinator before final action is taken.

~~2.1 Prohibited Conduct Under Title IX~~

Pursuant to Title IX of the Education Act Amendments of 1972, 20 U.S.C. §1681, the *Seattle Colleges* may impose disciplinary sanctions against an employee who commits, attempts to commit, or aids, abets, incites, encourages, or assists another person to commit, an act(s) of "sexual harassment."

For purposes of ~~this supplemental procedure,~~ "these Title IX Grievance Procedures, Sexual Harassment" ~~encompasses~~ occurs when a Respondent engages in the following discriminatory conduct on the basis of sex:

- ~~1. Quid pro quo harassment. A~~ Pro Quo Harassment occurs when a Seattle Colleges- employee ~~conditioning~~ or student employee in a position of real or perceived authority conditions the provision of an aid, benefit, or service of the- Seattle Colleges- on an individual's participation in unwelcome sexual conduct.
- ~~2. Hostile environment. Unwelcome~~ Environment occurs when a respondent's conduct ~~that a reasonable person would find to be so severe, pervasive, and is~~ objectively offensive and sufficiently severe, persistent, and/or pervasive that it ~~effectively denies a person equal access to the Seattle Colleges~~ has the effect of altering the terms or

Formatted: Header

Formatted: Font: 11 pt

Formatted: Space Before: 0 pt, After: 0 pt, Pattern: Clear (Background 1)

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Font color: Custom Color(RGB(8,75,159))

Formatted: Level 3, Pattern: Clear (Background 1)

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Indent Left: 0.5", Space After: 0 pt, Pattern: Clear (Background 1)

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt, Not Italic, Font color: Text 1

Formatted: Font: 11 pt, Font color: Text 1

Formatted: Font: 11 pt, Font color: Text 1

Formatted: Font: 11 pt, Not Italic, Font color: Text 1

Formatted: Font: 11 pt, Font color: Text 1

Formatted: Footer, Right: 0.25"

conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs or activities, or employment, and/or student housing.

**3. Sexual Violence is a type of sexual discrimination and harassment, which includes nonconsensual sexual intercourse, non-consensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence. See below:**

**a. Sexual assault. Sexual assault includes the following conduct:**

**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~~ 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~~ 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 eighteen (18).

**iv.** Statutory rape. Consensual ~~sexual~~ intercourse between ~~someone~~ person who is eighteen (18) years of age or older, and ~~someone~~ person who is under the age of sixteen (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 (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors:

1. The length of the relationship;
2. The type of relationship; and
3. The frequency of interaction between the persons involved in the relationship.

Formatted: Header

Formatted: Font: 11 pt, Font color: Text 1

Formatted: Font: 11 pt, Font color: Text 1

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt, Font color: Text 1

Formatted: Font: 11 pt, Bold

Formatted: List Paragraph, Space Before: 0 pt, After: 0 pt, Numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.25" + Indent at: 1.5", Pattern: Clear, Tab stops: 0", Left

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Formatted: Footer, Right: 0.25"

vii. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for their safety or the safety of others; or (ii) suffer substantial emotional distress.

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

1. The length of the relationship;
2. The type of relationship; and
3. The frequency of interaction between the persons involved in the relationship.

6. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

**3.2. Title IX Jurisdiction**

1.0. This supplemental procedure applies only if the alleged misconduct:

- 1.0. Occurred in the United States;
- 2.1. Occurred during a *Seattle Colleges* educational program or activity; and
- 3.2. Meets the definition of Sexual Harassment as that term is defined in this supplemental procedure.

2.1. For purposes of this supplemental procedure, an “educational program or activity” is defined as locations, events, or circumstances over which the *Seattle Colleges* exercised substantial control over both the Respondent and the context in which the alleged Sexual Harassment occurred. This definition includes any building owned or controlled by a student organization that is officially recognized by the *Seattle Colleges*.

3.2. Proceedings under this supplemental procedure must be dismissed if the Title IX Coordinator determines that one or all of the requirements of Section A (1)-(3) have not been met. Dismissal under this supplemental procedure does not prohibit the *Seattle Colleges* from pursuing disciplinary action against a Respondent based on allegationsclaims that the Respondent engaged in other misconduct prohibited by federal or state law, employment contracts or handbooks, or other *Seattle Colleges* policies.

4.3. If the Title IX CoordinatorDisciplinary Officer determines the facts in the investigation report are not sufficient to support Title IX jurisdiction and/or pursuit of a Title IX violation, the Title IX Coordinator will issue a notice of dismissal in whole or part to both parties explaining why some or all of the Title IX claims have been dismissed.

**4.3. Initiation of Discipline**

1. Upon receiving the Title IX investigation report from the Title IX Investigator, the Title IX CoordinatorDisciplinary Officer, appointed by the Chancellor or designee will independently review the report to determine whether there are sufficient grounds to pursue a disciplinary action against the Respondent for engaging in prohibited conduct under Title IX.
2. If the Title IX CoordinatorDisciplinary Officer determines that there are sufficient grounds to proceed under these supplemental procedures, the Title IX Coordinator will initiate a Title IX disciplinary proceeding by filing a written disciplinary notice with

Formatted: Header

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Formatted: Font: Calibri, 11 pt, Bold

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt, Bold

Formatted: Font: Calibri, 11 pt

Formatted: Font: 11 pt

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 1.25" + Tab after: 1.5" + Indent at: 1.5"

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1", Pattern: Clear (Background 1)

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Footer, Right: 0.25"

the ~~hearing panel and~~ Hearing Officer, by serving the notice on the Respondent and the Claimant/Complainant, and their respective advisors. The notice must:

- 1-0 Set forth the basis for Title IX jurisdiction;
- 2-1 Identify the alleged Title IX violation(s);
- 3-2 Set forth the facts underlying the allegation claim(s);
- 4-3 Identify the range of possible sanctions that may be imposed if the Respondent is found responsible for the alleged violation(s);
- 5-4 Explain that each Party is entitled to be accompanied by an Advisor of their own choosing during the hearing and that:
  - 1-0 Advisors will be responsible for questioning all witnesses on the Party's behalf;
  - 2-1 An Advisor may be an attorney or any non-union person of the party's choice. Any member represented by a union may request union representation at the hearing in accordance with section VI.d.;
  - 3-2 The Seattle Colleges Title IX Investigator will appoint the Party an Advisor of the Seattle Colleges' choosing at no cost to the Party, if the Party fails to choose an Advisor; and
  - 6-5 Explain that if a Party fails to appear at the hearing, a decision of responsibility may be made in the Party's absence.

3- The hearing will be conducted by an Administrative Law Judge appointed by the Office of Administrative Hearings or someone with similar credentials and expertise.

3-0 Service of the disciplinary notice or any other document required to be served under this supplemental procedure may be done personally or by first class, registered, or certified mail, or by electronic mail to the Party's Seattle Colleges email address.

**5-4. Pre-Hearing Procedure**

1-0 Upon receiving the disciplinary notice, the ~~hearing panel~~ Hearing Officer will send a hearing notice to all parties in compliance with WAC 10-08-040. Pursuant to Policy 421283, the hearing date may not be scheduled less than ten (10) days after the Title IX Coordinator provided the Final Investigation Report to the Parties. Seattle Colleges may, at its discretion, contract with an Administrative Law Judge or someone with similar credentials and expertise to conduct the hearing on behalf of or in lieu of the Hearing Officer.

2-1 A Party is entitled to be accompanied by an Advisor of their choice during the disciplinary process at the party's own expense. The Advisor may be an attorney. At any time during the disciplinary process, if the party is a represented employee, the party may have a union representative present.

1-0 If the Advisor is an attorney, the Advisor must file a notice of appearance with the ~~hearing panel~~ Hearing Officer with copies to all parties and the Title IX Coordinator at least five (5) days before the hearing. If a notice of appearance is not filed within this timeframe, the Party will be deemed to have waived their right to have an attorney as an Advisor.

3-2 In preparation for the hearing, the Parties will have equal access to all evidence gathered by the investigator during the investigation, regardless of whether the Seattle Colleges intends to offer the evidence at the hearing.

**6-5. Rights of Parties**

1-0 The provisions of this supplemental procedure shall apply equally to both/all parties.

- Formatted: Header
- Formatted: Font: 11 pt
- Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"
- Formatted: Font: 11 pt, Not Italic
- Formatted: Font: 11 pt
- Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
- Formatted: Font: 11 pt
- Formatted: List Paragraph, Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1", Pattern: Clear (Background 1)
- Formatted: Font: 11 pt
- Formatted: Font: 11 pt
- Formatted: List Paragraph, Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"
- Formatted: List Paragraph, Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 1.25" + Tab after: 1.5" + Indent at: 1.5", Pattern: Clear (Background 1)
- Formatted: Font: 11 pt
- Formatted
- Formatted: Font: 11 pt, Not Italic
- Formatted: Font: 11 pt
- Formatted
- Formatted: Font: 11 pt
- Formatted
- Formatted: Footer, Right: 0.25"

~~2-1.~~ The *Seattle Colleges* bears the burden of offering and presenting sufficient testimony and evidence to establish that the Respondent is responsible for a Title IX violation by a preponderance of the evidence.

