Green River College PRFR Report Appendix 2.D.1

2.D.1 The institution represents itself clearly, accurately, and consistently through its announcements, statements, and publications. It communicates its academic intentions, programs, and services to students and to the public and demonstrates that its academic programs can be completed in a timely fashion. It regularly reviews its publications to ensure accuracy and integrity in all representations about its mission, programs, and services.

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Section 1: Description of procedures or process for reviewing published materials for academic programs

- GA-22 College Publications - 2005
- GA-26 Social Media - 1/10/2013
- GA-19 Logo & Trademark Use Guidelines - 1/10/2013
- GA-27 Copyright Infringement Policy - 1/10/2013
- GA-29 Web 6/1/2013
- Communications & Media Relations

Section 2: Links to program information that demonstrate clear information about time to completion for programs

- GRC Program Catalog that demonstrates required credits for each program: Programs of Study - Green River College - Modern Campus Catalog™

Section 3: Description of procedures or process for reviewing published materials about services available to students

- GRC relevant information about reviewing published materials , webpage indicates "constantly updated to provide fresh content and opportunity for reader interaction", Communications & Media Relations

Section 4: Description or evidence of recruiting practices that ensures accurate information is provided to prospective students

- GRC Marketing Strategy and Plan: *CONVERSION STRATEGY - 4. Partnership with Recruitment & Outreach (page 12-13)*
- Public Information

2.D.1 EV.#1 / Section 1

GA-22 College Publications – 2005

Select Language
Powered by Google Translate

GA-22 COLLEGE PUBLICATIONS

Purpose
To inform the campus community of the rules regarding campus publications aimed at potential students and the community-at-large.

Scope
Covers all marketing materials created by staff, faculty and administration. (Exceptions are made for student services materials.)

Definitions
Printed or Web matter in which the college logo appears and which represents the college to the public, or invites participation in a college program or event that commits the college to perform an action or event.

Institutional Publications include, but are not limited to: the catalog, quarterly class schedules (Fall, Winter, Spring Summer, Pre-Fall), Viewbook, program information guides, student handbook, part-time faculty handbook, telephone directory and commencement brochures. Each of these publications has their own approval process and timelines.

Departmental Publications include: printed materials representing an entire college department such as brochures, flyers, or posters. Dean, dean's delegate or director must approve content. If there's curricular information, the Curriculum office must review.

Individual Publications include, but are not limited to: business cards, letterhead, forms, course information including syllabi, and promotional flyers for individual courses.

Policy and/or Procedure

In general, the appropriate dean, dean's delegate, or director must approve informational and promotional content.

In addition to dean, dean's delegate, or director approval, publications that contain information about academic programs, credit course of instruction and degrees must be approved by the Curriculum Office.

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Welcome to our Title IX Training Documents section, where transparency meets commitment. We proudly share comprehensive materials rooted in legal compliance and the principles of diversity, equity, and inclusion. These resources, designed for our Title IX Coordinator, are publicly accessible to promote awareness

The approval process for business cards, letterhead, notepads, faxes, memos and other internal publications such as programs or posters used for commencement, lectures, musical, theatrical, art or athletic events is the responsibility of that department's dean or director. The Publications Office will not require proof of approval to produce these publications.
All publications produced on campus must be dated. This may take the form of a small mm/yy in the bottom corner of the back page. This will help to insure the updating of all information released to the public.

To Initiate a New, Large, or Complicated Publication

1. Pick up an Editorial Checklist at the Publications Office Communication Center, RLC 148.
2. Use this form to ensure that ALL appropriate information is included in the text that you submit to Publications.
3. Get approvals If you have credit course, program or transfer information, the Curriculum Office MUST approve it. A dean, his or her delegate, or a director must also approve all departmental publications.
4. Schedule a meeting with the Publications Office to utilize the Creative Brief. This written document will help us produce the content and images that convey your message.
5. Fill out a Service Request form for all Publications Office jobs including requests for photos. (The Duplicating Request is a separate form for jobs produced in the Print Shop.)
6. Bring all forms and approved copy to the Publications Office and drop off. You must also submit all text for new jobs, or major revisions, to the Information Specialist, by disk or e-mail attachment, in Word for PC format.

For Minor Changes
Minor changes refer to reprints or updates of items such as stationary, flyers and brochures.

1. Provide a marked-up copy of relevant item along with a Service Request form. Deliver to the Publications Office.

For Major Revisions or any Change that Affects Program or Credit Course Information

1. Use the Editorial Checklist, and Service Request form.
2. Get Curriculum approval, and then bring all materials to the Publications Office.

Proofing Process
When a proof is ready for your review, you will be notified by e-mail and/or telephone. Your proof will then be placed into a Proof Pick-up box, located at the Communications Center. If it has not been picked up within 2 working days, it will be sent to you through the inter-office mail.

Specific Authority

Law Implemented

History of Policy or Procedure
Draft:
Adopted: June, 2001
Revised: April 5, 2005
Reviewed by: Cabinet, Board of Trustees
Contact: Sue Berg, Publications Manager, ext. 3327
President's Staff Sponsor: April Jensen, Executive Vice President, ext. 2565

and empower our community. Explore the training documents below to support our commitment to a workplace free from discrimination.

TIX-Advisor Training

Title IX Coordinator 1-Course Slides

TIX-Day 1 Slides-Investigative Report Writing Workshop

TIX-Day 2-April Open Report Writing Workshop

TIX-Investigation 2 Day-Client Class

Title IX in a Post Reg World-Day 1

Title IX in a Post Reg World-Day 2

TIX-Hearings-Day 1 - Oregon Alliance

TIX-Hearings-Day 2-Oregon Alliance

TIX-Aug-Open Training Trauma Informed Investigations Training

TIX-Book T9 Coordinator-2 Day Client Class

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- GA-3 Mandatory Reporting of Child Abuse
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- GA-5 Prohibited Activities
- GA-6 Trespass
- GA-7 Distribution of Materials

GA-26 Social Media - 1/10/2013

Select Language
Powered by Google Translate

GA-26 SOCIAL MEDIA

Purpose
To establish standards, responsibilities and authorized use of social media on behalf of Green River College.

Scope
All staff, faculty, administrators and students at Green River College.

Definitions

Policy
Green River Community College is committed to free and open expression and supports its faculty, staff and students in the use of social media to connect with each other and to accelerate teaching and learning.

These guidelines have been developed to assist the campus community in the safe, legal and appropriate use of any and all social media such as blogs, Facebook, Twitter, YouTube, LinkedIn and others. Because technology evolves constantly, these guidelines will be monitored and revised as deemed necessary.

General

- Social media accounts created on behalf of Green River Community College are the sole property of the college; creators and administrators have no ownership rights.
- Use of social media must comply with all applicable Green River policies, guidelines and regulations, including but not limited to:
  - Employee Acceptable Use of Technology and Data Policy
  - Use of Photo Release
  - Information Technology Security
  - Student Acceptable Computer Use Policy
  - Logo & Trademark Use and Compliance Guidelines
  - Copyright Infringement
- Development of a social media website for Green River requires authorization from the College Relations office prior

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to creating an account.

- All use of technology resources must conform to the Office of Information Technology's
- Acceptable Use of Technology and Data Policy. Nothing in this policy supersedes the standards set forth by the Office of Information Technology.
- Posting confidential information about Green River, its faculty, staff or students to any social media website is prohibited. Legal liability may arise for comments that are protected, proprietary, copyrighted, defamatory, libelous or obscene. Information learned through employment with Green River, such as closings, cancellations, emergencies or other non-public information is restricted until it has been officially announced by the College Relations Office or other authorized persons.

Guidelines

- Communication through college-related social media is considered a public record and will be managed as such. All comments or posts made to a Green River social media account, walls or pages are public information.
- Green River employees and representatives who post on behalf of Green River must be mindful at all times of protecting the college's reputation and promoting the educational mission.
- No employee or student should be required, asked or permitted to use a private or personal account for the purposes of creating social media accounts on behalf of the college. All social media accounts created on behalf of the college must be linked to a department's administrative or resource email account - never a personal email account.
- More than one college employee must have administrative access to any social media account, including a representative from the College Relations office. Administrative access will be terminated upon the employee's termination, voluntary cessation of employment or assignment to another job.
- Green River trademarks and logos may not be used without approval. Contact Marketing & Communications for an approved logo and other images to ensure coordination with other Green River sites and content.

Social media site maintenance

Social media sites must be maintained on a frequent and regular basis. Questions and comments received through social media must be responded to in a timely and appropriate fashion, preferably the same day.

Supervisors should determine who will be permitted to respond directly to users and whether prior approval is required before issuing a response.

Security
Employees need to be aware of current and emerging threats that they may face using a social media website. Any questions or concerns should be directed to the College Relations Office at Ext. 3360 or marketing@greenriver.edu.

Procedure

- Posting content on social media websites on behalf of Green River requires specific authorization. Supervisors are

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responsible for determining who will be permitted to post to the social media websites under their control.

- Employees using social media to communicate on behalf of Green River should be mindful that any statements made are on behalf of the college; therefore, employees should use discretion before posting or commenting.
- Communication should include no form of profanity, obscenity or copyright violations. It is also not appropriate to engage in arguments with members of the public who may be critical of the college. Citing or quoting colleagues or co-workers without their approval is prohibited.
- Confidential or non-public information should not be shared.
- Employees should always consider whether it is appropriate to post an opinion, commit oneself or the college to a course of action, or discuss areas outside of one's expertise. If there is any question or hesitation regarding the content of a potential comment or post, it is better not to post. Please consult the College Relations office at ext. 3600 for guidance.
- Anonymous posts are prohibited from staff, faculty or administration posting on behalf of the college.

Authorization

To ensure that college-sponsored social networking sites are secure, appropriately used and managed through best practices, the College Relations office will be the primary authority and will:

- Oversee and confirm decisions regarding social media sites including authorization of sites
- Evaluate requests for usage
- Have final authority to edit or remove content within legal constraints per the Green River policy
- Verify staff being authorized to use social media tools
- Maintain a list of social media domains, active account logins and passwords
- Change passwords if employee is removed as administrator
- Ensure social media material is archived including providing a list of all social media URLS and contact information

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Specific Authority

Drug-Free Workplace Act

Title IV--21st Century Schools, Part A—Safe and Drug Free Schools and Communities

The Higher Education Opportunity Act of 2008 (Public Law 110-315—August 14, 2008)

- This act requires institutions that both participate in any federal higher education programs and maintain on-campus housing to establish policy for reporting and categorizing crimes that are listed in the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (The “Clery Act”). Higher Education Resources and Student Assistance Programs for Drug and Alcohol Abuse Prevention (20 U.S.C. Section 1011), and the Hate Crimes Statistics Act (28 U.S.C. Section 534). This is enforced by the U.S. Department of Education (ED).

Law Implemented

- GA-8 State Environmental Policy Act (SEPA)
- GA-9 Hours of Operation
- GA-10 Reasonable Accommodation
- GA-11 Sex Discrimination Grievance Procedure
  - *For incidents reported to have occurred prior to August 1, 2024.*
- GA-12 Tenure
- GA-13 Grant/Contract Proposal Development
- GA-14 Grant/Contract Procedures, Post Award
- GA-15 Human Subjects Research Compliance
- GA-16 Public Records
- GA-17 Educational Rights and Privacy Act
- GA-18 Traffic and Parking
- GA-19 Logo & Trademark Use Guidelines
- GA-21 Redevelopment of Policies
- GA-22 College Publications
- GA-23 Ethics
- GA-25 Student Email Communications
- GA-26 Social Media
- GA-27 Copyright Infringement
- GA-28 On-Campus Outdoor Memorials & Markers

History of Policy or Procedure
Draft: September 27, 2012
Adopted: January 10, 2013
Revised:
Reviewed by: Vickie Sheehan, Executive Director of College Relations, ext. 3360
Contact: Vickie Sheehan, Executive Director of College Relations, ext. 3360
President's Staff Sponsor: Vickie Sheehan, Executive Director of College Relations, ext. 3360

- GA-29 Web Policy
- GA-30 PCI DSS COMPLIANCE POLICY
- GA-31 Sex Discrimination Investigation Procedure
  - *For incidents reported to have occurred on or after August 1, 2024.*
- GA-32 Employee Sex Discrimination Disciplinary Procedure
  - *For incidents reported to have occurred on or after August 1, 2024.*
- GA-33 Pregnancy and Pregnancy Related Conditions

GA-19 Logo & Trademark Use Guidelines - 1/10/2013

Select Language
Powered by Google Translate

GA-19 LOGO & TRADEMARK USE GUIDELINES

Purpose
To ensure proper use and application of the logo and trademarks associated with Green River College.

Scope
All staff, faculty, administrators and students at Green River College.

Definitions

Policy
This policy outlines the basic requirements for appropriate usage of the Green River College logo and trademark in design elements for any print publications, web content and promotional merchandise. This policy applies to faculty, staff, students, academic departments, administrative divisions/departments, alumni, informal groups, student organizations, and suppliers or manufacturers of commercial and non-commercial products. The Brand Standards Guide provides a comprehensive overview of all Green River logos and their proper use.

Procedure

Guidelines for logo usage

- *Permissions*
  In general, the name and logo should only be used on materials created or sanctioned by the school administration. Use of the logo by employees, students or alumni on materials for their individual use or for use to represent groups of students or alumni is not permitted without prior approval. Permission requests must be approved by the College Relations office.
- *Alterations*
  The Green River logo may not be altered in any way. The use of taglines, icons or graphics as logos for Green River is prohibited. When resizing the logo for applied use, the graphic properties must be scaled proportionally. The logo must not be stretched horizontally or vertically to fit a specific size. Please refer to the Brand Standards Guide for

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guidance, or contact Marketing and Communications for assistance with any difficulties with logo use.

Unauthorized use

Please note that the following uses are not permitted:

- Any use of the name or logo suggesting or implying a certification or seal of approval for activities, services and products.
- Any use of the name or logo as a component of an organization's own logo, trademark or other branding elements.
- Any use of the name or logo for the promotion or advertising of products, services and other activities intended to solicit business.
- Independent organizations or departments such as TRIO, Project TEACH, KGRG and KENU may have their own logo.

Use in printed publications

- On brochures, post cards, newsletters and other printed pieces, the college logo must appear prominently on the outside of the piece, either front or back.
- On stationery and business cards, the layout, typefaces and positioning of the logo and contact information may not be altered for personal choice or preference.
- Text must not appear behind, over or through the official Green River logo. Text may appear above, below or on either side of the official logo. The logo must never be tilted or upside down.
- Use of the abbreviation "GRC" in any printed document for public consumption is prohibited. When an abbreviation is necessary, "Green River" should be used instead.

Website and social media branding

Students and employees are encouraged to use an official registered logo on college web pages and affiliated social network sites. However, individuals including alumni must obtain approval from the Marketing and Communications department before using the college logo on personal sites and fan sites.

As with printed publications, the use of the abbreviation "GRC" on any website or webpage is prohibited.

Merchandise

To use a registered logo on merchandise (other than retail items in the Book Store) such as shirts, coffee mugs, gifts, etc., prior approval is required. For assistance with merchandise projects, please contact the College Relations department.

Employees of Green River are expected to adhere to the logo usage policy outlined above at all times. When using College logos and trademarks, the reference information contained in the Brand Standards Guide will serve as the official guideline.

If you have any questions about the proper use of the Green River logo, please contact the Creative Services department at creativeservices@greenriver.edu for assistance.

Specific Authority

Law Implemented

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and empower our community. Explore the training documents below to support our commitment to a workplace free from discrimination.

TIX-Advisor Training

Title IX Coordinator 1-Course Slides

TIX-Day 1 Slides-Investigative Report Writing Workshop

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- GA-5 Prohibited Activities
- GA-6 Trespass
- GA-7 Distribution of Materials

History of Policy or Procedure
Draft: 1988
Adopted: June 2001
Revised: January 10, 2013
Reviewed by:
Contact: George Frasier, Executive Director of Development/Foundation, ext. 3338
President's Staff Sponsor: Vickie Sheehan, Executive Director of College Relations

- GA-8 State Environmental Policy Act (SEPA)
- GA-9 Hours of Operation
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  - *For incidents reported to have occurred prior to August 1, 2024.*
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- GA-21 Redevelopment of Policies
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- GA-27 Copyright Infringement
- GA-28 On-Campus Outdoor Memorials & Markers

GA-27 Copyright Infringement Policy - 1/10/2013

Select Language
Powered by Google Translate

GA-27 COPYRIGHT INFRINGEMENT

Purpose
To ensure compliance with copyright law.

Scope
Any use of materials protected by copyright laws.

Definitions
Fair Use Exemption Factors: In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

Section 107: Limitations on exclusive rights: Fair use

Policy
Green River College faculty, students and staff will be aware of and comply with all laws governing the use of copyrighted materials. This includes both the protection of copyright holders' rights, and also the full exercise in good faith of fair use and teaching exemptions as identified in sections 107 and 110 of US Code, title 17.

The director of the library is designated as the copyright officer. The copyright officer will exercise general oversight of copyright at the college, oversee copyright education and counsel individuals in applying copyright law.

Procedure

Fair use exemptions are determined on a case-by-case application of the four factors outlined in section 107. Although many external entities have provided specific copyright “guidelines,” no such guidelines have been adopted by Congress or the courts. Each application of fair use must be examined individually. Green River will provide a central, online

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location where faculty and staff can log fair use decisions and rationale. A centralized, permanent file of written copyright authorizations, exemptions and waivers will also be established.

Specific Authority
U.S. Code, Title 17—Copyrights
Copyright Act of 1976
TEACH (Technology, Education and Copyright Harmonization) Act, 2001

Law Implemented

History of Policy or Procedure
Draft: September 10, 2012
Adopted: January 10, 2013
Revised:
Reviewed by: Vickie Sheehan, Executive Director of College Relations
Contact: Jennifer Dysart, Library Director
President's Staff Sponsor: Derek R. Brandes, Vice President of Instruction

and empower our community. Explore the training documents below to support our commitment to a workplace free from discrimination.

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GA-29 Web 6/1/2013

Select Language
Powered by Google Translate

GA-29 WEB

Purpose
The web policy sets forth standards designed to ensure that information published electronically to the Green River College website is appropriate, visually appealing, well written and conforms to the college branding guidelines.

Scope
All staff, faculty and students at Green River College.

Authority
The Marketing and Communications (MarCom) office is directly responsible for the content and oversight of all Green River College websites. This includes primary sites, faculty pages, marketing pages, student organization pages, and any site either hosted by Green River or that are proprietary to the transmission of information for the college.

Policy and/or Procedure
The quality of information published through the Green River Community College website plays an important role in maintaining the strong reputation and image of the college. Only pages developed college programs, divisions, offices, recognized student organizations or student academic work will be housed on the Green River network.

In order to create a high quality, visually consistent web presence, it is imperative for all pages to have certain elements that remain the same from page to page. All web pages that are a part of the Green River website will use approved web templates. Official web pages are expected to follow the same professional and graphic standards as outlined in the Green River College Brand Standards Guide.

The Green River website is a Content Management System that stores and displays official college web content in standardized templates. Management and use of the CMS will comply with all official policies of the college; all federal, state, and local laws, statutes, and regulations; confidentiality of records; positive data security and appropriate use of computing facilities. Any official college information made available to external users is subject to review by the college to
ensure consistency with laws and college policies.

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Any web pages on the Green River Community College network are a reflection of the college. It is important for all contributors to ensure that their information is well-organized, accurate and up-to-date. Information appearing on any webpage is the responsibility of the originating department, office or organization and must be in compliance with all college standards:

- Any use of the Green River logo(s) on any website must follow all logo requirements as specified in policy GA-19, Logo & Trademark Use and Compliance Guidelines.
- All written content must follow contemporary best practices for writing for the web. MarCom reserves the right to edit or reject any materials submitted for, or currently published to the web.
- Every department that has a web presence must have contact information clearly identified (including sub-pages as appropriate). The contact information may be a specific individual, a general number or email, or a link to a page of contacts for the department. The contact information should at the minimum include a name, email address and a telephone number.
- Websites must be updated and maintained in a timely manner. Any links provided to other sites will be accessible and appropriate. Links to commercial sites for personal gain are prohibited.

Inappropriate Web Content
Materials that are prohibited on any Green River Community College website:

- Copyrighted information without written consent of copyright owner
- Anything that violates federal, state, or local laws or regulations
- Anything that violates college policies
- Defamatory or disparaging remarks of any group(s), organization(s) or institution(s)
- Abusive, profane or sexually offensive remarks
- Information that may injure someone else and/or lead to a lawsuit or criminal charges
- Use of the college name and logo without official authorization in ways that imply endorsement of commercial organizations, their products or services
- Advertisements for commercial products or enterprises
- Anything that may constitute an invasion of privacy of any group or individual
- Violation of confidentiality of college, employee or student records, or violate the Public Records Act (RCW 42.56)
- Third party add-on applications not specifically approved by IT and MarCom

The types of material listed above or any direct link to another page containing such material should not be included in any Green River webpage. Green River College reserves the right to remove any page or material that is in violation of this or any other college policy.

Responsibilities of Users

Content Manager
Each web page must have a designated person responsible for

community. Explore the training documents below to support our commitment to a workplace free from discrimination.

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page content (the Content Manager). This individual must complete CMS training with MarCom staff prior to being granted access to web page(s). The Content Manager is responsible for reviewing and updating the page on a regular basis using best practices for writing web content. Content Managers should not use different colors, fonts or text sizes outside of the provided template, without specific approval of the MarCom team. All styles must also be followed as indicated in the Brand Standards Guide. Content Managers are encouraged to use good judgment regarding the impact of the content of their pages on the audience that accesses the college's website.

Requests for site permissions

Requests for access permission to develop Canvas-driven faculty websites (formally Angel) should be directed to IT. All web pages housed outside of the CMS must meet all logo, branding and web policy guidelines outlined above. MarCom reserves the right to edit content to meet policy guidelines.

Requests for other websites hosted by Green River Community College should be made to MarCom.

Use of external services

No external web provider tools will be attached, or linked to any Greenriver.edu associated page without the express permission of MarCom. This includes widgets, calculators, avatars, photo viewing sources, Google forms, etc. This excludes social media sites that meet the college's social media and web policy guidelines. MarCom reserves the right to remove any items upon discovery with notification to the Content Manager or department to ensure consistency with brand and web policies.

Use of images

All image assets involving students must have a completed Photo Release Form for the use of video, photography and audio. Forms for both adults and minors are located on GatorNet under the Forms section. Content Managers are responsible for submitting a copy of their photo release to be archived by MarCom when they submit items via the asset approval process. Do not use images found on the web or elsewhere unless you have clear documentation that they are not copyright protected or that Green River has permission for use.

Once uploaded to the web page, the CMS will auto populate your image in the right hand column with a narrow border. Content Managers may not change template placement of images as this is designed to ensure consistency throughout the site. If you need specialized placement, please contact MarCom for assistance.

Specific Authority

Law Implemented

History of Policy or Procedure

Draft: January 10, 2013
Adopted: June 1, 2013
Revised:
Reviewed by: Vickie Sheehan, Executive Director of College Relations
Contact: Vickie Sheehan, Executive Director of College Relations
President's Staff Sponsor: Vickie Sheehan, Executive Director of College Relations

- GA-8 State Environmental Policy Act (SEPA)
- GA-9 Hours of Operation
- GA-10 Reasonable Accommodation
- GA-11 Sex Discrimination Grievance Procedure
  - *For incidents reported to have occurred prior to August 1, 2024.*
- GA-12 Tenure
- GA-13 Grant/Contract Proposal Development
- GA-14 Grant/Contract Procedures, Post Award
- GA-15 Human Subjects Research Compliance
- GA-16 Public Records
- GA-17 Educational Rights and Privacy Act
- GA-18 Traffic and Parking
- GA-19 Logo & Trademark Use Guidelines
- GA-21 Redevelopment of Policies
- GA-22 College Publications
- GA-23 Ethics
- GA-25 Student Email Communications
- GA-26 Social Media
- GA-27 Copyright Infringement
- GA-28 On-Campus Outdoor Memorials & Markers

Communications & Media Relations

Select Language
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COMMUNICATIONS & MEDIA RELATIONS

COLLEGE RELATIONS

Media Relations

College Relations serves as Green River College's communication link to local, regional and national media. Our staff is here to help faculty and staff work with the media to publicize their work, as well as to link media members in search of experts on various topics. Faculty and staff are encouraged to work in coordination with College Relations when contacted by the media or to develop publicity plans to highlight programs, service and teaching.

Media Inquiries & Contact

Philip Denman
Senior Director of College Relations | Public Information Officer
Green River College | 12401 SE 320th St | Auburn, WA 98092
pdenman@greenriver.edu | Office 253-833-9111, ext. 6613

Communications

Through publications, news media, the College's website, and other forms of communication, we highlight the high quality and diversity of our programs, promote upcoming campus events and celebrate the achievements of our students, graduates, faculty and staff.

The office produces Gator News[BROKEN LINK], the official newsletter for Green River College, which is constantly updated to provide fresh content and opportunity for reader interaction, as well as assists in the production and distribution of GatorCast, the College's official podcast.

Press Release or Gator News Article

Estimated Project Duration: 2 weeks

Crisis & Emergency Communications

Rapid, accurate and purposeful communication of key information and messages is essential. Precise communication

Resources and Tools

Project Requests

- Project Request Procedures
- College Relations Service Catalog
- Branding & Identity Guide
- Creative Asset Wizard
- Disclaimers & Publication Statements
- Green River College Photo Library
- Content Manager CMS Login
- Web Support
- Digital Signage Content Guide
- Photo & Video Release
- Media Rights Release

Contact Us

For questions or inquiries please contact us at 253-833-9111, ext. 3318, or by email:

minimizes the potential for any inaccurate, negative, or detrimental information being disseminated to all stakeholders. During a crisis or emergency situation, we work with Campus Safety and the Emergency Opertations Center to share emergency messaging to staff and students using serveral tools, including: text messaging, emails, social media posts and alert box across greenriver.edu pages.

- College Relations
- Creative Services
- Web Services

Hours of Operation

Monday - Friday
8 a.m. - 5 p.m.
Saturday - Sunday
Closed

View Closures & Special Hours

Location

The College Relations offices are located in Rutkowski Learning Center (RLC), 148.

GRC Print Shop

Mike Hahm | Director

(253) 263-7889
mikeh@greenriverprinting.com

2.D.1 EV.#2 / Section 2

GRC Program Catalog that demonstrates required credits for each program: Programs of Study - Green River College - Modern Campus Catalog™

Catalog Search

Search Catalog

Advanced Search

Catalog Home

Disclaimers

Academic Calendar

Welcome

Getting Started

Student Resources

Academic Information

Graduation Information

Programs of Study

University Transfer

Professional and Technical

Other Learning Options

Course Descriptions

College Policies

Important Phone Numbers

Faculty and Administration

Glossary

Campus Map

Catalog Archive

Career and Program Explorer

My Portfolio

[ARCHIVED CATALOG]

Programs of Study

The following lists all the degree and certificate programs offered at Green River College.

University Transfer

Transfer Associate

- Associate in Arts Degree, AA-DTA
- Associate in Biology, DTA/MRP
- Associate in Business, AB-DTA/MRP
- Associate in Computer Science, ACS-DTA/MRP
- Associate in Fine Arts, AFA
- Associate in Math Education, AM-DTA/MRP
- Associate in Pre-Nursing, APreN-DTA/MRP
- Associate in Science Transfer Track 1-Biology, Environmental Science, Chemistry, Geology, Earth Science, AST-1
- Associate in Science Transfer Track 2-Engineering, Computer Science, Physics, Atmospheric Science, AST-2
- Associate in Science Transfer Track 2/MRP-Bioengineering and Chemical Engineering, AST-2/MRP
- Associate in Science Transfer Track 2/MRP-Civil and Mechanical Engineering, AST-2/MRP
- Associate in Science Transfer Track 2/MRP-Computer and Electrical Engineering, AST-2/MRP

Professional and Technical

Bachelors of Applied Science Degree

- Accounting, BAS
- Aeronautical Science, BAS
- Applied Management, BAS
- Bachelor of Science in Nursing
- Early Childhood Education: Infant and Child Mental Health, BAS
- Information Technology-Advanced Network Administration and Security Certificate
- Information Technology-Cybersecurity and Networking, BAS
- Information Technology-Software Development, BAS
- Marketing and Entrepreneurship, BAS
- Natural Resources-Forest Resource Management, BAS
- Realtime Reporting: Court Reporting & Captioning, BAS

Associate in Applied Arts Degree

- Accounting, AAA
- Administrative Assistant, AAA
- Business Applications Specialist, AAA
- Business Management, AAA
- Legal Administrative Assistant, AAA
- Medical Office Administration, AAA
- Realtime Transcription, AAA

Associate in Applied Science Degree

- Automotive Technology, AAS
- Aviation Technology - Unmanned Aerial Systems, AAS
- Aviation Technology, AAS

- Carpentry Technology-Residential and Light Commercial, AAS
- Early Childhood Education, AAS
- Machining and Manufacturing Technology, AAS
- Mechanical Computer-Aided Design, AAS
- Mechatronics Technician, AAS
- Natural Resources-Forestry, AAS
- Natural Resources-Geographic Information Systems, AAS
- Natural Resources-Park Management, AAS
- Natural Resources-Water Quality, AAS
- Natural Resources-Wildland Fire, AAS
- Occupational Therapy Assistant, AAS
- Physical Therapist Assistant, AAS
- Practical Nursing, AAS
- Wastewater Technology, AAS
- Water Supply Technology, AAS
- Welding Technology, AAS

Associate in Applied Science Degree-Transfer

- Criminal Justice, AAS-T
- Criminal Justice-Forensic Technology, AAS-T
- Cybersecurity and Networking, AAS-T
- Data Analytics and Software Development, AAS-T
- Early Childhood Education and Diversity Studies, AAS-T
- Early Childhood Education Paraeducator, AAS-T
- Mechatronics Theory and Application, AAS-T
- Natural Resources, AAS-T

Certificate

- Accounting Certificate
- Accounting Clerk Certificate
- Administrative Assistant Certificate
- Administrative Assistant-Data Entry Certificate
- Administrative Assistant-File Clerk Certificate
- Administrative Assistant-Office Support 1 Certificate
- Administrative Assistant-Office Support 2 Certificate
- Administrative Assistant-Records Information Clerk Certificate
- Aerospace and Advanced Manufacturing: Principles of Precision Machining 1 Certificate
- Aerospace and Advanced Manufacturing: Principles of Precision Machining 2 Certificate
- Automotive Brakes, Steering and Suspension Certificate
- Automotive Electrical Systems Certificate
- Automotive Engine Performance Certificate
- Automotive Heating and Air Conditioning Certificate
- Automotive Transmission and Transaxle Certificate
- Aviation Technology - Air Traffic Controller Certificate
- Aviation Technology - Airline Dispatcher Completion Certificate
- Aviation Technology - Aviation Operations Management Certificate
- Aviation Technology - Basic Aviation Knowledge Certificate
- Aviation Technology - Unmanned Aerial Vehicles Cyber Security Certificate
- Aviation Technology - Unmanned Aerial Vehicles Digital Photography Certificate
- Business Applications for Small Business Certificate
- Business Applications Specialist Certificate
- Business Management-Business Analytics Certificate
- Business Management-Business Foundations Certificate
- Business Management-Management and Supervision Certificate
- Business Management-Marketing and Sales Certificate
- Business Management-Retail Management Certificate
- Cardiac Monitor/Electrocardiography (EKG) Technician Certificate
- Carpentry Technology Certificate
- Carpentry Technology Pre-Apprenticeship Certificate

- Carpentry Technology-Concrete Forming and Placement Certificate
- Carpentry Technology-Framing Level 1 Certificate
- Carpentry Technology-Framing Level 2 Certificate
- Carpentry Technology-Residential Interior and Exterior Finish Certificate
- Court Reporting & Captioning-Scopist/Text Editor Certificate
- Criminal Justice -Corrections Certificate
- Criminal Justice-Forensic and Fingerprint Technology Certificate
- Criminal Justice-Law Enforcement Certificate
- Design Drafting Technology-AutoCAD Certificate
- Design Drafting Technology-Mechanical CAD Certificate
- Design Drafting Technology-Revit Certificate
- Early Childhood Education (Statewide) Certificate
- Early Childhood Education (Statewide) Initial Certificate
- Early Childhood Education Certificate of Specialization Administration (Statewide) Certificate
- Early Childhood Education Certificate of Specialization-Family Child Care (Statewide) Certificate
- Early Childhood Education Certificate of Specialization-General (Statewide) Certificate
- Early Childhood Education Certificate of Specialization-Home Visiting and Family Engagement (Statewide) Certificate
- Early Childhood Education Certificate of Specialization-Infants and Toddlers (Statewide) Certificate
- Early Childhood Education Certificate of Specialization-Outdoor Learning for Young Children (Statewide) Certificate
- Early Childhood Education Certificate of Specialization-School Age Care (Statewide) Certificate
- Early Childhood Education Paraeducator - Initial Certificate
- Early Childhood Education Paraeducator State Certificate
- Emergency Room and Patient Care Technician Certificate
- Information Technology-Cloud Fundamentals Certificate
- Information Technology-Fundamentals Certificate
- Information Technology-Scripting Fundamentals Certificate
- Information Technology-Security Fundamentals Certificate
- Machining and Manufacturing - Additive Manufacturing Technology Certificate
- Machining and Manufacturing Technology Certificate
- Maintenance Mechatronics 1 Certificate
- Maintenance Mechatronics 2 Certificate
- Medical Assistant Phlebotomy Certificate
- Medical Coding and Reimbursement Specialist Certificate
- Medical Front Office Certificate
- Medical Office Manager Certificate
- Medical Office Support Certificate
- Nurse Assistant Certificate
- Wastewater Technology-Municipal Wastewater Treatment Technology Certificate
- Water Distribution Technology Certificate
- Welding Technology - Advanced Arc Welding Certificate
- Welding Technology - Basic Arc and Flame Certificate
- Welding Technology - Intermediate Arc and Flame Certificate

Other Learning Options

Certificate

- High School Equivalency Test Certificate

High School Diploma

- High School Diploma, HSD

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2.D.1 EV.#3 / Section 3

GRC relevant information about reviewing published materials , webpage indicates “constantly updated to provide fresh content and opportunity for reader interaction”, Communications & Media Relations

Select Language
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COMMUNICATIONS & MEDIA RELATIONS

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GRC Print Shop

Mike Hahm | Director

(253) 263-7889
mikeh@greenriverprinting.com

2.D.1 EV.#4 / Section 4

GRC Marketing Strategy and Plan: *CONVERSION STRATEGY - 4. Partnership with Recruitment & Outreach (page 12-13)*

2. Brand Awareness (BA) and Outreach

Brand awareness is the extent to which community/prospective students can recall or recognize the GRC brand under different conditions. It is the first level of promotion. It is ongoing, general, and consistent.

In 2020, a brand awareness study was done in GRC's service area to determine the recall of the GRC brand with community members. It showed that both Highline and GRC's brand awareness with recipients were the highest among all local schools. Highline was slightly higher in the aided (recognition) version while GRC was slightly higher in the unaided (recall) version.

GRC marketing will consistently produce and distribute general promotion throughout the year with a message used for all quarterly BA efforts, distributed through various methods:

- SEO (Search Engine Optimization)
- TV/Radio
- Advertisements
- Partner promotion
- Social
- Community engagement
- Sponsorships
- Strategic giveaways

3. Targeted Campaigns (TC)

Targeted campaigns are aimed at calling a specific audience into action. TC's have a specific message, using the appropriate language, tone, terms, and content that is most likely to resonate with that targeted audience.

Targeted campaigns will often call the audience to act on a "micro-conversion" first, instead of the ultimate conversion of applying. The purpose is to qualify leads, build a relationship of trust, resolve concerns, and gain research data.

These campaigns will often NOT reflect internal language, assumptions, or visuals but will still support the brand identity of GRC.

Examples of micro conversion calls to action:

- Download a document
- Watch a video
- Call a number
- Fill out a form
- Click through

4. Partnership with Recruitment & Outreach

GRC Recruitment and Outreach aims to empower students by providing the most up-to-date information, program contacts, and clear pathways to successfully register through the enrollment process. It works closely with College Relations and other partners to research GRC's markets, recruit, and educate regarding GRC offerings.

Recruitment is done by working directly and indirectly with our area K-12 schools and organizations by participating in college fairs, career days, college visits and offering general presentations to call to action.

Outreach will often be brand awareness partner building where we provide information to high school students, parents, faculty, and the community to educate and promote the value of a lifelong education, staying top of mind with specific organizations for the purpose of leading their constituents towards conversion (enrollment) at GRC.

Over-arching goals of Recruitment & Outreach are to:

1. Regularly seek feedback and data for the purpose of informing future recruitment, outreach, and marketing
2. Collaborate with College Relations on messaging and materials
3. Engage both general and targeted populations in GRC's service area

Example of an effective CRO / R&O operational partnership:

1. Based on CRO/IE research, identify 4 audiences to target
    a. CRO and R&O to research and gather feedback
    b. Build marketing plans for each audience
2. R&O builds (or adds) event calendar to target the 4 specific audiences
3. CRO supports with online and marketing assets
4. Leads are tracked, qualified, nurtured
5. Process or marketing recommendations to appropriate leadership groups

5. Lead Generation

Lead generation is the process of generating public interest for GRC's offerings with the goal of turning that interest into a conversion (enrollment).

Different approaches are required for the different phases of the conversion funnel.

Cold inquiry entry points are tools/methods that new prospective students or families use to contact or engage the school, without any previous contact or referral:

- Google
- Website
    - Unique virtual tour visit
- Programs
- Walk-ins
- Emails

Public Information

Select Language
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PUBLIC INFORMATION

AT GREEN RIVER COLLEGE

Public Records Index

1. **STATEMENT OF POLICY**

Available on website and/or by records request.

- GA-1 Drug Free Campus
- GA-2 Tobacco Use
- GA-5 Prohibited Activities
- GA-7 Distribution of Materials
- GA-9 Hours of Operation
- GA-10 Reasonable Accommodation

- GA-11 Title IX Sex Discrimination Grievance Procedure
- GA-15 Human Subjects Research Compliance
- GA-16 Public Records
- GA-18 Traffic and Parking
- GA-22 College Publications
- GA-32 Sex Employee Sex Discrimination Disciplinary Procedure
- HR-22 Nondiscrimination and Harassment
- SA-17 Satisfactory Progress for Financial Aid
- SA-18 Notification on Convicted Sexual Offenders
- SA-91 College Holiday & Leave
- SA-29 Facility Access & Maintenance for Safety
  - Hazing Prevention and Response
  - Non-Discrimination & Accessibility
  - Student Conduct Code

Green River College also provides the additional information below

- General Institutional Information
- Accreditation
- Bookstore / Textbook Information
- Cost of Attending
- Loans
- GRC Policies
- Student's Rights – Family Educational Rights and Privacy Act (FERPA)
- Withdrawal & Refund Rules
- Return of Financial Aid Funds (SA-16)
- Rules of Student Conduct
- Transfer Credit
- Safety
- Reporting Crimes and Other Emergencies (SA-31)
- Emergency and Safety Alerts

- What to do in an Emergency
- Student Support and Information
- Privacy
- Counseling Services
- Canvas: How to Log On
- Career Services
- LGBTQ
- Disability Support Services
- Student Email
- Veterans
- Student Financial Assistance
- Financial Aid
- Academic Progress Policy (SAP)
- Study Resources
- eLearning Student Website
- Tutoring Resource Center
- Center for Transformational Wellness
- Holman Library

Other college policies are available via public records request, following the process.

1. **MANUALS THAT AFFECT THE PUBLIC**

Board Policy

- **PLANNING POLICIES AND GOALS**

Strategic Plan

1. **RETENTION SCHEDULES**

Below are links to indexes that list the types of records held by colleges and their retention schedules.

- Community and Technical Colleges Records Retention Schedule

- State Government General Records Retention Schedule

1. **ADMINISTRATIVE (PERC) Decisions**

1. R. KEITH HOELLER, COMPLAINANT v. GREEN RIVER COLLEGE, RESPONDENT

Wash.Pub.Emp.Rel.Com.April 30, 2019

2. GREEN RIVER UNITED FACULTY COALITION, COMPLAINANT v. GREEN RIVER COLLEGE, RESPONDENT

Wash.Pub.Emp.Rel.Com.October 10, 2016

3. WASHINGTON FEDERATION OF STATE EMPLOYEES, COMPLAINANT v. GREEN RIVER COLLEGE, RESPONDENT

Wash.Pub.Emp.Rel.Com.August 18, 2016

4. R. KEITH HOELLER, COMPLAINANT v. GREEN RIVER COLLEGE, RESPONDENT R. KEITH HOELLER, COMPLAINANT v. GREEN RIVER UNITED FACULTY COALITION, RESPONDENT

Wash.Pub.Emp.Rel.Com.June 23, 2016

5. GREEN RIVER UNITED FACULTY COALITION, COMPLAINANT v. GREEN RIVER COLLEGE, RESPONDENT

Wash.Pub.Emp.Rel.Com.May 03, 2016

6. GREEN RIVER UNITED FACULTY COALITION, COMPLAINANT v. GREEN RIVER COLLEGE, RESPONDENT

Wash.Pub.Emp.Rel.Com.February 11, 2016

7. R. KEITH HOELLER, COMPLAINANT v. GREEN RIVER COLLEGE, RESPONDENT R. KEITH HOELLER, COMPLAINANT v. GREEN RIVER UNITED FACULTY COALITION, RESPONDENT

Wash.Pub.Emp.Rel.Com.January 06, 2016

8. IN THE MATTER OF THE PETITION OF: WASHINGTON FEDERATION OF STATE EMPLOYEES FOR CLARIFICATION OF AN EXISTING BARGAINING UNIT OF EMPLOYEES OF:

COMMUNITY COLLEGE DISTRICT 10 (GREEN RIVER COMMUNITY COLLEGE)

Wash.Pub.Emp.Rel.Com.December 11, 2008

9. ALEX FELICIANO, COMPLAINANT, COMMUNITY COLLEGE DISTRICT 10 - GREEN RIVER, RESPONDENT. ALEX FELICIANO, COMPLAINANT, VS. WASHINGTON FEDERATION OF STATE EMPLOYEES, RESPONDENT

Wash.Pub.Emp.Rel.Com.October 06, 2008

10. IN THE MATTER OF THE PETITION OF: SANDRA MATHEWS INVOLVING CERTAIN EMPLOYEES OF: COMMUNITY COLLEGE DISTRICT 10 (GREEN RIVER)

Wash.Pub.Emp.Rel.Com.August 14, 2007

11. WASHINGTON FEDERATION OF STATE EMPLOYEES, COMPLAINANT, VS. COMMUNITY COLLEGE DISTRICT 10 - GREEN RIVER RESPONDENT

Wash.Pub.Emp.Rel.Com.May 21, 2007

12. IN THE MATTER OF THE PETITION OF: WASHINGTON FEDERATION OF STATE EMPLOYEES INVOLVING CERTAIN EMPLOYEES OF: COMMUNITY COLLEGE DISTRICT 10 - GREEN RIVER

Wash.Pub.Emp.Rel.Com.October 27, 2005

13. GREEN RIVER UNITED FACULTY COALITION, COMPLAINANT, VS. GREEN RIVER COMMUNITY COLLEGE, RESPONDENT.

Wash.Pub.Emp.Rel.Com.January 30, 1995

14. BETTY J. VICKERS, COMPLAINANT, VS. GREEN RIVER COMMUNITY COLLEGE, RESPONDENT.

Wash.Pub.Emp.Rel.Com.December 19, 1994

15. IN THE MATTER OF THE PETITION OF: GREEN RIVER COMMUNITY COLLEGE (COMMUNITY COLLEGE DISTRICT 10 INVOLVING CERTAIN EMPLOYEES OF: GREEN RIVER COMMUNITY COLLEGE

Wash.Pub.Emp.Rel.Com.January 01, 1994

16. UNITED FACULTY COALITION OF GREEN RIVER COMMUNITY COLLEGE, COMPLAINANT, VS. GREEN RIVER COMMUNITY COLLEGE, RESPONDENT.

Wash.Pub.Emp.Rel.Com.October 19, 1993

17. IN THE MATTER OF THE PETITION OF: GREEN RIVER COMMUNITY COLLEGE (COMMUNITY COLLEGE DISTRICT 10 FOR CLARIFICATION OF A BARGAINING UNIT OF EMPLOYEES REPRESENTED BY: GREEN RIVER UNITED FACULTY COALITION

Wash.Pub.Emp.Rel.Com.September 09, 1993

18. GREEN RIVER UNITED FACULTY COALITION, COMPLAINANT, VS. GREEN RIVER COMMUNITY COLLEGE, (COMMUNITY COLLEGE DISTRICT 10) RESPONDENT.

Wash.Pub.Emp.Rel.Com.August 05, 1993

19. GREEN RIVER UNITED FACULTY COALITION, COMPLAINANT, VS. GREEN RIVER COMMUNITY COLLEGE, RESPONDENT.

Wash.Pub.Emp.Rel.Com.March 01, 1992

Related Information

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Kent, WA 98032
(253) 288-3361
ksimmons@greenriver.edu
TitleIXCoordinator@greenriver.edu
publicrecords@greenriver.edu

Washington's Public Records Act
RCW 42.56

Green River College PRFR Report Appendix 2.D.2

2.D.2 The institution advocates, subscribes to, and exemplifies high ethical standards in its management and operations, including in its dealings with the public, NWCCU, and external organizations, including the fair and equitable treatment of students, faculty, administrators, staff, and other stakeholders and constituencies. The institution ensures that complaints and grievances are addressed in a fair, equitable, and timely manner.

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2.D.2 EV.#2 / Section 2 ..... **89**

Additional Evidences / Section 3 ..... **103**

Section 1: Policies and procedures for reviewing internal complaints, including:

- **Student academic-related grievances**
- **Discrimination**
- **Title IX**
- **Evidence that complaint information is provided to students and prospective students with contact information for filing complaints with its accreditor and with state approval or licensing entity that would appropriately handle a student's complaint**
- **Description of process for maintaining a record of qualifying student complaints for seven years or longer and the processing of such complaints**

  - RCW 42.52 Ethics in Public Service
  - Washington State Executive Ethics Board training
  - Americans With Disabilities Act, ADA
  - Section 504 of the Rehabilitation Act of 1973
  - Students with Disabilities Core Services, RCW 28B.10.912
  - Students with Disabilities Accommodation, RCW 28B.10.914
  - Family Educational Rights and Privacy Act, FERPA
  - WAC 132J-126-300 Recordkeeping
  - GP-6 Board Code of Ethics - 10/17/2013
  - GA-23 Ethics – 6/18/2013
  - HR-22 Nondiscrimination and Harassment policy. - 8/14/2020
  - GA-11 Sex Discrimination Grievance Procedure - 8/14/2020
  - Title IX reporting guidance
  - Discrimination/Harassment Formal Complaint Form
  - Reporting Incidents
  - Non-Discrimination & Accessibility
  - IN-5 Student Complaint Regarding Instruction – 5/22/2019
  - Consumer Protection Student Complaint Process
  - Instruction Student Complaint Process
  - 2025-28 CBA_ *article V: Terms of Employment Section S Complain (page 36)*
  - 2025-2027 Washington Federal State Employees - Higher Education
    - *article 2 Non-Discrimination (page 1);*
    - *article 3 Workplace Behavior (page 2);*
    - *article 29 Discipline (page 62);*
    - *article 30 Grievance Procedure (pp. 64-69);*
    - *appendix K TITLE IX (page A-31)*

Section 2: Policies and procedures for reviewing external complaints and grievances

- GA-11 Sex Discrimination Grievance Procedure

Section 3: Additional Evidences

- Learning & Innovation: Training for Existing Employees

2.D.2 EV.#1 / Section 1

RCW 42.52 Ethics in Public Service

The following pages show only section titles of this evidence. To view the full file, please refer to the hyperlink

Chapter 42.52 RCW
ETHICS IN PUBLIC SERVICE

Sections

42.52.010 Definitions.
42.52.020 Activities incompatible with public duties.
42.52.030 Beneficial interests in transactions.
42.52.040 Assisting in transactions.
42.52.050 Confidential information—Improperly concealed records.
42.52.060 Testimony of state officers and state employees.
42.52.070 Special privileges and exemptions—Application of section to legislature.
42.52.080 Employment after public service.
42.52.090 Limited assistance by former state officers and employees.
42.52.100 Conditions on appearance before state agencies or doing business with the state—Hearing—Judicial review.
42.52.110 Compensation for official duties or nonperformance.
42.52.120 Compensation for outside activities.
42.52.130 Honoraria.
42.52.150 Limitations on gifts.
42.52.160 Use of persons, money, or property for private gain.
42.52.170 Giving, paying, loaning, etc., any thing of economic value to state employee.
42.52.175 Legislative nexus.
42.52.180 Use of public resources for political campaigns.
42.52.185 Restrictions on mailings by legislators.
42.52.187 Letters of recommendation or congratulations by legislators.
42.52.190 Investments.
42.52.200 Agency rules.
42.52.220 Universities and state board for community and technical colleges—Administrative processes.
42.52.310 Legislative ethics board.
42.52.320 Authority of legislative ethics board.
42.52.330 Interpretation.
42.52.350 Executive ethics board.
42.52.360 Authority of executive ethics board.
42.52.365 Executive branch agencies—Ethics advisors—Ethics training.
42.52.370 Authority of commission on judicial conduct.
42.52.380 Political activities of board members.
42.52.390 Hearing and subpoena authority.
42.52.400 Enforcement of subpoena authority.
42.52.410 Filing complaint—Whistleblower protection—Penalty for reprisal or retaliation.
42.52.420 Investigation.
42.52.425 Dismissal of complaint.
42.52.430 Public hearing—Findings.
42.52.440 Review of order.
42.52.450 Complaint against legislator or statewide elected official.
42.52.460 Citizen actions.
42.52.470 Referral for enforcement.
42.52.480 Action by boards.

42.52.490 Action by attorney general.
42.52.500 Optional hearings by administrative law judge.
42.52.510 Rescission of state action.
42.52.520 Disciplinary action.
42.52.530 Additional investigative authority.
42.52.540 Limitations period.
42.52.550 Compensation of ethics boards.
42.52.560 Communications from an employee organization or charitable organization—Distribution by state employee.
42.52.570 Private business activity policy—Department of fish and wildlife—Parks and recreation commission.
42.52.575 Information about scholarship opportunities.
42.52.800 Exemptions—Solicitation for state capitol historic furnishings and preservation and restoration of state legislative building.
42.52.802 Exemption—Solicitation for Washington state legacy project, state library, and archives account.
42.52.8021 Exemption—Solicitation for Washington state flag account.
42.52.8022 Exemption—Informational or educational meetings regarding legislative issues.
42.52.8023 Exemption—Gina Grant Bull memorial legislative page scholarship account.
42.52.8024 Exemption—Rosa Franklin legislative internship program scholarship.
42.52.803 Exemption—Solicitation for legislative oral history account.
42.52.804 Exemption—Health profession board or commission—Professional opinions.
42.52.805 Solicitation for charitable activities of executive branch state employees—Limitations—Definitions.
42.52.806 Exemption—Solicitation for Billy Frank Jr. national statuary hall collection fund.
42.52.807 Exemption—Advising on student athlete name, image, and likeness.
42.52.810 Solicitation for the legislative international trade account—Report.
42.52.820 Solicitation for hosting national legislative association conference.
42.52.821 Exemption—Solicitation to host conference of a national association.
42.52.822 Exemption—Solicitation for regional or national legislative association conferences.
42.52.900 Legislative declaration.
42.52.901 Liberal construction.
42.52.903 Serving on board, committee, or commission not prevented.
42.52.904 Effective date—1994 c 154.
42.52.906 Construction—Chapter applicable to state registered domestic partnerships—2009 c 521.

RCW 42.52.010 Definitions. ***(Effective until January 1, 2026.)***

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

Washington State Executive Ethics Board training

Training

The Ethics in Public Service Act encourages all Executive branch officers and employees to attend ethics training offered by the Executive Ethics Board at least once every 36 months. (RCW 42.52.365(2)). The Executive Ethics Board provides many different options and resources to complete this training including online and in-person training.

Training opportunities available:

Executive Level Training

The Board is offering an executive level training taught by Executive Director Kate Reynolds. This training is intended for agency heads, commissioners, presidents, vice presidents, and cabinet level leaders within the agency and/or education institutions. Part ethics training and part question and answer, the format is perfect as a meeting agenda item. If you would like to schedule a webinar, please contact Kate Reynolds at kate.reynolds@atg.wa.gov or by calling 360.586.6759.

Webinar Training

The Executive Ethics Board is also proud to offer webinar training! The webinar training is a live remote training perfect for everyone. The webinar can be accessed from individual computers or in a viewing room via a link that is sent to registered state employees or your agency training coordinator prior to the training. It can be customized in both content and length depending upon your preference. If your agency is interested in setting up a webinar, contact Board staff at ethics@atg.wa.gov or by calling 360.664.0871.

In-Person Training

Executive Ethics Board staff is available to provide training to state employees. After taking the training, the state employee will have a basic understanding of the ethical standards in place for state employees and state officials. The training will cover what is required under the law as a state employee and give state employees practical tools on how to handle ethical issues when they arise in the workplace. Through the use of hypothetical situations, state employees will learn what conduct is appropriate and options to take when faced with ethical dilemmas in their agency. The state employee will also gain a working knowledge of the role of the Executive Ethics Board as well as the complaint process.

There is no cost for the training! Contact the Executive Ethics Board at 360.664.0871 or by emailing ethics@atg.wa.gov to schedule an in-person training.

Online Ethics Quiz

Test your knowledge of the states ethics laws by taking the Ethics Quiz, a question and answer session regarding the Ethics in Public Service Act, RCW 42.52.

Online Training

The Department of Enterprise Services also hosts a 90-minute online Ethics in Public Service training through their eLearning platform. This course highlights the Ethics in Public Service Act, RCW 42.52 and includes WAC 292-110-010, Use of State Resources.

Americans With Disabilities Act, ADA

The following pages show only first page of this evidence. To view the full file, please refer to the hyperlink

ADA.gov
U.S. Department of Justice
Civil Rights Division

Americans with Disabilities Act of 1990, As Amended

Editor's Note:

Here is the text of the Americans with Disabilities Act of 1990 (ADA), including changes made by the ADA Amendments Act of 2008. Congress passed the ADA as a "Public Law," and it originally was in a different format than presented here. To make the law more widely available, the ADA was later reformatted and published in volume 42 (called "title 42") of the United States Code. One small part of the ADA is found in title 47 of the United States Code. The text below mirrors the law as it is found in the U.S. Code. Because the numbering system is different in the U.S. Code, the headings provide in brackets the title numbers of the ADA as originally enacted.

Law, Regulations, & Standards

Read this document to understand your legal rights or responsibilities under the ADA.

For a beginner-level introduction to a topic, view Topics
For more detailed information on a topic, view Guidance & Resource materials

Title 42 - The Public Health and Welfare

Chapter 126 - Equal Opportunity for Individuals with Disabilities

Sec. 12101. Findings and purpose

(a) Findings

The Congress finds that—

(1) physical or mental disabilities in no way diminish a person's right to fully participate in all aspects of society, yet many people with physical or mental disabilities have been precluded from doing so because of discrimination; others who have a record of a disability or are regarded as having a disability also have been subjected to discrimination;

Section 504 of the Rehabilitation Act of 1973

U.S. DEPARTMENT OF LABOR

Office of the Assistant Secretary for Administration & Management

Section 504, Rehabilitation Act of 1973

Section 794. Nondiscrimination under Federal grants and programs; promulgation of rules and regulations

(a) Promulgation of rules and regulations

No otherwise qualified individual with a disability in the United States, as defined in section 705 (20) of this title, shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service. The head of each such agency shall promulgate such regulations as may be necessary to carry out the amendments to this section made by the Rehabilitation, Comprehensive Services, and Development Disabilities Act of 1978. Copies of any proposed regulations shall be submitted to appropriate authorizing committees of the Congress, and such regulation may take effect no earlier than the thirtieth day after the date of which such regulation is so submitted to such committees. See also 29 CFR Part 32 and 29 CFR Part 37.

(b) "Program or activity" defined

For the purposes of this section, the term "program or activity" means all of the operations of --

(1)(A) a department, agency, special purpose district, or other instrumentality of a State or of a local government; or

(B) the entity of such State or local government that distributes such assistance and each such department or agency (and each other State or local government entity) to which the assistance is extended, in the case of assistance to a State or local government;

(2)(A) a college, university, or other postsecondary institution, or a public system of higher education; or

(B) a local educational agency (as defined in section 8801 of Title 20), system of vocational education, or other school system;

(3)(A) an entire corporation, partnership, or other private organization, or an entire sole proprietorship --

(i) if assistance is extended to such corporation, partnership, private organization, or sole proprietorship as a whole; or

(ii) which is principally engaged in the business of providing education, health care, housing, social services, or parks and recreation; or

(B) the entire plant or other comparable, geographically separate facility to which Federal financial assistance is extended, in the case of any other corporation, partnership, private organization, or sole proprietorship; or

(4) any other entity which is established by two or more of the entities described in paragraph (l), (2) or (3); any part of which is extended Federal financial assistance.

(c) Significant structural alterations by small providers

Small providers are not required by subsection (a) to make significant structural alterations to their existing facilities for the purpose of assuring program accessibility, if alternative means of providing the services is available. The terms used in this subsection shall be construed with reference to the regulations existing on March 22, 1988.

(d) Standards used in determining violation of section

The standards used to determine whether this section has been violated in a complaint alleging employment discrimination under this section shall be the standards applied under title I of the Americans with Disabilities Act of 1990 (42 U.S.C. 12111 et seq.) and the provisions of sections 501 through 504, and 510, of the Americans with Disabilities Act of 1990 (42 U.S.C. 12201-12204 and 12210), as such sections related to employment.

Section 794a. Remedies and attorney fees

Give Feedback

Submit Feedback

(a)(1) The remedies, procedures, and rights set forth in section 717 of the Civil Rights Act of 1964 (42 U.S.C. 2000e-16), including the application of sections 706(f) through 706 (k) [42 U.S.C. 2000e-5(f) through k)] shall be available, with respect to any complaint under section 791 of this title, to any employee or applicant for employment aggrieved by the final disposition of such complaint, or by the failure to take final action on such complaint. In fashioning an equitable or affirmative action remedy under such section, a court may take into account the reasonableness of the cost of any necessary work place accommodation, and the availability of alternative therefor or other appropriate relief in order to achieve an equitable and appropriate remedy.

(2) The remedies, procedures, and rights set forth in title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq)shall be available to any person aggrieved by any act or failure to act by any recipient of Federal assistance or Federal provider of such assistant under section 794 of this title.

(b) In any action or proceeding to enforce or charge a violation of a provision of this subchapter, the court, in its discretion, may allow the prevailing party, other than the United States, a reasonable attorney's fee as part of the costs.

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Students with Disabilities Core Services, RCW 28B.10.912

RCW 28B.10.912 Students with disabilities—Core services described—Notice of nondiscrimination. Each institution of higher education shall ensure that students with disabilities are reasonably accommodated within that institution. The institution of higher education shall provide students with disabilities with the appropriate core service or services necessary to ensure equal access.

Core services shall include, but not be limited to:

(1) Flexible procedures in the admissions process that use a holistic review of the student's potential, including appropriate consideration in statewide and institutional alternative admissions programs;

(2) Early registration or priority registration;

(3) Sign language, oral and tactile interpreter services, or other technological alternatives;

(4) Textbooks and other educational materials in alternative media, including, but not limited to, large print, braille, electronic format, and audiotape;

(5) Provision of readers, notetakers, scribes, and proofreaders including recruitment, training, and coordination;

(6) Ongoing review and coordination of efforts to improve campus accessibility, including but not limited to, all aspects of barrier-free design, signage, high-contrast identification of hazards of mobility barriers, maintenance of access during construction, snow and ice clearance, and adequate disability parking for all facilities;

(7) Facilitation of physical access including, but not limited to, relocating of classes, activities, and services to accessible facilities and orientation if route of travel needs change, such as at the beginning of a quarter or semester;

(8) Access to adaptive equipment including, but not limited to, TDDs, FM communicators, closed caption devices, amplified telephone receivers, closed circuit televisions, low-vision reading aids, player/recorders for 15/16 4-track tapes, photocopy machines able to use eleven-by-seventeen inch paper, brailling devices, and computer enhancements;

(9) Referral to appropriate on-campus and off-campus resources, services, and agencies;

(10) Release of syllabi, study guides, and other appropriate instructor-produced materials in advance of general distribution, and access beyond the regular classroom session to slides, films, overheads and other media and taping of lectures;

(11) Accessibility for students with disabilities to tutoring, mentoring, peer counseling, and academic advising that are available on campus;

(12) Flexibility in test taking arrangements;

(13) Referral to the appropriate entity for diagnostic assessment and documentation of the disability;

(14) Flexibility in timelines for completion of courses, certification, and degree requirements;

(15) Flexibility in credits required to be taken to satisfy institutional eligibility for financial aid; and

(16) Notification of the institution of higher education's policy of nondiscrimination on the basis of disability and of steps the student may take if he or she believes discrimination has taken place. This notice shall be included in all formal correspondence that communicates decisions or policies adversely affecting the student's status or rights with the institution of higher education. This notice

shall include the phone numbers of the United States department of education, the United States office of civil rights, and the Washington state human rights commission. [1994 c 105 s 3.]

Intent—1994 c 105: See note following RCW 28B.10.910.

Students with Disabilities Accommodation, RCW 28B.10.914

RCW 28B.10.914 Students with disabilities—Accommodation. Reasonable accommodation for students with disabilities shall be provided as appropriate for all aspects of college and university life, including but not limited to: Recruitment, the application process, enrollment, registration, financial aid, coursework, research, academic counseling, housing programs owned or operated by the institution of higher education, and nonacademic programs and services. [1994 c 105 s 4.]

Intent—1994 c 105: See note following RCW 28B.10.910.

Family Educational Rights and Privacy Act, FERPA

The following pages show only table of contents of this evidence. To view the full file, please refer to the hyperlink

FERPA

34 CFR PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Below are the regulations at 34 CFR Part 99 implementing section 444 of the General Education Provision Act (GEPA), which is commonly referred to as the Family Educational Rights and Privacy Act (FERPA), and Federal Register Notices of amendments to FERPA. They are presented here for your convenience.

The current regulations can also be found at the Electronic Code of Federal Regulations:Title 34, Part 99--Family Educational Rights and Privacy (https://www.ecfr.gov/cgi-bin/text-idx?SID=4b4094c9e8a435c5e9cf4026588c3ffe&mc=true&tpl=/ecfrbrowse/Title34/34cfr99_main_02.tpl).

The current statutes can be found at 20 U.S.C. 1232g - Family educational and privacy rights (http://www.govinfo.gov/app/details/USCODE-2017-title20/USCODE-2017-title20-chap31-subchapIII-part4-sec1232g)

To learn more about FERPA, please refer to the General Guidance for Parents (https://studentprivacy.ed.gov/resources/parent-guide-family-educational-rights-and-privacy-act-ferpa) or Students (https://studentprivacy.ed.gov/resources/ferpa-general-guidance-students).

Parents and eligible students who wish to file a complaint under FERPA may do so on the File a Complaint (https://studentprivacy.ed.gov/file-a-complaint) page.

The Federal Register Notices of amendments to FERPA regulations can be found here:

12/2/2011 (https://www.gpo.gov/fdsys/pkg/FR-2011-12-02/pdf/2011-30683.pdf)

12/9/2008 (https://www.gpo.gov/fdsys/pkg/FR-2008-12-09/pdf/E8-28864.pdf)

4/21/2004 (https://www.gpo.gov/fdsys/pkg/FR-2004-04-21/pdf/04-9054.pdf)

7/6/2000 (https://www.gpo.gov/fdsys/pkg/FR-2000-07-06/pdf/00-17058.pdf)

34 CFR PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY

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WAC 132J-126-300 Recordkeeping

WAC 132J-126-300 Recordkeeping. (1) The vice president of student affairs shall maintain for at least six years the following records of student grievance and disciplinary actions and proceedings:

(a) Initial and final orders in cases where a student's grievance has been sustained or a disciplinary action against a student has been reversed and the student fully exonerated;

(b) The complete records in all cases where adjudication has been requested; and

(c) A list or other summary of all disciplinary actions reported or known to the vice president and not appealed.

(2) Final disciplinary actions shall be entered on student judicial records, provided that the vice president of student affairs shall have discretion to remove some or all of that information from a student's judicial record upon the student's request and showing of good cause.

[Statutory Authority: RCW 28B.50.140(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-300, filed 12/3/14, effective 1/3/15.]

GP-6 Board Code of Ethics - 10/17/2013

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GP-6 BOARD CODE OF ETHICS

Policy

The Board expects ethical conduct by itself and its members. This includes proper use of authority and appropriate decorum in both group and individual behavior when acting as Board members.

1. Board members must maintain un-conflicted loyalty to the interests of the citizens and the district. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of college services.
2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
   a. There must be no self-dealing or any conduct of private business or personal services between any Board member and the College except as allowed by Chapter 42.52 RCW.
   b. Board members must not use their positions to obtain employment by the College for themselves, family members, friends or associates.
   c. Board members shall abstain from votes upon which they have an appearance of a conflict of interest.
3. The Board speaks with one voice, and Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
   a. Board members' interaction with the president or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above.
   b. Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member to speak for the Board except for those duties reserved to the chairperson.
   c. Board members will make no judgments of presidential performance except as that performance is assessed against explicit Board policies.

College Policies

Business Administration

General Administrative

Information Technology

Human Resources

Instruction

Student Affairs

Board Policies

Governance Process

- GP-1 Policy Governance Commitment
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- GP-3 Board Job Description
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- GP-5 Community College District No. 10 Bylaws
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- GP-7 Naming of Facilities

History of Policy

Draft: September 30, 2003, December 12, 2003, February 16, 2004
Adopted: April 15, 2004
Revised: October 17, 2013

- GP-8 Civility and Mutual Respect
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- BSR-1 Order Delegating Authority
- BSR-2 President's Job Description
- BSR-3 Monitoring Presidential Performance
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- BSR-5 Other Board Interactions

Executive Limitations

- EL-1 General Executive Constraint
- EL-2 Treatment of People
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- EL-5 Financial Condition
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- EL-9 Reserves

College Outcomes

- CO-1 College Mission
- CO-2 College Vision
- CO-3 Core Theme: College Transfer Education
- CO-4 Core Theme: Career and Technical Education

GA-23 Ethics – 6/18/2013

GA-23 ETHICS

Purpose
This policy is intended to ensure an environment where employees understand that they hold a public trust. This trust obligates them to a) conduct the business of the institution in accordance with the highest ethical standards, b) not use their public office for personal gain or private advantage, and c) avoid activities that conflict with the proper discharge of their duties.

Employees are required to:

a. Serve the public with respect, concern, courtesy and responsiveness, recognizing that service to the public is the primary mission of state government.
b. Promote an environment of public trust free from fraud, abuse of authority and misuse of public property.
c. Strengthen public confidence in the integrity of state government by demonstrating the highest standards of personal integrity, fairness, honesty and compliance with law, rules, regulations and Green River policies.
d. Interact with co-workers with respect, concern, courtesy, and responsiveness.
e. Create a work environment that is free from all forms of discrimination and harassment.

Scope
This policy shall apply to all employees and officers of the college.

Definitions
Employee: Individuals who are employed by Green River Community College, including student employees and volunteers.

Officer of the college: Members of the Board of Trustees.

De minimis: Minimal in duration and frequency with no actual cost to the state or the cost is so small as to be insignificant or negligible.

Gifts: Anything of economic value for which no consideration is given in return, with specified exceptions. These exceptions include certain items received from family members or friends, certain items related to an outside business, items exchanged among co-workers, etc.

College Policies

Board of Trustees

Business Administration

General Administrative

Information Technology

Human Resources

Instruction

Student Affairs

Title IX Training Documents

Welcome to our Title IX Training Documents section, where transparency meets commitment. We proudly share comprehensive materials rooted in legal compliance and the principles of diversity, equity, and inclusion. These resources, designed for our Title IX Coordinator, are publicly accessible to promote awareness and empower our community. Explore

Honoraria: An honorarium refers to money or a thing of value that is offered to an employee or officer of the college for a speech, appearance, article, or similar item of activity in connection with the employee's official role with the institution.

Policy and/or Procedure

ETHICS CATEGORIES

Use of State Resources for Personal Benefit
Employees and officers of the college are obligated to conserve and protect state resources for the benefit of the public interest, rather than their private interests. No state employee or officer of the college may employ or use any person, money or property under the employee's official control or direction, or in his or her official custody, for the private benefit or gain of the employee, officer of the college or another.

The restrictions set forth by RCW 42.52.160 are designed to prohibit the use of state resources for private purposes.

An employee or officer of the college can make occasional but limited use of state resources for private use provided that:

- There is no cost to the state and,
- There is no interference with the performance of official duties and,
- The use is brief in duration and does not disrupt state business due to volume or frequency and,
- The use does not compromise the security or integrity of state information or software.

De minimis use is permitted for the telephone, computer, fax, email and Internet provided that the use is not for personal gain, such as conducting an outside business; for political or campaign activities; or illegal. Personal use of the state SCAN long-distance telephone system is not permitted.

Certain uses of state resources are prohibited regardless of whether the use is de minimis and does not interfere with the performance of official duties. State law prohibits the use of state resources for conducting an outside business; supporting, promoting, or soliciting funds for an outside group or organization without authorization; political or campaign use; commercial purposes; or illegal activity.

The personal use of state resources that are removed from campus, such as, but not limited to, tools, computers, video recorders, vehicles, and cameras is not permitted. Employees may not reimburse the state so that there is no actual cost to the state, although in limited situations a system of reimbursement may be established by the college in advance and approved by the Executive Ethics Board.

Gifts
Employees and officers of the college are prohibited from accepting a gift, gratuity or item of value if it could be reasonably expected to influence an action, judgment or vote. In addition, no employee or officer of the college may accept gifts with a collective value in excess of fifty ($50) dollars from a single source in a calendar year or a single gift from multiple sources with a value in excess of fifty ($50) dollars. The values of gifts given to family members are ordinarily attributed to the employee for the purpose of determining whether the limit has been exceeded.

For employees or state officers other than those who participate

the training documents below to support our commitment to a workplace free from discrimination.

TIX-Advisor Training

Title IX Coordinator 1-Course Slides

TIX-Day 1 Slides-Investigative Report Writing Workshop

TIX-Day 2-April Open Report Writing Workshop

TIX-Investigation 2 Day-Client Class

Title IX in a Post Reg World-Day 1

Title IX in a Post Reg World-Day 2

TIX-Hearings-Day 1 - Oregon Alliance

TIX-Hearings-Day 2-Oregon Alliance

TIX-Aug-Open Training Trauma Informed Investigations Training

TIX-Book T9 Coordinator-2 Day Client Class

General Administrative Policies

- GA-1 Drug Free Campus
- GA-2 Tobacco Use
- GA-3 Mandatory Reporting of Child Abuse
- GA-4 Use of Photo Release
- GA-5 Prohibited Activities
- GA-6 Trespass
- GA-7 Distribution of Materials

in the acquisition of goods or services, there are general exceptions to the gift limit. These permit employees to accept, among other things, unsolicited tokens of appreciation such as plaques and desk items, flowers and plants, gifts from dignitaries in another state or country intended to be personal in nature.

Post State Employment

Post-state employment restrictions are designed to ensure that a former employee or officers of the college does not accrue advantage as a result of decisions or actions made while in public service.

Post-state employment restrictions fall into three categories.

1. Contract restrictions prohibit former employees from accepting employment or compensation if
   a. during the two years preceding termination of state employment, they were involved in negotiation or administration of a contract with that employer and in a position to make outcome-affecting discretionary decisions,
   b. the contract (s) is/are worth over $10,000, and
   c. the employment or compensation relate to the fulfilling or implementation of that contract.
2. Beneficial interest restrictions prohibit a former employee, during the two years following termination of state employment, from having a “beneficial” (financial) interest in a grant or contract that was authorized or funded by an action in which s/he participated while in state employment.
3. Continuing restrictions, which have no statutorily-defined time limit, prohibit former state employees from, among other things, accepting employment or compensation that they have reason to believe, or that a reasonable person would believe, was intended to influence or compensate their performance or non-performance of official duties.

Honoraria

No college employee may receive an honorarium unless specifically authorized by the college.

The college may not authorize an honorarium in certain circumstances:

1. The person offering the honorarium is seeking or is reasonably expected to seek a contract or grant from the college, and the employee is in a position to participate in determining the terms or awarding of the contract or grant.
2. The person offering the honorarium is likely to seek or oppose adoption of college rules, actions, or policy changes, and the person receiving the honorarium may participate in that adoption.

Employees may use state time and resources to prepare materials for a speech or presentation for which an honorarium will be awarded if the activity is related to the employee's official role in state employment. If it is not connected to one's official role, any payment received is not an honorarium; rather it is considered outside compensation subject to RCW 42.52.120.

If an honorarium includes payment for travel, lodging or subsistence expenses, the employee cannot also seek or accept college reimbursement of such expenses.

Compensation for Outside Activities

An employee or officer of the college may not receive any thing of economic value under any contract or grant outside of his/her

- GA-8 State Environmental Policy Act (SEPA)
- GA-9 Hours of Operation
- GA-10 Reasonable Accommodation
- GA-11 Sex Discrimination Grievance Procedure
  - *For incidents reported to have occurred prior to August 1, 2024.*
- GA-12 Tenure
- GA-13 Grant/Contract Proposal Development
- GA-14 Grant/Contract Procedures, Post Award
- GA-15 Human Subjects Research Compliance
- GA-16 Public Records
- GA-17 Educational Rights and Privacy Act
- GA-18 Traffic and Parking
- GA-19 Logo & Trademark Use Guidelines
- GA-21 Redevelopment of Policies
- GA-22 College Publications
- GA-23 Ethics
- GA-25 Student Email Communications
- GA-26 Social Media
- GA-27 Copyright Infringement
- GA-28 On-Campus Outdoor Memorials & Markers

official duties, unless certain conditions are met. This provision prohibits outside employment or other arrangements that might become a conflict or have the appearance of a conflict.

The conditions under which outside compensation may be received are:

1. The contract is bona fide and the work is actually performed.
2. The performance or administration of the contract or grant is not within the employee's official duties at the college or under the employee's official supervision.
3. The work is not prohibited by other statutes, such as the prohibition on assisting others in transactions involving the state.
4. The contract or grant is not performed for or compensated by anyone from whom the employee could not receive a gift under RCW 42.52.110 (applicable to employees who handle acquisitions).
5. The grant or contract is not created or authorized by the employee in his/her official capacity.
6. The work would not require unauthorized disclosure of confidential information obtained through college employment.

If the outside contract or grant is with another state agency, additional requirements must be met. Essentially these mean that there must be either an open bidding process with more than one competitor, or prior approval from the Executive Ethics Board. Such a contract or grant with a state agency generally must be filed with the Executive Ethics Board within thirty days after signing.

Financial Interest in Transactions
Employees or officers of the college may not be beneficially (financially) interested in contracts, sales, leases, purchases, or grants that they make, or that are made under their supervision, as state employees. They also may not accept any compensation, gratuity, or reward from any other person who is beneficially interested in such a contract, etc. While there are exceptions for certain higher education research institutions, allowing certain researchers to have financial interests in their institutional grants and contracts, those exceptions generally do not apply to Green River.

Stated another way, a college employee, acting as such, cannot participate in college transactions with an entity or other person in which the employee holds some position or financial interest. Again, there are some exceptions, for service on foundation boards and in certain other public interest positions.

Confidential Information
Confidential information refers to specific information, rather than generalized knowledge, that is not available to the general public on request, and information that is made confidential by law. College employees may not disclose confidential information to any person who is not entitled or authorized to receive it.

No employee or officer of the college may participate in any business or professional activity that she/he might reasonably expect would require or cause unauthorized disclosure of confidential information that had been obtained through the employee's official position. An employee also may not disclose or otherwise use such confidential information for personal gain or benefit, unless the disclosure has been properly authorized.

- GA-29 Web Policy
- GA-30 PCI DSS COMPLIANCE POLICY
- GA-31 Sex Discrimination Investigation Procedure
  - *For incidents reported to have occurred on or after August 1, 2024.*
- GA-32 Employee Sex Discrimination Disciplinary Procedure
  - *For incidents reported to have occurred on or after August 1, 2024.*
- GA-33 Pregnancy and Pregnancy Related Conditions

Finally, an employee may not intentionally conceal records that (s) he knows are required to be released under the state public records law.

Special Privileges

Except as required to perform employment duties, no employee or officer of the college may use his/her position to secure special privileges or exemptions for that employee, the employee's spouse, children, or parents, or other persons.

Use of Public Resources for Political Campaigns

Employees and officers of the college are prohibited from using college facilities to assist a political candidate's election campaign or to promote or oppose a ballot proposition. The law broadly defines the term "facilities" to include, but not be limited to, stationery, postage, machines, equipment, office space, vehicles, publications, and the use of state employees during working hours, and clientele lists of persons served by the agency. For example, the use of e-mail to encourage letter-writing campaigns to promote candidates or a ballot measure is prohibited.

An employee may also violate the ethics law if she/he lets someone else use public resources for political campaigns.

An exception to this rule permits activities that are the normal and regular conduct of a state agency, such as renting property under customary rental arrangements or providing a college “neutral forum” for political presentations.

COMPLAINT PROCESS

College employees may file complaints of alleged ethics violations directly with the Washington State Executive Ethics Board. Complaints must name a specific state officer or state employee and the alleged conduct that could violate the state's ethics law if true. The Executive Ethics Board is required under law to investigate any complaint that alleges conduct in violation of RCW 42.52.

Complaints also may be filed internally, within the college, following whatever complaint procedure or investigative process applies to the state officer or state employee who is alleged to have violated the ethics law.

PENALTIES

Employees violating this policy are subject to disciplinary action as well as penalties imposed by the Executive Ethics Board under WAC 42.52.520.

Specific Authority

RCW 42.52

Law Implemented

History of Policy or Procedure

Draft:
Adopted: April 9, 2008
Revised: July 18, 2013
Reviewed by:
Contact: Mark Brown, Director of Learning and Development Human Resources, mbrown@greenriver.edu
President's Staff Sponsor: Dr. Deborah Casey, Interim Vice President of Human Resources, Vice President of Student Affairs, ext. 3328

HR-22 Nondiscrimination and Harassment policy. - 8/14/2020

Select Language
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HR-22 NONDISCRIMINATION AND HARASSMENT

Purpose

To enforce the Board of Trustee's position prohibiting discrimination at Green River College and to set forth the investigation and complaint handling procedures for discrimination claims.

Policy

Green River College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, gender, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, 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, Green River College has enacted policies prohibiting discrimination against and harassment of members of these protected classes.

Sexual harassment is illegal under Title VII of the Civil Rights Act and Title IX of the Educational Amendment and is against Green River College's policies. Sexual harassment will not be tolerated in any form. It shall be the policy of Green River College, consistent with its efforts to respect the dignity and integrity of employees, students and the general public, to provide an environment free of sexual harassment. For allegations of Sexual Harassment subject to Title IX jurisdiction pursuant to regulations promulgated by the United States Department of Education, 34 C.F.R. § 106, refer to the Title IX Grievance Procedure in policy GA-11. Any employee, student, applicant, or visitor who believes that they have been the subject of discrimination or harassment should report the

College Policies

Board of Trustees

Business Administration

General Administrative

Information Technology

Human Resources

Instruction

Student Affairs

Human Resources Policies

Hiring and Onboarding

- HR-11 Employment of Relatives
- HR-12 Background Verification
- HR-13 Relocation Compensation
- HR-17 New Employee Orientation Program

incident or incidents to the College's appropriate Title IX Coordinator.

Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the College or from employment.

Scope

This policy applies to all students, staff and faculty on all campuses, including housing at Green River College. These nondiscrimination policies and procedures apply to discrimination complaints arising from all programs and activities of Green River College, including, but not limited to, admissions, educational programs, employment practices, and other college sponsored programs.

Definitions

Complainant: Employee(s), student(s) or visitors(s) of Green River College who alleges that they have been subjected to discriminatory practices or unwanted sexual conduct.

Respondent: Person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.

Complaint: A description of the facts that allege violation of the college's policy against discrimination or sexual misconduct. The college has an official formal complaint form for documenting alleged discrimination or harassment. This form is available online under the A-Z index on the human resources page on GatorNet. Hardcopies of the form are located on campus in the Human Resources and Student Affairs offices.

Discrimination: Unfavorable treatment of another person based on that person's race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran that is sufficiently severe or pervasive so as to substantially deny or limit that person's ability to benefit from or fully participate in educational programs or activities or employment opportunities.

Discriminatory Harassment: A form of discrimination consisting of physical, verbal, or written conduct that (1) denigrates or shows hostility toward an individual because of the their race, creed, color, religion, national or ethnic origin; parental status or families with children; marital status; gender (sex); sexual orientation, gender identity or expression; age; genetic information; honorably discharged veteran or military status; or the presence of any sensory, mental, or physical disability; or the use of a trained dog guide or service animal by a person with a disability; or any other prohibited basis; and (2) is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education or access to college programs, activities and opportunities.

Examples of behaviors that may rise to the level of discriminatory harassment include but are not limited to the following:

- Racial epithets, "jokes," offensive or derogatory comments, or other verbal or physical conduct based on an individual's race/color.
- Ethnic slurs, workplace graffiti, or other offensive conduct directed towards an individual's birthplace, ethnicity, culture or foreign accent.

Work Conditions

- HR-21 Suspended Operations - Employee's Leave Options
- HR-22 Nondiscrimination & Discrimination Complaint Procedures
  - Discrimination Complaint Processing Form (PDF)
- HR-23 Leave without Pay
- HR-24 Administrative/Exempt Position Title Change
- HR-25 Layoff Procedure for Non-rep Classified
- HR-26 Remote Work Policy

Benefits

- HR-31 FMLA
- HR-32 Retirement Medical Expense Plan (VEBA)
- HR-33 SBRP (TIAA) Retirement
- HR-34 PERS and TRS Plan Retirement
- HR-35 Shared Leave Policy
- HR-36 Fitness for Duty Policy
- HR-37 Domestic Violence Leave
  - Domestic Violence Leave Application (PDF)
- HR-38 Vacation Policy

Record Keeping

- HR-41 Employee Change of Information

- Verbal or physical abuse, “jokes” or offensive comments based on an individual's age, gender, disability or sexual orientation.
- Creating, posting, emailing, or circulating demeaning or offensive pictures, cartoons or other materials in the workplace that relate to race, ethnic origin, gender or one of the other protected categories listed above.

Complaint Procedure

Any employee, applicant, student or visitor of the College may file a complaint. Complaints may be submitted in writing or verbally. The College encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, a formal complaint form is available online. Forms are also available at the following locations on campus: Human Resources, Campus Safety, Student Affairs, or any Dean's office. Any person submitting a discrimination complaint shall be provided with a written copy of the College's anti-discrimination policies and procedures. A complaint cannot be filed on behalf of another person.

Confidentiality and Right to Privacy

Green River College will seek to protect the privacy of all parties involved 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 Green River College policies and procedures. Although Green River College will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality.

Criminal Complaints

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

KENT POLICE DEPARTMENT	AUBURN POLICE DEPARTMENT	ENUMCLAW POLICE DEPARTMENT
220 4th Ave S Kent, WA 98032 253-856-5800	340 East Main St, Suite 201 Auburn, WA 98002 253-288-2121	1705 Wells St Enumclaw, WA 98022 360-825-3505

KING COUNTY SHERIFF	PIERCE COUNTY SHERIFF
516 THIRD AVE, ROOM W-150 SEATTLE, WA 98104 206-296-4155	COUNTY-CITY BUILDING, FIRST FLOOR 930 TACOMA AVE S TACOMA, WA 98402 253-798-7530

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

Other Discrimination Complaint Options

An employee or student may always file a complaint with:

Washington State Human Rights Commission at 800-233-3247 or TDD 800-300-7525, or

US Department of Education Office for Civil Rights at 800-421-3481 or TDD 877-521-2172 or

Equal Employment Opportunity Commission at 800-669-4000 or TDD 800-669-6820.

Specific Authority

Titles VII and IX of the Civil Rights Act of 1964
Age Discrimination in Employment Act
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
RCW 49.60.030

Law Implemented

Most recent rulemaking went into effect on 8-14-2020

History of Policy or Procedure

Draft: December 14, 2005
Adopted: May 2, 2006
Revised: July 21, 2010; March 1, 2013; September 26, 2013; December 4, 2015; December 8, 2016; January 8, 2017, August 14th, 2020
Reviewed by: President's Staff
Contact: Staci Whitehouse, Interim Executive Director of Human Resources, ext.6628
President's Staff Sponsor: Interim Director of Human Resources, ext. 6628

GA-11 Sex Discrimination Grievance Procedure - 8/14/2020

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GA-11 SEX DISCRIMINATION GRIEVANCE PROCEDURE

GA- 11 remains in force for incidents that occurred prior to August 1, 2024. Incidents that occurred on or after August 1, 2024 will fall under GA-31 Sex Discrimination Investigation Procedure and GA-32 Employee Sex Discrimination Disciplinary Procedure

Purpose

The College (the College) 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, The College has enacted and adopted the following Title IX Grievance Procedure for receiving and investigating Sexual Harassment allegations arising during education programs and activities. Any individual found responsible for violating The College's Title IX policy is subject to disciplinary action up to and including dismissal from The College educational programs and activities and/or termination of employment.

Application of this Title IX Grievance Procedure is restricted to allegations of “Sexual Harassment,” as that term is defined in 34 C.F.R. §106.30. Nothing in this procedure limits or otherwise restricts the College'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 College's code of student conduct, employment contracts, employee handbooks, and collective bargaining agreements.

Reporting

Any employee, student, applicant, or visitor who believes that he, she or they has been the subject of discrimination or harassment should report the incident or incidents to the College's appropriate Title IX Coordinator identified below. If the complaint is against that Coordinator, the complainant should

College Policies

Board of Trustees

Business Administration

General Administrative

Information Technology

Human Resources

Instruction

Student Affairs

Title IX Training Documents

Welcome to our Title IX Training Documents section, where transparency meets commitment. We proudly share comprehensive materials rooted in legal compliance and the principles of diversity, equity, and inclusion. These resources, designed for our Title IX Coordinator, are publicly accessible to promote awareness

report the matter to the President's office for referral to an alternate designee.

For all students, applicants, employees and public/visitors:

- **Korland Simmons, Equity Compliance Officer, Title IX Coordinator**
  Kent Campus 278
  Phone: 253-288-3361
  Email: TitleIXcoordinator@greenriver.edu

The College encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or orally. For complainants who wish to submit a written complaint, complete the **Discrimination Complaint Processing Form** and submit the form to the appropriate Title IX Coordinator.

Policy

WAC 132J-300-010 Grievance procedure -- Sex discrimination. Title IX. Statement of policy (as required by Section 86.8(a) of Title IX).

Scope

Any applicant for admission, enrolled student, applicant for employment or employee of The College.

Definitions

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

1. **"Sexual Harassment,"** for purposes of these Title IX Grievance Procedures, Sexual Harassment occurs when a Respondent engages in the following discriminatory conduct on the basis of sex:
   a. **Quid pro quo harassment.** A The College employee conditioning the provision of an aid, benefit, or service of The College on an individual's participation in unwelcome sexual conduct.
   b. **Hostile environment.** Unwelcome 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 College's educational programs or activities or The College employment.
   c. **Sexual assault.** Sexual assault includes the following conduct:
      1. **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.
      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

and empower our community. Explore the training documents below to support our commitment to a workplace free from discrimination.

TIX-Advisor Training

Title IX Coordinator 1-Course Slides

TIX-Day 1 Slides-Investigative Report Writing Workshop

TIX-Day 2-April Open Report Writing Workshop

TIX-Investigation 2 Day-Client Class

Title IX in a Post Reg World-Day 1

Title IX in a Post Reg World-Day 2

TIX-Hearings-Day 1 - Oregon Alliance

TIX-Hearings-Day 2-Oregon Alliance

TIX-Aug-Open Training Trauma Informed Investigations Training

TIX-Book T9 Coordinator-2 Day Client Class

General Administrative Policies

- GA-1 Drug Free Campus
- GA-2 Tobacco Use
- GA-3 Mandatory Reporting of Child Abuse
- GA-4 Use of Photo Release
- GA-5 Prohibited Activities
- GA-6 Trespass
- GA-7 Distribution of Materials

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.
6. **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:
    a. The length of the relationship;
    b. The type of relationship; and
    c. 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.

2. **“Summary Suspension”** means an emergency suspension of a student Respondent pending investigation and resolution of disciplinary proceedings pursuant to the procedure and standards set forth in WAC 132J-126-230.

3. **“Supportive Measures”** are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent regardless of whether the Complainant or the Title IX Coordinator has filed a Formal Complaint. Supportive Measures restore or preserve a party's access to The College's education programs and activities without unreasonably burdening the other party, as determined through an interactive process between the Title IX Coordinator and the party. Supportive Measures include measures designed to protect the safety of all parties and/or The College's educational environment and/or to deter Sexual Harassment or retaliation. Supportive measures may include, but are not limited to, (i) counseling and other medical assistance, (ii) extensions of deadlines or other course-related adjustments, (iii) modifications of work or class schedules, (iv) leaves of absence, (v) increased security or monitoring of certain areas of campus, and (vi) imposition of orders prohibiting the parties from contacting one another in housing or work situations. Determinations about whether to impose a one-way no contact order must be made on a case-by-case basis. If supportive measures are not provided, the Title IX Coordinator must document in writing why this was clearly reasonable under the

- GA-8 State Environmental Policy Act (SEPA)
- GA-9 Hours of Operation
- GA-10 Reasonable Accommodation
- GA-11 Sex Discrimination Grievance Procedure
    - *For incidents reported to have occurred prior to August 1, 2024.*
- GA-12 Tenure
- GA-13 Grant/Contract Proposal Development
- GA-14 Grant/Contract Procedures, Post Award
- GA-15 Human Subjects Research Compliance
- GA-16 Public Records
- GA-17 Educational Rights and Privacy Act
- GA-18 Traffic and Parking
- GA-19 Logo & Trademark Use Guidelines
- GA-21 Redevelopment of Policies
- GA-22 College Publications
- GA-23 Ethics
- GA-25 Student Email Communications
- GA-26 Social Media
- GA-27 Copyright Infringement
- GA-28 On-Campus Outdoor Memorials & Markers

circumstances.

4. **“Grievance Procedure”** is the process The College uses to initiate, informally resolve, and/or investigate allegations that an employee or student has violated Title IX provisions prohibiting sexual harassment.

5. **“Education Program or Activity”** includes locations, events, or circumstances over which the College exercised 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 College.

6. **“Formal Complaint”** means a writing submitted by the Complainant or signed by the Title IX coordinator alleging Sexual Harassment against a Respondent and requesting that the College conduct an investigation.

7. **“Respondent”** means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

8. **“Complainant”** means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

9. **“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 that an individual has engaged in nonconsensual sexual conduct.

10. “**Retaliation”** Acts or attempts to retaliate or seek retribution against the Complainant, Respondent, or any individual or group of individuals involved in the complaint, investigation and/or resolution of an allegation of sexual misconduct. Retaliation can be committed by any individual or group of individuals, not just a Respondent or Complainant. Retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, violence or other forms of harm to others.

11. “**Title IX Administrators**” are the Title IX Coordinator, Title IX investigators, the Judicial Affairs Officer, Student Conduct Committee members, College -provided advisors assigned to the parties by The College during Title IX disciplinary proceedings.

12. **“Title IX Coordinator”** is responsible for processing Title IX complaints and conducting and/or overseeing formal

- GA-29 Web Policy
- GA-30 PCI DSS COMPLIANCE POLICY
- GA-31 Sex Discrimination Investigation Procedure
  - *For incidents reported to have occurred on or after August 1, 2024.*
- GA-32 Employee Sex Discrimination Disciplinary Procedure
  - *For incidents reported to have occurred on or after August 1, 2024.*
- GA-33 Pregnancy and Pregnancy Related Conditions

investigations and informal resolution processes under this Grievance Procedure. The College official for employees is the Vice President of Human Resources, the College official for students is the Vice President for Student Affairs. Among other things, the Title IX Coordinator is responsible for:

1. Accepting and processing all Title IX reports, referrals, and Formal Complaints.
2. Executing and submitting a Formal Complaint when appropriate and necessary.
3. Handling requests for confidentiality.
4. Determining during the Grievance Procedure (i) whether a Formal Complaint 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 complaint to the appropriate disciplinary authority for proceedings outside the jurisdiction of Title IX.
5. Maintaining accurate records of all complaints, reports, and referrals, and retaining investigation files, complaints, 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 College administrators.

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 and disciplinary processes.

2. Before imposing discipline, the College 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.

3. The College shall treat both the Complainant and Respondent equitably by providing 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.

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

5. Formal and informal resolutions will be pursued within reasonably prompt timeframes with allowances for temporary delays and extensions for good cause shown. Grounds for temporary delay include, but are not limited to school closures, national holidays, or other reasonable concern causing closure. 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.

6. A student Respondent found responsible for engaging in Sexual Harassment may receive discipline up to and including dismissal from The College. A description of other possible disciplinary sanctions and conditions that may be imposed against students can be found in WAC 132J-126-130.

7. 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 within the Green River College Agreement with the Green River United Faculty Coalition Article V Section R and the Collective Bargaining Agreement between the State of Washington and Washington Federation of State Employees Higher Education Community College Coalition (WFSE HE CCC) Article 29 and Article 30.

8. In proceedings against a student Respondent, the parties may appeal the Student Conduct Committee's ruling to the President pursuant to WAC 132J-126-150 and Supplement Title IX Student Conduct Code Procedures, WAC 132J-126-270.

9. In proceedings against an employee Respondent, the parties may appeal the Employee Disciplinary Decision to the President pursuant to WAC 132J-126-220 and the Green River College Agreement with the Green River United Faculty Coalition Section R and the Collective Bargaining Agreement between the State of Washington and Washington Federation of State Employees Higher Education Community College Coalition (WFSE HE CCC) Article 29 and Article 30."

10. 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:
    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 counsellors;
    e. Privileges applicable to sexual assault and domestic violence advocates; and
    f. Other legal privileges identified in RCW 5.60.060.

Title IX Administrators - Free from bias - Training requirements

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

2. Title IX Administrators shall undergo training on the following topics:
3. The definition of Sexual Harassment under these procedures,
4. The scope of The College's educational programs and activities,
5. How to conduct an investigation,
6. How to serve impartially without prejudgment of facts, conflicts of interest, or bias,
7. Use of technology used during an investigation or hearing,
8. The relevance of evidence and questions, and
9. Effective report writing.

10. All Title IX Administrator training materials shall be available on The College's Title IX webpage.

Emergency and External Reporting

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual or non-sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. The College will help any community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about on- and off-campus resources and options for resolution.

Confidentiality

1. The College will seek to protect the privacy of the 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 College policies and procedures. Although The College will attempt to honor Complainants' 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. The Title IX Coordinator will inform and attempt to obtain consent from the Complainant before commencing an investigation of alleged Sexual Harassment. If a Complainant asks that their name not be revealed to the Respondent or that The College not investigate the allegation, the Title IX Coordinator will inform the Complainant that maintaining confidentiality may limit the College's ability to fully respond to the allegations and that retaliation by the Respondent and/or others is prohibited. If the Complainant still insists that their name not be disclosed or that The College not investigate, the Title IX Coordinator will determine whether The College can honor the request and at the same time maintain a safe and nondiscriminatory environment for all members of The College community, including the Complainant. Factors to be weighed during this determination may include, but are not limited to:

   a. The seriousness of the alleged Sexual Harassment;
   b. The age of the Complainant;
   c. Whether the Sexual Harassment was perpetrated with a weapon;

d. 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 complaints or findings;
e. Whether the Respondent threatened to commit additional acts of Sexual Harassment or violence against the Complainant or others; and
f. Whether relevant evidence about the alleged incident can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

3. If The College is unable to honor a Complainant's request for confidentiality, the Title IX Coordinator will notify the Complainant of the decision and ensure that 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. If The College 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 complaint and prevent their recurrence and implement such measures if reasonably feasible.

Complaint Resolution

The Title IX resolution processes are initiated when the Title IX Coordinator's Office receives a written complaint alleging that a Respondent(s) sexually harassed a Complainant and requesting that The College initiate an investigation (a Formal Complaint). A Formal Complaint must be either submitted by the Complainant or signed by the Title IX Coordinator on behalf of the Complainant. Formal complaints submitted to the Title IX Coordinator may be resolved through either informal or formal resolution processes. The College will not proceed with either resolution process without a Formal Complaint.

For purposes of this Title IX Grievance Procedure, the Complainant must be participating in or attempting to participate in a College education program or activity at the time the Formal 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 involve a mandatory reporting situation, an immediate threat to the health, safety or welfare of a member of The College community, or in cases where an employee is alleged to have sexually harassed a student.

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

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

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

If the impacted and responding party voluntarily resolve a report, The College 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 Complainant's allegations 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.

Emergency Removal, Summary Suspension

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 College operations, the College's student conduct officer may summarily suspend a Respondent pursuant to WAC 132J-126-130 pending final resolution of the allegations. Nothing in this Grievance Procedure prohibits The College from placing nonstudent employees on administrative leave pending final resolution of the allegations.

Investigation Notices

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

1. Notice of formal and informal resolution processes. A description of The College's grievance resolution procedures, including the informal resolution procedure.
2. The investigator will serve the Respondent and the 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 and to inform the Complainant that The College has commenced an investigation. The investigation notice will:

3. 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).
4. Confirm that the Respondent is presumed not responsible for the alleged conduct and that The College will not make a final determination of responsibility until after the grievance and disciplinary processes have been completed.
5. Inform parties that they are both entitled to have an advisor of their own choosing, who may be an attorney.
6. Inform parties they have a right to review and inspect evidence.

7. 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.

8. Amended investigation notice. If during the course of the investigation, The College decides to investigate Title IX Sexual Harassment allegations about the Complainant or Respondent that are not included in the investigation notice, The College will issue an amended notice of investigation to both parties that includes this additional information.

9. Interview and meeting notices. Before any interviewing or meeting with a party about Title IX allegations, The College shall provide the party 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.

Investigation Process - Dismissal

1. Mandatory dismissal. The Title IX Coordinator will dismiss the Title IX allegations, if during the course of a formal investigation under the Title IX Grievance Process, the investigator determines that the alleged misconduct in the Formal Complaint:
2. Does not meet the definition of Sexual Harassment under Title IX, even if proved; or
3. Did not occur in the context of a College Education Program or Activity; or
4. Occurred outside the United States.

5. Discretionary dismissal. The College may dismiss a Title IX claim in whole or in part, if:
6. The Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint in whole or in part;
7. Respondent is no longer enrolled with or employed by the College; or
8. Specific circumstances prevent the College from gathering evidence sufficient to complete the investigation of the Title IX allegations in whole or in part.

9. The Title IX Coordinator will provide both parties written notice if Title IX allegations are dismissed with an explanation for the dismissal.

10. Mandatory or discretionary dismissal of a Title IX claim does not preclude the College from investigating and pursuing discipline based on allegations that a Respondent violated other federal or state laws and regulations, The College conduct policies, and/or other codes and contractual provisions governing student and employee conduct.

Investigation Process - Consolidation of Formal Complaints

When multiple Sexual Harassment allegations by or against different parties arise out of the same facts or circumstances, the College may consolidate the investigation of Formal Complaints, provided consolidation can be accomplished in compliance with confidentiality protections imposed by the Family Educational Records and Privacy Act (FERPA). This includes instances in which Complainant and Respondent have lodged Formal Complaints against one another or when allegations of sexual assault are lodged by a single Complainant against multiple Respondents, or when multiple Complainants

lodge sexual assault complaints against single or multiple Respondents.

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 College -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 College 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 raised in the Formal Complaint, 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.

Non-Retaliation, Intimidation and Coercion

Retaliation by, for or against any participant (including complainant, respondent, witness, Title IX/EEO Coordinator, or investigator) is expressly prohibited. Retaliatory action of any kind taken against 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 he, she or they has been the victim of retaliation should contact the Title IX/EEO Coordinator immediately.

Specific Authority: 34 CFR Part 106

Law Implemented: August 14th, 2020

History of Policy or Procedure

Adopted: June 25, 1976

Revised: April 5th, 2005, August 14th, 2020

Reviewed By: Presidents Staff, AAG Office

Presidents Staff Sponsors: Shirley Bean, Vice President for Business Administration and Human Resources, ext. 3305 and Dr. Deborah Casey, Vice President for Student Affairs, ext. 3328

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Title IX reporting guidance

Select Language
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REPORTING OR FILING A COMPLAINT

VIOLENCE PREVENTION CENTER

How do I report or file a complaint related to sexual misconduct?

Information on reporting or filing a complaint, what happens after a report or complaint is filed, and more.

The Rights and Options document has additional information about reporting processes, protective orders, and resources.

Report to the College for a Violation of Policy GA-31

Green River College's policy GA-31 Sex Discrimination Investigation Procedure states that any employee, student, applicant, or visitor who believes that they have been the subject of discrimination or harassment should report the incident or incidents to the College's Title IX Coordinator.

What happens when I report to the Title IX Coordinator?

The Title IX Coordinator is a school official who has been specifically trained in collecting information and in referring those impacted by sexual assault to helpful resources. The Title IX Coordinator -

- Will gather your information and keep accurate notes and records of your report and any referrals provided to you.
- Will inform and ask to obtain consent from you before commencing an investigation into a sexual violence complaint.
- Will determine and inform you if the College can honor a request for confidentiality. Maintaining confidentiality may limit the College's ability to fully respond to the allegations. Retaliation by the respondent and/or others is prohibited.
- May conduct an investigation or oversee an investigation handled by another campus officia

ESCAPE

Contact Us

Confidential Campus Advocate

Location: SA 122

Confidential
Email: grcadvocate@dawnrising.org

DAWN's (Domestic Violence) 24/7 Support Line: 425-656-7867

KCSARC's (Sexual Assault) 24/7 Support Line: 888-998-6423

On-Campus

Please be aware that incidents disclosed to CTW staff may be reportable under the Clery Act

Location: SA 122
General Email: ctw@greenriver.edu
General Phone Number: 253-333-6015

For Workshop, Training, and/or Presentation Requests

be conducted by someone other than the Title IX Coordinator, you will be informed.

- May impose protective measures during the investigations. Interim measures may be imposed to protect you and/or the respondent pending the conclusion of the investigation.
- Will issue written findings and recommendations upon completion of the investigation.

What protective measures may I be offered?

Protective measures offered during the course of an investigation are determined on a case by case basis.

They may include, but are not limited to -

- Campus enforcement of no contact orders
- Rescheduling of classes
- Temporary work reassignments
- Referrals for counseling or medical assistance
- Disciplinary action for the respondent consistent with the College's Student Conduct Code

How to Report

Any employee, student, applicant, or visitor who believes that he, she or they has been the subject of discrimination or harassment should report the incident or incidents to the College's Title IX Coordinator identified below. If the complaint is against that Coordinator, the complainant should report the matter to the President's office for referral to an alternate designee.

For all students, applicants, employees and public/visitors:

- **Korland Simmons, Equity Compliance Manager**
  Kent Campus 278
  Phone: 253- 288-3361
  Email: TitleIXcoordinator@greenriver.edu

The College encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or orally.

Report to the Police for criminal investigation

- If you are in immediate danger call 911 or campus safety at 253-288-3350.

I haven't Decided if I Want to Report

You are never required to make an official report. You also don't have to make a report right away; you can always choose to do that at another time. Here are some things you can do if you might want to make a report later:

- If you would like to receive a Sexual Assault Nursing Exam or request a strangulation kit, you can find a hospital that offers Sexual Assault Nursing Exams (SANE) at https://depts.washington.edu/wasafe/clinic-finder/clinic-finder-victims/
- Write down what you remember about the assault after at least one night of sleep, sometime[illegible] person to write down what you sa[illegible]

ESCAPE

Contact Anna Brosius

Assistant Director, Center for Transformational Wellness

Email: abrosius@greenriver.edu

Phone: 253-333-6041

Hours of Operation

Closed Mondays between 11:30 a.m - 1 p.m staff meeting

Monday - Thursday
8 a.m. - 5 p.m.
Friday
9:30 a.m. - 4:30 p.m.

View Closures & Special Hours

Contact Campus Safety

Emergency: 911

Non-Emergency: From any campus phone, dial 3350. All other phones 253-288-3350.

Safety Requests: safetydispatch@greenriver.edu

Director of Campus Safety & Transportation: Derek Ronnfeldt

- Take screenshots of any online social media posts or text message chains.
- The Stalking Prevention, Awareness, & Resource Center provides a free incident log template that survivors of any form of violence can use to track the incidents that happen to them.

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ESCAPE

Discrimination/Harassment Formal Complaint Form

Discrimination/Harassment Formal Complaint Form

If you wish to file a formal complaint involving alleged discrimination and/or harassment, please write clearly and specifically addressing alleged discrimination and/or harassment.

All formalized complaints shall be signed and dated and must include the following information:

- The date and time of the alleged incident(s)
- The name of the individual or group whom the complaint is against, if known
- A description of the incident(s)
- The remedy sought

Complaints shall be filed within 30 days of the event unless there are extraordinary circumstances that prohibit the complainant from reporting the alleged discrimination or harassment.

Complainant Information

Name filing the complaint: _____

Date filing the complaint: _____

Incident Description *(Please describe the alleged incident in detail below.)*

(You may use the back side of this sheet if needed.)

Signature: _____

Date: _____

Form Submission	**Accessibility Information**
Students, employees, and visitors should return this form to: **Korland Simmons** **Equity Compliance Officer, Title IX Coordinator** Green River College 417 Ramsay Way #112, Suite 278 Kent, WA 98032 (253) 288-3361 titleIXCoordinator@greenriver.edu	This document is available in alternative formats for individuals with disabilities. For assistance, contact **Disability Support Services** at: (253) 931-6460 | **TTY:** (253) 288-3359 dss@greenriver.edu

Reporting Incidents

Select Language

REPORTING INCIDENTS

AT GREEN RIVER COLLEGE

Report a Crime, Incident, or Concern

Green River College urges all members and visitors to file a report with Campus Safety when any criminal activity is suspected or there is a concern for the health and safety of others. To help maintain a safe and secure campus environment all crimes should be reported as soon as possible to Green River Campus Safety or to the appropriate local law enforcement agency. Prompt reports aids Campus Safety and law enforcement officers in the investigation and apprehension of perpetrators, and allows law enforcement to put resources where they are most needed. Faculty, staff and students should be aware of any potential crime activity in their area and to take steps to ensure their own personal safety.

Report an Incident or Concern

Report Concern for a Student (formerly Red Flag) Information Reporting System

Information that should be reported is anything that is witnessed, observed, or participated in that "sends up a Report Concern for a Student (formerly Red Flag)."

Examples include:

- All suspicious behaviors or actions.
- Knowledge of information or incidents that could cause harm.
- Knowledge of information or acts that could threaten College internal intelligence, information, reputation, and/or property as well as violations of student code of conduct.
- Any high risk behaviors such as under the influence of drugs or alcohol.
- Expressions by others of feelings of depression, reduction of self worth, and/or uselessness including suicidal symptoms.

Please keep in mind that this system does not replace emergency notification systems such as campus safety and 911. If this is a true emergency, please log off and call 911. If campus safety should be alerted, please log off and call 253-288-3350. In addition, please keep in mind that reporting false information is a crime and appropriate legal action will be taken as necessary.

Submit a Report Concern for a Student (formerly Red Flag)

Campus Security Authority Reporting

College employees who have responsibilities outside of the academic classroom for student and campus activities, including but not limited to student housing, student discipline, and judicial proceedings, may be

designated as a Campus Security Authority (CSA). A CSA has responsibility to report is subject to Green River's Crime Reporting Policy.

This Policy requires each CSA to report to Green River College Campus Safety when he or she becomes aware of information that indicates that a Clery Act incident may have occurred. Clery Act incidents include sex offenses, robbery, other violent crimes, such as dating and domestic violence, drug abuse violations and liquor law violations that result in either an arrest or a disciplinary referral, and any crime considered to be motivated by hate or bias. To report such a crime or crimes, please fill out the form below.

Your submission will be reviewed by Campus Safety and investigated. Appropriate action will be taken. Typically you will not receive a reply. If you have questions or concerns contact the Director of Campus Safety at 253-288-3335. For More Information visit Campus Security Authority page.

Campus Security Authority Crime Report Form

Report an Incident or Crime

Report a Concern for a Student

Report an Accident

Resources

- Rights and Options

For information about Narcan (Naloxone HCl) Opioid Overdose Response, click the following link.

- Alcohol & Other Drugs

Contact Campus Safety

Emergency: 911

Non-Emergency: From any campus phone, dial 3350. All other phones 253-288-3350.

Safety Requests: safetydispatch@greenriver.edu

Director of Campus Safety & Transportation: Derek Ronnfeldt

Alerts & Notifications

Sign up to receive safety, crime, traffic, training, and weather alerts on our Emergency & Safety Alerts page.

Rally Point Maps

Main Campus Rally Points

Kent Center Rally Points

Enumclaw Rally Points

Auburn Center Rally Points

Non-Discrimination & Accessibility

Select Language

NON-DISCRIMINATION & ACCESSIBILITY

AT GREEN RIVER COLLEGE

Green River College is committed to providing access to all who visit, work, and study on campus.

In accordance with the Title IX and Section 504 regulations, all college departments are required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials, to include all financial aid forms and informational pamphlets made available to participants, students, applicants, or employees.

Annual Non-Discrimination Statement

Green River College does not discriminate on the basis of race, color, real or perceived national origin, age, perceived or actual physical or

mental disability, pregnancy, genetic information, gender, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. Green River College prohibits discrimination on the basis of sex, sex-based harassment, and sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to Green River College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

Reporting

Any employee, student, applicant, or visitor who believes that he, she or they have been the subject of discrimination or harassment should report the incident or incidents to the College's Title IX Coordinator identified below. If the complaint is against that Coordinator, the complainant should report the matter to the President's office for referral to an alternate designee.

- **Title IX Coordinator**
  Korland Simmons,Equity Compliance Manager and Title IX Coordinator
  GRC Kent Campus, 417 Ramsay Way, Suite 112, Room 279
  Kent, WA 98032
  Phone: 253-288-3361
  Email:TitleIXcoordinator@greenriver.edu
- **504 Coordinator**
  Chris Casey, ADA Coordinator and Employee & Labor Relations Manager
  Green River College, 12401 SE 320th Street, Auburn, WA
  Phone: (253) 351-6627
  Email: adacoordinator@greenriver.edu

The College encourages the timely reporting of any incidents of discrimination or harassment. Reports may be submitted in writing or orally. Complaints have to be filed in writing, with the complainant's signature. For complainants who wish to submit a written complaint, complete the **Discrimination Complaint Processing Form** and submit the form to the Title IX Coordinator.

Accessibility

We are committed to providing access to all who visit, work, and study on campus. To receive the following information in an alternative format, students should contact Disability Support Services at: 253-931-6460; TTY 253-288-3359; or dss@greenriver.edu. Staff and faculty should contact HR@greenriver.edu.

- **Natalie Barbero, 504 Compliance Coordiantor, Director of Disability Support Services**
  Student Affairs Building (SA) 210D
  Phone: 253- 833-9111, ext. 6526
  Email: nbarbero-menchaca@greenriver.edu
- **Richard Hill, Accessible IT Coordinator**
  Holman Library Building (HL) 114
  Phone: 253-833-9111, ext. 6060
  Email: rhill@greenriver.edu

Publication Disclaimer

Green River College has made reasonable efforts to provide information that is accurate at the time of publication. However, the college reserves the right to make appropriate changes in procedures, policies, calendars, requirements, program, courses, and fees. When feasible, changes will be announced prior to their effective dates, but the college assumes no responsibility for giving any particular notice of such changes. Nothing herein shall be construed to create any offer to contract or contractual rights.

IN-5 Student Complaint Regarding Instruction – 5/22/2019

Select Language
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IN-5 STUDENT COMPLAINT PROCESS

IN-5 Student Complaints Regarding Instruction

Policy Type: Instruction
Policy Title: Student Complaints Regarding Instruction
Policy Number: IN-5

Purpose:

The purpose of this policy and procedures is to provide a systematic way in which to express and resolve misunderstandings, complaints or grievances about dissatisfaction with academic issues or instructional personnel, services, or processes.

Scope:

This policy applies to students with complaints about classes, faculty, or academic issues.

Policy:

It is the policy of Green River College to provide clear and accurate information, provide accessible services, and offer excellent educational programs and quality service. Students have both the right to receive clear information and fair application of college grading policies, standards, rules, and requirements as well as the responsibility to comply with them in their relationships with faculty and instructional staff members.

The college recognizes that disputes may sometimes arise and encourages the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached, the complaint resolution process provides an impartial and equitable way to resolve those conflicts.

Students must file an instructional complaint within two consecutive quarters after the action that gives rise to the complaint. To ensure timely resolution, formal complaints must be signed and dated by the complainant either through email or a written letter. Complaints not signed are not considered formal complaints. The appropriate dean or vice president may

College Policies

Board of Trustees

Business Administration

General Administrative

Information Technology

Human Resources

Instruction

Student Affairs

suspend this rule under exceptional circumstances such as extended illness, sabbatical leave, or absence of one or both parties to the complaint. When either party of the complaint is no longer in residence with the college and does not expect to return, the appropriate dean or vice president shall give reasonable opportunity to complete procedures before making a decision.

Procedure:

Student responsibilities regarding the instructional complaint process are found in the Instruction Student Complaint Process on the Green River website. Faculty responsibilities are found in the Complaints section of the United Faculty Coalition Collective Bargaining Agreement. The procedure can be found here: Instructional Student Complaint Process.

Specific Authority: United Faculty Coalition Collective Bargaining Agreement

Law Implemented:

History of Policy or Procedure:

Draft: May 22, 2018
Adopted: May 22, 2019
Revised:
Reviewed by: Dr. Suzanne M. Johnson, President
Contact: Dr. Rolita Flores Ezeonu, Vice President of Instruction, ext. 2565
President's Staff Sponsor: Dr. Rolita Flores Ezeonu, Vice President of Instruction

Consumer Protection Student Complaint Process

Select Language
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CONSUMER PROTECTION STUDENT COMPLAINT PROCESS

Notification of Title IV Student Complaint Process

The Higher Education Act (HEA) prohibits an institution of higher education from engaging in a “substantial misrepresentation of the nature of its educational program, its financial charges, or the employability of its graduates.” 20 U.S.C. §1094(c)(3)(A). Further, each state must have “a process to review and appropriately act on complaints concerning the institution including enforcing applicable state laws.” 34 C.F.R. § 600.9. The Washington State Board of Community and Technical Colleges (SBCTC) maintains a process to investigate complaints of this nature brought by community and technical college students in the state of Washington. For information, contact SBCTC Student Services, PO Box 42495, Olympia, WA 98504-2495, studentservices@sbctc.edu , 360-704-4315 or visit sbctc.edu.

Consumer Protection Title IV Student Complaint Process

- For students: To submit a complaint, please create an account though the SBCTC Consumer Protection Title IV Student Complaint Portal

Instruction Student Complaint Process

Select Language
Powered by Google Translate

INSTRUCTION STUDENT COMPLAINT PROCESS

AT GREEN RIVER COLLEGE

For students with concerns about how their grade was calculated, or how course policy was applied. To ensure timely resolution, formal complaints must be signed and dated by the complainant either through email or a written letter. Complaints not signed are not considered formal complaints.

Step 1: Contact your instructor with your concerns. For best results, try to schedule something outside of class - don't try to resolve the issue in the transition period between classes.

Step 2: If you are unable to resolve the issue with the instructor, contact the instructor's division chair. Similarly, if the instructor does not respond to your attempts to make contact after a reasonable time (2 to 3 business days), you may contact the division chair.

The division chair will, within 10 business days, call a meeting between the instructor and student to resolve the issue. If a meeting is not practical, the chair may seek other means of resolving the matter such as a phone call or email communication, but you should generally expect to attend a meeting that will include the division chair and your instructor. The division chair's responsibility is to help find a resolution, not determine who is right or wrong.

If the instructor involved in the complaint is the division chair, then the matter will be referred to another division chair, preferably one under the same dean. Contact the office of the dean over your instructor's division for a referral.

Step 3: If the complaint cannot be resolved by the previous 2 steps, or if 10 business days have passed from when the division chair was notified of the complaint, the complaint may be referred to the appropriate instructional dean either by you or the division chair. The dean will meet with the faculty member, division chair and student to resolve the complaint within 10 business days of the complaint being referred to their office. The dean may choose to meet with all of you at once or separately.

Step 4: If the previous steps have not come to a resolution, the complaint shall be directed to the interim Vice President of

Contact Information

The contact information for Green River Colleges division chairs and deans can be found on our Academic Divisions page.

2025-28 CBA_ *article V: Terms of Employment Section S Complain (page 36)*

Section S: Complaints

1. Source of Complaint
    a. When the College receives a substantive complaint about a faculty member, the resolution process will depend on the source and nature of the complaint.
    b. Complaints from a student shall begin with the Informal Complaint Resolution Process.
    c. Complaints from anyone other than a student shall follow the Formal Complaint Process.
    d. If the complaint is of a nature requiring the College to respond (e.g., Title IX, discrimination complaint including sexual harassment, hostile work environment, ethics, and other complaints that the Employer believes requires immediate action), the complaint will be directed to the appropriate College office (e.g., Equity Compliance Manager, Title IX Coordinator, Human Resources, etc.) for timely handling under the College's policies and processes.
        i. If the College office determines that the complaint does not require a response from the College, the complaint will be referred back to the faculty complaint process with an explanation of its decision.
        ii. The College office shall notify the faculty member and the Agent within fourteen (14) calendar days of the date the complaint was received.
2. Categories and Applicable Resolution Processes
    a. Complaints shall follow the process outlined in Subsections 3 and 4 below.
    b. Complaints raising issues requiring a response by the College will follow the process outlined in Subsection 5 below.
3. Informal Complaint Resolution
    a. The College shall refer the complaint to the faculty member and the faculty member's division chairperson for informal handling.
        i. If a complaint is received about a division chair, the complaint shall be referred to another division chair who, when possible, is under the same instructional dean.
    b. If informal resolution between parties is not possible, the complaint shall be referred to the division chair of the faculty member the complaint is being lodged against for informal handling.
        i. If the complaint is about a division chair, that complaint shall be referred to another division chair who, when possible, is under the same instructional dean.
    c. If the division chair or the faculty member bringing the complaint does not feel that it is appropriate to have the division chair informally handle the complaint, or the division chair is unable to resolve the complaint, the complaint will move to Formal Resolution.
    d. In the event the complaint cannot be resolved by the faculty member or division chair, or has not been resolved within ten (10) contractual days from the date the complaint is presented to the division (of the division of the faculty member against whom the complaint was lodged, when possible).
4. Formal Complaint Resolution
    a. Formal Complaint Process
        i. The complaint shall be reduced to writing.
        ii. The appropriate instructional dean shall meet with the faculty member and

the division chair within ten (10) contractual days after their receipt of the complaint to discuss the complaint informally and, if possible, to resolve it.

1. At the discretion of the faculty member and the Dean, this process may move forward outside of the 10 contractual day timeline if the complaint was filed within 10 contractual days of the end of the quarter and there are more than 14 calendar days between contractual days.

iii. Such meeting shall normally take place during the faculty member's assignment span and shall ordinarily be made in conjunction with any investigation of the complaint.

iv. The faculty member shall be given the opportunity to provide a written response to the Formal Complaint.

v. Except in the case of a Title IX and/or whistleblower complaint, no disciplinary action of any type shall be considered as a result of the complaint unless it has been reduced to writing, dated, and signed by the complainant (as noted in Article V, Section S (3)(a) above) and presented to the affected employee by the appropriate instructional dean prior to any such disciplinary action.

vi. If written disciplinary action is deemed necessary by the appropriate instructional dean following such meeting(s), the Dean shall proceed in accordance with Article IV, Section I regarding personnel records.

b. Non-Resolution

i. In the event the complaint cannot be resolved by the appropriate instructional dean or conditions of the written disciplinary action are not met, the complaint shall be directed to the Vice President of Instruction.

ii. The Vice President of Instruction shall review the Formal Written Complaint submitted, the written response from the faculty member (as allowed in iv. above), and a written record of the attempts at resolution prepared by the Division Chairperson, if applicable, in coordination with the Dean.

iii. If written disciplinary action is deemed necessary by the Vice President of Instruction, following such meeting(s), the Vice President of Instruction shall proceed in accordance with Article IV, Section I regarding personnel records and Article V, Section T regarding Progressive Discipline.

iv. If no written disciplinary action is deemed necessary, the Vice President of Instruction shall document the complaint for compliance purposes and dispose of the record at the conclusion of the quarter in which the college believes the complaint has been resolved.

5. Disciplinary Action

a. Except in the case of a Title IX and/or whistleblower complaint, no disciplinary action of any type shall result from a complaint unless the complaint has been reduced to writing, dated and signed by the complainant, and presented to the affected employee by the appropriate instructional dean prior to any such disciplinary action.

6. Union Representation

a. It is understood that any faculty member may request the presence and consultation of a representative of the Union at any and all meetings regarding complaints, remediation, and/or discipline.

7. Exemptions
    a. Exempted from these provisions shall be applications of the college's Nondiscrimination Policies, which will be referred directly to the Executive Director of Human Resources.

Section T: Progressive Discipline

1. Purpose and Principles
    a. Faculty are expected to adhere to this Agreement; fulfill their assigned duties in good faith as detailed in Article V; comply with all published College bylaws, policies, and procedures; and obey city, state, and federal laws.
    b. Progressive discipline is a corrective and graduated process for addressing employee misconduct or performance deficiencies. Its goal is to correct behavior and improve performance.
    c. Progressive discipline applies to violations of college policies, state, and federal laws, refusal or unsatisfactory completion of corrective plans, and severe misconduct. This list is not exhaustive.
2. Just Cause: No faculty member shall be disciplined during the term of their appointment without just cause. Discipline may be applied for legitimate, work-related reasons, supported by evidence and applied fairly to the process outlined in the progressive discipline and termination sections.
3. Progressive Discipline Steps
    a. The College retains the right to administer discipline at any appropriate step, depending on the severity and nature of the issue. It is not required to apply progressive discipline where the severity of the offense calls for immediate discharge or a more advanced disciplinary step. Unless specified otherwise, all steps remain active for the purpose of determining disciplinary actions.
    b. The steps are:
        i. Documented Verbal Warning: An initial discussion and written record of the concern and expected improvement.
        ii. Written Warning & Correction Plan: A formal written notice outlining the problem, required actions, and completion timeline.
        iii. Suspension (with or without pay): Temporary leave from duties, with or without compensation.
        iv. Termination as outlined in Article XII.
    c. Verbal and written warnings must be clearly identified as such and be documented in the faculty member’s personnel file and retained as outlined in Article IV, Section I: Personnel Records.
4. Active Period
    a. Verbal and written warnings shall be inactive after four (4) years from the date of the notice of infraction with demonstrated sustained improvement. If other infractions occur within that four-year period, the active period resets.
5. Notice of Intent to Discipline
    a. If the College intends to impose discipline that involves a loss of pay or termination of employment, the College shall inform the faculty member of the proposed discipline in writing.
    b. The written notice shall describe the event or conduct with sufficient particularity to permit the faculty member to understand the reason for the proposed discipline.
6. Pre-Disciplinary Meeting

2025-2027 Washington Federal State Employees - Higher Education*article 2 Non-Discrimination (page 1);*

article 3 Workplace Behavior (page 2);

article 29 Discipline (page 62);

article 30 Grievance Procedure (pp. 64-69);

appendix K TITLE IX (page A-31)

ARTICLE 3
WORKPLACE BEHAVIOR

3.1 The Employer and the Union agree that all employees should work in an environment that fosters mutual respect and professionalism. The parties agree that inappropriate behavior in the workplace does not promote a college's/district's business, employee well-being, or productivity. All employees are responsible for contributing to such an environment and are expected to treat others with courtesy and respect.

3.2 Inappropriate workplace behavior by employees, supervisors and/or managers will not be tolerated. If an employee and/or the employee's union representative believes the employee has been subjected to inappropriate workplace behavior, the employee and/or the employee's representative is encouraged to report this behavior to the employee's supervisor, a manager in the employee's chain of command and/or the Human Resources Office. An employee or the employee's representative should identify complaints as inappropriate workplace behavior. The Employer will investigate the reported behavior and take appropriate action as necessary. The employee and/or union representative will be notified upon conclusion of the investigation. Upon request, the Employer will provide the employee and the union representative with a copy of the investigation report.

3.3 Retaliation against employees who make a workplace behavior complaint will not be tolerated.

3.4 Supervisors, managers and Human Resource Office staff will be trained on Article 3, Workplace Behavior. The Employer and the Union agree to prepare and make available online a 15-minute joint training online presentation on workplace behavior for all employees covered by this CBA and their supervisors, managers and Human Resources staff.

3.5 Grievances related to this Article may be processed through Step 3 of the Grievance Procedure.

ARTICLE 4
HIRING AND APPOINTMENTS

4.1 Filling Positions

The Employer will determine when a position will be filled, the type of appointment to be used when filling the position, and the skills and abilities necessary to perform the duties of the specific position within a job classification. The Employer can fill a position on a full-time or part-time basis. Consideration will be limited to employees who have the skills and abilities required for the position. Positions will be posted for at least ten (10) calendar days.

4.2 Certification of Applicants

A. The Employer will determine the number of applicants to be certified to the hiring official for consideration. When filling the positions, the Employer will appoint the most senior employee on the appropriate internal layoff list with the required skills

ARTICLE 29
DISCIPLINE

29.1 The Employer will not discipline any permanent employee without just cause.

29.2 Discipline includes oral and written reprimands, reductions in pay, suspensions, demotions, and discharges. Oral reprimands will be identified as such and, if documented, such documentation will be placed in the supervisor's file only, subject to removal in accordance with Section 33.11.

29.3 When disciplining an employee, the Employer will make a reasonable effort to protect the privacy of the employee.

29.4 The Employer has the authority to conduct investigations.

29.5 A. Upon request, an employee has the right to a union representative at an investigatory interview called by the Employer, if the employee reasonably believes discipline could result. An employee may also have a union representative at a pre-disciplinary meeting. If the requested representative is not reasonably available, the employee will select another representative who is available. An employee seeking representation is responsible for contacting their representative.

B. During an investigation, employees will answer all appropriate questions truthfully and to the best of the employee's knowledge.

C. The role of the union representative in regard to Employer-initiated investigations is to provide assistance and counsel to the employee and not interfere with the Employer's right to conduct the investigation. Every effort will be made to cooperate in the investigation.

D. The Employer will notify and advise the employee with updates of the status of the investigation every thirty (30) days until the investigation is complete. Upon notification that the Union is representing the employee for purposes of the investigation, the Employer will provide simultaneous notification to the Union.

29.6 An employee placed on an alternate assignment during an investigation will not be prohibited from contacting their union steward unless there is a conflict of interest, in which case the employee may contact another union steward. This does not preclude the Employer from restricting an employee's access to the Employer's premises.

29.7 Prior to imposing discipline, except oral or written reprimands, the Employer will inform the employee and the union staff representative in writing of the reasons for the contemplated discipline and an explanation of the evidence, copies of written documents relied upon to take the action and the opportunity to view other evidence, if any. This information will be sent to the union staff representative on the same day it is provided to the employee. The employee will be provided an opportunity to respond either at a meeting

scheduled by the Employer, or in writing if the employee prefers. A pre-disciplinary meeting with the Employer will be considered time worked.

29.8 The Employer will provide an employee with fifteen (15) calendar days' written notice prior to the effective date of a reduction in pay or demotion.

29.9 The Employer will normally provide an employee with seven (7) calendar days' written notice prior to the effective date of a discharge. If the Employer fails to provide seven (7) calendar days' notice, the discharge will stand and the employee will be entitled to payment of salary for time the employee would otherwise have been scheduled to work had seven (7) calendar days' notice been given.

However, the Employer may discharge an employee immediately without pay in lieu of the seven (7) calendar days' notice period if, in the Employer's determination, the continued employment of the employee during the notice period would jeopardize the good of the college/district. The Employer will provide the reasons immediate action is necessary in the written notice.

29.10 The Employer will provide the Union with a copy of any disciplinary letters.

29.11 The Employer has the authority to impose discipline, which is then subject to the grievance procedure set forth in Article 30. Oral reprimands, however, may be processed only through the top internal step of the grievance procedure and cannot be arbitrated.

ARTICLE 30
GRIEVANCE PROCEDURE

30.1 The Union and the Employer agree that it is in their best interest to resolve disputes at the earliest opportunity and at the lowest level. Whenever possible, disputes should be resolved informally prior to filing a formal written grievance. To that end, all supervisors and employees are encouraged to engage in free and open discussions about disputes.

30.2 Terms and Requirements

A. Grievance Definition

A grievance is an allegation by an employee or a group of employees that there has been a violation, misapplication, or misinterpretation of this Agreement, which occurred during the term of this Agreement. Disciplinary action may be grieved, subject to the provisions of Section 29.11 of Article 29, Discipline. The term "grievant" as used in this Article includes the term "grievants."

B. Filing a Grievance

Grievances may be filed by the Union on behalf of an employee or on behalf of a group of employees. The grievance will state the name of the employee or the names of the group of employees. The Union, as exclusive representative, is considered the only representative of the employee in grievance matters and has the right in a grievance to designate the person who will represent the employee on behalf of the Union.

C. Computation of Time

Days are calendar days, and will be counted by excluding the first day and including the last day of timelines. When the last day falls on a Saturday, Sunday or holiday, the last day will be the next day which is not a Saturday, Sunday or holiday. Transmittal of grievances, appeals and responses will be in writing, and timelines will apply to the date of receipt. Documents filed after 5 p.m. on a standard business day, or on a Saturday, Sunday or holiday will be considered received on the next business day.

D. Failure to Meet Timelines

The time limits in this Article must be strictly adhered to unless mutually modified in writing. Failure by the Union to comply with the timelines will result in the automatic withdrawal of the grievance. Failure by the Employer to comply with the timelines will entitle the Union to move the grievance to the next step of the procedure.

E. Contents

The written grievance must include the following information or it will not be processed:

1. The date of the occurrence giving rise to the grievance or the date the grievant knew or could reasonably have known of the occurrence;

2. The nature of the grievance;

3. The facts upon which it is based;

4. The specific Article and Section of the Agreement violated;

5. The specific remedy requested;

6. The steps taken to informally resolve the grievance; and

7. The name and signature of the union representative.

F. Modifications

No newly alleged violations may be made after the initial written grievance is filed, except by written mutual agreement.

G. Resolution

If the Employer provides the requested remedy or a mutually agreed-upon alternative, the grievance will be considered resolved and may not be moved to the next step.

H. Withdrawal

A grievance may be withdrawn at any time.

I. Resubmission
If terminated, resolved or withdrawn, a grievance cannot be resubmitted.

J. Pay
Paid release time will be provided to employees, grievants and union stewards in accordance with Article 40, Union Rights and Activities.

K. Group Grievances
No more than five (5) grievants will be permitted to attend grievance meetings.

L. Consolidation
Grievances arising out of the same set of facts may be consolidated by written agreement.

M. Bypass
Any of the steps in this procedure may be bypassed with mutual written consent of the parties involved at the time the bypass is sought.

N. Discipline
Disciplinary grievances will be initiated at the level at which the disputed action was taken.

O. Grievance Files
Written grievances and responses will be maintained separately from the employee's personnel file.

30.3 Filing and Processing

A. Filing
A grievance must be filed within twenty-eight (28) days of the occurrence giving rise to the grievance, or the date the grievant knew or could reasonably have known of the occurrence.

The twenty-eight (28) day period above should be used to attempt to informally resolve the dispute. The union steward or staff representative will indicate when a discussion with the Employer is an attempt to informally resolve a dispute.

B. Alternative Resolution Methods
Any time during the grievance process, by mutual consent, the parties may use alternative methods to resolve the dispute. If the parties agree to use alternative methods, the time frames in this Article are suspended. If the selected alternative method does not result in a resolution, the Union may return to the grievance process and the time frames resume. Any expenses and fees of alternative methods will be shared equally by the parties.

C. Processing
The Union and the Employer agree that in-person meetings are preferred at all steps of the grievance process and will make efforts to schedule in-person meetings, if possible.

Step 1: Human Resources Designee
If the issue is not resolved informally, the Union may file a written grievance to the Human Resources Office, within the twenty-eight (28) day period described in Subsection 30.3 A. The Employer will designate a designee who will meet in person or confer by telephone with a union steward and/or staff representative and the grievant within fourteen (14) days of receipt of the grievance, and will respond in writing to the Union within fourteen (14) days after the meeting. A supervisor or manager, who is within a grievant's organizational structure, may accompany the Human Resources Office Designee to the meeting.

Step 2: President/Chancellor or Designee (who has not been a party to the Step 1 grievance meeting)
If the issue is not resolved at Step 1, the Union may move it to Step 2 by filing the written grievance, including a copy of the Step 1 decision, with the President/Chancellor, with a copy of the grievance, Step 2 request and Step 1 decision to the Human Resources Office, within fourteen (14) days of the Union's receipt of the Step 1 decision. The President/Chancellor or designee will designate who will hear the grievance at Step 2. The designee will meet in person or confer by telephone with a union steward or staff representative and the grievant within fourteen (14) calendar days of receipt of the appeal, and will respond in writing to the Union within fourteen (14) calendar days after the meeting. A supervisor or manager, who is within a grievant's organizational structure, may accompany the President/Chancellor or designee to the meeting.

Step 3: Mediation or Pre-Arbitration Review Meetings (PARM)

1. Disciplinary and Disability Separation Grievances (excluding written reprimands)
   If the grievance is not resolved at Step 2, the Union may file a request for mediation with the Public Employment Relations Commission (PERC) in accordance with WAC 391-55-020, with a copy to the OFM/State Human Resources (SHR)/Labor Relations & Compensation Policy Section (LR&CP) and the college's/district's Human Resources Office within thirty (30) days of receipt of the Step 2 decision. In addition to all other filing requirements, the request must include a copy of the grievance and all previous responses.

2. Non-Disciplinary and Written Reprimand Grievances (excluding disability separations)
   If the grievance is not resolved at Step 2, the Union may request a PARM by filing the written grievance including a copy of all previous responses with the Director of the LR&CP and the college's/district's Human Resources Office within thirty (30) days of receipt of the Step 2 decision. Within fifteen (15) days of the receipt of all the required information, the LR&CP will either:

   a. Notify the Union in writing that a PARM will be scheduled with the LR&CP designee, the college's/district's Human Resources Office

representative, and the Union's staff representative to review and attempt to settle the dispute; or

b. Notify the Union in writing that no PARM will be scheduled.

Within thirty (30) days of the request, a PARM will be scheduled. The meeting will be conducted at a mutually agreeable time.

The proceedings of any mediation or PARM will not be reported or recorded in any manner, except for written agreements reached by the parties during the course of the mediation or PARM. Unless they are independently admissible, statements made by or to the mediator, or by or to any party or other participant in the mediation or PARM, may not be:

a. Later introduced as evidence;

b. Made known to an arbitrator or hearings examiner at a hearing; and/or

c. Construed for any purpose as an admission against interest.

Step 4: Arbitration
If the grievance is not resolved at mediation or a PARM, or the OFM/SHR/LR&CP designee notifies the Union in writing that no PARM will be scheduled, the Union may file a demand for arbitration. The demand to arbitrate the dispute must be filed with the American Arbitration Association (AAA) within thirty (30) days of the mediation session, PARM or receipt of the notice that no PARM will be scheduled. Simultaneous with filing, copies of the demand for arbitration will be provided to the Human Resources Office and LR&CP.

D. Selecting an Arbitrator
The parties will select an arbitrator by mutual agreement or by alternately striking names supplied by the AAA, and will follow the Labor Arbitration Rules of the AAA unless they agree otherwise in writing.

E. Authority of the Arbitrator
1. The arbitrator will:

a. Have no authority to rule contrary to, add to, subtract from, or modify any of the provisions of this Agreement;

b. Be limited in their decision to the grievance issue(s) set forth in the original written grievance unless the parties agree to modify it;

c. Not make any award that provides an employee with compensation greater than would have resulted had there been no violation of this Agreement;

d. Not have the authority to order the Employer to modify staffing levels or to direct staff to work overtime.

2. The arbitrator will hear arguments on and decide issues of arbitrability before the first day of arbitration at a time convenient for the parties, immediately prior to hearing the case on its merits, or as part of the entire hearing and decision making process. If the issue of arbitrability is argued prior to the first day of arbitration, it may be argued in writing or by telephone at the discretion of the arbitrator. Although the decision may be made orally, it will be put in writing and provided to the parties.

3. The decision of the arbitrator will be final and binding upon the Union, the Employer and the grievant.

F. Arbitration Costs

1. The expenses and fees of the arbitrator, and the cost (if any) of the hearing room(s), will be shared equally by the parties.

2. If the arbitration hearing is postponed or canceled because of one party, that party will bear the cost of the postponement or cancellation. The costs of any mutually agreed upon postponements or cancellations will be shared equally by the parties.

3. If either party desires a record of the arbitration, a court reporter may be used. The requesting party will pay the cost of the court reporter. If that party purchases a transcript, a copy will be provided to the arbitrator free of charge. If the other party desires a copy of the transcript, it will pay for half of the costs of the fee for the court reporter, the original transcript and a copy.

4. Each party is responsible for the costs of its attorneys, representatives, witnesses, travel expenses, and any fees. Every effort will be made to avoid the presentation of repetitive witnesses. The Union is responsible for paying any travel or per diem expenses for its witnesses, the grievant and the union steward.

5. If, after the arbitrator issues their award, either party files a motion with the arbitrator for reconsideration, the moving party will bear the additional expenses of the arbitrator.

30.4 Successor Clause

All grievances will be processed to completion in accordance with the provisions set forth in the contract term in which the grievance was filed.

APPENDIX K
TITLE IX

L.1 Each college district is required to comply with the Violence Against Women Reauthorization Act, the Campus SaVE Act, and Title IX of the Education Amendments of 1972. Compliance with these federal laws and associated regulations requires institutions of higher education to adopt and implement programs designed to prevent and respond to domestic violence, dating violence, sexual assault, sexual harassment, and stalking. This program is typically referred to as "Title IX."

L.2 Pursuant to these federal laws, institutions of higher education are required to develop policies and procedures to prevent and respond to sexual violence and to train, properly process, investigate, and adjudicate sexual violence allegations. The Employer's policies and procedures will incorporate specific requirements of the federal law and regulations governing processing of complaints conducting investigations and adjudications, imposing sanctions, and conducting appeals. In some areas these federal laws and regulations require additional procedural elements that will be adhered to, in addition to and in conjunction with, other Articles within this collective bargaining agreement. In instances where Articles within the collective bargaining agreement may conflict with policies and procedures required by these federal laws, the federal laws will take precedent.

L.3 Consistent with their Title IX policies required by the federal regulations, community colleges will be utilizing a third-party (outside firm or Administrative Law Judges) to conduct Title IX hearings. The colleges will utilize impartial investigators for Title IX investigations who have been trained specifically for Title IX investigations.

L.4 In the event that Title IX federal regulations are modified requiring current policies to be modified, the State will provide notice of the change and an opportunity to bargain consistent with Article 37.

L.5 At any time during the process, regardless of the investigation, or outcome(s), employees retain the right to file a formal complaint with government authorities, including but not limited to:

U.S. Department of Education
Office for Civil Rights-- Seattle Office
915 Second Avenue Room 3310
Seattle, WA 98174-1099
Email: OCR.Seattle@ed.gov
Telephone: 206-607-1600

U.S. Department of Justice Civil Rights Division
950 Pennsylvania Avenue, N.W.
Educational Opportunities Section, PHB
Washington, D.C. 20530
Email: education@usdoj.gov
Telephone: (202) 514-4092 or 1-877-292-3804 (toll-free)

2.D.2 EV.#2 / Section 2

GA-11 Sex Discrimination Grievance Procedure

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GA-11 SEX DISCRIMINATION GRIEVANCE PROCEDURE

GA- 11 remains in force for incidents that occurred prior to August 1, 2024. Incidents that occurred on or after August 1, 2024 will fall under GA-31 Sex Discrimination Investigation Procedure and GA-32 Employee Sex Discrimination Disciplinary Procedure

Purpose

The College (the College) 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, The College has enacted and adopted the following Title IX Grievance Procedure for receiving and investigating Sexual Harassment allegations arising during education programs and activities. Any individual found responsible for violating The College's Title IX policy is subject to disciplinary action up to and including dismissal from The College educational programs and activities and/or termination of employment.

Application of this Title IX Grievance Procedure is restricted to allegations of “Sexual Harassment,” as that term is defined in 34 C.F.R. §106.30. Nothing in this procedure limits or otherwise restricts the College'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 College's code of student conduct, employment contracts, employee handbooks, and collective bargaining agreements.

Reporting

Any employee, student, applicant, or visitor who believes that he, she or they has been the subject of discrimination or harassment should report the incident or incidents to the College's appropriate Title IX Coordinator identified below. If the complaint is against that Coordinator, the complainant should

College Policies

Board of Trustees

Business Administration

General Administrative

Information Technology

Human Resources

Instruction

Student Affairs

Title IX Training Documents

Welcome to our Title IX Training Documents section, where transparency meets commitment. We proudly share comprehensive materials rooted in legal compliance and the principles of diversity, equity, and inclusion. These resources, designed for our Title IX Coordinator, are publicly accessible to promote awareness

report the matter to the President's office for referral to an alternate designee.

For all students, applicants, employees and public/visitors:

- **Korland Simmons, Equity Compliance Officer, Title IX Coordinator**
  Kent Campus 278
  Phone: 253-288-3361
  Email: TitleIXcoordinator@greenriver.edu

The College encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or orally. For complainants who wish to submit a written complaint, complete the **Discrimination Complaint Processing Form** and submit the form to the appropriate Title IX Coordinator.

Policy

WAC 132J-300-010 Grievance procedure -- Sex discrimination. Title IX. Statement of policy (as required by Section 86.8(a) of Title IX).

Scope

Any applicant for admission, enrolled student, applicant for employment or employee of The College.

Definitions

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

1. **"Sexual Harassment,"** for purposes of these Title IX Grievance Procedures, Sexual Harassment occurs when a Respondent engages in the following discriminatory conduct on the basis of sex:
   a. **Quid pro quo harassment.** A The College employee conditioning the provision of an aid, benefit, or service of The College on an individual's participation in unwelcome sexual conduct.
   b. **Hostile environment.** Unwelcome 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 College's educational programs or activities or The College employment.
   c. **Sexual assault.** Sexual assault includes the following conduct:
      1. **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.
      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

and empower our community. Explore the training documents below to support our commitment to a workplace free from discrimination.