~~3-2.~~ The Respondent will be presumed not responsible until such time as the disciplinary process has been finally resolved.

~~4-3.~~ During the hearing, ~~each Party~~ *the Complainant and Responding party* shall ~~each~~ be represented by ~~an~~ *their own* Advisor. The ~~Parties~~ *Complainant and Responding party* are entitled to an Advisor of their own choosing and the Advisor may be an attorney. If a party does not choose an Advisor, then the Title IX Coordinator will appoint an Advisor of the *Seattle Colleges'* choosing on the Party's behalf at no expense to the Party. *The advisor may be a union representative.* A party may choose to have ~~both~~ an Advisor and a union representative present at the ~~hearing~~ *hearing, but in such a case, the union representative role will be limited to being an observer.*

#### ~~7-6.~~ Evidence

The introduction and consideration of evidence during the hearing is subject to the following procedures and restrictions:

~~1-0.~~ Relevance: The Committee Chair shall review all questions for relevance and shall explain on the record their reasons for excluding any question based on lack of relevance.

~~2-1.~~ Relevance means that information elicited by the question makes a fact in dispute more or less likely to be true.

~~3-2.~~ Questions or evidence about a ~~Claimant's~~ *Complainant's* sexual predisposition or prior sexual behavior are not relevant and must be excluded, unless such question or evidence:

~~1-0.~~ Is asked or offered to prove someone other than the Respondent committed the alleged misconduct; or

~~2-1.~~ Concerns specific incidents of prior sexual behavior between the ~~Claimant~~ *Complainant* and the Respondent, which are asked or offered on the issue of consent.

~~4.~~ *Cross-examination required: If a Party or witness does not submit to cross-examination during the live hearing, the hearing panel must not rely on any statement by that Party or witness in reaching a determination of responsibility.*

~~5-3.~~ No negative inference: The ~~hearing panel~~ *Hearing Officer* may not make an inference regarding responsibility solely on a witness's or party's absence from the hearing or refusal to answer questions.

~~6-4.~~ Privileged evidence: The ~~hearing panel~~ *Hearing Officer* shall not consider legally privileged information unless the holder has effectively waived the privilege. Privileged information includes, but is not limited to, information protected by the following:

~~1-0.~~ Spousal/domestic partner privilege;

~~2-1.~~ Attorney-Client and attorney work product privileges;

~~3-2.~~ Privileges applicable to members of the clergy and priests;

~~4-3.~~ Privileges applicable to medical providers, mental health therapists, and counsellors;

~~5-4.~~ Privileges applicable to sexual assault and domestic violence advocates; and

Formatted: Header

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: List Paragraph, Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1", Pattern: Clear (Background 1)

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Not Italic

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Not Italic

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Indent: Left: 0.5", Space After: 0 pt

Formatted: List Paragraph, Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

Formatted: Font: 11 pt

Formatted: List Paragraph, Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1", Pattern: Clear (Background 1)

Formatted: List Paragraph, Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left + Aligned at: 1.25" + Tab after: 1.5" + Indent at: 1.5"

Formatted

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted

Formatted: Font: 11 pt

Formatted

Formatted: Footer, Right: 0.25"



~~handling the appeal shall respond within 21 calendar days. Both parties will be informed if an appeal has been filed. The request shall either be denied or, if found to have merit, an amended decision can be issued.~~

~~The Vice Chancellor's Office~~ B. A Vice Chancellor will serve as the Appeals Officer. Upon receiving a timely appeal, the Appeal Officer will serve a copy of the appeal to all non-appealing parties, who will have ten (10) days from the date of service to submit written responses to the Appeals Office addressing issues raised in the appeal. Failure to file a timely response constitutes a waiver of the right to participate in the appeal. Upon receipt of written responses, if any, the Appeals Officer shall serve copies of the responses to the appealing party.

C. The appealing party shall have five (5) days from the date of service to submit a written reply addressing issues raised in the responses to the Appeals Officer.

D. The Appeal Officer, based on their review of the parties' submissions and the hearing or investigative record, will determine whether the grounds for appeal have merit, provide the rationale for this conclusion, and state whether a dismissal is affirmed or reversed, or if the disciplinary sanctions and conditions imposed in the Initial Order should be affirmed, vacated, or amended, and, if amended, set forth the new disciplinary sanctions and conditions.

~~3.~~ E. The Appeals Officer shall serve the Final Decision on the parties simultaneously.

4. F. All decisions reached through this process are final and no further appeal is available may be judicially appealed pursuant to applicable provisions of RCW 34.05, including, but not limited to, the timelines set forth in RCW 34.05.54. No decisions or recommendations arising from this disciplinary procedure will be subject to grievance pursuant to any Collective Bargaining Agreement.

<sup>1</sup>~~If a represented party chooses to have a union representative and an Advisor present at the hearing, only the Advisor may participate in the hearing.~~

Formatted: Header

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Indent: Left: 0.5", Space Before: 0 pt, After: 0 pt, No bullets or numbering

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: Calibri, 11 pt, Highlight

Formatted: Line spacing: Multiple 1.08 li

Formatted: Footer, Right: 0.25"

[Seattle District College Policy](#)

**Policy NUMBER: 451**

TITLE: Workplace Violence / ~~Hostile Work Environment~~

The Seattle ~~College~~ District ~~College~~ is committed to its ~~employee's~~~~employees'~~ safety and health. As such, workplace violence ~~or a hostile work environment, which includes threatening behavior, and verbal and physical assaults,~~ will not be tolerated at the District.

~~The institution defines workplace violence to include verbal threats, threatening behavior or physical assaults occurring in the workplace by a stranger, customer, client or co-worker.~~

~~The institution defines hostile work environment to include behavior that is:~~

- ~~• Sexual in nature or occurs because of the person's gender; and~~
- ~~• Offensive to a reasonable individual; and~~
- ~~• Severe or pervasive enough to adversely affect the person's work environment.~~

~~Seattle~~ ~~College~~ District ~~College~~ will make reasonable efforts to see that all ~~members of the college community, including but not limited to~~ employees, ~~visitors, or guests to the college~~ adhere to practices ~~that are~~ designed to make the workplace safe and secure.

~~Employees~~ ~~Members of the college community~~ are encouraged to ~~come forward with their~~ ~~report~~ concerns ~~or complaints~~ about workplace violence ~~or a hostile work environment~~ to the Administration, as well as ~~appropriate law enforcement agencies~~. Immediate and appropriate action, as described in the ~~complaint~~ ~~accompanying~~ procedure, will be taken to ~~investigate and~~ resolve ~~complaints~~ ~~workplace violence concerns~~. Retaliation against any individual for making a ~~complaint~~ ~~claim~~ or cooperating in ~~an~~ ~~workplace~~ investigation ~~involving allegations of workplace violence is prohibited~~. ~~Employees found responsible for engaging in workplace violence or retaliation in violation of this policy, shall be subject to discipline up to and including termination of employment.~~

Formatted: Header

Style Definition: Normal: Font: (Default) Times New Roman, 12 pt, Space After: 0 pt, Line spacing: single

Style Definition: Heading 2

Style Definition: Heading 3

Style Definition: Normal (Web)

Formatted: Font: +Body (Calibri), 11 pt

Formatted: Pattern: Clear (Background 1)

Formatted: Font: +Body (Calibri), 11 pt

Formatted: Normal (Web), Space After: 12 pt, Pattern: Clear (Background 1)

Formatted: Font: +Body (Calibri), 11 pt

Formatted: Normal (Web), Space After: 12 pt, Pattern: Clear (Background 1)

Formatted: Font: +Body (Calibri), 11 pt

Formatted: Footer, Right: 0.25"

Seattle District College Procedure

**Procedure NUMBER: 451**

TITLE: Seattle District College Workplace Violence Claim Procedure

**A. Introduction:**

This procedure implements Seattle District College Policy 451, which prohibits workplace violence. Members of the college community who believe they have been subject to or are at risk from workplace violence should report their concerns directly to Human Resources or the Director of Campus Security. Individuals with any concerns about their immediate safety should call 911 and then call the campus safety office. Police officers can ensure your immediate safety and help to gather and preserve evidence for a criminal case.

Claims may be submitted in writing through Seattle Colleges' internal reporting system Maxient, or orally. For parties who wish to submit a written claim, a claim form is available online: <https://www.seattlecolleges.edu/administration/human-resources/discrimination-and-harassment-statement/reportingclaim-forms>.

Hardcopies of the claim form are available at the following locations on campus or the District office:

- Seattle District College Office  
1500 Harvard Avenue, Seattle, WA 98122;  
2nd Floor Reception Desk  
(206) 934-3873
  
- Seattle Central College  
1701 Broadway, Seattle, WA 98122  
Student Services Office: Room BE4180  
HR Office: BE4180  
206) 934-4017
  
- North Seattle College  
9600 College Way North, Seattle, WA 98103  
Student Services Office: 3NC2449A  
HR Office: 3NC2261G  
(206) 934-4710
  
- South Seattle College  
6000 16th Avenue S.W., Seattle, WA 98106  
Student Services Office: Room CC2354  
HR Office: Room CC2160A  
(206) 934-6415

- o [Georgetown Apprenticeship and Education Center](#)  
Main Office: 4GT100  
(206) 934-6415

**B. Definitions:**

Workplace Violence: Any verbal assault, threatening behavior, or physical assault occurring in or arising from the worksite, as cited in the Washington State Department of Labor & Industries Division of Occupational Safety and Health.

The definition of workplace violence includes the following conduct:

- A. Threatening behavior – any display of force that the perpetrator knows or reasonably should have known would cause a reasonable person to fear or expect physical injury.
- B. Verbal or written threat – any expression not otherwise protected by law that expresses an intent to inflict physical injury or harm to another or the property of another.
- C. Physical assault – hitting, shoving, pushing, kicking, throwing objects or other unwanted physical contact that the perpetrator knows or reasonably should have known would intimidate or cause physical injury or harm to another.

**C. WHO MAY FILE A CLAIM ABOUT Workplace Violence:**

Any member of the Seattle District College may file a claim of workplace violence. Claims may be submitted in writing or verbally. The Seattle District College encourages the timely reporting of any incidents of workplace violence.

**D. CRIMINAL CLAIMS**

Conduct that constitutes workplace violence may also be, or occur in conjunction with, criminal conduct. Criminal claims may be filed with the applicable law enforcement authorities.

The College will ~~not be tolerated~~ proceed with an investigation of workplace violence claims regardless of whether the underlying conduct is subject to civil or criminal prosecution.

Call 911 in case of emergency.

**Campus Security Offices**

North Seattle College: CC 1252, 206.934.3636

Seattle Central College: BE 1108, 206.934.5442

Seigal Center: BE 1108, 206.934.5442

Wood Technology Center: 206.934.5442

Health Education Center: 206-255-3974 / 206.934.5442. Security officers usually sit at a table just inside the main entrance on the south side of the Pacific Tower Building.

Seattle Maritime Academy: 206.934.5442

Formatted: Font: +Body (Calibri), 11 pt, Font color: Auto

Formatted: Indent: Left: 0.5", Space After: 0 pt, Pattern: Clear

Formatted: Font: +Body (Calibri), 11 pt, Font color: Auto

[South Seattle College: RSB62A, 206.934.5157](#)  
[Georgetown Apprenticeship and Education Center: C102, 206.354.6185](#)

**Formatted:** Header

**Formatted:** Normal (Web), Centered, Indent: Left: 0.25", Pattern: Clear (White)

**Formatted:** Font: +Body (Calibri), 11 pt, Font color: Custom Color(85,85,85)

**Formatted:** Footer, Right: 0.25"

4

Seattle District College Policy

**Policy NUMBER: 481**

TITLE: Mandatory Reporting of Child and Vulnerable Adult Abuse and Neglect

**I. Policy**

It is the policy of Seattle District Colleges that all District Employees shall report suspected abuse or neglect of a child (under the age of 18) or a vulnerable adult immediately and in no event later than 48 hours (about 2 days) after having reasonable cause to believe the child or vulnerable adult has suffered abuse or neglect. Employees shall follow the reporting process set forth in the procedures created to effectuate this policy.

**Procedure NUMBER: 481**

TITLE: Procedure for Mandatory Reporting of Child and Vulnerable Adult Abuse and Neglect

**I. Purpose**

This procedure implements District’s Mandatory Reporting Policy for Abuse and Neglect of Children and Vulnerable Adults, which protects the safety of all minor children and vulnerable adults participating in District programs and activities and is in accordance with [Chapter 26.44 RCW](#), Abuse of Children Law; [RCW 28B.10.846](#), Report of Child Abuse or Neglect – Reporting Responsibilities; [RCW 9A.16.100](#), Use of Force on Children – Policy – Actions Presumed Unreasonable; and RCW 74.34 Abuse of Vulnerable Adults.

**I. Child Abuse and Neglect Reporting Process**

**A. Where to Direct a Report**

All District employees who have reasonable cause to believe that a child (under the age of 18) or vulnerable adult has been subject to abuse or neglect must report the abuse or neglect immediately, and in no event later than 48 hours (2 days), to the appropriate Human Resources Director for your campus below. The report can be made in person, or by reporting to Maxient (<https://www.seattlecolleges.edu/administration/human-resources/discrimination-and-harassment-statement/reportingclaim-forms>). The Human Resources Director will immediately report the incident to the proper law enforcement agency or the [Department of Children, Youth & Families](#). After-hours reports should be submitted to Maxient and/or to the appropriate Campus Security Office listed below.

Call 911 in case of emergency.

**Campus Security Offices**

**North Seattle College:** CC 1252, 206.934.3636

**Seattle Central College:** BE 1108, 206.934.5442

**Seigal Center:** BE 1108, 206.934.5442

**Wood Technology Center:** 206.934.5442

**Health Education Center:** 206-255-3974 / 206.934.5442. Security officers usually sit at a table just inside the main entrance on the south side of the Pacific Tower Building.

**Seattle Maritime Academy:** 206.934.5442

**South Seattle College:** RSB62A, 206.934.5157

**Georgetown Apprenticeship and Education Center:** C102, 206.354.6185

**B. What to Include in a Report**

The report to your campus Human Resources should include as much detail as possible, such as:

1. The child’s or vulnerable adult’s age, name, address, and other contact information;
2. The name, address and other contact information of the child’s or vulnerable adult’s parents, guardians, or other persons who have custody of the individual.
3. The nature and extent of the alleged:
  - a. Injury or injuries,
  - b. Neglect, or
  - c. Abuse;

4. Any evidence of previous injuries, including their nature and extent;
5. Any other information that may help to establish the cause of the individual's injury or injuries; and
6. The identity of and contact information for the alleged perpetrator(s).

The reporting requirement does not apply to the discovery of abuse or neglect that occurred during childhood if it is discovered after the child becomes an adult. However, if there is reasonable cause to believe other children are or may be at risk of abuse or neglect by the alleged perpetrator, the reporting requirement does apply, and the employee must make a report.

### **C. Policy Communication**

Seattle District Colleges will communicate this policy to all employees on an annual basis to ensure they have knowledge of their reporting responsibilities. Notice of these requirements will be posted in conspicuous locations where similar workplace notices are customarily posted.

### **D. Immunity from Liability**

Any person who takes part in reporting alleged child or vulnerable adult abuse or neglect in good faith will be immune from legal liability that arises from such reporting. A person who, in good faith, cooperates in an investigation of a report of child or vulnerable adult abuse or neglect, shall not be subject to civil liability that arises from their cooperation.

However, a person who, intentionally and in bad faith, knowingly makes a false report of alleged abuse or neglect or fails to report the alleged abuse or neglect may be guilty of a misdemeanor and may be subject to disciplinary action up to and including dismissal from the District.

### **E. Reporting Guidance**

The College's Human Resource Directors (North, Central, South, District) have been designated to receive reports and provide guidance on employees' reporting obligations. The Human Resources Director of each campus may designate another Human Resource Services employee to perform this role in the event of the Director's absence. For assistance, contact [Seattle District Colleges Human Resources](#). See [RCW 26.44.030](#) for more information.

Individuals with any concerns about immediate safety should call 911 and then call the campus safety office. If a crime may have occurred, report that crime to the police. Police officers can ensure immediate safety and to locate and preserve evidence.

## **IV. Definitions and Limitations**

The following definitions apply to the terms used in this policy:

### **Abuse or neglect**

Sexual abuse, sexual exploitation, or injury of a child by anyone under circumstances that cause harm to the child's health, welfare, or safety, excluding conduct permitted under [RCW 9A.16.100](#); or the negligent treatment or maltreatment of a child by a person responsible for or who provides care to the child.

### **Child**

An individual under the age 18.

### **Vulnerable Adult**

A person 60 years of age or older with functional, physical, or mental inability to care for self; or

- An adult 18 years of age or older who: Has a developmental disability; or
- Has a guardian as per [RCW 11.88](#); or
- Lives in a nursing facility, boarding home, adult family home, or soldier's home, residential habilitation center, or any facility licensed or required to be licensed by the Department of Social and Health Services (DSHS); or
- Receives in-home services through a licensed health care agency, hospice, or an individual provider; or
- Self-directs his/her own care  
(See [RCW 74.39.050](#)).

**Law enforcement agency**

The police department, the prosecuting attorney, the State Patrol, or the office of the sheriff.

**Reasonable cause**

Knowledge based on having witnessed or received a credible written or oral report alleging abuse, including sexual contact, or neglect of a child or vulnerable adult.

**Responsible Employee:** All District employees (faculty, staff, student employees and administrators) are designated as "responsible employees."



**Date Submitted Presenter**

**Position**

05/05/23

Julienne DeGeyter

Vice Chancellor, Finance & Operations

**Meeting Date Topic**

05/11/23

Proposed Fiscal Year Budget for 2023-24 – First Reading

**Background Information (include if applicable: funding, fiscal impact)**

Please find attached the proposed fiscal year budget for 2023-24. The Campus Budget forums and District wide Budget Forum are scheduled for mid-May, to inform the college community of the projected fiscal year budgets as well as to provide financial information updates.