TIX-Advisor Training

Title IX Coordinator 1-Course Slides

TIX-Day 1 Slides-Investigative Report Writing Workshop

TIX-Day 2-April Open Report Writing Workshop

TIX-Investigation 2 Day-Client Class

Title IX in a Post Reg World-Day 1

Title IX in a Post Reg World-Day 2

TIX-Hearings-Day 1 - Oregon Alliance

TIX-Hearings-Day 2-Oregon Alliance

TIX-Aug-Open Training Trauma Informed Investigations Training

TIX-Book T9 Coordinator-2 Day Client Class

General Administrative Policies

- GA-1 Drug Free Campus
- GA-2 Tobacco Use
- GA-3 Mandatory Reporting of Child Abuse
- GA-4 Use of Photo Release
- GA-5 Prohibited Activities
- GA-6 Trespass
- GA-7 Distribution of Materials

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.
6. **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:
    a. The length of the relationship;
    b. The type of relationship; and
    c. 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.

2. **"Summary Suspension"** means an emergency suspension of a student Respondent pending investigation and resolution of disciplinary proceedings pursuant to the procedure and standards set forth in WAC 132J-126-230.

3. **"Supportive Measures"** are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent regardless of whether the Complainant or the Title IX Coordinator has filed a Formal Complaint. Supportive Measures restore or preserve a party's access to The College's education programs and activities without unreasonably burdening the other party, as determined through an interactive process between the Title IX Coordinator and the party. Supportive Measures include measures designed to protect the safety of all parties and/or The College's educational environment and/or to deter Sexual Harassment or retaliation. Supportive measures may include, but are not limited to, (i) counseling and other medical assistance, (ii) extensions of deadlines or other course-related adjustments, (iii) modifications of work or class schedules, (iv) leaves of absence, (v) increased security or monitoring of certain areas of campus, and (vi) imposition of orders prohibiting the parties from contacting one another in housing or work situations. Determinations about whether to impose a one-way no contact order must be made on a case-by-case basis. If supportive measures are not provided, the Title IX Coordinator must document in writing why this was clearly reasonable under the

- GA-8 State Environmental Policy Act (SEPA)
- GA-9 Hours of Operation
- GA-10 Reasonable Accommodation
- GA-11 Sex Discrimination Grievance Procedure
    - *For incidents reported to have occurred prior to August 1, 2024.*
- GA-12 Tenure
- GA-13 Grant/Contract Proposal Development
- GA-14 Grant/Contract Procedures, Post Award
- GA-15 Human Subjects Research Compliance
- GA-16 Public Records
- GA-17 Educational Rights and Privacy Act
- GA-18 Traffic and Parking
- GA-19 Logo & Trademark Use Guidelines
- GA-21 Redevelopment of Policies
- GA-22 College Publications
- GA-23 Ethics
- GA-25 Student Email Communications
- GA-26 Social Media
- GA-27 Copyright Infringement
- GA-28 On-Campus Outdoor Memorials & Markers

circumstances.

4. **“Grievance Procedure”** is the process The College uses to initiate, informally resolve, and/or investigate allegations that an employee or student has violated Title IX provisions prohibiting sexual harassment.

5. **“Education Program or Activity”** includes locations, events, or circumstances over which the College exercised 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 College.

6. **“Formal Complaint”** means a writing submitted by the Complainant or signed by the Title IX coordinator alleging Sexual Harassment against a Respondent and requesting that the College conduct an investigation.

7. **“Respondent”** means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

8. **“Complainant”** means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

9. **“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 that an individual has engaged in nonconsensual sexual conduct.

10. “**Retaliation”** Acts or attempts to retaliate or seek retribution against the Complainant, Respondent, or any individual or group of individuals involved in the complaint, investigation and/or resolution of an allegation of sexual misconduct. Retaliation can be committed by any individual or group of individuals, not just a Respondent or Complainant. Retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, violence or other forms of harm to others.

11. “**Title IX Administrators**” are the Title IX Coordinator, Title IX investigators, the Judicial Affairs Officer, Student Conduct Committee members, College -provided advisors assigned to the parties by The College during Title IX disciplinary proceedings.

12. **“Title IX Coordinator”** is responsible for processing Title IX complaints and conducting and/or overseeing formal

- GA-29 Web Policy
- GA-30 PCI DSS COMPLIANCE POLICY
- GA-31 Sex Discrimination Investigation Procedure
  - *For incidents reported to have occurred on or after August 1, 2024.*
- GA-32 Employee Sex Discrimination Disciplinary Procedure
  - *For incidents reported to have occurred on or after August 1, 2024.*
- GA-33 Pregnancy and Pregnancy Related Conditions

investigations and informal resolution processes under this Grievance Procedure. The College official for employees is the Vice President of Human Resources, the College official for students is the Vice President for Student Affairs. Among other things, the Title IX Coordinator is responsible for:

1. Accepting and processing all Title IX reports, referrals, and Formal Complaints.
2. Executing and submitting a Formal Complaint when appropriate and necessary.
3. Handling requests for confidentiality.
4. Determining during the Grievance Procedure (i) whether a Formal Complaint 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 complaint to the appropriate disciplinary authority for proceedings outside the jurisdiction of Title IX.
5. Maintaining accurate records of all complaints, reports, and referrals, and retaining investigation files, complaints, 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 College administrators.

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 and disciplinary processes.

2. Before imposing discipline, the College 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.

3. The College shall treat both the Complainant and Respondent equitably by providing 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.

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

5. Formal and informal resolutions will be pursued within reasonably prompt timeframes with allowances for temporary delays and extensions for good cause shown. Grounds for temporary delay include, but are not limited to school closures, national holidays, or other reasonable concern causing closure. 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.

6. A student Respondent found responsible for engaging in Sexual Harassment may receive discipline up to and including dismissal from The College. A description of other possible disciplinary sanctions and conditions that may be imposed against students can be found in WAC 132J-126-130.

7. 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 within the Green River College Agreement with the Green River United Faculty Coalition Article V Section R and the Collective Bargaining Agreement between the State of Washington and Washington Federation of State Employees Higher Education Community College Coalition (WFSE HE CCC) Article 29 and Article 30.

8. In proceedings against a student Respondent, the parties may appeal the Student Conduct Committee's ruling to the President pursuant to WAC 132J-126-150 and Supplement Title IX Student Conduct Code Procedures, WAC 132J-126-270.

9. In proceedings against an employee Respondent, the parties may appeal the Employee Disciplinary Decision to the President pursuant to WAC 132J-126-220 and the Green River College Agreement with the Green River United Faculty Coalition Section R and the Collective Bargaining Agreement between the State of Washington and Washington Federation of State Employees Higher Education Community College Coalition (WFSE HE CCC) Article 29 and Article 30."

10. 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:
    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 counsellors;
    e. Privileges applicable to sexual assault and domestic violence advocates; and
    f. Other legal privileges identified in RCW 5.60.060.

Title IX Administrators - Free from bias - Training requirements

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

2. Title IX Administrators shall undergo training on the following topics:
3. The definition of Sexual Harassment under these procedures,
4. The scope of The College's educational programs and activities,
5. How to conduct an investigation,
6. How to serve impartially without prejudgment of facts, conflicts of interest, or bias,
7. Use of technology used during an investigation or hearing,
8. The relevance of evidence and questions, and
9. Effective report writing.

10. All Title IX Administrator training materials shall be available on The College's Title IX webpage.

Emergency and External Reporting

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual or non-sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. The College will help any community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about on- and off-campus resources and options for resolution.

Confidentiality

1. The College will seek to protect the privacy of the 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 College policies and procedures. Although The College will attempt to honor Complainants' 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. The Title IX Coordinator will inform and attempt to obtain consent from the Complainant before commencing an investigation of alleged Sexual Harassment. If a Complainant asks that their name not be revealed to the Respondent or that The College not investigate the allegation, the Title IX Coordinator will inform the Complainant that maintaining confidentiality may limit the College's ability to fully respond to the allegations and that retaliation by the Respondent and/or others is prohibited. If the Complainant still insists that their name not be disclosed or that The College not investigate, the Title IX Coordinator will determine whether The College can honor the request and at the same time maintain a safe and nondiscriminatory environment for all members of The College community, including the Complainant. Factors to be weighed during this determination may include, but are not limited to:

   a. The seriousness of the alleged Sexual Harassment;
   b. The age of the Complainant;
   c. Whether the Sexual Harassment was perpetrated with a weapon;

d. 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 complaints or findings;
e. Whether the Respondent threatened to commit additional acts of Sexual Harassment or violence against the Complainant or others; and
f. Whether relevant evidence about the alleged incident can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

3. If The College is unable to honor a Complainant's request for confidentiality, the Title IX Coordinator will notify the Complainant of the decision and ensure that 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. If The College 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 complaint and prevent their recurrence and implement such measures if reasonably feasible.

Complaint Resolution

The Title IX resolution processes are initiated when the Title IX Coordinator's Office receives a written complaint alleging that a Respondent(s) sexually harassed a Complainant and requesting that The College initiate an investigation (a Formal Complaint). A Formal Complaint must be either submitted by the Complainant or signed by the Title IX Coordinator on behalf of the Complainant. Formal complaints submitted to the Title IX Coordinator may be resolved through either informal or formal resolution processes. The College will not proceed with either resolution process without a Formal Complaint.

For purposes of this Title IX Grievance Procedure, the Complainant must be participating in or attempting to participate in a College education program or activity at the time the Formal 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 involve a mandatory reporting situation, an immediate threat to the health, safety or welfare of a member of The College community, or in cases where an employee is alleged to have sexually harassed a student.

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

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

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

If the impacted and responding party voluntarily resolve a report, The College 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 Complainant's allegations 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.

Emergency Removal, Summary Suspension

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 College operations, the College's student conduct officer may summarily suspend a Respondent pursuant to WAC 132J-126-130 pending final resolution of the allegations. Nothing in this Grievance Procedure prohibits The College from placing nonstudent employees on administrative leave pending final resolution of the allegations.

Investigation Notices

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

1. Notice of formal and informal resolution processes. A description of The College's grievance resolution procedures, including the informal resolution procedure.
2. The investigator will serve the Respondent and the 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 and to inform the Complainant that The College has commenced an investigation. The investigation notice will:

3. 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).
4. Confirm that the Respondent is presumed not responsible for the alleged conduct and that The College will not make a final determination of responsibility until after the grievance and disciplinary processes have been completed.
5. Inform parties that they are both entitled to have an advisor of their own choosing, who may be an attorney.
6. Inform parties they have a right to review and inspect evidence.

7. 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.

8. Amended investigation notice. If during the course of the investigation, The College decides to investigate Title IX Sexual Harassment allegations about the Complainant or Respondent that are not included in the investigation notice, The College will issue an amended notice of investigation to both parties that includes this additional information.

9. Interview and meeting notices. Before any interviewing or meeting with a party about Title IX allegations, The College shall provide the party 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.

Investigation Process - Dismissal

1. Mandatory dismissal. The Title IX Coordinator will dismiss the Title IX allegations, if during the course of a formal investigation under the Title IX Grievance Process, the investigator determines that the alleged misconduct in the Formal Complaint:
2. Does not meet the definition of Sexual Harassment under Title IX, even if proved; or
3. Did not occur in the context of a College Education Program or Activity; or
4. Occurred outside the United States.

5. Discretionary dismissal. The College may dismiss a Title IX claim in whole or in part, if:
6. The Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint in whole or in part;
7. Respondent is no longer enrolled with or employed by the College; or
8. Specific circumstances prevent the College from gathering evidence sufficient to complete the investigation of the Title IX allegations in whole or in part.

9. The Title IX Coordinator will provide both parties written notice if Title IX allegations are dismissed with an explanation for the dismissal.

10. Mandatory or discretionary dismissal of a Title IX claim does not preclude the College from investigating and pursuing discipline based on allegations that a Respondent violated other federal or state laws and regulations, The College conduct policies, and/or other codes and contractual provisions governing student and employee conduct.

Investigation Process - Consolidation of Formal Complaints

When multiple Sexual Harassment allegations by or against different parties arise out of the same facts or circumstances, the College may consolidate the investigation of Formal Complaints, provided consolidation can be accomplished in compliance with confidentiality protections imposed by the Family Educational Records and Privacy Act (FERPA). This includes instances in which Complainant and Respondent have lodged Formal Complaints against one another or when allegations of sexual assault are lodged by a single Complainant against multiple Respondents, or when multiple Complainants

lodge sexual assault complaints against single or multiple Respondents.

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 College -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 College 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 raised in the Formal Complaint, 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.

Non-Retaliation, Intimidation and Coercion

Retaliation by, for or against any participant (including complainant, respondent, witness, Title IX/EEO Coordinator, or investigator) is expressly prohibited. Retaliatory action of any kind taken against 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 he, she or they has been the victim of retaliation should contact the Title IX/EEO Coordinator immediately.

Specific Authority: 34 CFR Part 106

Law Implemented: August 14th, 2020

History of Policy or Procedure

Adopted: June 25, 1976

Revised: April 5th, 2005, August 14th, 2020

Reviewed By: Presidents Staff, AAG Office

Presidents Staff Sponsors: Shirley Bean, Vice President for Business Administration and Human Resources, ext. 3305 and Dr. Deborah Casey, Vice President for Student Affairs, ext. 3328

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Additional Evidences / Section 3

Learning & Innovation: Training for Existing Employees

Learning & Innovation: Training for Existing Employees

Mark Brown
Director of Learning and Development

Green River College values professional growth and compliance to maintain a safe, inclusive, and innovative workplace. Use this guide to navigate your mandatory training requirements and explore optional courses in Diversity, Equity, Inclusion (DEI).

Training Requirements for ALL Existing Employees

All employees, including student and part-time employees, must complete the following training within *30 days of hire* and maintain compliance through *annual renewals*.

Training Topics

Required Training for All Employee Types

This includes:

- Managers
- Classified Staff
- Faculty (Full-Time and Adjunct)
- Administrative/Exempt Employees
- Part-Time Employees
- Student Employees

1. Title IX: Building Supportive Communities
2. Nondiscrimination & Harassment
3. Child Abuse & Neglect
4. Ethics
5. KnowBe4

Platform	Training	Link	Frequency
Vector Solutions - Safe Colleges	Building Supportive Communities Clery Act & Title IX	https://greenriver-wa.safecolleges.com/login	Annually
Vector Solutions - Safe Colleges	Non-Discrimination/Harassment	https://greenriver-wa.safecolleges.com/login	Annually
Vector Solutions - Safe Colleges	Child Abuse and Neglect	https://greenriver-wa.safecolleges.com/login	Annually
Vector Solutions - Safe Colleges	Ethics	https://greenriver-wa.safecolleges.com/login	Annually
Environmental Health & Safety	Automated External Defibrillators (AED)	kurt.dillard@greenriver.edu	Annually
Environmental Health & Safety	Fire Extinguisher Safety	kurt.dillard@greenriver.edu	Annually
Environmental Health & Safety	First Aid	kurt.dillard@greenriver.edu	Annually
Environmental Health & Safety	Hazard Communication the Right to Understand	kurt.dillard@greenriver.edu	Annually
KnowBe4	GRC Tech Security Awareness Training	https://training.knowbe4.com/auth/saml/b96f4560f09d6	Annually

If you have not received these trainings or need to renew them, please contact us right away to make the proper arrangements.

Mark Brown
Director of Learning and Development

For Select Roles or Upon Request

In addition to the required training for all employee types, certain roles or circumstances may require the following training. If you or your employee need to complete these, please note that **annual renewals are required**:

Platform	Training	Link	Frequency
D. Stafford & Associates (DSA)	Campus Security Authority (CSA)	https://dsa-online.dialoge.com/green-river-college	Annually
	FERPA		Annually

If you have questions about whether these trainings are required for your role or your employee, please contact us for clarification and assistance.

Mark Brown
Director of Learning and Development

Note for Managers

For All Full-Time Employees:

To ensure your new Full-Time employees receive all the required training, please familiarize yourself with the **Learning & Innovation: New Employee Orientation** page. This resource will guide you in supporting your employees through the proper orientation and compliance processes.

Learning & Innovation: New Employee Orientation

greenriveredu.sharepoint.com

Click here to learn more about New Employee Orientation.

For Part-Time & Student Employees:

To ensure your new Part-Time or Student employees receive all the required training, please submit the following details to Mark Brown to ensure they are properly enrolled in the required training within their first 30 days of hire.

Required Information (Submit in This Format):

- **ID#:** 123456789
- **Email Address:** Harrison.George@student.greenriver.edu or Harrison.George@greenriver.edu
- **Full Name:** George, Harrison
- **Work Location:** IT
- **Employee Type:** Student, Part-Time Hourly, Part-Time Faculty
- **Job Title:** Administrator

Submitting this information ensures all employees are properly enrolled in the necessary training programs to meet compliance requirements and succeed in their roles.

Please remember: Student & Part-Time employees are required to complete training.

For questions about the program, schedules, or registration, contact:

Mark Brown
Director of Learning and Development

Optional Diversity, Equity, and Inclusion (DEI) Learning

Available by request, these optional sessions enhance your DEI knowledge and skills:

- Implicit Bias and Microaggression Awareness
- Diversity and Inclusion: Faculty and Staff
- Diversity, Equity, and Inclusion (DEI) Practices: Staff to Staff
- Diversity Inclusion & Belonging
- Diversity, Inclusion & Belonging Follow-Up Course Survey (Part 2)
- Diversity, Inclusion & Belonging for Leaders
- Diversity, Inclusion & Belonging for Leaders Follow-Up Course Survey (Part 2)

Support and Questions, please contact:

Mark Brown
Director of Learning and Development

Green River College PRFR Report Appendix 2.D.3

2.D.3 The institution adheres to clearly defined policies that prohibit conflicts of interest on the part of members of the governing board(s), administration, faculty, and staff.

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  - *article 28 Privacy and Off-Duty Conduct (page 62)*
- Washington State Executive Ethics Board training
- GA-23 Ethics - 10/17/2013
- Faculty CBA - Green River College Agreement
  - *article XII: Termination Of Employment - Section B: Dismissal for Cause (page 92)*
- GP-6 Board Code of Ethics - 10/17/2013
- Emergency Rules: WSR 24-16-094 (page 10)
- Supplemental Student Conduct Code and Procedures

2.D.3 EV.#1 / Section 1

Chapter 42.52 RCW: ETHICS IN PUBLIC SERVICE

The following pages show only section titles of this evidence. To view the full file, please refer to the hyperlink

Chapter 42.52 RCW
ETHICS IN PUBLIC SERVICE

Sections

42.52.010 Definitions.
42.52.020 Activities incompatible with public duties.
42.52.030 Beneficial interests in transactions.
42.52.040 Assisting in transactions.
42.52.050 Confidential information—Improperly concealed records.
42.52.060 Testimony of state officers and state employees.
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42.52.900 Legislative declaration.
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42.52.904 Effective date—1994 c 154.
42.52.906 Construction—Chapter applicable to state registered domestic partnerships—2009 c 521.

RCW 42.52.010 Definitions. ***(Effective until January 1, 2026.)***

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

2025-2027 Washington Federal State Employees - Higher Education

article 28 Privacy and Off-Duty Conduct (page 62)

27.2 Unauthorized Absence/Abandonment

When an employee has been absent without authorized leave and has failed to contact the Employer for a period of three (3) consecutive days, the employee is presumed to have abandoned their position. The Employer will make a total of three (3) attempts, one (1) attempt each day, within the three (3) days of unauthorized absence to contact the employee at their contact phone number, and one (1) attempt calling the emergency contacts on file if provided, to determine the cause of the absence. The Employer may also request a welfare check.

27.3 Notice of Separation

When an employee's abandonment is presumed in accordance with Section 27.2, above, the Employer will separate the employee by sending a separation notice to the employee by certified mail to the last known address of the employee. Such notice will include information regarding eligibility for continuation of medical benefits.

27.4 Petition for Reinstatement

An employee who has received a separation notice in accordance with Section 27.3, above, may petition the Employer in writing to consider reinstatement. The employee must provide proof that the absence was involuntary or unavoidable. The petition must be received by the Employer or postmarked within seven (7) calendar days after the separation notice was deposited in the United States mail.

27.5 Grievability

Denial of a petition for reinstatement is grievable. The grievance may not be based on information other than that shared with the Employer at the time of the petition for reinstatement.

ARTICLE 28
PRIVACY AND OFF-DUTY CONDUCT

28.1 Employees have the right to confidentiality to the extent provided/allowed by law, related to their:

A. Protected personnel issues;
B. Protected personal and medical information; and
C. Family members' protected personal and medical information.

The Employer, the Union and the employees will take appropriate steps to maintain such confidentiality.

28.2 The off-duty activities of an employee may be grounds for disciplinary action if said activities are a conflict of interest as set forth in RCW 42.52, are detrimental to the employee's work performance or the program of the college/district, or otherwise constitutes just cause. An employee will report all arrests and any court-imposed sanctions or conditions that affect their ability to perform assigned duties to the Human Resources Office or appointing authority within twenty-four (24) hours or prior to their scheduled work shift, whichever occurs first.

Washington State Executive Ethics Board training

Training

The Ethics in Public Service Act encourages all Executive branch officers and employees to attend ethics training offered by the Executive Ethics Board at least once every 36 months. (RCW 42.52.365(2)). The Executive Ethics Board provides many different options and resources to complete this training including online and in-person training.

Training opportunities available:

Executive Level Training

The Board is offering an executive level training taught by Executive Director Kate Reynolds. This training is intended for agency heads, commissioners, presidents, vice presidents, and cabinet level leaders within the agency and/or education institutions. Part ethics training and part question and answer, the format is perfect as a meeting agenda item. If you would like to schedule a webinar, please contact Kate Reynolds at kate.reynolds@atg.wa.gov or by calling 360.586.6759.

Webinar Training

The Executive Ethics Board is also proud to offer webinar training! The webinar training is a live remote training perfect for everyone. The webinar can be accessed from individual computers or in a viewing room via a link that is sent to registered state employees or your agency training coordinator prior to the training. It can be customized in both content and length depending upon your preference. If your agency is interested in setting up a webinar, contact Board staff at ethics@atg.wa.gov or by calling 360.664.0871.

In-Person Training

Executive Ethics Board staff is available to provide training to state employees. After taking the training, the state employee will have a basic understanding of the ethical standards in place for state employees and state officials. The training will cover what is required under the law as a state employee and give state employees practical tools on how to handle ethical issues when they arise in the workplace. Through the use of hypothetical situations, state employees will learn what conduct is appropriate and options to take when faced with ethical dilemmas in their agency. The state employee will also gain a working knowledge of the role of the Executive Ethics Board as well as the complaint process.

There is no cost for the training! Contact the Executive Ethics Board at 360.664.0871 or by emailing ethics@atg.wa.gov to schedule an in-person training.

Online Ethics Quiz

Test your knowledge of the states ethics laws by taking the Ethics Quiz, a question and answer session regarding the Ethics in Public Service Act, RCW 42.52.

Online Training

The Department of Enterprise Services also hosts a 90-minute online Ethics in Public Service training through their eLearning platform. This course highlights the Ethics in Public Service Act, RCW 42.52 and includes WAC 292-110-010, Use of State Resources.

GA-23 Ethics - 10/17/2013

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GA-23 ETHICS

Purpose
This policy is intended to ensure an environment where employees understand that they hold a public trust. This trust obligates them to a) conduct the business of the institution in accordance with the highest ethical standards, b) not use their public office for personal gain or private advantage, and c) avoid activities that conflict with the proper discharge of their duties.

Employees are required to:

a. Serve the public with respect, concern, courtesy and responsiveness, recognizing that service to the public is the primary mission of state government.
b. Promote an environment of public trust free from fraud, abuse of authority and misuse of public property.
c. Strengthen public confidence in the integrity of state government by demonstrating the highest standards of personal integrity, fairness, honesty and compliance with law, rules, regulations and Green River policies.
d. Interact with co-workers with respect, concern, courtesy, and responsiveness.
e. Create a work environment that is free from all forms of discrimination and harassment.

Scope
This policy shall apply to all employees and officers of the college.

Definitions
Employee: Individuals who are employed by Green River Community College, including student employees and volunteers.

Officer of the college: Members of the Board of Trustees.

De minimis: Minimal in duration and frequency with no actual cost to the state or the cost is so small as to be insignificant or negligible.

Gifts: Anything of economic value for which no consideration is given in return, with specified exceptions. These exceptions include certain items received from family members or friends,

College Policies

Board of Trustees

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Title IX Training Documents

Welcome to our Title IX Training Documents section, where transparency meets commitment. We proudly share comprehensive materials rooted in legal compliance and the principles of diversity, equity, and inclusion. These resources, designed for our Title IX Coordinator, are publicly accessible to promote awareness and empower our

certain items related to an outside business, items exchanged among co-workers, etc.

Honoraria: An honorarium refers to money or a thing of value that is offered to an employee or officer of the college for a speech, appearance, article, or similar item of activity in connection with the employee's official role with the institution.

Policy and/or Procedure

ETHICS CATEGORIES

Use of State Resources for Personal Benefit
Employees and officers of the college are obligated to conserve and protect state resources for the benefit of the public interest, rather than their private interests. No state employee or officer of the college may employ or use any person, money or property under the employee's official control or direction, or in his or her official custody, for the private benefit or gain of the employee, officer of the college or another.

The restrictions set forth by RCW 42.52.160 are designed to prohibit the use of state resources for private purposes.

An employee or officer of the college can make occasional but limited use of state resources for private use provided that:

- There is no cost to the state and,
- There is no interference with the performance of official duties and,
- The use is brief in duration and does not disrupt state business due to volume or frequency and,
- The use does not compromise the security or integrity of state information or software.

De minimis use is permitted for the telephone, computer, fax, email and Internet provided that the use is not for personal gain, such as conducting an outside business; for political or campaign activities; or illegal. Personal use of the state SCAN long-distance telephone system is not permitted.

Certain uses of state resources are prohibited regardless of whether the use is de minimis and does not interfere with the performance of official duties. State law prohibits the use of state resources for conducting an outside business; supporting, promoting, or soliciting funds for an outside group or organization without authorization; political or campaign use; commercial purposes; or illegal activity.

The personal use of state resources that are removed from campus, such as, but not limited to, tools, computers, video recorders, vehicles, and cameras is not permitted. Employees may not reimburse the state so that there is no actual cost to the state, although in limited situations a system of reimbursement may be established by the college in advance and approved by the Executive Ethics Board.

Gifts
Employees and officers of the college are prohibited from accepting a gift, gratuity or item of value if it could be reasonably expected to influence an action, judgment or vote. In addition, no employee or officer of the college may accept gifts with a collective value in excess of fifty ($50) dollars from a single source in a calendar year or a single gift from multiple sources with a value in excess of fifty ($50) dollars. The values of gifts given to family members are ordinarily attributed to the employee for the purpose of determining whether the limit has

community. Explore the training documents below to support our commitment to a workplace free from discrimination.

TIX-Advisor Training

Title IX Coordinator 1-Course Slides

TIX-Day 1 Slides-Investigative Report Writing Workshop

TIX-Day 2-April Open Report Writing Workshop

TIX-Investigation 2 Day-Client Class

Title IX in a Post Reg World-Day 1

Title IX in a Post Reg World-Day 2

TIX-Hearings-Day 1 - Oregon Alliance

TIX-Hearings-Day 2-Oregon Alliance

TIX-Aug-Open Training Trauma Informed Investigations Training

TIX-Book T9 Coordinator-2 Day Client Class

General Administrative Policies

- GA-1 Drug Free Campus
- GA-2 Tobacco Use
- GA-3 Mandatory Reporting of Child Abuse
- GA-4 Use of Photo Release
- GA-5 Prohibited Activities
- GA-6 Trespass
- GA-7 Distribution of Materials

been exceeded.

For employees or state officers other than those who participate in the acquisition of goods or services, there are general exceptions to the gift limit. These permit employees to accept, among other things, unsolicited tokens of appreciation such as plaques and desk items, flowers and plants, gifts from dignitaries in another state or country intended to be personal in nature.

Post State Employment

Post-state employment restrictions are designed to ensure that a former employee or officers of the college does not accrue advantage as a result of decisions or actions made while in public service.

Post-state employment restrictions fall into three categories.

1. Contract restrictions prohibit former employees from accepting employment or compensation if
   a. during the two years preceding termination of state employment, they were involved in negotiation or administration of a contract with that employer and in a position to make outcome-affecting discretionary decisions,
   b. the contract (s) is/are worth over $10,000, and
   c. the employment or compensation relate to the fulfilling or implementation of that contract.
2. Beneficial interest restrictions prohibit a former employee, during the two years following termination of state employment, from having a “beneficial” (financial) interest in a grant or contract that was authorized or funded by an action in which s/he participated while in state employment.
3. Continuing restrictions, which have no statutorily-defined time limit, prohibit former state employees from, among other things, accepting employment or compensation that they have reason to believe, or that a reasonable person would believe, was intended to influence or compensate their performance or non-performance of official duties.

Honoraria

No college employee may receive an honorarium unless specifically authorized by the college.

The college may not authorize an honorarium in certain circumstances:

1. The person offering the honorarium is seeking or is reasonably expected to seek a contract or grant from the college, and the employee is in a position to participate in determining the terms or awarding of the contract or grant.
2. The person offering the honorarium is likely to seek or oppose adoption of college rules, actions, or policy changes, and the person receiving the honorarium may participate in that adoption.

Employees may use state time and resources to prepare materials for a speech or presentation for which an honorarium will be awarded if the activity is related to the employee's official role in state employment. If it is not connected to one's official role, any payment received is not an honorarium; rather it is considered outside compensation subject to RCW 42.52.120.

If an honorarium includes payment for travel, lodging or subsistence expenses, the employee cannot also seek or accept college reimbursement of such expenses.

- GA-8 State Environmental Policy Act (SEPA)
- GA-9 Hours of Operation
- GA-10 Reasonable Accommodation
- GA-11 Sex Discrimination Grievance Procedure
  - *For incidents reported to have occurred prior to August 1, 2024.*
- GA-12 Tenure
- GA-13 Grant/Contract Proposal Development
- GA-14 Grant/Contract Procedures, Post Award
- GA-15 Human Subjects Research Compliance
- GA-16 Public Records
- GA-17 Educational Rights and Privacy Act
- GA-18 Traffic and Parking
- GA-19 Logo & Trademark Use Guidelines
- GA-21 Redevelopment of Policies
- GA-22 College Publications
- GA-23 Ethics
- GA-25 Student Email Communications
- GA-26 Social Media
- GA-27 Copyright Infringement
- GA-28 On-Campus Outdoor Memorials & Markers

Compensation for Outside Activities

An employee or officer of the college may not receive any thing of economic value under any contract or grant outside of his/her official duties, unless certain conditions are met. This provision prohibits outside employment or other arrangements that might become a conflict or have the appearance of a conflict.

The conditions under which outside compensation may be received are:

1. The contract is bona fide and the work is actually performed.
2. The performance or administration of the contract or grant is not within the employee's official duties at the college or under the employee's official supervision.
3. The work is not prohibited by other statutes, such as the prohibition on assisting others in transactions involving the state.
4. The contract or grant is not performed for or compensated by anyone from whom the employee could not receive a gift under RCW 42.52.110 (applicable to employees who handle acquisitions).
5. The grant or contract is not created or authorized by the employee in his/her official capacity.
6. The work would not require unauthorized disclosure of confidential information obtained through college employment.

If the outside contract or grant is with another state agency, additional requirements must be met. Essentially these mean that there must be either an open bidding process with more than one competitor, or prior approval from the Executive Ethics Board. Such a contract or grant with a state agency generally must be filed with the Executive Ethics Board within thirty days after signing.

Financial Interest in Transactions

Employees or officers of the college may not be beneficially (financially) interested in contracts, sales, leases, purchases, or grants that they make, or that are made under their supervision, as state employees. They also may not accept any compensation, gratuity, or reward from any other person who is beneficially interested in such a contract, etc. While there are exceptions for certain higher education research institutions, allowing certain researchers to have financial interests in their institutional grants and contracts, those exceptions generally do not apply to Green River.

Stated another way, a college employee, acting as such, cannot participate in college transactions with an entity or other person in which the employee holds some position or financial interest. Again, there are some exceptions, for service on foundation boards and in certain other public interest positions.

Confidential Information

Confidential information refers to specific information, rather than generalized knowledge, that is not available to the general public on request, and information that is made confidential by law. College employees may not disclose confidential information to any person who is not entitled or authorized to receive it.

No employee or officer of the college may participate in any business or professional activity that she/he might reasonably expect would require or cause unauthorized disclosure of confidential information that had been obtained through the employee's official position. An employee also may not disclose

- GA-29 Web Policy
- GA-30 PCI DSS COMPLIANCE POLICY
- GA-31 Sex Discrimination Investigation Procedure
  - *For incidents reported to have occurred on or after August 1, 2024.*
- GA-32 Employee Sex Discrimination Disciplinary Procedure
  - *For incidents reported to have occurred on or after August 1, 2024.*
- GA-33 Pregnancy and Pregnancy Related Conditions

or otherwise use such confidential information for personal gain or benefit, unless the disclosure has been properly authorized.

Finally, an employee may not intentionally conceal records that (s) he knows are required to be released under the state public records law.

Special Privileges

Except as required to perform employment duties, no employee or officer of the college may use his/her position to secure special privileges or exemptions for that employee, the employee's spouse, children, or parents, or other persons.

Use of Public Resources for Political Campaigns

Employees and officers of the college are prohibited from using college facilities to assist a political candidate's election campaign or to promote or oppose a ballot proposition. The law broadly defines the term "facilities" to include, but not be limited to, stationery, postage, machines, equipment, office space, vehicles, publications, and the use of state employees during working hours, and clientele lists of persons served by the agency. For example, the use of e-mail to encourage letter-writing campaigns to promote candidates or a ballot measure is prohibited.

An employee may also violate the ethics law if she/he lets someone else use public resources for political campaigns.

An exception to this rule permits activities that are the normal and regular conduct of a state agency, such as renting property under customary rental arrangements or providing a college “neutral forum” for political presentations.

COMPLAINT PROCESS

College employees may file complaints of alleged ethics violations directly with the Washington State Executive Ethics Board. Complaints must name a specific state officer or state employee and the alleged conduct that could violate the state's ethics law if true. The Executive Ethics Board is required under law to investigate any complaint that alleges conduct in violation of RCW 42.52.

Complaints also may be filed internally, within the college, following whatever complaint procedure or investigative process applies to the state officer or state employee who is alleged to have violated the ethics law.

PENALTIES

Employees violating this policy are subject to disciplinary action as well as penalties imposed by the Executive Ethics Board under WAC 42.52.520.

Specific Authority

RCW 42.52

Law Implemented

History of Policy or Procedure

Draft:
Adopted: April 9, 2008
Revised: July 18, 2013
Reviewed by:
Contact: Mark Brown, Director of Learning and Development Human Resources, mbrown@greenriver.edu
President's Staff Sponsor: Dr. Deborah Casey, Interim Vice

President of Human Resources, Vice President of Student Affairs, ext. 3328

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Faculty CBA - Green River College Agreement

article XII: Termination Of Employment - Section B: Dismissal for Cause (page 92)

6. An arbitrator shall not have the authority to remand an issue back to the parties for negotiations as a part of any award.

Section E: Appeal of Arbitration

Petition by either party to a court of competent jurisdiction on any arbitration decision or award shall be based upon the following:

1. The arbitrator exceeded jurisdiction or authority under this Agreement, practice and policies.
2. The arbitrator's decision or award is based on an error of law.

ARTICLE XII: TERMINATION OF EMPLOYMENT

Section A: Dismissal Philosophy

1. Both the Board of Trustees and the Agent subscribe to a policy of helping faculty members improve their performance and achieve success in fulfilling their job descriptions.
2. Excluding instances involving reduction-in-force, as referenced in Article XIII, both parties agree that before instituting dismissal for cause proceedings, they will undertake every reasonable effort to assist faculty to eliminate deficiencies and to improve performance which otherwise might necessitate dismissal.
3. In cases where a faculty member's performance is deficient, the appropriate administrator will provide early written notification of the specific nature of the deficiencies and will, in conjunction with the division, the Agent and other administrative personnel, provide counseling, guidance and assistance aimed at helping the faculty member eliminate deficiencies and achieve acceptable performance.
4. This Article is not subject to the grievance procedure.

Section B: Dismissal for Cause

1. No tenured faculty member or probationary faculty members during the term of their probationary appointment shall be dismissed except for sufficient cause.
2. Sufficient cause for dismissal shall include but not be limited to the following:
    a. Failure to fulfill job description.
    b. Incompetence in performance of job description.
    c. Repeated violation of published College operational procedures.
    d. Illegal conflict of interest.
    e. Aiding, abetting or participating in (RCW 28B.50.862):
        i. Any unlawful act of violence,
        ii. Any unlawful act resulting in destruction of College property, or
        iii. Any unlawful interference with the orderly conduct of the educational process.

Section C: Procedures Governing Dismissal for Cause

1. Informal Procedure for Dismissal (Not Reduction-In-Force)
    a. When the appropriate administrator receives or initiates a formal written complaint about a faculty member which may warrant dismissal, the

administrator shall inform that faculty member and the division chairperson.

i. At this and all subsequent meetings, the charged faculty member may request a representative of the Agent to be present with the appropriate administrator and/or division chairperson.

b. During this preliminary meeting, which shall be an information gathering session, an adjustment may be mutually agreed upon, at which time the case will be closed.

c. If the case is not closed, but a formal dismissal hearing is not recommended:

i. The areas of deficiency or areas covered by the complaint and suggested methods of improvement shall be stated in writing and a copy given to the faculty member at the initial meeting.

ii. Attempts to eliminate the areas covered by the complaint shall be made by the division chairperson, appropriate administrator and the faculty member until resolved but not to exceed a period of six (6) consecutive contract months.

iii. Meetings shall be held between the faculty member and appropriate administrator to assist the faculty member to resolve the areas of complaint as appropriate.

iv. Recommendation shall then be made to the college President by the appropriate administrator. The recommendations shall provide for

1. Dropping the charges or
2. Holding a formal hearing for dismissal.

v. The College President shall make a determination as to dropping the charges or dismissing the faculty member.

2. Formal Procedures Relating to Dismissal of a Faculty Member

a. After it is determined that dismissal proceedings should be initiated, the President shall specify the grounds constituting sufficient cause for dismissal, serve written notice of the cause(s) to the affected faculty member and provide copies to the Dismissal Review Committee and the Agent.

b. Notice shall include:

i. A statement of the time, place and nature of the hearing (at least 10 days shall elapse between the notice and the hearing);

ii. A statement of the legal authority and jurisdiction under which the hearing is to be held;

iii. A reference to the particular rules of the College that are involved;

iv. A short and plain statement of the matters asserted.

c. The affected faculty member shall have ten (10) days from the date of the notice of dismissal to make a written request for a hearing.

i. If the affected faculty member does not request such a hearing from the President of the College within seven (7) days, the President will request a written determination from the faculty member as to whether the faculty member wishes to avail himself/herself of the right to a hearing.

ii. If the faculty member fails to respond within ten (10) days provided herein, this failure to request a hearing shall constitute acceptance of dismissal and waiver of any right to a hearing.

iii. The decision of a faculty member not to request a hearing shall be communicated by the President in writing to the Dismissal Review

Committee, the Agent and the Board of Trustees.

3. Procedural Rights of Affected Faculty Members
    a. An affected faculty member who has requested a hearing shall be entitled to one (1) formal, contested case hearing pursuant to the Administrative Procedure Act, Chapter **34.05 RCW, and shall have the following procedural rights.**
        i. The right to confront and cross-examine adverse witnesses, provided that, when a witness cannot appear and compelling reasons therefore exist, the identity of the witness and a copy of the statement of the witness reduced to writing shall be disclosed to the faculty member at least ten (10) days prior to the hearing on the matter toward which the testimony of the witness is considered material.
        ii. The right to be free from compulsion to divulge information which the faculty member could not be compelled to divulge in a court of law.
        iii. The right to be heard in the faculty member's own defense and to present **witnesses, testimony, and evidence on all issues involved.**
        iv. The right to the assistance of the Hearing Officer in securing the witnesses and evidence pursuant to Chapter 34.05 RCW.
        v. The right to counsel of the faculty member's choosing to appear and act on **behalf of the faculty member at the hearings.**
        vi. The right to have witnesses sworn and testify under oath.
4. Conduct of Formal Hearing
    a. Appointment of Hearing Officer
        i. Upon receipt of a request for a hearing from an affected faculty member, the President shall notify the Board of Trustees and request that the Board appoint an impartial and neutral Hearing Officer.
        ii. The Hearing Officer shall be a member in good standing of the Washington State Bar Association and shall not be an employee of the State of Washington nor any of its political subdivisions (with the exception of administrative law judges).
        iii. The Agent shall be consulted prior to the appointment of the Hearing Officer.
    b. Responsibilities of Hearing Officer
        i. It shall be the role of the impartial and neutral Hearing Officer to conduct the hearing in accordance with RCW 34.05 and this Agreement.
        ii. The duties of the Hearing Officer include:
            1. Administering oaths and affirmations, examining witnesses and receiving evidence; and no person shall be compelled to divulge information which they could not be compelled to divulge in a court of law;
            2. Issuing subpoenas;
            3. Taking or causing depositions to be taken;
            4. Regulating the course of the hearing;
            5. Holding conferences for the settlement or simplification of the issues by consent of the parties;
            6. Disposing of procedural requests or similar matters;
            7. Making all rulings regarding the evidentiary issues presented

during the course of the Dismissal Review Committee hearings;

8. Appointing a court reporter, who shall operate at the direction of the Hearing Officer and shall record all testimony, receive all documents and other evidence introduced during the course of the hearing, and record any other matters related to the hearing as directed by the Hearing Officer;
9. Assisting the Dismissal Review Committee in the conduct of its responsibilities;
10. Allowing the Dismissal Review Committee to hear testimony from all interested parties, including but not limited to faculty members and students, and reviewing any evidence offered by same;
11. Preparing proposed findings of fact and conclusions of law and a recommended decision. As soon as reasonably practicable, but in no event longer than thirty (30) days after the conclusion of the formal hearing, the written recommendation of the Hearing Officer will be presented to the President, Dismissal Review Committee, affected faculty member, the Agent and the Board of Trustees. The Dismissal Review Committee's recommendation shall become part of the official Hearing Officer's record at the time both recommendations are sent to the Board of Trustees;
12. Being responsible for preparing and assembling a record for review by the Board of Trustees which shall include:
    a. All pleadings, motions and rulings;
    b. All evidence received or considered;
    c. A statement of any matters officially noticed;
    d. All questions and offers of proof, objections, and rulings thereon;
    e. Proposed findings, conclusions of law, and recommended decisions;
    f. A copy of the recommendations of the Dismissal Review Committee;
13. Ensuring that a transcription of the hearing is made and that a copy of the record or any part thereof is transcribed and furnished to any party to the hearing upon request and payment of costs;
14. Deciding, with advice from the Dismissal Review Committee, whether the hearing shall be open to the educational community or whether particular persons shall be permitted or excluded from attendance.

c. Responsibilities of Dismissal Review Committee
    i. The responsibilities of the committee shall be
        1. To receive guidance from the Hearing Officer regarding the conduct of its responsibilities;
        2. To review the case of the proposed dismissal;
        3. To attend the hearing and, at the discretion of the Hearing Officer, call and/or examine any witnesses;
        4. To hear testimony from all interested parties (including but not limited to other faculty members and students) and to review any

evidence offered by same;

5. To arrive at its recommendations in conference on the basis of the hearing. As soon as reasonably practicable, but in no event longer than thirty (30) days after the conclusion of the formal hearing, a copy of the written recommendations of the committee will be presented to the Hearing Officer, the affected faculty member, the President, the Board and the Agent.

5. Final Decision by the Board of Trustees
    a. The case shall be reviewed by the Board of Trustees as follows:
        i. Board review shall be based on the record of the hearing;
        ii. The final decision to dismiss or not to dismiss shall rest, with respect to both the facts and the decision, with the Board of Trustees after giving reasonable consideration to the recommendations of the Dismissal Review Committee and the Hearing Officer.
            1. The Dismissal Review Committee's recommendations and the findings, conclusions and recommended decision of the Hearing Officer shall be advisory only and in no respect binding in fact or law upon the decision maker, the Board of Trustees.
        iii. The Board of Trustees shall, within a reasonable time following the conclusion of its review, notify the charged faculty member in writing of its final decision and the effective date of dismissal.
6. Effective Date of Dismissal
    a. The effective date of a dismissal for sufficient cause shall be such date subsequent to notification of the Board's final written decision as determined at the discretion of the Board of Trustees.
7. Appeal from Final Decision
    a. Pursuant to RCW 34.05 as now existing or hereafter amended, any party shall have the right to appeal the final decision of the Board of Trustees within thirty (30) days after service of that decision.
    b. The filing of an appeal shall not stay enforcement of the decision of the Board.
8. Suspension
    a. Suspension by the President during the administrative proceedings (prior to the final decision of the Board of Trustees) is justified if immediate harm to the affected faculty member or others is threatened by continuance of the faculty member.
    b. Any such suspension shall be with pay.
9. Publicity
    a. Except for such simple announcements as may be required covering the time of the hearing and similar matters, no public statements about the case shall be made by the faculty member, the Dismissal Review Committee, administrative officers, the Agent or the Board of Trustees until all administrative proceedings have been completed.
10. Dismissal Review Committee Composition
    a. The Dismissal Review Committee shall be comprised as follows:
        i. One (1) member and one (1) alternate to be chosen by the college president at the discretion of the college president.
        ii. Four (4) full-time faculty members and four (4) alternates to be elected by

the full-time faculty acting as a body.
1. Consistent with 10.a.v. below, this election shall take place on or before the 15th of October each year.

iii. One (1) full-time student and one (1) alternate chosen by the Student Association.
iv. The counsel for the charged faculty member(s) may challenge for cause the membership of the Dismissal Review Committee.
1. Challenge for cause shall be determined by the Hearing Officer except for physical incapacity to serve on the committee which will be considered just cause for not serving.
2. In the event of a challenge the applicable alternate will replace the individual(s).
v. Terms of office for elected faculty members and alternates shall be determined by the Agent.
vi. In no case shall a member of the committee sit in judgment of their own case, or the case of their spouse.

11. Time Limits
a. The term "days" as used in this section refers to calendar days.
b. In computing any time prescribed or allowed, the day of the act or event from which the designated period of time begins to run shall not be included.
c. If the last day of the period of time is a Saturday, a Sunday or a legal holiday, the period runs until the end of the next day which is neither a Saturday, a Sunday, nor a legal holiday.
12. Special Provision
a. Upon written mutual consent between the affected faculty member and the Board of Trustees, appeal right outlined in Article XII (Termination of Employment), Section C may be waived in favor of final and binding arbitration with the American Arbitration Association.

ARTICLE XIII: REDUCTION-IN-FORCE

Section A: Reduction-in-Force

1. Definition
a. Reduction-In-Force shall be defined as any of the following:
i. Emergency reduction-in-force as defined in RCW 28B.50.873. 22
ii. Institutional lack of funds.
iii. Program termination or program reduction.
2. Grievance Exemption
a. This Article (except Section D, 1, c) is not subject to the grievance procedure.

Section B: Preliminary Procedures

1. Program Termination or Program Reduction Preliminary Procedures
a. Prior to initiation of reduction-in-force for reason A. 1., a., iii., above, a Program Review study and a Program Viability study shall have been conducted under the oversight of the Instructional Council.
b. The Instructional Council shall provide a recommendation to the Vice President

GP-6 Board Code of Ethics - 10/17/2013

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GP-6 BOARD CODE OF ETHICS

Policy

The Board expects ethical conduct by itself and its members. This includes proper use of authority and appropriate decorum in both group and individual behavior when acting as Board members.

1. Board members must maintain un-conflicted loyalty to the interests of the citizens and the district. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of college services.
2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
   a. There must be no self-dealing or any conduct of private business or personal services between any Board member and the College except as allowed by Chapter 42.52 RCW.
   b. Board members must not use their positions to obtain employment by the College for themselves, family members, friends or associates.
   c. Board members shall abstain from votes upon which they have an appearance of a conflict of interest.
3. The Board speaks with one voice, and Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
   a. Board members' interaction with the president or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above.
   b. Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member to speak for the Board except for those duties reserved to the chairperson.
   c. Board members will make no judgments of presidential performance except as that performance is assessed against explicit Board policies.

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Board Policies

Governance Process

- GP-1 Policy Governance Commitment
- GP-2 Governing Style
- GP-3 Board Job Description
- GP-4 Board Chairperson's Role
- GP-5 Community College District No. 10 Bylaws
- GP-6 Board Code of Ethics
- GP-7 Naming of Facilities

History of Policy

Draft: September 30, 2003, December 12, 2003, February 16, 2004
Adopted: April 15, 2004
Revised: October 17, 2013

- GP-8 Civility and Mutual Respect
- GP-9 Participatory Governance

Board Staff Relationships

- BSR-1 Order Delegating Authority
- BSR-2 President's Job Description
- BSR-3 Monitoring Presidential Performance
- BSR-4 Staff Reports to the Board
- BSR-5 Other Board Interactions

Executive Limitations

- EL-1 General Executive Constraint
- EL-2 Treatment of People
- EL-3 Compensation and Benefits
- EL-4 Financial Planning/Forecasting
- EL-5 Financial Condition
- EL-6 Asset Protection
- EL-7 Communication/Counsel to the Board
- EL-8 Emergency Executive Succession
- EL-9 Reserves

College Outcomes

- CO-1 College Mission
- CO-2 College Vision
- CO-3 Core Theme: College Transfer Education
- CO-4 Core Theme: Career and Technical Education

Emergency Rules: WSR 24-16-094 (page 10)

NEW SECTION

WAC 132J-126-560 Initial order. In cases involving sex-based harassment, the initial decision shall be served on all parties simultaneously, as well as the Title IX coordinator.

NEW SECTION

WAC 132J-126-570 Appeals. (1) Any party, including a complainant in sex-based harassment cases, may appeal the committee's decision to the president by filing a written appeal with the appropriate vice president's office (appeal authority) within 21 calendar days of service of the committee's decision. Failure to file a timely appeal constitutes a waiver of the right and the decision shall be deemed final.

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

(a) Procedural irregularity that would change the outcome;

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

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

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

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

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

(6) In cases involving allegations of sex-based harassment, the appeal decision must be served simultaneously on all parties and the Title IX coordinator.

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

Supplemental Student Conduct Code and Procedures

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SUPPLEMENTAL STUDENT CONDUCT CODE AND PROCEDURES

AT GREEN RIVER COLLEGE

Supplemental Student Conduct Code and Procedures for alleged conduct that occurred on or after August 1, 2024.

WAC 132J-126-500 Sex discrimination - Supplemental student conduct code and procedures - Order of precedence.

This supplemental student conduct code and procedure applies to allegations of sex discrimination arising on or after August 1, 2024 subject to Title IX jurisdiction pursuant to regulations promulgated by the United States Department of Education. See 34 C.F.R. Part 106. To the extent these supplemental hearing procedures conflict with the College's standard student conduct code and procedure, WAC 132J-126-010 through WAC 132J-126-480, this supplemental student conduct code and procedure shall take precedence.

WAC 132J-126-510 Sex discrimination - Prohibited conduct and definitions

Pursuant to RCW 28B.50.140(13) and Title IX of the Education Amendments Act of 1972, 20 U.S.C. Sec. 1681, the College may impose disciplinary sanctions against a student or student group who commits, attempts to commit, or aids, abets, incites, encourages, or assists another person to commit, an act(s) of "sex discrimination."

For purposes of this supplemental procedure, the following definitions apply.

Quick Links

Submit an Incident Report

Submit a Hazing Incident Report

Submit an Academic Concern

Report Concern for a Student (formerly Red Flag))

Student Conduct Code

Reporting or filing a Sexual Misconduct complaint

Hazing

Student Rights & Responsibilities

Faculty Resources

FAQ for Parents

FAQ for Students

FERPA

(1) “Complainant” means the following individuals who are alleged to have been subjected to conduct that would constitute sex discrimination:

(a) a student or employee

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

(2) “Pregnancy or Related Conditions” means: (a) pregnancy, childbirth, termination of pregnancy, or lactation; (b) medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or (c) recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

(3) “Program” or “Programs and Activities” means all operations of the college.

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

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

(6) “Respondent” is a student who is alleged to have violated the student conduct code.

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

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

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

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

is a fact-specific inquiry that includes consideration of the following:

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

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

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

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

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

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

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

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

(C) Incest is sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren, and adopted children under the age of eighteen (18).

(D) Statutory Rape (Rape of a Child) is non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

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

(I) The length of the relationship;

(II) The type of relationship; and

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

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

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

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

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

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

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

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

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

(9) "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.

(10) "Supportive measures" means reasonably available, individualized and appropriate, non-punitive and non-disciplinary measures offered by the college to the complainant or respondent without unreasonably burdening either party, and without fee or charge for purposes of:

(a) Restoring or preserving a party's access to the college's educational program or activity, including measures that are designed to protect the safety of the parties or the college's educational environment; or providing support during the

college's investigation and disciplinary procedures, or during any informal resolution process; or

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

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

WAC 132J-126-520 Sex discrimination - Jurisdiction.

(1) This supplemental procedure applies only if the alleged misconduct meets the definition of "sex discrimination" as that term is defined in WAC 132J-126-510 and occurs:

(a) On college premises;

(b) At or in connection with college programs or activities; or

(c) Off college premises, if in the judgment of the college, the conduct has an adverse impact on the college community, the pursuit of its objectives, or the ability of a student or staff to participate in the college's programs and activities.

WAC 132J-126-530 Sex discrimination – Dismissal and initiation of discipline.

(1) Any member of the college community may file a complaint against a student or student group for conduct which may constitute sex discrimination.

(2) The college's Title IX Coordinator or designee shall review, process, and, if applicable, investigate complaints or other reports of sex discrimination, including sex-based harassment. The disciplinary process for allegations of sex discrimination, including sex-based harassment, against a student shall be addressed through the student conduct code.

(3) Both the respondent and the complainant in cases involving allegations of sex discrimination shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the disciplinary process and to appeal any disciplinary decision.

(4) When a summary suspension is imposed pursuant to WAC 132J-126-230, the complainant shall be notified that a summary suspension has been imposed on the same day that the summary suspension notice is served on the respondent. The college will also provide the complainant with timely notice of any subsequent changes to the summary suspension order.

(5) The student conduct officer shall review the investigation report provided by the Title IX Coordinator, and determine whether, by a preponderance of the evidence, there was a violation of the student conduct code; and if so, what disciplinary sanction(s) and/or remedies will be recommended. The student conduct officer shall, within five (5) business days of receiving the investigation report, serve respondent, complainant, and the Title IX Coordinator with a written recommendation, setting forth the facts and conclusions supporting their recommendation. The time for serving a written recommendation may be extended by the student conduct officer for good cause.

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

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

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

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

(e) The student conduct officer may recommend dismissal of the complaint if:

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

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

(iii) The complainant has voluntarily withdrawn any or all of the allegations in the complaint, and the Title IX Coordinator has declined to initiate their own complaint. In cases involving allegations of sex-based harassment, the Complainant must withdraw their complaint in writing;

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

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

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

(h) Upon receipt of the student conduct officer's written recommendation, the Title IX Coordinator or their designee shall review all supportive measures and, within five (5) business days, provide written direction to the complainant and respondent as to any supportive measures that will be implemented, continued, modified, or terminated. If either party is dissatisfied with the supportive measures, the party may seek review in accordance with the college's Title IX investigation procedure.

(i) If the respondent is found responsible for engaging in sex discrimination, the Title IX Coordinator shall also take prompt steps to coordinate and implement any necessary remedies to ensure that sex discrimination does not recur and that

complainant has equal access to the college's programs and activities.

WAC 132J-126-540 Sex discrimination - Prehearing procedure.

(1) For cases involving allegations of sex discrimination, including sex-based harassment, members of the student conduct committee must receive training on serving impartially, avoiding prejudgment of facts at issue, conflicts of interest, and bias. The chair must also receive training on the student conduct process for sex discrimination cases, as well as the meaning and application of the term, "relevant," in relations to questions and evidence, and the types of evidence that are impermissible, regardless of relevance in accordance with 34 C.F.R. § 106.45 and § 106.46.

(2) In sex discrimination cases, the College may, in its sole and exclusive discretion, contract with an administrative law judge or other qualified person to act as the presiding officer, authorized to exercise any or all duties of the student conduct committee and/or committee chair.

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

(a) Notice. The college must provide a notice the parties are entitled to an equal opportunity to access relevant and permissible evidence, or a description of the evidence upon request.

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

(c) Extensions of time. The chair may, upon written request of any party and a showing of good cause, extend the time for disclosure of witness and exhibit lists, accessing and reviewing evidence, or the hearing date, in accordance with the procedures set forth in paragraph 4(b) of this section.

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

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

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

(a) Notice. The prehearing notice must inform the parties that: (a) the respondent is presumed not responsible for the alleged sex-based harassment; (b) that the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decisionmaker; (c) that they may have an advisor of their choice, who may be an attorney, to assist them during the hearing; and (d) they are entitled to an

equal opportunity to access relevant and not otherwise impermissible evidence in advance of the hearing; and (e) the student conduct code prohibits knowingly making false statements or knowingly submitting false information during a student conduct proceeding.

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

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

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

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

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

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

WAC 132J-126-550 Sex Discrimination - Presentation of Evidence.

(1) In cases involving allegations of sex-based harassment, the complainant and respondent may not directly question one another or other witnesses. In such circumstances, the chair will determine whether questions will be submitted to the chair, who will then ask questions of the parties and witnesses, or allow questions to be asked directly of any party or witnesses by a party's attorney or advisor. The committee chair may revise this process if, in the chair's determination, the questioning by any party, attorney, or advisor, becomes contentious or harassing.

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

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

(c) The chair shall exclude and the committee shall not consider legally privileged information unless the individual holding the privilege has waived the privilege. Privileged information includes, but is not limited to information protected by the following: (a) spousal/domestic partner privilege; (b) attorney-client communications and attorney work product privilege; (c) clergy privileges; (d) medical or mental health providers and counselor privileges; (e) sexual assault and domestic violence advocate privileges; and (f) other legal privileges set forth in RCW 5.60.060 or federal law.

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

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

WAC 132J-126-560 Sex discrimination - Initial order.

In cases involving sex-based harassment, the initial decision shall be served on all parties simultaneously, as well as the Title IX Coordinator.

WAC 132J-126-570 Sex discrimination - Appeals.

(1) Any party, including a complainant in sex-based harassment cases, may appeal the committee's decision to the president by filing a written appeal with the appropriate vice president's office (appeal authority) within twenty-one (21) calendar days of service of the committee's decision. Failure to file a timely appeal constitutes a waiver of the right and the decision shall be deemed final.

(2) The written appeal must identify the specific findings of fact and/or conclusions of law in the decision that are challenged and must contain argument why the appeal should be granted.

Appeals may be based upon, but are not limited to: (a) procedural irregularity that would change the outcome; (b) new evidence that would change the outcome and that was not reasonably available when the initial decision was made; and (c) the investigator, decisionmaker, or Title IX Coordinator had a conflict of interest or bias for or against a respondent or complainant individually or respondents or complainants generally.

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

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

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

(6) In cases involving allegations of sex-based harassment, the appeal decision must be served simultaneously on all parties and the Title IX Coordinator.

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

Green River College PRFR Report Appendix 2.E.1

2.E.1 The institution utilizes relevant audit processes and regular reporting to demonstrate financial stability, including sufficient cash flow and reserves to achieve and fulfill its mission.

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- INTERNAL AUDIT & CIVIL RIGHTS REVIEW PLAN
- External Audit - Clark Nuber Contract
- Management Letter
- GRC Foundation Audited Financial Statements June 30, 2024-Final Audit Report for 2023.2024

Section 3: For institutions for whom the most recent external financial audit is more than one fiscal year from the time of PRFR submission, also include for the most recent complete fiscal year:

· Statement of cash flow

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- FY22 Green River College Financial Statement 1.21.26
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- 24-25 First and Second Quarterly Budget Reports
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- Q1_FY 25-26_Budget report in board meeting_January 15, 2026 (Page 11-21)
- Q2 FY25-26 Budget report in board meeting - February 19, 2026 (Page 17-27)
- Q4 FY 24-25 Board Report -Final
- Campus Forum - 8 YoY Budget vs Expense 1-28-2025
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2.E.1 EV.#1 / Section 1

RCW 43.09 Dispositions - STATE AUDITOR

Chapter 43.09 RCW Dispositions

STATE AUDITOR

Current RCWs

Sections

43.09.030 Assistant — Powers — Bond — Oath.
[1965 c 8 § 43.09.030. Prior: 1909 ex.s. c 22 § 1; RRS § 10998.]
Repealed by 1995 c 301 § 79.

43.09.040 Deputy — Oath.
[1965 c 8 § 43.09.040. Prior: 1949 c 62 § 1; 1890 p 635 § 3; Rem. Supp. 1949 § 10999; prior: Code 1881 § 2568.]
Repealed by 1995 c 301 § 79.

43.09.060 Reports to legislature.
[1890 p 635 § 4; RRS § 11000. Prior: Code 1881 § 2569; 1854 p 409 § 4.]
Repealed by 1965 c 8 § 43.198.040.

43.09.070 Warrants — Restrictions on issuance.
[1890 p 640 § 20; RRS § 11015. Prior: Code 1881 § 2581; 1854 p 412 § 11.]
Repealed by 1965 c 8 § 43.198.040.

43.09.080 Warrants — Penalty for wrongful issuance.
[1890 p 637 § 6; RRS § 11002. Prior: Code 1881 § 2572; 1871 p 97 § 3.]
Repealed by 1965 c 8 § 43.198.040.

43.09.090 Advances.
[1965 c 8 § 43.09.090. Prior: 1957 c 20 § 1; 1915 c 73 § 1; 1895 c 98 § 1; RRS § 5514.]
Repealed by 1969 ex.s. c 60 § 10.

43.09.100 Warrants — Presentation — Cancellation.
[1890 p 638 § 13; RRS § 11008. Prior: 1883 p 61 § 1.]
Now codified as RCW 43.08.062.

43.09.110 Duplicate warrants.
[1890 p 639 § 15; RRS § 11010. Prior: 1888 p 236 § 1.]
Now codified as RCW 43.08.064.

43.09.120 Duplicate warrants — Conditions on issuance.
[1890 p 639 § 16; RRS § 11011. Prior: 1888 p 236 § 2.]
Now codified as RCW 43.08.066.

43.09.130 Record of lost or destroyed warrants.
[1890 p 640 § 17; RRS § 11012. Prior: 1888 p 236 § 3.]
Now codified as RCW 43.08.068.

43.09.140 Settlement of accounts — Examination.
[1890 p 640 § 18; RRS § 11013. Prior: Code 1881 § 2579; 1854 p 411 § 9.]
Repealed by 1965 c 8 § 43.198.040.

43.09.150 Vouchers and accounts preserved.
[1890 p 640 § 19; RRS § 11014. Prior: Code 1881 § 2580; 1854 p 411 § 10.]
Repealed by 1965 c 8 § 43.198.040.

43.09.160 Claims against state — Time for presenting — Setoff in actions by state.
[1965 c 8 § 43.09.160. Prior: 1890 p 638 § 12; RRS § 11007; prior: Code 1881 § 2578; 1854 p 411 § 8.]
Repealed by 1977 ex.s. c 144 § 13.

43.09.190 Division of municipal corporations.
[1965 c 8 § 43.09.190. Prior: (i) 1921 c 7 § 49; RRS § 10807. (ii) 1921 c 7 § 52; RRS § 10810. (iii) 1921 c 7 § 55; RRS § 10813. (iv) 1927 c 280 § 11; 1925 c 18 § 11; RRS § 11101.]
Repealed by 1995 c 301 § 79.

43.09.250 Division of municipal corporations — Appointment of examiners — Contracts with certified public accountants.

[1988 c 52 § 1; 1965 c 8 § 43.09.250. Prior: 1963 c 209 § 3; 1919 c 119 § 1; 1911 c 30 § 1; 1909 c 76 § 7; RRS § 9957.]

Repealed by 1995 c 301 § 79.

43.09.265 Local government accounting-Review of tax levies of local governments.

[1995 c 301 § 16; 1979 ex.s. c 218 § 7.]

Repealed by 2022 c 148 § 8.

43.09.300 Post-audit of state departments — Division of departmental audits — Chief examiner — Appointment of state examiners — Contracts with certified public accountants.

[1988 c 53 § 1; 1965 c 8 § 43.09.300. Prior: 1941 c 196 § 2; Rem. Supp. 1941 § 11018-2.]

Repealed by 1995 c 301 § 79.

43.09.320 Post-audit of state departments — Expense, how paid.

[1965 c 8 § 43.09.320. Prior: 1941 c 196 § 4; Rem. Supp. 1941 § 11018-4.]

Repealed by 1987 c 165 § 3.

43.09.350 Record of state property.

[1965 c 8 § 43.09.350. Prior: 1921 c 7 § 121; RRS § 10879.]

Repealed by 1969 ex.s. c 53 § 5.

43.09.360 through 43.09.400

Chapter 275, Laws of 1961 (RCW **43.09.260** and **43.09.360** through 43.09.400) relating to independent audits by cities and towns failed to become law by reason of Referendum Measure No. 33 submitted to the people on November 6, 1962.

43.09.435 Performance audits-Citizen advisory board.

[2005 c 385 § 3.]

Repealed by 2022 c 148 § 8.

43.09.445 Performance audits-Local jurisdictions.

[2005 c 385 § 6.]

Repealed by 2022 c 148 § 8.

43.09.450 Performance audits-Audit of performance audit program.

[2005 c 385 § 8.]

Repealed by 2022 c 148 § 8.

43.09.460 Performance audits-Appropriation-Budget request.

[2005 c 385 § 11.]

Repealed by 2022 c 148 § 8.

43.09.466 Comprehensive performance audit of statewide sexual assault tracking system.

[2019 c 93 § 3.]

Expired July 1, 2023.

RCW 28B.50.140 (6) Boards of trustees—Powers and duties Debt Service Limit & Bonding Authority

RCW 28B.50.140 Boards of trustees—Powers and duties. Each board of trustees:

(1) Shall operate all existing community and technical colleges in its district;

(2) Shall create comprehensive programs of community and technical college education and training and maintain an open-door policy in accordance with the provisions of RCW 28B.50.090(3);

(3) Shall employ for a period to be fixed by the board a college president for each community and technical college and, may appoint a president for the district, and fix their duties and compensation, which may include elements other than salary. Compensation under this subsection shall not affect but may supplement retirement, health care, and other benefits that are otherwise applicable to the presidents as state employees. The board shall also employ for a period to be fixed by the board members of the faculty and such other administrative officers and other employees as may be necessary or appropriate and fix their salaries and duties. Except as provided for academic employees in RCW 28B.52.035 and technical college classified employees under chapter 41.56 RCW, compensation and salary increases under this subsection shall not exceed the amount or percentage established for those purposes in the state appropriations act by the legislature as allocated to the board of trustees by the state board for community and technical colleges. The state board for community and technical colleges shall adopt rules defining the permissible elements of compensation under this subsection;

(4) May establish, in accordance with RCW 28B.77.080, new facilities as community needs and interests demand. However, the authority of boards of trustees to purchase or lease major off-campus facilities shall be subject to the approval of the student achievement council pursuant to RCW 28B.77.080;

(5) May establish or lease, operate, equip and maintain dormitories, food service facilities, bookstores and other self-supporting facilities connected with the operation of the community and technical college;

(6) May, with the approval of the college board, borrow money and issue and sell revenue bonds or other evidences of indebtedness for the construction, reconstruction, erection, equipping with permanent fixtures, demolition and major alteration of buildings or other capital assets, and the acquisition of sites, rights-of-way, easements, improvements or appurtenances, for dormitories, food service facilities, and other self-supporting facilities connected with the operation of the community and technical college in accordance with the provisions of RCW 28B.10.300 through 28B.10.330 where applicable;

(7) May establish fees and charges for the facilities authorized hereunder, including reasonable rules and regulations for the government thereof, not inconsistent with the rules of the college board; each board of trustees operating a community and technical college may enter into agreements, subject to rules of the college board, with owners of facilities to be used for housing regarding the management, operation, and government of such facilities, and any board entering into such an agreement may:

(a) Make rules for the government, management and operation of such housing facilities deemed necessary or advisable; and

(b) Employ necessary employees to govern, manage and operate the same;

RCW 39.94 Financing Contracts

Chapter Listing

Chapter 39.94 RCW

FINANCING CONTRACTS

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39.94.010 Purposes—Construction.
39.94.020 Definitions.
39.94.030 Authority to enter into financing contracts—Terms—Intent—Obligation of state revenues.
39.94.040 State finance committee—Duties—Legislative approval required, when.
39.94.050 Financing program to be self-supporting—Payment of program expenses.
39.94.900 Application.

RCW 39.94.010

Purposes—Construction.

The purposes of this chapter are to confirm the authority of the state, its agencies, departments, and instrumentalities, the state board for community and technical colleges, and the state institutions of higher education to enter into contracts for the acquisition of real and personal property which provide for payments over a term of more than one year and to exclude such contracts from the computation of indebtedness under Article VIII, section 1 of the state Constitution. It is further the purpose of this chapter to permit the state, its agencies, departments, and instrumentalities, the state board for community and technical colleges, and the state institutions of higher education to enter into financing contracts which make provision for the issuance of certificates of participation and other financing structures. Financing contracts of the state, whether or not entered into under this chapter, shall be subject to approval by the state finance committee except as provided in this chapter.

This chapter shall be liberally construed to effect its purposes.

[2009 c 500 s 6; 1998 c 291 s 2; 1989 c 356 s 1.]

NOTES:

Effective date—2009 c 500: See note following RCW 39.42.070.

Application—1998 c 291: See note following RCW 39.94.050.

RCW 39.94.020

Definitions.

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

(1) "Credit enhancement" includes insurance, letters of credit, lines of credit, or other similar agreements which enhance the security for the payment of the state's or an other agency's obligations under financing contracts.

(2) "Financing contract" means any contract entered into by the state for itself or on behalf of an other agency which provides for the use and purchase of real or personal property by the state and provides for payment by the state over a term of more than one year, and which provides that title to the subject property may secure performance of the state or transfer to the state or an other agency by the end of the term, upon exercise of an option, for a nominal amount or for a price determined without reference to fair market value. Financing contracts include, but are not limited to, conditional sales contracts, financing leases, lease purchase contracts, or refinancing contracts, but do not include operating or true leases. For purposes of this chapter, the term "financing contract" does not include any nonrecourse financing contract or other obligation payable only from money or other property received from private sources and not payable from any public money or property. The term "financing contract" includes a "master financing contract."

(3) "Master financing contract" means a financing contract which provides for the use and purchase of property by the state, and which may include more than one financing contract and appropriation.

(4) "Other agency" means any commission established under Title 15 RCW, a library or regional library, an educational service district, the superintendent of public instruction, the school directors' association, a health district, a public facilities district, or any county, city, town, school district, or other municipal corporation or quasi-municipal corporation.

(5) "State" means the state, agency, department, or instrumentality of the state, the state board for community and technical colleges, and any state institution of higher education.

(6) "State finance committee" means the state finance committee under chapter 43.33 RCW.

(7) "Trustee" means a bank or trust company, within or without the state, authorized by law to exercise trust powers.

[2010 1st sp.s. c 15 s 13; 2010 c 115 s 1; 1998 c 291 s 3; 1990 c 47 s 3; 1989 c 356 s 2.]

NOTES:

Findings—Intent—Construction—2010 1st sp.s. c 15: See notes following RCW 36.100.010.

Authority—2010 c 115: See note following RCW 39.94.030.

Application—1998 c 291: See note following RCW 39.94.050.

RCW 39.94.030

Authority to enter into financing contracts—Terms—Intent—Obligation of state revenues.

(1) The state may enter into financing contracts for itself or on behalf of an other agency for the use and acquisition for public purposes of real and personal property. Payments under financing contracts of the state shall be made by the state from currently appropriated funds or funds not constituting "general state revenues" as defined in Article VIII, section 1 of the state Constitution. Except as provided in subsection (4)(b) of this section, payments under financing contracts of the state on behalf of any other agency shall be made solely from the sources identified in the financing contract, which may not obligate general state revenues as defined in Article VII [VIII], section 1 of the state Constitution. The treasurer of an other agency shall remit payments under financing contracts to the office of the state treasurer or to the state treasurer's designee. In the event of any deficiency of payments by an other agency under a financing contract, the treasurer of the

other agency shall transfer any legally available funds of the other agency in satisfaction of the other agency's obligations under the financing contract if such funds have been obligated by the other agency under the financing contract and, if such deficiency is not thereby cured, the office of the state treasurer is directed to withdraw from that agency's share of state revenues for distribution or other money an amount sufficient to fulfill the terms and conditions of the financing contract. The term of any financing contract shall not exceed thirty years or the remaining useful life of the property, whichever is shorter. Financing contracts may include other terms and conditions agreed upon by the parties.

(2) The state for itself or on behalf of an other agency may enter into contracts for credit enhancement, which limits the recourse of the provider of credit enhancement solely to the security provided under the financing contract secured by the credit enhancement.

(3) The state or an other agency may grant a security interest in real or personal property acquired under financing contracts. The security interest may be perfected as provided by the uniform commercial code - secured transactions, or otherwise as provided by law for perfecting liens on real estate. Other terms and conditions may be included as agreed upon by the parties. An other agency that is authorized by applicable law to enter into a financing contract may make payments due under such a contract from the proceeds of annual tax levies approved by the voters under RCW **84.52.056**, among other sources.

(4)(a) Financing contracts and contracts for credit enhancement entered into under the limitations set forth in this chapter do not constitute a debt or the contracting of indebtedness under any law limiting debt of the state. It is the intent of the legislature that such contracts also do not constitute a debt or the contracting of indebtedness under Article VIII, section 1 of the state Constitution. Certificates of participation in payments to be made under financing contracts also do not constitute a debt or the contracting of an indebtedness under any law limiting debt of the state if payment is conditioned upon payment by the state under the financing contract with respect to which the same relates. It is the intent of the legislature that such certificates also do not constitute a debt or the contracting of indebtedness under Article VIII, section 1 of the state Constitution if payment of the certificates is conditioned upon payment by the state under the financing contract with respect to which those certificates relate.

(b) An other agency authorized by law to issue bonds, notes[,] or other evidences of indebtedness or to enter into conditional sales contracts or lease obligations, may participate in a program under this chapter in which the state enters into a financing contract on behalf of that other agency, and the other agency's obligations to the state under the program may be evidenced by an agreement, lease, bond, note, or other appropriate instrument. A financing contract made by the state on behalf of an other agency may be secured by the pledge of revenues of the other agency or other agency's full faith and credit or may, at the option of the state finance committee, include a contingent obligation by the state for payment under such financing contract.

[**2010 c 115 s 2**; **2009 c 500 s 7**; **1998 c 291 s 4**; **1989 c 356 s 3**.]

NOTES:

Authority—2010 c 115: "The authority conferred on the state and any municipal corporation or other agency under this act is in addition and supplemental to any other authority granted by applicable law. Any action previously taken by the state, a municipal corporation, or other agency consistent with the provisions of this act is approved and confirmed." [**2010 c 115 s 4**.]

Effective date—2009 c 500: See note following RCW **39.42.070**.

Application—1998 c 291: See note following RCW **39.94.050**.

RCW 39.94.040

State finance committee—Duties—Legislative approval required, when.

(1) Except as provided in RCW 28B.10.022, the state may not enter into any financing contract for itself if the aggregate principal amount payable thereunder is greater than an amount to be established from time to time by the state finance committee or participate in a program providing for the issuance of certificates of participation, including any contract for credit enhancement, without the prior approval of the state finance committee. Except as provided in RCW 28B.10.022, the state finance committee shall approve the form of all financing contracts or a standard format for all financing contracts. The state finance committee also may:

(a) Consolidate existing or potential financing contracts into master financing contracts with respect to property acquired by one or more agencies, departments, instrumentalities of the state, the state board for community and technical colleges, or a state institution of higher learning; or to be acquired by another agency;

(b) Approve programs providing for the issuance of certificates of participation in master financing contracts for the state or for other agencies;

(c) Enter into agreements with trustees relating to master financing contracts; and

(d) Make appropriate rules for the performance of its duties under this chapter.

(2) In the performance of its duties under this chapter, the state finance committee may consult with representatives from the department of general administration, the office of financial management, and Washington technology solutions.

(3) With the approval of the state finance committee, the state also may enter into agreements with trustees relating to financing contracts and the issuance of certificates of participation.

(4) Except for financing contracts for real property used for the purposes described under chapter 28B.140 RCW, the state may not enter into any financing contract for real property of the state without prior approval of the legislature. For the purposes of this requirement, a financing contract must be treated as used for real property if it is being entered into by the state for the acquisition of land; the acquisition of an existing building; the construction of a new building; or a major remodeling, renovation, rehabilitation, or rebuilding of an existing building. Prior approval of the legislature is not required under this chapter for a financing contract entered into by the state under this chapter for energy conservation improvements to existing buildings where such improvements include: (a) Fixtures and equipment that are not part of a major remodeling, renovation, rehabilitation, or rebuilding of the building, or (b) other improvements to the building that are being performed for the primary purpose of energy conservation. Such energy conservation improvements must be determined eligible for financing under this chapter by the office of financial management in accordance with financing guidelines established by the state treasurer, and are to be treated as personal property for the purposes of this chapter.

(5) The state may not enter into any financing contract on behalf of another agency without the approval of such a financing contract by the governing body of the other agency.

[2024 c 54 s 31. Prior: 2011 1st sp.s. c 43 s 726; 2011 c 151 s 7; prior: 2010 1st sp.s. c 36 s 6015; 2010 1st sp.s. c 35 s 406; 2003 c 6 s 2; 2002 c 151 s 6; 1998 c 291 s 5; 1989 c 356 s 4.]

NOTES:

Effective date—Purpose—2011 1st sp.s. c 43: See notes following RCW 43.19.003.

Effective date—2010 1st sp.s. c 36: See note following RCW 43.155.050.

Contingent effective date—2010 1st sp.s. c 35: See note following RCW 43.331.040.

Application—1998 c 291: See note following RCW 39.94.050.

RCW 39.94.050

Financing program to be self-supporting—Payment of program expenses.

(1) It is the intent of the legislature that the financing program authorized by this chapter be self-supporting.

(2) The state treasurer is authorized to levy fees and apply specified investment earnings from time to time in amounts not to exceed sums sufficient to pay program expenses including, but not limited to, costs of issuance, and to create reserves to assure timely payment of financing contracts. The investment earnings available for this purpose represent the earnings on payments received from state and other agencies.

[1998 c 291 s 1.]

NOTES:

Application—1998 c 291: "Chapter 291, Laws of 1998 is applicable to an other agency, as defined in RCW 39.94.020, for the financing of equipment on September 1, 1998, and for the financing of real estate on July 1, 2000." [1998 c 291 s 6.]

RCW 39.94.900

Application.

The provisions of this chapter shall apply to all financing contracts entered into following July 23, 1989.

[1989 c 356 s 5.]

State Administrative and Accounting Manual (SAAM)

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State Administrative and Accounting Manual

Issued by: Office of Financial Management
Effective November 1, 2025

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ctcLink Accounting Manual (CLAM)

ctcLink Accounting Manual (CLAM)

Search the ctcLink Accounting Manual (CLAM) Enter a search term Submit

Purpose of Manual

This manual is currently being rewritten to align with ctcLink. Content will be added as it is finished.

The purpose of this manual is, in part, to fulfill the Washington State Board for Community and Technical Colleges' (SBCTC) responsibility under RCW 28B.50.090 (7)(b) to "Establish minimum standards to govern the operation of the community and technical colleges with respect to internal budgeting, accounting, auditing, and financial procedures as necessary to supplement the general requirements prescribed pursuant to Chapter 43.88 RCW."

The manual references established accounting policy and presents conventional practices adopted by the colleges to implement those polices. In many instances throughout the manual alternate practices or methods are presented.

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Agency Financial Reporting System (AFRS)

Agency Financial Reporting System (AFRS)

The Agency Financial Reporting System (AFRS) is Washington State's central hub for accounting information. It gives users the ability to pay agency bills, receive payments, reimburse travel and accomplish many other business financial processes. This system interfaces with numerous budget and accounting systems, and is one of the most widely used applications by Washington state agencies and higher education institutions. Most system users update accounting information daily.

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Intermediate AFRS Trans Code Training:

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Comprehensive Annual Financial Report (ACFR)

The following pages show only cover and table of contents of this evidence. To view the full file, please refer to the hyperlink

Annual Comprehensive Financial Report

FOR THE FISCAL YEAR ENDED JUNE 30, 2024

State of Washington
Office of Financial Management
December 2024

STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Annual Comprehensive Financial Report

For the Fiscal Year Ended June 30, 2024

December 2024

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Additional assistance provided by
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Office of the State Actuary
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State Investment Board
Department of Retirement Systems
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State Health Care Authority
University of Washington
All state fiscal personnel

Annual Comprehensive Financial Report
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BSR-1 Order Delegating Authority – 6/19/2014

Select Language
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BSR-1 ORDER DELEGATING AUTHORITY

Policy

The President of the College shall have the authority to exercise in the name of the Board all of the powers and duties vested in or imposed upon the Board by law, including all powers granted to the Board as governing body by Chapter 39.34 RCW or any other statute. The President of the College shall be directly responsible to the Board of Trustees. The President shall be the principal administrative officer of the College and shall have general supervision of all operations and programs of the institution.

The President shall be the appointing authority for all administrative exempt, classified, faculty, and other employees of the College; the President may delegate some or all of that authority in writing to vice presidents and/or other designees. The President shall carry out all rules, regulations, orders, directives, and policies established by the Board and shall perform all other duties necessary or appropriate to the administration of the College. The essence of the relationship between the Board and the President shall be one of full mutual confidence and completely open communication.

AUTHORITY RESERVED BY THE BOARD OF TRUSTEES

The Board of Trustees reserves unto itself the following authority (unless specifically delegated in particular instances by definite resolution passed by the Board):

1. To employ the President and set the salary and the terms and conditions of his or her employment.
2. To organize, administer, and operate the Board of Trustees.
3. To adopt, amend, or repeal rules pursuant to the Administrative Procedure Act, Chapter 34.05 RCW.
4. To approve the operating budgets and capital budget request for the College.
5. To approve revisions of $500,000 or more, to the revenues or expenses in the adopted budgets of any fund, or transfers between funds of $200,000 or more.
6. To authorize the purchase or long-term lease (for two years or more) of real property.
7. To establish dormitories, food service facilities, bookstores, and other self-supporting facilities.

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- GP-1 Policy Governance Commitment
- GP-2 Governing Style
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- GP-7 Naming of Facilities

8. To borrow money and issue and sell revenue bonds or other evidences of indebtedness.
9. To establish schedules for tuition and fees charged by the institution (with the exception of co-op fees and other self-sustaining program and service fees).
10. To enter into major contracts, others than public works contracts, for amounts in excess of $100,000.
11. To accept gifts, grants, conveyances, devises, bequests of real or personal property from private sources valued in excess of $25,000 and adopt regulations to govern the receipt and expenditure of the proceeds, rents, profits, and income thereof.
12. To approve and execute negotiated agreements with bargaining agents for academic employees and classified staff.
13. To award and deny tenure and dismiss and/or lay off tenure-track faculty members.
14. To authorize the award of degrees for appropriate programs of study.
15. To retain the responsibility for the expenditure of state funds by the College and its agents and employees.
16. To exercise all authority expressly reserved to the Board of Trustees in rules which have been or are hereafter adopted or amended by the Board pursuant to the provisions of the Administrative Procedure Act, Chapter 34.05 RCW.
17. To retain all authority which may be hereafter delegated to the Board of Trustees by the legislature of the state of Washington, unless such authority is expressly delegated to the President or his or her designee.

History of Policy

Draft: November 4, 2003, January f13, 2004, February 16, 2004
Adopted: August 19, 1982, April 15, 2004
Revised: September 18, 1986, October 15, 1987, October 16, 1996, November 19, 1998, June 19, 2014

- GP-8 Civility and Mutual Respect
- GP-9 Participatory Governance

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- BSR-1 Order Delegating Authority
- BSR-2 President's Job Description
- BSR-3 Monitoring Presidential Performance
- BSR-4 Staff Reports to the Board
- BSR-5 Other Board Interactions

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- EL-1 General Executive Constraint
- EL-2 Treatment of People
- EL-3 Compensation and Benefits
- EL-4 Financial Planning/Forecasting
- EL-5 Financial Condition
- EL-6 Asset Protection
- EL-7 Communication/Counsel to the Board
- EL-8 Emergency Executive Succession
- EL-9 Reserves

College Outcomes

- CO-1 College Mission
- CO-2 College Vision
- CO-3 Core Theme: College Transfer Education
- CO-4 Core Theme: Career and Technical Education

EL-4 Financial Planning/ Forecasting – 2/18/2014

Select Language
Powered by Google Translate

EL-4 FINANCIAL PLANNING/FORECASTING

Policy

Budgeting for any fiscal year shall follow the College Outcomes established by the Board, be fiscally responsible, and be realistic in projections of income and expenses. The budget will become effective after it is approved by the Board. Accordingly, the president shall:

1. Propose a budget with information that includes:
   a. A projection of revenues and expenses;
   b. Separation of capital and operational items; and
   c. Disclosure of planning assumptions.
2. Plan a conservative budget that meets the College's annual goals and priorities and keeps planned expenditures within projected revenues and reserves.
3. Put forward a budget with appropriate and thorough input.

History of Policy

Draft: December 12, 2003
Adopted: April 15, 2004
Revised: February 18, 2014

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EL-5 Financial Condition – 2/18/2014

Select Language
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EL-5 FINANCIAL CONDITION

Policy

The president shall prevent the development of fiscal jeopardy or material deviations from the Board approved budget. Accordingly, the president shall:

1. Settle payroll and debts in a reasonable and timely manner.
2. Only indebt the organization in an amount than can be repaid by unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
3. Only expend funds from restricted or designated accounts for the purposes for which the accounts were established.
4. Provide an annual statement of the College's financial condition to the Board.
5. Alert the Board of significant financial circumstances that arise during the fiscal year.
6. Operate in a way that does not violate the authority reserved by the Board regarding financial matters as specified in BSR-1 Order Delegating Authority.

History of Policy

Draft: December 12, 2003, February 16, 2004
Adopted: April 15, 2004
Revised: February 18, 2014

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EL-9 Reserves – 9/15/2016

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EL-9 RESERVES

Policy

The president shall maintain minimum reserves as follows:

- 10% of annual operating budget expenditures
- 50 % of gross annual Running Start revenue
- 50% of gross annual International Student Programs revenue

Any proposed use of reserves will be included in the annual budgeting process (see EL-4).

Proposed use of reserves outside of the annual budget process will be brought to the Board of Trustees for their specific approval.

History of Policy

Draft: December 12, 2003, February 16, 2004
Adopted: April 15, 2004
Revised: March 20, 2014, September 15, 2016

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EL-6 Risk Management – 11/21/2019

Select Language
Powered by Google Translate

EL-6 RISK MANAGEMENT

Policy

The president shall protect, maintain, and manage risks to the College. Accordingly, the president shall:

1. Minimize exposure of the organization, its Board, or employees to claims of liability.
2. Identify, account for, and report all revenue and expenditures of College funds in accordance with state and federal regulations, contract and grant agreements.
3. Safeguard the organization's public image and creditability.
4. Provide adequate protection against theft and casualty.
5. Establish a comprehensive risk management plan designed to eliminate, mitigate, control, and manage risks to the physical, human, fiscal, capital, environmental resources, and assets of the College.
6. Reasonably maintain college facilities and equipment.
7. Invest College funds in a manner that will provide maximum security with the highest investment return, while meeting the daily cash flow needsof the College and conforming to all state and federal statutes and rules governing the investment of public funds.

History of Policy

Draft: December 12, 2003, February 16, 2004
Adopted: April 15, 2004
Revised: February 18, 2014, Novermber 21, 2019

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Manager Budget Training

Manager Budget Training

March 2025

Green River COLLEGE

Agenda

- Assignment – What would you like to see for future trainings (ending question)
- Budget Definition
- Types of Budget Funds
- Budget Development Process
- Budget Resources

Green River COLLEGE

Budget Definition

What is a Budget?

A fiscal representation of an organizations mission and goals.

Definition

Budgeting is the tactical implementation of a business plan to achieve the strategic goals and priorities of the organization. The process of planning, monitoring, and managing the planned spending targets against the actual expenditures being disbursed.

Green River COLLEGE

Chartstring

Fund	Appr	Class	Dept	Project	Activity
XXX	XXX	XXX	XXXXX	XXXXXXXXXX	XXXX

Fund: Source of funding

Appropriation: Spending for a prescribed purpose not to exceed authorized amount

Class: Primary activity of the funds/department

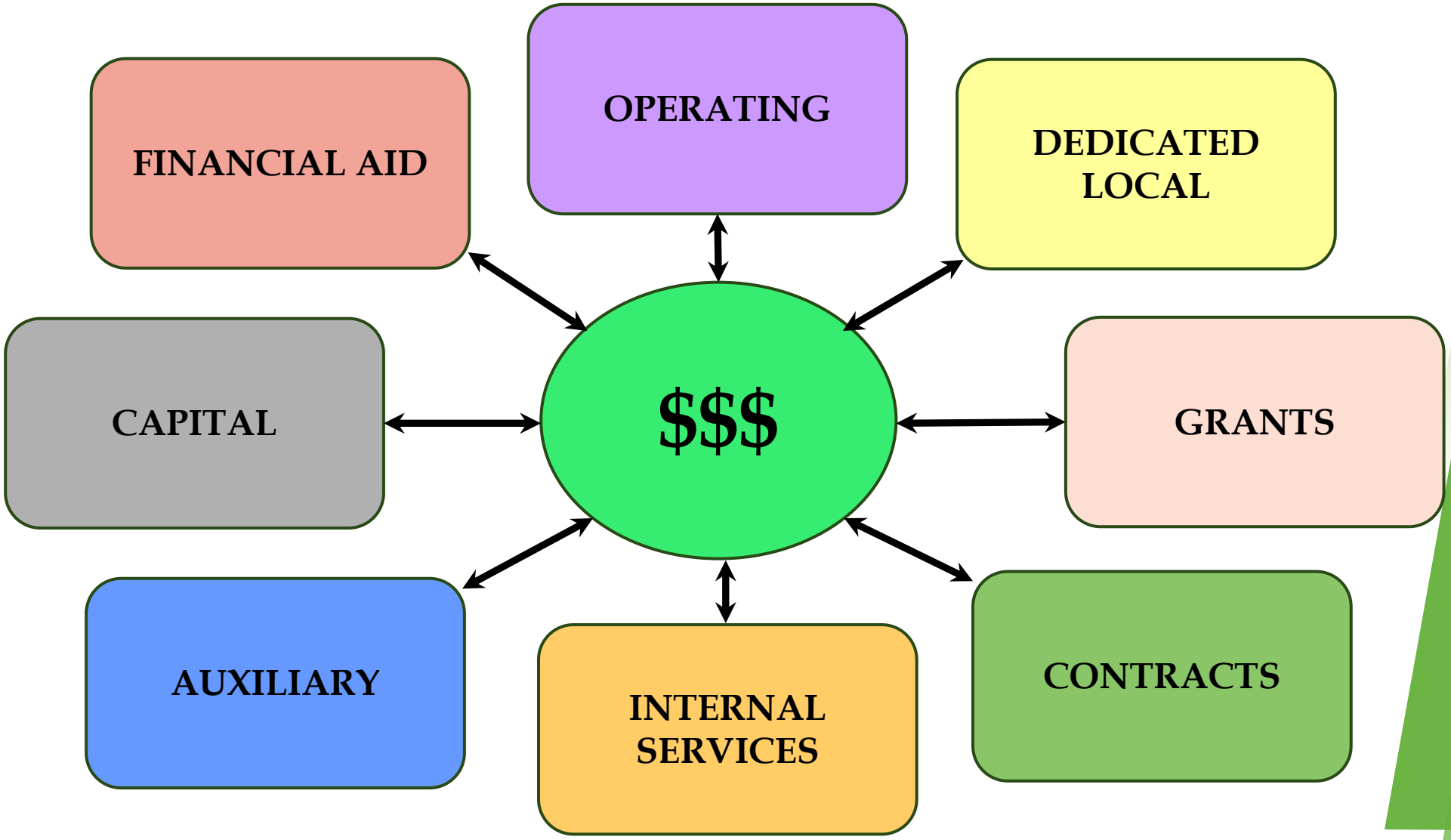
Department: College department or area

Other: (Grant & Capital)

- **Project:** Identifies a project within grants/capital
- **Activity:** Identifies specialized work within grant/capital

Green River COLLEGE

Source of Budget Funds



Green River COLLEGE

Budget Funds - Operating

Restricted State Allocations	Unrestricted Funds
001 - State General Fund - Restricted • Worker Retraining (123) • HEET (0BE) • MESA (BK1) • High Ed Opioid Prevention (FF2)	**001 - State General Fund** • Unrestricted Allocation (101)
08A - Education Legacy Trust - Restricted • Aerospace Enrollments (2AE) • Opportunity Grants (3BE) • Centers of Excellence (4AE)	**149 - Higher Ed Operating Fees Acct** • Student Tuition • Waivers
24J - Workforce Investment Acct - Restricted • Guided Pathways (071 & 9AE) • Nurse Educator Salaries (091) • Centers of Excellence (1AP) • Diversity, Equity, Inclusion (9AP)	

Green River COLLEGE

Budget Funds - Grants, Contracts, & Dedicated Local Fees

145 – Grants – Restricted for designated expenses and use per grantor

- AANAPISI
- Perkins
- SBCTC JSP
- TRIO

146 – Contracts – Unrestricted expenses and use

- International Programs
- Open Doors
- Running Start

148 – Dedicated Local Fees - Self sustaining programs and mandatory fees

- Continuing Education
- Co-Op
- Special Services
- WETRC

Green River COLLEGE

Budget Funds – Internal Services

443 – Data Processing

Accounts for expenditures and revenues generated by providing data processing services to other units of the college on a reimbursement basis.

448 – Printing

Accounts for revenues and expenditures generated from providing printing supplies and services to other units of the college on a reimbursement basis.

460 – Motor Pool

Accounts for revenues and expenditures generated from providing transportation services to other units of the college on a reimbursement basis.

Green River COLLEGE

Budget Funds – Auxiliary

522 – Associated Student Account (S&A)

Accounts for the revenues and expenditures associated with locally approved student body activities.

524 – Bookstore

Accounts for the revenues and expenditures associated with the business of providing bookstore services.

528 – Parking

Accounts for the revenues and expenditures associated with the business of providing parking services.

573 – Conference Services

Accounts for the revenue and expenditures associated with the business of operating local housing and food services for students.

Green River COLLEGE

Budget Funds – Capital

147 – Local Capital Projects

Accounts for revenue from local sources to be expended for capital improvements.

- Funded through Building & Asset Reserve (Board Approval to Spend)
- CL&I Renovation
- Gym Waterline Mitigation

057 – State Building Construction

Appropriated by the Legislature each biennium for identified infrastructure repairs.

- HVAC replacements
- Utility submeter replacement

060 – Community & Technical College Capital Projects

General fund bond issue and construction account. Appropriated by SBCTC each biennium.

- RMI/URF – Preventative facilities maintenance and building repairs

Green River COLLEGE

Budget Funds – Financial Aid

846 – Grants in Aid

Accounts for all funds placed in the custody of the college for use as scholarships or fellowships.

- Grants
- Scholarships

849 – Student Loans

Accounts for all funds placed in the custody of the college for use as loans to students.

- Direct Loan
- PLUS Loan

850 – Work Study

Accounts for all funds placed in the custody of the college for use as work-study payments to students

860 – Institutional Financial Aid Fund

Accounts for the revenue from the 3½% portion of tuition designated for aid to students.

- Student aid approved by board

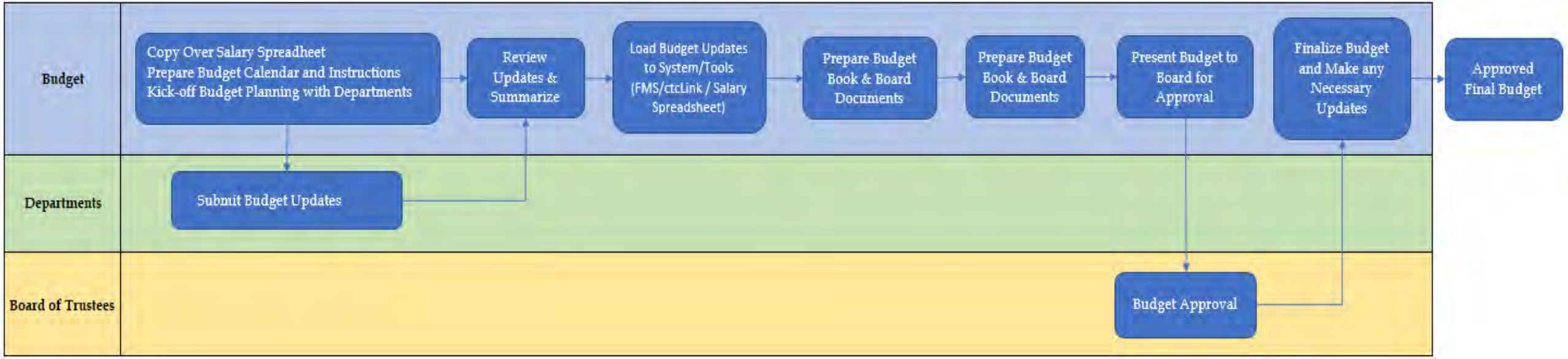
Green River COLLEGE

Budget Development - Historical

- Project operating expenditures with known changes (COLA)
- Departmental requests for addition budget
- Revenue projections (allocation, tuition, running start, IP)
- Operating budget department manager review and update (net zero change)
- Self Support & Fee Based budget updates
- Grants & Contract budget update
- Tuition and fee updates
- Financial Aid budget update
- Capital budget update
- Summarize data for budget book
- Exec team finalize budget
- Board reviews & approves budget

Green River COLLEGE

Budget Development - Historical



Green River COLLEGE

Budget Development - Future

Workgroup # 2 – Fiscal Sustainability Taskforce

The task force will work to enhance budget oversight, identify on-going cost-savings, and evaluate future budget actions, ensuring Green River College's fiscal sustainability to support long-term viability, fulfill our educational mission, and promote student success.

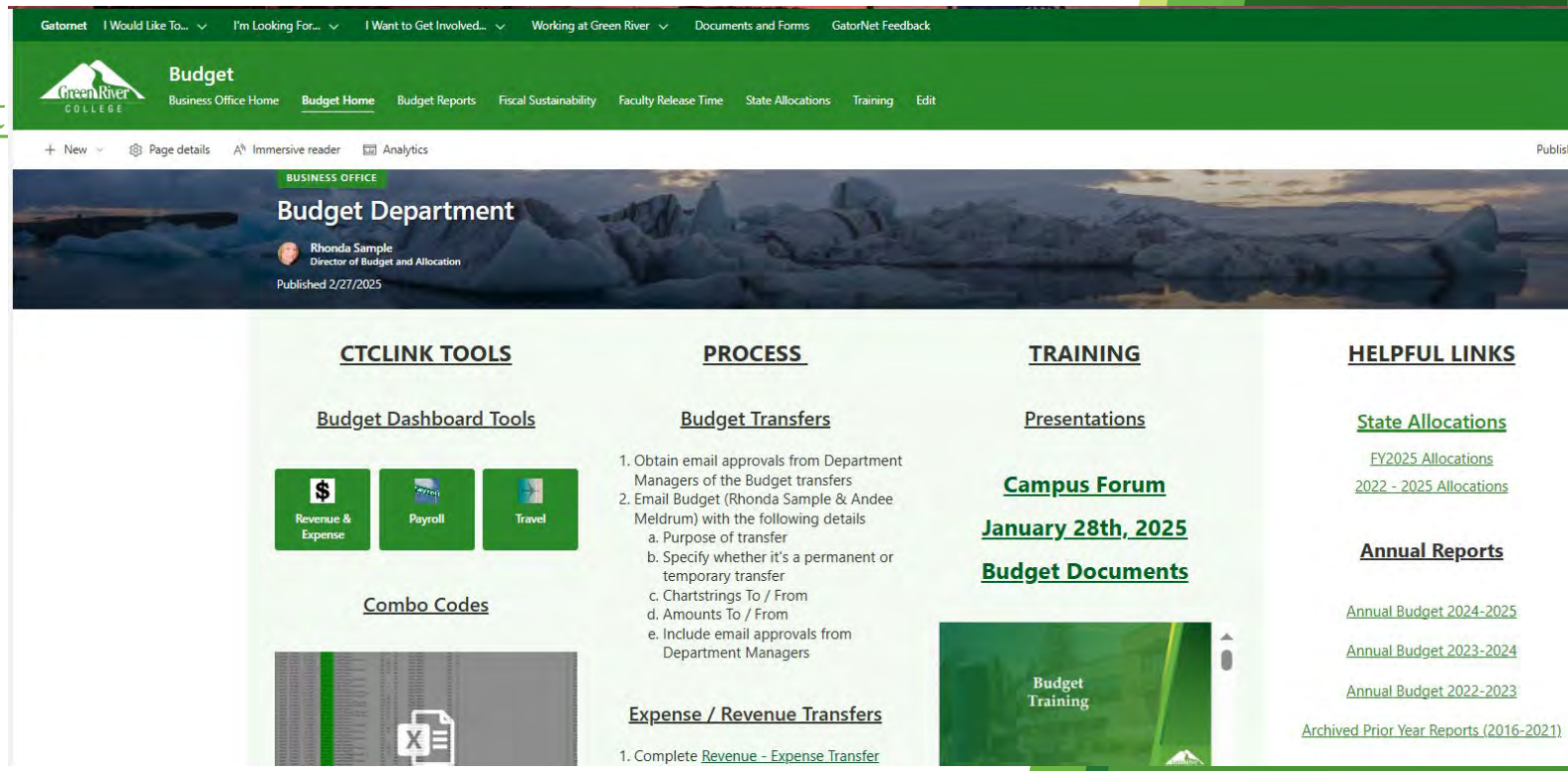
Green River COLLEGE

Budget Resources

Budget Gatornet

(https://greenriveredu.sharepoint.com/sites/GN-Budget/)

- Budget Dashboard
- Annual Budget Reports
- Quarterly & Annual Board Reports
- Annual State Allocations
- Fiscal Sustainability



Budget Training

Budget Training

Green River COLLEGE

Budget Training Topics

- Budget Definition
- CtcLink
- Combo Codes
- Initiatives
- Tools
- Dashboards
- Reorganizations
- Transfers

Green River COLLEGE

Budget - Definition

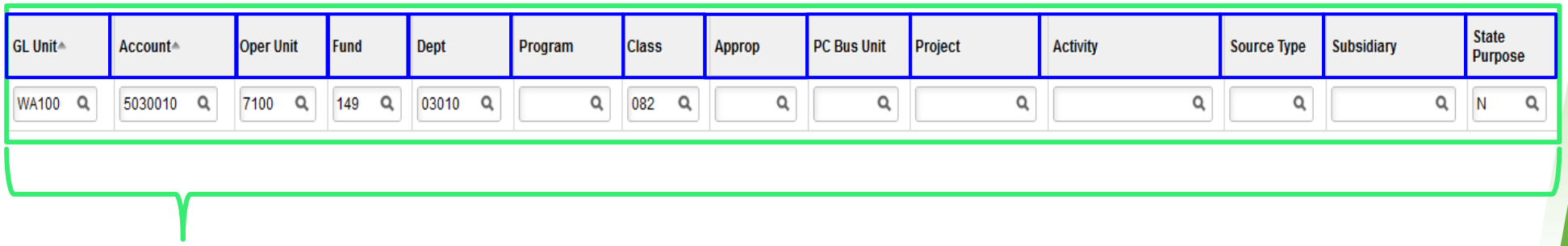
- A spending plan that considers estimated current and future income and expenses for a specified future period, usually a year
- Green River planning period is based on a July 1st through June 30th fiscal year
- Helps ensure successful management of funding to key deliverable and strategic goals

Green River COLLEGE

ctcLink – Chartfield & Chartstring

Chartfield

The individual component or fields that when combined make up the Chartstring



GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Approp	PC Bus Unit	Project	Activity	Source Type	Subsidiary	State Purpose
WA100	5030010	7100	149	03010		082							N

Chartstring

A set of Chartfields "strung" together to represent the proper categorization of a financial transaction

By combining appropriate Chartfields, we create a valid Chartstring for every transaction in ctcLink

Green River COLLEGE

ctcLink - Chartfield Components

Chartfield	Description
General Ledger Unit (GL Unit)	• "Book of Record" which holds all financial transaction details • Unique to each ctcLink college • ***WA100 used for Green River***

Account	• Classifies the nature of a financial transaction
	• ***Required field in ctcLink***
	• Represents transactions pertaining to:
	  • Assets
	  • Liabilities (debt)
	  • Fund Equity
	  • Revenues
	  • Expenses

Operating Unit	• ***7100 used for Green River***
Fund	• ***Primary*** structure unit for college fund accounting
Class	• Identifies a unique appropriation budget key • In Legacy, referred to as a "Budget Number" or "Account Code"
Department	• Where labor and non-labor are accounted for in ctcLink • **Department managers** are responsible for approving transactions and making budget decisions

GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Approp	PC Bus Unit	Project	Activity	Source Type	Subsidiary	State Purpose
WA100	5030010	7100	149	03010		082							N

Green River COLLEGE

ctcLink - Important Reminders

- Appropriation only required with certain Funds (001, 057, 060, 08A, 147, 24J, 489)

Account	Operating Unit	Fund Code	Appropriation Index	Department	Class Field
5030010	7100	24J	231	15226	011

- Project Costing (PC) Business Unit (WA100) needed with Fund 145
- Capital, Contracts, & Grants all require Project & Activity ID's

Business Unit	Ledger Group	Account	Operating Unit	Fund Code	Appropriation Index	Department	Class Field	PC Business Unit	Project	Activity
WA100	DETAIL_KK	5030010	7100	145		70201	143	WA100	0000008713	ADM24

Green River COLLEGE

ctcLink - Valid Chartstring Examples

GL Unit: WA100

Oper Unit: 7100

Fund:
145 – Grants and Contracts
146 – Local Contracts
149 – Operating Fees

Class:
061 – Student Services
083 – General Support Services
253 – Computer Services
254 – Central Stores
264 – Student Activities

GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Approp	PC Bus Unit	Project	Activity	Source Type	Subsidiary	State Purpose
WA100	5030010	7100	149	03010		082							N

Account: (Expenses begins with a "5")
5030012 – Janitorial Supplies
5030013 – Office Supplies
5030023 – Postage and Parcel
5080004 - Travel

Department:
05000 – Facilities
06020 – Network/Telecom
06061 – Computer Replacement
06065 – Software Support
14200 – Trades
25020 – Motor Pool-Safety

Green River COLLEGE

When will I need a valid Chartstring?

Purchasing - Requisitions	Creating a requisition, Chartstring required on the Distribution tab
Purchasing - PCards	During reconciliation, cardholders can update distributions for each expense
Travel and Expense	Creating travel authorizations, multiple expense types can be created, and the Chartfields can be updated in each row

All financial transactions in ctcLink are represented by a Chartstring

Green River COLLEGE

Combo Codes

- A 9-digit number that is created by a unique chartfield combination used in HCM to process Payroll transactions
- Converts the chartfields into one digital identification code
- Used for HR & Payroll processing
  - Job Record
  - Labor Expenditures
- PEN Forms require the Combo Code along with the chartfield

Green River COLLEGE

Budget Initiatives

- Fund 146 & 148 (Self-Support) Improvements to Expenditure & Revenue Planning
- HR Process Improvements
- Pen Form & Request To Hire Automation

Green River COLLEGE

Budget Tools

- Budget Dashboards
  - Revenue & Expense
  - Payroll
  - Travel
- Combo Code List
- Department Manager List
- FMS Legacy Conversion Crosswalk

Green River COLLEGE

Budget Dashboard

- What is this tool?
  - Reporting Interface
  - Pulls data from ctcLink to populate reports
- Where did it come from?
  - Shared with us from Edmonds College, may have originated from Spokane College
  - GRC IT remapped the contents to GRC data
- Where is it stored?
  - Data & Reports stored securely on Green River's servers
- How often is it updated?
  - Refreshed Nightly
- How do I get to the tool?
  - Links provided to Budget Dashboard Tools on Budget Gatornet Site

Green River COLLEGE

Reorganizations

- Coordinate with Budget
- Obtain Planned Employee Labor Details
- Vacant/Removed Positions
- Complete HR Reorganization Form
- Approvals Required:
  - Department Manager
  - Vice President

Green River COLLEGE

Budget Transfers

- Send Email to Budget
- Include:
  - Purpose of the Transfer
  - Indicate Permanent or Temporary
  - Chartstring Details To/From
  - Amounts To/From
  - Department Manager Approvals

Green River COLLEGE

Questions???

Green River COLLEGE

Tuition & Fees

Select Language

TUITION & FEES

AT GREEN RIVER COLLEGE

How Much Does it Cost to Attend?

Tuition and fees are set by the Washington State Legislature and are subject to change. Green River College reserves the right to change any of its fees or charges without notice. Some courses or programs of study may require additional fees.

Student Financial Responsibility Agreement:

- Student Financial Responsibility Agreement Information

Student Fees:

- Fees

Space-Available Waivers:

- Space Available Waiver Information

Lower Level Tuition Rates (Under 300-level):

- Resident Tuition
- Non-Washington State Resident Tuition with Waiver
- Undetermined Residency Tuition
- International Tuition

Upper Level Tuition Rates (300-level and above):

- BAS Resident Tuition
- BAS Non-Washington State Resident Tuition with Waiver
- BAS Undetermined Residency Tuition
- BAS International Tuition

Special Population Tuition Rates:

- Active Duty Service Members
- Veterans
- High School Completion

Special Courses:

- Special Course Costs

Residency Information:

- Residency Requirements
- Eligible Undocumented Residency

Refund Information:

- Withdrawal & Refund Rules

HB 1795 Disclosure

- Official disclosure for all undergraduate/resident students

State Support Disclosure

The average cost to educate a resident full-time community or technical college student for the
2025-26 academic year is $15,154. Students pay an average of $3,866 in tuition toward this cost.
The remaining $11,289 is an “opportunity pathway” provided by the State and is funded by state
taxes and other sources. The amounts shown are averages for a full-time, resident student. The
actual tuition a student pays will vary due to credit load, residency status and other factors.

Student Financial Obligation

All outstanding amounts resulting from nonpayment of tuition and fees are the responsibility of the student. Withdrawal from school, officially or unofficially, will not cancel any financial obligation already incurred. Failure to pay all financial obligations may result in debts being turned over to a collection agency. Collection fees, including attorney fees and other charges necessary for the collection of any amount due, will be added to the student's account balance. Students who default on any financial obligations to Green River College are responsible for collection fees, attorney fees, court fees, and other reasonable costs and expenses incurred in the collection of any debt, in accordance with RCW 28B.10.293 and RCW 19.16.500.

Costs of Attending Green River College

For more information about the costs of attending Green River College, visit our Cost of Attending page.

QUARTERLY TUITION DUE DATES

If enrollment occurs before the tuition due date, students have until the posted date to make payment, get funding in place or enroll in the Payment Plan.

After the tuition due date, tuition is due within 3 business days of enrollment.

Once the quarter begins, tuition is due within 24 hours of enrollment.

Quarterly Tuition Due Dates:

- Spring Quarter - February 26, 2025
- Summer Quarter - June 9, 2025
- Fall Quarter - September 9, 2025
- Winter Quarter - December 9, 2025
- Spring Quarter - March 9, 2026

PAYMENT OPTIONS

Online: ctcLink account, Financial Account tile

In Person: Cashier's Office, Student Affairs & Success Center - Cashier's Office hours

Kent Campus - Kent Campus hours

Auburn Center - Auburn Center hours

Enumclaw Campus - Enumclaw Campus hours

Space Available Waiver

Select Language

SPACE AVAILABLE WAIVER

TUITION & FEES AT GREEN RIVER COLLEGE

Space Available Waivers

When certain criteria is met, students may be eligible for discounted tuition. "Space available" means the student must wait until after the open enrollment period to enroll in the class. Any enrollment prior to that date is ineligible for these waivers/discounts.

Students wishing to utilize these waivers may enroll, with faculty permission, on day 4 of fall, winter, and spring quarters, and day 3 of summer quarter.

Senior Citizen Waiver

$5.00 per class, plus any college and class fees.

- Student must be 60 years of age or older, reside in Washington state, and provide identification.
- Enrollment must occur after the open enrollment period has ended for the quarter (see above).
- Students cannot enroll in more than 2 classes per quarter under this waiver.
- This waiver not available for students using the course(s) to increase credentials of salary.
- Classes taken under this waiver are "audit" classes and will not receive a grade.
- Payment is due at time of enrollment.

Washington State Employee Waiver

$65.09 per class, plus any class fees.

- Student must be a Washington State employee in an eligible position. Please see the 2nd page of the Washington State Employee Tuition Waiver Request form for eligible positions.
- Enrollment must occur after the open enrollment period has ended for the quarter (see above).
- Form must be completely filled out, including verification from a Human Resources Officer or Commanding Officer.
- Instructor permission to enroll, along with the request form, must be submitted between day 4 and day 10 of the quarter.
- Payment is due at time of enrollment.

Tuition and fees are subject to change by the Washington State Legislature.

Updated 6/27/2025

QUARTERLY TUITION DUE DATES

If enrollment occurs before the tuition due date, students have until the posted date to make payment, get funding in place or enroll in the Payment Plan.

After the tuition due date, tuition is due within 3 business days of enrollment.

Once the quarter begins, tuition is due within 24 hours of enrollment.

Quarterly Tuition Due Dates:

- Spring Quarter - February 26, 2025
- Summer Quarter - June 9, 2025
- Fall Quarter - September 9, 2025
- Winter Quarter - December 9, 2025
- Spring Quarter - March 9, 2026

PAYMENT OPTIONS

Online: ctcLink account, Financial Account tile

In Person: Cashier's Office, Student Affairs & Success Center - Cashier's Office hours

Kent Campus - Kent Campus hours

Auburn Center - Auburn Center hours

Enumclaw Campus - Enumclaw Campus hours

Student Fees

Select Language

STUDENT FEES

AT GREEN RIVER COLLEGE

Student Fees

Tuition and fees are set by the Washington State Legislature and are subject to change. Green River College reserves the right to change any of its fees or charges without notice.

Quarterly Registration Fees

Facilities Fee - $4.05 per credit, minimum $20.25 for 1-5 credits.

Special Services/Matriculation Fee - $1.25 per credit, applied to all credits ($0.50/$0.75).

Student Center Fee - a flat $45.00. This fee was established by a student vote to cover the cost of a new student center.

Technology Fee - $6.00 per credit to a maximum of 12 credits. Not to exceed $72. This fee was established by a student vote to cover the cost of equipment, printing and tech support for the Technology Center.

Miscellaneous Fees

- Extended Learning Fee - $17.50 per class fee for each online or hybrid class.

Special Fees

Graduation Fees

- Cap and Gown, Tassel **-** $38.00 (for 2025)

General Education Development (GED®) Vouchers

- Initial Testing Fee - $30/subject
- Repeat Testing Fee - $10/subject

Locker Fee - $7.50

Official Transcript - $12.00

On-Demand Transcript - $25.00

Accident Only Insurance

Accident Only Insurance $39.00/quarter.

Student must be registered in 6 or more credits to qualify.

To sign up go to: https://4studenthealth.relationinsurance.com

If you have questions, please contact the Student Financials Office at 253-288-3399

Updated 06/27/2025

Costs of Attending Green River College

For more information about the costs of attending Green River College, visit our Cost of Attending page.

QUARTERLY TUITION DUE DATES

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Online: ctcLink account, Financial Account tile

In Person: Cashier's Office, Student Affairs & Success Center - Cashier's Office hours

Kent Campus - Kent Campus hours

Auburn Center - Auburn Center hours

Enumclaw Campus - Enumclaw Campus hours

Withdrawal & Refund Rules

Select Language

Current Students Faculty & Staff Give to GRC Quick Links

WITHDRAWAL & REFUND RULES

Section Menu

Withdrawing from credit classes

The refund period is the first 15 calendar days of the quarter. It is the student's responsibility to withdraw from the college or from individual courses.

Students must withdraw through ctcLink or submit a withdrawal/change of schedule form to guarantee the accuracy of their permanent records and to begin refund procedures when applicable. The student may receive a refund under the following conditions:

- 100 percent refund of tuition and fees - When courses or programs are canceled by the college.

- 100 percent refund of tuition and fees - Through the fifth instructional day of the quarter when a student officially withdraws from class.
- 40 percent refund of tuition only (no fees will be refunded after the 100% refund period ends) - When official withdrawal occurs after the fifth instructional day of the quarter through the end of the refund period (see next bullet).
- No refunds - After the 15th calendar day of the quarter. The 15th calendar day is the end of the refund period.
- Short term classes - 100 percent refund of tuition and fees - when official withdrawal occurs prior to or on the first day of class only. Short-term classes are indicated by dates published with the class listing.
- Dynamic dated courses - Classes that begin after the start of the quarter are identified as "Dynamic Dated" in the course description. Refund eligibility for these classes is based on the percentage of the course already completed at the time of official withdrawal. The specific refund amount is determined by the total length of the class and the withdrawal date. Students who officially withdraw after completing 40% or more of the course are not eligible to receive a refund.
- Refunds of less than ten dollars ($10.00) will not be made.
- Appeals to the refund rules must be submitted to the Office of the Registrar in written form with a Withdrawal/Refund Exception Request, including supporting documentation. Refund appeals must be received by the Office of the registrar by the end of the following quarter for a refund or within one year of the quarter in question for a late withdrawal.
- Separate refund rules apply to students receiving financial aid. Tuition refunds must be returned to the financial aid account and not to the student.

Separate refund rules apply to students enrolled in continuing education non-credit classes.

Consumer Information

Select Language

CONSUMER INFORMATION

Student Right to Know

Green River College provides the following information and has made it available to the general public as well as students, faculty and prospective students. The state, federal laws and college policy under the Higher Education Act of 1965 dictates the criteria for this information. Follow the links to open topic details. You may also view all of our college policies and procedures online. If you prefer to have the information in paper format, call or email each office listed.

Student Outcomes

- Graduation-Transfer-Out Rates

- Graduation-Transfer-Out Rates by Race-Ethnicity
- Employment Rates

Accreditation and Reporting

- Accredited Status
- Gainful Employment Information
- Professional Licensure & Certification
- Washington State Quality Awards Standards

Finances

- Admission Requirements
- Financial Aid Deadlines
- Net Price Calculator
- Services and Activities (S&A) Fee Expenditures
- Tax Credit Information
- Financial Aid Shopping Sheet

Human Rights

- Non-discrimination Statement
- Website Accessibility

Publications

- Abuse of Alcohol
- Academic Credit for Military Training
- College Courses Transferrable to Four-Year Universities (Transfer Equivalency Guides)
- Consumer Protection Student Complaint Process
- Course Placement Options
- Credits and Courses Fulfilled by Exams or Proficiency
  - Advanced Placement (AP) Credits and Courses
  - International Baccalaureate (IB) Credits and Courses
- Equity in Athletics Disclosure Act (EADA)
  - Download a print only version of the 2025 EADA Survey (PDF)

- Family Education Rights & Privacy Act (FERPA)
- Financial Aid Counseling Curriculum
- HIV/AIDS Information
- Instructional Student Complaint Process
- Limitation of Liability
- Liquor and Illegal Drug Use in Campus Housing
- Privacy Policy
- Publication Disclaimer
- Sexual Harassment Policies and Procedures
- 2024/2025 Student Housing Agreement

Other

- Disability Awareness Month
- Public Disclosure
- Voter Information & Registration
- Whistleblowers

BA-1 Outside Bank Accounts

Select Language

Current Students Faculty & Staff Give to GRC Quick Links

BA-1 OUTSIDE BANK ACCOUNTS

BA-1 Outside Bank Accounts

Purpose

Establish guidelines for college bank accounts.

Scope

All college employees

Policy and/or Procedure

No bank account, which in any way purports to be or appears to be associated with Green River College, can be established or maintained, without prior approval of the Vice President for Business Affairs and the Office of the State Treasurer. Without this approval, no college

employee, student, club, or organization may use the name of Green River College, or the college's tax identification number in opening a bank account. All college revenue is to be deposited into an official college bank account through the college business office.

Specific Authority

RCW 43.08.015 (Cash Management Duties)
FAM Manual 60.20 (Banking)
SAAM Manual 65.10 (Financial Services Agreements)

Law Implemented

History of Policy or Procedure

Draft: November 30, 2004
Adopted: April 5, 2005
Revised:
Reviewed by:
Contact: Teresa Collins, Controller, 3356
President's Staff Sponsor: Rick Brumfield, Vice President of Business Affairs, ext. 3305

College Policies

Board of Trustees

Business Administration

General Administrative

Information Technology

Human Resources

Instruction

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Business Administration Policies

BA-1 Outside Bank Accounts
BA-2 Payment of Sales & Use Tax

BA-2 Payment of Sales & Use Tax

Select Language

Current Students Faculty & Staff Give to GRC Quick Links

BA-2 PAYMENT OF SALES & USE TAX

BA-2 Payment of Sales & Use Tax

Purpose

Community Colleges are subject to retail sales tax or use tax on the purchase of goods and retail services in the same manner as other consumers.

Scope

This policy pertains to all departments of the College who purchase supplies and other goods and services for use within their department.

Definitions

Sales Tax: The combined state and local retail sales tax is a tax to the consumer of retail goods and services.

Use Tax: Use tax is a tax on the use of goods or certain services in Washington when sales tax has not been paid.

Policy and/or Procedure

1. Current sales tax rates can be obtained from the Department of Revenue at http://www.dor.wa.gov/content/taxes/
As of September, 2004 current rates for Auburn/King County are as follows:

Local Rate	.019
State Rate	.065
RTA	.004
Combined Rate	.088

2. Goods and services purchased from Washington state companies/agencies should be billed to the college with sales tax included on the invoice.
Following is a sample list of items that are taxable when purchased by a college department:

a. Supplies
b. Equipment
c. Magazine Subscriptions
d. Certain Services, as defined by Title 82 RCW, Excise Taxes, or as described by publications issued by the Washington State Department of Revenue.

Sales/Use tax is added to the purchase price of taxable goods and services and is included in the amount that is charged to a department for a particular purchase.

3. Taxable goods and services that are purchased from out-of-state, or are purchased from a Washington state company/agency where sales tax is not included or is less than the applicable King County rate, will have use tax added by the Purchasing Department of the College. Use tax will be included in the amount that is charged to a department for a particular purchase. Departments will not be notified when use tax is added to their purchase.

4. Purchases that are made for resale, such as those made by the Bookstore, will be exempted from the sales tax if a Resale Certificate has been provided by the college to the seller. Resale Certificates can be obtained at http://www.dor.wa.gov/content/forms/

5. The college accumulates and remits sales and use tax to the Washington State Department of Revenue on a monthly basis. The college reports to the Department of Revenue using UBI #171-004-565.

Specific Authority
Title 82 RCW, Excise Taxes

Law Implemented

History of Policy or Procedure
Draft: November 16, 2004
Adopted: April 5, 2005
Revised:
Reviewed by:
Contact: Teresa Collins, Controller, ext. 3356
President's Staff Sponsor: Rick Brumfield, Vice President for Business Affairs, ext. 3305

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Business Administration Policies

BA-7 Travel Advances

Select Language

Current Students Faculty & Staff Give to GRC Quick Links

BA-7 TRAVEL ADVANCES

BA-7 Travel Advances

Purpose

Green River College may process a travel advance to defray some costs which are incurred while traveling on official state business away from the official station or residence.

Scope

State officers & employees

Definitions

Traveler: State officers and employees who are traveling on authorized state business.

Official Station: The city, town, or other location where the state official or employee's office is located, or the city, town, or loca
tion where the state official or employee's work is performed on a permanent basis.

Procedure

1. To obtain a travel advance, the traveler must have a completed Travel Authorization (Form A-40) on file in the Accounts Payable office
2. Frequent travelers are encouraged to apply for a Corporate Travel Card through the college's Travel Liaison in Account Payable, which will eliminate the need for a travel
   advance.
3. Infrequent travelers who do not have a Corporate Travel Card can have their hotel accommodations paid for through the college's Travel Liaison in Accounts Payable
   using the college's corporate travel account
   a. To utilize this method of payment, notify the college's Travel Liaison in Accounts Payable by noting the name of the lodging facility, phone number and hotel confirmation number on the Travel Authorization form.
   b. Having accommodations paid through the college's Travel Liaison will not preclude the traveler from also receiving an advance for per diem, if all other approvals and requirements are met.
4. The following limitations and requirements will be applied to all travel advances prior to being issued:
   a. Travel advances will not be issued for an amount less than $100, unless an exception is granted (see “b.” below).
   b. An exception to “a.” above may be granted by an administrator at their discretion if the restriction would create an undue hardship on the traveler.
   c. Travel advances are for a period not to exceed 90 days.
   d. Travel advances cannot be issued more than 10 days preceding the start of travel.
   e. Travel advances are prohibited for use of (1) privately owned vehicles; and (2) purchase of commercial airfares.
   f. The traveler must expend the travel advance only to defray necessary reimbursable costs while performing official duties.
   g. No travel advance shall be considered for any purpose as a loan to a traveler. Any unauthorized disbursement of a travel advance

is to be considered misappropriation of state funds.

h. A traveler cannot have more than one advance outstanding at a time. An advance must be cleared by returning the unspent amount or accounting for the entire amount on a Travel Expense Voucher (A20-AE) in order for a traveler to be eligible for another advance

5. If a request for a travel advance satisfies the items in #4 above, a travel advance will be issued.
   a. Travel advances will be computed at 80% of the anticipated cost for domestic travel.
6. The traveler shall submit a fully itemized Travel Expense Voucher (form A20-AE,available on the GatorNet) on or before the 10th day following completion of the travel that was associated with the travel advance. The traveler must fully justify the expenditure of any portion of the advance for legally reimbursable items on behalf of the state.
7. The traveler shall return any portion of the travel advance not expended to the agency at the close of the authorized travel period. The traveler is to submit the payment by cash, check or similar instrument to the Cashier's Office to be deposited to the college using fee code “AM.”
8. To protect the state from any losses on account of travel advances made, the state has a prior lien against and shall withhold any and all amounts payable or to become payable by the state to such officer or employee up to the amount of such travel advance plus interest at a rate of ten percent per annum, until such time as repayment or justification has been made.
9. Failure to follow procedures regarding turning in paperwork or excess advance could result in the traveler being ineligible for future advances.

Specific Authority

RCW 43.03.150, Advance payment of travel expenses—Authorized

RCW 43.03.170, Advance payment of travel expenses—Advance warrants—Issuance—Limitations

RCW 43.03.180, Advance payment of travel expenses—Itemized travel expense voucher to be submitted—Repayment of unexpended portion of advance—Default

RCW 43.03.190, Advance payment of travel expenses—Lien against and right to withhold funds payable until proper accounting or repaying of advance made

RCW 43.03.200, Advance payment of travel expenses—Advances construed
SAAM Manual 10.80.60, Travel Advances

Law Implemented

History of Policy or Procedure
Draft: May 4, 2006
Adopted: June 29, 2007
Revised:
Reviewed by:
Contact: Teresa Collins, Controller, ext. 3356
President's Staff Sponsor: Rick Brumfield, Vice President for Business Affairs, ext. 3305

College Policies

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BA-1 Outside Bank Accounts
BA-2 Payment of Sales & Use Tax
BA-3 Expenditures for Political Activities
BA-4 Asset Management (Inventory Control)
BA-5 Coffee and Light Refreshments
BA-6 Meals with Meetings
BA-7 Travel Advances
BA-8 Petty Cash
BA-9 Qualified Parking Permits

BA-8 Petty Cash

Select Language

Current Students Faculty & Staff Give to GRC Quick Links

BA-8 PETTY CASH

BA-8 Petty Cash

Purpose

Purchases that will require reimbursement by the agency to an individual employee should be done on an emergency basis only. However, the agency recognizes that there are circumstances where an emergency out-of-pocket purchase becomes necessary. In this event, the agency maintains a petty cash fund in the Cashier Safe to reimburse employees for authorized purchases of $50.00, or less.

Scope

All College employees

Definition

Petty Cash Accounts: Used to make payments when issuing a check is

not practical, economical or timely.

Eligible reimbursements: Authorized purchases of $50.00 or less excluding:

1. travel-related expenditures;
2. payments for services;
3. computer hardware/software;
4. pre-recorded videos; and
5. food.

Policy and/or Procedure

1. Eligible reimbursements of $50.00 or less will be made from the petty cash fund that is maintained in the College's Cashier Safe.
   a. Complete the “Petty Cash Reimbursement Request” form on the GatorNet.
   b. Attach original receipts to the request.
   c. Obtain the signature of an authorized signer for the account code to be charged.
   d. Present paperwork to the Cashier along with your Green River College identification badge.
   e. Sign the Petty Cash Reimbursement Request on the “Employee Signature” line to indicate receipt of the cash in the presence of the Cashier.
2. In order to use the most economical method of payment, eligible reimbursements generally may only be reimbursed to the employee through petty cash. Checks generally will not be prepared for reimbursements that are petty cash eligible.
   a. If a check request for a petty cash eligible purchase is received in Purchasing/Accounts Payable, that request generally will be returned to the preparer to fill out the proper paperwork and receive payment through the petty cash system.
   b. An exception will be made for employees whose hours of work do not coincide with Cashier hours, or if an employee's regular work station is at a location other
   than main campus. Employees in these circumstances may be reimbursed by check.
3. Consistent use of the petty cash system for out-of-pocket reimbursements by an individual or department (more than 12 times annually) will be reviewed by college internal control. Excessive use

in most cases indicates a need for better procedures and controls within that department.

Specific Authority

RCW 42.26, Agency vendor payment revolving fund—Petty Cash Accounts

SAAM 85.50.50, OFM Petty cash—general information

Law Implemented

History of Policy or Procedure

Draft: October 10, 2006
Adopted: June 29, 2007
Revised:
Reviewed by:
Contact: Teresa Collins, Controller, ext. 3356
President's Staff Sponsor: Rick Brumfield, Vice President for Business Affairs, ext. 3305

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BA-3 Expenditures for Political Activities
BA-4 Asset Management (Inventory Control)
BA-5 Coffee and Light Refreshments

Guidelines for Travel Reimbursement

Travel policies for grant-funded activities

Eric Ruthford
Fiscal Analyst 4 – Grants and Contracts

greenriveredu.sharepoint.com

2 CFR 200.475 -- Travel costs.

Green River College's guidelines for travel reimbursement are summarized below:

- In-state travel with NO lodging or airfare (just meals, mileage, and additional travel expenses): After travel has occurred, submit Expense Report with receipts for required expenses.
- In-state travel with lodging or airfare: Complete a Travel Authorization BEFORE travel commences. After travel has occurred, submit an Expense Report with receipts for required expenses.
- Out-of-state travel: Complete a Travel Authorization BEFORE travel commences with a memo to the college president stating the purpose of the trip and how GRC will benefit from it. After travel has occurred, submit an Expense Report with receipts for required expenses.

Endowment Spending Practice

Green River Community College Foundation
Endowment Spending Policy

The Business Office tracks the available balance in each endowment based on the pro-rata share of realized investment pool income. That balance then becomes available for spending for the purpose for which each endowment has been established. A memorandum of understanding is available for each endowment in the Foundation Office. It is in those memoranda that the purpose of each endowment is set forth.

During the scholarship cycle (for scholarship endowments), the Foundation Office works with the Business Office and the related donor (as applicable) to forecast the activity for the following year. The forecast of the balance available for distribution is based on:

1. The 10 year trailing average of all investments will be used as a basis for beginning all calculations. The average will be calculated based on the performance as of June 30th of each year.
2. Ten percent of the total trailing average of earnings will be returned to the corpus.
3. Ninety percent of the total trailing average of earnings will be used to calculate the balance available to spend.

Based on that forecast, amounts are determined for the applicable scholarship award cycle.

The spending forecast must be approved by the Executive Committee each year.

Non-scholarship endowments available balances are spent based on the conditions outlined in the memorandum of understanding for each of those endowments.

Special rules apply to the Title III Challenge Grant.

Available balances for endowments not participating in the investment pool are limited to the income from the respective earmarked sources.

Rebalance Policy

Green River
COLLEGE FOUNDATION
12401 SE 320th Street, Auburn, WA 98092-3622
Phone:(253) 288-3330 • Fax:(253) 288-3420
E-mail:foundation@greenriver.edu

Rebalance Policy

The primary purpose of our rebalance policy is to manage risk caused by market activity that moves our actual asset allocation significantly above our target of 70% equities to 30% Fixed Income.

A secondary purpose of the rebalance policy is to reduce cost generated by trading and administration of the policy.

Current Asset Allocation:	70% Equities/30% Fixed Income
Band:	5% over or under allocated to equities or fixed income.
Frequency:	Check actual asset allocation 2 times per year in September and April.
Rebalance back to:	Rebalance to target if out of scale, otherwise do nothing. Assets sold for operations have the effect of rebalancing the portfolio. Asset sales for operations will maintain the target allocation as close to optimal as the size of the sale allows. Asset sales to fund operations are limited to the amount needed to run the foundation. It is not desirable to sell more than required for operations in order to bring the portfolio all the way back to the 70/30 target.
Date of Adoption:	12-19-2017
Implementation Date:	July 1, 2018

Scholarship/Spending Guideline

GREEN RIVER FOUNDATION BOARD

SCHOLARSHIP/SPENDING GUIDELINE

INTRODUCTION

The Business Office tracks the components of the endowment accounts into the following categories.

The original investment and any corpus additions as determined below.

The investment income including, dividend income, interest income and account appreciation.

The available spending/scholarship fund for each endowment will be based on the calculation below.

GUIDELINE

The annual spending/scholarship fund is determined as follows:

1. The 10 year trailing average return-on-investment of all pooled endowment investments will be calculated based on the performance as of June 30th of each year.

2. 10% of the return-on-investment for each endowment will be added back to the corpus.

3. 90% of the return-on-investment for each endowment will be available for spending/scholarships funds.

Once the amount available for the spending/scholarship fund for each endowment is established, the Foundation Office will work with the Business Office and the related donor (as applicable) to determine the actual spending for the following year. The corpus will never be spent regardless of the spending guideline. The corpus is defined as the original investment and any additions to the corpus, such as the annual 10% addition listed above. The final spending amounts must be approved by the Executive Committee each year.

This policy does not apply to the following:

- Non-scholarship endowments
- Title III Challenge Grants
- Endowments not participating in the investment pool; these endowments will be limited by the income from the respective earmarked sources.

Adopted:

Operating Agreement between GRC and GRC Foundation

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AGREEMENT
Between
GREEN RIVER COLLEGE
And
GREEN RIVER COLLEGE FOUNDATION

This agreement is entered into by and between Green River College, College District No. 10 ("College"), and the Green River College Foundation, a nonprofit corporation ("Foundation").

WHEREAS, the College, pursuant to RCW 28B.50.140(8), may receive such gifts, grants, conveyances, devises and bequests of real and personal property from private sources, as may be made from time to time, in trust or otherwise, whenever the terms and conditions thereof will aid in carrying out College programs; and

WHEREAS, the College has, from this express power to receive property, the implied power to solicit the same; and

WHEREAS, the College has the authority to enter into contracts for these and other lawful purposes; and

WHEREAS, the Foundation is a nonprofit corporation duly organized for such purposes as maintaining, developing, increasing, and extending the facilities and services of the College; and

WHEREAS, the Foundation is empowered to solicit and receive property and to make contributions, grants, gifts and transfers of property to the College;

NOW, THEREFORE, the parties hereby agree as follows:

I. SEPARATE OBLIGATIONS

A. The Foundation shall:

1. Expend its best efforts to seek to accrue gifts, grants, conveyances, devises, and bequests of money and real and personal property for the benefit of the College. For this purpose, it will design and implement programs and procedures to solicit and receive such money and property and also to acquire such property by purchase, lease, exchange or otherwise, all to further the purposes of the Foundation which benefit the College;

2. Comply with all applicable federal and state laws. For this purpose, the Foundation will establish rules and procedures for the management of all affairs of the Foundation in accordance with (a) the requirements for tax-exempt entities under the federal Internal Revenue

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Code, including its section 501(c)(3), and (b) the laws governing charitable solicitations (e.g., chapter 19.09 RCW) and nonprofit corporations (e.g., chapter 24.03 RCW);

3. Tender to the College immediately all gifts and donations it may receive wherein the College is designated as recipient, and properly account and be responsible for all donations, which designate the Foundation as recipient;

4. Accept, hold, administer, invest and disburse such funds and properties of any kind or character as from time to time may be given to it, in accordance with the terms of such gift;

5. Make contributions, grants, gifts, and transfers of property, both real and personal, either outright or in trust, to or for the benefit of the College;

6. Use all assets and earnings of the Foundation for the benefit of the College or for payment of necessary and reasonable administrative expenses of the Foundation. No part of such assets and earnings shall accrue to the benefit of any director, officer, member, or employee of the Foundation or of any other individual, except for appropriate payment of reasonable compensation for services actually rendered or reimbursement of reasonable expenses necessarily incurred;

7. Not merge, consolidate, or change the Foundation's Articles of Incorporation during the lifetime of this agreement, without the written consent of the College;

8. Provide to the College the right to use approximately two (2) acres of Foundation land across S.E. 320th Street from the campus for a College parking lot (P15).

9. Pay to the College an amount of not less than $28,500 per fiscal year.

B. The College shall:

1. Provide the Foundation with office space, including utilities, use of office furniture, file cabinets, and associated equipment, and warehouse space for temporary storage of donated materials and equipment;

2. Provide the Foundation with use of office machines, materials and services as reasonably required for its operation, including consumable office supplies, telephone service, postage, use of word-processing, photocopying, facsimile transmission, duplication, publication, and audio-visual equipment and services, and part-time professional and/or staff services. The time allocated to services to the Foundation shall not be full-time for any College employee.

3. For the right to use the parking lot provided by the Foundation, pay, in monthly installments not to exceed $20,833 plus all property taxes, routine maintenance costs, and the costs of any College-desired improvements (as determined by subsequent mutual agreement).

II. ACCOUNTING AND AUDITING

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To provide proper accounting and auditing for the property and services provided by each party under Article I:

A. Accounting and fiscal functions shall be performed by the College business office.

B. Each fiscal year (July 1 through June 30), the College business office shall prepare a budget showing all anticipated transactions and services under this Agreement for that year, including all space and equipment, supplies, personnel, and other services the College expects to provide to the Foundation. The presidents of the Foundation and the College, and/or their designees, will review that budget.

C. The value of all space and equipment, supplies, personnel, and other services which the College provides to the Foundation shall not exceed the total amount of $500,000 net of payments to the college in any fiscal year. The College will regularly keep track of the space and equipment, supplies, personnel, and other services it is providing to assure that this maximum amount is not being exceeded. The College business office will annually prepare, and the presidents of the Foundation and the College and/or their designees will annually review, a post-closing summary of the transactions between the two parties to assure that this maximum has not been exceeded.

D. The Foundation shall annually confirm to the College that it has fully complied with its obligation to expend its best efforts to seek to accrue gifts, grants, donations and endowments for the benefit of the College. For this purpose, the Foundation will list its accomplishments for the preceding year and share with the College its revenue and expense statements for the preceding year and its end-of-year balance sheet.

E. The Foundation is a separate entity from the College, and shall be periodically audited by a reputable independent accounting firm.

F. The College is a state institution of higher education, and shall be audited by the State Auditor's Office.

G. The Foundation shall permit the president of the College, or the president's designee, to inspect and/or copy all Foundation books, accounts and records at all reasonable times in order to determine compliance with the commitments made in this Agreement. The president's designee may include institutional or state auditors. Nothing therein shall be deemed to affect the rights and responsibilities of the State Auditor.

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III. OTHER AGREEMENTS

A. Independent Capacity: At all times and for all purposes of this Agreement, each party shall act in an independent capacity and not as an agent or representative of the other party.

B. No Indemnification: Each party shall be responsible for the actions and inactions of itself and its own officers, employees, and agents acting within the scope of their authority.

C. No Assignment: This agreement is not assignable by either party, in whole or in part.

D. Governing Law and Disputes: This Agreement shall be governed by the laws of the State of Washington. Before instituting any legal action hereunder, a party, through its president, shall meet with the president of the other party and attempt in good faith to resolve the disagreement. Venue of any action hereunder shall be in King County Superior Court.

E. Entire Agreement: This constitutes the entire agreement of the parties, including all oral understandings, on the subject of their general and overall relationship. However, the parties may enter into other stand-alone agreements on specific subjects, such as their separate Master Radio Agreement.

F. Modification: No alteration or modification of any term of this Agreement shall be valid unless made in writing and signed by the parties.

G. Termination: This Agreement shall be effective for the 2019-2020 year, and continue until terminated. It may be terminated by either party only at the end of a State fiscal year, upon written notice to the other party given at least ninety (90) days in advance. However this Agreement or a successor overall agreement with the College shall be necessary for the Foundation to operate.

DocuSign Envelope ID: 16148226-CA03-4C6A-B7D0-0592CA88B1F6

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties on this 17th day of September, 2020.

GREEN RIVER COLLEGE FOUNDATION

By DocuSigned by: Jim Berrios 0D689DBBA5E94BA...

Jim Berrios, President
Green River College Foundation

GREEN RIVER COLLEGE

By DocuSigned by: Arlene Pierini CBF2ABF993114DF...

Arlene Pierini, Chair
Green River College Board of Trustees

Foundation FY 2023 Form 990

The following pages show only first page of this evidence. To view the full file, please refer to the hyperlink

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ **Do not enter Social Security numbers on this form as it may be made public.**

▶ **Information about Form 990 and its instructions is at *www.irs.gov/form990*.**

OMB No. 1545-0047

2023

Open to Public Inspection

A For the 2023 calendar year, or tax year beginning 07/01/2023 **and ending** 06/30/2024

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization
GREEN RIVER COLLEGE FOUNDATION

Doing Business As

Number and street (or P.O. box if mail is not delivered to street address) | Room/suite
12401 SE 320TH STREET

City or town, state or province, country, and ZIP or foreign postal code
AUBURN, WA 98092

D Employer identification number
51-0168649

E Telephone number
(253)833-9111

G Gross receipts $ 34,196,470.