Seattle College District hereby submits the 2023-24 Fiscal Year Budget totaling \$152,453,440 in general operations, to the Board of Trustees for review. If additional funding changes during the year, we will update the approval amounts accordingly.

The individual budget requests for each college and the district office is as follows:

Seattle Central	\$ 62,718,545
North Seattle	\$ 44,935,717
South Seattle	\$ 43,592,610
Siegal Center	\$ 1,924,140
District-wide	\$ 19,841,753
<b>TOTAL</b>	<b>\$152,453,440</b>

**Attachments (presentations, supplemental documents, reports, resolutions)**

Yes  No



**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Julienne DeGeyter  
**DATE:** May 11, 2023  
**SUBJECT:** Fiscal Year Budget Approval for 2023-24 – First Reading

**Background**

Please find attached the proposed fiscal year budget for 2023-24. The Campus Budget forums and District wide Budget Forum are scheduled for mid-May, to inform the college community of the projected fiscal year budgets as well as to provide financial information updates.

Seattle College District hereby submits the 2023-24 Fiscal Year Budget totaling \$152,453,440 in general operations, to the Board of Trustees for review. If additional funding changes during the year, we will update the approval amounts accordingly.

The individual budget requests for each college and the district office is as follows:

Seattle Central	\$ 62,718,545
North Seattle	\$ 44,935,717
South Seattle	\$ 43,592,610
Siegal Center	\$ 1,924,140
<u>District-wide</u>	<u>\$ 19,841,753</u>
TOTAL	\$152,453,440

**Recommendation**

It is recommended that this item be received as information only.

Submitted by:



Julienne DeGeyter  
Vice Chancellor of Finance & Operations

Transmitted to the Board with a favorable recommendation.



Dr. Rosie Rimando-Chareunsap  
Interim Chancellor, Seattle Colleges

# Fiscal Year 2023-24 Budget

## Summary

	Central	North	South	Siegal Center	District Wide	Total
Revenue	62,863,839	44,984,822	43,592,610	-	1,206,568	152,647,839
Expenditures	62,718,545	44,935,717	43,592,610	-	1,206,568	152,453,440
<b>Net Gain (Loss)</b>	<u>145,294</u>	<u>49,105</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>194,399</u>

## Operating Revenue

State Allocation	41,886,318	29,189,587	30,827,179	-	1,206,568	103,109,652
Tuition	14,446,207	12,047,096	9,335,532	-	-	35,828,835
International	2,883,649	1,357,910	890,334	-	-	5,131,893
Running Start	3,647,665	2,390,229	2,539,565	-	-	8,577,459
<b>Total Revenue</b>	<u>62,863,839</u>	<u>44,984,822</u>	<u>43,592,610</u>	<u>-</u>	<u>1,206,568</u>	<u>152,647,839</u>
	67%	65%	71%	0%	100%	68%
	23%	27%	21%	0%	0%	23%
	5%	3%	2%	0%	0%	3%
	6%	5%	6%	0%	0%	6%
	100%	100%	100%	0%	100%	100%

## Operating Expense by Category

Salary & Wages	37,729,182	24,422,226	20,913,813	1,318,026	9,469,100	93,852,347
Benefits	10,171,261	7,808,228	6,806,591	375,613	3,484,011	28,645,704
Grants & Scholarships	960,888	1,425,894	886,395	-	-	3,273,177
F&A (indirect)	(71,817)	(67,112)	(367,263)	-	(200,000)	(706,192)
Goods & Services	1,511,744	1,701,035	1,341,895	149,000	4,082,578	8,786,252
Capital Expenditures	392,440	15,700	64,400	-	57,928	530,468
Contracted Services	479,813	1,162,740	5,203,159	25,000	458,043	7,328,755
Utilities	1,685,000	1,449,023	1,265,580	-	828	4,400,431
Travel	169,450	158,482	64,012	23,000	247,343	662,287
Other Expenses	1,172,979	816,458	768,438	33,501	2,241,922	5,033,298
COP Principal & Interest	273,170	196,228	177,515	-	-	646,913
<b>Subtotal</b>	<u>54,474,110</u>	<u>39,088,902</u>	<u>37,124,535</u>	<u>1,924,140</u>	<u>19,841,753</u>	<u>152,453,440</u>
	87%	87%	85%	100%	100%	100%
District Transfer	8,244,435	5,846,815	6,468,075	(1,924,140)	(18,635,185)	-
<b>Total Expense</b>	<u>62,718,545</u>	<u>44,935,717</u>	<u>43,592,610</u>	<u>-</u>	<u>1,206,568</u>	<u>152,453,440</u>
	100%	100%	100%	0%	6%	100%

## Net Operating Gain (Loss)

	<u>145,294</u>	<u>49,105</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>194,399</u>
--	----------------	---------------	----------	----------	----------	----------------

## Operating Expense by Program

Instruction	29,841,340	19,848,033	21,642,116	-	-	71,331,489
Instructional Support	6,196,623	5,943,166	2,325,309	-	-	14,465,098
Library	1,322,086	1,140,313	932,283	-	-	3,394,682
Student Services	7,791,632	5,483,603	5,791,201	-	-	19,066,436
Institutional Support	10,776,972	7,774,183	8,592,554	-	1,206,568	28,350,277
Facilities	6,789,892	4,746,419	4,309,147	-	-	15,845,458
<b>Total Expense</b>	<u>62,718,545</u>	<u>44,935,717</u>	<u>43,592,610</u>	<u>-</u>	<u>1,206,568</u>	<u>152,453,440</u>
	100%	100%	100%	0%	100%	100%
	48%	44%	50%	0%	0%	47%
	10%	13%	5%	0%	0%	9%
	2%	3%	2%	0%	0%	2%
	12%	12%	13%	0%	0%	13%
	17%	17%	20%	0%	100%	19%
	11%	11%	10%	0%	0%	10%

## Net Operating Gain (Loss)

	<u>145,294</u>	<u>49,105</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>194,399</u>
--	----------------	---------------	----------	----------	----------	----------------



**Date Submitted Presenter**

**Position**

05/02/23

Julienne DeGeyter

Vice Chancellor of Finance & Operations

**Meeting Date Topic**

05/11/23

Capital Projects Balances Report 2021-2023

**Background Information (include if applicable: funding, fiscal impact)**

Capital Project Balances as of March 31, 2023.

**Attachments (presentations, supplemental documents, reports, resolutions)**

Yes  No



**M E M O R A N D U M**

**TO:** Board of Trustees  
**FROM:** Julienne DeGeyter  
**DATE:** May 11, 2023  
**SUBJECT:** Capital Projects Balances Report 2021-2023 - Information only

**Background**

Capital Project Balances as of March 31, 2023.

**Recommendation**

It is recommended that this item be received as information only.

Submitted by:



Julienne DeGeyter  
Vice Chancellor of Finance & Operations

Transmitted to the Board with a favorable recommendation.



Dr. Rosie Rimando-Chareunsap  
Interim Chancellor, Seattle Colleges

## Capital Projects Report Funding Report as of 3/31/2023

Prog-Org	Fiscal Year Budget	YTD Expense	Balance	% Spent
CENTRAL	\$ 11,596,863	\$ 7,315,159	\$ 4,281,704	63%
NORTH	\$ 36,467,409	\$ 27,359,436	\$ 9,107,973	75%
SOUTH	\$ 19,217,895	\$ 16,338,863	\$ 2,879,032	85%
<b>Total SCD</b>	<b>\$ 67,282,167</b>	<b>\$ 51,013,458</b>	<b>\$ 16,268,709</b>	<b>76%</b>

### FY 2021-23 Capital Project Balance Sheet March Month End Balance

SEATTLE COLLEGES		2021-23		For Info. Only		Biennium		FY 2021-22		FY 2022-23		Net Allocation		Percent	
Fund	AI-CLASS-DEPT	Project ID	Activit ID	SBCCT Legacy Proj #	Legacy Budge Title	2021-23 SBCCT Budget	Apprpr/Reappr	Expenses	Expenses	Encumbrance	Balance	Percent FY Exp			
<b>SEATTLE CENTRAL COLLEGE</b>															
<b>STATE Current Year</b>															
060	A16-901-32060	0000004031	GENL	P053 2P1A	(62) Central College URF (BI1921 pc	\$ 91,495	\$ 91,495	\$ 85,559	\$ 3,626	\$ -	\$ 2,310	97.5%			
057	C19-901-32057	0000004466	Q258	Q258	(62) Elevators 1&2 Cars	\$ 1,214,396	\$ 1,214,396	\$ 57,051	\$ 158,733	\$ -	\$ 998,612	17.8%			
057	C19-901-32057	0000004467	Q259	Q259	(62) Cooling Tower	\$ 124,604	\$ 124,604	\$ 124,604	\$ -	\$ -	\$ -	100.0%			
060	C21-901-32060	0000004468	Q370	Q370	(62) Seattle Central URF	\$ 1,122,000	\$ 1,122,000	\$ 323,794	\$ 277,020	\$ -	\$ 521,186	53.5%			
060	C23-901-32060	0000004469	Q409	Q409	(62) BE Roofing	\$ 1,145,000	\$ 1,145,000	\$ 27,224	\$ 1,024,596	\$ -	\$ 93,179	91.9%			
060	C23-901-32060	0000004470	Q410	Q410	(62) Bookstore Roofing	\$ 85,000	\$ 85,000	\$ -	\$ -	\$ -	\$ 85,000	0.0%			
057	C24-901-32057	0000004471	Q459	Q459	(62) Site - Sidewalks	\$ 91,000	\$ 91,000	\$ -	\$ 89,469	\$ -	\$ 1,531	98.3%			
057	C26-901-32057	0000004472	Q518	Q518	(62) All Gender Restrooms	\$ 1,479,000	\$ 1,479,000	\$ 78,448	\$ 602,124	\$ -	\$ 798,428	46.0%			
060	C21-901-32060	0000006232	Q608	Q608	(62) Fine Arts Elevator Repair	\$ 68,075	\$ 68,075	\$ 90	\$ 7,420	\$ -	\$ 60,565	11.0%			
060	C21-901-32060	0000008166	Q709	Q709	(62) BE Freight Elevator Hydraulic Je	\$ 146,950	\$ 146,950	\$ -	\$ 11,548	\$ -	\$ 135,402	7.9%			
057	C27-901-32057	0000008084	Q645	Q645	(62) Potable Water Meter	\$ 46,000	\$ 46,000	\$ -	\$ -	\$ -	\$ 46,000	0.0%			
060	C20-901-32060	0000004421	INTR	Q334	(60) Prev Facility Maint	\$ 1,190,300	\$ 1,190,300	\$ 595,150	\$ 595,150	\$ -	\$ -	100.0%			
<b>Subtotal STATE</b>						<b>\$ 6,803,820</b>	<b>\$ 6,803,820</b>	<b>\$ 1,291,921</b>	<b>\$ 2,769,686</b>	<b>\$ -</b>	<b>\$ 2,742,213</b>	<b>59.7%</b>			
<b>LOCAL</b>															
147	R10-221-32147	0000004043	GENL	N466 2N4D	(62) Energy & Infrastructure	\$ 175,391	\$ 175,391	\$ 156,472	\$ 18,919	\$ -	\$ -	100.0%			
147	R10-221-32147	0000004629	P615	P615	(62) Energy Saving Capital Projects	\$ 3,950,000	\$ 3,950,000	\$ 2,238,165	\$ 612,388	\$ -	\$ 1,099,447	72.2%			
147	R10-221-32147	0000008293	Q733	Q733	(62) Solar Panels	\$ 667,652	\$ 667,652	\$ -	\$ 227,608	\$ -	\$ 440,044	34.1%			
<b>Subtotal LOCAL</b>						<b>\$ 4,793,043</b>	<b>\$ 4,793,043</b>	<b>\$ 2,394,637</b>	<b>\$ 858,915</b>	<b>\$ -</b>	<b>\$ 1,539,491</b>	<b>67.9%</b>			
<b>TOTAL CENTRAL</b>						<b>\$ 11,596,863</b>	<b>\$ 11,596,863</b>	<b>\$ 3,686,559</b>	<b>\$ 3,628,601</b>	<b>\$ -</b>	<b>\$ 4,281,704</b>	<b>63.1%</b>			
<b>NORTH SEATTLE COLLEGE</b>															
<b>STATE Current Year</b>															
057	U93-901-52057	0000004023	GENL	N432 3N1J	(63) Library Bldg Renovation (Desigr	\$ 616,504	\$ 616,489	\$ 537,930	\$ 76,276	\$ 2,282	\$ -	99.6%			
060	A16-901-52060	0000004025	GENL	P047 3P1A	(63) North Seattle College URF	\$ 35,000	\$ 35,000	\$ 1,904	\$ 10,372	\$ -	\$ 22,724	35.1%			
057	A12-901-52057	0000004050	GENL	P160 3P5A	(63) Fire Suppression System	\$ 3,087	\$ 3,087	\$ -	\$ -	\$ -	\$ 3,087	0.0%			

**FY 2021-23 Capital Project Balance Sheet**  
**March Month End Balance**

Fund	SEATTLE		2021-23			For Info. Only		Biennium Apprpr/Reappr	FY 2021-22 Expenses	FY 2022-23 Expenses	Encumbrance	Net Allocation Balance	Percent FY Exp
	COLLEGES	Project	Activit SBCTU Legacy		2021-23	SBCTC Budget							
	AI-CLASS-DEPT	ID	ID	Proj # Budge Title	2021-23								
057	A12-901-52057	0000004051	GENL P161	3P6A (63) Electrical Switch Gear	\$ 18,526	\$ 18,526	\$ 18,526	\$ 2,346			\$ 16,180	12.7%	
057	A09-901-52057	0000004033	GENL P306	3P1B (63) Improve Campus Signage	\$ 575,000	\$ 575,000	\$ 575,000	\$ 98,963	\$ 109,444		\$ 366,593	36.2%	
060	A14-901-52060	0000004034	GENL P078	3P1C (63) Roof Repairs AS (BI1921 postpc	\$ 55,272	\$ 55,272			\$ 87		\$ 55,185	0.2%	
060	A16-901-52060	0000004455	Q107 Q107	(63) North Seattle College URF (BI1	\$ 14,868	\$ 14,868					\$ 14,868	0.0%	
057	C04-901-52057	0000004456	Q118 Q118	(63) Library Bldg Renovation (Constr	\$ 30,360,680	\$ 29,160,449	\$ 9,659,496	\$ 12,389,681	\$ 203,822		\$ 6,907,450	75.6%	
057	C19-901-52057	0000004457	Q231 Q231	(63) Chiller Building	\$ 31,000	\$ 31,000			\$ 17,268		\$ 13,732	55.7%	
057	C19-901-52057	0000004458	Q232 Q232	(63) Sprinkler System	\$ 68,000	\$ 68,000	\$ 6,510	\$ 61,490			\$ -	100.0%	
057	C19-901-52057	0000004459	Q233 Q233	(63) IB Bathroom Exhaust Fans	\$ 61,000	\$ 61,000			\$ 61,000		\$ -	100.0%	
057	C19-901-52057	0000004460	Q234 Q234	(63) IB Mixing Dampers	\$ 216,000	\$ 216,000	\$ 27,494	\$ 188,507			\$ -	100.0%	
057	C19-901-52057	0000004461	Q235 Q235	(63) OCE&E Boiler	\$ 121,000	\$ 121,000	\$ 4,117	\$ 51,861			\$ 65,022	46.3%	
060	C21-901-52060	0000004462	Q360 Q360	(63) North Seattle College URF	\$ 680,000	\$ 680,000	\$ 76	\$ 358,548	\$ 236,605		\$ 84,771	52.7%	
057	C24-901-52057	0000004463	Q451 Q451	(63) Site - Replace Handrails	\$ 225,000	\$ 225,000		\$ 177,463			\$ 47,537	78.9%	
057	C26-901-52057	0000004464	Q507 Q507	(63) Classroom Renovation	\$ 1,024,000	\$ 1,024,000		\$ 62,752	\$ 2,184		\$ 959,064	6.1%	
057	C26-901-52057	0000004465	Q508 Q508	(63) Replace Storm Line	\$ 89,000	\$ -					\$ -		
060	C20-901-52060	0000004421	INTR A Q334	(60) Prev Facility Maint	\$ 661,300	\$ 661,300	\$ 330,650	\$ 251,599			\$ 79,051	88.0%	
<b>Subtotal STATE</b>					<b>\$ 34,855,237</b>	<b>\$ 33,565,991</b>	<b>\$ 10,669,486</b>	<b>\$ 13,816,347</b>	<b>\$ 444,893</b>	<b>\$ 8,635,264</b>	<b>72.9%</b>		
<b>LOCAL</b>													
147	R10-221-52147	0000004628	P613 P613	(63) Energy and Water saving	\$ 2,300,000	\$ 2,300,000	\$ 1,763,799	\$ 401,891			\$ 134,310	94.2%	
147	R10-221-52147	0000008300	Q732 Q732	(63) OCEE Solar Panel	\$ 601,418	\$ 601,418		\$ 263,020			\$ 338,398	43.7%	
<b>Subtotal LOCAL</b>					<b>\$ 2,901,418</b>	<b>\$ 2,901,418</b>	<b>\$ 1,763,799</b>	<b>\$ 664,911</b>	<b>\$ -</b>	<b>\$ 472,708</b>	<b>83.7%</b>		
<b>TOTAL NORTH</b>					<b>\$ 37,756,655</b>	<b>\$ 36,467,409</b>	<b>\$ 12,433,285</b>	<b>\$ 14,481,259</b>	<b>\$ 444,893</b>	<b>\$ 9,107,972</b>	<b>73.8%</b>		