F Name and address of principal officer: GEORGE FRASIER
12401 SE 320TH STREET, AUBURN, WA 98092

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. (see instructions)

H(c) Group exemption number ▶

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: ▶ WWW.GREENRIVER.EDU/FOUNDATION

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶ | **L** Year of formation: 1975 | **M** State of legal domicile: WA

Part I Summary

1	Briefly describe the organization's mission or most significant activities: GREEN RIVER COLLEGE FOUNDATION (GRCF) PROVIDES RESOURCES TO ASSIST GREEN RIVER COLLEGE IN ACHIEVING EDUCATIONAL EXCELLENCE.		
2	Check this box ▶ ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.		
3	Number of voting members of the governing body (Part VI, line 1a)	3	25
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	22
5	Total number of individuals employed in calendar year 2023 (Part V, line 2a)	5	NONE
6	Total number of volunteers (estimate if necessary)	6	250
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	
b	Net unrelated business taxable income from Form 990-T, line 34	7b	

		Prior Year	Current Year
8	Contributions and grants (Part VIII, line 1h)	842,991.	1,260,756.
9	Program service revenue (Part VIII, line 2g)	3,026,383.	3,408,790.
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	2,358,091.	4,780,988.
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	136,272.	150,180.
12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	6,363,737.	9,600,714.
13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	908,092.	1,005,218.
14	Benefits paid to or for members (Part IX, column (A), line 4)	NONE	NONE
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	1,089,030.	1,192,179.
16a	Professional fundraising fees (Part IX, column (A), line 11e)	NONE	NONE
b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 366,876.		
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	2,141,995.	2,654,712.
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	4,139,117.	4,852,109.
19	Revenue less expenses. Subtract line 18 from line 12	2,224,620.	4,748,605.

COPY FOR PUBLIC INSPECTION

		Beginning of Current Year	End of Year
20	Total assets (Part X, line 16)	34,670,163.	38,094,537.
21	Total liabilities (Part X, line 26)	10,436,282.	10,593,450.
22	Net assets or fund balances. Subtract line 21 from line 20	24,233,881.	27,501,087.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

▶ Signature of officer — Date

GEORGE FRASIER EXECUTIVE DIRECTOR
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
CHRISTOPHER EBERT	CHRISTOPHER EBERT	01/20/2026		P00707090

Firm's name ▶ BDO USA — Firm's EIN ▶ 13-5381590

Firm's address ▶ 601 UNION STREET SUITE 2300 SEATTLE, WA 98101 — Phone no. 206-382-7777

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions. Form **990** (2023)

JSA
3E1065 1.000

ASGRC 522 Financial Code

Select Language

ASGRC 522 FINANCIAL CODE

522 Financial Code for Associated Students of Green River College (ASGRC)

INTRODUCTION

In compliance with Washington State law, Green River College has established the Service and Activities Fee (522 Fund) into which shall be placed fees and revenues received by the College in connection with Campus Life and activities of Associated Student Government, intercollegiate athletics, recreation programs, performing and cultural arts programs, publications, radio stations and clubs.

All funds gathered and expended in the 522 Fund are subject to the policies, regulations and procedures of the Board of Trustees, the State Board for Community College Education, and the Budget and Accounting Act of the State of Washington.

The legal responsibility for the Service and Activities fee monies rests with the Board of Trustees. The President has delegated to the Vice President of Student Affairs and/or Dean of Campus Life the responsibility of overseeing the fund.

This code is part of the administrative procedures of Community College District 10 for the purpose of properly maintaining public funds.

ARTICLE I

PURPOSE

The purpose of this Financial Code is to carry out the provisions indicated in the preceding introduction, while at the same time providing for the effective administration of the Campus Life Office.

ARTICLE II

OBJECTIVES

The raising and expending of 522 funds by Green River Campus Life clubs has the objective of enhancing the general educational experience and maximizing the success of every student by providing a meaningful variety of wellness focused, educational, cultural, recreational and social programs, activities, and services.

ARTICLE III

FUNDS

Section 1 – Source of Funds

Services and Activity funds are received from four sources:

a. Student fees paid at the time of registration and tuition due dates.

b. Revenues from activities sponsored by Campus Life and/or clubs.

c. Interest income.

d. Contributions.

Section 2 – Use of Funds

1. Funds in the 522 accounts can be used only for Campus Life and Activities at Green River College

2. Budget managers may determine how budgeted monies can be spent so long as the expenditure is not in violation of college policies or applicable state and federal laws AND falls within the original intend of approved budget allocation. Additional approval is needed from authorized signature authorities.

3. Prizes can be awarded for service or contests using 522 funds with the following criteria:

a. Prize value is limited to a maximum of $50 per prize/per person with a maximum of $100 per event.

b. Prizes must be an on-campus service, product, or gift certificate (i.e. Gator Grille, Daily Grind Café, Paper Tree Bookstore, Campus Life activity).

i. All prizes are subject to the approval of the Dean of Campus Life.

c. Prizes can only be awarded to currently enrolled students. Exceptions are subject to the approval from the Dean of Campus Life

d. Contest rules must be submitted in detail for approval. At the end of the contest the winner(s) name(s) and ctcLink EMPLID must be

submitted to the Student Life Office and the Business Office Internal Controls department.

4. No 522 funds may be used for professional or classified staff salaries and/or stipends, unless it is voted on and approved by the S&A Budget Committee and approved by the ASGRC Senate.

5. All activities using 522 funds for food MUST have a sign-up sheet prior to events or collected at the event with all participants listed. Sign-up sheets must be submitted to the Campus Life Office (SU 240) within 48 hours of the conclusion of the event/activity.

6. Events will be evaluated on participation and sign-ups and can be subject to cancellation by the Dean of Campus Life.

Section 3 – Accounting and Reporting Responsibility

1. It shall be the responsibility of the Vice President for Business Administration, under the direction of the College President, to maintain proper accounting of financial transactions of all 522 monies and to provide reports to the administration, students, and other interested parties upon request.

2. Separate accounts shall be kept for each activity and related information is available to interested parties during regular Campus Life office hours.

Section 4 – Deposits and Expenditures

1. All funds collected or revenues produced by or through Campus Life shall be deposited with and/or expended through the Business Office of the College.

2. The official records of all monies for Campus Life and its subsidiary units are maintained by the Business Office.

3. All monies, including fundraised dollars, collected as a result of any Campus Life activity, funded or non-funded, must be turned into the Student Life Program Specialist II or the Assistant Director of Student Life at the end of the event. If it is after office hours, on a weekend, or on a holiday, such monies must be deposited at the end of the event with Campus Safety into the safe in the Campus Life Office located on the 2nd floor of the Student Union. These funds may not be held by any club member or advisor for more than 24 hours.

4. Funds must be deposited with the Student Life Program Specialist II or the Assistant Director of Student Life as described. At this time, a

receipt will be issued indicating the date, account to which the monies are to be credited, and such other information as will facilitate the accounting of these monies. If funds are directly deposited with the Cashiers Office, the receipt must be turned into the Student Life office within 3 business days.

5. No disbursements for any account are made except by checks prepared by the Business Office. No revenue monies may be expended until they are properly deposited and recorded in the Business Office and checks prepared in a routine manner. Cash is not available for purchases.

Section 5 – Voluntary Student Fees

1. A voluntary student fee must be initiated and approved by the ASGRC Executive Board before proceeding to an Associated Student Body vote. 5% of the student body must cast a ballot in which a 51% majority is needed to pass the referendum. The authority to determine the use of the fee is left solely to students and it must be used for “student purposes”. The duration of such a voluntary student fee is two (2) years and will be reviewed thereafter by the ASGRC Student Government to increase, decrease, eliminate or retain as is with the exception of any voluntary student fees assessed for building projects.

ARTICLE IV

STUDENT CLUBS

Section 1 – Funded Clubs

1. Any activity whose basic aim is to promote the objectives of the Financial Code may be recognized as a funded activity upon approval of the Associated Students of Green River College (ASGRC) Student Government.

2. Recognized student clubs may be formed to promote any legal purpose, as stated in the ASGRC By-Laws.

3. Student clubs must be open to all students, except in cases in which there is reasonable justification for exceptions, directly related to the purpose of the club, determined by the ASGRC Student

Government. Approved exceptions must comply with all College, state or federal laws.

4. The membership of student clubs must be composed solely of currently registered students at Green River College. Faculty, staff, administrators and alumni may hold non-voting associate membership.

5. The fact that a recognized student club provides a service to its members or the College in general is justification for providing the organization with funds to the limit that resources are available in the budgeting process. For specifics regarding Church/State Issues and Student Services, and Student Political Issues see the sections after Article IV Section I – Funded Clubs.

6. Donations using 522 funds are prohibited.

7. Seed money from a 522 fund can be used for fundraising activity. The money used to pay for expenses of a fundraiser will be deducted from the total amount raised at the end of the fundraiser. Fundraisers that involve entities outside of the college must be approved by the Dean of Campus Life and Institutional Advancement. Fundraising records are maintained by Campus Life Staff, including deposit slips, invoices, and receipts. Clubs wishing to access their raised funds must make a request to the Assistant Director of Student Life to expend funds.

8. Clubs shall make requests from the Club Programming fund. Budget requests under $50 can be approved by the Assistant Director of Student Life for each club once per quarter. Budget requests must be entered through the request form on the GRC Clubs webpage by 5 PM on Friday to be considered the

following week by the Student Life office or ASGRC Club Funding Council. The ASGRC Club Funding Council will review and vote on requests during their weekly meeting. Requesting clubs will work with the Assistant Director of Student Life to expend approved funds.

9. Clubs which have similar purposes shall be reviewed by the Sr. Director of Student Life & Wellness. Already funded programs cannot receive club funding.

10. Fund-raising projects of student clubs are subject to the approval of the Dean of Campus Life or designee with consultation from the Institutional Advancement Office when appropriate.

11. Funds generated in any manner by a recognized student club will be held in a college account. (Refer to Article III, Section 4 Deposits and Expenditures).

12. The fiscal affairs of all recognized student clubs are subject to the provisions of this Code. Violations of this Code by a student club shall be cause for referral to the appropriate College body or official and violators will be subject to review and adjudication as the Dean of Campus Life deems appropriate.

Section 2 – Funding Options

1. See Club Funding Policy (ASGRC Bylaws).

Section 3 – Gear/Swag/Wearables/Regalia

1. ASGRC will only fund up to 50% of the total cost of gear (including setup costs, printing, tax and delivery/shipping), with a maximum ASGRC contribution of $250. Gear will not be distributed to the club until the club contribution has been collected by the Student Life Office.

2. Wearables included in campus craft activities are not covered under this section and may be funded in the same manner as other activities.

3. Regalia request must be tied to a club open to the general student population.

ARTICLE V

BUDGETING

Section 1 – Account Responsibility

1. The general long-range operational aspects of the 522 funds shall lie with the Dean of Campus Life.

2. Account responsibility for specific funds shall be assigned by the Dean of Campus Life.

3. The daily administrative responsibility for the proper management of the 522 Fund shall lie with the Dean of Campus Life.

4. The Student Life Program Specialist II shall have monthly budget reports updated and ready to share, upon request, by the 15th of each month for the preceding months budget (if the 15th falls on a weekend or a holiday, the report will be available on the next business day.)

5. The Student Life Program Specialist II shall inform the Finance Coordinator who will share the entire 522 Budget to the ASGRC Executive Board.

Section 2 – Revenue Estimates

1. Estimates of income into the 522 Fund will be made by the Dean of Campus Life in collaboration with the Sr. Director of Financial Services during the last two (2) weeks of December of each year.

2. This revenue estimate will be the basis for beginning the budgeting process for the coming fiscal year.

3. Revenue estimates will be based on the number of full-time equivalent (FTE) students projected for the forthcoming year.

4. No adjustments will be made to increase revenue levels after estimates have been made unless so advised by the Vice President for Business Administration and/or designee.

Section 3 – Budget Development Process

The budget development process shall follow the statutes of the State of Washington. RCW 28B.15.045 sets forth the requirements for budgeting 522 funds. The following budget development process meets State requirements as set forth in RCW 28B.15.045.

1. The 522 Budget Development Process shall commence during the Winter Quarter each year. The Dean of Campus Life will request a budget projection from the Sr. Director of Financial Services during

the last two (2) weeks of December. A budget request form and a budget timeline shall be sent to all currently funded programs through the appropriate 522 Budget area manager. The budget for each student program/activity must be developed by students participating in the program in conjunction with the appropriate advisor/coach/supervisor.

2. All requests for monies shall be prepared in writing and shall outline the planned program and justification for expenditures.

3. The Dean of Campus Life shall convene the S&A Budget Committee for mandatory training prior to addressing the balancing of the budget.

4. The Dean of Campus Life shall submit the budget requests to the S&A Budget Committee. The S&A Budget Committee shall be composed of the following:

a. ASGRC Finance Coordinator – Chairperson

b. Up to 7 currently registered students in which up to 3 are from the ASGRC Club Funding Council.

c. The ASGRC President and the Dean of Campus Life shall serve as ex-officio members, and the Student Life Program Specialist II shall serve as the official record keeper for this process. The Sr. Director of Financial Services is encouraged to attend as schedules permit.

5. The Dean of Campus Life shall advertise for up to seven (7) currently registered student positions in which up to 3 are from the ASGRC Club Funding Council. Interested students will apply and interview with the Dean of Campus Life and the ASGRC President.

6. Meetings of the S&A Budget Committee shall be open, but the chairperson shall have the authority to declare an executive session within the provision of

the Open Public Meeting Act. The purpose of the S&A Budget Committee is to hear all budget requests for 522 Funds and to prepare a balanced budget.

7. Every request for funds must be submitted by the deadline outlined in the budget timeline for that year. The budget will be given to the S&A Budget Committee for review and deliberation prior to decision-

making and recommendation to the ASGRC Student Executive Board.

As a part of the budget process, budget managers may be requested to present or answer questions to the S&A Budget Committee. These dates will be published in the budget process timeline each year.

8. There shall be a minimum of two (2) open meetings of the S&A Budget Committee resulting in a balanced budget. These meetings shall be announced at least five (5) academic days prior to their convening.

9. Prior to the final ASGRC Student Government meeting in Winter Quarter, the S&A Budget Committee shall submit a balanced budget to the ASGRC Executive Board. Within ten (10) academic days (and within an active quarter) after receiving the budget from the S&A Budget Committee, the Executive Board shall take action on the proposed budget. The Executive Board shall not have line-item voting power. In the event the Executive Board fails to take action within ten (10) days, the S&A Budget Committee's budget shall be considered approved.

10. In the event of a presidential veto, the Executive Board shall have the right to override by a two-thirds vote of the body. The ASGRC Executive Board shall have five (5) academic days after receiving the vetoed budget in which to act.

11. In the event the budget is unable to pass the Executive Board within the allotted time, the following groups and/or persons shall meet in S&A Budget Emergency Committee on the sixth academic day following presidential veto:

a. College President or Vice President of Student Affairs

b. Dean of Campus Life

c. ASGRC President

d. ASGRC Finance Coordinator – Chairperson

12. The S&A Budget Emergency Committee shall have three (3) days in order to agree upon a budget. If they are unable to arrive at a budget, then the original budget developed by the S&A Budget

Committee shall be submitted to the Board of Trustees at their next regularly scheduled mtg.

13. If the budget is approved by the ASGRC Executive Board, ASGRC President and the Dean of Campus Life, it is submitted to the Board of Trustees for consideration at one of their regularly scheduled meetings prior to the conclusion of the fiscal year.

14. Upon adoption by the Board of Trustees, all budgeted programs shall be guaranteed funding for the fiscal year so far as revenue permits.

Section 4 – Budget Approval

1. Recommendations for the budget approval shall be indicated by signature of the ASGRC President or the S&A Budget Committee Chairperson (whichever

is appropriate) and the Dean of Campus Life. Final approval of the 522 Fund shall rest with the Board of Trustees.

Section 5 -Quarterly Revenue Review

1. Each quarter, as soon as accurate enrollment data can be determined, the total revenue level is subject to review by the Dean of Campus Life.

2. If a revenue shortfall occurs and budget cuts are deemed necessary, the Dean of Campus Life in consultation with the ASGRC President and Finance Coordinator can recommend changes to the current year’s budget to the Executive Board.

3. The ASGRC Finance Coordinator shall, within one month, submit a bill to the ASGRC Executive Board outlining proposed budget revisions. Approval is accomplished by majority vote of the Executive Board sitting in quorum, and approval of the ASGRC President. In the event of a presidential veto, a two-thirds vote of the ASGRC Executive Board sitting in quorum shall be required for approval.

Section 6 – Finance Coordinator

1. The Finance Coordinator, the ASGRC Advisor, and the Dean of Campus Life are responsible for overseeing the budget.

2. Once the budget is adopted, the Finance Coordinator is responsible for:

a. Recommending to the ASGRC Executive Board appropriate actions/policies on all requests for 522 Funds;

b. Approving club funding according to the club policy;

c. Monthly review of the 522 Funds

Section 7 – Emergency and Capital Project Fund

1. The Emergency and Capital Project Fund is maintained for the purpose of assuring the integrity and continuance of programs and activities for students and should be 5% of the annual budget.

2. The account will be available for specific groups or clubs to make requests for unexpected costs or the development of innovative programs.

3. Requests must be submitted to the Dean of Campus Life and Associated Students of Green River College Student Government in which it must be approved with a majority vote in a timely manner.

4. The following accounts are set up within the fund:

a. Disaster/Calamity/Catastrophe Account: this account shall be 20 percent of the previous year's annual 522 Fund and shall be used in cases of disaster/calamity/catastrophe.

b. The Uniform Replacement Account: this account shall be fifteen thousand dollars ($15,000) for uniform replacement annually.

c. Capital Improvement Account: after the demands of the Disaster/Calamity/Catastrophe Account and the Uniform Replacement Account are met, the remaining funds shall be split equally between the

Capital Improvement Account and the Fund Balance Account. The Capital Improvement Account shall be used for the acquisition of real

property and capital purchases. Additional funds may be directly deposited into the Capital Improvement Account by action of the Student Government and concurrence by the Board of Trustees.

d. The Fund Balance Account: this account shall contain all remaining fund balances of the 522 Funds. It shall be used in support of revenue shortfall, support of extraordinary, unbudgeted, one-time programs and any remaining funds shall revert to the current senate fund on a quarterly basis.

e. Current 522 Funds balances shall be deposited into the Emergency and Capital Project Fund. Available monies shall be first used to meet the requirements of the Disaster/Calamity/Catastrophe Account, Uniform Replacement Account and the Capital Improvement Account. The remaining monies shall be placed in the Fund Balance Account.

ARTICLE VI

EXPENDITURE PROCEDURES

Section 1 – General

1. Purchase requests: All requests for purchases to be made from accounts in the 522 Budget shall be initiated by the person(s) having account responsibility and processed through the Campus Life Office.

a. Request for purchase shall be made through an email from the person(s) having account authority to the Program Specialist II in Campus Life. The email should include any/all contracts, quotes, w-9's, riders and all other pertinent information/documents. Please indicate whether this will be a hand carry check or a Purchase Order, payable on receipt. The Program Specialist II will create a requisition in ctcLink which will generate an approval request for the signature authority.

b. The person(s) having account responsibility acknowledges receipt of items ordered by sending invoices or receipts to the Student Life Program Specialist II in the Campus Life Office who will contact Accounts Payable with payment approval.

c. For departments that have their own P-card and purchase their own items there are tracking documents that you are expected to complete at least monthly. d. 522 Budget Process | 2025-2026 522 Budget Tracking | Microsoft Teams

2. Reimbursements: Since no expenditures can be made without approval prior to purchase, reimbursement for personal funds expended should not be expected. Proper planning will make it unnecessary to use personal funds for purchase. Absolutely no rei

approval from the Dean of Campus Life, Sr. Directors, Directors with oversight of S&A budgets and/or Student Life Program Specialist II.

3. Advance Payment: It may be necessary to request funds in advance of the services to be performed. Permission must be obtained from the Dean of Campus Life or designee. Advance of funds is to be strictly controlled and is not intended to take the place of the regular ordering procedure in the purchase of supplies. Advance payment is appropriate for per diem student group travel (except mileage); deposit payment for speakers, officials, entertainers when called for in their contract and approved by the Dean of Campus Life and/or designee; and deposits for rental of outside facilities. A request for advance travel funds is made by completing a Travel Authorization in ctcLink. You will also need to attach a trip summary and fill out the Group Travel Report and have all budget numbers for the trip provided on the summary sheet. All of this must be submitted in order for the Business Office to approve. All expense reports/receipts/etc. must be submitted within 72 hours after returning to campus.

4. Reporting of expenses: The person(s) assigned account responsibility is responsible for the proper disbursement of funds when advance payment has been made. Unexpended funds along with the Group Travel Report completely filled out are to be returned to the Student Life Program Specialist II upon return of the group.

5. Emergency Procedures: Proper advance planning will make the necessity for emergency purchases a rarity. In cases of genuine and unforeseen emergency, the process may be expedited by contacting the Dean of Campus Life and/or Sr. Director of Student Life & Wellness, Director of Athletics & Recreation or the Director of Diversity, Equity & Inclusion for verbal authorization for purchase.

This emergency procedure must be followed by the normal procedures outlined elsewhere in this section. In no case is purchasing to be initiated without prior approval of the Dean of Campus Life. All students, faculty and staff shall be personally liable for expenditure commitments made in violation of this procedure.

6. Appropriate Authorization: In the event an authorizing staff member for an account is not available to approve a purchase request, the following persons are authorized to sign a request:

a. Vice President of Student Affairs

b. Dean of Campus Life

c. Dean of Enrollment & Completion

7. An accounting of all purchase requests granted shall be kept on file in the Campus Life Office.

8. Budgets that exceed their allocation for the year and that do not have additional funding sources to cover overages will start the following year at the deficit of the overspending from previous year unless otherwise approved by the Dean of Campus Life.

Section 2 – Travel

If 522 funds are to be used for travel by members of a funded activity, a request for advance travel funds is made by completing a Travel Authorization in ctcLink.

1. Travel and Lodging: The following guidelines have been established for meals and can be less than but cannot exceed these amounts when using 522 Funds unless there has been prior approval from the appropriate budget manager AND Dean of Campus Life. Approval of an increase in the rate is to be used sparingly and only for exceptional circumstances: Breakfast: $15; Lunch: $20; and Dinner: $25. Where there is a reimbursement requested for meals and lodging, itemized receipts must be presented to the Student Life Program Specialist II and the Business Office. 522 funded travel per diem must align with the College's Travel status policy. 522 funded travel for staff can follow the per diem rate(s) of the area in which travel is taking place and must be pre-approved by the Dean of Campus Life

2. College Vehicles/Shuttles: The College maintains vehicles/shuttles for the purpose of providing transportation for members of recognized student clubs. These clubs will be charged on a per-miles basis, for shuttles driving expenses will be incurred as well. Users of College vehicles shall comply with all Motor Pool Regulations. Violations of the Vehicle Policy and/or Motor Pool Regulations will result in the loss of vehicle privileges.

3. Private Vehicles: The use of private automobiles is reimbursable at the current College rate with prior approval. No more than two individuals may be reimbursed for one trip.

4. Off-Campus Rental Vehicles: Those groups utilizing off-campus rental vehicles after obtaining prior approval, will be required to pay the full amount of the rental charge and all expenses incurred in the use of the vehicle.

5. No travel out of the Pacific Northwest Region shall be made by groups funded through appropriated 522 funds. The Pacific Northwest Region shall be defined as the State of Washington and the following continuous cities: Portland, Oregon; Vancouver and Victoria, B.C.; Coeur D'Alene and Lewiston, Idaho; and all colleges with in the NWAC for scheduled league contests, and other regionally defined and nationally recognized conferences. Defined regions must include Washington State. Prior approval must be obtained by the Dean of Campus Life and/or designee. Groups traveling outside of the Pacific Northwest Region or regionally defined area must have prior approval and use fundraised dollars. Travel costs for advisors of instruction-based clubs may be asked to be paid from division funds or with club member vote, they can use fundraised money when attending conferences or competitions with students. Advisor attendance during travel should be scaled to the size of the club in travel status.

Section 3 – College Facilities

College programs not ordinarily held on the weekends will incur expenses for custodial and maintenance services. Deductions will be made from club, activities, and

administrative accounts for these expenses through the normal College accounting process. Events on Friday after 5pm may be

charged a rental fee for use of College facilities and will be charged for staffing. Additionally, if events/activities include tickets (for sale or not for sale) for off-campus community members, expenses for custodial and maintenance services may be incurred.

Section 4 – On Campus (Catering) Per Diem

The following guidelines have been established for meals associated with on-campus programs/events and can be less than but cannot exceed these amounts when using 522 Funds unless there has been prior approval from the appropriate director AND Dean of Campus Life. Approval of an increase in the rate is to be used sparingly and only for exceptional circumstances: Breakfast: $15; Lunch: $20; Dinner: $25. Appropriate documentation must accompany request for payment (complete Meals with meetings form, flyers/promotion for program/event, list of attendees). Rates listed above must be inclusive of full meals, taxes and fees. These elevated rates only include events using the on-campus food vendor. All other instances must follow the per diem rates in Article VI, Section 2, subsection 1.

Section 5 – Food Approval Process

1. All requests of food using 522 funding must adhere to the following procedures.

a. Campus meal per diem limits, as defined in Article IV, Section 4 must be followed.

b. Expenditure request must justify how the inclusion of food will support and supplement the event.

c. Meals with Meeting form approved by the Dean of Campus Life.

d. Sign-in sheets with attendance must be returned to the Student Life Office within 48 hours of the event.

2. Club event food policy includes all food that falls under the following categories:

a. Food consumed privately for the club’s sole purpose during a club meeting in a classroom space will not be funded through the 522 budget.

b. Food served during club events:

i. Event food must be ordered through campus catering, except in rare cases when permission is granted by the Student Life office.

ii. External catering is not allowed, unless explicit approval is given by the Sr. Director of Auxiliary Services.

iii. External food trucks must follow the food truck approval policy as set through the Conference Services Office and upheld by the Sr. Director of Auxiliary Services.

c. Travel

i. All club travel must follow college travel procedures for meals, including per diem.

d. Fundraising

i. All fundraising activity, including fundraisers that include food, must be approved by the Green River College Institutional Advancement Office and the Dean of Campus Life or designee. All other food procedures must be followed in conjunction with this approval.

ARTICLE VII

CONTRACTS

Section 1 – Responsibility – The Dean of Campus Life or designee must approve contractual agreements pertaining to any activity using 522 Funds.

Section 2 – Individual Contracts – Contracts pertaining to any student program made without approval of the Dean of Campus Life or designee are invalid. Responsibility for payment of individual contracts rests with the individual(s) making the contract and may not be paid from 522 Funds.

ARTICLE VIII

CODE LIMITATIONS

Any of the articles, sections, and parts of this Financial Code shall be decreed inoperable and void if the article, section or part is contrary to State Statutes or Community College District 10 rules or regulations. Written changes will be made on a yearly basis to keep the Code up-to-date for persons utilizing 522 Funds.

ARTICLE IX

AMENDMENT PROCEDURE

Changes to this Financial Code will be collected from the ASGRC Executive Board as well as the Campus Life Staff throughout the academic year. Proposed changes will be made and submitted to the Dean of Campus Life after the conclusion of spring quarter each year for consideration by the Dean of Campus Life, who shall forward the amendment to inform the Vice President of Student Affairs and College President. Approved amendments shall be returned to the Dean of Campus Life for consideration for insertion into the Financial Code. Changes that are excluded from this process and that can be made immediately are title changes, grammatical/spelling errors and procedure/policy changes.

ARTICLE X

RESERVE FUND

The fund balance account is maintained for the purpose of assuring the integrity and continuance of programs and activities for students. All remaining unspent service and activity fee monies shall, at fiscal year-end, revert to the fund balance. This account shall be maintained as the cash reserve that students use to establish their S&A Annual Budget.

Section 1 – Fund Balance Contingency

1. This account should be 5% of the annual budget. This account will be available for specific groups or organizations to make requests for unexpected costs or development of innovative programs. Requests must be submitted to the Associated Students of Green River College (ASGRC) Executive Board and approved with a majority vote in a timely manner.

Section 2 – Student Reserve Account

1. This account shall be maintained at a minimum of twenty percent (20%) of the previous year’s annual allocated S&A Fund Balance for use in cases of disaster/calamity/catastrophe and will be used in the case of a revenue shortfall. The Student Reserve Account will be used in accordance with the above-stated philosophy of fund use,

primarily to enhance the extra-curricular and co-curricular experience of students on campus either through capital improvements or non-instructional program augmentation. Monies will be released from the account only after a two-thirds vote of the ASGRC Student Government and upon the approval of the Dean of Campus Life. However, expenditures from this account for capital projects require the approval and signatures of the ASGRC President, Dean of Campus Life, Vice President of Student Affairs, College President and the Board of Trustees.

Contact Us

Like us on Facebook!

Email Student Government

Campus Life Office

Mel Lindbloom Student Union
Second Floor, Room 240

SA-13 Financial Aid Application Process

Select Language

Current Students Faculty & Staff Give to GRC Quick Links

SA-13 FINANCIAL AID APPLICATION PROCESS

Policy Type: Student Affairs
Policy Title: Financial Aid Application Process
Policy Number: SA-13

Purpose:
Specify the process students need to use to apply for and have their eligibility determined for financial aid at Green River College.

Scope:
Applies to all students wishing to obtain financial aid at Green River College.

Definitions:

- **FAFSA**: The Free Application for Federal Student Aid must be completed in order to apply for federal financial aid at Green River. FAFSA results are used to determine eligibility for federal, state, and institutional financial aid.
- **WASFA**: The Washington Application for State Financial Aid is for students who don't meet the requirements of the FAFSA but meet the residency requirements of HB-1079, have DACA status, or other eligibility criteria as determined by the Washington Student Achievement Council.
- **Student Aid Report (SAR)**: Results and report of the information provided on the FAFSA.
- **Verification**: The required process, initiated by The U.S. Department of Education's Central Processing System, which selects a student's application and which requires the student to provide documentation to the college to show the data provided on the FAFSA is accurate.

Policy:

To apply for financial Aid at Green River College, students must complete the FAFSA/WASFA. Priority consideration is given to students who have submitted required documents by the published priority processing dates. Student financial aid applications are not considered complete until all required documents have been submitted.

Procedure:

1. Students complete the appropriate application online.
   - FAFSA - fafsa.gov
   - WAFSA - readysetgrad.org/WASFA
2. Students review the information on the SAR, if applicable, for accuracy and make any necessary corrections.
3. Students provide any additional information or documentation as requested by the Green River Financial Aid Office, preferably by the priority processing date.
4. Students will receive a financial aid notification and may accept or decline offers for loans and/or work-study funds via the financial aid portal or by submitting a signed financial aid notification.
   - Student borrowers will be required to complete online student loan counseling and a loan agreement prior to receiving loan funds.

5. Students register for courses that are required in the student's eligible program. Financial Aid will pay towards any outstanding tuition and fees prior to disbursing aid to the student.

Specific Authority:
Green River College

Law Implemented:
N/A

History of Policy or Procedure

Draft Date: May 22, 2018
Policy Adopted: January 6, 2006
Procedure Adopted: January 6, 2006
Policy Revised: August 22, 2012, August 13, 2018, February 7, 2020
Procedure Revised: August 22, 2012, August 13, 2018, February 7, 2020
Reviewed By: Student Affairs Leadership Team
Sponsor: Teresa Buchmann, Director of Financial Aid, ext. 3326
Executive Team Sponsor: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

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- SA 1 Academic Standards & Progress Policy
- SA 2 Academic Honors
- SA-3 Audit a Class
- SA-4 Admissions
- SA-5 Deceased Student

SA-14 Federal Direct Loan Program

Select Language

Current Students Faculty & Staff Give to GRC Quick Links

SA-14 FEDERAL DIRECT LOAN PROGRAM

Purpose:

Applies to all students wanting to obtain a student loan to finance their educational costs while attending Green River.

Scope:

Applies to all students wanting to obtain a student loan to finance their educational costs while attending Green River.

Definitions:

- **FAFSA:** The Free Application for Federal Student Aid must be completed in order to apply for federal financial aid at Green River. FAFSA results are used to determine eligibility for federal, state, and institutional financial aid.

- **Federal Direct Parent Loan for Undergraduate Student (PLUS Loan):**a loan in the parent's name used for paying the student's educational expenses.
- **William D. Ford Federal Direct Loan:** program established by the United States Congress to assist students and parents in financing their educational costs.
- **Subsidized loan:**a loan in the student's name in which the interest is paid for the student until the student ceases enrollment as a half-time student or loses subsidy through the SULA provision. Loan repayment begins six months after a student ceases half-time enrollment.
- **Subsidized Usage Limit Applies (SULA)**: There is a limit on the maximum period of time (measured in academic years) that a student can receive Direct Subsidized Loans. In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program.
- **Unsubsidized loan:** a loan in the student's name in which a federal interest subsidy is never provided. Loan repayment begins six months after a student ceases half-time enrollment.

Policy:

Green River uses two types of Federal Direct Loans for students, subsidized and unsubsidized.

It also offers the Federal Direct PLUS loan for parents to use in financing their dependent's educational costs.

The U. S. Department of Education is the lender for these loan programs.

Procedure:

1. Students wishing to borrow under the Federal Direct Loan program must have a complete financial aid file prior to loan certification. Federal PLUS Loans require a FAFSA and PLUS Loan Worksheet prior to loan certification.
2. For a Federal Direct Loan, students can submit a Federal Direct Loan Worksheet, accept their loan award via the financial aid portal, or submit a signed award letter to the financial aid office

3. For a Federal Direct Loan, students must complete Entrance Counseling and a Master Promissory Note online prior to receiving funds.
4. Students will receive a notification of loan funds each term.
5. Students will receive a loan debt letter any time loan indebtedness changes.
6. Exit counseling materials are e-mailed to borrower's personal email when they drop below six credit hours and/or leave the college.

Specific Authority: Federal Regulations **34 CFR 685**

Law Implemented:

History of Policy or Procedure:

Draft Date: May 22, 2018

Policy and Procedure Adopted: January 6, 2006

Policy and Procedure Revised: February 23rd, 2021

Reviewed By: Director of Financial Aid, Dean of Enrollment and Completion, Student Affairs Leadership Team

Contact: Beth Hawes, Director of Financial Aid, 253.333.4978
Executive Team Sponsor: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

College Policies

Business Administration

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SA-15 Financial Aid Eligibility

Select Language

Current Students Faculty & Staff Give to GRC Quick Links

SA-15 FINANCIAL AID ELIGIBILITY

Policy Type: Student Affairs
Policy Title: Financial Aid Eligibility
Policy Number: SA-15

Purpose:
Define eligibility requirements for federal, state, and institutional student aid programs.

Scope:
All students applying for federal, state, and/or institutional student aid.

Definitions:

Ability to Benefit (ATB): Under the ATB provision, otherwise-eligible students — who do not have a high school diploma or its

recognized equivalent but are enrolled in select Title IV eligible programs at Green River College — may be eligible for financial aid.

Enrollment Status: Enrollment Status is based on the number of quarterly credits, which apply towards a student's eligible program of study, and is calculated quarterly.

- *Federal student loans, federal/state work-study, and Federal Supplemental Educational Opportunity Grant (FSEOG)*: Minimum six (6) quarterly credits which apply towards a student's eligible program of study.
- *Grants (including Pell, Washington College Grant, College Bound Scholarship, institutional funds)*: Awards are prorated based on the number of eligible quarterly credits which apply towards a student's eligible program of study.

ENROLLMENT STATUS	NUMBER OF ELIGIBLE CREDITS
Full-Time	12 or more
Three Quarter Time	9 to 11
Half-Time	6 to 8
Less Than Half Time	5 or fewer

FAFSA: The Free Application for Federal Student Aid must be completed in order to apply for federal financial aid at Green River. FAFSA results are used to determine eligibility for federal, state, and institutional financial aid.

Satisfactory Academic Progress (SAP): Students are required to maintain satisfactory academic progress in order to receive financial aid which is mandated by federal and state regulations. See Policy SA-17: Satisfactory Progress for Financial Aid

WASFA: The Washington Application for State Financial Aid is for students who don't meet the requirements of the FAFSA but meet the residency requirements of HB-1079, have DACA status, or other eligibility criteria as determined by Washington Student Achievement Council.

Policy:
Recipients of federal financial aid at Green River must meet the following criteria:

1. Complete a FAFSA
2. Have a high school diploma, GED® certificate, recognized HS equivalency, or qualify for Ability to Benefit (ATB) designation.
3. Not be enrolled in an elementary or secondary school even if simultaneously enrolled in an eligible postsecondary program.
4. Be enrolled as a regular student seeking an eligible degree or certificate.
5. Meet and maintain satisfactory academic progress (see Policy SA-17: Satisfactory Progress for Financial Aid)
6. Meet enrollment status requirements.
7. Not be in default on a student loan or owe a repayment of federal educational grant funds.
8. Be a citizen or permanent resident of the United States or eligible non-citizen.
9. Register with selective service, if required to do so.

Note: The U.S. Department of Education may have additional eligibility requirements not stated in this policy. Please see studentaid.ed.gov for additional information.

Recipients of state & institutional financial aid at Green River must meet the following criteria:

1. Complete a FAFSA or WASFA
2. Have a high school diploma, GED certificate, recognized HS equivalency, or qualify for Ability to Benefit (ATB) designation.
3. Not be enrolled in an elementary or secondary school even if simultaneously enrolled in an eligible postsecondary program.
4. Be enrolled as a regular student seeking an eligible degree or certificate.
5. Make satisfactory academic progress (see Policy SA-17: Satisfactory Progress for Financial Aid)
6. Meet enrollment status requirements.
7. Not owe a repayment of state grant funds (for additional state funding)
8. Be a resident of Washington, as determined by the College's Residency Officer, RCW 28B.15, and WAC 250-18

Procedure:

1. Review all eligibility edits provided by the Federal Student Aid Central Processing System for each financial aid applicant
2. Review student's prior higher education enrollment to determine satisfactory academic progress.
3. Review the registration information to determine program eligibility and enrollment intent.
4. Review information from the National Student Loan Database and Common Origination and Disbursement System for default, concurrent enrollment, refund of any previous grants, overpayments, and Pell Grant and loan disbursements.
5. Review Washington Student Achievement Council's databases for eligibility and overpayments

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Specific Authority

Federal Regulations:
HEA Sec. 484

State Regulations:
WAC 250-18
28B1151012
28B.15.820
28B.92
28B.15.740

Law Implemented:

History of Policy or Procedure
Draft: February 5, 2005
Adopted: January 6, 2006
Revised: August 22, 2012, July 9, 2019, February 7, 2020
Reviewed by: Student Affairs Leadership Team
Contact: Beth Hawes, Director of Financial Aid, 253.333.4978
President's Staff Sponsor: David Larsen, Dean of Enrollment and Completion, 253-833-9111, ext. 3307, dlarsen@greenriver.edu

College Policies

SA-16 Return of Financial Aid Funds

Select Language

Current Students Faculty & Staff Give to GRC Quick Links

SA-16 RETURN OF FINANCIAL AID FUNDS

Return of Federal and State Financial Aid Funds

Purpose:

Specifies statutory requirements of returning Federal Title IV and state financial aid funds to their respective accounts when a financial aid recipient withdraws (officially or unofficially) from classes.

Scope:

Applies to all Federal Title IV and state financial aid recipients who officially or unofficially withdraw from all courses before 60% of a term has elapsed.

Definitions:

Federal Title IV aid for this policy includes: Direct Loans, Federal Pell Grant, Iraq and Afghanistan Service Grant, TEACH Grant, PLUS loans, and Federal Supplemental Educational Opportunity Grants (FSEOG).

State aid for this policy includes: Washington College Grant, College Bound Scholarship, Washington Bridge Grant, Passport to College Scholarship, and Washington State Opportunity Scholarship

Official Withdrawal: When the student officially withdraws from classes through the Office of the Registrar.

Unofficial Withdrawal: When the student stops attending all classes before the end of the term and receives no credit for any classes and does not complete official withdrawal procedures.

Policy:

When students fail to complete any credits during a quarter (whether they have ceased attending, withdrawn, received 0.0-0.9 grades or incompletes), a refund of tuition and/or a repayment of grant dollars may be required.

The Return of Federal and State Financial Aid Funds Policy will pertain to financial aid recipients receiving state grants and/or Federal Title IV funds. Green River's refund policy returns 100% of tuition and fees through the fifth instructional day of the quarter, and 40% of tuition from the sixth instructional day of the quarter through the fifteenth calendar day of the quarter.

Green River's tuition refund policy operates independently from the financial aid return of funds policy required for aid recipients. The college's tuition refund policy applies to the first fifteen calendar days of the quarter while the financial aid return of funds policy applies to the first 60% of the quarter. Tuition refunds are not returned directly to financial aid recipients; instead, they are returned to financial aid accounts. Separate policies will apply to state and federal funding sources.

State Funding:

Refunds for state financial aid programs are not required if student commences attendance in all courses. For classes that meet in person, the student must attend an in-person session in order for attendance to have been commenced. For courses that are fully online, the student

must have logged into Canvas, completed an activity, and/or attended a Zoom or other virtual meeting for attendance to be considered begun. For a hybrid class, the student must engage in either an in-person or virtual activity. These activities cannot occur before the first day of instruction for the term.

If a student does not commence attendance in their courses, their state aid will be adjusted accordingly and a repayment will be owed to the college.

Students will be reviewed for SAP at the end of the quarter based on the enrollment level at which the state funds were disbursed. If a student withdraws during the first 10 days, the student has the option to return funds to avoid SAP and to protect future lifetime eligibility through the Washington Student Achievement Council (WSAC).

Federal Funding:

When students receive federal financial aid (Title IV) and withdraw from classes or cease attending before 60% of the quarter has elapsed, unearned Title IV federal funds (grant and loan) must be returned to the federal accounts by both the student and the college.

There are two scenarios where a student is considered withdrawn which will result in a Return of Title IV calculation: official and unofficial withdrawals.

The amount of earned and unearned funds is based upon the number of calendar days of class attendance during the first 60% (calendar days) of the quarter. The percentage of assistance earned is equal to the percentage of the payment period completed by the student. The percentage of Title IV funds not earned equals 100 percent minus the percent of Title IV aid earned. The student and the college may retain the earned portion of aid but must return the portion of unearned aid to the federal grant and loan accounts in the form of a refund. Refunds are returned to federal accounts regardless of the source of tuition payments. Students will be billed for any portion of a federally required refund that is in excess of the college's state refund policy.

If the student shows eligibility for federal funds not yet disbursed, a post-withdrawal disbursement of federal aid is made even though the student has ceased attendance.

Procedure:

Last Date of Attendance

The last date of class attendance will be determined by one of the following:

1. Date submitted by faculty and accessible via the query CTC_FA_LDA_BY_STUDENT.
2. Date the student actually withdrew and the withdrawal date posted on the Student Enrollment screen. The most recent withdrawal date will be used.
3. Last date of activity in Canvas as determined by E-Learning.
4. If no date is posted on the Student Enrollment Screen and the student has no grades (all 0.0, I, NC, N or *), withdrawal is considered the mid-point of the quarter. If a student receives failing grades of 0.0, it is assumed the student ceased attendance.
5. If documentation in the student's file reflects an earlier last date of attendance, the date documented in the file will be used.

Earned Aid Calculation

Determine percentage of aid earned by federal Title IV aid recipients by calculating the number of calendar days up to and including the last day of attendance and compare it to the total calendar days in a quarter. Exclude breaks of at least five days in length. If the percentage is greater than 60%, the student has earned the full award. If the percentage is 60% or less, the student's federal aid will need to be recalculated. Determine the amount of earned aid by applying the earned percentage to the total Title IV aid (Direct Loans, Federal Pell Grant, Iraq and Afghanistan Service Grant, TEACH Grant, PLUS loans, and FSEOG) that was or could have been disbursed to the student.

Repayment or Disbursement Owed

If the total amount of Title IV grant or loan assistance, or both, that the student earned as calculated in Step 2 is less than the amount of Title IV grant or loan assistance that was disbursed to the student or on behalf of the student in the case of a PLUS loan, as of the date of the institution's determination that the student withdrew, a repayment of aid will need to be calculated. If the amount of aid earned is greater than the amount disbursed, the student is eligible for a post-withdrawal disbursement.

Repayment Owed

Responsibility for returning unearned aid is divided between GRC and the student. The institution must return the lesser of: (A) total federal unearned aid; or (B) the result of multiplying institutional charges by the percentage of federal aid unearned. The student returns the difference between the total unearned aid and the amount returned by the institution. Funds will be returned to the Title IV programs by GRC as soon as possible but no later than 45 days after determining the student has withdrawn.
Allocate unearned aid back to the Title IV programs. Any portion of the student's share that is allocated to a loan program is repaid under the terms of the loan. The student's share of unearned federal grant funds is no more than half of the total Title IV grant funds received by the student.

Unearned federal funds are allocated as follows:

Unsubsidized Federal Direct Loan
Subsidized Federal Direct Loan
Federal Perkins Loan
Federal PLUS Loan
Federal Pell Grant
Federal SEOG
Other Title IV Aid

Post-Withdrawal Disbursement

Post-withdrawal disbursements should only be calculated for federal aid. Grant assistance is offered before loans. Within 30 days of the date of the institution's determination that a student withdrew, the student, or parent in the case of parent PLUS loans, must be provided a written notification that requests confirmation of post-withdrawal disbursement of loan funds and explains the obligation to repay any loan funds the student or parent chooses to have disbursed. The institution must make a direct disbursement of any loan funds that make up the post-withdrawal disbursement only after obtaining the student's, or parent's in the case of a parent PLUS loan, confirmation that the student or parent still wishes to have the loan funds disbursed. If the student (or parent) does not respond within 14 days, the disbursement may be canceled.

GRC will use some or all of the post-withdrawal grant disbursement to satisfy institutional charges prior to giving funds to the student. Any remaining portion of a post-withdrawal disbursement must be offered to the student (or parent for PLUS) within 14 days of the calculation of a return to Title IV.

Specific Authority:

Federal Regulations 34 CFR 668

State Regulations:

Law Implemented: 1998

History of Policy or Procedure:

Draft: February 5, 2005

Adopted: January 6, 2006

Revised: February 23rd, 2021; October 26, 2023

Reviewed by: Dean of Enrollment and Completion; Director of Financial Aid; Student Affairs Leadership Team

Sponsor: Beth Hawes, Director of Financial Aid, 253-333-4978

President's Staff Sponsor: David Larsen, Dean of Enrollment and Completion, ext. 3307

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SA-17 Satisfactory Progress for Financial Aid

Select Language

SA-17 SATISFACTORY PROGRESS FOR FINANCIAL AID

Satisfactory Academic Progress for Financial Aid

Policy Type: Student Affairs
Policy Title: Satisfactory Academic Progress
Policy Number: SA-17

Purpose:

Specify the minimum academic achievement students must meet in order to receive financial aid funds at Green River College.

Scope:

Applies to all financial aid applicants and recipients at Green River College, regardless of enrollment level or program of study.

Definitions:

Probation: A status which is applied when a student has not maintained satisfactory academic progress where the student can receive financial aid, with conditions, after an Academic Progress Appeal has been approved.

Warning: A status which is applied when a student has not maintained grade and/or credit requirements, but the student remains eligible to receive financial aid.

Suspension: A status which is applied when a student has not met satisfactory academic progress, and in which the student is not eligible to receive financial aid at Green River until the standards have been met or an academic appeal has been approved.

Financial Aid Census Dates: Fall, Winter, Spring - 10th day of instruction; Summer - 8th day of instruction

Policy:

Students are required to maintain satisfactory academic progress in order to receive financial aid which is mandated by federal and state regulations. Students can establish and maintain satisfactory academic progress by satisfying all of the following three criteria:

1. Quality—Students must maintain a minimum grade point average (GPA) of 2.0 each quarter. Students are also required to have a minimum cumulative GPA of 2.0 at the end of the second academic year (six quarters) and thereafter regardless of enrollment level. Certificate programs must maintain a cumulative 2.0 GPA consistent with the requirements for graduation.
2. Pace of Progression Towards Maximum Time Frame— Financial Aid grant funding is available for cumulative attempted credits up to 150% of the total number of credits needed to complete the program. Remedial credits, courses below the 100 level, are included in the maximum time frame calculation. Financial aid is limited to 45 remedial credits. Students are allowed one program change to reset the timeframe calculation. An appeal for extenuating circumstances is allowed if an extension of financial aid is needed to complete the degree or certificate.
3. Quantity—Student must successfully complete the highest number of credits attempted each quarter based upon the chart below.

Attempted credits are counted even when they do not show on the grade transcript (due to an approved Withdrawal Refund Exception Request, for example) unless the class was dropped during the census period

ONE QUARTER OF ENROLLMENT	FULL TIME 12+ CREDITS	THREE-QUARTER TIME 9—11 CREDITS	HALF-TIME 6—8 CREDITS	LESS THAN HALF-TIME 5 OR FEWER CREDITS
Good Standing 2.0+ GPA	Completed 12 credits	Completed 9 credits	Completed 6 credits	Must complete all credits
Warning Status GPA 1.0 - 1.99	Completed 6 - 11 credits	Completed 5 - 8 credits	Completed 4 - 5 credits	No Warning
Suspension Status GPA 0.0 - .99	Completed fewer than 6 credits	Completed fewer than 5 credits	Completed fewer than 4 credits	Fewer than attempted credits

Pace of Progression

Students must maintain a Pace of Progression by completing a minimum of 67% of all attempted credits to complete their current program within the Maximum Time Frame allowed for receipt of financial aid. Credits are based on enrollment level on the census day of each quarter and are evaluated at the end of each term to determine completed credits. Grades of I, W, NC, or 0.0 through 0.9 and repeated courses will count as attempted credits. All transfer credits applied to the student's program are counted toward the maximum time frame allowance. Students who fail to meet these requirements will be placed on Financial Aid Warning or Suspension.

Student's Pace of Progression is determined using the following formula:

$$\text{Pace of Progression} = \frac{\text{Credits Completed}}{\text{Credits Attempted}}$$

Coursework Included in Satisfactory Academic Progress Calculations

When a student applies for financial aid, all previous coursework is reviewed to ensure the student has maintained satisfactory academic progress prior to offering financial aid. The policy applies to any period of enrollment in an eligible program, regardless of whether financial aid was received. It is possible to be on financial aid warning or suspension status without ever having received aid, such as for Running Start students.

Students receiving financial aid must enroll in an eligible degree or certificate program at Green River College, and the classes they take must apply to that program of study.

Policy Review

Green River College's Title IV Satisfactory Academic Progress policy is reviewed annually and evaluated against changes to state and federal policy and guidance. This policy meets Title IV requirements because it addresses the required components listed in 34 CFR 668.34.

Procedure:

To be eligible for federal, state, and institutional financial aid, students must maintain Satisfactory Academic Progress. Satisfactory Academic Progress will be evaluated each year at the time of the initial financial aid award and at the end of each quarter the student is enrolled. This policy applies to ALL periods of enrollment whether or not the student previously received financial aid. No provision will be granted for grade forgiveness. Transfer credits and credits attempted while enrolled in dual enrollment programs will be included. Students are notified of their warning or suspension statuses via email, sent to the preferred address on file with the school.

Financial Aid Warning SAP Status

Students whose quarterly performance on either the quality or quantity measures (or both) puts them in Warning status on the chart above will be assigned a SAP status of Warning. Students placed on Financial Aid Warning may receive financial aid for the next term of attendance.

Warning statuses in concurrent terms of attendance will result in a student being put on Suspension status for the following quarter.

Financial Aid Suspension SAP Status

Students whose aid has been suspended may not be eligible for future financial aid. Financial aid suspension may occur when:

- A student completes less than six (6) credits unless original enrollment was less than six (6) credits, in which case all enrolled credits must be completed.
- In the next quarter of attendance, a student on Financial Aid Warning or Probation does not:
  - Complete the credits required for their enrollment level,
  - Meet 67% Pace of Progression (standard rounding rules apply), or
  - Maintain a quarterly GPA of 2.0
- A student officially or unofficially withdraws from all classes and receives “W” grades for all credits. Students who withdraw may owe a portion or all of their financial aid back to the financial aid programs.
- A student unofficially withdraws from classes by stopping attendance and receives 0.0 through 0.9 grades for all credits.
- A student's cumulative GPA is below 2.0 at the end of the 6th quarter of attendance regardless of enrollment status.
- A student does not meet good standing requirements while in Warning or Probation status.
- A student has attempted 150% of credits required for their program.
- A student has failed to meet requirements of their academic plan.

Students in suspension status may appeal a loss of financial aid eligibility in cases of illness, injury, a death in the family or unusual circumstances. Students can request reinstatement of eligibility by submitting an academic progress petition to the financial aid office no later than the end of the 100% refund period. The appeal must include a statement from the student regarding why they failed to make satisfactory academic progress, and what has changed in their situation that will allow them to demonstrate satisfactory academic progress at the next evaluation. They are also required to submit a copy of their advisement report to ensure accuracy in their enrolled program and

assist with pace of progression review. Alternately, a student may reinstate themselves by successfully completing at least 5 credits required for program of study using non-financial aid resources while maintaining the minimum GPA requirements.

If the academic appeal is approved, the student may receive financial aid for the following term of enrollment under a probationary status. Students may be placed on an academic plan as an additional condition of the appeal. Students are notified of any determination made on their appeal and any additional conditions that may result from being placed on probation status or an academic plan.

Financial Aid Probation Status

A student on financial aid probation may receive aid for their next term. While a student is on financial aid probation, they may be required to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses. At the end of this term, the student must meet the satisfactory academic progress standards for good standing or meet the requirements of the academic plan developed by the Financial Aid Office. Failure to do so will result in reinstatement of the Suspension status.

Specific Authority:

- Federal Regulations 34 CFR 668

Law Implemented:

History of Policy or Procedure:

Draft: April 5, 2005
Adopted: January 6, 2006
Revised: August 22, 2012; July 17, 2019; October 26, 2023
Reviewed by:
Contact: Beth Hawes, Director of Financial Aid, 253-333-4978
President's Staff Sponsor: David Larsen, Dean of Enrollment and Completion, ext. 3307

College Policies

Business Administration

Residency Requirements

Select Language

RESIDENCY REQUIREMENTS

AT GREEN RIVER COLLEGE

The State of Washington has established specific criteria for students to qualify as residents for tuition paying purposes (references: RCW 28B.15 and WAC 250.18).

A resident student is one who is a U.S. Citizen, or has permanent or temporary resident status, or holds "Refugee-Parolee" or "Conditional Entrant" status with the United States Immigration and Naturalization Service or is otherwise permanently residing in the United States under code of law; **and** be either :

1. **Financially Independent Student:** Have established a bona fide domicile in the state of Washington primarily for purposes other than education for a period of one year immediately before the

first day of the quarter for which they have registered at any institution; and be financially independent.

2. **Financially Dependent Student:** Be a dependent student with one or both of their parents or legal guardians having maintained a bona fide domicile in the state of Washington for at least one year immediately before the first day of the quarter for which they have registered at any institution.

Residency Reclassification:
To apply for residency reclassification students must submit the following information to the Office of the Registrar:

- Residence Questionnaire and Checklist
- Required documentation to support independent or dependent status
- Required documentation to support previous twelve months domicile in Washington

Refer to the checklist for required documentation.

Students may apply for residency reclassification no later than the 30th calendar day of the quarter.

If you have questions please contact the Office of the Registrar by calling 253-833-9111, Ext. 2500.

Note these additional points:

- Residence is not the equivalent of domicile only, ***must*** *provide documentation supporting student's financial independent or dependent status*.
- The domicile of a minor is normally that of the parents or legally appointed guardian.
- International Students attending Green River who have been issued an I-20 form are classified as non-resident regardless of length of residency in Washington State.

Active Duty Military and Washington National Guard
Active duty military stationed in Washington, their spouses and dependents; Washington National Guard members; spouse or dependent of National Guard if residence is Washington are eligible

to pay resident tuition. Must submit copy of orders to Washington and Military I.D.

Nonresident waiver for United States citizens and INS Permanent Residents

The Washington State Board for Community and Technical Colleges has authorized the colleges to waive a portion of the non-resident tuition rate for United State citizens and INS Permanent Residents who have not met the above criteria for in-state residency. Green River honors this automatic waiver at the time student makes application to the college.

Process for Financial Review of Grant & Contract Awards

Process for Financial Review of Grant & Contract Awards

The following explains the general process of how grant and contract awards are fiscally monitored by the Green River College Business Office.

An official grant/contract award notification must be received by the Grants & Contracts office. This serves as notification that the institution can proceed with activities for the grant as of the start date as identified in the notification. Once the notification has been received, an account code (or codes if more than one is required to track different grant activities) will be assigned by the Grants & Contracts office. Once the account code has been assigned, spending for the grant may commence.

The Accounting Director of Grants & Contracts will conduct quarterly reconciliations (at a minimum) of these accounts (January – March will be completed in April, April – June will be completed in July, July – September will be completed in October, and October – December will be completed in January). More frequent reconciliations (monthly) may be completed if required or requested. Please contact the accounting director.

The account reconciliation is completed in excel and will contain the following information:

- Recap/Summary: this will show the original awarded budget, the current period expenses, total expenditures to date (since the start), and the budget balance remaining
- Detailed expense information to include, but not limited to, the following expense categories:
    - Direct Costs – defined as expenses that can be identified with a particular cost objective:
        - Salary/wages and benefits – compensation of employees for the time spent and identified specifically to the performance of the grant award
        - Contracts/Consultant Services – contracts with entered into specifically for the purpose of the grant award
        - Goods & Services – cost of materials/services acquired, consumed, or expended specifically for the purpose of the grant award
        - Equipment/Capital – equipment and/or capital expenditures
        - Travel – travel expenses incurred specifically to carry out the goals/objectives of the grant award
        - Participant Support – cost of materials/services acquired, consumed, or expended for participants or trainees (but not employees) in connection with grant-sponsored conferences, meetings, training activities, workshops, educational opportunities.
            - For some educational projects, participants being trained may be employees – in such cases, costs must be classified as participant support and payment is made through a stipend.

Pay must be differentiated and identifiable between regular salary and stipend.

- Others, if needed

- Indirect costs (and how it was calculated) – more on this topic below.

Once the account reconciliation has been completed, it will be reviewed by the accounting director and emailed to the grant project manager for review. If the accounting director and the project manager have no questions/concerns for that reconciliation, the next step is for the accounting director to invoice or draw down the funds from the granting agency. However, if at the time of the review by the accounting director there are questions/concerns, the accounting director will address the issues in the email to the project manager for their review and response. The accounting director will follow up with the project manager to gain an understanding of the situation. If necessary, the accounting director will work closely with the project manager to resolve the issue.

Indirect Costs – (a.k.a. Facilities and Administrative Costs (F&A) for Colleges and Universities) indirect costs represent the expenses of doing business that are not readily identified with a specific grant, contract, project, or activity, but are necessary for the general operation of the institution. This includes, but is not limited to: heat, lighting, technology support, business office personnel (e.g. payroll, purchasing, accounts payable), campus safety, human resources, etc. Some grants allow for indirect costs to be charged to help cover these overhead expenses. Indirect cost rates allowed vary by funder and may be subject to limitations. Green River has a negotiated indirect cost agreement granted by the Department of Health and Human Services which allows us to charge a rate of 45% on direct salaries and wages (determined by A* or TA sub-subobjects). The indirect cost rate may not be charged to any other sub-subobjects, unless otherwise noted in the grant proposal guidelines or other grant-related correspondence.

Over Budget – if the concern is that there is a cost overrun causing an overspending situation, the accounting director will review the budget to determine if the overspending is within prescribed variance limits (e.g. SBCTC grants allow a 10% budget variation in expenditure levels by individual budget cells without prior approval, WDC contracts allow a 5% flexibility allowance on each budget line item without prior approval). If the overspending is greater than the variance allowed, one of two things can happen:

1. Budget revision – if this option is available and a review of the total grant/contract expense to date reveals that there is budget remaining, a formal budget revision can be submitted to the granting agency

2. Transfer of expense out of the grant/contract account to a different account that will accept the expense

The accounting director will work with the project manager to determine the best option.

Unallowable Costs – if the concern is related to an unallowable cost being expensed to a grant/contract, the accounting director will research the cost and pull the source backup documentation. The accounting director will work with the project manager to help him/her understand why the cost is considered unallowable. A different funding source will be identified to transfer the cost to as soon as possible: a general fund account, a different grant account (if available and applicable) or possibly a foundation account (if applicable). If the grant requires a drawdown of funds for reimbursement (e.g. Department of Education, National Science Foundation, etc.) funds will not be drawn for the unallowed cost.

Once issues are resolved and the grant/contract account is reviewed by both the project and accounting directors, the accounting director will invoice or draw down the funds from the granting agency.

The applicable Federal administrative standards that Federal grants (to include but are not limited to: Department of Education, National Science Foundation, Department of State, National Endowment for the Humanities) must follow are contained in 2 CFR § 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Monitoring of non-federal grants generally follow the same Federal administrative standards unless otherwise noted in the grant award agreement or other grant-related correspondence.

All grant awards must follow Green River policies and procedures unless otherwise noted in the grant award agreement or other grant-related correspondence.

Grants and Contracts policies and resource

Grants and Contracts policies and resources

Eric Ruthford
Fiscal Analyst 4 – Grants and Contracts

Introduction

This page contains the policies and procedures for the management of Green River College's grants and contracts, with links to the relevant federal rules. The intended audiences for this page are principal investigators, business office staff members, and college administrators.

Definitions section

What is a grant?

Green River College receives grants from federal and state agencies to fund educational activities and provide public services. If the funding is a grant, the awarding agency is not substantially involved in carrying out the activity, the awarding agency is not receiving properties or services, and the college has considerable flexibility in how to carry out the activity.

Gifts are another source of funding from external donors usually given without an expectation of direct benefit or deliverable. The Green River College Foundation is a 501(c)(3) organization that pursues and accomplishes projects that are outside of the state funding mechanism.

What is a contract?

Green River College also has contracts with external agencies where the purpose is to acquire property or services for the government. A contract is a legally binding document to provide a defined good or service.

More definitions

Please see the “Grants management terms and people” page at right for more definitions of the terms involved in grants and contracts.

Grants for Colleges - Washington Community and Technical Colleges

Federal definitions from ecfr.gov: 2 CFR 200.1 -- Definitions.

Grants management terms and people

Expenses

Four cost principles

The federal government has four principles for considering whether costs can be charged to a federal award:

A cost must be **allowable,** meaning that it falls within the bounds of what the federal government is willing to fund. Federal funds are not allowed to be spent on alcohol, first-class travel, lobbying, bad debts among other forbidden uses. It has to be reasonable and necessary for the performance of the award, it has to be adequately documented, and it cannot be used to meet the matching requirements of another federal grant.

It must be **reasonable**, meaning that the goods and services acquired do not exceed what a prudent person would spend for them.

It must be **allocable**, meaning that the expense has a place in the grant's budget.

It must be **consistent**, meaning that each cost incurred has to be recorded in a similar manner to other costs in that grant. For example, if office supplies are covered by indirect costs at the beginning of the grant, they can't be charged as a direct expense later in the grant.

Federal rules on cost principles from ecfr.gov: 2 CFR Part 200...

Purchasing and contractor policies for GRC grants

Payroll

College employees' salaries and benefits make up the largest expense items for most grants. All personnel involved in carrying out grant-funded activities must be compensated in accordance with college guidelines and union contracts, which establish hiring rates and regulate pay adjustments for college employees. To make sure that employees' salaries and benefits are assigned to a grant budget, grant managers need to designate project numbers, department numbers and activity names to the employee hours assigned to the grant. At right is a link for payroll policies as they apply to grants, and another for the Green River College payroll department's Gatornet site, which includes forms and policies for all college payroll needs.

Payroll policies for GRC grants

Payroll Gatornet site

Time and effort

Time-and-effort reports are after-the-fact records that reflect how faculty and staff spent the time for which they were compensated by the college. For grants, the purpose of these reports is to provide documentation to substantiate payroll charges. For each period a time-and-effort report is prepared, it must reflect 100 percent of an employee's time worked for the college in a given period. If a grant involves an employee working contributed or cost-shared hours (work done on the project but paid for with non-federal funds), those hours also have to be indicated on the time-and-effort reports.

Time and effort guidelines for grants

SBCTC_TimeEffortGuidelines_06-2019

GRC-Time-and-Effort-Reporting-Guidelines-rev-10-21

Federal rules on time and effort on ecfr.gov: 2 CFR 200.430 --...

People and roles

In the life cycle of a grant, there are multiple people and offices involved in its development, approval and management.

Grants roles and responsibilities

Accounting and monitoring system

All Green River College grant expenses are recorded in the college's accounting system, ctcLink, an Oracle PeopleSoft enterprise resource management product. Grants are assigned project and department numbers so that they can be tracked separately from the rest of college expenses.

In addition to the records in ctcLink, Business Office staff create reconciliation reports in Microsoft Excel that compare the original budget of the grant to expenses on a more granular level.

Accounting system

Recon tutorial

Cash management and cost sharing

Green River College manages its federal awards on a reimbursement basis. Program costs must be paid for with College funds first before reimbursement can be requested.

On some grants, the total project cost is shared with another source of funds. The college or another third party contributes part of the cost, and that portion of the expenses are not submitted to the grantor for reimbursement. The college must identify these funds in advance and make sure that they are held until they can be used for their restricted purpose.

Cash management and cost sharing

2 CFR 200.305 -- Federal payment.

2 CFR 200.306 -- Cost sharing or matching.

Purchasing and contractors

When purchasing goods or services with grant funds, the purchase is subject to federal rules in addition to Green River College policies. Depending on their size,

some purchases can be made without a bidding process, but larger ones will require the college to submit bids.

Quick links

Purchasing and contractor policies for GRC grants

Purchasing and accounting Department on Gatornet

Conflicts of interest

Both Green River College and federal regulations require those involved in grants to manage, reduce or eliminate actual or potential conflicts of interest that may be presented by employees' involvement in outside activities while working on grants.

Conflict of interest policies for grants

2 CFR 200.112 -- Conflict of interest.

2 CFR 200.319 -- Competition.

2 CFR 200.450 -- Lobbying.

Records retention

Records on grants must be retained by the College for [number] years from the date of submission of the final expenditure report. In the event that litigation, a claim, or an audit is started before the expiration of the [number] period, the records must be maintained until final disposition of the litigation, claim, or audit.

State government general records retention schedule

WAC 44-14-03005:

2 CFR Part 1136 Subpart B -- Records Retention and Access...

Travel

Travel expenses can be included in federal grants budgets and must follow both Green River College policies and be compliant with federal rules. Depending on the distance and length of travel, grant managers will need to plan whether meals are to be reimbursed on actual cost or per diem, whether hotel costs on the site of a conference can be called “reasonable” and whether airfare or mileage would be the more appropriate cost for the grant to cover.

Travel policies for grant-funded activities

Travel and expense dept on Gatornet...

2 CFR 200.475 -- Travel costs.

Indirect cost rate

Indirect Costs – (a.k.a. Facilities and Administrative Costs (F&A) for Colleges and Universities) indirect costs represent the expenses of doing business that are not readily identified with a specific grant, contract, project, or activity, but are necessary for the general operation of the institution. This includes, but is not limited to: occupancy expenses (e.g. utilities, rent), technology support, business office personnel (e.g. payroll, purchasing, accounts payable), campus safety, human resources, etc. Some grants allow for indirect costs to be charged to help cover these overhead expenses. Indirect cost rates allowed vary by funder and may be subject to

limitations. Green River College has a negotiated indirect cost agreement granted by the Department of Health and Human Services which allows us to charge a rate of 45% on direct salaries and wages, the basis for our indirect expense calculation. The indirect cost rate may not be charged to any other expense categories, unless otherwise noted in the grant guidelines or other grant-related correspondence.

Subawards

Subaward agreements are established to facilitate the collaboration of faculty and staff from multiple institutions. Green River College can receive subawards from other institutions, and it can give them to cooperating partners as well. In both cases, Green River College needs to follow federal rules and make sure that subawardees are also in compliance. As the grant proposal is being developed, agreements between the institutions should be made in writing to be submitted to the grantor.

Internal control

Green River College has an internal control framework for the oversight of the financial and program management function. They help keep the financial processes in compliance with laws and regulation, promote reliable reporting, and prevent fraud, waste and abuse.

Management of grant funds involves some additional specific rules from the Government Accountability Office (GAO) Standards for Internal Control in the Federal Government.

[Additional paragraph describing what's at right.]

Deadlines for grant reporting

Quarterly deadlines

[text goes here]

Yearly deadlines

[text goes here]

Closing out a grant

[Graf about closing out goes here.]

Auditing

[get ready for audit graf goes here.]

Stephenie Cheng-LaBoy...

Accounting Director of Gran...

Eric Ruthford

Fiscal Analyst 4 – Grants and...

2.E.1 EV.#2 / Section 2

GRC Financial Statements Audit Report from State

(For the period July 1, 2020 through June 30, 2021)

Office of the Washington State Auditor
Pat McCarthy

Financial Statements Audit Report

Green River College

For the period July 1, 2020 through June 30, 2021

Published September 8, 2022

Report No. 1031063

Find out what's new at SAO by scanning this code with your smartphone's camera

Office of the Washington State Auditor
Pat McCarthy

September 8, 2022

Board of Trustees
Green River College
Auburn, Washington

Report on Financial Statements

Please find attached our report on the Green River College's financial statements.

We are issuing this report in order to provide information on the College's financial activities and condition.

Sincerely,

Pat McCarthy, State Auditor

Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

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GRC Accountability Audit Report (For the period July 1, 2019 through June 30, 2023)

Office of the Washington State Auditor
Pat McCarthy

Accountability Audit Report

Green River College

For the period July 1, 2019 through June 30, 2023

Published January 16, 2024

Report No. 1033980

Scan to see another great way we're helping advance #GoodGovernment

Office of the Washington State Auditor
Pat McCarthy

January 16, 2024

Board of Trustees
Green River College
Auburn, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for College operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

Attached is our independent audit report on the College's compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and value your cooperation during the audit.

Sincerely,

Pat McCarthy, State Auditor

Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

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AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, College operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

About the audit

This report contains the results of our independent accountability audit of the Green River College from July 1, 2019 through June 30, 2023.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.310, which requires the Office of the Washington State Auditor to examine the financial affairs of all state agencies. Our audit involved obtaining evidence about the College's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the years ended June 30, 2023, 2022, 2021 and 2020, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Local Funds: bank reconciliations
- Cash receipting – timeliness of deposits
- Payroll – gross wages, overtime, and leave buyouts
- Accounts Payable – purchase cards, general disbursements & electronic funds transfers
- Compliance with state & federal grant requirements
- Software implementation & data conversion

RELATED REPORTS

Financial

We perform an annual audit of the statewide basic financial statements, as required by state law (RCW 43.09.310). Our opinion on these financial statements is included in the Annual Comprehensive Financial Report (ACFR). The ACFR reflects the financial activities of all funds, organizations, agencies, departments and offices that are part of the state's reporting entity. The results of that audit are published in a report issued by the Office of Financial Management in December of each year and can be found at www.ofm.wa.gov.

Federal programs

In accordance with the Single Audit Act, we annually audit major federal programs administered by the state of Washington. Rather than perform a single audit of each agency, we audit the state as a whole. The results of that audit are published in a report issued by the Office of Financial Management in March of each year.

INFORMATION ABOUT THE COLLEGE

Green River College is a two-year public college founded in 1965. It is centrally located between Seattle and Tacoma in Auburn. In addition to the main campus in Auburn, it has satellite campuses located in Enumclaw, Kent and downtown Auburn. The College offers baccalaureate degrees, associate degrees and certificates in professional and technical fields and academic transfer as well as customized training, developmental and basic skills programs including high school diplomas and continuing education. The College serves approximately 12,500 students annually. The College receives most of its revenue from student tuition and fees and state funding. The 2022-2023 operating budget was approximately $157 million, of which the state appropriated approximately $43.7 million.

A five-member Board of Trustees, appointed by the Governor, is responsible for oversight of the College's operations. The College employs approximately 182 full-time faculty members, 492 part-time faculty members and 837 staff and student employees.

Contact information related to this report

Address:	Green River College 12401 S.E. 320th Street Auburn, WA 98092-3699
Contact:	Janee Sommerfeld, Senior Director of Financial Services
Telephone:	(253) 288-3306
Website:	www.greenriver.edu

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Green River College at http://portal.sao.wa.gov/ReportSearch.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

Stay connected at sao.wa.gov

- Find your audit team
- Request public records
- Search BARS Manuals (GAAP and cash), and find reporting templates
- Learn about our training workshops and on-demand videos
- Discover which governments serve you — enter an address on our map
- Explore public financial data with the Financial Intelligence Tool

Other ways to stay in touch

- Main telephone: (564) 999-0950
- Toll-free Citizen Hotline: (866) 902-3900
- Email: webmaster@sao.wa.gov

Audit - WA State Update

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

MEMORANDUM Ref: 25-32-32

DATE: December 12, 2025

TO: College Presidents

FROM: Maryam Jacobs
System Internal Auditor

SUBJECT: INTERNAL AUDIT & CIVIL RIGHTS REVIEW PLAN

Each year the State Board for Community and Technical Colleges (SBCTC) develops a plan of audits and grant monitoring reviews for the upcoming review cycle. These reviews include civil rights reviews, subrecipient monitoring for grants, and traditional operational reviews to ensure all required SBCTC, Washington State, and federal guidelines are being followed.

As required by standards and due to limited resources, SBCTC has adopted a risk-based approach to planning. The annual risk assessment used for planning is based on various factors such as results of prior reviews and audits, discussion with SBCTC staff, the size of the organization, and changes in college leadership. Based on this year's planning efforts the following colleges have been selected for audit in the current year:

College	Last Review
Clark College	2023
Walla Walla Community College	2023
Edmonds College	2022
South Puget Sound College	2022
Clover Park Technical College	2023
Whatcom Community College	2023
Green River College	2022
Columbia Basin College	2021

The reviews will include an examination of the following high-risk areas:

- Correction of Prior Year Findings – As noted in prior audit reports, each engagement will include procedures to verify the college has implemented corrective action plans submitted after prior audits. Procedures will be performed to ensure the corrective

measures have been implemented and that systems and controls are in place to reduce the risk of the prior finding reoccurring to a reasonable level.

- Reconciliation of general ledger with grant invoices, financial aid, student accounts, and other systems: This part of the engagement will include a review of the process used by each college to reconcile year-end general ledger information with amounts invoiced and received from each grant. Procedures will be performed to ensure this reconciliation is performed in a timely manner, is accurate, and that grant records reconcile with information in the general ledger. In addition, the audit will ensure colleges are reconciling financial aid and student account information with the general ledger to ensure information in each system is reliable, accurate, complete, and that the risk of error and fraud has been reduced to a reasonable level.

- Direct Benefit Payments to Students: Another area of audit will include procedures to ensure benefits payments to students (i.e., transportation, clothing, etc.) are accurately recorded and tracked. This will include procedures to ensure payments are only made to eligible students, within applicable guidelines and for allowable expenses. The review will also verify the college has systems and controls in place to ensure direct payments to students are properly documented and supported, and that systems and controls are in place to track and reconcile payment records with underlying records. When appropriate, the audit will include procedures to verify gift cards, parking passes, and other cash equivalents and assets disbursed to students are tracked, safeguarded, and reconciled with purchase and payment records.

- Perkins Program Income – As part of this engagement, program income for Perkins supported courses will be reviewed. Procedures will include ensuring that all income is identified, tracked, accounted for, recorded, and accurately categorized. In addition, engagement will include procedures to verify internal controls and systems are in place to regularly monitor and report program income as required. Finally, the audit will include procedures to ensure all relevant grant requirements are being followed.

- BEdA Program Review – This engagement will also include procedures to review the following BEdA grant requirement:

    - *Waivers* – The audit will verify that students who did not pay for basic education classes have a complete and up-to-date waiver on hand and, that the college has procedures to ensure all enrolled student have either paid tuition or have a waiver on file.

    - *Match Requirement* – As part of this engagement, procedures will be performed to ensure the college's match report is accurate and complete, and that general ledger supports information on the report.

- Early Achiever Grant (EAG): As in the prior year, a review of a state grant has been incorporated into the audit plan to ensure compliance with state grant provisions. The EAG grant, received from Washington State Department of Children, Youth, and Families (DCYF), has seen an increase in compliance requirements by DCYF. In addition, the amounts provided to colleges have continued to increase. Due to these factors, a compliance audit for this grant will be performed as part of this year's audit.

- Cybersecurity Review: Finally, with the increase in cybersecurity risk and continuing incidents across the nation and especially in higher education, the current year audit will include a general overview of controls and processes used to safeguard information and IT assets. This review will include procedures to verify the college is following generally recommended industry guidelines and WATech suggested processes.

Overall, the audit procedures are designed to ensure each college has adequate controls over financial transactions, follows federal and state grant requirements, and properly maintains and safeguards information and technology. In accordance with standards, the audit will include a review of transactions on a sample basis to ensure and verify that records support amounts recorded in the college's general ledger and invoiced from various grants. If initial testing finds instances of error and noncompliance, the audit sample and procedures may be expanded based on auditor judgment.

As in previous years, each college will receive a letter notifying leadership that the review has begun and a report at the completion of each engagement. The final report will describe the results of the engagement and corrective action required.

All audit plans are subject to change due to changes in risk, emerging issues, timing constraints, or other factors. Any changes to the plan affecting the system will be communicated to college leadership as soon as possible.

In addition to fiscal reviews, the following colleges will receive a civil rights review as required by the Department of Education's Office of Civil Rights:

College	Last Review
Bellevue College	2016
Big Bend Community College	2018
Columbia Basin College	2017
Grays Harbor College	2020
Lake Washington Institute of Technology	2020
Pierce College	2015
Renton Technical College	2016
Tacoma Community College	2017
Spokane Falls Community College	2019
Wenatchee Valley College	2018

If you have any questions or require further information, please contact Maryam Jacobs, SBCTC System Internal Auditor at mjacobs@sbctc.edu or (253) 691-718.

cc. Business Officers
Nate Humphrey, Executive Director, SBCTC
Choi Halladay, Deputy Executive Director of Business Operations, SBCTC
Joyce Hammer, Deputy Executive Director of Education, SBCTC
Darrell Jennings, Capital Budget Director, SBCTC
Marie Bruin, Director of Workforce Education, SBCTC
Will Durden, Director of Basic Education for Adults, SBCTC
Teri Sexton, Director of Business Operations, SBCTC

INTERNAL AUDIT & CIVIL RIGHTS REVIEW PLAN

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

MEMORANDUM Ref: 25-32-32

DATE: December 12, 2025

TO: College Presidents

FROM: Maryam Jacobs
System Internal Auditor

SUBJECT: INTERNAL AUDIT & CIVIL RIGHTS REVIEW PLAN

Each year the State Board for Community and Technical Colleges (SBCTC) develops a plan of audits and grant monitoring reviews for the upcoming review cycle. These reviews include civil rights reviews, subrecipient monitoring for grants, and traditional operational reviews to ensure all required SBCTC, Washington State, and federal guidelines are being followed.

As required by standards and due to limited resources, SBCTC has adopted a risk-based approach to planning. The annual risk assessment used for planning is based on various factors such as results of prior reviews and audits, discussion with SBCTC staff, the size of the organization, and changes in college leadership. Based on this year's planning efforts the following colleges have been selected for audit in the current year:

College	Last Review
Clark College	2023
Walla Walla Community College	2023
Edmonds College	2022
South Puget Sound College	2022
Clover Park Technical College	2023
Whatcom Community College	2023
Green River College	2022
Columbia Basin College	2021

The reviews will include an examination of the following high-risk areas:

- Correction of Prior Year Findings – As noted in prior audit reports, each engagement will include procedures to verify the college has implemented corrective action plans submitted after prior audits. Procedures will be performed to ensure the corrective

measures have been implemented and that systems and controls are in place to reduce the risk of the prior finding reoccurring to a reasonable level.

- Reconciliation of general ledger with grant invoices, financial aid, student accounts, and other systems: This part of the engagement will include a review of the process used by each college to reconcile year-end general ledger information with amounts invoiced and received from each grant. Procedures will be performed to ensure this reconciliation is performed in a timely manner, is accurate, and that grant records reconcile with information in the general ledger. In addition, the audit will ensure colleges are reconciling financial aid and student account information with the general ledger to ensure information in each system is reliable, accurate, complete, and that the risk of error and fraud has been reduced to a reasonable level.

- Direct Benefit Payments to Students: Another area of audit will include procedures to ensure benefits payments to students (i.e., transportation, clothing, etc.) are accurately recorded and tracked. This will include procedures to ensure payments are only made to eligible students, within applicable guidelines and for allowable expenses. The review will also verify the college has systems and controls in place to ensure direct payments to students are properly documented and supported, and that systems and controls are in place to track and reconcile payment records with underlying records. When appropriate, the audit will include procedures to verify gift cards, parking passes, and other cash equivalents and assets disbursed to students are tracked, safeguarded, and reconciled with purchase and payment records.

- Perkins Program Income – As part of this engagement, program income for Perkins supported courses will be reviewed. Procedures will include ensuring that all income is identified, tracked, accounted for, recorded, and accurately categorized. In addition, engagement will include procedures to verify internal controls and systems are in place to regularly monitor and report program income as required. Finally, the audit will include procedures to ensure all relevant grant requirements are being followed.

- BEdA Program Review – This engagement will also include procedures to review the following BEdA grant requirement:

    - *Waivers* – The audit will verify that students who did not pay for basic education classes have a complete and up-to-date waiver on hand and, that the college has procedures to ensure all enrolled student have either paid tuition or have a waiver on file.

    - *Match Requirement* – As part of this engagement, procedures will be performed to ensure the college's match report is accurate and complete, and that general ledger supports information on the report.

- Early Achiever Grant (EAG): As in the prior year, a review of a state grant has been incorporated into the audit plan to ensure compliance with state grant provisions. The EAG grant, received from Washington State Department of Children, Youth, and Families (DCYF), has seen an increase in compliance requirements by DCYF. In addition, the amounts provided to colleges have continued to increase. Due to these factors, a compliance audit for this grant will be performed as part of this year's audit.

- Cybersecurity Review: Finally, with the increase in cybersecurity risk and continuing incidents across the nation and especially in higher education, the current year audit will include a general overview of controls and processes used to safeguard information and IT assets. This review will include procedures to verify the college is following generally recommended industry guidelines and WATech suggested processes.

Overall, the audit procedures are designed to ensure each college has adequate controls over financial transactions, follows federal and state grant requirements, and properly maintains and safeguards information and technology. In accordance with standards, the audit will include a review of transactions on a sample basis to ensure and verify that records support amounts recorded in the college's general ledger and invoiced from various grants. If initial testing finds instances of error and noncompliance, the audit sample and procedures may be expanded based on auditor judgment.

As in previous years, each college will receive a letter notifying leadership that the review has begun and a report at the completion of each engagement. The final report will describe the results of the engagement and corrective action required.

All audit plans are subject to change due to changes in risk, emerging issues, timing constraints, or other factors. Any changes to the plan affecting the system will be communicated to college leadership as soon as possible.

In addition to fiscal reviews, the following colleges will receive a civil rights review as required by the Department of Education's Office of Civil Rights:

College	Last Review
Bellevue College	2016
Big Bend Community College	2018
Columbia Basin College	2017
Grays Harbor College	2020
Lake Washington Institute of Technology	2020
Pierce College	2015
Renton Technical College	2016
Tacoma Community College	2017
Spokane Falls Community College	2019
Wenatchee Valley College	2018

If you have any questions or require further information, please contact Maryam Jacobs, SBCTC System Internal Auditor at mjacobs@sbctc.edu or (253) 691-718.

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External Audit - Clark Nuber Contract

12401 SE 320 Street, Auburn, WA 98092
Business Office: Procurement

CONTRACT NO: **26-1367**

CONTRACT FOR SERVICES
BETWEEN
STATE OF WASHINGTON
Green River College
AND
Clark Nuber PS

This Contract is made and entered into by and between the State of Washington, Green River College, hereinafter referred to as the "COLLEGE", and the below named firm, hereinafter referred to as "CONTRACTOR,"

Contractor Name: Clark Nuber PS
Address: 555 110th Ave NE, Suite 700
City, State & Zip Code: Bellevue, WA 98004
Phone: 425-454-4919
Web Address: clarknuber.com

PURPOSE

The College is contracting for auditing services of its budgeting and financial position change since 2020.

SCOPE OF WORK

A. The CONTRACTOR will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below.

CONTRACTOR is to conduct a detailed audit per proposal detailed in Attachment A.

B. Attachment A contains the scope of work detailed in the service proposal submitted by CONTRACTOR on July 28, 2025, and revised November 19, 2025.

PERIOD OF PERFORMANCE

Subject to other contract provisions, the period of performance under this contract will be from November 1, 2025, or when contract is executed, to June 30, 2026.

COMPENSATION AND PAYMENT

COLLEGE shall pay an amount not to exceed forty-nine thousand dollars ($49,000.00). for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work. CONTRACTOR'S compensation for services rendered shall be based on the following rates or in accordance outlined in submitted proposal.

BILLING PROCEDURES

COLLEGE will pay CONTRACTOR upon receipt of properly completed invoices, which shall be submitted to the COLLEGE's Contract Manager, not more often than monthly. The invoices shall describe and document to the COLLEGE's satisfaction a description of the work performed and the hours of work performed.

Payment shall be considered timely if made by the COLLEGE within thirty (30) days after receipt of properly completed invoices. Payment shall be sent to the address designated by the CONTRACTOR.

The COLLEGE may, in its sole discretion, terminate the contract or withhold payments claimed by the CONTRACTOR for services rendered if the CONTRACTOR fails to satisfactorily comply with any term or condition of this contract.

No payments in advance or in anticipation of services or supplies to be provided under this contract shall be made by the COLLEGE.

CONTRACT MANAGEMENT

The Contract Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this Contract.

Contract Manager for CONTRACTOR is:	Contract Manager for COLLEGE is:
Contact Name: Mitchell Hansen Address: 555 110th Ave NE, Suite 700 City, State, Zip Code: Bellevue, WA 98004 Phone: 425-709-6697 E-mail: **mhansen@clarknuber.com**	Contact Name: Benjamin Holquist Address 12401 SE 320th St City, State, Zip Code Auburn, WA 98092 Phone: 253-288-3406 E-mail: benjamin.holquist@greenriver.edu

INSURANCE

The CONTRACTOR will provide own insurance to cover activity for this contract.

Each party to this Agreement shall be responsible for claims and damages to persons or property resulting from acts or omissions on the part of itself, its employees, or its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm or corporation not a party to this agreement. Neither party to this agreement shall be considered the agent of the other party.

ASSURANCES

COLLEGE and the CONTRACTOR agree that all activity pursuant to this Contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

ORDER OF PRECEDENCE

Each of the Exhibits listed below is by this reference hereby incorporated into this contract. In the event of an inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable Federal and State of Washington statutes and regulations
- Exhibit A – Green River College General Terms and Conditions
- Attachment A – Contractor Proposal

ENTIRE AGREEMENT

This contract including referenced exhibits represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

CONFORMANCE

If any provision of this contract violates any statute or rule of law of the State of Washington, it is considered modified to conform to that statute or rule of law.

EQUITY, DIVERSITY, AND INCLUSION EXPECTATION

At Green River College, we embrace and encourage our campus community members' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

All employees of Contractor have a responsibility to always treat others with dignity and respect. All Contractor employees are expected to exhibit conduct that reflects inclusion during work at the College, at College functions on or off the work site, and at all other College-sponsored and participative events.

Contractor's equity, diversity, and inclusion expectations when engaging in work for the College include the following:

- Respectful communication and cooperation between all Contractor's employees and Green River College employees.
- Teamwork and employee participation, permitting the representation of all groups.
- To create, **nurture** and sustain an **inclusive** culture, where differences drive innovative solutions to meet the needs of our students and employees.
- Green River College and Contractor contribute to the communities we serve to promote a greater understanding and respect for the diversity.

APPROVAL

This contract shall be subject to the written approval of the COLLEGE'S authorized representative and shall not be binding until so approved. The contract may be altered, amended, or waived only by a written amendment executed by both parties.

THIS CONTRACT, consisting of 9 pages, is executed by the persons signing below who warrant that they have the authority to execute the contract.

Green River College	**Clark Nuber**
Craig Bush	Mitchell R. Hansen
Signature	Signature
Craig Bush Purchasing Director	Mitchell R. Hansen Shareholder
Date: Dec 5, 2025	Date: Dec 5, 2025

Approved as to form

Assistant Attorney General

EXHIBIT A

GENERAL TERMS AND CONDITIONS

DEFINITIONS -- As used throughout this contract, the following terms shall have the meaning set forth below:

A. "COLLEGE" shall mean Green River College, of the state of Washington, any division, section, office, unit or other entity of the COLLEGE, or any of the officers or other officials lawfully representing that COLLEGE.

B. "Agent" shall mean the VP International, Green River College, and/or the delegate authorized in writing to act on the Director's behalf.

C. "Contractor" shall mean that firm, provider, organization, individual or other entity performing service(s) under this contract, and shall include all employees of the Contractor.

D. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this contract under a separate contract with the Contractor. The terms "Subcontractor" and "Subcontractors" means Subcontractor(s) in any tier.

ACCESS TO DATA -- In compliance with chapter 39.29 RCW, the Contractor shall provide access to data generated under this contract to COLLEGE, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Contractor's reports, including computer models and methodology for those models.

ADVANCE PAYMENTS PROHIBITED -- No payments in advance of or in anticipation of goods or services to be provided under this contract shall be made by the COLLEGE.

AMENDMENTS -- This contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35 -- The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

ASSIGNMENT – The work to be provided under this contract, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

ATTORNEYS' FEES – In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorneys fees and costs.

CONFIDENTIALITY / SAFEGUARDING OF INFORMATION -- The Contractor shall not use or disclose any information concerning the COLLEGE, or information which may be classified as confidential, for any purpose not directly connected with the administration of this contract, except with prior written consent of the COLLEGE, or as may be required by law.

CONFLICT OF INTEREST – Notwithstanding any determination by the Executive Ethics Board or other tribunal, the COLLEGE may, in its sole discretion, by written notice to the Contractor terminate this contract if it is found after due notice and examination by the Agent that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the Contractor in the procurement of, or services under this contract.

In the event this contract is terminated as provided above, the COLLEGE shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor. The rights and remedies of the COLLEGE provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the Agent makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this contract.

COPYRIGHT PROVISIONS -- Unless otherwise provided, all Materials produced under this contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by the COLLEGE. The COLLEGE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, Contractor hereby irrevocably assigns all right, title, and interest in Materials, including all intellectual property rights, to the COLLEGE effective from the moment of creation of such Materials.

Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the contract, but that incorporate pre-existing materials not produced under the contract, Contractor hereby grants to the COLLEGE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the COLLEGE.

The Contractor shall exert all reasonable effort to advise the COLLEGE, at the time of delivery of Materials furnished under this contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this contract. The COLLEGE shall receive prompt written notice of each notice or claim of copyright infringement received by the Contractor with respect to any data delivered under this contract. The COLLEGE shall have the right to modify or remove any restrictive markings placed upon the data by the Contractor.

COVENANT AGAINST CONTINGENT FEES -- The Contractor warrants that no person or selling agent has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agents maintained by the Contractor for the purpose of securing business. The COLLEGE shall have the right, in the event of breach of this clause by the Contractor, to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

DISPUTES – Except as otherwise provided in this contract, when a dispute arises between the parties and it cannot be resolved, either party may request a dispute hearing with xxx (Agent). Disputes shall be resolved as quickly as possible.

1. The request for a dispute hearing must:
    - be in writing;
    - state the disputed issue(s);
    - state the relative positions of the parties;
    - state the Contractor's name, address, and contract number; and
    - be mailed to the Agent and the other party's (respondent's) Contract Manager within 3 working days after the parties agree that they cannot resolve the dispute.
2. The respondent shall send a written answer to the requester's statement to both the agent and the requester within 5 working days.
3. The Agent shall review the written statements and reply in writing to both parties within 10 working days. The Agent may extend this period if necessary by notifying the parties.
4. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

COLLEGE and Contractor agree that, the existence of a dispute notwithstanding, they will continue without delay to carry out all their respective responsibilities under this contract which are not affected by the dispute. Both parties agree to exercise good faith in the dispute resolution and to settle disputes prior to using the dispute resolution panel whenever possible.

GOVERNING LAW -- This contract shall be construed and interpreted in accordance with the laws of the State of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

INDEMNIFICATION – To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the State of Washington, the COLLEGE, and all officials, agents and employees of the State, from and against all claims for injuries or death arising out of or resulting from the performance of the contract. Contractor's obligation to indemnify, defend and hold harmless includes any claim by Contractor's agents, employees, representatives, or any subcontractor or its employees.

Contractor expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to Contractor's or any subcontractor's performance or failure to perform the contract. Contractor shall be required to indemnify, defend and hold harmless the State only to the extent claim is caused in whole or in part by negligent acts or omissions of Contractor.

Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless State and its agencies, officials, agents or employees.

Each party to this Agreement shall be responsible for claims and damages to persons or property resulting from acts or omissions on the part of itself, its employees, or its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm or corporation not a party to this agreement. Neither party to this agreement shall be considered the agent of the other party.

INDEPENDENT CAPACITY OF THE CONTRACTOR -- The parties intend that an independent contractor relationship will be created by this contract. The Contractor and his or her employees or agents performing under this contract are not employees or agents of the COLLEGE. The Contractor will not hold himself/herself out as or claim to be an officer or employee of the COLLEGE or of the State of Washington by reason hereof, nor will the Contractor make any claim of right, privilege or benefit which would accrue to such employee under law. Conduct and control of the work will be solely with the Contractor.

INDUSTRIAL INSURANCE COVERAGE – The Contractor shall comply with the provisions of Title 51 RCW, Industrial Insurance. Prior to performing work under this contract, the Contractor shall provide or purchase industrial insurance coverage for the Contractor's employees, as may be required of an "employer" as defined in Title 51 RCW, and shall maintain full compliance with Title 51RCW during the course of this contract. If the Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, the COLLEGE may collect from the Contractor the full amount payable to the Industrial Insurance accident fund. The COLLEGE may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by the COLLEGE under this contract, and transmit the deducted amount to the Department of Labor and Industries, Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Contractor.

Industrial insurance coverage through the Department of Labor & Industries is optional for sole proprietors, partners, corporate officers and others, per RCW 51.12.020.

LICENSING, ACCREDITATION AND REGISTRATION -- The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards, necessary for the performance of this contract.

LIMITATION OF AUTHORITY – Only the Agent or Agent's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this contract is not effective or binding unless made in writing and signed by the Agent.

NONCOMPLIANCE WITH NONDISCRIMINATION LAWS -- In the event of the Contractor's noncompliance or refusal to comply with any nondiscrimination law, regulation, or policy, this contract may be rescinded, canceled or terminated in whole or in part, and the Contractor may be declared ineligible for further contracts with the COLLEGE. The Contractor shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

NONDISCRIMINATION -- During the performance of this contract, the Contractor shall comply with all federal and state nondiscrimination laws, regulations and policies.

PRIVACY -- Personal information collected, used or acquired in connection with this contract shall be used solely for the purposes of this contract. Contractor and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the COLLEGE or as provided by law. Contractor agrees to implement physical, electronic and managerial safeguards to prevent unauthorized access to personal information.

The COLLEGE reserves the right to monitor, audit, or investigate the use of personal information collected, used or acquired by the contractor through this contract. The monitoring, auditing or investigating may include but is not limited to "salting" by the COLLEGE. Contractor shall certify return or destruction of all personal information upon expiration of this contract. Salting is the act of placing a record containing unique but false information in a database that can be used later to identify inappropriate disclosure of data contained in the database.

Any breach of this provision may result in termination of the contract and the demand for return of all personal information. The Contractor agrees to indemnify and hold harmless the COLLEGE for any damages related to the Contractor's unauthorized use of personal information.

For purposes of this provision, personal information includes, but is not limited to, information identifiable to an individual that relates to a natural person's health, finances, education, business, use or receipt of governmental services, or other activities, names, addresses, telephone numbers, social security numbers, driver license numbers, financial profiles, credit card numbers, financial identifiers and other identifying numbers.

PUBLICITY -- The Contractor agrees to submit to the COLLEGE all advertising and publicity matters relating to this Contract which, in the COLLEGE'' judgment, COLLEGE'' name can be implied or is specifically mentioned. The Contractor agrees not to publish or use such advertising and publicity matters without the prior written consent of the COLLEGE.

RECORDS MAINTENANCE -- The Contractor shall maintain complete financial records relating to this contract and the services rendered including all books, records, documents, magnetic media, receipts, invoices and other evidence relating to this contract and performance of the services described herein, including but not limited to, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records including materials generated under the contract, shall be subject at all reasonable times to inspection, review, or audit by the COLLEGE, the Office of the State Auditor, and federal and state officials so authorized by law, rule, regulation, or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

REGISTRATION WITH DEPARTMENT OF REVENUE -- The Contractor shall complete registration with the Washington State Department of Revenue and be responsible for payment of all taxes due on payments made under this contract.

RIGHT OF INSPECTION -- The Contractor shall provide right of access to its facilities to the COLLEGE, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this contract.

SAVINGS -- In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the COLLEGE may terminate the contract under the "Termination for Convenience" clause, without the ten day notice requirement, subject to renegotiation at the COLLEGE's discretion under those new funding limitations and conditions.

SEVERABILITY – The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

SITE SECURITY – While on COLLEGE premises, Contractor, its agents, employees, or subcontractors shall conform in all respects with physical, fire or other security regulations.

SUBCONTRACTING -- Neither the Contractor nor any Subcontractor shall enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of the COLLEGE.

TAXES – All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.

TERMINATION FOR CAUSE – In the event the COLLEGE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, the COLLEGE has the right to suspend or terminate this Contract. This COLLEGE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 3 days, the contract may be terminated. The COLLEGE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by the COLLEGE to terminate the contract.

In the event of termination, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g. cost of the competitive bidding, mailing, advertising and staff time. The termination shall be deemed to be a “Termination for Convenience” if it is determined that the Contractor: (I) was not in default, or (2) failure to perform was outside of his or her control, fault or negligence. The rights and remedies of the COLLEGE provided in this contract are not exclusive and are in addition to any other rights and remedies provided by law.

TERMINATION FOR CONVENIENCE -- Except as otherwise provided in this contract, the COLLEGE may, by 10 days written notice, beginning on the second day after the mailing, terminate this contract, in whole or in part. If this contract is so terminated, the COLLEGE shall be liable only for payment required under the terms of this contract for services rendered or goods delivered prior to the effective date of termination.

TERMINATION PROCEDURES -- Upon termination of this contract, the COLLEGE, in addition to any other rights provided in this contract, may require the Contractor to deliver to the COLLEGE any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The COLLEGE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by the COLLEGE, and the amount agreed upon by the Contractor and the COLLEGE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services which are accepted by the COLLEGE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the COLLEGE shall determine the extent of the liability of the COLLEGE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. The COLLEGE may withhold from any amounts due the Contractor such sum as the COLLEGE determines to be necessary to protect the COLLEGE against potential loss or liability.

The rights and remedies of the COLLEGE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Agent, the Contractor shall:

1. Stop work under the contract on the date, and to the extent specified, in the notice;
2. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
3. Assign to the COLLEGE, in the manner, at the times, and to the extent directed by the Agent, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the COLLEGE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts.

4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the COLLEGE to the extent COLLEGE may require, which approval or ratification shall be final for all the purposes of this clause;
5. Transfer title to the COLLEGE and deliver in the manner, at the times, and to the extent directed by the COLLEGE any property which, if the contract had been completed, would have been required to be furnished to the COLLEGE;
6. Complete performance of such part of the work as shall not have been terminated by the COLLEGE; and
7. Take such action as may be necessary, or as the COLLEGE may direct, for the protection and preservation of the property related to this contract which is in the possession of the Contractor and in which the COLLEGE has or may acquire an interest.

TREATMENT OF ASSETS --

A. Title to all property furnished by the COLLEGE shall remain in the COLLEGE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in the COLLEGE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in the COLLEGE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by the COLLEGE in whole or in part, whichever first occurs.
B. Any property of the COLLEGE furnished to the Contractor shall, unless otherwise provided herein or approved by the COLLEGE, be used only for the performance of this contract.
C. The Contractor shall be responsible for any loss or damage to property of the COLLEGE which results from the negligence of the CONTRACTOR or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
D. If any COLLEGE property is lost, destroyed or damaged, the Contractor shall immediately notify the COLLEGE and shall take all reasonable steps to protect the property from further damage.
E. The Contractor shall surrender to the COLLEGE all property of the COLLEGE prior to settlement upon completion, termination or cancellation of this contract.
F. All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

WAIVER -- Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this contract unless stated to be such in writing and signed by the COLLEGE.

Attachment A

Amended Scope of Work and Fees

Thank you for the opportunity to submit a revised proposal for services to Green River College ("the College"), aimed at analyzing and reporting on the key factors contributing to a recent notable shift in financial position.

Recommendation on Scope Period: The College requested the evaluation for FY22-25. However, we recommend extending that timeframe to include FY2019-21 to establish a baseline understanding pre-pandemic. The proposal is written per the College's requested timeframe, with an option to "upgrade" covering the additional years with the same procedures at a slightly increased cost.

Based on our discussions with you, our understanding of the goals for this project includes the following:

- **Understand the factors contributing to the recent shift in financial position since 2020;**
- **Perform an independent review of the College's financial management and budgeting practices to understand contributing factors to the shift in financial position;**
- **Better understand how financial information has been communicated to stakeholders;**
- **Improve confidence and transparency in the budgetary and financial functions going forward.**

We propose a three-phase approach to this engagement: Phase One focuses on planning and information gathering, Phase Two involves a focused financial evaluation, and Phase Three culminates in detailed reporting. Each phase is outlined in the sections below.

PHASE ONE: PLANNING & INFORMATION REQUESTS

1. **Planning**
    a. **We will hold an entrance conference with management and/or the Board to discuss:**
        i. **Timing of procedures and availability of staff**
        ii. **Timing of periodic updates**
        iii. **Expectations for the final product from these services**
        iv. **Any specific concerns management has and would like addressed as part of this project**
        v. **Possible revisions to scope to fine tune the procedures and/or timeframe under evaluation.**
2. **Information Requests**
    a. **Based on finalized scope we will begin requesting relevant administrative and financial information for 2019-2025, including, but not limited to:**
        i. **Accounting Policies and Procedures Manual, and any changes during the time period**
        ii. **Desk Manuals (if available) for relevant accounting processes**
        iii. **Annual reports, SAO Financial Statement Audits, and SAO Accountability Reports for 2019-2025 (we can get most SAO reports from their website but you may have some that aren't yet uploaded).**
        iv. **Schedule of Expenses by Major Category for 2019-2025 (See our template)**
        v. **Schedule of Budgeted Expenses by Major Category for 2019-2025 (See our template)**
        vi. **Schedule with salaries, benefits, payroll taxes, and FTEs for 2019-2025**
        vii. **Schedule of expenses by College Division from 2019 to 2025 showing variances from year to year (we will provide a template).**
        viii. **Breakdown of student count by types of students for 2019 – 2025**
        ix. **Schedule showing revenues, expenses, net income, and fund balance for the past 10 years.**
        x. **Schedule of COVID funds received by year and source from 2020 to 2025**
        xi. **Schedule of Executive Level compensation from 2019 – 2025.**
        xii. **Schedule showing budgeted versus actual revenues, expenses, and fund balance from 2016-2025**
        xiii. **Listing of Board meetings for 2019 – 2025 for us to select a sample and obtain the Board packet for the meetings selected.**
        xiv. **Contact information for leadership team and accounting team, and a point of contact to help coordinate interviews.**

PHASE TWO: FINANCIAL EVALUATION

We have aligned our procedures with the structure outlined in the College's revised Request for Proposal to ensure clarity and ease of use.

Fiscal Situation

1. **Evaluate the causes and nature of the increase in College expenses and the decline in fund balance between fiscal years 2019 and 2025.**
    a. **What were the primary drivers and factors of expense growth?**
        i. **Obtain a schedule of expenses for each year from 2019 through 2025 showing expenses by major expense categories and showing the changes from year to year (We will provide a template for the College's accounting team to complete). We include years back to 2019 to have a feel for normal spending pre-pandemic.**
        ii. **Investigate any fluctuations between years greater than $1 million through inquiry and review of G/L detail.**
        iii. **Schedule out Executive Level Compensation and investigate unusual fluctuations.**

    b. **How have the proportional allocations across different budget areas changed during this period?**
        i. **Obtain a schedule of budgeted expenses for each year from 2019 through 2025 showing expenses by major expense categories and showing the changes from year to year (We will provide a template for the College's accounting team to complete).**
        ii. **Investigate any fluctuations between years greater than $1 million through inquiry and review of G/L detial.**
        iii. **Investigate any summary account with a 2019 expense total of greater than $1 million which has increased more than 10% beyond inflation (29.3%) between 2019 and 2025.**

    c. **How does the College's spending growth compare to Washington's inflation rate?**
        i. **Using the expense analysis above, calculate the growth rate of expenses by major categories.**
        ii. **Compare the expense growth rates with Washington State's inflation rate.**
        iii. **For those major expense categories greater than the inflation rate, obtain an explanation from management.**

    d. **How have legislative mandates influenced the college's spending (COLAs, specific allocations, etc.)?**
        i. **Interview the President and Sr. Director of Financial Services regarding the impacts of legislative mandates on budgets, revenues, and expenses for the period from 2019-2025.**
        ii. **Compare responses with results from other procedures performed during this project and expectations.**

    e. **What impact have changes in employee headcount had on the overall increase in salary and benefits expenses?**

i. **Calculate salaries, benefits, and payroll taxes per FTE for the period from 2019 to 2025.**
ii. **Ask Sr. Director of Financial Services about any changes greater that 3% from year to year.**

f. **How have operating expenditures by College Division (Sr. Director of Financial Services area of responsibility) increased?**
   i. **Obtain a schedule of expenses by College Division from 2019 to 2025 showing variances from year to year (we will provide a template).**
   ii. **We will investigate any variances greater than $1 million by reviewing general ledger detail and inquiry of the Sr. Director of Financial Services.**

g. **How have budget accounts changed over the period?**
   i. **Compare growth rate of budgeted expenses from 2019 to 2025 with Washington's inflation rate, and growth rate in students.**
   ii. **Review results with Sr. Director of Financial Services to discuss changes in budget growth rate versus changes in inflation or student counts.**

2. **Evaluate the state of the fund balance.**
   a. **How did the fund balance decline over time?**
      i. **Obtain schedule showing revenues, expenses, net income, and fund balance for the past 10 years.**
      ii. **Compare with changes in student count and inflation during that same period.**
      iii. **Obtain financial statements for Tacoma Community College ("TCC") and Everett Community College ("ECC") from the SAO website for as many years as possible between 2016 and 2025. Also, look on their websites for annual reports that include their financial statements.**
      iv. **Compare the College's change in revenues, expenses and fund balance with TCC's and ECC's.**

   b. **To what degree did the reliance on and expenditure of temporary federal and state COVID funds contribute to the College 's permanent expense expansion?**
      i. **Obtain a schedule of COVID funds received from 2020 to 2025.**
      ii. **Back those amounts out of total revenue and recalculate net income and fund balance without the COVID funding for the period from 2020 to 2025.**

3. **Evaluate the College's effectiveness in predicting expenses.**
   a. **How accurately has the College predicted its actual expenses, and has this accuracy changed over time?**
      i. **Obtain a schedule showing budgeted versus actual revenues, expenses, and fund balance from 2016-2025.**
      ii. **Plot each of these on a graph to depict the differences over time pre-pandemic, during, and post-pandemic.**

Communications and Internal Controls

4. **Evaluate the adequacy of the College's internal financial controls, decision-making processes, and reporting mechanisms at various levels for an organization of its size.**
   a. **How well did the College adhere to its internal controls?**

i. **Review SAO accountability reports and any financial statement findings reported in annual audit reports.**
    1. **Determine if any findings are recurring, and if so, find out why.**

b. **Review the data presented to the Board of Trustees ("BOT") in prior years to assess the financial data presented to the BOT. Is there any data that would typically be expected to be presented to a board that is not presented?**
    i. **Select one financial report for one meeting per year for the years 2019 to 2025.**
    ii. **Agree numbers to general ledger.**
    iii. **Determine if the Board is getting a balance sheet, a budget to actual income statement, and investment summary.**
    iv. **Review any narrative provided to determine if the message is consistent with the financial statements.**
    v. **Determine if other financial information is provided that is tied to strategic goals to help track progress in achieving those goals.**
    vi. **Interview the Board Chair to determine if there is any information not being provided that they need.**

c. **How thoroughly did the data presented reflect the fiscal situation at the time?**
    i. **Conclude on results of analyses above and consider recommendations to improve reporting processes.**

5. **Evaluate how accurately the College's leadership (given knowledge at the time) communicate the college's financial condition.**
    a. **To what extent were the College's financial communications to all staff accurate and comprehensive?**
        i. **Gain an understanding of what mechanisms management used to communicate financial condition.**
        ii. **Compare these communications with results from procedures above for comprehensiveness and accuracy.**

    b. **Review included communications to all staff to assess their accuracy, clarity, and overall effectiveness in conveying the College's financial state.**
        i. **Based on procedures above, conclude on accuracy, clarity and overall effectiveness of communications in conveying the true financial state.**

PHASE THREE: REPORTING:
After completion of the first two phases, we will hold an exit conference, followed by issuance of a draft report with recommendations, and then a final report based upon your feedback, discussions, and revisions.

1. **Exit Conference: Because these types of documents can be subject to public disclosure requirements, we have found it best to hold an exit conference meeting with management to discuss preliminary findings and recommendations. The goal is to ensure that there have been no misconceptions or miscommunications prior to committing something to writing.**
2. **Draft Report: Prepare a draft report with sections for executive summary, background and scope, findings and recommendations, and appendices with detailed supporting information. We will provide actionable recommendations to enhance financial transparency, strengthen**

budgeting processes, and rebuild stakeholder confidence for the upcoming budget cycles. These recommendations will include:

a. **Processes for identifying potential financial risks and developing mitigation strategies.**
b. **Effectiveness for contingency planning for budgetary shortfalls.**
c. **Implementation and monitoring of early warning financial indicators.**
d. **Integration of stakeholder input into budget development process.**
e. **Development of robust financial projections.**
f. **Implementation and development of communication protocols to accurately and effectively communicate the college's financial state.**
g. **Other best practice recommendations noted during the project.**

3. **Review draft with management to ensure all are comfortable with the tone and content and revise as necessary.**
4. **Issue final report**
5. **Present to the College Board, if desired.**

Estimated Cost = $49,000 (including travel, out-of-pocket costs, and technology fee).

Clark Nuber 26-1367

Final Audit Report 2025-12-05

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Transaction ID:	CBJCHBCAABAASbagt4Y7f8MQurGyBts5tmZiBiHDatzx

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Management Letter

LETTER OF REPRESENTATION TO BE TYPED ON CLIENT LETTERHEAD
(USE THIS TEMPLATE FOR GAAP AUDITS)

August 31, 2022

Washington State Auditor's Office
3200 Sunset Way, SE
Olympia, WA 98501

To the Office of the Washington State Auditor:

We are providing this letter in connection with your audit of Green River College for the period from July 1, 2020 through June 30, 2021. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquires to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

General Representations:

1. We have provided you with unrestricted access to people you wished to speak with and made available requested and relevant information of which we are aware, including:
    a. Financial records and related data.
    b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
    c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
    d. Communications from regulatory agencies, government representatives or others concerning possible material noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
    e. Related party relationships and transactions.
    f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.

2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.

3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.

4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.

5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.

6. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.

7. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.

8. We have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.

9. In accordance with RCW 43.09.200, all transactions have been properly recorded in the financial records, notwithstanding immaterial uncorrected items referenced below.

10. We understand our federal tax responsibilities for any Unrelated Business Income (UBI) and have evaluated our operations to identify any such taxable income. We have no UBI subject to tax after deducting directly connected expenses.

Additional representations related to the financial statements:

11. We acknowledge our responsibility for fair presentation of financial statements and believe financial statements are fairly presented in conformity with generally accepted accounting principles in the United States of America.

12. We acknowledge our responsibility for establishing and maintaining effective internal control over financial reporting.

13. The financial statements include financial information of the primary government and all component units, fiduciary and other activity required by generally accepted accounting principles to be included in the financial reporting entity.

14. The financial statements properly classify all funds and activities.

15. All funds that meet the quantitative criteria in GASB requirements or are otherwise particularly important to financial statement users, are presented as major funds.

16. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported and depreciated as applicable.

17. We have no plans or intentions that may materially affect the reported value or classification of assets, liabilities or net position.

18. Revenues are appropriately classified by fund and account.

19. Expenses have been appropriately classified by fund and account, and allocations have been made on a reasonable basis.

20. Net position components (net investment in capital assets, restricted and unrestricted) are properly classified and, as applicable, approved.

21. Significant assumptions we used in making accounting estimates are reasonable.

22. The following have been properly classified, reported and disclosed in the financial statements, as applicable:

    a. Interfund, internal, and intra-entity activity and balances.

    b. Related-party transactions, including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.

    c. Joint ventures and other related organizations.

    d. Guarantees under which the government is contingently liable.

    e. All events occurring subsequent to the fiscal year end through the date of this letter that would require adjustment to, or disclosure in, the financial statements.

    f. Effects of all known actual or possible litigation, claims, assessments, violations of laws, regulations, contracts or grant agreements, and other loss contingencies.

23. We have accurately disclosed to you all known actual or possible pending or threatened litigation, claims or assessments whose effects should be considered when preparing the financial statements. We have also accurately disclosed to you the nature and extent of our consultation with outside attorneys concerning litigation, claims and assessments.

24. We acknowledge our responsibility for reporting supplementary information (Requires Supplementary Information) in accordance with applicable requirements and believe supplementary information is fairly presented, in both form and content in accordance with those requirements.

25. We have disclosed to you all significant changes to the methods of measurement and presentation of supplementary information, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation.

26. We acknowledge our responsibility for the supplementary information required by generally accepted accounting principles in the United States (RSI) and believe RSI is measured and presented within prescribed guidelines.

27. We have disclosed to you all significant changes in the methods of measurement and presentation of RSI, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation of the RSI.

28. We believe the effects of uncorrected financial statement misstatements summarized in the schedule of uncorrected items provided to us by the auditor are not material, both individually and in the aggregate, to each applicable opinion unit.

29. We acknowledge our responsibility not to publish any document containing the audit report with any change in the financial statements, supplementary and other information referenced in the auditor's report. We will contact the auditor if we have any needs for publishing the audit report with different content included.

Dr. Suzanne Johnson
President

Janee Sommerfeld
Senior Director of Financial Services

GRC Foundation Audited Financial Statements June 30, 2024-Final Audit Report for 2023.2024

Green River College Foundation and Subsidiary

Consolidated Financial Statements
Years Ended June 30, 2024 and 2023

The report accompanying these financial statements was issued by BDO USA, P.C., a Virginia professional corporation, and the U.S. member of BDO International Limited, a UK company limited by guarantee.

Green River College Foundation and Subsidiary

Consolidated Financial Statements
Years Ended June 30, 2024 and 2023

Green River College Foundation and Subsidiary

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Two Union Square, 601 Union Street
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Seattle, WA 98101

Independent Auditor's Report

Board of Directors
Green River College Foundation
Auburn, Washington

Opinion

We have audited the consolidated financial statements of Green River College Foundation and Subsidiary (the Foundation), which comprise the consolidated statements of financial position as of June 30, 2024 and 2023, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

In our opinion, based on our audits and the reports of the other auditors, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Foundation as of June 30, 2024 and 2023, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of the G.R.C.C. Student Village, L.L.C., a wholly owned subsidiary, whose statements reflect total assets of $8,875,208 and $8,874,054 at June 30, 2024 and 2023, respectively, and total revenues of $3,303,290 and $2,994,318 for the years then ended. Those statements were audited by other auditors, whose reports have been furnished to us, and our opinion, insofar as it relates to the amounts included for G.R.C.C. Student Village, L.L.C., is based solely on the reports of the other auditors.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Foundation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

BDO USA, P.C., a Virginia professional corporation, is the U.S. member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

BDO is the brand name for the BDO network and for each of the BDO Member Firms.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern within one year after the date that the consolidated financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

BDO USA, P.C.

November 4, 2025

Consolidated Financial Statements

Green River College Foundation and Subsidiary

Consolidated Statements of Financial Position

June 30,

	2024			2023		
	Foundation	**LLC**	**Total**	Foundation	LLC	Total
Assets						
Cash and cash equivalents	**$ -**	**$ 1,832,746**	**$ 1,832,746**	$ -	$ 1,580,071	$ 1,580,071
Cash and cash equivalents held for endowment	**272,820**	**-**	**272,820**	387,783	-	387,783
Pooled investments	**27,413,101**	**-**	**27,413,101**	24,061,049	-	24,061,049
Investments - debt reserves	**-**	**586,699**	**586,699**	-	597,687	597,687
Accounts and pledges receivable, less allowance for credit losses of $27,548 and $31,651, respectively	**77,597**	**285,253**	**362,850**	59,079	230,128	289,207
Installment contracts receivable	**46,946**	**-**	**46,946**	45,677	-	45,677
Annuity policies	**808,796**	**-**	**808,796**	756,935	-	756,935
Land, at cost	**367,808**	**-**	**367,808**	367,808	-	367,808
Buildings and equipment, net	**230,218**	**6,147,344**	**6,377,562**	115,791	6,186,486	6,302,277
Fair value of interest rate swap agreement	**-**	**-**	**-**	-	250,857	250,857
Other assets	**2,043**	**23,166**	**25,209**	1,987	28,825	30,812
Total Assets	**$ 29,219,329**	**$ 8,875,208**	**$ 38,094,537**	$ 25,796,109	$ 8,874,054	$ 34,670,163
Liabilities and Net Assets						
Liabilities						
Accounts payable and other	**$ 136,016**	**$ 244,985**	**$ 381,001**	$ 63,021	$ 232,146	$ 295,167
Annuities payable	**229,058**	**-**	**229,058**	242,944	-	242,944
Unearned lease revenue	**-**	**437,382**	**437,382**	-	410,407	410,407
Interest payable	**-**	**45,633**	**45,633**	-	29,560	29,560
Notes payable, net	**-**	**9,500,376**	**9,500,376**	-	9,458,204	9,458,204
Total Liabilities	**365,074**	**10,228,376**	**10,593,450**	305,965	10,130,317	10,436,282
Net Assets						
Without donor restrictions:						
Without donor restrictions - Foundation	**12,774,474**	**-**	**12,774,474**	10,683,971	-	10,683,971
Member's deficit – LLC	**-**	**(1,353,168)**	**(1,353,168)**	-	(1,256,263)	(1,256,263)
With donor restrictions	**16,079,781**	**-**	**16,079,781**	14,806,173	-	14,806,173
Total Net Assets	**28,854,255**	**(1,353,168)**	**27,501,087**	25,490,144	(1,256,263)	24,233,881
Total Liabilities and Net Assets	**$ 29,219,329**	**$ 8,875,208**	**$ 38,094,537**	$ 25,796,109	$ 8,874,054	$ 34,670,163

See accompanying notes to consolidated financial statements.

Green River College Foundation and Subsidiary

Consolidated Statement of Activities

Year ended June 30, 2024

	Without Donor Restrictions	With Donor Restrictions	Total Foundation	LLC	Total
Support and Revenue					
Contributions	$ 616,268	$ 739,438	$ 1,355,706	$ -	$ 1,355,706
Value of services per agreement with GRC	503,146	-	503,146	-	503,146
Realized and unrealized gain on investments	1,363,175	1,205,949	2,569,124	-	2,569,124
Interest and dividends	376,136	353,794	729,930	22,707	752,637
Lease revenue	129,923	-	129,923	3,130,403	3,260,326
Program fees	2,960	-	2,960	-	2,960
Fundraisers	37,965	5,127	43,092	-	43,092
Change in annuities payable	-	(30,614)	(30,614)	-	(30,614)
Other	8,108	(647)	7,461	150,180	157,641
Net assets released from restrictions and other transfers	999,439	(999,439)	-	-	-
Total Support and Revenue	4,037,120	1,273,608	5,310,728	3,303,290	8,614,018
Expenses					
Program services	1,302,567	-	1,302,567	3,208,360	4,510,927
General and administration	277,174	-	277,174	200,278	477,452
Fundraising	366,876	-	366,876	-	366,876
Total Expenses	1,946,617	-	1,946,617	3,408,638	5,355,255
Change in Net Assets from Operating Activities	2,090,503	1,273,608	3,364,111	(105,348)	3,258,763
Change in Fair Value of Interest Rate Swap Agreement	-	-	-	8,443	8,443
Change in Net Assets Without Donor Restrictions	2,090,503	-	2,090,503	(96,905)	1,993,598
Change in Net Assets with Donor Restrictions	-	1,273,608	1,273,608	-	1,273,608
Total Change in Net Assets	2,090,503	1,273,608	3,364,111	(96,905)	3,267,206
Net Assets (Deficit), beginning of year	10,683,971	14,806,173	25,490,144	(1,256,263)	24,233,881
Net Assets (Deficit), end of year	$ 12,774,474	$ 16,079,781	$ 28,854,255	$ (1,353,168)	$ 27,501,087

See accompanying notes to consolidated financial statements.

Green River College Foundation and Subsidiary

Consolidated Statement of Activities

Year ended June 30, 2023

	Without Donor Restrictions	With Donor Restrictions	Total Foundation	LLC	Total
Support and Revenue					
Contributions	$ 126,915	$ 689,075	$ 815,990	$ -	$ 815,990
Value of services per agreement with GRC	493,122	-	493,122	-	493,122
Realized and unrealized gain on investments	738,222	737,762	1,475,984	-	1,475,984
Interest and dividends	325,587	377,855	703,442	4,126	707,568
Lease revenue	111,177	-	111,177	2,853,920	2,965,097
Program fees	2,000	-	2,000	-	2,000
Fundraisers	29,139	5,247	34,386	-	34,386
Change in annuities payable	-	(30,042)	(30,042)	-	(30,042)
Other	1,456	54,572	56,028	136,272	192,300
Net assets released from restrictions and other transfers	993,158	(993,158)	-	-	-
Total Support and Revenue	2,820,776	841,311	3,662,087	2,994,318	6,656,405
Expenses					
Program services	1,285,214	-	1,285,214	2,523,701	3,808,915
General and administration	286,198	-	286,198	211,376	497,574
Fundraising	325,749	-	325,749	-	325,749
Total Expenses	1,897,161	-	1,897,161	2,735,077	4,632,238
Change in Net Assets from Operating Activities	923,615	841,311	1,764,926	259,241	2,024,167
Change in Fair Value of Interest Rate Swap Agreement	-	-	-	333,234	333,234
Change in Net Assets Without Donor Restrictions	923,615	-	923,615	592,475	1,516,090
Change in Net Assets with Donor Restrictions	-	841,311	841,311	-	841,311
Total Change in Net Assets	923,615	841,311	1,764,926	592,475	2,357,401
Net Assets (Deficit), beginning of year	9,760,356	13,964,862	23,725,218	(1,848,738)	21,876,480
Net Assets (Deficit), end of year	$ 10,683,971	$ 14,806,173	$ 25,490,144	$ (1,256,263)	$ 24,233,881

See accompanying notes to consolidated financial statements.

Green River College Foundation and Subsidiary

Consolidated Statement of Functional Expenses

Year ended June 30, 2024

	Program Services			General and Administration				
	Foundation	LLC	Total Program	Foundation	LLC	Total General and Administration	Fundraising	Total
Building and maintenance	$ -	$ 793,284	$ 793,284	$ -	$ -	$ -	$ -	$ 793,284
Interest	-	773,364	773,364	41	-	41	-	773,405
Personnel assistance	50,052	499,258	549,310	-	-	-	131,723	681,033
Depreciation	40,538	537,755	578,293	-	-	-	-	578,293
Scholarships	578,072	-	578,072	-	-	-	-	578,072
In-kinds from GRC	235,964	-	235,964	193,231	-	193,231	73,951	503,146
Rent and utilities	-	369,396	369,396	-	-	-	-	369,396
Donations	222,149	-	222,149	-	-	-	-	222,149
Management fees	-	-	-	-	158,286	158,286	-	158,286
Taxes and insurance	-	138,706	138,706	14,062	-	14,062	-	152,768
Program development	143,239	-	143,239	261	-	261	132	143,632
Professional fees	4,350	-	4,350	53,000	40,091	93,091	6,665	104,106
Other	12,072	93,366	105,438	(21,474)	1,901	(19,573)	3,200	89,065
Software support	-	-	-	15,541	-	15,541	71,303	86,844
Hosting	8,888	-	8,888	-	-	-	39,330	48,218
Office expense	2,123	-	2,123	12,980	-	12,980	13,607	28,710
Printing	-	-	-	-	-	-	15,299	15,299
Trophies and awards	1,644	-	1,644	9,532	-	9,532	1,622	12,798
Administrative	3,476	-	3,476	-	-	-	9,309	12,785
Travel	-	3,231	3,231	-	-	-	735	3,966
Total Expenses	$ 1,302,567	$ 3,208,360	$ 4,510,927	$ 277,174	$ 200,278	$ 477,452	$ 366,876	$ 5,355,255

See accompanying notes to consolidated financial statements.

Green River College Foundation and Subsidiary

Consolidated Statement of Functional Expenses

Year ended June 30, 2023

	Program Services			General and Administration				
	Foundation	LLC	Total Program	Foundation	LLC	Total General and Administration	Fundraising	Total
Building and maintenance	$ -	$ 636,546	$ 636,546	$ -	$ -	$ -	$ -	$ 636,546
Interest	-	382,705	382,705	514	-	514	-	383,219
Personnel assistance	84,116	366,162	450,278	-	-	-	137,630	587,908
Depreciation	38,552	573,768	612,320	-	-	-	-	612,320
Scholarships	693,962	-	693,962	-	-	-	-	693,962
In-kinds from GRC	220,583	-	220,583	188,032	-	188,032	84,507	493,122
Rent and utilities	-	352,929	352,929	-	-	-	-	352,929
Donations	16,054	-	16,054	-	-	-	-	16,054
Management fees	-	-	-	-	148,084	148,084	-	148,084
Taxes and insurance	-	111,682	111,682	13,201	-	13,201	-	124,883
Program development	156,869	-	156,869	-	-	-	-	156,869
Professional fees	3,050	-	3,050	38,005	50,853	88,858	400	92,308
Other	29,925	79,690	109,615	1,038	12,439	13,477	13,202	136,294
Software support	-	-	-	14,056	-	14,056	46,839	60,895
Hosting	6,711	-	6,711	-	-	-	23,738	30,449
Office expense	1,248	-	1,248	12,898	-	12,898	-	14,146
Printing	-	-	-	-	-	-	14,343	14,343
Trophies and awards	33,684	-	33,684	18,059	-	18,059	1,410	53,153
Administrative	69	-	69	395	-	395	715	1,179
Travel	391	20,219	20,610	-	-	-	2,965	23,575
Total Expenses	$ 1,285,214	$ 2,523,701	$ 3,808,915	$ 286,198	$ 211,376	$ 497,574	$ 325,749	$ 4,632,238

See accompanying notes to consolidated financial statements.

Green River College Foundation and Subsidiary

Consolidated Statements of Cash Flows

Year ended June 30,

	2024			2023		
	Foundation	**LLC**	**Total**	Foundation	LLC	Total
Cash Flows from Operating Activities						
Change in net assets	**$ 3,364,111**	**$ (96,905)**	**$ 3,267,206**	$ 1,764,926	$ 592,475	$ 2,357,401
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:						
Depreciation and amortization	**40,538**	**537,755**	**578,293**	38,552	573,768	612,320
Amortization of debt issuance costs	**-**	**214,574**	**214,574**	-	17,375	17,375
Realized and unrealized gains on pooled investments and annuity policies	**(2,569,124)**	**-**	**(2,569,124)**	(1,475,984)	-	(1,475,984)
Gain on termination of interest rate swap agreement	**-**	**(8,443)**	**(8,443)**	-	-	-
Change in fair value of interest rate swap agreement	**-**	**-**	**-**	-	(333,234)	(333,234)
Contributions restricted for long-term purposes	**(129,839)**	**-**	**(129,839)**	(304,667)	-	(304,667)
Dividends and interest restricted for long-term purposes	**(242,753)**	**-**	**(242,753)**	(120,742)	-	(120,742)
Change in value of annuities payable	**30,614**	**-**	**30,614**	30,042	-	30,042
Changes in operating assets and liabilities:						
Accounts and pledges receivable, net	**(18,518)**	**(55,127)**	**(73,645)**	23,467	24,721	48,188
Installment contracts receivable	**(1,269)**	**-**	**(1,269)**	2,031	-	2,031
Other assets	**(56)**	**5,659**	**5,603**	71	(8,913)	(8,842)
Accounts payable and other	**72,995**	**12,839**	**85,834**	1,688	(135,549)	(133,861)
Unearned lease revenue	**-**	**26,975**	**26,975**	-	63,094	63,094
Interest payable	**-**	**16,073**	**16,073**	-	(1,912)	(1,912)
Net Cash Provided by (Used in) Operating Activities	**546,699**	**653,400**	**1,200,099**	(40,616)	791,825	751,209
Cash Flows from Investing Activities						
Proceeds from sale of investments	**394,500**	**-**	**394,500**	1,888,853	-	1,888,853
Purchase of investments	**(1,229,289)**	**-**	**(1,229,289)**	(1,990,319)	-	(1,990,319)
Net proceeds of LLC investments	**-**	**10,988**	**10,988**	-	262,287	262,287
Purchases of buildings and equipment	**(154,965)**	**(78,332)**	**(233,297)**	-	-	-
Additions to construction in progress	**-**	**(420,281)**	**(420,281)**	-	-	-
Net Cash Provided by (Used in) Investing Activities	**(989,754)**	**(487,625)**	**(1,477,379)**	(101,466)	262,287	160,821
Cash Flows from Financing Activities						
Proceeds from contributions restricted for long-term purposes	**129,839**	**-**	**129,839**	304,667	-	304,667
Interest and dividends restricted for reinvestment	**242,753**	**-**	**242,753**	120,742	-	120,742
Proceeds from termination of interest rate swap	**-**	**259,300**	**259,300**	-	-	-
Proceeds from note payable	**-**	**9,719,118**	**9,719,118**	-	-	-
Payment of debt issuance costs	**-**	**(80,494)**	**(80,494)**	-	-	-
Payments on notes and annuities payable	**(44,500)**	**(9,811,024)**	**(9,855,524)**	(44,500)	(625,184)	(669,684)
Net Cash Provided by (Used in) Financing Activities	**328,092**	**86,900**	**414,992**	380,909	(625,184)	(244,275)
Net Change in Cash and Cash Equivalents	**(114,963)**	**252,675**	**137,712**	238,827	428,928	667,755
Cash and Cash Equivalents, beginning of year	**387,783**	**1,580,071**	**1,967,854**	148,956	1,151,143	1,300,099
Cash and Cash Equivalents, end of year	**$ 272,820**	**$ 1,832,746**	**$ 2,105,566**	$ 387,783	$ 1,580,071	$ 1,967,854
Supplemental Disclosure of Cash Flow Information						
Cash paid for interest	**$ 41**	**$ 554,547**	**$ 554,588**	$ 514	$ 423,767	$ 424,281

See accompanying notes to consolidated financial statements.

Green River College Foundation and Subsidiary

Notes to Consolidated Financial Statements

1. Organization and Summary of Significant Accounting Policies

The Green River College Foundation (the Foundation) is a not-for-profit organization that provides community-oriented programs and broader educational opportunities to Green River College (GRC) students, staff, faculty, and residents of the surrounding communities. Through its fund development efforts, the Foundation is able to offer programs in arts and education, and recreational opportunities. The Foundation serves the communities of the Puyallup, Green and Cedar River Valleys, the Enumclaw plateau, and Federal Way.

The G.R.C.C. Student Village, L.L.C. (the LLC) is a wholly owned subsidiary of the Foundation. The LLC consists of a 343-bedroom housing facility located in Auburn, Washington for GRC. The LLC is operated under a management agreement between the Foundation and Capstone On-Campus Management, LLC (Capstone).

Principles of Consolidation

The consolidated financial statements include the accounts of the Foundation and its wholly owned subsidiary, the LLC. All significant inter-entity accounts and transactions have been eliminated in consolidation.

Use of Estimates

The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America (GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Basis of Presentation

Net assets, support and revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Foundation and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – These consist of net assets that are not subject to donor-imposed stipulations. Included in net assets without donor restrictions are net assets that are board-designated for quasi-endowments amounting to $10,157,042 and $8,902,404 at June 30, 2024 and 2023, respectively.

Net Assets with Donor Restrictions – These consist of net assets that are subject to donor-imposed stipulations that will be met by actions of the Foundation.

Net assets with donor restrictions consist of the following:

June 30,	**2024**	2023
Endowment assets	**$ 8,693,013**	$ 8,320,421
Unappropriated endowment earnings	**5,385,116**	4,627,467
Charitable gift annuity	**539,757**	478,440
School programs	**991,462**	1,008,497
Scholarships	**470,433**	371,348
	$ 16,079,781	$ 14,806,173

Revenues are reported as increases in net assets without donor restrictions unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restrictions. Gains and losses on investments and other assets or liabilities are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulation or by law. Expirations of restrictions on net assets (i.e., the donor-stipulated purpose has been fulfilled or the stipulated time period has lapsed) are reported as reclassifications between the applicable classes of net assets.

Fair Value Measurements

Fair value is defined as an exit price, representing the amount that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants. As such, fair value is a market-based measurement determined based on assumptions that market participants would use in pricing an asset or liability. There are three levels that prioritize the inputs used in measuring fair value, as follows:

Level 1 – This level consists of observable market inputs, such as quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 – This level consists of observable market inputs, other than quoted prices in active markets, that are observable either directly or indirectly.

Level 3 – This level consists of unobservable inputs where there is little or no market data, which require the reporting entity to develop its own assumptions.

An asset or liability's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement.

Revenue Recognition

Contribution revenue is recognized when the unconditional promise to give is made or when conditions on the contribution are substantially met. The Foundation has $315,302 in conditional grants outstanding as of June 30, 2024 that will be recognized as conditions are met. Conditions primarily relate to obtaining matching funding within certain budget periods.

Lease income is reported at the amount that reflects the consideration to which the Foundation expects to be entitled in exchange for providing tenant occupancy. Generally, tenants are billed at

the beginning of each quarter for that quarter's portion of the lease and the LLC recognizes revenue at that time. It is not uncommon for tenants to pay rent in advance. These amounts are recorded as unearned lease revenue on the consolidated statements of financial position.

Donated Goods, Services, and Investments

The Foundation reports gifts of nonfinancial assets as support without donor restriction unless explicit donor stipulations specify how the donated assets must be used. The Foundation recognizes contributions of services received if such services (a) create or enhance non-financial assets or (b) require specialized skill, are provided by individuals possessing those skills, and would typically need to be purchased if not contributed.

Donated goods and services are primarily personnel costs and other goods from GRC. Donated goods and services are recorded as in-kind contributions at their estimated fair values using prices for similar items at the date of donation (assuming appropriate accounting rules for recognition are met). The estimated fair value of the personnel services is based on actual costs to GRC (see Note 11). Donated investments are recorded at fair value on the date acquired and are converted to cash immediately thereafter.

Cash and Cash Equivalents

Cash and cash equivalents include short-term, highly liquid investments that are readily convertible to cash. Generally, only investments with original maturities of three months or less are considered in this category. The Foundation and the LLC maintain cash accounts in banks that are in excess of the amount insured by the Federal Deposit Insurance Corporation.

Cash and cash equivalents are made up of the following:

June 30,	**2024**	2023
Cash and cash equivalents	**$ 1,832,746**	$ 1,580,071
Cash and cash equivalents held for endowment	**272,820**	387,783
	$ 2,105,566	$ 1,967,854

Investments

Investments are reported at fair value. Unrealized gains and losses are included in the change in net assets in the accompanying consolidated statements of activities. Gains and losses on sales of investments are determined using the specific-identification method.

Receivables

Accounts receivable (and other receivables) that are expected to be collected within one year are stated at the amount management expects to collect from outstanding balances. Accounts receivable (and other receivables) that are expected to be collected in more than one year are initially recorded at the amount management expects to collect from outstanding balances and then discounted to present value. Management provides for an allowance for credit losses based on prior year bad debt expense, a review of the current status of existing receivables, and current economic

conditions. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the allowance and a credit to the receivable balance. The discounts on pledges receivable amounts expected to be collected in more than one year are computed using risk-adjusted rates applicable to the donors from which the promises are received. Amortization of the discounts is included in contribution revenue.

Buildings and Equipment

Buildings and equipment are carried at cost, if purchased, or fair value, if donated. Depreciation is computed on a straight-line basis using 30- or 31-year lives for buildings and five- to seven-year lives for furniture and equipment. All purchases greater than $5,000 that have a useful life of greater than one year are capitalized. Depreciation expense for the years ended June 30, 2024 and 2023, was $578,293 and $612,320, respectively.

Split-Interest Agreements

The Foundation receives contributions in the form of irrevocable split-interest agreements. These agreements include charitable gift annuities whereby the Foundation acts as trustee and holds the assets. The Foundation recognizes the assets (annuity policies) at fair value. The fair value of the distributions expected to be paid to the beneficiaries over the term of the agreement is recorded as a liability (annuities payable) and the difference is recorded as contribution revenue. The discount rates used to compute the present value of these annuities payable range from 2.50% to 5.00%, and the discount periods are based on Internal Revenue Service actuarial tables. As required by GAAP, discount rates are estimated based on the underlying asset mix and estimated maturity of the gifts. These are Level 3 inputs in the fair value hierarchy. As an issuer of charitable gift annuities, the Foundation has maintained minimum reserves as required by Washington State.

Changes to the present value of annuities payable were the result of the following:

Balance, June 30, 2022	$	257,402
Payments		(44,500)
Changes in actuarial assumptions		30,042
Balance, June 30, 2023		242,944
Payments		(44,500)
Changes in actuarial assumptions		30,614
Balance, June 30, 2024	$	229,058

Income Taxes

The Foundation is a tax-exempt organization under the provisions of the Internal Revenue Code Section 501(c)(3). The LLC is a single-member limited liability company that is disregarded as a separate entity for income tax purposes. As such, the activities are reported on the return of its sole member, the Foundation.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the consolidated statements of activities and functional expenses. Certain expenses are attributed to more than one program or supporting function. Accordingly, certain costs have been allocated among the programs and supporting services benefitted. The expenses that are allocated include personnel assistance and in-kinds from GRC, which are allocated on time and effort.

Recent Accounting Pronouncements Adopted

In June 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-13, *Financial Instruments – Credit Losses (Topic 326), Measurement of Credit Losses on Financial Instruments*, which changes the impairment model for most financial assets and certain other instruments. For trade and other receivables, contract assets recognized as a result of applying Accounting Standards Codification (ASC) 606, loans, and certain other instruments, entities will be required to use a new forward-looking "expected-loss" model that generally will result in earlier recognition of credit losses than under today's incurred loss model. The revised effective date is for annual periods beginning after December 15, 2022, and should be adopted using a modified retrospective approach, which applies a cumulative-effect adjustment to net assets as of the beginning of the first reporting period in which the guidance is effective. A prospective approach is required for debt securities for which an other-than-temporary impairment had been recognized before the effective date and loans and debt securities acquired with deteriorated credit quality. The Foundation adopted the new standard effective at the beginning of the period, July 1, 2023, on a modified retrospective approach with no impact on the consolidated statements of financial position, activities, or cash flows.

Subsequent Events

The Foundation has evaluated subsequent events through the date these consolidated financial statements were available to be issued, which was November 4, 2025.

2. Liquidity and Availability

The Foundation receives significant contributions with donor restrictions to be used in accordance with the associated purpose restrictions. It also receives gifts to establish endowments that will exist in perpetuity; the income generated from such endowments is used to fund programs and scholarships. In addition, the Foundation receives support without donor restrictions; such support has historically represented approximately 40% of annual program fundraising, with the remainder funded by investment income without donor restrictions and appropriated earnings from gifts with donor restrictions.

The Foundation considers investment income without donor restrictions, appropriated earnings from donor-restricted and board-designated (quasi-) endowments, contributions without donor restrictions, and contributions with donor restrictions for use in current programs that are ongoing, major, and central to its annual operations to be available to meet cash needs for general expenditures. General expenditures include administrative and general expenses, fundraising

expenses, and grant commitments expected to be paid in the subsequent year. Annual operations are defined as activities occurring during the Foundation's fiscal year.

The Foundation manages its cash available to meet general expenditures following three guiding principles:

- Operating within a prudent range of financial soundness and stability.
- Maintaining adequate liquid assets.
- Maintaining sufficient reserves to provide reasonable assurance that long-term grant commitments and obligations under endowments with donor restrictions and quasi-endowments that support mission fulfillment will continue to be met, ensuring the sustainability of the Foundation.

The table below presents financial assets available for general expenditures within one year:

June 30,	**2024**	2023
Financial Assets at Year-End		
Cash and cash equivalents	**$ 2,105,566**	$ 1,967,854
Accounts and pledges receivable	**362,850**	289,207
Installment contracts receivable	**46,946**	45,677
Annuity policies	**808,796**	756,935
Investments - debt reserves	**586,699**	597,687
Pooled investments	**27,413,101**	24,061,049
Total Financial Assets	**31,323,958**	27,718,409
Less amounts not available to be used within one year:		
Investments held in perpetuity	**(8,693,013)**	(8,320,421)
Investments held for quasi-endowments	**(10,157,042)**	(8,902,404)
Investments - debt reserves	**(586,699)**	(597,687)
Unappropriated endowment earnings	**(5,385,116)**	(4,627,467)
Other donor-restricted assets	**(2,001,652)**	(1,858,285)
Total Financial Assets Available to Meet Cash Needs for General Expenditures Within One Year	**$ 4,500,436**	$ 3,412,145

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3. Investments

Investments

The following table represents information about the Foundation's investments that have been measured at fair value on a recurring basis:

June 30,	**2024**	2023
Pooled Investments		
Mutual funds:		
Large blend mutual funds	**$ 11,839,323**	$ 10,769,624
Bond mutual funds	**7,990,822**	7,037,735
Foreign large blend mutual funds	**7,582,956**	3,561,265
Real estate investment trusts	**-**	2,391,584
Money market funds	**-**	300,841
Total Pooled Investments	**27,413,101**	24,061,049
Debt Reserves		
Cash and money market funds	**-**	337,390
Certificates of deposit (maturing through July 2024)	**586,699**	260,297
Total Debt Reserves	**586,699**	597,687
Annuity Policies		
Life insurance policy	**39,980**	35,550
Mutual funds		
Large blend mutual funds	**343,760**	325,727
Bond mutual funds	**229,702**	212,914
Foreign large blend mutual funds	**114,828**	107,718
Real estate investment trusts	**77,845**	72,341
Money market funds	**2,681**	2,685
Total Annuity Policies	**808,796**	756,935
	$ 28,808,596	$ 25,415,671

Debt Reserves

Under the terms of the LLC's financing agreements, various reserves must be established and maintained for each of the LLC's projects. These documents can restrict the types of investments that can be made and the requirements for collateralization.

4. Fair Value Measurements

The following tables present information about the Foundation's assets and liabilities that have been measured at fair value on a recurring basis as of June 30, 2024 and 2023, and indicate the classification by level of input within the fair value hierarchy:

June 30, 2024

	Level 1	Level 2	Level 3	Total
Assets (Liabilities)				
Pooled investments	$ 27,413,101	$ -	$ -	$ 27,413,101
Debt reserves	586,699	-	-	586,699
Annuity policies	768,816	-	39,980	808,796
Annuities payable	-	-	(229,058)	(229,058)

June 30, 2023

	Level 1	Level 2	Level 3	Total
Assets (Liabilities)				
Pooled investments	$ 24,061,049	$ -	$ -	$ 24,061,049
Debt reserves	597,687	-	-	597,687
Annuity policies	721,385	-	35,550	756,935
Annuities payable	-	-	(242,944)	(242,944)
Interest rate swap agreement	-	250,857	-	250,857

Pooled Investments

Mutual Funds - Pooled investments represent mutual funds and real estate investment trusts valued using quoted market prices in active markets. These investments are classified within Level 1 of the fair value hierarchy.

Debt Reserves

Investments in debt reserves consist of cash, money market investments, and certificates of deposit. These short-term investments are invested according to note payable documents, which work to mitigate the credit risk of those investments. Fair values are determined using quoted market prices in active markets and are classified within Level 1 of the fair value hierarchy.

Investments in Annuity Policies

Investments in annuity policies are invested in mutual funds classified within Level 1 of the fair value hierarchy, with the exception of the life insurance policy, which represents the cash surrender value of the policy, and is classified within Level 3 of the fair value hierarchy.

5. Endowment

The Foundation's endowments consist of approximately 88 individual funds established for a variety of purposes. Its endowment includes both donor-restricted endowment funds and funds designated by the Board of Directors to function as endowments (quasi-endowments). As required by GAAP, net assets associated with endowment funds, including quasi-endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

Interpretation of Relevant Law

The Board of Directors of the Foundation has interpreted the State of Washington Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies as net assets with donor restrictions (a) the original value of gifts donated to the endowment, plus (b) the original value of subsequent gifts to the endowment, plus 10% of investment income from endowment-restricted investments. The remaining portion of the donor-restricted endowment fund that is not classified as amounts to be held in perpetuity within donor-restricted net assets is classified within net assets as donor-restricted for time or purpose until those amounts are appropriated for expenditure by the Foundation in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted funds:

- The duration and preservation of the endowment fund.
- The purposes of the Foundation and donor-restricted endowment fund.
- General economic conditions.
- The possible effect of inflation or deflation.
- The expected total return from income and the appreciation of investments.
- Other resources of the Foundation.
- The investment policies of the Foundation.

Endowment net assets consist of the following:

June 30, 2024

	Without Donor Restrictions Quasi-Endowment	With Donor Restrictions Purpose and Time	With Donor Restrictions Endowment	Total
Donor-restricted endowment funds	$ -	$ 5,385,116	$ 8,693,013	$ 14,078,129
Board-designated quasi-endowment funds	10,157,042	-	-	10,157,042
Total Funds	$ 10,157,042	$ 5,385,116	$ 8,693,013	$ 24,235,171

Green River College Foundation and Subsidiary

Notes to Consolidated Financial Statements

June 30, 2023

	Without Donor Restrictions Quasi-Endowment	With Donor Restrictions Purpose and Time	With Donor Restrictions Endowment	Total
Donor-restricted endowment funds	$ -	$ 4,627,467	$ 8,320,421	$ 12,947,888
Board-designated quasi-endowment funds	8,902,404	-	-	8,902,404
Total Funds	$ 8,902,404	$ 4,627,467	$ 8,320,421	$ 21,850,292

Changes in endowment net assets are as follows:

June 30, 2024

	Without Donor Restrictions Quasi-Endowment	With Donor Restrictions Purpose and Time	With Donor Restrictions Endowment	Total
Endowment Net Assets, beginning of year	$ 8,902,404	$ 4,627,467	$ 8,320,421	$ 21,850,292
Investment return:				
Investment income	242,569	298,005	36,292	576,866
Net realized/unrealized gain	798,846	927,027	206,461	1,932,334
Total Investment Return	1,041,415	1,225,032	242,753	2,509,200
Contributions	474,091	4,355	129,839	608,285
Appropriation of endowment assets for expenditure	(260,868)	(471,738)	-	(732,606)
Endowment Net Assets, end of year	$ 10,157,042	$ 5,385,116	$ 8,693,013	$ 24,235,171

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June 30, 2023

	Without Donor Restrictions Quasi-Endowment	With Donor Restrictions Purpose and Time	With Donor Restrictions Endowment	Total
Endowment Net Assets, beginning of year	$ 8,407,121	$ 4,218,003	$ 7,834,428	$ 20,459,552
Investment return:				
Investment income	233,003	323,905	36,764	593,672
Net realized/unrealized gain	508,203	608,235	83,978	1,200,416
Total Investment Return	741,206	932,140	120,742	1,794,088
Contributions	504	293	304,667	305,464
Transfers	-	(60,584)	60,584	-
Appropriation of endowment assets for expenditure	(246,427)	(462,385)	-	(708,812)
Endowment Net Assets, end of year	$ 8,902,404	$ 4,627,467	$ 8,320,421	$ 21,850,292

Return Objectives and Risk Parameters

The Foundation has adopted an investment policy and spending guideline for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the Foundation must hold in perpetuity or for a donor-specified period, as well as quasi-endowment funds. Actual returns in any given year may vary from this amount.

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, the Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and yield (interest and dividends). The Foundation targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

Spending Policy and How the Investment Objectives Relate to Spending Policy

The Foundation has adopted a blended model spending guideline to calculate endowment spending. The model guarantees 80% of the previous fiscal year's spending adjusted for inflation plus 20% of the total market value of the endowment two years prior multiplied by a fixed spending rate of 4.5%. The Foundation's objective is to maintain the purchasing power of the endowment assets held in perpetuity or for a specified term, as well as to provide additional growth through new gifts and investment return. The Foundation also seeks to maximize the charitable impact specified in the individual endowment agreements.

Funds with Deficiencies

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor requires. In the cases when this happens, spending for that particular endowment is suspended to prevent spending of the corpus. In accordance with GAAP, deficiencies of this nature are reported in net assets without donor restrictions. There were no deficiencies at June 30, 2024 or 2023.

6. Buildings and Equipment

Buildings and equipment consist of the following:

June 30,	**2024**	2023
Buildings	**$ 15,091,843**	$ 14,925,174
Equipment	**2,140,256**	2,073,626
	17,232,099	16,998,800
Less: accumulated depreciation	**(11,391,695)**	(10,813,402)
	5,840,404	6,185,398
Construction in progress	**537,158**	116,879
	$ 6,377,562	$ 6,302,277

7. Notes Payable

The LLC entered into a note payable on August 28, 2013. Interest and principal payments were due monthly through July 1, 2035. The interest rate was set at a fluctuating rate per annum equal to 70% of BBA LIBOR, plus 1.50%, but was fixed by an interest rate swap agreement as discussed in Note 8.

On July 31, 2023, the LLC obtained new financing with a financial institution for a commercial loan in the amount of $9,719,118. The funds from this loan were used to pay off the outstanding note payable from 2013. The total amount of the payoff was $9,655,257. Interest and principal on the note are due monthly through maturity on August 1, 2033. Interest is calculated at a fluctuating rate based on the Five Year Federal Home Loan Bank (FHLB) of Des Moines Fixed Advance Rate plus a margin of 1.75% (ranging between 5.720% and 6.125% during the year ended June 30, 2024). The note payable is secured by a deed of trust and assignment of rents. The LLC is required to maintain a debt service coverage ratio in excess of 1.15 to 1.00. For the rate covenant test period ended June 30, 2024, the debt service coverage ratio was met.

Debt issuance costs are reported on the consolidated statements of financial position as a direct deduction from the face amount of debt for all years presented, as shown in the table below. Amortization of debt issuance costs is included in interest expense in the consolidated statements of activities. Amortization of debt issuance costs was $214,574 and $17,375 for the years ended June 30, 2024 and 2023, respectively.

June 30,	**2024**	2023
Notes payable	**$ 9,573,351**	$ 9,665,257
Less: unamortized debt issuance costs	**(72,975)**	(207,053)
	$ 9,500,376	$ 9,458,204

Principal payments will be as follows:

Year ending June 30,	
2025	$ 187,960
2026	199,155
2027	211,017
2028	222,161
2029	236,817
Thereafter	8,516,241
	$ 9,573,351

8. Interest Rate Swap Agreement

The LLC held an interest rate swap agreement that was entered into as a hedge against the risk of increases in the variable rate of interest associated with the note payable. The differential interest required to be paid or that was to be received under this agreement was accrued consistent with the terms of the agreement and was recognized in interest expense as incurred. Terms of the swap agreement required the differential interest to be paid or received monthly. The interest rate swap agreement was terminated and all funds were settled on July 31, 2023 with the payoff of the note payable.

GAAP requires derivative instruments, such as interest rate swap agreements, to be recognized at fair value as either assets or liabilities in the statement of financial position. Accordingly, the positive value of the swap agreement of $250,857 as of June 30, 2023 is reported as an asset in the consolidated statements of financial position. Fair value has been measured based on estimates of the amount needed to settle the agreement as calculated by the counterparty to the swap agreement. Such calculations were based on changes in market conditions and/or assumptions underlying the valuation models.

The initial notional principal amount of the swap agreement was $14,885,000. At June 30, 2023, the notional balances was $9,665,257. The agreement effectively fixed the LLC's interest rate exposure at 3.64%. Interest expense on the underlying note totaled $365,330 for the year ended June 30, 2023. Included in interest expense is a credit of $52,922 for the year ended June 30, 2023, as required under the swap agreement. As a result of the settlement of the swap agreement, a gain

in the amount of $8,443 was recognized and reported in the consolidated statement of activities for the year ended June 30, 2024.

9. Line of Credit

The LLC established a new line of credit with a financial institution in the amount of $1,300,000 with the same ten-year maturity and interest rate structure as the note payable described in Note 7. The available funds from this line will be used to complete the final phase of a three-phase renovation project. As of June 30, 2024, no advances were drawn on the line of credit.

10. Project Management

The management and daily operations of the LLC are conducted by Capstone. The management of the LLC includes collection of rents, payment of indebtedness and expenses, repairs, maintenance, and administrative services. All employees necessary to manage the LLC are under the control and supervision of Capstone.

The management fee is an amount equal to the sum of $80,000 per year (the Fixed Amount) plus the amount by which 5% of rental revenues for such year exceeds the Fixed Amount. The total sum shall not exceed an amount equal to twice the Fixed Amount. In the event the controllable expenses for the housing facility project exceed the budgeted amount during any fiscal year, the management fee would be reduced by the amount by which the actual operating expenses exceed the budgeted operating expenses. For the years ended June 30, 2024 and 2023, actual controlled expenses did exceed budgeted, however, Capstone and the LLC agreed to forgo a reduction in this variable portion of the management fee for both years. The fee is subordinated in any year when the required fixed-charge coverage ratio is not met. Management fees for the years ended June 30, 2024 and 2023 were $158,286 and $148,084, respectively.

On August 1, 2017, the LLC and Capstone agreed to extend the management agreement with an effective date of September 1, 2017, and expiring on September 1, 2022. The first of two three-year extended terms expired on September 1, 2025. The agreement was automatically renewed September 2, 2025, for the second three-year term, which expires on September 1, 2028. Any extension of the term of this agreement beyond the second three-year term will require written agreement by both parties.

11. Lease Revenue

The Foundation leases a facility to GRC, a related party, through February 28, 2026, with an option to renew for an additional five years. The Foundation was required to perform certain work on the facility, and until the work was completed, monthly rental income was $8,744. In April 2023, the monthly rental income increased to $10,827 for the duration of the lease, as work on the facility was completed and approved by GRC.

The Foundation and GRC have a 40-year ground lease with the LLC that expires on July 31, 2043. In August 2024, the ground lease was extended through July 31, 2048. Annual rental income is $100 per year.

Future minimum rental income is as follows:

Year ending June 30,		
2025	$	130,023
2026		86,715
2027		100
2028		100
2029		100
Thereafter		1,900
	$	218,938

All of the Foundation's land and buildings recorded on the consolidated statements of financial position are leased under the leases described above.

12. Administrative Costs

The Foundation has entered into an agreement with GRC whereby GRC provides services, such as equipment, supplies, personnel, and other services, in consideration of the value that the Foundation provides to GRC. The Foundation pays a fixed fee to GRC for these goods and services, which amounted to $193,389 for each of the years ended June 30, 2024 and 2023. Since the fair value of these goods and services exceeded the fixed fee paid, the Foundation also recognized an in-kind contribution from GRC. The Foundation's consolidated financial statements include in-kind contributions and expenses from GRC of $503,146 and $493,122 for the years ended June 30, 2024 and 2023, respectively.

13. Related Parties

At June 30, 2024 and 2023, receivables from GRC were $48,580 and $24,105, respectively. The Foundation, at times, receives gifts or grants on behalf of GRC. At June 30, 2024 and 2023, payables to GRC were $120,216 and $32,962, respectively.

2.E.1 EV.#3 / Section 3

FY22 Green River College Financial Statement 1.21.26

Management's Discussion and Analysis

Green River College

The following discussion and analysis provides an overview of the financial position and activities of Green River College (the College) for the fiscal year ended June 30, 2022 (FY2022). This overview provides readers with an objective and easily readable analysis of the College's financial performance for the year, based on currently known facts and conditions. This discussion has been prepared by management and should be read in conjunction with the College's financial statements and accompanying note disclosures.

Reporting Entity

Green River College is one of thirty public community and technical college districts in the state of Washington, providing comprehensive, open-door academic programs, workforce education, basic skills, and community service educational programs to approximately 12,957 students. The College confers baccalaureate degrees, associate's degrees, certificates, and high school diplomas. The College was established in 1965, and its primary purpose is to meet students where they are by providing inclusive, equitable access to educational programs, and individualized support that empowers and prepares students to achieve their personal, educational and career goals.

The College's main campus is located in Auburn, Washington, a community of about 85,700 residents. The College also has operations in Kent, Auburn, and Enumclaw. The College is governed by a five-member Board of Trustees appointed by the governor of the state with the consent of the state Senate. In accordance with Washington State law governing technical colleges, the College's board includes one member from business and one member from labor. In addition, the college has a Governor-appointed student trustee who is prohibited from voting on personnel or collective bargaining matters. By statute, the Board of Trustees has full control of the College, except as otherwise provided by law.

Using the Financial Statements

The financial statements presented in this report encompass the College and its discretely presented component unit. The College's financial statements include the Statement of Net Position, the Statement of Revenues, Expenses and Changes in Net Position, and the Statement of Cash Flows. The Statement of Net Position provides financial information about the College as of June 30, 2022. The Statement of Revenues, Expenses and Changes in Net Position and the Statement of Cash Flows provide information about operations and activities over the entire fiscal year. Together, these statements, along with the accompanying notes, provide a comprehensive way to assess the college's financial health.

The Statement of Net Position and Statement of Revenues, Expenses and Changes in Net position are reported under the accrual basis of accounting where all of the current year's revenues and expenses are taken into account regardless of when cash is received or payments are made.

No Assurance Provided

Full accrual statements are intended to provide a view of the College's financial position similar to that presented by most private-sector companies. These financial statements are prepared in accordance with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB), which establishes standards for external financial reporting for public colleges and universities. The full scope of the College's activities is considered to be a single business-type activity and accordingly, is reported within a single column in the basic financial statements.

Statement of Net Position

The Statement of Net Position provides information about the College's financial position and presents the College's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position of the College as of the end of the fiscal year. A condensed comparison of the Statement of Net Position is as follows:

Green River College
Condensed Statement of Net Position
As of June 30, 2022

	2022	2021
Assets		
Current Assets	39,249,888	38,753,923
Capital Assets, net	196,535,587	199,391,909
Other Assets, non-current	61,708,362	49,508,375
Total Assets	297,493,837	287,654,207
Deferred Outflows of Resources	9,520,203	8,830,666
Liabilities		
Current Liabilities	19,698,007	16,947,946
Other Liabilities, non-current	70,722,514	74,426,137
Total Liabilities	90,420,521	91,374,083
Deferred Inflows of Resources	25,283,738	15,970,172
Net Position		
Net Investment in Capital Assets	164,482,836	164,319,416
Restricted	12,199,645	-
Unrestricted	14,627,300	24,821,202
Total Net Position, as restated	191,309,781	189,140,618

No Assurance Provided

Current assets consist primarily of cash, short-term investments, various accounts receivable and inventories. The modest increase of current assets in FY2022 is a result of a decrease in cash of $3.9 million, short-term investments of $1 million and an increase in accounts receivable of $5.8 million.

Non-current assets consist primarily of the long-term portion of investments and net capital assets. The $9.4 million increase in non-current assets was the result of the $2.9 million decrease of net capital assets. This decrease is primarily attributed to the completion of the Student Union remodel. Additionally, the portion of GASB 68 shows a net pension asset as opposed to a net pension liability, therefore the college reports a net pension amount in non-current assets in the amount of $12.2 million.

Deferred outflows of resources and deferred inflows of resources represent deferrals in pension and post-employment benefits related to GASB Statement No. 68 and Statement No. 75. The increase in deferred outflows reflects the College's proportionate share of an increase in the state-wide amounts reported by the Department of Retirement System (DRS) and Health Care Authority (HCA) due to differences between expected and actual experience related to the actuarial assumptions. The College recorded $8.8 million in FY2021 and $9.5 million in FY 2022 of pension and post-employment related deferred outflows. The increase reflects the change in proportionate share.

Similarly, the increase in deferred inflows in FY2022 reflects the increase in the difference between actual and projected investment earnings on the state's pension plans and other post-employment benefits. The college recorded $15.9 million in FY2021 compared to $25.3 million in FY2022.

Current liabilities include amounts payable to suppliers for goods and services, accrued payroll and related liabilities, the current portion of Certificate of Participation (COP) debt, deposits held for others and unearned revenue. Current liabilities can fluctuate from year to year depending on the timeliness of vendor invoices and resulting vendor payments, especially in the area of capital assets and improvements. When compared to FY2021, FY2022 increases in current liabilities in the amount of $2.8 million is mainly attributed to an increase of unearned revenue offset by the decrease of current portion compensated absences.

Non-current liabilities primarily consist of the value of vacation and sick leave earned but not yet used by employees, the long-term portion of Certificates of Participation debt, pension liability, and OPEB liability.

The College's non-current liabilities decreased by $3.7 million. This decrease can be attributed to the decrease of net pension liability, offset by an increase to the College's proportionate share of the postemployment benefit liability for states OPEB. Additionally, the College's non-current liability continues to decrease as the College pays down principal owed on Certificate of Participation for the Auburn Center, Student Union, Kent Campus, and Salish Hall.

No Assurance Provided

Net position represents the value of the College's assets and deferred outflows after liabilities and deferred inflows are deducted. The College is required by accounting standards to report its net position in four categories:

Net Investment in Capital Assets – The College's total investment in property, plant, equipment, and infrastructure net of accumulated depreciation and outstanding debt obligations related to those capital assets. Changes in these balances are discussed above.

Restricted:

Nonexpendable – consists of funds in which a donor or external party has imposed the restriction that the corpus or principal is not available for spending but for investment purposes only. Historically, donors interested in establishing such funds to benefit the College or its students have chosen to do so through the Foundation. As a result, the college is not reporting any balance in this category.

Expendable – resources the College is legally or contractually obligated to spend in accordance with restrictions placed by donor and/or external parties who have placed time or purpose restrictions on the use of the asset. The primary expendable funds are for the proportion of tuition set aside in fund 860 for student aid.

Unrestricted – Includes all other assets not subject to externally imposed restrictions, but which may be designated or obligated for specific purposes by the Board of Trustees or management. Prudent balances are maintained for use as working capital, as a reserve against emergencies and for other purposes, in accordance with policies established by the Board of Trustees.

Net Position	**FY 2022**	**FY 2021**
Net Investment in Captial Assets	164,482,836	$ 164,319,416
Restricted	12,199,645	-
Unrestricted	14,627,300	24,821,202
Total Net Position	**$ 191,309,781**	**$ 189,140,618**

Statement of Revenues, Expenses and Changes in Net Position

The Statement of Revenues, Expenses and Changes in Net Position accounts for the College's changes in total net position during FY2022. The objective of the statement is to present the revenues earned, both operating and non-operating, and the expenses paid or incurred by the College, along with any other revenue, expenses, gains and losses of the College.

No Assurance Provided

Generally, operating revenues are earned by the College in exchange for providing goods and services. Tuition, grants, and contracts are included in this category. In contrast, non-operating revenues include monies the college receives from another government without directly giving equal value to that government in return. Accounting standards require that the College categorize state operating appropriations and Pell Grants as non-operating revenues.

Operating expenses are expenses incurred in the normal operation of the College, including depreciation on property and equipment assets. When operating revenues, excluding state appropriations and Pell Grants, are measured against operating expenses, the College shows an operating loss. The operating loss is reflective of the external funding necessary to keep tuition lower than the cost of the services provided.

A condensed comparison of the College's revenues, expenses, and changes in net position for the years ended June 30, 2022, and 2021 is presented on the next page.

No Assurance Provided

Green River College
Condensed Statement of Revenues, Expenses, and Changes in Net Position
For the Years Ended June 30, 2022 and 2021

	2022	2021
Operating Revenues		
Student tuition and fees, net	$ 17,481,068	$ 29,573,142
Auxiliary enterprise sales	1,583,141	1,363,810
Grants and contracts	31,942,434	29,311,900
Other operating revenues	2,783,379	206,957
Total operating revenues	53,790,022	60,455,809
Non-Operating Revenues		
State appropriations	36,618,198	36,448,185
Federal Pell grant revenue	5,917,077	7,469,715
Other non-operating revenues	18,795,825	6,414,131
Total non-operating revenues	61,331,100	50,332,031
Total revenues	115,121,122	110,787,840
Operating Expenses		
Salaries and Benefits	67,991,713	68,331,113
Scholarships	18,001,998	15,654,743
Depreciation	6,343,258	7,204,068
Other operating expenses	20,574,376	16,792,868
Total operating expenses	112,911,345	107,982,792
Non-Operating Expenses		
Building fee remittance	990,604	1,827,919
Other non-operating expenses	1,769,097	3,953,420
Total non-operating expenses	2,759,701	5,781,339
Total expenses	115,671,046	113,764,131
Excess (deficiency) before capital contributions	(549,924)	(2,976,291)
Capital appropriations and contributions	2,195,031	3,348,184
Change in Net position	1,645,107	371,893
Net Position		
Net position, beginning of year	189,140,618	188,768,725
Prior period adjustment	524,056	-
Net position, beginning of year (restated)	189,664,674	188,768,725
Net position, end of year	$ 191,309,781	$ 189,140,618

No Assurance Provided

Revenues

The state of Washington appropriates funds to the community college system as a whole. The State Board for Community and Technical Colleges (SBCTC) then allocates monies to each college. The SBCTC allocates funds to each of the thirty-four colleges based on 3-year average FTE actuals. Additionally, the Supplemental Budget also reduces the general fund by the amount set aside specifically for Pension Stabilization. This method of allocation continued in FY2022.

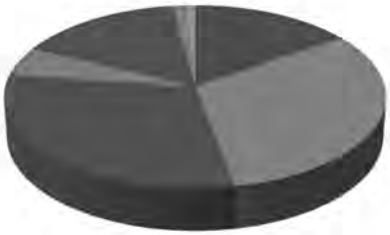
In FY2022, the College's operating revenue decreased by $6.7 million, primarily due to a $12 million in reduction in student tuition and fees. Fulltime enrollments remained well below pre-COVID 19 levels. The student tuition and fees decline was partially offset by increasing revenue of $5.4 million within state, local and federal grants, and contracts.

In FY2022, the College's non-operating revenue increased by $11 million. This increase is primarily due to $11.8 million of federal funding due to the pandemic and a slight increase in investment income. Partially offsetting this increase is a reduction in Pell grant revenue. Pell grant revenue generally follows enrollment trends. As the College's enrollment softened during FY2022 so did the College's Pell Grant revenue. For FY2022, the College realized a $1.6 million reduction within College's Pell Grant revenue.

The College receives capital spending authority on a biennial basis and may carry unexpended amounts forward into one or two future biennia, depending on the original purpose of the funding. In accordance with accounting standards, the amount shown as capital appropriation revenue on the financial statement is the amount expended in the current year. Expenses from capital project funds that do not meet accounting standards for capitalization are reported as operating expenses. Those expenses that meet the capitalization standard are not shown as expenses in the current period and are instead recognized as depreciation expense over the expected useful life of the asset. The breakdown of the selected revenue for FY2022 and FY2021 is presented on the next page:

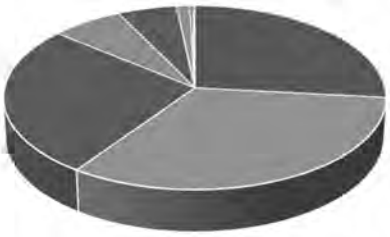
No Assurance Provided

FY2022 Selected Elements of Revenue



- Student Tuition and Fees, net $17,481,068
- State Appropriations $36,618,198
- Grants and Contracts $34,725,813
- Pell Grants $5,917,077
- Federal Non-op Revenue $17,920,445
- Auxiliary Enterprise Sales $1,583,141
- Investment Income $875,380
- Other Operating Revenue $-

FY2021 Selected Elements of Revenue



- Student Tuition and Fees, net $29,573,142
- State Appropriation $36,448,185
- Grants and Contracts $29,311,900
- Pell Grant $7,469,715
- Federal Non-op Revenue $6,112,976
- Auxiliary Enterprises $1,363,810
- Investment Income $301,155
- Other Operating Revenue $206,957

No Assurance Provided

Expenses

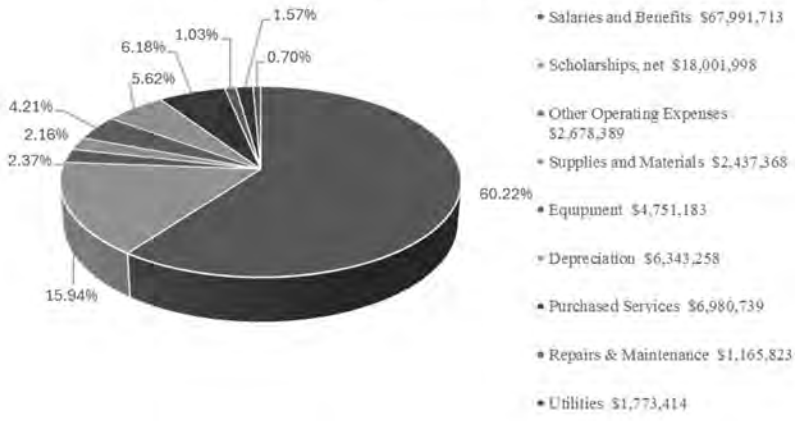
During FY2022, total expenses increased by approximately $1.9 million. The College's operating expenses increased by $4.9 million. These increases are attributed to increased purchased services and non-capitalized equipment, such as hardware and software. Utility costs increased by about $.3 million as utility prices increased and usage grew from employees and students shifting back to campus from fully remote school due to COVID precautions. Travel also increased by approximately $.3 million, again as the travel restrictions began to be lifted due to the pandemic. Depreciation expense is primarily driven by capital activity, with the annual depreciation reducing the College's operating expense by $.8 million.

The College's non-operating expenses reduced by $3 million. The reduction is primarily attributed to a reduction in the building fee and innovation fund remittance. These are revenues collected by the College from students that are remitted to the state treasurer office.

Comparison of Selected Operating Expenses

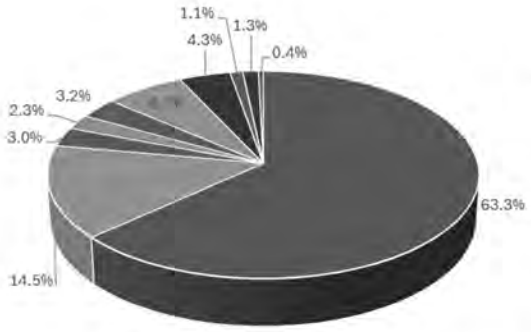
The charts below show the amount, in dollars, for selected natural areas of operating expenses for FY2022 and FY2021.

FY2022 Selected Elements of Expense



- Salaries and Benefits $67,991,713
- Scholarships, net $18,001,998
- Other Operating Expenses $2,678,389
- Supplies and Materials $2,437,368
- Equipment $4,751,183
- Depreciation $6,343,258
- Purchased Services $6,980,739
- Repairs & Maintenance $1,165,823
- Utilities $1,773,414

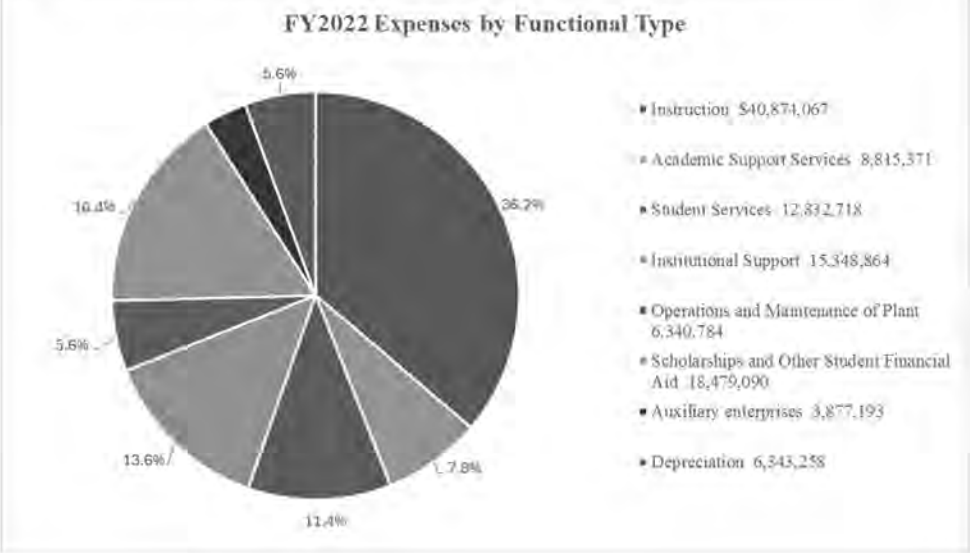
FY2021 Selected Elements of Expense



- Salaries and Benefits $68,331,113
- Scholarships, net $15,654,743
- Other Operating Expenses $3,255,228
- Supplies and Materials $2,466,486
- Equipment $3,491,796
- Depreciation $7,204,068
- Purchased Services $4,592,804
- Repairs & Maintenance $1,137,229
- Utilities $1,412,897
- Travel & Training $436,428

No Assurance Provided

Operating Expenses by Function



Capital Assets and Long-Term Debt Activities

The community and technical college system submits a single prioritized request to the Office of Financial Management and the Legislature for appropriated capital funds, which includes major projects, minor projects, repairs, emergency funds, alternative financing, and major leases. The primary funding source for college capital projects is state general obligation bonds. In recent years, declining state revenues significantly reduced the state's debt capacity and are expected to continue to impact the number of new projects that can be financed.

At June 30, 2022, the College invested $196.5 million in capital assets, net of accumulated depreciation. This represents a decrease of $2.9 million from FY 2021, as shown in the table below.

Asset Type	June 30, 2022	June 30, 2021
Land	$ 6,081,195	$ 6,081,195
Construction in Progress	2,429,321	3,943,449
Buildings, net	174,238,434	178,981,287
Other Improvements and Infrastructure, net	11,052,391	7,661,270
Equipment, net	2,266,078	2,257,093
Library Resources, net	468,168	467,615
Total Capital Assets, Net	**$ 196,535,587**	**$ 199,391,909**

At June 30, 2022, the College had $32.1 million in outstanding debt related to Certificates of Participation. This represents a decrease of 3.01 million from FY 2021, as shown in the table below.

	June 30, 2022	June 30, 2021	Change
Certificates of Participation	$ 32,052,752	$ 35,072,492	$ (3,019,740)

Additional information on notes payable, long-term debt and debt service schedules can be found in Notes 6, 11 and 12 of the Notes to the Financial Statements.

Economic Factors That May Affect the Future

After nearly two years of work, a presidential task force made final recommendations to the State Board on adjustments to the current allocation model. The changes are tweaks to the current system rather than a wholesale re-write. The most impactful change is how the model recognizes changes to student enrollment patterns throughout the state and adjusts funding in an appropriate way. The new model will handle those changes in a much faster way than the current model.

The State Board for Community and Technical Colleges adopted the recommendations, and this will be implemented in fiscal year 2027. The initial impacts of the model will be distributed over a six-year period ending in fiscal year 2032, with each college seeing one-sixth of their impact each year. Like the current model, the new model allocates funding to each college/district the funds received in the state's budget. The model is still based on performance in several key indicators, from general enrollments to enrollments in high-cost programs, as well as student completing and achievement points. Due to increase in enrollment, it is estimated that the College will likely see an increase in state operating appropriations in future year.

For the 2025-27 fiscal biennium, the legislature increased the overall appropriation for the community college system by a small amount. However, most of these increases were in legally mandated expenditures such as Cost-of-Living Increases. The appropriation for general operating expenses decreased by one-half of one percent. The September 2025 tax revenue forecasts for the 2025-27 and 2027-29 biennia predict less growth of tax revenue than previously anticipated, and this may have negative impact on future legislative appropriations to all state agencies including higher education institutions. This lower tax collection is exacerbated by decreases in Federal funding for Higher Education support.

Washington's personal income growth, which is the main factor in calculating future tuition increases is slightly higher than the national average in the first quarter of 2025 and is forecasted to be higher than the national average from 2026-2030. While the formula for tuition increases tends to downplay any individual year's personal income growth due to a large number of years factored into the calculation, overall, the tuition collection environment statewide looks strong.

Currently, the most significant risk in revenue streams is from Federal Government programs. Many grant programs targeted to Higher Education have been cut or eliminated in House Resolution 1 (2025) and are projected to not be revived or even further decreased in proposed Federal Fiscal Year 2026. The impact across the Washington State Community and Technical System could be as high as $200 million per year. The level of funding at risk at Green River College could be as high as $1.8 million.

No Assurance Provided

Green River College
Statement of Net Position
As of June 30, 2022

Assets	
Current assets	
Cash and cash equivalents	$ 19,627,326
Restricted Cash	278,804
Short-term investments	1,007,020
Accounts receivable	16,495,053
Interest receivable	1,374,732
Inventories	420,906
Prepaid expenses	46,047
Total current assets	**39,249,888**
Non-Current Assets	
Long-term investments	49,508,717
Non-depreciable capital assets	8,510,516
Capital assets, net of depreciation	188,025,071
Net Pension Asset	12,199,645
Total non-current assets	258,243,949
Total assets	**297,493,837**
Deferred Outflows of Resources	
Deferred outflows related to pensions	6,316,450
Deferred outflows related to OPEB	3,203,753
Total deferred outflows of resources	**9,520,203**

No Assurance Provided

Green River College
Statement of Net Position
June 30, 2022
(continued)

Liabilities	
Current Liabilities	
Accounts payable	1,203,498
Accrued liabilities	4,690,874
Compensated absences, current portion	595,592
Deposits payable	278,804
Unearned revenue	9,110,388
Certificates of participation payable, current portion	3,174,499
Net pension liability, current portion	100,798
Total OPEB liability, current portion	543,554
Total current liabilities	**19,698,007**
Non-Current Liabilities	
Compensated absences	4,592,808
Leases and Certificates of participation payable	28,878,253
Net pension liability	4,867,870
Total OPEB liability	32,383,583
Total non-current liabilities	**70,722,514**
Total liabilities	**90,420,521**
Deferred Inflows of Resources	
Deferred inflows related to pensions	17,153,742
Deferred inflows related to OPEB	8,129,996
Total deferred inflows of resources	**25,283,738**
Net Position	
Net Investment in Capital Assets	164,482,836
Restricted for pensions and OPEB	12,199,645
Unrestricted (deficit)	14,627,300
Total Net Position	**$ 191,309,781**

The notes to the financial statements are an integral part of the financial statements

No Assurance Provided

Green River College
Statement of Revenues, Expenses and Changes in Net Position
For the Year Ended June 30, 2022

Operating Revenues		
Student tuition and fees, net of scholarship discounts and allowances	$	17,481,068
Auxiliary enterprise sales		1,583,141
State and local grants and contracts		31,942,434
Federal grants and contracts		2,783,379
Total operating revenue		53,790,022
Operating Expenses		
Salaries and wages		55,255,474
Benefits		12,736,239
Scholarships and fellowships		18,001,998
Supplies and materials		2,437,368
Depreciation		6,343,258
Purchased services		6,980,739
Utilities		1,773,414
Other operating expenses		2,678,389
Non-capitalized Equipment, Software and Hardware		4,751,183
Travel and Training		787,460
Repairs and Maintenance		1,165,823
Total operating expenses		112,911,345
Operating income (loss)		(59,121,323)

No Assurance Provided

Green River College
Statement of Revenues, Expenses and Changes in Net Position
For the Year Ended June 30, 2022
(continued)

Non-Operating Revenues (Expenses)	
State appropriations	36,618,198
Federal non-operating revenue	17,920,445
Federal Pell grant revenue	5,917,077
Investment income, gains and losses	875,380
Building fee remittance	(990,604)
Innovation fund remittance	(249,722)
Interest on indebtedness	(1,519,375)
Net non-operating revenue (expenses)	58,571,399
Income or (loss) before other revenues, expenses, gains or losses	(549,924)
Capital Contributions	
Capital appropriations	2,195,031
Increase (Decrease) in net position	1,645,107
Net Position	
Net position, beginning of year	189,140,618
Prior period adjustment	524,056
Net position, beginning of year (restated)	189,664,674
Net position, end of year	$ 191,309,781

The notes to the financial statements are an integral part of the financial statements

Green River College
Statement of Cash Flows
For the Year Ended June 30, 2022

Cash flow from operating activities	
Student tuition and fees	$ 15,597,710
Grants and contracts	36,330,008
Payments to vendors	(19,951,647)
Payments for utilities	(1,907,680)
Payments to employees	(56,761,998)
Payments for benefits	(17,071,968)
Auxiliary enterprise sales	624,854
Payments for scholarships and fellowships	(16,827,352)
Other receipts	(14,899)
Net cash used by operating activities	(59,982,972)
Cash flows from noncapital financing activities	
State appropriations	37,226,418
Pell grants	5,917,077
Federal nonoperating revenue	17,920,445
Building fee remittance	(990,604)
Innovation fee remittance	(249,722)
Other non operating revenue	524,056
Net cash provided by noncapital financing activities	60,347,670
Cash flows from capital and related financing activities	
Capital appropriations	2,195,031
Purchases of capital assets	(3,486,936)
Principal paid on capital debt	(3,019,740)
Interest paid	(1,519,375)
Net cash used by capital and related financing activities	(5,831,020)
Cash flows from investing activities	
Income of investments	1,539,929
Net cash provided by investing activities	1,539,929
Increase in cash and cash equivalents	(3,926,393)
Cash and cash equivalents at the beginning of the year	23,832,523
Cash and cash equivalents at the end of the year	**$ 19,906,130**

No Assurance Provided

Green River College
Statement of Cash Flows
For the Year Ended June 30, 2022
(continued)

Reconciliation of Operating Loss to Net Cash used by operating activities

Operating loss	$ (59,121,323)
Adjustments to reconcile net cash used by operating activities	
Depreciation expense	6,343,258
Changes in assets and liabilities	
Receivables, net	(5,778,099)
Inventories	62,791
Other assets	19,839
Accounts payable	(1,170,524)
Accrued liabilities	546,946
Unearned revenue	4,477,858
Compensated absences	(1,084,283)
Pension liability adjustment expense	7,335,369
OPEB Liability adjustment expense	599,740
Pension asset	(12,199,645)
Deposits payable	(14,899)
Net cash used by operating activities	$ (59,982,972)

The footnote disclosures are an integral part of the financial statements.

No Assurance Provided

Green River College Foundation and Subsidiary
Consolidated Statement of Financial Position
June 30, 2022

	Foundation	LLC	Total
Assets			
Cash and cash equivalents	$ 132,209	$ 1,151,143	$ 1,283,352
Cash and cash equivalents held for endowment	16,747	-	16,747
Pooled investments	22,505,144	-	22,505,144
Investments - debt reserves	-	859,974	859,974
Accounts and pledges receivable, less allowance of $64,816 and $29,392	82,546	254,849	337,395
Installment contracts receivable	47,708	-	47,708
Annuity policies	735,390	-	735,390
Land, at cost	367,808	-	367,808
Buildings and equipment, net	154,343	6,760,254	6,914,597
Other assets	2,058	19,912	21,970
Total assets	$ 24,043,953	$ 9,046,132	$ 33,090,085
Liabilities			
Accounts payable and other	$ 61,333	$ 367,696	$ 429,029
Annuities payable	257,402	-	257,402
Unearned lease revenue	-	347,313	347,313
Interest payable	-	31,472	31,472
Fair value of interest in swap agreement	-	82,377	82,377
Notes payable, net	-	10,066,012	10,066,012
Total liabilities	318,735	10,894,870	11,213,605
Net assets			
Without donor restrictions			
Without donor restrictions - Foundation	9,760,356	-	9,760,356
Member's deficit - LLC	-	(1,848,738)	(1,848,738)
With donor restrictions	13,964,862	-	13,964,862
Total Net Assets	23,725,218	(1,848,738)	21,876,480
Total Liabilities and Net Assets	$ 24,043,953	$ 9,046,132	$ 33,090,085

The notes to the financial statements are an integral part of this statement

No Assurance Provided

Green River College Foundation and Subsidiary
Consolidated Statement of Activities
For the Year Ended June 30, 2022

	Without Donor Restrictions	With Donor Restrictions	Total Foundation	LLC	Total
Support and revenue					
Contributions	$ 116,185	$ 810,105	$ 926,290	$ -	$ 926,290
Value of services per agreement with GRC	425,960	-	425,960	-	425,960
Realized and unrealized loss in investments	(2,019,090)	(2,909,830)	(4,928,920)	-	(4,928,920)
Interest and dividends	692,452	746,973	1,439,425	1,428	1,440,853
Lease Revenue	104,929	-	104,929	2,433,000	2,537,929
Program fees	900	-	900	-	900
Fundraisers	7,745	67	7,812	-	7,812
Change in annuities payable	-	(23,136)	(23,136)	-	(23,136)
Other	9,323	18,789	28,112	98,969	127,081
Net assets released from restrictions and other transfers	761,253	(761,253)	-	-	-
Total Support and Revenue	99,657	(2,118,285)	(2,018,628)	2,533,397	314,769
Expenses					
Program services	1,129,384	-	1,129,384	2,370,104	3,499,488
General and administration	245,216	-	245,216	183,246	428,462
Fundraising	297,392	-	297,392	-	297,392
Total Expenses	1,671,992	-	1,671,992	2,553,350	4,225,342
Change in net assets from Operating Activities	(1,572,335)	(2,118,285)	(3,690,620)	(19,953)	(3,710,573)
Change in fair value of interest rate swap agreement	-	-	-	802,622	802,622
Paycheck Protection Program loan forgiveness	-	-	-	133,968	133,968
Change in Net Assets without Donor Restrictions	(1,572,335)		(1,572,335)	916,637	(655,698)
Change in Net Assets with Donor Restrictions		(2,118,285)	(2,118,285)	-	(2,118,285)
Total Change in Net Assets	(1,572,335)	(2,118,285)	(3,690,620)	916,637	(2,773,983)
Net assets - beginning of year	11,332,691	16,083,147	27,415,838	(2,765,375)	24,650,463
Net assets - end of year	$ 9,760,356	$ 13,964,862	$ 23,725,218	$ (1,848,738)	$ 21,876,480

The notes to the financial statements are an integral part of this statement

No Assurance Provided

Notes to the Financial Statements

June 30, 2022
These notes form an integral part of the financial statements.

Note 1 - Summary of Significant Accounting Policies

Financial Reporting Entity

Green River College (the College) is a comprehensive community college offering open-door academic programs, workforce education, basic skills, and community services. The College confers, applied baccalaureate degrees, associate's degrees, certificates, and high school diplomas. It is governed by a five-member Board of Trustees appointed by the Governor and confirmed by the state Senate. The College is an agency of the State of Washington. The financial activity of the college is included in the State's Comprehensive Annual Financial Report. These notes form an integral part of the financial statements.

The Green River College Foundation (the Foundation) is a separate but affiliated non-profit entity, incorporated under Washington law in 1975 and recognized as a tax exempt 501(c)(3) charity. The Foundation's charitable purpose is to provide resources to assist the College to achieve educational excellence. Because the majority of the Foundation's income and resources are restricted by donors and may only be used for the benefit of the College or its students, the Foundation is considered a component unit based on the criteria contained in Governmental Accounting Standards Board (GASB) Statement Nos. 61, 39 and 14.

The Foundation's financial statements are discreetly presented in this report. The Foundation's financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America. Intra-entity transactions and balances between the College and the Foundation are not eliminated for financial statement presentation. During the fiscal year ended June 30, 2022, the Foundation distributed approximately $817,322 to the College for restricted and unrestricted purposes. A copy of the Foundation's complete financial statements may be obtained from the Foundation's Administrative Offices at 253-288-3303.

Basis of Presentation

The financial statements have been prepared in accordance with GASB Statement No. 34, Basic Financial Statements and Management Discussion and Analysis for State and Local Governments as amended by GASB Statement No. 35, Basic Financial Statements and Management Discussion and Analysis for Public Colleges and Universities. For financial reporting purposes, the College is considered a special-purpose government engaged only in Business Type Activities (BTA). In accordance with BTA reporting, the College presents a Management's Discussion and Analysis; a Statement of Net Position; a Statement of Revenues, Expenses and Changes in Net Position; a Statement of Cash Flows; and Notes to the Financial Statements. The format provides a comprehensive, entity-wide perspective of the College's assets, deferred outflows, liabilities, deferred inflows, net position, revenues, expenses, changes in net position and cash flows.

No Assurance Provided

Basis of Accounting

The financial statements of the College have been prepared using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned and expenses are recorded when an obligation has been incurred, regardless of the timing of the cash flows. For the financial statements, intra-agency receivables and payables have generally been eliminated. However, revenues and expenses from the College's auxiliary enterprises are treated as though the College were dealing with private vendors. For all other funds, transactions that are reimbursements of expenses are recorded as reductions of expense.

Non-exchange transactions, in which the College receives (or gives) value without directly giving (or receiving) equal value in exchange, includes state and federal appropriations, and certain grants and donations. Revenues are recognized, net of estimated uncollectible amounts as soon as all eligibility requirements imposed by the provider have been met.

The preparation of financial statements in conformity with U.S. Generally Accepted Accounting Principles (GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Cash, Cash Equivalents and Investments

Cash and cash equivalents include cash on hand, bank demand deposits, and petty cash. Cash in the investment portfolio is not included in cash and cash equivalents as it is held for investing purposes. Cash and cash equivalents that are held with the intent to fund College operations are classified as current assets. The College records all cash and cash equivalents at fair value.

The College combines unrestricted cash operating funds from all departments into an internal investment pool. The resulting interest income is allocated on a proportional basis to the various funds based on cash balance. The internal investment pool is comprised of cash, cash equivalents, U.S. Treasuries and U.S. Agency securities.

Accounts Receivable

Accounts receivable consists of tuition and fee charges to students and auxiliary enterprise services provided to students, faculty, and staff. This also includes amounts due from federal, state, and local governments or private sources as allowed under the terms of grants and contracts. Accounts receivables are shown net of estimated uncollectible amounts.

Inventories

Inventories, consisting primarily of merchandise for resale in the college bookstore and course-related supplies, are valued at cost using the FIFO method.

Capital Assets
In accordance with state law, capital assets constructed with state funds are owned by the State of Washington. Property titles are shown accordingly. However, responsibility for managing the assets rests with the College. As a result, the assets are included in the financial statements because excluding them would have been misleading.

Land, buildings and equipment are recorded at cost, or if acquired by gift, at acquisition value at the date of the gift. GASB 34 guidance concerning preparing initial estimates for historical cost and accumulated depreciation related to infrastructure was followed. Capital additions, replacements, and major renovations are capitalized. The value of assets constructed includes all material plus direct and indirect construction costs. Any interest costs incurred are capitalized during the period of construction. Routine repairs and maintenance are charged to operating expense in the year in which the expense was incurred. In accordance with the state capitalization policy, all land, intangible assets and software with a unit cost of $1,000,000 or more, buildings and improvements with a unit cost of $100,000 or more, library collections with a total cost of $5,000 or more and all other assets with a unit cost of $5,000 or more are capitalized. Depreciation is computed using the straight-line method over the estimated useful lives of the assets as defined by the State of Washington's Office of Financial Management. Useful lives are generally 3 to 7 years for equipment; 15 to 50 years for buildings and 20 to 50 years for infrastructure and land improvements.

Right-to-use lease assets are recorded at the initial measurement of the lease liability, plus lease payment made at/or before the commencement of the lease term, less any incentives received from the lessor at/or before the commencement of the lease, plus initial direct costs that are ancillary to then place the asset into service. Lease assets are amortized on a straight-line basis over the shorter of the lease term or the useful life of the underlying asset. The College evaluated all contracts and determined that it does not have any leases subject to the provisions of GASB Statement No. 87, *Leases*, as of June 30, 2022.

The College reviews assets for impairment whenever events or changes in circumstances have indicated that the carrying amount of its assets might not be recoverable. Impaired assets are reported at the lower of cost or fair value. At June 30, 2022, no assets had been written down.

Unearned Revenues
Unearned revenues occur when funds have been collected prior to the end of the fiscal year but are related to the subsequent fiscal year. Unearned revenues also include tuition and fees paid with financial aid funds. The College has recorded summer and fall quarter tuition and fees, housing deposits, and advanced grant proceeds as unearned revenues.

Tax Exemption
The College is a tax-exempt organization under the provisions of Section 115 (1) of the Internal Revenue Code and is exempt from federal income taxes on related income.

Pension Liability
For purposes of measuring the net pension liability in accordance with GASB Statement No 68, deferred outflows of resources and deferred inflows of resources related to pensions, and pension

No Assurance Provided

expense, information about the fiduciary net position of the State of Washington Public Employees' Retirement System (PERS) and the Teachers' Retirement System (TRS) and additions to/deductions from PERS and TRS fiduciary net position have been determined on the same basis as they are reported by PERS and TRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

The College also reports its share of the net pension liability for the State Board Retirement Plan in accordance with GASB 68, Accounting and Financial Reporting for Pensions and Related Assets.

OPEB Liability

The College reports its share of OPEB liability in accordance with GASB Statement No. 75, Accounting and Financial Reporting for Post-Employment Benefits Other than Pensions (OPEB). This Statement requires the College to recognize its proportionate share of the state's actuarially determined OPEB liability with a one-year lag measurement date similar to GASB Statement No. 68.

Deferred Outflows of Resources and Deferred Inflows of Resources

Deferred outflows of resources represent consumption of net position that is applicable to a future period. Deferred inflows of resources represent acquisition of net position that is applicable to a future period.

Deferred outflows related to pensions are recorded when projected earnings on pension plan investments exceed actual earnings and are amortized to pension expense using a systematic and rational method over a closed period of time. Deferred inflows related to pensions are recorded when actual earnings on pension plan investments exceed projected earnings and are amortized in the same manner as deferred outflows.

Deferred outflows and inflows on pensions also include the difference between expected and actual experience with regard to economic or demographic factors; changes of assumptions about future economic, demographic, or other input factors; or changes in the college's proportionate share of pension liabilities. These are amortized over the average expected remaining service lives of all employees that are provided with pensions through each pension plan. Employer transactions to pension plans made subsequent to the measurement date are also deferred and reduce pension liabilities in the subsequent year.

The portion of differences between expected and actual experience with regard to economic or demographic factors, changes of assumptions about future economic or demographic factors, and changes in the college's proportionate share of OPEB liability that are not recognized in OPEB expense should be reported as deferred outflows of resources or deferred inflows of resources related to OPEB. Differences between projected and actual earnings on OPEB plan investments that are not recognized in OPEB expense should be reported as deferred outflows of resources or deferred inflows of resources related to OPEB. Employer contributions to the OPEB plan subsequent to the measurement date of the collective OPEB liability should be recorded as deferred outflows of resources related to OPEB.

No Assurance Provided

Net Position

The College's net position is classified as follows.

- *Net Investment in Capital Assets*. This represents the College's total investment in capital assets, net of outstanding debt obligations related to those capital assets.
- *Restricted for Expendable*. These include resources the College is legally or contractually obligated to spend in accordance with restrictions imposed by third parties. Includes amounts for pension and OPEB assets.
- *Unrestricted*. These represent resources derived from student tuition and fees, and sales and services of educational departments and auxiliary enterprises.

When an expense is incurred that can be paid using either restricted or unrestricted resources, the College's policy is to first apply the expense towards unrestricted resources and then towards restricted resources.

Classification of Revenues and Expenses

The College has classified its revenues as either operating or non-operating revenues according to the following criteria:

Operating Revenues. This includes activities that are directly related to the principal operations of the College, such as (1) student tuition and fees, net of waivers and scholarship discounts and allowances, (2) sales and services of auxiliary enterprises and (3) federal, state and local grants and contracts that primarily support the operational/educational activities of the College. Examples include a contract with OSPI to offer Running Start and/or Technical High School. The college also receives Adult Basic Education grants that support the primary educational mission of the College.

Operating Expenses. Operating expenses include salaries, wages, fringe benefits, utilities, supplies and materials, purchased services, and depreciation.

Non-operating Revenues. Non-operating Revenues include activities that are not directly related to the ongoing operations of the College, such as gifts and contributions, state appropriations, investment income, and Pell Grants received from the federal government.

Non-operating Expenses. Non-operating expenses include state remittance related to the building fee and the innovation fee, along with interest incurred on the Certificate of Participation Loans.

Scholarship Discounts and Allowances

Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship discounts and allowances in the Statements of Revenues, Expenses and Changes in Net Position. Scholarship discounts and allowances are the difference between the stated charge for goods and services provided by the College, and the amount that is paid by students and/or third parties making payments on the students' behalf. Certain governmental grants, such as Pell grants, and other Federal, State, or non-governmental programs are recorded as either operating or non-operating revenues in the College's financial statements.

No Assurance Provided

To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, the College has recorded a scholarship discount and allowance. Discounts and allowances for the year ending June 30, 2022, are $7,602,779.

State Appropriations

The State of Washington appropriates funds to the College on both an annual and biennial basis. These revenues are reported as non-operating revenues on the Statement of Revenues, Expenses, and Changes in Net Position, and recognized as such when the related expenses are incurred.

Building and Innovation Fee Remittance

Tuition collected includes amounts remitted to the Washington State Treasurer's office to be held and appropriated in future years. The Building Fee portion of tuition charged to students is an amount established by the Legislature and is subject to change annually. The fee provides funding for capital construction and projects on a system wide basis using a competitive biennial allocation process. The Building Fee is remitted monthly. The Innovation Fee was established in order to fund the State Board for Community and Technical College's Strategic Technology Plan. The use of the fund is to implement new ERP software across the entire system. On a monthly basis, the College's remits the portion of tuition collected for the Innovation Fee to the State Treasurer for allocation to SBCTC. These remittances are non-exchange transactions reported as an expense in the non-operating revenues and expenses section of the statement of revenues, expenses, and changes in net position.

Note 2 - Accounting and Reporting Changes

In June 2017, the GASB issued Statement No. 87, *Leases*, which was to be in effect beginning FY22. GASB 95 postponed the effective date to FY23. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. The College evaluated the requirements of GASB 87 and determined there were no qualifying leases.

Accounting Standards Impacting the Future

In May 2020, the GASB issued Statement No. 95, Postponement of the Effective Dates of Certain Authoritative Guidance, which postponed the effective dates of Statements and Implementation Guides that were first effective for reporting periods beginning after June 15, 2018. The College is following the State's Office of Financial Management directives on these postponements.

In May 2019, the GASB issued Statement No. 91, *Conduit Debt Obligations*. The provisions of this statement are effective for FY23. This statement provides a single method of reporting conduit debt obligations by issuers and eliminates the diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations and (3) related note disclosures. This statement achieves those objectives by clarifying the existing definition of conduit obligations, establishing that a conduit debt obligation is not a liability of the

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issuer, establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations, and improving required note disclosures.

The College is following the State's Office of Financial Management directives to prepare for the implementation of this Statement.

In March 2020, the GASB issued Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements,* effective for FY23. This Statement requires that PPPs that meet the definition of a lease apply the guidance in Statement No. 87, *Leases,* as amended, if certain conditions apply. The College is following the State's Office of Financial Management directives to prepare for the implementation of this Statement.

In May 2020, the GASB issued Statement No. 96, *Subscription-Based Information Technology Arrangements,* effect for FY23. This Statement provides guidance on the accounting and financial reporting for Subscription-based information technology arrangements (SBITAs) for government end users (governments). A SBITA is defined as a contract that conveys control of the right to use another party's (a SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction. The College is following the State's Office of Financial Management directives to prepare for the implementation of this Statement.

In June 2022, the GASB issued Statement No. 101, *Compensated Absences*, effective FY25. It provides guidance for measuring liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities. The College is following the State's Office of Financial management directives to prepare for the implementation of this Statement.

Note 3 - Deposits and Investments

Deposits

Cash and cash equivalents include cash on hand, bank demand deposits, and petty cash held at the College.

As of June 30, 2022, the carrying amount of the College's cash and cash equivalents was $19,906,130 as represented in the table below.

Cash and Cash Equivalents		June 30, 2022
Petty Cash and Change Funds	$	19,483
Bank Demand and Time Deposits		19,607,843
Restricted Cash		278,804
Total Cash and Cash Equivalents	**$**	**19,906,130**

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Custodial Credit Risks—Deposits
Custodial credit risk for bank demand deposits is the risk that in the event of a bank failure, the College's deposits may not be returned to it. The majority of the College's demand deposits are with US Bank. All cash and cash equivalents, except for change funds and petty cash held by the College, are insured by the Federal Deposit Insurance Corporation (FDIC) or by collateral held by the Washington Public Deposit Protection Commission (PDPC).

Investments
Investments consist of U.S. Agency securities with the following maturity dates.

		Investment Maturities (in Years)			
Investment Type (Maturities)	**Fair Value**	**Less than 1**	**1 to 5**	**6 to 10**	**More than 10**
U.S. Agency Obligations	**$50,738,523**	**$ 1,007,020**	**$ 9,649,932**	**$28,852,195**	**$ 11,229,376**

Fair value measurement is based on the assumptions that market participants would use in pricing the asset. The three levels of the fair value hierarchy are described as:

Level 1 – Quoted market prices: Unadjusted quoted prices available in active markets for identical assets or liabilities

Level 2 – Observable inputs: Inputs other than Level 1 that are observable, either directly or indirectly, such as quoted prices in active markets for similar assets or liabilities, quoted prices for identical or similar assets or liabilities in markets that are not active, or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities; or

Level 3 – Unobservable inputs that are significant to the fair value measurement.

The College categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. All of the College's investments fall within the hierarchy of Level 2.

Interest Rate Risk—Investments
The College manages its exposure to changes in interest rates by staggering portfolio maturity dates.

Concentration of Credit Risk—Investments
State law limits College operating investments to the highest quality sectors of the domestic fixed income market and specifically excludes corporate stocks, corporate and foreign bonds, futures contracts, commodities, real estate, limited partnerships, and negotiable certificates of deposit. College policy does not limit the amount the College may invest in any one issuer.

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Custodial Credit Risk—Investments

Custodial credit risk for investments is the risk that in the event of the failure of the counterparty to a transaction, the College will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. At June 30, 2022, $50,738,523 of the College's operating fund investments, held by US Bank Safekeeping in the bank's name as agent for the College, are exposed to custodial credit risk as follows:

Investments Exposed to Custodial Risk	Fair Value
US Bank Safekeeping	50,738,523
Total Investments Exposed to Custodial Risk	**$50,738,523**

Investment Expenses

Investment income for the College is shown net of investment expenses. The investment expenses incurred for the fiscal year ended June 30, 2022, were $5,014.

Foundation Investments

The following table presents information about the Foundation's investments that have been measured at fair value on a recurring basis as of June 30, 2022, and indicate the classification by level of input within the fair value hierarchy:

June 30, 2022	Level 1	Level 2	Level 3	Total
Assets (Liabilities)				
Pooled investments	$ 22,498,085	$ -	$ 7,059	$ 22,505,144
Debt reserves	859,974	-	-	859,974
Annuity policies	703,154	-	32,236	735,390
Annuities payable	-	-	(257,402)	(257,402)
Interest rate swap agreement	$ -	$ -	$ (82,377)	$ (82,377)

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Note 4 - Accounts Receivable

Accounts receivable consists of tuition and fee charges to students and auxiliary enterprise services provided to students, faculty, and staff. It also includes amounts due from federal, state, and local governments or private sources in connection with reimbursements of allowable expenses made according to sponsored agreements.

At June 30, 2022, accounts receivable was as follows:

Accounts Receivable	Amount
Student Tuition and Fees	$ 7,640,791
Due from Other State Agencies	2,542,191
Due from the Federal Government	1,495,980
Due from Other Governments	3,964,584
Due from Customers for Auxiliary Enterprises	1,087,182
Subtotal	16,730,728
Less Allowance for Uncollectible Accounts	(235,675)
Accounts Receivable, net	**$16,495,053**

Note 5 – Inventories

Inventories as of June 30, 2022, were as follows:

Inventories	Method	Amount
Consumable Inventories	FIFO	$ 16,185
Merchandise Inventories	FIFO	404,721
Inventories		**$ 420,906**

Note 6 - Capital Assets

A summary of the changes in capital assets for the year ended June 30, 2022, is presented as follows. Depreciation expense was $6,343,258.

Capital Assets	Beginning Balance	Additions/ Transfers	Retirements	Ending Balance
Capital assets, non-depreciable				
Land	$ 6,081,195	$ -	$ -	6,081,195
Construction in progress	3,943,449	2,429,321	3,943,449	2,429,321
Total capital assets, non-depreciable	**10,024,644**	**2,429,321**	**3,943,449**	**8,510,516**
Capital assets, depreciable				
Buildings	239,081,526	-	-	239,081,526
Other improvements and infrastructure	16,991,646	4,152,233	-	21,143,879
Equipment	11,773,822	722,316	-	12,496,138
Library resources	1,018,416	126,515	-	1,144,931
Total capital assets, depreciable	**268,865,410**	**5,001,064**	**-**	**273,866,474**
Less accumulated depreciation				
Buildings	60,100,231	4,742,861	-	64,843,092
Other improvements and infrastructure	9,330,373	761,115	-	10,091,488
Equipment	9,516,741	713,319	-	10,230,060
Library resources	550,800	125,963	-	676,763
Total accumulated amortization/depreciation	**79,498,145**	**6,343,258**	**-**	**85,841,403**
Total capital assets, depreciable, net	**189,367,265**	**(1,342,194)**	**-**	**188,025,071**
Capital assets, net	**$ 199,391,909**	**$ 1,087,127**	**$ 3,943,449**	**$ 196,535,587**

Note 7 - Accounts Payable and Accrued Liabilities

Accrued liabilities as of June 30, 2022, were as follows:

Accounts Payable and Accrued Liabilities	Amount
Amounts Owed to Employees	$ 2,751,543
Accounts Payable	1,203,498
Amounts Held for Others and Retainage	1,939,331
Total	**$ 5,894,372**

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Note 8 - Unearned Revenue

Unearned revenue is comprised of receipts which have not yet met revenue recognition criteria, as follows:

Unearned Revenue	Amount
Summer Quarter Tuition & Fees	$ 4,932,414
Housing and Other Deposits	1,891,196
Other	2,286,778
Total Unearned Revenue	$ 9,110,388

Note 9 - Risk Management

The College is exposed to various risk of loss related to tort liability, injuries to employees, errors and omissions, theft of, damage to, and destruction of assets, and natural disasters. The College purchases insurance to mitigate these risks. Management believes such coverage is sufficient to preclude any significant uninsured losses for the covered risks.

The College purchases commercial property insurance through the master property program administered by the Department of Enterprise Services for buildings that were acquired with COP proceeds. The policy has a deductible of $250,000 per occurrence and the policy limit is $100,000,000 per occurrence. The college has had no claims in excess of the coverage amount within the past three years. The College assumes its potential property losses for most other buildings and contents.

The College participates in a State of Washington risk management self-insurance program, which covers its exposure to tort, general damage, and vehicle claims. Premiums paid to the State are based on actuarially determined projections and include allowances for payments of both outstanding and current liabilities. Coverage is provided up to $10,000,000 for each claim with no deductible. The college has had no claims in excess of the coverage amount within the past three years.

The College, in accordance with state policy, pays unemployment claims on a pay-as-you-go basis. The college finances these costs by assessing all funds a monthly payroll expense for unemployment compensation for all employees. Payments made for claims from July 1, 2021, through June 30, 2022, were $110,657.

Note 10 - Compensated Absences

At termination of employment, employees may receive cash payments for all accumulated vacation and compensatory time. Employees who retire get 25% of the value of their accumulated sick leave credited to a Voluntary Employees' Beneficiary Association (VEBA) account, which can be used for future medical expenses and insurance purposes. The amounts of unpaid vacation and compensatory time accumulated by College employees are accrued when incurred. The sick leave liability is recorded as an actuarial estimate of one-fourth the total balance on the payroll records. The accrued vacation leave totaled $2,729,273, accrued sick leave totaled $2,459,127 at June 30, 2022.

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Some accrued annual and sick leave is categorized as a current liability based on historical usage. The remaining amount of accrued annual and sick leave are categorized as non-current liabilities. Compensatory time is categorized as a current liability since it must be used before other leave.

Note 11 - Notes Payable

In August of 2009, the College obtained financing in order to build the Kent Station II building through a COP, issued by the Office of the State Treasurer (OST) in the amount of $8,090,000. The final payment date is June 1, 2029. The interest rate charged is 1.55%.

In August of 2009, the College obtained financing in order to build the Salish Hall through a COP, issued by the OST in the amount of $26,830,000. The final payment date is June 1, 2029. The interest rate charged is 1.55%

In August of 2014, the College obtained financing in order to build the Student Life Building through a COP, issued by the OST in the amount of $13,480,000. Students attending college each quarter are assessed a mandatory tuition-based fee to service the debt. Student fees related to the COP(s) are accounted for in a dedicated fund, which is used to pay principal and interest, not coming out of the general operating budget. The final payment date is June 1, 2029. The interest rate charged is 2.75%.

In September of 2015, the College obtained financing in order to build the New Auburn Center through a COP, issued by the OST in the amount of $14,550,000. The final payment date is December 1, 2035. The interest rate charged is 3.42%.

The College's debt service requirements for these note agreements for the next five years and thereafter are as follows in Note 12.

Note 12 - Annual Debt Service Requirements

Future debt service requirements at June 30, 2022, are as follows:

	Certificates of Participation		
Fiscal year	**Principal**	**Interest**	**Total**
2023	3,174,499	1,367,638	4,542,137
2024	3,334,822	1,216,831	4,551,653
2025	3,485,642	1,058,509	4,544,151
2026	3,660,824	883,352	4,544,176
2027	3,832,165	706,986	4,539,151
2028-2032	10,699,800	1,502,455	12,202,255
2033-2036	3,865,000	293,419	4,158,419
Total	**$ 32,052,752**	**$ 7,029,190**	**$ 39,081,942**

Note 13 - Schedule of Long-Term Liabilities

	Balance outstanding 6/30/21	Additions	Reductions	Balance outstanding 6/30/22	Current portion
Certificates of Participation	$ 35,072,492	$ -	$ 3,019,740	32,052,752	$ 3,174,499
Compensation absences	6,272,683	-	1,084,283	5,188,400	595,592
Net pension liability	7,583,934	-	2,615,266	4,968,668	100,798
OPEB liability	31,000,791	1,926,346	-	32,927,137	543,554
Total	$ 79,929,900	$ 1,926,346	$ 6,719,289	$ 75,136,957	$ 4,414,443

Note 14 - Retirement Plans

A. General

The College offers three contributory pension plans: the Washington State Public Employees' Retirement System (PERS), the Washington State Teachers' Retirement System (TRS), and the State Board Retirement Plan (SBRP). PERS and TRS are cost sharing multiple-employer defined-benefit pension plans administered by the Washington State Department of Retirement Systems (DRS). The State Board Retirement Plan (SBRP) is a defined contribution single employer pension plan with a supplemental payment when required. The SBRP is administered by the State Board for Community and Technical Colleges (SBCTC) and available to faculty, exempt administrative and professional staff of the state's public community and technical colleges. The College reports its proportionate share of the net pension liability as it is a part of the community and technical college system.

Basis of Accounting

Pension plans administered by the state are accounted for using the accrual basis of accounting. Under the accrual basis of accounting, employee and employer contributions are recognized in the period in which employee services are performed; investment gains and losses are recognized as incurred; and benefits and refunds are recognized when due and payable in accordance with the terms of the applicable plan. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, pension expense, information about the fiduciary net position of all plans, and additions to/deductions from all plan fiduciary net position have been determined in all material respects on the same basis as they are reported by the plans.

In accordance with Statement No. 68, the College has elected to use the prior fiscal year end as the measurement date for reporting net pension liabilities. The College has elected to use the current fiscal year end as the measurement date for reporting pension liabilities for the Higher Education Supplemental Retirement Plan.

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The following table represents the aggregate pension amounts for all plans subject to the requirements of GASB Statement No. 68 for the College, for fiscal year 2022:

Aggregate Pension Amounts - All Plans	
Pension assets	$ (12,199,645)
Pension Liabilities	$ 4,968,668
Deferred outflows of resources related to pension	$ (6,316,450)
Deferred inflows of resources related to pensions	$ 17,153,742
Pension Expense	$ (3,056,875)

Department of Retirement Systems

As established in chapter 41.50 of the Revised Code of Washington (RCW), the Department of Retirement Systems (DRS) administers eight retirement systems covering eligible employees of the state and local governments. The Governor appoints the director of the DRS. The DRS administered systems are comprised of 12 defined benefit pension plans and 3 defined benefit/ defined contribution plans. Below are the DRS plans that the College participates in:

- Public Employees' Retirement System (PERS)
  - Plan 1 - defined benefit
  - Plan 2 - defined benefit
  - Plan 3 - defined benefit/defined contribution
- Teachers' Retirement System (TRS)
  - Plan 1 - defined benefit
  - Plan 2 - defined benefit
  - Plan 3 - defined benefit/defined contribution

Although some assets of the plans are commingled for investment purposes, each plan's assets may be used only for the payment of benefits to the members of that plan in accordance with the terms of the plan.

Administration of the PERS and TRS plans is funded by an employer rate of 0.18 percent of employee salaries.

Pursuant to RCW 41.50.770, the College offers its employees that elect to participate a deferred compensation program in accordance with Internal Revenue Code Section 457. The deferred compensation is not available to employees until termination, retirement, disability, death, or unforeseeable financial emergency. This deferred compensation plan is administered by the DRS.

The DRS prepares a stand-alone financial report that is compliant with the requirements of GASB Statement No. 67. Copies of the report may be obtained by contacting the Washington State Department of Retirement Systems, PO Box 48380, Olympia, WA 98504-8380 or online at http://www.drs.wa.gov/administration/annual-report.

Higher Education

As established in chapter 28B.10 RCW, eligible higher education state employees may participate in higher education retirement plans. These plans include a defined contribution plan

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administered by a third party with a supplemental defined benefit component (funded on a pay-as-you-go basis) which is administered by the state.

B. College Participation in Plans Administered by the Department of Retirement Systems

PERS

Plan Description. The Legislature established the Public Employees' Retirement System (PERS) in 1947. PERS retirement benefit provisions are established in chapters 41.34 and 41.40 RCW and may be amended only by the Legislature. Membership in the system includes: elected officials; state employees; employees of the Supreme Court, Court of Appeals, and Superior Courts (other than judges currently in a judicial retirement system); employees of legislative committees; community and technical colleges, college and university employees not in national higher education retirement programs; judges of district and municipal courts; and employees of local governments.

PERS is a cost-sharing, multiple-employer retirement system comprised of three separate plans for membership purposes: Plans 1 and 2 are defined benefit plans and Plan 3 is a combination defined benefit/defined contribution plan. Although members can only be a member of either Plan 2 or Plan 3, the defined benefit portions of Plan 2 and Plan 3 are accounted for in the same pension trust fund. All assets of this Plan 2/3 defined benefit plan may legally be used to pay the defined benefits of any of the Plan 2 or Plan 3 members or beneficiaries, as defined by the terms of the plan. Therefore, Plan 2/3 is considered a single defined benefit plan for reporting purposes. Plan 3 accounts for the defined contribution portion of benefits for Plan 3 members.

PERS members who joined the system by September 30, 1977, are Plan 1 members. Plan 1 is closed to new entrants. Those who joined on or after October 1, 1977, and by February 28, 2002, for state and higher education employees, or August 31, 2002, for local government employees, are Plan 2 members unless they exercised an option to transfer their membership to PERS Plan 3.

PERS participants joining the system on or after March 1, 2002, have the irrevocable option of choosing membership in either PERS Plan 2 or PERS Plan 3. The option must be exercised within 90 days of employment. Employees who fail to choose within 90 days default to PERS Plan 3.

Benefits Provided. PERS plans provide retirement, disability, and death benefits to eligible members.

PERS Plan 1 members are vested after the completion of five years of eligible service. Plan 1 members are eligible for retirement after 30 years of service, or at the age of 60 with five years of service, or at the age of 55 with 25 years of service. The monthly benefit is 2 percent of the average final compensation (AFC) per year of service, capped at 60 percent. The AFC is the average of the member's 24 highest consecutive service months.

PERS Plan 1 members retiring from inactive status prior to the age of 65 may receive actuarially reduced benefits. Plan 1 members may elect to receive an optional cost of living allowance (COLA) that provides an automatic annual adjustment based on the Consumer Price Index. The adjustment is capped at 3 percent annually. To offset the cost of this annual adjustment, the benefit is reduced.

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PERS Plan 2 members are vested after completing five years of eligible service. Plan 2 members are eligible for normal retirement at the age of 65 with five years of service. The monthly benefit is 2 percent of the AFC per year of service. There is no cap on years of service credit and a COLA is granted based on the Consumer Price Index, capped at 3 percent annually. The AFC is the average of the member's 60 highest paid consecutive months. PERS Plan 2 members have the option to retire early with reduced benefits.

The defined benefit portion of PERS Plan 3 provides members a monthly benefit that is 1 percent of the AFC per year of service. There is no cap on years of service credit. Plan 3 provides the same COLA as Plan 2. The AFC is the average of the member's 60 highest paid consecutive months.

PERS Plan 3 members are vested in the defined benefit portion of their plan after 10 years of service; or after five years of service, if 12 months of that service are earned after age 44. PERS Plan 3 members have the option to retire early with reduced benefits. PERS members meeting specific eligibility requirements have options available to enhance their retirement benefits. Some of these options are available to their survivors, with reduced benefits.

Contributions. PERS defined benefit retirement benefits are financed from a combination of investment earnings and employer and employee contributions.

Each biennium, the state Pension Funding Council adopts Plan 1 employer contribution rates, Plan 2 employer and employee contribution rates, and Plan 3 employer contribution rates. The methods used to determine contribution requirements are established under state statute.

Members in PERS Plan 1 and Plan 2 can elect to withdraw total employee contributions and interest thereon, in lieu of any retirement benefit, upon separation from PERS covered employment.

TRS

Plan Description. The Legislature established the Teachers' Retirement System (TRS) in 1938. TRS retirement benefit provisions are established in chapters 41.32 and 41.34 RCW and may be amended only by the Legislature. Eligibility for membership requires service as a certificated public-school employee working in an instructional, administrative, or supervisory capacity. TRS is comprised principally of non-state agency employees.

TRS is a cost-sharing, multiple-employer retirement system comprised of three separate plans for membership purposes: Plans 1 and 2 are defined benefit plans and Plan 3 is a defined benefit plan with a defined contribution component. Although members can only be a member of either Plan 2 or Plan 3, the defined benefit portions of Plan 2 and Plan 3 are accounted for in the same pension trust fund. All assets of this Plan 2/3 defined benefit plan may legally be used to pay the defined benefits of any of the Plan 2 or Plan 3 members or beneficiaries, as defined by the terms of the plan. Therefore, Plan 2/3 is considered a single defined benefit plan for reporting purposes. Plan 3 accounts for the defined contribution portion of benefits for Plan 3 members.

TRS members who joined the system by September 30, 1977, are Plan 1 members. Plan 1 is closed to new entrants. Those who joined on or after October 1, 1977, and by June 30, 1996, are Plan 2 members unless they exercised an option to

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transfer their membership to Plan 3. TRS members joining the system on or after July 1, 1996, are members of TRS Plan 3. Legislation passed in 2007 gives TRS members hired on or after July 1, 2007, 90 days to make an irrevocable choice to become a member of TRS Plan 2 or Plan 3. At the end of 90 days, any member who has not made a choice becomes a member of Plan 3.

Benefits Provided. TRS plans provide retirement, disability, and death benefits to eligible members. TRS Plan 1 members are vested after the completion of five years of eligible service. Plan 1 members are eligible for retirement at any age after 30 years of service, or at the age of 60 with five years of service, or at the age of 55 with 25 years of service. The monthly benefit is 2 percent of the average final compensation (AFC) for each year of service credit, up to a maximum of 60 percent. The AFC is the total earnable compensation for the two consecutive highest-paid fiscal years, divided by two.

TRS Plan 1 members may elect to receive an optional cost of living allowance (COLA) amount based on the Consumer Price Index, capped at 3 percent annually. To offset the cost of this annual adjustment, the benefit is reduced.

TRS Plan 2 members are vested after completing five years of eligible service. Plan 2 members are eligible for normal retirement at the age of 65 with five years of service. The monthly benefit is 2 percent of the AFC per year of service. A COLA is granted based on the Consumer Price Index, capped at 3 percent annually. The AFC is the average of the member's 60 highest paid consecutive months. TRS Plan 2 members have the option to retire early with reduced benefits.

The defined benefit portion of TRS Plan 3 provides members a monthly benefit that is 1 percent of the AFC per year of service. Plan 3 provides the same COLA as Plan 2. The AFC is the average of the member's 60 highest paid consecutive months. TRS Plan 3 members are vested in the defined benefit portion of their plan after 10 years of service; or after five years of service, if 12 months of that service are earned after age 44. TRS Plan 3 members have the option to retire early with reduced benefits.

TRS members meeting specific eligibility requirements have options available to enhance their retirement benefits. Some of these options are available to their survivors, with reduced benefits.

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Contributions

PERS and TRS defined benefit retirement benefits are financed from a combination of investment earnings and employer and employee contributions. Each biennium, the state Pension Funding Council adopts Plan 1 employer contribution rates, Plan 2 employer and employee contribution rates, and Plan 3 employer contribution rates. The methods used to determine contribution requirements are established under state statute.

Members in PERS or TRS Plan 1 and Plan 2 can elect to withdraw total employee contributions and interest thereon, in lieu of any retirement benefit, upon separation from PERS or TRS- covered employment.

The employer contribution rates (expressed as a percentage of covered payroll) and actual contributions for the year ended June 30, 2022, were as follows:

	PERS 1	PERS 2/3*	TRS 1	TRS 2/3*
Contribution Rates at close of FY22	10.25%	10.25%	14.42%	14.42%
Actual Contributions	$539,210	$911,922	$156,444	$199,824

*Plan 2/3 employer rate includes a component to address the Plan 1 unfunded actuarial accrued liability

Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of June 30, 2020, with the results rolled forward to the June 30, 2021, measurement date using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.75%
Salary increases	3.50%
Investment rate of return	7.40%

Mortality rates were based on Society of Actuaries' Pub. H-2010 Mortality rates, which vary by member status (that is active, retiree, or survivor), as our base table. OSA applied age offsets for each system, as appropriate, to better tailor the mortality rates to the demographics of each plan. OSA applied the long-term MP-2017 generational improvement scale, also developed by the Society of Actuaries, to project mortality rates for every year after the 2010 base table. Mortality rates are applied on a generational basis, meaning members are assumed to receive additional mortality improvements in each future year, throughout their lifetime.

The actuarial assumptions used in the June 30, 2020, valuation were based on the results of the 2013-2018 Demographic Experience Study Report and the 2019 Economic Experience Study. Additional assumptions for subsequent events and law changes are current as of the 2019 actuarial valuation report.

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he Office of the State Actuary (OSA) selected a 7.40 percent long-term expected rate of return on pension plan investments using a building-block method. In selecting this assumption, OSA reviewed the historical experience data, considered the historical conditions that produced past annual investment returns, and considered Capital Market Assumptions (CMAs) and simulated expected investment returns provided by the WSIB.

The CMAs contain the following three pieces of information for each class of assets the WSIB currently invests in:

- Expected annual return.
- Standard deviation of the annual return.
- Correlations between the annual returns of each asset class with every other asset class.

The WSIB uses the CMAs and their target asset allocation to simulate future investment returns over various time horizons.

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2021, are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed Income	20%	2.2%
Tangible Assets	7%	5.1%
Real Estate	18%	5.8%
Global Equity	32%	6.3%
Private Equity	23%	9.3%
Total	**100%**	

The inflation component used to create the above table is 2.2 percent and represents the WSIB's most recent long-term estimate of broad economic inflation.

There were no material changes in assumptions, benefit terms, or methods for the reporting period.

Discount rate

The discount rate used to measure the total pension liability was 7.40 percent. To determine the discount rate, an asset sufficiency test was completed to test whether the pension plan's fiduciary net position was sufficient to make all projected future benefit payments of current plan members.

Contributions from plan members and employers are assumed to continue to be made at contractually required rates (including PERS Plan 2/3 and TRS Plan 2/3 employers whose rates include a component for the PERS Plan 1 liability). Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return of 7.40 percent on pension plan investments was applied to determine the total pension liability.

Sensitivity of the Net Pension Liability/(Asset) to Changes in the Discount Rate

The following table presents the net pension liability/(asset) of the College calculated using the discount rate of 7.40 percent, as well as what the

College's net pension liability/(asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.40 percent) or 1-percentage- point higher (8.40 percent) than the current rate.

	1% Decrease (6.4%)	Current Discount Rate (7.4%)	1% Increase (8.4%)
PERS 1	$ 1,889,373	$ 1,109,076	$ 428,576
PERS 2/3	(3,233,837)	(11,351,552)	(18,036,495)
TRS 1	397,229	207,241	41,444
TRS 2/3	147,888	(848,089)	(1,660,555)

Pension Liabilities/(Asset), Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

Pension Liabilities/(Assets). At June 30, 2022, the College reported a total pension liability/(asset) of ($10,883,327) for its proportionate share of the net pension liabilities/(assets) as follows:

	Liability/(Asset)
PERS 1	$ 1,109,077
PERS 2/3	(11,351,556)
TRS 1	207,241
TRS 2/3	(848,089)

The College's proportionate share of pension liabilities/(assets) for fiscal years ending June 30, 2020, and June 30,2021,1 for each retirement plan are listed below:

	2020	2021	Change
PERS 1	0.0905020%	0.0908160%	0.0002960%
PERS 2/3	0.1133620%	0.1139530%	0.0005910%
TRS 1	0.0268600%	0.0307800%	0.0039200%
TRS 2/3	0.0273410%	0.0308530%	0.0035120%

The College's proportion of the net pension liability/(asset) was based on a projection of the College's long-term share of contributions to the pension plan to the projected contributions of all participating state agencies, actuarially determined.

Pension Expense. For the year ended June 30, 2022, the College recognized pension expense as follows:

	Pension Expense
PERS 1	$ (187,108)
PERS 2/3	(2,514,324)
TRS 1	35,227
TRS 2/3	(94,159)
TOTAL	**$ (2,760,364)**

Deferred Outflows of Resources and Deferred Inflows of Resources. The following represent the components of the College's deferred outflows and inflows of resources as reflected on the Statement of Net Position, for the year ended June 30, 2022:

	PERS 1	
	Deferred Deferred Outflows	Deferred Deferred Inflows
Difference between expected and actual experience	-	-
Difference between expected and actual earnings of pension plan investments	-	1,230,703
Changes of assumptions	-	-
Changes in College's proportionate share of pension liabilities	-	-
Contributions subsequent to the measurement date	539,210	-
Totals	**$ 539,210**	**$ 1,230,703**

	PERS 2/3	
	Deferred Deferred Outflows	Deferred Deferred Inflows
Difference between expected and actual experience	551,328	139,159
Difference between expected and actual earnings of pension plan investments	-	9,487,235
Changes of assumptions	16,588	806,148
Changes in College's proportionate share of pension liabilities	231,013	27,904
Contributions subsequent to the measurement date	911,922	-
Totals	**$ 1,710,851**	**$ 10,460,446**

No Assurance Provided

TRS 1

	Deferred Deferred Outflows	Deferred Deferred Inflows
Difference between expected and actual experience	-	-
Difference between expected and actual earnings of pension plan investments	-	310,695
Changes of assumptions	-	-
Changes in College's proportionate share of pension liabilities	-	-
Contributions subsequent to the measurement date	156,442	-
Totals	**$ 156,442**	**$ 310,695**

TRS 2/3

	Deferred Outflows	Deferred Inflows
Difference between expected and actual experience	263,477	6,864
Difference between expected and actual earnings of pension plan investments	-	988,767
Changes of assumptions	52,754	44,568
Changes in College's proportionate share of pension liabilities	101,460	-
Contributions subsequent to the measurement date	199,824	-
Totals	**$ 617,515**	**$ 1,040,199**

The $1,807,398 reported as deferred outflows of resources represent contributions the College made subsequent to the measurement date and will be recognized as a reduction of the net pension liability for the year ended June 30, 2022.

No Assurance Provided

Other amounts reported as deferred outflows and inflows of resources will be recognized in pension expense as follows:

Year ended June 30:	PERS 1	PERS 2/3	TRS 1	TRS 2/3
2023	(326,013)	(2,550,638)	(82,334)	(208,983)
2024	(298,747)	(2,380,183)	(75,339)	(192,453)
2025	(282,477)	(2,285,422)	(71,301)	(178,920)
2026	(323,466)	(2,467,952)	(81,721)	(207,334)
2027	-	6,921	-	48,719
Thereafter	-	15,757	-	116,463
Total	**(1,230,703)**	**(9,661,517)**	**(310,695)**	**(622,508)**

C. College Participation in Plan Administered by the State Board for Community and Technical Colleges

State Board Retirement Plan (SBRP) – Supplemental Defined Benefits Plans

Plan Description. The State Board Retirement Plan is a privately administered single-employer defined contribution plans with a supplemental defined benefit plan component which guarantees a minimum retirement benefit based upon a one-time calculation at each employee's retirement date. The supplemental component is financed on a pay-as-you-go basis. The College participates in this plan as authorized by chapter 28B.10 RCW and reports its proportionate share of the net pension liability. House Bill 1661, effective fiscal year 2021, created separate Supplemental Retirement Plan (SRP) funds by institution that met the definition of a trust or equivalent arrangement. As a result, this is the first year these plans will be reported under GASB Statement No. 67/68. Prior to this, the SRP was reported under GASB Statement No. 73.

Benefits Provided. The State Board Supplemental Retirement Plans (SRP) provide retirement, disability, and death benefits to eligible members.

As of July 1, 2011, all the Supplemental Retirement Plans were closed to new entrants.

Members are eligible to receive benefits under this plan at age 62 with 10 years of credited service. The supplemental benefit is a lifetime benefit equal to the amount a member's goal income exceeds their assumed income. The monthly goal income is the one-twelfth of 2 percent of the member's average annual salary multiplied by the number of years of service (such product not to exceed one-twelfth of fifty percent of the member's average annual salary). The member's assumed income is an annuity benefit the retired member would receive from their defined contribution Retirement Plan benefit in the first month of retirement had they invested all employer and member contributions equally between a fixed income and variable income annuity investment.

No Assurance Provided

Plan members have the option to retire early with reduced benefits.

Actuarial Assumptions. The total pension liability was determined by an actuarial valuation as of June 30, 2021, with the results rolled forward to the June 30, 2022, measurement date using the following actuarial assumptions, applied to all periods included in the measurement:

Salary increases	3.50%-4.00%
Fixed Income and Variable Income Investment Returns*	N/A

**Measurement reflects actual investment returns through June 30, 2020*

Mortality rates were developed using the Society of Actuaries' Pub. H-2010 mortality rates which vary by member status (e.g., active, retiree, or survivor), as the base table. The Office of the State Actuary applied age offsets as appropriate to better tailor the mortality rates to the demographics of each plan. OSA applied the long-term MP-2017 generational improvement scale, also developed by the Society of Actuaries, to project mortality rates for every year after the 2010 base table. Under "generational" mortality, a member is assumed to receive additional mortality improvements in each future year throughout their lifetime.

Most actuarial assumptions used in the June 30, 2021 valuation were based on the results of the August 2021 Higher Education SRP Experience Study. Additional assumptions related to the salary growth were based on feedback from financial administrators of the Higher Education Supplemental Retirement Plans.

Material assumption changes. Some significant changes in plan provisions and actuarial assumptions from prior fiscal year impacted the total pension liability (TPL). House Bill 1661 (Chapter 103 Laws of 2020) created dedicated funds to pay SRP benefits that mimic trust arrangement for the rest of the state retirement system. The change results in the SRP reporting under GASB 67/68 instead of GASB 73. As a result of this change:

- The discount rate is based on the long-term expected rate of return on the pension plan investments. This resulted in an increase in the discount rate used to measure the TPL from 2.21 percent as of June 30, 2020 to 7.4 percent.

The total pension liability is now compared against the plan's fiduciary net position to determine the net pension liability (NPL). Additionally, OSA recently completed an experience study which modified multiple assumption to estimate future plan experience.

Discount Rate. The discount rate used to measure the total pension liability was set equal to the Bond Buyer General Obligations 20-Bond Municipal Bond Index, or 7.4 percent for the June 30, 2022, measurement date.

No Assurance Provided

Contributions. Contribution rates for the SBRP (TIAA-CREF), which are based upon age, are 5%, 7.5% or 10% of salary and are matched by the College. Employee and employer contributions for the year ended June 30, 2022 were each $2,926,473.

Pension Expense. The Pension Expense is the summation of a number of components, including benefits earned during the fiscal year and interest on the TPL. These numbers are sensitive to assumption changes and plan experience and can be volatile from year to year.

Pension expense for the fiscal year ending June 30, 2022 was ($296,512.)

Plan Membership. Membership in the State Board Supplemental Retirement Plan consisted of the following as of June 30, 2021, the most recent full actuarial valuation date. Since FY22 was a roll forward year, consistent participant data was used for the roll-forward.

	Number of Participating Members			
Plan	Inactive Members or Beneficiaries Currently Receiving Benefits	Inactive Members Entitled to But Not Yet Receiving Benefits	Active Members	Total Members
SRP	8	10	211	229

No Assurance Provided

Net Pension Liability/(Asset). The following table presents the change in net pension liability/(asset) of the State Board Supplemental Retirement Plan as of June 30, 2022:

Schedule of Development of Net Pension Liability Green River College *(Dollars in Thousands)*		2022
Total Pension Liability		
Service Cost	$	80,075
Interest		269,767
Changes of Benefit Terms		
Differences Between Expected and Actual Experience[1]		1,192,139
Changes in Assumptions[1]		387,249
Benefit Payments		(160,202)
Change in Proportionate Share of NPL		59,044
Other		
Net Change in Total Pension Liability		1,828,072
Total Pension Liability - Beginning		3,532,941
Total Pension Liability - Ending (a)	**$**	**5,361,013**
Plan Fiduciary Net Position		
Contributions - Employer		44,262
Contributions - Member		
Net Investment Income		2,763
Benefit Payments		
Administrative Expense		
Other		
Net Change in Plan Fiduciary Net Position		47,025
Plan Fiduciary Net Position-Beginning		1,661,638
Plan Fiducairy Net Position-Ending (b)	**$**	**1,708,663**
Plan's Net Pension Liability (Asset) -- Ending (a)-(b)	**$**	**3,652,350**
Covered-Employee Payroll	**$**	**34,906,357**
Net Pension Liability/(Asset) as a Percentage of Covered-Employee Payroll		10.46%

No Assurance Provided

Sensitivity of the Net Pension Liability/(Asset) to Changes in the Discount Rate. The following table presents the net pension liability/(asset), calculated using the discount rate of 7.40 percent, as well as what the employers' total pension liability/(asset) would be if it were calculated using a discount rate that is 1 percentage point lower (6.40 percent) or 1 percentage point higher (8.40 percent) than the current rate:

1% Decrease	Current Discount Rate	1% Increase
(6.40%)	(7.40%)	(8.40%)
$ 4,245,866	$ 3,652,350	$ 3,143,313

Deferred Outflows and Inflows of Resources Related to Pensions.

At June 30, 2022, the State Board Supplemental Retirement Plan reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference Between Expected and Actual Experience	$ 1,423,064	$ 1,628,591
Changes of Assumptions	1,290,014	$ 2,190,654
Changes in College's proportionate share of pension liability	478,822	$ 86,661
Differences Between Projected and Actual Earnings on Plan Investments	100,532	205,793
Total	**$ 3,292,432**	**$ 4,111,699**

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in the fiscal years ended June 30:

State Board Supplemental Retirement Plan	
2023	(313,515)
2024	(225,948)
2025	(94,545)
2026	(45,416)
2027	(344,438)
Thereafter	204,595
	(819,267)

No Assurance Provided

Note 15 - Other Post-Employment Benefits

Plan Description. Per RCW 41.05.065, the Public Employees' Benefits Board (PEBB), created within the HCA, is authorized to design benefits and determine the terms and conditions of employee and retired employee participation and coverage. PEBB establishes eligibility criteria for both active employees and retirees. Benefits purchased by PEBB include medical, dental, life, and long-term disability.

The relationship between the PEBB OPEB plan and its member employers, their employees, and retirees is not formalized in a contract or plan document. Rather, the benefits are provided in accordance with a substantive plan in effect at the time of each valuation. A substantive plan is one in which the plan terms are understood by the employers and plan members. This understanding is based on communications between the HCA, employers and plan members, and the historical pattern of practice with regard to the sharing of benefit costs. The understanding by the employer and plan members is that there is no contractual obligation to continue the substantive plan as an employee benefit on an ongoing basis. Nevertheless, the actuarial assumptions used in valuations presented in this footnote assume that his substantive plan will be carried forward into the future.

The PEBB OPEB plan is funded on a pay-as-you-go basis. In the state ACFR the plan is reported in governmental funds using the modified accrual basis and the current financial resources measurement focus. For all proprietary and fiduciary funds, the OPEB plan is reported using the economic resources measurement focus and the accrual basis of accounting. The PEBB OPEB plan has no assets and does not issue a publicly available financial report.

Employees Covered by Benefit Terms. The PEBB OPEB plan is available to employees who elect to continue coverage and pay the administratively established premiums at the time they retire under the provisions of the retirement system to which they belong. Retirees' access to the PEBB plan depends on the retirement eligibility of their respective retirement systems.

Summary of Plan Participants
As of June 30, 2022

Active Employees*	667
Retirees Receiving Benefits**	166
Retirees Not Receiving Benefits***	31
Total Active Employees and Retirees	864

*Reflects active employees eligible for PEBB program participation as of June 30, 2020.

**Headcounts exclude spouses of retirees that are participating in a PEBB program as a dependent.

***This is an estimate of the number of retirees that may be eligible to join a post-retirement PEBB program in the future. No benefits are allowed to them unless they choose to join in the future. In order to do so, they must show proof of continuous medical coverage since their separation of employment with the State of Washington that meets the requirements set forth in Washington Administrative Code 182-12-205.

No Assurance Provided

Membership in the PEBB plan for the College consisted of the following:

Benefits Provided. Per RCW 41.05.022, retirees who are not yet eligible for Medicare benefits may continue participation in the state's non-Medicare community-rated health insurance risk pool on a self-pay basis. Retirees in the non-Medicare risk pool receive an implicit subsidy. The implicit subsidy exists because retired members pay a premium based on a claims experience for active employees and other non-Medicare retirees. The subsidy is valued using the difference between the age-based claims costs and the premium.

Retirees who are enrolled in both Parts A and B of Medicare may participate in the state's Medicare community-rated health insurance risk pool. Medicare retirees receive an explicit subsidy in the form of reduced premiums. Annually, the HCA administrator recommends an amount for the next calendar year's explicit subsidy for inclusion in the Governor's budget. The final amount is approved by the state Legislature. In calendar year 2022 the explicit subsidy was $183 per member per month and it will remain $183 per member per month in calendar year 2023.

Contribution Information. Administrative costs as well as implicit and explicit subsidies are funded by required contributions (RCW 41.05.050) from participating employers. The subsidies provide monetary assistance for medical benefits.

Contributions are set each biennium as part of the budget process. The benefits are funded on a pay-as-you-go basis.

The estimated monthly cost for PEBB benefits for the reporting period for each active employee (average across all plans and tiers) is as follows (expressed in dollars):

	Required Premium*	
Medical	$	1,120
Dental		81
Life		4
Long-term Disability		2
Total		1,207
Employer contribution		1,041
Employee contribution		166
Total	$	1,207

*Per 2020 PEBB Financial Projection Model 3.3. Per capita cost based on subscribers; includes non-Medicare risk pool only. Figures based on CY2020 which includes projected claims cost at the time of this reporting.

For information on the results of an actuarial valuation of the employer provided subsidies associated with the PEBB plan, refer to:
http://leg.wa.gov/osa/additionalservices/Pages/OPEB.aspx

Total OPEB Liability
As of June 30, 2022, the state reported a total OPEB liability of $6.472 billion. The College's proportionate share of the total OPEB liability is

No Assurance Provided

$32,927,137. This liability was determined based on a measurement date of June 30, 2021.

Actuarial Assumptions. Projections of benefits for financial reporting purposes are based on the terms of the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members (active employees and retirees) to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities, consistent with the long-term perspective of the calculations. The total OPEB liability was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise

Inflation Rate	2.75%
Projected Salary Changes	3.50% Plus Service-Based Salary Increases
Health Care Trend Rates	Initial trend rate ranges from 2-11%, reaching an ultimate rate of approximately 4.3% in 2075
Post-Retirement Participation Percentage	65%
Percentage with Spouse Coverage	45%

In projecting the growth of the explicit subsidy, after 2022 when the cap is $183, it is assumed to grow at the health care trend rates. The Legislature determines the value of the cap and no future increases are guaranteed; however, based on historical growth patterns, future increases to the cap are assumed.

Mortality rates were developed using the Society of Actuaries' Pub.H-2010 mortality rates which vary by member status (e.g. active, retiree, or survivor) as the base table. The Office of the State Actuary applied for each system, as appropriate, to better tailor the mortality rates to the demographics of each plan. OSA applied the long-term MP-2017 generational improvement scale, also developed by the Society of Actuaries, to project mortality rates for every year after the 2010

Actuarial Valuation Date	6/30/2020
Actuarial Measurement Date	6/30/2021
Actuarial Cost Method	Entry Age
Amortization Method	The recognition period for the experience and assumption changes is 9 years. This is equal to the average expected remaining service lives of all active and inactive members.
Asset Valuation Method	N/A - No Assets

base table. Under "generational" mortality, a member is assumed to receive additional mortality improvements in each future year, throughout their lifetime.

Most demographic actuarial assumptions, including mortality and when members are expected to terminate and retire, were based on the results of the 2013-2018 Demographic Experience Study Report. The post-retirement participation percentage and percentage with spouse coverage, were reviewed in 2017. Economic assumptions, including inflation and salary increases, were based on the results of the 2019 Economic Experience Study.

Actuarial Methodology. The total OPEB liability was determined using the following methodologies:

No Assurance Provided

Discount Rate. Since OPEB benefits are funded on a pay-as-you-go basis, the discount rate used to measure the total OPEB liability was set equal to the Bond Buyer General Obligation 20-Bond Municipal Bond Index, or 2.21 percent for the June 30, 2020 measurement date and 2.16 percent for the June 30, 2021 measurement date.

Additional detail on assumptions and methods can be found on OSA's website:
http://leg.wa.gov/osa/additionalservices/Pages/OPEB.aspx

No Assurance Provided

Changes in Total OPEB Liability

As of June 30, 2022, components of the calculation of total OPEB liability determined in accordance with GASB Statement No. 75 for the College are represented in the following table:

Green River College	
Proportionate Share (%)	**0.5087885146%**
Service Cost	$ 1,645,732
Interest Cost	711,275
Differences Between Expected and Actual Experience	-
Changes in Assumptions	303,895
Changes of Benefit Terms	-
Benefit Payments	(541,893)
Changes in Proportionate Share	(192,662)
Other	(1)
Net Change in Total OPEB Liability	1,926,346
Total OPEB Liability - Beginning	31,000,791
Total OPEB Liability - Ending	**$ 32,927,137**

Sensitivity of the Total Liability to Changes in the Discount Rate. The following represents the total OPEB liability of the College, calculated using the discount rate of 2.16 percent as well as what the total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (1.16 percent) or 1 percentage point higher (3.16 percent) than the current rate:

Discount Rate Sensitivity		
1% Decrease	**Current Discount Rate**	**1% Increase**
$ 39,893,563	$ 32,927,137	$ 27,510,793

Sensitivity of Total OPEB Liability to Changes in the Health Care Cost Trend Rates. The following represents the total OPEB liability of the College, calculated using the health care trend rates of 2-11 percent reaching an ultimate range of 4.3 percent, as well as what the total OPEB liability would be if it were calculated using health care trend rates that are 1 percentage point lower (1-10 percent) or 1 percentage point higher (3-12 percent) than the current rate:

Health Care Cost Trend Rate Sensitivity		
1% Decrease	**Current health care cost trend rate**	**1% Increase**
$ 26,564,827	$ 32,927,137	$ 41,524,765

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

No Assurance Provided

For the year ending June 30, 2022, the College will recognize OPEB expense of $1,143,295. OPEB expense consists of the following elements:

Green River College		
Proportionate Share (%)		**0.5087885146%**
Service Cost	$	1,645,732
Interest Cost		711,275
Amortization of Differences Between Expected and Actual Experience		94,438
Amortization of Changes in Assumptions		(970,599)
Changes of Benefit Terms		-
Amortization of Changes in Proportion		(337,551)
Other Changes to Net Position		-
Total OPEB Expense	**$**	**1,143,295**

As of June 30, 2022, the deferred inflows and deferred outflows of resources for the College are as follows:

Green River College				
Proportionate Share (%)		**0.5087885146%**		
Deferred Inflows/Outflows of Resources		**Deferred Outflows**		**Deferred Inflows**
Difference between expected and actual experience	$	563,234	$	127,464
Changes in assumptions		2,096,965		5,969,836
Transactions subsequent to the measurement date		543,554		
Changes in proportion				2,032,697
Total Deferred Inflows/Outflows	**$**	**3,203,753**	**$**	**8,129,996**

Amounts reported as deferred outflow of resources related to OPEB resulting from transactions subsequent to the measurement date will be recognized as a reduction of total OPEB liability in the year ended June 30, 2022. Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as OPEB expense in subsequent years for the College as follows:

Proportionate Share (%)		**0.5087885146%**
2023	$	(1,213,712)
2024	$	(1,213,712)
2025	$	(1,213,712)
2026	$	(1,213,716)
2027	$	(636,978)
Thereafter	$	22,033
	$	(5,469,797)

No Assurance Provided

The change in the College's proportionate share of OPEB liability and deferred inflows and deferred outflows of resources based on measurement date are representing in the following table:

Proportionate Share (%) 2020		**0.5119702796%**
Proportionate Share (%) 2021		**0.5087885146%**
Total OPEB Liability - Ending 2020	$	31,000,791
Total OPEB Liability - Beginning 2021		30,808,129
Total OPEB Liability Change in Proportion		(192,662)
Total Deferred Inflows/Outflows - 2020		(4,100,749)
Total Deferred Inflows/Outflows - 2021		(4,075,264)
Total Deferred Inflows/Outflows Change in Proportion		25,485
Total Change in Proportion	**$**	**(218,147)**

Note 16 - Operating Expenses by Program

In the Statement of Revenues, Expenses and Changes in Net Position, operating expenses are displayed by natural classifications, such as salaries, benefits, and supplies. The table below summarizes operating expenses by program or function such as instruction, research, and academic support. The following table lists operating expenses by program for the year ending June 30, 2022.

FY2022 Expenses by Functional Classification		
Instruction	$	40,874,067
Academic Support Services		8,815,371
Student Services		12,832,718
Institutional Support		15,348,864
Operations and Maintenance of Plant		6,340,784
Scholarships and Other Student Financial Aid		18,479,090
Auxiliary enterprises		3,877,193
Depreciation		6,343,258
Total operating expenses	**$**	**112,911,345**

No Assurance Provided

Note 17 – Prior Period Adjustment

During fiscal year 2022, management identified certain balances reported in the prior year were misstated. The specific nature of the error could not be determined; however, the adjustment was necessary to correct the beginning net position for the current year. In accordance with GASB Statement No. 62, the adjustment has been recorded as a prior period adjustment to beginning net position. Comparative financial statements for the prior year have been restated to reflect the corrected amounts. The impact of the adjustment was to increase beginning net position of $189,140,618 by $524,056 to a restated beginning net position of $189,664,674.

Note 18 - Commitments and Contingencies

The College has commitments of $1,960,032 for various capital improvement projects that include renovations of existing buildings.

The College is engaged in various legal actions in the ordinary course of business. Management does not believe the ultimate outcome of these actions will have a material adverse effect on the financial statement.

No Assurance Provided

Note 19 - Segment Information

Segment reporting vs separate stand-alone statements is currently being discussed with NWCCU. Multi-college districts should watch for further, official guidance from NWCCU. Stand-alone statements should follow the NWCCU's guidance below:

1) Eligibility Requirement 19. FINANCIAL ACCOUNTABILITY: For each year of operation, the institution undergoes an annual external financial audit by professionally qualified personnel in accordance with generally accepted auditing standards. The audit is to be completed no later than nine months after the end of the fiscal year. Results from the audit, including findings and management letter recommendations, are considered annually in an appropriate and comprehensive manner by the administration and the governing board.

2) Financial Resources 2.F.7: For each year of operation, the institution undergoes an annual external financial audit by professionally qualified personnel in accordance with generally accepted auditing standards. The audit is to be completed no later than nine months after the end of the fiscal year. Results from the audit, including findings and management letter recommendations, are considered annually in an appropriate and comprehensive manner by the administration and the governing board.

3) Financial Resources 2.F.1: "The institution demonstrates financial stability with sufficient cash flow and reserves to support its programs and services. Financial planning reflects available funds, realistic development of financial resources, and appropriate risk management to ensure short-term solvency and anticipate long-term obligations, including payment of future liabilities."

4) Financial Resources 2.F.4: The institution ensures timely and accurate financial information through its use of an appropriate accounting system that follows generally accepted accounting principles and through its reliance on an effective system of internal controls.

No Assurance Provided

Required Supplementary Information

Pension Plan Information

Cost Sharing Employer Plans

Schedules of Green River College's Proportionate Share of the Net Pension Liability

Schedule of Green River College's Proportionate Share of the Net Pension Liability
Public Employees' Retirement System (PERS) Plan 1
Measurement Date of June 30

Fiscal Year	College's proportionate of the net pension liability	College proportionate share of the net pension liability	College covered payroll	College's proportionate share of the net pension liability as a percentage of its covered payroll	Plan's fiduciary net position as a percentage of the total pension liability
2014	0.086612%	$ 4,363,120	$ 9,130,672	47.79%	61.19%
2015	0.085635%	$ 4,479,507	$ 9,398,727	47.66%	59.10%
2016	0.086686%	$ 4,655,446	$ 9,956,473	46.76%	57.03%
2017	0.087335%	$ 4,144,120	$ 10,649,009	38.92%	61.24%
2018	0.086852%	$ 3,878,841	$ 11,128,356	34.86%	63.22%
2019	0.084797%	$ 3,260,747	$ 11,546,547	28.24%	67.12%
2020	0.090520%	$ 3,195,846	$ 13,461,224	23.74%	68.64%
2021	0.090816%	$ 1,109,077	$ 13,959,079	7.95%	88.74%
2022					
2023					

*These schedules are to be built prospectively until they contain 10 years of data.

*These schedules are to be built prospectively until they contain 10 years of data.

No Assurance Provided

Cost Sharing Employer Plans

Schedules of Green River College's Proportionate Share of the Net Pension Liability

Cost Sharing Employer Plans
Schedules of Green River College's Proportionate Share of the Net Pension Liability

Schedule of Green River College's Proportionate Share of the Net Pension Liability
Public Employees' Retirement System (PERS) Plan 2/3
Measurement Date of June 30

Fiscal Year	College's proportionate of the net pension liability	College proportionate share of the net pension liability	College covered payroll	College's proportionate share of the net pension liability as a percentage of its covered payroll	Plan's fiduciary net position as a percentage of the total pension liability
2014	0.104201%	$ 2,069,894	$ 8,774,315	23.59%	93.29%
2015	0.101898%	$ 3,640,874	$ 9,059,087	40.19%	89.20%
2016	0.102720%	$ 5,171,871	$ 9,618,274	53.77%	85.82%
2017	0.105268%	$ 3,657,560	$ 10,347,694	35.35%	90.97%
2018	0.104007%	$ 1,775,824	$ 10,810,738	16.43%	85.77%
2019	0.103757%	$ 1,007,830	$ 11,303,380	8.92%	97.77%
2020	0.113362%	$ 1,449,832	$ 13,265,070	10.93%	97.22%
2021	0.113953%	(11,351,556)	$ 13,837,295	-82.04%	120.29%
2022					
2023					

*These schedules are to be built prospectively until they contain 10 years of data.

No Assurance Provided

Cost Sharing Employer Plans

Schedules of Green River College's Proportionate Share of the Net Pension Liability

Schedule of Green River College's Proportionate Share of the Net Pension Liability
Teachers' Retirement System (TRS) Plan 1
Measurement Date of June 30

Fiscal Year	College's proportionate of the net pension liability	College proportionate share of the net pension liability	College covered payroll	College's proportionate share of the net pension liability as a percentage of its covered payroll	Plan's fiduciary net position as a percentage of the total pension liability
2014	0.013172%	$ 388,502	$ 606,432	64.06%	68.77%
2015	0.009760%	$ 309,211	$ 479,277	64.52%	65.70%
2016	0.011966%	$ 408,548	$ 599,987	68.09%	62.07%
2017	0.013836%	$ 418,293	$ 775,559	53.93%	65.58%
2018	0.014638%	$ 427,516	$ 867,826	49.26%	66.52%
2019	0.021249%	$ 526,083	$ 1,450,698	36.26%	70.37%
2020	0.026860%	$ 647,000	$ 1,992,418	32.47%	70.55%
2021	0.030780%	$ 207,241	$ 2,278,925	9.09%	91.42%
2022					
2023					

*These schedules are to be built prospectively until they contain 10 years of data.

No Assurance Provided

Cost Sharing Employer Plans

Schedules of Green River College's Proportionate Share of the Net Pension Liability

Schedule of Green River College's Proportionate Share of the Net Pension Liability
Teachers' Retirement System (TRS) Plan 2/3
Measurement Date of June 30

Fiscal Year	College's proportionate of the net pension liability	College proportionate share of the net pension liability	College covered payroll	College's proportionate share of the net pension liability as a percentage of its covered payroll	Plan's fiduciary net position as a percentage of the total pension liability
2014	0.014205%	$ 45,881	$ 606,432	7.57%	96.81%
2015	0.010360%	$ 87,418	$ 479,277	18.24%	92.48%
2016	0.012135%	$ 166,649	$ 599,987	27.78%	88.72%
2017	0.014174%	$ 130,819	$ 775,559	16.87%	93.14%
2018	0.014910%	$ 67,112	$ 867,826	7.73%	96.88%
2019	0.021468%	$ 129,352	$ 1,450,698	8.92%	96.36%
2020	0.027341%	$ 419,953	$ 1,992,418	21.08%	91.72%
2021	0.030853%	$ (848,089)	$ 2,278,925	-37.21%	113.72%
2022					
2023					

*These schedules are to be built prospectively until they contain 10 years of data.

No Assurance Provided

Pension Plan Information

Cost Sharing Employer Plans

Schedules of Contributions

Schedule of Employer Contributions
Public Employees' Retirement System (PERS) Plan 1
Fiscal Year Ended June 30

Fiscal Year	Contractually Required Contributions	Contributions in relation to the Contractually Required Contributions	Contribution deficiency (excess)	Covered payroll	Contributions as a percentage of covered payroll
2014	$ 388,207	$ 388,207	$ -	$ 9,130,672	4.25%
2015	$ 394,442	$ 394,442	$ -	$ 9,398,727	4.20%
2016	$ 496,535	$ 496,535	$ -	$ 9,956,473	4.99%
2017	$ 527,224	$ 527,224	$ -	$ 10,649,009	4.95%
2018	$ 584,077	$ 584,077	$ -	$ 11,128,356	5.25%
2019	$ 609,097	$ 609,097	$ -	$ 11,546,547	5.28%
2020	$ 656,306	$ 656,306	$ -	$ 13,461,224	4.88%
2021	$ 686,751	$ 686,751	$ -	$ 13,959,079	4.92%
2022	$ 539,210	$ 539,210	$ -	$ 14,408,741	3.74%
2023					

*These schedules are to be built prospectively until they contain 10 years of data.

No Assurance Provided

Cost Sharing Employer Plans

Schedules of Contributions

Schedule of Employer Contributions
Public Employees' Retirement System (PERS) Plan 2/3
Fiscal Year Ended June 30

Fiscal Year	Contractually Required Contributions	Contributions in relation to the Contractually Required Contributions	Contribution deficiency (excess)	Covered payroll	Contributions as a percentage of covered payroll
2014	$ 452,282	$ 452,282	$ -	$ 8,774,315	5.15%
2015	$ 471,180	$ 471,180	$ -	$ 9,059,087	5.20%
2016	$ 616,429	$ 616,429	$ -	$ 9,618,274	6.41%
2017	$ 663,259	$ 663,259	$ -	$ 10,347,694	6.41%
2018	$ 828,981	$ 828,981	$ -	$ 10,810,738	7.67%
2019	$ 869,833	$ 869,833	$ -	$ 11,303,380	7.70%
2020	$ 1,050,577	$ 1,050,577	$ -	$ 13,265,070	7.92%
2021	$ 1,095,556	$ 1,095,556	$ -	$ 13,837,295	7.92%
2022	$ 911,922	$ 911,922	$ -	$ 14,336,820	6.36%
2023					

*These schedules are to be built prospectively until they contain 10 years of data.

No Assurance Provided

Cost Sharing Employer Plans

Schedules of Contributions

Schedule of Employer Contributions
Teachers' Retirement System (TRS) Plan 1
Fiscal Year Ended June 30

Fiscal Year	Contractually Required Contributions	Contributions in relation to the Contractually Required Contributions	Contribution deficiency (excess)	Covered payroll	Contributions as a percentage of covered payroll
2014	$ 26,208	$ 26,208	$ -	$ 606,432	4.32%
2015	$ 21,584	$ 21,584	$ -	$ 479,277	4.50%
2016	$ 36,877	$ 36,877	$ -	$ 599,987	6.15%
2017	$ 48,317	$ 48,317	$ -	$ 775,559	6.23%
2018	$ 61,622	$ 61,622	$ -	$ 867,826	7.10%
2019	$ 106,858	$ 106,858	$ -	$ 1,450,698	7.37%
2020	$ 143,498	$ 143,498	$ -	$ 1,992,418	7.20%
2021	$ 168,452	$ 168,452	$ -	$ 2,278,925	7.39%
2022	$ 156,444	$ 156,444	$ -	$ 2,479,244	6.31%
2023					

Notes: These schedules are to be built prospectively until they contain 10 years of data.

No Assurance Provided

Cost Sharing Employer Plans

Schedules of Contributions

Schedule of Employer Contributions
Teachers' Retirement System (TRS) Plan 2/3
Fiscal Year Ended June 30

Fiscal Year	Contractually Required Contributions	Contributions in relation to the Contractually Required Contributions	Contribution deficiency (excess)	Covered payroll	Contributions as a percentage of covered payroll
2014	$ 36,156	$ 36,156	$ -	$ 606,432	5.96%
2015	$ 28,153	$ 28,153	$ -	$ 479,277	5.87%
2016	$ 41,115	$ 41,115	$ -	$ 599,987	6.85%
2017	$ 53,513	$ 53,513	$ -	$ 775,559	6.90%
2018	$ 68,670	$ 68,670	$ -	$ 867,826	7.91%
2019	$ 116,248	$ 116,248	$ -	$ 1,450,698	8.01%
2020	$ 162,005	$ 162,005	$ -	$ 1,992,418	8.13%
2021	$ 185,733	$ 185,733	$ -	$ 2,278,925	8.15%
2022	$ 199,824	$ 199,824	$ -	$ 2,479,244	8.06%
2023					

Notes: These schedules are to be built prospectively until they contain 10 years of data.

No Assurance Provided

State Board Supplemental Defined Benefit Plans

Schedule of Changes in the Net Pension Liability and Related Ratios
State Board Supplemental Retirement Plan
Green River College
Fiscal Year Ended June 30
(expressed in thousands)

Total Pension Liability	2017	2018	2019	2020	2021	2022
Service Cost	$ 264,356	$ 179,528	$ 137,289	$ 176,553	$ 240,654	$ 80,075
Interest	171,487	164,985	166,066	198,601	171,167	269,767
Changes of benefit terms	-					-
Differences between expected and actual experience	(1,236,427)	(487,966)	313,093	418,457	(1,544,317)	1,192,139
Changes of assumptions	(291,831)	(165,079)	588,703	1,118,104	(2,787,198)	387,249
Benefit payments	(44,019)	(60,984)	(87,549)	(89,638)	(102,608)	(160,202)
Change in Proportionate Share	-	(179,685)	107,809	227,438	190,963	59,044
Other	-	-	-	-	-	-
Net Change in Total Pension Liability	(1,136,434)	(549,201)	1,225,411	2,049,515	(3,831,339)	1,828,072
Total Pension Liability - Beginning	5,774,989	4,638,555	4,089,354	5,314,765	7,364,280	3,532,941
Total Pension Liability - Ending (a)	$ 4,638,555	$ 4,089,354	$ 5,314,765	$ 7,364,280	$ 3,532,941	$ 5,361,013
Plan Fiduciary Net Position **						
Contributions - Employer	n/a	n/a	n/a	n/a	$ 33,790	$ 44,262
Contributions - Member	n/a	n/a	n/a	n/a	-	-
Net Investment Income	n/a	n/a	n/a	n/a	422,947	2,763
Benefit Payments	n/a	n/a	n/a	n/a	-	-
Administrative Expense	n/a	n/a	n/a	n/a	-	-
Other	n/a	n/a	n/a	n/a	(69)	-
Net Changes in Plan Fiduciary Net Position					$ 456,668	$ 47,025
Plan Fiduciary Net Position - Beginning					1,204,970	1,661,638
Plan Fiduciary Net Position - Ending (b)					$ 1,661,638	$ 1,708,663
Plan's Net Pension Liability (Asset) - Ending (a)-(b)					$ 1,871,303	$ 3,652,350
College's Proportion of the Pension Liability	4.880121%	4.691078%	4.814750%	5.020791%	5.150984%	5.313510%
Covered employee payroll	$ 26,402,432	$ 27,426,900	$ 28,742,375	$ 31,734,440	$ 33,358,773	$ 34,906,357
Total Pension Liability as a Percentage of Covered Employee Payroll	17.56867%	14.91001%	18.49104%	23.20596%	5.60963%	10.46328%

Notes: These schedules are to be built prospectively until they contain 10 years of data.
n/a indicates data not available

**Due to changes in legislation, assets from this higher education institution plan that was previously not administered through a trust, was placed into a trust or similar arrangement. As a result, this plan previously reported under GASB Statement No. 73, is now reported under GASB Statement No. 68. This change is effective for fiscal year 2021.

No Assurance Provided

State Board Supplemental Defined Benefit Plans Notes to Required Supplementary Information

The State Board Supplemental Retirement Plans are financed on a pay-as-you-go basis. State Board makes direct payments to qualifying retirees when the retirement benefits provided by the fund sponsors do not meet the benefit goals, no assets are accumulated in trusts or equivalent arrangements. Potential factors that may significantly affect trends in amounts reported include changes to the discount rate, salary growth, and the variable income investment return.

Effective fiscal year 2021, House Bill 1661 created dedicated funds to pay SRP benefits that mimic the trust arrangement for the rest of the state retirement systems. As a result, the plan, previously reported under GASB Statement No. 73 is now being reported under GASB Statement No. 68.

State Board Supplemental Defined Benefit Plans Notes to Required Supplementary Information

The State Board Supplemental Retirement Plans are financed on a pay-as-you-go basis. State Board makes direct payments to qualifying retirees when the retirement benefits provided by the fund sponsors do not meet the benefit goals, no assets are accumulated in trusts or equivalent arrangements. Potential factors that may significantly affect trends in amounts reported include changes to the discount rate, salary growth, and the variable income investment return.

Schedule of Employer Contributions
State Board Supplemental Retirement Plan
Green River College
Fiscal Year Ended June 30

	2021	2022	2023	2024	2025	2026
Statutorily determined contributions	$ 43,366	$ 44,179				
Actual contributions in relation to the above	43,366	44,179				
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -
Covered payroll	$33,358,773	$34,906,357				
Contribution as a % of covered payroll	0.13%	0.13%				

Notes: These schedules are to be built prospectively until they contain 10 years of data.
This schedule contains actual amounts, while the notes reports contributions as a proportionate share of plan total contributions

No Assurance Provided

Other Postemployment Benefits Information

Schedule of Changes in Total OPEB Liability
Measurement Date of June 30*

	2018	2019	2020	2021	2022
Total OPEB Liability					
Service Cost	$ 2,151,176	$ 1,717,882	$ 1,239,486	$ 1,286,440	$ 1,645,732
Interest cost	1,007,624	1,181,034	1,075,183	1,076,127	711,275
Differences between expected and actual experience	-	1,078,055	-	(164,907)	-
Changes of assumptions	(4,915,207)	(7,520,636)	2,002,273	697,572	303,895
Changest in benefit terms	-	-	-	(512,361)	-
Benefit payments	(513,501)	(498,810)	(491,832)	(897,673)	(541,893)
Change in Proportionate Share	(608,294)	(211,995)	(690,044)	(1,096,114)	(192,662)
Other	-	-	-	-	(1)
Net Change in Total OPEB Liability	(2,878,202)	(4,254,470)	3,135,066	389,084	1,926,346
Total OPEB Liability - Beginning	34,609,313	31,731,111	27,476,641	30,611,707	31,000,791
Total OPEB Liability - Ending	$ 31,731,111	$ 27,476,641	$ 30,611,707	$ 31,000,791	$ 32,927,137
College's Proportion of the Total OPEB Liability (%)	0.544663%	0.541024%	0.527437%	0.511970%	0.508789%
Covered employee payroll	$ 39,429,638	$ 41,840,778	$ 46,891,746	$ 49,298,473	$ 49,298,473
Total OPEB Liability as a % of covered-employee payroll	80.475279%	65.669527%	65.281653%	62.883877%	66.791393%

Notes: These schedules are to be built prospectively until they contain 10 years of data.
n/a indicates data not available

Notes to Required Supplementary Information

The Public Employee's Benefits Board (PEBB) OPEB plan does not have assets in trusts or equivalent arrangements and is funded on a pay-as-you-go basis. Potential factors that may significantly affect trends in amounts reported include changes to the discount rate, health care trend rates, salary projections, and participation percentages.

GRC IPEDS Finance Report 2023-24

Note: Revisions made through the Prior Year Data Revision System are not available for the selected collection year.

Finance 2023-24

Institution: Green River College (235343)

Finance - Public Institutions' Reporting Standard

Reporting Standard

Please indicate which reporting standards are used to prepare your financial statements:

- GASB (Governmental Accounting Standards Board), using standards of GASB 34 & 35
- FASB (Financial Accounting Standards Board)

Please consult your business officer for the correct response before saving this screen. Your response to this question will determine the forms you will receive for reporting finance data.

Institution: Green River College (235343)

Finance - Public Institutions Using GASB Standards

General Information: GASB-Reporting Institutions (aligned form)

Reporting Reminder:

- To the extent possible, the finance data requested in this report should be provided from your institution's audited General Purpose Financial Statements (GPFS).
- Please refer to the instructions specific to each screen of the survey for details and references.

1. Fiscal Year Calendar

This report covers financial activities for the 12-month fiscal year: (The fiscal year reported should be the most recent fiscal year ending before October 1, 2024.)

Beginning: month/year (MMYYYY)	Month:	7	Year:	2023
And ending: month/year (MMYYYY)	Month:	6	Year:	2024

2. Audit Opinion

Did your institution receive an unqualified opinion on its General Purpose Financial Statements from your auditor for the fiscal year noted above? (If your institution is audited only in combination with another entity, answer this question based on the audit of that entity.)

- Unqualified
- Qualified (Explain in box below)
- Don't know OR in progress (Explain in box below)

3. Reporting Model

GASB Statement No. 34 offers three alternative reporting models for special-purpose governments like colleges and universities. Which model is used by your institution?

- Business-type activities
- Governmental Activities
- Governmental Activities with Business-Type Activities

4. Intercollegiate Athletics

Does your institution participate in intercollegiate athletics?

- No
- Yes - answer part a and b below

a) Are the intercollegiate athletics expenses accounted for as? [check all that apply]

- [x] Auxiliary enterprises
- [ ] Student services
- [ ] Other (specify in box below)

b) Does your institution have intercollegiate athletics revenue?

- No
- Yes - select category(s) where these revenues are included [check all that apply]
  - ☐ Sales and services of educational activities
  - ☐ Sales and services of auxiliary enterprises
  - ☐ Other (specify in box below)

5. Endowment Assets

Does this institution or any of its foundations or other affiliated organizations own endowment assets?

- No
- Yes - (report details of endowment net assets)

6. Pension

Does your institution include defined benefit pension liabilities, expenses, and/or deferrals in its General Purpose Financial Statements?

- No
- Yes

7. Postemployment Benefits Other than Pension (OPEB)

Does your institution include postemployment benefits other than pension (OPEB) liabilities, expenses, and/or deferrals in its General Purpose Financial Statements?

- No
- Yes

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

College financial statements have not been audited at this time.

Institution: Green River College (235343)

Part A - Statement of Net Position Page 1

Fiscal Year: July 1, 2023 - June 30, 2024

If your institution is a parent institution then the amounts reported in Parts A and D should include ALL of your child institutions

Line no.		Current year amount	Prior year amount
	Assets		
01	Total current assets	13,442,651	20,445,920
31	Depreciable capital assets, net of depreciation	185,910,194	186,841,852
04	Other noncurrent assets **CV**=[A05-A31]	**44,608,240**	48,821,103
05	Total noncurrent assets	230,518,434	235,662,955
06	**Total assets** **CV=(A01+A05)**	**243,961,085**	256,108,875
19	**Deferred outflows of resources**		10,851,762
	Liabilities		
07	Long-term debt, current portion	3,485,642	3,334,822
08	Other current liabilities CV=(A09-A07)	**4,198,377**	5,931,625
09	Total current liabilities	7,684,019	9,266,447
10	Long-term debt	22,057,789	25,543,431
11	Other noncurrent liabilities CV=(A12-A10)	**6,181,322**	5,756,190
12	Total noncurrent liabilities	28,239,111	31,299,621
13	**Total liabilities** **CV=(A09+A12)**	**35,923,130**	40,566,068
20	**Deferred inflows of resources**		26,823,669

	Net Position		
14	Invested in capital assets, net of related debt	166,447,959	164,883,955
15	Restricted-expendable	0	16,186
16	Restricted-nonexpendable	18,793	1,663
17	Unrestricted CV=[A18-(A14+A15+A16)]	**41,571,203**	34,669,096
18	**Net position** **CV=[(A06+A19)-(A13+A20)]**	**208,037,955**	199,570,900

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Institution: Green River College (235343)

Part A - Statement of Net Position Page 2

Fiscal Year: July 1, 2023 - June 30, 2024			
Line No.	Description	Ending balance	Prior year Ending balance
	Capital Assets		
21	Land and land improvements	6,081,195	6,081,195
22	Infrastructure		0
23	Buildings	269,621,384	264,391,384
32	Equipment, including art and library collections	12,605,714	14,639,143
27	Construction in progress	1	839,161
	Total for Plant, Property and Equipment **CV** = (A21+ .. A27)	**288,308,294**	285,950,883
28	Accumulated depreciation	96,316,904	92,188,675
33	Intangible assets, net of accumulated amortization		0
34	Other capital assets		0

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

All large construction projects were substantially completed.

Institution: Green River College (235343)

Part D - Summary of Changes In Net Position

Fiscal Year: July 1, 2023 - June 30, 2024

If your institution is a parent institution then the amounts reported in Parts A and D should include ALL of your child institutions

Line No.	Description	Current year amount	Prior year amount
01	Total revenues and other additions for this institution **AND all of its child institutions**	137,003,551	119,398,459
02	Total expenses and deductions for this institution **AND all of its child institutions**	123,290,321	112,873,737
03	Change in net position during year **CV**=(D01-D02)	**13,713,230**	6,524,722
04	Net position beginning of year for this institution **AND all of its child institutions**	199,570,900	192,691,172
05	Adjustments to beginning net position and other gains or losses **CV**=[D06-(D03+D04)]	**-5,246,175**	355,006
06	Net position end of year for this institution **AND all of its child institutions (from A18)**	208,037,955	199,570,900

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Institution: Green River College (235343)

Part E-1 - Scholarships and Fellowships

Fiscal Year: July 1, 2023 - June 30, 2024

Do not report Federal Direct Student Loans (FDSL) anywhere in this section.

Line No.	Scholarships and Fellowships	Current year amount	Prior year amount
01	Pell grants (federal)	7,817,141	6,469,585
02	Other federal grants (Do NOT include FDSL amounts)	954,207	3,715,037
03	Grants by state government	7,880,106	4,044,829
04	Grants by local government	870,131	0
05	Institutional grants from restricted resources	0	0
06	Institutional grants from unrestricted resources **CV**=[E07-(E01+...+E05)]	**1,401,205**	795,301
07	Total revenue that funds scholarships and fellowships	18,922,790	15,024,752
	Discounts and Allowances		
08	Discounts and allowances applied to tuition and fees	6,111,132	2,656,320
09	Discounts and allowances applied to sales and services of auxiliary enterprises	390,072	169,552
10	Total discounts and allowances **CV**=(E08+E09)	**6,501,204**	2,825,872
11	Net scholarships and fellowships expenses after deducting discounts and allowances **CV**= (E07-E10) **This amount will be carried forward to C10 of the expense section.**	**12,421,586**	12,198,880

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

02 - Includes CARES student aid in FY 2023
08 - 3 million increase in FA and a 1.5 million decrease in waivers from FY23

Institution: Green River College (235343)

Part E-2 - Sources of Discounts and Allowances

Fiscal Year: July 1, 2023 - June 30, 2024							
Line No.	Source of Discounts and Allowances	Amount of Source Applied to:					
		Tuition and fees discounts allowances		Auxiliary enterprises discounts allowances		Total discounts allowances	
		Current year amount	Prior year amount	Current year amount	Prior year amount	Current year amount	Prior year amount
12	Pell grants (federal)	☑ 2,655,167	1,068,005	☑ 165,292	66,486	2,820,459	1,134,491
13	Other federal grants (Do NOT include FDSL amounts)	☑ 313,497	165,424	30,786	21,568	344,283	186,992
14	Grants by state government	☑ 3,142,468	1,422,891	☑ 193,994	81,498	3,336,462	1,504,389
15	Grants by local government		0		0	0	0
16	Endowments and gifts		0		0	0	0
17	Other institutional sources **CV**=[E18-(E12+E13+ … +E16)]	0	0	0	0	0	0
18	Total (from Part E1 line 8, 9 and 10)	6,111,132	2,656,320	390,072	169,552	6,501,204	2,825,872

Institution: Green River College (235343)

Part B - Revenues and Other Additions, Page 1

Fiscal Year: July 1, 2023 - June 30, 2024				
Line No.	Source of Funds		Current year amount	Prior year amount
	Operating Revenues			
01	Tuition and fees, after deducting discounts & allowances		27,509,832	21,409,328
	Grants and contracts - operating			
02	Federal operating grants and contracts		1,567,166	3,715,037
03	State operating grants and contracts		4,630,718	6,331,565
04	Local government/private operating grants and contracts		**31,206,397**	22,654,041
	04a	Local government operating grants and contracts	30,017,640	21,646,159
	04b	Private operating grants and contracts	1,188,757	1,007,882
05	Sales and services of auxiliary enterprises, after deducting discounts and allowances		2,531,959	1,777,478
06	Sales and services of hospitals, after deducting patient contractual allowances		0	0
26	Sales and services of educational activities		35,190	46,004
07	Independent operations		0	0
08	Other sources - operating **CV**=[B09-(B01+ ....+B07)]		**922,555**	2,408,263
09	Total operating revenues		68,403,817	58,341,716

Institution: Green River College (235343)

Part B - Revenues and Other Additions, Page 2

Fiscal Year: July 1, 2023 - June 30, 2024			
Line No.	Source of funds	Current year amount	Prior year amount
	Nonoperating Revenues		
10	Federal appropriations	0	0
11	State appropriations	45,234,989	41,851,706
12	Local appropriations, education district taxes, and similar support	0	0
	Grants-nonoperating		
13	Federal nonoperating grants Do NOT include Federal Direct Student Loans	8,375,227	6,469,585
14	State nonoperating grants	8,109,349	6,425,431
15	Local government nonoperating grants	867,055	988,666
16	Gifts, including contributions from affiliated organizations	0	0
17	Investment income	1,583,413	-7,140,687
18	Other nonoperating revenues **CV**=[B19-(B10+...+B17)]	0	7,902,219
19	Total nonoperating revenues	64,170,033	56,496,920
27	Total operating and nonoperating revenues **CV**=[B19+B09]	132,573,850	114,838,636
28	12-month Student FTE from E12	6,689	5,766
29	Total operating and nonoperating revenues per student FTE **CV**=[B27/B28]	19,820	19,917

Institution: Green River College (235343)

Part B - Revenues and Other Additions, Page 3

Fiscal Year: July 1, 2023 - June 30, 2024			
Line No.	Source of funds	Current year amount	Prior year amount
	Other Revenues and Additions		
20	Capital appropriations	4,429,701	4,559,823
21	Capital grants and gifts	0	0
22	Additions to permanent endowments	0	0
23	Other revenues and additions **CV**=[B24-(B20+...+B22)]	0	0
24	Total other revenues and additions **CV**=[B25-(B9+B19)]	4,429,701	4,559,823
25	Total all revenues and other additions	137,003,551	119,398,459

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

D-22 - The college does not have any endowments so I am unable to confirm/explain. All endowments are owned by the foundation, which is a separate entity.

Institution: Green River College (235343)

Part C-1 - Expenses and Other Deductions by Functional Classification

Fiscal Year: July 1, 2023 - June 30, 2024

Report Total Operating AND Nonoperating Expenses in this section

Line No.	Expense: Functional Classifications	Total amount (1)	Prior Year Total Amount	Salaries and wages (2)	Prior Year Salaries and wages
01	Instruction	53,494,807	46,249,923	36,839,084	31,298,857
02	Research	0	0	0	0
03	Public service	0	0	0	0
05	Academic support	10,203,011	9,505,669	6,316,988	5,735,118
06	Student services	13,759,832	12,218,382	8,366,056	7,395,351
07	Institutional support	18,173,111	16,996,807	9,007,110	8,383,268
10	Scholarships and fellowships expenses, net of discounts and allowances (from Part E-1, line 11)	12,421,586	12,198,880		
11	Auxiliary enterprises	6,102,232	6,272,171	1,681,395	1,554,355
12	Hospital services	0	0	0	0
13	Independent operations	0	0	0	0
14	Other Functional Expenses and deductions **CV**=[C19-(C01+...+C13)]	9,135,742	9,431,905	802,889	624,216
19	**Total expenses and deductions**	123,290,321	112,873,737	63,013,522	54,991,165

Institution: Green River College (235343)

Part C-2 - Expenses and Other Deductions by Natural Classification

Fiscal Year: July 1, 2023 - June 30, 2024			
Line No.	Expense: Natural Classifications	Total Amount	Prior year amount
19-2	Salaries and Wages(from Part C-1,Column 2 line 19)	63,013,522	54,991,165
19-3	Benefits	19,679,820	17,988,453
19-4	Operation and Maintenance of Plant (as a natural expense)	9,626,856	9,372,516
19-5	Depreciation	6,548,011	7,253,619
19-6	Interest	1,216,831	1,367,638
19-7	Other Natural Expenses and Deductions CV=[C19-1 - (C19-2 + ... + C19-6)]	23,205,281	21,900,346
19-1	**Total Expenses and Deductions (from Part C-1, Line 19)**	123,290,321	112,873,737
20-1	12-month Student FTE (from E12 survey)	6,689	5,766
21-1	Total expenses and deductions per student FTE CV=[C19-1/C20-1]	**18,432**	19,576

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Institution: Green River College (235343)

Part M-1 - Pension Information

Fiscal Year: July 1, 2023 - June 30, 2024			
Line No.	Description	Current year amount	Prior Year amount
01	Pension expense	2,446,337	-326,733
02	Net Pension liability	-2,273,227	-1,442,214
03	Deferred inflows related to pension	6,922,301	8,475,260
04	Deferred outflows related to pension	6,250,007	8,124,115

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01 - FY 23 data incorrect. Should be $1,891,463
02 - Change YOY data:
(522,191.80) PERS1
(238,954.22) PERS2/3
(79,199.84) TRS1

Institution: Green River College (235343)

Part M-2 - Postemployment Benefits Other than Pension (OPEB) Information

Fiscal Year: July 1, 2023 - June 30, 2024			
Line No.	Description	Current year amount	Prior Year amount
05	OPEB expense	-1,284,161	-392,884
06	Net OPEB liability	21,291,218	21,302,105
07	Deferred inflows related to OPEB	16,054,297	18,348,409
08	Deferred outflows related to OPEB	2,243,324	2,727,647

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05-
OPEB Expense

	2024	2023
Current Year Expense	(775,921.56)	2,222.00
Amortization Change	(508,239.00)	(395,106.00)

Institution: Green River College (235343)

Part H - Details of Endowment Net Assets

Fiscal Year: July 1, 2023 - June 30, 2024				
Include not only endowment net assets held by the institution, but any assets held by private foundations affiliated with the institution.				
Line No.	Value of Endowment Net Assets		Market Value	Prior Year Amounts
01	Value of endowment net assets at the beginning of the fiscal year		24,233,881	21,876,480
02	Value of endowment net assets at the end of the fiscal year		27,413,101	24,233,881
03	Change in value of endowment net assets **CV**=[H02-H01]		3,179,220	2,357,401
03a		New gifts and additions	609,373	850,376
03b		Endowment net investment return	4,049,774	2,153,510
03c		Spending distribution for current use	-731,826	-4,632,238
03d		Other **CV**=[H03-(H03a+H03b+H03c)]	-748,101	3,985,753

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Institution: Green River College (235343)

Part N - Financial Health

Fiscal Year: July 1, 2023 - June 30, 2024			
Line No.	Description *(If your institution is a parent institution then the amounts reported should include ALL of your child institutions. Include amounts for the institution's GASB and FASB component units.)*	Current year amount	Prior year amount
01	Operating income (Loss) + net nonoperating revenues (expenses)	-10,464,484	-18,933,871
02	Operating revenues + nonoperating revenues	136,052,942	127,843,786
03	Change in net position	-6,034,783	-14,374,048
04	Net position	165,410,723	171,445,506
05	Expendable net assets	18,793	14,523
06	Plant-related debt	31,645,416	28,878,253
07	Total expenses	142,087,725	142,217,833

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Institution: Green River College (235343)

Summary

Finance Component Summary

The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your institution's Data Feedback Report (DFR). In addition, all data reported in IPEDS survey components become publicly available through the IPEDS Use the Data and appear as aggregated statistics in various Department of Education reports. College Navigator is updated approximately three months after the data collection period closes and DFRs will be available through the IPEDS Use the Data and sent to your institution's CEO at the end of 2025.

Please review your data for accuracy. If you have questions about the data displayed below or after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or ipedshelp@rti.org.

Core Revenues			
Revenue Source	**Reported values**	**Percent of total core revenues (%)**	**Core revenues per FTE enrollment**
Tuition and fees	27,509,832	20	4,113
State appropriations	45,234,989	34	6,763
Local appropriations	0	0	0
Government grants and contracts	53,567,155	40	8,008
Private gifts, grants, and contracts	1,188,757	1	178
Investment income	1,583,413	1	237
Other core revenues	5,387,446	4	805
Total core revenues	134,471,592	100	20,103
Total revenues	137,003,551	N/A	20,482

Other core revenues include federal appropriations; sales and services of educational activities; other operating and nonoperating sources; and other revenues and additions (e.g., capital appropriations, capital grants and gifts, etc.). Core revenues exclude revenues from auxiliary enterprises (e.g., bookstores, dormitories), hospitals, and independent operations. For institutions reporting in Full parent/child relationships, core revenues per FTE enrollment amounts will not be allocated to child institutions.

Core Expense			
Expense function	**Reported values**	**Percent of total core expenses (%)**	**Core expenses per FTE enrollment**
Instruction	53,494,807	46	7,997
Research	0	0	0
Public service	0	0	0
Academic support	10,203,011	9	1,525
Institutional support	18,173,111	16	2,717
Student services	13,759,832	12	2,057
Other core expenses	21,557,328	18	3,223
Total core expenses	117,188,089	100	17,520

Total expenses	123,290,321	N/A	18,432
Other core expenses include scholarships and fellowships, net of discounts and allowances, and other expenses. Core expenses exclude expenses from auxiliary enterprises (e.g., bookstores, dormitories), hospitals, and independent operations. For institutions reporting in Full parent/child relationships, core expenses per FTE enrollment amounts will not be allocated to child institutions.			

	Calculated value	
FTE enrollment	6,689	
The full-time equivalent (FTE) enrollment used in this report is the sum of the institution's FTE undergraduate enrollment and FTE graduate enrollment (as calculated from or reported on the 12-month Enrollment component). FTE is estimated using 12- month instructional activity (credit and/or clock hours). All doctor's degree students are reported as graduate students.		