**SOUTH SEATTLE COLLEGE**

**STATE Current Year**

057	A12-901-72057	0000004059	GENL P442	4P6A (64) AMT HVAC Repair	\$ 46,723	\$ 46,723	\$ 26,412	\$ 20,311			\$ -	100.0%
057	A03-901-72057	0000004026	GENL P372	4P1J (64) Auto Tech Construction	\$ 8,251,108	\$ 7,658,838	\$ 5,792,212	\$ 1,077,929	\$ 126,517		\$ 662,179	89.7%
060	A16-901-72060	0000004027	GENL P057	4P1A (64) South Seattle College URF (BI2	\$ 140,000	\$ 140,000		\$ 140,000			\$ -	100.0%
060	A16-901-72060	0000004443	Q109 Q109	(64) South Seattle College URF (BI1	\$ 40,869	\$ 40,869	\$ 20,484	\$ 20,385			\$ -	100.0%
057	C19-901-72057	0000004445	Q269 Q269	(64) Robert Smith - Ceiling	\$ 181,000	\$ 25,000		\$ 7,485			\$ 17,515	29.9%
057	C19-901-72057	0000004447	Q270 Q270	(64) Robert Smith - HVAC Units	\$ 195,000	\$ 195,000		\$ 160,987			\$ 34,013	82.6%
057	C19-901-72057	0000004448	Q271 Q271	(64) TEC - HX3 Heat Exchanger	\$ 213,000	\$ 213,000		\$ 213,000			\$ -	100.0%
060	C21-901-72060	0000004449	Q374 Q374	(64) South Seattle College URF	\$ 662,000	\$ 662,000	\$ 125,228	\$ (36,951)			\$ 573,722	13.3%
060	C23-901-72060	0000004450	Q416 Q416	(64) CAB - Roofing Repairs	\$ 270,000	\$ 270,000	\$ 270,000				\$ -	100.0%
060	C23-901-72060	0000004451	Q417 Q417	(64) Bldg B Roof Repairs	\$ 252,000	\$ 252,000		\$ 222,360	\$ 18,430		\$ 11,210	88.2%
057	C24-901-72057	0000004452	Q462 Q462	(64) Repair Main Sewer Line	\$ 46,000	\$ 46,000		\$ 3,860			\$ 42,140	8.4%
057	C24-901-72057	0000004453	Q463 Q463	(64) Ped Access Sidewalks	\$ 38,000	\$ 38,000					\$ 38,000	0.0%
057	C26-901-72057	0000004454	Q523 Q523	(64) RSB Welcome Center Reno	\$ 993,000	\$ 25,000		\$ 25,000			\$ -	100.0%
057	C25-901-72057	0000005608	Q594 Q594	(64) Equipment Grant - Sprinkler Fitt	\$ 203,048	\$ 203,048	\$ 200,824				\$ 2,224	98.9%
057	C25-901-72057	0000008136	Q699 Q699	(64) Equipment Grant - Concrete Fini	\$ 144,648	\$ 144,648		\$ 92,928	\$ 39,355		\$ 12,365	64.2%
057	C26-901-72057	0000008328	Q748 Q748	(64) Alki Kitchen	\$ 377,000	\$ 377,000		\$ 47,979			\$ 329,021	12.7%
057	C19-901-72057	0000008336	Q739 Q739	(64) Replace Failing Windows	\$ 156,000	\$ 156,000					\$ 156,000	0.0%
057	C26-901-72057	0000008337	Q745 Q745	(64) Site Sewer Line	\$ 89,000	\$ 89,000					\$ 89,000	0.0%
057	C26-901-72057	0000008338	Q746 Q746	(64) Replace Failing Windows	\$ 115,000	\$ 115,000					\$ 115,000	0.0%
057	C26-901-72057	0000008339	Q747 Q747	(64) Security Offices	\$ 476,000	\$ 476,000		\$ 64,806	\$ 62,951		\$ 348,243	13.6%
060	C20-901-72060	0000004421	INTR A Q334	(60) Prev Facility Maint	\$ 793,600	\$ 793,600	\$ 396,800	\$ 310,668			\$ 86,132	89.1%
<b>Subtotal STATE</b>					<b>\$ 13,682,996</b>	<b>\$ 11,966,726</b>	<b>\$ 6,831,961</b>	<b>\$ 2,370,746</b>	<b>\$ 247,254</b>	<b>\$ 2,516,765</b>	<b>76.9%</b>	

**FY 2021-23 Capital Project Balance Sheet**  
**March Month End Balance**

Fund	SEATTLE		2021-23			For Info. Only	Biennium		FY 2021-22	FY 2022-23	Net Allocation	Percent
	COLLEGES	Project	Activit SBCTC Legacy		2021-23	Apprpr/Reappr	Expenses	Expenses	Encumbrance	Balance		
	AI-CLASS-DEPT	ID	ID	Proj #	Budge Title	SBCTC Budget						
<b>LOCAL</b>												
147	R10-221-72147	0000004627	P614	P614	(64) Energy and Water Saving	\$ 2,065,176	\$ 2,065,176	\$ 1,622,365	\$ 251,711	\$	\$ 191,100	90.7%
147	R10-221-72147	0000008301	Q734	Q734	(64) Cascade Hall Solar Panels	\$ 575,369	\$ 575,369		\$ 243,191	\$	\$ 332,178	42.3%
145	145-196-72200	0000004671	CAP	P614	(64) PSE Grant project P_1140887	\$ 15,815	\$ 15,815			\$	\$ 15,815	0.0%
522	R12-264-72022	0000004067	GENL	P467 4PFC	(64) Wellness Center R12	\$ 10,069,961	\$ 4,594,809	\$ 4,573,219	\$ 198,415	\$	\$ (176,825)	103.8%
<b>Subtotal LOCAL</b>						<b>\$ 12,726,321</b>	<b>\$ 7,251,169</b>	<b>\$ 6,195,584</b>	<b>\$ 693,318</b>	<b>\$ -</b>	<b>\$ 362,267</b>	<b>95.0%</b>
<b>TOTAL SOUTH</b>						<b>\$ 26,409,317</b>	<b>\$ 19,217,895</b>	<b>\$ 13,027,545</b>	<b>\$ 3,064,064</b>	<b>\$ 247,254</b>	<b>\$ 2,879,032</b>	<b>83.7%</b>
<b>TOTAL SCD</b>						<b>\$ 75,762,834</b>	<b>\$ 67,282,167</b>	<b>\$ 29,147,388</b>	<b>\$ 21,173,923</b>	<b>\$ 692,147</b>	<b>\$ 16,268,708</b>	<b>74.8%</b>



<b>Date Submitted</b>	<b>Presenter</b>	<b>Position</b>
05/05/23	Dr. Rosie Rimando-Chareunsap	Interim Chancellor

<b>Meeting Date</b>	<b>Topic</b>
05/11/23	Winter 2023 Final Enrollment Report

**Background Information (include if applicable: funding, fiscal impact)**

Dr. Rosie Rimando-Chareunsap provided the Winter 2023 Preliminary Enrollment Report at the April 2023 Board of Trustees meeting. This information item is to act as the final Winter 2023 Enrollment Report.

**BACKGROUND**

For current Seattle Colleges' information on FTES please reference:  
<https://inside.seattlecolleges.edu/enrollment/>

**Total FTES**

Compared to Winter 2022, the Seattle Colleges had a 6% increase in Total FTES. South Seattle College had the largest increase compared to Seattle Central College and North Seattle College.

**Attachments (presentations, supplemental documents, reports, resolutions)**

Yes  No





## INFORMATION ITEM

**To:** Seattle Colleges Board of Trustees  
**From:** Dr. Rosie Rimando-Chareunsap  
**Meeting Date:** May 11, 2023  
**Subject:** Winter 2023 *Final* Quarterly Enrollment Report

### BACKGROUND

For current Seattle Colleges’ information on FTES please reference:  
<https://inside.seattlecolleges.edu/enrollment/>

### Total FTES

Compared to Winter 2022, the Seattle Colleges had a **6%** increase in Total FTES. South Seattle College had the largest increase compared to Seattle Central College and North Seattle College.

### State Funded FTES

The District increased **5%** in State Funded FTES, an increase of 395 FTES, compared to Winter 2022. Central reported a **4%** FTES increase whereas South and North were up **8%** and **2%** respectively.

The following chart reports State FTES Rates for Winter quarter:

Term		Winter
Measure		State
2022-23	<i>District</i>	8,598
	<i>Central</i>	3,148
	<i>North</i>	2,551
	<i>South</i>	2,899
2021-22	<i>District</i>	8,203
	<i>Central</i>	3,018
	<i>North</i>	2,498
	<i>South</i>	2,687
2020-21	<i>District</i>	8,293
	<i>Central</i>	3,108
	<i>North</i>	2,498
	<i>South</i>	2,687

**Contract FTES: International & Running Start**

The District had an overall 10% decrease of International FTES compared to Winter 2022. Overall, South had the largest decrease compared to North and Central.

Running Start FTES increased 2% for the District, where South reported the largest increase when compared to Winter 2022.