24-25 Budget Book

ANNUAL BUDGET

2024
2025

Green River
COLLEGE

2024-2025 Operating Budget

Operating Revenue		Approved 2023-2024	Proposed 2024-2025	Change
Total State Allocation Base:		**$ 45,667,078**	**$ 48,913,179**	**$ 3,246,101**
Local Operating Funds				
Local Operating - Tuition State & WR		14,724,600	15,560,137	835,537
Program Support				
	IP	4,010,000	2,010,000	(2,000,000)
	Running Start	10,323,730	12,323,730	2,000,000
	Open Doors	464,809	464,809	-
	Other	1,047,139	473,033	(574,106)
Fund Balance		14,235,551	14,221,755	(13,796)
Total Local Operating Funds		**$ 44,805,829**	**$ 45,053,465**	**$ 247,636**
Total Operating Revenue		**$ 90,472,907**	**$ 93,966,644**	**$ 3,493,737**
Operating Expenditures by Object				
Salaries				
AA	Exempt-Executive	1,593,423	1,882,281	288,857
AB	Exempt-Managerial	2,178,692	2,229,795	51,103
AC	Exempt-Prof'l/Technical	8,312,979	9,058,828	745,849
AD	Temp & Stipend	4,050,055	4,378,722	328,667
AE & AG	Faculty-Perm & Temp Full-time	16,997,643	18,149,188	1,151,545
AH	Faculty-Temp Part-time	10,586,378	10,764,628	178,250
AK	Classified	11,473,312	11,789,002	315,690
	Other Salaries	66,438	66,438	-
B	Benefits	18,929,793	19,353,085	423,292
Sub-total Salaries		**$ 74,188,713**	**$ 77,671,966**	**$ 3,483,253**
C	Contracts	137,071	170,233	33,162
E	Goods & Services	10,723,943	10,973,403	249,460
G	Travel	210,430	316,472	106,042
J	Equipment/Cap Outlays	1,471,923	1,285,737	(186,186)
N	Client Services	2,003,879	1,810,181	(193,698)
P	Debt Service	1,736,948	1,738,651	1,703
Total Operating Expenditure		**$ 90,472,907**	**$ 93,966,644**	**$ 3,493,736**
Difference (Balanced Budget)		**0**	**0**	**0**

2024-2025 Operating Budget by Division

Operating Expenditure by Division

	Approved 2023-2024	Proposed 2024-2025	Difference
Instruction			
Branch Campus & Continuing Ed	1,093,663	1,363,490	269,827
Business & Trades	5,586,134	5,518,692	(67,442)
English & Humanities	7,099,415	7,051,469	(47,946)
Fine Arts, Social Science, Tutoring Center	6,243,540	6,022,107	(221,433)
Health, Technology & Nursing	9,178,466	9,311,724	133,258
Library, Curriculum, & Media Services	1,675,500	1,739,684	64,184
Science & Math	7,346,641	7,590,765	244,124
Transitional Studies & Wellness	3,521,102	3,883,939	362,837
Worker Retraining	1,391,099	1,328,556	(62,543)
Instruction Support	8,057,158	9,043,459	986,301
Subtotal Instruction	**$ 51,192,718**	**$ 52,853,886**	**$ 1,661,167**
Student Affairs			
Campus Life	1,128,248	1,149,535	21,287
Enrollment & Completion	4,596,632	4,712,572	115,940
Safety & Transportation	698,946	1,001,566	302,620
Student Affairs Support	2,155,433	2,599,669	444,236
Subtotal Student Affairs	**$ 8,579,259**	**$ 9,463,342**	**$ 884,083**
Administration			
Business Services	3,521,858	3,397,492	(124,366)
Debt Service	1,736,948	1,738,651	1,703
Facilities	5,044,052	5,359,196	315,144
Human Resources	1,706,790	2,110,178	403,388
Information Technology	6,758,874	6,845,300	86,426
Utilities	1,898,875	2,550,216	651,341
Administration Support	3,561,802	2,790,335	(771,467)
Subtotal Administration	**$ 24,229,199**	**$ 24,791,368**	**$ 562,169**
Executive			
College Relations & Development	2,493,457	2,566,948	73,491
Guided Pathways	1,582,426	1,503,305	(79,121)
Institutional Effectiveness	604,758	656,250	51,492
Institutional Support	1,420,072	1,762,686	342,614
Office Equity, Diversity, & Inclusion	371,018	368,859	(2,159)
Subtotal Executive	**$ 6,471,731**	**$ 6,858,048**	**$ 386,317**
Total Operating Expenditure by Division	**$ 90,472,907**	**$ 93,966,644**	**$ 3,493,736**

2024-2025 International Programs Budget

International Programs Revenue	Approved 2023-2024	Proposed 2024-2025	Change
Revenue	8,644,000	10,487,700	1,843,700
Institutional Support			
Operating Contribution	(4,010,000)	(2,010,000)	2,000,000
Debt Service-Kent Phase II	(521,537)	(421,412)	100,125
Debt Service - Auburn Center	(1,051,281)	(1,041,200)	10,081
Debt Service - Student Life	(228,127)	(228,127)	-
Building & Capital Asset Contribution	(934,015)	(1,052,766)	(118,751)
IP Reserve Contribution	(824,224)	(631,281)	4,879,719
Fund Balance	6,743,018	4,055,495	(2,687,523)
Total Int'l Prgs Contribution	(826,166)	(1,329,291)	(503,125)
			-
			-
Net Revenue for IP Operations	**$ 7,817,834**	**$ 9,158,409**	**$ 1,340,575**
IP Operating Expenditures			
Salaries			
AA Exempt-Executive	132,673	136,653	3,980
AB Exempt-Managerial	62,618	64,497	1,879
AC Exempt-Prof'l/Technical	1,700,400	1,685,045	(15,355)
AD Temp & Stipend	269,454	289,008	19,554
AE Faculty-Perm Full-time	555,682	555,684	2
AG Faculty-Temp Full-time			-
AH Faculty-Temp Part-time	211,487	214,154	2,667
AK Classified	1,054,668	1,113,183	58,515
Other	159,491	194,564	35,073
B Benefits	1,232,476	1,420,361	187,885
Sub-total Salaries	**$ 5,378,949**	**$ 5,673,149**	**$ 294,200**
C Contracts	1,528,166	2,122,166	594,000
E Goods & Services	610,895	1,030,020	419,125
G Travel	239,374	249,124	9,750
J Equipment/Cap Outlays			-
N Client Services	60,450	83,950	23,500
Total Operating Expenditure	**$ 7,817,834**	**$ 9,158,409**	**$ 1,340,575**
Difference	**$ 0**	**$ (0)**	**$ (0)**

2024-2025 Running Start Budget

Running Start Revenue	Approved 2023-2024	Proposed 2024-2025	Change
Revenue	13,493,578	16,307,435	2,813,857
Institutional Support			
Operating Contribution	(10,323,730)	(12,323,730)	(2,000,000)
Building & Capital Asset Contribution	(1,181,181)	(1,760,088)	(578,906)
Running Start Reserve Contribution	(144,119)	(2,387,639)	(2,243,519)
Operating Reserve Contribution	(832,383)	(235,701)	596,682
Fund Balance	16,567	1,835,614	1,819,047
	$ (12,464,847)	$ (14,871,544)	$ (2,406,696)
Net Revenue for RS Operations	**$ 1,028,730**	**$ 1,435,891**	**$ 407,161**
Running Start Operating Expenditures			
Salaries			
AA Exempt-Executive			-
AB Exempt-Managerial			-
AC Exempt-Prof'l/Technical	453,281	532,795	79,514
AD Temp & Stipend	28,266	30,001	1,735
AE Faculty-Perm Full-time			-
AG Faculty-Temp Full-time			-
AH Faculty-Temp Part-time			-
AK Classified	120,767	186,758	65,991
AM Student			-
AP Work Study			-
AS Sick Leave Buyout			-
AT Terminal Leave			-
AU Overtime			-
B Benefits	234,007	295,229	61,222
Sub-total Salaries & Benefits	**836,321**	**1,044,783**	**208,462**
C Contracts	-	177,000	177,000
E Goods & Services	185,366	207,065	21,699
G Travel	3,500	3,500	-
J Equipment/Cap Outlays	3,043	3,043	-
K Hardware/Software			-
N Client Services	500	500	-
Total Operating Expenditure	**$ 1,028,730**	**$ 1,435,891**	**$ 407,161**
Difference	**$ 0**	**$ 0**	**$ (0)**

2024-2025 Open Doors Budget

Open Doors Revenue		Approved 2023-2024	Proposed 2024-2025	Change
Revenue		1,343,861	1,531,832	187,971
Institutional Support				
Operating Contribution		(464,809)	(464,809)	-
		(464,809)	(464,809)	-
				-
				-
Net Revenue for Open Doors Operations		**$ 879,052**	**$ 1,067,023**	**$ 187,971**
Open Doors Operating Expenditures				
Salaries				
AA	Exempt-Executive	-		-
AB	Exempt-Managerial	-		-
AC	Exempt-Prof'l/Technical	467,234	551,207	83,973
AD	Temp & Stipend	2,000	-	(2,000)
AE	Faculty-Perm Full-time			-
AG	Faculty-Temp Full-time			-
AH	Faculty-Temp Part-time			-
AK	Classified	109,901	114,505	4,604
AM	Student			-
AP	Work Study			
AS	Sick Leave Buyout			-
AT	Terminal Leave Buyout			
AU	Overtime			-
B	Benefits	227,299	256,776	29,477
Sub-total Salaries & Benefits		**$ 806,434**	**$ 922,487**	**$ 116,053**
C	Contracts	-		-
E	Goods & Services	50,117	51,732	1,615
G	Travel	2,500	2,500	-
J	Equipment/Cap Outlays	2,001	13,701	11,700
N	Client Services	18,000	68,000	50,000
P	Debt Service			-
Total Operating Expenditure		**$ 879,052**	**$ 1,058,420**	**$ 179,368**
Difference		**$ -**	**$ 8,603**	**$ 8,603**

Green River College

2024-2025 Grant Summary

	2023-2024 Budget	Increase (Decrease)	2024-2025 New Funds	Previous Yr Carryover	2024-2025 Budget
DEPARTMENT OF EDUCATION					
TRIO -- help disadvantaged students prepare for postsecondary education (Sep-Aug) (Proj 5070)	423,002	(75,000)	348,002	100,000	448,002
TRIO-STEM (Sep-Aug) (Proj 5071)	305,888	(44,000)	261,888	90,000	351,888
CCAMPIS Program -- Childcare Access Means Parents in School (Oct-Sep) (Proj 5082)	50,000	(50,000)	-	45,000	45,000
CEVSS -- Center of Excellence for Veteran Student Success (Oct-Sep) (Proj 5576)	133,132	(133,132)	-	75,000	75,000
UISFL -- Undergraduate International Studies and Foreign Language (UISFL) Project (Proj 8129)	99,815	(99,815)	-	40,000	40,000
AANAPISI -- Asian American Native American Pacific Islander Student Initiative (Proj 8129)	-	397,678	397,678	175,000	572,678
CARES Institutional- (prj 5077)		-			-
Department of Justice					
Office on Violence Against Women (EdCC fiscal agent) (71008)		-			-
Office on Violence Against Women -- Gators CARE Program (Oct-Sep) (Proj 5092)	85,954	(85,954)	-	75,000	75,000
DEPARTMENT OF STATE (through University of Kansas)					
SUSI Institute on Women's Leadership (71011)	243,000	(15,348)	227,652	49,000	276,652
STATE OF WASHINGTON					
Dept. of Social & Health Services/SBCTC (110-BFET) -- Basic Food Employment & Training Program (Oct - Sep) (Dept 70008)	350,000	-	350,000	200,000	550,000
SBCTC: Perkins (110-PRK) -- improve professional and technical programs for special population students (70022)	478,103	8,320	486,423	-	486,423
SBCTC: Perkins Special Projects (110-PSP) -- support Leadership Training activities approved by WEC exec committee (70023)	33,000	117,000	150,000	-	150,000
SBCTC: Perkins Leadership Block Grant - Industry Based Professional Development (70032)	17,400	(2,400)	15,000	-	15,000
SBCTC: BEdA (110-BEDA) -- provide instruction and support for Basic Ed ABE/GED/ESL students (70025)	286,427	6,214	292,641	-	292,641
SBCTC: IEL/Civics (110-IELCE) -- provide instruction and support for Integrated English Literacy and Civics Education std (70024)	71,240	4,587	75,827	-	75,827
SBCTC: WorkFirst (110-WFDA) -- increase support/improve access for Workfirst participants (70201/02/04)	840,318	(34,253)	806,065	-	806,065
SBCTC: Job Skills Program (110-JSP) -- provide customized, short-term and job-specific training & education (70009)	2,500,000	(1,250,000)	1,250,000	-	1,250,000
SBCTC: BEdA Leadership Block (110-BLB) -- increase system capacity for program improve and required training in ABE (70026)	4,735	-	4,735	-	4,735
SBCTC: Early Achievers (110-EAG)-- Washington's youngest learners through profess dev of early child care providers and educators. (70027)	199,200	33,200	232,400	-	232,400
SBCTC: NSF subaward WA Community & Technical College Consortium for Undergraduate Research and Equity (WCTC CURE)--	-	40,420	40,420	-	40,420
NATIONAL SCIENCE FOUNDATION					
North Seattle sub award: LSAMP Puget Sound Alliance (71016)	100,001	(100,001)	-	30,000	30,000
S-STEM Natural Resources with Muckleshoot Indian Tribe - NATRS (Proj 8143)	188,119	9,256	197,375	180,000	377,375
Cascadia Course-based Undergrad Research Experience Conference (CURE)	99,902	(99,902)	-	-	-
Experiential Learning to Accelerate Technical Education (ELATE) (71009)	52,388	(52,388)	-	-	-
STRADA EDUCATION NETWORK					
TechConnect Capstone (TCC) Expansion (73002)	179,521	(81,521)	98,000	100,000	198,000
UNIVERSITY OF WASHINGTON					
UW STEM Transfer Partnerships (STP) (Proj 8102)	5,000	(5,000)	-	-	-
WASHINGTON STATE UNIVERSITY					
Jan - Dec: Small Business Assistance Center (70105)	236,000	(38,264)	197,736	24,300	222,036

Green River College

2024-2025 Grant Summary

	2023-2024 Budget	Increase (Decrease)	2024-2025 New Funds	Previous Yr Carryover	2024-2025 Budget
CITY OF AUBURN					
Jan - Dec: Economic Development (70107)		60,000	60,000		60,000
CITY OF COVINGTON					
Jan - Dec: Small Business Assistance Center (70107)	10,000	-	10,000		10,000
CITY OF ENUMCLAW					
Jan - Dec: Small Business Assistance Center		5,000	5,000		5,000
CITY OF KENT					
April - March: Small Business ARPA funding	64,286	4,946	69,232	-	69,232
Jan - Dec: Small Business Assistance Center (70106)		-			-
CITY OF MAPLE VALLEY					
Jan - Dec: Small Business Assistance Center (70107)	15,000	-	15,000	-	15,000
PORT OF SEATTLE APEX (formerly PTAC)					
Jan - Dec: Small Business Assistance Center (70112)	15,000	-	15,000		15,000
THURSTON ECONOMIC DEVELOPMENT COUNCIL					
Apr - Mar: APEX Accelerator, formerly known as Procurement Technical Assistance Program (70109)	203,143	32,563	235,706		235,706
Total Grants & Contracts	**$ 7,289,574**	**$ (1,447,794)**	**$ 5,841,780**	**$ 1,183,300**	**$ 7,025,080**

Green River College

2024-2025 Internal Auxiliary Services

	Computer Services	Printing Services	Motor Pool	Student & Activities	Book Store	Parking Transportation	Housing & Food Services	Total Auxiliary
Expense								
AA Exempt - Executive								-
AB Exempt - Administration						24,900		24,900
AC Exempt - Prof'l/Technical				34,179	137,562	69,757	127,306	368,803
AD Hourly/Stipend				156,427	104,742	127,214	15,318	403,701
AE Faculty - Perm Full Time								-
AG Faculty - Temp Full Time								-
AH Faculty - Temp Part Time								-
AK Classified	70,496	35,894		210,985	145,296	218,814	254,312	935,797
AM Student				389,286	10,000			399,286
AP Work Study		3,500						3,500
AS Sick Leave Buyout								-
AT Terminal Leave								-
AU Overtime								-
B Benefits	27,972	14,201		105,719	130,878	156,454	166,886	602,110
Salary Subtotal	$ 98,468	$ 53,595	$ -	$ 896,596	$ 528,478	$ 597,138	$ 563,822	$ 2,738,097
C Personal Services								-
E Goods & Services		71,900	25,000	763,099	116,175	1,180,790	16,187	2,173,151
F Cost of Goods Sold					875,000			875,000
G Travel			90,000	2,450	4,000	2,000		98,450
J Equipment/Cap Outlay		101,214			8,500	2,000		111,714
N Client Services				87,855				87,855
P Debt Service				1,242,888				1,242,888
W Depreciation								-
Total Expenditures	$ 98,468	$ 226,709	$ 115,000	$ 2,992,888	$ 1,532,153	$ 1,781,928	$ 580,009	$ 7,327,154
Revenue								
T Transfers								-
S Interagency								-
4000020 Resident Tuition								-
4000050 Dedicated Student Fees				2,992,888				2,992,888
4010020 Sales in Proprietary Funds					1,532,153			1,532,153
4030020 Income From Property								-
4030030 Fines &Forfeits								-
4030060 Charges for Services	98,468	226,709	115,000			1,781,928	580,009	2,802,114
4030140 Interfund Transfer In								-
4030150 Interfund Transfer Out								-
4030160 Other Operating Revenue								-
4120010 Investment Income	-	-	-	-		-	-	-
Total Revenue	$ 98,468	$ 226,709	$ 115,000	$ 2,992,888	$ 1,532,153	$ 1,781,928	$ 580,009	$ 7,327,154

Green River College

2024-2025 Self Support Summary

	Instruction Co-Op	Continuing Education	eLearning Fee	Special Services	Study Abroad	Technology Fee	Other Self-Suppt	Total Fiduciary
Expense								
AA Exempt - Executive								-
AB Exempt - Administration	111,392	26,646					25,539	**163,578**
AC Exempt - Prof'l/Technical	181,442	248,219	269,482				207,388	**906,532**
AD Hourly/Stipend	177,232	90,105	95,000		10,500	171,000	63,124	**606,961**
AE Faculty - Perm Full Time	33,379							**33,379**
AG Faculty - Temp Full Time								-
AH Faculty - Temp Part Time	167,000	93,407			21,404	189,263		**471,074**
AK Classified	180,529	230,102	75,952	30,059			450,796	**967,439**
AM Student								-
AP Work Study								-
AS Sick Leave Buyout								-
AT Terminal Leave								-
AU Overtime								-
B Benefits	258,470	285,121	140,096	13,417	7,914	98,937	379,069	**1,183,025**
Salary Subtotal	**$ 1,109,445**	**$ 973,601**	**$ 580,530**	**$ 43,476**	**$ 39,818**	**$ 459,200**	**$ 1,125,917**	**$ 4,331,987**
C Personal Services	6,999						4,000	**10,999**
E Goods & Services	1,003,267	117,240	168,740	121,000	22,225	371,800	872,817	**2,677,089**
G Travel	18,151	3,303	7,300	5,000	12,950		7,400	**54,104**
J Equipment/Cap Outlay	198,887	252	3,000			530,000	32,000	**764,139**
N Client Services	329,018	61,060			333,100	298,960	5,201	**1,027,339**
Total Expenditures	**$ 2,665,767**	**$ 1,155,456**	**$ 759,570**	**$ 169,476**	**$ 408,093**	**$ 1,659,960**	**$ 2,047,335**	**$ 8,865,657**
Revenue								
T Transfers							229,427	**229,427**
S Interagency								-
4000020 Resident Tuition								-
4000050 Dedicated Student Fees	2,665,767	1,155,456	759,570	169,476	408,093	1,659,960	1,817,908	**8,636,231**
4000100 Tuition & Fee Waiver								-
4010020 Sales in Proprietary Funds								-
4021010 Private Grants & Scholarship								-
4022250 Veterans Administration								-
4022280 Department of Education								-
4030020 Income From Property								-
4030030 Fines &Forfeits								-
4030060 Charges for Services								-
4030140 Interfund Transfer In								-
4030150 Interfund Transfer Out								-
4030160 Other Operating Revenue								-
4120010 Investment Income								-
Total Revenue	**$ 2,665,767**	**$ 1,155,456**	**$ 759,570**	**$ 169,476**	**$ 408,093**	**$ 1,659,960**	**$ 2,047,335**	**$ 8,865,657**

Green River College

2024-2025 Financial Aid Summary

	2024-2025 Budget
Grants In Aid	
Americorps	35,000
BASIC FOOD/EMPLY/TRN	60,000
College Bound Scholar	200,000
CSF - Governor Scholarship	8,000
Foundation Support	600,000
National Guard Grant	10,000
Passport 2 College	150,000
Pell Grant	8,000,000
Scholar - Education & Culture	10,000
Scholar - Financial	25,000
Scholar - High School	50,000
Scholar - Port & Airport	20,000
Scholar - Service Club	150,000
Scholar - Tribal	50,000
Scholar-Green River Coalition	103,000
Scholar-Private	10,000
SEOG	250,000
Tuition Waiver	450,000
WA College Bridge Grant	900,000
WA Opportunity Scholar	250,000
Washington Achieve Scholarship	10,000
Washington College Grant	8,000,000
WAVE Scholarship	10,000
Worker Retraining	80,000
WorkFirst - Work Study on Camp	55,000
Student Loans	
PRIVATE LOANS-EFT	1,000,000
STAFFORD UNSUBSIDIZE	2,800,000
Subsidized	2,000,000
Work Study	
Federal Work Study	45,000
Financial Aid Fund	
3.5% Green River Grant	356,000
FWS Federal Match	280,000

Green River College

2023-2025 Capital Project Budget

	2023-2025 Proposed Budget	Mid -Biennium Estimated Expenditures	2023-2025 Proposed Remaining
Local Capital			
Phase 2 - Std Aff. And Success	16,271	-	16,271
AD Remodel	171,396	16,160	155,236
Trades Welding Power Repair	50,611	-	50,611
SA/Nursing/Science Bldg	71,745	-	71,745
RLC Tenant Improvement	30,545	-	30,545
ZC VP of EDI Suite	124,878	2,403	122,475
Learning & Innovation Center	3,106,113	3,009,427	96,687
Total Local Fund	$ 3,571,560	$ 3,027,990	$ 543,570
State Appropriations			
Program	2,126,781	1,564,705	562,076
Preservation (URF) - FY 23-25	931,000	314,305	616,695
Facility	1,912,000	115,880	1,796,120
Minor to Operating	807,000	403,500	403,500
Total State Fund	$ 5,776,781	$ 2,398,390	$ 3,378,391
Total Available for Capital	**$ 9,348,341**	**$ 5,426,380**	**$ 3,921,961**

Green River College

2024-2025 Proposed Fees and Waivers

Line No	Pending Tuition DESCRIPTION	Per Credit 23-24 RATE	Per Credit INCR.	Per Credit 24-25 RATE	NOTE	2024-2025 PER CREDIT AMT WAIVED
	FEES SET BY SBCTC					
1	RESIDENT TUITION 1-10 CREDITS	123.58	4.01	127.59		
2	RESIDENT TUITION 11-18 CREDITS	61.05	1.91	62.96		
3	RESIDENT TUITION 19+ CREDITS	110.87	3.60	114.47		
4	RESIDENT TUITION APPLIED BAS 1-10 CREDITS	240.10	7.51	247.61		
5	RESIDENT TUITION APPLIED BAS 11-18 CREDITS	12.33	0.48	12.81		
6	RESIDENT TUITION APPLIED BAS 19+ CREDITS	227.39	7.10	234.49		
7	NON-RESIDENT TUITION 1-10 CREDITS	317.95	10.18	328.13		
8	NON-RESIDENT TUITION 11-18 CREDITS	68.96	2.20	71.16		
9	NON-RESIDENT TUITION 19+ CREDITS	305.24	9.77	315.01		
10	NON-RESIDENT TUITION APPLIED BAS 1-10 CREDITS	674.70	20.89	695.59		
11	NON-RESIDENT TUITION APPLIED BAS 11-18 CREDITS	13.25	0.53	13.78		
12	NON-RESIDENT TUITION APPLIED BAS 19+ CREDITS	661.99	20.48	682.47		
13	DEPENDENTS AND SPOUSES OF ELIGIBLE VETERANS 1-10 CREDITS	0.00	-	0.00	1	127.59
14	DEPENDENTS AND SPOUSES OF ELIGIBLE VETERANS 11-18 CREDITS	0.00	-	0.00	1	62.96
15	DEPENDENTS AND SPOUSES OF ELIGIBLE VETERANS 19+ CREDITS	0.00	-	0.00	1	114.47
16	CHILD/SPOUSE OF DECEASED/DISABLED LEOFF OR FIREFIGHTER 1-10 CREDITS	0.00	-	0.00	1	127.59
17	CHILD/SPOUSE OF DECEASED/DISABLED LEOFF OR FIREFIGHTER 11-18 CREDITS	0.00	-	0.00	1	62.96
18	CHILD/SPOUSE OF DECEASED/DISABLED LEOFF OR FIREFIGHTER 19+ CREDITS	0.00	-	0.00	1	114.47
19	WRONGFULLY CONVICTED FELON (INDIVIDUAL, CHILD, STEP CHILD) 1-10	0.00	-	0.00	1	127.59
20	WRONGFULLY CONVICTED FELON (INDIVIDUAL, CHILD, STEP CHILD) 11-18	0.00	-	0.00	1	62.96
21	WRONGFULLY CONVICTED FELON (INDIVIDUAL, CHILD, STEP CHILD) 19+	0.00	-	0.00	1	114.47
22	APPRENTICE	61.79	2.01	63.80	1	63.79
23	ABE, ESL, GED ($25.00 per student, per quarter)	25.00	-	25.00	1	
	FEES SET BY COLLEGE (Recommended by Students)					
24	TECH FEE ($5 per credit, min $5, max $60.00 per qtr)	5.00	-	5.00		
25	FACILITY FEE ($4.05 per credit no max) Max removed Fall '13	4.05	-	4.05		
26	SPECIAL SERVICES FEE ($.50 per credit; no min or max.)	0.50	-	0.50		
27	STUDENT CENTER FEE ($45 per student per quarter)	45.00	-	45.00		
28	MATRICULATION FEE ($.75 per credit no max)	0.75	-	0.75		
29	IP TECH/STU CTR/FAC/MATRC/SPEC SVC FEE 12-18	200.40	-	200.40		
30	IP TECH/FAC/MATRC/SPEC SVC FEE 2 Cr Bridge	122.65	-	122.65		
31	IP TECH/FAC/MATRC/SPEC SVC FEE 5 Cr Bridge	103.90	-	103.90		
32	IP TECH/FAC/MATRC/SPEC SVC FEE 10 Cr Bridge	52.40	-	52.40		
33	IP MATRC/FAC/SPEC SVC FEE 19+ CREDITS	5.30	-	5.30		
	FEES SET BY COLLEGE (Discretionary Authority to Local Board)					
34	PARENT ED (per class)	20.00	-	20.00		107.59
35	RESIDENT TUITION VOCATIONAL PROGRAM 19+ CREDITS	61.05	1.91	62.96		51.51
36	NON-RESIDENT W/OPERATING WAIVER 1-10 CREDITS	140.92	4.87	145.79	2	182.34
37	NON-RESIDENT W/OPERATING WAIVER 11-18 CREDITS	61.94	1.99	63.93	2	7.23
38	NON-RESIDENT W/OPERATING WAIVER 19+ CREDITS	128.21	4.46	132.67	2	182.34
39	NON-RESIDENT W/WAIVER VOCATIONAL PROGRAM 19+ CREDITS	61.94	1.99	63.93	2	251.08
40	NON-RESIDENT TUITION APPLIED BAS W/OPERATING WAIVER 1-10 CREDITS	257.44	8.37	265.81	2	429.78
41	NON-RESIDENT TUITION APPLIED BAS W/OPERATING WAIVER 11-18 CREDITS	13.25	0.53	13.78	2	
42	NON-RESIDENT TUITION APPLIED BAS W/OPERATING WAIVER 19+ CREDITS	244.73	7.96	252.69	2	429.78
43	RESIDENT ATHLETE 1-10 CREDITS	85.06	2.76	87.82	3	39.77
44	RESIDENT ATHLETE 11-18. CREDITS	61.05	1.91	62.96	3	-
45	RESIDENT ATHLETE 19+ CREDITS	110.87	3.60	114.47	3	-
46	NON-RESIDENT ATHLETE 1-10 CREDITS	279.43	8.93	288.36	3	39.77
47	NON-RESIDENT ATHLETE 11-18 CREDITS	68.96	2.20	71.16	3	-
48	NON-RESIDENT ATHLETE 19+ CREDITS	305.24	9.77	315.01	3	-
49	NON-RESIDENT ATHLETE WITH WAIVER 1-10 CREDITS	102.40	3.62	106.02	3	39.77
50	NON-RESIDENT ATHLETE WITH WAIVER 11-18 CREDITS	61.94	1.99	63.93	3	-
51	NON-RESIDENT ATHLETE WITH WAIVER 19+ CREDITS	128.21	4.46	132.67	3	-
52	RESIDENT APPLIED BAS ATHLETE 1-10 CREDITS	178.53	5.58	184.11	3	63.50
53	RESIDENT APPLIED BAS ATHLETE 11-18 CREDITS	12.33	0.48	12.81	3	-
54	RESIDENT APPLIED BAS ATHLETE 19+ CREDITS	227.39	7.10	234.49	3	-
55	NON-RESIDENT APPLIED BAS ATHLETE 1-10 CREDITS	613.13	18.96	632.09	3	63.50
56	NON-RESIDENT APPLIED BAS ATHLETE 11-18 CREDITS	13.25	0.53	13.78	3	-
57	NON-RESIDENT APPLIED BAS ATHLETE 19+ CREDITS	661.99	20.48	682.47	3	-
58	NON-RESIDENT APPLIED BAS ATHLETE WITH WAIVER 1-10 CREDITS	195.87	6.44	202.31	3	63.50
59	NON-RESIDENT APPLIED BAS ATHLETE WITH WAIVER 11-18 CREDITS	13.25	0.53	13.78	3	-
60	NON-RESIDENT APPLIED BAS ATHLETE WITH WAIVER 19+ CREDITS	244.73	7.96	252.69	3	-

Green River College

2024-2025 Proposed Fees and Waivers

Line No	Pending Tuition DESCRIPTION	Per Credit 23-24 RATE	Per Credit INCR.	Per Credit 24-25 RATE	NOTE	2024-2025 PER CREDIT AMT WAIVED
61	ELIGIBLE VETERANS & OTHER MILITARY VETERANS 1-10 CREDITS	111.22	3.61	114.83	7	12.76
62	ELIGIBLE VETERANS & OTHER MILITARY VETERANS 11-18 CREDITS	54.95	1.72	56.66	7	6.30
63	ELIGIBLE VETERANS & OTHER MILITARY VETERANS 19+ CREDITS	99.78	3.24	103.02	7	11.45
64	ACTIVE DUTY WAIVER 1-10 CREDITS	96.76	2.90	99.66	6	27.93
65	ACTIVE DUTY WAIVER 11-18 CREDITS	48.69	1.46	50.15	6	12.81
66	ACTIVE DUTY WAIVER 19+ CREDITS	110.87	3.60	114.47	6	-
67	ELIGIBLE VETERANS & OTHER MILITARY VETERANS APPLIED BAS 1-10 CREDITS	216.09	6.76	222.85	7	24.76
68	ELIGIBLE VETERANS & OTHER MILITARY VETERANS APPLIED BAS 11-18 CREDITS	11.10	0.43	11.53	7	1.28
69	ELIGIBLE VETERANS & OTHER MILITARY VETERANS APPLIED BAS 19+ CREDITS	204.65	6.39	211.04	7	23.45
70	ACTIVE DUTY WAIVER BAS 1-10 CREDITS	213.28	6.40	219.68	6	27.93
71	ACTIVE DUTY WAIVER BAS 11-18 CREDITS	0.00	-	0.00	6	12.81
72	ACTIVE DUTY WAIVER BAS 19+ CREDITS	227.39	7.10	234.49	6	
73	HIGH SCHOOL COMPLETION 1-10 CREDITS	12.00	-	12.00	3	115.59
74	HIGH SCHOOL COMPLETION 11-18 CREDITS	12.00	-	12.00	3	50.96
75	HIGH SCHOOL COMPLETION 19+ CREDITS	61.05	1.91	62.96	3	51.51
76	NON-RESIDENT HIGH SCHOOL COMPLETION 1-10 CREDITS	123.58	4.01	127.59	3	200.54
77	NON-RESIDENT HIGH SCHOOL COMPLETION 11-18 CREDITS	61.05	1.91	62.96	3	8.20
78	NON-RESIDENT HIGH SCHOOL COMPLETION 19+ CREDITS	110.87	3.60	114.47	3	200.54
79	WASH STATE EMPLOYEE (per class/space available)	61.05	1.91	62.96	3	574.99
80	WASH STATE EMPLOYEE APPLIED BAS (per class/space available)	61.05	1.91	62.96	3	1,175.09
81	SENIOR CITIZEN - AUDIT (per class/space available; limit 2 courses per qtr)	5.00	-	5.00	3	632.95
82	NEEDY (Need based/college discretionary waiver)	0.00	-	0.00	3	127.59
83	COLLEGE IN THE HIGH SCHOOL	49.00	-	49.00	3	78.59
84	EXCESS ENROLLMENT 1-10 CREDITS	123.58	4.01	127.59		
85	EXCESS ENROLLMENT 11-18 CREDITS	61.05	1.91	62.96		
86	EXCESS ENROLLMENT 19+ CREDITS	110.87	3.60	114.47		
87	INTERNATIONAL STUDENT 1-10 CREDITS	317.95	10.18	328.13		
88	INTERNATIONAL STUDENT 11TH CREDIT	276.25	8.60	284.85		
89	INTERNATIONAL STUDENT 12-18 CREDITS FLAT FEE	3,732.00	119.00	3,851.00		
90	INTERNATIONAL STUDENT 19+ CREDITS	305.24	9.77	315.01		
91	INTERNATIONAL STUDENT VOCATIONAL PROGRAM 19+ CREDITS	68.96	2.20	71.16		
92	INTERNATIONAL STUDENT 1-10 CREDITS APPLIED BAS	674.70	20.89	695.59		
93	INTERNATIONAL STUDENT 11TH CREDIT APPLIED BAS	53.50	2.05	55.55		
94	INTERNATIONAL STUDENT 12-18 CREDITS APPLIED BAS (FLAT FEE)	6,854.00	213.00	7,067.00		
95	INTERNATIONAL STUDENT 19+ CREDITS APPLIED BAS	661.99	20.48	682.47		
96	INTERNATIONAL STUDENT INTENSIVE ENGLISH	3,732.00	119.00	3,851.00		
97	INTERNATIONAL STUDENT 2CR BRIDGE	3,096.10	98.64	3,194.74		
98	INTERNATIONAL STUDENT 5CR BRIDGE	2,142.25	68.10	2,210.35		
99	INTERNATIONAL STUDENT 10CR BRIDGE	552.50	17.20	569.70		
100	IP HOUSING PLACEMENT FEE (One-Time fee Incl. airport pickup & move-in kit)	300.00	-	300.00		
101	INTERNATIONAL ADMISSIONS FEE	50.00	-	50.00		
102	FOUNDATION FOR SUCCESS	100.00	-	100.00		
103	INTERNATIONAL STUDENT COLLEGE EXPERIENCE (One-time fee)	100.00	100.00	200.00		
104	INT'L STUDENT LATE ENROLLMENT FEE	95.00	-	95.00		
105	TRANSCRIPT FEE (Official) WEB ONLY	12.00	-	12.00		
106	TRANSCRIPT FEE-ON DEMAND (IN-PERSON)	25.00	-	25.00		
107	GED (flat fee)	30.00	6.00	36.00		
108	ADMINISTRATIVE FEE FOR SPECIALIZED TESTING (LEVEL 1)	5.00	-	5.00		
109	ADMINISTRATIVE FEE FOR SPECIALIZED TESTING (LEVEL 2)	10.00	-	10.00		
110	ADMINISTRATIVE FEE FOR SPECIALIZED TESTING (LEVEL 3)	15.00	-	15.00		
111	PROCTORED TEST (for non-Green River testing)	25.00	-	25.00		
112	TYPING TEST FEE	10.00	-	10.00		
113	NCRC TEST (National Career and Readiness Certificate-Aerospace)	36.00	-	36.00		
114	NCRC RE-TAKE TEST(National Career and Readiness Certificate-Aerospace)	12.00	-	12.00		
115	CAREER ASSESSMENT STUDENT	20.00	-	20.00		
116	CAREER ASSESSMENT NON-STUDENT	40.00	-	40.00		
117	WELDING CERT TEST	60.00	-	60.00		

Green River College

2024-2025 Proposed Fees and Waivers

Line No	Pending Tuition DESCRIPTION	Per Credit 23-24 RATE	INCR.	24-25 RATE	NOTE	2024-2025 PER CREDIT AMT WAIVED
118	WCS BAT EXAM FEE (pass through)	51.00	-	51.00		
119	WCS BAT EXAM FEE	149.00	-	149.00		
120	LOCKER FEE PER QUARTER	0.00	-	0.00		
121	LOCKER FEE PER YEAR	0.00	-	0.00		
122	RETURNED CHECK FEE	30.00	-	30.00		
123	MINIMUM REFUND AMOUNT	10.00	-	10.00		
124	CALCULATOR RENTAL	20.00	-	20.00		
125	CALCULATOR LATE RETURN PENALTY	10.00	-	10.00		
126	CAMERA RENTAL	50.00	-	50.00		
127	CAMERA RENT LATE RETURN PENALTY	30.00	-	30.00		
128	EVENT TICKET PURCHASE HANDLING FEE	1.00	-	1.00		
129	PAYMENT PLAN ENROLLMENT FEE (Per Quarter)	25.00	-	25.00		
130	MARKETING -LOBBY SALES (single table)	25.00	-	25.00		
131	MARKETING -LOBBY SALES (double table)	40.00	-	40.00		
132	PHI THETA KAPPA DUES	70.00	-	70.00		
133	TELECOURSE RENTAL FEE (per class)	30.00	-	30.00		
134	STAFF PARKING (QUARTERLY)	20.00	-	20.00		
135	STAFF PARKING (4-QUARTERS)	80.00	-	80.00		
136	STAFF PARKING (3-QUARTERS)	60.00	-	60.00		
137	PARKING DUPLICATE	5.00	-	5.00		
138	PARKING FINE	25.00	-	25.00		Variable
139	GUARANTEED PARKING (QTRLY - SPACE AVAILABLE)	100.00	-	100.00		
140	GUARANTEED PARKING (DAILY- SPACE AVAILABLE)	5.00	-	5.00		
141	Overdue Laptop Fine - per day	25.00	(20.00)	5.00		
142	Laptop Power Cord Replacement Fee	30.00	-	30.00		
143	Laptop Replacement Fee	910.00	-	910.00		
144	Study Abroad Administration Fee	200.00	-	200.00		
145	Inclusive Access	125.00	75.00	200.00		Variable
146	eLearning Course Fee (per course)	12.00	5.50	17.50		

	NOTES:
1	Mandatory Waiver set by SBCTC
2	Optional Waiver set by SBCTC : Colleges may waive all or part of the non-resident operating fee differential; not building fee differential.
3	Optional Waiver approved by SBCTC
4	Mandatory Waiver: Law Enforcement/Firefighter- RCW 28B.15.380
5	Mandatory Waiver: Active Duty RCW 28B.15.622
6	Optional Active Duty waiver approved by SBCTC and GRC Board to waive all Building Fee & S&A Fee
7	Optional Waiver: Veterans - RCW 28B.15.621 - FY 23 GRC approved 10% OFF 1-19+ CREDITS - this is change from 10% OFF 1-10 CREDITS from FY22

Green River College

2024-2025 Proposed

Instructional Fee Adds and Changes

	Course		CoOp Fees	2023-2024 Fee	Change	2024-2025 Fee
			FEE REDUCTIONS			
1	ELL	71	Reading Support L1	10.00	(10.00)	-
2	ELL	72	Reading Support L2	10.00	(10.00)	-
3	SOC	252	Drugs and Society	18.50	(18.50)	-
			NEW COURSE FEES			
4	GEOG	190	Geographic Exploration		30.00	30.00
5	NATRS	180	Natural Resources Measurement		80.00	80.00
			FEE INCREASES			
6	ART	105	Beginning Drawing	20.00	30.00	50.00
7	ART	111	Painting 1	20.00	30.00	50.00
8	ART	112	Painting 2	20.00	30.00	50.00
9	ART	113	Painting 3	20.00	30.00	50.00
10	ART	255	Advanced Painting 1	20.00	30.00	50.00
11	ART	256	Advanced Painting 2	20.00	30.00	50.00
12	ART	257	Advanced Painting 3	20.00	30.00	50.00
13	ATECH	110	Shop Procedures	50.00	60.00	110.00
14	ATECH	111	Electrical/Electronics	3.00	2.00	5.00
15	ATECH	112	Engine Performance	3.00	2.00	5.00
16	ATECH	113	Engine Repair	3.00	2.00	5.00
17	ATECH	114	Auto Transmis/Trans-Axle	3.00	2.00	5.00
18	ATECH	115	Manual Drive Trains/Axle	3.00	2.00	5.00
19	ATECH	116	Suspension and Steering	3.00	2.00	5.00
20	ATECH	117	Brakes	3.00	2.00	5.00
21	ATECH	118	Heating & Air Condition	3.00	2.00	5.00
22	ATECH	119	Special Shop Practice	3.00	2.00	5.00
23	BIOL&	100	Survey of Biology	20.00	10.00	30.00
24	BIOL&	160	General Biology with Lab	25.00	25.00	50.00
25	BIOL&	211	Majors Cellular	27.00	28.00	55.00
26	BIOL&	212	Majors Animal	27.00	28.00	55.00
27	BIOL&	213	Majors Plant	27.00	28.00	55.00
28	BIOL&	260	Microbiology	40.00	40.00	80.00
29	CARP	171	Adv Cabinet/Wood Fab	60.00	50.00	110.00
30	CJ	115	Fingerprint Science	40.00	10.00	50.00
31	CJ	215	Adv Fingerprint Id	15.00	35.00	50.00
32	CJ&	240	Intro Forensic Science	10.00	40.00	50.00
33	INDUS	101	Basic Woodworking	40.00	40.00	80.00
34	INDUS	111	Welding Survey 1	12.00	0.50	12.50
35	INDUS	112	Welding Survey 2	12.00	0.50	12.50
36	INDUS	113	Welding Survey 3	12.00	0.50	12.50
37	NATRS	100	Introduction to Natural Resources	10.00	90.00	100.00
38	NATRS	114	Chainsaw Operation and Maintenance	30.00	15.00	45.00
39	NATRS	130	Wildland Firefighter Training L-180 and S-130/19	10.00	20.00	30.00
40	NATRS	161	Wildlife Habitat Mgmt	15.00	10.00	25.00
41	NATRS	205	Wildland Recreation	35.00	25.00	60.00
42	NATRS	210	Introduction to Soils	15.00	10.00	25.00
43	NATRS	263	Cartography	25.00	25.00	50.00
44	NATRS	286	Nat Res Bus Principles	5.00	20.00	25.00
45	NATRS	293	Silvic/Analy Forest Prot	20.00	5.00	25.00
46	NATRS	400	Forest Law and Policy	10.00	15.00	25.00
47	OTA	100	Intro to Occ Therapy	12.50	0.50	13.00
48	OTA	102	OTA Applied Anat/Kines	12.50	0.50	13.00

Green River College

2024-2025 Proposed

Instructional Fee Adds and Changes

	Course		CoOp Fees	2023-2024 Fee	Change	2024-2025 Fee
49	OTA	103	Applied Anat/Kines Lab	19.00	1.00	20.00
50	OTA	111	Fund of OT Health Care	108.00	6.00	114.00
51	OTA	112	Prof Skills for Healthcare Lab	40.00	2.00	42.00
52	OTA	120	Developmental Disabilities 1	28.00	2.00	30.00
53	OTA	121	Dev Disabilities 1 Lab	18.50	1.50	20.00
54	OTA	122	Physical Disabilities 1	13.00	1.00	14.00
55	OTA	123	Phys Disabilities 1 Lab	63.50	3.50	67.00
56	OTA	124	Fund'ls of Gerontology	7.50	0.50	8.00
57	OTA	126	Clinical Seminar 1	45.50	2.50	48.00
58	OTA	127	Clinical Seminar Lab	216.50	12.50	229.00
59	OTA	128	Application of OTA 1	29.50	1.50	31.00
60	OTA	130	Prof Advocacy Experience	136.50	8.50	145.00
61	OTA	131	Physical Disabilities 2	37.50	2.50	40.00
62	OTA	132	Phys Disabilities 2 Lab	43.00	3.00	46.00
63	OTA	133	Psychosocial Dysfunction	9.00	1.00	10.00
64	OTA	134	Psycho Dysfunction Lab & FW	30.50	1.50	32.00
65	OTA	200	Developmental Disabilities 2	19.00	1.00	20.00
66	OTA	201	Dev Disabilities 2 Lab	43.00	3.00	46.00
67	OTA	202	Ethics/Society-Practice	7.00	1.00	8.00
68	OTA	210	Therapeutic Practices-OT	29.50	1.50	31.00
69	OTA	211	Clinical Skills Training	31.00	2.00	33.00
70	OTA	213	Thera Group Leader Lab	41.50	2.50	44.00
71	OTA	220	Thera Group Activities 2	9.00	1.00	10.00
72	OTA	221	Therap Group Activ 2 Lab	14.00	1.00	15.00
73	OTA	222	Clinical Seminar 2	115.50	6.50	122.00
74	OTA	223	Application of OT 2	26.00	2.00	28.00
75	OTA	224	Therapeutic Adaptations	23.50	1.50	25.00
76	OTA	225	App of Therapeutic Activ	77.00	5.00	82.00
77	OTA	228	Pre-Fieldwork Exper Sem	51.50	3.50	55.00
78	OTA	240	Fieldwork Exp Seminar 1	157.50	9.50	167.00
79	OTA	241	Fieldwork Exper Sem 2	183.00	11.00	194.00
80	OTA	245	Co-Op Fieldwork Exper 1	33.50	2.50	36.00
81	OTA	246	Co-Op Fieldwork Exper 2	24.50	1.50	26.00
82	WELD	103	Special Welding	12.00	25.00	37.00
83	WELD	141	Basic Arc Weld and Flame (per credit)	10.00	2.50	12.50
84	WELD	142	Intermediate Welding (per credit)	10.00	2.50	12.50
85	WELD	143	Advanced Arc Welding (per credit)	10.00	2.50	12.50
86	WELD	194	Special Welding Project 1 (per credit)	10.00	2.50	12.50
87	WELD	195	Special Welding Project 2 (per credit)	10.00	2.50	12.50
88	WELD	196	Special Welding Project 3 (per credit)	10.00	2.50	12.50
			NEW COURSES			
####	ACCT	301	Intermediate Accounting I		25.00	25.00
####	ACCT	302	Intermediate Accounting II		25.00	25.00
####	ACCT	303	Intermediate Accounting III		25.00	25.00
####	ACCT	394	Special Topics: Accounting		25.00	25.00
####	ACCT	410	Cost Accounting		25.00	25.00
####	ACCT	411	Auditing		25.00	25.00
####	ACCT	430	Accounting Information Systems and Controls		25.00	25.00
####	ACCT	450	Business Taxation		25.00	25.00
####	ACCT	490	Accounting Internship/Capstone		25.00	25.00
####	ART	123	Beginning Videography		50.00	50.00

Green River College

2024-2025 Proposed

Instructional Fee Adds and Changes

	Course		CoOp Fees	2023-2024 Fee	Change	2024-2025 Fee
####	AVIA	287	ATC - Tower Operator 1		20.00	20.00
####	AVIA	288	ATC - Tower Operator 2		20.00	20.00
####	AVIA	289	ATC - Tower Operator 3		20.00	20.00
####	CARDIO	105	Cardiac Monitoring Clinical		100.00	100.00
####	ELL	6	English Language Learning Intro to Literacy		10.00	10.00
####	ERTECH	102	Emergency Room/Patient Care Technician		50.00	50.00
####	ERTECH	103	Emergency Room/Patient Care Technician Lab		100.00	100.00
####	GERM&	221	German IV		5.00	5.00
####	GERM&	222	German V		5.00	5.00
####	GERM&	223	German VI		5.00	5.00
####	IT	214	Cisco Certified Support Techn Cybersecurity Cert Prep		25.00	25.00
####	IT	295	CompTIA Project+ Certification Preparation		25.00	25.00
####	IT	350	Cyber Data Analysis Using Kibana		50.00	50.00
####	MATH	30	Support Course for MATH& 146		2.00	2.00
####	MATH	36	Support Course for MATH& 107		2.00	2.00
####	MUSC	160	Songwriting and Music Composition 1		20.00	20.00
####	MUSC	161	Songwriting and Music Composition 2		20.00	20.00
####	MUSC	162	Songwriting and Music Composition 3		20.00	20.00
####	MUSC	170	Music and the Environment		10.00	10.00
####	MUSC	260	Songwriting and Music Composition 4		20.00	20.00
####	MUSC	261	Songwriting and Music Composition 5		20.00	20.00
####	MUSC	262	Songwriting and Music Composition 6		20.00	20.00
####	NRS A	105	Nursing Assistant Clinical		100.00	100.00

Green River College

2024-2025

Long Term Commitments

Building COP's	Initial Amount	Remaining Amount	Annual Payment	Start Date	Payoff Date	COP Term Yrs	Yrs Remaining	Payment Source	Notes
Kent II	8,090,000	2,265,252	521,412	8/11/09	6/1/29	20	5	Int'l Programs	IP Annual Operations
Salish	26,830,000	7,523,178	1,738,652	8/11/09	6/1/29	20	5	State Fund 060	SBCTC Annual Allocation
Student Life Replacement	13,480,000	5,590,000	1,242,888	12/1/14	6/1/29	15	5	S & A	S&A & IP
New Auburn Center	14,550,000	10,165,000	1,041,200	6/1/16	12/1/35	20	11	Reserves and IP	Fund Balance and Annual Operations
Total Building COP'S	**62,950,000**	**25,543,430**	**4,544,151**						

Long-Term Lease			Annual Payment	Start Date	Payoff Date	# Yrs		Payment Source	Notes
Enumclaw Center			129,923	3/1/96	N/A	5		General Fund	Current Term 3/1/21-2/28/26
Drama Storage			72,000	6/15/80	N/A	5		General Fund	Current Term 10/1/23 - 9/30/28
Parking Lease			1,200	9/19/03	N/A			Parking Fund	Current Term: month to month
Spokane Lab			16,800	8/1/05	N/A			Self Support	Anticipated Term 8/1/24 - 7/31/25 - Annual Delegated Renewal
Total Long-Term Leases			**424,852**						

2024-2025 Reserve & Dedicated Funds Budget

Reserve	Estimated Ending Balance June 30, 2024	Estimated Activity & Commitments	Estimated Beginning Balance July 1, 2024
Board Reserve	9,047,291	235,701	9,282,992
International Programs Reserve	4,632,551	631,281	5,263,832
Running Start Reserve	6,412,800	2,387,639	8,800,439
	20,092,642		23,347,263

Dedicated Funds	Ending Balance June 30, 2024	Activity & Commitments	Beginning Balance July 1, 2024
Building & Capital Asset Fund	3,471,262		3,471,262
Local Capital Improvements FY 24		(1,182,450)	(1,182,450)
Local Capital Improvements FY 25		(856,334)	(856,334)
Gym Waterline Mitigation		(1,500,000)	(1,500,000)
10% Contribution		2,812,854	2,812,854
5% to IT		(140,643)	(140,643)
Total Building & Capital Asset Fund		(866,573)	2,604,689
IT Building Infrastructure	1,206,613		1,206,613
5% Building Asset Fund to IT		140,643	140,643
Total IT Infrastructure	-	140,643	1,347,256
ctcLink Operations	426,289		426,289
Additional Funding Requirements		(98,168)	(98,168)
Total IT Infrastructure	-	(98,168)	328,121

Green River COLLEGE

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24-25 First and Second Quarterly Budget Reports

Green River College

2024-2025

First & Second Quarter

For the Period Ending December 31, 2024

Green River College
Operating Revenue: Budget vs Actual
For the Period Ending December 31, 2024

	Q-2 FY 23-24 Adjusted Budget	Q-2 FY 23-24 Revenue Actual	Q-2 FY 23-24 Act/Bud %	Q-2 FY 24-25 Adjusted Budget	Q-2 FY 24-25 Revenue Actual	Q-2 FY 24-25 Act/Bud %
Operating Revenue						
State Allocation	45,896,234	22,948,117	50%	49,226,112	24,613,056	50%
Tuition	14,724,600	11,831,239	75%	15,560,137	11,613,734	75%
College Contributors & Transfers	15,845,678	7,922,839	56%	15,271,573	7,635,787	50%
Fund Balance	14,235,551	-	0%	14,221,755	-	0%
Total Operating Revenue	**90,702,063**	**42,702,195**	**47%**	**94,279,577**	**43,862,576**	**47%**
College Contributors Total Revenue						
International Programs Revenue	8,644,000	7,322,182	85%	10,487,700	9,381,835	89%
Running Start Revenue	13,493,578	3,149,823	23%	16,307,435	7,524,506	46%
Open Doors Revenue	1,343,861	366,321	27%	1,531,832	1,168,665	76%
Total College Contributors	**23,481,439**	**10,838,326**	**46%**	**28,326,967**	**18,075,007**	**64%**

Green River College
Operating Expenditure: Budget vs Actual
For the Period Ending December 31, 2024

	FY 23-24 Adjusted Budget	FY 23-24 Rev & Exp Actual	FY 23-24 Act/Bud %	FY 24-25 Adjusted Budget	FY 24-25 Rev & Exp Actual	FY 24-25 Act/Bud %
Operating Revenue						
State Allocation	45,896,234	22,948,117	50%	49,226,112	24,613,056	50%
Tuition	14,724,600	11,831,239	80%	15,560,137	11,613,734	75%
College Contributors & Transfers	15,845,678	7,922,839	50%	15,271,573	7,635,787	50%
Fund Balance	14,235,551	-	0%	14,221,755	-	0%
Total Operating Revenue	**90,702,063**	**42,702,195**	**47%**	**94,279,577**	**43,862,576**	**47%**
Operating Expense						
Exempt/Administrators	12,178,545	5,591,844	46%	13,170,904	6,590,671	50%
Classified	11,463,297	4,840,070	42%	11,789,002	4,887,464	41%
Full Time Faculty & 1yr Temp	17,010,757	6,207,377	36%	18,309,188	6,720,654	37%
Adjunct Faculty	10,594,078	5,624,416	53%	10,568,628	6,805,029	64%
Hourly/Stipend	4,215,779	1,345,678	32%	4,479,722	1,311,619	29%
Other Salaries	66,438	964	1%	66,438	4,161	6%
Benefits	19,551,298	7,747,650	40%	19,353,085	8,486,015	44%
Personal Services	119,771	109,055	91%	170,233	55,709	33%
Goods & Services	10,134,263	3,685,505	36%	11,043,688	4,296,279	39%
Travel	301,972	134,585	45%	316,472	146,872	46%
Equipment	1,244,369	510,728	41%	1,285,737	655,600	51%
Client Services	2,084,546	540,875	26%	1,987,829	432,847	22%
Debt Service	1,736,948	220,479	13%	1,738,651	188,079	11%
Total Operating Expenditure	**90,702,063**	**36,559,228**	**40%**	**94,279,577**	**40,581,001**	**43%**

Green River College
Operating Expenditure by Division: Budget vs Actual
For the Period Ending December 31, 2024

	FY 24-25 Adjusted Budget	FY 24-25 Rev & Exp Actual	FY 24-25 Act/Bud %
Operating Expense by Division			
Instruction			
Business & Trades	5,518,692	2,730,646	49%
Branch Campus & Continuing Ed	1,363,490	554,658	41%
English, Humanities, & Tutoring Center	7,051,469	3,701,801	52%
Fine Arts & Social Science	6,022,107	2,642,031	44%
Technology, Health Science, Nursing, Education	9,375,724	5,419,415	58%
Library, Curriculum, & Media Services	1,739,684	868,164	50%
Science & Math	7,590,765	3,468,762	46%
Transitional Studies & Wellness	3,883,939	2,264,702	58%
Worker Retraining	1,328,556	344,290	26%
Instruction Support	9,041,460	2,345,760	26%
Subtotal Instruction	**$ 52,915,886**	**$ 24,340,229**	**46%**
Student Affairs			
Campus Life	1,149,535	483,428	42%
Enrollment Services	4,712,572	2,159,559	46%
Safety & Transportation	1,001,566	688,979	69%
Student Affairs Support	2,789,435	1,018,122	36%
Subtotal Student Affairs	**$ 9,653,108**	**$ 4,350,089**	**45%**
Administration			
Administrative Support	2,850,502	308,555	11%
Business Services	3,397,492	1,871,201	55%
Debt Service	1,738,651	188,079	11%
Facilities	5,359,196	2,237,892	42%
Human Resources	2,110,178	972,678	46%
Information Technology	6,845,300	2,238,789	33%
Utilities	2,550,216	1,258,558	49%
Subtotal Administration	**$ 24,851,535**	**$ 9,075,753**	**37%**
Executive			
College Relations & Development	2,566,948	1,065,187	41%
Guided Pathway	1,504,305	463,121	31%
Institutional Support	1,283,448	676,199	53%
Office Equity, Diversity, & Inclusion	848,097	185,543	22%
Institutional Effectiveness	656,250	424,880	65%
Subtotal Executive	**$ 6,859,048**	**$ 2,814,930**	**41%**
Total Operating Expenditure by Division	**$ 94,279,577**	**$ 40,581,001**	**43%**

Green River College
Budget Revisions
For the Period Ending December 31, 2024

Budget Revision Summary

	Allocation Permanent	Additional Funding	Total
Board Approved Operating Budget	**93,966,644**	**-**	**93,966,644**
Q1 - Revisions	**250,933**	**-**	**250,933**
Q2 - Revisions	**62,000**	**-**	**62,000**
Q3 - Revisions	**-**	**-**	**-**
Q4 - Revisions	**-**	**-**	**-**
Total Board Approved Operating Budget	**94,279,577**	**-**	**94,279,577**

Budget Revision Detail - Operating Funds

	Q1	Q2	Q3	Q4
Budget Revisions				
General Allocation Change	**60,167**			
Opioid Prevention	**12,118**			
Student Emergency Assistance	**172,000**			
Goldstar	**5,648**			
Guided Pathways	**1,000**			
Center of Excellence		**(2,000)**		
Career Launch		**64,000**		
Total Budget Revisions	**250,933**	**62,000**	**-**	**-**

Green River College
Capital Funds: Budget vs Actual
For the Period Ending December 31, 2024

	2023-2025 Authority to Spend	Annual 2023-2024 Actual Exp	Q2 2024-2025 Actual Exp	2023-2025 Authorized Remaining
Local Capital				
AD Remodel	171,396	16,160	-	155,236
VP EDI Office Suite	124,878	2,403	-	122,475
Gym Waterline Mitigation	1,500,000	-	107,468	1,392,532
EV Charging Trades	473,805	-	83,943	389,862
Center for Learning & Innovation	3,106,113	3,099,707	-	6,406
Total Local Capital	5,376,192	3,118,270	191,411	2,066,511
State Appropriation				
Preservation (URF) FY 23-25	931,000	401,739	38,857	490,404
Facility	3,731,781	1,887,514	203,121	1,641,146
Minor to Operating	807,000	403,500	-	403,500
Total State Appropriation	5,469,781	2,692,753	241,978	2,535,050
Total Capital	10,845,973	5,811,023	433,389	4,601,561

Green River College
Self Support and Auxiliary: Revenue vs Expenditure
For the Period Ending December 31, 2024

	FY 24-25 Beginning Balance	FY 24-25 Revenue Q2 Actual	FY 24-25 Expense Q2 Actual	FY 24-25 Ending Q2 Balance
Self Support				
Instructional Fees (Co-Op)	3,113,978	1,735,534	1,161,824	3,687,688
Continuing Education/Branch Campus	219,644	343,712	370,825	192,531
Distance Education	561,343	532,256	458,949	634,650
Special Services Fee	12,303	103,679	50,541	65,441
Application/Grad/Assessment Fee	(240,327)	166,294	250,028	(324,061)
Study Abroad	127,607	362,408	209,851	280,163
Misc. Self Support	1,941,352	653,860	595,393	1,999,820
Total Self Support	5,735,901	3,897,742	3,097,410	6,536,232
Auxiliary				
Technology Services	926,275	-	11	926,264
Printing & Photo Copy Services	360,239	74,942	43,335	391,845
Motor Pool	236,084	113,092	38,047	311,129
Bookstore	1,768,483	885,448	1,155,473	1,498,458
Parking & Transportation	(292,249)	853,464	243,576	317,640
Conference Services	(853,887)	410,855	515,714	(958,745)
Total Auxiliary	2,144,945	2,337,801	1,996,155	2,486,591
Other				
Technology Fee	356,016	855,447	765,006	446,457
Student Services & Activities Fee	9,774,954	764,897	767,623	9,772,228
International Programs	(3,729,023)	9,381,835	5,750,167	(97,355)
Running Start	9,157,759	7,524,506	575,428	16,106,838
Open Doors	2,215,600	1,168,665	525,199	2,859,066
Total Other	10,130,970	1,620,344	1,532,629	10,218,685

Green River College
Designated Funds
For the Period Ending December 31, 2024

Reserve		Ending Balance June 30, 2024	Activity & Commitments	Beginning Balance July 1, 2024
	Board Reserve	9,047,291	349,374	9,396,664
	International Programs Reserve	4,632,551	599,060	5,231,611
	Running Start Reserve	6,412,800	2,229,351	8,642,151
		20,092,642		23,270,426

Dedicated Funds		Ending Balance June 30, 2024	Activity & Commitments	Q2 December 31, 2024
	Building & Capital Asset Fund	3,093,445	-	3,093,445
	FY 24 Local Capital Improvements		(1,182,450)	(1,182,450)
	FY 25 Local Capital Improvements		(856,334)	(856,334)
	Gym Waterline Mitigation		(1,500,000)	(1,500,000)
	10% Contribution		2,774,752	2,774,752
	5% to IT		(138,738)	(138,738)
	Total Building & Capital Asset Fund		(764,032)	2,329,413
	CTC Link Implementation	383,240		383,240
	Project Expense		(32,177)	(32,177)
	Total CTC Link Implementation	-	(32,177)	351,063
	IT Infrastructure	1,205,313		1,205,313
	5% Building Asset Fund to IT		138,738	138,738
	IT Network Expense		(18,674)	(18,674)
	Total IT Infrastructure	-	120,064	1,325,377

Q3 FY 24-25 Budget Report

Green River College

2024-2025

Third Quarter

For the Period Ending March 31, 2025

Green River College
Operating Revenue: Budget vs Actual
For the Period Ending March 31, 2025

	Q-3 FY 23-24 Adjusted Budget	Q-3 FY 23-24 Revenue Actual	Q-3 FY 23-24 Act/Bud %	Q-3 FY 24-25 Adjusted Budget	Q-3 FY 24-25 Revenue Actual	Q-3 FY 24-25 Act/Bud %
Operating Revenue						
State Allocation	45,898,196	34,423,647	75%	51,161,883	38,371,412	75%
Tuition	14,724,600	14,638,497	92%	15,560,137	16,340,686	105%
College Contributors & Transfers	15,845,678	11,884,259	83%	15,271,572	11,453,679	75%
Fund Balance	14,235,551	-	0%	14,221,755	-	0%
Total Operating Revenue	**90,704,025**	**60,946,403**	**67%**	**96,215,347**	**66,165,778**	**69%**
College Contributors Total Revenue						
International Programs Revenue	8,644,000	10,527,663	122%	10,487,700	13,171,073	126%
Running Start Revenue	13,493,578	11,800,877	87%	16,307,435	14,336,436	88%
Open Doors Revenue	1,343,861	1,420,571	106%	1,531,832	1,759,618	115%
Total College Contributors	**23,481,439**	**23,749,112**	**101%**	**28,326,967**	**29,267,127**	**103%**

Green River College
Operating Expenditure: Budget vs Actual
For the Period Ending March 31, 2025

	FY 23-24 Adjusted Budget	FY 23-24 Rev & Exp Actual	FY 23-24 Act/Bud %	FY 24-25 Adjusted Budget	FY 24-25 Rev & Exp Actual	FY 24-25 Act/Bud %
Operating Revenue						
State Allocation	45,898,196	34,423,647	75%	51,161,883	38,371,412	75%
Tuition	14,724,600	14,638,497	99%	15,560,137	16,340,686	105%
College Contributors & Transfers	15,845,678	11,884,259	75%	15,271,572	11,453,679	75%
Fund Balance	14,235,551	-	0%	14,221,755	-	0%
Total Operating Revenue	**90,704,025**	**60,946,403**	**67%**	**96,215,347**	**66,165,778**	**69%**
Operating Expense						
Exempt/Administrators	12,178,545	8,456,387	69%	13,551,472	9,913,257	73%
Classified	11,463,297	7,245,934	63%	11,663,210	7,331,488	63%
Full Time Faculty & 1yr Temp	17,010,757	10,885,867	64%	18,764,909	11,808,449	63%
Adjunct Faculty	10,594,078	8,817,593	83%	10,392,424	10,539,254	101%
Hourly/Stipend	4,215,779	2,159,232	51%	4,805,404	2,063,946	43%
Other Salaries	66,438	4,611	7%	119,997	20,258	17%
Benefits	19,551,298	12,056,455	62%	20,066,607	13,104,411	65%
Personal Services	119,771	124,203	104%	132,476	89,700	68%
Goods & Services	10,135,215	5,874,401	58%	11,108,676	6,048,297	54%
Travel	301,972	182,083	60%	328,451	172,842	53%
Equipment	1,244,369	1,040,979	84%	1,550,749	890,262	57%
Client Services	2,085,556	1,447,922	69%	1,992,321	641,159	32%
Debt Service	1,736,948	220,479	13%	1,738,651	188,079	11%
Total Operating Expenditure	**90,704,025**	**58,516,147**	**65%**	**96,215,347**	**62,811,401**	**65%**

Green River College
Operating Expenditure by Division: Budget vs Actual
For the Period Ending March 31, 2025

	FY 24-25 Adjusted Budget	FY 24-25 Rev & Exp Actual	FY 24-25 Act/Bud %
Operating Expense by Division			
Instruction			
Business & Trades	5,649,398	4,321,269	76%
Branch Campus & Continuing Ed	1,325,482	841,583	63%
English, Humanities, & Tutoring Center	7,295,385	6,077,538	83%
Fine Arts & Social Science	5,606,196	4,349,754	78%
Technology, Health Science, Nursing, Education	11,166,865	8,805,883	79%
Library, Curriculum, & Media Services	1,659,484	1,265,477	76%
Science & Math	7,559,738	5,757,394	76%
Transitional Studies & Wellness	4,031,586	3,758,344	93%
Worker Retraining	2,651,240	531,653	20%
Instruction Support	8,066,516	3,591,261	45%
Subtotal Instruction	**$ 55,011,890**	**$ 39,300,155**	**71%**
Student Affairs			
Campus Life	1,133,004	732,706	65%
Enrollment Services	4,812,109	3,156,619	66%
Safety & Transportation	1,002,445	892,958	89%
Student Affairs Support	2,698,424	1,520,178	56%
Subtotal Student Affairs	**$ 9,645,981**	**$ 6,302,461**	**65%**
Administration			
Administrative Support	2,324,889	603,868	26%
Business Services	3,386,812	2,390,124	71%
Debt Service	1,738,651	188,079	11%
Facilities	5,350,093	3,359,100	63%
Human Resources	1,986,494	1,367,198	69%
Information Technology	6,968,304	3,073,408	44%
Utilities	2,551,669	2,105,307	83%
Subtotal Administration	**$ 24,306,912**	**$ 13,087,083**	**54%**
Executive			
College Relations & Development	2,722,195	1,650,077	61%
Guided Pathway	1,582,426	652,156	41%
Institutional Support	1,754,596	952,253	54%
Office Equity, Diversity, & Inclusion	488,115	298,633	61%
Institutional Effectiveness	703,233	568,582	81%
Subtotal Executive	**$ 7,250,564**	**$ 4,121,701**	**57%**
Total Operating Expenditure by Division	**$ 96,215,347**	**$ 62,811,401**	**65%**

Green River College
Budget Revisions
For the Period Ending March 31, 2025

Budget Revision Summary

	Allocation Permanent	Additional Funding	Total
Board Approved Operating Budget	**93,966,644**	**-**	**93,966,644**
Q1 - Revisions	**249,933**	**-**	**249,933**
Q2 - Revisions	**62,000**	**-**	**62,000**
Q3 - Revisions	**1,936,771**	**-**	**1,936,771**
Q4 - Revisions	**-**	**-**	**-**
Total Board Approved Operating Budget	**96,215,348**	**-**	**96,215,348**

Budget Revision Detail - Operating Funds

	Q1	Q2	Q3	Q4
Budget Revisions				
General Allocation Change*	**60,167**		**1,059,345**	
Opioid Prevention	**12,118**			
Student Emergency Assistance	**172,000**			
Goldstar	**5,648**		**8,364**	
Center of Excellence		**(2,000)**	**24,000**	
Nurse Education Enrollments		**64,000**	**602,000**	
BS in Computer Science			**51,426**	
Opportunity Grant			**27,136**	
Climate Curriculum Development			**19,000**	
Worker Retraining			**35,000**	
Workforce Development			**11,500**	
Cybersecurity			**99,000**	
Total Budget Revisions	**249,933**	**62,000**	**1,936,771**	**-**

*Adjustments from Q2 report

Green River College
Capital Funds: Budget vs Actual
For the Period Ending March 31, 2025

	2023-2025 Authority to Spend	Annual 2023-2024 Actual Exp	Q3 2024-2025 Actual Exp	2023-2025 Authorized Remaining
Local Capital				
AD Remodel	171,396	16,160	-	155,236
VP EDI Office Suite	124,878	2,403	-	122,475
Gym Waterline Mitigation	1,500,000	-	354,855	1,145,145
EV Charging Trades	473,805	-	473,805	-
Center for Learning & Innovation	3,106,113	3,099,707	-	6,406
Total Local Capital	5,376,192	3,118,270	828,660	1,429,262
State Appropriation				
Preservation (URF) FY 23-25	931,000	401,739	74,339	454,922
Facility	3,731,781	1,887,514	728,367	1,115,900
Climate Commitment Capital Project	307,000	-	19,320	287,680
Minor to Operating	807,000	403,500	403,500	-
Total State Appropriation	5,776,781	2,692,753	1,225,526	1,858,502
Total Capital	11,152,973	5,811,023	2,054,186	3,287,764

Green River College
Self Support and Auxiliary: Revenue vs Expenditure
For the Period Ending March 31, 2025

	FY 24-25 Beginning Balance	FY 24-25 Revenue Q3 Actual	FY 24-25 Expense Q3 Actual	FY 24-25 Operating Obligations	FY 24-25 Reserve Obligation	FY 24-25 Ending Q3 Balance
Self Support						
Instructional Fees (Co-Op)	3,113,978	2,379,363	1,657,088			3,836,253
Continuing Education/Branch Campus	219,644	565,006	589,415			195,236
Distance Education	561,343	817,093	614,519			763,917
Special Services Fee	12,303	147,891	63,689			96,504
Application/Grad/Assessment Fee	(240,327)	236,204	375,498			(379,622)
Study Abroad	127,607	369,283	227,853			269,038
Misc. Self Support	1,941,352	232,696	894,133			1,279,915
Total Self Support	5,735,901	4,747,535	4,422,196			6,061,241
Auxiliary						
Technology Services	926,275	-	38,544			887,731
Printing & Photo Copy Services	360,239	93,965	153,313			300,891
Motor Pool	236,084	155,034	55,926			335,192
Bookstore	1,768,483	1,363,838	1,690,147			1,442,174
Parking & Transportation	(292,249)	1,212,322	466,973			453,101
Conference Services	(853,887)	494,067	762,009			(1,121,829)
Total Auxiliary	2,144,945	3,319,226	3,166,911			2,297,260
Other						
Technology Fee	356,016	1,207,950	951,394			612,572
Student Services & Activities Fee	9,774,954	1,635,513	1,158,727			10,251,741
International Programs	(3,729,023)	13,171,073	8,448,359	3,700,739	1,645,382	(4,352,430)
Running Start	9,157,759	14,336,436	964,740	12,323,730	4,307,155	5,898,570
Open Doors	2,215,600	1,759,618	836,040	464,809		2,674,369
Total Other	10,130,970	2,843,464	2,110,120	16,489,278	5,952,537	10,864,313

*** Additional columns added - operating obligation reliance on fund balance**

*** Reserve obligation is the difference from FY 24 to FY 25 - future request to suspend the obligation for FY 25**

Green River College
Designated Funds
For the Period Ending March 31, 2025

Reserve		Ending Balance June 30, 2024	Activity & Commitments	Beginning Balance July 1, 2024
	Board Reserve	9,047,291	349,374	9,396,664
	International Programs Reserve	4,632,551	599,060	5,231,611
	Running Start Reserve	6,412,800	2,229,351	8,642,151
		20,092,642		23,270,426

Dedicated Funds		Ending Balance June 30, 2024	Activity & Commitments	Q3 March 31, 2025
	Building & Capital Asset Fund	3,093,445	-	3,093,445
	FY 24 Local Capital Improvements		(1,182,450)	(1,182,450)
	FY 25 Local Capital Improvements		(856,334)	(856,334)
	Gym Waterline Mitigation		(1,500,000)	(1,500,000)
	10% Contribution		2,774,752	2,774,752
	5% to IT		(138,738)	(138,738)
	Total Building & Capital Asset Fund		(764,032)	2,329,413
	CTC Link Implementation	383,240		383,240
	Project Expense		(46,350)	(46,350)
	Total CTC Link Implementation	-	(46,350)	336,889
	IT Infrastructure	1,205,313		1,205,313
	5% Building Asset Fund to IT		138,738	138,738
	IT Network Expense		(34,501)	(34,501)
	Total IT Infrastructure	-	104,237	1,309,550

*** Areas highlighted green indicate reserve obligation, request to suspend FY 25**

Third Quarter Takeaways

Revenue

* Tuition revenue approximately $800K above budgeted projection.
* Running Start revenue will exceed budget by approximately $4 million.
* Open Doors revenue will exceed budget by approximately $800K.

Expense

* Gym floor renovation under budget by approximately $1 million, which will go back to Building & Asset funds.
* Self support with deficits are working to reduce expenses.
* Projections indicate the college will exceed $3.3 million actual savings for fiscal year 2025.

Future

* College is on track for a 5% reduction in the fiscal year 2026 budget.
* Taskforce working on additional requests for future presentations.
    * Additional detail for college contributors.
    * Adjust divisional areas based on current area alignment.
* Adjust how our COP's are funded, take the reliance off International Programs.

Q1_FY 25-26_Budget report in board meeting_January 15, 2026 (Page 11-21)

Green River College

2025-2026

First Quarter

For the Period Ending September 30, 2025

Green River College
Operating Revenue: Budget vs Actual
For the Period Ending September 30, 2025

	Q-1 FY 24-25 Adjusted Budget	Q-1 FY 24-25 Revenue Actual	Q-1 FY 24-25 Act/Bud %	Q-1 FY 25-26 Adjusted Budget	Q-1 FY 25-26 Revenue Actual	Q-1 FY 25-26 Act/Bud %
Operating Revenue						
State Allocation	49,226,112	12,306,528	25%	49,146,793	12,286,698	25%
Tuition	15,560,137	7,146,667	46%	17,535,917	7,988,660	46%
College Contributors & Transfers	15,271,573	3,817,893	25%	16,990,554	4,247,639	25%
Fund Balance	14,221,755	-	0%	6,725,617	-	0%
Total Operating Revenue	**94,279,577**	**23,271,089**	**25%**	**90,398,881**	**24,522,996**	**27%**
College Contributors Total Revenue						
International Programs Revenue	10,487,700	5,726,345	55%	11,123,400	5,690,136	51%
Running Start Revenue	16,307,435	830,216	5%	21,678,641	774,365	4%
Open Doors Revenue	1,531,832	492,928	32%	2,503,083	640,235	26%
Total College Contributors	**28,326,967**	**7,049,489**	**25%**	**35,305,124**	**7,104,736**	**20%**

Green River College
Operating Expenditure: Budget vs Actual
For the Period Ending September 30, 2025

	FY 24-25 Adjusted Budget	FY 24-25 Rev & Exp Actual	FY 24-25 Act/Bud %	FY 25-26 Adjusted Budget	FY 25-26 Rev & Exp Actual	FY 25-26 Act/Bud %
Operating Revenue						
State Allocation	49,226,112	12,306,528	25%	49,146,793	12,286,698	25%
Tuition	15,560,137	7,146,667	46%	17,535,917	7,988,660	46%
College Contributors & Transfers	15,271,573	3,817,893	25%	16,990,554	4,247,639	25%
Fund Balance	14,221,755	-	0%	6,725,617	-	0%
Total Operating Revenue	**94,279,577**	**23,271,089**	**25%**	**90,398,881**	**24,522,996**	**27%**
Operating Expense						
Exempt/Administrators	13,170,904	3,273,054	25%	13,312,071	3,154,329	24%
Classified	11,789,002	2,444,006	21%	10,616,202	2,357,008	22%
Full Time Faculty & 1yr Temp	18,309,188	1,677,907	9%	17,744,653	1,864,992	11%
Adjunct Faculty	10,568,628	3,663,244	35%	11,309,269	4,136,893	37%
Hourly/Stipend	4,479,722	492,036	11%	3,775,551	539,232	14%
Other Salaries	66,438	1,418	2%	66,438	33,963	51%
Benefits	19,353,085	3,928,706	20%	18,639,311	4,189,900	22%
Personal Services	170,233	40,359	24%	51,951	27,673	53%
Goods & Services	11,043,688	2,168,123	20%	9,913,930	2,142,740	22%
Travel	316,472	49,964	16%	167,354	23,726	14%
Equipment	1,285,737	378,012	29%	909,162	101,242	11%
Client Services	1,987,829	240,441	12%	2,156,087	199,644	9%
Debt Service	1,738,651	-	0%	1,736,902	-	0%
Total Operating Expenditure	**94,279,577**	**18,357,272**	**19%**	**90,398,881**	**18,771,342**	**21%**

Green River College
Operating Expenditure by Division: Budget vs Actual
For the Period Ending September 30, 2025

	FY 25-26 Adjusted Budget	FY 25-26 Rev & Exp Actual	FY 25-26 Act/Bud %
Operating Expense by Division			
Instruction			
Business & Trades	5,199,037	1,286,236	25%
Branch Campus & Continuing Ed	1,075,782	223,206	21%
English, Humanities, & Tutoring Center	7,855,757	1,544,385	20%
Fine Arts & Social Science	5,748,397	1,183,066	21%
Technology, Health Science, Nursing, Education	10,314,332	2,620,199	25%
Library, Curriculum, & Media Services	1,528,626	386,240	25%
Science & Math	7,852,825	1,508,448	19%
Transitional Studies & Wellness	4,010,953	1,103,005	27%
Worker Retraining	1,831,269	205,089	11%
Instruction Support	6,595,887	901,924	14%
Subtotal Instruction	**$ 52,012,866**	**$ 10,961,797**	**21%**
Student Affairs			
Campus Life	974,714	230,918	24%
Enrollment Services	4,516,808	1,042,135	23%
Student Affairs Support	2,542,373	454,748	18%
Subtotal Student Affairs	**$ 8,033,895**	**$ 1,727,801**	**22%**
Institutional Support Services			
Administration Support (VP BA, Budget Contingency +)	1,260,321	25,197	2%
Institutional Support (President Office, BOT, EOC)	1,160,565	273,045	24%
Human Resources	1,909,687	429,106	22%
Business Services (Fiscal Services, Payroll, Purchasing, Receiving)	3,157,875	936,587	30%
Information Technology	6,483,912	1,088,182	17%
Facilities	5,099,514	1,136,857	22%
Debt Service	1,736,902	-	0%
Utilities	2,550,216	633,961	25%
Guided Pathways	1,503,305	377,531	25%
Safety & Transportation	1,017,661	270,463	27%
College Relations & Development	2,756,242	614,224	22%
Institutional Effectiveness	682,034	159,010	23%
Office Equity, Diversity, & Inclusion	1,033,887	137,581	13%
Subtotal Institutional Support	**$ 30,352,121**	**$ 6,081,744**	**20%**
Total Operating Expenditure by Division	**$ 90,398,881**	**$ 18,771,342**	**21%**

Green River College
International Programs: Budget vs Actual
For the Period Ending September 30, 2025

International Programs Revenue	Budget 2025-2026	Actual 2025-2026	Percentage of Change
Revenue	11,123,400	5,690,136	51%
IP Operating Expenditures			
Salaries			
Exempt-Executive	140,752	3518843%	25%
Exempt - Mgr & Prof Tech	1,770,810	39778719%	22%
Temp & Stipend	425,852	5188913%	12%
Faculty-Perm Full-time	485,326	3827426%	8%
Faculty-Temp Full-time	-	0%	0%
Faculty-Temp Part-time	220,579	27967873%	127%
Classified	1,112,003	15524644%	14%
Other	194,564	10289813%	53%
Benefits	1,510,805	36126103%	24%
Sub-total Salaries	**$ 5,860,690**	**$ 1,422,223**	**24%**
Contracts	1,322,166	329,062	25%
Goods & Services	976,135	62,408	6%
Travel	249,124	27,325	11%
Equipment/Cap Outlays	2,000	1,640	82%
Client Services	83,950	17,359	21%
Remit SBCTC	369,455	124,797	34%
Operating Contribution	2,010,000	502,500	25%
Debt Service - Student Life	228,127	-	0%
Total Operating Expenditure	**$ 11,101,647**	**$ 2,487,313**	**22%**

Green River College
Running Start: Budget vs Actual
For the Period Ending September 30, 2025

Running Start Revenue	Budget 2025-2026	Actual 2025-2026	Percentage of Change
Revenue	21,678,641	774,365	4%
RS Operating Expenditures			
Salaries			
Exempt - Mgr & Prof Tech	578,940	147,539.72	25%
Temp & Stipend	30,001	-	0%
Classified	191,744	41,721.33	22%
Benefits	314,967	72,046.98	23%
Sub-total Salaries	**$ 1,115,652**	**$ 261,308**	**23%**
Contracts	-	-	0%
Goods & Services	181,534	36,656	20%
Travel	2,000	-	0%
Equipment/Cap Outlays	1,750	-	0%
Client Services	500	-	0%
Remit SBCTC	315,000	-	0%
Operating Contribution	13,323,730	3,330,933	25%
Debt Service-Kent Phase II	521,077	-	0%
Debt Service - Auburn Center	1,046,750	-	0%
Running Start Reserve Contribution	3,755,418	11,615	0%
Federal Grant Shutdown Contingency	700,000	-	0%
Total Operating Expenditure	**$ 20,963,411**	**$ 3,640,512**	**17%**

Green River College
Open Doors: Budget vs Actual
For the Period Ending September 30, 2025

Open Doors Revenue	Budget 2025-2026	Actual 2025-2026	Percentage of Change
Revenue	2,503,083	640,235	26%
RS Operating Expenditures			
Salaries			
Exempt - Mgr & Prof Tech	659,807	142,623.56	22%
Temp & Stipend	2,000	-	0%
Classified	115,847	28,522.60	25%
Benefits	327,208	62,645.76	19%
Sub-total Salaries	**$ 1,104,862**	**$ 233,792**	**21%**
Contracts	-	-	0%
Goods & Services	51,733	29,594	57%
Travel	2,500	-	0%
Equipment/Cap Outlays	13,700	2,808	20%
Client Services	68,000	34,616	51%
Operating Contribution	1,000,000	250,000	25%
Federal Grant Shutdown Contingency	300,000	-	0%
Total Operating Expenditure	**$ 2,540,795**	**$ 550,810**	**22%**

Green River College
Budget Revisions
For the Period Ending September 30, 2025

Budget Revision Summary

	Allocation Permanent	Additional Funding	Total
Board Approved Operating Budget	**89,257,845**	**-**	**89,257,845**
Q1 - Revisions	**1,141,036**	**-**	**1,141,036**
Q2 - Revisions	**-**	**-**	**-**
Q3 - Revisions	**-**	**-**	**-**
Q4 - Revisions	**-**	**-**	**-**
Total Board Approved Operating Budget	**90,398,881**	**-**	**90,398,881**

Budget Revision Detail - Operating Funds

	Q1	Q2	Q3	Q4
Budget Revisions				
General Allocation Changes	(233,349)			
Disability Accommodations	(5,514)			
Students of Color	841			
HEET	(210,576)			
Goldstar Families	1,064			
Opportunity Grants	8,479			
Debt Service	1,749			
Worker Retraining	258,840			
Student Emergency Assist	(17,000)			
Students Experiencing Homelessness	(7,000)			
Refugee and Immigrant Education	400,000			
Nurse Education Enrollment	666,000			
Nurse Supply	250,000			
Early Achievers Grant	27,502			
Total Budget Revisions	**1,141,036**	**-**	**-**	**-**

Green River College
Capital Funds: Budget vs Actual
For the Period Ending September 30, 2025

	2025-2027 Authority to Spend	Annual 2025-2026 Actual Exp	2025-2027 Authorized Remaining
Local Capital			
Gym Floor Analysis	1,273,539	17,245	1,256,294
EV Charging Trades	398,746	107,036	291,710
Trades Bldg Light Replacement	327,014	-	327,014
Total Local Capital	1,999,299	124,281	1,875,019
State Appropriation			
Preservation (URF) - FY 25-27	1,047,000	368,447	678,553
Clean Acts - Utility Submeters	199,822	-	199,822
Holman Library - Replace elevator controls	185,000	-	185,000
Science Center - Repair exhaust hoods	337,000	-	337,000
Student Activity Space Lighting Improve	1,841,000	-	1,841,000
Minor to Operating	807,000	-	807,000
Total State Appropriation	4,416,822	368,447	4,048,375
Total Capital	6,416,122	492,728	5,923,394

Green River College
Self Support and Auxiliary: Revenue vs Expenditure
For the Period Ending September 30, 2025

	FY 25-26 Beginning Balance	FY 25-26 Revenue Actual	FY 25-26 Expense Actual	FY 25-26 Ending Balance
Self Support				
Instructional Fees (Co-Op)	3,410,055	999,937	580,181	3,829,811
Continuing Education/Branch Campus	117,780	302,166	235,151	184,795
Distance Education	475,363	433,985	238,515	670,833
Special Services Fee	7,649	66,771	26,998	47,423
Application/Grad/Assessment Fee	(505,815)	115,572	90,487	(480,730)
Study Abroad	272,339	218,705	129,766	361,278
Misc. Self Support	1,669,938	321,140	235,769	1,755,308
Total Self Support	5,447,310	2,458,276	1,536,867	6,368,718
Auxiliary				
Technology Services	1,243,142	-	2,600	1,240,542
Printing & Photo Copy Services	300,974	-	21,572	279,402
Motor Pool	335,767	35,162	21,853	349,076
Bookstore	1,527,844	573,440	272,366	1,828,919
Parking & Transportation	(313,196)	548,086	88,207	146,684
Conference Services	(1,270,695)	186,964	207,637	(1,291,368)
Total Auxiliary	1,823,837	1,343,652	614,234	2,553,255
Other				
Technology Fee	259,300	553,183	349,917	462,566
Student Services & Activities Fee	10,128,945	1,476,942	358,077	11,247,810
Total Other	10,388,245	2,030,125	707,994	11,710,376

Green River College
Designated Funds
For the Period Ending September 30, 2025

Reserve		Beginning Balance July 1, 2025	Activity & Commitments	FY 2026 Reserve Obligation
	Board Reserve	9,047,291	(121,506)	8,925,785
	International Programs Reserve	4,632,551	-	4,632,551
	Running Start Reserve	6,412,800	4,059,400	10,472,200
		20,092,642	3,937,893	24,030,535

Dedicated Funds		Beginning Balance July 1, 2025	Activity & Commitments	Q1 September 30, 2025
	Building & Capital Asset Fund	2,519,484	-	2,519,484
	FY 24 Local Capital Improvements		(1,182,450)	(1,182,450)
	FY 25 Local Capital Improvements		(856,334)	(856,334)
	Gym Waterline Mitigation		(226,461)	(226,461)
	10% Contribution		-	-
	5% to IT		-	-
	Total Building & Capital Asset Fund		(2,265,245)	254,239
	IT Infrastructure	1,111,935		1,111,935
	5% Building Asset Fund to IT		-	-
	IT Network Expense		(5,200)	(5,200)
	Total IT Infrastructure	-	(5,200)	1,106,735

*** Areas highlighted green indicate reserve obligation, approved to suspend FY 26**

Q2 FY25-26 Budget report in board meeting - February 19, 2026 (Page 17-27)

Green River College

2025-2026

Second Quarter

For the Period Ending December 31, 2025

Green River College
Operating Revenue: Budget vs Actual
For the Period Ending December 31, 2025

	Q-2 FY 24-25 Adjusted Budget	Q-2 FY 24-25 Revenue Actual	Q-2 FY 24-25 Act/Bud %	Q-2 FY 25-26 Adjusted Budget	Q-2 FY 25-26 Revenue Actual	Q-2 FY 25-26 Act/Bud %
Operating Revenue						
State Allocation	50,768,756	25,384,378	50%	49,267,710	24,633,855	50%
Tuition	15,560,137	11,629,366	75%	17,535,917	12,832,080	73%
College Contributors & Transfers	15,271,572	7,635,786	50%	16,990,554	8,495,277	50%
Fund Balance	14,221,755	-	0%	6,725,617	-	0%
Total Operating Revenue	**95,822,220**	**44,649,530**	**47%**	**90,519,798**	**45,961,212**	**51%**
College Contributors Total Revenue						
International Programs Revenue	10,487,700	9,381,835	89%	11,123,400	8,934,961	80%
Running Start Revenue	16,307,435	7,524,506	46%	21,678,641	8,390,757	39%
Open Doors Revenue	1,531,832	1,168,665	76%	2,503,083	1,463,566	58%
Total College Contributors	**28,326,967**	**18,075,007**	**64%**	**35,305,124**	**18,789,285**	**53%**

Green River College
Operating Expenditure: Budget vs Actual
For the Period Ending December 31, 2025

	FY 24-25 Adjusted Budget	FY 24-25 Rev & Exp Actual	FY 24-25 Act/Bud %	FY 25-26 Adjusted Budget	FY 25-26 Rev & Exp Actual	FY 25-26 Act/Bud %
Operating Revenue						
State Allocation	50,768,756	25,384,378	50%	49,267,710	24,633,855	50%
Tuition	15,560,137	11,629,366	75%	17,535,917	12,832,080	73%
College Contributors & Transfers	15,271,572	7,635,786	50%	16,990,554	8,495,277	50%
Fund Balance	14,221,755	-	0%	6,725,617	-	0%
Total Operating Revenue	**95,822,220**	**44,649,530**	**47%**	**90,519,798**	**45,961,212**	**51%**
Operating Expense						
Exempt/Administrators	13,551,472	6,590,671	49%	13,332,695	6,389,240	48%
Classified	11,663,210	4,887,464	42%	10,775,917	4,840,368	45%
Full Time Faculty & 1yr Temp	18,764,909	6,720,654	36%	18,225,888	7,235,352	40%
Adjunct Faculty	10,392,424	6,805,029	65%	10,883,060	7,758,176	71%
Hourly/Stipend	4,805,404	1,311,619	27%	3,694,607	1,293,824	35%
Other Salaries	119,997	4,161	3%	140,906	105,579	75%
Benefits	19,673,480	8,486,015	43%	18,231,370	8,997,189	49%
Personal Services	132,476	55,709	42%	71,951	50,625	70%
Goods & Services	11,108,676	4,296,279	39%	10,198,070	4,640,145	46%
Travel	328,451	146,872	45%	185,854	65,560	35%
Equipment	1,550,749	655,600	42%	1,113,220	316,115	28%
Client Services	1,992,321	432,847	22%	1,929,358	312,608	16%
Debt Service	1,738,651	188,079	11%	1,736,902	154,017	9%
Total Operating Expenditure	**95,822,220**	**40,581,001**	**42%**	**90,519,798**	**42,158,798**	**47%**

Green River College
Operating Expenditure by Division: Budget vs Actual
For the Period Ending December 31, 2025

	FY 25-26 Adjusted Budget	FY 25-26 Rev & Exp Actual	FY 25-26 Act/Bud %
Operating Expense by Division			
Instruction			
Business & Trades	5,199,037	2,887,342	56%
Branch Campus & Continuing Ed	1,078,781	430,072	40%
English, Humanities, & Tutoring Center	7,987,734	4,137,313	52%
Fine Arts & Social Science	5,632,127	2,856,357	51%
Technology, Health Science, Nursing, Education	11,064,317	5,869,579	53%
Library, Curriculum, & Media Services	1,572,008	750,045	48%
Science & Math	7,852,825	3,839,260	49%
Transitional Studies & Wellness	4,010,953	2,558,316	64%
Worker Retraining	1,760,230	414,032	24%
Instruction Support	5,841,813	2,058,819	35%
Subtotal Instruction	**51,999,825**	**25,801,133**	**50%**
Student Affairs			
Campus Life	1,015,103	486,174	48%
Enrollment Services	4,519,018	2,106,418	47%
Student Affairs Support	2,550,310	972,487	38%
Subtotal Student Affairs	**8,084,431**	**3,565,078**	**44%**
Institutional Support Services			
Administration Support (VP BA, Budget Contingency +)	1,232,534	48,989	4%
Institutional Support (President Office, BOT, EOC)	1,633,894	590,368	36%
Human Resources	1,931,216	841,797	44%
Business Services (Fiscal Services, Payroll, Purchasing, Receiving)	3,181,356	1,659,234	52%
Information Technology	6,483,912	2,569,065	40%
Facilities	5,112,998	2,311,109	45%
Debt Service	1,736,902	154,017	9%
Utilities	2,550,216	1,436,506	56%
Guided Pathways	1,507,055	591,780	39%
Safety & Transportation	1,017,661	687,544	68%
College Relations & Development	2,862,662	1,285,916	45%
Institutional Effectiveness	684,578	351,766	51%
Office Equity, Diversity, & Inclusion	500,558	264,495	53%
Subtotal Institutional Support	**30,435,542**	**12,792,587**	**42%**
Total Operating Expenditure by Division	**90,519,798**	**42,158,798**	**47%**

Green River College
International Programs: Budget vs Actual
For the Period Ending December 31, 2025

International Programs Revenue	Budget 2025-2026	Actual 2025-2026	Percentage of Change
Revenue	11,123,400	8,934,961	80%
Operating Expenditures			
Salaries			
Exempt-Executive	140,752	70,377	50%
Exempt - Mgr & Prof Tech	1,770,810	796,747	45%
Temp & Stipend	425,852	93,448	22%
Faculty-Perm Full-time	485,326	153,097	32%
Faculty-Temp Full-time	-	-	0%
Faculty-Temp Part-time	220,579	433,811	197%
Classified	1,112,003	312,320	28%
Other	194,564	199,485	103%
Benefits	1,510,805	711,956	47%
Sub-total Salaries	**5,860,690**	**2,771,241**	**47%**
Contracts	1,322,166	939,182	71%
Goods & Services	976,135	120,284	12%
Travel	249,124	101,755	41%
Equipment/Cap Outlays	2,000	4,224	211%
Client Services	83,950	37,322	44%
Remit SBCTC	369,455	208,818	57%
Operating Contribution	2,010,000	1,005,000	50%
Debt Service - Student Life	228,127	228,127	100%
Total Operating Expenditure	**11,101,647**	**5,415,952**	**49%**

Green River College
Running Start: Budget vs Actual
For the Period Ending December 31, 2025

Running Start Revenue	Budget 2025-2026	Actual 2025-2026	Percentage of Change
Revenue	21,678,641	8,390,757	39%
Operating Expenditures			
Salaries			
Exempt - Mgr & Prof Tech	578,940	284,757	49%
Temp & Stipend	30,001	-	0%
Classified	191,744	77,055	40%
Benefits	314,967	138,378	44%
Sub-total Salaries	**$ 1,115,652**	**$ 500,191**	**45%**
Contracts	-	-	0%
Goods & Services	181,534	43,620	24%
Travel	2,000	-	0%
Equipment/Cap Outlays	1,750	-	0%
Client Services	500	-	0%
Remit SBCTC	315,000	11,615	4%
Operating Contribution	13,323,730	6,661,865	50%
Debt Service-Kent & Auburn Center	1,567,827	935,965	60%
Running Start Reserve Contribution	3,755,418	4,059,400	108%
Federal Grant Shutdown Contingency	700,000	97,324	14%
Total Operating Expenditure	**$ 20,963,411**	**$ 12,309,980**	**59%**

Green River College
Open Doors: Budget vs Actual
For the Period Ending December 31, 2025

Open Doors Revenue	Budget 2025-2026	Actual 2025-2026	Percentage of Change
Revenue	2,503,083	1,463,566	58%
Operating Expenditures			
Salaries			
Exempt - Mgr & Prof Tech	659,807	285,380	43%
Temp & Stipend	2,000	-	0%
Classified	115,847	57,497	50%
Benefits	327,208	125,188	38%
Sub-total Salaries	**$ 1,104,862**	**$ 468,065**	**42%**
Contracts	-	-	0%
Goods & Services	51,733	46,500	90%
Travel	2,500	-	0%
Equipment/Cap Outlays	13,700	2,808	20%
Client Services	68,000	67,301	99%
Operating Contribution	1,000,000	500,000	50%
Federal Grant Shutdown Contingency	300,000	46,500	16%
Total Operating Expenditure	**$ 2,540,795**	**$ 1,131,174**	**45%**

Green River College
Budget Revisions
For the Period Ending December 31, 2025

Budget Revision Summary

	Allocation Permanent	Additional Funding	Total
Board Approved Operating Budget	**89,257,845**	**-**	**89,257,845**
Q1 - Revisions	**1,141,036**	**-**	**1,141,036**
Q2 - Revisions	**120,917**	**-**	**120,917**
Q3 - Revisions	**-**	**-**	**-**
Q4 - Revisions	**-**	**-**	**-**
Total Board Approved Operating Budget	**90,519,798**	**-**	**90,519,798**

Budget Revision Detail - Operating Funds

	Q1	Q2	Q3	Q4
Budget Revisions				
General Allocation Changes*	(233,349)	120,917		
Disability Accommodations	(5,514)			
Students of Color	841			
HEET	(210,576)			
Goldstar Families	1,064			
Opportunity Grants	8,479			
Debt Service	1,749			
Worker Retraining	258,840			
Student Emergency Assist	(17,000)			
Students Experiencing Homelessness	(7,000)			
Refugee and Immigrant Education	400,000			
Nurse Education Enrollment	666,000			
Nurse Supply	250,000			
Early Achievers Grant	27,502			
Total Budget Revisions	**1,141,036**	**120,917**	**-**	**-**

*Adjustment to Q1 report

Green River College
Capital Funds: Budget vs Actual
For the Period Ending December 31, 2025

	2025-2027 Authority to Spend	Annual 2025-2026 Actual Exp	2025-2027 Authorized Remaining
Local Capital			
Gym Floor Analysis	1,273,539	33,944	1,239,595
EV Charging Trades	398,746	205,215	193,531
Trades Bldg Light Replacement	327,014	-	327,014
Total Local Capital	1,999,299	239,159	1,760,140
State Appropriation			
Preservation (URF) - FY 25-27	1,047,000	526,256	520,744
Clean Acts - Utility Submeters	199,822	1,201	198,622
Holman Library - Replace elevator controls	185,000	-	185,000
Science Center - Repair exhaust hoods	337,000	-	337,000
Student Activity Space Lighting Improve	1,841,000	-	1,841,000
Minor to Operating	807,000	-	807,000
Total State Appropriation	4,416,822	527,457	3,889,365
Total Capital	6,416,122	766,616	5,649,505

Green River College
Self Support and Auxiliary: Revenue vs Expenditure
For the Period Ending December 31, 2025

	FY 25-26 Beginning Balance	FY 25-26 Revenue Actual	FY 25-26 Expense Actual	FY 25-26 Ending Balance
Self Support				
Instructional Fees (Co-Op)	3,410,055	1,601,898	1,223,322	3,788,631
Continuing Education/Branch Campus	117,780	479,764	496,765	100,778
eLearning	475,363	721,413	440,239	756,537
Special Services Fee	7,649	110,137	39,050	78,736
Application/Grad/Assessment Fee	(505,815)	188,057	191,971	(509,729)
Study Abroad	272,339	218,705	133,566	357,478
Misc. Self Support	1,669,938	518,062	639,278	1,548,722
Total Self Support	5,447,310	3,838,036	3,164,192	6,121,153
Auxiliary				
Technology Services	1,243,142	-	6,500	1,236,642
Printing & Photo Copy Services	300,974	47,352	55,336	292,990
Motor Pool	335,767	90,685	48,830	377,622
Bookstore	1,527,844	930,996	900,709	1,558,131
Parking & Transportation	(313,196)	899,962	202,775	383,991
Conference Services	(1,270,695)	375,433	488,855	(1,384,117)
Total Auxiliary	1,823,837	2,344,428	1,703,005	2,465,260
Other				
Technology Fee	259,300	970,931	632,505	597,726
Student Services & Activities Fee + SU COP Fee	10,128,945	2,367,596	846,188	11,650,353
International Programs	(4,493,853)	8,934,961	5,415,952	(974,844)
Running Start	9,462,176	8,390,757	12,309,980	5,542,953
Open Doors	2,865,387	1,463,566	1,131,174	3,197,779
Total Other	18,221,955	22,127,812	20,335,799	20,013,967

Green River College
Designated Funds
For the Period Ending December 31, 2025

Reserve		Beginning Balance July 1, 2025	Activity & Commitments	FY 2026 Reserve Obligation
	Board Reserve	9,047,291	(121,506)	8,925,785
	International Programs Reserve	4,632,551	-	4,632,551
	Running Start Reserve	6,412,800	4,059,400	10,472,200
		20,092,642	3,937,893	24,030,535

Dedicated Funds		Beginning Balance July 1, 2025	Activity & Commitments	Q2 December 31, 2025
	Building & Capital Asset Fund	2,519,484	-	2,519,484
	FY 24 Local Capital Improvements		(1,182,450)	(1,182,450)
	FY 25 Local Capital Improvements		(856,334)	(856,334)
	Gym Waterline Mitigation		(226,461)	(226,461)
	10% Contribution		-	-
	5% to IT		-	-
	Total Building & Capital Asset Fund		(2,265,245)	254,239
	IT Infrastructure	1,111,935		1,111,935
	5% Building Asset Fund to IT		-	-
	IT Network Expense		9,100	9,100
	Total IT Infrastructure	-	9,100	1,121,035

*** Areas highlighted green indicate reserve obligation, approved to suspend FY 26**

Q4 FY 24-25 Board Report -Final

Green River College

2024-2025
Fourth Quarter
For the Year Ending June 30, 2025

Green River College
Operating Revenue: Budget vs Actual
For the Year Ending June 30, 2025

	Q-4 FY 23-24 Adjusted Budget	Q-4 FY 23-24 Revenue Actual	Q-4 FY 23-24 Act/Bud %	Q-4 FY 24-25 Adjusted Budget	Q-4 FY 24-25 Revenue Actual	Q-4 FY 24-25 Act/Bud %
Operating Revenue						
State Allocation	47,239,760	46,971,937	99%	52,615,022	52,614,976	100%
Tuition	14,724,600	14,289,870	97%	15,560,137	15,919,680	102%
College Contributors & Transfers	15,845,678	15,317,550	97%	15,271,572	14,195,560	93%
Fund Balance	14,235,551	8,047,889	57%	14,221,755	6,854,111	48%
Total Operating Revenue	**92,045,589**	**84,627,246**	**92%**	**97,668,486**	**89,584,327**	**92%**
College Contributors Total Revenue						
International Programs Revenue	8,644,000	10,463,222	121%	10,487,700	12,912,413	123%
Running Start Revenue	13,493,578	17,284,302	128%	16,307,435	20,944,464	128%
Open Doors Revenue	1,343,861	1,785,723	133%	1,531,832	2,253,949	147%
Total College Contributors	**23,481,439**	**29,533,247**	**126%**	**28,326,967**	**36,110,826**	**127%**

Green River College
Operating Expenditure: Budget vs Actual
For the Year Ending June 30, 2025

	FY 23-24 Adjusted Budget	FY 23-24 Rev & Exp Actual	FY 23-24 Act/Bud %	FY 24-25 Adjusted Budget	FY 24-25 Rev & Exp Actual	FY 24-25 Act/Bud %
Operating Revenue						
State Allocation	47,239,760	46,971,937	99%	52,615,022	52,614,976	100%
Tuition	14,724,600	14,289,870	97%	15,560,137	15,919,680	102%
College Contributors & Transfers	15,845,678	15,317,550	97%	15,271,572	14,195,560	93%
Fund Balance	14,235,551	8,047,889	57%	14,221,755	6,854,111	48%
Total Operating Revenue	**92,045,589**	**84,627,246**	**92%**	**97,668,486**	**89,584,327**	**92%**
Operating Expense						
Exempt/Administrators	12,178,545	11,290,551	93%	13,632,407	12,979,691	95%
Classified	11,463,297	9,656,814	84%	11,708,090	9,741,420	83%
Full Time Faculty & 1yr Temp	17,010,757	15,646,710	92%	18,851,946	16,994,068	90%
Adjunct Faculty	10,594,078	12,293,826	116%	10,358,514	14,669,604	142%
Hourly/Stipend	4,215,779	2,989,780	71%	4,409,404	2,873,802	65%
Student	33,909	3,716	11%	83,468	95,440	114%
Other Salaries	32,529	2,796	9%	32,529	8,723	27%
Benefits	19,551,298	16,423,768	84%	20,562,829	17,992,483	88%
Personal Services	119,771	214,757	179%	132,476	143,906	109%
Goods & Services	10,469,448	9,217,487	88%	11,108,676	8,705,100	78%
Travel	301,972	355,792	118%	328,451	224,982	68%
Equipment	1,249,869	1,704,973	136%	1,550,749	1,241,987	80%
Client Services	2,085,556	2,087,497	100%	1,996,321	1,000,495	50%
Debt Service	1,736,948	1,736,948	100%	1,738,652	1,738,652	100%
SBCTC Revolving Funds	1,001,831	1,001,831	100%	1,173,974	1,173,974	100%
Total Operating Expenditure	**92,045,589**	**84,627,246**	**92%**	**97,668,486**	**89,584,326**	**92%**

Green River College
Operating Expenditure by Division: Budget vs Actual
For the Year Ending June 30, 2025

	FY 24-25 Adjusted Budget	FY 24-25 Rev & Exp Actual	FY 24-25 Act/Bud %
Operating Expense by Division			
Instruction			
Business & Trades	5,649,398	6,086,637	108%
Branch Campus & Continuing Ed	1,325,482	1,106,602	83%
English, Humanities, & Tutoring Center	7,413,891	8,386,632	113%
Fine Arts & Social Science	5,606,196	6,109,215	109%
Technology, Health Science, Nursing, Education	10,698,835	12,477,674	117%
Library, Curriculum, & Media Services	1,659,484	1,625,966	98%
Science & Math	7,559,738	8,196,388	108%
Transitional Studies & Wellness	4,031,586	5,256,748	130%
Worker Retraining	1,351,980	702,589	52%
Instruction Support	8,015,605	4,920,312	61%
Subtotal Instruction	**$ 53,312,195**	**$ 54,868,764**	**103%**
Student Affairs			
Campus Life	1,133,004	962,765	85%
Enrollment Services	4,812,109	4,283,687	89%
Student Affairs Support	2,698,424	2,086,486	77%
Subtotal Student Affairs	**$ 8,643,536**	**$ 7,332,938**	**85%**
Institutional Support Services			
Administration Support (VP BA, Budget Contingency +)	3,156,800	675,449	21%
Institutional Support (President Office, BOT, EOC)	1,754,596	1,267,564	72%
Human Resources	1,986,494	1,824,554	92%
Business Services (Fiscal Services, Payroll, Purchasing, Receiving)	3,386,812	3,092,296	91%
Information Technology	6,968,304	4,483,796	64%
Facilities	5,350,093	4,441,224	83%
Debt Service	1,738,652	1,738,652	100%
Utilities	3,777,739	3,028,716	80%
Guided Pathways	1,503,305	1,232,436	82%
Safety & Transportation	1,002,445	941,005	94%
College Relations & Development	2,722,195	2,376,641	87%
Institutional Effectiveness	703,233	696,857	99%
Office Equity, Diversity, & Inclusion	488,115	409,461	84%
Revolving Fund	1,173,974	1,173,974	100%
Subtotal Executive	**$ 35,712,755**	**$ 27,382,625**	**77%**
Total Operating Expenditure by Division	**$ 97,668,487**	**$ 89,584,326**	**92%**

Green River College
Budget Revisions
For the Year Ending June 30, 2025

Budget Revision Summary

	Allocation Permanent	Additional Funding	Total
Board Approved Operating Budget	**93,966,644**	**-**	**93,966,644**
Q1 - Revisions	**249,933**	**-**	**249,933**
Q2 - Revisions	**62,000**	**-**	**62,000**
Q3 - Revisions	**1,936,771**	**-**	**1,936,771**
Q4 - Revisions	**1,453,139**	**-**	**1,453,139**
Total Board Approved Operating Budget	**97,668,487**	**-**	**97,668,487**

Budget Revision Detail - Operating Funds

	Q1	Q2	Q3	Q4
Budget Revisions				
General Allocation Change*	**60,167**		**1,059,345**	
Opioid Prevention	**12,118**			
Student Emergency Assistance	**172,000**			
Goldstar	**5,648**		**8,364**	
Center of Excellence		**(2,000)**	**24,000**	
Nurse Education Enrollments		**64,000**	**602,000**	
BS in Computer Science			**51,426**	
Opportunity Grant			**27,136**	
Climate Curriculum Development			**19,000**	
Worker Retraining			**35,000**	
Workforce Development			**11,500**	
Cybersecurity			**99,000**	
College Affordability				**6,868**
Revolving				**1,173,974**
General Allocation				**272,297**
Total Budget Revisions	**249,933**	**62,000**	**1,936,771**	**1,453,139**

*Adjustments from Q2 report

Green River College
Capital Funds: Budget vs Actual
For the Year Ending June 30, 2025

	2023-2025 Authority to Spend	Annual 2023-2024 Actual Exp	Q4 2024-2025 Actual Exp	2023-2025 Authorized Remaining
Local Capital				
AD Remodel	171,396	16,160	-	155,236
VP EDI Office Suite	124,878	2,403	-	122,475
Gym Waterline Mitigation	1,500,000	-	226,461	1,273,539
EV Charging Trades	473,805	-	158,127	315,678
Center for Learning & Innovation	3,106,113	3,099,707	-	6,406
Total Local Capital	5,376,192	3,118,270	384,587	1,873,335
State Appropriation				
Preservation (URF) FY 23-25	931,000	401,739	529,261	-
Facility	3,731,781	1,887,514	1,445,237	399,030
Climate Commitment Capital Project	307,000	-	107,178	199,822
Minor to Operating	807,000	403,500	403,500	-
Total State Appropriation	5,776,781	2,692,753	2,485,176	598,852
Total Capital	11,152,973	5,811,023	2,869,763	2,472,187

Green River College
Self Support and Auxiliary: Revenue vs Expenditure
For the Year Ending June 30, 2025

	FY 24-25 Beginning Balance	FY 24-25 Revenue Actual	FY 24-25 Expense Actual	FY 24-25 Operating Obligations	FY 24-25 Ending Balance
Self Support					
Instructional Fees (Co-Op)	3,113,978	2,572,187	2,276,111		3,410,055
Continuing Education/Branch Campus	219,644	701,109	802,974		117,780
Distance Education	561,343	805,809	891,789		475,363
Special Services Fee	12,303	146,917	151,571		7,649
Application/Grad/Assessment Fee	(240,327)	256,566	522,054		(505,815)
Study Abroad	127,607	375,956	231,224		272,339
Misc. Self Support	1,941,352	492,773	764,188		1,669,938
Total Self Support	5,735,901	5,351,317	5,639,909		5,447,310
Auxiliary					
Technology Services	926,275	-	15,687		910,588
Printing & Photo Copy Services	360,239	130,461	189,725		300,974
Motor Pool	236,084	197,073	97,389		335,767
Bookstore	1,768,483	1,722,240	1,962,879		1,527,844
Parking & Transportation	(292,249)	1,206,874	1,227,821		(313,196)
Conference Services	(853,887)	806,906	1,223,714		(1,270,695)
Total Auxiliary	2,144,945	4,063,553	4,717,216		1,491,282
Other					
Technology Fee	356,016	1,179,493	1,276,208		259,300
Student Services & Activities Fee	9,774,954	1,967,458	1,613,468		10,128,945
International Programs	(3,729,023)	12,912,413	11,449,115	2,228,127	(4,493,853)
Running Start	9,157,759	20,944,399	1,448,366	19,191,617	9,462,176
Open Doors	2,215,600	2,253,949	1,139,354	464,809	2,865,387
Total Other	17,775,306	39,257,712	2,889,676	21,884,553	10,388,245

*** Additional columns added - operating obligation reliance on fund balance**

Green River College
Designated Funds
For the Year Ending June 30, 2025

Reserve		Ending Balance June 30, 2024	Activity & Commitments	Beginning Balance July 1, 2024
	Board Reserve	9,047,291	-	9,047,291
	International Programs Reserve	4,632,551	-	4,632,551
	Running Start Reserve	6,412,800	-	6,412,800
		20,092,642		20,092,642

Dedicated Funds		Ending Balance June 30, 2024	Activity & Commitments	Q4 June 30, 2025
	Building & Capital Asset Fund	3,093,445	-	3,093,445
	FY 24 Local Capital Improvements		(1,182,450)	(1,182,450)
	FY 25 Local Capital Improvements		(856,334)	(856,334)
	Gym Waterline Mitigation		(226,461)	(226,461)
	10% Contribution		-	-
	5% to IT		-	-
	Total Building & Capital Asset Fund		(2,265,245)	828,200
	CTC Link Implementation	383,240		383,240
	Project Expense		50,685	50,685
	Total CTC Link Implementation	-	50,685	433,924
	IT Infrastructure	1,205,313		1,205,313
	5% Building Asset Fund to IT		-	-
	IT Network Expense		93,378	93,378
	Total IT Infrastructure	-	93,378	1,298,691

*** Areas highlighted green indicate reserve obligation, approved to suspend FY 25**

Campus Forum - 8 YoY Budget vs Expense 1-28-2025

YoY Actual Expense Comparison

	FY 16-17 Budget	FY 16-17 Rev & Exp Actual	FY 17-18 Budget	FY 17-18 Rev & Exp Actual	FY 18-19 Budget	FY 18-19 Rev & Exp Actual	FY 19-20 Budget	FY 19-20 Rev & Exp Actual	FY 20-21 Budget	FY 20-21 Rev & Exp Actual	FY 21-22 Budget	FY 21-22 Rev & Exp Actual	FY 22-23 Budget	FY 22-23 Rev & Exp Actual	FY 23-24 Budget	FY 23-24 Rev & Exp Actual	FY 24-25 Budget	9 Yr Budget Increase	8 Yr Expense Increase
Operating Revenue																			
State Allocation	28,403,200	29,719,583	28,813,059	29,821,807	29,469,951	30,340,521	32,913,557	33,466,302	30,723,850	35,535,493	35,894,248	37,437,223	39,208,389	43,589,893	45,667,078	46,971,937	48,913,179	20,509,979	17,252,354
Tuition	12,993,463	13,883,689	15,222,480	14,532,043	14,552,808	15,027,963	15,633,231	13,907,390	12,300,712	14,118,360	13,622,457	12,619,175	14,755,437	11,931,104	14,724,600	14,289,869	15,560,137	2,566,674	406,180
College Contributors & Transfers	11,695,670	11,872,805	12,655,827	13,150,984	15,312,577	15,609,344	16,727,942	17,242,706	14,648,212	15,577,183	15,235,222	14,848,886	15,642,581	15,432,503	15,845,678	15,317,550	15,271,572	3,575,902	3,444,745
	53,092,333	**55,476,077**	**56,691,366**	**57,504,834**	**59,335,336**	**60,977,828**	**65,274,730**	**64,616,398**	**57,672,774**	**65,231,036**	**64,751,927**	**64,905,284**	**69,606,407**	**70,953,500**	**76,237,356**	**76,579,356**	**79,744,888**	26,652,555	21,103,279
One Time Funding																			
Covid Related Funding	-	-	-	-	-	-	-	-	3,285,046	3,508,821	6,000,000	6,181,514	2,500,000	3,017,881	-	-	-	-	-
Fund Balance	3,323,085	-	630,767	-	443,188	-	-	89,495	9,956,299	-	4,849,902		10,042,667	3,708,313	14,235,551	8,047,889	14,221,755	10,898,670	8,047,889
Total Operating Revenue	**56,415,418**	**55,476,077**	**57,322,133**	**57,504,834**	**59,778,524**	**60,977,828**	**65,274,730**	**64,705,893**	**70,914,119**	**68,739,857**	**75,601,829**	**71,086,798**	**82,149,074**	**77,679,695**	**90,472,907**	**84,627,245**	**93,966,643**	**37,551,225**	**29,151,168**
																		-	-
Operating Expense																		-	-
Exempt	7,439,134	6,989,137	7,561,332	6,912,417	7,838,638	7,212,508	8,730,262	7,959,739	8,970,300	9,055,440	10,229,471	9,600,847	11,185,497	10,417,144	12,085,094	11,290,551	13,170,904	5,731,770	4,301,414
Classified	7,006,437	6,014,632	7,066,974	6,487,694	7,350,488	6,670,850	8,539,105	8,058,128	9,057,372	8,024,651	9,532,576	8,102,142	10,108,917	9,046,348	11,473,312	9,656,814	11,789,002	4,782,565	3,642,182
Full Time Faculty & 1yr Temp	10,420,714	9,346,889	10,419,098	10,043,582	11,448,804	10,866,620	12,706,551	12,359,926	12,965,944	12,645,727	13,308,072	13,819,491	14,967,040	14,103,584	16,997,643	15,646,710	18,149,188	7,728,474	6,299,821
Adjunct Faculty	6,593,919	8,669,180	8,712,902	9,036,196	8,626,859	10,240,485	8,948,967	11,189,872	10,810,441	10,435,366	11,600,517	9,762,268	9,014,793	9,008,265	10,586,378	12,293,826	10,764,628	4,170,709	3,624,646
Hourly/Stipend	759,190	860,827	836,164	705,047	868,620	833,327	904,283	1,190,715	2,455,545	2,698,989	2,046,147	2,951,486	3,565,577	3,134,332	4,050,055	2,989,780	4,378,722	3,619,532	2,128,953
Student	34,088	15,090	34,088	11,443	34,088	9,128	34,088	12,394	34,088	953	-	14,721	-	3,783		3,716		(34,088)	(11,374)
Other Salaries	96,587	416,037	337,492	295,320	199,195	331,476	199,195	335,353	199,195	323,949	233,283	100,578	66,617	2,104	66,438	2,796	66,438	(30,149)	(413,241)
Benefits	10,762,567	11,082,798	12,220,154	11,850,028	13,081,313	12,448,113	14,228,105	13,840,078	14,927,161	14,393,841	15,512,907	13,531,757	16,581,468	15,067,715	18,929,793	16,622,056	19,353,085	8,590,518	5,539,258
Total Salary and Benefits	**43,112,636**	**43,394,590**	**47,188,204**	**45,341,727**	**49,448,005**	**48,612,507**	**54,290,556**	**54,946,205**	**59,420,046**	**57,578,915**	**62,462,973**	**57,883,289**	**65,489,909**	**60,783,274**	**74,188,713**	**68,506,249**	**77,671,967**	**34,559,331**	**25,111,659**
Personal Services	28,635	94,330	1,160	88,493	33,160	38,621	33,160	92,059	192,182	340,220	33,169	103,206	208,156	40,660	137,071	214,757	170,233	141,598	120,427
Goods & Services	8,897,152	6,325,781	6,853,918	5,947,104	7,297,881	5,704,716	7,898,171	6,013,636	8,380,052	5,742,562	9,408,453	6,516,614	9,397,894	8,558,397	10,723,943	10,021,029	10,973,403	2,076,251	3,695,248
Travel	202,120	188,065	205,295	263,406	212,384	345,255	206,961	189,250	204,861	9,420	204,864	202,327	217,290	340,976	210,430	355,792	316,472	114,352	167,727
Equipment	751,530	1,310,612	753,508	1,449,969	758,720	1,302,349	817,508	1,117,838	746,378	1,028,055	1,446,398	2,159,606	3,070,977	3,349,981	1,471,923	1,704,973	1,285,737	534,207	394,361
Client Services	1,398,605	88,112	318,508	54,943	26,834	115,415	26,834	232,378	235,210	337,223	283,845	1,205,076	2,026,661	2,054,673	2,003,879	2,087,497	1,810,181	411,576	1,999,385
Debt Service	2,024,740	2,024,740	2,001,540	2,023,340	2,001,540	2,020,140	2,001,540	1,741,215	1,735,390	1,735,390	1,762,127	1,736,853	1,738,187	1,738,187	1,736,948	1,736,948	1,738,651	(286,089)	(287,792)
SBCTC Revolving Funds		-		859,940	-	861,890	-	373,312	-	1,150,863	-	910,961	-	813,547	-			-	-
Total Operating Expenditure	**56,415,418**	**53,426,230**	**57,322,133**	**56,028,922**	**59,778,524**	**59,000,893**	**65,274,730**	**64,705,893**	**70,914,119**	**67,922,649**	**75,601,829**	**70,717,931**	**82,149,074**	**77,679,695**	**90,472,907**	**84,627,245**	**93,966,644**	**37,551,226**	**31,201,015**

Grant History 2024-25

Grant History 2024-25

Funder	Proposal Title	Proposal Note	Submit Date	Status	$ Requested	$ Awarded
American Heart Association	Collaboration Agreement	AHA provided funds to purchase a refrigerator for our campus food pantry, the Gator Pantry	3/6/2025	Funded	$5,000.00	$5,000.00
4Culture	2024 Arts Sustained Support - Organizations	ICA -2 year grant, final installment, year 2	10/12/2022	Funded	No amount requested	$4,500.00
4Culture	2025 Arts Sustained Support	ICA - 3 year grant. 1st installment, year 1	8/29/2024	Funded	No amount requested	$24,300.00
Washington State Arts Commission	FY24 Arts in Education (AIE) Grants	ICA -2 year grant, 2nd installment, year 1 of grant	3/3/2023	Funded	$13,000	$3,250.00
Washington State Arts Commission	FY25 Arts in Education (AIE) Grants	ICA -2 year grant, 1st installment, year 2 of grant	3/3/2023	Funded	$13,000	$3,250.00
Washington State Arts Commission	FY25 Arts in Education (AIE) Grants	ICA -2 year grant, 2nd installment, year 2 of grant	3/3/2023	Funded	$13,000	$4,550.00
United Way of King County	2024-25 Bridge to Finish Campaign	Student Emergency Funding and Benefits Hub Support	5/28/2024	Funded	$180,000	$115,000.00
Puget Sound Energy Foundation	Powerful Scholars	Flexible funding scholarships for 2 students at every WA state CTC. Focused on STEM undergrad degree or a skilled trade certifcation	6/15/2024	Funded	no specific amount requested	$5,000.00
Boeing Scholarship	Boeing Global Engagement Grant	Scholarship to help students in Business, Information Technology, Engineering, and Manufacturing Technology fields of study overcome financial challenges.	3/26/2024	Funded	$15,000	$15,000.00

Green River College PRFR Report Appendix 2.E.2

2.E.2 Financial planning includes meaningful opportunities for participation by stakeholders and ensures appropriate available funds, realistic development of financial resources, and comprehensive risk management to ensure short term financial health and long-term financial stability and sustainability.

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- SBCTC Accounting Manual (CLAM)
- State Administrative and Accounting Manual (SAAM)
- Bonds—Requirements, RCW 28B.50.350
- Revenue bond financing—Public bid, RCW 28B.50.330
- Financing contracts, RCW 39.94
- SBCTC Policy Manual 6.40.30
- SBCTC Operating Budget
- SBCTC Capital Budget, Planning, and Facilities
- SBCTC Overview of Allocation Model
- FY26 Allocation Schedule External 12-17-2025.xlsx
- EL-1 General Executive Constraint – 2/18/2014
- EL-4 Financial Planning/Forecasting – 2/18/2014
- EL-5 Financial Condition – 2/18/2014
- EL-6 Risk Management - 11/21/2019
- EL-9 Reserves – 9/15/2016
- GRC Budget Development Process Summary & Outline 01-12-2026.pdf
- Authority reserved by the board of trustees:BSR-1 Order Delegating Authority – 6/19/2024
- GRC college Foundation Endowment Spending Policy
- GRC-FSTF-Newsletter-The-Fiscal-Compass-Issue-1-Fall-2025

Section 2: Sample of meeting agendas, minutes, and/or other documentation as evidence of meaningful opportunities for participation by stakeholders through

- Q1_FY 25-26_Budget report in board meeting_January 15, 2026 (Page 11-21)
- Q2 FY25-26 Budget report in board meeting - February 19, 2026 (Page 17-27)
- Campus Forum - Budget Presentation
- FY2026-2027 Budget Development Roadmap
- 24-25 Budget Book

Section 3: Additional Evidences

- Welcome to the Business Office
- Manager Budget Training
- Budget Training

2.E.2 EV.#1 / Section 1

SBCTC Accounting Manual (CLAM)

ctcLink Accounting Manual (CLAM)

Search the ctcLink Accounting Manual (CLAM) Enter a search term Submit

Purpose of Manual

This manual is currently being rewritten to align with ctcLink. Content will be added as it is finished.

The purpose of this manual is, in part, to fulfill the Washington State Board for Community and Technical Colleges' (SBCTC) responsibility under RCW 28B.50.090 (7)(b) to "Establish minimum standards to govern the operation of the community and technical colleges with respect to internal budgeting, accounting, auditing, and financial procedures as necessary to supplement the general requirements prescribed pursuant to Chapter 43.88 RCW."

The manual references established accounting policy and presents conventional practices adopted by the colleges to implement those polices. In many instances throughout the manual alternate practices or methods are presented.

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State Administrative and Accounting Manual (SAAM)

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State Administrative and Accounting Manual

Issued by: Office of Financial Management
Effective November 1, 2025

State Administrative and Accounting Manual

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Bonds—Requirements, RCW 28B.50.350

RCW 28B.50.350 Construction, reconstruction, equipping, and demolition of community and technical college facilities and acquisition of property—Bonds—Requirements. For the purpose of financing the cost of any projects, the college board is hereby authorized to adopt the resolution or resolutions and prepare all other documents necessary for the issuance, sale, and delivery of the bonds or any part thereof at such time or times as it shall deem necessary and advisable. Said bonds:

(1) Shall not constitute:

(a) An obligation, either general or special, of the state; or

(b) A general obligation of the college or of the college board;

(2) Shall be:

(a) Either registered or in coupon form; and

(b) Issued in denominations of not less than one hundred dollars; and

(c) Fully negotiable instruments under the laws of this state; and

(d) Signed on behalf of the college board with the manual or facsimile signature of the chair of the board, attested by the secretary of the board, have the seal of the college board impressed thereon or a facsimile of such seal printed or lithographed in the bottom border thereof, and the coupons attached thereto shall be signed with the facsimile signatures of such chair and the secretary;

(3) Shall state:

(a) The date of issue; and

(b) The series of the issue and be consecutively numbered within the series; and

(c) That the bond is payable both principal and interest solely out of the bond retirement fund created for retirement thereof;

(4) Each series of bonds shall bear interest, payable either annually or semiannually, as the board may determine;

(5) Shall be payable both principal and interest out of the bond retirement fund;

(6) Shall be payable at such times over a period of not to exceed forty years from date of issuance, at such place or places, and with such reserved rights of prior redemption, as the board may prescribe;

(7) Shall be sold in such manner and at such price as the board may prescribe;

(8) Shall be issued under and subject to such terms, conditions and covenants providing for the payment of the principal thereof and interest thereon and such other terms, conditions, covenants, and protective provisions safeguarding such payment, not inconsistent with RCW 28B.50.330 through 28B.50.400, and as found to be necessary by the board for the most advantageous sale thereof, which may include but not be limited to:

(a) A covenant that a reserve account shall be created in the bond retirement fund to secure the payment of the principal of and interest on all bonds issued and a provision made that certain amounts be set aside and maintained therein;

(b) A covenant that sufficient moneys may be transferred from the capital projects account of the college board issuing the bonds to the bond retirement fund of the college board when ordered by the board in the event there is ever an insufficient amount of money in the bond retirement fund to pay any installment of interest or principal and interest coming due on the bonds or any of them;

(c) A covenant fixing conditions under which bonds on a parity with any bonds outstanding may be issued.

The proceeds of the sale of all bonds, exclusive of accrued interest which shall be deposited in the bond retirement fund, shall be deposited in the state treasury to the credit of the capital projects account of the college board and shall be used solely for paying the costs of the projects, the costs of bond counsel and professional bond consultants incurred in issuing the bonds, and for the purposes set forth in subsection (8)(b) of this section;

(9) Shall constitute a prior lien and charge against the building fees of the community and technical colleges. [2011 c 336 s 740; 1991 c 238 s 50; 1985 c 390 s 55; 1971 ex.s. c 279 s 19; 1971 c 8 s 2; 1970 ex.s. c 59 s 2; 1970 ex.s. c 56 s 32; 1970 ex.s. c 15 s 19; 1969 ex.s. c 261 s 27; 1969 ex.s. c 232 s 106; 1969 ex.s. c 223 s 28B.50.350. Prior: 1967 ex.s. c 8 s 35.]

Severability—1971 ex.s. c 279: See note following RCW 28B.15.005.

Severability—1970 ex.s. c 59: See note following RCW 28B.15.520.

Purpose—1970 ex.s. c 56: See note following RCW 39.52.020.

Severability—1970 ex.s. c 15: See note following RCW 28A.230.160.

Validation—Saving—Severability—1969 ex.s. c 232: See notes following RCW 39.52.020.

Revenue bond financing—Public bid, RCW 28B.50.330

RCW 28B.50.330 Construction, reconstruction, equipping, and demolition of community and technical college facilities and acquisition of property—Revenue bond financing—Public bid. (1) The boards of trustees of college districts are empowered in accordance with the provisions of this chapter to provide for the construction, reconstruction, erection, equipping, demolition, and major alterations of buildings and other capital assets, and the acquisition of sites, rights-of-way, easements, improvements, or appurtenances for the use of the aforementioned colleges as authorized by the college board in accordance with RCW 28B.50.140; to be financed by bonds payable out of special funds from revenues hereafter derived from income received from such facilities, gifts, bequests, or grants, and such additional funds as the legislature may provide, and payable out of a bond retirement fund to be established by the respective district boards in accordance with rules of the state board. With respect to building, improvements, or repairs, or other work, where the estimated cost exceeds $110,000, or $90,000 if the work involves one trade or craft area, complete plans and specifications for the work shall be prepared, the work shall be put out for a public bid, and the contract shall be awarded to the responsible bidder who submits the lowest responsive bid. Any project regardless of dollar amount may be put to public bid.

(2) This section does not apply when a contract is awarded by the small works roster procedure authorized in RCW 39.04.151 through 39.04.154.

(3) Where the estimated cost to any college of any building, improvements, or repairs, or other work, is less than $110,000, or $90,000 if the work involves one trade or craft area, the publication requirements of RCW 39.04.020 do not apply. [2023 c 395 s 19; 2023 c 97 s 2; 2009 c 229 s 1; 2007 c 495 s 2; 1993 c 379 s 108; 1991 c 238 s 48; 1979 ex.s. c 12 s 2; 1969 ex.s. c 223 s 28B.50.330. Prior: 1967 ex.s. c 8 s 33. Formerly RCW 28.85.330.]

Reviser's note: This section was amended by 2023 c 97 s 2 and by 2023 c 395 s 19, each without reference to the other. Both amendments are incorporated in the publication of this section under RCW 1.12.025(2). For rule of construction, see RCW 1.12.025(1).

Effective date—2023 c 395 ss 1-30, 32-34, 36, and 37: See note following RCW 39.04.010.

Findings—Intent—2023 c 395: See note following RCW 39.04.010.

Intent—Severability—Effective date—1993 c 379: See notes following RCW 28B.10.029.

Severability—1979 ex.s. c 12: See note following RCW 28B.10.350.

Financing contracts, RCW 39.94

Chapter 39.94 RCW
FINANCING CONTRACTS

Sections

39.94.010 Purposes—Construction.
39.94.020 Definitions.
39.94.030 Authority to enter into financing contracts—Terms—Intent—Obligation of state revenues.
39.94.040 State finance committee—Duties—Legislative approval required, when.
39.94.050 Financing program to be self-supporting—Payment of program expenses.
39.94.900 Application.

RCW 39.94.010 Purposes—Construction. The purposes of this chapter are to confirm the authority of the state, its agencies, departments, and instrumentalities, the state board for community and technical colleges, and the state institutions of higher education to enter into contracts for the acquisition of real and personal property which provide for payments over a term of more than one year and to exclude such contracts from the computation of indebtedness under Article VIII, section 1 of the state Constitution. It is further the purpose of this chapter to permit the state, its agencies, departments, and instrumentalities, the state board for community and technical colleges, and the state institutions of higher education to enter into financing contracts which make provision for the issuance of certificates of participation and other financing structures. Financing contracts of the state, whether or not entered into under this chapter, shall be subject to approval by the state finance committee except as provided in this chapter.

This chapter shall be liberally construed to effect its purposes. [2009 c 500 s 6; 1998 c 291 s 2; 1989 c 356 s 1.]

Effective date—2009 c 500: See note following RCW 39.42.070.

Application—1998 c 291: See note following RCW 39.94.050.

RCW 39.94.020 Definitions. Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

(1) "Credit enhancement" includes insurance, letters of credit, lines of credit, or other similar agreements which enhance the security for the payment of the state's or an other agency's obligations under financing contracts.

(2) "Financing contract" means any contract entered into by the state for itself or on behalf of an other agency which provides for the use and purchase of real or personal property by the state and provides for payment by the state over a term of more than one year, and which provides that title to the subject property may secure performance of the state or transfer to the state or an other agency by the end of the term, upon exercise of an option, for a nominal amount or for a price determined without reference to fair market value. Financing contracts include, but are not limited to,

conditional sales contracts, financing leases, lease purchase contracts, or refinancing contracts, but do not include operating or true leases. For purposes of this chapter, the term "financing contract" does not include any nonrecourse financing contract or other obligation payable only from money or other property received from private sources and not payable from any public money or property. The term "financing contract" includes a "master financing contract."

(3) "Master financing contract" means a financing contract which provides for the use and purchase of property by the state, and which may include more than one financing contract and appropriation.

(4) "Other agency" means any commission established under Title 15 RCW, a library or regional library, an educational service district, the superintendent of public instruction, the school directors' association, a health district, a public facilities district, or any county, city, town, school district, or other municipal corporation or quasi-municipal corporation.

(5) "State" means the state, agency, department, or instrumentality of the state, the state board for community and technical colleges, and any state institution of higher education.

(6) "State finance committee" means the state finance committee under chapter 43.33 RCW.

(7) "Trustee" means a bank or trust company, within or without the state, authorized by law to exercise trust powers. [2010 1st sp.s. c 15 s 13; 2010 c 115 s 1; 1998 c 291 s 3; 1990 c 47 s 3; 1989 c 356 s 2.]

Findings—Intent—Construction—2010 1st sp.s. c 15: See notes following RCW 36.100.010.

Authority—2010 c 115: See note following RCW 39.94.030.

Application—1998 c 291: See note following RCW 39.94.050.

RCW 39.94.030 Authority to enter into financing contracts—Terms—Intent—Obligation of state revenues. (1) The state may enter into financing contracts for itself or on behalf of an other agency for the use and acquisition for public purposes of real and personal property. Payments under financing contracts of the state shall be made by the state from currently appropriated funds or funds not constituting "general state revenues" as defined in Article VIII, section 1 of the state Constitution. Except as provided in subsection (4)(b) of this section, payments under financing contracts of the state on behalf of any other agency shall be made solely from the sources identified in the financing contract, which may not obligate general state revenues as defined in Article VII [VIII], section 1 of the state Constitution. The treasurer of an other agency shall remit payments under financing contracts to the office of the state treasurer or to the state treasurer's designee. In the event of any deficiency of payments by an other agency under a financing contract, the treasurer of the other agency shall transfer any legally available funds of the other agency in satisfaction of the other agency's obligations under the financing contract if such funds have been obligated by the other agency under the financing contract and, if such deficiency is not thereby cured, the office of the state treasurer is directed to withdraw from that agency's share of state revenues for distribution or other money an

amount sufficient to fulfill the terms and conditions of the financing contract. The term of any financing contract shall not exceed thirty years or the remaining useful life of the property, whichever is shorter. Financing contracts may include other terms and conditions agreed upon by the parties.

(2) The state for itself or on behalf of an other agency may enter into contracts for credit enhancement, which limits the recourse of the provider of credit enhancement solely to the security provided under the financing contract secured by the credit enhancement.

(3) The state or an other agency may grant a security interest in real or personal property acquired under financing contracts. The security interest may be perfected as provided by the uniform commercial code - secured transactions, or otherwise as provided by law for perfecting liens on real estate. Other terms and conditions may be included as agreed upon by the parties. An other agency that is authorized by applicable law to enter into a financing contract may make payments due under such a contract from the proceeds of annual tax levies approved by the voters under RCW 84.52.056, among other sources.

(4)(a) Financing contracts and contracts for credit enhancement entered into under the limitations set forth in this chapter do not constitute a debt or the contracting of indebtedness under any law limiting debt of the state. It is the intent of the legislature that such contracts also do not constitute a debt or the contracting of indebtedness under Article VIII, section 1 of the state Constitution. Certificates of participation in payments to be made under financing contracts also do not constitute a debt or the contracting of an indebtedness under any law limiting debt of the state if payment is conditioned upon payment by the state under the financing contract with respect to which the same relates. It is the intent of the legislature that such certificates also do not constitute a debt or the contracting of indebtedness under Article VIII, section 1 of the state Constitution if payment of the certificates is conditioned upon payment by the state under the financing contract with respect to which those certificates relate.

(b) An other agency authorized by law to issue bonds, notes[,] or other evidences of indebtedness or to enter into conditional sales contracts or lease obligations, may participate in a program under this chapter in which the state enters into a financing contract on behalf of that other agency, and the other agency's obligations to the state under the program may be evidenced by an agreement, lease, bond, note, or other appropriate instrument. A financing contract made by the state on behalf of an other agency may be secured by the pledge of revenues of the other agency or other agency's full faith and credit or may, at the option of the state finance committee, include a contingent obligation by the state for payment under such financing contract. [2010 c 115 s 2; 2009 c 500 s 7; 1998 c 291 s 4; 1989 c 356 s 3.]

Authority—2010 c 115: "The authority conferred on the state and any municipal corporation or other agency under this act is in addition and supplemental to any other authority granted by applicable law. Any action previously taken by the state, a municipal corporation, or other agency consistent with the provisions of this act is approved and confirmed." [2010 c 115 s 4.]

Effective date—2009 c 500: See note following RCW 39.42.070.

Application—1998 c 291: See note following RCW 39.94.050.

RCW 39.94.040 State finance committee—Duties—Legislative approval required, when. (1) Except as provided in RCW 28B.10.022, the state may not enter into any financing contract for itself if the aggregate principal amount payable thereunder is greater than an amount to be established from time to time by the state finance committee or participate in a program providing for the issuance of certificates of participation, including any contract for credit enhancement, without the prior approval of the state finance committee. Except as provided in RCW 28B.10.022, the state finance committee shall approve the form of all financing contracts or a standard format for all financing contracts. The state finance committee also may:

(a) Consolidate existing or potential financing contracts into master financing contracts with respect to property acquired by one or more agencies, departments, instrumentalities of the state, the state board for community and technical colleges, or a state institution of higher learning; or to be acquired by another agency;

(b) Approve programs providing for the issuance of certificates of participation in master financing contracts for the state or for other agencies;

(c) Enter into agreements with trustees relating to master financing contracts; and

(d) Make appropriate rules for the performance of its duties under this chapter.

(2) In the performance of its duties under this chapter, the state finance committee may consult with representatives from the department of general administration, the office of financial management, and Washington technology solutions.

(3) With the approval of the state finance committee, the state also may enter into agreements with trustees relating to financing contracts and the issuance of certificates of participation.

(4) Except for financing contracts for real property used for the purposes described under chapter 28B.140 RCW, the state may not enter into any financing contract for real property of the state without prior approval of the legislature. For the purposes of this requirement, a financing contract must be treated as used for real property if it is being entered into by the state for the acquisition of land; the acquisition of an existing building; the construction of a new building; or a major remodeling, renovation, rehabilitation, or rebuilding of an existing building. Prior approval of the legislature is not required under this chapter for a financing contract entered into by the state under this chapter for energy conservation improvements to existing buildings where such improvements include: (a) Fixtures and equipment that are not part of a major remodeling, renovation, rehabilitation, or rebuilding of the building, or (b) other improvements to the building that are being performed for the primary purpose of energy conservation. Such energy conservation improvements must be determined eligible for financing under this chapter by the office of financial management in accordance with financing guidelines established by the state treasurer, and are to be treated as personal property for the purposes of this chapter.

(5) The state may not enter into any financing contract on behalf of another agency without the approval of such a financing contract by the governing body of the other agency. [2024 c 54 s 31. Prior: 2011 1st sp.s. c 43 s 726; 2011 c 151 s 7; prior: 2010 1st sp.s. c 36 s 6015; 2010 1st sp.s. c 35 s 406; 2003 c 6 s 2; 2002 c 151 s 6; 1998 c 291 s 5; 1989 c 356 s 4.]

Effective date—Purpose—2011 1st sp.s. c 43: See notes following RCW 43.19.003.

Effective date—2010 1st sp.s. c 36: See note following RCW 43.155.050.

Contingent effective date—2010 1st sp.s. c 35: See note following RCW 43.331.040.

Application—1998 c 291: See note following RCW 39.94.050.

RCW 39.94.050 Financing program to be self-supporting—Payment of program expenses. (1) It is the intent of the legislature that the financing program authorized by this chapter be self-supporting.

(2) The state treasurer is authorized to levy fees and apply specified investment earnings from time to time in amounts not to exceed sums sufficient to pay program expenses including, but not limited to, costs of issuance, and to create reserves to assure timely payment of financing contracts. The investment earnings available for this purpose represent the earnings on payments received from state and other agencies. [1998 c 291 s 1.]

Application—1998 c 291: "Chapter 291, Laws of 1998 is applicable to an other agency, as defined in RCW 39.94.020, for the financing of equipment on September 1, 1998, and for the financing of real estate on July 1, 2000." [1998 c 291 s 6.]

RCW 39.94.900 Application. The provisions of this chapter shall apply to all financing contracts entered into following July 23, 1989. [1989 c 356 s 5.]

SBCTC Policy Manual 6.40.30

6.40 Types of Capital Funds

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

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

6.40.10 Appropriated capital funds

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

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

6.40.20 Non-appropriated funds

Non-appropriated funds for a capital purpose require SBCTC approval and are based on a “recommendation to approve” from the local board of trustees. Such a "recommendation to approve" should be explicit in the deliberations of the local board of trustees or may be made by college staff under an authority clearly delegated by the local board for that project or category of capital expenditure (see SBCTC Policy Manual Section 1.30.20 for delegated authorities related to capital expenditures).

Expenditures of non-appropriated funds for a capital purpose are not subject to legislative appropriation, unless such funds are used to acquire real property. Then, acquisition may be subject to legislative approval. Upon approval, SBCTC staff will amend the college’s allocation schedule and send the revised schedule to the college’s business officer along with other appropriate forms (see Appropriated/Non-appropriated Funds under “Policy resources” in Chapter 6.30 above).

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

6.40.30 Borrowed funds

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

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

SBCTC Operating Budget

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Operating Budget

In This Section

- Operating Budget Requests
- Revolving Funds
- Compensation Impact Model Agency Interface (CIM-AI)
- Tuition Waivers and Residency Classifications
- Tuition and Fees
- Legislative and OFM Budget Resources

Finance Related Links

- Accounting and Business Services
- Capital Budget

The Operating Budget office supports the Washington state community and technical college system to:

- Prepare a single operating budget request to the governor and legislature that represents the needs of the entire community and technical college.
- Allocate funds received from the legislature to the community and technical colleges.
- Act as a liaison between the Office of Financial Management (OFM) and the college districts for the CIM-AI system to help districts ensure reporting and projection compensation data is as accurate as possible.
- Track and pay revolving fund charges on behalf of the districts with the assistance of accounting services.
- Manage and oversee tuition, fee and waiver schedules and related policies.

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SBCTC Capital Budget, Planning, and Facilities

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Capital Budget, Planning, and Facilities

In This Section

- Capital Allocation and Monitoring
- Capital Budget Development
- Capital Budget Request
- Emergency Capital Funding
- Facilities, Infrastructure and Equipment Assessments
- Major Project Status Reports
- Facility Condition Survey Reports - Current
- Facility Condition Survey Reports - Archive
- Sustainability and Energy Conservation
- Megamation DirectLine

Finance Related Links

- Accounting and Business Services
- Operating Budget
- Tuition and Fees

The Capital Budget office supports Washington state community and technical colleges by:

- Working with system stakeholders to prepare a single capital budget request — representing the needs and priorities of the entire community and technical college system — to present to the governor and legislature.
- Allocating capital funds received from the state to the community and technical colleges.
- Authorizing local capital expenditures.
- Monitoring expenditures relative to authorities.
- Providing technical assistance to colleges preparing facilities plans, capital project proposals, and leases.
- Authorizing acquisition and disposal of real property.

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SBCTC Overview of Allocation Model

Overview of the Allocation Model

Stephanie Winner SBCTC Operating Budget Director
January 2024

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

STATE BOARD VS. DISTRICT FISCAL RESPONSIBILITIES

STATE BOARD

RCW 28B.50.090

- General supervision and control over the state system
- **Prepare a single budget for the support of the system**
- **Establish guidelines for the disbursement of funds; and receive and disburse such funds for operations and capital support of college districts**

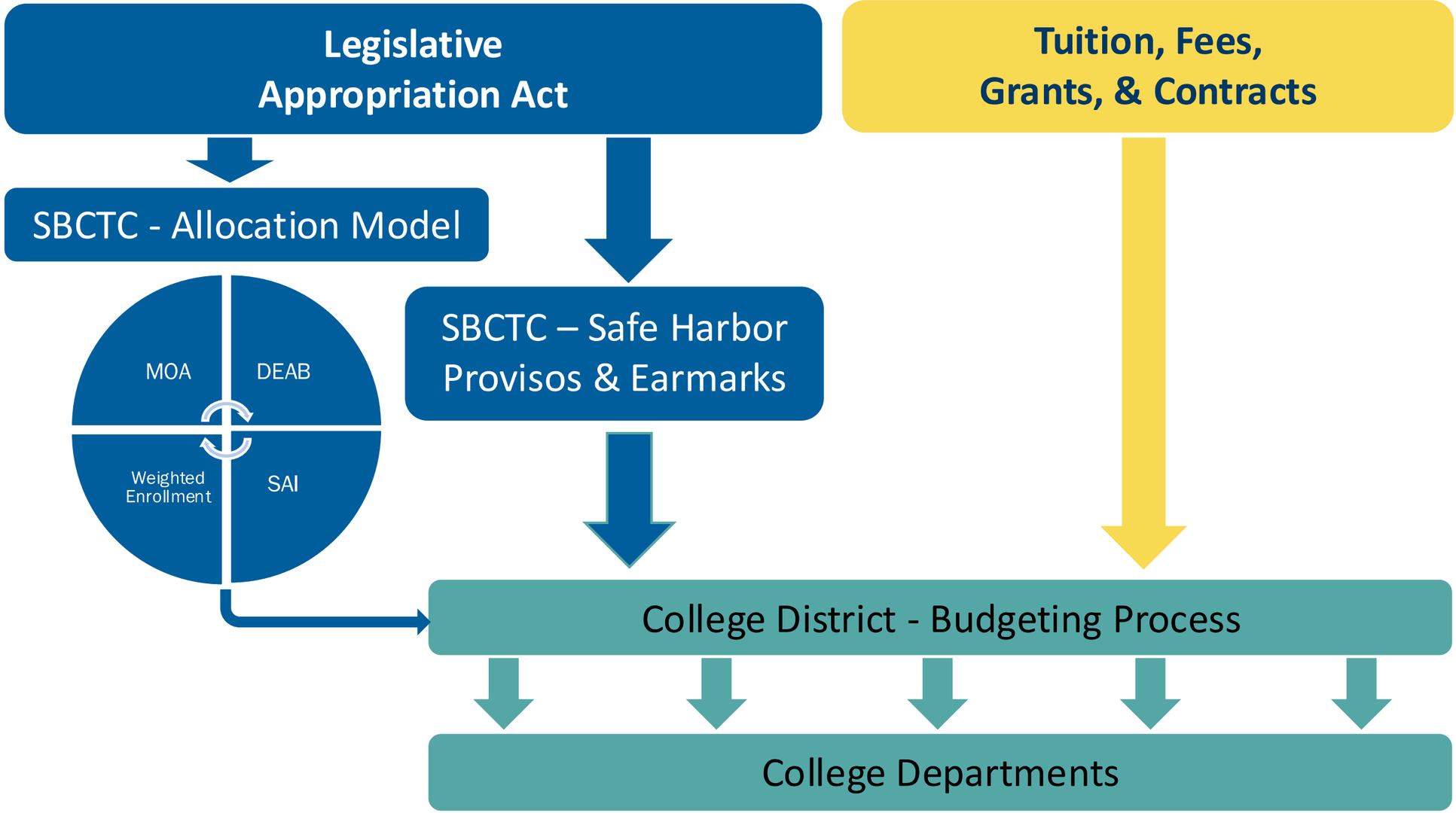
DISTRICT TRUSTEES

RCW 28B.50.100-140

- College operations - hires president
- **Prepare local priorities for operating and capital budgets and submit to State Board**
- Establish new campus facilities
- Establish fees
- Spend operating and capital allocations consistent with local priorities and Legislative/State Board guidance

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

HOW THE DOLLARS FLOW…

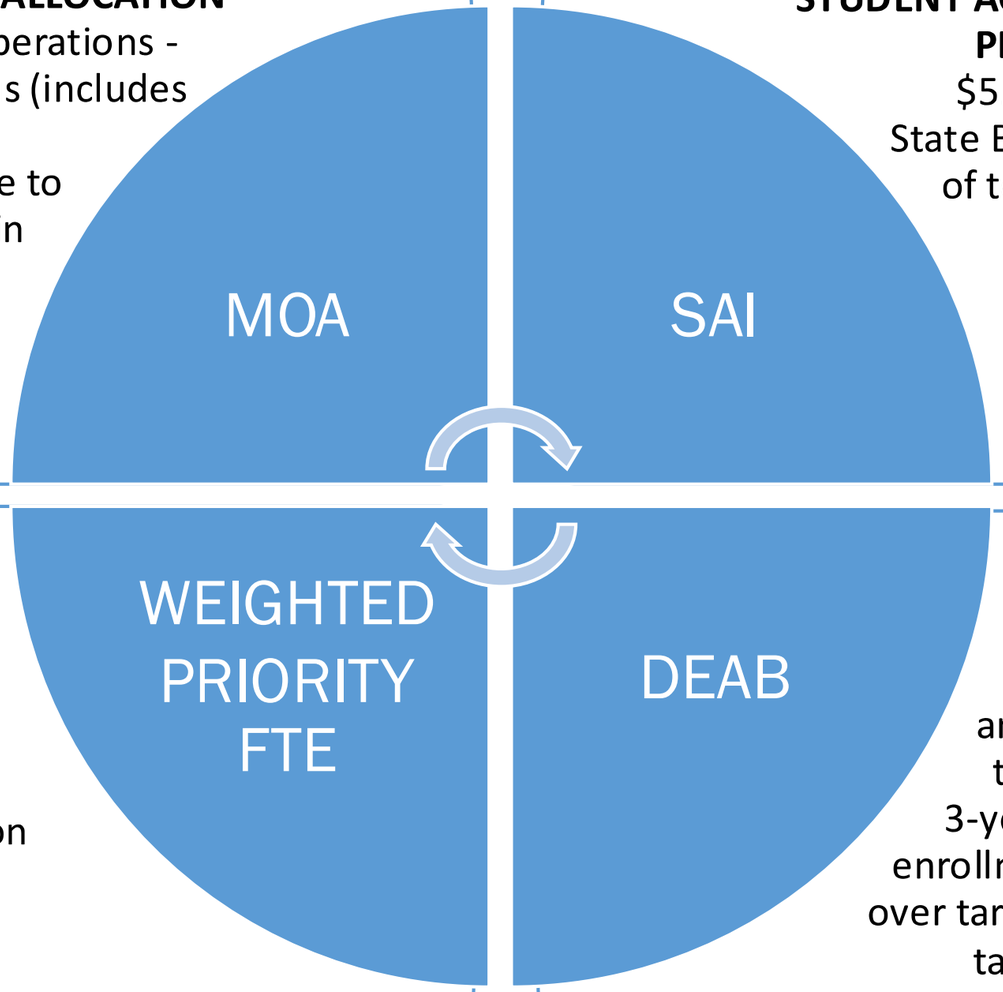


COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

WHAT IS IN THE ALLOCATION MODEL

MINIMUM OPERATING ALLOCATION
Minimum amount for operations - $2.85 million per campus (includes some M&O provided in the capital budget due to a Legislative fund swap in early 2000)

STUDENT ACHIEVEMENT INITIATIVE PERFORMANCE FUNDING
$5.25 million in budget bill. State Board policy allocates 5% of total state appropriations $61 million in FY 25



WEIGHTED/PRIORITY ENROLLMENT FTE
Four enrollment categories receive an additional weight of .3 per student FTE:
- Adult Basic Education
- STEM
- Upper-Level BAS
- Skills Gap

DISTRICT ENROLLMENT ALLOCATION BASE
Provides base funding and an annual enrollment target based on a rolling, 3-year average of past state enrollments. If no colleges are over target, colleges retain their target from the prior year.

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

WHAT IS OUTSIDE THE MODEL – SAFE HARBOR

BUDGET PROVISOS

- Language in appropriations act that places conditions from legislature on the use of the funds
- Examples: Guided Pathways, Worker Retraining, MESA, I-BEST, and college-specific projects such as Wildfire Prevention Program at Wenatchee Valley College

COMPENSATION M&O LEASES

- Compensation funding includes wage increases, health benefit rate changes, paid family leave and pension rate change
- Compensation funds are distributed based on each district's share of salary or benefit expenditures in the prior fiscal year
- Compensation, M&O, and Leases are held in safe harbor for four years.

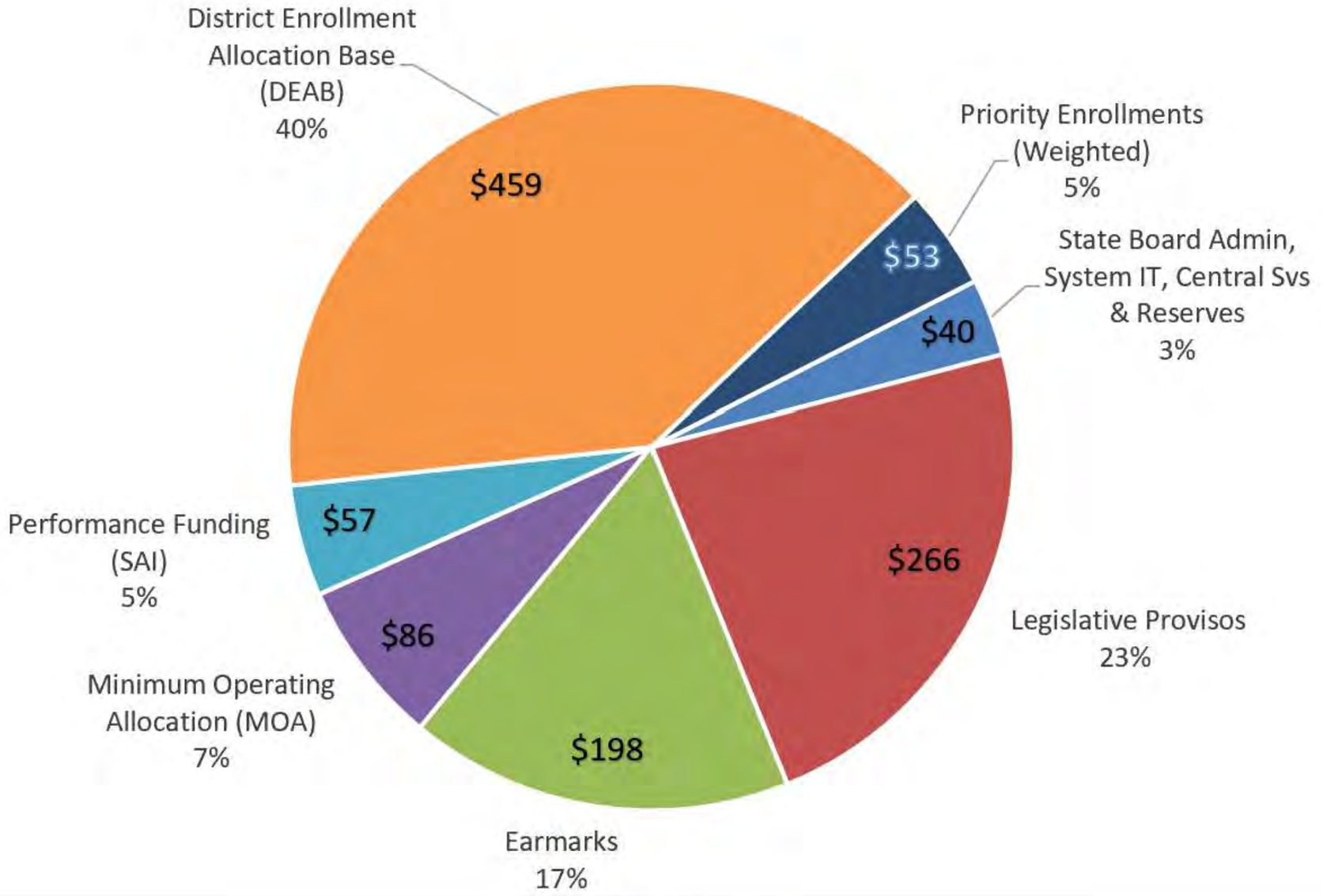
STATE BOARD EARMARKS

- Program or population-specific funds identified by the State Board
- Reviewed annually, funds can remain in safe harbor indefinitely
- Examples: Opportunity Scholarship, Centers of Excellence, Workforce Development Projects, funds for Disability Accommodations and Students of Color

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

2023-24 OPERATING BUDGET ALLOCATION

$ IN MILLIONS



COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

QUESTIONS?

Stephanie Winner
Operating Budget Director
360-704-1023
swinner@sbctc.edu

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FY26 Allocation Schedule External 12-17-2025.xlsx

State Board for Community and Technical Colleges
2026 Allocation Schedule

	COLLEGE DISTRICT		Green River	# 10
ENROLLMENT	*DEAB*	*Base*	*Growth & Variable*	*Total FTES*
	4,838	284	465	5,587

Select Allocation # - only applicable will show.

1 | 2 | 3 | 4 | 5 | 6 | (blank)

Allocation Category	Fund	AI	Appropriation Title	Allocation
Proviso	001	EG1	Diversity SB 5227 (GF-State)	38,100
	24J	1A1	Equity & Access SB 5194	366,886
	24J	8AP	Diversity SB 5227 (WEIA)	42,730
Grand Total				**447,716**

-----> Scroll this way for totals by fund and subtotals by appropriation index ------>

<------ **Select an allocation # or click to clear selection and display all allocations schedules.**
Numbers will be greyed out if your college did not receive an allocation on the schedule.
Click to select multiple allocation schedules at once.

Title	**<-----Select a proviso/earmark to see more details below.**

Description
Description

Funding Duration	Funding Duration:

Budget Proviso Language - Section 605
Proviso language

Fund	AI	Appropriation Title	Allocation
001	123	Worker Retraining Proviso (Base and Variable combined)	2,874,041
	123 Total		**2,874,041**
	8AE	Goldstar Families	15,076
	8AE Total		**15,076**
	BK1	MESA Community College Programs (GF-State)	157,000
	BK1 Total		**157,000**
	EG1	Diversity SB 5227 (GF-State)	38,100
	EG1 Total		**38,100**
	EK1	Opportunity Grants Health Workforce	35,615
	EK1 Total		**35,615**
	EQ1	Nurse Education Enrollment Increases (GF-State)	300,000
	EQ1 Total		**300,000**
	101	District Enrollment Allocation Base (GFS)	15,345,267
		Minimum Operating Allocation (GF-State)	2,446,500
		Performance Funding (earmark)	1,939,571
		Weighted Enrollments Add'l 30%	2,673,672
		Health Rate Changes- (2023 thru 2026)	1,176,641
		Health Rate Changes- (2024 thru 2027)	89,430
		Health Rate Changes- (2025 thru 2028)	149,284
		Health Rate Changes- (2026 thru 2029)	1,110,371
		Pension Rate Changes - (2023 thru 2026)	6,820
		Pension Rate Changes - (2024 thru 2027)	-154,595
		Pension Rate Changes - (2025 thru 2028)	-55,776
		Pension Rate Changes - (2026 thru 2029)	-487,188
		Wage Increase GFS - (2023 thru 2026)	1,790,681
		Wage Increase GFS - (2024 thru 2027)	3,003,168
		Wage Increase GFS - (2025 thru 2028)	2,166,910
		Wage Increase GFS - (2026 thru 2029)	1,518,944
		Regional Pay - King County	1,136,426
	101 Total		**33,856,126**
	BD1	Performance Funding (proviso)	175,000
	BD1 Total		**175,000**
001 Total			**37,450,958**
08A	2AE	Aerospace Enrollments	166,335
	2AE Total		**166,335**
	3BE	Opportunity Grants	371,001
	3BE Total		**371,001**
	3E0	District Enrollment Allocation Base (ELTA)	1,742,479
	3E0 Total		**1,742,479**
	4AE	Centers of Excellence (ELTA)	204,157
	4AE Total		**204,157**

08A			
	5AE	Disability Accommodations	61,083
	5AE Total		**61,083**
	5BE	Students of Color	45,302
	5BE Total		**45,302**
08A Total			**2,590,357**
24J	191	Student Emergency Assistance (WEIA)	155,000
	191 Total		**155,000**
	211	Sim Lab Equipment	77,000
	211 Total		**77,000**
	231	Cybersecurity Enrollments	562,500
	231 Total		**562,500**
	271	Refugee and Immigrant Education	400,000
	271 Total		**400,000**
	031	Wage Increase WEIA (2026-2029)	1,213,813
		District Enrollment Allocation Base (WEIA)	1,878,857
	031 Total		**3,092,670**
	071	Guided Pathways Earmark (WEIA Expires June 30, 2029)	1,586,176
	071 Total		**1,586,176**
	1A1	Equity & Access SB 5194	366,886
	1A1 Total		**366,886**
	1BP	Student Needs SHB 1559	65,029
	1BP Total		**65,029**
	6BP	Nurse Education Enrollment Increases (WEIA)	756,000
	6BP Total		**756,000**
	8AP	Diversity SB 5227 (WEIA)	42,730
	8AP Total		**42,730**
	7BP	Nurse Supply SB 5582	250,000
	7BP Total		**250,000**
	3B0	Early Achievers Grant Supports	27,502
	3B0 Total		**27,502**
	1T0	Students Experiencing Homelessness ESSB 5702	108,000
	1T0 Total		**108,000**
24J Total			**7,489,493**
BA0	BA0	Alternate Finance Project Debt Service	1,736,902
	BA0 Total		**1,736,902**

BA0 Total	**1,736,902**
Grand Total	**49,267,710**

EL-1 General Executive Constraint – 2/18/2014

Select Language
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EL-1 GENERAL EXECUTIVE CONSTRAINT

Policy

The president shall only allow practices, activities, decisions, or situations that are lawful, prudent, comply with commonly accepted business and ethics, and conform to the provisions set forth in the Board Policies Manual.

History of Policy

Draft: December 12, 2003
Adopted: April 15, 2004
Revised: February 18, 2014

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EL-4 Financial Planning/Forecasting – 2/18/2014

Select Language
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EL-4 FINANCIAL PLANNING/FORECASTING

Policy

Budgeting for any fiscal year shall follow the College Outcomes established by the Board, be fiscally responsible, and be realistic in projections of income and expenses. The budget will become effective after it is approved by the Board. Accordingly, the president shall:

1. Propose a budget with information that includes:
   a. A projection of revenues and expenses;
   b. Separation of capital and operational items; and
   c. Disclosure of planning assumptions.
2. Plan a conservative budget that meets the College's annual goals and priorities and keeps planned expenditures within projected revenues and reserves.
3. Put forward a budget with appropriate and thorough input.

History of Policy

Draft: December 12, 2003
Adopted: April 15, 2004
Revised: February 18, 2014

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EL-5 Financial Condition – 2/18/2014

Select Language

EL-5 FINANCIAL CONDITION

Policy

The president shall prevent the development of fiscal jeopardy or material deviations from the Board approved budget. Accordingly, the president shall:

1. Settle payroll and debts in a reasonable and timely manner.
2. Only indebt the organization in an amount than can be repaid by unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
3. Only expend funds from restricted or designated accounts for the purposes for which the accounts were established.
4. Provide an annual statement of the College's financial condition to the Board.

5. Alert the Board of significant financial circumstances that arise during the fiscal year.
6. Operate in a way that does not violate the authority reserved by the Board regarding financial matters as specified in BSR-1 Order Delegating Authority.

History of Policy

Draft: December 12, 2003, February 16, 2004
Adopted: April 15, 2004
Revised: February 18, 2014

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- GP-7 Naming of Facilities
- GP-8 Civility and Mutual Respect
- GP-9 Participatory Governance

Board Staff Relationships

EL-6 Risk Management - 11/21/2019

Select Language

Current Students Faculty & Staff Give to GRC Quick Links

EL-6 RISK MANAGEMENT

Policy

The president shall protect, maintain, and manage risks to the College. Accordingly, the president shall:

1. Minimize exposure of the organization, its Board, or employees to claims of liability.
2. Identify, account for, and report all revenue and expenditures of College funds in accordance with state and federal regulations, contract and grant agreements.
3. Safeguard the organization's public image and creditability.
4. Provide adequate protection against theft and casualty.
5. Establish a comprehensive risk management plan designed to eliminate, mitigate, control, and manage risks to the physical, human, fiscal, capital, environmental resources, and assets of the College.
6. Reasonably maintain college facilities and equipment.
7. Invest College funds in a manner that will provide maximum security with the highest investment return, while meeting the daily cash flow needsof the College and conforming to all state and federal statutes and rules governing the investment of public funds.

History of Policy

Draft: December 12, 2003, February 16, 2004
Adopted: April 15, 2004
Revised: February 18, 2014, Novermber 21, 2019

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EL-9 Reserves – 9/15/2016

Select Language
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EL-9 RESERVES

Policy

The president shall maintain minimum reserves as follows:

- 10% of annual operating budget expenditures
- 50 % of gross annual Running Start revenue
- 50% of gross annual International Student Programs revenue

Any proposed use of reserves will be included in the annual budgeting process (see EL-4).

Proposed use of reserves outside of the annual budget process will be brought to the Board of Trustees for their specific approval.

History of Policy

Draft: December 12, 2003, February 16, 2004
Adopted: April 15, 2004
Revised: March 20, 2014, September 15, 2016

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GRC Budget Development Process Summary & Outline 01-12-2026.pdf

Summary of Green River Budget Development Process

The Green River College's budget development process is categorized into five core phases: personnel planning, departmental engagement, technical reconciliation, auxiliary alignment, and final governance.

1. Personnel & Compensation Planning

The process begins with salary and benefit forecasting. The budget office reconciles current salary spreadsheets with the existing budget, updates to Cost of Living Allowance (COLA), salary increases, and coordinates with Payroll and Benefits to account for known rate changes. Throughout the cycle, staff track salary split changes to ensure personnel costs are accurately reflected in both the budget book and the payroll system.

2. Departmental Engagement & Requests

Budget planning is initiated through a formal kick-off and website training for department heads. Using a dedicated Budget Planning website created by Information Technology (IT), departments submit requests for new funding requirements. The budget office reconciles these requests against available salary increases and prepares a data dump of all proposed budget additions for executive review.

3. Revenue Projections & Technical Preparation

Financial stability is ensured by updating revenue projections and setting specific allocations, such as the Financial Aid Waiver amount and Board Reserves. Technical staff run ctcLink budget reports to prepare the master upload files, ensuring all system data is synchronized before final submission.

4. Auxiliary & Special Fund Reconciliation

This phase focuses on non-operating funds and mandated costs. The office coordinates with Special Budgets (International Programs, Tech Fees, S&A) and balances Auxiliary accounts, grants, and turnover savings. It also calculates building transfers, finalize debt service (COP) information, and sets the Tuition & Fees and Capital Budget schedules.

5. Final Review, Reporting, & Approval

The Executive Team reviews additional budget requests and a one-page summary before approved additions are built into the final system upload. The process concludes with the production of the Budget Book, which is reconciled against system data. After a formal presentation, the Board of Trustees provides final approval, followed by a system data snapshot to lock the fiscal year budget.

Outline of Green River Budget Development Process

The college budget development cycle for accreditation purposes follows a structured procedure encompassing preparation, departmental collaboration, review, and finalization before board approval.

A. Initial Preparation & System Setup

The process begins with foundational tasks and system synchronization:

- **Calendar and Systems:** Prepare the budget calendar and ensure salary spreadsheets are current by copying over existing data.
- **Labor Changes:** Contact Payroll & Benefits for known salary and benefits changes. Obtain data from Washington State Authorities (Old-Age & Survivors Insurance, Publick Employee Benefits Board, Labor & Industry, Paid Family Medical Leave, Unemployment, Department of Retirement Systems) on benefits and tax rate changes.
- **Updates and Reconciliation:** Update COLA (Cost of Living Adjustments) and salary increases. Reconcile the salary spreadsheet with the current year's budget.
- **Revenue Projections:** Update all revenue projections.
- **IT Coordination:** Reach out to the IT department to initiate the Budget Planning request website.

B. Departmental Planning & Budget Submissions

This phase involves training departments and collecting their input:

- **Kick-off and Training:** Kick off budget planning with departments and provide website training.
- **Reporting and Summaries:** Run ctcLink budget reports and prepare the initial budget update/upload file. Review budget updates and prepare a one-page summary for the executive team.
- **Data Management:** Perform a data dump of all budget updates and additions.
- **Special Budgets:** Contact those responsible for special budgets (IP, Tech Fees, S&A, Special Services) that change annually.
- **Request Reconciliation:** Reconcile requests for additions with proposed salary increases. Review and submit all additional budget requests to the executive team.

C. Budget Construction & Integration

This phase integrates all approved requests into the core financial system:

- **Build & Load:** Build all approved additions into the upload file and load the file into the relevant systems/tools (FMS/ctcLink/Salary Spreadsheet).
- **Key Financial Components:** Incorporate various critical financial schedules and components, including the tuition and fees schedule, class fee increases, and final COP (Certificate of Participation) information (debt service).
- **Capital and Aid:** Integrate the capital budget and financial aid budget, and set the financial aid waiver amount.
- **Account Balancing and Reconciliation:** Balance auxiliary accounts, reconcile special allocations and grants, set the board reserve, balance revenue transfers, and balance turnover savings.
- **Asset Management:** Calculate building and asset transfers.

D. Finalization and Approval

The process concludes with final checks, documentation, and formal board approval:

- **Salary Tracking:** Track any salary split changes and communicate them to the payroll department.
- **Budget Book Preparation:** Prepare the budget book, reconcile the systems to the budget book, and create the cover and print the final document.
- **Presentation and Approval:** Present the budget to the board and obtain official approval.
- **Final Data & Updates:** Take a data snapshot of the system and finalize the budget with any necessary updates.

Authority reserved by the board of trustees:BSR-1 Order Delegating Authority – 6/19/2024

Select Language
Powered by Google Translate

BSR-1 ORDER DELEGATING AUTHORITY

Policy

The President of the College shall have the authority to exercise in the name of the Board all of the powers and duties vested in or imposed upon the Board by law, including all powers granted to the Board as governing body by Chapter 39.34 RCW or any other statute. The President of the College shall be directly responsible to the Board of Trustees. The President shall be the principal administrative officer of the College and shall have general supervision of all operations and programs of the institution.

The President shall be the appointing authority for all administrative exempt, classified, faculty, and other employees of the College; the President may delegate some or all of that authority in writing to vice presidents and/or other designees. The President shall carry out all rules, regulations, orders, directives, and policies established by the Board and shall perform all other duties necessary or appropriate to the administration of the College. The essence of the relationship between the Board and the President shall be one of full mutual confidence and completely open communication.

AUTHORITY RESERVED BY THE BOARD OF TRUSTEES

The Board of Trustees reserves unto itself the following authority (unless specifically delegated in particular instances by definite resolution passed by the Board):

1. To employ the President and set the salary and the terms and conditions of his or her employment.
2. To organize, administer, and operate the Board of Trustees.
3. To adopt, amend, or repeal rules pursuant to the Administrative Procedure Act, Chapter 34.05 RCW.
4. To approve the operating budgets and capital budget request for the College.
5. To approve revisions of $500,000 or more, to the revenues or expenses in the adopted budgets of any fund, or transfers between funds of $200,000 or more.
6. To authorize the purchase or long-term lease (for two years or more) of real property.
7. To establish dormitories, food service facilities, bookstores, and other self-supporting facilities.

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8. To borrow money and issue and sell revenue bonds or other evidences of indebtedness.
9. To establish schedules for tuition and fees charged by the institution (with the exception of co-op fees and other self-sustaining program and service fees).
10. To enter into major contracts, others than public works contracts, for amounts in excess of $100,000.
11. To accept gifts, grants, conveyances, devises, bequests of real or personal property from private sources valued in excess of $25,000 and adopt regulations to govern the receipt and expenditure of the proceeds, rents, profits, and income thereof.
12. To approve and execute negotiated agreements with bargaining agents for academic employees and classified staff.
13. To award and deny tenure and dismiss and/or lay off tenure-track faculty members.
14. To authorize the award of degrees for appropriate programs of study.
15. To retain the responsibility for the expenditure of state funds by the College and its agents and employees.
16. To exercise all authority expressly reserved to the Board of Trustees in rules which have been or are hereafter adopted or amended by the Board pursuant to the provisions of the Administrative Procedure Act, Chapter 34.05 RCW.
17. To retain all authority which may be hereafter delegated to the Board of Trustees by the legislature of the state of Washington, unless such authority is expressly delegated to the President or his or her designee.

History of Policy

Draft: November 4, 2003, January f13, 2004, February 16, 2004
Adopted: August 19, 1982, April 15, 2004
Revised: September 18, 1986, October 15, 1987, October 16, 1996, November 19, 1998, June 19, 2014

- GP-8 Civility and Mutual Respect
- GP-9 Participatory Governance

Board Staff Relationships

- BSR-1 Order Delegating Authority
- BSR-2 President's Job Description
- BSR-3 Monitoring Presidential Performance
- BSR-4 Staff Reports to the Board
- BSR-5 Other Board Interactions

Executive Limitations

- EL-1 General Executive Constraint
- EL-2 Treatment of People
- EL-3 Compensation and Benefits
- EL-4 Financial Planning/Forecasting
- EL-5 Financial Condition
- EL-6 Asset Protection
- EL-7 Communication/Counsel to the Board
- EL-8 Emergency Executive Succession
- EL-9 Reserves

College Outcomes

- CO-1 College Mission
- CO-2 College Vision
- CO-3 Core Theme: College Transfer Education
- CO-4 Core Theme: Career and Technical Education

GRC college Foundation Endowment Spending Policy

Green River Community College Foundation
Endowment Spending Policy

The Business Office tracks the available balance in each endowment based on the pro-rata share of realized investment pool income. That balance then becomes available for spending for the purpose for which each endowment has been established. A memorandum of understanding is available for each endowment in the Foundation Office. It is in those memoranda that the purpose of each endowment is set forth.

During the scholarship cycle (for scholarship endowments), the Foundation Office works with the Business Office and the related donor (as applicable) to forecast the activity for the following year. The forecast of the balance available for distribution is based on:

1. The 10 year trailing average of all investments will be used as a basis for beginning all calculations. The average will be calculated based on the performance as of June 30th of each year.
2. Ten percent of the total trailing average of earnings will be returned to the corpus.
3. Ninety percent of the total trailing average of earnings will be used to calculate the balance available to spend.

Based on that forecast, amounts are determined for the applicable scholarship award cycle.

The spending forecast must be approved by the Executive Committee each year.

Non-scholarship endowments available balances are spent based on the conditions outlined in the memorandum of understanding for each of those endowments.

Special rules apply to the Title III Challenge Grant.

Available balances for endowments not participating in the investment pool are limited to the income from the respective earmarked sources.

GRC-FSTF-Newsletter-The-Fiscal-Compass-Issue-1-Fall-2025

Fiscal Sustainability Task Force

THE FISCAL COMPASS Newsletter

Message from the President

> As we navigate a dynamic landscape, the work of our Fiscal Sustainability Task Force is more crucial than ever. I am immensely grateful to each member for their dedication and hard work in building a resilient financial future for Green River College. Your commitment charts a path forward that enables us to sustain our mission of student success for decades to come. Let's continue to work together toward "One Vision, One Community, One College."
>
> Suzanne Johnson, PhD
> President, Green River College

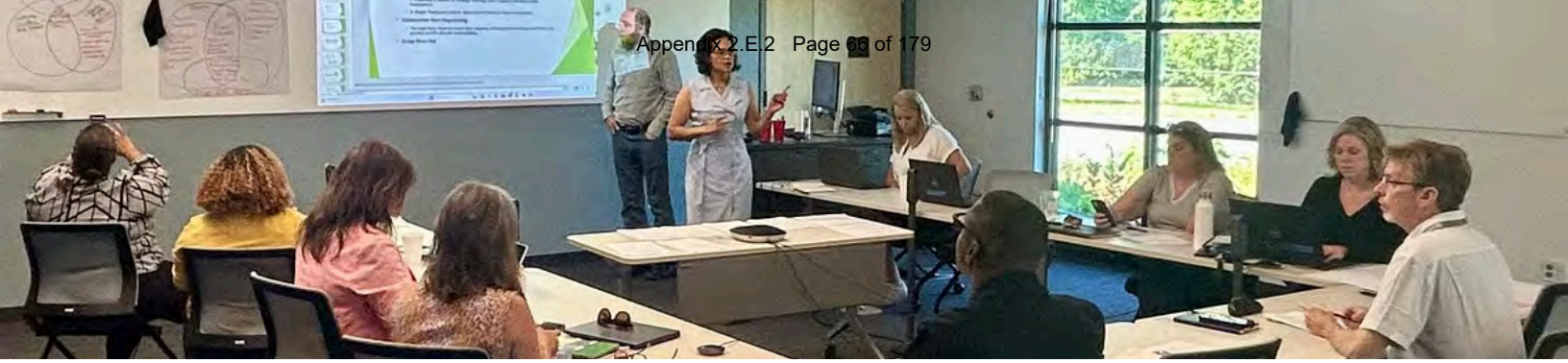
Launched in April 2025, the Fiscal Sustainability Task Force (FSTF) set its course by the North Star of fiscal sustainability and mission fulfillment, charting a path through the ambiguous waters of changing demographics, uncertain economics, and polarizing politics that institutions of higher education must now navigate. It does so with the goal of strengthening the college as it learns to sail through fiscal uncertainty and toward a new safe harbor of equilibrium and resilience to achieve its mission of student success.

The Task Force uses six strategic "What Would Have to Be True" statements as outcomes to guide its recommendations. These six WWHTBT goals charge six collaborative and coordinated workgroups with developing solutions that support a culture and structure aligned with our North Star. They are driven by constructive problem-solving that supports trust, sustainability, and alignment.

The six workgroups – made up of staff, faculty, and leaders across the institution – set the sail, letting go of familiar lands, grateful for how far the past has taken the college. They venture into unknown waters and explore ways to learn and adapt. They understand that the work is not easy. Yet, they know that the winds of persistence favor the explorer, guiding the college through the tempest of uncertainty and toward equilibrium where fiscal sustainability makes enduring mission fulfillment possible.

The work of the Task Force is a voyage of letting go, exploration, and finally renewal. Currently, the flotilla of six ships is in between the letting go and exploration stages of the change and transition management phases. The deliverables outlined in this report represent outcomes that will improve financial literacy, streamline budget processes, align our strategic priorities with available resources, and create a culture of shared accountability. Join us in this quest.

Miebeth Bustillo-Booth, EdD, PMP | Dean of STEM | Adapted from the State of College Presentation (12/3/2025)



Fiscal Sustainability Task Force Members

Miebeth Bustillo-Booth, EdD, PMP (Project Lead), John McCormick (Executive Lead), Janee Sommerfeld (Executive Lead)

Workgroup Name	WWHTBT Statement	Members
Leadership & Culture	Leaders at all levels champion fiscal responsibility, modeling it in their decisions and resource allocation.	Kit Alston, Jamie Fitzgerald George Frasier (co-chair), Jay Rawson Sharonne Navas (co-chair), Katy Shaw
Budget Transparency & Accountability	The budget process is transparent, accessible, and easily understood by all stakeholders.	Scott Beals, Miebeth Bustillo-Booth, EdD, PMP Ben Holquist (co-chair), Dan Holverson Dave Norberg, Jennifer Ramirez Robson Rhonda Sample, Lea Ann Simpson (co-chair) Jaime Villa
Operational Efficiency & Resource Optimization	Resources are used effectively and efficiently to maximize impact.	Miebeth Bustillo-Booth, EdD, PMP Craig Bush (co-chair), Miriam Chitiga, PhD Rhonda Daulton, Dan Fergueson Sara Gordon, John McCormick (co-chair) Pam Norberg, Rhonda Sample
Strategic Planning & Alignment	The organization's strategic plan is aligned with its financial resources and long-term fiscal sustainability goals.	Miebeth Bustillo-Booth, EdD, PMP (co-chair) Burl Battersby, Miriam Chitiga, PhD Eric Greer, EdD, Ben Holquist Rhonda Sample (co-chair), Amanda Schaefer
Capacity Building & Skill Development	Staff at all levels have the skills and knowledge necessary to contribute to fiscal sustainability.	Miebeth Bustillo-Booth, EdD, PMP Erica Ihrig, PhD, Nancy Kremer (co-chair) David Larsen, Ian Sherman, EdD Wendy Stewart, EdD (co-chair) Staci Whitehouse
Continuous Learning & Adaptation	The task force continuously learns and adapts its approach based on outcomes and feedback.	Craig Bush, Miebeth Bustillo-Booth, EdD, PMP George Frasier, Ben Holquist, Nancy Kremer John McCormick, Sharonne Navas Rhonda Sample, Lea Ann Simpson Janee Sommerfeld, Wendy Stewart, EdD

Leadership, Transparency & Budget Accountability

Leadership & Culture

Workgroup Charge: Promote a culture where leaders at all levels at the college champion fiscal responsibility, modeling it in their decisions and resource allocation.

The workgroup focuses on building transparency and trust around fiscal realities. The team established community agreements, prioritized communication strategies, and identified critical gaps in financial reporting. Their work centers on creating accessible ways to share fiscal information–developing a fiscal progress dashboard, exploring project management tools, and planning budget education resources

Fall 2025: The primary deliverable is a prototype fiscal progress dashboard tracking savings goals and departmental contributions, supported by a communication plan. The team is testing report structures and aligning them with existing budget tools for consistency and accessibility. The dashboard provides regular, easy-to-read updates to foster accountability and counter perceptions of inequity. A draft has been submitted for executive review.

Winter and Spring 2026: The workgroup plans to finalize and deploy a dashboard that aligns with current reporting realities in the Business Office. Additional priorities include creating leadership development content, implementing trust-building initiatives, and establishing transition support plans to help the college navigate fiscal changes effectively.

Budget Transparency & Accountability

Workgroup Charge: Support a budget process that is transparent, accessible, and easily understood by all stakeholders.

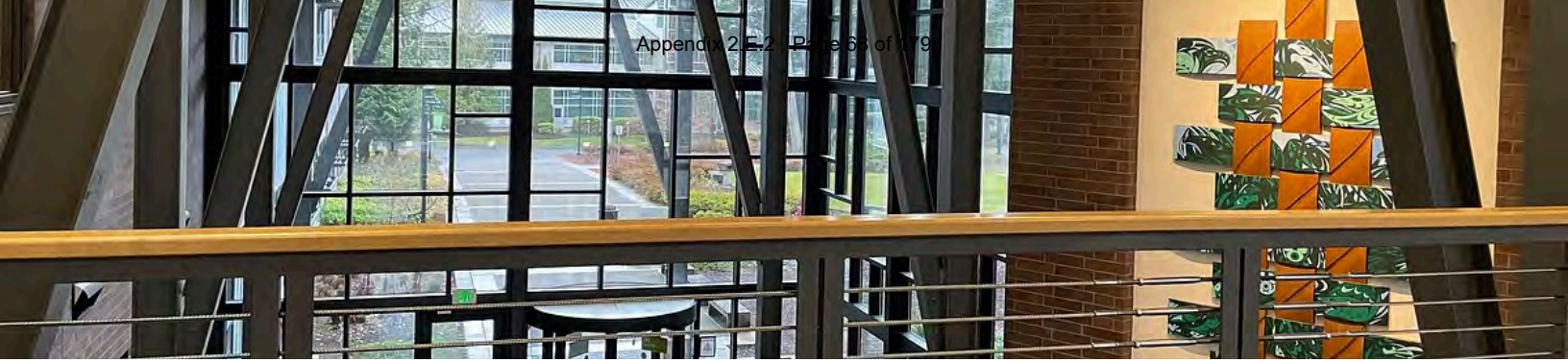
The workgroup's first major task was managing the college's audit and financial analysis procurement–critical for building transparency. After reviewing initial proposals, the team revised the scope based on faculty and staff feedback, then guided vendor selection and contract finalization, now underway.

As the financial analysis progresses, the workgroup pivots to making budget development more transparent and accessible. They're outlining improvements and longer-term goals to help the campus community understand and participate in the budget process.

Fall 2025: Recommendations for communicating budget development timelines and implementing support structures at the department and division level, including documenting existing budget processes and identifying resource needs.

Winter 2026: Support executive leadership during budget development and document pain points throughout the process.

Spring 2026: Review gathered information on departmental processes, identify priority areas for intervention, and develop recommendations for improved budget management practices.



Strategic Planning & Operational Excellence

The Strategic Planning workgroup focuses on long-term sustainability by aligning the strategic plan with financial resources, guiding strategic planning through forecasting, scenario planning, and clear fiscal metrics. The Operational Efficiency team maximizes organizational impact by systematically streamlining operations and optimizing resources through process improvements, technology adoption, and data-driven decision-making. Together, these efforts position Green River College to operate more effectively and sustainably.

Strategic Planning & Alignment

Workgroup Charge: Provide advisory and technical support to align the strategic plan with financial resources and long-term fiscal sustainability goals while guiding the "New Beginnings" transition phase.

Fall 2025:

- Established weekly meeting rhythm and revised charter
- Conducted two in-person brainstorming workshops
- Developed strategic alignment gaps analysis
- Developing framework for integrating financial considerations into strategic planning

Winter and Spring 2026: Develop guidelines with RAA (Responsible, Accountable, Authority) definitions, long-term financial forecasts, performance metrics and dashboards, scenario planning models, and communication plans for celebrating success.

Operational Efficiency & Resource Optimization

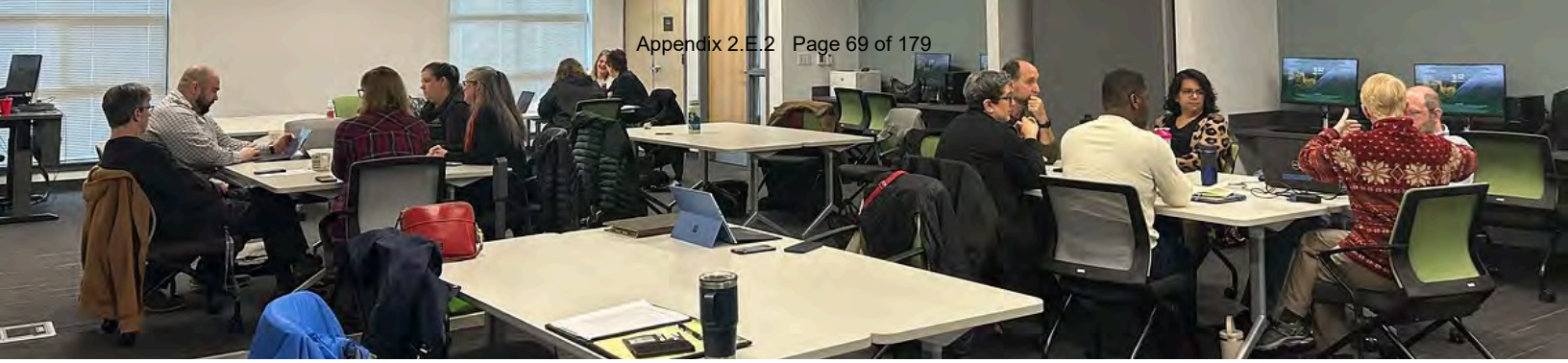
Workgroup Charge: Identify and implement opportunities to optimize college operations and resource utilization for improved fiscal sustainability.

Fall 2025:

- Developed comprehensive project management tracking tool
- Created evaluation rubric and submission templates
- Established framework to guide implementation
- Discussed broader taskforce operational structures

Winter 2026: Evaluate water service and water bottle filling stations across all campuses, utilizing a data-based framework and criteria-based assessment tools.

Spring 2026: Identify collegewide operations (e.g., waste/recycling setup, P-card protocols, food form usage, and printing systems) to maximize institutional efficiency and effectiveness.



Capacity Building & Skill Development

Workgroup Charge: Promote skill and knowledge development among employees at all levels to support fiscal sustainability.

The Capacity Building & Skill Development Workgroup uses a listening-first approach to enhance financial literacy. It is prioritizing a needs assessment via focus groups to accurately identify budget knowledge gaps before developing any training materials.

Spring & Fall 2025

01

Assessment Method Determination

Determined method to assess baseline knowledge and skills. Initially considered a campuswide survey but recognized that survey fatigue would make this a less optimal method.

02

Focus Group Decision

Focus groups were chosen for the assessment method, structured by constituent groups (staff, faculty, and administration) with 5-6 participants in 50-minute sessions.

03

Planning & Question Development

Created a grid to chart constituent groups and possible participants. Developed draft questions: Customized around categories of knowledge for each constituent group.

04

Resource Identification & Gap Analysis

Assessed current training and resource offerings. Consulted Budget Office experts to gain a deeper understanding of offerings and identify training gaps.

Winter 2026

Conduct focus groups and gather crucial feedback from the February All Managers meeting on the budget. Following this, CBSD will analyze the collected data to effectively define the necessary curriculum requirements

Spring 2026

Share feedback with all FSTF Workgroups to inform the development of new and modified training materials. These resources will be created in collaboration with the Business and HR offices and delivered through diverse channels, including Gatornet, Manager/IC meetings, in-service sessions, and dedicated weekly Teams/Canvas drop-in support.

Continuous Learning & Adaptation

Group Charge: To promote the establishment and implementation of systems, structures, and measures at all levels of the college to support the ongoing review, refinement, and continuous improvement of policies, procedures, and processes, supporting alignment with fiscal sustainability goals.

> "[T]ransition always starts with an ending. To become something else, you have to stop being what you are now; to start doing things a new way, you have to end the way you are doing them now; and to develop a new attitude or outlook, you have to let go of the old."
> ~William Bridges, *Transitions: Making Sense of Life's Changes*

The Continuous Learning & Adaptation workgroup, made up of the FSTF leads and co-chairs, coordinates all task force efforts, ensuring everything stays aligned and effective across the institution. Their primary charge is to build the systems and structures we need for ongoing review, refinement, and continuous improvement of our policies, procedures, and processes. The workgroup's value lies in creating a framework that doesn't just react to change – it actively drives positive institutional evolution while keeping all efforts aligned with our fiscal sustainability goals.

Key Tasks

- Develop an assessment framework to evaluate the current state of fiscal sustainability within the college
- Establish processes for the regular review and refinement of policies, procedures, and processes
- Implement continuous improvement methodologies (e.g., PDCA cycle) to drive ongoing enhancement of practices
- Create a dynamic action plan that allows for adjustments and adaptations based on evaluation and changing circumstances

Example Deliverables

- Assessment framework and tools for evaluating fiscal sustainability
- Baseline assessment report documenting the current state of policies, procedures, and processes
- Implementation plan for continuous improvement methodologies, including training materials
- Monitoring and evaluation framework with key performance indicators (KPIs) and reporting mechanisms
- Communication and feedback mechanisms to support ongoing improvement

***Tthe Fiscal Compass* Newsletter will issue quarterly reports.**

2.E.2 EV.#2 / Section 2

Q1_FY 25-26_Budget report in board meeting_January 15, 2026 (Page 11-21)

Green River College

2025-2026

First Quarter

For the Period Ending September 30, 2025

Green River College
Operating Revenue: Budget vs Actual
For the Period Ending September 30, 2025

	Q-1 FY 24-25 Adjusted Budget	Q-1 FY 24-25 Revenue Actual	Q-1 FY 24-25 Act/Bud %	Q-1 FY 25-26 Adjusted Budget	Q-1 FY 25-26 Revenue Actual	Q-1 FY 25-26 Act/Bud %
Operating Revenue						
State Allocation	49,226,112	12,306,528	25%	49,146,793	12,286,698	25%
Tuition	15,560,137	7,146,667	46%	17,535,917	7,988,660	46%
College Contributors & Transfers	15,271,573	3,817,893	25%	16,990,554	4,247,639	25%
Fund Balance	14,221,755	-	0%	6,725,617	-	0%
Total Operating Revenue	**94,279,577**	**23,271,089**	**25%**	**90,398,881**	**24,522,996**	**27%**
College Contributors Total Revenue						
International Programs Revenue	10,487,700	5,726,345	55%	11,123,400	5,690,136	51%
Running Start Revenue	16,307,435	830,216	5%	21,678,641	774,365	4%
Open Doors Revenue	1,531,832	492,928	32%	2,503,083	640,235	26%
Total College Contributors	**28,326,967**	**7,049,489**	**25%**	**35,305,124**	**7,104,736**	**20%**

Green River College
Operating Expenditure: Budget vs Actual
For the Period Ending September 30, 2025

	FY 24-25 Adjusted Budget	FY 24-25 Rev & Exp Actual	FY 24-25 Act/Bud %	FY 25-26 Adjusted Budget	FY 25-26 Rev & Exp Actual	FY 25-26 Act/Bud %
Operating Revenue						
State Allocation	49,226,112	12,306,528	25%	49,146,793	12,286,698	25%
Tuition	15,560,137	7,146,667	46%	17,535,917	7,988,660	46%
College Contributors & Transfers	15,271,573	3,817,893	25%	16,990,554	4,247,639	25%
Fund Balance	14,221,755	-	0%	6,725,617	-	0%
Total Operating Revenue	**94,279,577**	**23,271,089**	**25%**	**90,398,881**	**24,522,996**	**27%**
Operating Expense						
Exempt/Administrators	13,170,904	3,273,054	25%	13,312,071	3,154,329	24%
Classified	11,789,002	2,444,006	21%	10,616,202	2,357,008	22%
Full Time Faculty & 1yr Temp	18,309,188	1,677,907	9%	17,744,653	1,864,992	11%
Adjunct Faculty	10,568,628	3,663,244	35%	11,309,269	4,136,893	37%
Hourly/Stipend	4,479,722	492,036	11%	3,775,551	539,232	14%
Other Salaries	66,438	1,418	2%	66,438	33,963	51%
Benefits	19,353,085	3,928,706	20%	18,639,311	4,189,900	22%
Personal Services	170,233	40,359	24%	51,951	27,673	53%
Goods & Services	11,043,688	2,168,123	20%	9,913,930	2,142,740	22%
Travel	316,472	49,964	16%	167,354	23,726	14%
Equipment	1,285,737	378,012	29%	909,162	101,242	11%
Client Services	1,987,829	240,441	12%	2,156,087	199,644	9%
Debt Service	1,738,651	-	0%	1,736,902	-	0%
Total Operating Expenditure	**94,279,577**	**18,357,272**	**19%**	**90,398,881**	**18,771,342**	**21%**

Green River College
Operating Expenditure by Division: Budget vs Actual
For the Period Ending September 30, 2025

	FY 25-26 Adjusted Budget	FY 25-26 Rev & Exp Actual	FY 25-26 Act/Bud %
Operating Expense by Division			
Instruction			
Business & Trades	5,199,037	1,286,236	25%
Branch Campus & Continuing Ed	1,075,782	223,206	21%
English, Humanities, & Tutoring Center	7,855,757	1,544,385	20%
Fine Arts & Social Science	5,748,397	1,183,066	21%
Technology, Health Science, Nursing, Education	10,314,332	2,620,199	25%
Library, Curriculum, & Media Services	1,528,626	386,240	25%
Science & Math	7,852,825	1,508,448	19%
Transitional Studies & Wellness	4,010,953	1,103,005	27%
Worker Retraining	1,831,269	205,089	11%
Instruction Support	6,595,887	901,924	14%
Subtotal Instruction	**$ 52,012,866**	**$ 10,961,797**	**21%**
Student Affairs			
Campus Life	974,714	230,918	24%
Enrollment Services	4,516,808	1,042,135	23%
Student Affairs Support	2,542,373	454,748	18%
Subtotal Student Affairs	**$ 8,033,895**	**$ 1,727,801**	**22%**
Institutional Support Services			
Administration Support (VP BA, Budget Contingency +)	1,260,321	25,197	2%
Institutional Support (President Office, BOT, EOC)	1,160,565	273,045	24%
Human Resources	1,909,687	429,106	22%
Business Services (Fiscal Services, Payroll, Purchasing, Receiving)	3,157,875	936,587	30%
Information Technology	6,483,912	1,088,182	17%
Facilities	5,099,514	1,136,857	22%
Debt Service	1,736,902	-	0%
Utilities	2,550,216	633,961	25%
Guided Pathways	1,503,305	377,531	25%
Safety & Transportation	1,017,661	270,463	27%
College Relations & Development	2,756,242	614,224	22%
Institutional Effectiveness	682,034	159,010	23%
Office Equity, Diversity, & Inclusion	1,033,887	137,581	13%
Subtotal Institutional Support	**$ 30,352,121**	**$ 6,081,744**	**20%**
Total Operating Expenditure by Division	**$ 90,398,881**	**$ 18,771,342**	**21%**

Green River College
International Programs: Budget vs Actual
For the Period Ending September 30, 2025

International Programs Revenue	Budget 2025-2026	Actual 2025-2026	Percentage of Change
Revenue	11,123,400	5,690,136	51%
IP Operating Expenditures			
Salaries			
Exempt-Executive	140,752	3518843%	25%
Exempt - Mgr & Prof Tech	1,770,810	39778719%	22%
Temp & Stipend	425,852	5188913%	12%
Faculty-Perm Full-time	485,326	3827426%	8%
Faculty-Temp Full-time	-	0%	0%
Faculty-Temp Part-time	220,579	27967873%	127%
Classified	1,112,003	15524644%	14%
Other	194,564	10289813%	53%
Benefits	1,510,805	36126103%	24%
Sub-total Salaries	**$ 5,860,690**	**$ 1,422,223**	**24%**
Contracts	1,322,166	329,062	25%
Goods & Services	976,135	62,408	6%
Travel	249,124	27,325	11%
Equipment/Cap Outlays	2,000	1,640	82%
Client Services	83,950	17,359	21%
Remit SBCTC	369,455	124,797	34%
Operating Contribution	2,010,000	502,500	25%
Debt Service - Student Life	228,127	-	0%
Total Operating Expenditure	**$ 11,101,647**	**$ 2,487,313**	**22%**

Green River College
Running Start: Budget vs Actual
For the Period Ending September 30, 2025

Running Start Revenue	Budget 2025-2026	Actual 2025-2026	Percentage of Change
Revenue	21,678,641	774,365	4%
RS Operating Expenditures			
Salaries			
Exempt - Mgr & Prof Tech	578,940	147,539.72	25%
Temp & Stipend	30,001	-	0%
Classified	191,744	41,721.33	22%
Benefits	314,967	72,046.98	23%
Sub-total Salaries	**$ 1,115,652**	**$ 261,308**	**23%**
Contracts	-	-	0%
Goods & Services	181,534	36,656	20%
Travel	2,000	-	0%
Equipment/Cap Outlays	1,750	-	0%
Client Services	500	-	0%
Remit SBCTC	315,000	-	0%
Operating Contribution	13,323,730	3,330,933	25%
Debt Service-Kent Phase II	521,077	-	0%
Debt Service - Auburn Center	1,046,750	-	0%
Running Start Reserve Contribution	3,755,418	11,615	0%
Federal Grant Shutdown Contingency	700,000	-	0%
Total Operating Expenditure	**$ 20,963,411**	**$ 3,640,512**	**17%**

Green River College

Open Doors: Budget vs Actual

For the Period Ending September 30, 2025

Open Doors Revenue	Budget 2025-2026	Actual 2025-2026	Percentage of Change
Revenue	2,503,083	640,235	26%
RS Operating Expenditures			
Salaries			
Exempt - Mgr & Prof Tech	659,807	142,623.56	22%
Temp & Stipend	2,000	-	0%
Classified	115,847	28,522.60	25%
Benefits	327,208	62,645.76	19%
Sub-total Salaries	**$ 1,104,862**	**$ 233,792**	**21%**
Contracts	-	-	0%
Goods & Services	51,733	29,594	57%
Travel	2,500	-	0%
Equipment/Cap Outlays	13,700	2,808	20%
Client Services	68,000	34,616	51%
Operating Contribution	1,000,000	250,000	25%
Federal Grant Shutdown Contingency	300,000	-	0%
Total Operating Expenditure	**$ 2,540,795**	**$ 550,810**	**22%**

Green River College
Budget Revisions
For the Period Ending September 30, 2025

Budget Revision Summary

	Allocation Permanent	Additional Funding	Total
Board Approved Operating Budget	**89,257,845**	**-**	**89,257,845**
Q1 - Revisions	**1,141,036**	**-**	**1,141,036**
Q2 - Revisions	**-**	**-**	**-**
Q3 - Revisions	**-**	**-**	**-**
Q4 - Revisions	**-**	**-**	**-**
Total Board Approved Operating Budget	**90,398,881**	**-**	**90,398,881**

Budget Revision Detail - Operating Funds

	Q1	Q2	Q3	Q4
Budget Revisions				
General Allocation Changes	(233,349)			
Disability Accommodations	(5,514)			
Students of Color	841			
HEET	(210,576)			
Goldstar Families	1,064			
Opportunity Grants	8,479			
Debt Service	1,749			
Worker Retraining	258,840			
Student Emergency Assist	(17,000)			
Students Experiencing Homelessness	(7,000)			
Refugee and Immigrant Education	400,000			
Nurse Education Enrollment	666,000			
Nurse Supply	250,000			
Early Achievers Grant	27,502			
Total Budget Revisions	**1,141,036**	**-**	**-**	**-**

Green River College
Capital Funds: Budget vs Actual
For the Period Ending September 30, 2025

	2025-2027 Authority to Spend	Annual 2025-2026 Actual Exp	2025-2027 Authorized Remaining
Local Capital			
Gym Floor Analysis	1,273,539	17,245	1,256,294
EV Charging Trades	398,746	107,036	291,710
Trades Bldg Light Replacement	327,014	-	327,014
Total Local Capital	1,999,299	124,281	1,875,019
State Appropriation			
Preservation (URF) - FY 25-27	1,047,000	368,447	678,553
Clean Acts - Utility Submeters	199,822	-	199,822
Holman Library - Replace elevator controls	185,000	-	185,000
Science Center - Repair exhaust hoods	337,000	-	337,000
Student Activity Space Lighting Improve	1,841,000	-	1,841,000
Minor to Operating	807,000	-	807,000
Total State Appropriation	4,416,822	368,447	4,048,375
Total Capital	6,416,122	492,728	5,923,394

Green River College
Self Support and Auxiliary: Revenue vs Expenditure
For the Period Ending September 30, 2025

	FY 25-26 Beginning Balance	FY 25-26 Revenue Actual	FY 25-26 Expense Actual	FY 25-26 Ending Balance
Self Support				
Instructional Fees (Co-Op)	3,410,055	999,937	580,181	3,829,811
Continuing Education/Branch Campus	117,780	302,166	235,151	184,795
Distance Education	475,363	433,985	238,515	670,833
Special Services Fee	7,649	66,771	26,998	47,423
Application/Grad/Assessment Fee	(505,815)	115,572	90,487	(480,730)
Study Abroad	272,339	218,705	129,766	361,278
Misc. Self Support	1,669,938	321,140	235,769	1,755,308
Total Self Support	5,447,310	2,458,276	1,536,867	6,368,718
Auxiliary				
Technology Services	1,243,142	-	2,600	1,240,542
Printing & Photo Copy Services	300,974	-	21,572	279,402
Motor Pool	335,767	35,162	21,853	349,076
Bookstore	1,527,844	573,440	272,366	1,828,919
Parking & Transportation	(313,196)	548,086	88,207	146,684
Conference Services	(1,270,695)	186,964	207,637	(1,291,368)
Total Auxiliary	1,823,837	1,343,652	614,234	2,553,255
Other				
Technology Fee	259,300	553,183	349,917	462,566
Student Services & Activities Fee	10,128,945	1,476,942	358,077	11,247,810
Total Other	10,388,245	2,030,125	707,994	11,710,376

Green River College
Designated Funds
For the Period Ending September 30, 2025

Reserve		Beginning Balance July 1, 2025	Activity & Commitments	FY 2026 Reserve Obligation
	Board Reserve	9,047,291	(121,506)	8,925,785
	International Programs Reserve	4,632,551	-	4,632,551
	Running Start Reserve	6,412,800	4,059,400	10,472,200
		20,092,642	3,937,893	24,030,535

Dedicated Funds		Beginning Balance July 1, 2025	Activity & Commitments	Q1 September 30, 2025
	Building & Capital Asset Fund	2,519,484	-	2,519,484
	FY 24 Local Capital Improvements		(1,182,450)	(1,182,450)
	FY 25 Local Capital Improvements		(856,334)	(856,334)
	Gym Waterline Mitigation		(226,461)	(226,461)
	10% Contribution		-	-
	5% to IT		-	-
	Total Building & Capital Asset Fund		(2,265,245)	254,239
	IT Infrastructure	1,111,935		1,111,935
	5% Building Asset Fund to IT		-	-
	IT Network Expense		(5,200)	(5,200)
	Total IT Infrastructure	-	(5,200)	1,106,735

*** Areas highlighted green indicate reserve obligation, approved to suspend FY 26**

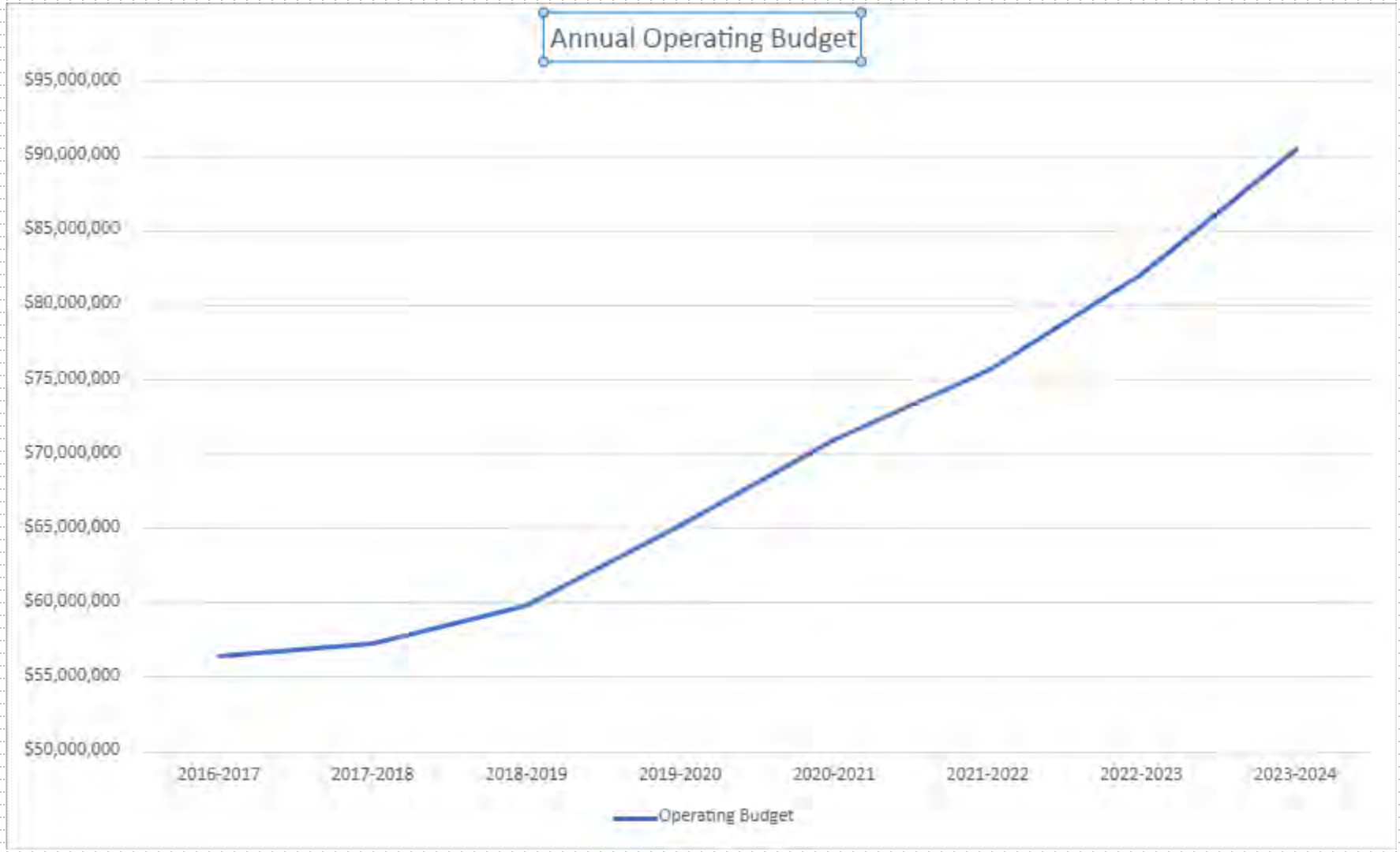
Campus Forum - Budget Presentation

GREEN RIVER
ALL COLLEGE MEETING

PART I

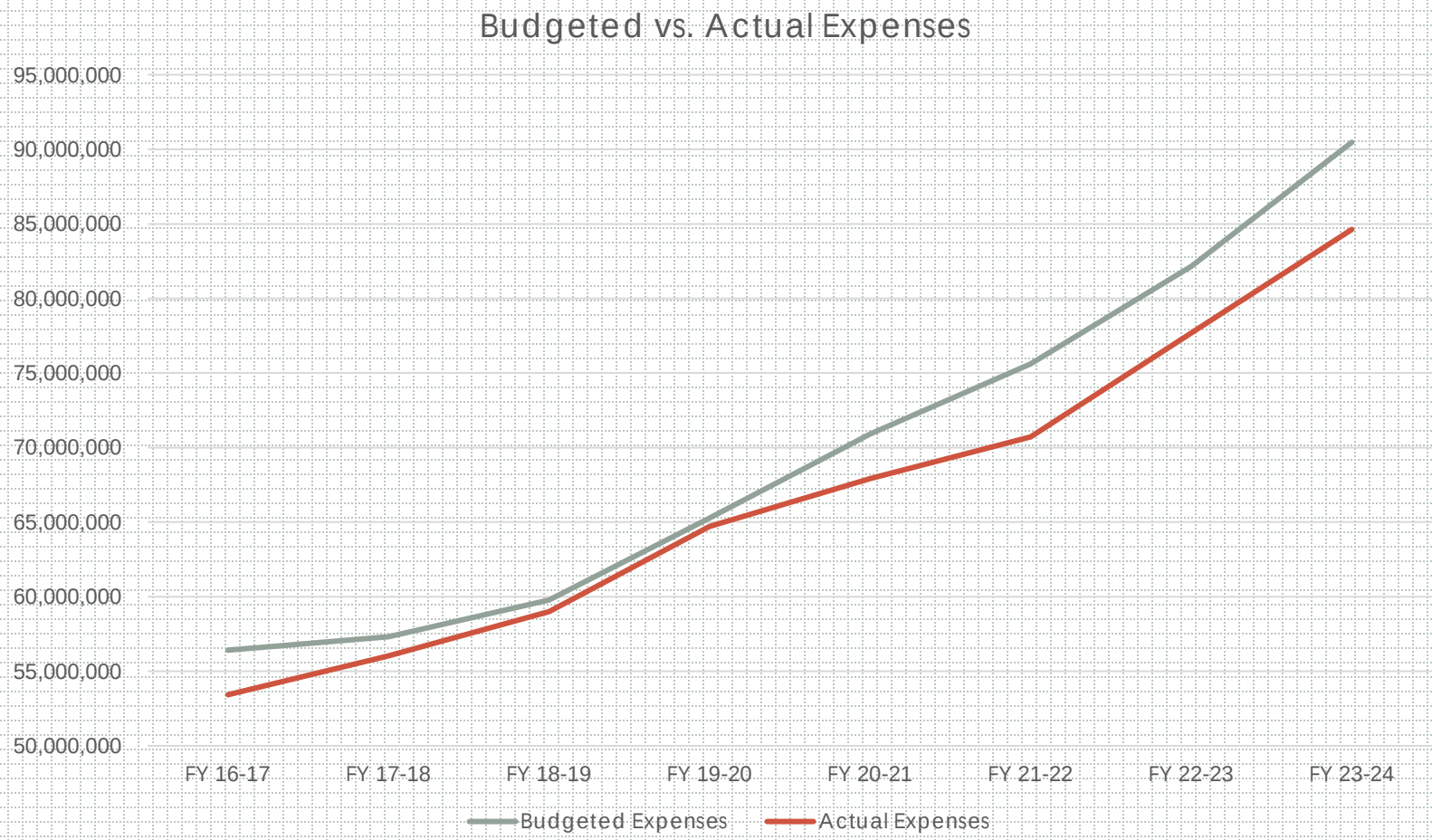
Financial Statistics

ANNUAL OPERATING BUDGET FY17 TO FY24



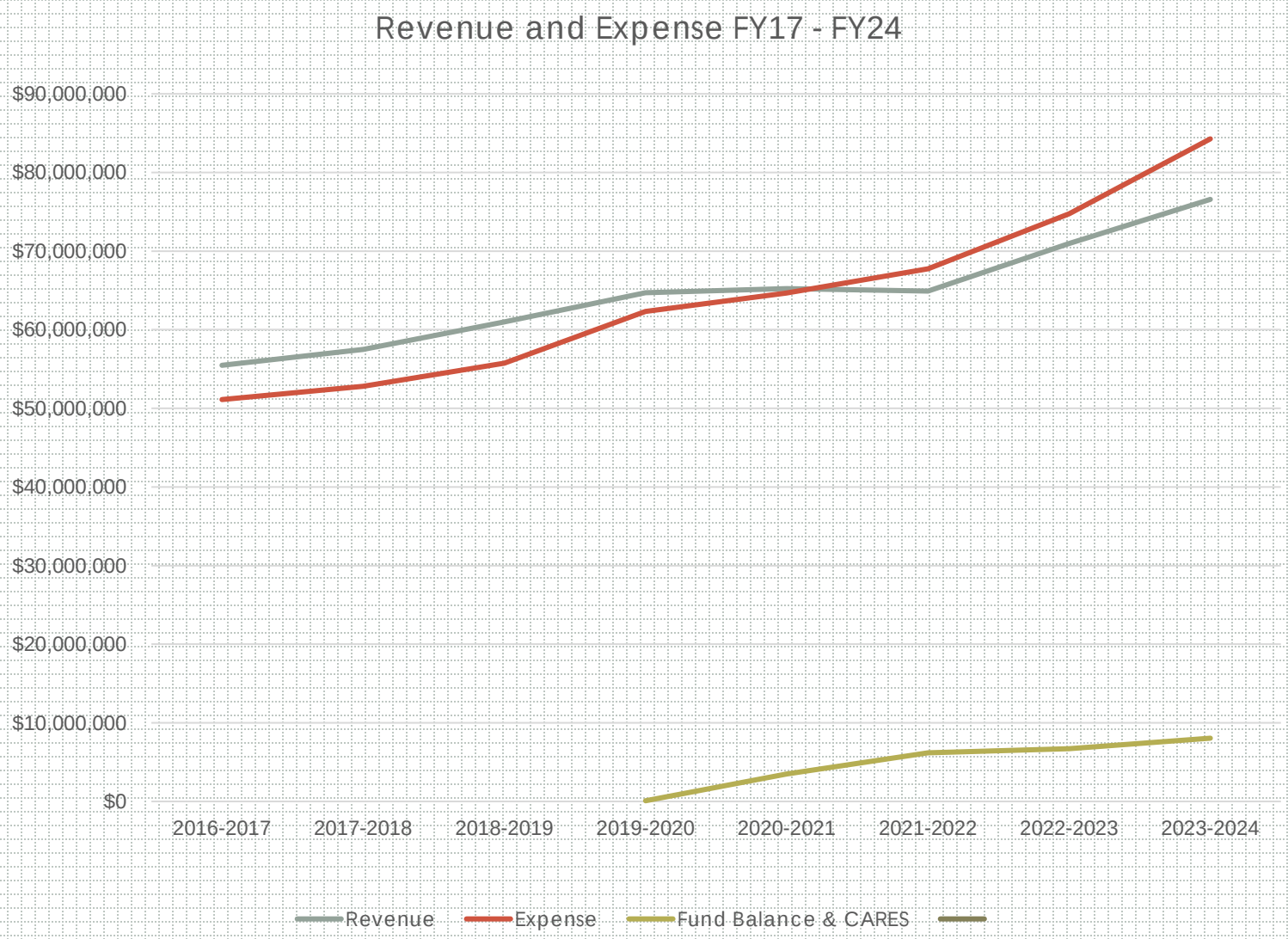
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Operating Budget	$56,415,418	$57,322,133	$59,778,524	$65,274,730	$70,914,119	$75,601,829	$82,149,074	$90,472,907

YEAR-TO-YEAR BUDGETED AND ACTUAL SPENDING FY17 – FY24



	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Budgeted Expenses	**56,415,418**	**57,322,133**	**59,778,524**	**65,274,730**	**70,914,119**	**75,601,829**	**82,149,074**	**90,472,907**
Actual Expenses	**53,426,230**	**56,028,922**	**59,000,893**	**64,705,893**	**67,922,649**	**70,717,931**	**77,679,695**	**84,627,245**

REVENUE AND EXPENSES FY17 - FY24



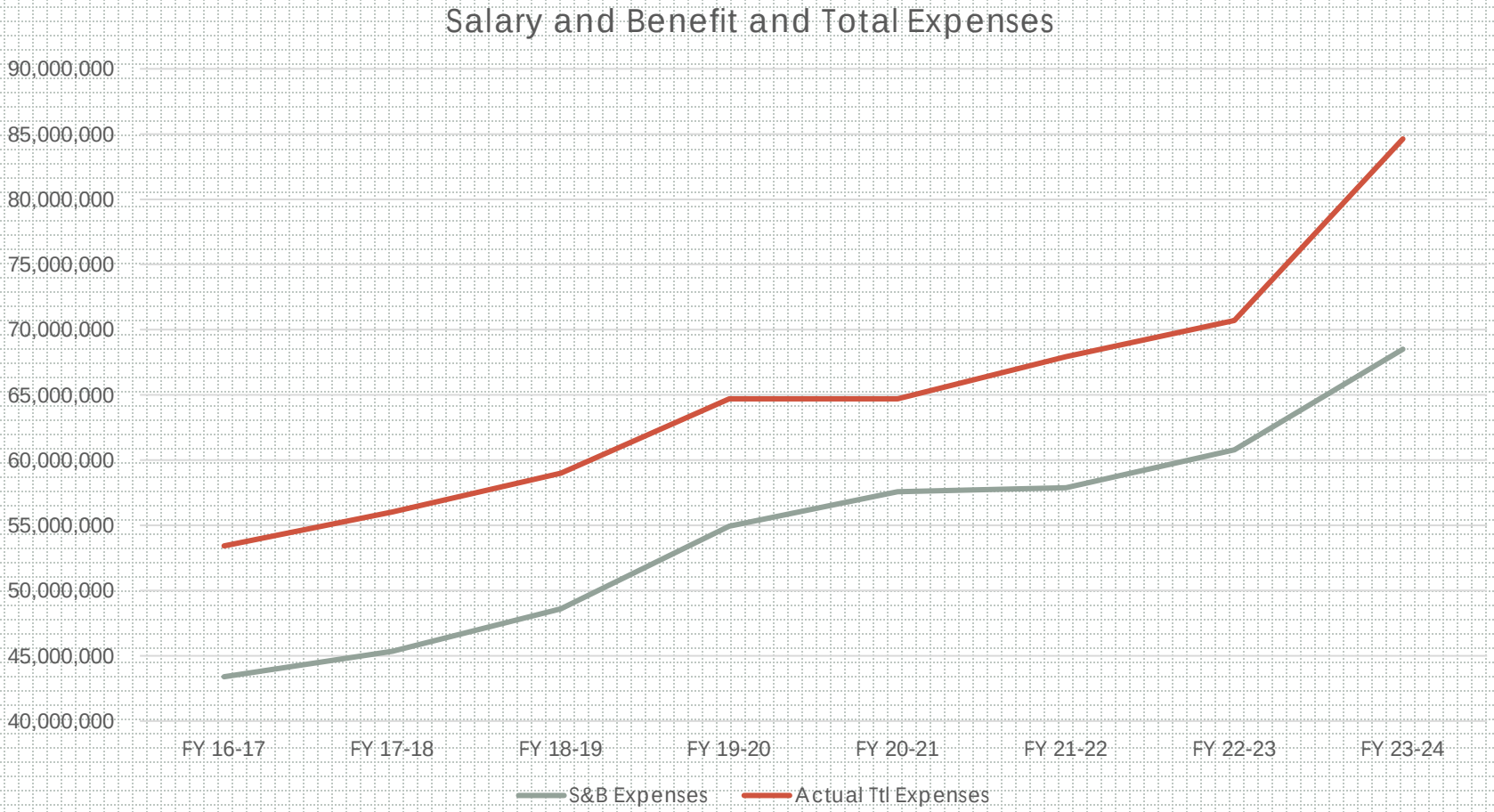
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024

BUDGET VS EXPENSE VS REVENUE CONCLUSIONS

- Budget (planned expenses) has increased 38.6% since FY 2020
- Actual Expenses have increased 31% since FY 2020
  - $13.6 million increase salary & benefits (more info to come)
  - $6.7 million increase in non-salary benefits (more to come)
- Actual Revenue has increased 18.5% since FY 2020
  - $11.9 million increase total revenue
  - Tuition revenue approaching pre-pandemic levels. $15 million FY 19 vs $14.3 million FY 24

PART 2
SALARY & BENEFIT CHANGES

SALARY & BENEFIT COMPARED TO OVERALL EXPENSES



	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
S&B Expenses	43,394,590	45,341,727	48,612,507	54,946,205	57,578,915	57,883,289	60,783,274	68,506,249
Actual Ttl Expenses	53,426,230	56,028,922	59,000,893	64,705,893	64,705,893	67,922,649	70,717,931	84,627,245

COMPONENTS OF BENEFITS

- Benefits: approximately 35% individuals full time salary
- Benefits include:
  - Health Insurance
  - Retirement
  - Medicare
  - Medical Aid
  - L&I – Labor & Industries
  - Old Age & Survivor Insurance
  - Unemployment

CLOSER LOOK AT SALARY AND BENEFIT INCREASES

- Salary & Benefits historically make up approximately 82% expenses
- Total actual salary expenses have increased $13.6 million from FY 2020
  - Staff costs have increased $4.9 million
  - Faculty costs have increased $4.4 million
  - Stipends & Hourly have increased $1.8 million
  - Benefit costs have increased $2.8 million
- Total actual salary & benefit increase of 24.7%

NEW POSITIONS TO SUPPORT STUDENT SUCCESS IN THE PAST SIX YEARS

	2019-2020	2020-2021	2021-2022
	Financial Aid	Financial Aid	Full Time Faculty per Contract
	Veteran Director	Custodian	Full Time Faculty per Contract
	Veteran Program Specialist	Custodian	BO- Business Analyst
	Disability Services Office Assistant	Maintenance Mechanic	SA- Business Analyst
	IE Data Analyst	Grounds & Nursery	Nursing Technician
	College Relations Digital Media Designer		Payroll Analyst
	College Relations Video Assistant		IT- Tech Leader
	Branch Campus Program Assist		IT- Project Manager
	Library - Media Services		Instruction Sr Director Budgets
	Grants & Contracts Analyst		Progress & Completion Coordinator
Total Added Positions	**10**	**5**	**10**

NEW POSITIONS TO SUPPORT STUDENT SUCCESS IN THE PAST SIX YEARS

	2022-2023	
	Full Time Faculty per Contract	VP ODEI
	Full Time Faculty per Contract	ODEI Assistant
	FTF Conversion from Adjunct	IT- Student Support
	FTF Conversion from Adjunct	SA- Assistant Director Health & Wellness
	FTF Conversion from Adjunct	SA- Program Specialist Enrollment & Completion
	FTF Conversion from Adjunct	SA- Financial Aid Program Coordinator
	FTF Conversion from Adjunct	IE- Program Coordinator (Guided Pathways)
	FTF Conversion from Adjunct	Nursing- BAS Program Manager
	FTF Conversion from Adjunct	SA- Career & Advising (Guided Pathways)
	FTF Conversion from Adjunct	SA- Career & Advising (Guided Pathways)
	FTF Conversion from Adjunct	
Total Added Positions	**21**	

NEW POSITIONS TO SUPPORT STUDENT SUCCESS IN THE PAST SIX YEARS

	2023-2024	2024-2025
	Full Time Faculty per Contract	Full Time Faculty per Contract
	Full Time Faculty per Contract	Full Time Faculty per Contract
	College Relations Increase from 75-100%	Sr VP COS
	HR - Business Analyst	College Relations Reorg - 2
	Instruction - CRC BAS Coordinator (WRT)	Instruction - Simulation Lab Tech (Cyber Security)
	Switchboard Coordinator	Instruction - Nursing Program Coordinator (HEET)
		Instruction Increase 80-100% - 2
		SA - Originally Grant Funded
		SA - Assistant Director Veterans
		SA- Program Coordinator Enrollment & Completion
Total Added Positions	**6**	**10**

SALARY & BENEFIT CONCLUSIONS

- 45 new staff positions added or increased since FY 2020
- 17 Full Time Faculty positions added since FY 2020
  - 8 due to contract obligations
  - 9 conversion from adjunct positions
- Budgeted salary & benefits have increased approximately $19.9 million since FY 2020
- Factors contributing to increase:
  - 62 new positions
  - COLA
  - Exempt Salary Survey

PART 3
CHANGES SINCE COVID SUPPORT ENDED

FY 23-24 Changes

		FY22-23 Budget	Fy23-24 Budget	Budget to Budget	% Change
	State Allocation	39,208,389	45,667,078	6,458,689	16.47%
	Tuition	14,755,437	14,724,600	(30,837)	-0.21%
	College Contrib & Transfers	15,642,581	15,845,678	203,097	1.30%
	Covid Related Funding	2,500,000	-	(2,500,000)	-100.00%
	Fund Balance	10,042,667	14,235,551	4,192,884	41.75%
	Revenue SBTTL	**82,149,074**	**90,472,907**	**8,323,833**	10.13%
EXPENSES	Exempt	11,185,497	12,085,094	899,597	8.04%
	Classified	10,108,917	11,473,312	1,364,395	13.50%
	Full Time Faculty & 1yr Temp	14,967,040	16,997,643	2,030,603	13.57%
	Adjunct Faculty	9,014,793	10,586,378	1,571,585	17.43%
	Hourly/Stipend	3,565,577	4,050,055	484,478	13.59%
	Other Salaries	66,617	66,438	(179)	-0.27%
	Benefits	16,581,468	18,929,793	2,348,325	14.16%
	S&B SUBTTL	**65,489,909**	**74,188,713**	**8,698,804**	13.28%
	Personal Services	208,156	137,071	(71,085)	-34.15%
	Goods & Services	9,397,894	10,723,943	1,326,049	14.11%
	Travel	217,290	210,430	(6,860)	-3.16%
	Equipment	3,070,977	1,471,923	(1,599,054)	-52.07%
	Client Services	2,026,661	2,003,879	(22,782)	-1.12%
	Debt Service	1,738,187	1,736,948	(1,239)	-0.07%
		82,149,074	**90,472,907**	**8,323,833**	10.13%

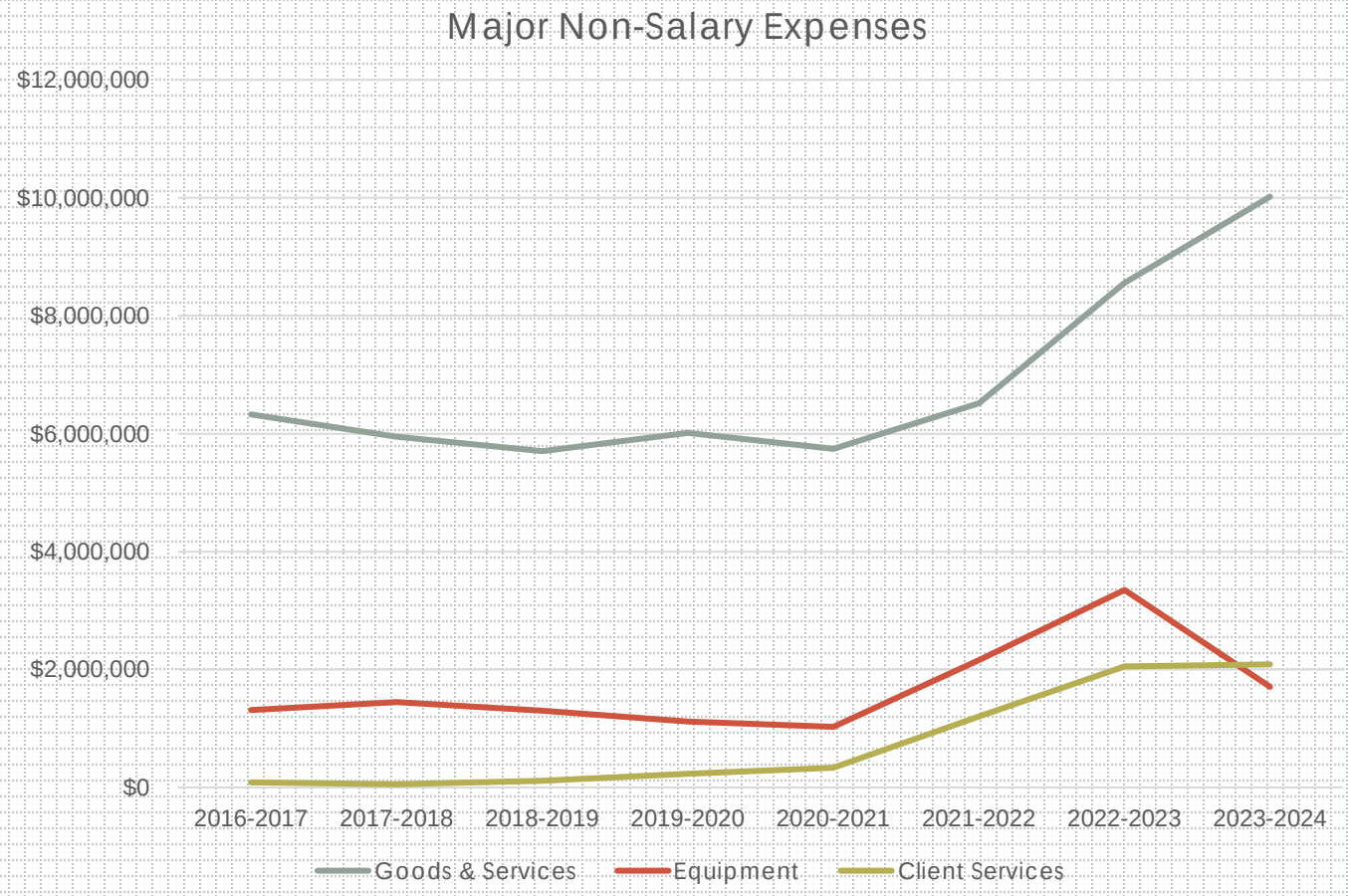
FY 24-25 Changes

		FY 23-24 Budget	FY 24-25 Budget	Budget Change	% Change
	State Allocation	45,667,078	48,913,179	3,246,101	7.11%
	Tuition	14,724,600	15,560,137	835,537	5.67%
	College Contrib & Transfers	15,845,678	15,271,572	(574,106)	-3.62%
	Covid Related Funding	-		-	
	Fund Balance	14,235,551	14,221,755	(13,796)	-0.10%
	Rev Subttl	**90,472,907**	**93,966,644**	**3,493,737**	3.86%
Expenses	Exempt	12,085,094	13,170,904	1,085,810	8.98%
	Classified	11,473,312	11,789,002	315,690	2.75%
	Full Time Faculty & 1yr Temp	16,997,643	18,149,188	1,151,545	6.77%
	Adjunct Faculty	10,586,378	10,764,628	178,250	1.68%
	Hourly/Stipend	4,050,055	4,378,722	328,667	8.12%
	Other Salaries	66,438	66,438	-	0.00%
	Benefits	18,929,793	19,353,085	423,292	2.24%
	S&B Subttl	**74,188,713**	**77,671,967**	**3,483,254**	4.70%
	Personal Services	137,071	170,233	33,162	24.19%
	Goods & Services	10,723,943	10,973,403	249,460	2.33%
	Travel	210,430	316,472	106,042	50.39%
	Equipment	1,471,923	1,285,737	(186,186)	-12.65%
	Client Services	2,003,879	1,810,181	(193,698)	-9.67%
	Debt Service	1,736,948	1,738,651	1,703	0.10%
		90,472,907	**93,966,644**	**3,493,737**	3.86%

FY 23-25 Cumulative Change

	FY22-23 Budget	FY23-24 Budget	FY 24-25 Budget	Budget to Budget	% Change
State Allocation	39,208,389	45,667,078	48,913,179	9,704,790	24.75%
Tuition	14,755,437	14,724,600	15,560,137	804,700	5.45%
College Contrib & Transfers	15,642,581	15,845,678	15,271,572	(371,009)	-2.37%
Covid Related Funding	2,500,000	-		(2,500,000)	-100.00%
Fund Balance	10,042,667	14,235,551	14,221,755	4,179,088	41.61%
Revenue SBTTL	**82,149,074**	**90,472,907**	**93,966,644**	**11,817,570**	14.39%
Exempt	11,185,497	12,085,094	13,170,904	1,985,407	17.75%
Classified	10,108,917	11,473,312	11,789,002	1,680,085	16.62%
Full Time Faculty & 1yr Temp	14,967,040	16,997,643	18,149,188	3,182,148	21.26%
Adjunct Faculty	9,014,793	10,586,378	10,764,628	1,749,835	19.41%
Hourly/Stipend	3,565,577	4,050,055	4,378,722	813,145	22.81%
Other Salaries	66,617	66,438	66,438	(179)	-0.27%
Benefits	16,581,468	18,929,793	19,353,085	2,771,617	16.72%
S&B SUBTTL	**65,489,909**	**74,188,713**	**77,671,967**	**12,182,058**	18.60%
Personal Services	208,156	137,071	170,233	(37,923)	-18.22%
Goods & Services	9,397,894	10,723,943	10,973,403	1,575,509	16.76%
Travel	217,290	210,430	316,472	99,182	45.64%
Equipment	3,070,977	1,471,923	1,285,737	(1,785,240)	-58.13%
Client Services	2,026,661	2,003,879	1,810,181	(216,480)	-10.68%
Debt Service	1,738,187	1,736,948	1,738,651	464	0.03%
	82,149,074	**90,472,907**	**93,966,644**	**11,817,570**	14.39%

MAJOR NON-SALARY EXPENSES



	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Goods & Services	$6,325,781	$5,947,104	$5,704,716	$6,013,636	5,742,562	$6,516,614	$8,558,397	$10,021,029
Equipment	$1,310,612	$1,449,969	$1,302,349	$1,117,838	1,028,055	$2,159,606	$3,349,981	$1,704,973
Client Services	$88,112	$54,943	$115,415	$232,378	337,223	$1,205,076	$2,054,673	$2,087,497

GOODS AND SERVICES

- Repairs, Alterations, and Maintenance
- Printing and Reproduction
- Employee Professional Development and Training
- Rentals and Leases - Furnishings and Equipment
- Subscriptions
- Facilities and Services
- Data Processing Services
- Communications/Telecommunications
  - Internet Service
  - Phone Service
  - Postage and Parcel

KNOWN INCREASED COSTS/ADDITIONS FY20-FY24

2019-2020			2020-2021	
Instructional Equipment & Furniture	350,000		Faculty Contract	500,000
Microsoft License	80,000		Campus Safety Contract Increase	94,000
IE Software	70,000		Disability Services Accommodations	200,000
Facilities Branch Campus & SU Maintenance	105,000		Additional IE	25,000
Additional HR Costs	25,000		Additional Instructional Costs	104,764
Additional Instructional Costs	15,712		Additional Student Affairs	7,500
	645,712			**931,264**

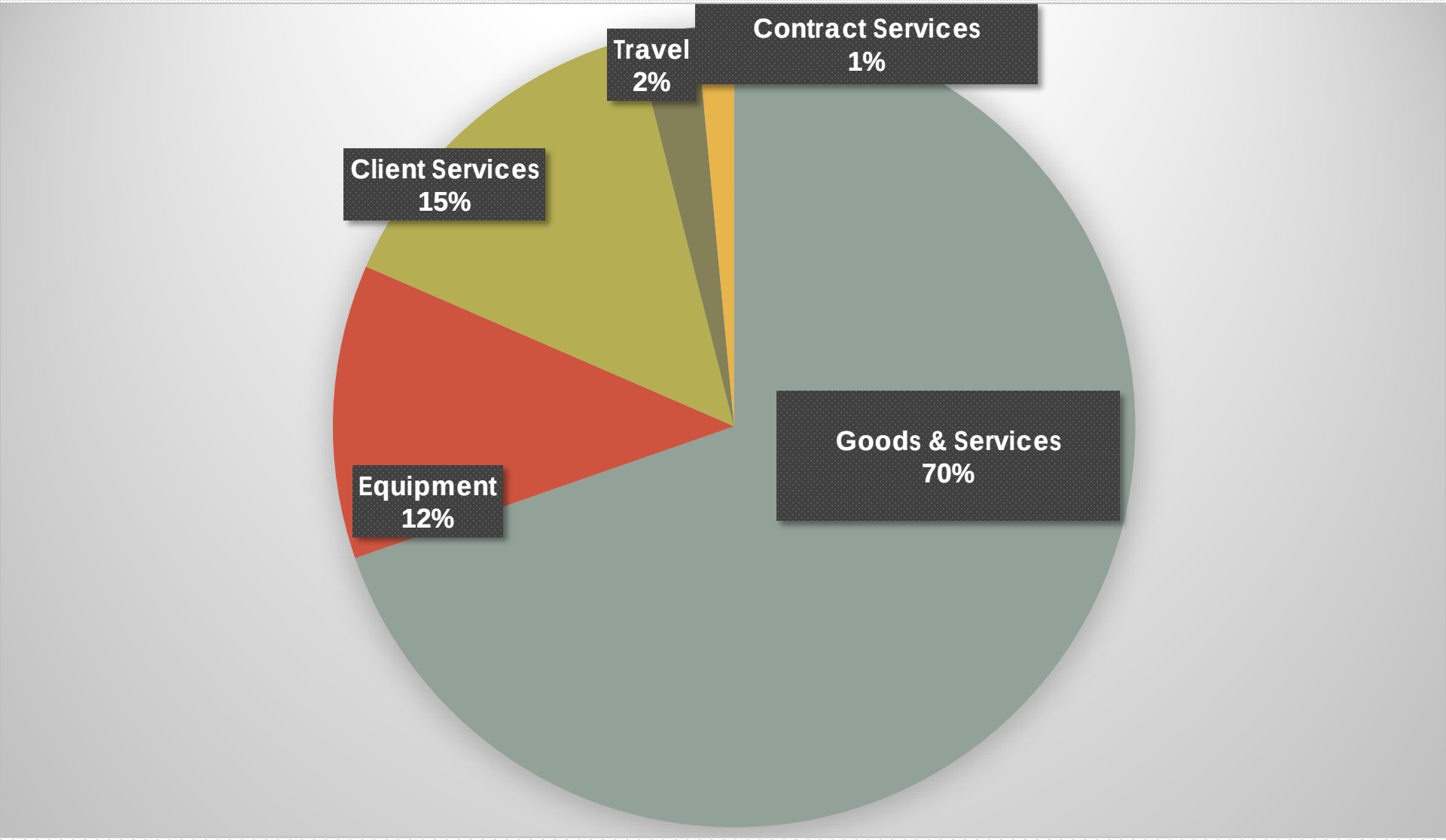
KNOWN INCREASED COSTS/ADDITIONS FY20-FY24

2021-2022			2022-2023	
Faculty Contract	500,000		Faculty Contract	500,000
Exempt Salary Survey	1,016,328		ODEI Budget	30,000
Additional CRO	14,000		Campus Safety Wage Increase	396,000
Additional IT Costs	30,000		SA Translation Services Hourly?	75,000
Additional Instructional Costs	96,809		Additional IT Costs	23,000
Additional Student Affairs	87,383		Additional Instructional Costs	59,012
			Welding Exhaust system	90,440
	1,744,520			**1,173,452**

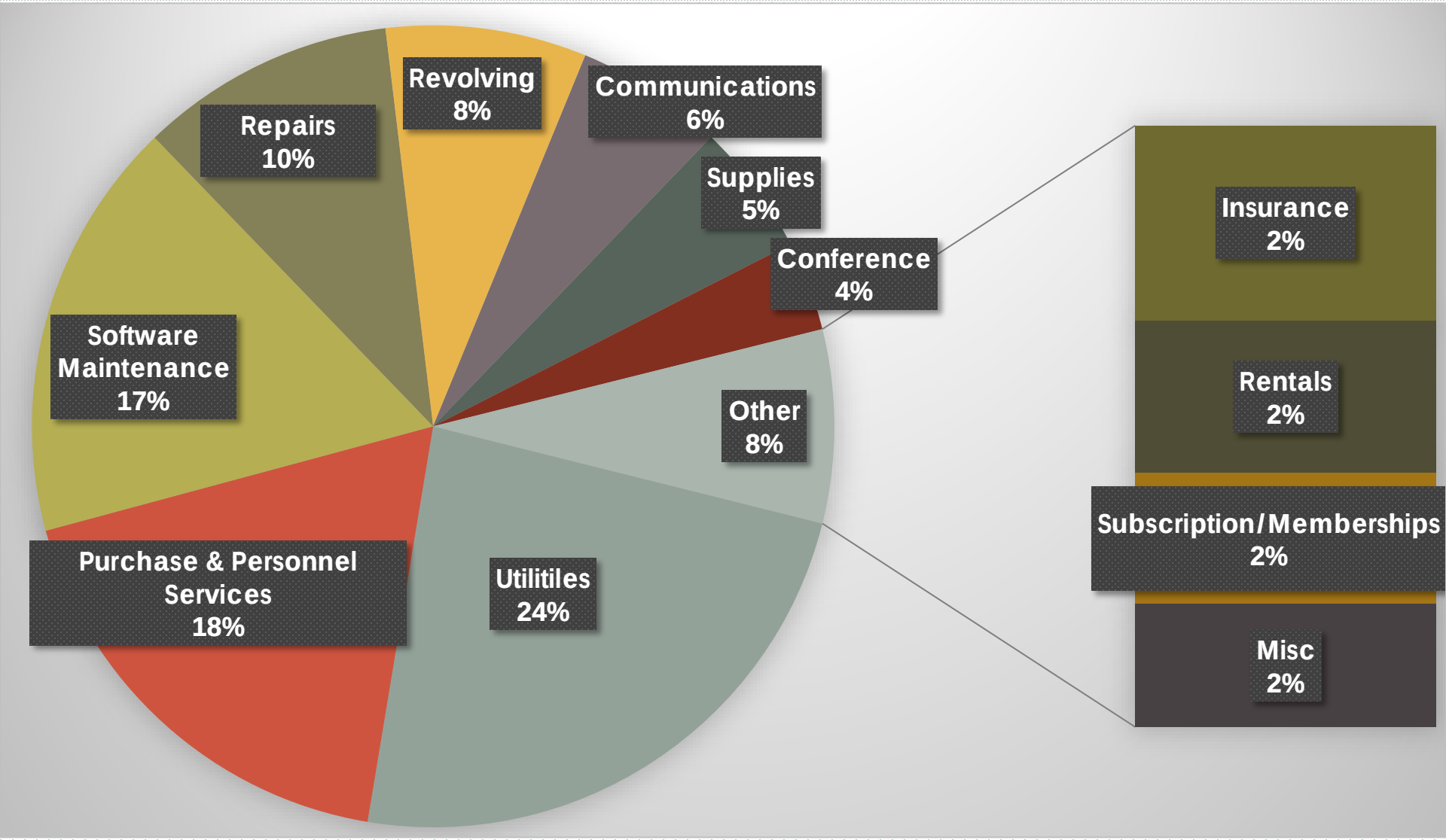
KNOWN INCREASED COSTS/ADDITIONS FY20-FY24

2023-2024			2024-2025	
CL&I Program Costs	50,000		Sr VP COS budget	100,000
Instructional Software	68,500		Campus Safety PCS Contract	300,000
InTec Technology	191,000		HR Increased Contract Costs	51,809
Additional IE	31,800		Additional Instructional Costs	33,199
Additional Instructional Costs	36,473			
Additional BO-Facilities	58,500			
Additional BO-Facilities	65,000			
	501,273			**485,008**

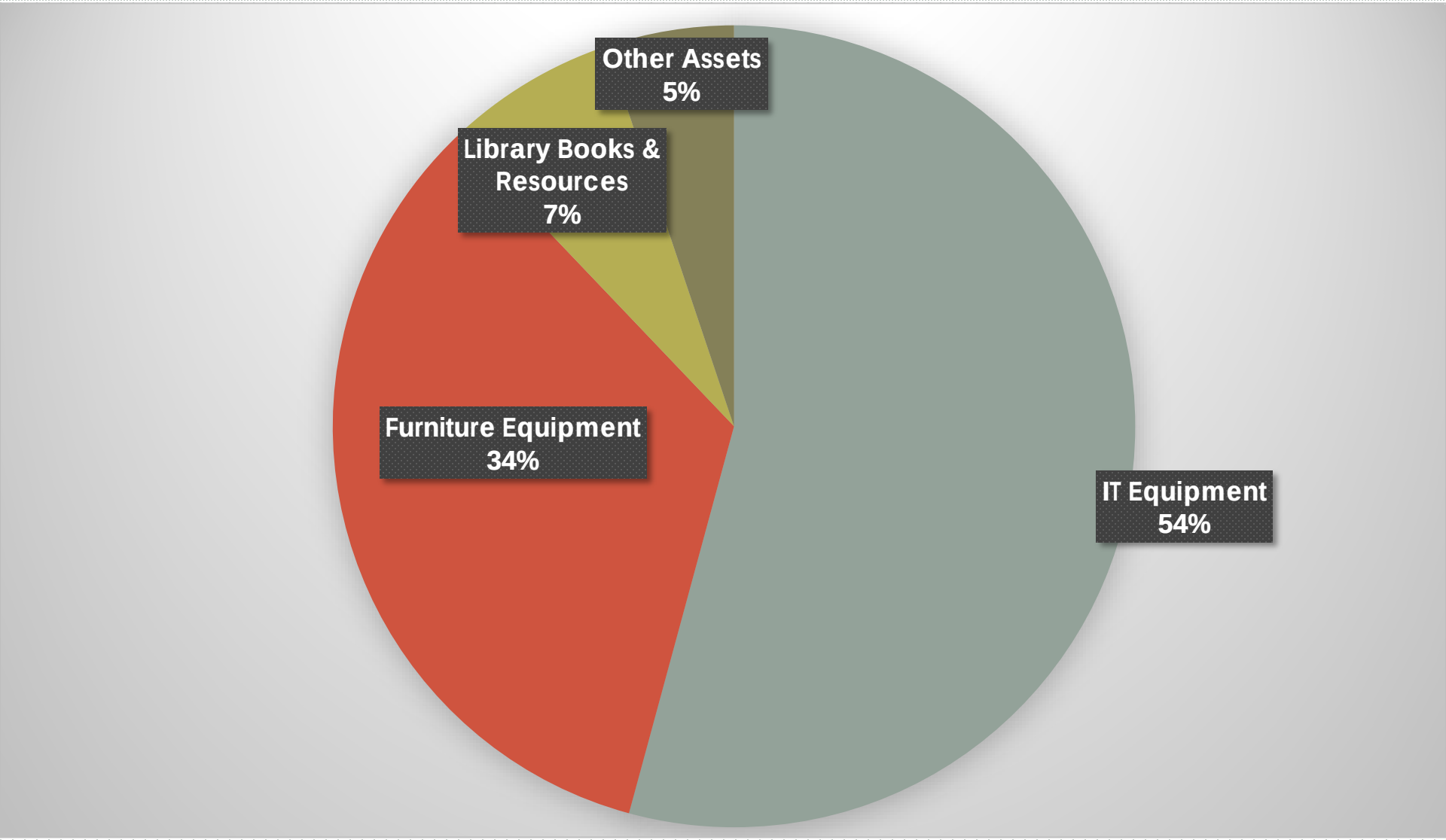
COMPONENTS OF NON-SALARY EXPENSES
FY 24 - $13,489,408



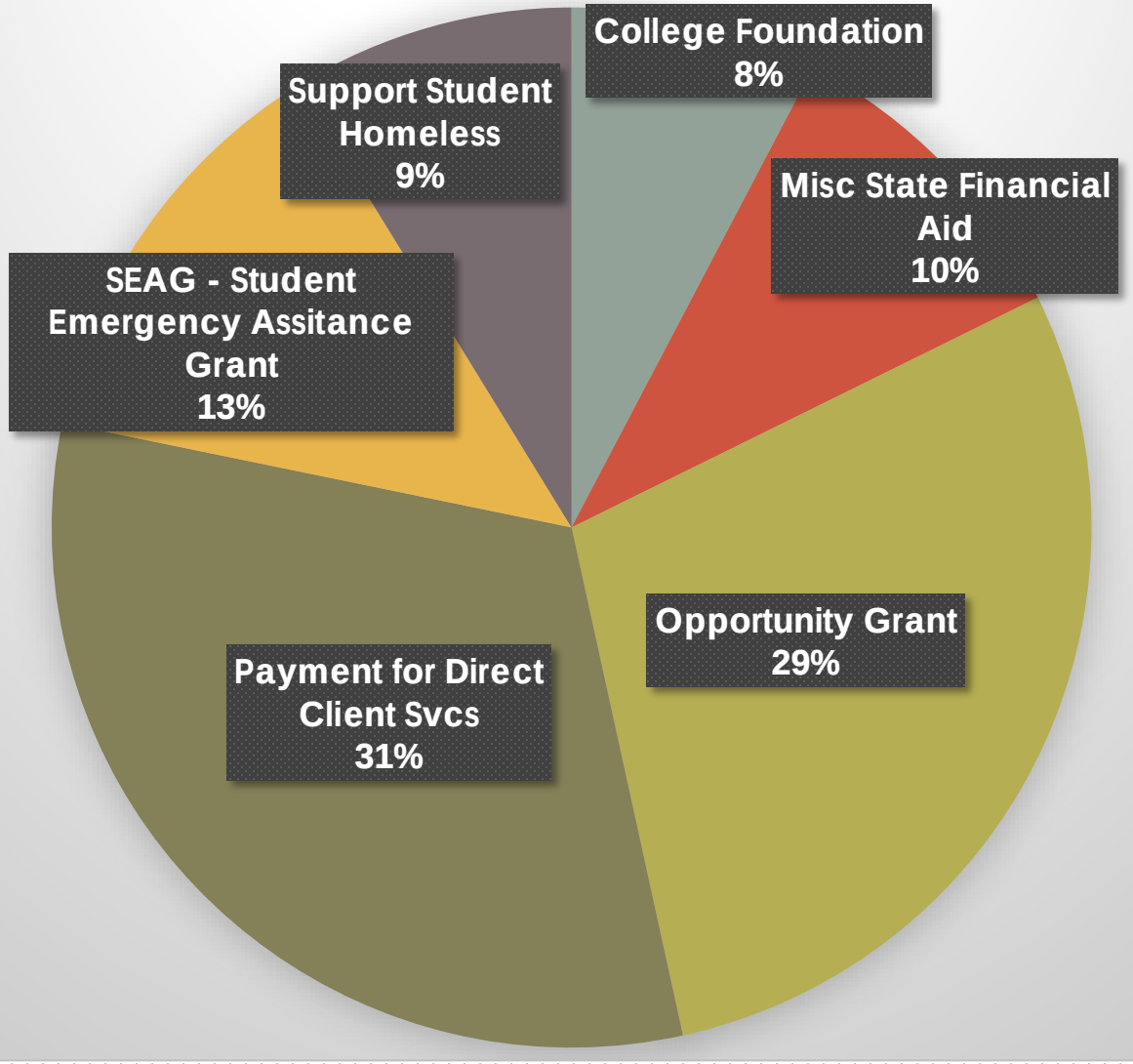
COMPONENTS OF GOODS & SERVICES FY 24 - $10,021,029



COMPONENTS OF EQUIPMENT
FY 24 - $ 1,704,973



COMPONENTS OF CLIENT SERVICES FY 24 - $2,087,497



NON-SALARY TAKEAWAY GOODS & SERVICES FY24

- Goods & Service is 70% non-salary expense, $10 million
  - Utilities $2.4 million
    - Electricity
    - Water/Sewer
    - Natural Gas
  - Purchase & Personnel Services $1.8 million
    - Portion of safety contract: $1.1 million
    - American Association of Collegiate Registrars
    - Clean Harbors building waste disposal
    - Installation support KGRG
  - Software Maintenance $1.7 million
    - Annotate Pro
    - Anthology Inc – Course Evaluation
    - Adobe All Aps Pro
    - Dell Marketing
    - EAB Navigate
- $4 million increase goods & services from FY 2020

NON-SALARY TAKEAWAY EQUIPMENT FY24

- Equipment makes up 12% non-salary expense, $1.7 million
  - IT Equipment $920K
    - JR Microsystem
    - Jones & Associate
    - Dell Computers
  - Furniture Equipment $570K ($60K not instruction related)
    - Furniture: Salish, ZC, PA, RLC, SH, TC
    - PBS Supply Table – Cybersecurity
    - Klien Educational – Commercial Refrigeration
    - Gas Kiln
    - Flow Spray Booth
    - Golf Cart
- $600K increase equipment from FY 2020

NON-SALARY TAKEAWAY CLIENT SERVICES FY24

- Client Services primarily consists of financial aid paid to students by operating budget
- Client Services makes up 15% non-salary expense, $2.8 million
  - Opportunity Grant
  - Worker Retraining
  - Cybersecurity
  - SEAG
  - Disability services
- $1.86 million increase from FY 2020
  - Primary increase due to allocation increases

WHERE DO WE GO FROM HERE

FY 25 BUDGET BALANCE STRATEGIES

- Relying $14,221,755 fund balance to balance budget for FY 25.
- Current unrestricted fund balance: $7,610,960
  - Running Start
  - Open Doors
  - Banking & Investment Revenue
  - Grant & Allocation Overhead
- Fund balance shortage: $6,610,795

FY 25 BUDGET BALANCE STRATEGIES

- Fund balance shortage: $6,610,795
- Recommended savings for $6.6 million shortage:
  - Suspend college reserve contribution: $860,012
  - Suspend building & asset reserve contribution: $2,311,198
  - Cost savings due to hiring freeze: $3,311,893
  - Other cost savings, reducing travel, goods & services, and equipment: $127,694

FY 25 BUDGET BALANCE STRATEGIES

	FY 2025
Total Expenses	**93,966,644**
Revenue	
Allocation	48,913,179
Tuition	15,560,137
IP Support	2,010,000
Running Start Support	12,323,730
Open Doors	464,809
Other	473,033
Available Fund Balance	7,610,959
Suspend Reserve	860,012
Suspend Building & Asset	2,311,198
Estimated Hiring Freeze	3,311,893
Estimated Reduce Spending	127,694
Total Revenue	**93,966,644**

3 YEARS - 5% EXPENSE REDUCTION

	FY 26 - 1	FY 27 - 2	FY 28 - 3	FY 29 - 4	FY 30 - 5
Expense w/ 5% Reduction	89,268,311	84,804,896	80,564,651	80,564,651	80,564,651
Anticipated Revenue	80,623,064	81,531,252	82,470,550	83,442,097	84,447,078
Budget Shortfall	(8,645,247)	(3,273,644)	1,905,899	2,877,446	3,882,427

QUESTIONS?

FY2026-2027 Budget Development Roadmap

Budget Development Roadmap FY2026-2027

Phase	Date	Milestone Activity
KICKOFF	Feb 2	**Budget Website Opens** 🔓 📧 Email notifications sent to requesters
SUBMISSION	Feb 13	**Budget Website Closed** 🔒
	Feb 20	Grant Budget Updates Submitted
REVIEW	Feb 24	President & Executive Team Review
APPROVAL	Feb 28	**Final Approval of Budget Requests** ✅
FINALIZATION	Mar 3	Budget Team finalizes FY2027 Budget & notifies Janee
	Mar 13–17	Janee & President Review Budget
	Mar 21	Executive Team Review (No Changes)
BOARD REVIEW	May 15	**Finalize Budget** 🏁
	May 18–29	Review with Board of Trustees Members
PRESENTATION	Jun 11/18	**Final Board Presentation** 🏛️ *(Graduation: June 22)*

24-25 Budget Book

ANNUAL BUDGET

2024
2025

Green River COLLEGE

2024-2025 Operating Budget

Operating Revenue		Approved 2023-2024	Proposed 2024-2025	Change
Total State Allocation Base:		**$ 45,667,078**	**$ 48,913,179**	**$ 3,246,101**
Local Operating Funds				
Local Operating - Tuition State & WR		14,724,600	15,560,137	835,537
Program Support				
	IP	4,010,000	2,010,000	(2,000,000)
	Running Start	10,323,730	12,323,730	2,000,000
	Open Doors	464,809	464,809	-
	Other	1,047,139	473,033	(574,106)
Fund Balance		14,235,551	14,221,755	(13,796)
Total Local Operating Funds		**$ 44,805,829**	**$ 45,053,465**	**$ 247,636**
Total Operating Revenue		**$ 90,472,907**	**$ 93,966,644**	**$ 3,493,737**
Operating Expenditures by Object				
Salaries				
AA	Exempt-Executive	1,593,423	1,882,281	288,857
AB	Exempt-Managerial	2,178,692	2,229,795	51,103
AC	Exempt-Prof'l/Technical	8,312,979	9,058,828	745,849
AD	Temp & Stipend	4,050,055	4,378,722	328,667
AE & AG	Faculty-Perm & Temp Full-time	16,997,643	18,149,188	1,151,545
AH	Faculty-Temp Part-time	10,586,378	10,764,628	178,250
AK	Classified	11,473,312	11,789,002	315,690
	Other Salaries	66,438	66,438	-
B	Benefits	18,929,793	19,353,085	423,292
Sub-total Salaries		**$ 74,188,713**	**$ 77,671,966**	**$ 3,483,253**
C	Contracts	137,071	170,233	33,162
E	Goods & Services	10,723,943	10,973,403	249,460
G	Travel	210,430	316,472	106,042
J	Equipment/Cap Outlays	1,471,923	1,285,737	(186,186)
N	Client Services	2,003,879	1,810,181	(193,698)
P	Debt Service	1,736,948	1,738,651	1,703
Total Operating Expenditure		**$ 90,472,907**	**$ 93,966,644**	**$ 3,493,736**
Difference (Balanced Budget)		**0**	**0**	**0**

2024-2025 Operating Budget by Division

Operating Expenditure by Division

	Approved 2023-2024	Proposed 2024-2025	Difference
Instruction			
Branch Campus & Continuing Ed	1,093,663	1,363,490	269,827
Business & Trades	5,586,134	5,518,692	(67,442)
English & Humanities	7,099,415	7,051,469	(47,946)
Fine Arts, Social Science, Tutoring Center	6,243,540	6,022,107	(221,433)
Health, Technology & Nursing	9,178,466	9,311,724	133,258
Library, Curriculum, & Media Services	1,675,500	1,739,684	64,184
Science & Math	7,346,641	7,590,765	244,124
Transitional Studies & Wellness	3,521,102	3,883,939	362,837
Worker Retraining	1,391,099	1,328,556	(62,543)
Instruction Support	8,057,158	9,043,459	986,301
Subtotal Instruction	**$ 51,192,718**	**$ 52,853,886**	**$ 1,661,167**
Student Affairs			
Campus Life	1,128,248	1,149,535	21,287
Enrollment & Completion	4,596,632	4,712,572	115,940
Safety & Transportation	698,946	1,001,566	302,620
Student Affairs Support	2,155,433	2,599,669	444,236
Subtotal Student Affairs	**$ 8,579,259**	**$ 9,463,342**	**$ 884,083**
Administration			
Business Services	3,521,858	3,397,492	(124,366)
Debt Service	1,736,948	1,738,651	1,703
Facilities	5,044,052	5,359,196	315,144
Human Resources	1,706,790	2,110,178	403,388
Information Technology	6,758,874	6,845,300	86,426
Utilities	1,898,875	2,550,216	651,341
Administration Support	3,561,802	2,790,335	(771,467)
Subtotal Administration	**$ 24,229,199**	**$ 24,791,368**	**$ 562,169**
Executive			
College Relations & Development	2,493,457	2,566,948	73,491
Guided Pathways	1,582,426	1,503,305	(79,121)
Institutional Effectiveness	604,758	656,250	51,492
Institutional Support	1,420,072	1,762,686	342,614
Office Equity, Diversity, & Inclusion	371,018	368,859	(2,159)
Subtotal Executive	**$ 6,471,731**	**$ 6,858,048**	**$ 386,317**
Total Operating Expenditure by Division	**$ 90,472,907**	**$ 93,966,644**	**$ 3,493,736**

2024-2025 International Programs Budget

International Programs Revenue		Approved 2023-2024	Proposed 2024-2025	Change
Revenue		8,644,000	10,487,700	1,843,700
Institutional Support				
Operating Contribution		(4,010,000)	(2,010,000)	2,000,000
Debt Service-Kent Phase II		(521,537)	(421,412)	100,125
Debt Service - Auburn Center		(1,051,281)	(1,041,200)	10,081
Debt Service - Student Life		(228,127)	(228,127)	-
Building & Capital Asset Contribution		(934,015)	(1,052,766)	(118,751)
IP Reserve Contribution		(824,224)	(631,281)	4,879,719
Fund Balance		6,743,018	4,055,495	(2,687,523)
Total Int'l Prgs Contribution		(826,166)	(1,329,291)	(503,125)
				-
				-
Net Revenue for IP Operations		**$ 7,817,834**	**$ 9,158,409**	**$ 1,340,575**
IP Operating Expenditures				
Salaries				
AA	Exempt-Executive	132,673	136,653	3,980
AB	Exempt-Managerial	62,618	64,497	1,879
AC	Exempt-Prof'l/Technical	1,700,400	1,685,045	(15,355)
AD	Temp & Stipend	269,454	289,008	19,554
AE	Faculty-Perm Full-time	555,682	555,684	2
AG	Faculty-Temp Full-time			-
AH	Faculty-Temp Part-time	211,487	214,154	2,667
AK	Classified	1,054,668	1,113,183	58,515
	Other	159,491	194,564	35,073
B	Benefits	1,232,476	1,420,361	187,885
Sub-total Salaries		**$ 5,378,949**	**$ 5,673,149**	**$ 294,200**
C	Contracts	1,528,166	2,122,166	594,000
E	Goods & Services	610,895	1,030,020	419,125
G	Travel	239,374	249,124	9,750
J	Equipment/Cap Outlays			-
N	Client Services	60,450	83,950	23,500
Total Operating Expenditure		**$ 7,817,834**	**$ 9,158,409**	**$ 1,340,575**
Difference		**$ 0**	**$ (0)**	**$ (0)**

2024-2025 Running Start Budget

Running Start Revenue		Approved 2023-2024	Proposed 2024-2025	Change
Revenue		13,493,578	16,307,435	2,813,857
Institutional Support				
Operating Contribution		(10,323,730)	(12,323,730)	(2,000,000)
Building & Capital Asset Contribution		(1,181,181)	(1,760,088)	(578,906)
Running Start Reserve Contribution		(144,119)	(2,387,639)	(2,243,519)
Operating Reserve Contribution		(832,383)	(235,701)	596,682
Fund Balance		16,567	1,835,614	1,819,047
		$ (12,464,847)	$ (14,871,544)	$ (2,406,696)
Net Revenue for RS Operations		**$ 1,028,730**	**$ 1,435,891**	**$ 407,161**
Running Start Operating Expenditures				
Salaries				
AA	Exempt-Executive			-
AB	Exempt-Managerial			-
AC	Exempt-Prof'l/Technical	453,281	532,795	79,514
AD	Temp & Stipend	28,266	30,001	1,735
AE	Faculty-Perm Full-time			-
AG	Faculty-Temp Full-time			-
AH	Faculty-Temp Part-time			-
AK	Classified	120,767	186,758	65,991
AM	Student			-
AP	Work Study			-
AS	Sick Leave Buyout			-
AT	Terminal Leave			-
AU	Overtime			-
B	Benefits	234,007	295,229	61,222
Sub-total Salaries & Benefits		**836,321**	**1,044,783**	**208,462**
C	Contracts	-	177,000	177,000
E	Goods & Services	185,366	207,065	21,699
G	Travel	3,500	3,500	-
J	Equipment/Cap Outlays	3,043	3,043	-
K	Hardware/Software			-
N	Client Services	500	500	-
Total Operating Expenditure		**$ 1,028,730**	**$ 1,435,891**	**$ 407,161**
Difference		**$ 0**	**$ 0**	**$ (0)**

2024-2025 Open Doors Budget

Open Doors Revenue		Approved 2023-2024	Proposed 2024-2025	Change
Revenue		1,343,861	1,531,832	187,971
Institutional Support				
Operating Contribution		(464,809)	(464,809)	-
		(464,809)	(464,809)	-
				-
				-
Net Revenue for Open Doors Operations		**$ 879,052**	**$ 1,067,023**	**$ 187,971**
Open Doors Operating Expenditures				
Salaries				
AA	Exempt-Executive	-		-
AB	Exempt-Managerial	-		-
AC	Exempt-Prof'l/Technical	467,234	551,207	83,973
AD	Temp & Stipend	2,000	-	(2,000)
AE	Faculty-Perm Full-time			-
AG	Faculty-Temp Full-time			-
AH	Faculty-Temp Part-time			-
AK	Classified	109,901	114,505	4,604
AM	Student			-
AP	Work Study			
AS	Sick Leave Buyout			-
AT	Terminal Leave Buyout			
AU	Overtime			-
B	Benefits	227,299	256,776	29,477
Sub-total Salaries & Benefits		**$ 806,434**	**$ 922,487**	**$ 116,053**
C	Contracts	-		-
E	Goods & Services	50,117	51,732	1,615
G	Travel	2,500	2,500	-
J	Equipment/Cap Outlays	2,001	13,701	11,700
N	Client Services	18,000	68,000	50,000
P	Debt Service			-
Total Operating Expenditure		**$ 879,052**	**$ 1,058,420**	**$ 179,368**
Difference		**$ -**	**$ 8,603**	**$ 8,603**

Green River College

2024-2025 Grant Summary

	2023-2024 Budget	Increase (Decrease)	2024-2025 New Funds	Previous Yr Carryover	2024-2025 Budget
DEPARTMENT OF EDUCATION					
TRIO -- help disadvantaged students prepare for postsecondary education (Sep-Aug) (Proj 5070)	423,002	(75,000)	348,002	100,000	448,002
TRIO-STEM (Sep-Aug) (Proj 5071)	305,888	(44,000)	261,888	90,000	351,888
CCAMPIS Program -- Childcare Access Means Parents in School (Oct-Sep) (Proj 5082)	50,000	(50,000)	-	45,000	45,000
CEVSS -- Center of Excellence for Veteran Student Success (Oct-Sep) (Proj 5576)	133,132	(133,132)	-	75,000	75,000
UISFL -- Undergraduate International Studies and Foreign Language (UISFL) Project (Proj 8129)	99,815	(99,815)	-	40,000	40,000
AANAPISI -- Asian American Native American Pacific Islander Student Initiative (Proj 8129)	-	397,678	397,678	175,000	572,678
CARES Institutional- (prj 5077)		-			-
Department of Justice					
Office on Violence Against Women (EdCC fiscal agent) (71008)		-			-
Office on Violence Against Women -- Gators CARE Program (Oct-Sep) (Proj 5092)	85,954	(85,954)	-	75,000	75,000
DEPARTMENT OF STATE (through University of Kansas)					
SUSI Institute on Women's Leadership (71011)	243,000	(15,348)	227,652	49,000	276,652
STATE OF WASHINGTON					
Dept. of Social & Health Services/SBCTC (110-BFET) -- Basic Food Employment & Training Program (Oct - Sep) (Dept 70008)	350,000	-	350,000	200,000	550,000
SBCTC: Perkins (110-PRK) -- improve professional and technical programs for special population students (70022)	478,103	8,320	486,423	-	486,423
SBCTC: Perkins Special Projects (110-PSP) -- support Leadership Training activities approved by WEC exec committee (70023)	33,000	117,000	150,000	-	150,000
SBCTC: Perkins Leadership Block Grant - Industry Based Professional Development (70032)	17,400	(2,400)	15,000	-	15,000
SBCTC: BEdA (110-BEDA) -- provide instruction and support for Basic Ed ABE/GED/ESL students (70025)	286,427	6,214	292,641	-	292,641
SBCTC: IEL/Civics (110-IELCE) -- provide instruction and support for Integrated English Literacy and Civics Education std (70024)	71,240	4,587	75,827	-	75,827
SBCTC: WorkFirst (110-WFDA) -- increase support/improve access for Workfirst participants (70201/02/04)	840,318	(34,253)	806,065	-	806,065
SBCTC: Job Skills Program (110-JSP) -- provide customized, short-term and job-specific training & education (70009)	2,500,000	(1,250,000)	1,250,000	-	1,250,000
SBCTC: BEdA Leadership Block (110-BLB) -- increase system capacity for program improve and required training in ABE (70026)	4,735	-	4,735	-	4,735
SBCTC: Early Achievers (110-EAG)-- Washington's youngest learners through profess dev of early child care providers and educators. (70027)	199,200	33,200	232,400	-	232,400
SBCTC: NSF subaward WA Community & Technical College Consortium for Undergraduate Research and Equity (WCTC CURE)--	-	40,420	40,420	-	40,420
NATIONAL SCIENCE FOUNDATION					
North Seattle sub award: LSAMP Puget Sound Alliance (71016)	100,001	(100,001)	-	30,000	30,000
S-STEM Natural Resources with Muckleshoot Indian Tribe - NATRS (Proj 8143)	188,119	9,256	197,375	180,000	377,375
Cascadia Course-based Undergrad Research Experience Conference (CURE)	99,902	(99,902)	-	-	-
Experiential Learning to Accelerate Technical Education (ELATE) (71009)	52,388	(52,388)	-	-	-
STRADA EDUCATION NETWORK					
TechConnect Capstone (TCC) Expansion (73002)	179,521	(81,521)	98,000	100,000	198,000
UNIVERSITY OF WASHINGTON					
UW STEM Transfer Partnerships (STP) (Proj 8102)	5,000	(5,000)	-	-	-
WASHINGTON STATE UNIVERSITY					
Jan - Dec: Small Business Assistance Center (70105)	236,000	(38,264)	197,736	24,300	222,036

Green River College

2024-2025 Grant Summary

	2023-2024 Budget	Increase (Decrease)	2024-2025 New Funds	Previous Yr Carryover	2024-2025 Budget
CITY OF AUBURN					
Jan - Dec: Economic Development (70107)		60,000	60,000		60,000
CITY OF COVINGTON					
Jan - Dec: Small Business Assistance Center (70107)	10,000	-	10,000		10,000
CITY OF ENUMCLAW					
Jan - Dec: Small Business Assistance Center		5,000	5,000		5,000
CITY OF KENT					
April - March: Small Business ARPA funding	64,286	4,946	69,232	-	69,232
Jan - Dec: Small Business Assistance Center (70106)		-			-
CITY OF MAPLE VALLEY					
Jan - Dec: Small Business Assistance Center (70107)	15,000	-	15,000	-	15,000
PORT OF SEATTLE APEX (formerly PTAC)					
Jan - Dec: Small Business Assistance Center (70112)	15,000	-	15,000		15,000
THURSTON ECONOMIC DEVELOPMENT COUNCIL					
Apr - Mar: APEX Accelerator, formerly known as Procurement Technical Assistance Program (70109)	203,143	32,563	235,706		235,706
Total Grants & Contracts	**$ 7,289,574**	**$ (1,447,794)**	**$ 5,841,780**	**$ 1,183,300**	**$ 7,025,080**

Green River College

2024-2025 Internal Auxiliary Services

	Computer Services	Printing Services	Motor Pool	Student & Activities	Book Store	Parking Transportation	Housing & Food Services	Total Auxiliary
Expense								
AA Exempt - Executive								-
AB Exempt - Administration						24,900		**24,900**
AC Exempt - Prof'l/Technical				34,179	137,562	69,757	127,306	**368,803**
AD Hourly/Stipend				156,427	104,742	127,214	15,318	**403,701**
AE Faculty - Perm Full Time								-
AG Faculty - Temp Full Time								-
AH Faculty - Temp Part Time								-
AK Classified	70,496	35,894		210,985	145,296	218,814	254,312	**935,797**
AM Student				389,286	10,000			**399,286**
AP Work Study		3,500						**3,500**
AS Sick Leave Buyout								-
AT Terminal Leave								-
AU Overtime								-
B Benefits	27,972	14,201		105,719	130,878	156,454	166,886	**602,110**
Salary Subtotal	**$ 98,468**	**$ 53,595**	**$ -**	**$ 896,596**	**$ 528,478**	**$ 597,138**	**$ 563,822**	**$ 2,738,097**
C Personal Services								-
E Goods & Services		71,900	25,000	763,099	116,175	1,180,790	16,187	**2,173,151**
F Cost of Goods Sold					875,000			**875,000**
G Travel			90,000	2,450	4,000	2,000		**98,450**
J Equipment/Cap Outlay		101,214			8,500	2,000		**111,714**
N Client Services				87,855				**87,855**
P Debt Service				1,242,888				**1,242,888**
W Depreciation								-
Total Expenditures	**$ 98,468**	**$ 226,709**	**$ 115,000**	**$ 2,992,888**	**$ 1,532,153**	**$ 1,781,928**	**$ 580,009**	**$ 7,327,154**
Revenue								
T Transfers								-
S Interagency								-
4000020 Resident Tuition								-
4000050 Dedicated Student Fees				2,992,888				**2,992,888**
4010020 Sales in Proprietary Funds					1,532,153			**1,532,153**
4030020 Income From Property								-
4030030 Fines &Forfeits								-
4030060 Charges for Services	98,468	226,709	115,000			1,781,928	580,009	**2,802,114**
4030140 Interfund Transfer In								-
4030150 Interfund Transfer Out								-
4030160 Other Operating Revenue								-
4120010 Investment Income	-	-	-	-		-	-	-
Total Revenue	**$ 98,468**	**$ 226,709**	**$ 115,000**	**$ 2,992,888**	**$ 1,532,153**	**$ 1,781,928**	**$ 580,009**	**$ 7,327,154**

Green River College

2024-2025 Self Support Summary

	Instruction Co-Op	Continuing Education	eLearning Fee	Special Services	Study Abroad	Technology Fee	Other Self-Suppt	Total Fiduciary
Expense								
AA Exempt - Executive								-
AB Exempt - Administration	111,392	26,646					25,539	**163,578**
AC Exempt - Prof'l/Technical	181,442	248,219	269,482				207,388	**906,532**
AD Hourly/Stipend	177,232	90,105	95,000		10,500	171,000	63,124	**606,961**
AE Faculty - Perm Full Time	33,379							**33,379**
AG Faculty - Temp Full Time								-
AH Faculty - Temp Part Time	167,000	93,407			21,404	189,263		**471,074**
AK Classified	180,529	230,102	75,952	30,059			450,796	**967,439**
AM Student								-
AP Work Study								-
AS Sick Leave Buyout								-
AT Terminal Leave								-
AU Overtime								-
B Benefits	258,470	285,121	140,096	13,417	7,914	98,937	379,069	**1,183,025**
Salary Subtotal	**$ 1,109,445**	**$ 973,601**	**$ 580,530**	**$ 43,476**	**$ 39,818**	**$ 459,200**	**$ 1,125,917**	**$ 4,331,987**
C Personal Services	6,999						4,000	**10,999**
E Goods & Services	1,003,267	117,240	168,740	121,000	22,225	371,800	872,817	**2,677,089**
G Travel	18,151	3,303	7,300	5,000	12,950		7,400	**54,104**
J Equipment/Cap Outlay	198,887	252	3,000			530,000	32,000	**764,139**
N Client Services	329,018	61,060			333,100	298,960	5,201	**1,027,339**
Total Expenditures	**$ 2,665,767**	**$ 1,155,456**	**$ 759,570**	**$ 169,476**	**$ 408,093**	**$ 1,659,960**	**$ 2,047,335**	**$ 8,865,657**
Revenue								
T Transfers							229,427	**229,427**
S Interagency								-
4000020 Resident Tuition								-
4000050 Dedicated Student Fees	2,665,767	1,155,456	759,570	169,476	408,093	1,659,960	1,817,908	**8,636,231**
4000100 Tuition & Fee Waiver								-
4010020 Sales in Proprietary Funds								-
4021010 Private Grants & Scholarship								-
4022250 Veterans Administration								-
4022280 Department of Education								-
4030020 Income From Property								-
4030030 Fines &Forfeits								-
4030060 Charges for Services								-
4030140 Interfund Transfer In								-
4030150 Interfund Transfer Out								-
4030160 Other Operating Revenue								-
4120010 Investment Income								-
Total Revenue	**$ 2,665,767**	**$ 1,155,456**	**$ 759,570**	**$ 169,476**	**$ 408,093**	**$ 1,659,960**	**$ 2,047,335**	**$ 8,865,657**

Green River College

2024-2025 Financial Aid Summary

	2024-2025 Budget
Grants In Aid	
Americorps	35,000
BASIC FOOD/EMPLY/TRN	60,000
College Bound Scholar	200,000
CSF - Governor Scholarship	8,000
Foundation Support	600,000
National Guard Grant	10,000
Passport 2 College	150,000
Pell Grant	8,000,000
Scholar - Education & Culture	10,000
Scholar - Financial	25,000
Scholar - High School	50,000
Scholar - Port & Airport	20,000
Scholar - Service Club	150,000
Scholar - Tribal	50,000
Scholar-Green River Coalition	103,000
Scholar-Private	10,000
SEOG	250,000
Tuition Waiver	450,000
WA College Bridge Grant	900,000
WA Opportunity Scholar	250,000
Washington Achieve Scholarship	10,000
Washington College Grant	8,000,000
WAVE Scholarship	10,000
Worker Retraining	80,000
WorkFirst - Work Study on Camp	55,000
Student Loans	
PRIVATE LOANS-EFT	1,000,000
STAFFORD UNSUBSIDIZE	2,800,000
Subsidized	2,000,000
Work Study	
Federal Work Study	45,000
Financial Aid Fund	
3.5% Green River Grant	356,000
FWS Federal Match	280,000

Green River College

2023-2025 Capital Project Budget

	2023-2025 Proposed Budget	Mid -Biennium Estimated Expenditures	2023-2025 Proposed Remaining
Local Capital			
Phase 2 - Std Aff. And Success	16,271	-	16,271
AD Remodel	171,396	16,160	155,236
Trades Welding Power Repair	50,611	-	50,611
SA/Nursing/Science Bldg	71,745	-	71,745
RLC Tenant Improvement	30,545	-	30,545
ZC VP of EDI Suite	124,878	2,403	122,475
Learning & Innovation Center	3,106,113	3,009,427	96,687
Total Local Fund	$ 3,571,560	$ 3,027,990	$ 543,570
State Appropriations			
Program	2,126,781	1,564,705	562,076
Preservation (URF) - FY 23-25	931,000	314,305	616,695
Facility	1,912,000	115,880	1,796,120
Minor to Operating	807,000	403,500	403,500
Total State Fund	$ 5,776,781	$ 2,398,390	$ 3,378,391
Total Available for Capital	**$ 9,348,341**	**$ 5,426,380**	**$ 3,921,961**

Green River College

2024-2025 Proposed Fees and Waivers

Line No	Pending Tuition DESCRIPTION	Per Credit 23-24 RATE	Per Credit INCR.	Per Credit 24-25 RATE	NOTE	2024-2025 PER CREDIT AMT WAIVED
	FEES SET BY SBCTC					
1	RESIDENT TUITION 1-10 CREDITS	123.58	4.01	127.59		
2	RESIDENT TUITION 11-18 CREDITS	61.05	1.91	62.96		
3	RESIDENT TUITION 19+ CREDITS	110.87	3.60	114.47		
4	RESIDENT TUITION APPLIED BAS 1-10 CREDITS	240.10	7.51	247.61		
5	RESIDENT TUITION APPLIED BAS 11-18 CREDITS	12.33	0.48	12.81		
6	RESIDENT TUITION APPLIED BAS 19+ CREDITS	227.39	7.10	234.49		
7	NON-RESIDENT TUITION 1-10 CREDITS	317.95	10.18	328.13		
8	NON-RESIDENT TUITION 11-18 CREDITS	68.96	2.20	71.16		
9	NON-RESIDENT TUITION 19+ CREDITS	305.24	9.77	315.01		
10	NON-RESIDENT TUITION APPLIED BAS 1-10 CREDITS	674.70	20.89	695.59		
11	NON-RESIDENT TUITION APPLIED BAS 11-18 CREDITS	13.25	0.53	13.78		
12	NON-RESIDENT TUITION APPLIED BAS 19+ CREDITS	661.99	20.48	682.47		
13	DEPENDENTS AND SPOUSES OF ELIGIBLE VETERANS 1-10 CREDITS	0.00	-	0.00	1	127.59
14	DEPENDENTS AND SPOUSES OF ELIGIBLE VETERANS 11-18 CREDITS	0.00	-	0.00	1	62.96
15	DEPENDENTS AND SPOUSES OF ELIGIBLE VETERANS 19+ CREDITS	0.00	-	0.00	1	114.47
16	CHILD/SPOUSE OF DECEASED/DISABLED LEOFF OR FIREFIGHTER 1-10 CREDITS	0.00	-	0.00	1	127.59
17	CHILD/SPOUSE OF DECEASED/DISABLED LEOFF OR FIREFIGHTER 11-18 CREDITS	0.00	-	0.00	1	62.96
18	CHILD/SPOUSE OF DECEASED/DISABLED LEOFF OR FIREFIGHTER 19+ CREDITS	0.00	-	0.00	1	114.47
19	WRONGFULLY CONVICTED FELON (INDIVIDUAL, CHILD, STEP CHILD) 1-10	0.00	-	0.00	1	127.59
20	WRONGFULLY CONVICTED FELON (INDIVIDUAL, CHILD, STEP CHILD) 11-18	0.00	-	0.00	1	62.96
21	WRONGFULLY CONVICTED FELON (INDIVIDUAL, CHILD, STEP CHILD) 19+	0.00	-	0.00	1	114.47
22	APPRENTICE	61.79	2.01	63.80	1	63.79
23	ABE, ESL, GED ($25.00 per student, per quarter)	25.00	-	25.00	1	
	FEES SET BY COLLEGE (Recommended by Students)					
24	TECH FEE ($5 per credit, min $5, max $60.00 per qtr)	5.00	-	5.00		
25	FACILITY FEE ($4.05 per credit no max) Max removed Fall '13	4.05	-	4.05		
26	SPECIAL SERVICES FEE ($.50 per credit; no min or max.)	0.50	-	0.50		
27	STUDENT CENTER FEE ($45 per student per quarter)	45.00	-	45.00		
28	MATRICULATION FEE ($.75 per credit no max)	0.75	-	0.75		
29	IP TECH/STU CTR/FAC/MATRC/SPEC SVC FEE 12-18	200.40	-	200.40		
30	IP TECH/FAC/MATRC/SPEC SVC FEE 2 Cr Bridge	122.65	-	122.65		
31	IP TECH/FAC/MATRC/SPEC SVC FEE 5 Cr Bridge	103.90	-	103.90		
32	IP TECH/FAC/MATRC/SPEC SVC FEE 10 Cr Bridge	52.40	-	52.40		
33	IP MATRC/FAC/SPEC SVC FEE 19+ CREDITS	5.30	-	5.30		
	FEES SET BY COLLEGE (Discretionary Authority to Local Board)					
34	PARENT ED (per class)	20.00	-	20.00		107.59
35	RESIDENT TUITION VOCATIONAL PROGRAM 19+ CREDITS	61.05	1.91	62.96		51.51
36	NON-RESIDENT W/OPERATING WAIVER 1-10 CREDITS	140.92	4.87	145.79	2	182.34
37	NON-RESIDENT W/OPERATING WAIVER 11-18 CREDITS	61.94	1.99	63.93	2	7.23
38	NON-RESIDENT W/OPERATING WAIVER 19+ CREDITS	128.21	4.46	132.67	2	182.34
39	NON-RESIDENT W/WAIVER VOCATIONAL PROGRAM 19+ CREDITS	61.94	1.99	63.93	2	251.08
40	NON-RESIDENT TUITION APPLIED BAS W/OPERATING WAIVER 1-10 CREDITS	257.44	8.37	265.81	2	429.78
41	NON-RESIDENT TUITION APPLIED BAS W/OPERATING WAIVER 11-18 CREDITS	13.25	0.53	13.78	2	
42	NON-RESIDENT TUITION APPLIED BAS W/OPERATING WAIVER 19+ CREDITS	244.73	7.96	252.69	2	429.78
43	RESIDENT ATHLETE 1-10 CREDITS	85.06	2.76	87.82	3	39.77
44	RESIDENT ATHLETE 11-18. CREDITS	61.05	1.91	62.96	3	-
45	RESIDENT ATHLETE 19+ CREDITS	110.87	3.60	114.47	3	-
46	NON-RESIDENT ATHLETE 1-10 CREDITS	279.43	8.93	288.36	3	39.77
47	NON-RESIDENT ATHLETE 11-18 CREDITS	68.96	2.20	71.16	3	-
48	NON-RESIDENT ATHLETE 19+ CREDITS	305.24	9.77	315.01	3	-
49	NON-RESIDENT ATHLETE WITH WAIVER 1-10 CREDITS	102.40	3.62	106.02	3	39.77
50	NON-RESIDENT ATHLETE WITH WAIVER 11-18 CREDITS	61.94	1.99	63.93	3	-
51	NON-RESIDENT ATHLETE WITH WAIVER 19+ CREDITS	128.21	4.46	132.67	3	-
52	RESIDENT APPLIED BAS ATHLETE 1-10 CREDITS	178.53	5.58	184.11	3	63.50
53	RESIDENT APPLIED BAS ATHLETE 11-18 CREDITS	12.33	0.48	12.81	3	-
54	RESIDENT APPLIED BAS ATHLETE 19+ CREDITS	227.39	7.10	234.49	3	-
55	NON-RESIDENT APPLIED BAS ATHLETE 1-10 CREDITS	613.13	18.96	632.09	3	63.50
56	NON-RESIDENT APPLIED BAS ATHLETE 11-18 CREDITS	13.25	0.53	13.78	3	-
57	NON-RESIDENT APPLIED BAS ATHLETE 19+ CREDITS	661.99	20.48	682.47	3	-
58	NON-RESIDENT APPLIED BAS ATHLETE WITH WAIVER 1-10 CREDITS	195.87	6.44	202.31	3	63.50
59	NON-RESIDENT APPLIED BAS ATHLETE WITH WAIVER 11-18 CREDITS	13.25	0.53	13.78	3	-
60	NON-RESIDENT APPLIED BAS ATHLETE WITH WAIVER 19+ CREDITS	244.73	7.96	252.69	3	-