The following chart details Contract FTES:

Term		Winter					
		Running Start		International		Contract Total	
Measure		FTES	% of Total FTES	FTES	% of Total FTES	FTES	% of Total FTES
2022-23	<i>District</i>	1,057	10%	476	4%	1533	14%
	<i>Central</i>	427	10%	324	8%	750	18%
	<i>North</i>	293	9%	92	3%	385	12%
	<i>South</i>	337	10%	61	2%	397	11%
2021-22	<i>District</i>	1,029	10%	530	5%	1559	15%
	<i>Central</i>	423	11%	332	8%	755	19%
	<i>North</i>	276	9%	100	3%	376	12%
	<i>South</i>	330	10%	98	3%	428	13%
2020-21	<i>District</i>	1,304	11%	836	7%	2140	18%
	<i>Central</i>	521	11%	486	10%	1007	21%
	<i>North</i>	399	11%	164	5%	563	16%
	<i>South</i>	384	10%	186	5%	570	15%



**Dr. Rosie Rimando-Chareunsap**  
 Interim Chancellor



**Date Submitted Presenter**

**Position**

04/26/23

Bradley Lane, PhD

Interim President, Seattle Central College

**Meeting Date Topic**

05/11/23

Proposed Renovation of Student Activities Building

**Background Information (include if applicable: funding, fiscal impact)**

Student leadership at Seattle Central has for several years explored options to renovate the Student Activities Building which houses student government and the bookstore. With funding assistance from the President’s Office, they have retained architects to review how best to repurpose the bookstore space and otherwise renovate the second-floor student government offices and associated activities space.

Out of this multi-year planning process a final design has emerged. Rolluda Architects, Inc. has provided a programmatic design with an estimated cost in 2023 of \$8,185,320 or approx. \$562 per square foot before sales tax. Funding of the project would come from a certificate of participation bond issued through the State Treasurer’s Office. Servicing of the debt would come from student fees assessed on a per credit hour taken basis. Current estimates from Central’s business office is that a per credit hour fee of \$6 and a cap of \$60 per quarter for full-time students would be sufficient to support both debt service and maintenance and operations costs.

Student leadership will ask the student body to vote in May to impose the per credit hour fee to support the proposal. If an affirmative vote is achieved, Seattle Central will come to the Board of Trustees for approval to borrow the necessary funds.

The rules of the State Treasurer’s Office require that the college serve as the borrower. As such, approval to borrow will also require the consent of the SBCTC and the state legislature at their next session. A development timeline from the date of board approval will encompass two to three years until completion.

**Attachments (presentations, supplemental documents, reports, resolutions)**

Yes  No



Memorandum  
April 26, 2023

TO: Seattle Colleges Trustees  
RE: Student Activities Bldg. Renovation Proposal

Student leadership at Seattle Central has for several years explored options to renovate the Student Activities Building which houses student government and the bookstore. With funding assistance from the President's Office, they have retained architects to review how best to repurpose the bookstore space and otherwise renovate the second-floor student government offices and associated activities space.

There is a long-standing shortage on campus of student gathering space. This renovation is intended to create an inviting, safe environment for students, staff and faculty to relax, refuel and gather for non-instructional activities. The remodeling will provide for club activities, additional recreational activities and self-service dining.



Out of this multi-year planning process a final design has emerged. Rolluda Architects, Inc. has provided a programmatic design with an estimated cost in 2023 of \$8,185,320 or approx. \$562 per square foot before sales tax.

For context, the Wellness Center at South Seattle is the model which Seattle Central

will pattern this project on: Student government will put the proposal before the student body to fund the building thru student fees. Student government is proposing to submit the plan to a vote of Central's student body before the end of Spring Quarter. Funding of the project would come from a certificate of participation bond issued through the State Treasurer's Office. Servicing of the debt would come from student fees assessed on a per credit hour taken basis. Current estimates from Central's business office is that a per credit hour fee of \$6 and a cap of \$60 per quarter for full-time students would be sufficient to support both debt service and maintenance and operations costs.

If the student body votes to impose this fee, the project will come to you for final approval. The rules of the State Treasurer's Office require that the college serve as the borrower. As such, approval to borrow will also require the consent of the SBCTC and the state legislature at their next session. A development timeline from the date of board approval will encompass two to three years until completion.



# SEATTLE CENTRAL COLLEGE

Associated Student Council

## MEMORANDUM

**TO:** Board of Trustees, Seattle Colleges

**FROM:** Ronnie Kuan, ASC Executive of Administration, Seattle Central College

**DATE:** May 11, 2023

**SUBJECT:** May Report to the Board of Trustees

### **S&A Fee Committee Presentation**

Jinyang Xia, the student chairperson of the Student and Activities Fee Committee will be presenting the S&A Budget Allocations to the Board of Trustees. The presentation will contain a detailed breakdown and justification of the allocations made for this year.

### **Second Tiger Union Building Rebranding-Info Session**

The ASC will host a second public info session about our current plan to re-model the current Student Leadership building on May 4<sup>th</sup> from 1-2pm in BE4106. The session will include a presentation on the new design and construction timeline, as well as Q&A for attendees. Students are excited to know more about the brand-new student union building and are ready to vote for the new building.

### **Some On Campus Programming Returns:**

#### **Yom HaShoah – Holocaust Remembrance**

On April 20<sup>th</sup>, from 10am - 3pm, the Seattle Central College students came together as a community to remember and learn about the genocide of 6 million Jews, as well as other targeted

Ronnie Kuan, ASC Executive of Administration, Seattle Central College

groups during WWII, so that the words “never again” would be a reality. Tom Heller, the son of a survivor of two German concentration camps, spoke at 10:30 a.m., and at noon, followed by a recitation of the Kaddish and a candle lighting. Several students participated in the event and enjoyed the talk.

### **Student Involvement Fair**

The Student Organization Resources Council organized the student involvement fair on April 26<sup>th</sup>, from 12-1:30 pm, at the atrium. This fair allowed students to join student clubs, student committees, volunteer sign-up and get connected with student leaders. Around 120 people attended. Students were excited to participate in clubs and activities after the pandemic.

### **Conversations with the President**

The Associated Student Council will host the last Conversations with the President in this school year on May 3<sup>rd</sup>, from 1-2pm. Students are interested in learning about the future of Seattle Central College and having their voice heard. Boba milk tea and tiramisu will be provided for this event.

## REPORT

**To:** Board of Trustees  
**From:** Dr. Chemene Crawford, Presidents of North Seattle College  
**Meeting Date:** May 11, 2023  
**Subject:** Report – May Board of Trustees Meeting

### EQUITY, DIVERSITY, INCLUSION, & COMMUNITY

#### **NSC Louis Stokes Alliances for Minority Participation Students Present at PNW LSAMP conference**

NSC LSAMP students attended the PNW LSAMP conference April 6-8 at Portland State University. Student leaders, researchers, faculty and staff from local Pacific Northwest colleges and universities were in attendance. During the research poster presentations portion of the conference, 22 posters in total were presented by students from UW, WSU, Oregon State, Boise State, Yakima Valley CC and several other schools in the region. NSC LSAMP students placed second and third in the poster presentations.

### ORGANIZATIONAL EXCELLENCE

#### **WorkFirst Grant Increases by \$70K**

The WorkFirst grant increased by \$70K for 2024. The grant amount is determined by the success (student achievement indicators) of NSC WorkFirst students. The State Board for Community and Technical Colleges takes into consideration grades, completions, and retention. This is a strong indication that all the basic need support being provided to NSC students is helping them be successful at NSC.

### PARTNERSHIPS/EXTERNAL AFFAIRS

#### **NSC Hosts Spring 2023 RPC Conference**

NSC hosted the 2023 spring conference for the Research and Planning Commission (RPC) on April 13-14, 2023. The RPC is made up of institutional research and effectiveness personnel from the Washington state community and technical college system. Over 30 institutional effectiveness professionals from Washington's community and technical college system were in attendance. Seattle Colleges Associate Vice Chancellor for Equity, Diversity, Inclusion and Community, D'Andre Fisher, addressed the group on the importance of data to equity, diversity, inclusion, and community efforts.

### PRIDE POINTS

#### **IB Students Winners in International Case Competition**

A team of students from NSC's International Business (IB) Bachelor of Applied Science (BAS) program won the National Association of Small Business International Trade Educators (NASBITE) IB Case competition. This marks the third straight year, that students from this program were finalists in the NASBITE IB Case competition. This year, NSC's IB BAS team took the win over runner-up, Michigan State University, one of the nation's top research universities in International Business. NSC was the only team from a community college and competed with other universities such as, George Washington University and University of Maryland. The University of Washington Global Center sponsored the NSC IB BAS team.

## REPORT

**To:** Board of Trustees

**From:** Dr. Bradley Lane, Interim President of Seattle Central College

**Meeting Date:** May 11, 2023

**Subject:** Report – May Board of Trustees Meeting

## EQUITY, DIVERSITY, INCLUSION AND COMMUNITY

**Yom HaShoah:** The Office of EDIC hosted Yom HaShoah at Seattle Central in April, reflecting on the genocide of Jews and other targeted groups during World War II. Tom Heller, the son of a survivor of two German concentration camps, offered a talk followed by a recitation of the Jewish mourners' prayer and the lighting of candles. There were two in-person sessions over the course of the day and about 50 people participated virtually.