Green River College

2024-2025 Proposed Fees and Waivers

Line No	Pending Tuition DESCRIPTION	Per Credit 23-24 RATE	Per Credit INCR.	Per Credit 24-25 RATE	NOTE	2024-2025 PER CREDIT AMT WAIVED
61	ELIGIBLE VETERANS & OTHER MILITARY VETERANS 1-10 CREDITS	111.22	3.61	114.83	7	12.76
62	ELIGIBLE VETERANS & OTHER MILITARY VETERANS 11-18 CREDITS	54.95	1.72	56.66	7	6.30
63	ELIGIBLE VETERANS & OTHER MILITARY VETERANS 19+ CREDITS	99.78	3.24	103.02	7	11.45
64	ACTIVE DUTY WAIVER 1-10 CREDITS	96.76	2.90	99.66	6	27.93
65	ACTIVE DUTY WAIVER 11-18 CREDITS	48.69	1.46	50.15	6	12.81
66	ACTIVE DUTY WAIVER 19+ CREDITS	110.87	3.60	114.47	6	-
67	ELIGIBLE VETERANS & OTHER MILITARY VETERANS APPLIED BAS 1-10 CREDITS	216.09	6.76	222.85	7	24.76
68	ELIGIBLE VETERANS & OTHER MILITARY VETERANS APPLIED BAS 11-18 CREDITS	11.10	0.43	11.53	7	1.28
69	ELIGIBLE VETERANS & OTHER MILITARY VETERANS APPLIED BAS 19+ CREDITS	204.65	6.39	211.04	7	23.45
70	ACTIVE DUTY WAIVER BAS 1-10 CREDITS	213.28	6.40	219.68	6	27.93
71	ACTIVE DUTY WAIVER BAS 11-18 CREDITS	0.00	-	0.00	6	12.81
72	ACTIVE DUTY WAIVER BAS 19+ CREDITS	227.39	7.10	234.49	6	
73	HIGH SCHOOL COMPLETION 1-10 CREDITS	12.00	-	12.00	3	115.59
74	HIGH SCHOOL COMPLETION 11-18 CREDITS	12.00	-	12.00	3	50.96
75	HIGH SCHOOL COMPLETION 19+ CREDITS	61.05	1.91	62.96	3	51.51
76	NON-RESIDENT HIGH SCHOOL COMPLETION 1-10 CREDITS	123.58	4.01	127.59	3	200.54
77	NON-RESIDENT HIGH SCHOOL COMPLETION 11-18 CREDITS	61.05	1.91	62.96	3	8.20
78	NON-RESIDENT HIGH SCHOOL COMPLETION 19+ CREDITS	110.87	3.60	114.47	3	200.54
79	WASH STATE EMPLOYEE (per class/space available)	61.05	1.91	62.96	3	574.99
80	WASH STATE EMPLOYEE APPLIED BAS (per class/space available)	61.05	1.91	62.96	3	1,175.09
81	SENIOR CITIZEN - AUDIT (per class/space available; limit 2 courses per qtr)	5.00	-	5.00	3	632.95
82	NEEDY (Need based/college discretionary waiver)	0.00	-	0.00	3	127.59
83	COLLEGE IN THE HIGH SCHOOL	49.00	-	49.00	3	78.59
84	EXCESS ENROLLMENT 1-10 CREDITS	123.58	4.01	127.59		
85	EXCESS ENROLLMENT 11-18 CREDITS	61.05	1.91	62.96		
86	EXCESS ENROLLMENT 19+ CREDITS	110.87	3.60	114.47		
87	INTERNATIONAL STUDENT 1-10 CREDITS	317.95	10.18	328.13		
88	INTERNATIONAL STUDENT 11TH CREDIT	276.25	8.60	284.85		
89	INTERNATIONAL STUDENT 12-18 CREDITS FLAT FEE	3,732.00	119.00	3,851.00		
90	INTERNATIONAL STUDENT 19+ CREDITS	305.24	9.77	315.01		
91	INTERNATIONAL STUDENT VOCATIONAL PROGRAM 19+ CREDITS	68.96	2.20	71.16		
92	INTERNATIONAL STUDENT 1-10 CREDITS APPLIED BAS	674.70	20.89	695.59		
93	INTERNATIONAL STUDENT 11TH CREDIT APPLIED BAS	53.50	2.05	55.55		
94	INTERNATIONAL STUDENT 12-18 CREDITS APPLIED BAS (FLAT FEE)	6,854.00	213.00	7,067.00		
95	INTERNATIONAL STUDENT 19+ CREDITS APPLIED BAS	661.99	20.48	682.47		
96	INTERNATIONAL STUDENT INTENSIVE ENGLISH	3,732.00	119.00	3,851.00		
97	INTERNATIONAL STUDENT 2CR BRIDGE	3,096.10	98.64	3,194.74		
98	INTERNATIONAL STUDENT 5CR BRIDGE	2,142.25	68.10	2,210.35		
99	INTERNATIONAL STUDENT 10CR BRIDGE	552.50	17.20	569.70		
100	IP HOUSING PLACEMENT FEE (One-Time fee Incl. airport pickup & move-in kit)	300.00	-	300.00		
101	INTERNATIONAL ADMISSIONS FEE	50.00	-	50.00		
102	FOUNDATION FOR SUCCESS	100.00	-	100.00		
103	INTERNATIONAL STUDENT COLLEGE EXPERIENCE (One-time fee)	100.00	100.00	200.00		
104	INT'L STUDENT LATE ENROLLMENT FEE	95.00	-	95.00		
105	TRANSCRIPT FEE (Official) WEB ONLY	12.00	-	12.00		
106	TRANSCRIPT FEE-ON DEMAND (IN-PERSON)	25.00	-	25.00		
107	GED (flat fee)	30.00	6.00	36.00		
108	ADMINISTRATIVE FEE FOR SPECIALIZED TESTING (LEVEL 1)	5.00	-	5.00		
109	ADMINISTRATIVE FEE FOR SPECIALIZED TESTING (LEVEL 2)	10.00	-	10.00		
110	ADMINISTRATIVE FEE FOR SPECIALIZED TESTING (LEVEL 3)	15.00	-	15.00		
111	PROCTORED TEST (for non-Green River testing)	25.00	-	25.00		
112	TYPING TEST FEE	10.00	-	10.00		
113	NCRC TEST (National Career and Readiness Certificate-Aerospace)	36.00	-	36.00		
114	NCRC RE-TAKE TEST(National Career and Readiness Certificate-Aerospace)	12.00	-	12.00		
115	CAREER ASSESSMENT STUDENT	20.00	-	20.00		
116	CAREER ASSESSMENT NON-STUDENT	40.00	-	40.00		
117	WELDING CERT TEST	60.00	-	60.00		

Green River College

2024-2025 Proposed Fees and Waivers

Line No	Pending Tuition DESCRIPTION	Per Credit 23-24 RATE	INCR.	24-25 RATE	NOTE	2024-2025 PER CREDIT AMT WAIVED
118	WCS BAT EXAM FEE (pass through)	51.00	-	51.00		
119	WCS BAT EXAM FEE	149.00	-	149.00		
120	LOCKER FEE PER QUARTER	0.00	-	0.00		
121	LOCKER FEE PER YEAR	0.00	-	0.00		
122	RETURNED CHECK FEE	30.00	-	30.00		
123	MINIMUM REFUND AMOUNT	10.00	-	10.00		
124	CALCULATOR RENTAL	20.00	-	20.00		
125	CALCULATOR LATE RETURN PENALTY	10.00	-	10.00		
126	CAMERA RENTAL	50.00	-	50.00		
127	CAMERA RENT LATE RETURN PENALTY	30.00	-	30.00		
128	EVENT TICKET PURCHASE HANDLING FEE	1.00	-	1.00		
129	PAYMENT PLAN ENROLLMENT FEE (Per Quarter)	25.00	-	25.00		
130	MARKETING -LOBBY SALES (single table)	25.00	-	25.00		
131	MARKETING -LOBBY SALES (double table)	40.00	-	40.00		
132	PHI THETA KAPPA DUES	70.00	-	70.00		
133	TELECOURSE RENTAL FEE (per class)	30.00	-	30.00		
134	STAFF PARKING (QUARTERLY)	20.00	-	20.00		
135	STAFF PARKING (4-QUARTERS)	80.00	-	80.00		
136	STAFF PARKING (3-QUARTERS)	60.00	-	60.00		
137	PARKING DUPLICATE	5.00	-	5.00		
138	PARKING FINE	25.00	-	25.00		Variable
139	GUARANTEED PARKING (QTRLY - SPACE AVAILABLE)	100.00	-	100.00		
140	GUARANTEED PARKING (DAILY- SPACE AVAILABLE)	5.00	-	5.00		
141	Overdue Laptop Fine - per day	25.00	(20.00)	5.00		
142	Laptop Power Cord Replacement Fee	30.00	-	30.00		
143	Laptop Replacement Fee	910.00	-	910.00		
144	Study Abroad Administration Fee	200.00	-	200.00		
145	Inclusive Access	125.00	75.00	200.00		Variable
146	eLearning Course Fee (per course)	12.00	5.50	17.50		

	NOTES:
1	Mandatory Waiver set by SBCTC
2	Optional Waiver set by SBCTC : Colleges may waive all or part of the non-resident operating fee differential; not building fee differential.
3	Optional Waiver approved by SBCTC
4	Mandatory Waiver: Law Enforcement/Firefighter- RCW 28B.15.380
5	Mandatory Waiver: Active Duty RCW 28B.15.622
6	Optional Active Duty waiver approved by SBCTC and GRC Board to waive all Building Fee & S&A Fee
7	Optional Waiver: Veterans - RCW 28B.15.621 - FY 23 GRC approved 10% OFF 1-19+ CREDITS - this is change from 10% OFF 1-10 CREDITS from FY22

Green River College

2024-2025 Proposed

Instructional Fee Adds and Changes

	Course		CoOp Fees	2023-2024 Fee	Change	2024-2025 Fee
			FEE REDUCTIONS			
1	ELL	71	Reading Support L1	10.00	(10.00)	-
2	ELL	72	Reading Support L2	10.00	(10.00)	-
3	SOC	252	Drugs and Society	18.50	(18.50)	-
			NEW COURSE FEES			
4	GEOG	190	Geographic Exploration		30.00	30.00
5	NATRS	180	Natural Resources Measurement		80.00	80.00
			FEE INCREASES			
6	ART	105	Beginning Drawing	20.00	30.00	50.00
7	ART	111	Painting 1	20.00	30.00	50.00
8	ART	112	Painting 2	20.00	30.00	50.00
9	ART	113	Painting 3	20.00	30.00	50.00
10	ART	255	Advanced Painting 1	20.00	30.00	50.00
11	ART	256	Advanced Painting 2	20.00	30.00	50.00
12	ART	257	Advanced Painting 3	20.00	30.00	50.00
13	ATECH	110	Shop Procedures	50.00	60.00	110.00
14	ATECH	111	Electrical/Electronics	3.00	2.00	5.00
15	ATECH	112	Engine Performance	3.00	2.00	5.00
16	ATECH	113	Engine Repair	3.00	2.00	5.00
17	ATECH	114	Auto Transmis/Trans-Axle	3.00	2.00	5.00
18	ATECH	115	Manual Drive Trains/Axle	3.00	2.00	5.00
19	ATECH	116	Suspension and Steering	3.00	2.00	5.00
20	ATECH	117	Brakes	3.00	2.00	5.00
21	ATECH	118	Heating & Air Condition	3.00	2.00	5.00
22	ATECH	119	Special Shop Practice	3.00	2.00	5.00
23	BIOL&	100	Survey of Biology	20.00	10.00	30.00
24	BIOL&	160	General Biology with Lab	25.00	25.00	50.00
25	BIOL&	211	Majors Cellular	27.00	28.00	55.00
26	BIOL&	212	Majors Animal	27.00	28.00	55.00
27	BIOL&	213	Majors Plant	27.00	28.00	55.00
28	BIOL&	260	Microbiology	40.00	40.00	80.00
29	CARP	171	Adv Cabinet/Wood Fab	60.00	50.00	110.00
30	CJ	115	Fingerprint Science	40.00	10.00	50.00
31	CJ	215	Adv Fingerprint Id	15.00	35.00	50.00
32	CJ&	240	Intro Forensic Science	10.00	40.00	50.00
33	INDUS	101	Basic Woodworking	40.00	40.00	80.00
34	INDUS	111	Welding Survey 1	12.00	0.50	12.50
35	INDUS	112	Welding Survey 2	12.00	0.50	12.50
36	INDUS	113	Welding Survey 3	12.00	0.50	12.50
37	NATRS	100	Introduction to Natural Resources	10.00	90.00	100.00
38	NATRS	114	Chainsaw Operation and Maintenance	30.00	15.00	45.00
39	NATRS	130	Wildland Firefighter Training L-180 and S-130/19	10.00	20.00	30.00
40	NATRS	161	Wildlife Habitat Mgmt	15.00	10.00	25.00
41	NATRS	205	Wildland Recreation	35.00	25.00	60.00
42	NATRS	210	Introduction to Soils	15.00	10.00	25.00
43	NATRS	263	Cartography	25.00	25.00	50.00
44	NATRS	286	Nat Res Bus Principles	5.00	20.00	25.00
45	NATRS	293	Silvic/Analy Forest Prot	20.00	5.00	25.00
46	NATRS	400	Forest Law and Policy	10.00	15.00	25.00
47	OTA	100	Intro to Occ Therapy	12.50	0.50	13.00
48	OTA	102	OTA Applied Anat/Kines	12.50	0.50	13.00

Green River College

2024-2025 Proposed

Instructional Fee Adds and Changes

	Course		CoOp Fees	2023-2024 Fee	Change	2024-2025 Fee
49	OTA	103	Applied Anat/Kines Lab	19.00	1.00	20.00
50	OTA	111	Fund of OT Health Care	108.00	6.00	114.00
51	OTA	112	Prof Skills for Healthcare Lab	40.00	2.00	42.00
52	OTA	120	Developmental Disabilities 1	28.00	2.00	30.00
53	OTA	121	Dev Disabilities 1 Lab	18.50	1.50	20.00
54	OTA	122	Physical Disabilities 1	13.00	1.00	14.00
55	OTA	123	Phys Disabilities 1 Lab	63.50	3.50	67.00
56	OTA	124	Fund'ls of Gerontology	7.50	0.50	8.00
57	OTA	126	Clinical Seminar 1	45.50	2.50	48.00
58	OTA	127	Clinical Seminar Lab	216.50	12.50	229.00
59	OTA	128	Application of OTA 1	29.50	1.50	31.00
60	OTA	130	Prof Advocacy Experience	136.50	8.50	145.00
61	OTA	131	Physical Disabilities 2	37.50	2.50	40.00
62	OTA	132	Phys Disabilities 2 Lab	43.00	3.00	46.00
63	OTA	133	Psychosocial Dysfunction	9.00	1.00	10.00
64	OTA	134	Psycho Dysfunction Lab & FW	30.50	1.50	32.00
65	OTA	200	Developmental Disabilities 2	19.00	1.00	20.00
66	OTA	201	Dev Disabilities 2 Lab	43.00	3.00	46.00
67	OTA	202	Ethics/Society-Practice	7.00	1.00	8.00
68	OTA	210	Therapeutic Practices-OT	29.50	1.50	31.00
69	OTA	211	Clinical Skills Training	31.00	2.00	33.00
70	OTA	213	Thera Group Leader Lab	41.50	2.50	44.00
71	OTA	220	Thera Group Activities 2	9.00	1.00	10.00
72	OTA	221	Therap Group Activ 2 Lab	14.00	1.00	15.00
73	OTA	222	Clinical Seminar 2	115.50	6.50	122.00
74	OTA	223	Application of OT 2	26.00	2.00	28.00
75	OTA	224	Therapeutic Adaptations	23.50	1.50	25.00
76	OTA	225	App of Therapeutic Activ	77.00	5.00	82.00
77	OTA	228	Pre-Fieldwork Exper Sem	51.50	3.50	55.00
78	OTA	240	Fieldwork Exp Seminar 1	157.50	9.50	167.00
79	OTA	241	Fieldwork Exper Sem 2	183.00	11.00	194.00
80	OTA	245	Co-Op Fieldwork Exper 1	33.50	2.50	36.00
81	OTA	246	Co-Op Fieldwork Exper 2	24.50	1.50	26.00
82	WELD	103	Special Welding	12.00	25.00	37.00
83	WELD	141	Basic Arc Weld and Flame (per credit)	10.00	2.50	12.50
84	WELD	142	Intermediate Welding (per credit)	10.00	2.50	12.50
85	WELD	143	Advanced Arc Welding (per credit)	10.00	2.50	12.50
86	WELD	194	Special Welding Project 1 (per credit)	10.00	2.50	12.50
87	WELD	195	Special Welding Project 2 (per credit)	10.00	2.50	12.50
88	WELD	196	Special Welding Project 3 (per credit)	10.00	2.50	12.50
			NEW COURSES			
####	ACCT	301	Intermediate Accounting I		25.00	25.00
####	ACCT	302	Intermediate Accounting II		25.00	25.00
####	ACCT	303	Intermediate Accounting III		25.00	25.00
####	ACCT	394	Special Topics: Accounting		25.00	25.00
####	ACCT	410	Cost Accounting		25.00	25.00
####	ACCT	411	Auditing		25.00	25.00
####	ACCT	430	Accounting Information Systems and Controls		25.00	25.00
####	ACCT	450	Business Taxation		25.00	25.00
####	ACCT	490	Accounting Internship/Capstone		25.00	25.00
####	ART	123	Beginning Videography		50.00	50.00

Green River College

2024-2025 Proposed

Instructional Fee Adds and Changes

	Course		CoOp Fees	2023-2024 Fee	Change	2024-2025 Fee
####	AVIA	287	ATC - Tower Operator 1		20.00	20.00
####	AVIA	288	ATC - Tower Operator 2		20.00	20.00
####	AVIA	289	ATC - Tower Operator 3		20.00	20.00
####	CARDIO	105	Cardiac Monitoring Clinical		100.00	100.00
####	ELL	6	English Language Learning Intro to Literacy		10.00	10.00
####	ERTECH	102	Emergency Room/Patient Care Technician		50.00	50.00
####	ERTECH	103	Emergency Room/Patient Care Technician Lab		100.00	100.00
####	GERM&	221	German IV		5.00	5.00
####	GERM&	222	German V		5.00	5.00
####	GERM&	223	German VI		5.00	5.00
####	IT	214	Cisco Certified Support Techn Cybersecurity Cert Prep		25.00	25.00
####	IT	295	CompTIA Project+ Certification Preparation		25.00	25.00
####	IT	350	Cyber Data Analysis Using Kibana		50.00	50.00
####	MATH	30	Support Course for MATH& 146		2.00	2.00
####	MATH	36	Support Course for MATH& 107		2.00	2.00
####	MUSC	160	Songwriting and Music Composition 1		20.00	20.00
####	MUSC	161	Songwriting and Music Composition 2		20.00	20.00
####	MUSC	162	Songwriting and Music Composition 3		20.00	20.00
####	MUSC	170	Music and the Environment		10.00	10.00
####	MUSC	260	Songwriting and Music Composition 4		20.00	20.00
####	MUSC	261	Songwriting and Music Composition 5		20.00	20.00
####	MUSC	262	Songwriting and Music Composition 6		20.00	20.00
####	NRS A	105	Nursing Assistant Clinical		100.00	100.00

Green River College

2024-2025

Long Term Commitments

Building COP's	Initial Amount	Remaining Amount	Annual Payment	Start Date	Payoff Date	COP Term Yrs	Yrs Remaining	Payment Source	Notes
Kent II	8,090,000	2,265,252	521,412	8/11/09	6/1/29	20	5	Int'l Programs	IP Annual Operations
Salish	26,830,000	7,523,178	1,738,652	8/11/09	6/1/29	20	5	State Fund 060	SBCTC Annual Allocation
Student Life Replacement	13,480,000	5,590,000	1,242,888	12/1/14	6/1/29	15	5	S & A	S&A & IP
New Auburn Center	14,550,000	10,165,000	1,041,200	6/1/16	12/1/35	20	11	Reserves and IP	Fund Balance and Annual Operations
Total Building COP'S	**62,950,000**	**25,543,430**	**4,544,151**						

Long-Term Lease			Annual Payment	Start Date	Payoff Date	# Yrs		Payment Source	Notes
Enumclaw Center			129,923	3/1/96	N/A	5		General Fund	Current Term 3/1/21-2/28/26
Drama Storage			72,000	6/15/80	N/A	5		General Fund	Current Term 10/1/23 - 9/30/28
Parking Lease			1,200	9/19/03	N/A			Parking Fund	Current Term: month to month
Spokane Lab			16,800	8/1/05	N/A			Self Support	Anticipated Term 8/1/24 - 7/31/25 - Annual Delegated Renewal
Total Long-Term Leases			**424,852**						

2024-2025 Reserve & Dedicated Funds Budget

Reserve	Estimated Ending Balance June 30, 2024	Estimated Activity & Commitments	Estimated Beginning Balance July 1, 2024
Board Reserve	9,047,291	235,701	9,282,992
International Programs Reserve	4,632,551	631,281	5,263,832
Running Start Reserve	6,412,800	2,387,639	8,800,439
	20,092,642		23,347,263

Dedicated Funds	Ending Balance June 30, 2024	Activity & Commitments	Beginning Balance July 1, 2024
Building & Capital Asset Fund	3,471,262		3,471,262
Local Capital Improvements FY 24		(1,182,450)	(1,182,450)
Local Capital Improvements FY 25		(856,334)	(856,334)
Gym Waterline Mitigation		(1,500,000)	(1,500,000)
10% Contribution		2,812,854	2,812,854
5% to IT		(140,643)	(140,643)
Total Building & Capital Asset Fund		(866,573)	2,604,689
IT Building Infrastructure	1,206,613		1,206,613
5% Building Asset Fund to IT		140,643	140,643
Total IT Infrastructure	-	140,643	1,347,256
ctcLink Operations	426,289		426,289
Additional Funding Requirements		(98,168)	(98,168)
Total IT Infrastructure	-	(98,168)	328,121

Green River COLLEGE

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Additional Evidences / Section 3

Welcome to the Business Office

Welcome to the Business Office

Published 1/7/2026

About the Business Office

The Business Office is responsible for the processing of all business-related transactions for GRC. This includes insurance, licenses, government paperwork and permits.

Business Office Service Requests

- General Business Office Requests
- Expense & Revenue Transfer Request
- Okay to Pay Invoice/Vendor
- Request a Procurement Card (PCard)
- Travel & Expense Direct Deposit Change Request

Business Hours: M-Th, 8-5; Fr, 8-4:30
Location: Administration Building, room AD-10

Business Office Documents and Forms

Manager Budget Training

Manager Budget Training

March 2025

Green River COLLEGE

Agenda

- Assignment – What would you like to see for future trainings (ending question)
- Budget Definition
- Types of Budget Funds
- Budget Development Process
- Budget Resources

Green River COLLEGE

Budget Definition

What is a Budget?

A fiscal representation of an organizations mission and goals.

Definition

Budgeting is the tactical implementation of a business plan to achieve the strategic goals and priorities of the organization. The process of planning, monitoring, and managing the planned spending targets against the actual expenditures being disbursed.

Green River COLLEGE

Chartstring

Fund	Appr	Class	Dept	Project	Activity
XXX	XXX	XXX	XXXXX	XXXXXXXXXX	XXXX

Fund: Source of funding

Appropriation: Spending for a prescribed purpose not to exceed authorized amount

Class: Primary activity of the funds/department

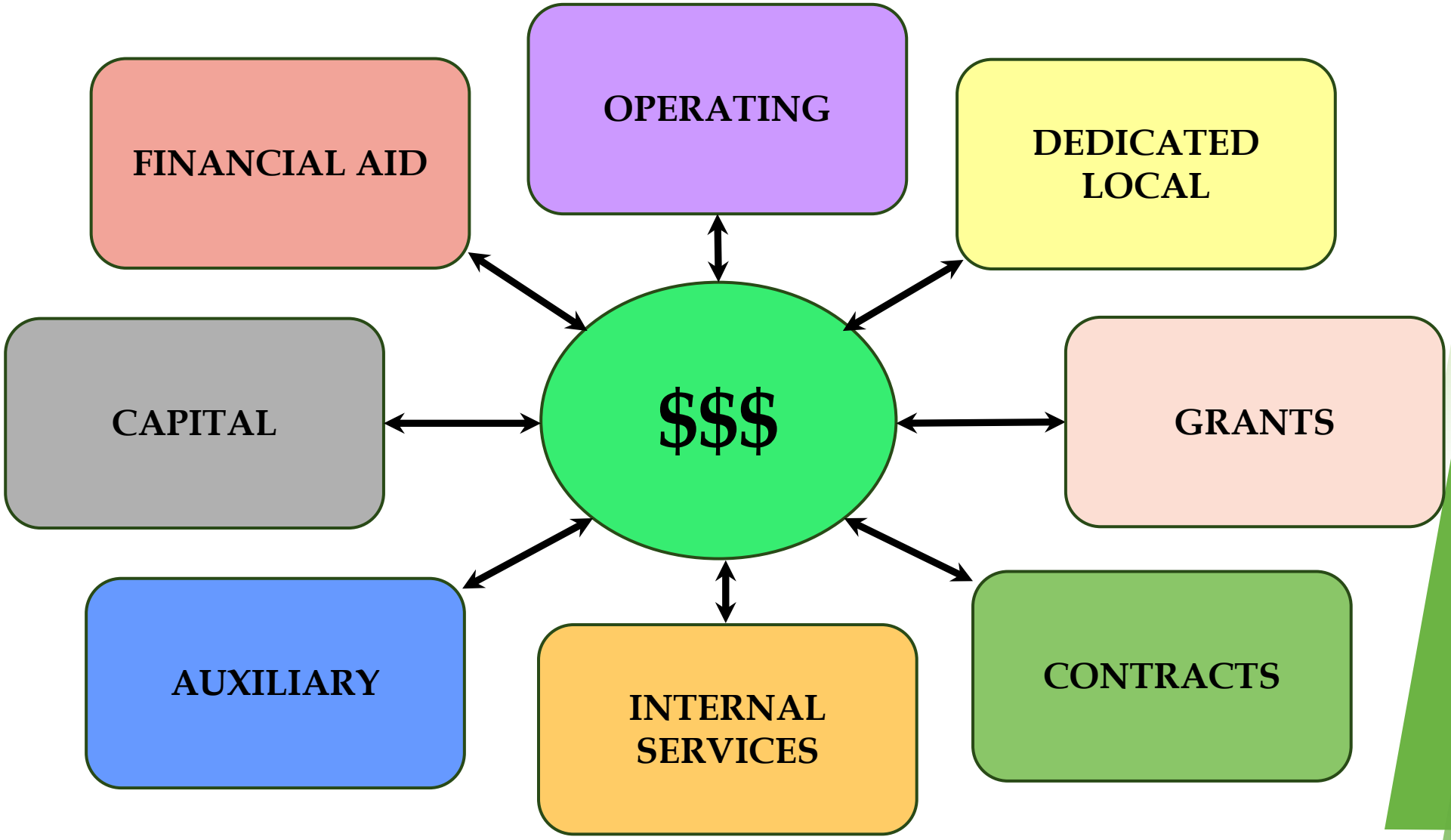
Department: College department or area

Other: (Grant & Capital)

- **Project:** Identifies a project within grants/capital
- **Activity:** Identifies specialized work within grant/capital

Green River COLLEGE

Source of Budget Funds



Green River COLLEGE

Budget Funds - Operating

Restricted State Allocations	Unrestricted Funds
001 - State General Fund - Restricted • Worker Retraining (123) • HEET (0BE) • MESA (BK1) • High Ed Opioid Prevention (FF2)	**001 - State General Fund** • Unrestricted Allocation (101)
08A - Education Legacy Trust - Restricted • Aerospace Enrollments (2AE) • Opportunity Grants (3BE) • Centers of Excellence (4AE)	**149 - Higher Ed Operating Fees Acct** • Student Tuition • Waivers
24J - Workforce Investment Acct - Restricted • Guided Pathways (071 & 9AE) • Nurse Educator Salaries (091) • Centers of Excellence (1AP) • Diversity, Equity, Inclusion (9AP)	

Green River COLLEGE

Budget Funds - Grants, Contracts, & Dedicated Local Fees

145 – Grants – Restricted for designated expenses and use per grantor

- AANAPISI
- Perkins
- SBCTC JSP
- TRIO

146 – Contracts – Unrestricted expenses and use

- International Programs
- Open Doors
- Running Start

148 – Dedicated Local Fees - Self sustaining programs and mandatory fees

- Continuing Education
- Co-Op
- Special Services
- WETRC

Green River COLLEGE

Budget Funds – Internal Services

443 – Data Processing

Accounts for expenditures and revenues generated by providing data processing services to other units of the college on a reimbursement basis.

448 – Printing

Accounts for revenues and expenditures generated from providing printing supplies and services to other units of the college on a reimbursement basis.

460 – Motor Pool

Accounts for revenues and expenditures generated from providing transportation services to other units of the college on a reimbursement basis.

Green River COLLEGE

Budget Funds – Auxiliary

522 – Associated Student Account (S&A)

Accounts for the revenues and expenditures associated with locally approved student body activities.

524 – Bookstore

Accounts for the revenues and expenditures associated with the business of providing bookstore services.

528 – Parking

Accounts for the revenues and expenditures associated with the business of providing parking services.

573 – Conference Services

Accounts for the revenue and expenditures associated with the business of operating local housing and food services for students.

Green River COLLEGE

Budget Funds – Capital

147 – Local Capital Projects

Accounts for revenue from local sources to be expended for capital improvements.

- Funded through Building & Asset Reserve (Board Approval to Spend)
- CL&I Renovation
- Gym Waterline Mitigation

057 – State Building Construction

Appropriated by the Legislature each biennium for identified infrastructure repairs.

- HVAC replacements
- Utility submeter replacement

060 – Community & Technical College Capital Projects

General fund bond issue and construction account. Appropriated by SBCTC each biennium.

- RMI/URF – Preventative facilities maintenance and building repairs

Green River COLLEGE

Budget Funds – Financial Aid

846 – Grants in Aid

Accounts for all funds placed in the custody of the college for use as scholarships or fellowships.

- Grants
- Scholarships

849 – Student Loans

Accounts for all funds placed in the custody of the college for use as loans to students.

- Direct Loan
- PLUS Loan

850 – Work Study

Accounts for all funds placed in the custody of the college for use as work-study payments to students

860 – Institutional Financial Aid Fund

Accounts for the revenue from the 3½% portion of tuition designated for aid to students.

- Student aid approved by board

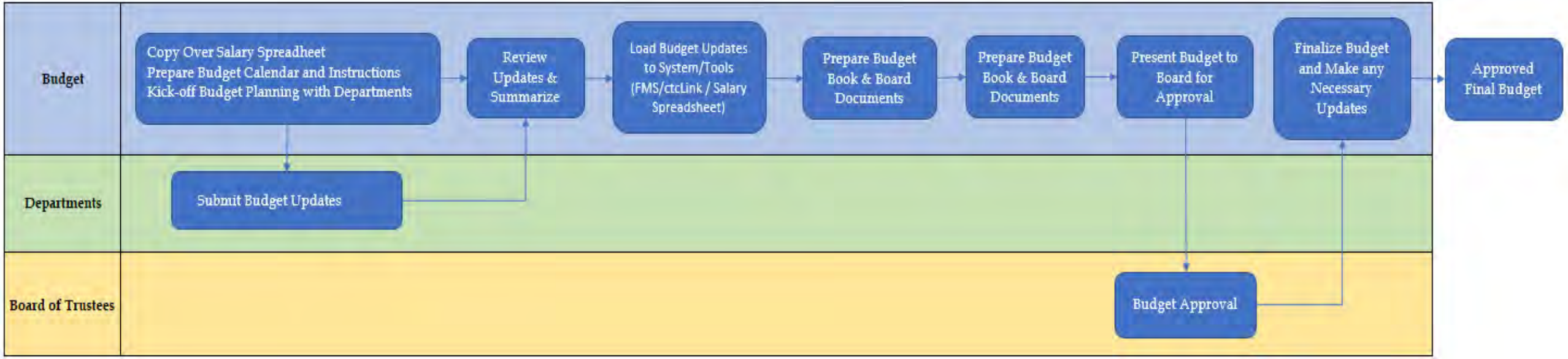
Green River COLLEGE

Budget Development - Historical

- Project operating expenditures with known changes (COLA)
- Departmental requests for addition budget
- Revenue projections (allocation, tuition, running start, IP)
- Operating budget department manager review and update (net zero change)
- Self Support & Fee Based budget updates
- Grants & Contract budget update
- Tuition and fee updates
- Financial Aid budget update
- Capital budget update
- Summarize data for budget book
- Exec team finalize budget
- Board reviews & approves budget

Green River COLLEGE

Budget Development - Historical



Budget Development - Future

Workgroup # 2 – Fiscal Sustainability Taskforce

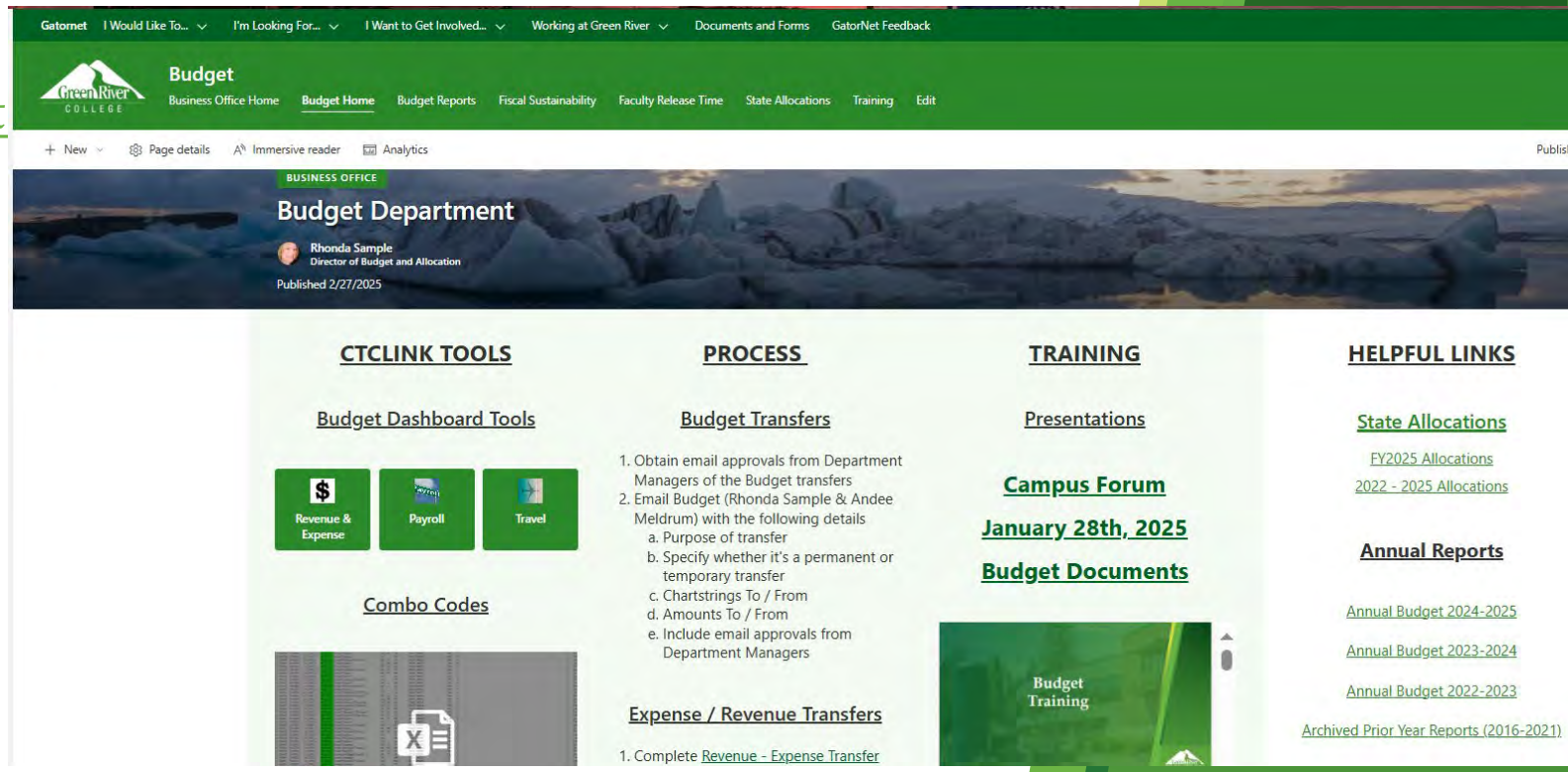
The task force will work to enhance budget oversight, identify on-going cost-savings, and evaluate future budget actions, ensuring Green River College's fiscal sustainability to support long-term viability, fulfill our educational mission, and promote student success.

Green River COLLEGE

Budget Resources

Budget Gatornet (https://greenriveredu.sharepoint.com/sites/GN-Budget/)

- Budget Dashboard
- Annual Budget Reports
- Quarterly & Annual Board Reports
- Annual State Allocations
- Fiscal Sustainability



Budget Training

Budget Training

Green River COLLEGE

Budget Training Topics

- Budget Definition
- CtcLink
- Combo Codes
- Initiatives
- Tools
- Dashboards
- Reorganizations
- Transfers

Green River COLLEGE

Budget - Definition

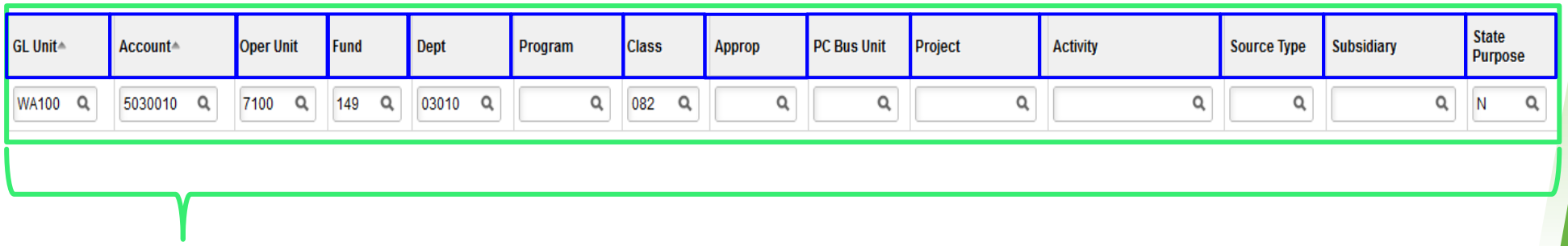
- A spending plan that considers estimated current and future income and expenses for a specified future period, usually a year
- Green River planning period is based on a July 1st through June 30th fiscal year
- Helps ensure successful management of funding to key deliverable and strategic goals

Green River COLLEGE

ctcLink – Chartfield & Chartstring

Chartfield

The individual component or fields that when combined make up the Chartstring



GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Approp	PC Bus Unit	Project	Activity	Source Type	Subsidiary	State Purpose
WA100	5030010	7100	149	03010		082							N

Chartstring

A set of Chartfields "strung" together to represent the proper categorization of a financial transaction

By combining appropriate Chartfields, we create a valid Chartstring for every transaction in ctcLink

Green River COLLEGE

ctcLink - Chartfield Components

Chartfield	Description
General Ledger Unit (GL Unit)	• "Book of Record" which holds all financial transaction details • Unique to each ctcLink college • ***WA100 used for Green River***

Account	• Classifies the nature of a financial transaction
	• ***Required field in ctcLink***
	• Represents transactions pertaining to:
	  • Assets
	  • Liabilities (debt)
	  • Fund Equity
	  • Revenues
	  • Expenses

Operating Unit	• ***7100 used for Green River***
Fund	• ***Primary*** structure unit for college fund accounting
Class	• Identifies a unique appropriation budget key • In Legacy, referred to as a "Budget Number" or "Account Code"
Department	• Where labor and non-labor are accounted for in ctcLink • **Department managers** are responsible for approving transactions and making budget decisions

GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Approp	PC Bus Unit	Project	Activity	Source Type	Subsidiary	State Purpose
WA100	5030010	7100	149	03010		082							N

Green River COLLEGE

ctcLink - Important Reminders

- Appropriation only required with certain Funds (001, 057, 060, 08A, 147, 24J, 489)

Account	Operating Unit	Fund Code	Appropriation Index	Department	Class Field
5030010	7100	24J	231	15226	011

- Project Costing (PC) Business Unit (WA100) needed with Fund 145
- Capital, Contracts, & Grants all require Project & Activity ID's

Business Unit	Ledger Group	Account	Operating Unit	Fund Code	Appropriation Index	Department	Class Field	PC Business Unit	Project	Activity
WA100	DETAIL_KK	5030010	7100	145		70201	143	WA100	0000008713	ADM24

Green River COLLEGE

ctcLink - Valid Chartstring Examples

GL Unit: WA100

Oper Unit: 7100

Fund:
145 – Grants and Contracts
146 – Local Contracts
149 – Operating Fees

Class:
061 – Student Services
083 – General Support Services
253 – Computer Services
254 – Central Stores
264 – Student Activities

GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Approp	PC Bus Unit	Project	Activity	Source Type	Subsidiary	State Purpose
WA100	5030010	7100	149	03010		082							N

Account: (Expenses begins with a "5")
5030012 – Janitorial Supplies
5030013 – Office Supplies
5030023 – Postage and Parcel
5080004 - Travel

Department:
05000 – Facilities
06020 – Network/Telecom
06061 – Computer Replacement
06065 – Software Support
14200 – Trades
25020 – Motor Pool-Safety

Green River COLLEGE

When will I need a valid Chartstring?

Purchasing - Requisitions	Creating a requisition, Chartstring required on the Distribution tab
Purchasing - PCards	During reconciliation, cardholders can update distributions for each expense
Travel and Expense	Creating travel authorizations, multiple expense types can be created, and the Chartfields can be updated in each row

All financial transactions in ctcLink are represented by a Chartstring

Green River COLLEGE

Combo Codes

- A 9-digit number that is created by a unique chartfield combination used in HCM to process Payroll transactions
- Converts the chartfields into one digital identification code
- Used for HR & Payroll processing
  - Job Record
  - Labor Expenditures
- PEN Forms require the Combo Code along with the chartfield

Green River COLLEGE

Budget Initiatives

- Fund 146 & 148 (Self-Support) Improvements to Expenditure & Revenue Planning
- HR Process Improvements
- Pen Form & Request To Hire Automation

Green River COLLEGE

Budget Tools

- Budget Dashboards
  - Revenue & Expense
  - Payroll
  - Travel
- Combo Code List
- Department Manager List
- FMS Legacy Conversion Crosswalk

Green River COLLEGE

Budget Dashboard

- What is this tool?
  - Reporting Interface
  - Pulls data from ctcLink to populate reports
- Where did it come from?
  - Shared with us from Edmonds College, may have originated from Spokane College
  - GRC IT remapped the contents to GRC data
- Where is it stored?
  - Data & Reports stored securely on Green River's servers
- How often is it updated?
  - Refreshed Nightly
- How do I get to the tool?
  - Links provided to Budget Dashboard Tools on Budget Gatornet Site

Green River COLLEGE

Reorganizations

- Coordinate with Budget
- Obtain Planned Employee Labor Details
- Vacant/Removed Positions
- Complete HR Reorganization Form
- Approvals Required:
  - Department Manager
  - Vice President

Green River COLLEGE

Budget Transfers

- Send Email to Budget
- Include:
  - Purpose of the Transfer
  - Indicate Permanent or Temporary
  - Chartstring Details To/From
  - Amounts To/From
  - Department Manager Approvals

Green River COLLEGE

Questions???

Green River COLLEGE

Green River College PRFR Report Appendix 2.E.3

2.E.3 Financial resources are managed transparently in accordance with policies approved by the institution's governing board(s), governance structure(s), and applicable state and federal laws.

Table of Contents

2.E.3 EV.#1 / Section 1 ..... **4**

2.E.3 EV.#2 / Section 2 ..... **40**

Section 1: Description of internal financial controls

- Capital budget projects—Objective analysis and scoring—Prioritized lists—Additional supporting information, RCW 43.88D.010
- Services and activities fees—Guidelines governing establishment and funding of programs supported by—Scope—Mandatory provisions—Dispute resolution, RCW 28B.15.045
- Office of Financial Management (statewide accounting)
- State Administrative & Accounting Manual (SAAM)
- Financial Services | Department of Enterprise Services (DES)
- BSR-1 Order Delegating Authority
- ctcLink Accounting Manual
- GA-13 Grant/Contract Proposal Development
- GA-14 Grant/Contract Procedures, Post Award
- Process for Financial Review of Grant & Contract Awards

Section 2: Board approved financial policies, state financial policies, system financial policies

- EL-4 Financial Planning/Forecasting
- SBCTC Policies and Rules
- State Administrative and Accounting Manual (SAAM)
- Comprehensive Annual Financial Report (ACFR)

2.E.3 EV.#1 / Section 1

Capital budget projects—Objective analysis and scoring—Prioritized lists—Additional supporting information, RCW 43.88D.010

RCW 43.88D.010 Capital budget projects—Objective analysis and scoring—Prioritized lists—Additional supporting information. (1) By October 1st of each even-numbered year, the office of financial management shall complete an objective analysis and scoring of all capital budget projects proposed by the public four-year institutions of higher education and submit the results of the scoring process to the legislative fiscal committees and the four-year institutions. Each project must be reviewed and scored within one of the following categories, according to the project's principal purpose. Each project may be scored in only one category. The categories are:

(a) Access-related projects to accommodate enrollment growth at all campuses, at existing or new university centers, or through distance learning. Growth projects should provide significant additional student capacity. Proposed projects must demonstrate that they are based on solid enrollment demand projections, more cost-effectively provide enrollment access than alternatives such as university centers and distance learning, and make cost-effective use of existing and proposed new space;

(b) Projects that replace failing permanent buildings. Facilities that cannot be economically renovated are considered replacement projects. New space may be programmed for the same or a different use than the space being replaced and may include additions to improve access and enhance the relationship of program or support space;

(c) Projects that renovate facilities to restore building life and upgrade space to meet current program requirements. Renovation projects should represent a complete renovation of a total facility or an isolated wing of a facility. A reasonable renovation project should cost between sixty to eighty percent of current replacement value and restore the renovated area to at least twenty-five years of useful life. New space may be programmed for the same or a different use than the space being renovated and may include additions to improve access and enhance the relationship of program or support space;

(d) Major stand-alone campus infrastructure projects;

(e) Projects that promote economic growth and innovation through expanded research activity. The acquisition and installation of specialized equipment is authorized under this category; and

(f) Other project categories as determined by the office of financial management in consultation with the legislative fiscal committees.

(2) The office of financial management, in consultation with the legislative fiscal committees, shall establish a scoring system and process for each four-year project category that is based on the framework used in the community and technical college system of prioritization. Staff from the state board for community and technical colleges and the four-year institutions shall provide technical assistance on the development of a scoring system and process.

(3) The office of financial management shall consult with the legislative fiscal committees in the scoring of four-year institution project proposals, and may also solicit participation by independent experts.

(a) For each four-year project category, the scoring system must, at a minimum, include an evaluation of enrollment trends, reasonableness of cost, the ability of the project to enhance specific strategic master plan goals, age and condition of the facility if applicable, and impact on space utilization.

(b) Each four-year project category may include projects at the predesign, design, or construction funding phase.

(c) To the extent possible, the objective analysis and scoring system of all capital budget projects shall occur within the context of any and all performance agreements between the office of financial management and the governing board of a public, four-year institution of higher education that aligns goals, priorities, desired outcomes, flexibility, institutional mission, accountability, and levels of resources.

(4) In evaluating and scoring four-year institution projects, the office of financial management shall take into consideration project schedules that result in realistic, balanced, and predictable expenditure patterns over the ensuing three biennia.

(5) The office of financial management shall distribute common definitions, the scoring system, and other information required for the project proposal and scoring process as part of its biennial budget instructions. The office of financial management, in consultation with the legislative fiscal committees, shall develop common definitions that four-year institutions must use in developing their project proposals and lists under this section.

(6) In developing any scoring system for capital projects proposed by the four-year institutions, the office of financial management:

(a) Shall be provided with all required information by the four-year institutions as deemed necessary by the office of financial management;

(b) May utilize independent services to verify, sample, or evaluate information provided to the office of financial management by the four-year institutions; and

(c) Shall have full access to all data maintained by the joint legislative audit and review committee concerning the condition of higher education facilities.

(7) By August 1st of each even-numbered year each public four-year higher education institution shall prepare and submit prioritized lists of the individual projects proposed by the institution for the ensuing six-year period in each category. The lists must be submitted to the office of financial management and the legislative fiscal committees. The four-year institutions may aggregate minor works project proposals by primary purpose for ranking purposes. Proposed minor works projects must be prioritized within the aggregated proposal, and supporting documentation, including project descriptions and cost estimates, must be provided to the office of financial management and the legislative fiscal committees.

(8) For the 2021-2023 fiscal biennium, pursuant to subsection (1) of this section, by November 1, 2022, the office of financial management must score higher education capital project criteria with a rating scale that assesses how well a particular project satisfies those criteria. The office of financial management may not use a rating scale that weighs the importance of those criteria.

(9) For the 2021-2023 fiscal biennium, pursuant to subsection (6)(a) of this section and in lieu of the requirements of subsection (7) of this section, by August 15, 2022, the institutions of higher education shall prepare and submit or resubmit to the office of financial management and the legislative fiscal committees:

(a) Individual project proposals developed pursuant to subsection (1) of this section;

(b) Individual project proposals scored in prior biennia pursuant to subsection (1) of this section; and

(c) A prioritized list of up to five project proposals submitted pursuant to (a) and (b) of this subsection.

(10) The requirements of this section are suspended during the 2023-2025 and 2025-2027 fiscal biennia. [2025 c 414 s 8033; 2023 c 474 s 8034; 2021 c 332 s 7034; 2019 c 413 s 7032; 2018 c 298 s 7013; 2017 c 52 s 15; 2012 c 229 s 821; 2010 c 245 s 9; 2008 c 205 s 2.]

Effective date—2025 c 414: See note following RCW 79A.25.210.

Conflict with federal requirements—Effective date—2023 c 474: See notes following RCW 28A.320.330.

Effective date—2021 c 332: See note following RCW 43.19.501.

Effective date—2019 c 413: See note following RCW 28B.15.210.

Effective date—2018 c 298: See note following RCW 79.17.210.

Effective date—2012 c 229 ss 101, 117, 401, 402, 501 through 594, 601 through 609, 701 through 708, 801 through 821, 902, and 904: See note following RCW 28B.77.005.

Findings—Expand on demand—System design plan endorsed—2010 c 245: See note following RCW 28B.50.020.

Services and activities fees—Guidelines governing establishment and funding of programs supported by—Scope—Mandatory provisions—Dispute resolution, RCW 28B.15.045

RCW 28B.15.045 Services and activities fees—Guidelines governing establishment and funding of programs supported by—Scope—Mandatory provisions—Dispute resolution. The legislature recognizes that institutional governing boards have a responsibility to manage and protect institutions of higher education. This responsibility includes ensuring certain lawful agreements for which revenues from services and activities fees have been pledged. Such lawful agreements include, but are not limited to, bond covenant agreements and other contractual obligations. Institutional governing boards are also expected to protect the stability of programs that benefit students.

The legislature also recognizes that services and activities fees are paid by students for the express purpose of funding student services and programs. It is the intent of the legislature that governing boards ensure that students have a strong voice in recommending budgets for services and activities fees. The boards of trustees and the boards of regents of the respective institutions of higher education shall adopt guidelines governing the establishment and funding of programs supported by services and activities fees. Such guidelines shall stipulate procedures for budgeting and expending services and activities fee revenue. Any such guidelines shall be consistent with the following provisions:

(1) Student representatives from the services and activities fee committee and representatives of the college or university administration shall have an opportunity to address the board before board decisions on services and activities fee budgets and dispute resolution actions are made.

(2) Members of the governing boards shall adhere to the principle that services and activities fee committee desires be given priority consideration on funding items that do not fall into the categories of preexisting contractual obligations, bond covenant agreements, or stability for programs affecting students.

(3) Responsibility for proposing to the administration and the governing board program priorities and budget levels for that portion of program budgets that derive from services and activities fees shall reside with a services and activities fee committee, on which students shall hold at least a majority of the voting memberships, such student members shall represent diverse student interests, and shall be recommended by the student government association or its equivalent. The chairperson of the services and activities fee committee shall be selected by the members of that committee. The governing board shall insure that the services and activities fee committee provides an opportunity for all viewpoints to be heard at a public meeting during its consideration of the funding of student programs and activities.

(4) The services and activities fee committee shall evaluate existing and proposed programs and submit budget recommendations for the expenditure of those services and activities fees with supporting documents simultaneously to the college or university governing board and administration.

(5) The college or university administration shall review the services and activities fee committee budget recommendations and publish a written response to the services and activities fee committee. This response shall outline potential areas of difference between the committee recommendations and the administration's proposed budget recommendations. This response, with supporting documentation, shall be submitted to the services and activities fee committee in a timely manner to allow adequate consideration.

(6)(a) In the event of a dispute or disputes involving the services and activities fee committee recommendations, the college or university administration shall meet with the services and activities fee committee in a good faith effort to resolve such dispute or disputes prior to submittal of final recommendations to the governing board.

(b) If said dispute is not resolved within fourteen days, a dispute resolution committee shall be convened by the chair of the services and activities fee committee within fourteen days.

(7) The dispute resolution committee shall be selected as follows: The college or university administration shall appoint two nonvoting advisory members; the governing board shall appoint three voting members; and the services and activities fee committee chair shall appoint three student members of the services and activities fee committee who will have a vote, and one student representing the services and activities fee committee who will chair the dispute resolution committee and be nonvoting. The committee shall meet in good faith, and settle by vote any and all disputes. In the event of a tie vote, the chair of the dispute resolution committee shall vote to settle the dispute.

(8) The governing board may take action on those portions of the services and activities fee budget not in dispute in accordance with the customary budget approval timeline established by the board. The governing board shall consider the results, if any, of the dispute resolution committee and shall take action.

(9) Services and activities fees and revenues generated by programs and activities funded by such fees shall be deposited and expended through the office of the chief fiscal officer of the institution.

(10) Services and activities fees and revenues generated by programs and activities funded by such fees shall be subject to the applicable policies, regulations, and procedures of the institution and the budget and accounting act, chapter 43.88 RCW.

(11) All information pertaining to services and activities fees budgets shall be made available to interested parties. Annually, by September 30th, the services and activities fees committee at each institution of higher education, in coordination with the administration of the institution of higher education, shall post services and activities fees expenditure information for the prior academic year on the college or university website so that the information is clearly visible and easily accessible to students and the public. At a minimum, the services and activities fees budget information must include all the major categories of expenditure and the amounts expended in each category.

(12) With the exception of any funds needed for bond covenant obligations, once the budget for expending service and activities fees is approved by the governing board, funds shall not be shifted from funds budgeted for associated students or departmentally related categories or the reserve fund until the administration provides written justification to the services and activities fee committee and the governing board, and the governing board and the services and activities fee committee give their express approval. In the event of a fund transfer dispute among the services and activities fee committee, the administration, or the governing board, said dispute shall be resolved pursuant to subsections (6)(b), (7), and (8) of this section.

(13) Any service and activities fees collected which exceed initially budgeted amounts are subject to subsections (1) through (10) and (12) of this section. [2012 c 104 s 2; 1994 c 41 s 1; 1990 c 7 s 1; 1986 c 91 s 2; 1980 c 80 s 2.]

Intent—2012 c 104: "The legislature recognizes that students play an important role in recommending how services and activities fees should be expended, as the majority of members of the services and activities fees committee at each institution of higher education. It is the intent of the legislature to increase transparency, so that expenditures of revenue from services and activities fees are clearly visible and accessible to the students who pay those fees." [2012 c 104 s 1.]

Severability—1980 c 80: See note following RCW 28B.15.044.

Office of Financial Management (statewide accounting)

Supporting Statewide Financial Reporting

Guidance, policies, and support to help agencies meet Washington's reporting standards.

State Accounting Manual (SAAM)

The State Administrative & Accounting Manual, also known as SAAM, outlines the policies and procedures agencies need for the preparation of financial statements.

Explore the SAAM →

Fund Reference Manual

A complete inventory of all legally authorized accounts for use by state agencies, with a section for inactive accounts.

See the Fund Reference Manual →

Training for Fiscal Staff

Instructor-led, virtual, in-person, and on-demand training sessions in accounting, policies, fiscal year-end, and federal resources.

Explore training opportunities →

Administrative and Accounting Resources

These resources are intended as guidelines to help state agencies fulfill policy and procedure requirements in the State Administrative & Accounting Manual (SAAM). Agencies are encouraged to customize these resources to develop approaches that address their individual needs.

See all administrative & accounting resources →

Travel & Reimbursement

Washington State per diem rates, mileage rates and travel resources – includes maps of rates by county, both current and archived.

Explore travel & reimbursement →

Payroll

Pay dates and holidays, payment methods and procedures, as well as information on shared leave.

See all payroll policies →

Workday

Policies, procedures, and resources for Workday, a enterprise-wide system for finance, procurement, budget, human resources, and payroll processes.

See all Workday resources →

Statewide Cost Allocation Plan

Federally approved Statewide Cost Allocation Plan (SWCAP) as required by the OMB's Uniform Guidance.

See all SWCAP agreements →

Treasury-State Agreement

Ensuring greater efficiency, effectiveness, and equity in the exchange of funds between the federal government and the states.

See all Treasury-State agreements →

State Administrative & Accounting Manual (SAAM)

State Administrative & Accounting Manual (SAAM)

The State Administrative & Accounting Manual, also known as SAAM, provides control and accountability over financial and administrative affairs of the state of Washington, and assists agencies in gathering and maintaining information needed for the preparation of financial statements.

The policies and procedures in this manual are the minimum requirements that state agencies must meet. An agency may adopt additional policies and procedures in greater detail as long as the agency meets the required minimum standards.

Please note, if you click on the "Complete PDF of SAAM," all links should work as expected. However, if you navigate to the Table of contents and click on individual SAAM sections, links will only work to external webpages and to references within the same section.

Complete PDF of SAAM (4.8MB)

View or download a PDF of the entire manual to print or search.

Table of contents

Browse the SAAM by section or sub-section.

SAAM resources

Links to forms or other materials referenced in the SAAM.

Glossary [PDF] (0.3MB)

Definitions of terms used in the SAAM.

Directives & technical corrections

Track previous policy changes and updates.

Sub-subobjects

Current list of valid sub-subobjects, definitions, and decision flowcharts to assist with coding certain subobjects.

Superseded policies

Track older policies that have since been superseded or updated.

Financial Services | Department of Enterprise Services (DES)

We're renovating! Some pages may have moved. Thanks for your patience as we improve your experience.

Financial Services

Small Agency Financial Services provides efficient, centrally located accounting, budgeting, and payroll services for over 40 small agencies. As a result, small agencies are better able to focus their limited resources on their missions, strategic plans, and most importantly, their customers.

- Finance Toolkit: Tools for Financial Staff
- Forms and Instructions
- Agency Assignments
- Financial Services Contacts (directory)

References

- Rates and Service Commitment

Feedback

- Agency Director's Manual
- Executive Assistant's Manual
- State Administrative & Accounting Manual (SAAM)
- OFM - SAAM Travel Resources

Contact Information

Accounts Receivable
360-407-2238
financecashier@des.wa.gov

Accounts Payable
360-407-8183
Apquestions.safs@des.wa.gov

Budget
dessmallagencybudget@des.wa.gov

Payroll
360-407-2239
despayroll@des.wa.gov

Fax: 360-586-0055
Mail Stop: 41465

Was this page helpful?

Feedback

BSR-1 Order Delegating Authority

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BSR-1 ORDER DELEGATING AUTHORITY

Policy

The President of the College shall have the authority to exercise in the name of the Board all of the powers and duties vested in or imposed upon the Board by law, including all powers granted to the Board as governing body by Chapter 39.34 RCW or any other statute. The President of the College shall be directly responsible to the Board of Trustees. The President shall be the principal administrative officer of the College and shall have general supervision of all operations and programs of the institution.

The President shall be the appointing authority for all administrative exempt, classified, faculty, and other employees of the College; the President may delegate some or all of that authority in writing to vice presidents and/or other designees. The President shall carry out all rules, regulations, orders, directives, and policies established by the Board and shall perform all other duties necessary or appropriate to the administration of the College. The essence of the relationship between the Board and the President shall be one of full mutual confidence and completely open communication.

AUTHORITY RESERVED BY THE BOARD OF TRUSTEES

The Board of Trustees reserves unto itself the following authority (unless specifically delegated in particular instances by definite resolution passed by the Board):

1. To employ the President and set the salary and the terms and conditions of his or her employment.
2. To organize, administer, and operate the Board of Trustees.
3. To adopt, amend, or repeal rules pursuant to the Administrative Procedure Act, Chapter 34.05 RCW.
4. To approve the operating budgets and capital budget request for the College.
5. To approve revisions of $500,000 or more, to the revenues or expenses in the adopted budgets of any fund, or transfers between funds of $200,000 or more.
6. To authorize the purchase or long-term lease (for two years or more) of real property.
7. To establish dormitories, food service facilities, bookstores, and other self-supporting facilities.

College Policies

Business Administration

General Administrative

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8. To borrow money and issue and sell revenue bonds or other evidences of indebtedness.
9. To establish schedules for tuition and fees charged by the institution (with the exception of co-op fees and other self-sustaining program and service fees).
10. To enter into major contracts, others than public works contracts, for amounts in excess of $100,000.
11. To accept gifts, grants, conveyances, devises, bequests of real or personal property from private sources valued in excess of $25,000 and adopt regulations to govern the receipt and expenditure of the proceeds, rents, profits, and income thereof.
12. To approve and execute negotiated agreements with bargaining agents for academic employees and classified staff.
13. To award and deny tenure and dismiss and/or lay off tenure-track faculty members.
14. To authorize the award of degrees for appropriate programs of study.
15. To retain the responsibility for the expenditure of state funds by the College and its agents and employees.
16. To exercise all authority expressly reserved to the Board of Trustees in rules which have been or are hereafter adopted or amended by the Board pursuant to the provisions of the Administrative Procedure Act, Chapter 34.05 RCW.
17. To retain all authority which may be hereafter delegated to the Board of Trustees by the legislature of the state of Washington, unless such authority is expressly delegated to the President or his or her designee.

History of Policy

Draft: November 4, 2003, January f13, 2004, February 16, 2004
Adopted: August 19, 1982, April 15, 2004
Revised: September 18, 1986, October 15, 1987, October 16, 1996, November 19, 1998, June 19, 2014

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ctcLink Accounting Manual

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

ctcLink Accounting Manual (CLAM)

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Search the ctcLink Accounting Manual (CLAM) Enter a search term Submit

Purpose of Manual

This manual is currently being rewritten to align with ctcLink. Content will be added as it is finished.

The purpose of this manual is, in part, to fulfill the Washington State Board for Community and Technical Colleges' (SBCTC) responsibility under RCW 28B.50.090 (7)(b) to "Establish minimum standards to govern the operation of the community and technical colleges with respect to internal budgeting, accounting, auditing, and financial procedures as necessary to supplement the general requirements prescribed pursuant to Chapter 43.88 RCW."

The manual references established accounting policy and presents conventional practices adopted by the colleges to implement those polices. In many instances throughout the manual alternate practices or methods are presented.

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GA-13 Grant/Contract Proposal Development

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GA-13 GRANT/CONTRACT PROPOSAL DEVELOPMENT

Purpose
The purpose of these procedures is to outline the process for faculty and staff members who seek grant funding for their program.

Scope
This policy affects all faculty and staff.

Definitions
Idea Initiator: The person interested in pursuing the grant.

Proposal Development Team: Idea Initiator, appropriate Dean or Director, Vice President (or Presidential Direct Report), Resource Development Director, and Financial Systems Analyst

Grant/Contract Management Team: Grant Project Manager, appropriate Dean or Director, Vice President (or Presidential Direct Report), Resource Development Director, and Financial Systems Analyst

Policy and/or Procedure
A Proposal Development Team will facilitate Grant/contract activity, and if successful, a Grant/Contract Management Team will be formed. These Virtual Teams will be formed and disbanded as needed.

1. A grant or contract opportunity may be discovered by any individual on campus. The Idea Initiator will complete a Grant Summary Form. See file: n\grants and contracts\general information\grntform.doc. (If assistance is needed, contact Resource Development Director in the Development Office at ext. 3346.)
2. The Grant Summary Form is used to initiate discussion on:
   a. Staffing needs, faculty release time, facilities requirements
   b. Continuation requirements at the completion of the grant
   c. Support requirements from other departments
   d. A rough budget to see if the project is feasible with the grant money offered
   e. Institutional financial and matching commitments and how these will be achieved

College Policies

Board of Trustees

Business Administration

General Administrative

Information Technology

Human Resources

Instruction

Student Affairs

Title IX Training Documents

Welcome to our Title IX Training Documents section, where transparency meets commitment. We proudly share comprehensive materials rooted in legal compliance and the principles of diversity, equity, and inclusion. These resources, designed for our Title IX Coordinator, are publicly accessible to promote awareness

3. A Proposal Development Team will be brought together and will use the Grant Summary Form to establish fit with college wide, divisional or departmental goals and objectives, and gain support as follows: (Timing may be critical)
   a. Dean or Director - reviews and signs off on the form
   b. Vice President (or Presidential Direct Report) reviews and signs off on the form
   c. Financial Systems Analyst reviews with VP Business Affairs
   d. Staff meeting - Vice President or presidential direct report takes to President's staff meetings
4. Once the Grant Summary form is reviewed at the President's staff meeting, the Proposal Development Team:
   a. Develops a proposal
   b. Secures letters of support
   c. Develops a budget (incl. salary and benefits), double-checking for matching regulations
   d. Calculates appropriate indirect costs within regulations
   e. Develops project timelines, outcomes, and documentation of needs
5. The Vice President (or Presidential Direct Report) provides periodic updates at the President's staff meetings as needed. The Resource Development Director will take the final proposal to the President or delegated authority for final signature.

Specific Authority

Law Implemented

History of Policy or Procedure
Draft: Developed by Deans Edith Capen and Sam Ball in 1999
Adopted:
Revised: April 5, 2005
Reviewed by:
Contact: Anne Baunach, Resource Development Director, ext. 3346
President's Staff Sponsor: Kara Hefley, Vice President, Resource Development, ext. 3338

and empower our community. Explore the training documents below to support our commitment to a workplace free from discrimination.

TIX-Advisor Training

Title IX Coordinator 1-Course Slides

TIX-Day 1 Slides-Investigative Report Writing Workshop

TIX-Day 2-April Open Report Writing Workshop

TIX-Investigation 2 Day-Client Class

Title IX in a Post Reg World-Day 1

Title IX in a Post Reg World-Day 2

TIX-Hearings-Day 1 - Oregon Alliance

TIX-Hearings-Day 2-Oregon Alliance

TIX-Aug-Open Training Trauma Informed Investigations Training

TIX-Book T9 Coordinator-2 Day Client Class

General Administrative Policies

- GA-1 Drug Free Campus
- GA-2 Tobacco Use
- GA-3 Mandatory Reporting of Child Abuse
- GA-4 Use of Photo Release
- GA-5 Prohibited Activities
- GA-6 Trespass
- GA-7 Distribution of Materials

GA-14 Grant/Contract Procedures, Post Award

Select Language
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GA-14 GRANT/CONTRACT PROCEDURES, POST AWARD

Purpose
The purpose of these procedures is to outline the process for faculty and staff members who receive a grant as to the process post award.

Scope
This policy affects all faculty and staff who have been awarded a grant from an outside organization.

Definitions
Idea Initiator: The person interested in pursuing the grant.

Proposal Development Team: The Idea Initiator, the appropriate Dean or Director, Vice President (or Presidential Direct Report), Resource Development Director, and Financial Systems Analyst

Grant/Contract Management Team: Grant Project Manager, appropriate Dean or Director, Vice President (or Presidential Direct Report), Resource Development Director, and Financial Systems Analyst

Policy and/or Procedure
The Resource Development Director, with input from the Proposal Development Team, will negotiate final budget and program issues with the Grantor.

The Vice President (or Presidential Direct Report) will gain signatures and/or present to BOT for approval (if needed).

The Grant & Contract Management Team, led by the Project Manager, will:

1. Establish signature authority, complete Signature Authority form, and distribute as needed
2. Review start and stop dates, determine report timelines
3. Develop release time forms and gain approvals as needed
4. Review reporting requirements specified in grant
5. Meet with Resource Development Director & Financial Systems Analyst to go over necessary procedures for grant
6. Administration (done within 30 days of the awarding of the grant/contract)
7. Review grant progress on a quarterly basis (through email, phone, meetings, etc.)

College Policies

Board of Trustees

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Title IX Training Documents

Welcome to our Title IX Training Documents section, where transparency meets commitment. We proudly share comprehensive materials rooted in legal compliance and the principles of diversity, equity, and inclusion. These resources, designed for our Title IX Coordinator, are publicly accessible to promote awareness

Resource Development Director, working with the Project Manager will:

1. Review grant/contract terms and conditions with grant management team, faculty and staff
2. Ensure grantor receives regular reports on grant/contract progress
3. Interpret fed or state guidelines and regulations.
4. Negotiate future revisions
5. Maintain the grant/contract master file
6. Ensure that all grant/contract evaluation activities are accomplished according to timelines

Financial Systems Analyst, working with the Project Manager will:

1. Identify grantor billing contact information
2. Establish a new grant/contract account
3. Establish an accounts receivable process
4. Initiate overhead entries specified in grant/contract
5. Insure that match amounts and deadlines occur
6. Submit financial reports as required

The Project Manager is responsible for Operational Oversight and will:

1. Make sure all grant/contract objectives are met
2. Initiate transactions: a) staffing requirements, b) purchasing
3. Provide regular reports on grant/contract progress to the Dean or Director and others as needed
4. Submit all required program reports with copies (or a link to an electronic file) to the Grants Office

The Project Manager, working with Financial Systems Analyst, is also responsible for Financial Oversight and will:

1. Monitor the budget to assure that salaries, accounts payable, and accounts receivable are in line with grant timelines, are in the correct accounts, and are within regulations

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Specific Authority
RCW 28B.50.140(13). 93-04-022, § 132J-125-095

Law Implemented

History of Policy or Procedure
Draft: Developed by Deans Edith Capen and Sam Ball in 1999
Adopted:
Revised: April 5, 2005
Reviewed by:
Originator: Financial Systems Analyst, Financial Systems Analyst, ext. 3353 or Resource Development Director, Resource Development Director, ext. 3346
President's Staff Sponsor: Rick Brumfield, Vice President, Business Affairs, ext. 3305 or Kara Hefley, Vice President, Resource Development, ext. 3338

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- GA-7 Distribution of Materials

Process for Financial Review of Grant & Contract Awards

Process for Financial Review of Grant & Contract Awards

The following explains the general process of how grant and contract awards are fiscally monitored by the Green River College Business Office.

An official grant/contract award notification must be received by the Grants & Contracts office. This serves as notification that the institution can proceed with activities for the grant as of the start date as identified in the notification. Once the notification has been received, an account code (or codes if more than one is required to track different grant activities) will be assigned by the Grants & Contracts office. Once the account code has been assigned, spending for the grant may commence.

The Accounting Director of Grants & Contracts will conduct quarterly reconciliations (at a minimum) of these accounts (January – March will be completed in April, April – June will be completed in July, July – September will be completed in October, and October – December will be completed in January). More frequent reconciliations (monthly) may be completed if required or requested. Please contact the accounting director.

The account reconciliation is completed in excel and will contain the following information:

- Recap/Summary: this will show the original awarded budget, the current period expenses, total expenditures to date (since the start), and the budget balance remaining
- Detailed expense information to include, but not limited to, the following expense categories:
    - Direct Costs – defined as expenses that can be identified with a particular cost objective:
        - Salary/wages and benefits – compensation of employees for the time spent and identified specifically to the performance of the grant award
        - Contracts/Consultant Services – contracts with entered into specifically for the purpose of the grant award
        - Goods & Services – cost of materials/services acquired, consumed, or expended specifically for the purpose of the grant award
        - Equipment/Capital – equipment and/or capital expenditures
        - Travel – travel expenses incurred specifically to carry out the goals/objectives of the grant award
        - Participant Support – cost of materials/services acquired, consumed, or expended for participants or trainees (but not employees) in connection with grant-sponsored conferences, meetings, training activities, workshops, educational opportunities.
            - For some educational projects, participants being trained may be employees – in such cases, costs must be classified as participant support and payment is made through a stipend.

Pay must be differentiated and identifiable between regular salary and stipend.

- Others, if needed

- Indirect costs (and how it was calculated) – more on this topic below.

Once the account reconciliation has been completed, it will be reviewed by the accounting director and emailed to the grant project manager for review. If the accounting director and the project manager have no questions/concerns for that reconciliation, the next step is for the accounting director to invoice or draw down the funds from the granting agency. However, if at the time of the review by the accounting director there are questions/concerns, the accounting director will address the issues in the email to the project manager for their review and response. The accounting director will follow up with the project manager to gain an understanding of the situation. If necessary, the accounting director will work closely with the project manager to resolve the issue.

Indirect Costs – (a.k.a. Facilities and Administrative Costs (F&A) for Colleges and Universities) indirect costs represent the expenses of doing business that are not readily identified with a specific grant, contract, project, or activity, but are necessary for the general operation of the institution. This includes, but is not limited to: heat, lighting, technology support, business office personnel (e.g. payroll, purchasing, accounts payable), campus safety, human resources, etc. Some grants allow for indirect costs to be charged to help cover these overhead expenses. Indirect cost rates allowed vary by funder and may be subject to limitations. Green River has a negotiated indirect cost agreement granted by the Department of Health and Human Services which allows us to charge a rate of 45% on direct salaries and wages (determined by A* or TA sub-subobjects). The indirect cost rate may not be charged to any other sub-subobjects, unless otherwise noted in the grant proposal guidelines or other grant-related correspondence.

Over Budget – if the concern is that there is a cost overrun causing an overspending situation, the accounting director will review the budget to determine if the overspending is within prescribed variance limits (e.g. SBCTC grants allow a 10% budget variation in expenditure levels by individual budget cells without prior approval, WDC contracts allow a 5% flexibility allowance on each budget line item without prior approval). If the overspending is greater than the variance allowed, one of two things can happen:

1. Budget revision – if this option is available and a review of the total grant/contract expense to date reveals that there is budget remaining, a formal budget revision can be submitted to the granting agency

2. Transfer of expense out of the grant/contract account to a different account that will accept the expense

The accounting director will work with the project manager to determine the best option.

Unallowable Costs – if the concern is related to an unallowable cost being expensed to a grant/contract, the accounting director will research the cost and pull the source backup documentation. The accounting director will work with the project manager to help him/her understand why the cost is considered unallowable. A different funding source will be identified to transfer the cost to as soon as possible: a general fund account, a different grant account (if available and applicable) or possibly a foundation account (if applicable). If the grant requires a drawdown of funds for reimbursement (e.g. Department of Education, National Science Foundation, etc.) funds will not be drawn for the unallowed cost.

Once issues are resolved and the grant/contract account is reviewed by both the project and accounting directors, the accounting director will invoice or draw down the funds from the granting agency.

The applicable Federal administrative standards that Federal grants (to include but are not limited to: Department of Education, National Science Foundation, Department of State, National Endowment for the Humanities) must follow are contained in 2 CFR § 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Monitoring of non-federal grants generally follow the same Federal administrative standards unless otherwise noted in the grant award agreement or other grant-related correspondence.

All grant awards must follow Green River policies and procedures unless otherwise noted in the grant award agreement or other grant-related correspondence.

2.E.3 EV.#2 / Section 2

EL-4 Financial Planning/Forecasting

Select Language
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EL-4 FINANCIAL PLANNING/FORECASTING

Policy

Budgeting for any fiscal year shall follow the College Outcomes established by the Board, be fiscally responsible, and be realistic in projections of income and expenses. The budget will become effective after it is approved by the Board. Accordingly, the president shall:

1. Propose a budget with information that includes:
   a. A projection of revenues and expenses;
   b. Separation of capital and operational items; and
   c. Disclosure of planning assumptions.
2. Plan a conservative budget that meets the College's annual goals and priorities and keeps planned expenditures within projected revenues and reserves.
3. Put forward a budget with appropriate and thorough input.

History of Policy

Draft: December 12, 2003
Adopted: April 15, 2004
Revised: February 18, 2014

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- GP-5 Community College District No. 10 Bylaws
- GP-6 Board Code of Ethics
- GP-7 Naming of Facilities

SBCTC Policies and Rules

Policies and Rules

Resources

- About SBCTC
- SBCTC Staff Directory

SBCTC Policy Manual

Search SBCTC Policy Enter a search term Submit

The State Board for Community and Technical Colleges (SBCTC) Policy Manual sums up the statutes, policies and regulations governing Washington state community and technical colleges: faculty and staff personnel, student services, instructional program and course development, enrollment reporting, tuition and fees, capital expenditures and real property, public information and public records.

WAC Rules Process

Keep track of the Washington Administrative Code (WAC) rules related to Washington state community and technical colleges under consideration for adoption, amendment or repeal.

Public Records

Find out what type of records are available at SBCTC and how to submit a public records request.

General Retention Schedule

The General Retention Schedule defines what a record is, which records to store, how long to keep them and in what format, and when to archive records.

Washington State Quality Awards

The Washington State Quality Awards (WSQA) standards require all state agencies, including colleges, to conduct ongoing independent assessments of organizational quality. The community and technical colleges comply with WSQA standards by meeting Northwest Commission on College and University accreditation and several additional requirements.

State Administrative and Accounting Manual (SAAM)

See Above 2.E.3 EV.#1 / Section 1

Comprehensive Annual Financial Report (ACFR)

Annual Comprehensive Financial Report

FOR THE FISCAL YEAR ENDED JUNE 30, 2024

State of Washington
Office of Financial Management
December 2024

STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Annual Comprehensive Financial Report

For the Fiscal Year Ended June 30, 2024

December 2024

Report Prepared by

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Department of Retirement Systems
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All state fiscal personnel

Annual Comprehensive Financial Report
For the Fiscal Year Ended June 30, 2024

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Green River College PRFR Report Appendix 2.F.1

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2.F.1 EV.#1 / Section 1

Human Resources Policies

Select Language

Current Students Faculty & Staff Give to GRC Quick Links

HUMAN RESOURCES POLICIES

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Work Conditions

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  - Discrimination Complaint Processing Form (PDF)
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Record Keeping

- HR-41 Employee Change of Information

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Student Email
My Green River
Navigate 360
Financial Aid
Holman Library
Center for Transformational Wellness
Student Remote Access
Career & Advising Center
Office of the Registrar

EMPLOYEE RESOURCES

Human Resources
Institutional Effectiveness
ctcLink Sign In
GatorNet
Curriculog (formerly CAR/PAR)
Faculty eLearning
Canvas
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Employee Password Reset

CAMPUS SAFETY

Emergency & Safety Alerts
Just Report It

CONNECT WITH GREEN RIVER

Facebook
Twitter
Youtube
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Disability Support Services
Counseling Services
e-Learning
Placement & Testing Center
Register to Vote
MMIWP / WSP

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Exempt/Admin Employee Handbook

To view the file, please refer to separated Appendix

Classified Employee WFSE CBA

To view the file, please refer to separated Appendix

Faculty CBA 2025-28 CBA

To view the file, please refer to separated Appendix

2.F.1 EV.#2 / Section 2

Teaching:

Instruction Policies

INSTRUCTION POLICIES

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Faculty CBA 2025-28 CBA

Article XVI: Academic Freedom, Faculty Rights, And Intellectual Property (pages 111-113)

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Faculty CBA 2025-28 CBA

Article V: Terms of Employment - Section A: Job Description for Full-Time Instructional Faculty – Bulletin 3 (pages 25-27)

Artistic Creation:

IN-6 Academic Freedom – 2/4/2020

Select Language
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IN-6 ACADEMIC FREEDOM

IN-6 Academic Freedom

Policy Type: Instruction
Policy Title: Academic Freedom
Policy Number: IN-6

Purpose:

As an institute of higher learning, Green River College affirms its obligation and commitment to academic freedom.

Scope:

All members of the academic community.

Policy:

Green River honors and preserves academic freedom for all members of the academic community.

Academic freedom includes the freedom to read, view and listen to what one chooses, to teach without fear of intimidation or coercion, to access information, and the freedom from unwarranted invasions of privacy. Free inquiry and free discourse shall not be abridged. It encompasses the freedom of speech guaranteed to all by the First Amendment.

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom.

Specific Authority:

United Faculty Coalition Collective Bargaining Agreement
WAC 132J-126-010 Green River College Student Code of Conduct
WAC 132J-155 Use of Facilities for First Amendment Activities

History of Policy or Procedure

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Draft: 7-18-2018
Adopted: 2-4-2020
Revised:
Reviewed by: Instructional Council
Contact: Jennifer Dysart, Dean of Library, E-Learning and Media Services, ext. 2094
President's Staff Sponsor: Dr. Rolita Flores Ezeonu, Vice-President of Instruction, ext. 2565

Resources

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STUDENT SUPPORT

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Navigate 360
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Holman Library
Center for Transformational Wellness
Student Remote Access
Career & Advising Center
Office of the Registrar
Disability Support Services
Counseling Services
e-Learning
Placement & Testing Center
Register to Vote
MMIWP / WSP

EMPLOYEE RESOURCES

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Institutional Effectiveness
ctcLink Sign In
GatorNet
Curriculog (formerly CAR/PAR)
Faculty eLearning
Canvas
Gator News
Employee Password Reset

CAMPUS SAFETY

Emergency & Safety Alerts
Just Report It

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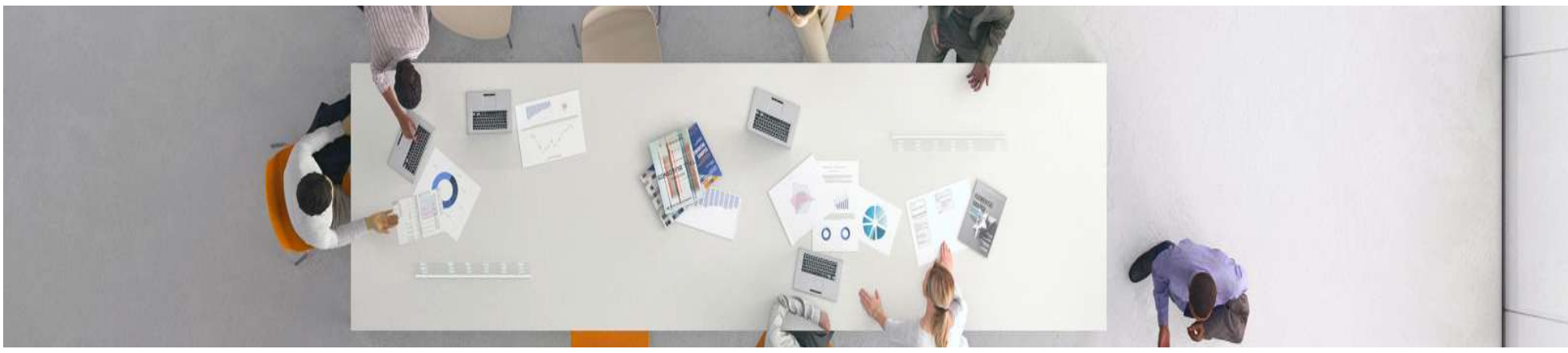
2.F.1 EV.#3 / Section 3

Human Resources homepage on GatorNet



Welcome to Human Resources

Lupita (Pete) Morales-Cuvelier
Human Resources Consultant 2

The Role of HR in Serving Students at a Green River College

While Human Resources may not interact directly with students, the work HR does is critical to creating an environment where students can thrive. HR is responsible for recruiting, developing, and supporting the faculty and staff who deliver instruction, provide support services, and lead the institution. By ensuring the college hires highly qualified, diverse, and student-focused employees—and that they are supported with fair policies, meaningful development opportunities, and a culture of inclusion—HR directly impacts the quality of the student experience.

HR also plays a central role in maintaining a safe, respectful, and equitable campus community. Through compliance with labor laws, employee relations management, and workforce planning aligned with strategic goals, HR helps the college remain operationally sound and focused on its mission: student learning and success.

In short, HR serves students by supporting the people and systems that serve students.

GRC Employee 2024-2025 Calendar

See all

+ Add event

FEB 3	FEB 4	FEB 4	FEB 4
Accessibility Accessibility Drop-ins Tue, Feb 3, 4:00 PM	EAP Webinars & Podcasts: Benefits & Wellness EAP Webinar: Belonging at Work and Beyond Wed, Feb 4, 12:00 PM	Q&A Q&A: Labor Relations & Investigations Wed, Feb 4, 1:00 PM	EAP Webinars & Pod EAP Webinar: Bel Beyond Wed, Feb 4, 4:00 PM

SBCTC: 2026 State Holidays Observed

Click Here for the Full Holiday Schedule

🌟 Explore our vibrant community together! 🌟

Discover what's happening in our GRC family and nearby local events right here on the homepage! From exciting campus gatherings to engaging local happenings, it's all at your fingertips. Plus, with just a simple click, you can effortlessly add any event to your Outlook calendar. Don't miss out on the fun – check out the calendar events above and join in on the excitement! 🗓️✨

W2 Notice From Payroll

The final payroll for the 2025 tax year has been completed. Now we need you to be sure you take the steps to ensure you get your W-2 Wage statement at the end of January.

Please read the entire email and take steps to ensure your records in CtcLink-HCM Employee Self-Service is correct!

Green River College is required by the Internal Revenue Service (IRS) to furnish all employees a Form W-2 Wage and Tax Statement each calendar year to be used in completing the employee's annual tax returns.

The Form W-2 Tax Statement details the employee's reportable wages, tax withholding and other important payroll information for the calendar year.

Employee Address – highly important:

Please note that the system will use **Mailing Address** type for W-2 Forms and if that is not available, it will use **Home Address**.

Those are the ONLY two address type you should have in CtcLink! . Any other address type (primary/permanent, etc) will cause errors and W-2 Form will not be produced.

All employees have access to check and update their address via self-service: HCM Employee Self Service > Personal Details Tile > Addresses

You must verify your address and make sure you have address type listed of at least Home Address in USA.

Electronic vrs Paper W-2:

If you "consent" you will not receive a paper W-2 (see example below). If you don't consent or do nothing, employees will receive their Form W-2 electronically and paper via USPS.

Action Item to eliminate a paper W-2 from being mailed:

Employees must log into Self Service (Employee Self Service > Payroll > W-2/W-2c > W-2/W-2c Consent) and consent to not receive a paper copy of their W-2 form by December 31st. The steps can be found in the following Quick Reference Guide: 9.2 ESS W-2/W-2c Electronic Consent (Fluid) **Note: Once consent is given, it remains in force. No annual renewal is required.**

If an employee elects to receive paper W-2 (default), it is their responsibility to ensure the mailing address on file is correct. Paper Form W-2 will be postmarked no later than January 31st.

Once the Form W-2 has been placed in the mail, it is out of our control as to where and when it gets delivered.

Note: The system will use Mailing Address type for W-2 Forms and if that is not available, it will use Home Address. Any other address type will cause errors and W-2 Form will not be produced.

All employees have access to check and update their address via self-service: HCM Employee Self Service > Personal Details Tile > Addresses

Benefits of the electronic Form W-2:

Earlier access to the Form W-2 than paper copies.

No possibility Form W-2 might be lost, stolen, delayed or misplaced by the USPS.

The Form W-2 is accessed via Self Service using the employee's Empl ID and Password.

The employee has the option to print multiple copies at their convenience.

Employee Form W-2 will be available in Self Service for the last 3 years.

Once consent is given, it remains in force. No annual renewal is required.

Cost savings for the College by eliminating printing and mailing costs.

Green check mark on W-2 indicates consent to **NOT** receive paper W-2 in mail: Exclamation mark indicates you will receive both electric and mailed W-2:

Our Green River College primary TIAA consultant, David Johnston, will be hosting in-person consultation appointments with TIAA members on:

When?	Time?	Where?
Feb. 12	9am-4pm	AD 15
March 27	9am-4pm	AD15

These sessions offer a personalized opportunity to discuss your retirement planning and investment strategies.

Scheduling of these upcoming in-person appointments is on a first come, first served basis.

The HR staff at Green River College is not involved in the scheduling process for any of these upcoming appointments; please contact TIAA directly with any questions or concerns at
1-800-842-2252 weekdays between 5:00 am – 7:00 pm
Scan the QR code or Click here to: Schedule Now

This weeks special

The Fish Station is open!

Catch of the day? Crispy battered cod! Grab a basket with Old Bay spiral fries, coleslaw, and spicy tartar sauce—or go handheld with the cod sandwich stacked with tartar and lettuce. Either way, it’s a "reel" good time!

What's for Lunch Gator?!?

This weeks Gator Grill Menu

Specials

Monday	Broccoli-Beef with rice (hot grab and go)
Tuesday	Sweet and Sour Chicken over rice (hot grab and go)
Wednesday	Mongolian Beef over rice (hot grab and go)
Thursday	Teriyaki Chicken over rice (hot grab and go)
Friday	No specials

Soups on!

Monday	Creamy Tomato-Basil Soup
Tuesday	Hearty Beef Stew
Wednesday	Coconut/Chickpea Curry
Thursday	Cheddar/Broccoli Soup
Friday	Clam Chowder

Resources to support you

GatorNet Pages Dedicated to your specific Employee Type

GRC Employee Newsposts from Health & Safety, Gator Connect and Benefits & Wellness

Title IX

Title IX Training Resources:

Exclusively curated for our Title IX Coordinator, these materials underline our steadfast commitment to legal compliance, diversity, equity, and inclusion. While all employees received comprehensive Title IX training during their onboarding process, these in-depth materials are designed specifically for our Coordinator. This showcase highlights the extensive knowledge and expertise our Coordinator possesses to further support our entire workforce in addressing sex discrimination, harassment, and retaliation effectively. Explore these training materials below, emphasizing the robust support system in place for our organization.

Title IX Coordinator Training Documents:

Essential resources aimed at ensuring compliance with legal standards and promoting a workplace culture rooted in diversity, equity, and inclusion. These materials are designed to empower our employees with knowledge, fostering an environment where mutual respect is paramount. Please engage with these resources to contribute to our collective commitment to a workplace free from discrimination.

For all students, applicants, employees and public/visitors:

- **Korland Simmons, Equity Compliance Manager**
  Kent Campus 279
  Phone: 253- 833-9111, ext. 3361
  Email: TitleIXcoordinator@greenriver.edu

HR Document Library

HR Document Key

- **AdExp**
  - Administrative & Exempt Employee Documents
- **AET**
  - All Employee Types Documents
- **Classified**
  - Classified Employee Documents
- ***EHS***
  - Environmental Health & Safety
- **ETE**
  - Employee Tuition Exemption Documents
- **ETH**
  - Ethics Documents

- **FACAD**
  - Faculty and Adjunct Faculty Documents
- **GatorConnect**
  - Gator Connection Newsletter Documents
- **HR Home**
  - General Documents
  - Title IX Training Documents
- **MR**
  - Manager Resources Documents
- **NH**
  - New Hire Documents
- ***PEN***
  - Pen Form Documents

- **SEP**
  - Separation/Off-Boarding Documents
- **TAM**
  - Talent Acquisition Management (Recruiting) Documents
- **TempHourly**
  - Temporary Hourly Employee Documents

General HR Documents

See all

Name	GatorNet Page	Date Doc/For...	Date Doc/For...	Modified By	Modified
1. EHS-Agenda January 2026.docx	Required info	January 23		Lupita (Pete) Morales-	January 23
1. EHS-Minutes January 2026.doc	Health & Safety	January 23		Lupita (Pete) Morales-	January 23
ACC- Authorization for Release of Information Directly w Medical Provider.pdf	Accommodations	October 17, 2024		Lupita (Pete) Morales-	October 17,

ACC-ADA and Reasonable Accommodation Overview 11.2025.pdf		Accommodations	November 6, 2025	Lupita (Pete) Morales- November (
ACC-GA-10 Reasonable Accommodation Policy.pdf		Accommodations	October 17, 2024	Lupita (Pete) Morales- October 17,
ACC-GRC Employee Request For ADA Accommodation 11.2025.pdf		Accommodations	November 6, 2025	Lupita (Pete) Morales- November (
ACC-Green River College Medical Provider Inquiry Form.pdf		Accommodations	October 17, 2024	Lupita (Pete) Morales- October 17,
AdExp-Employee Handbook 2024 Updated 10.2024.pdf		Admin-Exempt	October 17, 2024	Lupita (Pete) Morales- October 17,

Count 0

Meet Your Green River College

Human Resources Support Staff

Your HR department is committed to providing professional services in a fair and consistent manner. By doing so we foster an environment that attracts and inspires excellence. We encourage you to share your skills, knowledge and creativity within our community.

HR Vision
Ensure institutional success through employee recruitment, hiring, compensation, benefits, professional development and programs within our diverse College community.

HR Mission
Build and maintain the trust of the campus community through dedication to the highest quality of customer service and confidentiality delivered with guidance and support, individual pride and professional integrity.

Values
Accountability; Communication; Integrity; Respect for Others; Trust; Teamwork

HR-21 Suspended Operations-Employee's Leave Option – 6/1/2017

Select Language
Powered by Google Translate

HR-21 SUSPENDED OPERATIONS-EMPLOYEE'S LEAVE OPTION

Purpose
To document the procedure for Suspended Operations.

Scope
Classified non-represented (supervisors), exempt and administrative employees of Green River College. (*Classified represented employees and faculty should refer to their respective collective bargaining agreements*.)

Definitions
Terms relevant to this policy are defined by the Emergency Operations Center (EOC), and can be found on the Green River College Emergency Preparedness webpage.

1. **Policy and Procedure**
   The College President or designee will determine when the safety of public health, property and/or campus personnel is jeopardized. Employees will be notified when the campus is closed, or if it is advisable to suspend the operation of all or any portion of Green River. Notification to employees and the campus will be made through a variety of methods including the campus switchboard, website, schoolreport.org and the Green River Safety Alert system (e2campus). The notification process is managed by the EOC.
2. Classified non-represented, exempt and administrative employees scheduled and not required to work during the disruption will have no loss in pay for the first day. This includes employees dismissed from campus during their shift on the first day of disruption.
3. The following options are available (in order of use) to affected employees who are scheduled, but not required to work, for the balance of the closure:
   a. Accrued compensatory time (for overtime eligible);
   b. Accrued vacation leave;
   c. Personal holiday;
   d. Accrued sick leave (up to a maximum of three days in any calendar year); or
   e. Leave without pay (for overtime eligible employees);
   f. Employees may also work from home or change their schedule if mutually agreed upon with their manager.

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- HR-11 Employment of Relatives
- HR-12 Background Verification
- HR-13 Relocation Compensation
- HR-17 New Employee Orientation Program

4. Employees who work during the disruption will receive their regular pay for work performed during the period of suspended operation.

Specific Authority
WAC 357-31-255, 265, 270, 275

Law Implemented

History of Policy or Procedure

Draft:
Adopted: June 29, 2010
Revised: April 4, 2010, March 1, 2013; December 11, 2015; June 1, 2017
Reviewed by: President's Staff
Contact: Marshall Sampson, Vice President of Human Resources & Legal Affairs, ext. 3315
President's Staff Sponsor: Marshall Sampson, Vice President of Human Resources & Legal Affairs, ext. 3315

Work Conditions

- HR-21 Suspended Operations - Employee's Leave Options
- HR-22 Nondiscrimination & Discrimination Complaint Procedures
  - Discrimination Complaint Processing Form (PDF)
- HR-23 Leave without Pay
- HR-24 Administrative/Exempt Position Title Change
- HR-25 Layoff Procedure for Non-rep Classified
- HR-26 Remote Work Policy

Benefits

- HR-31 FMLA
- HR-32 Retirement Medical Expense Plan (VEBA)
- HR-33 SBRP (TIAA) Retirement
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- HR-36 Fitness for Duty Policy
- HR-37 Domestic Violence Leave
  - Domestic Violence Leave Application (PDF)
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- HR-41 Employee Change of Information

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Student Email
My Green River
Navigate 360
Financial Aid
Holman Library
Center for Transformational Wellness
Student Remote Access
Career & Advising Center
Office of the Registrar
Disability Support Services
Counseling Services
e-Learning
Placement & Testing Center
Register to Vote
MMIWP / WSP

EMPLOYEE RESOURCES

Human Resources
Institutional Effectiveness
ctcLink Sign In
GatorNet
Curriculog (formerly CAR/PAR)
Faculty eLearning
Canvas
Gator News
Employee Password Reset

CAMPUS SAFETY

Emergency & Safety Alerts
Just Report It

CONNECT WITH GREEN RIVER

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LinkedIn
Instagram

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HR-22 Nondiscrimination and Harassment – 8/14/2020

Select Language
Powered by Google Translate

HR-22 NONDISCRIMINATION AND HARASSMENT

Purpose

To enforce the Board of Trustee's position prohibiting discrimination at Green River College and to set forth the investigation and complaint handling procedures for discrimination claims.

Policy

Green River College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, gender, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, 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, Green River College has enacted policies prohibiting discrimination against and harassment of members of these protected classes.

Sexual harassment is illegal under Title VII of the Civil Rights Act and Title IX of the Educational Amendment and is against Green River College's policies. Sexual harassment will not be tolerated in any form. It shall be the policy of Green River College, consistent with its efforts to respect the dignity and integrity of employees, students and the general public, to provide an environment free of sexual harassment. For allegations of Sexual Harassment subject to Title IX jurisdiction pursuant to regulations promulgated by the United States Department of Education, 34 C.F.R. § 106, refer to the Title IX Grievance Procedure in policy GA-11. Any employee, student, applicant, or visitor who believes that they have been the subject of discrimination or harassment should report the

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- HR-13 Relocation Compensation
- HR-17 New Employee Orientation Program

incident or incidents to the College's appropriate Title IX Coordinator.

Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the College or from employment.

Scope

This policy applies to all students, staff and faculty on all campuses, including housing at Green River College. These nondiscrimination policies and procedures apply to discrimination complaints arising from all programs and activities of Green River College, including, but not limited to, admissions, educational programs, employment practices, and other college sponsored programs.

Definitions

Complainant: Employee(s), student(s) or visitors(s) of Green River College who alleges that they have been subjected to discriminatory practices or unwanted sexual conduct.

Respondent: Person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.

Complaint: A description of the facts that allege violation of the college's policy against discrimination or sexual misconduct. The college has an official formal complaint form for documenting alleged discrimination or harassment. This form is available online under the A-Z index on the human resources page on GatorNet. Hardcopies of the form are located on campus in the Human Resources and Student Affairs offices.

Discrimination: Unfavorable treatment of another person based on that person's race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran that is sufficiently severe or pervasive so as to substantially deny or limit that person's ability to benefit from or fully participate in educational programs or activities or employment opportunities.

Discriminatory Harassment: A form of discrimination consisting of physical, verbal, or written conduct that (1) denigrates or shows hostility toward an individual because of the their race, creed, color, religion, national or ethnic origin; parental status or families with children; marital status; gender (sex); sexual orientation, gender identity or expression; age; genetic information; honorably discharged veteran or military status; or the presence of any sensory, mental, or physical disability; or the use of a trained dog guide or service animal by a person with a disability; or any other prohibited basis; and (2) is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education or access to college programs, activities and opportunities.

Examples of behaviors that may rise to the level of discriminatory harassment include but are not limited to the following:

- Racial epithets, "jokes," offensive or derogatory comments, or other verbal or physical conduct based on an individual's race/color.
- Ethnic slurs, workplace graffiti, or other offensive conduct directed towards an individual's birthplace, ethnicity, culture or foreign accent.

Work Conditions

- HR-21 Suspended Operations - Employee's Leave Options
- HR-22 Nondiscrimination & Discrimination Complaint Procedures
  - Discrimination Complaint Processing Form (PDF)
- HR-23 Leave without Pay
- HR-24 Administrative/Exempt Position Title Change
- HR-25 Layoff Procedure for Non-rep Classified
- HR-26 Remote Work Policy

Benefits

- HR-31 FMLA
- HR-32 Retirement Medical Expense Plan (VEBA)
- HR-33 SBRP (TIAA) Retirement
- HR-34 PERS and TRS Plan Retirement
- HR-35 Shared Leave Policy
- HR-36 Fitness for Duty Policy
- HR-37 Domestic Violence Leave
  - Domestic Violence Leave Application (PDF)
- HR-38 Vacation Policy

Record Keeping

- HR-41 Employee Change of Information

- Verbal or physical abuse, “jokes” or offensive comments based on an individual's age, gender, disability or sexual orientation.
- Creating, posting, emailing, or circulating demeaning or offensive pictures, cartoons or other materials in the workplace that relate to race, ethnic origin, gender or one of the other protected categories listed above.

Complaint Procedure

Any employee, applicant, student or visitor of the College may file a complaint. Complaints may be submitted in writing or verbally. The College encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, a formal complaint form is available online. Forms are also available at the following locations on campus: Human Resources, Campus Safety, Student Affairs, or any Dean's office. Any person submitting a discrimination complaint shall be provided with a written copy of the College's anti-discrimination policies and procedures. A complaint cannot be filed on behalf of another person.

Confidentiality and Right to Privacy

Green River College will seek to protect the privacy of all parties involved 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 Green River College policies and procedures. Although Green River College will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality.

Criminal Complaints

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

KENT POLICE DEPARTMENT	AUBURN POLICE DEPARTMENT	ENUMCLAW POLICE DEPARTMENT
220 4th Ave S Kent, WA 98032 253-856-5800	340 East Main St, Suite 201 Auburn, WA 98002 253-288-2121	1705 Wells St Enumclaw, WA 98022 360-825-3505

KING COUNTY SHERIFF	PIERCE COUNTY SHERIFF
516 THIRD AVE, ROOM W-150 SEATTLE, WA 98104 206-296-4155	COUNTY-CITY BUILDING, FIRST FLOOR 930 TACOMA AVE S TACOMA, WA 98402 253-798-7530

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

Other Discrimination Complaint Options

An employee or student may always file a complaint with:

Washington State Human Rights Commission at 800-233-3247 or TDD 800-300-7525, or

US Department of Education Office for Civil Rights at 800-421-3481 or TDD 877-521-2172 or

Equal Employment Opportunity Commission at 800-669-4000 or TDD 800-669-6820.

Specific Authority

Titles VII and IX of the Civil Rights Act of 1964
Age Discrimination in Employment Act
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
RCW 49.60.030

Law Implemented

Most recent rulemaking went into effect on 8-14-2020

History of Policy or Procedure

Draft: December 14, 2005
Adopted: May 2, 2006
Revised: July 21, 2010; March 1, 2013; September 26, 2013; December 4, 2015; December 8, 2016; January 8, 2017, August 14th, 2020
Reviewed by: President's Staff
Contact: Staci Whitehouse, Interim Executive Director of Human Resources, ext.6628
President's Staff Sponsor: Interim Director of Human Resources, ext. 6628

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HR-23 Leave Without Pay – 6/1/2017

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HR-23 LEAVE WITHOUT PAY

Purpose
To ensure employees use accrued paid leave for absences whenever possible.

Scope
All eligible Green River College employees who accrue paid leave.

Definitions

Policy
Except as allowed by law or negotiated agreements, employees are required to use and exhaust paid leave such as vacation, personal holiday, compensatory time, or sick leave when requesting time away from work. Except as allowed by law or negotiated agreements, leave without pay will only be granted at the discretion and convenience of Green River. Each request for leave without pay will be considered on its own merits and in light of the impact of the leave on the operation of Green River.

Procedure
Employees must report leave without pay on the Manage Absences tile in Employee Self Service of ctcLink System. The employee must provide notice “as soon as practical” (“as soon as practical” generally means at least verbal notice to the Office Human Resources within two business days of learning of the need of Leave.) Leave must be approved by the supervisor for the appropriate department.

Specific Authority
WAC 251-22-200
Faculty Negotiated Agreement
Classified Collective Bargaining Agreement
HR-31 Family & Medical Leave Act

Law Implemented

History of Policy or Procedure

Draft: May 11, 2004

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- HR-12 Background Verification
- HR-13 Relocation Compensation
- HR-17 New Employee Orientation Program

Adopted: April 5, 2005
Revised: March 1, 2013; June 1, 2017
Reviewed by: President's Staff
Contact: Sheryl Gordon, HR Manager, ext. 2600
President's Staff Sponsor: Marshall Sampson, Vice President of Human Resources & Legal Affairs, ext. 3315

Work Conditions

- HR-21 Suspended Operations - Employee's Leave Options
- HR-22 Nondiscrimination & Discrimination Complaint Procedures
  - Discrimination Complaint Processing Form (PDF)
- HR-23 Leave without Pay
- HR-24 Administrative/Exempt Position Title Change
- HR-25 Layoff Procedure for Non-rep Classified
- HR-26 Remote Work Policy

Benefits

- HR-31 FMLA
- HR-32 Retirement Medical Expense Plan (VEBA)
- HR-33 SBRP (TIAA) Retirement
- HR-34 PERS and TRS Plan Retirement
- HR-35 Shared Leave Policy
- HR-36 Fitness for Duty Policy
- HR-37 Domestic Violence Leave
  - Domestic Violence Leave Application (PDF)
- HR-38 Vacation Policy

Record Keeping

- HR-41 Employee Change of Information

STUDENT SUPPORT

ctcLink
Student Email
My Green River
Navigate 360
Financial Aid
Holman Library
Center for Transformational Wellness
Student Remote Access
Career & Advising Center
Office of the Registrar
Disability Support Services
Counseling Services
e-Learning
Placement & Testing Center
Register to Vote
MMIWP / WSP

EMPLOYEE RESOURCES

Human Resources
Institutional Effectiveness
ctcLink Sign In
GatorNet
Curriculog (formerly CAR/PAR)
Faculty eLearning
Canvas
Gator News
Employee Password Reset

CAMPUS SAFETY

Emergency & Safety Alerts
Just Report It

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HR-24 Administrative/Exempt Position Title Changes – 6/1/2017

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HR-24 ADMINISTRATIVE/EXEMPT POSITION TITLE CHANGES

Purpose
To clarify the process for official administrative/exempt position title changes.

Scope
This policy applies to all administrative/exempt employees of Green River College.

Definitions

Policy
All requests for administrative/exempt position title changes must be initiated and approved by the appropriate appointing authority. Position title changes requested by the employee will not be considered

Procedure

1. The appropriate appointing authority shall request a position title change by:
    1. Appointing Authority must complete an Administrative/Exempt Title Change Form.
    2. Submit the completed form and updated Job Description to the Office of Human Resources (HR) with an electronic copy to Employee & Labor Relations.
2. The appropriate Employee & Labor Relations Manager will review and validate any changes made to the job description.
3. The Human Resources will approve or deny the request.
    a. If approved, the Appointing Authority will review the updated job description with the employee, sign, date and submit a copy to HR to be placed in the employee's employment folder.
    b. If denied, the Executive Director of Human Resources will submit a written justification as to the determination to the employee's Appointing Authority.

Specific Authority

Law Implemented

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- HR-13 Relocation Compensation
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History of Policy or Procedure

Draft: January 24, 2003
Adopted: April 5, 2005
Revised: December 4, 2015; June 1, 2017
Reviewed by: President's Staff
Contact: Sheryl Gordon, Benefits Manager, ext. 2600
President's Staff Sponsor: Marshall Sampson, Vice President of Human Resources & Legal Affairs, ext. 3315

Work Conditions

- HR-21 Suspended Operations - Employee's Leave Options
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- HR-23 Leave without Pay
- HR-24 Administrative/Exempt Position Title Change
- HR-25 Layoff Procedure for Non-rep Classified
- HR-26 Remote Work Policy

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- HR-34 PERS and TRS Plan Retirement
- HR-35 Shared Leave Policy
- HR-36 Fitness for Duty Policy
- HR-37 Domestic Violence Leave
  - Domestic Violence Leave Application (PDF)
- HR-38 Vacation Policy

Record Keeping

- HR-41 Employee Change of Information

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ctcLink
Student Email
My Green River
Navigate 360
Financial Aid
Holman Library
Center for Transformational Wellness
Student Remote Access
Career & Advising Center
Office of the Registrar
Disability Support Services
Counseling Services
e-Learning
Placement & Testing Center
Register to Vote
MMIWP / WSP

EMPLOYEE RESOURCES

Human Resources
Institutional Effectiveness
ctcLink Sign In
GatorNet
Curriculog (formerly CAR/PAR)
Faculty eLearning
Canvas
Gator News
Employee Password Reset

CAMPUS SAFETY

Emergency & Safety Alerts
Just Report It

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HR-25 Layoff Procedure, Non-Rep. Classified Staff – 12/11/2015

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HR-25 LAYOFF PROCEDURE, NON-REP. CLASSIFIED STAFF

Purpose
This procedure is followed when the College President (or designee) determines a layoff, affecting classified employees covered by civil service rules, is necessary. This procedure describes key terms used in the layoff process, the employee notification process, the employee layoff options, and the employee notification of other related information.

Scope
This procedure pertains to classified, non-represented employees.

Definitions
Layoff: A layoff is an action that is taken because of a lack of funds, lack of work, or organizational change that results in:

1. Separation from Green River College employment; or,
2. Employment in a class with a lower salary range maximum; and/or,
3. Reduction in the number of months worked during a year; and/or,
4. Reduction in the number of hours worked during the work week.

Comparable Position (definition is per the requirement of WAC 357-46-040): A position is considered comparable to the one from which an employee is being laid off
if it is:

1. Within the same classification;
2. Requires the same skills and knowledge;
3. Requires the same percent of full time worked;
4. The same annual work cycle; and,
5. The same geographic location (i.e., District).

Layoff Units: A layoff unit is an administrative entity (department, division, college etc.) or a combination of such entities within which an employee scheduled for layoff may have the option for placement into another position (the "employment option") if one is available. Green River has established layoff units that provide options to employees scheduled for layoff while minimizing disruption of the institution's operation. Non-

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represented, classified employees of Green River are considered a single layoff unit.

Procedure

Notifying Human Resources (HR) that it is necessary to lay off a non-represented, classified employee

The President or designee:

1. Determines that the need for layoff exists because of a lack of funds, lack of work or organizational change.
2. Determines the position or positions affected.
3. Notifies HR of the need for layoff.

Determining an employee's layoff option

HR determines the position, if one exists that will be identified as an employee's layoff option according to the following criteria. The position must be:

1. Within the employee's layoff unit; and,
2. Comparable to the employee's current position as defined in this procedure; and,
3. The same class as the employee's current position; and,
4. Vacant or, if no vacant position is available, occupied by the incumbent having the lowest employment retention rating (seniority).

In addition, for a position to be considered as a layoff option, the employee must meet the position's competency and other requirements.

If a position in the current class is not available, the layoff option, if one is available, must be:

1. A position in a class in which the employee has held permanent status in the last period of unbroken service that is at the same salary range as the employee's current position; or,
2. A position in a lower class in an occupational category/class series in which the employee has held permanent status, in descending salary order. (The employee does not have to have held permanent status in the lower class) ; and,
3. Vacant or, if occupied, the incumbent has the lowest employment retention rating of incumbents in positions eligible to be considered as a layoff option.

In addition, for a position to be considered as a layoff option, the employee must meet the position's competency and other requirements.

Determining an employee's employment retention rating

HR determines employee retention ratings. The employment retention rating (seniority) is the total length of an employee's most recent period of unbroken qualifying service calculated as follows:

Length of service in calendar days for the most recent period of unbroken classified employment subtracting time spent on leave without pay (excepting military leave) and adding eligible time spent in the military for veterans calculated according to WAC 357-46-060.

In the event that there is a tie in employment retention ratings, the tie will be broken by choosing lots.

Criteria for "legitimate business requirements" that may be considered in determining layoff options

The College President or designee may exclude a position from consideration as an employment option based on "legitimate

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- HR-25 Layoff Procedure for Non-rep Classified
- HR-26 Remote Work Policy

Benefits

- HR-31 FMLA
- HR-32 Retirement Medical Expense Plan (VEBA)
- HR-33 SBRP (TIAA) Retirement
- HR-34 PERS and TRS Plan Retirement
- HR-35 Shared Leave Policy
- HR-36 Fitness for Duty Policy
- HR-37 Domestic Violence Leave
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business requirements." Legitimate business requirements include those circumstances or characteristics that render a position uniquely sensitive to disruption in continuity. Examples include the need to meet critical deadlines or the need to achieve critical research goals.

Preparing the layoff notice, layoff notice content, and serving the layoff notice
HR prepares the layoff notice for the College President or designee's signature. Permanent employees being separated due to layoff will receive at le
ast fifteen calendars days' notice, unless the employer and employee agree to waive the fifteen day notice period. The layoff notice includes:

1. The reason for layoff;
2. The employee's employment retention rating (seniority) calculation;
3. The employee's layoff options, if any;
4. Notification of any requirement for the employee to serve a transition review period, if a layoff option is selected;
5. The specific layoff list(s) on which the employee is entitled to request placement, if any;
6. An explanation of how the employee requests placement on the statewide layoff list;
7. The offer to hold a pre-termination meeting, providing the opportunity for the employee to explain why the action or option(s) are not appropriate.
8. How/when the employee must notify HR of the employee's desire to have a pre-termination meeting and layoff option selection; and,
9. Notification of the employee's right to appeal the layoff.

The layoff notice will be hand delivered, unless the employee is unavailable to accept receipt.

Selecting a layoff option and completing and submitting the option selection form
Each employee scheduled for layoff will receive the layoff notice and an employee option selection form. The employee scheduled for layoff is responsible for completing
and returning the completed employee option selection form to HR by the deadline specified on the form. The form must be received by the specified deadline or the
employee will be considered to have resigned from employment and will not be eligible for an employment option or placement on a layoff list.

HR may accept an option selection form that was submitted after the specified deadline if the employee can show that the inability to meet the form submission deadline was beyond the employee's control because the employee was incapacitated to the degree that completion and submission of the form were not possible.

Employee options for avoiding or reducing the impact of layoff
An employee may seek to avoid or reduce the impact of layoff by applying for other Green River positions through the agency's employment process.

An employee may notify his/her supervisor or HR of his/her willingness to take leave without pay, to voluntarily take a reduction in percent of time or work year, or to
voluntarily demote. An employee's willingness to take such

measures will be considered but does not ensure that it will be possible to avoid the necessity of layoff.

Notification of Separation for Probationary Employees
A probationary status employee who is separated from employment because of lack of funds, lack of work, or organizational change will receive at least one day's written notice.

Probationary employees are not eligible for placement on a layoff list or an employment option. HR is responsible for preparing the notice of probationary period separation, obtaining the appointing authority's signature on the notice and arranging for service of the notice of probationary period separation.

Specific Authority
WAC 357-46

Law Implemented

History of Policy or Procedure
Draft: Replaces Policy No. 810 (1991), November 26, 2008
Adopted: April 27, 2009
Revised: January 21, 2009; March 1, 2013; December 11, 2015
Reviewed by: President's Staff
Contact: Marshall Sampson, Vice President of Human Resources & Legal Affairs, ext. 3315
President's Staff Sponsor: Marshall Sampson, Vice President of Human Resources & Legal Affairs, ext. 3315

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HR-26 Remote Work Policy – 9/6/2022

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HR-26 REMOTE WORK POLICY

Policy Type: Human Resources
Policy Title: Telework Policy
Policy Number: HR-26

Purpose:
Green River College (GRC) encourages and supports telework in order to maintain a culture of mobility and flexibility, meet employees where they are strongest, promote a positive work-life balance, reduce wear on State infrastructure like roads and costs for College utilities, provide continuity of operations during worksite disruptions, and increase administrative efficiencies.

Scope:
Classified, Classified Non-Represented, and Exempt Employees

Definitions:
Telework
• Working at an alternate worksite such as a residence or any other location that is not one of GRC's official campuses.
Telework Agreement
• A Telework Agreement formal is an accord between the College and an employee to specify consistent, long term telework conditions for that employee.
Telework Arrangement
• An informal telework arrangement is an occasional or short-term telework request that does not require formal written approval, frequently driven by some exigent circumstance for either the employee or the College, arranged between an employee and their supervisor.

Policy

A Telework Agreement is required when the remote work is expected to occur regularly and/or exceed one academic quarter and that is also documented using a College Telework Agreement Form. The terms of the Agreement are unique to each employee and can specify telework intervals from varying in length from part of a scheduled day or shift up to full-time telework. Occasional or short-term telework requests of less than an academic quarter do not require a Telework Agreement

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and should be made using the telework arrangement guidelines described below.

A Telework Agreement has a term up to one year. A Telework Agreement may be renewed following the same guidelines for initiation of an agreement. Whenever renewing a Telework Agreement, it is a best practice that the previous agreement should be reviewed prior to expiration whenever possible in order to minimize disruption to business operations.

A Telework Agreement can be terminated or temporarily suspended by the employee or the College at any time. Employees and supervisors are encouraged to provide at least two weeks notification of the termination of a Telework Agreement when reasonable and possible. Termination, non-renewal, or non-issuance of a Telework Agreement may be appealed to the employee's next-higher-level supervisor and reviewed by that supervisor or their designee. A next-higher-level supervisor or their designee decision may be given a final appeal to the Department of Human Resources at the request of the employee or supervisor.

Termination, non-renewal, or non-issuance of a Telework Agreement with an employee that is subject to the notification requirements of a Collective Bargaining Agreement will be made by the supervisor in conjunction with the Department of Employee and Labor Relations in Human Resources.

A Telework Agreement may be modified prior to its expiration by agreement of the supervisor and employee.

Any Telework Agreement immediately expires upon an employee's separation.

Whereas the Telework Agreement is a written document agreed upon and signed by the employee and supervisor, a telework arrangement is an informal arrangement of short duration requested and confirmed between an employee and supervisor on an as needed basis.

An informal telework arrangement may not be longer in duration than one academic quarter and its preceding break. An informal telework arrangement will expire at the end of any academic quarter. An informal telework arrangement that will go beyond the length of time for one academic quarter and its preceding break will be made into a Telework Agreement. Employees and supervisors are encouraged but not required to use a telework arrangement prior entering a Telework Agreement.

An employee who has already entered into an existing Telework Agreement may need to adjust the dates/times on an as needed basis similar to a telework arrangement. This should be seen as a modification of the Telework Agreement. Where and when it can be anticipated, the availability of such flexibility in scheduling should be indicated on the Telework Agreement either at the outset or through modification of an existing Telework Agreement.

All Telework Agreements must be signed, physically or electronically, by an employee and their supervisor. All requests for 100% telework must also be approved by the applicable Appointing Authority and Human Resources. All Telework Agreements must be submitted by the supervisor to Human Resources.

Telework Eligibility

Work Conditions

- HR-21 Suspended Operations - Employee's Leave Options
- HR-22 Nondiscrimination & Discrimination Complaint Procedures
  - Discrimination Complaint Processing Form (PDF)
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The availability of a Telework Agreement is dependent on the suitability of a position's job duties for telework, as well as the employee, manager/department, and College's readiness to take on the alternate work modality.

Suitability of Position Duties

A position's suitability for telework is based primarily on the requirements of the essential job duties it encompasses as defined by the Position Description. Positions are evaluated for telework suitability at the department level. Generally, positions with the same or similar sets of duties should be considered to have the same telework eligibility, with telework availability subject to business operations needs and supervisor approval. Some common criteria shared by telework-suitable positions include (but are not limited to):

• Ability for communication to be performed via multiple media with colleagues, supervisors, students, or the public,
• Some or all work activities can be performed effectively at any location, and
• No dependency on data or equipment located at a specific College site for some or all duties.

A position that cannot support fulltime telework because job duties have a dependency on face-to-face interaction or must be performed at a specific site may still support part-time, regular telework through a Telework Agreement with supervisor approval. Many positions have correspondence, data processing, documentation, training, professional development, or other duties that can be performed via telework at least some of the time.

As Position Descriptions are initially created, updated, renewed, or examined as a part of a standard performance review, they should be evaluated for telework readiness even if no request for a Telework Agreement has been made.

To evaluate the suitability of a position, a supervisor will examine the position duties as specified in the Position Description according to, but not limited by, the above criteria of telework readiness. When evaluating a position with a position occupied by a current employee, the evaluation will take place in consultation with the employee. An updated Position Description will be sent to Human Resources by the supervisor.

Employee Readiness

An employee's readiness for telework is evaluated separately from and in addition to the position's suitability. As the nature of the way work is performed may differ in a telework environment, additional professional or skill development may be necessary to ensure the employee is able to perform the duties of the position from a telework location. Such skill development or training resources will be provided by the college. An employee's readiness will be evaluated in consultation with the employee. When evaluating a request for a Telework Agreement, supervisors will consider factors including but not limited to:

• The employee's record of satisfactory performance
• The employee's record of required training and policy compliance as indicated in the current Telework Agreement template
• The employee's skill to:
o Accomplish job duties with minimal supervision
o Be organized, highly disciplined, and self-motivated
o Communicate effectively with clients, stakeholders, and team members

o Prioritize work to meet deadlines
o Manage time effectively
o Maintain availability during work hours

Expectations for timely completion of work to established standards, attendance at meetings, responsiveness to students/clients/customers, and other performance criteria are the same for teleworking and non-teleworking employees.

Manager/Department Readiness

Maximizing the success of a Telework Agreement may also improve department efficiencies. Managers should examine their department readiness and are encouraged to make changes to existing managerial or departmental processes that improve operations. It is important to evaluate current workflows and practices to see if updates are necessary to ensure the team continues to meet its objectives with implementation of the Telework Agreement. This could include alterations like rescheduling regular in-person meetings to a virtual format or increasing the use of electronic communication technologies like text chat/video or voice calls/email.

A department must still be able to provide all necessary services regardless of the number of employees engaged in Telework Agreements or informal telework arrangements. For example, managers should ensure that telework schedules overlap in such a way that any onsite needs, scheduled or ad-hoc, can still be met.

Supervisors will apply the same performance review standards to employees regardless of work location.

College Readiness

If an employee wishes to enter into a Telework Agreement but lacks training on any required College technologies or processes, the College will provide such training or training resources on such a timeline that the lack of training does not present a barrier to the acceptance of the Agreement.
Telework Guidelines
Remote Work Site

A teleworking employee is responsible for providing a workspace that is safe, appropriate to work in, and enables securing any College information or assets necessary for telework. Green River College assumes no responsibility for the teleworker's expenses related to internet service, utilities, security, insurance, or wear on personal residence or other remote work site. The work site an employee reports to when not teleworking constitutes their primary work site.
Furnishing Equipment

On engagement of a Telework Agreement or informal telework arrangement, the employee and supervisor will determine if the College will issue necessary equipment or if the employee already possesses the required equipment. Telework Agreements or informal telework arrangement will not typically result in the duplication of office equipment unless required by a specific business need.

Green River College will be responsible for the service and maintenance of College-owned equipment and an individual teleworker will be responsible for the service and maintenance of their own equipment. GRC cannot support or provide troubleshooting for a personal internet connection. GRC advises strongly against printing any College information or documents at a remote worksite and will not assist with connecting personal

printers to College teleworking hardware, nor issue a college printer for the purposes of printing at a remote worksite. College owned equipment used for teleworking must be returned at the end of the teleworking period.

Policies, Rules, and Agreements

Neither a Telework Agreement nor an informal telework arrangement changes conditions of employment, expectations of the position, or required compliance with College policies and procedures, relevant laws and regulations, and Collective Bargaining Agreements, including but not limited to policies regarding confidentiality of information, use of State assets, ethics, and performance.

Schedules and Timekeeping

Requirements for in-person attendance to specific events (such as an important training) can override regular telework work schedules. Changes to an agreed upon telework schedule require advance notice. The terms of such notice will be in accordance with College policies and procedures, relevant laws and regulations, and Collective Bargaining Agreements.

Employees and managers are required to comply with all timekeeping and overtime regulations defined by state or federal law, collective bargaining agreements, or Green River College policy. Overtime eligible employees must receive approval from their management to work overtime. Managers must ensure accurate recording of hours worked. For employees who are represented by a union, refer to the applicable contract language addressing hours of work, overtime, and scheduling. All time off and leave provisions under applicable policy, or the collective bargaining agreement for represented employees, continue to apply under a Telework Agreement or Arrangement.

Telework as a Reasonable Accommodation

Employee requests to telework as part of a reasonable accommodation request are handled through the interactive reasonable accommodation process. Employees should direct questions about reasonable accommodation requests to the Benefits office. Telework when performed as part of a reasonable accommodation is not to be considered either a Telework Agreement or an informal telework arrangement. Neither a Telework Agreement or an informal telework arrangement as described in this policy should be considered a reasonable accommodation.

Telework and Suspended Operations/Essential Employees

In the event of a Suspended Operations declaration, supervisors and employees will refer to the guidance given in the Suspended Operations notification or their supervisor. Represented employees in addition are encouraged to consult their Collective Bargaining Agreement.

Telework and Benefits

Employees residing outside the state of Washington are responsible to verify, file and pay their own state-specific payroll and income taxes. Employees should check with their tax advisor for additional information.

Employees residing outside the state of Washington are responsible to ensure that their health plan is available in their state of residence and to review coverage amounts for specific services. Employees should contact their health plan directly for more information. Plan information is available at PEBB Link

Procedure

Telework Agreement Request Procedure

Making the Request

A Telework Agreement may be requested by an employee for themselves, or a supervisor for a specific employee. An employee who wishes to enter a Telework Agreement will reach out to their supervisor to begin the request process. A supervisor who wishes to engage in an Agreement with an employee must reach out to that employee about the circumstances prompting the Telework Agreement.

Reviewing the Request

Once the supervisor has received or initiated the request for a Telework Agreement, if the position has not yet been evaluated, it should be evaluated promptly for telework readiness and the Position Description updated.
If the position is or was previously determined to be suitable, the employee and supervisor will again work together to confirm the employee's suitability for the Agreement based on the above criteria.
Once the position and employee have been approved for telework, the supervisor will review departmental processes and update them where necessary.
Denial of a request for a Telework Agreement will include specific documentation or description of which of the above criteria are not met, and what remediations if available the employee or supervisor, would allow the request to be granted in the future. The ability of a position to be able to be performed solely through telework may not be used as the sole rationale for approving telework. Supervisors must consider employee suitability, readiness, and departmental and college operational and business needs.
Documenting the Telework Agreement
Once all approvals have been completed and all necessary adjustments made, the supervisor and employee will together complete a Telework Agreement Form, available from Human Resources. The Telework Agreement Form will codify, at minimum:
• A work schedule
• The location of the remote worksite
o If outside Washington State, there shall be additional considerations requiring HR action based on State guidelines available here: Out-of-state remote work guidance and resources | Office of Financial Management (wa.gov)
• Any specific exceptions to the Agreement schedule requiring in-person attendance that are known in advance
• Approval by the employee and supervisor
• For 100% remote Agreements, approval by Appointing Authority and Human Resources is required
• Appendix: A list of equipment checked out to the employee for telework use, if any
o Any State-tagged equipment must be specifically reported

Specific Authority:
Executive Order 14-02
Law Implemented:
March 3rd, 2014
History of Policy or Procedure
Draft Date: August 2022
Policy Adopted: September 6th, 2022
Procedure Adopted: September 6th, 2022
Policy Revised: N/A
Procedure Revised: N/A

Reviewed By: Mark Brunke
Contact: Staci Whitehouse, Interim Executive Director of Human Resources, ext. 6628
Executive Team Sponsor: Staci Whitehouse, Interim Executive Director of Human Resources, ext. 6628

© 2025 GREEN RIVER COLLEGE, ALL RIGHTS RESERVED | Privacy | Non-Discrimination Statement & Accessibility | Consumer Information | WAC Rules Process | Careers | Main Campus Map | Site Feedback | Campus Hours

Workplace Safety:

WFSE CBA

Article 20 Safety and Health (page 54)

Article 22 Drug and Alcohol-free Workplace (pages 57-59)

Conditions of Employment:

WFSE CBA

Article 7 Hours of Work (pages 16-20)

Article 25.2 Conditions of Employment (page 60)

Work Assignments:

WFSE CBA

Article 4.2 Types of Appointment (page 4)

Article 6 Performance Evaluation (page 15)

Rights and Responsibilities:

WFSE CBA

Article 2 Non-Discrimination (page 1)

Article 3 Workplace Behavior (page 2)

Appendix K Title IX (page 9)

Article 7 Hours of Work (page 16)

Article 8 Overtime (page 20)

Article 9 Training and Employee Development (page 23)

Article 25 Licensing and Certification (page 60)

Rights and Responsibilities:

Faculty CBA 2025-28 CBA

Article I: Recognition - Section C: Recognition of Right to Bargain (page 8)

Article XVI: Academic Freedom, Faculty Rights, And Intellectual Property (page 111-113)

Evaluation:

WFSE CBA

Article 6 Performance Evaluation (pages 15-16)

Evaluation:

Faculty CBA 2025-28 CBA

Article IX: Tenure – Section F: Evaluation and Support Process (pages 71-79)

Article VI: Adjunct Faculty – Section D: evaluation (pages 40-42)

Article X: Review of Tenured Faculty (page 85)

Evaluation and Disciplinary Procedures

Annual assessment form used for administrators

2024-2025 Performance Review

Name & Emp ID:	Supervisor's Name:
Title:	Supervisor's Title:

Performance Review (instructions on page 8)

Accomplishments from last year 2024-2025
For your area:
For your role and/or professional growth:
Supervisor Comments/Evaluation:

Challenges/Barriers from last year
For your area:
For you in your role:
Supervisor Comments:

2024-2025 Performance Review

CliftonStrengths (formerly StrengthsFinder)

CliftonStrengths Information
1. If you've not already done so, submit CliftonStrengths results to Mark Brown (mbrown@greenriver.edu). 2. If you have not completed a CliftonStrengths assessment, please contact Mark for an access code. 3. Below, please list your top 5 strengths as indicated in your CliftonStrengths report. *There is a cost associated with this process. It isn't necessary to use this portion of the review if you haven't done the Strengths Assessment. 1. 2. 3. 4. 5.

Work Planning for your area for next year (include at least one diversity goal)

Priorities for next year (Please include 5 or fewer including DEI goals)
Supervisor Comments:

2024-2025 Performance Review
Competency Assessment

*	Exceeds Standards	A level of performance that often surpasses job requirements. Results are above expected level.
	Meets Standards	A level of performance that consistently meets all normal requirements of the position. Progress is fully satisfactory.
*	Needs Improvement	A level of performance that does not meet all of the job requirements. Substantial improvements needed.
	Not Applicable	Not relevant to current position.
	*** Written comment required**	

Knowledge of Job Function

- Comprehension of pertinent facts, policies, procedures and goals of department
- Ability to assess accurately a situation, gather and evaluate appropriate data
- Ability to manage change, adjust to new requirements, procedures, and systems
- Compliance with Green River College and departmental standards
- Develop racially inclusive services to all employees through exemplary customer service*

Managers: Please fill out the blue boxes and provide comments.

☐ Exceeds Standards ☐ Meets Standards ☐ Needs Improvement ☐ Not Applicable

Click here to enter text.

Please share examples where you have demonstrated DEI principles as a part of your job function

Dependability and Punctuality

- Attendance, dependability, and consistency with schedule and responsibilities

☐ Exceeds Standards ☐ Meets Standards ☐ Needs Improvement ☐ Not Applicable

Click here to enter text.

2024-2025 Performance Review

Initiative and Resourcefulness

- Resourcefulness in utilizing facts, intuition, and experience.
- Ability to develop/carry out new ideas and methods.
- Implement a system of development and accountability to ensure accelerated progress towards becoming a racially inclusive, anti-racist organization.
- Effort to seek new responsibilities and acquire needed skills.

☐ Exceeds Standards ☐ Meets Standards ☐ Needs Improvement ☐ Not Applicable

Click here to enter text.

Please share examples where you have demonstrated DEI principles as a part of your job function

Communication Skills

- Ability to communicate effectively with staff, students, and faculty.
- Ability to listen attentively and share information with department and team.
- Respond effectively when given feedback about the impact of your comments, actions, and/or inactions.

☐ Exceeds Standards ☐ Meets Standards ☐ Needs Improvement ☐ Not Applicable

Click here to enter text.

Please share examples where you have demonstrated DEI principles as a part of your job function

2024-2025 Performance Review

Interpersonal Relations

- Ability to maintain positive working relationships and recognize racist attitudes, behaviors, and microaggressions in yourself and others.
- Ability to provide honest feedback and accept constructive criticism, including effective engagement in meaningful dialogue about race in a racially equitable and inclusive capacity.
- Ability to effectively interrupt racist dynamics and recognize and shift dynamics of white privilege in the moment.

☐ Exceeds Standards ☐ Meets Standards ☐ Needs Improvement ☐ Not Applicable

Click here to enter text.

Please share examples where you have demonstrated DEI principles as a part of your job function

Management Skills (If Applicable)

- Ability to interview and hire, coach and mentor, manage staff, and create racially inclusive, high-performing teams and work climates where all are respected, valued, feel a sense of belonging, and able to contribute to their full potential.
- Ability to use organizational and political savvy to solve problems.
- Use a Race Lens in all planning, and decision-making processes.
- Use a Race Lens to analyze all current policies, programs, practices, and services and revise as needed, to eliminate negative differential impact on People of Color and create racial equity and inclusion.
- Implement a system of development and accountability to ensure accelerated progress towards becoming a racially inclusive, anti-racist organization.

☐ Exceeds Standards ☐ Meets Standards ☐ Needs Improvement ☐ Not Applicable

Click here to enter text.

2024-2025 Performance Review

Please share examples where you have demonstrated DEI principles as a part of your job function

Leadership Work Planning for Your Area and the People You Lead (If applicable)

Priorities for next year
Supervisor Comments:

2024-2025 Performance Review

Career Objectives

Utilize this space to record any career objectives you wish to share. If additional professional development is required to accomplish these objectives, please provide details.

Professional Development Planning for You

Three (or fewer) Professional Development Activities for Next Year
1.
2.
3.
Supervisor Comments:

REQUIRED TRAINING: Managers please verify completion by reviewing employee certificate.

	Please CHECK the box (to the left), indicating you have completed the following ANNUAL training:
	Title IX: Building Supportive Communities
	FERPA (Faculty, Adjunct Faculty, and Deans)
	GRC Child Abuse & Neglect (We are all mandatory reporters)
	GRC Ethics
	GRC Non-Discrimination
	AED (Automated External Defibrillators)
	Fire Extinguisher Safety
	First Aid
	Hazard Communication
	Campus Security Authority (Assigned training)

If you have not completed the required learning modules listed above, please contact Mark Brown at mbrown@greenriver.edu.

2024-2025 Performance Review

As a team member, signing this does not necessarily mean that you agree with this review, but that you are signing to acknowledge that you have reviewed this document with your supervisor.

Employee Signature: _____ _____
Date

Supervisor Signature: _____ _____
Date

2024-2025 Performance Review

Guide for Completing Performance Review

Summary: The performance review summarizes accomplishments and outcomes, as well as challenges for the review period, which is July 1st to June 30th. Additionally, the performance review provides a space for work planning, both work related goals, and professional development for the upcoming fiscal year.

Who should complete: GRC staff, managers, and supervisors. Staff with less than 6 months direct GRC experience may not have enough work experience to warrant full completion of page 1. In these instances, please still complete the sections on pages 2-6.

Section Overview:

- **Accomplishments:**
  - Provide accomplishments, outcomes, and job-related behaviors related to expectations for the review period and may include milestones/progress on goals.
- **Challenges:**
  - Provide challenges and areas for opportunities related to expectations for the review period. Comments may include development needs.
- **CliftonStrengths**
  - Follow instructions provided. Please contact Mark Brown, mbrown@greenriver.edu with questions or concerns.
  - CliftonStrengths is Gallup's rebranded name for the StrengthsFinder 2.0 assessment. If you've completed a StrengthsFinder assessment, you already have your CliftonStrengths top 5 information.
- **Work Planning:**
  - Provide goals and work plans for the upcoming fiscal year. Goals should align with the unit goals, and the mission, vision, and values of Green River College. You may consider referring to the Green River College Strategic Plan draft, as well as the DEI Strategic Plan as you develop these. Green River College encourages the use of SMART format for writing goals:
    - **S**pecific
    - **M**easurable
    - **A**mbitious and Achievable
    - **R**esults-based
    - **T**ime-bound
- **Diversity, Equity, and Inclusion:** As we continue our work toward becoming an anti-racist campus, it is essential to be actionable and deliberate in our professional growth.
  - Please provide examples of actionable steps you have taken to move the needle forward in our DEI efforts.
- **Professional Development:**
  - Green River College supports growth, professional development, and encourages staff to seek these opportunities both at work and on their own. Provide possible suggestions/activities. Professional development can include continuing education, research, skill-based training, and more.
    - For some ideas, please contact GRC's Learning and Development office

2024-2025 Performance Review Guide

Guide for Completing Performance Review

Summary: The performance review summarizes accomplishments and outcomes, as well as challenges for the review period, which is July 1st to June 30th. Additionally, the performance review provides a space for work planning, both work related goals, and professional development for the upcoming fiscal year.

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  - Follow instructions provided. Please contact Mark Brown, mbrown@greenriver.edu with questions or concerns.
  - CliftonStrengths is Gallup's rebranded name for the StrengthsFinder 2.0 assessment. If you've completed a StrengthsFinder assessment, you already have your CliftonStrengths top 5 information.
  - There is a cost associated with the assessment, so if you don't have the funds, you can bypass this section.
- **Work Planning:**
  - Provide goals and work plans for the upcoming fiscal year. Goals should align with the unit goals, and the mission, vision, and values of Green River College. You may consider referring to the Green River College Strategic Plan, as well as the DEI Strategic Plan as you develop this component. Green River College encourages the use of SMART format for writing goals:
    - **S**pecific
    - **Measurable**
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  - Green River College supports growth, professional development, and encourages staff to seek these opportunities both at work and on their own. Provide possible suggestions/activities. Professional development can include continuing education, research, skill-based training, and more.
    - For some ideas, please contact Learning & Innovation.

Retention:

WFSE CBA

Article 43 Compensation (page 100)

Promotion:

WFSE CBA

Article 42.2 Position Review (pages 97-98)

Article 43 Compensation (pages 100-107)

Promotion:

Faculty CBA 2025-28 CBA

Article VII Leaves and Faculty Development - Section M: Faculty Excellence Awards (pages 61-62)

Appendix A: Full-Time Faculty Annual Salary Schedule (page 116)

Appendix B: Adjunct Faculty Salary Schedule (page 118)

Appendix D: Professional and Technical Salary Placement and In-Service Credit Advancement (pages 127-128)

Appendix E: In-Service Credit Computation Schedule For Faculty Member's Continuing Education Experience (page 129)

Termination:

WFSE CBA

Article 29 Disciplinary Procedures (pages 63-64)

Article 27 Resignation and Abandonment (pages 61-62)

Article 34 Reasonable Accommodation Disability Separation (pages 71-75)

Article 35 Layoff and Recall (pages 74-75)

Termination:

WFSE CBA

Article 29 Disciplinary Procedures (pages 63-64)

Article 27 Resignation and Abandonment (pages 61-62)

Article 34 Reasonable Accommodation Disability Separation (pages 71-75)

Article 35 Layoff and Recall (pages 74-75)

Additional Evidences / Section 4

NH-Classified New Hire Managers Checklist 05.2025

GRC Human Resources
Managers Onboarding Checklist for Classified New Hires

New Employee Details

Employee's Name:
Job Title:
Department:
Start Date:
Orientation Date Attended:
Manager/Supervisors Name:

Instructions

- Check each box when completed.
- Initial and date each line item as it occurs, or mark N/A if not applicable.
- Submit the following forms at employees one year anniversary to HR@greenriver.edu
  - New Hire Checklist
  - Mentor Checklist (completed within the first month)
  - First annual performance review to HR

Key Contacts

Tracy Sabo-HR New Hire/Separation Consultant	tracy.sabo@greenriver.edu
Dennise Bolinger-Compensation Consultant	dbolinger@greenriver.edu
Tamara Shilipetar-Recruiting Manager	tshilipetar@greenriver.edu

Hiring Preparation: Department Responsibilities

	Submit a Request to Hire (RTH) to HR@greenriver.edu • Email the Recruiting Manager should you need recruiting support.
	Review applications and conduct interviews. • Email reference checks to hr@greenriver.edu
	Extend offer to selected candidate (after Recruiting Manager approval).
	Notify Recruiting Manager once the offer is accepted.

Hiring Process: HR Responsibilities

	Complete onboarding paperwork (I-9, background check, etc.)
	Notify manager when onboarding documentation is complete and provide Empl ID and confirmed start date.
	Inform Payroll of the new hire's start date.
	HR Benefits will contact new employee through their personal email before the start date or to their GRC email on the start date.
	Learning & Innovation will notify the manager of the new employee's orientation date.

Pre-Start: Department Responsibilities	
	Communicate key information to the new employee, including: • Congratulations and welcome message • Work schedule and role expectations • First-day itinerary, including any department-specific dress preferences (if applicable) • First-day details (greeting contact, location, time) • Directions, parking, and transportation options • Contact info for department mentor • Share GRC's Vision, Mission, and Core Values statements
	Request physical keys (if applicable) via Key Authorization Slip and submit to facilities@greenriver.edu
	Submit IT requests: • For necessary equipment through the Service Catalog. • Employee accesses (email, Teams, Canvas, necessary drives, job-specific software etc.) New Account Set-Up • Arrange job-specific access in ctcLink ctcLink Permissions
	Ensure the workstation is clean, accessible, and fully stocked with necessary supplies.
	Notify your department of the new employee's name, role, and start date.
	Order business cards (if applicable) through College Relations.
	Request after-hours access to SafetyDispatch@greenriver.edu (if needed)
	Contact Payroll at payroll@greenriver.edu for the pay period calendar and FAQs.
	Assign a mentor and provide them with the Professional Mentor Checklist (the list can be found on the Managers Resources Gatornet page HERE) **Choosing a Professional Mentor for Onboarding** • When assigning a mentor for your new classified employee, select someone in your department who: o Is knowledgeable about your team, processes, and campus resources. o Exemplifies GRC's CORE values by being professional, positive, and supportive. o Maintains a factual, respectful, and gossip-free environment. o The mentor will: o Spend the first month providing guidance, tours, and serving as the primary point of contact. o Check in weekly for the first month with the employee to discuss their experience and ensure they have the right support. • This role is vital to creating a welcoming and productive onboarding experience, so choose someone who will reflect the college's standards and values effectively.
	Ensure the employee completes an onboarding meeting via Zoom or in-person ***PRIOR*** to their start date to verify I-9 documents. Contact the HR New Hire Consultant with any questions or issues
	Create a first-week agenda.
New Employees First day • ***Ensure the following steps are completed to help the new employee settle in:***	
	Campus Tour & Introductions

	• Give a campus tour, including the employee's work area, restrooms, break areas, emergency exits, kitchens, workrooms, and copiers. • Show the employee their workstation and where to store personal belongings. Ask if they need any special accommodations (e.g., stand-up desk, unique chair, headphones). • Introduce the employee to their department mentor (if not previously done). • Introduce them to staff in departments your team collaborates with. • Arrange a meet-and-greet (e.g., department luncheon).
	Workstation Setup & Access • Issue keys/keycards and explain after-hours/weekend access policies (if applicable). • Explain how to use fax and copy machines (contact mwells@greenriver.edu for assistance).
	Company Values & Team Orientation • Review GRC's Vision, Mission, and Core Values statements. • Discuss department goals, objectives, and the employee's role within the team.
	Procedures, Policies, & Safety • Cover department-specific procedures (e.g., opening/closing protocols). • Review break times, meal periods, and attendance policies. • Review safety procedures and share the departmental phone tree (if applicable).
	Documentation & Job-Specific Details • Provide a copy of your departments Terminology Reference List (a sample is in Managers Resources Gatornet page HERE) • Provide a copy of your departments Colleague Contacts List (a sample is in the Managers Resources Gatornet page HERE) • Provide a copy of this checklist for their reference. • Provide a copy of their job description, review pay details, and explain pay periods, pay dates, and direct deposit options (contact payroll@greenriver.edu for questions). • Assign a specific task for the employee to complete.

	Virtual & Benefits Overview
	• Offer a virtual tour of HR Gatornet such as:
	  o Classified CBA on the Classified Employee page.
	  o GRC Employee Educational Benefits link for additional educational opportunities.
	  o HR Benefits & Wellness page.
	• Encourage them to read all emails, newsletters and newsposts from the HR team as it's helpful to their experience here at GRC.
	• Provide a virtual overview of ctcLink, showing where to update personal contact info, enter direct deposit details, and review W-2 information.
	• Offer a time to set up a meeting with Benefits to discuss options and confirm they received all benefits information.
	• **Important: Provide HR with a signed job description.**

	End-of-Day Check-In • Check in with the employee at the end of the day to answer any questions.
New Employees First Week	
	Ensure the employee has the necessary information and equipment to perform their job.

	Assign relevant trainings from the General Staff Onboarding Manual: ctcLink Training Manual — Identify which trainings apply to the role, provide a list to the employee, and set clear deadlines.
	Include the new employee in staff meetings or other relevant teams/committees by sending Outlook calendar invites.
	• Review policies and procedures with the employee, including: o Requesting vacation or overtime o Personal and long-distance calls o Probationary period o Business travel and reimbursement (if applicable) o Use of department vehicles (if applicable) o Receiving and accepting gifts o Visitors in the workplace o Maintaining confidentiality o Reinforcement of college resources for work use only (remind them that college equipment is state property)
	Sense of belonging • Inform and welcome the employee to explore GRC's committees and caucuses. o Affinity Caucuses list o Committees list
New Employees First Month	
	Review professional development opportunities and assist with any relevant sign-ups.
	Facilitate introductions with department staff to help the employee understand each team member's role.
	Meet to discuss the employee's performance and set goals for the fiscal year.
	Schedule weekly 1:1 check-ins (minimum 30 minutes per week) to review progress and provide feedback. • During these 1:1 meetings, discuss what energizes or de-energizes the employee (reference Foundations of Leadership Training). • Review professional development opportunities and assist with any relevant sign-ups.
	Confirm the employee is signed up for and has attended any required ctcLink training.
	Encourage the employee to check their email at least once a week for essential updates like Benefits Open Enrollment, required attendance events, and other critical announcements—especially important for those not using a computer daily.
	Collect the Mentor Checklist for your records and retain it for submission to HR along with the employee's first annual performance review.
New Employees First 90 Days Follow-Up	
	Review fiscal year goals and job duties with the employee.
	Hold a performance management discussion.
	Continue discussing strengths and growth areas in 1:1s. • Reference Foundations of Leadership Training.
New Employees First 6 Months Follow-Up	

	Hold a Performance Assessment (The supporting documents can be found on the Managers Resources Gatornet page HERE) • Review goals and job duties.
	Arrange for the employee to attend at least one learning, training or professional development event.
	For professional development funding requests, provide them with the Classified Staff Training & Development Gatornet page. • For any questions about professional development, direct them to Learning & Innovation.
	Continue discussing energy levels during 1:1s (reference Foundations of Leadership Training).
New Employees First Year Follow-Up	
	Recognize their one-year anniversary.
	Hold a Performance Assessment (The supporting documents can be found on the Managers Resources Gatornet page HERE) • Review goals and job duties.
	Continue discussing strengths and areas for growth in 1:1s. • Reference Foundations of Leadership Training
	Submit the following forms to HR@greenriver.edu: • Signed New Hire Checklist • Mentor Checklist (completed within the first month) • First annual Performance Assessment

Signatures:

_____

New Employee (Print & sign) Date

_____

Manager (Print & sign) Date submitted to HR

NH-New Hire Classified Professional Mentor Checklist 12.2024

GRC Human Resources
Professional Mentor Onboarding Checklist for Classified New Hires

New Employee Details

Employee's Name:
Job Title:
Department:
Start Date:
Orientation Date Attended:
Manager/Supervisors Name:

Instructions

- Check each box when completed.
- Initial and date each line item as it occurs, or mark N/A if not applicable.
- Submit the form to the manager immediately after all items are completed.

REMINDER: Please remain professional, factual, and positive, avoiding gossip, rumors, or assumptions. Review GRC's CORE values before the new employee's start date to ensure you can share and demonstrate them as you mentor. Be mindful of GRC's commitment to these values throughout the onboarding process.

Checklist for the Professional Mentor Office Culture Tour

	Provide a tour of the department and campus, emphasizing department and campus culture.
	Set up weekly touch-base meetings with the new employee for their first month. • Check in with the employee on their experience so far, offering support or helping them connect with the right contacts across campus for additional assistance.
	Provide a welcoming overview of the department's culture, highlighting positive practices and expectations that support success.

Signatures:

_____

New Employee (Print & sign) Date

_____

Professional Mentor (Print & sign) Date

Full-time instructor Contract Template

Green River COLLEGE

GREEN RIVER COLLEGE DISTRICT NO. 10
2025-2026 PROFESSIONAL EMPLOYMENT CONTRACT

APPOINTMENT

___ **Tenured: Subject to the State of Washington Community College Tenure Act**

___ **Probationary: No tenure--as defined in the Washington Community College Tenure Act**

DATE ISSUED: September 1, 2025

___ **Initial** ___ **Rewrite**

___ **Educational Update**

___ **Degree/Responsibility Change**

To:

You are hereby notified of your appointment to the Green River College professional staff as Instructor for the period beginning September 1, 2025, and continuing through June 18, 2026, as defined in the official College calendar contained in the current College catalog, including all advising, instructional, faculty and workshop days.

Your salary is determined in accordance with the job description contained in the Community College District No. 10/GRCC United Faculty Coalition Agreement and/or your educational qualifications and experience listed below.

This contract is 171 days in length and is computed as follows:

Credits/Level	**$**
Less unfunded increments	**($ 0.00)**
Doctoral Degree	**$.00**
Advising	**$00.00**
	$
Nurse Educator Allocation Fiscal Year 2025-2026	**$**
Less unfunded increments	**(0.00)**

This offer of employment is made subject to the laws of the State of Washington, the rules of the State Board for Community College Education, the policies and rules of the Board of Trustees of Community College District No. 10, and the applicable parts of any agreement which may be negotiated pursuant to State law affecting the terms and conditions of employment, as they now exist or may hereafter be amended, the same as though expressly set forth herein. The employee is subject to assignment or reassignment of duties by the College President.

In the event the Legislature provides additional funds for salary increases for the period covered by this contract, and the State Board for Community College Education authorizes such expenditures, the College may, in accordance therewith, grant a salary increase in addition to the salary set forth in this contract.

This contract is offered for acceptance only on the terms and conditions stated herein on or before the 1st day of September 2025. Acceptance of this appointment shall be indicated by signing the employment contract and returning the white copy to the College Human Resources Office on or before the date indicated above. This offer expires on October 1, 2025 and becomes invalid unless a signed acceptance is received or postmarked prior to the expiration date.

This agreement constitutes the full and final statement of the parties with respect to the terms and conditions of employment. No additions, modifications or alterations shall be binding unless made in writing and signed by both parties to this Agreement.

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 10

_____
Suzanne Johnson
President and Secretary to the Board of Trustees

ACCEPTANCE OF EMPLOYMENT
I accept the above contract and the terms and conditions thereof.

DATE: _____ **SIGNED:** _____

PHONE: _____ **ADDRESS:** _____

_____

Adjunct Agreement Template

Welcome to Green River College!

As an adjunct faculty member, you have been hired to perform educational services to support the mission and goals of the College. The following is a summary of information to help you understand the conditions of employment:

- Your temporary faculty appointment is on a quarter-by-quarter basis.
- Initial salary placement is at Level A within the degree you hold, using the appropriate adjunct salary schedule of the faculty negotiated agreement.
- You will be paid at the bachelor's rate until official transcripts are received showing a master's or doctoral degree earned. Pay will be adjusted beginning with the period of the current contract when transcripts are received.
- Your appointment may be subject to cancellation by the College if your services are not needed. Such situations include, but are not limited to:
    - there is insufficient class enrollment,
    - a class is needed to make a full load for a tenured faculty member, or
    - there is a reduction in the program.
- This temporary appointment is not subject to tenure. Neither this appointment, nor any policy, rule, or regulation will be construed as providing an expectation of re-employment once your appointment has ended. There is no guarantee of continued employment.
- This offer of employment is made subject to the current faculty negotiated agreement (attached), as well as the policies, rules, or regulations of the College, and of other State agencies which the College is required to observe in practical and/or efficient operation of its College(s), and the laws of the State of Washington.

Next Steps

Please sign and return this letter of employment by either emailing it to HR@greenriver.edu or dropping it off at Human Resources. This confirms that you understand and accept the conditions of employment.

If you have any questions, reach out to your dean's office or contact Human Resources HR@greenriver.edu or 253-288-3320.

Acknowledgment

Full Name (Signature): _____ Date: _____

Full Name (Printed): _____

Department/Division: _____ Supervisor & Extension: _____

Additional Resources

Please review Green River College's Human Resources internal MS SharePoint website, GatorNet. You will gain access once you receive your GRC credentials (email address and password). GatorNet provides:

- Employee-type information
- Collective Bargaining Agreement(s)
- Documents and forms
- Helpful resources to support you as an adjunct faculty member

Blank Adjunct Faculty Workload Contract

Faculty Workload Appointment

Employee ID		**Name**	
Contract Number		**Contract Type**	
Institution	WA100 - Green River College	**Contract Generation Date**	
Term		**Contract Begin Date**	
Address	12401 SE 320th Street Auburn, WA 98092-3622	**Contract End Date**	

Classes

Class Nbr	Workload Description	Sub	Catalog Nbr	Course ID	Course Title	Contract Hours	Time	Meeting Pattern	Start Date	End Date	Location	Earn Code	Combo Code	Department	Total Pay for Term	FTE%
												PTF				
												PTF				

Comment

Contract Payment Summary

Total Contract Amount	Number of Payments	Hours	FTE%

Contract Payment Information

Payment Date	Pay Amount

Disclaimer

The Employee is hereby notified of this temporary faculty appointment to the college to perform professional education services in connection with the conduct of the above designated Assignment. The Employee will be paid at the rate set forth in the Assignment. This appointment is subject to cancellation by the college for insufficient enrollment, or if the assignment is needed by a full-time instructor in order to complete a contracted load, or other reasons as determined by the college. If this appointment is cancelled due to insufficient enrollment, the College will compensate the Employee one hour "start-up" time for Employee's inconvenience. It is the responsibility of the individual instructor to contact the appropriate dean within the first hour of class if there are not fifteen (15) students at the first session. This offer of employment is made subject to the current negotiated faculty agreement (GRCC United Faculty Coalition/Board of Trustees) and the policies and rules or regulations of the College and of other State agencies which the College is required to observe in the practical and/or efficient operation of its college(s), and the laws of the State of Washington. It is understood that this employment is on a temporary basis and for the limited period set forth in the contract. The appointment is not subject to tenure. Neither this appointment nor any policy, rule, or regulation shall be construed as providing the Employee with an expectancy of re-employment by the district.

Green River College PRFR Report Appendix 2.F.2

2.F.2 The institution provides faculty, staff, and administrators with appropriate opportunities and support for professional growth and development.

Table of Contents

2.F.2 EV.#1 / Section 1 ..... **4**

Section 1: Employee professional development policies and procedures for faculty, staff, administrators

- Employee Tuition Exemption Request Form
- Learning & Innovation
- Learning & Innovation: Professional Development
- 2025-28 CBA
  - *article VII: Leaves and Faculty Development - section I: Faculty Development Program (page 57-59)*
- Faculty Excellence Program
- Distinguished Faculty Award
- RCW 28B.15.558: Waiver of tuition and fees for state employees and educational employees—Report.
- 2025-2027 Washington Federal State Employees - Higher Education
  - *article 9 Training and Employee Development (page 23)*
- Employee professional Development
- Administrative/Exempt Handbook -professional development (page 16)
- Exempt Staff Training and Development Request

2.F.2 EV.#1 / Section 1

Employee Tuition Exemption Request Form

STUDENT INFORMATION

Name:_____ Date of Birth: _____
Last First M.I.

ctcLink Student ID:_____ Term: ❑ Summer ❑Fall ❑Winter ❑Spring Year:_____

Address: _____
Street City State Zip

Phone:_____ Employee Type: _____

Position title:_____ How long in this position? _____
Years Months

This waiver is applied on a space available basis only, enrollment cannot occur prior to the 4th day of fall,winter, and spring terms; 3rd day of summer term

❑I have read the eligibility guidelines on page 2 of this form, and hereby request a tuition exemption as a classified/permanent employee of the State of Washington.

Student Signature:_____ Date: _____

PROPOSED SCHEDULE			
Class Nbr (ex. 20720)	Catalog Name (ex. ACCT 101)	Class Title (ex. Practical Accounting I)	Credits

AUTHORIZING PERSON

This section must be filled out and signed by a Human Resource Officer or Commanding Officer. See back for eligibility details.

Name: _____

Title:_____ Phone: _____

Agency: _____

Address: _____
Street City State Zip

❑I certify that his employee is a full-time/part-time permanent employee of the State of Washington and is eligible to enroll under the tuition exemption program.

Authorizing Person Signature:_____ Date: _____

OFFICE USE ONLY	Date:_____ Processed by: _____

ELIGIBILITY GUIDELINES

To be eligible for the tuition exemption program, an employee must be a full-time/part-time permanent employee of a Washington State agency and be certified as eligible for the tuition exemption in accordance with chapter 88, Laws of 1990, 51st regular session.

STATE WAIVER ELIGIBILITY

- Permanent employees in classified service under RCW 41.06 (State Civil Service Law)
- Permanent employees governed by RCW 41.56 (Public Employees Collective Bargaining)
- Permanent classified employees and exempt paraprofessional employees of technical colleges
- Faculty, counselors, librarians and exempt professional/administrative employees at institutions of higher education
- Teachers and other certificated instructional staff at public common and vocational schools
- Classified staff employed at public common schools, when the employee is taking courses relevant to their work assignment or coursework that is part of a teacher preparation program

This waiver is applied on a space available basis only, enrollment cannot occur prior to the 4th day of fall, winter, and spring terms; 3rd day of summer term

ENROLLMENT PROCEDURE

1. Complete an application for admission prior to the first term of attendance
2. Complete the reverse side of this form
3. Eligibility must be verified by Human Resource Department or Commanding Officer
4. Obtain instructor permission to enroll for each class
5. Submit form and class enrollment permission to the Office of the Registrar
6. Enroll in class(es) between the 4th and 10th day of the term
7. All fees are due at the time of enrollment

FEES

- An enrollment fee will be charged per course, each term, to cover the cost of program administration
- Fees are published in the College Catalog and online at greenriver.edu/tuition
- Participants will be charged any additional class fees associated with the course

Failure to pay fees may result in removal from class(es) without prior notification.

Learning & Innovation

Learning & Innovation

Mark Brown
Director of Learning and Development

Welcome to Learning & Innovation, your resource for growth, compliance, and professional development at Green River College.

Continuous learning is key to thriving in a rapidly changing workplace. Learning & Innovation offers opportunities for employees to grow, and we encourage leaders to support this growth by providing time and resources for development. Together, we create a stronger, more satisfying workplace.

Who We Are

We foster an environment that inspires learning for career advancement and personal growth, offering innovative and timely workshops for GRC staff and faculty.

What We Do

We provide professional development opportunities, including workshops, courses, coaching, training programs, and customized department retreats.

Explore Key Areas:

- **New Employee Orientation**: A guide for managers and new hires to start strong at GRC.

- **Required Existing Employee Training**: Stay on top of essential compliance training tailored to your role.
- **Professional Development**: Access a quarterly course calendar, workshops, and an easy registration form to plan your growth.

At the bottom of this page, find the **Learning & Innovation Events/Courses Calendar**, which includes all training, *Safe@Work* & Equity Representative Training sessions.

Join us in building a culture of learning and collaboration!

New Employee Orientation

Learning & Innovation: New Employee Orientation

greenriveredu.sharepoint.com

This page provides managers and new hires with all the details needed to ensure a smooth orientation experience, including attendance requirements, topics such as GRC's mission, vision, and values, key policies like FERPA and accessibility, HR and benefits information, as well as resources for IT, security, and violence prevention.

Training for Existing Employees

Learning & Innovation: Training for Existing Employees

greenriveredu.sharepoint.com

Green River College values professional growth and compliance to maintain a safe, inclusive, and innovative workplace. Use this guide to navigate your mandatory training requirements and explore optional courses in Diversity, Equity, Inclusion (DEI)...

Professional Development

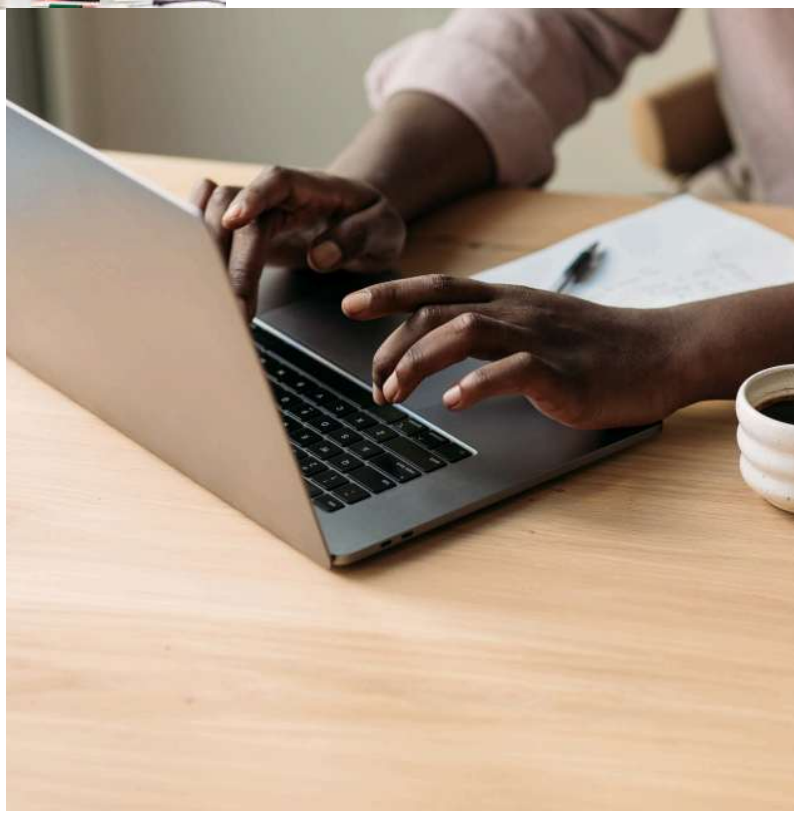
This page is your hub for professional growth, leadership development, and team-building opportunities at GRC. Explore workshops, leadership programs, and resources to enhance your skills and support your career growth.

Highlights include:

- **Course Calendar**: Stay updated on upcoming workshops and programs.
- **Leadership Programs**: Discover the Foundations of Leadership (FOL) series, including FOL I and II, tailored for emerging and experienced leaders.
- **Other Courses**: Explore offerings like *Making Connections Across Generations*, *Straight Talk*, *A Growth Mindset*, *Strategic Employee Onboarding: The First 365 Days*, and more.
- **Key Details**: Learn about completion requirements, attendance expectations, and how managers can support participant success.
- **FAQs and Registration**: Get answers to common questions and sign up for courses easily.

Learning & Innovation: Professional...

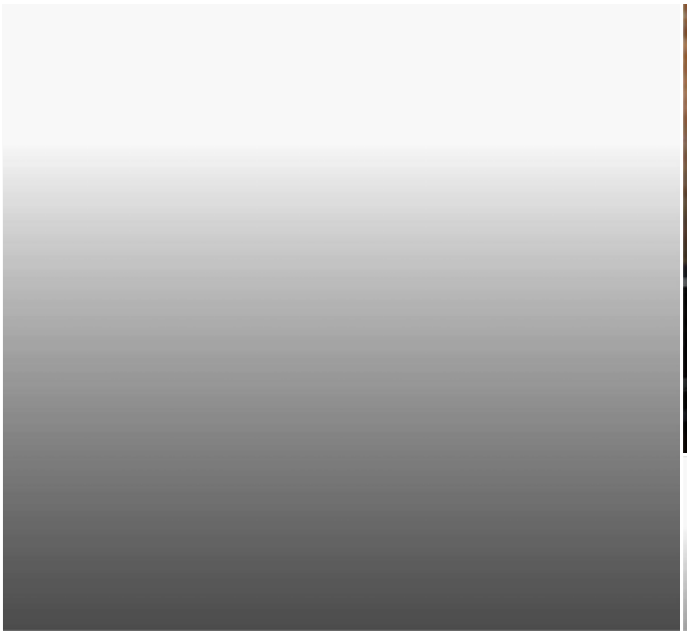
Learning & Innovation Professional Development Cours...

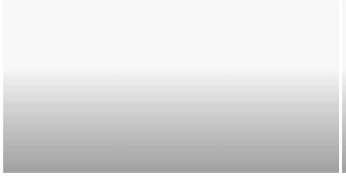


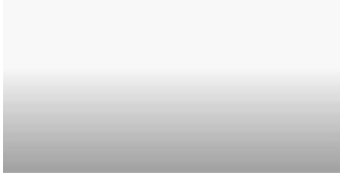
Events & Courses Calendar

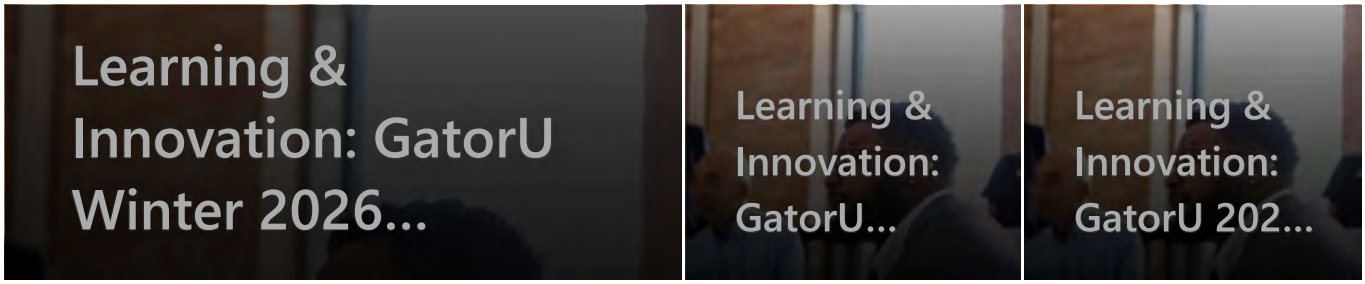
GatorU Newsposts

News









For questions about the program, schedules, or registration, contact:

Mark Brown
Director of Learning and Developm...

Events & Courses Calendar

GatorU Newsposts

Learning & Innovation: Professional Development

Learning & Innovation: Professional Development

Mark Brown
Director of Learning and Development

Welcome to the Learning & Innovation Professional Development Page!

This resource is your gateway to advancing your skills, enhancing your leadership capabilities, and building stronger teams. Whether you're looking for individual growth opportunities or team-based learning experiences, you'll find everything you need here.

What You'll Find

- Quarterly Course Calendar:
  - A quarterly schedule of workshops and programs, including Equity Representative training sessions. Check the calendar for dates, times, and locations to plan your participation.
- Course Descriptions:
  - Explore a variety of workshops and programs designed to support your professional and personal development, including:
    - Foundations of Leadership (FOL) Programs: Our flagship leadership series, tailored to empower both emerging and established leaders.
- Equity Representative Training:
  - Gain the tools and knowledge needed to support equitable hiring practices at GRC.
- FAQs:
  - Find answers to common questions about courses, registration, and program expectations.
- Course Registration Form Link:
  - Ready to enroll? Use the registration form linked here to reserve your spot today!

> ***We're excited to support your learning journey and help you achieve your professional goals!***

Quarterly Course Calendars

Learning & Innovation Course Schedule

Course	Dates	Time	Location
Foundations of Leadership I: Maximizing Performance	Tuesdays September 30, October 7, 14, 21, and November 4	8:30 pm - 12:30 pm	CLI 118
Foundations of Leadership II: Cultivating Self Awareness for Effective Leadership	Thursdays October 16, 23, and November 6, 13, and 20	9:00 am - 1:00 pm	CLI 122/124 Day one CLI 118
A Growth Mindset	Wednesday, October 15	10:00 am - 12:00 pm	CLI 122/124
Making Connections Across Generations	Tuesday, November 18	1:00 pm - 3:00 pm	CLI 122/124
A Growth Mindset	Thursday, June 12	10:00 am - 12:00 pm	CLI 122/124
Making Connections Across Generations	Wednesday, December 3	10:00 am - 12:00 pm	CLI 122/124

Key:

- FOL - Foundations of Leadership
- CLI - Center for Learning & Innovation

Course Descriptions

Browse GRC's professional development courses—while all listed courses are offered, availability may vary each quarter, so be sure to check the Course Calendar regularly for updates.

Making Connections Across Generations

Overview
Diverse perspectives, motivations, attitudes, and needs have significantly changed workplace dynamics. By understanding each generation's "footprint," you can effectively leverage talents, foster collaboration, and maximize outcomes.
You Will Learn To:

- Describe each generation's work ethic and how it contributes to team success.
- Gain understanding and benefits of a multi-generational workforce.
- Apply techniques for effective communication across all generations.

You Will Benefit By:

- Understanding how generational history shapes workplace behavior.
- Avoiding stereotypes and myths about generational traits.
- Knowing how different generations process information and handle change.

Audience:
Anyone seeking to improve collaboration and communication across generations.
Curriculum Areas:

- Performance Management
- Team Development and Dynamics
- Making Connections Across Differences

Fine Tuning Your Team: Performance Management Best Practices

Overview
Effective performance management is an ongoing process that ensures teams align with strategic goals, work from their strengths, and achieve optimal results.
You Will Learn To:

- Build a shared vision that ties team efforts to organizational goals.
- Apply the "line of sight" concept to achieve team objectives.
- Use a best-practice performance management model.
- Implement a strengths-based work planning process.
- Integrate coaching and feedback loops into your regular performance cycle.

You Will Benefit By:

- Better understanding your team's strengths and weaknesses.
- Prioritizing team efforts more effectively.
- Strengthening connections between your staff and their work.

Audience:
Managers and supervisors looking to enhance team productivity and support staff effectively.
Pre-Class Recommendation:

- Lynda.com: *Delivering Employee Feedback*

Curriculum Areas:

- Performance Management
- Team Development and Dynamics

Straight Talk®: Using Strategic Communication for High-Impact Results

Overview
Workplace success depends on strong communication. The Straight Talk® model explores communication styles to build trust, eliminate misunderstandings, and improve collaboration.

Navigating Change: Building Trust and Effective Communication

Overview
This workshop helps participants understand change dynamics, build trust, and improve communication during organizational transitions.
Objectives:

You Will Learn To:

- Recognize the four Straight Talk® styles and their strengths, weaknesses, and differences.
- Identify your Straight Talk® profile and its role in your success.
- Adapt your style to improve communication with others.
- Strategically apply the strengths of your communication style.

You Will Benefit By:

- Developing positive working relationships and higher levels of trust.
- Enhancing self-awareness, productivity, and efficiency.
- Reducing conflicts caused by style differences.
- Improving group collaboration and problem-solving.

Audience:
Anyone seeking to improve communication skills. This class can also be scheduled for teams.

Program Recommendation:
This is an excellent class for supervisors and managers who have completed *Foundations of Supervision I: Maximizing Performance* and would like their staff to experience a full debrief of the Straight Talk® results and gain strategies.

Pre-Class Recommendation:

- Lynda.com: *Align Intent and Impact*, *How to Empathize*, and *Using 5 Questions to Increase Understanding.*

Curriculum Areas:

- Communication and Listening
- Leadership Development
- Self-Development

- Understand the change process and identify triggers.
- Build trust through transparent communication.
- Develop practical strategies to manage change effectively.

Expected Outcomes:

- Improved ability to navigate change and foster trust.
- A practical communication plan for future transitions.

Format:

- Two-hour interactive session.
- One-hour online follow-up session.

Presenter: Joey Pauley
Audience:
Open to all faculty and staff.

CliftonStrengths for Teams

Overview
The CliftonStrengths assessment helps identify and leverage individual strengths to improve team cohesion and performance. Learn more HERE.

You Will Learn To:

- Understand the 34 CliftonStrengths themes.
- Explore how individual strengths contribute to team success.
- Identify complementary strengths within your team.

- Reflect on personal strengths in daily work.

You Will Benefit By:

- Creating a team strengths map.
- Participating in team-building exercises.
- Enhancing collaboration, communication, and productivity.

Audience:
Full teams. This course is offered by request and includes a 3-hour facilitation session.

A Growth Mindset

Overview
A growth mindset, rooted in the research of Dr. Carol Dweck, fosters creativity, resilience, and self-improvement, helping individuals achieve their full potential.

You Will Learn To:

- Differentiate between fixed and growth mindsets.
- Understand mindset characteristics.
- Develop positive thinking strategies.

You Will Benefit By:

- Using positive self-language.
- Recognizing the value of feedback.
- Finding inspiration in others' success.

Audience:
Open to all faculty and staff.

Strategic Employee Onboarding: The First 365 Days

Overview
Onboarding is a strategic process that extends beyond orientation. It improves performance, reduces turnover, and builds high-performing teams.

You Will Learn To:

- Differentiate between onboarding and orientation.
- Identify key reasons for developing an onboarding plan.
- Customize an onboarding program for your department's needs.
- Apply strategies to deliver impactful onboarding experiences.
- Understand roles and responsibilities in onboarding success.

You Will Benefit By:

- Gaining practical tools and strategies for onboarding.
- Strengthening your departmental brand and reducing turnover.
- Improving onboarding experiences for new hires.
- Quantifying the costs of turnover and its impact on your unit.

Audience:
Supervisors and managers responsible for onboarding new staff.

Curriculum Areas:

- Performance Management
- Leadership Development

Foundations of Leadership (FOL) Programs

The *Foundations of Leadership* (FOL) program series provides early to mid-career managers and supervisors with a best-in-class learning experience. Combining formal classroom instruction with informal learning activities, the program equips participants with practical tools, resources, and strategies they can apply to their roles immediately.

Program Options

1. **Foundations of Leadership I: Maximizing Performance**
   Focuses on the supervisor's formal role, technical responsibilities, and managing performance effectively. Participants will gain knowledge and skills to enhance their management capabilities and ensure accountability.
2. **Foundations of Leadership II: Leading Through Self-Awareness**
   Builds on FOL I by focusing on personal growth and understanding. This program uses the Holistic Model for Leadership to develop a deeper understanding of leadership styles and their impact on workplace dynamics. Completion of FOL I is required to enroll in FOL II.

Foundations of Leadership I: Maximizing Performance

Modules Covered:

- The Role of the Manager/Supervisor
- Developing Employee Performance
- Performance Coaching
- Workload Management
- Employee Onboarding

Learning Activities:

- Meet with your supervisor to discuss your learning goals before starting the program.
- Attend and actively participate in all sessions.
- Complete short pre-class assignments to prepare for discussions.

Foundations of Leadership II: Cultivating Self-Awareness for Effective Leadership

Modules Covered:

- BaFa BaFa – A Cultural Simulation
- Layers of Diversity
- Clifton Strengths
- Difficult Conversations
- *Brand Presentation*

Learning Activities:

- Participate in interactive sessions and apply concepts in real-time.
- Explore leadership styles with tools like Clifton Strengths.

- Conduct a best-practice project on a leadership topic of your choice.
- Present a recommendations summary or job aid during the final session.
- Meet with your supervisor post-program to discuss your findings and application.
- Collaborate with peers and complete a final project to integrate program learnings.

Important Note: Completion of FOL I is required to enroll in FOL II.

Steps to Enroll

For Employees:

1. **Review Course Availability:**
   - Check the **Learning and Innovation Calendar** on GatorNet for FOL session dates.
   - Ensure you can attend all scheduled classes, as attendance is mandatory.
2. **Notify Your Supervisor:**
   - Confirm your availability and express your interest in the program.
   - Work with your supervisor to initiate the registration process.

For Supervisors:

1. **Support the Enrollment Process:**
   - Meet with your employee to review the course schedule and confirm they can attend all sessions.
   - Assess their workload to ensure they can focus on the program.
2. **Complete the MS Request Form:**
   - Access the **Foundations of Leadership (FOL) Program Enrollment Request** on GatorNet and submit the details.
   - After submission, both you and the employee will receive confirmation of registration.
3. **Provide Ongoing Support:**
   - Adjust the employee's workload as needed to allow focus on coursework.
   - Discuss their goals at the start and review their learnings after completion.

Key Reminders

- *Attendance Commitment: Full participation in all scheduled sessions is required.*

- ***Manager's Role: Supervisors must ensure employees are supported with time and resources to succeed in the program.***

Equity Representative Program

The Equity Representative Program empowers employees to play an essential role in ensuring equitable and inclusive hiring practices at Green River College. Equity Representatives work closely with hiring committees to develop job descriptions, create job postings, and participate in interviews, helping to uphold GRC's commitment to diversity, equity, and inclusion (DEI).

Key Responsibilities:

- **Facilitating a DEI Lens in Hiring:** Guide committees in adopting inclusive approaches to recruiting and interviewing.
- **Strengthening Procedures:** Help review and refresh hiring practices for fairness and compliance.
- **Advocating for Equity:** Address DEI concerns and ensure thoughtful, inclusive decision-making throughout the process.

Why This Role Matters:

Equity Representatives help build a diverse and inclusive workforce by ensuring hiring practices align with GRC's CORE values.

Training Details:

The Equity Representative training equips you with tools and strategies to succeed in this vital role. Training covers:

- Crafting inclusive job postings
- Applying an equity lens to hiring practices
- Navigating equity-related discussions within committees

Get Involved:

Check the schedule at the top of the page and use the registration link to sign up.

Take this opportunity to make a difference and help shape a more inclusive GRC community!

Frequently Asked Questions

Eligibility and Approval

- **Am I eligible to attend a professional development course at GRC?**
  Yes, if you are a GRC employee in good standing, you are eligible to attend courses regardless of job classification.
- **Do I need approval to attend a course?**
  Yes, you must get approval from your manager or supervisor before registering for a course.

Course Availability and Attendance

- **Will courses be offered again if I miss one?**
  Yes, professional development courses are scheduled multiple times throughout the academic year.
- **What should I do if I cannot attend a session due to illness or work conflicts?**
  Notify us as soon as possible so we can accommodate waitlisted participants.

Registration and Scheduling

- **How do I register for a course?**
  Use the registration button on the Learning & Innovation site. Fill out the form online, and it will automatically be sent to your manager for approval. You'll receive an email confirmation within 24 hours.
- **Where can I find course descriptions and schedules?**
  Course descriptions and schedules are available on GatorNet under Human Resources → Learning & Innovation.

Course Content and Requirements

- **Are there any prerequisites for the courses?**
  Some courses may include recommended videos from Lynda.com (now LinkedIn Learning). Details will be listed in the course descriptions. These videos are optional and can be viewed at your convenience.
- **Will there be homework assignments?**
  No, there are no required homework assignments. Optional supplementary resources may be available on LinkedIn Learning.

Key Reminders

- *Attendance Commitment: Full participation in all scheduled sessions is required.*
- *Manager's Role: Supervisors must ensure employees are supported with time and resources to succeed in the program.*

Course Registration

2025-28 CBA

article VII: Leaves and Faculty Development - section I: Faculty Development Program (page 57-59)

To view the file, please refer to separated Appendix

RCW 28B.15.558: Waiver of tuition and fees for state employees and educational employees—Report.

RCW 28B.15.558 Waiver of tuition and fees for state employees and educational employees—Report. (1) The governing boards of the state universities, the regional universities, The Evergreen State College, and the community and technical colleges may waive all or a portion of the tuition and services and activities fees for state employees as defined under subsection (2) of this section, teachers and other certificated instructional staff under subsection (3) of this section, and K-12 classified staff under subsection (4) of this section. The enrollment of these persons is pursuant to the following conditions:

(a) Such persons shall register for and be enrolled in courses on a space available basis and no new course sections shall be created as a result of the registration;

(b) Enrollment information on persons registered pursuant to this section shall be maintained separately from other enrollment information and shall not be included in official enrollment reports, nor shall such persons be considered in any enrollment statistics that would affect budgetary determinations; and

(c) Persons registering on a space available basis shall be charged a registration fee of not less than five dollars.

(2) For the purposes of this section, "state employees" means persons employed half-time or more in one or more of the following employee classifications:

(a) Permanent employees in classified service under chapter 41.06 RCW;

(b) Permanent employees governed by chapter 41.56 RCW pursuant to the exercise of the option under *RCW 41.56.201;

(c) Permanent classified employees and exempt paraprofessional employees of technical colleges; and

(d) Faculty, counselors, librarians, and exempt professional and administrative employees at institutions of higher education as defined in RCW 28B.10.016.

(3) The waivers available to state employees under this section shall also be available to teachers and other certificated instructional staff employed at public common and vocational schools.

(4) The waivers available under this section shall also be available to classified staff employed at public common schools, as defined in RCW 28A.150.020, when used for coursework relevant to the work assignment or coursework that is part of a teacher preparation program.

(5) In awarding waivers, an institution of higher education may award waivers to eligible persons employed by the institution before considering waivers for eligible persons who are not employed by the institution.

(6) If an institution of higher education exercises the authority granted under this section, it shall include all eligible state employees in the pool of persons eligible to participate in the program.

(7) In establishing eligibility to receive waivers, institutions of higher education may not discriminate between full-time employees and employees who are employed half-time or more.

(8) Each institution of higher education that awards waivers under this section must report annually to the student achievement council with the number, type, and value of waivers awarded under this section in the prior academic year, and must compare this information with other tuition and fee waivers awarded by the institution. [2019

c 295 s 230; 2016 c 233 s 18; 2015 c 55 s 221; 2007 c 461 s 1; 2005 c 249 s 4; 2003 c 160 s 2; 1997 c 211 s 1; 1996 c 305 s 3; 1992 c 231 s 20; 1990 c 88 s 1.]

***Reviser's note:** RCW 41.56.201 was repealed by 2002 c 354 s 403, effective July 1, 2005.

Effective date—Findings—Intent—2019 c 295: See notes following RCW 28A.310.235.

Findings—Intent—2019 c 295: See notes following RCW 28B.10.033.

Intent—2019 c 295: See note following RCW 28B.102.030.

Findings—Intent—2019 c 295: See note following RCW 28A.415.265.

Findings—Intent—2019 c 295: See note following RCW 28A.180.120.

Finding—Intent—2003 c 160: "The legislature finds that military and naval veterans who have served their country in wars on foreign soil have risked their own lives to defend both the lives of all Americans and the freedom that define[s] and distinguish[es] our nation. It is the intent of the legislature to honor veterans of the Korean conflict for the public service they have provided to their country." [2003 c 160 s 1.]

Effective date—1996 c 305 s 3: "Section 3 of this act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and shall take effect immediately [March 30, 1996]." [1996 c 305 s 4.]

Severability—1996 c 305: See note following RCW 28B.85.020.

Effective date—1992 c 231: See note following RCW 28B.10.016.

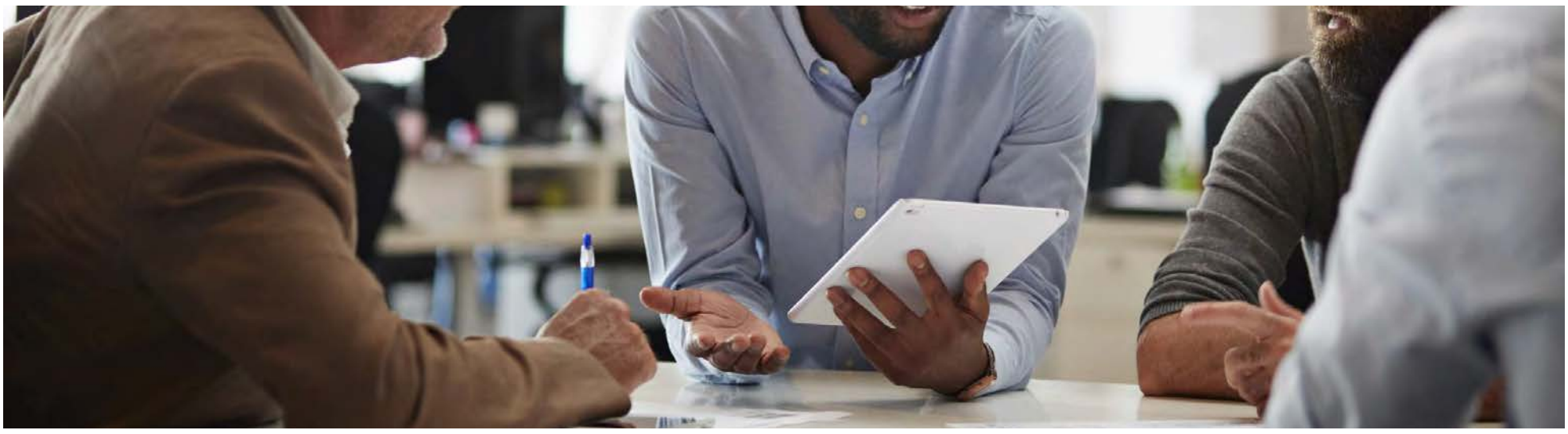
2025-2027 Washington Federal State Employees - Higher Education

article 9 Training and Employee Development

(page 23)

To view the file, please refer to the hyperlink or separated Appendix

Employee professional Development



Learning & Innovation

Mark Brown
Director of Learning and Development

Welcome to Learning & Innovation, your resource for growth, compliance, and professional development at Green River College.

Continuous learning is key to thriving in a rapidly changing workplace. Learning & Innovation offers opportunities for employees to grow, and we encourage leaders to support this growth by providing time and resources for development. Together, we create a stronger, more satisfying workplace.

Who We Are

We foster an environment that inspires learning for career advancement and personal growth, offering innovative and timely workshops for GRC staff and faculty.

What We Do

We provide professional development opportunities, including workshops, courses, coaching, training programs, and customized department retreats.

Explore Key Areas:

- **New Employee Orientation**: A guide for managers and new hires to start strong at GRC.
- **Required Existing Employee Training**: Stay on top of essential compliance training tailored to your role.
- **Professional Development**: Access a quarterly course calendar, workshops, and an easy registration form to plan your growth.

At the bottom of this page, find the **Learning & Innovation Events/Courses Calendar**, which includes all training, *Safe@Work* & Equity Representative Training sessions.

Join us in building a culture of learning and collaboration!

New Employee Orientation

Learning & Innovation: New Employee Orientation

greenriveredu.sharepoint.com

This page provides managers and new hires with all the details needed to ensure a smooth orientation experience, including attendance requirements, topics such as GRC's mission, vision, and values, key policies like FERPA and accessibility, HR and benefits information, as well as resources for IT, security, and violence prevention.

Training for Existing Employees

Learning & Innovation: Training for Existing Employees

greenriveredu.sharepoint.com

Green River College values professional growth and compliance to maintain a safe, inclusive, and innovative workplace. Use this guide to navigate your mandatory training requirements and explore optional courses in Diversity, Equity, Inclusion (DEI)...

Professional Development

This page is your hub for professional growth, leadership development, and team-building opportunities at GRC. Explore workshops, leadership programs, and resources to enhance your skills and support your career growth.

Highlights include:

- **Course Calendar**: Stay updated on upcoming workshops and programs.
- **Leadership Programs**: Discover the Foundations of Leadership (FOL) series, including FOL I and II, tailored for emerging and experienced leaders.
- **Other Courses**: Explore offerings like *Making Connections Across Generations*, *Straight Talk*, *A Growth Mindset*, *Strategic Employee Onboarding: The First 365 Days*, and more.
- **Key Details**: Learn about completion requirements, attendance expectations, and how managers can support participant success.
- **FAQs and Registration**: Get answers to common questions and sign up for courses easily.

Learning & Innovation: Professional Development Home Page

Learning & Innov
Development Co

Professional Development Resources:

Manager Professional Development 2025

Events & Courses Calendar

See all

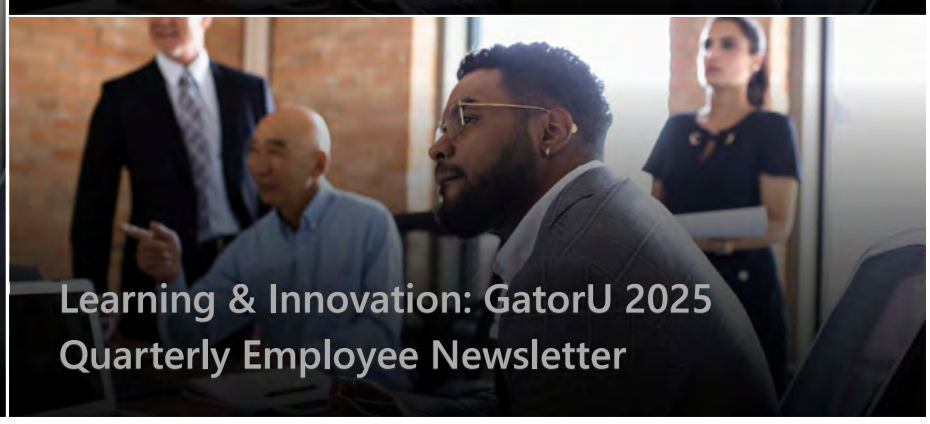
+ Add event

No upcoming events

No upcoming events are scheduled. Check back again later.

GatorU Newsposts

News



For questions about the program, schedules, or registration, contact:

Mark Brown
Director of Learning and D...

RCW 28B.15.558: Waiver of tuition and fees for state employees and educational employees—Report

RCW 28B.15.558 Waiver of tuition and fees for state employees and educational employees—Report. (1) The governing boards of the state universities, the regional universities, The Evergreen State College, and the community and technical colleges may waive all or a portion of the tuition and services and activities fees for state employees as defined under subsection (2) of this section, teachers and other certificated instructional staff under subsection (3) of this section, and K-12 classified staff under subsection (4) of this section. The enrollment of these persons is pursuant to the following conditions:

(a) Such persons shall register for and be enrolled in courses on a space available basis and no new course sections shall be created as a result of the registration;

(b) Enrollment information on persons registered pursuant to this section shall be maintained separately from other enrollment information and shall not be included in official enrollment reports, nor shall such persons be considered in any enrollment statistics that would affect budgetary determinations; and

(c) Persons registering on a space available basis shall be charged a registration fee of not less than five dollars.

(2) For the purposes of this section, "state employees" means persons employed half-time or more in one or more of the following employee classifications:

(a) Permanent employees in classified service under chapter 41.06 RCW;

(b) Permanent employees governed by chapter 41.56 RCW pursuant to the exercise of the option under *RCW 41.56.201;

(c) Permanent classified employees and exempt paraprofessional employees of technical colleges; and

(d) Faculty, counselors, librarians, and exempt professional and administrative employees at institutions of higher education as defined in RCW 28B.10.016.

(3) The waivers available to state employees under this section shall also be available to teachers and other certificated instructional staff employed at public common and vocational schools.

(4) The waivers available under this section shall also be available to classified staff employed at public common schools, as defined in RCW 28A.150.020, when used for coursework relevant to the work assignment or coursework that is part of a teacher preparation program.

(5) In awarding waivers, an institution of higher education may award waivers to eligible persons employed by the institution before considering waivers for eligible persons who are not employed by the institution.

(6) If an institution of higher education exercises the authority granted under this section, it shall include all eligible state employees in the pool of persons eligible to participate in the program.

(7) In establishing eligibility to receive waivers, institutions of higher education may not discriminate between full-time employees and employees who are employed half-time or more.

(8) Each institution of higher education that awards waivers under this section must report annually to the student achievement council with the number, type, and value of waivers awarded under this section in the prior academic year, and must compare this information with other tuition and fee waivers awarded by the institution. [2019

c 295 s 230; 2016 c 233 s 18; 2015 c 55 s 221; 2007 c 461 s 1; 2005 c 249 s 4; 2003 c 160 s 2; 1997 c 211 s 1; 1996 c 305 s 3; 1992 c 231 s 20; 1990 c 88 s 1.]

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Findings—Intent—2019 c 295: See notes following RCW 28B.10.033.

Intent—2019 c 295: See note following RCW 28B.102.030.

Findings—Intent—2019 c 295: See note following RCW 28A.415.265.

Findings—Intent—2019 c 295: See note following RCW 28A.180.120.

Finding—Intent—2003 c 160: "The legislature finds that military and naval veterans who have served their country in wars on foreign soil have risked their own lives to defend both the lives of all Americans and the freedom that define[s] and distinguish[es] our nation. It is the intent of the legislature to honor veterans of the Korean conflict for the public service they have provided to their country." [2003 c 160 s 1.]

Effective date—1996 c 305 s 3: "Section 3 of this act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and shall take effect immediately [March 30, 1996]." [1996 c 305 s 4.]

Severability—1996 c 305: See note following RCW 28B.85.020.

Effective date—1992 c 231: See note following RCW 28B.10.016.

Administrative/Exempt Handbook

-professional development (page 16)

The following pages show only cover and table of contents of this evidence. To view the full file, please refer to separated Appendix

Administrative / Exempt Handbook

Green River College
Human Resources

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PROFESSIONAL DEVELOPMENT

Training and Development

Green River is committed to the continuing training and professional development of administrative/exempt employees. Training educates employees to improve job performance and service to students. Professional development supports employees with their career and academic advancement. Employees desiring training or professional development should contact their supervisor or the training manager within Human Resources.

Learning and Innovation

Learning and Innovation provides employees with learning and professional development opportunities that expand the potential of our dynamic workforce. In addition to providing a wide range of courses and workshops, we offer professional skills coaching and develop employee training programs. The Learning and Innovation department is also available to facilitate customized workshops and lead department retreats.

Performance Assessment

Annually, supervisors are responsible for ensuring the completion of performance assessment process with each administrative/exempt staff in their respective unit. Staff have the opportunity to provide feedback and respond to items within the performance assessment.

Performance Assessment Guide

Tuition Waiver

Permanent administrative/exempt employees are eligiblefor tuition reimbursement.

State of Washington Employee Tuition Exemption Request
College & SBCTC Tuition Waivers & Residency Classifications

Exempt Staff Training and Development Request

EXEMPT COUNCIL

Exempt Staff Training and Development Request

Instructions

Deadlines for exempt staff training and development requests are as follows:

- Summer: July 1
- Fall: October 1
- Winter: January 1
- Spring: April 1

Applicants can expect to receive a notice regarding their request approximately 2 weeks after each deadline.

Eligibility Requirements

You must be an exempt staff member and employed at Green River College for at least 6 months to be eligible for funding.

What Kinds of Professional Development Opportunities are Funded?

Exempt professional development funds may be used to support any professional and/or personal enrichment training that you believe you would benefit from, AND which you would be paying for out of pocket.

Reimbursements will ONLY be made to INDIVIDUALS for out of pocket expenses (i.e., expenses that you have paid for yourself). Reimbursements will NOT be made to any departments or department p-cards.

Please note that funds are NOT provided for professional development courses, workshops, conferences and/or training that your department is recommending or encouraging you to go to, or if they are for skills that are essential to your job – **any training of this nature should be paid for, in full, by your department.**

If you are planning to attend a job-related conference, please check with your department for FULL funding first, before applying for exempt professional development funds. The Exempt Staff Training and Development Sub-Committee members have reached a consensus that the majority of these conferences should be fully funded by the department - this is particularly true of conferences that are recurring, annual or otherwise). **If approved for a conference, exempt funds can ONLY be applied to conference registration fees.** All other costs are the responsibility of the employee (i.e. travel, lodging, food, application fees, parking, etc.). Annual/recurring conference registration fees are eligible to be funded every 3 years. For example, if you are funded for a conference registration fee in Spring 2024, you would be eligible to apply again in Spring 2027 if it's for the same conference.

It is the goal of the committee to fund as many applications as possible for those who meet eligibility requirements. However, due to limited funds, not all applications may be funded. Please be aware of this as you pay for your classes, books, conferences and workshops. The committee meets within 2 weeks of each deadline, so that is when you will be given notification on whether your application was chosen to be funded.

To Apply:

1. Fill out the form below completely.
2. When you click the submit button, the form is automatically sent to the Exempt Staff Training and Development Sub-Committee (ESTDSC) members. After the ESTDSC reviews your request, you will be notified whether your request has been funded.

GRC Credit Classes

1. Submit the request form.
2. If your request is approved, you will receive an email stating the ESTDSC's approval. Then follow these steps (if you are planning on using tuition exemption):
    a. Attend the first day of class. Talk with the instructor and tell them that you are a GRC employee and you are interested in taking the class, but you are unable to register until the fourth day. Make sure you receive the instructor's signature on the appropriate registration form BEFORE you register.
    b. On the fourth day, take the appropriate registration forms to the Office of the Registrar (this would include the Employee Tuition Exemption Request form)
    c. At end of course, you will submit an expense report in ctcLink for reimbursement.

GRC Non-credit classes (Continuing Education)

1. Submit a request form
2. If your request is approved, you will receive an email stating the ESTDSC's approval.
3. Visit Continuing Education in person, or call ext. 2535, to register.
4. At the end of course, you will submit an expense report in ctcLink for reimbursement.

For Other Classes, Workshops and Conferences

1. Submit a request form to the ESTDSC.
2. Register for the class, workshop or conference. You must pay the tuition or registration fee upfront. Only tuition and registration fees that are paid by the individual are eligible for reimbursement from exempt professional development funds (any amounts that have been billed to a department, dean, or other Green River funding source, including p-card charges, are not eligible for reimbursement)
3. If your request is approved, you will be reimbursed by ESTDSC AFTER the class has been completed.
4. After you have finished the class, workshop or conference, you will submit an expense report in ctcLink for reimbursement.

Please Note:

- You are eligible to receive up to $500 per fiscal year.
- The committee reserves the right to exceed the $500 retroactively, based on remaining funds after Spring applications have been approved.
- The committee reserves the right to retroactively approve unfunded requests based on remaining funds after Spring applications have been approved.
- All reimbursement documentation needs to be submitted prior to June 15 of the current fiscal year.

Exempt Staff Training and Development Request Form

Green River College PRFR Report Appendix 2.F.3

2.F.3 Consistent with its mission, programs, and services, the institution employs faculty, staff, and administrators sufficient in role, number, and qualifications to achieve its organizational responsibilities, educational objectives, establish and oversee academic policies, and ensure the integrity and continuity of its academic programs.

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Section 1: Documentation about engagement and responsibilities specified for faculty and staff, as appropriate

- 2025-28 CBA
  - *Article IV: Divisional and Institutional Operations (pages 15-25)*
- WAC 131-16-080 General Standards of Qualifications
- WAC 131-16-091 Additional Qualifications

Section 2: Personnel hiring policies and procedures:

- 2025-28 CBA
  - *Article III: Recruitment and Hiring of Faculty (pages 10-14)*
- 2025-2027 Washington Federal State Employees - Higher Education
  - *article 4 Hiring and Appointments (page 2)*
- HR-11 Employment of Relatives – 6/1/2017
- HR-12 Background Verification – 6/1/2017
- HR Policies (Section on Hiring and Onboarding)

Section 3: Organization charts

- Organizational Charts
- Faculty and Administration – GRC Catalog

Section 4: Policies and procedures for determining positions and anticipated resource allocation

- 2025-28 CBA
  - *Article III: Recruitment and Hiring of Faculty - Section C: Position Approval (page 14)*
- 2025-2027 Washington Federal State Employees - Higher Education
  - *Article 42: Classification (pages 97-99)*

Section 5: Sample job descriptions and required minimum qualifications

- 2025-28 CBA
  - *Article V: Terms of Employment (pages 25-39)*
- Jobs @ Green River College

- MR-Job Description Template.docx
- Student Job Description Template

2.F.3 EV.#1 / Section 1

2025-28 CBA

Article IV: Divisional and Institutional Operations (pages 15-25)

To view the file, please refer to separated Appendix

WAC 131-16-080 General Standards of Qualifications

WAC 131-16-080 General standards of qualifications for community and technical college personnel. Prior to employment of candidates to perform professional services in Washington community and technical colleges, the district board of trustees shall establish that the candidate possesses:

(1) Scholarship and/or technical skill that represents appropriate study, training, and skills in the proposed area of assignment,

(2) Expertise as a practitioner as evidenced by reports of former associates and supervisors,

(3) A demonstrable understanding and acceptance of the role to be played as a partner in an educational enterprise serving the best interests of the students,

(4) A demonstrable understanding and acceptance of the mission, role, and character of the community or technical college,

(5) The ability to perform assigned duties in a manner consistent with the goals of the institution and the community and technical college system, and

(6) Personal characteristics that contribute to the ability to promote the welfare of the students, the institution, and the state of Washington.

[Statutory Authority: Chapter 28B.50 RCW. WSR 98-23-051, § 131-16-080, filed 11/13/98, effective 12/14/98. Statutory Authority: RCW 28B.50.090 (7)(a). WSR 91-21-009 (Order 134, Resolution No. 91-27), § 131-16-080, filed 10/4/91, effective 11/4/91; WSR 80-13-011 (Order 82, Resolution No. 80-14), § 131-16-080, filed 9/8/80; Order 22, § 131-16-080, filed 11/27/73; Order 5, § 131-16-080, filed 12/12/69.]

WAC 131-16-091 Additional Qualifications

WAC 131-16-091 Additional qualifications in areas of specialization. In addition to the general standards required by WAC 131-16-080, the district board of trustees shall establish that candidates for appointment meet or exceed the following standards in their areas of specialization:

(1) Teaching personnel.

(a) Professional teaching personnel performing services for which advanced degrees are commonly available shall hold the equivalent of a master's degree in the field of their educational service from an accredited college or university or a bachelor's degree and professional expertise in the field of their educational service; or

(b) Professional teaching personnel in professional-technical fields for which bachelor's or master's degrees are not commonly available shall be particularly qualified to provide instruction in their area of specialization as demonstrated by possession of the following:

(i) Sufficient broad and comprehensive training;

(ii) Industry recognized certification when available; and

(iii) Two years relevant work experience and/or relevant, current teaching experience that particularly qualifies them to provide instruction in their area of specialization.

(c) In extraordinary cases, the requirements in (a) and (b) of this subsection may be waived by the college president. For personnel under waiver, a professional development plan must be developed to meet criteria under (a) or (b) of this subsection. This plan must be completed during the initial certification process.

(d) Part-time professional-technical teaching personnel must meet minimum qualifications as defined by (a), (b), or (c) of this subsection and have verification on file. This record must be on file for each part-time instructor during each quarter of teaching employment.

(2) Other instructional personnel.

All other professional-technical instructional personnel, including teachers' aides, lab assistants, and tutors, who do not meet the work experience and educational requirements specified above, may be employed either on a full-time or part-time basis. Such individuals shall possess appropriate technical skills and knowledge in the specific program area assigned; and such individuals shall work under the direct supervision of, or in direct coordination with, an appropriately qualified professional. Each college district shall maintain job descriptions for each position in this category.

(3) Chief professional-technical administrator.

The chief professional-technical administrator shall have:

(a) Earned an advanced degree, masters or doctorate, in a professional-technical area or have equivalent administrative expertise as demonstrated by successful performance of broad administrative responsibilities; and

(b) Been employed as a full-time professional-technical instructor or have the equivalent experience in business or industry or other public agencies; and

(c) Supervisory/administrative experience.

The chief professional-technical administrator must understand and have the ability to assess professional-technical faculty's ability to provide student instruction, supervise learning environments and implement curriculum, outcomes, and assessments. The chief professional-technical administrator must keep a copy of his/her current certificate in his/her personnel file.

(4) Other professional-technical administrators.

Other administrators who oversee professional-technical programs, must demonstrate to the employing agency a commitment to and understanding of professional-technical education, and their ability to use the professional-technical faculty skills standards to guide and support the professional development of the professional-technical instructors they supervise.

[Statutory Authority: Chapter 28B.50 RCW. WSR 04-07-094, § 131-16-091, filed 3/16/04, effective 4/16/04; WSR 93-14-008, § 131-16-091, filed 6/24/93, effective 7/25/93. Statutory Authority: RCW 28B.50.090 (7)(a). WSR 91-21-009 (Order 134, Resolution No. 91-27), § 131-16-091, filed 10/4/91, effective 11/4/91; WSR 80-13-011 (Order 82, Resolution No. 80-14), § 131-16-091, filed 9/8/80; Order 22, § 131-16-091, filed 11/27/73.]

2.F.3 EV.#2 / Section 2

2025-28 CBA

Article III: Recruitment and Hiring of Faculty (pages 10-14)

To view the file, please refer to separated Appendix

2025-2027 Washington Federal State Employees - Higher Education

Article 4: Hiring and Appointments (page 2)

To view the file, please refer to separated Appendix

HR-11 Employment of Relatives – 6/1/2017

Select Language
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HR-11 EMPLOYMENT OF RELATIVES

Purpose
To prevent conflict of interest in decision-making due to factors of kinship in reporting relationships and/or hiring decisions.

Scope
This policy applies to all employees of Green River College.

Definitions
Relative: A spouse, significant other, domestic partner, son, daughter, grandchild, foster child, son-in-law, daughter-in-law, grandparent, parent, brother, sister, aunt, uncle, niece, nephew, first cousin, brother-in-law, sister-in-law and corresponding relatives of employee's spouse, significant other or domestic partner.

Policy
Members of the same family may be appointed to positions when it has been determined that they are the most qualified candidates, and when the appointing authority has determined that the working relationship will not create a conflict of interest or the appearance of favoritism. However, a person may not be hired into a position that would result in a relationship where an employee is involved in the recruitment, screening, appointment, termination of appointment, promotion, demotion, approval of salary increase or decrease, supervision, or evaluation of the employee's relative (as defined above). Otherwise, family relationships shall not be used as a basis for granting or denying employment rights, privileges or benefits.

Procedure
Should a situation develop whereby a Green River employee is in a working relationship with a relative where they are involved in the recruitment, screening, appointment, termination of appointment, promotion, demotion, approval of salary increase or decrease, supervision, or evaluation of the employee's relative, that situation must be remedied immediately.

The next higher administrative officer of the employee shall advise them of the available alternatives, which may include voluntary transfer (if feasible) to other departments on campus. Such employee shall be given the opportunity to select among the alternatives. If there is no alternative available, or the

College Policies

Board of Trustees

Business Administration

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Information Technology

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Student Affairs

Human Resources Policies

Hiring and Onboarding

- HR-11 Employment of Relatives
- HR-12 Background Verification
- HR-13 Relocation Compensation
- HR-17 New Employee Orientation Program

employee is unable to agree upon any such alternative, then the next higher administrative officer, with the approval of the administrative head of the Office of Human Resources, shall take appropriate action to remedy the situation. Such action may include an involuntary transfer or termination of employment.

Specific Authority
RCW 42.52.070

Law Implemented
2003

History of Policy or Procedure

Draft: January 24, 2004
Adopted: April 5, 2005
Revised: December 15, 2016; June 1, 2017
Reviewed by: President's Staff
Contact: Tammy Shilipetar, HR Recruiter, ext. 2604
President's Staff Sponsor: Marshall Sampson, Vice President of Human Resources & Legal Affairs, ext. 3315

Work Conditions

- HR-21 Suspended Operations - Employee's Leave Options
- HR-22 Nondiscrimination & Discrimination Complaint Procedures
  - Discrimination Complaint Processing Form (PDF)
- HR-23 Leave without Pay
- HR-24 Administrative/Exempt Position Title Change
- HR-25 Layoff Procedure for Non-rep Classified
- HR-26 Remote Work Policy

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- HR-31 FMLA
- HR-32 Retirement Medical Expense Plan (VEBA)
- HR-33 SBRP (TIAA) Retirement
- HR-34 PERS and TRS Plan Retirement
- HR-35 Shared Leave Policy
- HR-36 Fitness for Duty Policy
- HR-37 Domestic Violence Leave
  - Domestic Violence Leave Application (PDF)
- HR-38 Vacation Policy

Record Keeping

- HR-41 Employee Change of Information

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HR-12 Background Verification – 6/1/2017

Select Language
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HR-12 BACKGROUND VERIFICATION

Purpose
Green River College will conduct pre-employment background verifications on all volunteers and final candidates recommended for temporary, part-time or full-time employment in order to provide a safe and secure environment for the campus community consistent with Washington State law RCW 43.43.815 (Conviction Records Furnished to Employer), RCW 43.43.830-845 (Child and Adult Abuse Information Act), and RCW 10.97 (Criminal Records Privacy Act).

Scope

1. All final candidates including faculty (full and adjunct), classified and exempt staff, and hourly nonpermanent (part-time hourly) recommended for employment at Green River College.
2. All volunteers including student volunteers and student employment candidates who will have regular unsupervised access to children under the age of sixteen, developmentally disabled or vulnerable adults.
3. Volunteers who have access to personal or sensitive data including dates, addresses, and other personal information as regards to students, employees, and/or community members.
4. Volunteers who will have access to currency and/or other financial transactions.

Definitions
Conviction: For purposes of this policy, conviction also includes pleas of guilty and Alfred Plea.

Policy
Background verifications will be conducted by the Office of Human Resources (HR) or designee approved by the Human Resources
for final candidates who have been offered either temporary or full-time employment at Green River and for volunteers and student employees who fall under the scope of this policy. Additionally, background verifications will be conducted on an annual basis for faculty members within programs possessing specific accreditation requirements.

College Policies
Board of Trustees
Business Administration
General Administrative
Information Technology
Human Resources
Instruction
Student Affairs

Human Resources Policies
Hiring and Onboarding
- HR-11 Employment of Relatives
- HR-12 Background Verification
- HR-13 Relocation Compensation
- HR-17 New Employee Orientation Program

Human Resources or designee shall determine what types of background verifications are required for each position. At a minimum,
verification of previous employment and criminal records will be conducted. Other background verifications may include checks of educational degree obtained, license/certification, credit reports, motor vehicle records, and sex and violent offender registries.

All offers of employment and offers to volunteers must clearly state in writing the offer is contingent upon background verifications.

Procedure
Classified, Exempt and Full-Time Faculty:
Once the Hiring Manager receives his/her Appointing Authority and Human Resources, she/he may extend the employment offer to the selected finalist contingent upon a successful background check. The Hiring Manager will let the finalist know that HR will provide the consent form to complete. The background check process will begin when HR receives the completed form.

Part Time Faculty and Hourly, Work Study Students, and Volunteers:

- Hiring manager extends employment offer to selected finalist contingent upon a successful background check. The Hiring Manager shall obtain a signed consent form
from the employee or volunteer. All signed consent forms will be forwarded to the HR to perform the background check.
- Background verifications are conducted prior to the start of employment. If the background verification cannot be completed prior to the start of employment, an
offer may be made contingent on the background verification to be completed within 30 days of the start of employment.
- If a background check does not result in a clear report, it will be forwarded to Human Resources.
- The appointing authority or designee, in consultation with Human Resources, may deny or revoke offers of employment/assignment; or reassign, consistent with Washington law. Any material misrepresentation or omission of relevant information during the application process is grounds for denial of employment, termination of employment, and/or termination of any volunteer activity for Green River.
- Criminal convictions may, but do not automatically, exclude a person for consideration for employment or volunteer opportunity.

At a minimum, the following reference checks will be conducted:

- Prior employment reference verification (letters of reference will not be considered for employment verification) completed by hiring manager/committee chair.
- Any required credential verification completed by HR.
- Academic credential verification completed by HR, where appropriate.

The following background checks will be conducted:

- Criminal background checks, in state, national and/or international, as appropriate, will be conducted by HR.
- Sex offender search

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- HR-38 Vacation Policy

Record Keeping

- HR-41 Employee Change of Information

Additional factors include but are not limited to whether the position involves:

- Regular unsupervised access to children and minors, developmentally disabled or vulnerable adults.
- Direct access to, or control over, cash, checks, credit cards, and/or credit card account information, or authority to commit financial resources of the College through contracts greater than $300.
- Responsibility for operating a Green River-owned vehicle or CDL drivers operating Green River-owned vehicles for the purpose of transporting students, employees and others.
- Control over campus business processes; either through functional roles or system security access.
- Access to personal identifying information about students, faculty, staff or alumni.
- Access to controlled substances.
- Possession of master or sub-master keys for building access.
- Representing or serving Green River as a licensed or accredited professional.

Use of Background Information

HR will provide notification for background checks as required by law, including the Fair Credit Reporting Act. Applicants, including volunteer applicants, are required to disclose information needed for conducting background verifications.

Exception

Individuals are not generally required to disclose information regarding criminal records that have been sealed, expunged, or eradicated by a court. All Green River employees receiving background verification information will use the information in a confidential manner, and will share the information with only those who have a legitimate Green River or business need. HR will maintain all documentation collected in a secure manner separate from an employee's official personnel file.

Specific Authority

RCW 43.43.815, RCW 43.43.830-845 and RCW 10.97.

Law Implemented

History of Policy or Procedure

Draft: September 30, 2008
Adopted: June 10, 2010
Revised: December 9, 2015; June 1, 2017
Reviewed by: President's Staff
Contact: Tammy Shilipetar, HR Recruiter, ext. 2604
President's Staff Sponsor: Marshall Sampson, Vice President of Human Resources & Legal Affairs, ext. 3315

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Financial Aid
Holman Library
Center for Transformational Wellness
Student Remote Access
Career & Advising Center
Office of the Registrar
Disability Support Services
Counseling Services
e-Learning
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Register to Vote
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Institutional Effectiveness
ctcLink Sign In
GatorNet
Curriculog (formerly CAR/PAR)
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Canvas
Gator News
Employee Password Reset

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Published 12/17/2025

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Leo Studach, Biology, B.S., Marquette University; Ph.D., Purdue University

Andrew Sturt, Journalism, B.A., M.S., University of Colorado

Mary Jane Swenson, Criminal Justice, B.A., M.A., University of Washington; J.D., Seattle University

Su Hoon Tan, Senior Director of Auxiliary Services, B.S, M.S., St. Cloud State University

Vaishnavi Thakar, Natural Resources, B.S., University of Pune, India; M.S., Ph.D., University of Texas at Dallas

Mark Thomason, History, B.A., University of Washington; M.A., New Mexico State University

Peter Turylo, Information Technology, B.A., B.A.Sc., M.B.A., University of Toronto

Susan Uland, Computer Engineering, B.S., University of Virginia; M.Ed., University of St. Thomas; M.S., Texas A&M University

Jeremy Upsal, Math, B.A., University of Colorado; M.A., Ph.D., University of Washington

Julissa Valenciano, Math, A.S., Columbia Basin College; B.S., Washington State University; M.S., Oregon State University

Jamie Vandette, Anatomy and Physiology/Biology, B.S., Central Washington University; M.S., Ohio State University

Leonard Wainstein, College and Career Pathways, B.A., University of Puget Sound; M.A., TESOL, University of Washington

Michelle Wallace, Mathematics, A.A., Mira Costa Community College; B.A.S., University of California San Diego; M.A.S., Washington State University

Allison Warner, Senior Director of Career and Advising, B.A. University of Washington; M.A., Seattle University

Anthony Warnke, English, B.A., University of Washington; M.A., Western Washington University

Nicole Wetter, Accounting, B.A., M.P.A., University of Washington

Ariel Wetzel, English, B.A., M.A., Western Washington University; Ph.D., University of Washington

Jennifer Wheeler, Registrar/Director of Office of the Registrar, A.A., A.A.A, Green River Community College; Cert., B.S., M.S., Western Governors University

Staci Whitehouse, Interim Executive Director of Human Resources, B.A., Pacific Lutheran University

Ariadne Wilber, English, B.A., M.S., Eastern Washington University

Michelle Williams, Criminal Justice, CA POST Certified, San Diego Regional Law Enforcement Agency (SDRLEA); B.S., Northern Arizona University; M.S., National University

Michael Wood, Engineering, B.S., Colorado State University; M.S., University of Colorado-Denver

Jean-Paul Yafali, Business, A.A., Philosophat Edit Stein & Saint Augustin; B.A., M.A., M.S., Universite Catholique du Congo; M.B.A., Seattle University; D.B.A., Saint Mary's College of California

Harmen Zijlstra, Chemistry, Ph.D., University of Groningen

2.F.3 EV.#4 / Section 4

2025-28 CBA

Article III: Recruitment and Hiring of Faculty - Section C: Position Approval (page 14)

To view the file, please refer to separated Appendix

2025-2027 Washington Federal State Employees - Higher Education

Article 42: Classification (pages 97-99)

To view the file, please refer to separated Appendix

2.F.3.EV.#5 / Section 5

2025-28 CBA

article V: Terms of Employment (pages 25-39)

To view the file, please refer to separated Appendix

Jobs @ Green River College

Search 28 jobs found Sort Filter

Anatomy and Physiology Instructor - Adjunct (/careers/greenriveredu/jobs/4756115/anatomy-and-physiology-instructor-adjunct)

Main Campus - 12401 SE 320th Street Auburn, WA
Adjunct Faculty - Depends on Qualifications
Category: Education / Higher Education / Sciences / Faculty / Faculty - Science
Department: Instruction

The Science Division is accepting applications to be considered for upcoming quarters. Adjunct instructors are appointed quarter to quarter based on student enrollment.
For information about the program visit: http://www.greenriver.edu/academics/areas-of-study/details/anato...

Posted more than 30 days ago | Continuous

Astronomy Instructor - Adjunct (/careers/greenriveredu/jobs/1557621/astronomy-instructor-adjunct)

Main Campus - 12401 SE 320th Street Auburn, WA
Adjunct Faculty - Depends on Qualifications
Category: Education / Higher Education / Sciences / Faculty / Instructor / Faculty - Science
Department: Instruction

ABOUT THE COLLEGE: Green River College's student body is made up of approximately 41% Academic Transfer students, 34% Professional-Technical students, 15%
Adult Basic Education student, and 3% Applied Bachelor degrees. Green River College has four campuses,...

Posted more than 30 days ago | Continuous

Basic Instructor for Adults: Transitional Studies Math and/or Reading/Writing (pre-college) Adjunct (/careers/greenriveredu/jobs/4502528/basic-instructor-for-adults-transitional-studies-math-and-or-reading-writing-pr)

Main Campus - 12401 SE 320th Street Auburn, WA
Adjunct Faculty - Depends on Qualifications
Category: Education / Higher Education

Department: Instruction

Green River College welcomes faculty who have a commitment to excellence in teaching and the ability to utilize a variety of methods and modes of instruction to ensure
student success. Given the diversity of our student population, we encourage applications from faculty who...

Posted more than 30 days ago | Continuous

Biology Instructor - Adjunct (/careers/greenriveredu/jobs/2983607/biology-instructor-adjunct)

Main Campus - 12401 SE 320th Street Auburn, WA
Adjunct Faculty - Depends on Qualifications
Category: Sciences / Instructor / Faculty - Science
Department: Instruction

ABOUT THE COLLEGE: Green River College's student body is made up of approximately 41% Academic Transfer students, 34% Professional-Technical students, 15%
Adult Basic Education student, and 3% Applied Bachelor degrees. Green River College has four campuses,...

Posted more than 30 days ago | Continuous

Business Technologies and Administrative Careers Instructor (/careers/greenriveredu/jobs/4175412/business-technologies-and-administrative-careers-instructor)

Main Campus - 12401 SE 320th Street Auburn, WA
Adjunct Faculty - Depends on Qualifications
Category: Administrative Assistant / Clerical & Data Entry / Education / Higher Education / Business / Communications / Faculty - Math & Technology / Faculty - Other
Department: Instruction

Green River College welcomes individuals to apply who have a commitment to teach and the ability to utilize a variety of methods and modes of instruction to ensure
student success. Given the diversity of our student population, we encourage applicants who can adapt ins...

Posted more than 30 days ago | Continuous

Business, Marketing, and Entrepreneurship - Adjunct (/careers/greenriveredu/jobs/4175407/business-marketing-and-entrepreneurship-adjunct)

Main Campus - 12401 SE 320th Street Auburn, WA

Adjunct Faculty - Depends on Qualifications
Category: Management / Education / Professional / Miscellaneous / Marketing / Higher Education / Business / Professional Education / Faculty / Instructor / Faculty - Other
Department: Instruction

Green River College seeks an adjunct faculty member to teach upper division and associate level courses within the Business, Marketing and Entrepreneurship
department. Courses taught may include Introduction to Marketing, Marketing Management, Integrated Ma...

Posted more than 30 days ago | Continuous

Cashier 3 -Bookstore (/careers/greenriveredu/jobs/5148117/cashier-3-bookstore)

Main Campus - 12401 SE 320th Street Auburn, WA
Classified Full Time - $3,417.00 Monthly
Category: Higher Education
Department: Student Affairs

5% King County Premium Pay will be added Under general direction, lead assigned bookstore employees in all retail and/or service bookstore operations such as
customer service, sales, ordering, receiving, inventory, cash control, promotions, merchandising, and/or servi...

Posted 6 days ago | Closes in 1 month

Chemistry Instructor-Adjunct (/careers/greenriveredu/jobs/2364898/chemistry-instructor-adjunct)

Main Campus - 12401 SE 320th Street Auburn, WA
Adjunct Faculty - Depends on Qualifications
Category: Sciences / Faculty / Faculty - Science
Department: Instruction

The Science Division is accepting applications to be considered for adjunct instruction for various Chemistry courses. Adjunct instructors are appointed quarter to quarter
based on student enrollment. We are looking for instructors who are available for morning, afternoon and e...

Posted more than 30 days ago | Continuous

Continuing Education (CE) Instructor - Adjunct (/careers/greenriveredu/jobs/3681253/continuing-education-ce-

instructor-adjunct)

Main Campus - 12401 SE 320th Street Auburn, WA
Adjunct Faculty - Depends on Qualifications
Category: Higher Education
Department: Instruction

Our mission is to provide a wide variety of quality non-credit courses, lectures, and interactive learning experiences to our service communities. The Continuing Education
program is seeking to build a pool of qualified applicants interested in teaching courses for our general pers...

Posted more than 30 days ago | Continuous

Court Reporting & Captioning Faculty – Adjunct (/careers/greenriveredu/jobs/4448983/court-reporting-captioning-faculty-adjunct)

Main Campus - 12401 SE 320th Street Auburn, WA
Adjunct Faculty - Depends on Qualifications
Category: Higher Education / Faculty / Instructor
Department: Instruction

Green River College is seeking adjunct faculty members to support a variety of court reporting and captioning courses, based on the quarterly curriculum needs of the
Court Reporting and Captioning department. We seek highly committed individuals who can bring industry...

Posted more than 30 days ago | Continuous

← Prev | 1 | 2 (/careers/Home?page=2) | 3 (/careers/Home?page=3) | Next → (/careers/Home?page=2)

Showing items 1 - 10

;

MR-Job Description Template

GREEN RIVER COLLEGE

JOB DESCRIPTION

POSITION TITLE:

Click here to enter text.

REPORTS TO: (Position Title**)**

Click here to enter text.

DEPARTMENT:

Click here to enter text.

FLSA EXEMPT:

Choose an item.

SUPERVISORY:	**LEAD:**	**NUMBER OF POSITIONS SUPERVISED/LEADS:**
Choose an item.	Choose an item.	Click here to enter text

PURPOSE OF POSITION:

(This section is the general description of the primary responsibilities of the employee, such as outlining goals, achievements and functions.)

Click here to enter text

COMPETENCIES: (Select top six necessary for successful performance**)**

Choose an item.	Choose an item.
choose an item.	Choose an item.
Choose an item.	choose an item.

FOR MORE CLARIFICATION ON PERFORMANCE MANAGEMENT COMPETENCY EXAMPLES, **PLEASE SEE THE HUMAN RESOURCES PERFORMANCE ASSESSMENT TOOLS WEBSITE:**

Classified-Performance Assessment Competency Examples with Performance Statements.doc

COLLABORATION & STAKEHOLDER ENGAGEMENT:

- Click here to add text

Required Training:

- Non-discrimination
- Ethics
- Child Abuse and Neglect
- Safety Orientation
- Title IX
- Procurement 101
- FERPA

PRIMARY DUTIES AND RESPONSIBILITIES:

- Click here to add text
- Perform other job duties as assigned.

- **Minimum Qualifications:**
- click here to add text.

SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATIONS:

- Able to pass and maintain a background check

WORKING CONDITIONS:

- Example text below: Update with your own working conditions should they defer
- Must be able to sit for long periods at a desk/computer workstation.
- Frequent repetitive arm, hand, and finger motions.
- Frequent use of computer and exposure to terminal screen in performing work assignments.
- Work in an office setting with frequent interruptions.
- Must be able to maintain “regular and predictable attendance”
- May need to carry, lift or move equipment/supplies up to ## lbs
- Work schedule: Monday through Friday.

Non-Discrimination Statement:

Equal Opportunity Employer and Statement of Non-Discrimination: Green River College does not discriminate on the basis of race, color, national origin, citizenship or immigration status age, perceived or actual sensory, physical or mental disability, pregnancy, genetic information, gender, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or the use of a trained guide dog or service animal.

Green River College prohibits discrimination on the basis of sex, including sex-based harassment, and sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to Green River College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

INCUMBENT: (Please print name)

INCUMBENT: (Please Sign)	**DATE COMPLETED:**
	Click here to enter a date.

SUPERVISOR: (Please print name)

SUPERVISOR: (Please Sign)	**DATE COMPLETED:**
	Click here to enter a date.

***NOTE –A copy signed by both the employee and supervisor must be forwarded to Human Resources in order to be place in the employee's personnel file. Before changing assigned responsibilities, contact your HR Labor Manager.**

Student Job Description Template

Job Title: _____

Employer: Green River College – _____

Apply Start Date: _____ Apply Expiration Date: _____

Position type: On Campus Student Employment Work Study: ☐ YES ☐ NO

Purpose

Job Responsibilities

Qualifications

Anticipated Schedule: _____

Supervisor Name and Title: _____

Location: _____

Employment is contingent upon proof of employment authorization, of identity and applicant will present the documents when asked. Green River College participates in E-Verify and will provide the federal government with Employment Eligibility Verification information to confirm that applicant is authorized to work in the U.S. All offers of employment are subject to completion of background verification under GRC policy HR-12 Background Verification.

Equal Opportunity Employer: Green River College does not discriminate on the basis of race, creed, color, national origin, gender, gender orientation, age, marital status, religion, disability, genetic information or on any other unlawful basis. The college is committed to preventing and stopping discrimination, including harassment of any kind and any associated retaliatory behavior. The Vice President of Human Resources has been designated to handle inquiries regarding the HR-22 non-discrimination and Harassment policies: 12401 SE 320th Street, Auburn, WA 98092-3622, (253) 288-3320. To receive this information in an alternate format, please contact Disability Support Services at (253) 931-6460; TTY (253) 288-3359.

Jeanne Clery Statement: Notice of Availability of Annual Security and Fire Safety Report—Green River College's Annual Safety and Fire Report is available online at www.greenriver.edu/CleryASFR, containing mandated information about current campus policies concerning safety and security issues, required statistics, and other related information for the past three calendar years. To obtain a paper copy of the report, please call (253) 288-3350

Location Type: ☐ Onsite ☐ Hybrid ☐ Remote

Onsite Location (Physical Address): _____

Duration: Temporary/Seasonal, Start date: _____ End date: _____

Hourly Rate: $17.09-20 USD per hour

Green River College PRFR Report Appendix 2.F.4

2.F.4 Faculty, staff, and administrators are evaluated regularly and systematically in alignment with institutional mission and goals, educational objectives, and policies and procedures. Evaluations are based on written criteria that are published, easily accessible, and clearly communicated. Evaluations are applied equitably, fairly, and consistently in relation to responsibilities and duties. Personnel are assessed for effectiveness and are provided feedback and encouragement for improvement.

Table of Contents

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Section 1: Administrator/staff/faculty evaluation policies and procedures

- 2025-2027 Washington Federal State Employees
  - *article 6 Performance Evaluation (pages 15-16)*
- Performance And Development Assessment Form
- Performance Assessment Instructions
- Competency Examples with Performance Statements
- 2025-28 CBA
  - *Article VI: Adjunct Faculty - Section D: Evaluation (pages 40-42)*
  - *Article IX: Tenure: Section F- Evaluation and Support Process (pages 71-79)*
  - *Article X: Review of Tenured Faculty (pages 85-89)*
  - *Article XII: Termination of Employment (pages 92-97)*
- Supervising Admin/Exempt Staff (GatorNet)
- Annual assessment form used for administrators
- 2024-2025 Performance Review Guide
- Exempt/Admin Employee Handbook
- BSR-3 Monitoring Presidential Performance

2.F.4 EV.#1/ Section 1

2025-2027 Washington Federal State Employees

article 6 Performance Evaluation (pages 15-16)

To view the file, please refer to separated Appendix

Performance And Development Assessment Form

CLASSIFIED

☐	Probationary Period (completed by 5th month)
☐	Annual

PERFORMANCE AND DEVELOPMENT ASSESSMENT FORM

EVALUATION PERIOD

Click here to enter a date.
- Click here to enter a date.

Employee Name:	**Department:** Click here to enter text.
Job Title: Click here to enter text.	**Position Start Dat**
Supervisor:	**Employee SID**

COMPETENCY ASSESSMENT

*	Exceeds Standards	A level of performance that often surpasses job requirements. Results are above expected level.
	Meets Standards	A level of performance that consistently meets all normal requirements of the position. Progress is fully satisfactory.
*	Needs Improvement	A level of performance that does not meet all of the job requirements. Substantial improvements needed.
	Not Applicable	Not relevant to current position.
	*** Written comment required**	

Knowledge of Job Functions

- Comprehension of pertinent facts, policies, procedures and goals of department
- Ability to assess accurately a situation, gather and evaluate appropriate data
- Ability to manage change, adjust to new requirements, procedures, and systems
- Compliance with Green River College and departmental standards

☐ **Exceeds Standards** ☐ **Meets Standards** ☐ **Needs Improvement** ☐ **Not Applicable**

Dependability and Punctuality

- Attendance, dependability, and consistency with schedule and responsibilities

☐ **Exceeds Standards** ☐ **Meets Standards** ☐ **Needs Improvement** ☐ **Not Applicable**

Click here to enter text.

Initiative and Resourcefulness

- Resourcefulness in utilizing facts, intuition and past experience
- Ability to develop/carry out new ideas and methods
- Effort to seek new responsibilities and acquire needed skills

☐ Exceeds Standards ☐ Meets Standards ☐ Needs Improvement ☐ Not Applicable

Click here to enter text.

Communication Skills

- Ability to communicate effectively with staff, students, and faculty
- Ability to listen attentively and share information with department and team

☐ Exceeds Standards ☐ Meets Standards ☐ Needs Improvement ☐ Not Applicable

Click here to enter text.

Cooperation and Collaboration

- Ability to work with others in and outside of the department
- Ability to establish and maintain a positive working relationship across the institution

☐ Exceeds Standards ☐ Meets Standards ☐ Needs Improvement ☐ Not Applicable

Click here to enter text.

Supervisory/Lead Skills (If Applicable)

- Ability to train, lead, and delegate projects
- Approachability and impartiality

☐ Exceeds Standards ☐ Meets Standards ☐ Needs Improvement ☐ Not Applicable

Click here to enter text.

TRAINING AND DEVELOPMENT PLAN

Choose two components of the position that could be improved upon, further developed, or require additional training. Set realistic goals that can be accomplished within a specific time frame.

1. Click here to enter text.
2. Click here to enter text.

EMPLOYEE COMMENTS

Utilize this space to provide any comments regarding this assessment and/or the assessment process.

CAREER OBJECTIVES / GOALS (OPTIONAL)

Utilize this space to record any career objectives you wish to share. If additional training is required to accomplish these objectives, please provide details.

***NOTE - OPERATIONAL NEEDS MAY ALTER A DEPARTMENT'S ABILITY TO SUPPORT ADDITIONAL TRAINING REQUESTS.**

ACKNOWLEDGMENT

I have read this appraisal, received a copy, and have discussed it with the evaluator.

Employee		**Date**	
Supervisor		**Date**	

Performance Assessment Instructions

Performance Assessment Instructions

Standards development for performance assessments is generated by the completion of assigned tasks that are outlined in an employee's job description. The assessment forms are formatted to qualify and/or quantify accomplished and unaccomplished tasks and duties as well as allow the employee to provide feedback of the assessment process.

Preliminary Steps

- The supervisor will review each employee's job description form to ensure it accurately reflects all assigned duties and tasks.
  - The supervisor may request input from or involvement of the employee for updates to the job description.
  - Upon completion of updating the job description form, the supervisor must review it with the employee, sign, date, and forward a copy to Human Resources for the employee's personnel file.
- The supervisor determines timing and outlines the process that will be followed in completing the assessment form.

Completing Performance Assessment Form

Part 1: Competency Assessment

The performance assessment form categorizes expectations (duties/tasks) into two categories: Competencies and Results.

- **Competencies** refer to the "how" of the job. Competencies are those measurable or observable knowledge, skills, abilities, and behaviors critical to success in a key job role or function.

- **Results** refer to the "what" of the job. Based on the primary areas of responsibility, what are the important outputs or outcomes during the performance period? These results should be stated in measurable or quantifiable terms.

In the Assessment Form Competency Guide, each competency includes a general definition and some samples of specific performance standards that could be used. In all cases, the performance standards should be tailored to the needs of the job and not phrased in general or generic statements.

If duties/tasks are added or removed during the assessment period, updated job descriptions should be processed and reviewed with the employee as soon as possible.

Part 2: Training and Development Needs/Opportunities

This section provides the employee with training and development goals necessary to improve or sustain successful job performance. Training and development opportunities for the present job and for career advancement should also be identified.

Part 3: Career Objectives (Optional)

This section is to be completed by the employee only, at his/her option. This is an opportunity for the employee to give the supervisor suggestions as to what other support the employee feels he/she needs to be successful.

Part 4: Employee Comments

This section is to be completed by the employee only. This is an opportunity for the employee to give feedback to the supervisor about the assessment process and its effectiveness.

Signatures:

The supervisor and employee sign the assessment form. The supervisor may retain a copy and a copy must be provided to the employee. The original form should be sent to the Human Resources office for placement in the employee's personnel file.

Competency Examples with Performance Statements

Competency Examples with Performance Statements

The examples below of competencies may be used in various staff management functions like:

- Planning performance expectations.
- Determining training and development needs.
- Establishing recruitment and selection criteria.

The competencies are grouped together under categories. Each competency includes a title, a general definition, and several measurable or observable performance statements.

This list is useful as a reference, but is not all-inclusive. The performance statements listed are to be used to generate thought about how the competency is displayed when performed well on the job. The competency descriptions are intended to be tailored to individual positions.

Position-specific competencies are best determined through a job analysis process. Supervisors should talk with their HR office to receive specific direction around competency identification.

Competency Group – Communication		
Competency Title	**Description**	**Performance statements**
Listening	Understands and learns from what others say.	Examples
Reading Comprehension	Grasps the meaning of information written in English, and applies it to work situations.	Examples
Speaking	Conveys ideas and facts orally using language the audience will best understand.	Examples
Writing	Conveys ideas and facts in writing using language the reader will best understand.	Examples
Competency Group – Knowledge of Job Function		
Competency Title	**Description**	**Performance statements**
Analysis/Reasoning	Examines data to grasp issues, draw conclusions, and solve problems.	Examples
Creative & Innovative Thinking	Develops fresh ideas that provide solutions to all types of workplace challenges.	Examples
Decision Making & Judgment	Makes timely, informed decisions that take into account the facts, goals, constraints, and risks.	Examples
Mathematical	Uses mathematical techniques to calculate data or solve	Examples

Performance Management Competency Examples with Performance Statements

Reasoning	practical problems.	
Problem Solving	Resolves difficult or complicated challenges.	Examples
Researching Information	Identifies, collects, and organizes data for analysis and decision-making.	Examples
Competency Group – Initiative and Resourcefulness		
Competency Title	**Description**	**Performance statements**
Accountability & Dependability	Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.	Examples
Adaptability & Flexibility	Adapts to changing business needs, conditions, and work responsibilities.	Examples
Attention to Detail	Diligently attends to details and pursues quality in accomplishing tasks.	Examples
Customer Focus	Builds and maintains customer satisfaction with the products and services offered by the organization.	Examples
Development & Continual Learning	Displays an ongoing commitment to learning and self-improvement.	Examples
Ethics & Integrity	Earns others' trust and respect through consistent honesty and professionalism in all interactions.	Examples
Results Focus & Initiative	Focuses on results and desired outcomes and how best to achieve them. Gets the job done.	Examples
Safety Focus	Adheres to all workplace and trade safety laws, regulations, standards, and practices.	Examples
Self Management	Manages own time, priorities, and resources to achieve goals.	Examples
Stress Tolerance	Maintains composure in highly stressful or adverse situations.	Examples
Tact	Diplomatically handles challenging or tense interpersonal situations.	Examples
Competency Group – Cooperation and Collaboration / Interpersonal Relations		
Competency Title	**Description**	**Performance statements**
Influencing Others	Influences others to be excited and committed to furthering the organization's objectives.	Examples
Relationship Building	Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.	Examples

Performance Management Competency Examples with Performance Statements

Teamwork	Promotes cooperation and commitment within a team to achieve goals and deliverables.	Examples
Valuing Diversity	Helps create a work environment that embraces and appreciates diversity.	Examples
Competency Group – Supervisory/Lead Qualities		
Competency Title	**Description**	**Performance statements**
Advocating Causes	Influences others to act in support of ideas, programs, or causes.	Examples
Enforcing Laws, Rules, & Regulations	Enforces governmental laws, rules, and regulations, and initiates enforcement actions in a way that the public perceives as fair, objective, and reasonable.	Examples
Facilitating Groups	Enables cooperative and productive group interactions.	Examples
Gaining Voluntary Compliance	Convinces others to follow recommendations and advice to bring them into compliance with regulations, standards, or policies	Examples
Interviewing Others	Asks questions in ways that enhance the clarity, quality, and reliability of information.	Examples
Managing Projects or Programs	Structures and directs others' work on projects or programs.	Examples
Mediating Disputes	Helps others resolve complex or sensitive disagreements and conflicts.	Examples
Negotiating Agreements	Reaches deals or compromises.	Examples
Operating Equipment	Uses tools, machines, and vehicles to transport goods or people, or to create work products.	Examples
Providing Consultation	Partners with clients to identify and resolve complex or sensitive issues.	Examples
Training & Presenting Information	Formally delivers information to groups.	Examples
Competency Group – Management Qualities		
Competency Title	**Description**	**Performance statements**
Business Alignment	Aligns the direction, products, services, and performance of a business line with the rest of the organization.	Examples
Coaching &	Enables co-workers to grow and succeed through	Examples

Performance Management Competency Examples with Performance Statements

Mentoring	feedback, instruction, and encouragement.	
Fiscal Accountability	Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions.	Examples
Leadership	Promotes organizational mission and goals, and shows the way to achieve them.	Examples
Organizational & Political Savvy	Uses knowledge of the organizational and political climate to solve problems and accomplish goals.	Examples
Planning & Organizing	Coordinates ideas and resources to achieve goals.	Examples
Staff Management	Manages staff in ways that improve their ability to succeed on the job.	Examples
Strategic Vision	Sees the big, long-range picture.	Examples

Accountability & Dependability

Definition

Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.

Performance Statement Examples

- Shows up to work on time, and follows instructions, policies, and procedures. Meets productivity standards, deadlines, and work schedules.
- Stays focused on tasks in spite of distractions and interruptions.
- Makes the best use of available time and resources.
- Balances quality of work with meeting deadlines.
- Does not make excuses for errors or problems; acknowledges and corrects mistakes.
- Does not diffuse blame for not meeting expectations; faces up to problems with people quickly and directly.

Adaptability & Flexibility

Definition

Adapts to changing business needs, conditions, and work responsibilities.

Performance Statement Examples

- Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems.
- Adapts approach, goals, and methods to achieve solutions and results in dynamic situations.
- Copes well and helps others deal with the ongoing demands of change; sees and shows others the benefits of change.
- Recovers quickly from setbacks, and finds alternative ways to reach goals or targets.

Performance Management Competency Examples with Performance Statements

- Manages change in a way that reduces the concern experienced by others. Clarifies priorities when leading change.

Advocating Causes

Definition

Influences others to act in support of ideas, programs, or causes.

Performance Statement Examples

- Actively promotes and solicits support for a program or cause. Builds credibility as a representative by demonstrating personal commitment and sharing information.
- Using knowledge of audience views and interests, chooses and employs diverse methods, tools, and resources to educate and build enthusiasm in potential partners and supporters.
- Ensures others grasp the purpose and benefits of the program or cause. Tailors messages to specific audiences to develop interest and endorsement.
- Displays passion for the cause, and sparks that same passion in others.

Analysis/Reasoning

Definition

Examines data to grasp issues, draw conclusions, and solve problems.

Performance Statement Examples

- Identifies key facts in a range of data. Notices when data appear wrong or incomplete, or need verification. Distinguishes information that is not pertinent to a decision or solution.
- Breaks down complex information into component parts. Sorts and groups data, and applies causal relationships. Sees underlying principles, patterns, or themes in an array of related information.
- Applies logic and complex layers of rules to analyze and categorize complicated information. Sees relationships between information in varied forms and from varied sources.
- Goes beyond analyzing factual information to develop a conceptual understanding of the meaning of a range of information. Integrates diverse themes and lines of reasoning to create new insights or levels of understanding for the issue at hand. Thinks in terms of generalized models rather than concrete details.

Attention to Detail

Definition

Diligently attends to details and pursues quality in accomplishing tasks.

Performance Statement Examples

- Performs tasks with care; is thorough. Makes few if any errors.
- Checks work to ensure accuracy and completeness.
- Compares observations or finished work to what is expected to find inconsistencies.
- Remains aware and takes care of details that are easy to overlook or dismiss as insignificant.

Performance Management Competency Examples with Performance Statements

Business Alignment

Definition

Aligns the direction, products, services, and performance of a business line with the rest of the organization.

Performance Statement Examples

- Seeks to understand other programs in the department, including their services, deliverables, and measures.
- Integrates executive direction into every decision and consultation.
- Advocates for and positively represents other programs and services when working with customers and stakeholders.

Coaching & Mentoring

Definition

Enables co-workers to grow and succeed through feedback, instruction, and encouragement.

Performance Statement Examples

- Coaches others regardless of performance level. Shares specialized approaches and skills that will increase capabilities.
- Helps others identify key goals and use their talents to achieve those goals. Sees others' potential and strengths, and works to build on them.
- Takes time to observe behaviors that contribute to or detract from others' success. Highlights performance strengths and weaknesses by giving factual, specific, non-judgmental feedback.
- Builds relationships with teammates so that coaching efforts are received in a positive, developmental manner. Takes steps to learn the work interests and career goals of teammates.
- Actively supports others stretching beyond their comfort levels and trying new techniques that may enhance success. Coaches for incremental, one-step-at-a-time improvements, offering praise and recognition as each step forward is made.
- Encourages repeating and building upon areas of strength, and dissects areas that may be improved. Suggests methods and gives examples that provide a roadmap to improved performance.
- Models success behaviors, a high performance work ethic, and constant self-improvement.

Creative & Innovative Thinking

Definition

Develops fresh ideas that provide solutions to all types of workplace challenges.

Performance Statement Examples

- Sees old problems in new ways and has novel approaches to solving those problems.
- Contributes original and resourceful ideas in brainstorming sessions.
- Connects seemingly unrelated ideas, events, and circumstances to find global solutions to individual problems.

Performance Management Competency Examples with Performance Statements

- Sees opportunities for creative problem solving while staying within the parameters of good practice. Generates unique but workable and useful solutions to difficult problems.
- Thinks in terms of desired outcomes, not just reactive, quick solutions. Finds ways to turn the ideal into reality. Experiments with new ideas, methodologies, and procedures.
- Visualizes potential problems and solutions without needing tangible, “real-life” examples. Can discuss and project the aspects and impacts of issues and decisions.

Customer Focus

Definition

Builds and maintains customer satisfaction with the products and services offered by the organization.

Performance Statement Examples

- Can describe customers’ business and expectations. Shows interest in, anticipates, and responds timely to customer needs.
- Focuses on the customer’s business results, rather than own. Goes beyond basic service expectations to help customers implement complete solutions.
- Delivers products and services when and where the customer needs them. Explores options when unable to deliver a requested product or service, and pursues solutions until the customer is satisfied.
- Provides to customers status reports and progress updates. Seeks customer feedback and ensures needs have been fully met.
- Seeks ways to improve service delivery. Assesses the organization and its services from the customer’s point of view. Emphasizes a team approach to providing great customer service.
- Recognizes adverse customer reactions and develops better alternatives.

Decision Making & Judgment

Definition

Makes timely, informed decisions that take into account the facts, goals, constraints, and risks.

Performance Statement Examples

- Gathers data and others’ input when making decisions. Considers lessons learned from experience, differing needs, and the impact of the decision on others.
- Balances analysis, wisdom, experience, and perspective when making decisions.
- Finds solutions that are acceptable to diverse groups with conflicting interests and needs.
- Weighs the pros and cons of each option before making a decision and moving forward.
- Can explain the rationale for a decision.
- Makes necessary decisions even when information is limited or unclear.
- Learns from the consequences of decisions.

Performance Management Competency Examples with Performance Statements

Development & Continual Learning

Definition

Displays an ongoing commitment to learning and self-improvement.

Performance Statement Examples

- Applies own talents to work assignments, and hones the competencies needed in current job.
- Looks for better ways to perform routine aspects of job.
- Asks for and uses feedback to improve performance. Seeks and acquires new competencies, work methods, ideas, and information that will improve own efficiency and effectiveness on the job.
- Finds and maximizes opportunities for growth and development from multiple sources.
- Sees failure as an opportunity to learn from past results, and continues to learn and grow.

Enforcing Laws, Rules, & Regulations

Definition

Enforces governmental laws, rules, and regulations, and initiates enforcement actions in a way that the public perceives as fair, objective, and reasonable.

Performance Statement Examples

- Clearly explains laws, rules, and regulations, as well as what constitutes a violation.
- Objectively applies “the letter of the law” during all interactions, yet clearly understands “the spirit of the law” when deciding if enforcement action is needed. Exhausts other options, such as seeking voluntary compliance, before resorting to enforcement action.
- Recognizes situations that warrant assertive action and moves forward without hesitation.
- Balances enforcing all laws, rules, and regulations against the need to respond to the worst (or most harmful) violations first.
- Remains calm during the course of enforcement activities to lessen the chance of hostility.

Ethics & Integrity

Definition

Earns others’ trust and respect through consistent honesty and professionalism in all interactions.

Performance Statement Examples

- Respects and maintains confidentiality.
- Tells the truth and is honest in all dealings.
- Keeps promises and commitments made to others. Does the right thing, even when it is difficult. Does not yield to pressure to show bias or manipulate others.
- Avoids situations and actions considered inappropriate or which present a conflict of interest.
- Adheres to a set of core values that are represented in decisions and actions.
- Does not misrepresent self or use position or authority for personal gain.

Performance Management Competency Examples with Performance Statements

Facilitating Groups

Definition

Enables cooperative and productive group interactions.

Performance Statement Examples

- Prepares for group meetings by identifying the key issues, goals, and stakeholder expectations. Identifies resources that are most likely to help the group with its task. Clarifies the agenda and objectives, and allocates time for topics.
- Leads the group in its initial stages, outlining issues, communicating direction and desired outcomes, and helping participants understand their tasks, roles, and contributions to the process.
- Engages all members in the discussion. Builds on the ideas of contributors, while ensuring other members are not overwhelmed or discouraged from giving input.
- Sees when the group is off-track and redirects the conversation toward productive channels.
- Guides the discussion of complex or divisive issues to help members develop insights and remain engaged with the task. Judges when issues cannot be resolved in the group, and re-focuses the dialogue on the essential goals.
- Allows ownership of the process by group members. Highlights group successes, and builds a sense of shared accomplishment. Reinforces success by becoming an advocate for the group's decisions.

Fiscal Accountability

Definition

Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions.

Performance Statement Examples

- Handles currency carefully and attentively. Verifies the authenticity of money, recognizes when it is suspect, and takes action to confirm its value before completing any transactions.
- Safeguards fiscal resources, and adheres to all internal control procedures designed to prevent and detect theft or misuse of funds. Remains alert to security breaches and reports problems. Seeks ways to improve internal controls.
- Keeps current on fiscal procedures, principles, standards, rates, etc. Ensures all financial data is properly calculated and reported.
- Responsibly allocates and accounts for the use of fiscal resources, weighing alternatives and their benefits. Monitors budget usage and ensures critical costs are covered. Seeks ways to reduce costs.

Performance Management Competency Examples with Performance Statements

Gaining Voluntary Compliance

Definition

Convinces others to follow recommendations and advice to bring them into compliance with regulations, standards, or policies.

Performance Statement Examples

- Clearly communicates the reasons for seeking compliance. Explains the regulation, standard, or policy within the context of the customer's situation. Sees when the client fails to grasp key provisions of the law.
- Listens to the customer's point of view to ensure recommendations truly meet their needs within the provisions of the law.
- Anticipates and responds constructively to customer resistance. Avoids confrontational approaches and keeps the communication positive. Points out the obvious and hidden benefits of voluntary compliance.
- Explains to the customer the consequences of failure to comply with regulations, standards, or policies. Ensures the customer understands the next steps in the enforcement process.

Influencing Others

Definition

Gets others excited about and committed to furthering the organization's objectives.

Performance Statement Examples

- Inspires and persuades others to voluntarily follow direction, pursue and achieve goals, and adopt new positions or opinions.
- Promotes the creation of shared mission, vision, and values, and uses those principles to guide actions.
- Displays a positive attitude about the work to be done, co-workers, customers, management, and employer policies.
- Addresses issues in an open, constructive, professional manner, and persuades others to approach issues in the same manner.
- Leads by example and sets standards for professional behavior. Helps those in need of assistance, regardless of rank.
- Shows dedication in completing the work that must be done.

Interviewing Others

Definition

Asks questions in ways that enhance the clarity, quality, and reliability of information.

Performance Statement Examples

- Plans the interview process in advance, identifying the key information to collect.
- Puts the interviewee at ease, and ensures he or she understands the process and its purpose. Develops trust to obtain honest responses.

Performance Management Competency Examples with Performance Statements

- Asks direct, focused, and logically ordered questions that comply with all legal or policy requirements. Tactfully broaches sensitive subjects.
- Spots when initial answers are insufficient. Asks clarifying questions that get to the heart of issues or that supply needed information. Sees when to doubt or verify information.
- After the interview, reviews, clarifies, and documents notes and impressions while the information is still fresh in memory. Notes key points that are most relevant to the issue.

Leadership

Definition

Promotes organizational mission and goals, and shows the way to achieve them.

Performance Statement Examples

- Creates a positive work environment where all staff are motivated to do their best.
- Conveys confidence in a group's ability to prevail over challenges to reach its goals.
- Links mission, vision, values, goals, and strategies to everyday work.
- Sees the potential in others and takes opportunities to apply and develop that potential.
- Takes calculated risks to improve performance, try a fresh approach, or reach a challenging goal.
- Sets clear, meaningful, challenging, and attainable group goals and expectations that are aligned with those of the organization.
- Suggests and asks for others' ideas to improve quality, efficiency, and effectiveness.

Listening

Definition

Understands and learns from what others say.

Performance Statement Examples

- Gives the speaker undivided attention and appears interested in the message (e.g., maintains eye contact, nods).
- Attends to verbal and non-verbal cues that create a deeper understanding of the message.
- Allows others to speak without unnecessarily interrupting them.
- Asks clarifying questions that elicit clearer or more detailed information.
- Confirms understanding by paraphrasing or summarizing what others have said.

Performance Management Competency Examples with Performance Statements

Managing Projects or Programs

Definition

Structures and directs others' work on projects or programs.

Performance Statement Examples

- Ensures the project's or program's goals, purpose, and criteria for success are clear defined. Clarifies the related roles and responsibilities, deliverables, milestones, limits for independent decision-making, and needs and desires of the primary customers.
- Ensures needed resources and skill sets among staff are available. Averts scope creep.
- Develops reasonable performance standards and ways of evaluating outcome quality.
- Integrates the ideas and needs of others in developing feasible strategies to achieve goals. Obtains stakeholder acceptance of and support for those strategies.
- Evaluates progress and success against performance standards. Appraises and resolves deficiencies and challenges. Ensures deadlines are met and keeps stakeholders informed of project/program status.

Mathematical Reasoning

Definition

Uses mathematical techniques to calculate data or solve practical problems.

Performance Statement Examples

- Performs basic arithmetic (i.e., addition, subtraction, multiplication, and division) and uses basic numerical concepts (e.g., whole numbers, percentages) to complete job tasks. Makes reasonable estimates of arithmetic results without a calculator.
- Measures distance, area, volume, and weight using standard tools and mathematical formulas.
- Applies basic algebra and statistical techniques and formulas (e.g., measures of central tendency, standard deviation) to calculate data.
- Understands and can select and use advanced statistical and quantitative techniques and principles (e.g., random sampling, multiple regression, factor analysis, analysis of variances, and discriminate analysis) to achieve desired data or solutions.
- Creates ways to measure and analyze concepts or goals.

Mediating Disputes

Definition

Helps others resolve complex or sensitive disagreements and conflicts.

Performance Statement Examples

- Maintains an objective, neutral stance. Shows respect for the needs and perspectives of all sides in the dispute.
- Clarifies the issues, interests, and objectives of each party. Helps parties see things from each others' perspectives.

Performance Management Competency Examples with Performance Statements

- Recognizes when parties have become more willing to compromise. Helps others find common ground and viable solutions that meet their needs.
- Sees when parties are so entrenched that the mediation process is not progressing. Seeks additional resources or moves to a different strategy for resolving the issues.

Negotiating Agreements

Definition

Reaches deals or compromises.

Performance Statement Examples

- Presents interests in ways that foster the understanding and resolution of problems. Seeks to understand others' interests.
- Gains other parties' trust by being honest, respectful, and sensitive to their needs. Knows when to be gentle and when to be assertive, and acts accordingly. Avoids ultimatums.
- Questions and counters others' proposals without damaging relationships. Explains ideas or positions that gain acceptance or agreement. Works from facts and a strong knowledge base.
- Remains open to many approaches to address needs or resolve issues. Seeks suggestions from other parties.
- Seeks common interests and win/win solutions or mutually agreeable trade-offs.

Operating Equipment

Definition

Uses tools, machines, and vehicles to transport goods or people, or to create work products.

Performance Statement Examples

- Learns the functions, purposes, and limitations of new equipment, and practices using it.
- Accurately sets up and calibrates tools and machines.
- Routinely inspects equipment, and adheres to the proper maintenance schedule.
- Follows safety and other regulations when handling and operating equipment.
- Uses equipment for its intended purpose only, protecting it from damage and misuse.
- Responds quickly to malfunctions, seeking assistance as needed and ensuring equipment is fully operational prior to using it again.

Organizational & Political Savvy

Definition

Uses knowledge of the organization and political climate to solve problems and accomplish goals.

Performance Statement Examples

- Understands how the roles, products, and services of own work unit relate to and impact those of other work units. Sees the interrelationships between parts of the organization.

- Applies to issues a knowledge of the mission, values, resources, culture, systems, and business strategies to find solutions that best serve the organization and its customers. Knows the reasoning behind key policies, practices, and procedures, and seeks exceptions when needed to achieve goals.
- Capitalizes on both formal channels and informal networks to achieve goals. Forms alliances with key players to get things done.
- Understands internal and external politics and their impacts on the organization. Aligns resources and maneuvers politics to solve problems or reach goals.

Planning & Organizing

Definition

Coordinates ideas and resources to achieve goals.

Performance Statement Examples

- Identifies the sequence of tasks and the resources needed to achieve a goal, and prioritizes key action steps. Anticipates the impacts and risks of decisions and actions.
- Seeks and uses others' input about critical actions, timelines, sequencing, scope, methodology, expected outcomes, and priorities. Sees potential challenges and opportunities, and adjusts plans based on input.
- Creates realistic schedules for projects and follows them. Evaluates progress against schedule and goal.
- Monitors and evaluates social, fiscal, and political trends that affect the plan. Prepares strategies to deal with problems or drastic changes.
- Evaluates proposed actions and timelines against organizational mission and values. Integrates the current plan with other plans as needed to achieve the overall mission.

Problem Solving

Definition

Resolves difficult or complicated challenges.

Performance Statement Examples

- Frames problems before trying to solve them. Breaks down problems and identifies all of their facets, including hidden or tricky aspects.
- Shows insight into the root-causes of problems. Generates a range of solutions and courses of action with benefits, costs, and risks associated with each.
- Probes all fruitful sources for answers, and thinks 'outside the box' to find options. Uses the good ideas of others to help develop solutions. Seeks advice from those who've solved similar problems.
- Tests proposed solutions against the reality of likely effects before going forward; looks beyond the obvious and does not stop at the first answers.
- Evaluates the chosen course of action after it has been implemented to determine its worth and impacts.

Performance Management Competency Examples with Performance Statements

Providing Consultation

Definition

Partners with clients to identify and resolve complex or sensitive issues.

Performance Statement Examples

- Eagerly engages clients in identifying issues, options, and desired outcomes. Develops a clear picture of the needs and best options from the client's perspective.
- Identifies resources and potential solutions that are practical and effective. Knows and explains where, when, and how to implement those options.
- Helps clients navigate complex or sensitive issues, keeping the client's best interests in mind and advising on best practices.
- Remains committed to helping the client long after initial solutions have been applied. Follows up to make sure desired outcomes are realized.
- Acquires a keen perspective on the client's business and operational needs. Uses that broadening view to help resolve more complex and difficult issues, and to anticipate new client needs.
- Acts proactively, recognizing important trends that will affect clients. Communicates those trends so clients can better prepare to meet new challenges. Develops new services and service models in line with those needs.

Reading Comprehension

Definition

Grasps the meaning of information written in English, and applies it to work situations.

Performance Statement Examples

- Learns from written passages by discerning the main idea or key facts. Locates or infers from their context the meaning of unknown or technical words.
- Understands basic correspondence, instructions, rules, policies, graphs, and/or charts.
- Draws logical conclusions from text, and 'reads between the lines' to find underlying meaning. Detects bias, separates fact from opinion, and discerns the author's purpose and tone.
- Can interpret complex, technical, professional, or legal information and publications.

Relationship Building

Definition

Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.

Performance Statement Examples

- Maintains an open, approachable manner, and treats others fairly and respectfully. Preserves others' self-confidence and dignity, and shows regard for their opinions.

Performance Management Competency Examples with Performance Statements

- Seeks and considers ideas from those who are reluctant to express their points of view. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed.
- Builds rapport by listening to, discussing and negotiating with, and rewarding, encouraging, and motivating others.
- Seeks to resolve confrontations and disagreements constructively. Focuses on the situation, issues, or behaviors, rather than the people.
- Celebrates workplace success and achievement. Supports the good ideas of others.
- Promotes the contributions and accomplishments of customers or clients to others.
- Demonstrates a balance between building rapport and getting the work done.

Researching Information

Definition

Identifies, collects, and organizes data for analysis and decision-making.

Performance Statement Examples

- Knows where and how to access the right data for the assignment. Pursues leads for additional sources of information.
- Screens out irrelevant and vague information, keeping the high-quality data. Questions the limits, quality, and accuracy of data; digs for details and confirms suspect data.
- Clearly documents sources, and organizes the information according to the research needs.
- Knows when more information is needed and when enough has been collected to reach a conclusion.
- Finds the trends and relationships in the emerging fact pattern, and identifies new or related lines of research that lead to more successful or complete conclusions.

Results Focus & Initiative

Definition

Focuses on results and desired outcomes and how best to achieve them. Gets the job done.

Performance Statement Examples

- Sets high goals and works doggedly to achieve them. Pushes self and others to reach milestones.
- Looks for opportunities to help move a project along; volunteers to help others with projects or assignments.
- Sees when analysis and discussion have served their purpose and moves to action.
- Responds to setbacks with renewed and increased efforts; is persistent in the face of difficulty.
- Willingly puts in extra time and effort in crisis situations; goes the “extra mile” to ensure the goal is met.

Performance Management Competency Examples with Performance Statements

Safety Focus

Definition

Adheres to all workplace and trade safety laws, regulations, standards, and practices.

Performance Statement Examples

- Performs work in a safe manner at all times. Avoids shortcuts that increase health and safety risks to self or others. Maintains emergency supplies and/or personal protective gear.
- Organizes the personal workspace to minimize the likelihood of an accident or other unsafe situation.
- Checks for and reports potential hazards or breaches of security plans while in the workplace or in the field.
- Responds positively to safety-oriented feedback.
- Encourages and supports others to be safe while at work.

Self Management

Definition

Manages own time, priorities, and resources to achieve goals.

Performance Statement Examples

- Prioritizes tasks by importance and deadline. Discerns what is crucial from what is just urgent. Adjusts priorities as situations change.
- Focuses time and effort on key tasks. Groups related tasks to be more efficient. Easily transitions between tasks and picks up where left off when interrupted.
- Makes reasonable estimates of resource needs to achieve goals or complete projects. Uses sound methods to plan and track work, appointments, and commitments. Evaluates progress on tasks and adjusts work style as needed.
- Completes high volumes of work, keeping a rapid pace without sacrificing accuracy.
- Meets and exceeds deadlines through efficient

Speaking

Description

Conveys ideas and facts orally using language the audience will best understand.

Performance Statement Examples

- Uses correct vocabulary and grammar. Avoids slang and offensive language.
- Presents information clearly, concisely, and logically. Focuses on key points.
- Gives the listener time to process information and ask questions.
- Reads others' body language, and adjusts tone and style accordingly.
- Uses plain talk to explain complex or technical concepts. Varies content, style, and form to suit the subject, the purpose, and the needs of diverse audiences.
- Captures and holds others' attention. Uses language, inflection, pauses, and body language for increased impact.

Performance Management Competency Examples with Performance Statements

Staff Management

Definition

Manages staff in ways that improve their ability to succeed on the job.

Performance Statement Examples

- Aligns the right work with the right people; delegates tasks according to people's strengths and interests.
- Ensures staff have the skills and resources to get things done. Provides staff with coaching, training, and opportunities for growth to improve their skills.
- Gives staff ongoing, constructive feedback on their performance and progress in light of expectations and goals. Holds timely discussions and performance reviews.
- Lets staff know what is expected of them and holds them accountable. Differentiates between high and low performance. Rewards and recognizes hard work and results. Addresses performance issues promptly and corrects poor performance.
- Works to create a strong team. Treats all staff fairly and consistently. Shares accountability when delegating. Involves staff in setting their performance goals.
- Balances guiding the others' actions with granting authority for decision-making within set limits. Provides direction when needed without micro-managing.

Strategic Vision

Definition

Sees the big, long-range picture.

Performance Statement Examples

- Sees where current trends will lead, and how they may influence the organization's direction. Foresees opportunities that will come and go.
- Forms and articulates a clear picture of the future the organization should strive for. Explains why that future is important and how current decisions make or break the chance to reach it.
- Using a global perspective, reliably forecasts future needs and devises plans to meet those needs.
- Analyzes options and decisions based on long-term pay-offs or outcomes.
- Translates the vision for a program or organization into clear strategies.

Stress Tolerance

Definition

Maintains composure in highly stressful or adverse situations.

Performance Statement Examples

- Handles high workloads, competing demands, vague assignments, interruptions, and distractions with poise and ease.
- Remains steady or thrives under pressure, using it to fuel productivity and efficiency.

Performance Management Competency Examples with Performance Statements

- Stays calm and maintains focus in turbulent, threatening, or emergency situations. Makes rational decisions and continues to perform effectively.
- Provides direction in crisis situations. Defuses potentially violent people or situations, calming others and removing them from harm.

Tact

Definition

Diplomatically handles challenging or tense interpersonal situations.

Performance Statement Examples

- Strives to understand the data, the people, and their views before making decisions and taking action.
- Works through difficult or awkward interpersonal situations in a positive manner. Broaches sensitive issues ways that allows rational and open discussion.
- Focuses on issues and interests instead of people or positions, even when personally attacked.
- Delivers tough messages with sensitivity to minimize the negative impact on others; critiques constructively.
- Thoughtfully intervenes in conflicts to improve communication, diffuse tension, and resolve problems. Seeks to find common ground and preserve relationships.

Teamwork

Definition

Promotes cooperation and commitment within a team to achieve goals and deliverables.

Performance Statement Examples

- Knows and supports teammates' work and deliverables. Helps teammates who need or ask for support or assistance.
- Acknowledges and celebrates the achievements of teammates. Praises the team and its achievement to others.
- Encourages team unity through sharing information or expertise, working together to solve problems, and putting team success first.
- Helps remove barriers to team productivity and success.
- Ensures joint ownership of goal setting, commitments, and accomplishments. Involves everyone on the team.

Training & Presenting Information

Definition

Formally delivers information to groups.

Performance Statement Examples

- 'Sets the stage' for optimal learning. Comes prepared, and gauges the audience's level of knowledge. Tailors the teaching style to the audience.

Performance Management Competency Examples with Performance Statements

- Combines exercises, group discussions, lecture, and other methods to meet diverse learning styles. Uses props, slides, and other presentation aids well.
- Interacts with the audience, reading body language, gathering feedback, and holding their attention. Sees when listeners fail to grasp critical concepts and take steps to ensure comprehension. Uses individuals' strengths to help them learn.
- Gives adequate attention to individuals without neglecting the group as a whole.
- Develops accurate standards or activities to measure the audience's learning.
- Seeks ways to enhance the learning experience. Ensures that content is current, and that activities are engaging and effective.

Valuing Diversity

Definition

Helps create a work environment that embraces and appreciates diversity.

Performance Statement Examples

- Sees the value of cultural, ethnic, gender, and other individual differences in people. Creates an environment of learning about, valuing, encouraging, and supporting differences.
- Seeks different points of view and leverages diverse perspectives in group processes and decision-making. Checks own views against the views of others.
- Supports fair treatment and equal opportunity for all. Listens to and objectively considers the ideas/input of others. Respects the talents and contributions of all individuals.
- Strives to eliminate barriers to diversity; ensures that new barriers to diversity are not built.

Writing

Definition

Conveys ideas and facts in writing using language the reader will best understand.

Performance Statement Examples

- Uses correct vocabulary, spelling, grammar, and punctuation.
- Composes clear, direct, concise, complete messages.
- Chooses the most effective and meaningful form to express ideas and information. Uses bullet points, tables, or other tools to organize and present detailed or complex information.
- Adapts the content, tone, style, and form to suit the needs of the reader, the subject, and the purpose of the communication. Uses plain talk to explain complex or technical concepts.
- Organizes information so that facts or ideas build upon one another to lead the reader to a specific conclusion.
- Uses formal writing styles or advanced literary techniques and formats suited to the job.

2025-28 CBA

Article VI: Adjunct Faculty -Section D: Evaluation (pages 40-42)

Article IX: Tenure: Section F- Evaluation and Support Process (pages 71-79)

Article X: Review of Tenured Faculty (pages 85-89)

Article XII: Termination of Employment (pages 92-97)

To view the file, please refer to separated Appendix

Supervising Admin/Exempt Staff (GatorNet)

MTbox: Supervising Admin/Exempt Staff

Lupita (Pete) Morales-Cuvelier
Human Resources Consultant 2

This page is your go-to resource for managing ***Admin/Exempt staff*** at Green River College.

From performance evaluations to transitions, training opportunities,

and policy guidance—it's all here.

Use this toolbox to stay informed, support your team, and manage with confidence.

HR will continue to post updates and resources specific to Admin/Exempt employees in this section.

📈 Evaluating Growth & Goals

Admin/Exempt Performance Reviews

Admin/Exempt Performance Review Guide

Admin/Exempt Performance Review Form

Questions or need further assistance, please reach out to:

Lupita (Pete) Morales-Cuvelier
Human Resources Consultant 2

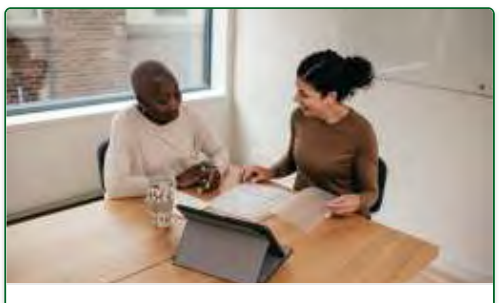
Utility Drawer: Extra Tools for Supporting Your Staff

Admin/Exempt Employees

Click the image to open the employee resource page and share it with your Admin/Exempt team.

Admin/Exempt Employee Handbook 2025

📋 Resources for Supporting Any Gator Employee:

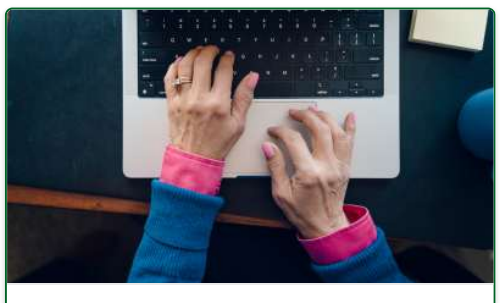


Accommodations

Benefits & Wellness

Community Resources

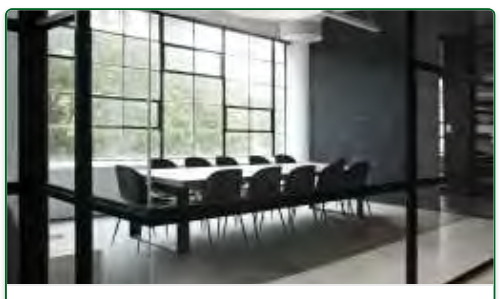
Employee Educational Benefits: Empowering Our Team



Human Resources Policies

Learning & Innovation

Safe@Work: Environmental Health and Safety



Separation/Off-Boarding of Employees

📁 Extra Notes & Need-to-Knows

Helpful reminders, FYIs, trainings and manager tips that don't fit anywhere else—but still matter.

Salaried Overtime-Eligible Employees

1. What is the Fair Labor Standards Act (FLSA)?

The FLSA establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.

2. Does Washington State govern minimum wage and overtime pay?
Yes. July 1, 2020 Washington State Labor and Industries (L&I) implemented employment rules regarding the state overtime exemptions. In these employment rules L&I finalized the minimum salary an employee must earn to be exempt from overtime which differs from the federal requirements. The L&I salary threshold will change annually through 2028.

3. What are the recent changes to the Washington State overtime eligibility?
Large employers (with 51 or more employees in Washington) must pay employees exempt from overtime at least 2 times the minimum wage, meaning exempt employees of large employers must earn at least $1,259.20/week (or $65,478.40/year) to continue to meet the minimum salary requirements to be exempt from overtime pay.

How to Guide-Reporting Time in ctcLink

Admin/Exempt Salaried Overtime-Eligible FAQs

Overtime Thresholds for Admin/Exempt Employees

For large employers with 51 or more employees

When the rule takes effect	Multiply minimum wage by…	Projected salary threshold, weekly	Projected salary threshold, annual
July 1, 2020	1.25	$675.00	$35,100.00
Jan. 1, 2021	1.75	$958.30	$49,831.60
Jan. 1, 2022	1.75	$1,014.30	$52,743.60
Jan. 1, 2023	2	$1,259.20	$65,478.40
Jan. 1, 2024	2	$1,302.40	$67,724.80
Jan. 1, 2025	2.25	$1,499.40	$77,968.80
Jan. 1, 2026	2.25	$1,537.20	$79,934.40
Jan. 1, 2027	2.5	$1,751.00	$91,052.00
Jan. 1, 2028	2.5	$1,795.00	$93,340.00

The WA State Department of Labor & Industries has updated the salary thresholds for overtime exemption. Please see the new implementation schedule, please replace for any you have saved. As of January 1, 2025 the annual salary for overtime exemption needs to be a minimum of $77,968.80. If you have employees who will move from overtime exempt to overtime eligible, you and your employees will be notified by HR in December.

Questions regarding the Over Time Threshold schedule please contact:

Dawnell Schroeder
Director of Human Resources Operations

Annual assessment form used for administrators

2024-2025 Performance Review

Name & Emp ID:	Supervisor's Name:
Title:	Supervisor's Title:

Performance Review (instructions on page 8)

Accomplishments from last year 2024-2025
For your area:
For your role and/or professional growth:
Supervisor Comments/Evaluation:

Challenges/Barriers from last year
For your area:
For you in your role:
Supervisor Comments:

2024-2025 Performance Review

CliftonStrengths (formerly StrengthsFinder)

CliftonStrengths Information
1. If you've not already done so, submit CliftonStrengths results to Mark Brown (mbrown@greenriver.edu). 2. If you have not completed a CliftonStrengths assessment, please contact Mark for an access code. 3. Below, please list your top 5 strengths as indicated in your CliftonStrengths report. *There is a cost associated with this process. It isn't necessary to use this portion of the review if you haven't done the Strengths Assessment. 1. 2. 3. 4. 5.

Work Planning for your area for next year (include at least one diversity goal)

Priorities for next year (Please include 5 or fewer including DEI goals)
Supervisor Comments:

2024-2025 Performance Review
Competency Assessment

*	Exceeds Standards	A level of performance that often surpasses job requirements. Results are above expected level.
	Meets Standards	A level of performance that consistently meets all normal requirements of the position. Progress is fully satisfactory.
*	Needs Improvement	A level of performance that does not meet all of the job requirements. Substantial improvements needed.
	Not Applicable	Not relevant to current position.
	*** Written comment required**	

Knowledge of Job Function

- Comprehension of pertinent facts, policies, procedures and goals of department
- Ability to assess accurately a situation, gather and evaluate appropriate data
- Ability to manage change, adjust to new requirements, procedures, and systems
- Compliance with Green River College and departmental standards
- Develop racially inclusive services to all employees through exemplary customer service*

Managers: Please fill out the blue boxes and provide comments.

☐ **Exceeds Standards** ☐ **Meets Standards** ☐ **Needs Improvement** ☐ **Not Applicable**

Click here to enter text.

Please share examples where you have demonstrated DEI principles as a part of your job function

Dependability and Punctuality

- Attendance, dependability, and consistency with schedule and responsibilities

☐ **Exceeds Standards** ☐ **Meets Standards** ☐ **Needs Improvement** ☐ **Not Applicable**

Click here to enter text.

2024-2025 Performance Review

Initiative and Resourcefulness

- Resourcefulness in utilizing facts, intuition, and experience.
- Ability to develop/carry out new ideas and methods.
- Implement a system of development and accountability to ensure accelerated progress towards becoming a racially inclusive, anti-racist organization.
- Effort to seek new responsibilities and acquire needed skills.

☐ Exceeds Standards ☐ Meets Standards ☐ Needs Improvement ☐ Not Applicable

Click here to enter text.

Please share examples where you have demonstrated DEI principles as a part of your job function

Communication Skills

- Ability to communicate effectively with staff, students, and faculty.
- Ability to listen attentively and share information with department and team.
- Respond effectively when given feedback about the impact of your comments, actions, and/or inactions.

☐ Exceeds Standards ☐ Meets Standards ☐ Needs Improvement ☐ Not Applicable

Click here to enter text.

Please share examples where you have demonstrated DEI principles as a part of your job function

2024-2025 Performance Review

Interpersonal Relations

- Ability to maintain positive working relationships and recognize racist attitudes, behaviors, and microaggressions in yourself and others.
- Ability to provide honest feedback and accept constructive criticism, including effective engagement in meaningful dialogue about race in a racially equitable and inclusive capacity.
- Ability to effectively interrupt racist dynamics and recognize and shift dynamics of white privilege in the moment.

☐ Exceeds Standards ☐ Meets Standards ☐ Needs Improvement ☐ Not Applicable

Click here to enter text.

Please share examples where you have demonstrated DEI principles as a part of your job function

Management Skills (If Applicable)

- Ability to interview and hire, coach and mentor, manage staff, and create racially inclusive, high-performing teams and work climates where all are respected, valued, feel a sense of belonging, and able to contribute to their full potential.
- Ability to use organizational and political savvy to solve problems.
- Use a Race Lens in all planning, and decision-making processes.
- Use a Race Lens to analyze all current policies, programs, practices, and services and revise as needed, to eliminate negative differential impact on People of Color and create racial equity and inclusion.
- Implement a system of development and accountability to ensure accelerated progress towards becoming a racially inclusive, anti-racist organization.

☐ Exceeds Standards ☐ Meets Standards ☐ Needs Improvement ☐ Not Applicable

Click here to enter text.

2024-2025 Performance Review

Please share examples where you have demonstrated DEI principles as a part of your job function

Leadership Work Planning for Your Area and the People You Lead (If applicable)

Priorities for next year
Supervisor Comments:

2024-2025 Performance Review

Career Objectives

Utilize this space to record any career objectives you wish to share. If additional professional development is required to accomplish these objectives, please provide details.

Professional Development Planning for You

Three (or fewer) Professional Development Activities for Next Year
1.
2.
3.
Supervisor Comments:

REQUIRED TRAINING: Managers please verify completion by reviewing employee certificate.

	Please CHECK the box (to the left), indicating you have completed the following ANNUAL training:
	Title IX: Building Supportive Communities
	FERPA (Faculty, Adjunct Faculty, and Deans)
	GRC Child Abuse & Neglect (We are all mandatory reporters)
	GRC Ethics
	GRC Non-Discrimination
	AED (Automated External Defibrillators)
	Fire Extinguisher Safety
	First Aid
	Hazard Communication
	Campus Security Authority (Assigned training)

If you have not completed the required learning modules listed above, please contact Mark Brown at mbrown@greenriver.edu.

2024-2025 Performance Review

As a team member, signing this does not necessarily mean that you agree with this review, but that you are signing to acknowledge that you have reviewed this document with your supervisor.

Employee Signature: _____ _____
Date

Supervisor Signature: _____ _____
Date

2024-2025 Performance Review

Guide for Completing Performance Review

Summary: The performance review summarizes accomplishments and outcomes, as well as challenges for the review period, which is July 1st to June 30th. Additionally, the performance review provides a space for work planning, both work related goals, and professional development for the upcoming fiscal year.

Who should complete: GRC staff, managers, and supervisors. Staff with less than 6 months direct GRC experience may not have enough work experience to warrant full completion of page 1. In these instances, please still complete the sections on pages 2-6.

Section Overview:

- **Accomplishments:**
  - Provide accomplishments, outcomes, and job-related behaviors related to expectations for the review period and may include milestones/progress on goals.
- **Challenges:**
  - Provide challenges and areas for opportunities related to expectations for the review period. Comments may include development needs.
- **CliftonStrengths**
  - Follow instructions provided. Please contact Mark Brown, mbrown@greenriver.edu with questions or concerns.
  - CliftonStrengths is Gallup's rebranded name for the StrengthsFinder 2.0 assessment. If you've completed a StrengthsFinder assessment, you already have your CliftonStrengths top 5 information.
- **Work Planning:**
  - Provide goals and work plans for the upcoming fiscal year. Goals should align with the unit goals, and the mission, vision, and values of Green River College. You may consider referring to the Green River College Strategic Plan draft, as well as the DEI Strategic Plan as you develop these. Green River College encourages the use of SMART format for writing goals:
    - **S**pecific
    - **M**easurable
    - **A**mbitious and Achievable
    - **R**esults-based
    - **T**ime-bound
- **Diversity, Equity, and Inclusion:** As we continue our work toward becoming an anti-racist campus, it is essential to be actionable and deliberate in our professional growth.
  - Please provide examples of actionable steps you have taken to move the needle forward in our DEI efforts.
- **Professional Development:**
  - Green River College supports growth, professional development, and encourages staff to seek these opportunities both at work and on their own. Provide possible suggestions/activities. Professional development can include continuing education, research, skill-based training, and more.
    - For some ideas, please contact GRC's Learning and Development office

2024-2025 Performance Review Guide

Guide for Completing Performance Review

Summary: The performance review summarizes accomplishments and outcomes, as well as challenges for the review period, which is July 1st to June 30th. Additionally, the performance review provides a space for work planning, both work related goals, and professional development for the upcoming fiscal year.

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  - CliftonStrengths is Gallup's rebranded name for the StrengthsFinder 2.0 assessment. If you've completed a StrengthsFinder assessment, you already have your CliftonStrengths top 5 information.
  - There is a cost associated with the assessment, so if you don't have the funds, you can bypass this section.
- **Work Planning:**
  - Provide goals and work plans for the upcoming fiscal year. Goals should align with the unit goals, and the mission, vision, and values of Green River College. You may consider referring to the Green River College Strategic Plan, as well as the DEI Strategic Plan as you develop this component. Green River College encourages the use of SMART format for writing goals:
    - **S**pecific
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    - For some ideas, please contact Learning & Innovation.

Exempt/Admin Employee Handbook

To view the file, please refer to separated Appendix

BSR-3 Monitoring Presidential Performance

Select Language

Current Students Faculty & Staff Give to GRC Quick Links

Green River COLLEGE

BSR-3 MONITORING PRESIDENTIAL PERFORMANCE

Policy

The Board will monitor performance in a manner as to have systematic assurance of policy compliance.

1. Policy compliance may be monitored at any time, but the monitoring shall include at least one of the following methods:
   a. **Internal reports**: Disclosure of compliance information to the Board from the president. Internal reports may include community and student surveys, assessment of student learning, Washington state performance reporting, financial and monitoring reports on college outcomes.
   b. **External reports**: Disclosure of compliance information by an external auditor or other person or entities external to the

institution. External reports may include audit and accreditation information.

c. **Direct board review**: Discovery of compliance information by a Board member or the Board as a whole. Discovery by an individual Board member will be reported to the Board Chair for review by the Board as a whole. Review may be of documents, activities or circumstances directed by the Board, which allows a prudent person test of compliance.

2. College Outcomes and Executive Limitations will be monitored by the Board no less than annually.
3. The Board will typically review executive performance at its annual July Board meeting including discussion of the president's working job description. The Board, in conjunction with the president, shall also develop an annual assessment instrument to be used during this review.

History of Policy

Draft: 11/4/03, 10/10/19
Adopted: 4/15/04
Reviews: 10/10/19
Revised: 1/16/14, 12/18/14, 11/21/19

College Policies

Business Administration

General Administrative

Information Technology

Human Resources

Instruction

Student Affairs

Board Policies

Governance Process

- GP-1 Policy Governance Commitment
- GP-2 Governing Style

- GP-3 Board Job Description
- GP-4 Board Chairperson's Role
- GP-5 Community College District No. 10 Bylaws
- GP-6 Board Code of Ethics
- GP-7 Naming of Facilities
- GP-8 Civility and Mutual Respect
- GP-9 Participatory Governance

Board Staff Relationships

- BSR-1 Order Delegating Authority
- BSR-2 President's Job Description
- BSR-3 Monitoring Presidential Performance
- BSR-4 Staff Reports to the Board
- BSR-5 Other Board Interactions

Executive Limitations

- EL-1 General Executive Constraint
- EL-2 Treatment of People
- EL-3 Compensation and Benefits
- EL-4 Financial Planning/Forecasting
- EL-5 Financial Condition
- EL-6 Asset Protection
- EL-7 Communication/Counsel to the Board
- EL-8 Emergency Executive Succession
- EL-9 Reserves

College Outcomes

- CO-1 College Mission
- CO-2 College Vision
- CO-3 Core Theme: College Transfer Education
- CO-4 Core Theme: Career and Technical Education
- CO-5 Core Theme: College Readiness Education

- CO-6 Core Theme: Continuing & Community Ed
- CO-7 Overarching Strategies
- CO-8 Core Values

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