## PARTNERSHIPS

**Medical Assistant Program Partnership:** Dr. Toya Moore has collaborated with the Filipino Community Center and members of the Cambodian community to create a partnership and dedicated cohort of medical assistants for fall quarter 2023.

**Seattle Maritime Academy** has partnered with Seattle Jobs Initiative and WSDOT for COMPASS maritime training that kicked off in April. This program aims to connect underinvested youth to careers in the maritime industry.

**Seattle Maritime Academy** has also partnered with Maritime High School to provide Running Start students a pathway to complete a Coast Guard approved maritime program during high school. The first cohort will tentatively begin in fall 2023.

## PRIDE POINTS

**Dr. Nate Weston's** book, "Specters of Germany: Colonial Rivalry and Scholarship in the Philippine Reform Movement and Revolution" was named as a finalist for the 2023 National Book Award of the Philippines in the category of history. The National Book Award of the Philippines honor the most prestigious book



titles written, designed, and published in the Philippines that reinvigorates Philippine publishing, spotlights local voices and attracts a wider readership.

The **Department of Commerce** awarded Seattle Central with a \$240,000 grant under the Clean Energy Fund to begin converting the natural gas heating system in Broadway Performance Hall and the Broadway Edison and Science and Math buildings to a modern, efficient electric heat pump.

The Department of Commerce and Seattle City Light awarded Seattle Central a **“Green Up”** grant to install a 100kW solar photovoltaic system, building upon an existing 72kW system on the Broadway Edison roof.

Seattle Central earned a Gold Winner award from **the Collegiate Advertising Awards (CAA)** for a social media video honoring faculty and staff during Commencement 2022. CAA is a national program recognizing higher education organizations for excellence in communications, marketing, advertising, and promotions of their school.

Seattle Central also earned a Gold Winner award from the **38th Annual Educational Advertising Awards** for a social media video featuring the Wood Technology Center. The Educational Advertising Awards is the largest and oldest competition in the country that recognizes the field of educational marketing and advertising.

**Dr. Bradley Lane**

Interim President, Seattle Central College

## REPORT

**To:** Board of Trustees

**From:** Dr. Jean Hernandez, Interim President of South Seattle College

**Meeting Date:** May 11, 2023

**Subject:** Report – May 2023 Board of Trustees Meeting

### EQUITY, DIVERSITY, INCLUSION, & COMMUNITY

- **Transgender Awareness Workshops:** South Seattle College’s EDIC Team and President’s Office partnered to host six Transgender Awareness workshops in April. As we welcome more Trans and non-binary employees and students to campus, we recognize the need for additional learning and increased sense of belonging. Topics included 101-level transgender issues - both locally and nationally, gender pronouns, inclusive language, creating gender inclusive spaces, and honoring the perspectives and experiences of transgender students and employees. Approximately 60 South employees, from across the college and campuses, attended these in-person workshop sessions with guest facilitators Aiden Key and Heath Ray Hayden. Future workshops during the 2023-24 academic year are being planned.

### ORGANIZATIONAL EXCELLENCE

- **Collective Budget Planning Process:** With budget requests submitted for the upcoming academic year, College Council gathered campus feedback and submitted recommendations to President’s Cabinet on April 20 for final approval. Anti-bias, anti-racist values were forefront in making decisions that provide greater support to Student Services and our Georgetown Campus in the coming year.

### PARTNERSHIPS

- **Apprenticeship Partner Appreciation Event:** Interim Chancellor Dr. Rosie Rimando-Chareunsap and Interim President Dr. Jean Hernandez held an open house, reception and social hour event on May 3 to express Seattle Colleges’ appreciation for our apprenticeship partners. It was an opportunity to celebrate our partners for their dedication and support for thousands of apprenticeship and pre-apprenticeship students training each year to find success in livable wage careers and future education pathways.

### GUIDED PATHWAYS

- **Online Pathway Maps Completed:** The Guided Pathways Mapping Workgroup collaborated with Communications and the district Web Team to enhance the design and functionality of our online pathway maps for all College Transfer programs. Current and prospective students are now able to view and easily print program pathways directly from our website.

**PRIDE POINTS**

- **Northwest Wine Academy Featured by CityStream:** South's Northwest Wine Academy was featured by Seattle Channel's CityStream program in April. CityStream visited the academy and spoke with instructors, industry leaders and alumni to tell the story of how our program is preparing graduates to excel in Washington's booming wine industry. The segment can be viewed at <https://www.youtube.com/watch?v=zY7knZbPrBM>.
- **TRIO Director Featured in Inside Higher Education Article:** Executive Director of TRIO Pre-College Programs, Sebastian Myrick, was interviewed and quoted extensively by *Inside Higher Education* (a national publication) for an article about the push to open federal TRIO programs to undocumented students. Myrick, along with other TRIO directors across the country, has long sought to change the requirement for students participating in TRIO to be U.S. citizens so they can provide services to more low-income and first-generation students. The belief is the Biden administration may be open to the change. The article can be read at <https://www.insidehighered.com/news/government/student-aid-policy/2023/04/24/opening-college-prep-programs>.



**Dr. Jean Hernandez**  
Interim President, South Seattle College

## REPORT

**To:** Board of Trustees

**From:** Dr. Rosie Rimando-Chareunsap, Interim Chancellor

**Meeting Date:** May 11, 2023

**Subject:** Report – May Board of Trustees Meeting

### EQUITY, DIVERSITY, INCLUSION, & COMMUNITY

In support of implementing district-wide professional development goals laid out in the [Equity 2023 plan](#), over 50 Seattle Colleges faculty and staff will attend this year's National Conference on Race and Ethnicity (NCORE). NCORE is the preeminent annual conference in this field in higher education and has been convening annually since 1988. Over the years this conference has addressed racist incidents on college campuses and in higher education, scholarly study in areas of race and equity, best practices in retention and success for communities of color, and includes programming that explores intersectionality of race with other identities and groups.

To bring such a significant number from Seattle Colleges—from all three colleges, the district office, a wide range of departments, and functional areas—is an opportunity to build momentum behind our aspirations to become an anti-biased, anti-racist organization. The conference will be held in New Orleans, LA from May 30-June 3.

### ORGANIZATIONAL EXCELLENCE

In my previous roles as the President at South, VP of Student Services, and even back into my earlier work as Director of Outreach, I have been focused on how our colleges can have a more strategic approach to enrollment. I have served on multiple district-wide committees since 2017 and have been a part of dozens of enrollment strengthening recommendations over the years. One of the things that I find exciting and hopeful in my time as Interim Chancellor is the opportunity to better cement a more strategic approach to how we plan for, build, and respond to enrollment across all three of our colleges. Drs. Crawford, Hernandez and Lane are also very strategically focused on enrollment work especially as it enables us to more equitably serve our diverse communities.

Earlier in April, Dr. Crawford, Dr. Lane and, I attended a Strategic Enrollment Planning training for executives with Ruffalo Noel Levitz, a longtime leading organization supporting higher education in this field. We learned about how to build a strong enrollment plan that defines our enrollment work. We agree this is a great framework to organize our enrollment efforts across the district and develop college and even program-specific goals that we can support with focused attention and resources.



You will be hearing more from me in the coming weeks and months about how a strategic approach to enrollment will better support our organizational excellence overall.

### **PARTNERSHIPS**

The long 2023 legislative session ended on April 24th, and I am very proud of the work that the Seattle Colleges accomplished with our elected representatives! I have been reporting on our engagement work throughout the session and am pleased to say that our advocacy with legislators around fully funding the mandatory COLAs (Cost of Living Adjustments) has paid off. We are expecting 100% fully funded COLAs this July 1st. Due to ongoing requirements from I-732, faculty will receive an 8.9% increase in 2023-2024 and a 5.9% increase in 2024-2025. Classified and exempt staff (both represented and non-represented) will receive 4% in 2023-2024 and 3% in 2024-2025.

Seattle Central's Seattle Maritime Academy was also supported in both the operating budget and in the transportation budget, with a total of \$855,000 per year for the biennium to support a direct partnership with Washington State Ferries to develop an aggressive training plan to address the WSF system staffing shortages.

However, our larger statewide workforce funding request was not supported. Nevertheless, we will continue to engage with our legislators around this topic as the statewide presidents group and SBCTC seek to refine our strategy to strengthen investments in our workforce instructional programs.

This session was also the first time we worked with a government relations firm to represent us in Olympia on an ongoing basis and to support our legislative strategy development as well. Matt Steuerwalt and Caron Cargill from Insight Strategic Partners were invaluable partners in representing us in Olympia, helping us to open doors to key legislators, and partnering with other community college advocates on advancing our system requests. As their contract comes to a close, I will be debriefing with them to consider how Seattle Colleges continues to think and plan to have a strong presence with our legislators.

**Dr. Rosie Rimando-Chareunsap**  
Interim Chancellor